

**CHAPTER 19****NEWS MEDIA AND PUBLIC INFORMATION  
DISSEMINATION****Authority**

N.J.S.A. 2C:49-7, 30:1B-6, 30:1B-10, 30:4-123.47c  
and 47:1A-1 et seq.

**Source and Effective Date**

R.2004 d.29, effective December 19, 2003.  
See: 35 N.J.R. 4427(a), 36 N.J.R. 446(a).

**Chapter Expiration Date**

In accordance with N.J.S.A. 52:14B-5.1c, Chapter 19, News Media and Public Information Dissemination, expires on June 17, 2009. See: 40 N.J.R. 1602(a).

**Chapter Historical Note**

Chapter 19, Public Information, was adopted as R.1989 d.440, effective August 21, 1989. See: 21 N.J.R. 1490(a), 21 N.J.R. 2517(a).

Pursuant to Executive Order No. 66(1978), Chapter 19, Public Information, was readopted as R.1994 d.255, effective April 25, 1994. See: 26 N.J.R. 1287(b), 26 N.J.R. 2129(b). Pursuant to Executive Order No. 66(1978), Chapter 19 expired on April 25, 1999.

Chapter 19, Public Information, was adopted as new rules by R.1999 d.310, effective September 7, 1999. See: 31 N.J.R. 1739(a), 31 N.J.R. 2622(a).

Chapter 19, News Media and Public Information Dissemination, was readopted as R.2004 d.29, effective December 19, 2003. See: Source and Effective Date. See, also, section annotations.

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**SUBCHAPTER 1. GENERAL PROVISIONS****10A:19-1.1 Purpose**

(a) The purpose of this chapter is to establish policies and procedures for:

1. Disseminating information to the public; and
2. Photographing, interviewing, recording, filming and/or videotaping inmates for public dissemination by the news media.

**10A:19-1.2 Scope**

This chapter is applicable to all administrative units within the New Jersey Department of Corrections.

**10A:19-1.3 Definitions**

The following words and terms, when used in this chapter, shall have the following meanings, unless the context clearly indicates otherwise.

“Freelancer” means an individual who is not under contract with a news service or publication and whose writings and/or services regarding the Department of Corrections are scheduled to be published or broadcast by a news service or publication as verified by the Office of Public Information.

“News media representative” means an individual with valid press credentials who provides any means of communication to the public.

Amended by R.2004 d.29, effective January 20, 2004.  
See: 35 N.J.R. 4427(a), 36 N.J.R. 446(a).

**10A:19-1.4 Forms**

(a) The following forms related to public information are available by accessing the Department of Corrections computer network (DOCNet). Interested individuals who do not have access to DOCNet may obtain copies of forms by contacting the Administrative Rules Unit, New Jersey Department of Corrections:

1. 283-I Inmate Consent for the News Media; and
2. 283-II News Media Representative/Freelancer Agreement.

Administrative change.  
See: 35 N.J.R. 1137(a).  
Amended by R.2004 d.29, effective January 20, 2004.  
See: 35 N.J.R. 4427(a), 36 N.J.R. 446(a).  
Amended by R.2006 d.419, effective December 4, 2006.  
See: 38 N.J.R. 3226(a), 38 N.J.R. 5161(a).

In the introductory paragraph of (a), deleted “shall be reproduced by each correctional facility from originals that” preceding “are available” and inserted “by accessing the Department of Corrections computer network (DOCNet). Interested individuals who do not have access to DOCNet may obtain copies of forms” and “, New Jersey Department of Corrections”.

## SUBCHAPTER 2. PUBLIC INFORMATION DISSEMINATION

### 10A:19-2.1 Office of Public Information

(a) The Office of Public Information, within the Office of the Commissioner of the New Jersey Department of Corrections, is responsible for:

1. Maintaining and increasing public knowledge of the Department of Corrections by developing and disseminating information relative to correctional philosophy and programming to the following:
  - i. The news media;
  - ii. The general public;
  - iii. Governmental agencies;
  - iv. Community and social organizations; and
  - v. Department of Corrections personnel.
2. Publicizing the effectiveness of innovative programs;
3. Responding to public inquiries and complaints; and
4. Coordinating all public communications including, but not limited to:
  - i. Speaking engagements;
  - ii. Interviews;
  - iii. Press releases;
  - iv. Tour groups;
  - v. Annual reports; and
  - vi. Department of Corrections pamphlets.

### 10A:19-2.2 Responsibilities of the Director of Communications

(a) The Office of Public Information, New Jersey Department of Corrections, is managed by the Director of Communications or designee who shall be responsible for:

1. Being accessible to information sources within the Department of Corrections in order to receive and gather information;
2. Keeping abreast of major trends and events within the Department of Corrections;
3. Disseminating accurate and often instant information concerning emergencies, Departmental plans, programs, services and activities to the following:
  - i. The news media;
  - ii. The general public;
  - iii. Governmental agencies;

- iv. Community and social organizations; and
- v. Department of Corrections personnel.

4. Preparing news releases, fact sheets and reports describing and explaining events, policies and activities of the Department of Corrections;

5. Conferring regularly with the Department of Corrections Commissioner or designee;

6. Arranging for news media representative and/or freelancer interviews with personnel and inmates within the Department of Corrections; and

7. Ensuring that current and accurate information is available on the Department of Corrections website at [www.state.nj.us/corrections](http://www.state.nj.us/corrections).

Amended by R.2004 d.29, effective January 20, 2004.

See: 35 N.J.R. 4427(a), 36 N.J.R. 446(a).

In (a), inserted "or designee" following "Director of Communications" in the introductory paragraph and added 7.

### 10A:19-2.3 Release of information

Employees of the Department of Corrections shall not impart information to news media representatives, freelancers or other persons not officially connected with a correctional facility or the Department of Corrections without prior notification to the Commissioner or designee except as provided in N.J.A.C. 10A:22. This section shall not restrict the right of employees to comment on public policy or other issues of public concern in a manner which will not interfere with the security or orderly operation of a correctional facility, or result in a breach of necessary confidentiality.

Amended by R.2004 d.29, effective January 20, 2004.

See: 35 N.J.R. 4427(a), 36 N.J.R. 446(a).

Rewrote the section.

Amended by R.2005 d.221, effective July 5, 2005.

See: 37 N.J.R. 863(a), 37 N.J.R. 2543(b).

Substituted "notification to the Commissioner or designee" for "authorization from the Office of Public Information" preceding "except as provided in N.J.A.C. 10A:22".

### 10A:19-2.4 Newsworthy events

(a) The Office of Public Information, New Jersey Department of Corrections, shall be notified of upcoming newsworthy events at least one week before the event.

(b) The Office of Public Information shall evaluate the newsworthiness of events and provide for appropriate news coverage.

(c) Events considered newsworthy shall include, but are not limited to:

1. Supervisory staff appointments;
2. Approval of Federal grants;
3. New construction;
4. Expansion or addition of services;

5. Significant changes in programs;
6. Opening of new correctional facilities;
7. Open houses;
8. Inspection tours;
9. Special events;
10. Volunteer activities and social functions of a commemorative or programmatic nature;
11. Public appearances by Department of Corrections personnel;
12. Participation of Department of Corrections personnel at conferences;
13. Publication of books, pamphlets or articles by Department of Corrections personnel;
14. Creation and/or operation of special programs or projects by inmates;
15. Execution of an individual sentenced to death (see N.J.A.C. 10A:23); and
16. Any other event worthy of public notice.

#### 10A:19-2.5 Emergency situations

(a) The Office of Public Information, New Jersey Department of Corrections, shall be informed of all incidents of an unusual nature, which occur at a correctional facility or involve inmates or staff, that may stimulate inquiries from the news media.

(b) In emergency situations, such as disturbances, unusual or unexpected deaths or injuries to inmates or employees, escapes and walkaways, the Administrator or designee shall immediately notify the appropriate Assistant Commissioner or designee, and the Office of Public Information of the incident.

(c) After obtaining full information from the correctional facility, the Office of Public Information may release the pertinent facts to the news media with the approval of the Commissioner or designee.

(d) If it is determined that public knowledge of emergency situations or ongoing investigations would threaten the maintenance of order, safety, or security within a correctional facility, the Office of Public Information shall release information to the news media at a later more appropriate time.

(e) Information concerning the suspension of visiting programs within correctional facilities shall be disseminated in accordance with N.J.A.C. 10A:18-6, Visits.

Amended by R.2004 d.29, effective January 20, 2004.  
See: 35 N.J.R. 4427(a), 36 N.J.R. 446(a).

In (a), deleted “, parolees” following “inmates”; in (b), substituted “walkaways” for “walkways” and inserted “or designee” following “Assistant Commissioner”; in (c), substituted “release” for “relay” preceding “the pertinent facts” and inserted “or designee” following “Commissioner”; rewrote (d).

#### 10A:19-2.6 News media representative and/or freelancer contacts

All news media representative and/or freelancer inquiries shall be processed in the Office of Public Information, New Jersey Department of Corrections, in accordance with N.J.A.C. 10A:19-3, News Media Representative and/or Freelancer Contacts with Correctional Facilities and Inmates.

Amended by R.2004 d.29, effective January 20, 2004.  
See: 35 N.J.R. 4427(a), 36 N.J.R. 446(a).

#### 10A:19-2.7 Division monthly and annual reports

(a) The Assistant Commissioner of each Division within the New Jersey Department of Corrections shall submit a copy of the monthly and annual Division reports to the Office of Public Information.

(b) The annual report for the preceding fiscal year shall be submitted by the Assistant Commissioner to the Office of Public Information, New Jersey Department of Corrections, no later than October 1 of each calendar year.

(c) The Board of Trustees and Advisory Council shall submit an annual report to the Office of Public Information.

Amended by R.2004 d.29, effective January 20, 2004.  
See: 35 N.J.R. 4427(a), 36 N.J.R. 446(a).

In (a), substituted “the” for “his or her” and inserted “Division” preceding “reports”.

#### 10A:19-2.8 Public access to information

(a) Members of the public may obtain general information and/or contact the Department of Corrections by:

1. Accessing the official Department of Corrections website at [www.state.nj.us/corrections](http://www.state.nj.us/corrections). Informational categories available on the website include, but are not limited to, offender search and offender statistics, correctional facility names, locations and phone numbers, in the news press releases, New Jersey Administrative Code Title 10A, Department of Corrections rule proposals, frequently asked questions, careers in corrections, and information regarding the Open Public Records Act (OPRA);

2. Writing to the New Jersey Department of Corrections, Office of Public Information at PO Box 863, Trenton, New Jersey 08625-0863; and

3. Telephoning the Department of Corrections at (609) 292-9340.

New Rule, R.2004 d.29, effective January 20, 2004.  
See: 35 N.J.R. 4427(a), 36 N.J.R. 446(a).

SUBCHAPTER 3. NEWS MEDIA REPRESENTATIVE  
AND/OR FREE-LANCER CONTACTS WITH  
CORRECTIONAL FACILITIES AND INMATES

**10A:19-3.1 Interviewing and photographing inmates by  
news media representatives and/or  
freelancers**

(a) An inmate may be photographed, interviewed, recorded, filmed and/or videotaped by news media representatives and/or freelancers:

1. If the inmate has sufficient mental capacity to understand the nature and implication of these activities;
2. If the inmate indicates approval by signing Form 283-I Inmate Consent for the News Media; and
3. If such activity does not interfere with the security or orderly running of a correctional facility, satellite unit or residential facility.

(b) In the event an inmate is a juvenile sentenced as an adult or an inmate does not have sufficient mental capacity to understand the nature and implication of being photographed, interviewed, recorded, filmed and/or videotaped by news media representatives and/or freelancers, the written consent of the inmate's guardian shall be required.

Amended by R.2004 d.29, effective January 20, 2004.

See: 35 N.J.R. 4427(a), 36 N.J.R. 446(a).

In (a), deleted "his or her" preceding "approval" in 2 and substituted "a correctional facility" for "an institution" in 3; in (b), inserted "is a juvenile sentenced as an adult or an inmate" following "In the event an inmate".

**10A:19-3.2 News media presence at an execution**

(a) Pursuant to N.J.S.A. 2C:49-7, news media representatives shall be permitted to be present at the execution of an individual sentenced to death for the purpose of giving the news media representatives' respective association an account of the execution.

(b) There shall be no photographing, tape recording, filming, or videotaping of an execution by news media representatives.

(c) News media attendance at the execution of an individual sentenced to death shall be in accordance with N.J.A.C. 10A:23, Lethal Injection.

**10A:19-3.3 Requests by news media representatives and  
freelancers**

(a) All requests by news media representatives and freelancers to photograph, interview, record, film and/or videotape an inmate(s) shall be submitted in writing, in person, or by telephone to the Office of Public Information, New Jersey Department of Corrections for review.

(b) The Office of Public Information shall verify the affiliation of each news media representative or freelancer.

(c) In order for a request to be considered, the publisher or company that the freelancer represents shall submit a statement to the Office of Public Information which indicates that the product of the freelancer will be published or broadcast.

Amended by R.2004 d.29, effective January 20, 2004.

See: 35 N.J.R. 4427(a), 36 N.J.R. 446(a).

In (c), substituted "In order for a request to be considered, the publisher or company that the freelancer represents shall submit" for "A free-lancer must have his or her publisher or company submit".

**10A:19-3.4 Decision on news media representative  
and/or freelancer requests**

(a) The Office of Public Information, New Jersey Department of Corrections, in consultation with the Commissioner or designee, shall review and make a decision regarding all requests by news media representatives and/or freelancers to photograph, interview, record, film and/or videotape an inmate(s) and shall notify the Administrator of the correctional facility of the decision in writing. If the request is approved, the Office of Public Information shall provide to the Administrator written verification of the name and number of the inmate(s) and the audio/visual mode(s) that has been authorized.

(b) The Administrator of the correctional facility, in consultation with the Commissioner or designee, may request a subsequent review of the approval from the Office of Public Information to news media representatives and/or freelancers when the interests of discipline, safety, security, and/or the orderly operation of the correctional facility would be disrupted by the inmate or the activity of the news media representatives and/or freelancers. If the decision is overturned and the request denied after the subsequent review, the Administrator shall provide a written report within 24 hours to the Commissioner or designee as to the reasons therefor.

(c) Inmate contact visits with news media representatives and/or freelancers shall be prohibited when the inmate has been found guilty of a prohibited act identified in a zero tolerance policy as defined in N.J.A.C. 10A:1-2.2 and established at N.J.A.C. 10A:4-12. In those cases in which contact visits have been terminated, every effort will be made to provide a noncontact visit consistent with the orderly operation of the correctional facility.

Amended by R.2004 d.29, effective January 20, 2004.

See: 35 N.J.R. 4427(a), 36 N.J.R. 446(a).

In (b), substituted "override the approval from the Office of Public Information" for "override the Office of Public Information's approval" preceding "to news media representatives" and inserted "safety," preceding "security"; in (c), inserted "safety or" preceding "security concerns".

Emergency amendment, R.2005 d.435, effective November 15, 2005, (to expire January 14, 2006).

See: 37 N.J.R. 4575(a).

In (c), substituted "been found guilty of a prohibited act identified in a zero tolerance policy" for "violated the Zero Tolerance Drug/Alcohol Policy", added "and established at N.J.A.C. 10A:4-12" and substituted "terminated" for "denied."

Adopted concurrent amendment, R.2006 d.58, effective January 11, 2006.

See: 37 N.J.R. 4575(a), 38 N.J.R. 993(a).

Provisions of R.2005, d.435, adopted without change.  
Amended by R.2006 d.114, effective March 20, 2006.  
See: 37 N.J.R. 4509(a), 38 N.J.R. 1458(a).

In (a), substituted "in consultation with the Commissioner or designee, shall review and make a decision regarding" for "shall approve or disapprove" and substituted "in writing" for "by telephone"; rewrote (b); in (c), deleted repetitious language.

#### **10A:19-3.5 Inmate consent**

(a) When a request by the news media representative and/or freelancer to photograph, interview, record, film and/or videotape an inmate(s) has been approved by the Office of Public Information and the correctional facility Administrator, a staff member designated by the Administrator shall provide the inmate with Form 283-I Inmate Consent for the News Media for the inmate's review.

(b) The inmate shall indicate approval of the news media representative and/or freelancer request by signing Form 283-I Inmate Consent for the News Media in the presence of the designated staff member.

(c) The Administrator of the correctional facility shall notify the Office of Public Information of the inmate's decision.

Amended by R.2004 d.29, effective January 20, 2004.  
See: 35 N.J.R. 4427(a), 36 N.J.R. 446(a).

In (b), deleted "his or her" preceding "approval".

#### **10A:19-3.6 Notification of news media representative and/or freelancer**

The Office of Public Information, New Jersey Department of Corrections, shall notify the news media representative

and/or freelancer, by telephone, of the final decision to approve or disapprove the request to photograph, interview, record, film and/or videotape an inmate(s).

Amended by R.2004 d.29, effective January 20, 2004.  
See: 35 N.J.R. 4427(a), 36 N.J.R. 446(a).

#### **10A:19-3.7 News media and/or freelancer agreement**

(a) Upon arrival at the correctional facility, the news media representative and/or freelancer shall present valid press credentials or other identification approved by the Office of Public Information, New Jersey Department of Corrections, and complete and sign Form 283-II News Media Representative/Freelancer Agreement.

(b) Photographing, interviewing, recording, filming or videotaping of an inmate by any news media representative and/or freelancer shall not be permitted to take place prior to the signing of Form 283-II News Media Representative/Freelancer Agreement and the completion of Form 283-I Inmate Consent for the News Media.

(c) The originals of Forms 283-I and 283-II shall be retained by the correctional facility. A copy of these forms shall be given to the news media representative and/or freelancer, and a copy shall be forwarded to the Office of Public Information, New Jersey Department of Corrections.

Amended by R.2004 d.29, effective January 20, 2004.  
See: 35 N.J.R. 4427(a), 36 N.J.R. 446(a).