

**CHAPTER 18  
MAIL, VISITS AND TELEPHONE**

**Authority**

N.J.S.A. 30:1B-6 and 30:1B-10.

**Source and Effective Date**

R.1997 d.431, effective October 6, 1997.  
See: 29 N.J.R. 2769(a), 29 N.J.R. 4311(c).

**Executive Order No. 66(1978) Expiration Date**

Chapter 18, Mail, Visits and Telephone, expires on October 6, 2002.

**Chapter Historical Note**

Chapter 18, Mail, Visits and Telephones, was adopted as R.1987 d.263, effective July 6, 1987. See: 19 N.J.R. 33(b), 19 N.J.R. 1214(b).

Pursuant to Executive Order No. 66(1978), Chapter 18 was readopted as R.1992 d.262, effective May 27, 1992. See: 24 N.J.R. 1204(b), 24 N.J.R. 2627(a). Subchapter 7, Bedside and Funeral Visits, was renamed as Subchapter 7, Bedside, Private Viewing, and Funeral Visits, by R.1996 d.489, effective October 21, 1996. See: 28 N.J.R. 3868(a), 28 N.J.R. 4580(b). Pursuant to Executive Order No. 66(1978), Chapter 18 expired on May 27, 1997.

Chapter 18, Mail, Visits and Telephone, was adopted as R.1997 d.431, effective October 6, 1997. See: Source and Effective Date.

**CHAPTER TABLE OF CONTENTS**

**SUBCHAPTER 1. INTRODUCTION**

- 10A:18-1.1 Purpose
- 10A:18-1.2 Scope
- 10A:18-1.3 Definitions
- 10A:18-1.4 Forms

**SUBCHAPTER 2. CORRESPONDENCE**

- 10A:18-2.1 Notice to inmates
- 10A:18-2.2 Limitation on number of correspondents
- 10A:18-2.3 Limitation on number of stamps
- 10A:18-2.4 Correspondence in language other than English
- 10A:18-2.5 Correspondence to or from other inmates
- 10A:18-2.6 Inspection and identification of incoming correspondence
- 10A:18-2.7 Inspection of outgoing correspondence
- 10A:18-2.8 Legal correspondence
- 10A:18-2.9 Identification of sender of outgoing correspondence
- 10A:18-2.10 (Reserved)
- 10A:18-2.11 Registered, certified or special delivery mail
- 10A:18-2.12 Correspondence processing
- 10A:18-2.13 Receipt of funds
- 10A:18-2.14 Disapproved correspondence
- 10A:18-2.15 Control of correspondence
- 10A:18-2.16 Procedures for handling withheld correspondence
- 10A:18-2.17 Procedure for handling correspondence removed from the inmate's possession
- 10A:18-2.18 Appeal and final disposition
- 10A:18-2.19 Forwarding correspondence to an inmate transferred to another correctional facility
- 10A:18-2.20 Forwarding correspondence to an inmate released on parole or at expiration of maximum sentence
- 10A:18-2.21 Forwarding correspondence to an inmate remanded to a detention facility
- 10A:18-2.22 Forwarding correspondence of an inmate who has escaped

- 10A:18-2.23 Correspondence to and from illiterate inmates
- 10A:18-2.24 Cost of mailing correspondence for nonindigent inmates
- 10A:18-2.25 Cost of mailing correspondence by indigent inmates
- 10A:18-2.26 Inmate use of interoffice correspondence

**SUBCHAPTER 3. LEGAL CORRESPONDENCE**

- 10A:18-3.1 Notice to inmates
- 10A:18-3.2 Identification of outgoing legal correspondence
- 10A:18-3.3 Identification of incoming legal correspondence
- 10A:18-3.4 Inspection of incoming legal correspondence
- 10A:18-3.5 Certified or registered mail
- 10A:18-3.6 Proof of service
- 10A:18-3.7 Cost of mailing legal correspondence for nonindigent inmates
- 10A:18-3.8 Cost of mailing legal correspondence by indigent inmates
- 10A:18-3.9 Forwarding legal correspondence to an inmate transferred to another correctional facility
- 10A:18-3.10 Forwarding legal correspondence to an inmate released on parole or released after expiration of maximum sentence
- 10A:18-3.11 Forwarding legal correspondence to an inmate remanded to a detention facility
- 10A:18-3.12 Forwarding legal correspondence of an inmate who has escaped
- 10A:18-3.13 (Reserved)

**SUBCHAPTER 4. PUBLICATIONS**

- 10A:18-4.1 Notice to inmates
- 10A:18-4.2 Limitation on source of publications
- 10A:18-4.3 Publications in a language other than English
- 10A:18-4.4 (Reserved)
- 10A:18-4.5 Inspection of incoming publications
- 10A:18-4.6 Identification of incoming publications
- 10A:18-4.7 Inspection and identification of outgoing publications
- 10A:18-4.8 Processing of publications
- 10A:18-4.9 Disapproved content in publications
- 10A:18-4.10 Control of publications
- 10A:18-4.11 Procedure for handling withheld publications
- 10A:18-4.12 Procedure for handling publications removed from inmate's possession
- 10A:18-4.13 Appeal and final disposition
- 10A:18-4.14 Forwarding publications to an inmate transferred to another correctional facility
- 10A:18-4.15 Forwarding publications to an inmate released on parole or at expiration of maximum sentence
- 10A:18-4.16 Forwarding publications to an inmate remanded to a detention facility
- 10A:18-4.17 Return of publications addressed to an inmate who has escaped

**SUBCHAPTER 5. PACKAGES**

- 10A:18-5.1 Notice to inmates
- 10A:18-5.2 Limitations on packages
- 10A:18-5.3 Inspection of incoming packages
- 10A:18-5.4 Identification of incoming mailed packages
- 10A:18-5.5 Inspection and identification of outgoing packages
- 10A:18-5.6 Package processing
- 10A:18-5.7 Forwarding packages to an inmate transferred to another correctional facility
- 10A:18-5.8 Forwarding packages to an inmate released on parole or at expiration of maximum sentence
- 10A:18-5.9 Forwarding packages to an inmate remanded to a detention facility
- 10A:18-5.10 Forwarding packages of an inmate who has escaped

**SUBCHAPTER 6. VISITS**

- 10A:18-6.1 Notice to inmates
- 10A:18-6.2 List of visitors
- 10A:18-6.3 Approval of potential visitors

- 10A:18-6.4 Employee visits with incarcerated relatives
- 10A:18-6.5 Special visits
- 10A:18-6.6 Visits between incarcerated relatives
- 10A:18-6.7 Attorneys and court related personal visits
- 10A:18-6.8 Visits from children
- 10A:18-6.9 Notification of prospective visitors
- 10A:18-6.10 Visitor identification
- 10A:18-6.11 Visiting schedule
- 10A:18-6.12 Number of visitors
- 10A:18-6.13 Treatment of visitors
- 10A:18-6.14 Search of visitors
- 10A:18-6.15 Search of inmates
- 10A:18-6.16 Supervision of visits
- 10A:18-6.17 Play areas for children
- 10A:18-6.18 Gifts of money from visitors
- 10A:18-6.19 Denial, termination or suspension of a visit
- 10A:18-6.20 Suspension of visiting program under emergency conditions

#### SUBCHAPTER 7. BEDSIDE, PRIVATE VIEWING, AND FUNERAL VISITS

- 10A:18-7.1 Notice to inmates
- 10A:18-7.2 Authority
- 10A:18-7.3 Verification
- 10A:18-7.4 Eligibility
- 10A:18-7.5 Ineligibility
- 10A:18-7.6 Security
- 10A:18-7.7 Court ordered private viewing, or funeral visits
- 10A:18-7.8 Payment of visit expenses
- 10A:18-7.9 Notification of Central Office

#### SUBCHAPTER 8. TELEPHONE

- 10A:18-8.1 Written procedures
- 10A:18-8.2 Notice to inmates
- 10A:18-8.3 Monitoring of telephone calls
- 10A:18-8.4 Cost of telephone calls
- 10A:18-8.5 Emergency telephone calls
- 10A:18-8.6 Legal telephone calls
- 10A:18-8.7 Telephone calls between incarcerated relatives
- 10A:18-8.8 Telephone use by authorized inmate groups
- 10A:18-8.9 Telephone use in Close Custody Units

#### SUBCHAPTER 9. RESTRICTIONS ON SEXUALLY ORIENTED MATERIALS AT THE ADULT DIAGNOSTIC AND TREATMENT CENTER

- 10A:18-9.1 Definitions
- 10A:18-9.2 Disapproved materials
- 10A:18-9.3 Procedures for notifying inmates of the withholding and removal of sexually oriented materials
- 10A:18-9.4 Use of materials in authorized treatment
- 10A:18-9.5 Sanctions
- 10A:18-9.6 Other materials that may impede rehabilitation

#### SUBCHAPTER 1. INTRODUCTION

##### 10A:18-1.1 Purpose

(a) The purpose of this chapter is to establish guidelines for:

1. Permitting inmates to correspond with persons or entities outside the correctional facility;
2. Processing legal correspondence in correctional facilities;
3. Inmates sending and receiving publications;

4. Inmates sending and receiving packages;
5. Contact and non-contact visits with inmates;
6. Beside, private viewing and funeral visits by an inmate to a dying or deceased relative; and
7. Inmate access to and use of the telephone.

Amended by R.1997 d.431, effective October 6, 1997.

See: 29 N.J.R. 2769(a), 29 N.J.R. 4311(c).

In (a)6, inserted “, private viewing”.

##### 10A:18-1.2 Scope

(a) N.J.A.C. 10A:18-1, 2, 3, 4, 6, 7 and 8 shall be applicable to State correctional facilities operated by the Department of Corrections and to inmates housed in facilities, other than county jails, in accordance with contractual agreements with the Department of Corrections unless otherwise indicated in this chapter.

(b) N.J.A.C. 10A:18-5 shall be applicable to State correctional facilities operated by the Department of Corrections.

(c) N.J.A.C. 10A:18-9 shall be applicable to inmates confined to the Adult Diagnostic and Treatment Center.

Amended by R.1997 d.431, effective October 6, 1997.

See: 29 N.J.R. 2769(a), 29 N.J.R. 4311(c).

Substantially amended section.

Amended by R.1999 d.193, effective June 21, 1999.

See: 31 N.J.R. 918(a), 31 N.J.R. 1615(a).

Added (a) designation; and added (b) and (c).

Amended by R.1999 d.209, effective July 6, 1999.

See: 31 N.J.R. 833(a), 31 N.J.R. 1814(a).

Rewrote (a) and (b).

##### 10A:18-1.3 Definitions

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

“Correspondence” means communication by the exchange of letters.

“Inmate Liaison Committee” means a group of inmate representatives, authorized by the correctional facility administration to act on behalf of the correctional facility inmates.

“Interoffice correspondence” means the exchange of correspondence between offices within the Department of Corrections.

“Legitimate public official” means the following:

1. An elected or appointed national, state or municipal government official; or
2. A director of a national, state or municipal government agency.

“News media representative” means a person whose principal employment is to gather or report news for: