

Recodified from 10A:31-3.18 and amended by R.1995 d.421, effective August 7, 1995.  
See: 27 N.J.R. 1728(a), 27 N.J.R. 2928(a).

#### 10A:31-3.17 Security perimeter

(a) Provision shall be made for a security perimeter which includes, but is not limited to:

1. Security fencing;
2. Electrically operated and interlocking vehicle sallyport entrances and gates;
3. A separate prisoner entrance;
4. Separate visitor and delivery entrances;
5. Perimeter surveillance; and
6. Other considerations which enhance security within and surrounding the adult county correctional facility.

Recodified from 10A:31-3.19 and amended by R.1995 d.421, effective August 7, 1995.  
See: 27 N.J.R. 1728(a), 27 N.J.R. 2928(a).

#### 10A:31-3.18 Arsenal

The adult county correctional facility shall have a secure, adequately ventilated arsenal which is outside the housing units and activity areas, inaccessible to all unauthorized persons, but readily accessible to authorized staff members.

Recodified from 10A:31-3.20 and amended by R.1995 d.421, effective August 7, 1995.  
See: 27 N.J.R. 1728(a), 27 N.J.R. 2928(a).

#### 10A:31-3.19 Building and fire codes

(a) The correctional facility shall conform to all applicable Federal, State, and local building and fire codes.

(b) Conformance with the building and fire codes is indicated in the form of a letter or certificate issued by the appropriate code official.

Recodified from 10A:31-3.21 and amended by R.1995 d.421, effective August 7, 1995.  
See: 27 N.J.R. 1728(a), 27 N.J.R. 2928(a).

#### 10A:31-3.20 Monitoring system

There shall be an operable communication system which shall link the central control station with all housing areas, inmate and staff activity areas and supervisory officers.

Recodified from 10A:31-3.22 and amended by R.1995 d.421, effective August 7, 1995.  
See: 27 N.J.R. 1728(a), 27 N.J.R. 2928(a).

#### 10A:31-3.21 Emergency power

(a) Provision shall be made for a source of emergency power which is capable of providing minimal lighting throughout the facility.

(b) The emergency power source should provide sufficient power to operate:

1. The electrical locking devices;
2. The communications systems;
3. The alarm systems; and
4. Any other areas required by Federal, State, or local building and/or fire codes.

Recodified from 10A:31-3.23 and amended by R.1995 d.421, effective August 7, 1995.  
See: 27 N.J.R. 1728(a), 27 N.J.R. 2928(a).

#### 10A:31-3.22 Plumbing and mechanical space

(a) All plumbing space or any other mechanical space shall have an access door with a detention type locking device. No opening shall remain uncovered that is in excess of four inches.

(b) All ventilation ducts located within the security perimeter of the facility must contain security bars no more than four inches on center.

Recodified from 10A:31-3.24 and amended by R.1995 d.421, effective August 7, 1995.  
See: 27 N.J.R. 1728(a), 27 N.J.R. 2928(a).

### SUBCHAPTER 4. PERSONNEL

#### 10A:31-4.1 Personnel manual

A personnel manual shall be available to each employee.

#### 10A:31-4.2 Policy and procedure manual

A facility policy and procedure manual shall be issued to each employee, who shall sign a receipt acknowledging that he or she received the manual.

#### 10A:31-4.3 Affirmative Action Program

Each facility shall develop and implement an Affirmative Action Program, which is approved by the appropriate agency, and complies with all laws and government regulations.

#### 10A:31-4.4 Employee records

(a) A current, accurate and confidential personnel record shall be maintained for each employee.

(b) Employee records shall be protected against unwarranted examination.

(c) Employees shall be permitted to review their personnel files, challenge inaccurate information, and have inaccurate information corrected or removed from their files.

**10A:31-4.5 Employee performance evaluation**

(a) Each employee shall have an annual written performance evaluation based upon defined job criteria and performance standards. The results of the performance evaluation shall be discussed with the employee.

(b) Appeals of the results of a performance evaluation shall be made through appropriate channels.

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**SUBCHAPTER 5. TRAINING AND STAFF DEVELOPMENT**
**10A:31-5.1 Training and Staff Development Program**

(a) The Training and Staff Development Program shall consider the physical characteristics of the adult county correctional facility, its overall mission and the type of offenders served.

(b) The facility Training and Staff Development Program for all employees and all correction officers, subject to the Police Training Act (N.J.S.A. 52:17B-66 et seq.), shall be coordinated and supervised by a qualified training officer.

Amended by R.1993 d.324, effective July 6, 1993.  
See: 25 N.J.R. 1817(a), 25 N.J.R. 2884(a).  
Amended by R.1995 d.421, effective August 7, 1995.  
See: 27 N.J.R. 1728(a), 27 N.J.R. 2928(a).

**Case Notes**

Sheriff required to accept inmates committed to him for jailing. State v. Hughes, 230 N.J.Super. 223, 553 A.2d 349 (A.D.1989).

**10A:31-5.2 Training officer**

(a) The training officer shall have responsibility for planning and implementing:

1. The Police Training Commission (P.T.C.) training program; and
2. Civilian employee training programs.

(b) In an adult county correctional facility of over 100 employees, a full time training officer shall be employed.

Amended by R.1993 d.324, effective July 6, 1993.  
See: 25 N.J.R. 1817(a), 25 N.J.R. 2884(a).

**10A:31-5.3 Orientation and training for employees**

(a) All new civilian employees shall receive orientation training prior to job assignment and additional training on an as needed basis.

(b) Orientation shall cover the following subjects related to the adult county correctional facility:

1. Policies;

2. Organizational structure;
3. Programs; and
4. Regulations.

(c) All civilian employees who work in direct and continuing contact with inmates shall receive training that covers, at a minimum:

1. Security procedures;
2. Supervision of inmates;
3. Report writing;
4. Inmate rules and regulations;
5. Grievance and disciplinary procedures;
6. Rights and responsibilities of inmates;
7. Emergency procedures;
8. First aid;
9. Human relations and communication skills;
10. Special needs of minorities and women;
11. Crisis intervention;
12. Significant legal issues; and
13. Problem solving and guidance.

(d) It is recommended that the facility's administrative and senior managerial staff receive additional training in management skills each year.

(e) Library and reference services shall be available to complement the Training and Staff Development Program.

(f) All personnel authorized to use firearms shall be trained in weaponry on a continuing, in-service basis as required by the Gun Control Act (N.J.S.A. 2C:39-6j).

(g) County correction officers shall complete the Police Training Commission (P.T.C.) approved course at the Thomas M. Cooper Corrections Staff Training Academy, New Jersey Department of Corrections or at an alternative P.T.C. approved school (see N.J.S.A. 52:17B-66 et seq.).

Amended by R.1993 d.324, effective July 6, 1993.  
See: 25 N.J.R. 1817(a), 25 N.J.R. 2884(a).  
Amended by R.1995 d.421, effective August 7, 1995.  
See: 27 N.J.R. 1728(a), 27 N.J.R. 2928(a).

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**SUBCHAPTER 6. MANAGEMENT INFORMATION SYSTEM AND INMATE RECORDS**
**10A:31-6.1 Inmate population accounting system**

(a) An inmate population accounting system shall be utilized which provides the following information: