

CHAPTER 8**INMATE ORIENTATION AND HANDBOOK****Authority**

N.J.S.A. 30:1B-6, 30:1B-10 and 30:4-8.5.

Source and Effective Date

R.2007 d.249, effective July 24, 2007.
See: 39 N.J.R. 1621(a), 39 N.J.R. 3542(a).

Chapter Expiration Date

Chapter 8, Inmate Orientation and Handbook, expires on July 24, 2012.

Chapter Historical Note

Chapter 8, Inmate Orientation and Handbook, was adopted as R.1987 d.459, effective November 16, 1987. See: 19 N.J.R. 1531(b), 19 N.J.R. 2194(a).

Pursuant to Executive Order No. 66(1978), Chapter 8, Inmate Orientation and Handbook, was readopted as R.1992 d.356, effective August 19, 1992. See: 24 N.J.R. 2330(a), 24 N.J.R. 3315(a).

Pursuant to Executive Order No. 66(1978), Chapter 8, Inmate Orientation and Handbook, expired on August 19, 1997.

Chapter 8, Inmate Orientation and Handbook, was adopted as new rules by R.1997 d.388, effective September 15, 1997. See: 29 N.J.R. 3106(a), 29 N.J.R. 4137(a).

Chapter 8, Inmate Orientation and Handbook, was readopted as R.2002 d.172, effective June 3, 2002. See: 34 N.J.R. 974(a), 34 N.J.R. 1917(a).

Chapter 8, Inmate Orientation and Handbook, was readopted as R.2007 d.249, effective July 24, 2007. As a part of R.2007 d.249, Subchapter 1, Introduction, was renamed General Provisions, effective August 20, 2007. See: Source and Effective Date. See, also, section annotations.

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SUBCHAPTER 1. GENERAL PROVISIONS**10A:8-1.1 Purpose**

(a) The purpose of this chapter is to:

1. Establish provisions for informing inmates about the rules, procedures, units, services and programs of the correctional facility; and
2. Establish provisions for publishing correctional facility Inmate Handbooks.

Amended by R.2002 d.172, effective June 3, 2002.

See: 34 N.J.R. 974(a), 34 N.J.R. 1917(a).

In (a)1, substituted "provisions" for "policies and procedures" and added "units," preceding "services"; rewrote (a)2.

10A:8-1.2 Scope

This chapter shall be applicable to all correctional facilities within the Department of Corrections unless the context clearly indicates otherwise.

10A:8-1.3 Definitions

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

"Inmate Handbook" means a booklet that is provided to inmates which contains site-specific correctional facility rules and procedures, and information about services and programs. An Inmate Handbook may also mean a unit-specific handbook when identified as such. Such unit-specific handbooks shall be provided to inmates who are assigned to certain units, such as, but not limited to, a Close Custody Unit.

"Orientation" means one or more meetings or group sessions provided at a correctional facility to familiarize inmates with rules, procedures, units, services and programs.

Amended by R.2002 d.172, effective June 3, 2002.

See: 34 N.J.R. 974(a), 34 N.J.R. 1917(a).

Rewrote section.

SUBCHAPTER 2. ORIENTATION**10A:8-2.1 Responsibility for the Orientation Program**

The Administrator of the correctional facility shall designate a staff person to be responsible for the Orientation Program.

Amended by R.2002 d.172, effective June 3, 2002.

See: 34 N.J.R. 974(a), 34 N.J.R. 1917(a).

Substituted "Administrator" for "Superintendent".

10A:8-2.2 Staff participation

Staff members from various units within the correctional facility may participate in orientation sessions to describe the programs, services and/or activities of their units.

Amended by R.1997 d.388, effective September 15, 1997.

See: 29 N.J.R. 3106(a), 29 N.J.R. 4137(a).

Amended by R.2002 d.172, effective June 3, 2002.

See: 34 N.J.R. 974(a), 34 N.J.R. 1917(a).

Rewrote the section.

10A:8-2.3 Scheduling orientation

(a) Inmates shall be provided an orientation session within three weeks of admission to the Reception Center unless compelling security or safety reasons dictate otherwise, or to do so would adversely affect the orderly operations of the correctional facility.

(b) When assigned or transferred to another correctional facility, inmates shall be provided an orientation session within three weeks following admission to the new correctional facility unless compelling security or safety reasons dictate otherwise, or to do so would adversely affect the orderly operations of the correctional facility.

(c) Ongoing orientation sessions shall be conducted, as needed, to inform inmates of:

1. New or revised policies and rules;
2. New or revised procedures;
3. Programs;
4. Services; and
5. Activities.

(d) Orientation sessions may be presented in a foreign language when deemed necessary by the Administrator or designee.

Amended by R.1992 d.356, effective September 21, 1992.

See: 24 N.J.R. 2330(a), 24 N.J.R. 3315(a).

Added (d).

Amended by R.1997 d.388, effective September 15, 1997.

See: 29 N.J.R. 3106(a), 29 N.J.R. 4137(a).

Amended by R.2002 d.172, effective June 3, 2002.

See: 34 N.J.R. 974(a), 34 N.J.R. 1917(a).

Rewrote the section.

10A:8-2.4 Content of orientation sessions

(a) The material contained in the correctional facility Inmate Handbook shall be used as a guide for orientation sessions.

(b) Topics of orientation sessions shall include, but shall not be limited to:

1. Rights and privileges of inmates:
 - i. Correspondence;
 - ii. Visits;

- iii. Telephone calls;
- iv. Inmate savings accounts;
- v. Inmate legal services;
- vi. Inmate business activities;
- vii. Access to the Corrections Ombudsperson in the Division Citizens Relations, Department of the Public Advocate;
- viii. Inmate requests; and
- ix. Administrative remedies.
2. Work opportunities;
3. Correctional facility services:
 - i. Medical;
 - ii. Dental;
 - iii. Psychological;
 - iv. Psychiatric;
 - v. Counseling (individual and group);
 - vi. Substance use disorder treatment;
 - vii. Social services;
 - viii. Educational;
 - ix. Religious;
 - x. Video conferencing (V.T.C.); and
 - xi. Clothing.
4. Recreation and leisure time activities;
5. Grooming and hygiene;
6. Personal property;
7. Housekeeping;
8. Inmate Disciplinary Program;
9. Time and sentences;
10. Detainers;
11. Community Release Programs;
12. Parole/expiration of sentence; and
13. Any training required by Federal or State law.

Amended by R.1992 d.356, effective September 21, 1992.

See: 24 N.J.R. 2330(a), 24 N.J.R. 3315(a).

Revised (b)3.

Amended by R.1997 d.388, effective September 15, 1997.

See: 29 N.J.R. 3106(a), 29 N.J.R. 4137(a).

Inserted new (b)3iv and v and recodified former (b)3iv through viii as (b)3vi through x.

Amended by R.2002 d.172, effective June 3, 2002.

See: 34 N.J.R. 974(a), 34 N.J.R. 1917(a).

In (b), rewrote 3, substituted "grooming and " for "Personal" in 5, and rewrote 8.

Amended by R.2007 d.249, effective August 20, 2007.
See: 39 N.J.R. 1621(a), 39 N.J.R. 3542(a).

In (b)1vi, deleted "and" from the end; rewrote (b)1vii; added (b)1viii and (b)lix; in (b)3vii, substituted "services" for "work"; in (b)11, deleted "and" from the end; in (b)12, substituted "; and" for the colon at the end; deleted (b)12i; and added (b)13.

SUBCHAPTER 3. INMATE HANDBOOK

10A:8-3.1 Responsibility for correctional facility and unit-specific Inmate Handbooks

(a) The Administrator shall designate a staff person to be responsible for developing, reviewing, revising, printing, and issuing the correctional facility Inmate Handbook.

(b) When deemed necessary, the Assistant Commissioner, Division of Operations, shall designate staff to be responsible for developing, reviewing, revising, printing, and issuing unit-specific Inmate Handbooks, such as, but not limited to, Close Custody Units.

Amended by R.2002 d.172, effective June 3, 2002.
See: 34 N.J.R. 974(a), 34 N.J.R. 1917(a).

Rewrote the section.

Amended by R.2007 d.249, effective August 20, 2007.
See: 39 N.J.R. 1621(a), 39 N.J.R. 3542(a).

In (a), inserted a comma following "printing"; and in (b), deleted "appropriate" preceding "Assistant" and inserted ", Division of Operations," and a comma following "Handbooks".

10A:8-3.2 Inmate Handbook distribution

(a) Each inmate shall be provided a copy of the Inmate Handbook within two business days of admission to the correctional facility unless compelling security or safety reasons dictate otherwise, or to do so would adversely affect the orderly operations of the correctional facility.

(b) Pursuant to N.J.S.A. 30:4-8.5, a Spanish translation of the Inmate Handbook shall be provided to Spanish speaking inmates not conversant with the English language.

Amended by R.2002 d.172, effective June 3, 2002.
See: 34 N.J.R. 974(a), 34 N.J.R. 1917(a).

Rewrote the section.

10A:8-3.3 Inmate Handbook revision

(a) The correctional facility Inmate Handbook shall be updated at least every two years and bear the date of the most recent revision.

(b) When a correctional facility has a large number of inmates in the population who speak a foreign language, the Inmate Handbook revision shall also be printed in the foreign language.

(c) The Inmate Handbook revision shall be based on an overall review of the correctional facility's written policies and internal management procedures.

Amended by R.1992 d.356, effective September 21, 1992.

See: 24 N.J.R. 2330(a), 24 N.J.R. 3315(a).

Added new (b); redesignated existing (b) as (c) without changes.
Amended by R.2002 d.172, effective June 3, 2002.

See: 34 N.J.R. 974(a), 34 N.J.R. 1917(a).

In (a), added "correctional facility" preceding "Inmate Handbook".
Amended by R.2007 d.249, effective August 20, 2007.

See: 39 N.J.R. 1621(a), 39 N.J.R. 3542(a).

In (c), inserted "internal management".

10A:8-3.4 Review of correctional facility and unit-specific Inmate Handbooks

(a) Prior to printing a revision of the Inmate Handbook, two copies of the draft with the proposed revisions shall be submitted to the office of the Assistant Commissioner, Division of Operations, for review and written approval.

(b) When the approved draft of the revised Inmate Handbook has been printed, a copy of the revised Inmate Handbook shall be submitted to the office of the Assistant Commissioner, Division of Operations.

Amended by R.2002 d.172, effective June 3, 2002.

See: 34 N.J.R. 974(a), 34 N.J.R. 1917(a).

Substituted "the Office of the appropriate Assistant Commissioner" for "the appropriate Assistant Commissioner's Office" throughout.

Amended by R.2007 d.249, effective August 20, 2007.

See: 39 N.J.R. 1621(a), 39 N.J.R. 3542(a).

In (a) and (b), deleted "appropriate" preceding "Assistant"; in (a), inserted ", Division of Operations,"; and in (b), inserted ", Division of Operations".

10A:8-3.5 Correctional facility and unit-specific Inmate Handbook content

(a) The correctional facility Inmate Handbook shall contain an introduction which explains the philosophy of the correctional facility.

(b) The correctional facility Inmate Handbook shall include, but shall not be limited to, an explanation and/or description of:

1. The reception process;
2. The classification process;
3. The rights and privileges of inmates:
 - i. Correspondence;
 - ii. Visits;
 - iii. Telephone calls;
 - iv. Inmate accounts;
 - v. Inmate legal services;
 - vi. Inmate business activities;
 - vii. Access to the Corrections Ombudsperson in the Division of Citizen Relations, Department of the Public Advocate;
 - viii. Inmate requests; and

- ix. Administrative remedies.
- 4. Work opportunities;
- 5. Correctional facility services:
 - i. Medical;
 - ii. Dental;
 - iii. Psychological;
 - iv. Psychiatric;
 - v. Counseling (individual and group);
 - vi. Substance use disorder treatment;
 - vii. Social services;
 - viii. Educational;
 - ix. Religious;
 - x. Video conferencing (V.T.C.); and
 - xi. Clothing.
- 6. Recreation and leisure time activities;
- 7. Grooming and hygiene;
- 8. Personal property;
- 9. Housekeeping;
- 10. Procedures for name change;
- 11. Marriage and civil union;

- 12. Community Release Programs;
- 13. Other programs and services; and
- 14. Parole/expiration of sentence.

(c) Unit-specific Inmate Handbooks shall contain those internal management procedures, provisions, privileges and services specifically related to inmates assigned to the unit.

Amended by R.1992 d.356, effective September 21, 1992.

See: 24 N.J.R. 2330(a), 24 N.J.R. 3315(a).

Revised (a), (a)1; deleted (b)10 and added new.

Amended by R.1997 d.388, effective September 15, 1997.

See: 29 N.J.R. 3106(a), 29 N.J.R. 4137(a).

Inserted new (b)5vii and recodified former (b)5vii and Viii as (b)5viii and ix; and in (b)12, inserted reference to video conferencing.

Amended by R.2002 d.172, effective June 3, 2002.

See: 34 N.J.R. 974(a), 34 N.J.R. 1917(a).

In (a), inserted "correctional facility" preceding "Inmate Handbook"; in (b), inserted "correctional facility" preceding "Inmate Handbook" in the introductory paragraph, rewrote 5, 7, and 12 and substituted "sentence" for "sentences" in 13; added (c).

Amended by R.2007 d.249, effective August 20, 2007.

See: 39 N.J.R. 1621(a), 39 N.J.R. 3542(a).

In (b)3vi, deleted "and" from the end; rewrote (b)3vii; added (b)3viii and (b)3ix; in (b)5vii, substituted "services" for "work"; added new (b)11; recodified former (b)11 and (b)12 as (b)12 and (b)13; recodified former (b)13 as new (b)14 and deleted former (b)13j; and in (b)14, substituted a period for the semicolon at the end.

10A:8-3.6 (Reserved)

Repealed by R.2002 d.172, effective June 3, 2002.

See: 34 N.J.R. 974(a), 34 N.J.R. 1917(a).

Section was "Spanish Inmate Handbook".