

**CHAPTER 21**

**REPORTS**

**Authority**

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

**Source and Effective Date**

R.2006 d.370, effective September 18, 2006.  
See: 38 N.J.R. 2782(b), 38 N.J.R. 4487(a).

**Chapter Expiration Date**

In accordance with N.J.S.A. 52:14B-5.1b, Chapter 21, Reports, expires on September 18, 2013. See: 43 N.J.R. 1203(a).

**Chapter Historical Note**

Chapter 21, Reports, and Subchapter 5, Reports of Unusual Incidents or Events, was adopted as new rules by R.1991 d.53, effective February 4, 1991. See: 22 N.J.R. 3304(a), 23 N.J.R. 304(a).

Subchapter 8, Reporting Violations of the Criminal Statutes, were adopted as R.1991 d.43, effective February 4, 1991. See: 22 N.J.R. 3440(a), 23 N.J.R. 306(a).

Pursuant to Executive Order No. 66(1978), Chapter 21, Reports, was readopted as R.1996 d.63, effective January 11, 1996. See: 27 N.J.R. 4849(a), 28 N.J.R. 854(a).

Pursuant to Executive Order No. 66(1978), Chapter 21, Reports, expired on January 11, 2001.

Chapter 21, Reports, was adopted as new rules by R.2001 d.223, effective July 2, 2001. See: 33 N.J.R. 1298(a), 33 N.J.R. 2297(b).

Chapter 21, Reports, was readopted as R.2006 d.370, effective September 18, 2006. As a part of R.2006 d.370, Subchapter 2, Community Emergency Information Systems, was adopted as new rules, effective October 16, 2006. See: Source and Effective Date. See, also, section annotations.

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**SUBCHAPTER 1. GENERAL PROVISIONS**

**10A:21-1.1 Purpose**

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

1. Guidelines for providing telephone and written reports to persons within the Department of Corrections and, when necessary, to outside law enforcement agencies;
2. Guidelines for an observer from a law enforcement agency in an unusual incident or event;
3. Guidelines for providing written reports of the release, critical illness or death of an inmate;
4. Guidelines for the Community Emergency Information Systems;
5. Procedures for handling reportable and non-reportable suspected violations of criminal statutes; and
6. Reporting responsibilities of the Special Investigations Division.

Amended by R.2006 d.370, effective October 16, 2006.  
See: 38 N.J.R. 2782(b), 38 N.J.R. 4487(a).

Recodified (a)4 and (a)5 as (a)5 and (a)6; and added new (a)4.

**10A:21-1.2 Scope**

Unless otherwise stated, this chapter shall be applicable to State correctional facilities under the jurisdiction of the Department of Corrections.

**10A:21-1.3 Definitions**

The following, when used in this chapter, shall have the following meaning, unless the context clearly indicates otherwise:

“Community Emergency Information Systems” means the methods used by the New Jersey Department of Corrections to inform the public of an emergency incident or event at a correctional facility or unit when such information is deemed necessary by the Commissioner or designee.

“Public Information Officer (PIO)” means a staff member of the Department of Corrections designated by the Commissioner or designee to disseminate information to authorized persons or agencies.

“Telephone-Based Alert System (TAS)” means the telephone system used by the New Jersey Department of Corrections to provide current information via a recorded message relative to an emergency incident or event at a correctional facility or unit. TAS consists of an inbound calling system for callers to contact the Department via the toll-free telephone number 1-866-DOC-NEWS (1-866-362-6397).

“Web-Based Emergency Alert System” means an alert via a posting on the official New Jersey Department of Corrections web-site at [www.state.nj.us/corrections](http://www.state.nj.us/corrections) providing web-site users information regarding an escape alert from a correctional facility or unit.

Amended by R.2002 d.65, effective March 4, 2002.

See: 33 N.J.R. 3857(a), 34 N.J.R. 1027(a).

In “Public Information Officer”, substituted “designee” for “Chief of Staff”.

Amended by R.2006 d.370, effective October 16, 2006.

See: 38 N.J.R. 2782(b), 38 N.J.R. 4487(a).

Added definitions “Community Emergency Information Systems”, “Telephone-Based Alert System (TAS)”, and “Web-Based Emergency Alert System”; and substituted definition “Public Information Officer (PIO)” for definition “Public Information Officer”.

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## SUBCHAPTER 2. COMMUNITY EMERGENCY INFORMATION SYSTEMS

**10A:21-2.1 Purpose**

The purpose of the Community Emergency Information Systems is to enable the New Jersey Department of Corrections to help ensure the safety of the public at large by providing information to members of the general public of an incident or event at a correctional facility or unit when such information is deemed necessary by the Commissioner or designee.

**10A:21-2.2 Community Emergency Information Systems**

(a) The Community Information Systems consist of the following two components:

1. Telephone-Based Alert System (TAS); and
2. Web-Based Emergency Alert Information System.

**10A:21-2.3 Telephone-Based Alert System (TAS)**

(a) TAS is a telephone system utilized by the New Jersey Department of Corrections to provide current information relative to an emergency incident or event at a correctional facility or unit.

(b) TAS consists of an inbound calling system for members of the general public to contact the Department via the toll-free telephone number 1-866-DOC-NEWS (1-866-362-6397) in order to listen to a recorded message.

(c) The recorded message will provide the caller with information regarding an emergency incident or event, or the recorded message will inform the caller that there are no occurrences to report.

**10A:21-2.4 Web-Based Emergency Alert System**

(a) The Web-Based Emergency Alert System uses the New Jersey Department of Corrections official web-site at [www.state.nj.us/corrections](http://www.state.nj.us/corrections) to provide information to members of the general public via web-site access.

(b) Upon activation of the Web-Based Emergency Alert System, a message box will appear alerting web-site users who access the official web-site of an escape alert and provide related information.

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## SUBCHAPTER 3. WRITTEN REPORTS OF INMATE RELEASE

**10A:21-3.1 Written reports regarding inmate release into a community program**

Written reports regarding the release of an inmate into a community program shall be provided pursuant to N.J.S.A. 30:4-91.8 through 91.12, and in accordance with N.J.A.C. 10A:20-4.

**10A:21-3.2 Written reports regarding release of an inmate from custody**

(a) Written reports regarding the release of an inmate from custody shall be provided in accordance with N.J.S.A. 30:4-6.1 and 82.4.

(b) No less than 90 days before the date on which an inmate’s maximum term is scheduled to expire, the Assistant Commissioner or designee shall provide written notification of the inmate’s status to the Attorney General and the prosecutor of the county from which the inmate was committed when: