

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

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

**Source and Effective Date**

R.1997 d.388, effective September 15, 1997.  
See: 29 N.J.R. 3106(a), 29 N.J.R. 4137(a).

**Chapter Expiration Date**

In accordance with N.J.S.A. 52:14B-5.1c, Chapter 8, Inmate Orientation and Handbook, expires on March 14, 2003. See: 34 N.J.R. 974(a).

**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 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 R.1997 d.388, effective September 15, 1997. See: Source and Effective Date. See, also, section annotations.

**CHAPTER TABLE OF CONTENTS****SUBCHAPTER 1. INTRODUCTION**

10A:8-1.1 Purpose  
10A:8-1.2 Scope  
10A:8-1.3 Definitions

**SUBCHAPTER 2. ORIENTATION**

10A:8-2.1 Responsibility for the Orientation Program  
10A:8-2.2 Staff participation  
10A:8-2.3 Scheduling orientation  
10A:8-2.4 Content of orientation sessions

**SUBCHAPTER 3. INMATE HANDBOOK**

10A:8-3.1 Responsibility for the Inmate Handbook  
10A:8-3.2 Inmate Handbook distribution  
10A:8-3.3 Inmate Handbook revision  
10A:8-3.4 Review by division office  
10A:8-3.5 Inmate Handbook content  
10A:8-3.6 Spanish Inmate Handbook

**SUBCHAPTER 1. INTRODUCTION****10A:8-1.1 Purpose**

(a) The purpose of this chapter is to:

1. Establish policies and procedures for informing inmates about the rules, procedures, services and programs of the correctional facility; and

2. Establish the policies and procedures for publishing the correctional facility's Inmate Handbook.

**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**

"Inmate Handbook" means a booklet that is provided to inmates which contains correctional facility rules and procedures, and information about services and programs.

"Orientation" means one or more sessions provided at the Reception Center and other correctional facilities to familiarize inmates with rules, procedures, services and programs.

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

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

**10A:8-2.2 Staff participation**

Staff members from various units within the correctional facility, such as, Classification, Custody, Business Office, Education, Medical, and Social Work shall participate in orientation sessions and shall 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).

**10A:8-2.3 Scheduling orientation**

(a) An inmate shall be given an orientation within three weeks of admission to the Reception Center.

(b) Upon assignment or transfer to another correctional facility, the inmate shall be given an orientation within three weeks following admission to the new 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 may be presented in a foreign language at the discretion of the Superintendent.

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).

#### 10A:8-2.4 Content of orientation sessions

(a) The material contained in the correctional facility's 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; and
  - vii. Ombudsman.
2. Work opportunities;
3. Correctional facility services:
  - i. Psychological;
  - ii. Psychiatric;
  - iii. Counseling (individual and group);
  - iv. Video teleconferences (V.T.C.);
  - v. Substance abuse treatment;
  - vi. Social work;
  - vii. Educational;
  - viii. Religious activities;
  - ix. Medical and dental care; and
  - x. Clothing.
4. Recreation and leisure time activities;
5. Personal hygiene;
6. Personal property;
7. Housekeeping;
8. Discipline;
9. Time and sentences;
10. Detainers;
11. Community Release Programs; and

12. Parole/expiration of sentence:

- i. Financial aid.

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.

### SUBCHAPTER 3. INMATE HANDBOOK

#### 10A:8-3.1 Responsibility for the Inmate Handbook

The Superintendent shall designate a staff person to be responsible for developing, reviewing, revising, printing and issuing the Inmate Handbook.

#### 10A:8-3.2 Inmate Handbook distribution

Each inmate shall be given a copy of the Inmate Handbook within two days of admission to the correctional facility.

#### 10A:8-3.3 Inmate Handbook revision

(a) The 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 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.

#### 10A:8-3.4 Review by division office

(a) Prior to printing a revision of the Inmate Handbook, two copies of the draft with the proposed revisions shall be submitted to the appropriate Assistant Commissioner's Office 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 appropriate Assistant Commissioner's Office.

#### 10A:8-3.5 Inmate Handbook content

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

(b) The Inmate Handbook shall also 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; and
  - vii. Ombudsman.
4. Work opportunities;
5. Correctional facility services:
  - i. Psychological;
  - ii. Psychiatric;
  - iii. Counseling (individual and group);
  - iv. Social work;
  - v. Educational;
  - vi. Religious activities;
  - vii. Substance abuse treatment;

- viii. Medical and dental care; and/or
- ix. Clothing.
6. Recreation and leisure time activities;
7. Personal hygiene;
8. Personal property;
9. Housekeeping;
10. Procedures for name change;
11. Community Release Programs;
12. Other programs and services, including video teleconferencing (V.T.C.); and
13. Parole/expiration of sentences:
  - i. Financial aid.

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 teleconferencing.

#### **10A:8-3.6 Spanish Inmate Handbook**

The Inmate Handbook shall be available in Spanish.

New Rule, R.1992 d.356, effective September 21, 1992.  
See: 24 N.J.R. 2330(a), 24 N.J.R. 3315(a).