

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

In accordance with N.J.S.A. 52:14B-5.1b, Chapter 8, Inmate Orientation and Handbook, expires on July 24, 2014. See: 43 N.J.R. 1203(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, 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.

CHAPTER TABLE OF CONTENTS**SUBCHAPTER 1. GENERAL PROVISIONS**

- 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 correctional facility and unit-specific Inmate Handbooks
- 10A:8-3.2 Inmate Handbook distribution
- 10A:8-3.3 Inmate Handbook revision
- 10A:8-3.4 Review of correctional facility and unit-specific Inmate Handbooks
- 10A:8-3.5 Correctional facility and unit-specific Inmate Handbook content
- 10A:8-3.6 (Reserved)

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;
 - 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).