

**CHAPTER 31****ADULT COUNTY CORRECTIONAL FACILITIES****Authority**

N.J.S.A. 30:1B-6, 30:1B-10, 30:4-91.3 et seq.,  
30:4-91.4 and 52:17B-66 et seq.

**Source and Effective Date**

R.2000 d.332, effective July 19, 2000.  
See: 32 N.J.R. 1894(a), 32 N.J.R. 2945(a).

**Executive Order No. 66(1978) Expiration Date**

Chapter 31, Adult County Correctional Facilities, expires on July 19, 2005.

**Chapter Historical Note**

Rules on County Correctional Facilities were originally codified as N.J.A.C. 10:34, effective October 15, 1975 as R.1975 d.300. See: 7 N.J.R. 506(c). The chapter was repealed by R.1986 d.182, effective May 19, 1986. See: 17 N.J.R. 2525(a), 18 N.J.R. 1103(a).

Chapter 31, Adult County Correctional Facilities, was adopted as R.1979 d.438, effective November 1, 1979. See: 11 N.J.R. 284(a), 11 N.J.R. 627(e).

Subchapter 4, Remission of Time from Sentence, was adopted as emergency new rules by R.1981 d.270, effective June 23 1981. See: 13 N.J.R. 467(a). The provisions of R.1981 d.270 were readopted by R.1981 d.358, effective August 21, 1981. See: 13 N.J.R. 434(b), 13 N.J.R. 596(a).

Subchapter 5, Enforcement Procedures, was adopted as R.1982 d.149, effective May 17, 1982. See: 14 N.J.R. 227(a), 14 N.J.R. 474(a).

Pursuant to Executive Order No. 66(1978), Chapter 31, Adult County Correctional Facilities, expired on November 1, 1984.

Chapter 31, Adult County Correctional Facilities, was adopted as new rules by R.1985 d.17, effective February 4, 1985. See: 16 N.J.R. 3284(a), 17 N.J.R. 312(a).

Subchapter 6, Work Release Program, was adopted as R.1986 d.261, effective July 7, 1986. See: 18 N.J.R. 604(a), 18 N.J.R. 1386(a).

Chapter 31, Adult County Correctional Facilities, was repealed and Chapter 31, Adult County Correctional Facilities, was adopted as new rules by R.1990 d.140, effective March 5, 1990. See: 21 N.J.R. 2853(a), 22 N.J.R. 801(a). Pursuant to Executive Order 66(1978), Chapter 31 expired on March 5, 1995.

Chapter 31, Adult County Correctional Facilities, was adopted as new rules by R.1995 d.421, effective August 7, 1995. See: 27 N.J.R. 1728(a), 27 N.J.R. 2928(a).

Subchapter 29, Fiscal Management, was adopted as R.1999 d.132, effective April 19, 1999. See: 31 N.J.R. 250(a), 31 N.J.R. 1067(a).

Pursuant to Executive Order No. 66(1978), Chapter 31, Adult County Correctional Facilities, was readopted as R.2000 d.332, effective July 19, 2000. See: Source and Effective Date. See, also, section annotations.

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

- 10A:31-1.1 Purpose
- 10A:31-1.2 Scope
- 10A:31-1.3 Definitions

**SUBCHAPTER 2. ENFORCEMENT PROCEDURES**

- 10A:31-2.1 Authority of the Commissioner, New Jersey Department of Corrections
- 10A:31-2.2 Physical inspection and/or program evaluation
- 10A:31-2.3 Re-inspection
- 10A:31-2.4 Extension of time to correct violations
- 10A:31-2.5 Enforcement action

**SUBCHAPTER 3. PLANNING AND DESIGN**

- 10A:31-3.1 Notification
- 10A:31-3.2 Submission of plans and specifications
- 10A:31-3.3 Construction principles
- 10A:31-3.4 General conditions
- 10A:31-3.5 Reception and booking area; holding room
- 10A:31-3.6 Minimum requirements for housing units and dayroom areas
- 10A:31-3.7 Showers, drinking fountains, shutoff valves and drains
- 10A:31-3.8 Exercise areas
- 10A:31-3.9 Correctional program space
- 10A:31-3.10 Health care facilities and equipment
- 10A:31-3.11 Space for hair cutting
- 10A:31-3.12 Inmate commissary
- 10A:31-3.13 Dining areas
- 10A:31-3.14 Visiting and interview areas
- 10A:31-3.15 Janitor closet
- 10A:31-3.16 Administrative and staff areas
- 10A:31-3.17 Security perimeter
- 10A:31-3.18 Arsenal
- 10A:31-3.19 Building and fire codes
- 10A:31-3.20 Monitoring system
- 10A:31-3.21 Emergency power
- 10A:31-3.22 Plumbing and mechanical space

**SUBCHAPTER 4. PERSONNEL**

- 10A:31-4.1 Personnel manual
- 10A:31-4.2 Policy and procedure manual
- 10A:31-4.3 Affirmative Action Program
- 10A:31-4.4 Employee records
- 10A:31-4.5 Employee performance evaluation

**SUBCHAPTER 5. TRAINING AND STAFF DEVELOPMENT**

- 10A:31-5.1 Training and Staff Development Program
- 10A:31-5.2 Training officer
- 10A:31-5.3 Orientation and training for employees

**SUBCHAPTER 6. MANAGEMENT INFORMATION SYSTEM AND INMATE RECORDS**

- 10A:31-6.1 Inmate population accounting system
- 10A:31-6.2 Intake form
- 10A:31-6.3 Inmate population movement
- 10A:31-6.4 Inmate records
- 10A:31-6.5 Public records
- 10A:31-6.6 Confidential records
- 10A:31-6.7 Limitation on inmate and parolee records
- 10A:31-6.8 Availability of information to non-institutional persons or outside agencies
- 10A:31-6.9 Availability of information to adult county correctional facility personnel
- 10A:31-6.10 Procedure for release of confidential inmate or parolee records
- 10A:31-6.11 Records authorized by the inmate or parolee for inspection or release
- 10A:31-6.12 Litigation
- 10A:31-6.13 Reimbursement for costs of copying
- 10A:31-6.14 Security of Management Information System and inmate records

**SUBCHAPTER 7. EMERGENCIES**

- 10A:31-7.1 Meeting emergencies
- 10A:31-7.2 Passive resistance
- 10A:31-7.3 Work stoppage
- 10A:31-7.4 Escapes
- 10A:31-7.5 Riots
- 10A:31-7.6 Natural disasters

**SUBCHAPTER 8. SECURITY AND CONTROL**

- 10A:31-8.1 (Reserved)
- 10A:31-8.2 Search of inmates and facilities
- 10A:31-8.3 Search of inmates
- 10A:31-8.4 Strip search of a person(s) who has been detained or arrested for commission of an offense other than a crime
- 10A:31-8.5 Strip searches of a person(s) lawfully confined in an adult county correctional facility
- 10A:31-8.6 Body cavity searches of a person(s) who has been detained or arrested for commission of an offense other than a crime
- 10A:31-8.7 Body cavity searches of an inmate(s) lawfully confined in an adult county correctional facility
- 10A:31-8.8 Search of facilities
- 10A:31-8.9 Center Control
- 10A:31-8.10 Counts
- 10A:31-8.11 Inmate movements
- 10A:31-8.12 Custody staff posts
- 10A:31-8.13 Electronic surveillance
- 10A:31-8.14 Transportation of inmates
- 10A:31-8.15 Staffing plan
- 10A:31-8.16 Reports and meetings
- 10A:31-8.17 Use of force

**SUBCHAPTER 9. USE AND CONTROL OF SECURITY EQUIPMENT**

- 10A:31-9.1 Determining equipment needs
- 10A:31-9.2 Control of equipment
- 10A:31-9.3 Use of restraining equipment
- 10A:31-9.4 Key control
- 10A:31-9.5 Use and storage of chemical and natural agents
- 10A:31-9.6 Storage of weapons

**SUBCHAPTER 10. FOOD SERVICE**

- 10A:31-10.1 Nationally recommended dietary allowance
- 10A:31-10.2 Food service management
- 10A:31-10.3 Menus
- 10A:31-10.4 Special diets or alternate foods
- 10A:31-10.5 Serving of meals
- 10A:31-10.6 Prohibited use of food for discipline
- 10A:31-10.7 Medical examination of food service personnel
- 10A:31-10.8 Personal hygiene of food service personnel
- 10A:31-10.9 Inspection of food service areas and equipment
- 10A:31-10.10 Storage areas
- 10A:31-10.11 Security in the food service area
- 10A:31-10.12 Budgeting, purchasing and accounting procedures
- 10A:31-10.13 Written policies and procedures

**SUBCHAPTER 11. SANITATION**

- 10A:31-11.1 Federal, State and local codes
- 10A:31-11.2 Housekeeping plan
- 10A:31-11.3 Daily sanitation inspections
- 10A:31-11.4 Floors
- 10A:31-11.5 Control of vermin and pests
- 10A:31-11.6 Disposal of liquid and solid wastes

**SUBCHAPTER 12. INMATE CLOTHING AND HYGIENIC LIVING CONDITIONS**

- 10A:31-12.1 Clothing
- 10A:31-12.2 Towels, linen and bedding
- 10A:31-12.3 Laundry services

- 10A:31-12.4 Issue of clothing, linen and bedding
- 10A:31-12.5 Cleaning of blankets and mattresses
- 10A:31-12.6 Storage of inmate personal clothing
- 10A:31-12.7 Personal hygiene products
- 10A:31-12.8 Shower and hair care services
- 10A:31-12.9 Written policies and procedures

**SUBCHAPTER 13. MEDICAL, DENTAL AND HEALTH SERVICES**

- 10A:31-13.1 Essential medical, dental and health services
- 10A:31-13.2 Responsibility for adult county correctional facility's medical services
- 10A:31-13.3 Security regulations
- 10A:31-13.4 Standard operating procedures
- 10A:31-13.5 Licensure
- 10A:31-13.6 Job descriptions
- 10A:31-13.7 Treatment
- 10A:31-13.8 First aid kits
- 10A:31-13.9 Medical screening
- 10A:31-13.10 Care of pregnant inmates
- 10A:31-13.11 Access to medical and dental services
- 10A:31-13.12 Inmate medical complaints
- 10A:31-13.13 Sick call
- 10A:31-13.14 Physician availability
- 10A:31-13.15 Emergency medical and dental care
- 10A:31-13.16 Chronic and convalescent care
- 10A:31-13.17 Medical and dental prosthetics
- 10A:31-13.18 Dental care
- 10A:31-13.19 Classification and Priority Treatment Program
- 10A:31-13.20 Preventive dentistry
- 10A:31-13.21 Refusal of treatment
- 10A:31-13.22 Mentally ill and developmentally disabled inmates
- 10A:31-13.23 Close medical supervision program
- 10A:31-13.24 Suicide prevention and intervention plan
- 10A:31-13.25 Special diets
- 10A:31-13.26 Detoxification
- 10A:31-13.27 Pharmaceutical management
- 10A:31-13.28 Medical records
- 10A:31-13.29 Informed consent for treatment
- 10A:31-13.30 Quarterly and annual report

**SUBCHAPTER 14. MISCELLANEOUS INMATE RIGHTS**

- 10A:31-14.1 Presumption of innocence
- 10A:31-14.2 Protection from abuse
- 10A:31-14.3 Prohibition against discrimination
- 10A:31-14.4 Inmate grievance procedure
- 10A:31-14.5 Opportunity to practice religion
- 10A:31-14.6 Access to representatives of the media

**SUBCHAPTER 15. ACCESS TO THE COURTS**

- 10A:31-15.1 Inmate access to courts
- 10A:31-15.2 Inmate Law Library
- 10A:31-15.3 Access to supplies and services
- 10A:31-15.4 Attorneys and court related personal visits
- 10A:31-15.5 Legal telephone calls

**SUBCHAPTER 16. DISCIPLINARY PROCEDURES**

- 10A:31-16.1 Disciplinary rules and sanctions
- 10A:31-16.2 Disciplinary rule book
- 10A:31-16.3 Disciplinary report
- 10A:31-16.4 Inmate Law Library violation and sanctions
- 10A:31-16.5 Minor violations and sanctions
- 10A:31-16.6 Major violations and sanctions
- 10A:31-16.7 Notification of inmate
- 10A:31-16.8 Use immunity
- 10A:31-16.9 Investigation
- 10A:31-16.10 Prehearing Detention
- 10A:31-16.11 Disciplinary Board/hearing officer
- 10A:31-16.12 Disciplinary hearing
- 10A:31-16.13 Referral to the prosecutor
- 10A:31-16.14 Decision of the Disciplinary Board