

8. Where applicable, the groups shall bear the cost of any supplies, services, or equipment; and

9. Upon termination of an inmate group:

i. Unspent funds shall be transferred to the Inmate Welfare Fund; and

ii. The disposition of noncash assets shall be handled in accordance with the provision established by the group and approved by the Administrator.

#### 10A:12-2.5 Physical facilities and equipment

(a) Access to physical facilities and equipment may be provided to an inmate group at the discretion of the Administrator or designee upon:

1. Written request from the inmate group and approval from the Administrator or designee;

2. Availability of resources; and

3. Compliance with internal management procedures that ensure the secure and orderly operation of the correctional facility.

#### 10A:12-2.6 Records of activities

(a) The inmate group shall submit a monthly written report to the designated correctional facility staff supervisor, coordinator or advisor of the inmate group summarizing the activities of the previous month and providing other information as required by the Administrator or designee.

(b) The correctional facility staff supervisor, coordinator or advisor of the inmate group shall review the report and shall submit the report to the Administrator or designee.

#### 10A:12-2.7 Searches

Physical facilities and/or equipment provided for inmate group use shall be subject to a search at any time in accordance with N.J.A.C. 10A:3-5.

#### 10A:12-2.8 Termination of group or group activities

(a) The Administrator or designee may suspend or terminate for just cause an inmate group and/or an activity or activities of an inmate group at any time. "Just cause" shall include, but not be limited to:

1. Failure or inability to adhere to provisions established in this chapter;

2. Violation of a correctional facility rule(s);

3. Violation of a civil or criminal law(s); and/or

4. Any reason pertaining to the security, sanitation and/or orderly operation of the correctional facility.

(b) The Administrator shall provide written notice of termination and the reasons therefor to the officers or leaders of the inmate group.

#### 10A:12-2.9 Prohibited inmate groups

(a) The Department of Corrections prohibits the organization and operation of the following inmate groups such as, but not limited to:

1. Any security threat group(s);

2. Any inmate group(s) that has been terminated pursuant to N.J.A.C. 10A:12-2.8; and

3. Any other inmate group(s) not organized and operating in compliance with this chapter.

### SUBCHAPTER 3. INMATE LIAISON COMMITTEE

#### 10A:12-3.1 Function of the Inmate Liaison Committee

(a) An Inmate Liaison Committee may be established within each correctional facility or subunit within the main correctional facility in order to:

1. Act as a liaison between the correctional facility administration and the inmate population;

2. Provide the opportunity for inmates, through their representatives, to voice their comments and concerns on issues affecting the inmate population; and

3. Provide the opportunity for inmates, through their representatives, to submit information and recommendations on issues affecting the inmate population.

(b) The correctional facility administration may utilize the Inmate Liaison Committee meetings to provide:

1. Information to the committee and the inmate population; and

2. Responses to previous issues or concerns that were brought to the attention of the administration.

#### 10A:12-3.2 Composition of the Inmate Liaison Committee

(a) An Inmate Liaison Committee shall be composed of:

1. Inmates who represent one or more housing units; and

2. Inmates who act as alternates to the inmates who represent one or more housing units.

(b) Representatives and alternate representatives on the Inmate Liaison Committee shall be voted into office by housing unit residents, through secret ballot, for the term established by the by-laws and constitution of the Committee (see N.J.A.C. 10A:12-3.3).

(c) Vacancies on the Inmate Liaison Committee occur when an inmate:

1. Resigns;

2. Moves to another housing unit;
3. Is voted out of office;
4. Is released from the correctional facility; or
5. Is removed by the Administrator, provided there are grounds for removal from office, which include, but are not limited to, being found guilty of a serious disciplinary charge.

Amended by R.1997 d.529, effective December 15, 1997.  
See: 29 N.J.R. 4241(a), 29 N.J.R. 5303(a).  
Amended N.J.A.C. references.

### **10A:12-3.3 Constitution and bylaws of the Inmate Liaison Committee**

(a) Each Inmate Liaison Committee shall develop a constitution and bylaws which shall state the policies and procedures that govern the Committee's operations and shall be established in accordance with the provisions and requirements of this chapter.

(b) The constitution and bylaws shall include, but are not limited to:

1. The inmate titles and their respective duties;
2. The duties of the Committee members;
3. The procedures for the election of inmate and alternative members of the Committee; and
4. The standing committees and their respective functions.

(c) A draft of the constitution and bylaws and any updates shall be submitted to the Administrator for review and written approval.

(d) Upon written approval by the Administrator, the Inmate Liaison Committee may commence operation in accordance with the provisions of the approved constitution and bylaws.

### **10A:12-3.4 Meetings with the Inmate Liaison Committee**

(a) The correctional facility Administrator or designee shall meet with the Inmate Liaison Committee not less than once a month. Other staff members shall meet with the Committee when it is appropriate or necessary and upon approval of the Administrator or designee.

(b) The minutes of Inmate Liaison Committee Meetings shall be recorded and reviewed for accuracy by the correctional facility staff member who attended the meeting. Copies of the minutes shall be made available to the inmate population and the administration of the correctional facility.

### **10A:12-3.5 Physical facilities and equipment**

(a) Access to office space may be provided to the Inmate Liaison Committee for conducting ongoing business:

1. When authorized by the Administrator or designee;
2. When resources are available;
3. As scheduled at the discretion of the Administrator or designee; and
4. In accordance with correctional facility internal management procedures that maintain the safe, secure and orderly operation of the correctional facility.

### **10A:12-3.6 Designation of an alternative to the Inmate Liaison Committee**

The Administrator shall have the authority to designate an alternate to the Inmate Liaison Committee. In instances where a means of providing an alternate liaison between the correctional facility administration and the inmate population has been established, the Administrator shall submit written procedures governing the existing alternate plan to the Office of the Chief of Staff for written approval.