

CHAPTER 17

SOCIAL SERVICES

Authority

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

Source and Effective Date

R.1998 d.367, effective July 20, 1998.
See: 30 N.J.R. 1720(a), 30 N.J.R. 2619(b).

Executive Order No. 66(1978) Expiration Date

Chapter 17, Social Services, expires on July 20, 2003.

Chapter Historical Note

Chapter 17, Social Services, became effective with Subchapter 9, Referral of Handicapped Children for Adult Educational Services, as R.1986 d.480, effective December 15, 1986. See: 18 N.J.R. 2102(a), 18 N.J.R. 2457(b). Subchapter 2, Volunteer Service Program, Subchapter 5, Religion, and Subchapter 6, Institutional Chaplaincy, were adopted as R.1988 d.241, effective June 6, 1988. See: 20 N.J.R. 167(a), 20 N.J.R. 1224(b). Subchapter 8, Recreation and Leisure Time Activities, was adopted as R.1989 d.470, effective September 5, 1989. See: 21 N.J.R. 665(a), 21 N.J.R. 2793(a). Subchapter 3, Volunteers in Parole Program (V.I.P.P.), was adopted as R.1990 d.488, effective October 1, 1990 (operative October 15, 1990). See: 22 N.J.R. 1981(a), 22 N.J.R. 3149(b).

Pursuant to Executive Order No. 66(1978), Chapter 17, Social Services, expired on December 15, 1991 and was adopted as new rules by R.1992 d.49, effective February 3, 1992. See: 23 N.J.R. 3065(a), 24 N.J.R. 468(a). Subchapter 7, Inmate Marriage, was adopted as R.1992 d.55, effective February 3, 1992. See: 23 N.J.R. 3422(a), 24 N.J.R. 469(a).

Pursuant to Executive Order No. 66(1978), Chapter 17, Social Services, expired on February 3, 1997.

Chapter 17, Social Services, was adopted as new rules by R.1998 d.367, effective July 20, 1998. See: Source and Effective Date.

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SUBCHAPTER 1. GENERAL PROVISIONS

10A:17-1.1 Purpose

(a) The purpose of this chapter is to establish policies and procedures for:

1. Volunteer service programs;
2. Social work and services;
3. Religion;
4. Correctional facility/unit chaplaincy services;
5. Inmate marriage;
6. Recreation and leisure time activities; and

7. The referral of handicapped children for adult educational services.

10A:17-1.2 Scope

This chapter shall be applicable to State correctional facilities and State sentenced inmates under the jurisdiction of the Department of Corrections.

10A:17-1.3 Definitions

The following words and terms, when used in this chapter, shall have the following meanings unless the context clearly indicates otherwise.

“Supervisor of Volunteers” means a staff member, within a correctional facility, who is responsible for coordinating and supervising the Volunteer Service Program of the correctional facility and its satellite unit(s).

“Volunteer” means a person who provides services which supplement the functions and activities of employees of the New Jersey Department of Corrections without receiving monetary remuneration or material gain.

10A:17-1.4 Forms

(a) The following forms related to social services shall be reproduced by each correctional facility from originals that are available by contacting the Standards Development Unit, New Jersey Department of Corrections:

1. 370-I Religious Vegetarian Diet; and
2. 450-I Volunteer Application;

(b) The following forms related to the Volunteers in Parole Program (V.I.P.P.) shall be obtained from the Bureau of Parole, New Jersey Department of Corrections:

1. 608.5 V.I.P.P. Volunteer Rules and Responsibilities;
2. 608.6 General Waiver; and
3. 608.7 Volunteer Performance Evaluation.

(c) The following forms related to the Volunteers in Parole Program (V.I.P.P.) shall be reproduced by each District Parole Office from originals that are available by contacting the Office of Internal Affairs, New Jersey Department of Corrections:

1. IAU-12 Request for Criminal History Record Information; and
2. DOC-345 Application for Clearance and Issuance of a Temporary Identification Card.

SUBCHAPTER 2. VOLUNTEER SERVICE PROGRAM

Cross References

Community volunteers, see N.J.A.C. 10A:17-5.14.

10A:17-3.6 Eligibility for service as a volunteer

- (a) A volunteer shall be at least 18 years of age.
- (b) A former inmate may serve as a volunteer if his or her application is approved by the District Parole Supervisor and the Chief, Bureau of Parole.
- (c) No application to serve as a volunteer shall be denied on the basis of sex, race, religion or national origin.

10A:17-3.7 Volunteer application

(a) Any person desiring to serve as a volunteer may obtain from the District Volunteers in Parole Program (V.I.P.P.) Coordinator the following forms:

1. 450-I Volunteer Application;
2. IAU-12 Request for Criminal History Record Information;
3. 608.5 V.I.P.P. Volunteer Rules and Responsibilities;
4. 608.6 General Waiver; and
5. DOC-345 Application for Clearance and Issuance of a Temporary Identification Card.

(b) The applicant shall complete and sign the forms in (a) above and return such forms to the District V.I.P.P. Coordinator, who shall schedule fingerprinting.

(c) All volunteers shall be fingerprinted.

(d) A copy of all applications shall be submitted by the District V.I.P.P. Coordinator to the Bureau of Parole V.I.P.P. Supervisor who shall:

1. Submit the Form 450-I Volunteer Application to the New Jersey Department of Corrections staff member who has been designated to coordinate volunteer services; and
2. Submit the Form DOC-345 Application for Clearance and Issuance of a Temporary Identification Card to the Office of Internal Affairs, New Jersey Department of Corrections.

(e) Applicants offering volunteer services in specialized fields requiring licensure or certification shall submit current and valid credentials for verification, along with the application.

10A:17-3.8 Screening process

- (a) Applicants shall be evaluated on the basis of:
1. Information entered on Form 450-I Volunteer Application;
 2. Information provided at the interview; and
 3. Information provided by Form IAU-12 Request for Criminal History Record Information and Form DOC-345 Application for Clearance and Issuance of a Temporary Identification Card.

(b) The District Volunteers in Parole Program (V.I.P.P.) Coordinator shall verify all pertinent information and approve or reject applicants after a thorough review has been made of the qualifications of the applicants and the needs of the District.

(c) The District V.I.P.P. Coordinator shall notify all applicants, in writing, of whether they have been approved or disapproved for participation in the V.I.P.P.

10A:17-3.9 Volunteer responsibilities

(a) All volunteers shall agree to abide by the following rules:

1. Volunteer services shall be provided on a strictly volunteer basis, for which no money, gifts or compensation may be accepted;
2. The volunteer shall attend his or her assigned duties as scheduled by the District Volunteers in Parole (V.I.P.P.) Coordinator;
3. The volunteer shall not discuss Bureau of Parole business with unauthorized persons, and shall maintain confidentiality of information in accordance with N.J.A.C. 10A:22;
4. The volunteer shall not exchange gifts, money, personal services or other favors with any parolee or with any parolee's family or relative;
5. The volunteer shall notify the District V.I.P.P. Coordinator of possible violation of parole rules by a parolee;
6. The volunteer shall not engage in any volunteer activity while under the influence of alcohol or illicit drugs;
7. The volunteer shall not indulge in undue familiarity with parolees;
8. The volunteer shall not remove any case materials from the Bureau of Parole office;
9. The volunteer shall notify the District V.I.P.P. Coordinator if the volunteer desires to visit any State or county correctional facility;
10. The volunteer shall notify the District V.I.P.P. Coordinator of any condition or event which will affect or prevent the volunteer from continued participation in the Volunteer in Parole Program (V.I.P.P.) and;
11. The volunteer shall not participate in any Bureau of Parole law enforcement activity.

10A:17-3.10 Volunteer handbook

(a) The Bureau of Parole shall develop and publish a Volunteers in Parole Program Handbook which shall bear the date of publication on the cover or front page.

(b) The Volunteers in Parole Handbook shall include, but is not limited to:

1. An introduction which summarizes the history, goals and objectives of the Department of Corrections and the Bureau of Parole;

2. A summary of Bureau of Parole policies and procedures;

3. The responsibilities of volunteers as established in this subchapter;

4. A summary of volunteer services and activities as established in this subchapter; and

5. An explanation of the volunteer performance evaluation as established in this subchapter.

(c) Prior to publishing or republishing the Volunteer in Parole Program Handbook, the final draft shall be submitted to the Chief, Bureau of Parole, for review and written approval.

(d) When the approved Volunteers in Parole Program Handbook has been published, the Bureau of Parole shall provide a copy to the Coordinator of Volunteer Services, New Jersey Department of Corrections, and the appropriate Assistant Commissioner to be maintained on file.

(e) Each volunteer shall receive a copy of the Volunteers in Parole Program Handbook prior to assignment to an activity or service.

(f) The contents of the Volunteers in Parole Program Handbook shall be updated every two years.

10A:17-3.11 Orientation and training of volunteers

(a) Each District Office shall provide orientation and training sessions to all volunteers prior to assignment to an activity or service. Orientation and training sessions shall include, but not be limited to:

1. The rules of the Department of Corrections;
2. The rules of the Bureau of Parole;
3. The philosophy, goals, resources and programs of the Bureau of Parole;
4. The duties and responsibilities of volunteers; and
5. The appropriate exercise of authority by volunteers.

10A:17-3.12 Supervision of volunteers

The supervision of volunteers shall be provided by the District Office supervising staff members to whom the volunteers have been assigned.

10A:17-3.13 Performance evaluation

(a) The District Volunteers in Parole Program (V.I.P.P.) Coordinator, along with the volunteer's immediate supervisor, shall evaluate the performance of the volunteer after a trial period of four months, using Form 608.7 Volunteer Performance Evaluation.

(b) A performance evaluation shall include, but not be limited to, the following criteria:

1. Attitude toward work;
2. Relationship with co-workers and staff;
3. Relationship with parolee; and
4. Reliability.

(c) If the evaluation is unsatisfactory, a conference shall be scheduled with the volunteer, the District V.I.P.P. Coordinator, the immediate supervisor and any other appropriate staff member(s).

(d) Following the conference, the District V.I.P.P. Coordinator shall recommend to the District Parole Supervisor the retention or termination of the volunteer.

(e) The performance evaluation of a student intern shall be submitted according to the requirements of the educational institution attended by the student.

(f) A final evaluation using Form 608.7 Volunteer Performance Evaluation shall be completed on all volunteers.

10A:17-3.14 Recognition of volunteers

The Bureau of Parole may schedule an annual event to acknowledge the contribution of volunteers.

10A:17-3.15 Curtailing, suspending or discontinuing the services of a volunteer

(a) The District Parole Supervisor may curtail, suspend or discontinue the services of a volunteer for reasons which include, but are not limited to:

1. Any breach of confidentiality (see N.J.A.C. 10A:22, Records);
2. An arrest of the volunteer;
3. A physical or emotional illness;
4. The inability to cooperate with staff;
5. Irregular attendance; or
6. Violation of the rules of the Volunteer in Parole Program (V.I.P.P.) as established in this chapter.

10A:17-3.16 Reporting responsibilities

The District Volunteers in Parole Program (V.I.P.P.) Coordinator shall submit annual reports to the V.I.P.P. Supervisor which shall include a list of all volunteers listed by category for the fiscal year who have been terminated and the corresponding date of action.