

CHAPTER 12
INMATE GROUPS

Authority

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SUBCHAPTER 1. (RESERVED)

SUBCHAPTER 2. INMATE LIAISON COMMITTEE

10A:12-2.1 Definition

The following term, when used in this subchapter, shall have the following meaning unless the context clearly indicates otherwise.

“Inmate Liaison Committee” means a group of inmate representatives, authorized by the correctional facility administration to act on behalf of correctional facility inmates. An authorized inmate group may be known as something other than an Inmate Liaison Committee.

10A:12-2.2 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 interested inmates, through their representatives, to voice their comments, or arguments concerning issues and problem matters; and

3. Provide the opportunity for inmates, through their representatives, to submit information and recommendations on issues and problem matters that affect them.

(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 problematic matters that were brought to the attention of the administration.

10A:12-2.3 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 Committee's bylaws from the Committee's constitution (see N.J.A.C. 10A:12-2.4).

(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 at the discretion of the Superintendent, provided there are grounds for removal from office, which include, but are not limited to, being found guilty of a serious disciplinary charge.

10A:12-2.4 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 Superintendent for his or her review and written approval.

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

10A:12-2.5 Meetings with the Inmate Liaison Committee

(a) The correctional facility Superintendent or his or her designee shall meet with the Inmate Liaison Committee not less than once a month, and other staff members shall be available to meet with the Committee when it is appropriate or necessary.

(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:12-2.6 Physical facilities and equipment

(a) Dependent upon available resources and consistent with internal discipline, order, safety and security, the correctional facility may provide office space to the Inmate Liaison Committee for conducting ongoing business.

(b) Access to the office space may be scheduled at the discretion of the Superintendent or his or her designee.

10A:12-2.7 Designation of an alternative to the Inmate Liaison Committee

The Superintendent 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 Superintendent shall submit written procedures governing the existing alternate plan to the Office of the Chief of Staff for his or her written approval.