

**State of New Jersey
Department of Corrections**



**Administrative Close Supervision Unit
Administrative Segregation
Inmate Handbook**

Promulgated:

TABLE OF CONTENTS

Foreward	Smoking and Tobacco Products
Scope	Medical and Dental Services
Administrative Close Supervision Unit Placement	Social Services
Special Administrative Segregation Review Committee	Chaplaincy Services
Administrative Close Supervision Unit Two Level Program	Paralegal/Law Library
Disciplinary Program	Money Remits
Facility Movements.....	Correspondence & Publications
Work Assignments	Commissary
Housing Unit Sanitation	Laundry & Linen Exchange
Meals	Recreation
Searches	Telephone Calls
Identification Cards	Visit Program
Personal Hygiene	Legal Visits
Clothing Rules and Regulations	Withdrawal of Personal Items or Activities
Permissible Inmate Property	Restrictions by Level Matrix
Non-Permissible Inmate Personal Property	
Basic Inmate State-Issued Items	
Permissible Personal Property Items	
Permissible Commissary Items	
Permissible Items from Source of Sale	

FOREWORD

The goal of the New Jersey Department of Corrections Administrative Close Supervision Units (ACSU) is to ensure that all inmates assigned to an ACSU are provided with the necessary care, discipline, training and treatment needed to prepare them for reintegration into the general population of the correctional facility. Inmates are assigned to ACSU as a result of being found guilty of one or more inmate disciplinary infraction(s) in which the sanction has resulted in administrative segregation time requiring an inmate's removal from the general population.

The ACSU Administrative Segregation Inmate Handbook has been developed to provide inmates with correctional facility rules and regulations, and information about services and programs. It is important that inmates are familiar with the details of this handbook and have a clear understanding of the contents. Inmates are urged to seek assistance from correctional facility staff in understanding any portion of this handbook with which they have difficulty comprehending. All inmates assigned to ACSU under the jurisdiction of the Division of Operations within the New Jersey Department of Corrections are subject to the rules and regulations set forth in the handbook. This handbook supplements the ACSU parent facility's inmate handbook and the New Jersey Department of Corrections Handbook on Discipline for Inmates. Should a conflict exist between this handbook and the inmate handbook of the parent facility, inmates assigned to the ACSU shall be subject to the rules and regulations set forth in the ACSU handbook.

Inmates are assigned to ACSU in accordance with the laws of the State of New Jersey and pursuant to the rules of New Jersey Administrative Code, Title 10A. Department of Corrections personnel have been charged with the responsibility of maintaining the safe, secure and orderly operation of all ACSU units. These objectives are obtained by maintaining sanitary living conditions, providing fair and impartial inmate treatment and offering inmates the opportunity for self-improvement. Inmates are expected to conduct themselves in a mature, responsible manner and to adhere to all rules, regulations, policies, procedures, orders and administrative decisions of the New Jersey Department of Corrections and the appropriate correctional facility. Inmates are encouraged to use their time constructively to prepare for reintegration back into the general population and demonstrate behavior, which shows that they can conform to the rules and regulations of the department and the correctional facility.

The rules set forth in this ACSU handbook represent those rules effective on the date of publication and do not include amendments or repeals subsequent to the publication date. Additionally, this handbook supersedes all ACSU handbooks promulgated prior to the publication date of this handbook. Changes affecting the information contained in this handbook shall be provided to the ACSU inmate population in writing and as addenda for inmates to maintain their handbook.

SCOPE

The information in this handbook applies to every state-sentenced inmate and special housing inmate assigned to an ACSU under the jurisdiction of the Division of Operations within the New Jersey Department of Corrections.

ADMINISTRATIVE CLOSE SUPERVISION UNIT PLACEMENT

Inmates from any Department of Corrections facility or any other departmental program are subject to placement in an ACSU. This is a result of an inmate being found guilty of one or more serious disciplinary infractions or a series of infractions that have resulted in a finding of guilt at a disciplinary hearing(s). Hearings are held in accordance with the guidelines as set forth in the New Jersey Administrative Code, 10A:4, Inmate Discipline and in which a sanction has been imposed that includes Administrative Segregation. Inmates assigned to ACSU are closely monitored by a team of custody and civilian staff in a structured and controlled close custody environment.

Whenever a Disciplinary Hearing Officer imposes a sanction which includes Administrative Segregation, the administrative segregation part of the sanction shall be referred by the Disciplinary Hearing Officer to the Institutional Classification Committee (I.C.C.) for review at the Committee's next regularly scheduled meeting. In considering the sanction, the I.C.C. shall consider any relevant factors including, but not limited to:

1. The circumstances and gravity of the disciplinary infraction;
2. The reason(s) given by the Disciplinary Hearing Officer for the sanction imposed;
3. The inmate's previous disciplinary record; and
4. Whether other available dispositions are adequate to regulate the inmate's behavior within acceptable limits.

Confirmation shall be made when the I.C.C. determines that the sanction is appropriate and within acceptable limits and where the inmate's presence in the general population could pose a threat to the safe, secure and orderly operation of the correctional facility.

If an inmate receives a sanction that includes administrative segregation, the sanction first must be reviewed by the I.C.C. of the correctional facility in which the inmate is housed. If the sanction is confirmed, the referral for transfer to an ACSU shall be forwarded to the CRAF Intake Unit where the transfer shall be initiated.

Inmates serving administrative segregation time in an ACSU who are remanded to court, admitted to any medical or psychiatric facility, or sentenced to disciplinary detention time while serving an administrative segregation sanction shall have the number of days that accrued while remanded to court, hospitalized or served in disciplinary detention added to the expiration date of the sanction.

SPECIAL ADMINISTRATIVE SEGREGATION REVIEW COMMITTEE

The Special Administrative Segregation Review Committee (SASRC) is responsible for providing a bi-monthly review of the status of inmates, assigned to all ACSU units. The SASRC shall meet as frequently as is necessary to accomplish the business of the Committee with the meetings held at a facility designated by the members. The Committee shall review each inmate's status level and progress. Once a sanction has been approved by the I.C.C. and reviewed by the SASRC the inmate shall be informed in writing of the decision with a projected release date.

An inmate who has been assigned to an ACSU for a period of 365 days or less shall have their case reviewed every 60 days by the Committee in order to evaluate the inmate's behavior while in the unit. An inmate who has been assigned to ACSU for a period of more than 365 days shall have their case reviewed every 6 months, or more frequently if deemed necessary by the Committee in order to evaluate the inmate's behavior while in the unit. The Committee review shall not necessitate an inmate's presence although the Committee may, when it deems necessary, require the inmate to appear unless they refuse to appear. Inmates shall be informed in writing of SASRC decisions using Form ACSU-001 "SASRC Decision".

Upon review of an inmate's behavior, the SASRC may determine that the inmate should be released from administrative segregation status. The SASRC shall determine that an inmate should be released from administrative segregation status when it concludes that:

1. The initial need for placement in administrative segregation status no longer exists;
2. The inmate has clearly demonstrated by his/her behavior that he/she can and will adequately conform to the rules and regulations of correctional facilities;
3. The inmate's presence in general population will not pose a threat to the safe, secure and orderly operation of a correctional facility;
4. The inmate's presence in the general population prior to completion of the sanction as specified by the Disciplinary Hearing Officer would not adversely affect the goals of a correctional facility; or
5. The inmate has a history or presence of medical condition or mental illness and continued confinement in administrative segregation is likely to add to the inmate's mental de-compensation.

If the SASRC determines not to release an inmate from administrative segregation status, the inmate shall be so advised in writing that includes the reasons therefor. If the SASRC determines to release an inmate, it shall give the inmate written notice of the decision. The inmate shall be:

1. Released into the general population of the correctional facility in which they have been confined in the ACSU;
2. Referred to the Management Control Unit Review Committee (MCURC) for the Management Control Unit (MCU);
3. Referred for a protective custody hearing; or
4. Referred to the C.R.A.F. for possible transfer to a correctional facility determined by the SASRC.

The SASRC is authorized to assign inmates to an appropriate facility in accordance with the established guidelines. If an inmate is approved for transfer to general population and wishes to transfer to another correctional facility, the inmate shall submit a request to the I.C.C. for

consideration by the SASRC. The decision of the SASRC to grant or deny the inmate's request for transfer shall remain in force for a minimum of sixty (60) days. The inmate shall receive written notice of this decision.

ADMINISTRATIVE CLOSE SUPERVISION UNIT – TWO LEVEL PROGRAM

The ACSU Two Level Program has been developed as the process by which inmates serving administrative segregation sanctions in an ACSU may be reintegrated into the department's correctional facilities. Progression through the two levels is contingent upon inmates adhering to all rules, regulations, policies, procedures, orders and administrative decisions of the New Jersey Department of Corrections and the appropriate correctional facility. The two levels are defined as follows:

Level #1: Program entry level - possessions, activities, privileges and amenities shall be most highly restricted.

Level #2: An inmate's possessions, activities, privileges and amenities shall be less restricted than Level #1 but more restricted than general population.

****See restrictions by level matrix on last page.***

An inmate that receives an administrative segregation sanction shall enter the ACSU at Program Level #1. The SASRC shall determine when, and if, an inmate is Level I promoted to Level 2, maintained at a level or demoted to a lower level. When reviewing an inmate, the SASRC shall consider an inmate's compliance with correctional facility rules and regulations, **especially any additional disciplinary infractions.**

DISCIPLINARY PROGRAM

Inmates serving administrative segregation time in an ACSU are expected to adhere to all New Jersey Department of Corrections rules, regulations, policies, procedures, orders and administrative decisions. Inmates failing to abide by such provisions shall be subject to the appropriate disciplinary action. In order to assist inmates in complying with the department disciplinary program, a Handbook on Discipline for Inmates has been promulgated and disseminated to all inmates. Inmates that have been issued the handbook may request a replacement handbook if their original is lost or damaged. The handbook provides information including, but not limited to, the following:

1. Inmate rights and responsibilities;
2. Inmate prohibited acts;
3. The schedule of sanctions for prohibited acts;
4. Rules regarding a chronic violator;
5. On-the-spot-correction;
6. Disciplinary Hearing Officer;
7. Disciplinary procedures; and
8. Detention program;
9. Appeals of disciplinary decisions.

Due to the close custody classification and physical structure of an ACSU a supplemental list of rules and regulations may be developed and provided to affected inmates. It is essential that inmates understand and abide by these rules and regulations, policies, procedures, orders or administrative decisions that are promulgated at all times. Failure to comply with any of the aforementioned or following rules and regulations may result in disciplinary action.

General Rules and Regulations are as follows:

1. Inmates shall not touch or have any form of physical contact with a staff member or another inmate. Horseplay or body punching is prohibited;
2. All civilian staff shall be addressed as Mr., Mrs., or Ms. Followed by their last name. All uniformed staff shall be addressed by rank: Officer, Sergeant, Lieutenant, Captain or Chief and their last name;
3. Inmates shall not use inappropriate language or profanity when speaking to, or in written correspondence with facility staff. All verbal and written inmate correspondence with staff members must be professionally related;

4. Inmates shall not enter or approach any cell other than their assigned cell. Inmates shall report directly to and from any approved area or assignment;
5. Inmates shall not attach to, or display any article, item or object on any cell door, equipment, fixture, locker, wall, window, or vent;
6. Inmates shall not give or loan any article, item or object, personal or state-issued, to another inmate. The passing of any article, item or object between cells or inmates by any means is prohibited;
7. Inmates shall ensure that their assigned housing and work areas are maintained in safe and sanitary conditions. All inmate property shall be stored in a safe and secure manner. Inmates may store property in authorized boxes that shall not exceed a limit of five boxes. Inmates shall not accumulate empty bags, boxes, containers, or packages from any article, item or object. Homemade fixtures, furniture and/or shelving is prohibited;
8. Inmates shall ensure that all cleaning supplies are used for sanitation purposes and promptly returned after each use. All cleaning shall be conducted during approved times with state-issued supplies;
9. Inmates shall not assemble in groups larger than six unless taking part in an authorized activity;
10. Inmates shall not engage in any gang, martial art, paramilitary, security threat group or unauthorized religious activity;
11. Inmates shall not alter damage, destroy, mark, misuse or tamper with any state-issued or state-owned article, equipment, fixture, item or object. All state-issued property must be promptly returned upon the completion of use;
12. Inmates shall not engage in any banging, kicking, yelling or other disruptive behavior. Inmates who have demonstrated disruptive behavior shall be required to stand at the rear of their cell when food trays are served;
13. Inmates shall not misuse prescription or keep-on-person medication(s) (KOPs). Inmates using prescription medications

shall be required to consume the medication in the direct presence of medical staff and a custody member. Inmates shall be required to submit to an examination of their mouth and hands to ensure the medication was consumed;

14. Inmates shall not smoke tobacco or possess tobacco products;
15. Inmates shall not perform any personal service for another inmate including, but not limited to, cleaning, ironing, laundering or shoe shining;
16. Inmates shall maintain an acceptable level of personal hygiene. Inmates shall adhere to the unit laundry, linen exchange and shower schedules to maintain adequate levels of cleanliness;
17. Inmates shall not refuse to submit to a search of their person or property. Inmates must not have in their possession any article, item or object that is not permissible. Inmates must be able to prove ownership of any and all permissible personal property, including commissary purchases. Proof of ownership is supported by commissary slips and/or receipts from source of sale.

FACILITY MOVEMENTS

Inmates serving administrative segregation time in ACSU shall not loiter in any area of the facility. Inmates shall proceed directly to and from their authorized destinations. Inmates are to proceed directly to and from their assigned cells and are not to approach any other area or cell. Inmates traveling to and from any area outside of their cell are not permitted to possess any article, item or material unless the item is an authorized component of any approved activity.

WORK ASSIGNMENTS

Inmates serving administrative segregation time in an ACSU shall be not be eligible for work assignments. Inmates shall be afforded educational opportunities.

HOUSING UNIT SANITATION

Inmates serving administrative segregation time in an ACSU shall be responsible for maintaining the sanitation of the housing units. All inmates are to ensure that their areas and cells are maintained in a safe and sanitary manner. All areas and cells are to be kept clean and free from refuse with all trash bagged for collection. All areas and cells are

subject to inspection for cleanliness to ensure the overall sanitation of the unit.

MEALS

Inmates serving administrative segregation time in an ACSU shall be served the normal correctional facility meals of the day. Inmates who can not eat the food served because of religious beliefs may request a religious vegetarian diet. All requests for religious diets must be forwarded to and approved by the correctional facility Chaplain and confirmed through the ICC process. Inmates who cannot eat the food served because of medical reasons may request a medical special diet. All requests for medical special diets must be approved by the facility Medical Department Supervisor.

IDENTIFICATION CARDS

Inmates serving administrative segregation time in an ACSU shall be issued an inmate identification card. When traveling off of an assigned housing unit, inmates must have their identification cards on their person at all times or readily available at all other times. Inmates may be required to surrender their identification card to a staff member for certain activities.

Inmates shall be required to produce their identification cards including, but not limited to, the following situations:

1. Upon orders by any staff member;
2. Upon reporting to a program, work assignment or visit;
3. Upon being issued commissary, mail, packages, or medication;
4. Upon receiving any state-issued equipment or item.

Possession of more than one identification card, altering, destroying, or tampering with any identification card, possessing a fraudulent identification card or possessing an identification card belonging to another person is prohibited.

PERSONAL HYGIENE

Inmates serving administrative segregation time in an ACSU shall be allowed sufficient time for grooming to include shaving and showering.

Only departmentally approved security razors are authorized for use in ACSU. For safety and security reasons, inmates shall be permitted to possess razors in only those areas designated by the Administrator/Designee. All inmates serving administrative segregation time in ACSU shall be permitted to shower three times a week. A shower schedule shall be promulgated and posted in each housing unit in an area accessible to inmates. A copy of the schedule may be issued to each inmate.

Variations of hair styles, beards or moustaches are permissible as long as they are maintained in a neat, safe and sanitary manner. Any change in an inmate's appearance from their current inmate identification card will require an updated photograph and a new inmate identification card issued. All inmates housed in ACSU shall be permitted two (2) haircuts per month. A barber schedule shall be promulgated and posted in each housing unit in an area accessible to inmates. A copy of the schedule may be issued to each inmate.

CLOTHING RULES AND REGULATIONS

Inmates serving administrative segregation time in ACSU shall adhere to all clothing requirements. Depending upon the activity, inmates are required to dress in the appropriate authorized clothing and footwear items. Inmates reporting to a program assignment or to a visit shall be properly clothed in the approved state-issued clothing. The approved uniform consists of a state-issued coat/jacket (seasonal), shirt, pants and footwear. Inmates will not be permitted to leave the housing unit unless they are wearing each component of the uniform. All clothing items and footwear must be buttoned, zipped, or tied as appropriate. Collars are to be turned down and pants shall not be cuffed.

No clothing item or footwear is to be altered or worn in any way that creates a safety hazard or security issue. This includes the blousing of trousers or the wearing of any item with epaulets or insignia. No item is to be marked in any fashion that indicates rank or membership in any group or organization.

Inmates are permitted to wear a plain wedding band, wristwatch, and approved religious medal as outlined under the "Permissible Personal Property Items" section of this handbook. Religious medals are to be worn under the shirt and/or tee shirt.

Inmates traveling to and from the housing unit showers must be adequately covered.

PERMISSIBLE INMATE PROPERTY

Inmates serving administrative segregation time in ACSU shall be allowed to retain permissible property. Inmate permissible property shall be transferred to the receiving correctional facility within fifteen (15) calendar days of an inmate's transfer. Inmates assigned to serve administrative segregation time in ACSU shall receive only their assigned level permissible property. Sending facilities shall forward only that inmate property permitted in Levels 1 and 2. Receiving facilities shall store property not permitted in Level 1 until the inmate moves to Level 2.

Inmates assigned detention status will be permitted property items in accordance with N.J.A.C. 10A.

NON-PERMISSIBLE INMATE PERSONAL PROPERTY

Upon transfer of an inmate to ACSU, personal property not authorized for retention shall be handled as non-permissible personal property in accordance with N.J.A.C. 10A:1-11.3. These rules establish provisions regarding the handling of non-permissible property which include that the sending correctional facility shall inventory and package the non-permissible personal property and the inmate shall indicate, in writing, which of the following means of disposal should be used with respect to the non-permissible personal property. The non-permissible personal property shall either be:

1. Mailed to the inmate's home at the inmate's expense;
2. Given to a visitor designated by the inmate;
3. Donated by the inmate to a charitable organization at the inmate's expense; or
4. Destroyed.

BASIC INMATE STATE-ISSUED ITEMS

Inmates serving administrative segregation time in ACSU shall be permitted to possess the following state-issued items:

Male Inmates:

- Khaki pants 3 pair
- Khaki shirts 3 pair
- Khaki coat 1 each (seasonally)
- Boxer Shorts 3 pair
- T-shirts 3 each

- Sweat socks 3 pair
- Sneakers 1 pair
- Boots 1 pair
- Bath towel 1 each
- Washcloth 1 each
- Laundry bag 1 each
- Wool blanket 1 each (seasonally)
- Sheets 2 each
- Pillow case 1 each
- Pillow 1 each
- One handbook on "Discipline for Inmates"
- One correctional facility inmate handbook
- One ACSU Inmate Handbook

Female Inmates:

- Khaki pants 3 pair
- Khaki shirts 3 pair
- Khaki coat 1 each (seasonally)
- Panties 6 pair
- T-shirts 3 each
- Bras 3 each
- Robe 1 each
- Night gown 1 each
- Sweat socks 3 pair
- Sneakers 1 pair
- Boots 1 pair
- Bath towel 1 each
- Washcloth 1 each
- Laundry bag 1 each
- Wool blanket 1 each (seasonally)
- Sheets 2 each
- Pillow 1 each
- One handbook on "Discipline for Inmates"
- One correctional facility inmate handbook
- One ACSU Inmate Handbook

Any of the above listed items may be deleted, the quantities increased or decreased, or additional items approved by the appropriate Administrator/Designee based on availability, the safety, security or orderly operation of the correctional facility. Additionally, the Administrator/Designee may approve the use of items due to physical structure needs specific to a facility such as, but not limited to, buckets and fans.

PERMISSIBLE PERSONAL PROPERTY ITEMS

Inmates serving administrative segregation time in ACSU shall be permitted to possess pre-approved personal property. These items must be purchased directly from the facility commissary unless otherwise indicated in this handbook. Inmates shall be responsible for their own personal property and shall keep personal property at their own risk. Following is a list of personal convenience items permitted for inmate retention:

Permissible Commissary Items

- Two light gray sweat shirts (no hoods)
- Two pair of light gray sweat pants
- Two pair of light gray gym shorts
- Nine additional white t-shirts (sleeved or athletic sleeveless), Max 14
- Nine additional white boxers/briefs (male only), Max 14
- Nine additional pair of white underwear (female only), Max 14
- Nine additional white bras (female only), Max 14
- Nine additional white/black crew style socks, Max 14
- Two additional sets of white thermal underwear
- One additional pair of standard approved sneakers
- One additional terry bathrobe (42" of 48" in length)
- Two sets of cotton/cotton blend long-sleeved pajamas
- One additional pair of shower shoes
- Five handkerchiefs
- One toothbrush –anti shank
- Three bars of soap
- Two rolls of toilet paper
- One wristwatch
- One calendar

Level I only

- Twenty (20) postage stamps
- Twenty (20) envelopes
- Three stationery pads
- Four approved security pens

Level 2 only

- Forty (40) postage stamps
- One-hundred (100) envelopes
- Six stationery pads
- Two photo albums with personal photos (no metal rings)
- Television

Additional items

- One clear case AM/FM radio.
- Typewriter/word processor
- One clear case fan or any fan – NJSP only

PERMISSIBLE ITEMS FROM SOURCE OF SALE

- **Prosthetic Devices:** All prosthetic devices such as eyeglasses, hearing aids, artificial limbs or any other device deemed medically necessary by a physician must be pre-approved by the appropriate correctional facility Administrator/Designee.
- **Religious Articles:** One set of prayer beads, no longer than 20" in length, 1/2" in width and 1/2" in diameter. One prayer book such as a Bible or Koran and one prayer cap, such as a kufi or a yarmulke. Prayer caps may be worn only during authorized religious functions or while inside the cell. Prayer caps must be removed from inspection upon order of a staff member. One religious medal no larger than 1" in length, 1" in diameter and 1/4" in thickness with chain no larger than 18" in length, 1/8" in width and 1/8" in diameter. One prayer rug no larger than 3' x 5'. All prayer beads or religious medals must be without stones and homemade variations of these articles are not permitted. Prayer beads or religious medals may be worn under a shirt or t-shirt and must not be visible.
- **Wedding Ring:** One plain wedding ring without stones is permitted.

The following items may be retained and stored by inmates provided the accumulation of these items does not hamper security or sanitation, create a fire or safety hazard, or exceed space availability within a cell that creates a safety or fire hazard:

- **Legal Material:** All legal material is subject to search for contraband. Certain legal materials may be purchased from source of sale provided that they are pre-approved by the Educational Department Supervisor and the facility Administrator/Designee.

- **Religious Material:** All religious material is subject to search for contraband. Certain religious materials may be purchased from source of sale provided that they are pre-approved by the Chaplain and the facility Administrator/Designee.
- **Educational Material:** All educational material is subject to search for contraband. Certain educational material may be purchased from source of sale provided that they are pre-approved by the Educational Department Supervisor and the facility Administrator/Designee.
- **Correspondence:** All correspondence is subject to search for contraband.
- **Publication:** All publication is subject to search for contraband. Inmates shall be permitted to receive paperback books, magazines and other soft cover publications from the publisher or source of sale only. Inmates shall be permitted to receive newspapers only by subscription mailed directly from the publisher. All books, magazines, publications and newspapers must be prepaid.

SMOKING AND TOBACCO PRODUCTS

Inmates assigned to ACSU are prohibited from possessing or using any tobacco products.

MEDICAL AND DENTAL SERVICES

Inmates serving administrative segregation time in ACSU shall be permitted access to medical and dental services. Inmates requesting medical or dental services shall complete the appropriate request form and submit the form to the housing unit officer or the designated medical staff member, who in turn shall add the inmate's name to the appropriate dental or medical request list. Inmates shall receive medical or dental treatment as determined by the medical department. **All emergency medical or dental requests shall be reported immediately to the Housing Unit Officer.**

SOCIAL SERVICES

Inmates serving administrative segregation time in ACSU shall be permitted access to Social Services. Inmates requesting social services shall complete the appropriate interview request form and forward it to the Housing Unit Officer, who in turn shall forward the request to the

Social Services Department. Inmates shall receive social services as prioritized by the Social Services Department. All emergency social services requests shall be reported immediately to the Housing Unit Officer.

CHAPLAINCY SERVICES

Inmates serving administrative segregation time in ACSU shall be permitted access to Chaplaincy Services. Inmates requesting religious counseling or pastoral services shall complete the appropriate interview request form and forward it to the Housing Unit Officer, who in turn shall forward the request to the Chaplaincy Department. Inmates shall receive Chaplaincy Services as prioritized by the Chaplaincy Department.

PARALEGAL/LAW LIBRARY

Inmates serving administrative segregation time in ACSU shall be permitted reasonable and adequate access to inmate paralegals and/or law library services. Inmates requesting inmate paralegal or law library services shall complete the appropriate interview request form and forward the request to the Educational Department. Inmates shall receive paralegal/law library services as prioritized by the Educational Department.

MONEY REMITS

Inmates serving administrative segregation time in ACSU shall be permitted to send funds to outside sources. Inmates wishing to transfer funds shall complete the appropriate facility money remit and forward it to the Business Office. All orders for merchandise must be from source of sale and pre-approved by the Administrator/Designee. All items must be paid for in full or they will be returned to the sender.

CORRESPONDENCE & PUBLICATIONS

Inmates serving administrative segregation time in ACSU shall be permitted to receive correspondence and publications. All incoming correspondence and publications are inspected for contraband. Any correspondence or publication for an inmate may be withheld in the mailroom or taken from an inmate's possession if it falls within one of the following categories:

1. The correspondence or publication contains material which is detrimental to the security and/or orderly operation of the correctional facility because it incites violence based on race, religion, creed or nationality; and a reasonable inference can be drawn, based upon the experience and professional expertise of

correctional administrators that it may result in the outbreak of violence within the facility.

2. The correspondence or publication contains information regarding:
 - The manufacture of explosives;
 - The manufacture of weapons;
 - The manufacture of controlled dangerous substances;
 - Escape plans;
 - Lock picking or locking devices; or
 - Anything that might pose a threat to the security or orderly operation of the correctional facility.
3. The correspondence or publication contains information which appears to be in code;
4. The correspondence or publication contains information concerning activities within or outside the correctional facility which would be subject to criminal prosecution under the laws of New Jersey or the United States;
5. The correspondence or publication incites violence or destructive or disruptive behavior toward:
 - Law enforcement officers;
 - Department of Corrections or contract vendor personnel;
 - Correctional facility inmates, visitors, and/or volunteers;
 - Correctional facility programs or procedures.
6. The correspondence or publication contains material which, based upon the experience and professional expertise of correction administrators and judged in the context of a correctional facility and its paramount interest in security, order and rehabilitation;
 - Taken as a whole, appeals to a prurient interest in sex;
 - Lacks as a whole, serious literary, artistic, political or scientific value; or
 - Depicts in a patently offensive way, sexual conduct including patently offensive representations or descriptions of ultimate sexual acts, masturbation, excretory functions, lewd exhibition of the genitals, sadism or masochism.

COMMISSARY

Inmates serving administrative segregation time in ACSU shall be permitted to purchase departmentally approved items from the facility

commissary. Inmates may purchase up to a maximum amount based on their level in the program. Due to safety and security issues, certain items usually available to inmates housed in general population are not offered for purchase by inmates housed in ACSU. These items include, but are not limited, to canned foods and liquids, hot pots and stingers, standard pens, razors, metal tweezers, padlocks with keys, bobby pins, personal can openers/key rolls, or any item deemed to be a threat to the safe, secure or orderly operation of the unit. A commissary schedule and a list of permissible commissary items shall be promulgated and posted in each housing unit in an area accessible to inmates. A copy of the schedule and list may be issued to each inmate. The list shall include the allowable maximum number of commissary items that can be ordered, the allowable maximum number of commissary items that an inmate may possess and which items are restricted by level.

COMMISSARY

Spending limits are as follows:

Level #1	\$15.00 per month;
Level #2	\$40.00 per month.

LAUNDRY & LINEN EXCHANGE

Inmates serving administrative segregation time in ACSU shall have access to laundry and linen exchange services. Inmates shall be permitted to have all permissible clothing items washed and dried and soiled linens exchanged for clean bedding. A laundry and linen exchange schedule shall be promulgated and posted in each housing unit in an area accessible to inmates. A copy of the schedule may be issued to each inmate.

RECREATION

Inmates serving administrative segregation time in ACSU shall be permitted recreation privileges. Where physical facilities permit each administrative segregation inmate in ACSU shall be allowed recreation and exercise outside the cell at least five hours per week, unless compelling security, safety or weather conditions dictate otherwise. Inmates who shall be retained in administrative segregation shall be given the opportunity for outdoor recreation for a minimum of one (1) hour of the required five hours per week unless to do so would adversely affect the security or orderly operation of the correctional facility. Inmates on "loss of privilege" (LOP) status may not participate in any recreational activity. The number of recreation period days the inmate has been sanctioned to lose shall be calculated by counting the number of consecutive calendar days, not specific recreation periods.

A recreation schedule shall be promulgated and posted in each housing unit in an area accessible to inmates. A copy of the schedule may be issued to each inmate.

During an emergency, the Administrator/Designee may take action to suspend any and all inmate recreation activities until the facility returns to normal operation.

TELEPHONE CALLS

Inmate serving administrative segregation time in ACSU shall be permitted telephone privileges with the number of calls based on their level in the program. **All inmate telephone calls, except legal and Ombudsman calls, are subject to monitoring and/or recording.** A telephone schedule shall be promulgated in each housing unit.

Permissible telephone calls are as follows:

Level #1 – One (1) monitored and/or recorded telephone call per week;

Level #2 – Five (5) monitored and/or recorded telephone calls per week with a maximum of one call per day.

Inmates requesting to make a telephone call will be provided with a New Jersey Department of Corrections Form 295-1 Inmate Pin Assignment. This form must be completed as per the listed instructions. Inmates may list up to ten (10) telephone numbers for family, friends and acquaintances, and two telephone numbers for attorneys. When Form 295-1 has been properly processed inmates will be able to contact the NJDOC Ombudsman's Office. **No additional telephone calls will be permitted except as established below for emergency phone calls.**

All three (3) copies of Form 295-1 must be submitted for approval with the inmate copy returned upon completion of processing. Inmates will be assigned an "Inmate Personal Identification Number" (IPIN) which must be utilized in order to access the telephone numbers in order to make a telephone call. Inmates must use their IPIN number for all calls, the area code and the telephone number. All telephone calls with the exception of legal and Ombudsman's Office calls are subject to monitoring and/or recording. Changes, additions, deletions, corrections of the approved telephone list may be submitted on New Jersey Department of Corrections Form 295-11, "Telephone – Delete/Add

Request", in accordance with the service timetable of the correctional facility.

The inmate telephone system automatically turns on and shuts off at predetermined times. All telephone calls must be placed during scheduled permissible hours. The system has the capacity to prevent third party calls, block calls to predetermined numbers, prevent call transfers, and prevent harassment of inter/intra-institutional persons and agencies. The telephone system has the capacity to identify the caller and call origination, and it provides an interactive acceptance or denial of calls by the receiving party. All called parties are advised that the calls are emanating from a departmental correctional facility. All telephone calls are limited to fifteen minutes with an advisory message activated thirty (30) seconds prior to the fifteen (15) minute expiration. Requests for emergency or legal telephone calls shall be made to the facility Social Services Department. If the call request is determined to be valid, a Social Worker or other designated staff member will arrange for the call to be made. Depending on the circumstances, inmates may be charged for emergency or legal telephone calls.

VISIT PROGRAM

Inmates serving administrative segregation time in ACSU shall be permitted visit privileges with their relatives with the number of visits based on their level in the program. Relatives are defined as parent, legal guardian, spouse, domestic partner in a civil-union couple, child or sibling. The appropriate facility Administrator/Designee shall determine whether an individual meets such criteria. Children under the age of 18 shall not be permitted to visit unless accompanied and supervised by an approved adult visitor. All visitors must be pre-approved prior to visiting the facility.

Persons with criminal records shall not be automatically excluded from visiting an inmate, however all cases must be approved by the Administrator/Designee. Inmates desiring visits shall complete the appropriate forms detailing all required visitor information. A visit program schedule shall be promulgated and posted in each housing unit in an area accessible to inmates. A copy of the schedule may be issued to each inmate.

Permissible visits are as follows:

Level #1: One (1) non-contact visit per month with approved visitors only. Visits shall not exceed 60 minutes and shall be on weekdays only in accordance with the

promulgated inmate visit program schedule for the correctional facility.

Level #2: One (1) non-contact visits per week with approved visitors only. Visits shall not exceed 60 minutes and shall be in accordance with the promulgated inmate visit program schedule for the correctional facility.

Adult visitors must have identification when visiting an inmate. One of the following is an acceptable form of visitor identification:

- A current photo Driver's License;
- A current photo Welfare/Medicaid card;
- A current employment photo I.D. card;
- A current passport;
- A photo identification card issued by a municipal, county, State or Federal office (such as, but not limited to, a non-driver photo ID issued by a State motor vehicle agency).

Note: Social Security Cards shall not be used as a means of identification.

ACSU inmates may be searched via scanning device, pat search, strip search, passive canine (K-9) or a combination thereof prior to, and upon conclusion of a visit. All visitors may be searched via scanning device, pat search, passive canine (K-9) or a combination thereof prior to entering the facility. Additionally, under certain circumstances, visitor personal property and vehicles are subject to searches.

Inmates and visitors should be aware of the following laws of the State of New Jersey:

NJSA 2C:29-1 "Obstructing Governmental Operations; Escape"

NJSA 2C:29-6: "Implements for Escape; Other Contraband"

- a. **Escape Implements-**
(1) A person commits an offense if he knowingly and unlawfully introduces within an institution for commitment of persons under NJSA 2C:4-8 or a detention facility, or knowingly and unlawfully provides an inmate with any weapon, tool, instrument, document or other thing which may be useful for escape. The offense is a crime of the second degree and shall be punished by a

minimum term of imprisonment which shall be fixed at no less than three years if the item is a weapon as defined by NJSA 2C:39-1(r). Otherwise it is a crime of the third degree.

(2) An inmate of an institution or a facility defined by paragraph (1) of sub-section a. of this section commits an offense if he knowingly and unlawfully procures, makes or otherwise provides himself with, or has in his possession, any such implement of escape. The offense is a crime of the second degree and shall be punished by a minimum term of imprisonment, which shall be fixed at no less than three (3) years if the item is a weapon as defined by NJSA 2C:39-1(r). Otherwise it is a crime of the third degree. "Unlawfully" means surreptitiously or contrary to law, regulation or order of the detaining authority.

- b. **Other Contraband-**
A person commits a petty disorderly person's offense if he provides an inmate with any other thing which the actor knows or should know it is unlawful for the inmate to possess.

NJSA 2C:39: "Firearms, Other Dangerous Weapons and Instruments of Crime

NJSA 2C:39-1: "Definitions"

r. **Weapon means anything readily capable of lethal use or of inflicting serious bodily injury. The term includes, but is not limited to, all: (1) firearms, even though not loaded or lacking a clip or other component to render them immediately operable; (2) components which can be readily assembled into a weapon; (3) gravity knives, switchblade knives, daggers, dirks, stilettos, or other dangerous knives, billies, blackjacks, bludgeons, metal knuckles, sand clubs, slingshots, cesti or similar leather bands studded with metal filing or razor blades imbedded in wood; and (4) stun guns; and any weapon or other device(s) which projects, releases or emits tear gas or any other substance intended to produce**

temporary physical discomfort or permanent injury through being vaporized or otherwise dispensed in the air.

Violations of any of the above-cited laws will result in prosecution under the laws of the State of New Jersey.

LEGAL VISITS

Inmates serving administrative segregation time in ACSU shall be permitted visits with their attorneys. Attorneys licensed in any jurisdiction and representatives of attorneys shall be permitted contact visits during regular business hours when sufficient space and staff are available. Representatives of attorneys shall include, but not be limited to the following:

- Investigators;
- Investigative aides;
- Paralegals; and
- Law students

A written notice or telephone request to the appropriate facility Administrator’s Office from an attorney shall be required 24 hours in advance of an intended visit.

Contact visits with attorneys or their representatives may be restricted or prohibited when in the judgment of the correctional facility Administrator/Designee the inmate is acting out or is especially dangerous. Contact visits may also be denied when the attorney or representative poses a threat to the security or orderly operation of the correctional facility.

WITHDRAWAL OF PERSONAL ITEMS OR ACTIVITIES

When in the judgment of the custody staff member in charge of ACSU, there appears to be an imminent danger that an inmate will destroy their clothing or any item usually permitted the inmate in his/her cell, or will do injury to him/her self, to another person or to property with such items, the custody staff member may deprive the inmate of such items, if practicable.

When in the judgment of the Administrator/Designee in charge of ACSU, there appears to be a necessity to limit or restrict any activity to any inmate or group of inmates serving administrative segregation time in ACSU, the Administrator/Designee may take action to suspend any and all inmate activities until the Administrator/Designee deems necessary.

		CLOSE CUSTODY UNITS	
PROGRAMS	ACSU LEVEL #1	ACSU LEVEL #2	
WORK ASSIGNMENTS	PROHIBITED	PROHIBITED	
WORK CREDITS	NONE	NONE	
WORK PAY	NONE	NONE	
SHOWERS	3 PER WEEK	3 PER WEEK	
INMATE PROPERTY	PERMITTED	PERMITTED	
STATE-ISSUED ITEMS	PERMITTED	PERMITTED	
COMMISSARY ITEMS	PERMITTED	PERMITTED	
TELEVISIONS	PROHIBITED	PERMITTED	
COMMISSARY	\$15.00 PER MONTH	\$40.00 PER MONTH	
RECREATION	5 HOURS PER WEEK	5 HOURS PER WEEK	
TELEPHONE CALLS	1 PER WEEK	5 PER WEEK	
NON-CONTACT VISITS	1 PER MONTH	1 PER WEEK	

