

I. INTRODUCTION TO THE INMATE HANDBOOK

This handbook is given to you as a guide to the many programs and services available to you within this facility. It contains information on a variety of topics that will be of importance to you during your confinement. Additionally, it outlines many of the rules, regulations, policies and procedures that will apply to you. You should take the time to familiarize yourself with the contents of this handbook. It will replace any previous handbook in existence.

Some sections of this handbook refer to the New Jersey Administrative Code 10A. A copy of 10A is available for your review in the institution's Law Library.

Although it is impossible to cover every area of prison life in one handbook, this handbook will remain your best source of basic institutional information. In the future, it may become necessary for the Department of Corrections or the Institutional Administrator to make additions, removals or revisions to the handbook. In the event that changes become necessary, notifications are made through the institution's notification system or given to you personally.

You should keep this handbook; it will serve as a resource during your confinement in this facility. If you have questions about any of the information contained in this handbook, ask a staff person for assistance.

II NEW JERSEY DEPARTMENT OF CORRECTIONS

MISSION STATEMENT

The mission of the New Jersey Department of Corrections is to ensure that all persons committed to the State correctional institutions are confined with the level of custody necessary to protect the public and that they are provided with the care, discipline, training and treatment necessary to prepare them for reintegration into the community.

III NEW JERSEY DEPARTMENT OF CORRECTIONS

GOAL STATEMENT

A primary goal of the New Jersey Department of Corrections is to maintain an appropriate level of inmate supervision to ensure the safe, secure and humane confinement of all assigned inmates. Additionally, this supervision serves to protect the public and contributes to the safety of departmental personnel, visitors, volunteers and others who may provide services to the inmate population. By maintaining a safe, secure and humane environment, the NJDOC fosters an atmosphere of mutual respect and promotes conditions conducive to personal growth within which a variety of educational, vocational, therapeutic and self-help programs are offered. These programs, when available, afford inmates an opportunity to learn new skills and exposes them to information and services that will assist them with a successful return to society.

IV. ADMINISTRATOR'S MESSAGE

You have been sentenced to a State Correctional Facility in accordance with the laws of the State of New Jersey. During your incarceration, the Department of Corrections is responsible for confining you at a level of custody necessary to protect the public and for providing you a safe, secure, and humane environment.

To enhance the rehabilitative process, the NJDOC promotes an atmosphere of mutual respect with the expectation that every inmate will be given fair and impartial treatment while they assume full responsibility for their actions and follow the rules of the disciplinary code of conduct.

Procedures are in place to address legitimate inmate concerns. This handbook will provide you with the information necessary to assist you during your confinement, which includes many of the rules, regulations, policies and procedures that you must follow.

While exercising the appropriate level of control and supervision necessary for safe and secure facilities, the NJDOC will provide you a quality of institutional life that meets the standards that govern it. During your confinement, it is important that for you to use your time productively by participating in the variety of programs available to you. Your focus should be on obtaining the discipline, treatment, training and information necessary to help you with your successful return to society. You should take time to review this handbook. It is an excellent source of information. If you have any questions regarding the contents of this handbook, ask a staff member for assistance.

V. INMATE DISCIPLINE PROGRAM

The primary purpose of the Inmate Discipline Program is to enforce the New Jersey Department of Corrections' disciplinary code of conduct and the behavioral requirements of specific institutional programs. This disciplinary program provides safeguards to protect your health, safety and welfare and helps to ensure the safety of all individuals within the facility. It identifies specific prohibited acts and provides a schedule of sanctions for violations of the rules. The inmate disciplinary program complies with due process procedures that permit the accused inmate an opportunity to present a defense to any allegation through the disciplinary hearing and appeal process. It applies to every state sentenced inmate under the jurisdiction of the New Jersey Department of Corrections regardless of sentence.

The Inmate Discipline Program contained in N.J.A.C. 10A, upon which the information in the HANDBOOK ON DISCIPLINE FOR INMATES is based, has been carefully reviewed by the New Jersey Supreme Court. This disciplinary code has been found to be sufficient in meeting the standards of fairness and impartiality in administering a discipline program and in protecting the Constitutional rights of inmates.

The New Jersey Correctional System is a "community", which, as in all communities, has rules and regulations to maintain order while permitting its residents to live in a safe and humane manner. During your confinement, you are expected to contribute to the "correctional system community" by obeying all rules in the HANDBOOK ON DISCIPLINE as well as any rules and policies specific to this facility. By doing so, you will be making a positive adjustment to the community and will be improving your ability to benefit from the programs and services that have been designed to further your rehabilitative efforts.

You should seek help in understanding any portion of the HANDBOOK ON DISCIPLINE FOR INMATES with which you have difficulty. Institutional staff can provide any assistance necessary in this matter.

VI. DEPARTMENTAL OVERVIEW

The Division of Operations is responsible for 13 major institutions – 11 men’s correctional facilities, one women’s correctional institution, and the central reception/intake unit. Collectively, these facilities, which are diverse and unique in their operations, house inmates in minimum, medium and maximum security levels. The Adult Diagnostic and Treatment Center operates a rehabilitative program for habitual sex offenders. The Edna Mahan Correctional Facility, New Jersey’s only correctional institution for women, houses inmates at all security levels.

The Division of Programs and Community Services offers an array of institutional and community-based programs for offenders, including community labor assistance, academic and vocational educational programs, recreational programs, library (general and law) services, and substance abuse treatment. The Division contracts with private and non-profit providers throughout the State to provide community-based residential treatment programs for offenders under community supervision.

VII GENERAL INFORMATION

A. INMATE/STAFF/VOLUNTEER RELATIONSHIPS

Undue or excessive familiarity between inmates, staff, and volunteers is strictly prohibited. Inmates must limit their contact with staff and volunteers to authorized and official interactions only. Any inmate who participates in, or engages in, any unauthorized contact, interaction, or relationship with a staff member or volunteer shall be subject to disciplinary action. Examples of undue familiarity or inappropriate contacts or relationships include, but are not limited to, giving or receiving favors, gifts or services, displays of affection or any sexual behavior or contact.

If you believe you have been subjected to undue familiarity from a staff member or volunteer, you must report this to the institution’s administrative staff. Inmates who make false claims will be subject to disciplinary action.

B. INSTITUTIONAL VISIT PROGRAM

The institutional visit program is a privilege. The NJDOC believes that it is beneficial for inmates to maintain family ties and that the process of returning to the community is enhanced by family involvement. Therefore, the NJDOC highly encourages your involvement in the institutional visit program to help maintain and strengthen your family relationships. The institutional visit program will be available to you provided you behave in a manner that does not result in your exclusion or termination from this privilege.

C. PARTICIPATION IN INSTITUTIONAL PROGRAMS

The New Jersey Department of Corrections offers a number of educational, vocational, therapeutic and self-improvement programs for eligible inmates. Not all programs may be available in all facilities. You are encouraged and expected to take full advantage of the programs available to you. It is your responsibility to seek out those programs appropriate to your needs. Professional treatment staff and

volunteers are available to assist you in your self-improvement efforts. Descriptions of many of the program offerings are included in this handbook. If you have any questions about any of the programs, please contact a staff member for assistance.

D. SECURITY THREAT GROUPS

The New Jersey Department of Corrections prohibits the organization and operation of “security threat groups” (STG). Evidence or information indicative of involvement in an STG’S operations or activities shall result in disciplinary action. “Security Threat Group” is defined as a group of inmates possessing common characteristics, interests and goals which serve to distinguish the inmates from other inmates or groups of inmates and which, as a discrete entity, poses a threat to the safety of staff, other inmates or the community and to the orderly operation of the correctional facility.

E. TELEPHONE CALLS

The New Jersey Department of Corrections supports the effort by inmates to maintain positive connections with family and friends. As such, telephones are installed on all institutional housing units and are made available for inmate use. The use of these telephones is a privilege and anyone found misusing or abusing this privilege will be subject to disciplinary sanctions.

The NJDOC uses an “Individual Personal Identification Number (IPIN) system” to allow inmates to process the telephone system. Your SBI number is given to the “GLOBAL TEL-LINK CORPORATION” (GTL), who are the phone providers and who assign you the IPIN number. To use the phone system you must fill out a NJDOC INMATE IPIN ASSIGNMENT FORM that is available on your housing unit. Be aware that calling business telephone numbers, cellular telephones, or cellular telephone enabled equipment is not permitted.

VIII. INSTITUTIONAL PHILOSOPHY

Bayside State Prison Staff will provide a safe and secure environment along with sanitary living and working conditions. Work, education, training and treatment programs offer stability and a chance for community re-integration. Our two semi-autonomous minimum units, Farm and Ancora, offer additional opportunities for self-improvement and rehabilitation. Behavioral incentive programs, which promote and reward positive inmate conduct, are an integral part of our Minimum Units.

IX. RECEPTION and CLASSIFICATION PROCESS

A. Role of the Classification Department

The role of the Classification Department is to ensure your classification is in compliance with all applicable state and federal laws, New Jersey Administrative Code and NJDOC policies. To help accomplish this, your sentencing information is verified and an electronic database is used to accurately calculate and track your sentence expiration date from beginning to release. The Classification Department confirms that all appropriate credits are applied to your sentence and that all laws regarding sex offender registration and prosecutor notification(s) are in compliance. The Classification Department staff also recommends a custody level based on your past history and correctional facility adjustment using the Objective Classification Scoring Instrument. This assures that you are properly classified and appropriately housed. The Classification Department also tracks and schedules inmates for different correctional facility

Classification Committees. These committees, with assistance from the Classification Department representative, are used to place inmates in work assignments, proper custody levels and correctional facility programs. Additionally, the Classification Department acts as a liaison with the State Parole Board to ensure that pre-parole hearing material is gathered and properly distributed prior to your parole hearing. The correctional facility Classification Department receives oversight and training from the Division of Operations in areas of sentence calculation, release tracking, inter-state services and parole monitoring.

The NJDOC uses the following two (2) objective classification scoring instruments (or systems) for the standardized evaluation and custody assignment of an inmate:

1. The Initial Instrument

The term "Initial Instrument" means an objective classification scoring instrument that is weighted to evaluate an inmate's prior criminal history and selected stability factors to determine the inmate's initial custody level.

2. The Reclassification Instrument

The term "Reclassification Instrument" means an objective classification scoring instrument that is weighted to evaluate an inmate's correctional facility adjustment after the initial classification to determine custody level.

The scales used to determine the objective classification score (OCS) of an inmate are outlined in N.J.A.C. 10A:9-2.3.

The Initial Instrument will be administered to the following inmates:

1. Any inmate newly admitted to the NJDOC;
2. Parole violators with new commitment orders;
3. Inmates with changes in sentencing or official record information;
4. Inmates who have not previously been scored on an objective classification scoring instrument; and
5. When considered necessary by the correctional facility administrative staff.

The Reclassification Instrument will be administered to the following inmates:

1. Inmates receiving their annual routine review;
2. Inmates being evaluated for reduced custody status;
3. Parole violators without new commitment orders;
4. Inmates with changes in sentencing or official record information;
5. Inmates who have been found guilty of a prohibited act indicated in N.J.A.C. 10A:9-3.14;
6. Inmates receiving future eligibility terms (F.E.T.) of more than three years at a State Parole Board hearing;
7. When it is considered necessary by the administrative staff.

The Classification Department is responsible for maintaining a complete history of each inmate in the correctional facility regarding his/her present offense(s), past history and correctional facility adjustment.

The Classification Department is NOT responsible for computing parole eligibility dates. Parole eligibility dates may be obtained through the State Parole Board or from your Trust Account Statement as informational purposes only.

Many of the specific questions you may have about sentences, offender status, parole eligibility date, parole rescission and revocation, etc. can be answer by the State Parole Board representative during your scheduled hearing.

3. Institutional Classification Committee (ICC)

The correctional facility Institutional Classification Committee (ICC) meets every week for in-person reviews. The ICC is chaired by the Administrator or his/her designee, and includes, but may not be limited to, supervisory representatives from Custody , Education, Social Services, DEPTCOR, and Mental Health.

You will be scheduled to appear before the ICC at its first hearing within 3 weeks of your arrival at a correctional facility, and at least once each year after that. You must attend this in-person meeting. If you do not appear you may incur a disciplinary charge. In the meeting, the ICC reviews information from your classification folder, housing unit, social services program recommendation reports, any reports from your correctional facility job or program assignment, mental health evaluations and overall correctional facility adjustment, including disciplinary charges. After carefully reviewing this information, the ICC will assign you to a program, recommend that you remain in your present program or drop you from your present program and place you in another program that may be better suited to both your needs and the needs of the correctional facility. You are expected to begin all parts of your correctional facility program on the first Monday following the ICC meeting, unless otherwise indicated. Due to correctional facility assignment shortages or for administrative reasons, you may be assigned to a program that you do not choose, or that you may most want. Alternative assignments will be both in your best interests and those of the NJDOC correctional facility.

The next-scheduled review date will be assigned by ICC at your in-person hearing. When you are scheduled for an in-person review, you will appear before the ICC and have the opportunity to discuss your program and/or work assignment. If you have any questions about the ICC process, you should consult the classification/reception process section of this *Handbook*. Classification questions specific to your case must be addressed by using the *Inmate Remedy System* form.

The Institutional Classification Committee also meets for not in-person reviews such as transfers, visits, disciplinary reviews, job changes, religious diets and any other necessary request that does not require your in-person appearance.

B. DNA Identification and Sample Collection

N.J.S.A. 53:1-20.17 et seq. DNA Database and Databank Act of 1994

This law requires that every person convicted of a crime or found not guilty of a crime by reason of insanity shall have a blood sample or other biological sample collected for the purpose of DNA testing. This law is applicable to all individuals sentenced to terms of imprisonment, probation, including those on parole or under any other form of supervision.

C. Objective Classification (Except ADTC)

Through the OBJECTIVE CLASSIFICATION SYSTEM, inmates are given a standardized rating based on the following categories: current offense, history of violence, escape history, age, education, program participation, criminal history, disciplinary history and any applicable system code overrides. Each of the categories has its own separate score and when all of the category scores are combined, your *Total Custody Score* is determined.

Male Inmates:

- Male inmates who score 4 points or less will be assigned minimum custody;
- Male inmates who score between 5 and 11 points will be assigned medium custody;
- Male inmates who score 12 points and above will be assigned maximum custody.
- Male inmates who score 10 points or more on criteria 1 through 4 of the Initial Instrument shall be assigned to maximum custody.

Female inmates:

- Female inmates who score 6 points or less will be assigned minimum custody;
- Female inmates who score between 7 and 14 points will be assigned medium custody;
- Female inmates who score 15 points and above will be assigned maximum custody.
- Female inmates who score 10 points or more on criteria 1 through 4 of the Initial Instrument shall be assigned to maximum custody.

You were scored using the OBJECTIVE CLASSIFICATION SYSTEM when admitted to your correctional facility and are re-scored under the following situations:

- Reductions in custody;
- Specified disciplinary infractions;
- Significant changes in sentencing information or records;
- Additional sentences;
- Referral to ICC by the Administrator or the Disciplinary Hearing Officer;
- Release from Administrative Segregation; and
- Annual reviews by ICC.

In addition to your *Total Custody Score*, the OBJECTIVE CLASSIFICATION SYSTEM uses a set of overrides called *Override Codes* that are based on N.J.A.C. 10A:9-2 Classification Process rules. This information is available in the Law Library. When applied, an *Override Code* will cause you to be assigned to a custody status that is different from your scored custody status.

For example, you may have a *Total Custody Score* of 3 but you may have a detainer for carjacking. The Classification Process rules require that regardless of your *Total Custody Score*, if you have a non-permissible detainer you must be assigned medium custody or above. Therefore, if you scored a 3 but have a non-permissible detainer, you would receive a *Code B* override which requires you to be placed in medium or above custody. The *Code B* override would stay in effect until the pending or open criminal charge is resolved.

The fourteen (14) overrides or *Codes* listed below will affect your actual custody status regardless of your *Total Custody Score*:

- Code A* Medium or above custody due to a mandatory minimum or length of term;
- Code B* Medium or above custody pending disposition of a non-permissible detainer or open charge;
- Code C* Permanent custody bar. Medium or above custody - escape history;
- Code D* Medium or above custody for 2 years or 5 years - escape history;
- Code E1* Permanent custody bar. Medium or above custody for more than one count or conviction for sex or arson offense;
- Code E2* Permanent custody bar. Gang minimum custody only for one sex or arson offense;
- Code F* Medium or above custody pending United States Bureau of Immigration Customs Enforcement (ICE) response for interest;
- Code G* Medium or above custody due to keep separate status or unfavorable psychological/psychiatric reports;
- Code H* Medium or above custody due to protective custody, voluntary or admini
- Code I* Medium or above custody, requires specialized treatment;
- Code J* Medium or above custody, pending disciplinary infraction;
- Code K* Medium or above custody, due to Classification Committee discretion;
- Code L* The correctional facility's Institutional Classification Committee feels that the you would be successful in a lower than indicated custody status; and
- Code M* Medium or above custody due to a disciplinary sanction in accordance with the Department's ZERO TOLERANCE POLICY on substance abuse and/or electronic communication devices.

Zero Tolerance - Inmates who have had their contact visit privileges terminated due to a finding of guilt to a Zero Tolerance Drug/Alcohol Policy and/or Zero Tolerance for Misuse or Possession of Electronic Communication Device Policy related prohibited act shall not be eligible for consideration for any custody status lower than medium custody until after contact visit privileges are reinstated.

Therapeutic Community - As a condition of eligibility for consideration of any custody status lower than medium custody, inmates who are assigned to a therapeutic community or treatment program must accept, participate in and successfully complete the assignment.

Length of Sentence - Inmates with state prison sentences must serve the following number of years of their sentence in medium or above custody status to be eligible to be considered for minimum custody status:

Over 30 years to life	5 years in medium or above
Over 25 up to and including 30 years	4 years in medium or above
Over 20 up to and including 25 years	3 years in medium or above
Over 15 up to and including 20 years	2 years in medium or above
Over 10 up to and including 15 years	1 year in medium or above
10 years and under	none

Inmates with indeterminate sentences (a sentence that contains no fixed term of length) must serve the following number of months of their sentence in medium or above custody status to be eligible to be considered for minimum custody status:

30 years to life	42 months in medium or above
25 years to 29 years	30 months in medium or above
20 years to 24 years	18 months in medium or above
15 years to 19 years	6 months in medium or above
Up to 15 years	none

Mandatory Minimum Terms - Inmates who are serving state prison sentences with mandatory minimum terms of 24 months or less are eligible to be considered for minimum custody status without service of time in medium or above custody.

Inmates who are serving state prison sentences with mandatory minimum terms of more than 24 months but less than 48 months are eligible to be considered for minimum custody status when the inmate is within 24 months of the expiration of their mandatory minimum.

Inmates who are serving state prison sentences with mandatory minimum terms of 48 months or more are eligible to be considered for minimum custody status when the inmate has served one-half of the mandatory minimum term in medium or above custody status.

When considering inmates with mandatory minimums for reduced custody status all county jail credits awarded by the sentencing court against the mandatory minimum term will be counted toward the inmate's required time in medium or above custody status.

Detainers and Pending Criminal Charges - Inmates with out of state detainers for parole or probation violations, certain open criminal offenses or immigration are not eligible for reduced custody.

Inmates with out of state detainers shall not be eligible to be considered for reduced custody status unless one of the following provisions apply:

- The (commitment) detainer for the adjudicated (sentenced) offense is for a concurrent sentence, which does not exceed the maximum of the New Jersey term currently being served;
- The inmate has applied under the Interstate Agreement on Detainers for disposition of the detainer and the inmate is not brought to trial within 180 calendar days from the date of the prosecuting authority's receipt of Form II and no court-ordered continuances were granted; or
- A prosecutor has applied under the Interstate Agreement on Detainers for disposition of the detainer and the inmate is not brought to trial within 120 calendar days from the date of the inmate's arrival at the receiving state and no court ordered continuances were granted

Inmates who have New Jersey detainers, for any of the following offenses are not eligible to be considered for reduced custody status:

Homicide
Arson
Carjacking N.J.S.A. 2C:15-2
Sexual offense
Aggravated Assault N.J.S.A. 2C:12b
Kidnapping N.J.S.A. 2C:13
Burglary N.J.S.A. 2C:18-2b
Escape
Bail Jumping N.J.S.A. 2C:29-7
Terroristic Threats N.J.S.A. 2C:12-3
Manufacture/Distribution of CDS 1st & 2nd degree
Prohibited Weapons and Devices - N.J.S.A. 2C:39-3, 4, 5, 7, 9, 10
Robbery N.J.S.A. 2C:15-1
Maintaining or Operating a CDS Manufacturing Facility N.J.S.A. 2C:35-4

Pending investigation and settlement, and regardless of the date of the offense, inmates with New Jersey, out of state or federal open charges for any of the following offenses will not be considered for reduced custody status:

Homicide
Maintaining or Operating a CDS Manufacturing Facility
Arson
Sexual offense
Kidnapping
Escape
Carjacking

Pending investigation and settlement, inmates with New Jersey, out of state or federal open charges for the following offenses will not be considered for reduced custody status if the date of the offense is within five years of consideration for reduced custody status:

- Distribution/Manufacture of CDS 1st or 2nd degree
- Offenses of an Assaultive Nature
- Burglary 2nd degree
- Weapons Offenses
- Criminal or Malicious Mischief
- Robbery
- Terroristic Threats

Convictions For Escape, Arson and Sex Offenses - An inmate serving a sentence for escape or attempted escape or who has been found guilty of a correctional facility infraction for escape (*101) or attempted escape (*102) from a medium or higher security correctional facility will be eligible to be considered for reduced custody status only when 5 years have past from the date of apprehension, or the date of the attempted escape.

An inmate serving a sentence for escape or attempted escape or who has been found guilty of a correctional facility infraction for escape (*101) or attempted escape (*102) from a minimum security setting will be eligible to be considered for reduced custody status only when 2 years have past from the date of apprehension, or the date of the attempted escape.

An inmate convicted of two offenses for escape or attempted escape or an inmate found guilty of two correctional facility infractions for escape (*101) or attempted escape (*102), or an inmate convicted of one escape and found guilty of one unrelated correctional facility infraction for escape or attempted escape from any type of correctional facility or correctional setting is ineligible for reduced custody status.

An inmate serving a sentence for one count of an arson offense, who does not have a prior conviction for an arson offense, will be eligible to be considered for gang minimum custody status only.

An inmate serving a sentence for one or more than one count of an arson offense and/or has a prior conviction for one or more than one arson offense is not eligible for reduced custody status.

An inmate serving a sentence for a non-arson offense, who has a prior conviction for one count of an arson offense, will be eligible to be considered for gang minimum custody status only.

An inmate serving a sentence for a non-arson offense, who has prior convictions for more than one count of an arson offense, is ineligible for reduced custody status.

An inmate serving a sentence for one count of a sexual offense, who does not have a prior conviction for a sexual offense, will be eligible to be considered for gang minimum custody status only.

An inmate serving a sentence for one or more than one count of a sexual offense and/or has a prior conviction for one or more than one sexual offense is ineligible for reduced custody status.

An inmate who has a present or prior conviction for a sexual offense and a present or prior conviction for an arson offense is ineligible for reduced custody status.

Immigration Interest – Foreign born inmates, excluding U.S. territories and possessions, shall be eligible to be considered for reduced custody status provided the United States Bureau of Immigration and Customs Enforcement (ICE) has not responded to referrals within 120 days.

D. Parole/Expiration of Sentence:

The Parole Eligibility Date (P.E.D.) is the earliest date at which your parole may be granted. The Parole Counselor will calculate, monitor, and update the P.E.D., and a copy of the parole calculation will be sent to you periodically for your records. When you are within six months of P.E.D., your name will be placed on a parole-hearing list, and the Classification Department will prepare the pre-parole package. When complete, a copy of the pre-parole package will be provided to you. In addition, the Parole Counselor or correctional facility's Institutional Parole Officer (IPO) will contact you concerning the address where you will be living if parole is granted. This proposed parole plan/address will be sent to the appropriate District Parole Office for investigation. You will then be scheduled for an initial parole hearing and a panel hearing, if you are referred. A panel will decide whether to grant or deny parole. If parole is denied, you will receive a new parole calculation sheet from your Parole Counselor.

It is important to remember that Parole does not calculate max dates (release upon maximum expiration of sentence). Max dates are calculated by authorized Classification Department staff and are calculated based on types of sentences and time credits.

E. Types of Sentences and Credits:

Young Adult/Indeterminate – Any person who is less than 26 years of age may be sentenced to an indeterminate term. County jail credits, work and minimum credits in accordance with N.J.S.A. 30:4-92, apply to the maximum expiration of the sentence. Reduction of sentence by way of commutation credits is not awarded in accordance with Attorney General Opinions M 78-3630 and M 74-1679. Those inmates serving indeterminate terms under the "Sex Offender Act" will not receive work or minimum credits, but will receive monetary compensation (inmate pay) in accordance with N.J.S.A. 2A:164-10.

State Prison Sentence/Adult Determinate Pre-sentence – County jail credits, gap time, commutation, work and minimum credits apply to the total term and serve to reduce the maximum expiration of the sentence. Commutation, gap, work and minimum credits do not reduce a mandatory minimum.

No Early Release Act (NERA) NJ State law at N.J.S.A. 2C:43-7.2 requires court imposition of a prison sentence for a crime of the first or second degree classified as a “violent crime”. A minimum term of 85% of the sentence is applied, which means the defendant shall not be eligible for parole until 85% of the term is served. This sentence also includes an additional five-year period of community supervision for first degree offenses, and a three-year period for second-degree offenses. In many cases, the expiration of the 85% term shall also serve as the max date.

Types of Credits:

Commutation Credits – These credits, also known as “good time”, are granted to inmates who are sentenced to NJDOC correctional facilities. Commutation credits are awarded in advance in anticipation of good behavior and are subject to forfeiture (being lost) as a penalty for misconduct and the filing of frivolous lawsuits in accordance with N.J.S.A. 30:4-140. These credits are awarded on the total term minus any pre-sentence jail credit. The credit formula is in accordance with N.J.S.A. 30:4-150.

Restoration of *commutation time* applies to inmates who received charges for disciplinary infractions, which occurred on or after May 24, 1979. Commutation time may be restored on a 25%/50%/75% basis over a 3-year period, which must run consecutively (one after the other). The time period for restoration is three years from date of incident. Credits are restored at the rate of 25% for each year that is free of a disciplinary charge with a guilty finding. The maximum restoration is 75%; you cannot get 100% of the time back. (Refer to N.J.A.C. 10A:9 for additional information.) Requests for restoration of commutation credit must be directed in writing using the Inmate Request Form. The Classification Officer cannot process restoration unless you request it in writing. If you are eligible for restoration, the Classification Officer will review your case, and you will be notified of the decision. You must be in custody to have the time count toward any restoration. Time “out of custody” does not count.

Work and Minimum Credits - Work and minimum credits are earned in accordance with N. J. S. A. 30:4-92 as follows:

- 1 work credit for every 5 days worked
- 3 minimum credits per month for the first 12 months of minimum custody
- 5 minimum credits per month thereafter

Pre-Sentence Jail Credit – Credit given for any time spent in custody between the date of arrest and the date of sentencing. Jail credit is awarded by the sentencing court and cannot be changed by the Department of Corrections. Questions regarding jail credit should be addressed during the Intake/Case Management Classification Meeting. If an error is found, you must file a motion for an amended Judgment of Conviction to the sentencing court. Pre-sentence jail credit can reduce a mandatory minimum expiration date.

Gap Time – Credit that is awarded by the sentencing court when the offense on the second sentence was committed before the sentence date of the first sentence. Gap time usually represents the time between the sentence date of sentence #1 and sentence #2. Gap time does not reduce a mandatory minimum expiration date.

Prior Service Time – Credit that is awarded for time spent serving a sentence on which an inmate is being re-sentenced (including VOP and ISP).

Rosado Credit – Credit that an offender may receive when re-sentenced to a prison term following a Violation of Probation, when the probation term originally included a county jail sentence and subsequent parole trial. The credit is awarded from the date that you are paroled until the completion of the parole, and cannot be awarded by the NJDOC. Rosado Credits are awarded by the sentencing judge and cannot be awarded by the NJDOC. Rosado Credits do not reduce a mandatory minimum expiration date.

ISP Credit – Credit that is awarded by the Intensive Supervision Program Re-Sentencing Panel for time spent in the program. The credit is usually awarded from the date of release to ISP to the date of the ISP re-sentencing. ISP Credit can reduce a mandatory minimum expiration date.

F. Release Notification/Civil Commitment Review:

The prosecutor is provided with written notification of every inmate's release from NJDOC custody in accordance with New Jersey statutes. Prosecutor notification packages are provided to the affected Prosecutor's Office.

Category 1 is the NJDOC term used to identify inmates who:

1. Have a conviction for a current or prior sex offense;
2. Have been committed to a psychiatric facility during the present period of incarceration' or
3. Presents with a current or prior psychiatric history of concern; or constitutes a danger to self and/or others due to his/her mental condition as deemed by a mental health professional.

Category 2 is the NJDOC term used to identify inmates who:

1. Have a present and past conviction history free of sex crimes;
2. Have not been committed to a psychiatric facility during the present period of incarceration;
3. Do not present a current or prior psychiatric history of concern or are not considered dangerous to self or others as deemed by a mental health professional.

Once a release date is established, the correctional facility's Institutional Release Coordinator (IRC) will schedule a review by the Civil Commitment Review Committee (CCRC). This committee meets on a weekly basis and examines the records of those inmates who will be released at sentence expiration or, who have received positive parole decisions. At this time, the committee will determine whether an inmate qualifies for Category 1 or Category 2 status.

Category 1 inmates are referred by the committee to the lead psychologist for a civil commitment eligibility psychological evaluation and risk assessment.

X. THE RIGHTS AND PRIVILEGES OF INMATES

A. **Correspondence:**

Regular Correspondence:

U.S. mailboxes are located in front of Medium Center. Minimum (Farm) containers for U.S. mail are located in the center of the compound between One and Two Barracks. The Ancora mailboxes are located outside of Center Control on the first floor.

Writing, printing, or otherwise impressing or displaying on an envelope, outside cover, wrapper, postal card or any other mail matter, any language or terms of libelous, scurrilous, defamatory, or threatening character, calculated to reflect injuries upon the character or conduct of another, is prohibited. Attempting to commit any of these acts will be considered the same as the actual commission of the acts themselves.

Inmates are not permitted to receive packaged items via mail or visits. These items will be rejected by mailroom personnel and returned to the sender. Additionally, no cash by mail or personal checks are permitted. Money orders will be the only approved form of funds received through the mail that can be accepted for deposit into an inmate's account. When an inmate receives money orders by mail, the inmate will be given a receipt, and the funds shall be deposited into the inmate's account. A record is kept of all funds received by mail. All cash and checks sent to an inmate through the mail will be deemed contraband and processed in accordance with N.J.A.C.10A:3-6.6 - *Confiscation and Disposal of Unauthorized Currency or Money*.

To send certified mail, registered mail, etc., make out a business remit for "postage" and leave the amount blank. Under "purpose," write what kind of mail you want such as Certified Mail, Return Receipt Requested, etc. There is no delay in sending out special mail with a Business Remit since the Mailroom has a stamp stock from which postage is taken. However, the Business Office deducts the postage amount from your inmate account. No Business Remits will be processed for postage stamps. Postage stamps must be purchased through the commissary. An inmate at this facility may not possess more than 60 stamps. You cannot receive stamps through the mail. This is consistent with the maintenance of security and the orderly operation of the correctional facility. All registered, certified or special delivery correspondence of a non-legal nature will be processed as regular mail. The business remit for this service will serve as the inmate receipt. The mailroom staff will record special correspondence. In instances where the mailroom does not sign for registered, certified or special delivery correspondence of a non-legal nature, the inmate will be required to sign for the correspondence to acknowledge receipt. For more specific guidelines governing correspondence, refer to N.J.A.C. 10A:18-2.

Correspondence in Languages Other Than English - All State correctional facilities will permit incoming and outgoing correspondence to be in a language other than English.

Correspondence to or from Other Inmates - All inmate correspondence to or from inmates housed in other correctional facilities will be read to ensure that it does not contain any content prohibited by N.J.A.C. 10A:18-2.14.

Inspection and Identification of Incoming Correspondence - Each piece of incoming correspondence will be opened and inspected for contraband, but it will not be read unless there is reason to believe that the correspondence contains disapproved content pursuant to N.J.A.C. 10A: 18-2.14. If there is reason to believe that the correspondence contains disapproved content, the correspondence will be read only upon prior authorization of the Administrator or designee.

The sender's name and address and the inmate's name and SBI number must appear legibly on the outside of all incoming correspondence. The inmate's name and SBI number must appear legibly on all outgoing correspondence. For more specific guidelines, refer to N.J.A.C. 10A: 18-2.

Inspection and Identification of Outgoing Correspondence - Inmate's name/SBI number will appear legibly on all outgoing correspondence. Outgoing correspondence shall be examined to determine the sender. If the sender of the correspondence cannot be identified, the correspondence will be destroyed.

Outgoing mail will not be opened, read or censored if it is considered legal correspondence or if it is addressed to Public Officials such as:

- The President, and the Vice-President and Members of Congress
- The Governor, Members of the State Legislature
- The Mayor and Members of the County Board of Freeholders
- Governmental agency officials, such as:
 - The Director of the Federal Bureau of Prisons
 - The Commissioner, New Jersey Department of Corrections
 - The Office of Ombudsperson, New Jersey Department of Corrections
 - Members of the Federal Parole Board and Members of the State Parole Board

Outgoing mail from inmates to public officials, governmental agency officials and news media representatives may be held for a maximum of 72 hours in order to verify that the addressee is legitimate.

Any outgoing correspondence addressed to someone other than those cited above will not be opened, read or censored unless there is reason to believe that the correspondence contains disapproved content.

Disapproved Correspondence - Any correspondence 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:

The correspondence contains material which is detrimental to the security and/or order of the correctional facility because it incites violence based upon 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.

The correspondence contains information regarding the following:

- The manufacture of explosives, weapons & controlled dangerous substances
- Escape plans, Lock picking or locking devices
- Anything that might pose a threat to the security/orderly operation of the facility
- Activities within or outside the correctional facility which would be subject to criminal prosecution under the law of New Jersey or the United States
- Law Enforcement and Department of Corrections personnel
- Correctional facility inmates, visitors and/or volunteers
- Correctional facility programs or procedures, Contract vendor personnel

The correspondence contains material which, based upon the experience and professional expertise of correctional 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

- 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

Control of Correspondence - Incoming correspondence that is withheld from an inmate will be returned to the sender, together with a notice that the material has been found to violate the Department of Corrections' rules governing correspondence. If the correspondence is withheld pursuant to N.J.A.C.10A:18-2.14(a)4 for containing information which would be subject to criminal prosecution under the laws of New Jersey or the United States, the correspondence will be turned over to the Special Investigations Division of the correctional facility for further action.

Withheld Correspondence / Correspondence removed from the Inmate's Possession - When correspondence violates one of the categories cited above, it is withheld in the mailroom and processed in accordance with N.J.A.C. 10A: 18-2:16. Within 72 hours of removal from the inmate's possession, the Correction Officer will provide the inmate with a written notice which identifies the correspondence removed, the reason for the removal, and the inmate's right to appeal the removal. The sender or inmate may appeal the action of the Shift Commander to the Administrator within 10 days of the date of notice. The sender/inmate is permitted to submit documents and a written appeal to the Administrator stating that the challenged correspondence does not violate the category indicated in the Correction Officer's report.

The Administrator or designee, whose title shall not be lower than Assistant Superintendent or Major, will consider the appeal. Within 72 hours of receipt of the written appeal, the Administrator or designee will issue a written decision on the appeal and will respond to the sender/inmate. If the decision is to withhold the correspondence from the inmate, the decision will contain a specific finding stating that the correspondence violates the category indicated in the Correction Officer's Report. If the correspondence is found to be objectionable only in part, and such part is easily

separated from the rest of the correspondence, the sender/inmate, as appropriate, will be given the choice of whether to allow the correctional facility to excise the offending portions or to forfeit right to the correspondence.

Forwarding Correspondence to an Inmate Transferred to Another Correctional Facility, Forwarding Correspondence to an Inmate Released on Parole or at Expiration of Maximum Sentence, Forwarding Correspondence to an Inmate Remanded to a Detention Facility, Forwarding Correspondence of an Inmate who has Escaped - These types of correspondence shall be handled in accordance with N.J.A.C. 10A:18-2.19, 10A:18-2.20, 10A:18-2.21, 10A:18-2.22. When an inmate is transferred, it is the inmate's responsibility to notify his correspondents of the change of address.

Correspondence to and from Illiterate Inmates - If an inmate is unable to read or write, the Social Worker assigned to the inmate's housing unit will, upon request, assist the inmate in maintaining community ties by writing a letter as dictated by the inmate and reading incoming correspondence to the inmate.

Inmate Use of Inter-Office Correspondence - Inmates are not permitted to use pink, blue or white inter-office envelopes or envelopes pre-printed with State of N.J., Bayside State Prison, which are purchased for use by State employees. Inmates using or possessing state inter-office envelopes will be charged with Prohibited Act .210 – *Possession of Anything not Authorized for Retention or Receipt by an Inmate or not Issued through Regular Correctional Facility Channels.*

Inmates corresponding with Department Central Office staff, or with staff at other correctional facilities, or with the State Parole Board, will be permitted to use "truck mail" delivery service. This correspondence must be placed in the U.S. mailboxes only. However, inmates must use their own envelopes and mark the envelopes "INTER-OFFICE" or "TRUCK MAIL."

Inmates at Bayside State Prison may use "Truck Mail" to correspond with only inmates housed in the NJDOC. Inmates will not be permitted to use the "truck mail" delivery services to correspond with persons in other State Departments or Agencies. Inmates attempting to do so will be charged with Prohibited Act .709 – *Failure to Comply with a Written Rule or Regulation of the Correctional Facility (See N.J.A.C. 10A:4-4.10 regarding prohibited acts).*

Legal Correspondence:

"Legal Correspondence" means the exchange of letters between an inmate and the following:

An attorney of any state when properly identified as such on the outside of the envelope
Offices of the Federal or State Public Defender and the Office of the Attorney General
Federal and State Courts, Federal and State Court Judges and Offices of Legal Services
Legal assistance clinics managed by accredited law schools of this or any other state
The Administrative Office of the Courts and the Offices of the Federal or State Prosecutor
The Bureau of Risk Management, New Jersey Department of Treasury
The Internal Affairs Unit, Department of Corrections, the Office of Administrative Law
The Office of the Ombudsperson, Department of Corrections

“Legal Material” means papers or documents that are required to be filed with the court and served upon opposing parties. Legal materials include:

Orders required by their terms to be served, written notices and written motions
Demands, or answers to demands which the inmate is required to serve, such as, for the production of documents for interrogatories, Offers of Judgment, Designation of records on appeal, Briefs, Petitions, Summonses and Complaints

Identification of Outgoing Legal Correspondence - All outgoing legal correspondence will be clearly marked with the inmate’s name and SBI number on the envelope. An inmate who is sending legal correspondence out of the correctional facility will be responsible for clearly marking “legal mail” on the front and back of the envelope. The absence of the “legal mail” designation does not mean that the correspondence may be treated as non-legal correspondence. It will still be processed as “legal mail” if the address on the envelope clearly indicates that it is being sent to a legal correspondent as enumerated in N.J.A.C. 10A:18-1.3.

Identification of Incoming Legal Correspondence - The return address on the outside of an envelope should clearly indicate that the correspondence is being sent from a legal correspondent as stated above. Mail sent from a legal correspondent will be considered legal correspondence and will be handled in accordance with NJAC 10A:18-3. The absence of a particular name of an attorney or judge shall not preclude the correspondence from being treated as legal correspondence if the return address indicates an office or court as enumerated in N.J.A.C. 10A18-1.3.

Inspection of Incoming Legal Correspondence - A Correction Officer will open all incoming legal correspondence in the mailroom. The officer will log the information in accordance with current practices. The incoming legal correspondence will be opened and inspected for contraband as cited in NJAC10A:18-3.4. The contents will not be read or censored by the officer. After the envelope has been inspected, the officer will seal the envelope with tamper-proof evidence tape. The evidence tape will be placed vertically over the center portion of the envelope where the envelope was originally opened. If necessary, the open area that is not taped may be secured with staples. The officer will sign his/her name horizontally across the taped portion of the envelope. The officer’s signature must be legible. After the inspection has been completed, the correspondence will be delivered to the inmate as outlined in NJAC10A:18-3.4. The officer delivering the legal correspondence to the inmate will show the inmate the sealed evidence tape. The officer will then break the evidence tape in the inmate’s presence and hand the correspondence to the inmate.

Certified or Registered Legal Mail - Legal correspondence does not need to be sent by certified or registered mail. Proof of service can be obtained, under the rules of the court, by filing an “affidavit of service” with the court clerk. If an inmate has sufficient funds in his account to cover the costs of mailing and prefers to use certified or registered mail, he will be permitted to do so.

Forwarding Legal Correspondence to an Inmate Transferred to Another Correctional Facility - Whenever an inmate is transferred from one correctional facility to another, the inmate will be responsible for notifying his correspondents of the change of address. For a period not to exceed three months, the correctional facility from which the inmate is transferred will forward all regular incoming legal correspondence to the correctional facility where the inmate has been transferred. Any legal correspondence received after the three-month period will be returned to the sender.

Forwarding Legal Correspondence to an Inmate Released on Parole or at Expiration of Maximum Sentence - The correctional facility will obtain an inmate's forwarding address at or about the time of the inmate's release on parole or at the expiration of the inmate's maximum sentence. The inmate will be asked if legal correspondence received at the correctional facility should be forwarded to him. Upon the inmate's request, the correctional facility will forward the legal correspondence to him. The correctional facility will not forward certified or registered mail, but will return it to the sender. Legal correspondence will be forwarded for a maximum of three months from the date of the inmate's release. Legal correspondence received thereafter will be returned to the sender.

Forwarding Legal Correspondence to an Inmate Remanded to a Detention Facility - When an inmate is temporarily remanded to another facility for whatever reason, legal correspondence received for the inmate will be forwarded to the other facility, upon the inmate's request.

Forwarding Legal Correspondence of an Inmate who has Escaped - All incoming legal correspondence addressed to an inmate who has escaped from a correctional facility will be returned to the sender with an indication that the inmate is no longer in custody. If the incoming legal correspondence does not have a return address, it will be opened to determine the sender. If the sender cannot be identified, the correspondence will be destroyed.

Inmate Correspondence/Inmate Remedy System - Inmates must utilize the following procedures when submitting requests or complaints to institutional staff. These procedures were established to provide inmates with a process for requesting information on a first-step basis, or filing a complaint regarding concerns/problems they may be experiencing. This system of communication encourages internal problem solving and establishes lines of direct communication between inmates and institutional staff. The Administrator reviews staff responses for the purpose of monitoring institutional operations and inmate morale.

Correspondence/Board of Trustees: Inmates who wish to correspond with the Board of Trustees must send their letters enclosed in a larger envelope via "Truck Mail" to the Administrator's Office. The Administrator will then forward them to the Board of Trustees. They must be sealed and include your complete return address. Inmates are not permitted to write directly to a Board Member.

Specific Guidelines for submitting the *Inmate Remedy System Form*:

B. Inmate Remedy System

The NJDOC requires that inmates are provided a NJDOC-approved procedure for obtaining information and for resolving present issues, concerns or complaints.. To accomplish this, the NJDOC has created the *Inmate Remedy System*. This system is designed to allow you access to appropriate correctional facility administration in order to obtain information, and to present issues, concerns or complaints in writing to the correctional facility staff. The *Inmate Remedy System* also includes an "Administrative Appeal" through which you are encouraged to formally appeal to the administrator or designee the decision or finding rendered by correctional facility staff in regard to the "Routine Inmate Request" or "Interview Request" that you have previously presented. The *Inmate Remedy System* is made up of the following:

1. A "Routine Inmate Request";
2. An "Interview Request"; and
3. An "Administrative Appeal".

The system is designed to provide a **confidential route** for you to make the administration aware of issues that may exist within the correctional facility, and provide a method for positive interaction between staff and the inmate population. This process also provides correctional facility staff, senior administration and the Office of the Attorney General with a specific, written method to track employee responses.

All inmates may use the *Inmate Remedy System*. You must use this system to help you obtain information and present your issues, concerns or complaints relative to issues or conditions under the jurisdiction of the NJDOC that affect you personally. This process must be used to request a personal interview with appropriate staff relative to issues or conditions within the NJDOC and to request an appeal of a decision or finding rendered by correctional facility staff in regard to a "Routine Inmate Request" or "Interview Request" that you have previously presented. Additionally, the *Inmate Remedy Form* provides a record of an incident.

You are required to use the *Inmate Remedy System* before applying to the courts for relief.

It should be noted that use of the *Inmate Remedy System* does not constitute substantial compliance with tort claim requirements of the State of New Jersey.

No inmate shall be coerced, intimidated or suffer any reprisal or punishment as a direct or indirect result of filing any *Inmate Remedy System* form.

Supplies of the *Inmate Remedy System* form will be available within the correctional facility housing units, the inmate law library, and carried by the social services staff during housing unit visits and interviews. Social worker(s) are permitted to assist you in completing the form if you cannot do so on your own.

PROCEDURES FOR USING INMATE REMEDY SYSTEM FORM IRSF-101

1. If you are not able to obtain information or reach an informal solution to the issues, concerns or complaints, you may file an *Inmate Remedy System* form *IRSF-101*.
2. The *Inmate Remedy System* form *IRSF-101* provides the following two options in Part 1 of the form next to "Type of Request":
 - a. "Routine Inmate Request" that is used to request and obtain information and to present issues, concerns or complaints in writing to the correctional facility staff; and
 - b. "Interview Request" that is used to request an in-person interview in order to present issues, concerns or complaints in writing to the correctional facility staff.
3. Part 4 of the form should be used if you wish to formally appeal to the administrator or designee the decision or finding rendered by correctional facility staff in regard to a "Routine Inmate Request" or "Interview Request" that you previously presented.
4. Only properly completed and submitted forms will be processed. You must complete Part 1 of the *Inmate Remedy System* form *IRSF-101*. **Do not direct the form to any specific person or department.** The form will be sent to the proper person or department by the correctional facility Remedy Form coordinator. Part 1 must also include a summary of the requested information or presented issues, concerns or complaints. If you should require additional space to outline the requested information or presented issues, concerns or complaints, you may attach additional page(s) to the form. You may also submit any supportive documentation to support your position.

5. The *Inmate Remedy System* form **may not** be used to address complaints relative to parole, property loss, disciplinary charges or court line sanctions. Also the *Inmate Remedy System* form may not be used to re-address previously filed telephone problems, requests for law library or Ombudspersons' Office, medical requests or complaints or matters that are currently in litigation.

Specific Guidelines for submitting the *INMATE REMEDY SYSTEM* Form:

1. For the IRSF-101 *Inmate Remedy System* form to be processed it must be placed into the correctional facility box marked **INMATE REMEDY FORMS ONLY**. *Inmate Remedy System* forms will be picked-up daily, except on weekends and holidays, or during emergency situations. If an *Inmate Remedy System* form is deposited into any other box or forwarded through any other means, the *Inmate Remedy System* form **will not** be processed.
2. If an *Inmate Remedy System* form is submitted incorrectly, the staff member who received the *Inmate Remedy System* form shall return it, along with an attached New Jersey Department of Corrections IRSF-103 *Inmate Remedy Corrective Action* form
3. You are not to direct the *Inmate Remedy System* form to any specific person or department. Your correctional facility coordinator will direct the request to the appropriate person or department to answer the request.
4. The *Inmate Remedy System* form is a multi-part form and it must be submitted complete and intact (not taken apart). The colored pages of the form must not be separated.
5. You are not to write in any of the shaded areas. These are areas designated for completion by NJDOC staff.
6. You are not permitted to submit multiple requests regarding the same subject.
7. Under no circumstances should **another inmate complete or deposit your form(s)**. If you need help completing the form, you must contact your assigned housing unit social worker.
8. You are **not to attempt to hand-deliver the form to staff persons**, unless your custody status requires this to be done. For example: you are in close custody housing or a medical condition prevents you from using the box.
9. Use of the *Inmate Remedy System* does not constitute substantial compliance with tort claim requirements of the State of New Jersey.

Completing the *Inmate Remedy System* form:

1. You must be sure that all copies of the *Inmate Remedy System* form are clearly readable. Pen or typewriting is preferred. However, pencils may be used if all copies are readable.
2. You must write your name, SBI number, correctional facility, housing unit (NOT BED NUMBER) and date on the *Inmate Remedy System* form.

3. You must write your question or complaint in Part 1 of the *Inmate Remedy System* form. Supporting documents or other information may be attached to help clarify the *Inmate Remedy System* form.
4. Only one (1) *Inmate Remedy System* form may be used to request information or each specific issue, concern or complaint to be addressed. *Inmate Remedy System* forms that list multiple questions/concerns or do not contain enough information will be considered incomplete, will not be processed, and will be returned to you.
5. You may only suggest the type of request: "Routine Inmate Request" or "Interview Request".
6. If you have a follow-up question from an answer that you have received or you feel that your request(s) has not been answered to your satisfaction, you must submit your previously-supplied answer within 10 business days of your receipt of the canary (yellow) colored form and complete Part 4, giving any additional information that you think supports your requested information or presented issue, concern or complaint. You must then re-deposit the originally answered *Inmate Remedy System* form in the box marked "Inmate Remedy System Forms Only".
7. If your *Inmate Remedy System* form was not responded to or returned to you in the established response time frame of 30 business days for a routine *Inmate Remedy System* form, you may submit another *Inmate Remedy System* form noting the date the original *Inmate Remedy System* form was submitted.

Inmate Remedy System Appeal Process:

1. You may appeal a staff response using the *Inmate Remedy System* form.
2. After the form has been processed and returned, and, if you are not satisfied with the response, you may file an appeal by completing Part 4 within 10 business days of receipt of the response.
3. You must re-deposit the originally-answered *Inmate Remedy System* form in the box marked "INMATE REMEDY SYSTEM FORMS ONLY".
4. Appeal decisions shall be rendered by the administrator and are therefore to be considered as final decisions at the correctional facility level.

Translation of *Inmate Remedy System* forms

Any *Inmate Remedy System* form that is received written in a language other than English will be forwarded to the Social Services Department to coordinate the translation and proper response to the request.

Abuse of the *Inmate Remedy System* & form:

If you abuse or misuse the *Inmate Remedy System*, you may be subject to disciplinary action. Examples of abuse or misuse include, but are not limited to, the following actions:

1. Multiple requests submitted regarding the same subject.
2. Follow-up requests submitted prior to the expiration of the established response time frames.
3. Requests that are, by tone or language, abusive or offensive in nature.
4. Destruction, misuse of, or tampering with forms.

Processing of Recorded *Inmate Remedy System* form

Only complaints properly detailed and submitted by you, and determined by the correctional facility Remedy Coordinator to be an *Inmate Remedy System*, will be processed. The form also **shall not** be used to resolve a previously filed but not yet resolved or answered request for information or presented issues, concerns or complaints, present litigation, or to go around established procedures. The request for information or issue, concern or complaint shall be processed under the following limits:

1. You must submit a written form within ten (10) business days of the date the incident/issue of complaint occurred, unless it is not possible to file within such period. You may not write in reference to the same subject during the process that the original complaint is being addressed.
2. When the complaint is of an urgent nature and threatens your immediate health or welfare, the coordinator will mark the form as "Urgent" and a reply must be made action taken within five (5) business days of receipt of the complaint.
3. The responsibility for the processing of the *Inmate Remedy System* form shall be on the coordinator. Upon receipt of the *Inmate Remedy System* form, the coordinator shall complete Part 2, which includes, designating the appropriate department or staff person for referral, determining the subject of the complaint, and issuing an eight digit case number. The coordinator will record specific dates and referral information into a database system. The coordinator shall then forward the *Inmate Remedy System* form to the appropriate department or staff person for investigation of the complaint and drafting of the reply.
4. After investigating the issue and determining the proper course of action or response, Part 3 of the *Inmate Remedy System* form shall be completed, signed by the department supervisor or above, and approved and signed by the appropriate administrative designee. The response will be made as quickly as possible; be based upon facts that pertain specifically to the issue; deal only with the issue raised; and not include any material that does not deal directly with the issue. The form shall then be returned to the coordinator.
5. The coordinator will log in receipt of the remedy response on the form, as well as in the database, and review the form for completeness. The coordinator will keep the original of the *Inmate Remedy System* form. The "canary" (yellow) copy will be returned to you.
6. If you are not satisfied with the *Inmate Remedy System* form response, you must complete Part 4 of the initial-answered "canary" (yellow) copy of the *Inmate Remedy System* form, sign where indicated and resubmit the form in the *Inmate Remedy System* form box. You may file for an appeal to the administrator within 10 business days of receipt of the response or add additional information as a follow-up and the form will be forwarded to the individual or department responsible. The administrator or designee has 10 business days to provide the answer, excluding weekends and holidays. Once the form is returned to the coordinator, he/she will make a copy of the form for filing and return your original (canary yellow) copy with the response.

7. Matters requiring extensive research and documentation may require a longer period for response. In cases of this type, the period of time for action by the reviewing official(s) may be extended for a specified period if findings indicate that the initial period is insufficient to make an appropriate decision. This extension shall be communicated in writing to you and the coordinator using the DOC *IRSF-102 Staff Response* form.
8. No correctional facility staff member, including correctional facility administration, shall be involved in any type of punishment against you for making good faith use of, or participating in the Inmate Remedy process. If such reprisals are found to have occurred, those involved shall be prosecuted to the full extent of the law.

For the *Inmate Remedy System Form* to be processed it must be placed into the correctional facility box marked INMATE REMEDY SYSTEM FORMS ONLY. *Inmate Remedy System Forms* will be picked-up daily, with the exception of weekends, holidays, and during emergency situations. If an *Inmate Remedy System Form* is deposited into any other box or forwarded through any other means, the *Inmate Remedy System Form* will not be processed.

Do not use Truck mail, U.S. Mail or Certified Mail to correspond with institutional staff members. If you do, your correspondence will be returned to you via the Department of Corrections Corrective Action Form.

You must deposit your request form into the appropriate boxes located as follows:

Medium Unit – Medium Center

Minimum Unit – Outside Farm Dining Hall

Ancora Unit – Courtyard between Spruce and Willow Halls.

These requests will be picked-up daily from those boxes only. **If you place these forms into any other boxes, the staff member may return them using the Department of Corrections Corrective Action form, or they may be destroyed.**

C. Publications:

Limitation on Source of Publications - Inmates will be permitted to receive hardcover books, paperback books, magazines and other soft cover publications from the publisher or source of sale only. 10A:18-4.2(a). There is a limit of 12 books, including paperbacks. Newspapers are permitted only by subscription mailed directly from the publisher. Newspapers over a week old will be destroyed. There is no restriction on the number of publications an inmate may receive. Magazines over 90 days old must be disposed of. The inmate must prepay for all books, magazines, publications and newspapers.

Publications in a Language other than English - All State correctional facilities must permit incoming publications in a language other than English.

Publications to or from Other Inmates - All publications to or from inmates housed in other State correctional facilities may be read to ensure that the publications do not contain any prohibited contents.

Inspection of Incoming Publications - Each incoming publication will be opened and inspected for contraband. It will not be read unless there is reason to believe that the publication contains disapproved content, and then only upon prior authorization of the Administrator or designee.

Identification of Incoming Publications - The sender's name and address, and the inmate's name and number must appear legibly on the outside of all incoming publications. Publications without both the inmate's name and SBI number will be returned to sender. If the sender's name and address do not appear on the outside of the publication, the publication will be opened and examined to determine the identity of the sender. If the sender cannot be identified, the publications shall be destroyed.

Inspection and Identification of Outgoing Publications - Outgoing publications will be reviewed to determine the sender. The inmate's name and SBI number or the name of the inmate group must appear legibly on the outside of the publication. If both the name and SBI number of the sender do not appear on the outside of the outgoing publication, it will be opened and examined to determine the sender so that it can be returned to the inmate or inmate group. If the sender cannot be identified, the outgoing publication will be destroyed. Except as stated above, outgoing publications will not be opened, read or censored unless there is reason to believe that the publication contains disapproved content, and then only with prior approval of the Administrator or designee. Outgoing publications that are opened pursuant to this subchapter will, once reviewed and approved, be resealed and mailed promptly.

Disapproved Content in Publications - Any incoming publication may be withheld in the mailroom or taken from an inmate's possession if it falls within one of the following categories:

The publication contains material that is detrimental to security and/or order of the correctional facility because it incites violence based upon 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.

The publication contains information regarding:

Explosives, Weapons, Controlled dangerous substances, Escape plans,
Lock picking and/or locking devices,
Anything that might pose a threat to the security or orderly operation of the facility

The publication contains information that appears to be written in code

The 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.

The publication incites violence, or destructive/ disruptive behavior toward law enforcement officers, Department of Corrections personnel, correctional facility inmates, visitors and/or volunteers, correctional facility programs or procedures.

The publication contains material which, based upon the experience and professional expertise of correctional 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

Depicts, in a patently offensive way, sexual conduct including patently offensive representations or descriptions of ultimate sex acts, masturbation, excretory functions, lewd exhibition of the genitals, sadism or masochism

Control of Publications - Publications that are withheld from an inmate will be disposed of in a manner determined by the inmate and at his expense.

Procedure for Handling Withheld Publications/Publications Removed from Inmate's Possession - When a publication violates one of the categories cited above and is withheld in the mailroom or removed from the inmate's possession, same will be handled in accordance with N.J.A.C. 10A:18-4.11, 10A:18-4.12.

Appeal and Final Disposition - When a publication has been withheld in the mailroom or when a publication has been removed from the inmate's possession, the sender/inmate may appeal the action of the shift commander to the Administrator within three days of the date of notice. The sender/inmate is permitted to submit arguments, in writing to the Administrator, stating that the challenged publication does not violate the category indicated in the Correction Officer's Report. The Administrator or designee, whose title shall not be lower than Assistant Superintendent or **Major**, will consider the appeal. The Administrator or designee will issue a written decision on the appeal and respond to the sender/inmate, as appropriate, within 72 hours of receipt of the written appeal. If the decision is to withhold the publication from the inmate, the decision will contain a specific finding that the publication violates the category indicated in the correction officer's report. A notification stating that the publication is being returned to the sender will be sent to the inmate.

Forwarding Publications to an Inmate Transferred to Another Correctional Facility, Forwarding Publications to an Inmate Released on Parole or at Expiration of Maximum Sentence, Forwarding Publications to an Inmate Remanded to a Detention Facility – Forwarding publications shall be handled in accordance with N.J.A.C. 10A:18-4.14, 10A:18-4.15. Whenever an inmate is transferred from one correctional facility to another, the inmate will be responsible for notifying the publisher of the change of address.

Return of Publications Addressed to an Inmate Who Has Escaped - All publications addressed to an inmate who has escaped from a correctional facility will be returned to the sender with an indication that the inmate is no longer in custody. If the publication does not have a return address, it will be opened to determine the sender. If the sender cannot be identified, the publication may be destroyed or placed in the library of the correctional facility.

D. Visits:

Rules and Regulations:

Visit privileges will be granted to approved visitors only. Inmates must submit names of proposed visitors to the Mailroom Sergeant on Form BSP-136 (12/11/85), or at Intake, at least 10 working days in advance of the anticipated visit. Inmates who do not correctly complete Form BSP 136 are subject to having prospective visitors denied access to the visit program. It is the inmate's responsibility to obtain correct information from the prospective visitor prior to submitting Form BSP-136. This form must include the following information:

Correct spelling of name, correct address and correct relationship

Is the prospective visitor on any other inmate's visit list?

Was the prospective visitor ever in a State or Federal Prison?

Is the prospective visitor related to any other inmate?

A visitor, once approved on an inmate's visit list, cannot be added to another's visit list unless the visitor is a parent, child, wife, sister, brother or grandparent of the requesting inmate(s). The requesting inmate must obtain permission via written request to the Mailroom Sergeant. The identification of the inmate with whom the relative is currently visiting must be included.

THIS INSTITUTION DOES NOT PROVIDE INFORMATION CONCERNING VISITOR APPROVAL OVER THE TELEPHONE. THE INMATE IS PROVIDED WITH A COPY OF THE VISIT REQUEST AND IT IS HIS RESPONSIBILITY TO INFORM THE VISITOR OF THEIR APPROVAL OR DISAPPROVAL.

Visits are limited to four (4) adults and the children accompanying them. If the total number of visitors exceeds four, the inmate will decide who remains. Children under the age of 18 are not permitted to visit unless accompanied by a family member. Family member is defined as father, mother, brother, sister, grandmother, grandfather, aunt, uncle or cousin.

All visits, except children under the age of 18 must be on the inmate's approved visit list and must have acceptable identification as stated below:

Adult visitors must possess CURRENT identification. Acceptable identification is limited to the following:

- a. A current photo driver's license
- b. A current photo Welfare/Medicaid card
- c. An employment photo ID Card which gives a physical description of the holder
- d. A current passport
- e. 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).

It is the inmate's responsibility to notify potential visitors of the visiting rules and regulations. A visitor will not be permitted to visit if they do not have proper identification as listed above with no exceptions. Social Security Cards cannot be used as identification.

Visitors cannot leave anything in the lobby, hallways, or on the tops of lockers. Any non-permitted items must be placed in a locker or car. Visitors are allowed to bring only the following items inside the Medium visit hall:

Wallet (no pocketbooks or clutch purses permitted)

Visitors with small children will be allowed to bring the following items in addition to those above:

Two (2) diapers, Two (2) plastic baby bottles (no glass),
One (1) receiving blanket (flannel or thermal, one-ply only, no binding or Quilting)

The following items will NOT be permitted:

Glass baby bottles, Car seats of any type, Strollers or carriages, Baby food jars, Diaper bags & Toys

Visitors who must have medication (life-sustaining) MUST leave the medication along with identification with the Visit Hall Desk Officer. When medication is needed, the visitor must use the medication in the presence of the officer and immediately return it to the officer until departure from the visit hall.

This institution is not responsible for any non-permitted item(s) left in lockers or in the lobby. Visitors can utilize lockers in the lobby during visits to retain coats, umbrellas, handbags, etc., and do at that their own risk. No items are to be left at the Frisk Table.

Visitors may bring funds for deposit in the form of a money order totaling up to \$450.00 per visit day will be accepted.

Former Department of Corrections employees requesting to visit an inmate shall be handled on a case-by-case basis. Inmates who request former DOC employees be placed on their visit list shall contact the Mailroom Sergeant, who will present the request in writing to the Administrator or his/her designee for review. Present Bayside State Prison employees who wish to visit an incarcerated individual must request approval in writing from the Appointing Authority.

Inmates may remove visitors from the visit list by submitting Form BSP-136 to the Mailroom. Visitors removed at the request of the inmate cannot be added back to the visit list for 90 days.

The following are approved apparel/items for inmates during visits:

State-issued khaki clothing and shoes only with shirts tucked in and all buttons and zippers in place and fastened, No hats or other headgear, (1) Wedding ring, and/or religious medal with chain, (1) Pair glasses, Life-sustaining medications (upon confirmation with the infirmary. This medication is to be left in the custody of the Frisk Officer.)

In accordance with N/J/A/C/ 10A:3-5 and Departmental Policy, all visitors entering the perimeter or grounds of Bayside State Prison and its satellites are subject to search using Ion Scan Machines, Passive Canine Units, and Departmental Staff. A positive indication either from a scanning device or canine will be sufficient cause for a more thorough search to be conducted of the visitor and/or the visitor's vehicle. Further, any visitor who produces a positive indication from the Ion Scan Machine or Canine Unit, but is not found in possession of a controlled dangerous substance, will be denied visits for the day ONLY and escorted from the premises. Any visitor who refuses to be searched will be ordered to leave the premises and will be placed on the DOC Statewide Ban List. This action is effective immediately. All inmates are advised to it is their responsibility to inform and notify their visitors of this policy.

All visitors will be required to submit to a search using a metal detector. They will be given three (3) opportunities to successfully pass through the metal detector. If the cause of the alert cannot be determined, the visitor will be denied entry into the visit hall for that day only. Inmates should inform their visitors that the wearing of metal items may cause the metal detector to alert and prevent them from gaining entry into the visit program. Any visitor not submitting to the search will be denied visitation.

Except for those items listed on the inmate's unit visit pass, inmates will not be allowed to take anything out of the Visit Hall upon completion of the visit.

The Area Supervisor may temporarily deny access to a prospective visitor with inappropriate attire. The following are approved apparel/items for visitors male or female:

Blazers, sweaters, sweatshirts, and suit jackets (no other jackets or coats of any kind to include overcoats and topcoats, no garments with hoods)

Shorts, shirts, dresses, etc. at least fingertip length or mid-thigh length (no slit above the knee, no wrap around styles, none that button or zipper the entire length)

Approved religious head only, provided the visitor submits to a search (it may be necessary to remove the headwear in order for the item to be properly searched)

Wigs, hair ornaments or large hairstyles, provided the visitor submits to a search (it may be necessary to remove the wig, ornament or dismantle large hairstyles in order for a proper search to be conducted)

Non-sheer shirts, skirts, dresses, etc., that cover both the entire front and back of the body (no sheer clothing, no midriff or backs open, no low-cut shirts)

Biker pants, leotards or tights are permitted but must be covered with a shirt/dress that is fingertip length (no skintight clothing)

Jewelry (no rings with shanks covering more than one finger or any ring that could be used as a brass knuckle, no large pins). All jewelry is to be removed by the visitor prior to presenting themselves for search to the Frisk Table Officer. Visitors not doing so will be sent to the back of the line so as not to cause delay in the processing of visitors.

Cameras of any type are not permitted. Photography or filming of any area of the institution or grounds is not permitted. The institution reserves the right to confiscate any film being used to photograph the institution.

No orange or khaki colored garments.

Visitors must adhere to all parking regulations.

Anyone visiting the institution does so at his or her own risk.

Visit Room Conduct:

Cross visiting is NOT permitted. Inmates must confine visiting to their own visitors and will NOT fraternize with the visitors of other inmates.

Inmates and visitors may embrace and/or kiss briefly ONLY at the beginning and end of the visit and may hold hands during the remainder of the visit. This does not apply to children. FAILURE TO COMPLY WITH THESE RULES WILL RESULT IN VISIT TERMINATION by the Area Supervisor.

Seating arrangements will not be changed. Chairs may not be moved without approval of the Area Supervisor.

Visitors and inmates will be expected to maintain sanitary condition in their area by disposing of trash property.

Visitors must control any children accompanying them to prevent possible injury or disruption of other visits. **FAILURE TO DO SO MAY RESULT IN VISIT TERMINATION.**

When the visit period is terminated, inmates will be required to leave the visit hall promptly and return to the frisk area. Visitors will leave the visit area promptly with no lingering after the visit period is terminated. Contact with inmates before or after a visit is a prohibited violation and may result in disciplinary action against the inmate and removal of the visitor from the visit list.

Visitor and inmate toilet facilities are designated separately, and under NO circumstances will visitors and inmates use the same toilet facilities.

Visitors are permitted to stay the entire visit period.

Persons appearing under the influence of alcohol or other substances, which causes abnormal behavior will not be permitted to visit.

A visit may be denied or terminated for reasons necessary to preserve the secure and orderly running of the institution.

When visiting privileges are terminated due to improper visitor conduct, the Major or his designee will notify the visitor and the inmate within three working days. Visitors will be notified via U. S. Mail to the address on the Visit Card. Inmates will be notified via regular institutional mail. All removals will be referred to the Classification Committee for review.

During courtyard visits, the following additional rules and regulations apply:

All visitors and inmates must stay at least three (3) feet from all perimeter fences.

Chairs cannot be brought into the courtyard from any other area.

Leaning on or sitting next to buildings or walls is prohibited.

Lying on the grass or sitting on top of picnic tables is prohibited.

Inmates and adult visitors will sit on opposite sides of picnic tables facing each other.

Picnic seat benches will not be straddled.

ALL OTHER VISIT RULES AND REGULATIONS APPLY TO COURTYARD VISITS.

FAILURE TO COMPLY WITH ANY OF THE ABOVE RULES AND REGULATIONS WILL RESULT IN VISIT TERMINATION AND POSSIBLE VISITOR BAN.

Visit Schedules: The visiting schedule for BSP is as follows: A memorandum will be issued by the Visit Sergeant during the Month of November for the next calendar year. The memorandum will be distributed to all Housing units at Medium and Minimum Units. This memorandum will list specific time, dates and location of the visits. The below listed registration times are subject to change with the approval of the Administrator or designee.

Unless visit privileges have been suspended for disciplinary or possible health reasons, all inmates are entitled to one visit during the “visit week”, which is the seven day cycle from Saturday to Friday, excluding holidays.

Although there are some variations in the visit sites between Medium, Farm and Ancora, both inmates and their visitors are advised that the general rules covering conduct, attire and other security concerns apply equally at all three units.

Telephone Calling Procedures – General Information

The NJDOC supports the effort by inmates to maintain positive connections with family, friends, and community. As such, telephones are installed on all institutional housing units and are made available for inmate use. The use of these telephones is a privilege and anyone found misusing or abusing this privilege will be subject to disciplinary sanctions. Inmates are not permitted to give out their own PIN number NOR utilize another Inmates PIN number and will be subject to disciplinary charges. Per NJDOC guidelines- the **Zero Tolerance Rule**, Inmates are not to contact any cellular telephone number, business number or VOIP line (a non hardwired landline). If you try to add one of the above mentioned telephone lines to the IPIN list, the IPIN Assignment form will not be processed and will be returned to the inmate and the Inmate will have to wait until the next CHANGE period to submit a new form. If a cellular telephone number is found on an Inmates IPIN list - it can and will be removed at any time. 3-Way calls are also not permitted and may block the inmate from IPIN use.

1. Emergency Telephone Calls:

In the event of serious illness or death of one of the following relatives: parent(s), legal guardian(s), spouse, child/children, sibling(s), partner in a civil union or domestic partner, or an approaching disaster to your property that cannot be put off until regular mail delivery an emergency non-legal telephone call may be provided to you through the Social Services Department. If you receive information regarding the critical illness or death of a relative (as defined above), or property disaster, you should immediately notify your housing unit officer, work detail supervisor or other staff person to contact the Social Services Department. Once the Social Services Department has verified the relationship and emergency, an emergency telephone call will be arranged so that you may speak to the contact person. In the event emergency telephone calls are received after regular correctional facility working hours, on weekends or holidays and a social worker is not available to perform the duties specified above within 24 hours, a custody supervisor on duty shall check the validity of the emergency telephone call and follow the procedures explained above. After you have completed the emergency telephone call, you may request information from the Social Services Department on being considered for a compassionate bedside visit, funeral visit or private viewing. All requests for compassionate bedside visit, funeral visit or private viewing must be made, in writing, to the administrator's office for approval or denial. If approved, transportation arrangements will be made (see Transportation Fees for Civil Court, Funeral, Private Viewing and/or Bedside Visits). If you have experienced an emergency situation involving the serious illness or death of a relative, you may be given a follow-up visit by a member of the Social Services Department who will meet with you, make a referral to Mental Health Services and any additional referrals that may be needed.

2. Telephone Calling Procedures-General Information:

The NJDOC uses an “Individual Identification Number (IPIN) system” to allow inmates to process the telephone system. Once an inmate is incarcerated, the SBI number is given to the “GLOBAL TEL-LINK CORPORATION (GTL),” (who are the providers of the IPIN system) and an IPIN number is assigned to the inmate. Inmates will then be able to call the Corrections Ombudsperson in the Division of Citizen Relations, Department of the Public Advocate (formerly the Ombudsman’s Office). If an inmate wants to acquire telephone privileges enabling them to make calls to any other numbers, an NJDOC Inmate IPIN ASSIGNMENT FORM must be submitted which is available on the housing unit. On this form inmates are permitted to list up to ten relatives, friends, or others. In addition, two attorneys may be added to this list. They will still have access to the Corrections Ombudsperson in the Division of Citizen Relations, Department of the Public Advocate which is not counted in the list of numbers. All names and numbers listed will be verified and subject to the approval of the NJDOC and the GTL Corporation. Be aware that calling business telephone numbers, cellular telephones, or cellular telephone enabled equipment is not permitted. Once the numbers have been verified and approved, the information will be scanned into the inmate telephone system. The inmate will receive a printout from the GTL Corporation containing their IPIN number and telephone number list. Do not give this IPIN number to anyone else, as this will be the only IPIN number issued for the duration of the inmates’ incarceration within the DOC.

- a. Inmate telephones are available and located in the day rooms and inner courtyard of each housing unit. **CALLS WILL NOT EXCEED 15 MINUTES AND CAN BE PLACED during their assigned passive recreation time.** The phones will automatically disconnect after 15 minutes. A tone will sound at 30 seconds signifying there remains only 30 seconds to disconnect. Excessive background noises such as yelling or loud voices, and/or physical abuse of the phone may cause the phone to disconnect. There may be no third party, call forwarding, or conference calls to any person, State offices, or Institutions. It is subject for approval from Administration for a business to be placed on an Inmates IPIN list, as further information is required from the business owner. Cell phones are not permitted to be called or be placed on any inmate’s IPIN list. If it is found that a cell phone has been placed on an IPIN list it can, and will, be removed without notice. Any attempt to use call forwarding, 3-way calling, or call waiting features will cause the phone to disconnect. If you are in general population, you are not limited to the number of calls you may make from each of the 10 numbers on your telephone list (15 minute limit remains). You are limited to \$35 per day, \$100 in three days or \$200 per month maximum to any one number. If you reach \$35 per day, you will no longer be able to call that number that day. If you reach the \$100 dollar limit in three days, you will not be permitted to call that number for the rest of the week. If you reach the \$200 limit per month, you will no longer be able to call that number for the rest of the month. If any of the monetary thresholds are met or exceeded, the called party must contact GTL to either have their threshold raised or to establish an advance pay account. The decision to raise a threshold is the sole responsibility of GTL, and the DOC has no impact on the decision. You will, however, still be able to call the other numbers where the maximum of \$35 per day, \$100 in three days, or \$200 per month has not been reached.
- b. **Debit Calling.** BSP utilizes debit calling system feature on the Global Tel Link System (GTL) via your IPIN Number. Funds for the debit calling system may be deposited into your trust account via **Remit only** (minimum amount is \$10.00). When completing the Business Remit inmate must write “Debit Call System” and include your SBI# in order for the funds to be properly placed onto your IPIN number. Debit calling is a service provided in addition to

standard calling procedures for the IPIN system. Collect calls and Pre-Paid Account calls by friends/family also remain in effect. Inmates are not permitted to submit a business remit for another inmate's IPIN Debit account. Any certified checks or money orders received from outside sources remain subject to any fines, penalties, and assessments. If you are transferred to another institution, your IPIN information (funds and numbers) will be electronically transferred with you within 24 hours of arrival at the new institution. If you are released from BSP you must complete the NJDOC GTL Debit Refund Request form when being released, in order to receive any unused funds. It will take approximately 30 business days for the refund to be mailed to the address you provide on the form.

c. **DIALING PROCEDURES.** The following procedures are to be used with "IPIN Number" system:

1. **For collect calls**, dial 0 followed by the area code and the number you are calling. **For debit calls**, dial 1 followed by the area code and number you are calling. You will then be prompted to enter your IPIN number. After entering your IPIN, the system will prompt you to select your language preference.
2. If the number dialed is one which not permitted, you will hear a recorded message stating your call can not be completed.
3. If a called party's carrier does not allow collect calls to the number dialed, you will hear a message stating "the party you have called is not authorized to receive collect calls".
4. If the number you have dialed is permitted, based upon all pre-programmed limitations, the call will be completed.
5. The calling party (you) should now hear normal ringing. If you get a busy signal, hang-up and try again later.
6. When the called party answers, they will hear one of the following recorded messages:

For a collect call:

"Global Tel-Link. This call may be monitored or recorded. I have a collect call from(inmate's name), an inmate at (correctional facility). Calls are limited to \$35 per day and \$200 per month. To accept this call, press 5 now. To decline this call, hang up. To hear the cost of this call, press 8 now. To block these calls, press 7. For billing inquiries, call 1-877-650-4249."

For a debit call:

"This call may be monitored or recorded. You have a prepaid call, you will not be charged for this call. This call is from (inmate's name), an inmate at (correctional facility). Hang up to decline the call or to accept dial 5 now, to block these calls, press 7."

For an advance pay call:

"Global Tel-Link. This call may be monitored or recorded. I have a prepaid call from(inmate name) an inmate at (GTL facility branding). To accept this call, press 5 now. To decline this call, hang up. To hear the cost of this call, press 8. To block these calls, press 7. For billing inquiries, call 1-866-230-7761."

7. The called party may only accept the call with a touch tone telephone. A rotary dial telephone can not be used.
8. Either party may end the call by hanging up.
9. If the called party attempts a three-way call or to transfer the call a any time, the system will automatically end the call. Also, the system will automatically disconnect if a second call is answered using the "call waiting" feature.

10. Access to various numbers, including, but not limited to, the operator (0), 800, 866, 877, 888, 900, 976, 411, 611, 911, 555-1212 and access to international numbers are blocked from inmate telephones.
 11. Calls to cellular telephones, any business, or any internet provided carrier are not permitted.
3. Inmates may access the Corrections Ombudsperson's, Division Citizen Relations, Department of Public Advocate by dialing their IPIN, then O, followed by 555-555-5555.
 4. All calls may be monitored and/or recorded with the exception of legal calls and calls to the Ombudsman's Office.
 5. Each inmate will be assigned an IPIN while at CRAF. Upon arrival at the inmates' assigned facility the IPIN previously assigned will be transferred electronically with the telephone numbers submitted at the prior facility. IPIN features should be activated within 24 hours of arriving at the assigned facility.
 6. Inmates have the opportunity to delete or add individuals to their IPIN list every 90 days by completing a *NJDOC IPIN Assignment Form* which will be available from the housing unit officer during each change Period. If there are no changes to the inmates IPIN list, it is not necessary to submit a new form. Each time a NJDOC IPIN Assignment form is received, **all** prior telephone numbers from the inmates IPIN list are erased. Therefore, each number an inmate requests to call must be placed on the new form. All information specified on the form is required. Notification of the upcoming change period will be posted on the bulletin boards at least two (2) weeks prior to the change period. At no time is the IPIN list to exceed ten (10) personal telephone numbers. Inmates will have 7 days to submit the *NJDOC IPIN Assignment Form*. The completed *NJDOC IPIN Assignment form* will be forwarded to the Phone Room by placing it in the US Mail Box or IPIN box. Forms received after the 7th day which is the date specified on the housing unit posting, will not be processed.
 7. The Phone Room will send an active IPIN list to the inmate once the eligible/permitted Telephone numbers have been entered into the database. The Phone Room will NOT identify any telephone numbers that are not permitted and these numbers will not be entered into the IPIN database.
 8. Attorneys may be added at any time by submitting a *Telephone Discrepancy and Attorney Change form (Tel-005)*, in the US Mail Box with the attorney's name and telephone number.
 9. All problems with the telephone system **MUST** be reported by using the *Telephone Discrepancy and Attorney Change Form (Tel-005)*, available from the housing unit officer. Inmates must include their SBI number on all IPIN forms, briefly summarize the problem and forward the form by US Mail Box. The *Telephone Discrepancy and Attorney Change Form (Tel-005)* is a multi-part form, and must be intact, in order to be processed. The Phone Room has 30 days to respond.
 10. Inmates requiring special devices for phone use due to a hearing impairment should contact Social Services for assistance..
 11. **Monitoring of Telephone Calls.** - Inmate telephone calls are subject to recording, listening and/or monitoring. The only exceptions to this will be legal, the Corrections Ombudsperson in the

Division of Citizen Relations, Department of the Public Advocate, Hyacinth Foundation and Special Investigations Division calls. Signs are posted in English and Spanish at appropriate locations stating: "Attention: All inmate telephone calls shall be subject to recording and monitoring/listening. Legal, the Corrections Ombudsperson in the Division of Citizen Relations, Department of the Public Advocate, Hyacinth Foundation and Special Investigations Division calls are not monitored or recorded." When the call is placed, the called party will also be advised that the call may be monitored and/or recorded.

Institutional Telephones - Inmates are not permitted to place phone calls on any institutional telephones unless they are legal calls scheduled at the Law Library, calls scheduled by Social Services, or any other phone call authorized by the Administrator or his/her designate. Inmates are not permitted to answer institutional telephones unless they are in the sewer plant, greenhouse or Administrator's grounds.

Legal Call Operating Procedure:

This procedure is to ensure that all inmates are permitted, through the Law Librarian, legal telephone calls. Legal calls to the following agencies are made at the inmates' own expense utilizing a "time and charge" method:

Office of the Public Defender/Advocate, Regional Legal Services, Court Clerks
Attorney(s) of Record, Legal Services Coordinator,
Office of Deputy Commissioner, DOC

No telephone calls may be placed to the following agencies:

Office of the Attorney General or any Deputy Attorney General
Office of the Prosecutor, NJ State parole Board, Police Department

To request a legal call, the inmate must complete an Education Department Request Form #MEX-221, Rev.4/02, and place it in the Education box only. A copy can be obtained at each housing unit. Within 24 hours after submission, excluding weekends and holidays, the application will be reviewed by the Law Librarian with approval or disapproval noted on the application. A request for a legal call will be considered only after a written communication has been submitted from the person/agency involved.

If approved, the inmate is scheduled to appear at the Law Librarian's office through regular appointment sheets. The librarian/staff member will place the legal call using the time and charge method. All legal calls are made by the inmate or, at his option, through an inmate paralegal on an unmonitored basis. In emergency situations, legal calls may be made on an expedited same-day basis upon presentation to the Law Librarian proof of written communication stating such circumstances or by request from the Administrator's office.

F. **Inmate Accounts and Financial Transactions**

General Information

Your correctional facility's business office makes a large number of services available to inmates. In the interest of the security of both you and the correctional facility, a correctional facility business account has been set up for you. All business transactions or other money matters must be conducted through your correctional facility's business office. You are not permitted to have any form of currency (cash or coins) in your possession. Personal checks, checking accounts and/or credit cards are also prohibited.

You are advised to become familiar with the services offered by the correctional facility's business office. Should you have any questions about your money, inmate account, etc., you must address these questions by using the Inmate Remedy System.

In order to keep the most complete information possible concerning your account, your correctional facility's business office uses a monthly *Inmate Account Statement*. This is sent to you to give you a record of your monthly Inmate Account transactions on **approximately** the 15th of each month. This computerized monthly *Inmate Account Statement* helps you manage your money and allows your correctional facility to keep strict control over your inmate account.

AUTOMATED DEDUCTIONS FROM INMATE ACCOUNTS FOR THE PAYMENT OF DEBT BALANCES

The NJDOC now uses an inmate information system which permits automatic deductions from your wages, mail and visit receipts for the payment of court ordered fines, penalties or restitution as well as any NJDOC restitution (repayment) that resulted from a disciplinary action. Fines, penalties or restitution owed by you may result from conditions of a current sentence or a sentence you have already served, under which obligations were imposed but to-date remain unpaid. Typically, obligations would include child support, fines, penalties or restitution as ordered in a judgment of conviction, restitution owed to the NJDOC, medical/pharmaceutical co-pays and correctional facility loans. Obligations may include any other court ordered collections, including, but not limited to, DMV surcharges, civil judgments, etc. Please note, the automated wage, mail and visit deductions are in addition to the ten-percent (10%) surcharge on the sale price of every item you purchase from the commissary.

Funds received for deposit from a visitor, through the mail or wages earned will be posted to your *TRUST ACCOUNT* in full. Each deposit of funds to your account will show the actual amount of money received and the amount of the deduction made as well as the transaction fee that was charged.

All deductions from your wages, mail and visit receipts for the satisfaction of unpaid fines, penalties or restitution will be completed pursuant to N.J.S.A. 2C:46-4(a)(1) and in accordance with N.J.A.C. 10A: 2-2.2 and performed as shown on the following pages:

Deductions from inmate wages

A deduction of thirty-three percent (33%) plus any required transaction fee will be made at each posting of wages and applied to your outstanding balance of obligations.

With the monthly posting of each State pay or funds from other sources, any amount in excess of the one time monthly amount of \$15.00 shall be removed from your account as permitted by Federal and State statutes until all debt is paid in full.

Deductions from mail and visit receipts

A deduction plus any required transaction fee will be made from all funds received through the mail or on a visit on your behalf and applied to your outstanding balance of obligations. Funds received through the mail or on a visit for the expressed purpose of payment for NJDOC costs associated with viewing, funeral or bedside visits, marriage or civil union arrangements or elective medical procedures are excluded from the mandated deduction.

Transaction Fees

In addition to the deductions outlined above, a transaction fee will be charged in accordance with N.J.S.A. 2C:46-1(d)(2) for deductions exceeding \$3.00. You are charged a transaction fee as listed below for deductions applied to the following obligations: Violent Crimes Compensation Agency (VCCA) penalty, forensic laboratory fee, Drug Enforcement and Demand Reduction (DEDR) penalty, restitution payment or installment payment.

1. \$ 1.00 for deductions in the amount of \$ 10. 00 or more;
2. \$ 0.50 for deductions of \$3.01 through \$9.99; and
3. No transaction fees if the deductions are \$3.00 or less.

All deductions made for obligations from your account will be clearly indicated on your monthly *Trust Account Statement* and posted in a manner that will provide you with an ongoing balance of outstanding obligations or amount still owed.

If you have court documents that do not match the information on your Business Office Account Record, you should send copies of these documents to your correctional facility business office **through the Inmate Remedy System**.

Business Remit

You must use a NJDOC correctional facility *Business Remit* if you wish either to send funds out of the correctional facility or to purchase certain services or items within the correctional facility such as postage, telephone calls, photo ID cards, etc.

These forms are kept on each housing unit. You must fill them out completely and legibly. All of the information listed below is required on all *Business Remits* that are submitted for processing:

1. Full and correct date remit submitted
2. Full and correct housing unit location
3. Full and correct SBI number
4. Full first and last name of inmate, printed clearly with signature
5. Amount of *Remit* (written in numbers and words, such as "\$5.00" - "Five Dollars")
6. Full and correct name of payable party (either person or business)
7. Full address, including street name and number, with city, state and zip code (P.O. Boxes will not be accepted without a street address with the exception of business addresses)
8. The specific purpose of the remit and the relationship of the inmate to the payable party (for example, "to my wife for phone bill")

TRANSPORTATION FEES for CIVIL COURT, FUNERAL, BEDSIDE VISITS, MARRIAGE TRIPS and/or CIVIL UNIONS

The NJDOC now uses a fee schedule to determine the cost of transporting inmates for civil court, viewing, funeral, bedside visits marriage trips and/or civil unions, if eligible.

The fees are based on the following:

1. The salaries of two (2) officers per trip at a set overtime rate for either 4 or 8 hours per day.
2. Mileage cost. The cost will be determined by your correctional facility business office.

Payment for civil court trips must be in the form of an attorney’s check, certified check or money order made payable to “Treasurer, State of New Jersey”, and sent to your correctional facility’s business manager. Funds for marriage or civil union or funeral or bedside visits must be either a money order or cashier’s check.

STOP PAYMENT REQUEST

If necessary, you may request to stop payment on a check drawn against your Inmate Personal Account. If you need to do this, you must fill out a *Stop Payment form* ("Hold Harmless Agreement"). You must complete all of the required information on the form and have the form witnessed by a social worker or other staff member. You will be charged a fee for this service, which is determined by the bank, and a *Business Remit* for this amount, requesting payment be made to the Treasurer, State of New Jersey, must be sent along with the *Stop Payment form* for processing. The current amount of the service fee is \$25.00.

COMMISSARY ORDERS - NON-CLOTHING or NON-ELECTRONIC APPLIANCE ORDERS

Inmate housing units receive their commissary orders either bi-weekly (every two weeks). You will be notified by the inmate commissary when the orders are to be made. In order to purchase items from the inmate commissary you must complete a red/white *NJDOC COMMISSARY ORDER FORM*. The order form is computerized, so it is very important that the form be filled out correctly. The *COMMISSARY ORDER FORM*, as well as the canteen catalog, which lists

the items available in the commissary, is available from your housing unit officer. After you have completed the *COMMISSARY ORDER FORM*, you must give it to your housing unit officer for approval and signature. The *COMMISSARY ORDER* request will then be sent to the Business Office where your account will be checked to be sure that you have enough money in your account to cover commissary orders. **You are not to make orders before your State Pay is posted on the tenth (10) working day of the month following the month you worked, if you do not already have the money in your account to completely cover the cost of the order.** This is especially true of months which have holidays in the early part of the month. If you do not have enough money in your account to cover an entire order, items will be automatically cut from the bottom of the order up until your account can cover the items left, or the entire order may be voided and left unfilled.

Commissary order dates may need to be changed if a holiday or emergency situation should interfere with the regular schedule. You will be given notice of any commissary order schedule changes with enough time to allow you to properly submit your order.

Commissary orders are limited to a specific amount, \$135.00 excluding televisions. There may be some items with limits on the amount that can be ordered.

Each housing unit is assigned a specific time to get their commissary orders. You are required to present your state photo ID card when you pick up your commissary order. You are given a purchase receipt, which you should keep for your records. Any missing items, exchanges, substitutions or errors must be addressed with commissary staff when you pick up your order. Once you have left the commissary area, such missing items, exchanges, substitutions or errors cannot be addressed.

COMMISSARY ORDERS - CLOTHING and/or ELECTRONIC APPLIANCE ORDERS

Clothing and electronic appliance orders will only be accepted for processing in your correctional facility's Business Office according to the schedule. Be certain that you use only the proper forms for ordering electronics (TVs, radios), clothing or commissary items.

The order forms, as well as the Clothing/Electronic Appliance Catalog, are available on your housing unit.

All orders, including commissary clothing and/or electronic appliance orders are limited to approved quantities.

RELEASE FUNDS

To ensure that you have sufficient funds to meet immediate needs upon release, a freeze will be placed in your personal account approximately thirty calendar days (one month) before your planned release. The freeze shall be based upon your current total account balance, or \$25, whichever is less. Ten calendar days before your release date, a total freeze will be placed on your current total account balance.

The parole officer assigned to your correctional facility will give you the necessary information as soon as your firm parole/release dates are available.

INMATE PAYROLL

If you are assigned to a work or education program, you will receive wages as explained under the section EDUCATION/WORK PROGRAM OPPORTUNITIES. This money is credited to your account each month. Your correctional facility Business Office will send you a copy of any transactions on your monthly statement which will both verify account transactions and provide your account balance.

FUNDS FROM OUTSIDE SOURCES

You may receive money from outside sources to be deposited into your account. These funds for deposit must be in the form of non-personal checks or money orders only. Personal checks and/or cash will not be accepted, either from visitors or through the mail.

The Department of Corrections is currently working on other options for the deposit of funds into inmate accounts. As detail's become available the inmate population will be notified.

COPYING SERVICES

If you wish to obtain photocopies, you need to complete a *Business Remit* form. The current cost for medical and legal copies is ten cents (\$.10) per page for either letter or legal size paper.

CHILD SUPPORT ARREARAGES FOR ADULTS

Be advised that N.J.S.A. 2A:17-56.23A, concerning child support enforcement, indicates the following rights and responsibilities of incarcerated adults in the payment and maintenance of child support. Unless you petition the court to have your support orders suspended or reduced due to changes circumstances (incarceration, etc.), child support arrearages (unpaid child support) will continue to increase during your term of imprisonment and, upon release, you may find that you owe huge amounts in unpaid child support. Therefore, if you wish to apply to the court for a reduction based on the fact that you were incarcerated during the period that the arrearage was built up; you may do so.

In order to petition the court for suspension/reduction, you must understand the following:

1. An application must be filed with the court that issued the order, requesting that the order be suspended or reduced while you are incarcerated;
2. Failure to do so will result in continued accumulation of a child support debt which is subject to enforcement upon your release;
3. Child support debts are a judgment lien against your real and personal property;
4. The filing of an application will not automatically result in the modification, or changing, of a child support order. The court must still evaluate the facts of each case before it makes a decision on the relief requested in the petition.

The applicable text of N.J.S.A. 2A:17-56.23A - Child Support Enforcement is as follows:

“Any payment or installment of an order for child support, or those portions of an order which are allocated for child support, whether ordered in this State or in another state, shall be fully enforceable and entitled as a judgment to full faith and credit and shall be a judgment by operation of law on and after the date it is due. For obligors who reside or own property in this State, such judgments, once docketed with the Clerk of the Superior Court, shall have the same force and effect, be enforced in the same manner and be subject to the same priorities as a civil money judgment entered by the court. The State shall accord full faith and credit to child support judgments or liens of other states, whether arising by operation of law or having been entered by a court or administrative agency, when a Title IV-D agency, a party, or other entity seeking to enforce such a judgment or lien in this State files a Notice of Interstate Lien, in the form prescribed by the federal Office of Child Support Enforcement, and supporting documents with the Clerk of the Superior Court. An action to domesticate a foreign child support judgment or lien shall be consistent with the "Uniform Enforcement of Foreign Judgments Act," P.L.1997, c.204 ([C.2A:49A-25](#) et seq.). Liens against real and personal property shall be subject to the same enforcement procedures as other civil money judgments except that no judicial notice or hearing shall be required to enforce the lien. No payment or installment of an order for child support, or those portions of an order which are allocated for child support established prior to or subsequent to the effective date of P.L.1993, c.45 ([C.2A:17-56.23a](#)), shall be retroactively modified by the court except with respect to the period during which there is a pending application for modification, but only from the date the notice of motion was mailed either directly or through the appropriate agent. The written notice will state that a change of circumstances has occurred and a motion for modification of the order will be filed within 45 days. In the event a motion is not filed within the 45-day period, modification shall be permitted only from the date the motion is filed with the court.”

Revenue Collection Obligations and Payment Responsibilities:

In accordance with N.J.S.A. 2C:46-4(a1) and N.J.A.C. 10A:2-2.2, the Department of Corrections is responsible to collect any statutory or court-imposed obligations or revenue collections from inmates including, but not limited to:

INMATE OBLIGATIONS IN PRIORITY ORDER

<u>CODE</u>	<u>DESCRIPTION</u>
PLRA	FEDERAL COURT FILING FEE
CHS	CHILD SUPPORT
PLRAS	STATE COURT FILING FEE
LIEN	IRS/COURT IMPOSED LIENS
VCCB	\$100 VICTIMS OF CRIME COMPENSATION BOARD
CDRC	\$100 CRIMINAL DISPOSITION & REV. COLLECTION
VWAF	\$ 100 VICTIMS AND WITNESS ADVOCACY FUND
VCCBX	>\$100 VICTIMS OF CRIME COMPENSATION BOARD
50VCCB	\$50 VICTIMS OF CRIME COMPENSATION BOARD
50CDRC	\$50 CRIMINAL DISPOSITION & REV. COLLECTION
50VWAF	\$50 VICTIMS AND WITNESS ADVOCACY FUND
CREST	COURT ORDERED RESTITUTION
LEOTEF	LAW ENFORCEMENT OFF. TRG. & EQUIP. FUND

SNSF	SAFE NEIGHBORHOOD SERVICES FUND
FLF	FORENSIC LABORATORY FEE
DEDR	DRUG ENFORCEMENT & DEMAND REDUCTION
ADPP	ANTI-DRUG PROFITEERING PENALTY
AMLPT	ANTI-MONEY LAUNDERING PENALTY
EXTRA	COURT IMPOSED RESTITUTION FOR EXTRADITION
SANE	SEXUAL ASSAULT NURSE EXAMINER
SCVT	SEX CRIME TREATMENT FUND
FS	FINE – STATE COURT ORDERED
AUTO	AUTO THEFT PENALTY
FC	FINE – MUNICIPAL /COUNTY COURT ORDERED
CC	COURT COSTS – MUNICIPAL
LC	LAB FEE – MUNICIPAL
DVS	DOMESTIC VIOLENCE SURCHARGE
SXA	SEX ASSAULT SURCHARGE

The Central Office Revenue Unit (CORU) is responsible for the collection of obligations upon an inmate's release from the correctional facility and for resolving any revenue collection problems or disputes. Central Office Revenue Unit (CORU) receives payments through the mail from offenders who have served their maximum sentence (Xmax). CORU posts the payments to the account and the deductions are made to satisfy the court ordered obligations, fines, penalties and restitution. Each deposit of funds to this account will show the actual amount of money received and the amount of the deduction made as well as the transaction fee that was charged. The obligations are paid in priority order.

The identification of funds to be collected from each inmate is the responsibility of CORU according to state and federal law. The document that shows your court-imposed obligations is your Judgment of Conviction (JOC). This is the sentencing order from the Superior Court, and it will give a detailed listing of inmate fines, fees, penalties and restitution (money to be paid back). The NJDOC keeps an account of all collections and disbursements (money paid out) to ensure that the funds are applied following the most current payment priority schedule and that no inmate's account is charged more than what has been ordered by the courts.

The collection of revenues is not limited to your current incarceration. If you have a prior conviction in the State of New Jersey, any fines, penalties and/or restitution payments associated with the earlier conviction will also be collected. Collections will be applied to your court-imposed obligations in order of priority, as established by law.

Once the amount of collections has been determined and entered into the computer during the reception process, any money owed will be automatically deducted from your inmate wages each month and applied to the appropriate obligations. Approximately one third of your wages will be taken each month until your total obligations (both prior and current convictions) are satisfied.

In addition to the automatic payroll deduction from your inmate wages, any money that you receive from visit and mail deposits will also be subject to withholding for payment of your obligations (fines or other money you owe) according to the following schedule.

DEDUCTION SCHEDULE - Mail and Visit Receipts

<u>Obligation</u>	<u>Receipt Amount</u>	<u>Deduction Amount</u>
<i>PLRA</i>	Any receipt amount	20% of total receipt
Child Support	<i>Any receipt amount</i>	<i>100% of court awarded amount</i> (Provided the DOC is instructed by the Court to withdraw amounts from your account)
<i>State Filing Fees</i>	Any receipt amount	100% of the filing fee set forth in the court order
<i>Court Imposed Fines, Penalties & Restitution</i>		\$1 to \$499 10% up to the total debt bal. \$500 to \$1,000 \$50 (10% of \$499 rounded to nearest dollar), plus 33.33% of the balance in excess of \$499, up to the debt balance
Over \$1,000		\$50 (10% of \$499), plus \$167 (33.33% of \$501), plus 66.66% of all funds in excess of \$1,000 up to the debt balance

Mail and visit deductions are independent and in addition to the ten percent (10%) surcharge on the sale of every item purchased from the Commissary. The Commissary surcharge is in addition to court-imposed offender debt. Amounts collected for the surcharge, therefore, do not reduce your court-ordered assessments. As required by statute, surcharge funds are collected and subsequently transmitted to the Victim of Crimes Compensation Agency.

Besides the Automated Payroll Deduction System and the collection of revenue through visit and mail receipts, you are encouraged to make additional payments in order to repay any outstanding obligations. It is your responsibility to satisfy these obligations as part of your original sentence.

The Business Manager at your correctional facility is responsible for determining the correct amount to be deducted during the time you are in the custody of the NJDOC. The funds received from inmate mail and visits receipts, from inmate wages, from Tort Claim Awards and civil action money judgments that you may receive, and from voluntary payments are applied to individual obligations in accordance with the Revenue Obligation Priority List (N.J.S.A. 30:4-16.4 and N.J.A.C. 10A:6-4.4).

Please note that any funds that you may receive from the Veterans Administration are not subject to withholding for revenue obligations.

At the time of your release (either parole or re-sentencing to Intensive Supervision Program [ISP]) or when you have completed your maximum sentence (“maxed out”), you will be given information regarding the amount due for any obligations that you may still owe.

While on parole, the State Parole Board, Division or Parole, is responsible for the collection of obligations and for resolving any revenue collection problems or disputes.

If you have served your full State sentence or parole requirements, the CORU is responsible for collections. CORU receives payments through the mail from offenders who have served their maximum sentence (X-max), and posts the payments to the account and the deductions that are made to satisfy the court ordered obligations, fines, penalties and repayment. Each deposit of funds to this account will show the actual amount of money received and the amount of the deduction made, as well as the transaction fee that was charged. The obligations are paid in order of priority.

If no payment is received after 90 days, your obligations are sent to the Division of Revenue in accordance with N.J.A.C. 18:35-10.13. You are then considered a debtor of the State. CORU provides your offender obligation balances to the State Division of Revenue so that collections can be taken from gross income tax refunds, and/or various applicable rebate programs. The Division of Revenue will also refer your name to a private collection agency, contracted by the state, to pursue other collection efforts. These mandatory collections will be used to pay off any court-imposed obligations you may have if you do not comply with the Judgment of Conviction.

Should there be any questions about your revenue obligations during the time you are incarcerated, you should first contact your correctional facility Business Manager. While you are on parole, you should refer any questions regarding your revenue obligations to your parole officer. If you have maxed out, questions may be referred to CORU at (609) 292-9206.

G. Inmate Legal Service

1. LEGAL ACCESS PROGRAM OVERVIEW

All inmates have a constitutional right of access to the courts, where he/she can file and prepare meaningful legal proceedings.

There is a program at your NJDOC correctional facility that has been designed to help you gain meaningful access to the courts by providing a law library which is adequate for your needs. The Law Library is for your use and contains a wide assortment of legal references, textbooks and documents. No legal materials (such as law books) may be taken from the Law Library. However, photocopies of the cases you may need may be checked out for 14 days.

Your correctional facility has trained inmate paralegals to help you with preparing and filing legal papers.

You are permitted to keep your personal legal materials in your cell or housing area. If your cell is searched, personal legal materials will be checked only for contraband.

2. GENERAL POPULATION PROCEDURES FOR LEGAL ACCESS

If you are housed in general population, you shall have access to your correctional facility's law library, according to law library procedures. Questions regarding institutional law library procedures or schedules should be directed to a staff member.

You may bring the legal supplies (pen, pencils, photocopied cases, court papers, transcripts and notes) you need to do your research, to the library. Pens and pencils can be made available to you while you are in the Law Library. All legal materials brought into and out of legal access areas and groups may be searched for contraband. Such legal materials will not be read or taken from you unless contraband is found in these materials.

3. CLOSE CUSTODY UNIT PROCEDURES FOR LEGAL ACCESS

If you are housed in a close custody unit, you will be given the necessary and proper access to the Law Library and legal assistance services in keeping with the security needs of the correctional facility. These services may be limited to legal resource materials and services from inmate paralegals assigned to the close custody units. This access and assistance includes individuals on Administrative Segregation, Pre-Hearing Detention, Protective Custody and Temporary Close Custody status.

4. LEGAL ACCESS PROBLEMS

If your (includes both general population and close custody inmates) request for legal access is not scheduled according to these procedures or you have any problems concerning the Legal Access Program, you should address the problem using the Inmate Remedy System.

5. NOTARY SERVICES

Notary services are available to all inmates via the law library.

If you are housed in a close custody unit, notary services are available by contacting your assigned social worker. Questions regarding notary services should be directed to a staff member.

6. COPYING SERVICES for LEGAL MATERIALS

All non-indigent inmates ("Indigent inmate" means an inmate who has no funds in his or her account and is not able to earn inmate wages due to prolonged illness or any other uncontrollable circumstances, and who has been verified as having no outside source from which to obtain funds) shall be charged for **ALL** photo copying services, **including** legal materials. The rate for photo copying legal materials shall be ten cents (\$.10) per page. This rate is standard in all NJDOC correctional facilities.

Copying services for legal materials are available in the law library.

7. LEGAL CHANGE of an INMATE'S NAME

The following procedures are to be followed by inmates wishing to have their names legally changed:

1. You must legally change your name in compliance with N.J.A.C. 10A:6-3, N.J.S.A. 2A:52-1 et seq. and Rules of Court 4:72-1 et seq.;
2. Submit an authentic copy of the court order to the administrator or designee;
3. Submit to the administrator, or designee, that within twenty (20) days of the court judgment that your new name will be published in a newspaper of general circulation in the inmate's county of residence. Your county of residence will be considered the county of your last known residence as reflected in the NJDOC records, unless otherwise specified by the judge in his/her order.
4. Submit proof to the administrator, or designee, that within forty-five (45) days of the court judgment, a certified copy of said judgment was filed with the Secretary of State.

5. Once the administrator, or designee, is satisfied that all the requirements of the name change have been properly completed, your correctional facility's records will be changed to reflect your new name. The order will show that your original legal name (the one under which you were sentenced) is now an alias.

Correctional facility records will not be changed if you change your name through "Common Law" practice of using a new name without going through the legal name change process.

8. PARALEGAL/LAW LIBRARY SERVICES:

Legal Access Plan - The Bayside State Prison "legal access plan" establishes and describes the procedures/resources used to provide various legal support services to the inmate population. This plan is designed to help the inmate address the legal litigation demands of either civil or criminal court cases. All inmates will have access to legal reference and research materials in accordance with the Law Library hours of operation, and the demands of inmate work details. Inmate paralegals, assigned by the Institutional Classification Committee, are available to provide guidance and assistance in completing and researching legal materials, forms, and pleadings. The paralegals are under direct supervision of the Law Librarian and may not act as attorneys. Inmates are permitted to select and retain counsel of their own choosing. Inmates may also choose to obtain legal assistance from other inmates within the institution who are not designated paralegals.

Law Library Hours/Location:

The *Medium Law Library* is located in the East Arcade next to the regular library and is open every day as follows:

Monday through Friday	8:30 am -10:30 am 1:00 pm – 2:30 pm 5:00 pm – 6:30 pm
Saturday & Sunday	1:00 pm – 2:30 pm 5:00 pm – 6:30pm

The *Farm Law Library* is located in the trailer behind Center and is open as follows:

Monday through Friday	8:30 am -10:30 am 1:00 pm – 2:30 pm 5:00 pm – 6:30 pm
Saturday & Sunday	1:00 pm – 2:30 pm 5:00 pm – 6:30pm

The *Ancora Law Library* is located in Willow Hall and has the following schedule:

Monday through Thursday	2:00 pm – 3:00 pm 4:00 pm – 6:00 pm
Friday	4:00 pm – 6:00 pm

THE LAW LIBRARY IS NOT OPEN ON HOLIDAYS

Rules and Regulations: No more than eight inmates at a time will be permitted access to the Medium Unit Law Library.

Inmates must present their institutional identification card to the East Arcade Correction Officer, who will then issue the inmate a Law Library access pass. This pass must be clipped to a visible portion of the exterior clothing. The Law Library access pass permits entry into the Law Library only. Inmates are not permitted access to any other area of the East Arcade unless the Law Library access pass is exchanged.

Each inmate must sign the Law Library daily log maintained in the Law Library.

Conversation is to be limited and in a low voice.

There is no eating or drinking in the Law Library.

Due to the limited amount of available space and the great demand for access, inmates are not permitted to work on items or materials of a non-legal nature (i.e. personal, religious, etc.).

Other than an inmate's own personal material, no Law Library material may be torn, written upon, altered or removed for any period of time or for any reason whatsoever.

Farm and Ancora inmates desiring access to legal material not available at the Law Library must submit an Education Request Form to the Librarian specifying what is needed. If unavailable, the Law Librarian will submit a request to the Medium Law Librarian.

Services rendered by paralegals are to be without request for solicitation of any payment, gift, gratuity, or reimbursement.

Violation of any regulation will result in a disciplinary charge.

Legal Material Photocopies:

All inmates must complete Form 1004, Legal Materials Request Form, in order to obtain copies of legal materials. The following must be included:

Name legibly printed, Signature, State ID and SBI number, Housing unit
Number of original pages, Number of copies requested

Inmates who have been deemed indigent as defined by 10A:1-2.2 will not be charged for legal copies. Inmates claiming indigence must have no funds in their account and must be unable to work due to prolonged illness or other uncontrollable circumstances. It must also be verified that there is no outside source from which to obtain funds.

Inmates who are not indigent, but cannot pay for legal copies, will not be denied copies. Copies will be made and a debit will be entered against their inmate account balance. When there is enough money in the account, money for copies will be deducted.

Legal Supplies:

All law library envelopes are stamped “legal pleadings” and must be used as such, or the material will be returned to the addressee.

Pre-printed legal forms are available which address a variety of civil and criminal topics at both the State and Federal levels. Complex forms have attached detailed instructions for their proper filing. Inmates are to take only those forms to be used by them and in the required quantity. Paralegals are available to address and answer any questions on the proper completion and filing of the forms.

Typewriters are available for the preparation of legal pleadings and related documents and correspondence. The typewriters are to be used on the table where they are placed and are not to be moved from table to table.

Close-Custody Inmates:

All inmates confined in close-custody status will be permitted access to legal material, supplies and legal assistance during the term of their restricted custody status. Close-custody inmates desiring access to legal material supplies or assistance must complete an Education Request Form stating the specific nature of their request. The form will be accepted by the Correction Officer on duty and forwarded to the Law Librarian prior to the end of the shift when the request was collected.

Inmates in Close Custody status or in the infirmary must submit a written request for paralegal assistance and/or needed legal materials. This request must be specific in nature, and directed to the Law Librarian through the Unit Officer. Emergency needs, weekends and after 3:00 p.m., will be handled directly through the housing Unit Officer and Shift Commander.

Law Library Room

The Law Library room contains legal research and reference material, a complete listing of which is available for inmates to review. To obtain material, the inmate can request assistance from the paralegal on duty. No more than four books at any one time may be requested by an inmate.

Upon return of the books/reference material to the reference room, the paralegal on duty will review the returned material to ascertain if any misuse or abuse has occurred. If the material is in satisfactory condition, the “Request for Reference Material” slip will be returned to the inmate.

Regular Library:

Regular Library hours of operation will be posted for all units.

THE REGULAR LIBRARY IS CLOSED ON HOLIDAYS**Borrowing Library Materials:**

Books may be borrowed for two weeks and may be renewed if another person has not requested them.

Any books taken from the library must be signed out by signing a “Loan Agreement” and may not be loaned to another inmate.

Any inmate having an overdue book may not check out additional books until the overdue book is returned.

An inmate being transferred or released must return all signed out library books before leaving the institution.

Reference books and books placed on reserve because of high demand may not be checked out and must be used only in the library.

Magazines and newspapers may be used only if you present your pass; they may not be removed from the library, and must be returned in good condition.

Loss, destruction or damage to library materials may result in temporary suspension from the library with or without a disciplinary charge, at the discretion of the Law Librarian. In addition, you will be charged a fee for replacement of the book.

Certain reference books and materials and volumes marked "Do Not Remove from Library" shall not be removed from the library or are available for general circulation.

Damaged materials are to be returned to the librarian, and lost materials must be reported as soon as the loss is discovered. In both cases, the librarian will make a decision as to whether or not payment for this damaged or lost material is to be made.

H. Inmate Business Activities:

Business Remits – The process for submitting business remits is as follows:

Inmates must sign business remits in the presence of the regular second shift housing unit officer or, in his absence, the second shift supervisor.

The second shift-housing officer will sign as a witness to the signature and will retain the business remit and whatever letter, etc. that accompanies it.

All sections of the business remit must be completed or it will be returned.

All remits of \$300.00 or more are to be presented to a Major for written approval. The 'approving' staff person will then arrange, via Custody, for the remit to be forwarded to the Business Office.

At no time will the inmate be permitted to retain the business remit after the Officer places his signature on it. In the absence of the regular Housing Officer, the Shift Supervisor will process the business remit. The Shift Supervisor will forward any business remit and attachments received to the Business Office. If you have moved to a new housing unit within the last month, and you did not receive the yellow copy of your business remit, you should contact the Unit Officer of the previous housing unit to see that he/she forwards it to your current location.

Store Credits - Credits are written by the Storekeeper for posting and submitted to the Business Office within 2 days after your housing location receives Commissary. Submit an Inmate Remedy Form if the credit does not appear on your next monthly statement.

Money Certification for Legal Papers - Legal papers that need money certifications should be sent to the Business Office along with an Inmate Remedy Form. They will be signed and returned as soon as possible.

Prohibited Business Activities - It is prohibited for inmates to carry on any financial transactions with other inmates and/or employees of Bayside State Prison. Therefore, be cautioned that the following activities are prohibited:

Gambling, Borrowing or loaning, Buying or selling of any sort among inmates,
Having another person order/purchase items for you from the inmate store,
Accepting or giving gifts, Trading, "Hiring" anyone or allowing you to be "hired" by other inmates, Purchasing on credit, taking free trial offers, or making installment purchases
Conducting business ventures with another inmate or any outside person,
Applying for credit cards or possessing credit cards or credit card numbers

**I. Office of the Corrections Ombudsman
Division of Citizen Relations
Department of the Public Advocate**

CORRECTIONS OMBUDSMAN

The Office of the Corrections Ombudsman provides a concerned medium within which "State" sentenced inmates can seek redress for issues and concerns encountered while incarcerated. The office investigates complaints where the inmate has failed to get satisfactory results through available institutional channels. The office is independent from and external to the correctional facilities they investigate, and thus, ensure objectivity and credibility.

The Office of the Corrections Ombudsman is also a source for inmates to privately report sexual abuse, assault, harassment and retaliation by other inmates or staff in accordance with the Prison Rape Elimination Act (PREA) of 2003. The office immediately forwards reports of this nature to agency officials, allowing the inmate to remain anonymous upon request.

Serving as a designated neutral, the office will advocate for fairness, serve as a source of information and referral, and aid in the resolution of disputes, concerns and critical situations. In considering any given instance or concern, the interests and rights of all parties involved will be taken into account. Regular visits are also made to correctional facilities, satellite units and community-based programs to ensure that the living conditions are adequate and to allow the incarcerated the opportunity to be heard.

The Office of the Corrections Ombudsman supplements, but does not replace the existing correctional facility's remedy/grievance process. Therefore, it is highly recommended that inmates utilize all institutional resources and grievance procedures prior to contacting the Office of the Ombudsman. (*Inmates that do not use the institutional remedy process first, may be declined services until proper institutional procedures are followed.*)

Inmates can contact the office by completing an "Inmate Request for Assistance Form" that is available at the correctional facilities, writing directly to their office or by calling their inmate toll free number. (*Note: Inmates should not use the institutional (Department of Corrections) remedy or grievance forms when communicating with the office.*)

Inmates requesting information or services from the Office of the Corrections Ombudsman are directed to contact:

Office of the Corrections Ombudsman
PO Box 855
Trenton, NJ 08625
1-609-633-2596 (Main Office)
1-555-555-5555 (Inmate Only Toll Free Number)

Mail direct to or from the Office of the Corrections Ombudsman is classified "Legal, Confidential and Official".

DEFENSOR DEL PUEBLO de CORRECCIONES

La Oficina del Defensor del pueblo de Correcciones proporciona un medio preocupado dentro de que "Indica" a presos sentenciados pueden buscar reparación para asuntos y las preocupaciones se encontraron con mientras encarcelado. La oficina investiga quejas donde el preso ha fallado de conseguir resultados satisfactorios por canales institucionales disponibles. La oficina es independiente de y externo a los centros penitenciarios ellos investigan, y así, asegura la objetividad y la credibilidad.

La Oficina del Defensor del pueblo de Correcciones es también una fuente para presos de informar en privado abuso sexual, el asalto, el acoso y la venganza por otros presos o proveer de acuerdo con el Acto de Eliminación de Violación de Prisión (PREA) de 2003. La oficina inmediatamente adelante informes de esta naturaleza a funcionarios de agencia, permitiendo al preso para quedarse anónimo sobre la petición.

La porción como un designado neutral, la oficina recomendará para la justicia, sirve como una fuente de información y referencia, y de la ayuda en la resolución de disputas, las preocupaciones y situaciones críticas. En teniendo en cuenta algún caso o la preocupación dados, los intereses y los derechos de todos los partidos implicados serán tenidos en cuenta. Las visitas regulares también son hechas a centros penitenciarios, unidades de satélite y programas de comunidad-basó para asegurar que las condiciones de vida sean adecuadas y para permitir el encarceló la oportunidad de ser oída.

La Oficina de los suplementos de Defensor del pueblo de Correcciones, pero no reemplaza proceso de la remedio/queja del centro penitenciario existente. Por lo tanto, es recomendado sumamente que presos utilizaran todos los recursos y los sistemas de trámite de quejas institucionales antes de contactar la Oficina del Defensor del pueblo. (Presos que no utilizan el proceso institucional de remedio primero, pueden ser disminuidos servicios hasta que procedimientos institucionales apropiados sean seguidos).

Los presos pueden contactar la oficina completando un "Petición de Preso para la Forma de Ayuda" que está disponible en los centros penitenciarios, escribiendo directamente a su oficina o llamando su número de llamada gratuita de preso. (Nota: Los presos no deben utilizar el institucional (el Departamento de Correcciones) formas de remedio ni queja al comunicar con la oficina).

Los presos que solicitan información o servicios de la Oficina del Defensor del pueblo de Correcciones son dirigidos a contactar:

La oficina del Defensor del pueblo de Correcciones
PO Enajona 855
Trenton, NJ 08625
1-609-633-2596 (Oficina principal)
1-555-555-5555 (Preso Sólo Número de llamada gratuita)

Envíe directo a o de la Oficina del Defensor del pueblo de Correcciones es clasificado "Legal, Confidencial y Oficial."

WORK OPPORTUNITIES/CHANGE OF WORK/PROGRAM ASSIGNMENT

Every inmate who is physically and psychologically able to work is required to accept a work assignment. The Institutional Classification Committee will assign each new inmate a job. Inmates are expected to work at their assigned details for at least 60 days. At the end of that period, an inmate may request a new assignment by filling out a *Job Change Request Form*. This request will be considered based upon institutional need and your work and disciplinary record. Staff, prior to 60 days, can also request detail assignment/reassignment by using *Job Change Request Form*.

Inmates assigned to “idle status” for any reason; medical, segregation, administrative, etc., are assigned Medium status and do not receive state pay or credit for work time. The only exception is when an inmate is “laid” in due to injury on his work detail (medical lay-in), and the detail supervisor and medical department verify this. Any accident requires you to complete an accident report. The Medical Department, at the time of treatment, will provide accident report forms to you.

Inmates on details that have been cancelled due conditions beyond the inmate’s control may receive pay and credit for that day, at the discretion of the Administrator.

Jobs in the institution, both Medium and Minimum cover a wide range of skills and duties. Positions are available in the fields of food service, maintenance, clerical work, prison industries (DEPTCOR), recreation, etc.

For DEPTCOR jobs, work credits are calculated in the following manner:

Any inmate paid hourly must put in at least 155 hours per month in order to receive the MAXIMUM credits per month permitted (equal to a 7 day job)

To receive the same credit as those working a five day job, an hourly inmate would have to put in at least 105 hours.

The hours are calculated into work credits by dividing total hours by 25. Examples are as follows:
-155 hours divided by 25 equals 6.20 work credits
-105 hours divided by 25 equals 4.20 work credits

There may be times when you feel that you need a job change. This request should be given to the Institutional Classification Committee in writing through your housing unit social worker using a *Request for Job Change* form. Both the present job supervisor and the new job supervisor must sign the job acceptance section of the form before the ICC will consider the change.

A. HEALTHCARE SERVICES

Within the NJDOC, medical, nursing, dental, clinical laboratory, diagnostic x-ray, mental health and pharmacy services are available to care for the medical needs of all inmates. Licensed staff will determine the course of treatment. If medical specialty tests, consultations, services or equipment are found to be necessary, you may be referred to a consultant physician-specialist. These types of referrals are made after the physician has seen you at your correctional facility. Necessary services

may be given to you at your correctional facility, Saint Francis Medical Center, and/or local hospitals or rehabilitation centers depending upon the type of treatment needed. When you are scheduled for medical examination, treatment, etc. you must report to the area where you are to be seen. You are required to sign a blanket treatment consent form when you enter the correctional facility allowing medical treatment to be performed. If you are called for treatment, once you arrive at the treatment area you may refuse the service. However, you must put this refusal in writing, and a copy of this refusal will be placed in your medical file.

If you refuse to cooperate in following a prescribed course of treatment that you have already given consent to, you may be subject to a disciplinary charge. In addition, administrative action may be taken for restitution (repayment) of money from your account if your refusal caused unnecessary spending of state funds on medical services which were scheduled, but not performed.

Inmate health care at NJDOC correctional facilities is provided through, but not limited to, the following types of service by the state-contracted health care provider:

1. Clinics;
2. Correctional facility infirmary;
3. Correctional facility extended care unit;
4. Inpatient mental health clinics.

Additionally, if treatment is needed that cannot be provided by 1, 2 or 3 above, you may be sent to Saint Francis Medical Center, another hospital and/or rehabilitation center.

At the time medical services are requested, you must complete an MR-007 *Health Services Request* form. In the event of emergency, the appropriate medical department staff member will complete this form. This form is to be used for all healthcare services, and indicates that the request for health-care service may result in your account being charged for the service, and what the charge may be. The form also states that, if you disagree with any medical fees charged, you have the right to file a grievance of that charge with your administrator, using the Inmate Remedy System. After you have completed the top portion of the form requesting medical service, the medical department staff member will complete the form indicating the type of service provided and the cost, if any.

HIV SERVICES

Confidential HIV testing, counseling and literature (both in English and Spanish) is available throughout your stay upon request. You must contact the Medical Department directly by using an MR-007 form. All inmates are tested for HIV at intake, unless you choose to “opt out” of the testing.

MEDICAL CO-PAY and FEES

Per New Jersey Law at N.J.S.A 30:7E-1 et seq., all state inmates must pay a small part of their medical costs. A medical co-payment is defined as the fee paid by a person for health care services, and will apply to all inmates at New Jersey correctional facilities. These services include surgery, dental care, hospitalization or treatment and medication, including prescription and non-prescription drugs, medicines or dietary supplements.

No inmate will be denied medical services due to an inability to pay.

You will be charged a \$5.00 co-payment for each inmate-initiated visit for health care-related services.

The following services will NOT be charged the co-payment fee:

1. Initial medical examinations during the reception and classification process, classification physicals, physicals for food service workers, transfer evaluations and discharge physical examinations;
2. Any doctor-prescribed laboratory work that includes inmate requests for HIV testing;
3. Doctor-prescribed x-rays;
4. Immunizations, such as, but not limited to, tuberculosis (TB) testing, hepatitis-B vaccine and other treatments required for public health reasons;
5. Psychiatric, psychological, substance abuse and mental health social work services;
6. EKG's, dressing changes and other on-going treatments ordered by health care staff, if treatment is prescribed over the course of several days or weeks ;
7. Medical visits begun by medical/mental health staff to comply with Department of Corrections policies or regulations;
8. Provider-scheduled follow-up visits;
9. Written referrals from one health-care provider to another;
10. Dental referrals made by health-care staff;
11. Infirmary care; and
12. Medications provided immediately during a medical visit.
13. Any "911" emergency treatment that was not initiated by you and was beyond your control.

Medical co-payments will be required regardless of whether the medical services are provided in the medical area or elsewhere in the correctional facility, such as on the housing unit.

PHARMACY SERVICES CO-PAYMENT

Whenever a health-care professional is required to prescribe, re-evaluate, renew, refill, approve or rewrite a medication order, you will be charged the following fees:

- a. Each prescription ordered will have a \$1.00 co-payment;

- b. Each prescribed over-the-counter medication will have \$1.00 co-pay;
- c. If any over-the-counter medications for personal elective use are made available in the Commissary, these will be at full retail price.

SICK CALL

If you feel that you need non-emergency medical treatment, you must complete an MR-007 form and submit it into the Medical Request Box located on your housing unit. If you are in a close custody unit, give the MR-007 form directly to the nurse doing the rounds on the unit.

MEDICATION

Unit Dose – Directly Observed Therapy (DOT)

General population inmates who are on DOT medication will receive their medication at a location and time determined by your correctional facility administrator or designee. Appropriate medical staff will be on duty to give out medicine.

If you are being given DOT medication, the dose must be taken completely when it is given. Saving any DOT medication for future use is prohibited. If you are found with any DOT medication after it has been dispensed, disciplinary charges will be written for misuse of authorized medication.

If you are in a close custody housing unit, arrangements will be made to have the medication given to you by appropriate medical staff.

Any inmate who needs medication renewed and/or refilled should contact the Medical Department staff, who will take the proper action.

KEEP-ON-PERSON MEDICATION (KOP)

Keep on person (KOP) medication is medication that you are authorized to keep in your possession for self-administration.

It is your responsibility for the proper use, handling, possession, maintenance, and requests for refill of KOP medication.

KOP medications must remain in the original container until the designated time of self-administration.

You shall not use, carry, handle, or be in possession of a KOP medication prescribed for another inmate.

If you are determined to be unable to comply with, or do not comply with, requirements for the use, handling, possession, maintenance, or requests for refill of KOP medication, you shall be subject to the immediate removal of the KOP medication and, upon removal, shall receive medications via directly observed therapy (DOT). If you misuse or are non-compliant with proper usage, you shall be subject to disciplinary action.

KOP medication shall be packaged with information to include, but not be limited to:

1. Your name and SBI number, name of the drug, method of administration;
2. The dosage, Medication strength, order date, and expiration date;
3. Directions for taking the medication; and
4. The name of the responsible health authority who ordered the medication.

The health care provider shall ensure verbal instructions regarding the KOP medication are provided to you if you are authorized to possess and independently self-administer the medication. Instructions shall include, but not be limited to, the following:

1. The name, method of administration, dosage, and directions for taking the medication;
2. The intended use of the medication;
3. Possible side effects and instructions for reporting any side effects;
4. Special instructions;
5. Refill procedures (if appropriate) and handling of any unused KOP medication; and
6. Rules and internal management procedures regarding KOP medication and your responsibility to fully comply with these rules and procedures.

KOP MEDICATION SPOT CHECKS

KOP medication spot checks shall be conducted by health care provider staff on a regular, continuing and random basis to ensure your compliance with requirements for the use, handling, possession, maintenance, and requests for refill of KOP medication.

KOP medication that is being misused, or is unauthorized for your possession, shall be handled as contraband in accordance with N.J.A.C. 10A:3-6 and shall subject you to disciplinary action.

Spot checks shall be conducted by health care provider staff to determine if you are:

1. Authorized to possess KOP medication;
2. Self-administering the KOP medication dosage as prescribed;
3. Maintaining the KOP medication as instructed;
4. Requesting refills of KOP medication when necessary; and
5. Complying with the provisions of this subchapter and related internal management procedures.

The health care provider shall document KOP medication spot checks in records and reports.

KOP MEDICATION FOUND DURING SEARCHES

Custody staff who find KOP medication while conducting a search in accordance with N.J.A.C. 10A:3-5 shall check the KOP medication to ensure inmate compliance with requirements for the use, handling and possession of KOP medication as shown on the KOP package and related internal management procedures.

KOP medication that is being misused, or is unauthorized for your possession, shall be handled as contraband in accordance with N.J.A.C. 10A:3-6 and shall subject you to disciplinary action.

PERSONAL MEDICAL DECISIONS

The State of New Jersey recognizes the personal right of the individual patient to make voluntary informed choices to accept or reject courses of medical and surgical treatment. The State of New Jersey also recognizes the dignity and value of human life and, within this context, recognizes the fundamental right of individuals to make health care decisions to have life-prolonging medical or surgical means or procedures provided, withheld or withdrawn.

The NJDOC ensures that all inmates have the opportunity to evaluate the options available and the risks of all procedures recommended for the diagnosis and treatment of conditions affecting their health status.

The NJDOC ensures that all competent adult inmates will have the opportunity to get the information necessary to prepare an Advance Directive for Health Care (Living Will). The Advance Directive is an individual decision made on your part, and NJDOC employees shall neither hinder nor encourage any activities related to decisions you make in an Advance Directive.

The NJDOC also ensures that any inmate who desires may sign a “Do-Not-Resuscitate” consent that states you do not want cardiopulmonary resuscitation (CPR) if your heart stops beating or if you stop breathing. The do not resuscitate consent will be consistent with sound medical practice and not in any way associated with assisting suicide, voluntary euthanasia, or helping to speed up your death. If you have a “Do Not Resuscitate” order in your medical record, you are entitled to receive appropriate therapeutic efforts short of resuscitation.

The NJDOC, in accordance with N.J.A.C. 10A:1-10 and N.J.A.C. 10A:16-2.20, mandates that absolutely no medical, pharmaceutical, or cosmetic experiments are to be conducted involving the use of inmates.

B. DENTAL

The NJDOC requires that dental care shall be provided to all inmates in accordance with N.J.A.C. 10A:16 requirements, the National Commission on Correctional Health Care Standards, American Dental Association Standards, and Center for Disease Control Guidelines. Dental care shall include periodic examinations and only those treatments necessary, as determined by the dentist, to maintain your dental health. Licensed / certified dental staff only shall provide dental health services.

C. MEDICAL RECORDS

The following procedures are to be used for requesting copies of medical and/or dental records:

1. You may obtain a copy of your medical records by submitting a written request, on Form MR-022 *Inmate Request for Copies of Medical/Dental Record*. Be as specific as possible in explaining the information to be copied.
2. Complete and sign a *Business Remit*, Form #CO-30, leaving the space for the amount blank.

3. Forward these forms to the facility's coordinator for Legal Affairs. These forms shall be reviewed and sent to the Medical Department.
4. A staff member from the medical services provider will advise inmates of the availability of the requested records and the cost of having these documents copied. Currently, the cost for copies of these records is \$.10 per page.
5. Inmates are permitted to make amendments to their medical records.

Copies of psychological/psychiatric records are confidential, and copies cannot be released to inmates or their families.

D. PSYCHOLOGICAL SERVICES (Mental Health Department)

The Mental Health Department is divided into two areas, inpatient Mental Health Units (MHUs) and Outpatient Services.

MHUs consist of the following: the stabilization unit (SU) that treats inmates in acute crisis and those who are in need of intensive services. The Residential Treatment Unit (RTU) is utilized for inmates who need long-term treatment of a mental illness. The Transitional Care Unit (TCU) has a length of stay of 90 days or less, and is for those inmates who are gradually moving back into general population following treatment on the mental health units. Treatments on these units include group and individual therapy as well as psychiatry and medication services.

Outpatient Services provides mental health services to all inmates with mental health special needs. The outpatient department also responds to mental health crises, and offers a three day outpatient observation period for inmates who need evaluation for mental health crisis situations. Treatment services are automatically made available to inmates with special mental health needs, but other inmates can receive crisis or evaluation services as needed. Inmate requests for mental health services are to be submitted using the MR-007 *Health Services Request* form.

E. COUNSELING:

Individual - The Psychology Department provides counseling for inmates on the "Special Needs Roster" only, by appointment.

Group - The Social Services Department provides group counseling through multiple therapeutic groups. Each department, Education and Social Services, has their own Program Enrollment Form.

F. SUBSTANCE ABUSE DISORDER TREATMENT

Alcoholics' Anonymous is available at Bayside State in accordance with posted schedules on housing units as appropriate.

Although Bayside State Prison does not offer a Therapeutic Community Program (TC), you may still request to be considered by submitting an the Program Enrollment form.

G. SOCIAL WORK: Social Services Department

Each correctional facility has a Social Services Department that provides a range of resources appropriate to your needs. The Social Services Department provides crisis intervention and services that help in the development of social skills and pro-social values that empower you with the tools necessary to function as a law-abiding citizen when you return to society. The correctional facility Social Services Departments are administered by, and receive direction from, the Division of Programs and Community Services through the Office of Transitional Services. This Office has been set up to help make sure that every inmate released from a NJDOC correctional facility will be given the opportunity to be prepared to reenter society as a productive, law-abiding citizen.

Some of the primary functions of the Social Services Department are providing emergency contact assistance in the event of a death or critical illness in your immediate family; facilitating social rehabilitative programming; assisting you in obtaining duplicate identification documents, including a Social Security Card, birth certificate, and MVC Non drivers photo ID. Other functions include: applying for post release benefits; providing notary services; providing discharge planning and helping you in solving problems between other inmates, other correctional facility departments and/or outside agencies when all other attempts have failed. If you are interested in any of these services or benefits, sign up to see your unit social worker in your housing unit.

The correctional facility Social Services Department responds to both your social service needs and to the management needs of the correctional facility by providing services and programs. These include, but are not limited to:

1. **Continuum of Care** means a complete delivery of treatment and services to you, as a NJDOC inmate, from reception through the completion of your sentence. The idea of the Continuum of Care is included in all programs, treatment and services, and documents your progress as you move through the NJDOC, and also helps develop your discharge plan prior to your release.
2. **Emergency Intervention** means assisting you if you are faced with crisis situations such as the death or critical illness of an immediate family member.
3. **Problem Solving** means working with you to help with the development of skills needed to resolve family, correctional and community problems.
4. **Advocacy and Intervention** means offering actions on your behalf when a situation needs immediate action.
5. **Social Services programming** means providing planned programs and/or activities that are designed to help promote your social adjustment and assist in resolving personal and interpersonal problems and to increase your ability to leave the custody of the NJDOC with pro-social skills necessary to aid in your successful return to society.

Core Programs:

1. **Thinking for a Change (T4C)** is an integrated program of skills for positive behavior change that includes restructuring thinking skills, social skills development, and problem solving skills development. The program teaches how to change antisocial thinking and behavior.
2. **A. Cage Your Rage (CYR)** is an anger management program designed to help you recognize and manage your anger and aggression.
B. Cage Your Rage Women (CYR-W) is a gender responsive anger management program designed to help women recognize and manage their anger and aggression.
3. **Parenting Programs** are offered for both male and female inmates.
A. Helping Offenders Parent Effectively Men (HOPE) is a program designed to teach males how to be a better father from inside the correctional facility upon your return home.
B. Helping Offenders Parent Effectively Women (HOPE-W) is a gender responsive program designed to teach females how to be a better mother from inside the correctional facility upon your return home.
4. **Every Person Influences a Child (EPIC)** is the gender responsive parenting program offered at Edna Mahan Correctional Facility for Women.
5. **Successful Transition and Reentry Series (STARS)** is a wide-range standardized reentry preparatory program designed to assist you in preparing for your release from NJDOC custody.
6. **Successful Employment and Lawful Living through Conflict Management (SEALL)** is a program geared towards assisting you break the cycle of unemployment by preparing you for the possible barriers associated with ex-offender employment and on the job conflict.

REQUESTING ASSISTANCE from the SOCIAL SERVICES DEPARTMENT

There are several methods that you can use to request assistance from the Social Services Department:

1. Fill out and submit the correctional facility programs and services request form, if available at your correctional facility.
2. Sign up to see your housing unit social worker during their scheduled time on your housing unit.
3. In the case of the death or critical illness of an immediate family member, request that the Social Services Department be contacted immediately.

MARRIAGE and CIVIL UNION PROGRAM

If you are 18 years old or older, and should wish to marry or enter into a civil union while in a New Jersey correctional facility, you may request to do so. Each correctional facility has a marriage/civil union committee. Your housing unit social worker can explain to you, in greater detail, the following procedures that you would need to follow:

1. You must send a written request to get married or enter into a civil union to your administrator who will forward the request to the marriage program coordinator. This must be done at least 120 calendar days before the proposed date of the wedding/civil union.
2. Your request to have a marriage ceremony/civil union solemnization held within a New Jersey correctional facility must confirm the following information:
 - a. Your name, age and state number;
 - b. The name, address and age of your future husband, wife or partner in a civil union;
 - c. Present marital status (single, divorced, widower/widowed, still married, etc.) of both you and your intended spouse/partner;
 - d. A signed statement saying that either your or your intended spouse/partner in a civil union will pay all wedding/civil union costs, including, but not limited to, custody staff salary, transport, meals, tolls, parking; etc;
 - e. A signed statement by you or your intended spouse/partner in a civil union stating that there are no legal restrictions that may prevent the wedding/civil union;
 - f. A signed statement from you to your intended spouse/partner in a civil union allowing the release of information about your custody status, length and type of sentence and any active detainers;
 - g. A request for approval to use the correctional facility's chapel, on the proposed date, for the marriage ceremony/civil union solemnization;
 - h. Type of ceremony/solemnization preferred; and
 - i. Notice of any action that you have taken to fulfill the requirements for marriage/civil union license, blood tests and any other legal requirements for marriage/civil union.
3. After receiving the application to marry or enter into a civil union, the correctional facility marriage coordinator will act as your advisor and will inform you of all of the rules and regulations for the marriage ceremony.
4. The decision of approval or disapproval or a request to marry/enter into a civil union shall be made to your correctional facility administrator.

If you have any questions about the marriage/civil union program, these should be addressed using the Inmate Remedy System.

H. EDUCATIONAL:

Office of Educational Services

The Office of Educational Services has been set up to ensure that inmates are provided with academic, vocational, and life skills programming that meet their identified needs. The Office of Educational Services views correctional education as a major part of the Department of Corrections' overall effort to help inmates successfully return to society. To help accomplish this goal, the Office of Educational Services provides supervision, support and delivery of educational services, including recreational activities and library services.

The goal of the Office of Educational Services is to give all students the opportunity to receive a quality education, including earning a high school diploma or General Equivalency Diploma (GED), vocational training, and learning the skills necessary for successfully returning to society.

To accomplish this goal, the Office of Educational Services has the following objectives:

1. To provide academic programming to eligible school-aged students (age 21 and under).
2. To provide academic programming to interested adult students.
3. To provide vocational programming that gives you the chance to explore the world of work while, at the same time, developing those marketable skills necessary for successfully gaining employment upon release.
4. To provide other types of enrichment programs that offer you the opportunity to participate in programs that helps to develop your positive moral character, self-confidence and self-esteem.
6. To provide library services that offer a wide variety of reading, reference and legal material for educational and recreational purposes.

Educational programming is divided into two main sections: Adult Basic Education, which focuses on the basics of reading, writing and arithmetic and Pre-GED Level which prepares students to take the General Equivalency Diploma (GED) test

Some evening educational programs may be available at your correctional facility. When evening programs are offered, the inmate population will be advised by the Education Department.

School-aged students:

- NJDOC education programs shall operate on an approved twelve-month calendar.
- The program shall offer a minimum of 4 hours of educational programming per day, 5 days per week, 220 days per year unless otherwise shown on an appropriate Individualized Education Plan (IEP).
- Classes shall be conducted under the direction of a state-certified teacher. Daily attendance records shall be kept.
- School-aged students who cannot attend regular classes due to disciplinary lock-up will be placed in an alternative independent study program component.

Education: All men at Bayside State Prison are invited to take part in the Education Programs. Most enrollments are on a half-day basis; either 8:00-10:30 AM or 12:30-2:30 PM. Students will go to vocational or academic school in the morning or afternoon and will work at a prison assigned job the other half of the day. Exceptions are at the discretion of the Supervisor of Education. Education Request Forms #MEX-221 are available in the housing units at Medium, Ancora, and the Farm.

All inmates assigned to an educational course are expected to attend class at regularly assigned times. Any deviation from this may result in disciplinary action and removal from the course. Poor discipline may be a factor in determining eligibility for vocational and academic programs.

Applicants must complete a full battery of standardized diagnostic assessment testing. Upon completion of all initial testing requirements, applicants will be placed on the program waiting list. When your name appears at the top of the list, you will be sent an interview notice or your name will be placed on the daily appointment list

Adult Basic Education- Classroom instruction is offered from grade levels 1 through 5, with major emphasis devoted to improving skills in reading, writing, spelling, and arithmetic

Pre-GED Education- Classroom instruction in grade levels 6 to 8 is designed to provide intermediate level students with the knowledge required for success in subsequent GED preparation level courses

GED Preparation - Classroom instruction in grades 9 through 12 is provided to students preparing to take the examination for a High School equivalency diploma. Pupils are required to take courses of study in the following core subject areas that include Reading Comprehension, Language Arts, Mathematics, English, Social Studies, and Science. Those who take the GED preparation option in English or Spanish must pass a screening test given approximately three weeks prior to the GED test. The GED test is usually given three times a year, at the Medium and Minimum Units.

ESL (English as a Second Language) - Classes are available for those inmates whose primary language is not English and who wish to improve their ability to read, write, and speak the English Language. Instruction will be designed to meet the needs of the individual.

Workforce Learning Link - Classes are available for inmates seeking instruction in Microsoft Word, Microsoft Excel, workplace readiness skills, résumé creation and GED instruction.

Vocational Training - As part of the Educational Program at Bayside, vocational opportunities are offered to the inmate population in the hope that constructive vocational training will aid the participant toward a positive readjustment into society. If interested in one of these programs, you must complete an Education Request Form. Do not assume you are not qualified. Vocational Training Programs are at the Minimum Farm Unit and are as follows:

ELECTRICAL TRADES; PLUMBING TRADES; MASONRY TRADES
HORTICULTURE; WELDING; HEATING, VENTILATION, AIR CONDITIONING

Correspondence Courses - Inmates wishing to enroll into a correspondence course must have the approval of the Administrator prior to ordering and paying for the course. An Education Request Form must be submitted to the Law Librarian for initial course approval. The inmate must prepay all approved correspondence courses in full.

Personal Computers/Word Processors - Acquisition of a new word processor requires approval of the Supervisor of Education. Retaining a previously approved word processor from another institution requires approval of the Education Supervisor. To request approval to purchase a word processor and/or related equipment, to have repairs made, or to retain a previously approved word processor, an inmate must submit an Education Request Form MEX #221. This privilege, once granted, can be later rescinded upon the determination that regulations were violated.

I. RELIGIOUS SERVICES and PROGRAMS

The Office of Chaplaincy Services oversees ministry to inmates and NJDOC staff with chaplaincy staff providing consultation, support, and coordination to all NJDOC correctional facilities and satellites regarding chaplaincy services and religious activities.

The goals of the religious programs provided by the Office of Chaplaincy Services are:

1. To provide quality caring, effective, efficient, professional religious services, programs and ministries to inmates.
2. To promote the religious freedom and rights of all inmate populations while ensuring that these rights do not conflict with security needs or burden the resources of the Department of Corrections.
3. To ensure that inmates have reasonable opportunities to pursue lawful, individual religious beliefs and practices of the religion or faith of their choice.
4. To provide religious programming consistent with security practices and principles, rehabilitative goals, health and safety practices, use of available resources and other identified pastoral needs of the correctional facilities.
5. To promote partnerships between the NJDOC and religious organizations to help you make a successful transition from the custody of the NJDOC to society.

All inmates shall have the right to the freedom of religious affiliation and voluntary religious worship while incarcerated. The ability to exercise this right may be subject to reasonable restrictions relative to correctional facility order, safety, and security. The NJDOC also requires that no person, including staff, visitors or other inmates, shall in any manner show disrespect to your religious beliefs or deliberately seek to persuade you to change your religious belief nor shall you be prevented from voluntarily changing your religious preference.

J. VIDEO TELECONFERENCING:

Videoconferencing is simply a telephone call with two-way live pictures on a television screen. You will be seen and heard live and be able to speak directly to and see a live picture of your public defender, court representative, or other agency staff if you participate in this program.

A special sound-dampened room has been equipped with a TV camera, TV monitor, fax machine and a direct telephone for incoming calls from the above-mentioned agencies. During the conference, your conversation will not be monitored or recorded. You will be visually monitored by a staff member from outside of the videoconferencing room who will not be able to listen to your conversation. The staff member's only purpose is to ensure that you do not engage in inappropriate behavior. Strict confidentiality of inmate conversations during the conference will be maintained at all times and the same rules governing attorney/client confidentiality in all other forms of communication will be enforced.

If the public defender, court representative or other agency representative wishes to provide you with any documents for use during the conference, a copy will be delivered directly to you in the videoconferencing room by way of a fax machine. When you leave the videoconferencing room, these documents will be considered confidential materials and will not be read by any prison official without your permission.

On the day of the scheduled videoconference, you will be taken to the videoconferencing room and an officer or other staff person will instruct you regarding use of the equipment. The procedure only involves facing the TV monitor while talking to the other site. Any technical problems should be mentioned to staff immediately.

Videoconferences will be initiated by criminal justice agencies wishing to resolve pending matters. However, it will be the inmate's responsibility to contact the **courts/law enforcement agencies** to request additional interviews via videoconferencing. These interviews may be used to expedite hearings, detainers or other criminal justice proceedings.

Inmates are required to read the Inmate Appointment Schedule daily for a possible VTC conference. Missed videoconferences may cause a delay in scheduling a follow-up appointment with the courts.

K. CLOTHING / PROPERTY: Inmate Personal Property Section of the Inmate Handbook

Item	Amount permitted		
Khaki pants	3 pair	Khaki shirts	3 each
Khaki coat	1 each	Boxer shorts	3 pair
T-shirts	3 each	Sweat socks	3 pair
Sneakers	1 pair	State issue and I/M Store purchase only	
Boots	1 pair	State issue and I/M Store purchase only	
Bath towel	1 each	Wash cloth	1 each
Laundry bag	1 each	Wool blanket	1 each
Sheets	2 each	Pillow case	1 each
Pillow	1 each	Prayer rug	1 each
Orange Tee Shirt – Farm Only		Orange Sweat Shirt – Farm Only	
Orange Ball Cap – Farm Only		Head phones – plastic frame, no metal	
Wedding ring – Married inmates only, plain, no stones			
Magazines – <i>from source of sale only</i> , not older than 90 days			
Newspapers – <i>from source of sale only</i> , not older than 14 days			
Hard or paperback books – <i>from source of sale only</i> , maximum of 12			
Religious medal and chain – <i>from source of sale only</i> , medal no larger than a quarter (25 cent piece), chain no longer than 24 inches.			
Surge protector – Must receive written approval for Education Supervisor.			
Word Processor – Must receive written approval from Education Supervisor.			
**An updated Permissible Property list is posted on each Housing Unit.			

PERMITTED COMMISSARY ITEMS NOTE: The number to the right of the item or the number per category is the amount you are authorized to buy, however it MAY NOT be the amount authorized in your possession.

L. INMATE LIAISON COMMITTEE: An inmate Liaison is selected in each housing area by unit residents. The ILC representative acts as a liaison between the correctional facility administration and the inmate population. They provide an opportunity for inmates to voice their comments and concerns, and submit information/recommendations on issues affecting the entire inmate population. Individual complaints, problems, etc. will continue to be addressed by using the Inmate Remedy System. Housing representatives will maintain their regular job assignment and receive no pay or work credit as an ILC representative. The ILC committee will meet with the correctional facility Administrator no less than once a month for discussion and resolution.

M. PALM PROJECT

The Palm Project provided Individual Personal information regarding STD's HIV/AIDS information and referrals. We will provide you with guidance/information about ways of prevent and/or deal with health issues at Bayside State Prison. Palm Project staff members also provide various services to the inmate population. The PALM Project also offers personalized direct services to HIV+ individuals.

N. COMMISSARY

New Inmate orders are subject to an \$18.55 limit and are restricted to the New Man Prepackaged Kit. New Man Kits will be handed out the morning after an inmate arrives. The canteen representative will hand out the prepackaged kit and retrieve signatures. The list of items in the kit will be posted in the intake unit.

Discrepancies for damaged and/or missing items will be done after all store orders are handed out. Store orders must remain sealed for the Storekeeper to issue a proper credit.

Orders as distributed are to be accepted in its entirety by inmates. Inmates choosing to return merchandise must return the entire order. Return of fewer items will be refused by DOC staff.

Orders are considered returned if an inmate refuses delivery, refuses to sign the receipt, or does not pick up the order at the scheduled time. A credit will be issued returning the cost back to the inmate account.

O. FOOD SERVICE

1. Meal Service

Three nutritionally balanced and heart healthy meals are offered to the inmate population daily via Aramark. The meals contain a variety of required foods that meet the American Dietetic Association and United States Department of Agriculture (USDA) standards.

2. Special Diets

A. Therapeutic Diet – If you are in need of a therapeutic (healing medical) diet, you must be seen by the medical department staff. Only medical department staff can prescribe an approved therapeutic diet. Examples of a therapeutic diet include, but are not limited to, a 2,000 calorie diabetic diet. Once that dietetic prescription is received by Food Service, your name is added to the diet list.

B. Religious Vegetarian Meals – If you request a religious vegetarian meal, you must submit the appropriate request to the correctional facility chaplain or imam. The chaplain will evaluate and refer the request to the correctional facility ICC.

XIII. ZERO TOLERANCE

The New Jersey Department of Corrections has established zero tolerance policies for specific prohibited acts. Zero tolerance is a strict rule enforcement policy that allows for NO EXCEPTION to infractions of specific rules, even for first time offenders. The following prohibited acts are enforced with zero tolerance policies:

A. ZERO TOLERANCE DRUG / ALCOHOL POLICY

The New Jersey Department of Corrections has a zero tolerance for the possession, sale and/or use by any state prison inmate of any drugs, intoxicants or narcotic paraphernalia not prescribed for the inmate by medical, dental or psychological service staff. This policy exists in order to maintain a drug and alcohol free environment and to reduce the potential for violent acts associated with the possession and use of such substances. This policy establishes that inmates found guilty of drug / alcohol related prohibited acts as set forth in N.J.A.C. 10A:4-5.1 and 5.2 shall have their contact visit privileges terminated while housed in NJDOC facilities. Additionally, violators are subject to administrative action in accordance with N.J.A.C. 10A:4, INMATE DISCIPLINE.

B. ZERO TOLERANCE POLICY FOR MISUSE / POSSESSION OF ELECTRONIC COMMUNICATION DEVICES

The New Jersey Department of Corrections maintains a zero tolerance policy for the misuse or possession of an electronic communication device that is not authorized for use or retention, whether or not such a device is activated or operational. This policy exists to help ensure discipline and control of all NJDOC facilities. Electronic communication devices not authorized for use or retention shall be considered contraband. Prohibited act *.009 shall be the charge imposed when an inmate possesses an unauthorized electronic communication device or misuses an electronic communication device authorized or unauthorized for use or retention. This disciplinary infraction is considered a serious violation of NJ DOC regulations and shall result in the most severe sanction(s). In addition to the administrative action set forth at N.J.A.C. 10A:4-5.1 and 5.2, a finding of guilt to prohibited act *.009 shall result in the imposition of mandatory disciplinary sanctions to include termination of contact visit privileges.

C. ZERO TOLERANCE POLICY – PRISON SEXUAL ASSAULT

The New Jersey Department of Corrections preserves and protects the rights of sexual assault victims in its prisons and correctional facilities. Accordingly, the NJ DOC maintains a zero tolerance policy for the incidence of sexual assault. To achieve the goals of this policy, any inmate found guilty of sexual assault shall be subject to prohibited act *.050, Sexual Assault and a finding of guilt shall result in the most severe sanctions (see N.J.A.C. 10A:4-4.1). Additionally, pursuant to N.J.A.C. 10A:4-4.2, all prohibited acts that may constitute crimes of the first degree (including aggravated sexual assault), second degree (including sexual assault) and/or third or fourth degree crimes under the Criminal Code of the State of New Jersey (N.J.S.A. 2C:1-1 et seq.) shall be referred to the prosecutor of the county of which the correctional facility is located.

PRISON RAPE ELIMINATION ACT (PREA)/SEXUAL ASSAULT-FREE ENVIRONMENT (SAFE)

PREA means the Federal Prison Rape Elimination Act of 2003. This act was established to provide for the analysis of the incidence and effects of prison rape in Federal, State, and local institutions and provide information, resources, and recommendations and funding to protect individuals from prison rape, sexual abuse and sexual harassment. The major provisions of PREA include adherence to a zero-tolerance standard for the incidence of inmate sexual assault and rape, the development of standards for the detection, prevention, reduction and punishment of prison rape and the collection and dissemination of information on the incidence of prison rape.

The NJDOC is committed to your safety and the safety of staff. You have the right to serve your sentence with dignity and free from sexual assault, sexual harassment, and retaliation. You are encouraged to familiarize yourself with the PREA information provided to you at orientation and for reporting allegations of sexual abuse to a staff member in a timely manner.

Additionally, the NJDOC is responsible for planning and implementing measures to create a safe environment for both inmates and staff which are free from sexual abuse and misconduct. Through federal funding provided by PREA, the Office of Victim Services has developed the SAFE (Sexual Assault-Free Environment [SAFE] Program) that is designed to:

1. Increase the awareness and education of staff/inmates on the impact and effects of sexual assault.
2. Provide procedures for inmates to report threats of sexual assault in an effort to give power to inmates to seek out support and assistance that is needed.
3. Change the existing correctional facility culture surrounding reporting, policies, procedures and other efforts to help inmates who fall prey to sexual assault while in prison.

XIV. RECREATION AND LEISURE ACTIVITIES

The Institution has developed programs that meet the needs and interests of the inmates at Bayside State Prison. These programs promote and encourage maximum participation and a chance to become aware of values that are helpful to the inmates as well as to society as a whole. Positive leisure attitudes and skills will be developed and an understanding of fair play and responsibility will be instilled. Rehabilitation is enhanced through recreation and leisure activities as follows:

Gym exercise using free weights, weight-training machines, assorted exercise stations and the general-purpose floor, where available

Intramural Leagues

Leisure activities (passive recreation) such as chess, checkers, cards, dominoes and television to include educational, daily and holiday videos

Rules and Regulations:

All equipment is to be used in a safe manner. **DO NOT** slam or drop weight training equipment.

An inmate I.D. card is required to check out equipment and to gain entrance into the weight training room.

No equipment is to be taken from the gym or yard outside the recreation area.

No food, or drink is permitted in the gym.

Sneakers will be the only permitted footwear in the gym.

All players, managers, and officials are expected to observe the rules in each sport in which they participate. Failure to comply may result in suspension or expulsion from league play.

Anyone on “loss of privileges” status may not participate in any recreational activity.

Inmates on medical lay-in status may not participate in recreation activities except those listed under leisure activities or by approval of the medical department.

No personal weight belts are permitted.

The wearing of “kitchen whites” within the perimeter of any recreation yard at Medium, Farm or the Ancora Complex is prohibited. The clothing that can be worn is limited to Khaki pants and shirts, sweatpants and shirts and t-shirts.

Electronic radios and players are permitted in the recreation yard.

Violation of these rules may result in the loss of recreation privileges and / or disciplinary action.

Gym and recreation schedules will be posted in the housing areas of all three units.

XV. CODE OF CONDUCT

Every inmate must adhere to the following code of conduct or be subject to disciplinary action:

Common Areas:

Smoking and the possession of tobacco or tobacco paraphernalia is prohibited at Bayside State Prison Medium, Farm and Ancora units.

No alteration, hanging or climbing a fence is permitted. This type of behavior is considered an attempt to escape.

Whenever you are addressing any staff member, use that individual’s name and appropriate title.

When ordered to give your name, number, housing unit location, education/work program assignment, and/or to present your identification card, respond promptly and courteously.

You are not permitted to accept gifts from institutional employees or visitors.

You are not permitted to approach visitors at the institution for the purpose of engaging in conversation unless you are specifically authorized to do so.

Loud calling, yelling, noisy behavior, whistling or hollering is prohibited.

When outside the institution, unless authorized by the escorting officer, inmates are not allowed to communicate with other persons and are to dress properly.

All custody searches, frisks, strips, etc., are to be accepted as authorized by the New Jersey Administrative Code 10A:3-5.6 and 10A:3-5.7.

Property issued to you shall not be used carelessly. Malicious institutional damage or destruction of state property shall be cause for disciplinary action and/or restitution.

Stealing or possession of anything not issued through normal institutional channels is prohibited.

Cooking is prohibited in any part of the institution except in the kitchen.

Do not tamper with any fire fighting or emergency equipment or with the lighting fixtures, electrical wiring, thermostats, any electrical devices, or the emergency telephones. Fire exits shall be used only for their intended use.

You are not permitted to have money in your possession.

Excessive or chronic charges in a short period of time, shall be cause for referring your case to the Classification Committee for a more appropriate assignment within the institution or to a more suitable institution.

Insolence, profanity, obscenity, and/or loud or immoral acts are prohibited.

Inmates are responsible for checking the unit bulletin board daily.

Inmates are responsible for familiarizing themselves with the Department of Corrections Handbook on Discipline for the Prison Complex, which explains your rights, responsibilities, and prohibited acts.

Inmates will not be permitted to pick up another inmate's canteen.

Inmates may wear authorized insignias while attending organized and approved religious activities only while in the chapel.

At the call of "prepare for count," all men are to enter their rooms or trailers and remain at their beds until the count has been cleared by Center.

Inmates from the Farm and Ancora Units who are at the Medium Facility for medical, etc., are required to proceed from Medium Center directly to their specified activity by the most direct route and to return directly to Center when the activity is completed.

If you are assigned to a shop or work location that has tools or equipment, those items are to remain there except for those checked out by the Shop Officer or a Work Supervisor.

Military drills, horseplay, martial arts maneuvers, formations, calling cadences, circulating petitions, gatherings of six or more inmates in unauthorized group activity participating in any unauthorized group activity shall result in disciplinary action. If and when you are directed by Custody personnel to disperse and/or discontinue any activity, you must do so.

Inmates must check the appointment sheet (pass list) daily and obtain a pass from the Unit/Detail Officer prior to leaving the housing area. Passes are color-coded by area and labeled with a specific area of destination. They must be worn chest high in plain view on the front of the shirt. Passes must be returned to the issuing officer.

Failure to keep scheduled appointments will subject you to disciplinary action.

Orientation is mandatory for all inmates.

Passes are not required for “mass movement”. However, mass movement is allotted ten minutes. Inmates who do not arrive at their destination within this time frame will be considered unexcused.

You must not engage in any activities or organizations affiliated with “security threat groups” (STG). A list of recognized Security Threat Groups is posted in the housing and/or common areas.

You are not permitted to loiter in the arcade, courtyard or any posted area.

Unexcused absence from assignments shall be subject to disciplinary action. Inmates are not permitted to leave their details without permission from their assigned officers and/or civilian instructor.

If you are assigned to an outside detail, DO NOT LEAVE STATE PROPERTY except in the company of a Bayside State Prison employee.

Accepting or giving anything to any inmate is not permitted.

Performing any type of service for another inmate such as laundry, cleaning, ironing, etc. is not permitted.

No attempt shall be made to disguise or alter your appearance. A record of your tattoos and physical characteristics was made during your reception at CRAF.

Alcoholic beverages, stimulants, depressants, or any medication not issued through regular institutional channels found in your possession or area is prohibited. Accumulation of medication prescribed by physicians is not permitted.

Interfering with an employee’s performance of his/her duties is unacceptable.

Alteration of radios, tape players, televisions or any electrical appliance, including sockets and wiring, is not permitted.

Inmates shall not ride in any vehicle other than the manner for which it was intended. This includes standing on any moving vehicles, sitting on the side of a moving truck, sitting or standing on tailgates or running boards or standing on the back of tractors. Inmates may, however, ride in the back of a pick-up truck as instructed by an Officer, i.e. sitting down in the bed of a pick-up or dump truck.

Head rags are not permitted anywhere in the institution, and shower shoes are not permitted to be worn anywhere except in the housing units.

The only type of head covering authorized on the compound is watch caps and/or baseball caps and they must be worn properly with the brim facing forward. No head coverings may be worn in any building.

Inmates being transported to or from any Bayside unit will be dressed in state-issue clothing.

While making bed checks, a Correction Officer must make a positive determination of an inmate's presence and well being. Inmates who completely cover themselves or remain otherwise unobservable can expect to be touched and/or have their covers partially removed. Hostile reactions by inmates toward an Officer performing his/her duties will not be permitted or tolerated.

Each inmate must keep his identification card with him at ALL TIMES. The identification card must be presented to any staff member asking to see it. Tampering with an I.D. Card will result in disciplinary action. If the card or card clip is lost, misplaced, or stolen or otherwise unavailable for use, the inmate must replace it at his expense. Any inmate who voluntarily changes his physical appearance and positive identification cannot be made; a new identification card will be issued at the inmate's expense. If an inmate's appearance changes due to circumstances beyond his control, his ID card will be replaced at no cost.

No walking on the grass or walk, cross or stand on any areas that is marked with red paint or any type of red marking.

Blousing, gathering, or tapering of trousers at the ankles in anyway is prohibited. No inmates will be allowed to wear their pants "below their waist".

Any type of dress intended to associate an inmate with a particular inmate group or organization is prohibited.

Inmates in recreation yards (yards, courtyards, gym) will wear shorts or pants (khaki or sweatpants) and no less than a t-shirt or athletic t-shirt, sneakers or boots (sneakers only on gym floor). No bare chests or backs.

Dining Areas:

You will enter and proceed to the serving line as established by location.

No table-hopping is permitted. No jumping or cutting allowed in the mess hall lines.

When you have finished eating, trays must be taken to the scrap room window and, you must proceed directly out of the dining area.

You may not bring any items to the dining areas with the exception of a cup, bowl, fork, spoon, and 16 oz. plastic tumbler.

You must practice good table manners.

Take only those food items that you can consume.

Horseplay and/or loud boisterous behavior are not permitted.

Each inmate will be provided, free of charge; one approved tan plastic spoon and fork. Only one additional set may be purchased from the inmate commissary or replaced if lost. Although up to two sets may be owned, only one set is permitted in the dining area.

Dining hall and kitchen utensils (such as cups, bowls, etc.) may not be removed.

Taking or stealing extra food from the serving line area is strictly forbidden.

No radios of any kind are permitted in the mess area.

Due to limited space, inmates at Ancora are permitted to take their trays to their rooms. Trays must be returned to the kitchen immediately after the meal is eaten.

XVI. GROOMING AND HYGIENE

Inmates are required to maintain a neat and clean personal appearance at all times. This includes maintenance of hair, mustache, sideburns, beards, and body hygiene. Showering a minimum of every other day is recommended. Clothes should be laundered once a week. Fingernails must be kept at a short length. Failure to adhere to any of the above may result in disciplinary action.

XVII PERSONAL PROPERTY

All items listed in the commissary catalog, and those added via future editions or notices can be retained by their owners for the duration of their stay at Bayside. Inmates cannot give or exchange property with other inmates. Also, be aware that there are restrictions limiting the amount of certain selected items. Any item, article, or material not authorized for retention is considered to be contraband and must be disposed of via established procedures. All inmate personal property of substantial value (major appliances) must be marked for identification purposes. New items are marked at the time they are received at the institution. All inmates are advised that holding these items without the mark of identification, inmate's SBI number, constitutes an infraction.

There will be no "grandfathering" of property at BSP.

Miscellaneous permitted items can be purchased from sources outside the institution. They include pre-paid magazines, not older than 90 days, purchased from the publisher or source of sale only, pre-paid soft and hardcover books purchased from the publisher or source of sale only, pre-paid newspapers only mailed directly from the publisher (those over a week old must be disposed of).

It is the inmate's responsibility to initiate a claim for lost, damaged or destroyed personal property by completing Form 943-1, "Inmate Claim for Lost, Damaged or Destroyed Personal Property". This form must be submitted within 15 days of the incident, or discovery of the incident, to the Medium, Farm or Ancora Center Keeper. These forms are in supply at the Law Library of all three units. It is also the inmate's responsibility to retain all receipts for property received/purchased at the institution, and to provide copies of these receipts at the time a claim is filed. Claims are investigated and reports are prepared by Custody. Once reviewed and approved, you will receive a notice indicating whether the claim has been approved or denied. If approved, you will also receive the necessary forms to begin the payment portion of the process.

The correctional facility will notify inmates, via notices and addenda, that a previously approved item has now been declared a non-permissible item. Non-permissible personal property will be inventoried and packaged. It can then either be mailed to the inmate's home at the inmate's expense or be made available for removal by a designated family member or friend of the inmate. If the non-permissible property is to be removed by a family member or friend, the inmate must arrange for the removal within 30 days from receipt of written notification from the correctional facility. If it is not removed from the correctional facility within 30 days after the written notification, the inmate will receive a second written notification. If the inmate fails to respond to a second written notification within 30 days, the correctional facility will dispose of the non-permissible property.

When an inmate is released on parole or at expiration of sentence, the inmate will take his personal property with him or arrange for it to be sent, at his expense, to an outside address. The inmate must provide a mailing address prior to release. He can also arrange for a family member or friend to remove the personal property from the correctional facility within 30 days after release. If the property is not picked up within 30 days, the correctional facility will forward written notification to the ex-inmate stating that the property will be held for a maximum of 30 additional days or it will be disposed of. In addition, the notification will advise him that the correctional facility shall not be liable for personal property that is held longer than the remaining 30 days. If the inmate fails to respond to the written notification within 30 days, the correctional facility will dispose of the personal property.

XVIII. HOUSEKEEPING/HOUSING REGULATIONS

Rooms are inspected daily and the inmate assigned to a room is totally responsible for that room and must adhere to the following housekeeping rules and regulations:

Medium and Minimum Units:

Obstruction of windows, doors or lights is not permitted.

No trash cans are allowed in the cells. Trashcans are provided at the end of the tier.

Devices on doors preventing or limiting immediate access to your cell room or unit are not permitted.

State blankets or other bedding must not be used for rugs, curtains, tablecloths, or sunning.

The use of homemade lampshades is prohibited. Any alteration of cell lighting fixtures is prohibited.

No homemade antennas will be permitted, Only standard state-issue light bulbs may be used.

Lights are not to be covered with any type of material, Feeding or sheltering pets is prohibited.

No swag or homemade tables, chairs or benches are permitted.

No altering or remodeling of existing structures or furnishings is permitted.

Newspapers over a week old will be disposed of, and magazines over 90 days old will be disposed of.

Rooms and bed areas must be clean including windowsills, Indoor plants are prohibited.

No spliced electrical wires are permitted. One extension cord per man is allowed. The extension cord must be for use with a three-prong plug, and may not be more than six feet in length. Regular two-prong plugs are no longer permitted.

The blocking of vents is not permitted including door vents. Blocked vents are in direct violation of the New Jersey Fire Code.

The only permitted antenna hookup is the jack provided by the institution, which is marked with the cell number. Inmates possessing unauthorized TV hookups other than the one issued by the institution will be subject to disciplinary charges.

Lights and appliances must be off when cell, room or bed area is not occupied.

Items stored in containers (food, household items, cosmetics, etc.) must be stored in their original containers, and Footlockers must be placed directly on the floor.

Pictures and cards will be displayed only on the inside of footlockers, or on the inside door of wall lockers.

Dayroom chairs are not permitted in cells or on tiers.

Nothing may be placed on the door or window at any time.

The wall beneath the cell table is to remain visible at all times. Nothing should be hanging down over the edge of the table.

Cell painting is to be done at the supervision of the Officer with ceilings white and all walls in solid color.

Valves on radiators providing heat in the Medium cells are not to be tampered with. Inmates found tampering with these valves or any part of the unit heating system are subject to appropriate disciplinary action.

Nothing will be hooked on or hanging from the bunks.

All belongings, personal and state-issue, will be kept in the footlockers or 2 authorized plastic box or storage container, which may be stored under the bed. Cardboard dressers/boxes are not authorized.

Inter-unit bed changes are not permitted. Inmates must remain in their assigned beds. Requests for specific housing locations will not be honored.

All cells will be cleaned and the beds made daily before shops are called out. It is the inmate's responsibility to ensure their bed areas are in compliance with housing regulations prior to departing the cell for any reason.

Radios and televisions must be used with earphones.

Card board boxes cannot be used for storage. Only authorized plastic box or storage container may be used and that are purchased through the inmate commissary. All storage containers must be stored under the bed.

Medium Unit Trailers:

No objects are to be on the walls, ceilings, lockers or ledges.

All belongings, personal or state-issue, will be kept in footlockers or authorized plastic boxes or storage container, which may be stored under the bed. Shoes may be kept under the bed in an orderly manner (one pair work shoes, one pair sneakers, and one pair shower shoes).

Bed areas will be cleaned and beds will be made daily before work. It is the inmate's responsibility to ensure their bed areas are in compliance with housing regulations prior to leaving the area for any reason.

Thermostats will be controlled by maintenance only. Tampering with any electrical switch boxes is prohibited.

No clothing shall be hung inside the trailers to dry.

Television viewing is permitted until 9:30 p.m. each night. Number two television is for sporting events unless there are no sporting events on. Each trailer unit will maintain two television viewing areas to be used by the inmate population. The primary TV set, designated by the trailer unit Lieutenant, can be viewed on any channel and will be made available from 8:30 a.m. – 9:30 p.m. during passive recreation under the control of the trailer officers. The secondary TV set will also be available for viewing from 8:30 a.m. – 9:30 p.m.

Card playing and games will be done in the TV / recreation area only, not in the wings.

AM/FM portable battery-operated radios must be used with earphones ONLY. The radios will be kept in the locker when not in use. Radios are not to exceed 8" x 14".

Inmates are not permitted in any wing other than the wing to which they are assigned.

The recreational Yard is used for activities during daylight hours only.

NO LOITERING is permitted. Inmates are not permitted in a trailer area other than the one to which they are assigned.

Inmates must use the toilet facilities and showers in their own wings only

A maximum of two ice buckets (purchased from the inmate store only) may be kept under the bed in a neat and orderly manner.

After all counts, all inmates will remain on the wings until the count is cleared by Center and the unit officer. Only inmates with permission may leave the unit.

Inmates are not permitted to go beyond the entrance gate to their assigned trailer units while on walkways.

Inmates must remain in their original bed assignments unless moved by custody.

Cardboard boxes and paper bags are prohibited in the trailers.

Any tampering with "Fire Exit" doors will be considered an attempted escape.

Rugs are not permitted in the trailers.

Laundry buckets are not permitted.

Outside spigots of trailer units will not be used to wash clothing. Spigots are for outside use only; i.e. cleaning trashcans, trailers, sidewalks, etc.

Farm Minimum Unit:

Pictures and cards will be displayed only on the inside of footlockers, or on the inside door of wall lockers.

No thermostat tampering is permitted.

Towels will be kept on the back of the nightstand or bed and are not to restrict observation.

Windows by your bed are to be kept clean at all times.

Nothing will be placed between the wall and the bed or radiators.

Earphones must be used at all times in all areas.

No visiting between wings or loitering in the hallways/lobby area after 11:00 p.m.

Rooms will be locked when unoccupied with approved locks only.

No loud talking after 11:00 p.m.

Inmates who are moved from Farm Reception Housing to a location where they are permitted to have their televisions and fans must go to their Housing Officer and fill out a notice to the Medium Mailroom Sergeant.

Clothes shall be hung in the closets only. All other clothes are to be folded neatly and placed in a footlocker or container under the bed.

All Housing Unit changes are at the discretion of Custody. You must speak to your Housing Sergeant or Area Lieutenant for routine housing move.

The newest inmate in a unit will take whatever bed is available. Inter-unit bed changes are not permitted. Inmates on **off-compound details** must move if assigned by the Housing Sergeant.

Television viewing will be permitted until 1:30 a.m. Sunday through Thursday and 2:30 a.m. on Fridays, Saturdays, and days preceding holidays. Barracks #1 and #2 determine the program selection by the majority vote. The Cottages and rooms in Barracks #3, #4, and #5 may watch television at their discretion, but will be responsible for turning off their television sets when they leave the room. Upstairs dormitory rooms in Barracks #3, #4, and #5 must turn off the television by 1:30 a.m. on Sunday through Thursday and by 2:30 a.m. on Fridays, Saturdays, and holidays. Falling asleep with the television on or abuse of this privilege may result in the loss of television privileges. The television privilege is not to interfere with regular working hours.

The use of bathrooms after 11:00 p.m. will be for necessity only. Showering, shaving, etc. will be prohibited.

Only two plastic storage boxes purchased from the inmate commissary may be stored under each bed. The maximum allowable size is 15" x 21" x 9".

"Fire Exit" doors are to be used only during emergencies. Steps are off limits.

Beds will be made before leaving the housing area.

The only inmates permitted in the living quarters in upstairs Barracks rooms are the inmates assigned to that area.

The placement of beds, night stands, appliances (televisions, radios), etc., will be consistent throughout the housing areas under the direction of the Housing Sergeant.

Inmates may not leave their housing areas after the Dusk without permission from their Unit Officer.

Each room is secured with a two-position locking device to ensure the door is open or closed. Occupied room doors must be padlocked in the open position. Vacant room doors must be padlocked in the closed position. Violation of the above may result in disciplinary action.

Inmates housed in the Cottages or Barracks, are NOT PERMITTED to visit other areas to which they are not assigned to watch TV or for any other purposes. Inmates will be permitted to visit other inmate rooms WITHIN their assigned housing unit. However, those found to be in any other Barracks or Cottages other than their own will be considered out of place and appropriate disciplinary action will be initiated.

Ancora Minimum Unit:

Combs, picks, headbands or head ornaments are not permitted.

Pictures and cards will be displayed on the inside of footlockers.

The only type of head covering authorized on the compound is watch caps and/or baseball caps and they must be worn properly with the brim facing forward. No head coverings may be worn in any building.

Wearing shorts over “long johns” is not permitted.

Cutoff shorts or shirts are not permitted.

The Spruce Hall loading dock is off limits. All inmates must enter/exit Spruce Hall, C-wing via the entrance located at the fire escape by the Spruce Hall Pavilion. Exceptions are made only during visits and/or interviews with staff members who have an office on Spruce Hall, C-wing.

Bathroom sinks are for personal hygiene only. No laundry will be done in the bathroom sinks. The utility room is used for cleaning hot pots, cups, bowls, etc.

The playing of radios is not permitted in the common areas such as dayrooms, hallways, T.V. rooms, etc. The use of radios outside is prohibited before 3:00 pm Monday through Friday.

No sitting on the top of picnic tables.

Food trays must be returned to the kitchen when the meal is finished. Do not throw the food trays in the trash cans or leave them in your room..

Inmates are not allowed in any other unit unless it is for official business. (barber, phone, chapel, library, medical, dental, education, etc..)

Your ID card will be kept on your person at all times.

Shirts must be tucked in when outside and your ID will be displayed on your outer garment near your chest.

Only two plastic storage boxes purchased from the inmate commissary may be stored under each bed.

“Fire Exit” doors are only to be used during actual emergencies. The Fire Escapes are off limits.

Beds will be made before leaving the housing area. The placement of beds, appliances (televisions, radios, etc...) will be consistent throughout the housing areas under the direction of the Ancora Sergeant.

Failure to comply with any of the above regulations may result in disciplinary action.

XIX. COMMUNITY RELEASE PROGRAMS

Halfway Houses - Inmates having full minimum status and within twenty-four months of their parole eligibility date (PED) or maximum expiration date (MAX date) may apply for placement in a Halfway House. Inmates who satisfy the criteria and wish to apply can obtain a Community Program Application 686-I in Barracks #5 or by seeing the Community Release Coordinator on Tuesdays at HH interviews. Once the application is received by the Halfway House Coordinator, it will be reviewed by the Halfway House Coordinator to determine if you meet the general eligibility criteria in accordance with 10A:20-4.4. Your application will then be considered in process (approximately 6-12 weeks) and then presented to the Institutional Classification Committee who will conduct their review and render a decision. A decision will be made to either approve HH referral, or to deny and terminate the process. If approved, the application/file will be forwarded to the Office of Community Programs (OCP) for review and final decision of approval or denial. If approved by OCP, it will take, in general, four to six weeks or longer before the transfer occurs. Additional criteria and information regarding Halfway House Programs may be obtained from the Institutional CRP Coordinator once you are assigned to the Minimum Units. In addition to meeting the above conditions, inmates must also have good disciplinary records.

Further information regarding community release can be obtained from 10A:20-4.4, the Residential Community Release Coordinator on Tuesdays (HH interviews) in Barracks #5.

XX. OTHER PROGRAMS AND SERVICES

OFFICE of VICTIM SERVICES

The Office of Victim Services (OVS) serves to protect and preserve the rights of crime victims, consistent with the principles and philosophy of restorative justice, in accordance with the New Jersey Crime Victim's Bill of Rights. OVS has demonstrated its commitment to strengthen their partnership with victims, victim advocates and the community by establishing programs that provide for victim advocacy, education, training and awareness initiatives.

Additionally, OVS provides informational and educational programming relative to the impact that crime has on victims, the community and society as a whole. OVS seeks to increase the offender's opportunity to succeed upon reintegrating back into their community. Programs currently overseen by OVS are:

Victim Advocacy Program (VAP)

The NJDOC is committed to ensuring that crime victims and witnesses are accorded the rights and services required under Federal and State law. The Victim Advocacy Program was established to provide information, assistance and support to victims of crime whose offenders are in the custody of the New Jersey Department of Corrections.

The mission of the VAP is to balance the scales of justice by giving victims of crime an active voice in the judicial process through effective, supportive and informative advocacy. Specific services offered, include, but are not limited to :

- A. Responding to victim inquires pertaining to sentencing information, custody status and location as permissible by law.
- B. Assist victims with inquiries pertaining to the collection of restitution funds and the disbursement of inmate funds.
- C. Provide referrals for victims to local, state and federal programs as needed.
- D. Provide training, education and public initiatives on behalf of victims.

Photo Project – Medium/Minimum Visit Halls:

Institutional Picture Cards can be ordered from the inmate commissary listed in the catalog as Photo Card item. Inmates are permitted to purchase two.

Photos inside the Medium/Minimum visit hall shall be taken during visit hours. Additional photos and locations may be approved by the Administrator.

Inmates are permitted to take back to the compound only those photos taken in the visiting hall.

Inmates may only have their pictures taken with their own visitors. Group photos with other inmates shall not be permitted. Inmates may not transfer or purchase photos for other inmates.

If inmate photographers are not available, the photo sessions will be terminated.

No close-up photos will be taken. Photos must be of full figure, standing only.

No Hand signs or close-up photos of tattoos are permitted.

Photo coupons are **NOT** transferable to another inmate. They are **NOT** refundable. They must be used at Bayside Medium, Farm, or Ancora. There is no time limitation on usage.

XXI. INCENTIVE BASED PROGRAMS

Bayside State Prison offers a wide variety of “incentive based programs.” These programs vary by location and custody status.

XXII. AMERICANS WITH DISABILITIES ACT (ADA)



Notice to Deaf & Hard of Hearing

Inmates: You have the right to a sign language interpreter if one is required for you to effectively communicate with Corrections staff. If you are deaf or hard of hearing and require a sign language interpreter to communicate, please, let us know.



The Americans with Disabilities Act (ADA) requires correctional facilities to make their services, programs and facilities accessible to individuals with disabilities. Inmates who have a request for a reasonable accommodation should make that request to the institutional ADA Liaison through the Inmate Remedy System.

After receipt of the determination of your request, you have 30 days to file a grievance or appeal of that determination to the NJDOC's ADA Coordinator. Below is guidance on how to file a grievance or appeal.

Rules describing and governing the internal grievance procedure can be found in the New Jersey Administrative Code, N.J.A.C. 10A:1-3. As the rules indicate, grievances should be addressed to the agency's ADA Coordinator, who has been designated to coordinate ADA compliance efforts at the following address:

ADA COORDINATOR
NEW JERSEY DEPARTMENT OF CORRECTIONS
PO BOX 863
TRENTON, NEW JERSEY 08625-0863

The following is a summary of N.J.A.C. 10A:1-3.3:

1. A grievance may be filed in writing or orally, but should contain the name and address of the person filing it and a brief description of the alleged violation. A form for this purpose is available from the institutional ADA Liaison.
2. A grievance should be filed promptly within 30 calendar days after the grievant becomes aware of the alleged violation.
3. An investigation, as may be appropriate, will follow the filing of a grievance. The investigation will be conducted by the agency's designated ADA Coordinator. The rules contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a grievance.
4. In most cases, a written determination as to the validity of the grievance and a description of the resolution, if any, will be issued and a copy forwarded to the grievant no later than 45 days after its filing
5. The ADA Coordinator will maintain the files and records of the agency relating to the grievances filed.
6. The right of a person to a prompt and equitable resolution of the grievance filed hereunder will not be impaired by the person's pursuit of other remedies such as the filing of an ADA grievance with the responsible Federal department or agency or the New Jersey Division on Civil Rights. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.
7. The rules will be construed to protect the substantive rights of interested persons, to meet appropriate due process standards and to assure that the agency complies with the ADA and implementing Federal rules.