

**INMATE HANDBOOK
FOR
GARDEN STATE YOUTH CORRECTIONAL
FACILITY**



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**GARDEN STATE YOUTH CORRECTIONAL FACILITY
INMATE HANDBOOK
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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 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 you 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.

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 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 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.

SHERRY YATES, ADMINISTRATOR

DATE

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 needed to assist them for reintegration into the community

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 expose them to information and services that will assist them with a successful return to society.

GENERAL INFORMATION

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.

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.

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.

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.

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.

INMATE ACCOUNTS and FINANCIAL TRANSACTIONS

General Information

The GSYCF business office makes a large number of services available to inmates. In the interest of your security and the security of 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 the GSYCF 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 GSYCF'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, the GSYCF business office uses a monthly *Trust 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 *Trust Account Statement* helps you manage your money and allows GSYCF to keep strict control over your inmate account.

Monthly Account Statements

The monthly inmate account statement shall be issued by GSYCF's business office to each inmate. The form shown on the next page is a sample of the statement form.

**New Jersey Department of Corrections
State Prison
TRUST ACCOUNT STATEMENT
Statement Date: 07/01/2007 – 01/01/2008**

SBI # 000111111G
LOCATION Cell 1
PED 12/31/2015

Name Doe, John
As of Date 12/31/2010

DOB 01/01/1974
INM# 123456
Max Date 08/08/2017

Location	Sub Account	Beginning Balance	Ending Balance	Hold
XXSP	2101 Spendable	88 88	212 12	
XXSP	2102 Work Release Savings	0 00	0 00	
XXSP	2103 Release Savings	0 00	0 00	
XXSP	2104 Overpayments	0 00	0 00	

DEBTS & LOANS SUMMARY

Type	Payable	Date Created/Institution	Original Amount	Amount Paid	Amount Owning	Status
LGLML	Legal Mail Loan	07/12/07 @ XXSP	3 26	3 26	0 00	Active
COL	Commissary Loan	08/22/07 @ XXSP	2 08	2 08	0 00	Active
RXL	Pharmacy Loan	11/25/07 @ XXSP	2 00	2 00	0 00	Active

Obligations Summary

Type	Payable	Info/Indictment#	Original Amount	Amount Paid	Amount Owning	Status
VCCA	\$100 Victims of Crime Compensation Agency	96-06-0146-1	225 00	200 00	25 00	Active
VCCAX	>100 Victims of Crime Compensation Agency	97-03-1234-1	300 00	300 00	0 00	Active

Transaction Descriptions			2101 Spendable Sub Account	Transaction Amt	Balance
Date	Location	Type	Transaction Description		
				Beginning Balance	88 88
07/04/07	XXSP	MR	Mail Receipt – J D Doe	10 00	98 88
07/05/07	XXSP	DED	\$15 Deduction – Discretionary Spending Reserve per 10A	(15 00)	73 88
07/05/07	XXSP	ADD	\$15 Deduction – Discretionary Spending Return per 10A	15 00	98 88
07/06/07	XXSP	MR	Mail Receipt – M Ali	100 00	198 88
08/06/07	XXSP	RX	Pharmacy Co-pay	(1 00)	197 88
08/11/07	XXSP	FPAY	095 /Educ Para/FPay /RG 1 20@ 3 00 07/03/07 – 07/31/07	60 00	257 88
09/11/07	XXSP	POS	Postage – 09/10/07	(3 20)	254 68
09/18/07	XXSP	SHIP	Shipping Charge	(7 81)	246 87
09/18/07	XXSP	CRS	Commissary Sale – Ord #424078	(34 75)	212 12
			Ending Balance		212 12

Please be aware that this is only a sample, and not an exact copy of an *Inmate Account Statement*

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 Board (VCCB) 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. Presented below are several examples of funds deposited in an inmate's *Trust Account* which show the required deductions, the transaction fees assessed and the actual amount of funds available to spend after the fees and deductions were applied. Please note this is only a sample, and not an actual *Trust Account Statement* form.

**New Jersey Department of Corrections
State Prison
TRUST ACCOUNT STATEMENT**

SBI # 000918773C
LOCATION Cell 1
PED 12/31/2050

Name Doe, John
As of Date 12/31/2050

DOB 01/01/1974
INM# 123456
Max Date Life

Transaction Descriptions

Date	Amount Received	Funds Source	Deduction for fines penalties or restitution	Transaction fee applied	Net amount deposited
02/04/06	\$50 00	Mail receipt (5%)	\$2 50	\$0 00	\$47 50
02/05/06	\$75 00	Visit receipt (5%)	\$3 75	\$0 50	\$70 25
02/06/06	\$35 20	Inmate wages (33%)	\$11 62	\$1 00	\$22 58
02/12/06	\$150 00	Mail receipt (5%)	\$7 50	\$0 50	\$142 00
03/07/06	\$33 60	Inmate wages (33%)	\$11 09	\$1 00	\$21 51
03/11/06	\$25 00	Visit receipt (5%)	\$1 25	\$0 00	\$23 75

If you have court documents that do not match the information on your *Trust Account Statement*, you should send copies of these documents to the GSYCF business office through the Inmate Remedy Tracking System

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

Priority	Obligation
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
AMLPL	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 (MAX). 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:

	Receipt Amount	Deduction Amount
PLRA	Any receipt amount	20% of total receipt
PLRAS	Any receipt amount	100% of the filing fee set forth in the Court Order
Child Support	Any receipt amount	100% of court awarded amount (Provided the DOC is instructed by the Court to withdraw amounts from inmate's account)
State Filing Fees	Any receipt amount	100% of the filing fee set forth in the court order
Court Imposed Fines, Penalties & Restitution	\$1 to \$499	10% up to the total debt balance
Court Imposed Fines, Penalties & Restitution	\$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
Court Imposed Fines, Penalties & Restitution	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 GSYCF Business Manager 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 of 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 (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 the GSYCF 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.

Business Remit

You must use a CUS- 126 “*New Jersey Department of Corrections Business Remit*” if you wish 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.

Full and correct date remit submitted

Full and correct housing unit location

Full and correct SBI number

Full first and last name of inmate, printed clearly with signature

- 1 Amount of *Remit* (written in numbers and words, such as "\$5.00" & "Five Dollars")
- 2 Full and correct name of payable party (either person or business)
- 3 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)
- 4 The specific purpose of the remit and the relationship of the inmate to the payable party (for example, "to my wife for phone bill")

Once the Business Remit is completely filled out, you should present it to your Housing Unit Officer. The officer will positively identify all inmates who attempt to submit a Business Remit for processing. The identification process shall include the use of your inmate state ID card. Only after the above information has been verified as complete and legible, and the inmate has been positively identified will you be allowed to sign the Business Remit in the direct presence of the receiving officer. Once a Business Remit has been accepted and witnessed by the officer, it will not be returned to you for any reason.

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 salaries of one or more custody staff members at a set overtime rate for either 4 or 8 hours per day and mileage costs.

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 GSYCF's business manager. Funds for marriage or civil union or funeral or bedside visits must be either a money order or cashier's check.

Below is the approximate fee schedule from GSYCF as of the date of this Handbook. Fees are subject to change.

COUNTY	MILEAGE (\$ 31 per mile x 2)	SALARY - 4 Hrs (\$56 74 per officer x 2)	TOTAL COST 4 Hours	SALARY - 8 Hrs (\$56 74 per officer x 2)	TOTAL COST 8 Hours
ATLANTIC	\$46 50	\$453 92	\$500 42	\$907 84	\$954 34
BERGEN	\$49 60	\$453 92	\$503 52	\$907 84	\$957 44
BURLINGTON	\$16 74	\$453 92	\$470 66	\$907 84	\$924 58
CAMDEN	\$19 84	\$453 92	\$473 76	\$907 84	\$927 68
CAPE MAY	\$67 58	\$453 92	\$521 50	\$907 84	\$975 42
CUMBERLAND	\$51 46	\$453 92	\$505 38	\$907 84	\$959 30
ESSEX	\$39 06	\$453 92	\$492 98	\$907 84	\$946 90
GLOUCESTER	\$19 84	\$453 92	\$473 76	\$907 84	\$927 68
HUDSON	\$40 92	\$453 92	\$494 84	\$907 84	\$948 76
HUNTERDON	\$21 08	\$453 92	\$475 00	\$907 84	\$928 92
MERCER	\$5 58	\$453 92	\$459 50	\$907 84	\$913 42
MIDDLESEX	\$18 60	\$453 92	\$472 52	\$907 84	\$926 44
MONMOUTH	\$19 84	\$453 92	\$473 76	\$907 84	\$927 68
MORRIS	\$38 44	\$453 92	\$492 36	\$907 84	\$946 28
OCEAN	\$35 34	\$453 92	\$489 26	\$907 84	\$943 18
PASSAIC	\$45 88	\$453 92	\$499 80	\$907 84	\$953 72
SALEM	\$34 72	\$453 92	\$488 64	\$907 84	\$942 56
SOMERSET	\$24 80	\$453 92	\$478 72	\$907 84	\$932 64
SUSSEX	\$55 18	\$453 92	\$509 10	\$907 84	\$963 02
UNION	\$35 96	\$453 92	\$489 88	\$907 84	\$943 80
WARREN	\$48 36	\$453 92	\$502 28	\$907 84	\$956 20

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 amount of the service fee can be obtained from the GSYCF business office.

Commissary Orders – Non Clothing or Non-Electronic Appliance Orders

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. After you have completed the *Commissary Order Form*, you must give it to your housing unit officer for approval and signature. The *Commissary Order Form* 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 or *Business Remits*. You are advised not to make orders before your State Pay is posted on the second Monday of each month. 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 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.

Each housing unit is assigned an approximate date and 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 by the GSYCF Business Office according to the schedule set up by GSYCF. 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 GSYCF facility-approved quantities. Permissible quantities can be found in the GSYCF canteen catalog.

Commissary Regulations

The Housing Unit Officer will provide to you the *Commissary Order Form* every other Sunday. Complete this form, using the current information found in the Canteen Catalog posted on each housing unit. The maximum number of items you are allowed to order is noted in the Catalogue. Please follow the instructions. You are allowed to possess twice (2 times) the amount of a canteen item that can be ordered at any one time. If you have in your possession an excess of two times the amount of an item that can be ordered at one time, the excess will be seized as contraband. Retain your copy of your canteen slip to document that the items in your possession were purchased by you. Items in your possession for which you do not have a canteen slip will be seized as contraband. You are responsible to check your order and request a credit for items which you did not order at the "point of sale" (pickup).

Commissary Order Form

All inmates are required to enter Date, Housing Unit, Name (last name, first name) and Inmate Number. The inmate's signature should not be applied at this time. The date and inmate number must also be filled into the ovals beneath the appropriate fields by coloring the ovals with pencil. If the inmate has a five-digit number, the first column must be blank in the Inmate Number field (see example below).

INMATE NUMBER					
	6	6	1	1	0
0	0	0	0	0	0
1	1	1	1	1	1
2	2	2	2	2	2
3	3	3	3	3	3
4	4	4	4	4	4
5	5	5	5	5	5
6	6	6	6	6	6
7	7	7	7	7	7
8	8	8	8	8	8
9	9	9	9	9	9

Having prioritized your order, enter the inventory code from the canteen catalog for the item you wish to order into the Item Number-1 field of the *Commissary Order Form*. Then enter the quantity you wish to order in the Quantity field. The quantity field allows for only a two (2) character entry. Quantity of less than ten (10) must have a zero in the first position of the quantity area. If you leave the first position blank and only enter a five in the second position of the quantity area, the computer may read this as fifty (50) envelopes being ordered instead of five (05) envelopes. Example, if you wish to order envelopes (item number 7506) and want only five (5), you would enter "7506" in the Item Number area and "05" in the quantity area. (See example below)

ITEM					
	7	5	0	6	
0	0	0	0	0	0
1	1	1	1	1	1
2	2	2	2	2	2
3	3	3	3	3	3
4	4	4	4	4	4
5	5	5	5	5	5
6	6	6	6	6	6
7	7	7	7	7	7
8	8	8	8	8	8
9	9	9	9	9	9

For each item ordered, you must fully color the appropriate oval with pencil beneath the item number and the quantity being ordered. Inmates must sign their order forms in the presence of the Housing Unit Officer. The housing officer will verify the inmate's name and number by using the inmate's identification card. The Housing Unit Officer will then sign the inmate's order in the appropriate space provided. It is the inmate's responsibility to insure that his Housing Unit Officer signs the order form. The inmate's signature is the authorized signature for the Business Manager to take funds from your account for the purpose of paying for the canteen order. The Housing Unit Officer's signature certifies to the Business Manager that the correct

inmate has submitted the canteen order For these reasons all commissary orders must be signed by both the inmate and the housing unit officer or the order will be rejected and returned without being processed

Commissary Cuts

When the canteen slip is being processed and you are found to have insufficient funds for some or all of the items listed on the canteen slip, the requested items will be cut from bottom to top For this reason, selections should be made in order of most desired items When filling out your canteen slip, only request those items for which you have sufficient funds available in your inmate account

Commissary Distribution

Canteen request slips submitted on Sunday will be filled and distributed to those inmates who placed orders that were approved On the afternoon of the distribution, Center Control will call the housing units in order When it is your turn to pick up your canteen items, you will be required to present your inmate identification card Check the order with your approved canteen request form If the order is correct, sign the original copy and return it to the Canteen Supervisor Inmates without an I D must be accompanied by a staff person who can identify you

NOTE There are limitations on items purchased in the Canteen These are flagged in the computer when the order is processed It is your responsibility to check your order before you leave the area If you have more items than what you initially purchased you must bring it to the attention of the Canteen Supervisor immediately

Commissary Orders - New Inmate Emergency

An emergency canteen kit is available from the commissary at a cost of \$20 35 (subject to change) plus a 10% surcharge Included in the emergency kit is

Baby Powder	Legal Pad	Shower Shoes	Toothbrush Holder
Bowl	Lotion	Soap - 4	Toothpaste
Deodorant	Pen	Soap Container	Towel
Hairbrush	Pencil	Toilet Paper	Washcloth
Lip Balm	Shampoo	Toothbrush - 4	

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

In the case of release to Parole, a staff member of the State Parole Board assigned to your case 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 to an education program at GSYCF, you will receive wages that are credited to your account each month. The GSYCF 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.

Prohibited Financial Transactions

You are not permitted to carry on any financial transaction with other inmates or with any employee of Garden State and/or agent of the NJDOC. You may not receive monies from other inmates, other inmate's family or other inmate's friends. The following activities are strictly prohibited:

- 1 Gambling
- 2 Borrowing
- 3 Trading
- 4 Charging Rent
- 5 Making or Taking Loans
- 6 Accepting or Giving Gifts
- 7 Buying or Selling of Anything Among Inmates
- 8 Hiring Anyone or Allowing Yourself to be Hired by Other Inmates
- 9 Purchasing on Credit
- 10 Accepting "Free Trial Offers"
- 11 Making Installment Purchases
- 12 Conducting Business Transactions Without Administrative Approval
- 13 Inmates Cannot Act as an Agent for Selling Companies or Operate a Business
- 14 Inmates are not Permitted to Give or Accept Anything of Value from Another Inmate's Family or Friend with the Intent to Circumvent any Rule, Policy or Regulation of a Correctional Facility

Funds From Outside Sources

You may receive money from outside sources to be deposited into your GSYCF 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.

Savings Accounts

You may establish an individual savings account in an outside commercial bank/savings institution. You must, however, have the approval of the administrator of the NJDOC correctional facility where you are housed. Savings accounts may be set up only after all financial obligations to the federal and state governments and the NJDOC are paid in full. Submit an Inmate Remedy Form should you desire more information on establishing a savings account.

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. The fees for copying other, non-legal records are as follows:

1	First through 10th page	\$ 0 75 per page
2	Eleventh through 20th page	\$ 0 50 per page
3	All pages over 20	\$ 0 25 per page

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,

Failure to do so will result in continued accumulation of a child support debt which is subject to enforcement upon your release,

Child support debts are a judgment lien against your real and personal property,

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.”

CLASSIFICATION

Role of the Classification Department

The role of the Classification Department is to ensure your placement 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 notifications 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. Garden State Youth Correctional Facility's Classification Department receive oversight and training from the Division of Operations in areas of sentence calculation, release tracking, inter-state services and parole monitoring.

Garden State Youth Correctional Facility uses the following two (2) objective classification scoring instruments (or systems) for the standardized evaluation and custody assignment of an inmate.

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 the Director of Custody Operations, Education, Social Services, Industrial Shops, Psychology and Food Services.

In most cases, you will be scheduled to appear before the ICC at its first hearing within 3 weeks of your arrival at Garden State Youth Correctional Facility, and at least once each year after that. You must attend this in-person meeting. If you do not appear you may be given 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 GSYCF job or program assignment, non-confidential components of your 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 may choose not to work or accept a program, however disciplinary charges will be written that may result in sanctions against you. If there are no jobs available, you will be assigned to cell sanitation. Your custody status within the correctional facility will also be reviewed at this time. You are expected to begin all parts of your GSYCF 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 not want. Alternative assignments will be both in your best interests and those of the NJDOC correctional facility.

Your next 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.

At a minimum, every inmate will be seen by the ICC once every year for a review. On your yearly review, you will receive a copy of your inmate Face Sheet and Progress Notes. These documents may be redacted in an effort to maintain confidentiality. Additional copies will not be provided by Classification unless there is a change in your conditions of incarceration. You may not request Face Sheets or Progress Notes through the Inmate Remedy Program. Additional Face Sheets and Progress Notes are available through OPRA (pg. 67). Copying costs will apply.

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.

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 so as 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, 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

Many of the specific questions you may have about sentences, offender status, parole eligibility date, parole rescission and revocation, etc. are answered in *A Handbook on Parole Procedures for Adult and Young Adult Inmates*. You have been given a copy of this book, and you should study it completely. Any questions you may have about the *A Handbook on Parole Procedures for Adult and Young Adult Inmates* should be addressed to the through the Inmate Remedy System

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

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

- 1 Male inmates who score 4 points or less will be assigned minimum custody,
- 2 Male inmates who score between 5 and 11 points will be assigned medium custody,
- 3 Male inmates who score 12 points and above will be assigned maximum custody
- 4 Male 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 CRAF and are re-scored under the following situations

- 1 Reductions in custody,
- 2 Specified disciplinary infractions,
- 3 Significant changes in sentencing information or records,
- 4 Additional sentences,
- 5 Referral to ICC by the Administrator or the Disciplinary Hearing Officer,
- 6 Release from Administrative Segregation, and
- 7 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 detainee you must be assigned medium custody or above. Therefore, if you scored a 3 but have a non-permissible detainee, 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 detainee 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, Permanent Full Minimum bar,
- Code F Medium or above custody pending United States Bureau of Immigration and Customs enforcement (ICE) response for interest,
- Code G Medium or above custody due to keep separate status
- Code H Medium or above custody due to protective custody, voluntary or administrative,
- 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.

Clinical Screening for Substance Abuse Disorder

As a condition of eligibility for consideration of any custody status lower than medium custody, inmates may be required to complete the clinical screening for substance abuse disorder treatment.

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 applies

- 1 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,
- 2 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
- 3 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

- 1 Homicide
- 2 Arson
- 3 Carjacking N J S A 2C 15-2
- 4 Sexual offense
- 5 Aggravated Assault N J S A 2C 12b
- 6 Kidnapping N J S A 2C 13
- 7 Burglary N J S A 2C 18-2b
- 8 Escape
- 9 Bail Jumping N J S A 2C 29-7
- 10 Terroristic Threats N J S A 2C 12-3
- 11 Manufacture/Distribution of CDS 1st & 2nd degree
- 12 Prohibited Weapons and Devices - N J S A 2C 39-3, 4, 5, 7, 9, 10
- 13 Robbery N J S A 2C 15-1
- 14 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

- 1 Homicide
- 2 Maintaining or Operating a CDS Manufacturing Facility
- 3 Arson
- 4 Sexual offense
- 5 Kidnapping
- 6 Escape
- 7 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

- 1 Distribution/Manufacture of CDS 1st or 2nd degree
- 2 Offenses of an Assaultive Nature
- 3 Burglary 2nd degree
- 4 Weapons Offenses
- 5 Criminal or Malicious Mischief
- 6 Robbery
- 7 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 counts of an arson offense and/or has a prior conviction for one or more counts of an arson 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 counts of a sexual offense and/or has a prior conviction for one or more counts of a sexual offense is not eligible 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

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 You may not request projected Max dates from the Classification Dept via the Remedy Program

Types of Sentences

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

Years	Commutation Credit	Commutation Time/Month
1	72	6
2	156	7
3	252	8
4	348	8
5	444	8
6	540	8
7	636	10
8	756	10
9	876	10
10	996	10

11	1116	10
12	1236	11
13	1368	11
14	1500	11
15	1632	11
16	1764	11
17	1896	12
18	2040	12
19	2184	12
20	2328	12
21	2481	12
22	2616	13
23	2772	13
24	2928	13
25	3084	13
30	3984	16

Restoration of Commutation Time

These guidelines apply 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.

NJAC 10A allows for a prorating of the returned Commutation Credits to comply with Release Notification requirements. Inmates in the release process will be considered for ROCT on a case by case basis however, inmates within 90 days of release will not be considered for ROCT.

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

Example: If thirty (30) days are worked in a month, six (6) work credits are earned (7 day job)

If twenty (20) days are worked in a month, four (4) work credits are earned (5 day job)

Odd days accumulate until five (5) days can be converted into one (1) work credit

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

Gap time is credit that is awarded by the sentencing court when the offense on a 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)

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

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

MAX Dates

Classification is responsible for calculating and maintaining "MAX dates" which reflects the maximum expiration of a term If you believe there is an error in your MAX date calculation, send your documentation to the Classification Department attached to an Inmate Remedy Form You will receive an updated MAX calculation at each yearly review

Classification does NOT provide projected "MAX dates" to inmates You are encouraged to track your own "Max date" using the information provided by Classification during your regularly scheduled Classification interviews It is important to note that the "projection" is contingent upon your adjustment and is subject to change Classification monitors projected and actual MAX dates until your term is satisfied

Transportation arrangements upon release should NOT be made based on a Projected Max date

Proof of Incarceration Letters

Proof of incarceration letters are provided directly to the courts when you submit an Inmate Remedy Form On the form, you must include the complete address including zip code and Fax number Assistance with obtaining the complete address & fax number can be obtained in the Law Library Requests submitted in any other way will be returned

Transfers

Consensual transfers within New Jersey, for hardship or other reasons are considered by the Institutional Classification Committee. If you wish to be considered for a transfer, do so in writing via the Inmate Request & Remedy Form. Your request must include the name of the facility and the reason for your request. For example, "I am requesting to transfer to NSP due to a visit hardship." Following an ICC approval from GSYCF, the Administration contacts the receiving facility and asks if they agree to the transfer. If an agreement is reached, your name is placed on a waiting list in the order in which it was received. Transfers are scheduled according to bed availability through the Central Reception & Assignment Facility. Requests for transfer to another institution in the Central Region (AWCF & MSCF) will not be considered. Requests due to visit hardship are only considered when you haven't received a visit from a family member in 180 days. Requests for transfer due to a family member's medical hardship are only considered with medical documentation from a licensed medical provider. Send all medical documentation to Social Services for verification. Social Services will refer your request to Classification when the information is verified. Administrative Segregation sanctions imposed at Courtline and upheld upon appeal require transfer. Transfer regulations are detailed in NJAC 10A

Release Notification/Civil Commitment Review:

County Prosecutors are 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 have a conviction for a current or prior sex offense,

1. Have been committed to a psychiatric facility during the present period of incarceration' or
2. 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.

IRC

The Institutional Release Committee meets weekly to review all releases in the upcoming week (Saturday through Friday) This committee is composed of an Administrator, the Release Coordinator, a Classification Officer, a Psychologist, a Custody Supervisor, an IPO/Parole Counselor and an ID Officer

The committee determines whether all known sentences are accounted for, the Max date calculation is correct and in compliance with NJDOC policy and that the Prosecutor has been notified of the release Detainers and warrants are reviewed for an open or resolved status If the detainers are open, the IRC ensures that arrangements for the transfer of custody under the detainer have been made The Committee also ensures that the Civil Commitment review, Sex offender registration (if applicable), DNA sampling and the Exit Photo have all been completed

Release dates are either approved or denied by the IRC The results of each IRC meeting are forwarded to Social Services (among other GSYCF Departments) so that all inmates scheduled for release during the following week can be notified

It is at this point that an inmate whose release date has been approved by the IRC can begin making transportation arrangements

Community Release

Inmates who meet Department of Corrections Criteria Standard # 686/N J A C 10A 20-41 may qualify for placement in a halfway house Halfway houses offer supervised community living and special services prior to your release from custody To apply for community release consideration an inmate must submit an inmate Remedy Form to the Community Release Coordinator requesting an application The inmate will be interviewed by the Community Release Coordinator to determine the inmate's eligibility for a halfway house Approval of the Halfway House, Classification Committee, and the Department of Corrections Central Office is required before your placement can be accomplished If approved, you will be notified by the Community Release Coordinator of the date of your release and what assessment center you will be transferred to

Criteria to Apply for Halfway House Program

- 1 Inmate Must Meet DOC Standards found in 10A 20
- 2 Must be eligible for Full Minimum Status
- 3 Must have positive psychological reports
- 4 Must have satisfactory institutional adjustment and is thirty (30) days charge free
- 5 Approved medical report within six (6) months
- 6 Approval of Institutional Classification Committee

ORIENTATION PROGRAM

During your first week at Garden State Youth Correctional Facility, you will be assigned to the Orientation Unit. It is mandatory that you participate in the Orientation Program. The purpose is to familiarize you with the operations of the facility. The program is one (1) day in duration. Visit requests will be processed as soon as reasonably possible. Only emergency phone calls will be given at the discretion of the assigned social worker. Pin Numbers for making phone calls will take at least two (2) weeks to process. Tobacco products of any kind are not allowed in the institution. Table games may be played at specified times. TV viewing is allowed during passive recreation. There is a movie schedule posted on each unit. Saturday and Sunday are for regular visits. You will remain on the unit until you have completed Orientation.

There will be a series of assessments done on each inmate.

Each inmate must have an A S I, if one has not already been completed at CRAF.

Each inmate will be afforded the opportunity of testing by the "Apticom", which measures the aptitude and ability of a person's vocational skills. The inmate will receive individual vocational counseling concerning the outcome of this test.

T A B E testing will be conducted on each inmate to assess basic skills in educational learning.

Each inmate will meet individually with a Social Worker. An LSI-R (Level of Service Indicated-Revised) and an "Intake" will be completed. The inmate will be given any program sign-up sheets needed, a "What about Me?" book (if a parent), and emergency contact information will be collected at this time. This will also be an opportunity for the Inmate to ask any questions that they may have.

Inmates will be referred to the Education Department based on the outcome of the individualized test scores. All educational, vocational and job programs will be explained. You will then have an opportunity to select/request a daily program of work and school upon review by the Institutional Classification Committee.

You are expected to attend Orientation and you will be paid accordingly. Once Orientation is completed, as beds become available, you will be assigned to a regular housing unit as determined by the Institutional Classification Committee.

Medical diagnoses – both physical and psychiatric work-ups especially focused on histories will be conducted.

The Institutional Classification Committee will meet each inmate in person to discuss any issues, which may be of concern to the inmate.

Both the Inmate and Disciplinary Handbook will be distributed at Orientation. You should familiarize yourself with the information contained in these manuals. For example:

Custody rules and inmate discipline

1. Mail, telephone and visiting regulations
2. What you can wear and the personal property you can possess

- 3 The procedures for obtaining medical and dental treatment
- 4 The range of programs available to you through the Education, Vocational, Mental Health and Treatment Departments
- 5 Job opportunities open to inmates according to the three levels of custody status

The Social Worker visits the housing unit 2 times a week and you may sign-up to speak with them on the unit. The social worker will guide you regarding the forms and appropriate procedures to remedy your questions and concerns.

Religious Services distributes a schedule to each housing unit. If you have a concern regarding religious diet and programs you may drop an inmate tracking request.

The Classification Department will provide an overview of the Classification process.

Inmates will be able to order only certain items on the Canteen List, namely, writing materials, underwear, items for hygiene, shower shoes and cigarettes. This limitation is for inmates who do not have money in their inmate account. Inmates who have sufficient funds in their inmate account may order accordingly. You should discuss this with your assigned social worker. You may also order electronic equipment (TV, radio) etc.

Health Education issues. Topics such as personal hygiene, infectious disease (e.g. HIV, STD's & HBV) and smoking cessation strategies will be presented.

All inmates who are assigned by the Institutional Classification Committee to the Therapeutic Community Drug Treatment Program or the Minimum Security Units must complete the Orientation Program.

Most importantly, the appropriate way in which to resolve your grievances, concerns and questions will be discussed. Representatives from each department will be present to brief you.

CORRESPONDENCE

All Garden State Youth Correctional Facility inmates are encouraged to send and receive mail from family and friends. There are no restrictions placed on the amount of mail an inmate may send or receive. All incoming and outgoing inmate correspondence may be in a language other than English. Following are some general guidelines to help facilitate the delivery and reception of mail.

Incoming Mail

Each piece of incoming correspondence shall be opened and inspected for contraband, but it shall not be read unless there is reason to believe that the correspondence contains disapproved content, in which case the correspondence shall be read only upon prior authorization of the Administrator.

The sender's name and address, as well as, the inmate's name and number shall appear legibly on the outside of all incoming correspondence. If the sender's name or address does not appear but the inmate's name and number does appear on the outside of the incoming correspondence, the incoming correspondence may be distributed to the inmate after it has been opened and inspected for contraband. (10A 18-2.6)

All incoming correspondence that fails to have the inmate's name and number appear on the outside of the envelope or is illegible shall be marked "Refused" and returned to the United States Post Office.

Receipt of Funds Sent in the Mail

Money orders and certified checks shall be the only approved form of money received through the mail. When an inmate receives money in this way by mail, the inmate shall be given a receipt and the funds shall be deposited into the inmate's account. Cash and checks sent through the mail to an inmate shall be deemed contraband and shall be processed in accordance with N.J.A.C. 10A 3-6.6. Additionally, all money orders or certified checks must have the following donor's information provided:

1. Full first and last name
2. Street Address, which includes a number and street name
3. Name of City, Zip Code

Note: the use of a PO Box Number will not be accepted.

Personal and/or foreign checks received through the mail shall be returned to sender with a note to the sender indicating that D O C policy prohibits acceptance.

All cash received through the mail shall be sent to the facility's Business Office, whereupon a check for each amount of cash received shall be issued to the sender and mailed to the sender at the facility's expense. A note shall accompany the check indicating that D O C policy prohibits the acceptance of cash through the mail and explaining that the money is being returned in check form to protect against theft.

Outgoing Mail

Each piece of outgoing correspondence will be reviewed to determine the sender. If the inmate's name and number do not appear on the outside of the correspondence or is illegible, it shall be opened and examined to identify the sender so that the correspondence can be returned to the inmate. If the inmate cannot be identified, the correspondence shall be destroyed.

The full name of the correctional facility shall be clearly stamped or printed in the upper left corner of all outgoing envelopes from inmates.

Outgoing mail shall not be opened or censored if it is considered legal correspondence or if it is addressed to public officials or governmental agency officials as enumerated in the N J A C 10A 18-2 7(b).

Any outgoing correspondence addressed to someone other than those cited above, shall not be opened, read or censored unless there is reason to believe that the correspondence contains disapproved content and then only with the prior approval of the Administrator.

Outgoing correspondence which is opened according to the above guidelines shall, once reviewed and approved be resealed and mailed promptly. A confidential list of all correspondence that is read shall be maintained in the Internal Affairs Unit or in the mailroom.

Special Correspondence (Mail)

Registered, Certified, Preferential or Special Delivery – All such correspondence of a non legal nature shall be processed as regular mail. The inmate shall be required to sign an acknowledgement that they received the correspondence. Legal mail need not be sent by certified, preferential, insured, or registered mail. This will be done if the inmate prefers to do so at their expense (N J A C 10A 18-3 5).

Cost of Mailing Correspondence

Inmates at Garden State Youth Correctional Facility are allowed to purchase and possess no more than forty (40) stamps at any one time. Inmates shall be charged for the cost of mailing correspondence. However, Garden State Youth Correctional Facility shall provide letter writing materials to inmates who have no funds in their account and are unable to earn inmate wages due to prolonged illness or other uncontrollable circumstances. No more than twelve (12) letters per month are allowed. Garden State Youth Correctional Facility will assume the cost of mailing. It must first be verified that the inmate has no outside source from which to obtain funds. The correctional facility shall only assume the cost of first class postage and shall not assume the cost of postage on registered, certified, or insured mail.

Inmate Use of Office Envelopes

Inmates shall not be permitted to use either the pink or the blue and white "inter-office" envelopes that are purchased for use by the employees of Department of Corrections of the State of New Jersey. Inmates corresponding with D O C - Central Office staff, or with staff at other correctional facilities, or with the Parole Board, shall be permitted to use the facility's "Truck Mail" delivery service, but the inmate must use their own white envelopes and mark the envelopes "INTEROFFICE" OR "TRUCK MAIL".

Packages

The Department of Corrections has mandated that the delivery of personal packages to inmates be eliminated in all institutions. This policy applies to personal items of clothing formerly purchased from "source of sale" (e.g. J.C. Penney etc.) or sent from family members. It also includes "food packages" that were left by family members on visit days. This policy will not apply to legal, educational or religious package deliveries. The Department of Corrections has expanded the standard canteen list to allow the purchase of additional items no longer available to the inmate population from "source of sale". An "Incentive Food Package Program" is available to qualified inmates twice a year (pg. 89).

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 (10A 18-4.9)

- 1 The publication contains material that is detrimental to security and/or order of the correctional facility
- 2 The publication contains information regarding explosives, weapons, controlled dangerous substance, escape plans, lock picking, or anything of a similar nature
- 3 The publication contains information that appears to be written in code
- 4 The publication contains information concerning activities, within or outside the correctional facility, which could be subject to criminal prosecution under the laws of New Jersey or the United States
- 5 The publication incites violence, or destructive or disruptive behavior toward law enforcement officers, personnel of the Department of Corrections, or correctional facility programs or procedures
- 6 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
- 7 Taken, as a whole, appeals to a prurient interest in sex,
- 8 Lacks, as a whole, serious literary, artistic, political, or scientific value, and
- 9 Depicts, in a patently offensive way, sexual conduct including patently offensive representations or descriptions of ultimate sex acts, masturbation, excretory functions, and lewd exhibition of the genitals, sadism, or masochism

Limitation on Source of Publications

Inmates shall be permitted to receive hardcover books, paperback books, magazines, newspapers and other soft-cover publications only if the books are mailed directly from the publisher/ source of sale. These must be prepaid.

Inmates may receive by mail from source of sale, six (6) books and six (6) magazines at one time. Books and magazines must not contain hard-core pornography or literature promoting revolution or illicit drug use. Likewise books and magazines on guns, weapons, gangs or the martial arts are forbidden (10A 18-4.9)

Inspection of Incoming Publications

Each incoming publication shall be opened and inspected for contraband, but shall not be read unless there is reason to believe that the publication contains disapproved content and then only upon the prior authorization of the Administrator or his/her designee. All publications to or from inmates housed in other correctional facilities may be read to ensure that the publications do not

contain any prohibited contents. Incoming publications in a language other than English are permitted.

Identification of Sender of Incoming Publications

The sender's name and address and the inmate's name and number shall appear legibly on the outside of all incoming publications. If the name and address do not appear on the outside of the publication, the publication shall be opened and examined to determine the identity of the sender. If the sender cannot be identified, the publication shall be destroyed.

Inspection and Identification of Outgoing Publications

Outgoing publications shall be reviewed to determine the sender. If the sender cannot be identified, the outgoing publication shall be destroyed. The inmate's name and number or the name of the inmate group shall appear legibly on the outside of the publication. If the identification does not appear on the outside of the outgoing publication, it shall be opened and examined to determine the sender so that it can be returned for proper identification. Outgoing publications shall not be opened, read or censored unless there is reason to believe that the publication contains disapproved content and then only with the prior approval of the Administrator or his or her designee. Outgoing publications that are opened, shall, once reviewed and approved, be resealed and mailed promptly.

Processing of Publications

All properly identified and inspected incoming publications shall be distributed to inmates within one day of their receipt in the mailroom, excluding weekends and holidays. All properly identified outgoing publications shall be sent to the post office within one day of their receipt in the mailroom, excluding weekends and holidays. Inmates shall not participate in the processing of either incoming or outgoing publications.

Publications Removed from Inmate's Possession

When a publication violates one of the categories of prohibited or forbidden publications and is removed from the inmate's possession or withheld in the mailroom, the sender or inmate may appeal the action of the shift supervisor to the Administrator within 10 days of the date of notice. If a publication is found to be objectionable only in part and such part is easily separable from the rest of the publication (such as a magazine article, etc.) the inmate shall be given the choice of whether to allow the correctional facility to excise the offending portion(s) or to forfeit his right to the publication. Response from the Administrator should be within 72 hours of receipt of the written appeal.

Legal Correspondence

Legal Correspondence is any exchange of letters between an inmate and an attorney of this State or any other State when properly identified as such on the outside of the envelope, or a State Public Defender, the Office of the Public Advocate, the Attorney General's office, Federal and State courts, Federal and State court judges, Offices of Legal Services, Legal assistance clinics run by accredited law schools of this or any other State, Administrative Office of the Courts, Prosecutors' offices, Federal Public Defender, Department of Corrections' Special Investigations Division, Department of Corrections' Ombudsman, and the Office of Administrative Law.

Identification of Incoming Legal Mail

The return address on the outside of an envelope should clearly indicate that the correspondence is being sent from a legal correspondent as enumerated above.

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 above

All legal correspondence shall be recorded on Form G S 149-C which lists the date the letter was received, the inmate's name, number, and housing unit, as well as the address of the sender (and the name of the sender if indicated) The form also records whether the legal correspondence was received by certified, registered or first class

Inspection of Incoming Legal Correspondence

A Corrections Officer shall open all incoming legal correspondence in the mailroom trailer The officer shall log the information in accordance with current practices

The incoming legal correspondence shall be opened and inspected for contraband as directed in N J A C 10A 18-3 4(b) inspection of incoming legal correspondence The contents shall not be read or censored by the officer Note the following

After the envelope has been inspected, the correspondence shall be given to the inmate

The correctional facility may require that the inmate sign a slip acknowledging receipt of the incoming legal correspondence

Distribution of Inmate Legal Mail

All legal correspondence processed during the first shift by the mailroom officers is brought to Center Control The second shift Center Control movement officer calls out all inmates in the main institution who have received legal mail Inmates must bring their inmate I D cards as proof of identity The legal correspondence shall be opened in the presence of the inmate to whom it is addressed and inspected for contraband Incoming legal correspondence shall not be read or copied The content of the envelope may be remove and shaken loose to ensure that no contraband is included After the envelope has been inspected, the correspondence shall be given to the inmate The inmate shall be required to sign Form G S 149-C acknowledging receipt of the incoming legal correspondence Inmates housed at M S U and in Disciplinary Detention shall receive their legal correspondence form the appropriate custody personnel and the above procedures shall likewise be followed All G S 149-C forms shall be kept in a loose-leaf binder and stored in the file cabinet located in the Mailroom Supervisor's office

Identification of Outgoing Inmate Legal Mail

All outgoing legal correspondence shall be clearly marked with the inmate's name and number on the envelope The full name of the correctional facility shall be clearly stamped or printed in the upper left corner of all outgoing envelopes from inmates An inmate who is sending legal correspondence out of the correctional facility shall be responsible for clearly marking "legal mail" on the front and back of the envelope The absence of the "legal mail" designation shall not mean that the correspondence may be treated as non-legal correspondence, 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 18-3 2

Method of Mailing Legal Correspondence

Legal correspondence need not be sent by certified or registered mail. However, if an inmate has sufficient funds in his account to cover the costs of mailing and the inmate prefers to use certified or registered mail, the inmate shall be permitted to do so.

The correctional facility shall not send the legal correspondence of indigent inmates via certified or registered mail.

Inmates, who have insufficient funds to send legal correspondence by certified or registered mail and who are concerned that they have no proof of service where regular mail is employed, shall be advised that under the rules of court, an affidavit of service filed with the clerk of the court shall be sufficient proof of service.

Cost of Mailing Legal Correspondence

If an inmate has funds in his account, the inmate shall be charged for the total cost of mailing legal correspondence. If an inmate has temporarily overdrawn his account or has a balance in the account, but the balance is not sufficient to pay the total cost of mailing the correspondence, the legal correspondence shall be mailed and the inmate debited in his account for the amount owed. The business office procedures for this are found in N J A C 10A 18-3 7.

Cost of Mailing Legal Correspondence by Indigent Inmates

If an inmate has no funds in his account and is not able to earn inmate wages due to prolonged illness or any other uncontrollable circumstances, and it has been verified that the inmate has no outside source from which to obtain funds, the correctional facility shall provide letter writing materials and shall assume the cost of mailing his legal correspondence. However, the cost of mailing legal correspondence shall extend only to first class postage and shall not include registered, certified or insured mail.

Forwarding Inmate Legal Correspondence

Whenever an inmate is transferred from one correctional facility to another, the correctional facility from which the inmate is transferred shall forward all regular incoming legal correspondence to the correctional facility to which the inmate has been transferred for a period not to exceed three (3) months. Any legal correspondence received after the three (3) month period shall be returned to the sender. The forwarding of legal mail for inmates released on parole or at expiration of maximum sentence shall be done only upon the inmate's request. An inmate who is remanded to a detention facility may request to have legal mail forwarded. In any event, it is the responsibility of the inmate to notify his correspondents of the any change of address (10A 18-3 11, 12).

INMATE VISIT PROGRAM

Saturday & Sunday – Medium Status or Above

A.M. VISIT PERIOD: **Registration: 8:15 a.m. – 9:15 a.m.**
Visits Begin: 9:30 a.m. – 11:00 a.m.

PM VISIT PERIOD: **Registration: 12:15 p.m. – 1:15 p.m.**
Visits Begin: 1:30 p.m. – 3:15 p.m.

Saturday & Sunday - MSU

PM VISIT PERIOD: **Registration: 5:45 p.m. – 6:45 p.m.**
Visits Begin: 7:00 p.m. - 8:30 p.m.

Saturday & Sunday – Y Wing

PM VISIT PERIOD: **Registration: 5:45 p.m. – 6:45 p.m.**
Visits Begin: 7:00 p.m. - 8:30 p.m.

Visit Regulations

Visitors will no longer be allowed to bring in personal items with the exception of two (2) forms of I D , locker key, one (1) baby bottle, and one (1) baby diaper

Inmates are responsible for communicating the visit hours, visiting regulations, proper identification and appropriate dress code to their family and friends

Inmates are permitted one (1) visit per week on either Saturday or Sunday, morning or afternoon for the Main Institution and Saturday and Sunday evenings for the Minimum Security Units All visitors must register during one (1) of the above listed registration periods in order to be admitted to the subsequent visit period

Inmates are permitted a maximum of four (4) adult (18 years of age or older) and five (5) children (17 years of age or younger) visitors per session All visitors must register and enter the visit area as a group Additional visitors will not be processed and/or admitted

No ex-inmates or persons with police records are permitted on your visit lists without written permission from the Administrator

Volunteers may not be on your visit list

All visitors must remain in the visit area for the duration of the visit period

Visitors are not allowed to bring food or candy into the visiting hall Bottled water purchased from the institutional vending machines is the only beverage permitted One clear baby bottle is permitted A debit card for the bottled water machine(s) may be obtained in the Lobby area before entering the institution Inmates are not allowed to use or handle the debit card

Visitors attempting to bring drugs/alcohol into a correctional facility shall be permanently banned from visitation privileges with any inmate in the custody of the New Jersey Department of Corrections and prosecuted to the full extent of the law for their actions

In the event any visitor causes a disturbance in the institution or is found to have contraband, or is under the influence of drugs/alcohol, their visiting privileges may be terminated

The rules of conduct for the visit hall will be strictly enforced

Visit Cards

At orientation, you are allowed to submit the names of ten (10) friends and all immediate family members in and out of the state/country for inclusion on your visit card. Only persons on an inmate's visit card are allowed to visit

Visit card changes may be made daily throughout the year. At least three (3) weeks should be given to allow for the change(s) to be made, manpower permitting. You cannot have visits from additions to your visit card until your form has been returned marked 'approved'

You are advised to give careful consideration to who you place on your list. It is your responsibility to keep track of your additions and deletions to your visit card

Visitor's Dress Code

The New Jersey Department of Corrections is a State agency that adheres to professional standards. As such, those persons who wish to enter an organizational unit for the purpose of visiting an inmate, or staff member or persons wishing to participate in an approved program, tour or event, including volunteers are required to adhere to the following visitor's dress code requirements (NJDOC Policy IMM 007 001)

Proper attire is regarded as a condition of admission to the Garden State Youth Correctional Facility's premises. The following guidelines must be followed, regardless of gender

- 1 No transparent or fishnet clothing
- 2 No clothing which exposes undergarments or a portion of the body considered private
- 3 No skin-tight clothing, spandex, bathing suits, leotards, bike shorts or tights
- 4 No tube tops, tank tops, halter tops, low cut shirts, or shirts which expose the shoulders, midriff area, torso or back. Tops must cover shoulders and midriff areas
- 5 No military-style clothing (including camouflage) worn by persons not in active or reserve armed service status
- 6 No clothing closely resembling that issued to inmates, custody staff or law enforcement
- 7 No clothing depicting a message, either in wording or art, which could impact upon the safety, security or orderly operation of the facility including but not limited to that which is offensive, racist, sexually oriented or advocates illegal or narcotic activities
- 8 No hat or headgear, unless it is religiously oriented or medically necessary and the visitor agrees to a search of same
- 9 No otherwise clearly inappropriate attire, as determined solely by the Department of Corrections

Registration of Visitors

Registration is located in the lobby on the right. There are three (3) lines for registering visitors. Visitors must show their ID to the Correction Officer at the visitor's registration desk. All

visitors arriving to visit with a single inmate must register and enter the visiting area together, at the same time. All visitors visiting a single inmate must leave the visit area together, at the same time. When you are directed to terminate your visit, do so quickly and orderly. The visit program staff makes every effort to insure that each inmate has an equal opportunity for visiting and that no inmate will be treated unfairly. Please cooperate and follow directions.

Identification of Visitors

The names of your visitors must be on your visit card and they must have proper identification. Any one of the following forms of ID is acceptable:

1. A current photo driver's license
2. A current photo Welfare/Medicaid card,
3. A current employment photo ID card
4. A current passport, or
5. 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)

Visitors Excluded From the Visit Program

Persons with criminal records shall not be allowed to visit an inmate until the nature and extent of the individual's criminal record and present history of criminal activity is reviewed by the Administrator. Persons determined, by substantial evidence, to have a harmful influence upon an inmate or to constitute a threat to the security of the correctional facility shall not be granted visitation privileges.

Visits from Children

Children under the age of eighteen (18) 10A 18-6.8 will not be permitted to visit an inmate unless accompanied by an adult family member of the child defined as relative, i.e. parent, legal guardian, domestic partner, sibling (10A 1-2.2).

Search of Visitors

Signs written in English and Spanish are posted in both the visiting area and visiting entrances stating that, as a condition of visitation, all visitors and their belongings are subject to search while on the premises of the correctional facility. All visitors may be required to submit to a search by a scanning device and/or by pat frisks. It is of great importance to the New Jersey Department of Corrections that there be a system for the control of contraband, including controlled dangerous substances to ensure the safety of staff, inmates and their visitors. The Department has established guidelines to deter the introduction of controlled substance into its facilities.

In accordance with the New Jersey Administrative Code 10A 18-6.14 and Departmental Policy, you are hereby notified that all visitors entering the perimeter of any department facility or on the grounds of any department facility are subject to searches using Ion Scan Machines, passive Canine Units or by Custody staff. A positive indication either from the scanning device or canine will be sufficient cause for further searches to be conducted of the visitor/s and/or visitor's vehicles. Furthermore, any visitor who produces a positive indication from the Ion Scan Machine or Canine Unit, but is not found in the possession of any controlled substance shall be denied contact visits for the day but offered a window visit. If any visitor refuses to submit to a search, the visitor will be ordered to leave the premises and will be placed on the Department of Corrections "banned list" in accordance with the aforementioned rules.

All inmates are advised that it shall be their responsibility to inform and notify their visitors of the visitor search policy

Denial, Termination or Suspension of Visits

An inmate's visiting privileges shall not be denied because of a violation of correctional facility regulations, other than those regulations specifically related to or concerned with visiting privileges. A visit may be denied or terminated and a visiting privilege suspended under the following circumstances:

- 1 Visitor is under the influence of drugs or alcohol,
- 2 Space is unavailable,
- 3 Visitor refuses to submit to search procedures,
- 4 Visitor refuses or fails to produce sufficient identification or falsifies identifying information,
- 5 Visiting rules of facility are violated by the visitor, provided that such rules are posted,
- 6 Children are disturbing other persons in the visiting area,
- 7 Physical contact between the visitor and inmate is in excess
- 8 Any action that affects the ability of the staff to ensure a safe, secure and orderly operation of the correctional facility and visiting room, or
- 9 A violation of the Zero Tolerance Drug/Alcohol Policy

Note! Denial or termination of visiting privileges is necessary to preserve the security of the correctional facility and maintain order in the visiting room. Prior to the denial or termination of visiting privileges for any of the reasons above, less restrictive action shall be instituted such as, warning the inmate and/or visitor of improper conduct.

Money Drop

If your visitor wishes to leave money for you during a visit, the funds must be in the form of a completed money order given to the Registration Officers at the time of registration. No cash, foreign currency or checks, and/or personal checks will be accepted. The money order must be legible and include:

- 1 The inmate's name and SBI number
- 2 Sender's full first and last name
- 3 Street Address, which includes a number and street name (PO Boxes will not be accepted)
- 4 Name of a City, Zip Code

Food Packages

Visitors are not allowed to bring food of any kind into the institution.

Rules of Behavior During Visits for Inmates

Dress Code Inmates must be dressed in regulation Class-A uniform, namely, khaki shirt and pants, boots, and regulation underwear. Jackets may not be worn in the visit hall or mess areas.
Items Allowed into the Visit Hall The following items are the only things which inmates are allowed to bring into the visit hall:

- 1 ID card
- 2 Wedding band
- 3 Watch
- 4 Religious medal

Rules of Contact Visits

All regular visits are contact visits. Visits will be conducted in a quiet and orderly fashion. Handshaking, embracing and kissing shall be permitted within appropriate bounds at the beginning and end of the visit. An inmate and visitor may hold hands during the visit. Contact restrictions shall not apply to small children.

Professional Visits

Professional visits from lawyers, probation officers, police, parole officers, social service agencies, etc. who enter the institution to interview an inmate will be arranged through the Administrator's office. These visits will not be monitored. The Administrator's office will be responsible for informing the appropriate areas of the institution of the impending visit. Professional visits may take place Monday through Friday from 8:00 a.m. to 11:00 a.m. and from 1:00 p.m. to 3:00 p.m. by appointment only. Exceptions for special visit requests are made at the discretion of the Administrator through the Inmate Grievance/ Request system.

Visits for Inmates in Close Custody Status

Inmates confined in Disciplinary Detention are not permitted to participate in the regular visit program. In unusual circumstances, the Administrator, or his designee, may authorize a special visit for an inmate in disciplinary detention.

Inmates confined in Temporary Close Custody and/or Protective Custody may be permitted visits on an individual basis. Such visits will be arranged through the Administrator's Office. These visits are classified as Special Visits and must be scheduled in advance.

Special Visits with Immediate Family Members

Special visits for inmates with immediate family members are to be arranged by the inmate's housing unit social worker. After the legitimacy of the special visit request has been determined by the social worker, the inmate's request will be submitted for approval to the Administrator or their designee. The special visit is limited to one hour in length.

Zero Tolerance Policy for Drug, Alcohol and Electronics Charges

The New Jersey Department of Corrections has a Zero Tolerance policy for drug/alcohol possession, sale or use, in order to reduce the violent acts associated with the possession, sale or use of drugs/alcohol and to maintain a drug/alcohol free environment at all the correctional facilities. This Zero Tolerance policy became effective on May 19, 1998.

Loss of Contact Visits

In addition to any sanction(s) imposed by the Disciplinary Hearing Officer or Adjustment Committee for a first offense drug/alcohol-related prohibited act, contact visits shall be lost. After one (1) year of remaining charge free an inmate may request that the Administrator restore their contact visit privileges. Non-contact visits shall be permitted.

An inmate who has been found guilty of a second or subsequent zero tolerance offense shall be subject to consecutively imposed disciplinary sanctions and the permanent loss of contact visits.

List of Charges for which Zero Tolerance Sanctions Will be Imposed

- 1 * 203 Possession or introduction of any prohibited substances such as drugs, intoxicants or related paraphernalia not prescribed for the inmate by medical or dental staff,

- 2 * 204 Use of any prohibited substances such as drugs, intoxicants or related paraphernalia no prescribed for the inmate by the medical or dental staff,
- 3 * 204A Use by an inmate who is assigned to Residential Community Release of any prohibited substances such as drugs, intoxicants or related paraphernalia not prescribed for the inmate by the medical or dental staff
- 4 * 205 Misuse of authorized medication (such as narcotics and controlled dangerous substances)
- 5 * 215 Possession with intent to distribute or sell prohibited substances such as drugs, intoxicants or related paraphernalia,
- 6 * 216 Distribution or sale of prohibited substances such as drugs, intoxicants or related paraphernalia,
- 7 * 258 Refusing to submit to testing for prohibited substances,
- 8 * 259 Failure to comply with an order to submit a specimen for prohibited substance testing,
- 9 * 261 Tampering with a test specimen,
- 10 * 551 Making intoxicants, alcoholic beverages or prohibited substances such as narcotics and controlled dangerous substances or making related paraphernalia,
- 11 * 552 Being intoxicated,
- 12 * 708 Refusal to submit to a search (when the inmate has been given advance verbal notice that the search is being conducted due to reasonable suspicion related to possession, sale or use of prohibited substances such as drugs, alcohol or intoxicants and the advance notice has been documented on FORM 259 Disciplinary Report and,
- 13 * 803 Attempting to commit any of the above acts preceded by an asterisk, aiding another person to commit any such act or making plans to commit such acts shall be considered the same as a commission of the act itself
- 14 * 009 Zero Tolerance for Misuse or Possession of an Electronic Communication Device (NOTE This means the misuse, possession, distribution, sale, or intent to distribute or sell, an electronic communication device that is not authorized for use or retention Inmates found guilty of this charge shall have their contact visit privileges terminated and shall be ineligible for consideration for any custody status lower than Medium custody until after the visit privileges are reinstated)

Video Visits

Inmates at GSYCF are eligible to participate in the Video Visitation program Video visitation is a telephone call with two-way live pictures on a video screen You will be seen and heard live and will be able to speak directly to, and see a live video picture of your visitor Visitors, not inmates, are required to contact the Parole Offices in Newark (DO #9), Trenton (DO #6) and/or Camden (CO #7) to schedule a visit You must be eligible for visits, and your visitor(s) must be pre-approved and on your visit card

Non-Contact Visits

The Non-Contact Visit Program is for inmates who have been found guilty of violating one of the drug/alcohol-related prohibited acts A "Non-Contact Visit" means a visit with your family or friends without physical contact between you and your visitor Booths have been constructed in the downstairs visit hall, which serve as a barrier between you and your visitor Communication is by way of telephone There is a two-way window separating you and your visitor, through which you may see one another

Non-Contact Visits may be scheduled from Monday through Friday inclusive. The hours are from 6:00pm to 7:30pm. These visits must be scheduled in advance and are limited to one hour in length. Visits can be scheduled up to one month in advance.

You must fill out the Request for Non-Contact Visit Form before any visit request can be scheduled. These request forms can be obtained from the Visit Sergeant or the Housing Unit Officer. Please return all completed forms to the Visit Sergeant.

Inmates must place the names of all family members on their visit card application plus ten (10) friends. Only after your visitors are approved are you able to invite them to Garden State Youth Correctional Facility to visit you. Only persons on your visit card are allowed to visit.

Inmates may only receive one (1) visit per week. You are limited to only two (2) visitors at a time. The visits will be 30 to 60 minutes long depending on the volume of visits scheduled for that day and time.

Your visitor may leave money for you. The institution can only accept a money order or certified check. This can be done during normal visits on the weekends. The money may be dropped off at Inmate Accounts (right side of main entrance once inside). No cash, foreign or personal checks will be accepted.

You are responsible for communicating changes to visiting hours and visit program regulations to your family and friends. Please coordinate your visits so that conflicts will be avoided. If you know that you will be receiving a visit, advise your housing officer of your whereabouts so that he/she may conveniently locate you.

Restoration of Contact Visits

An inmate, who wishes to have the loss of contact visits sanction reconsidered after 365 days from the date the sanction is imposed, must forward a written Inmate Remedy Form to the Administrator's office. The assigned housing unit Social Worker will assist the inmate should you have any questions. The information must include the following:

1. Inmate name, state number, housing unit, and date of the infraction,
2. Brief description of infraction, disciplinary sanction imposed, program involvement, participation in AA/NA, and
3. Disciplinary infractions incurred since date of Zero Tolerance infraction.

The Classification Committee screens all requests prior to submitting the request to the Administrator for reply. A copy of the results will be forwarded to the inmate.

Inmates with a Zero Tolerance for drug and/or alcohol offenses must participate in AA/NA or the Therapeutic Community for the 3 months prior to the request and also be actively participating in AA/NA or the Therapeutic Community at the time of the restoration request. If you are eligible for the Therapeutic Community, you may not substitute AA/NA.

The inmate may appeal the decision of the Administrator or designee to the Assistant Commissioner or designee, Division of Operation.

Reinstatement of contact visit privileges for any inmate who has been found guilty of a second or subsequent charge identified in the zero tolerance policy (10A 4-5.1) will be considered only

after the inmate has completed all consecutive sanctions that were imposed and has submitted an Inmate Remedy Form to the Administrator or their designee

Bedside Visits, Private Viewing and Funerals

The Administrator may, at their discretion, authorize and permit attendance of an inmate to the bedside of a dying relative or attend a private viewing of a deceased relative. No relatives or friends may be present. Relatives are defined as Parent, spouse, guardian, child, sibling or domestic partner of the inmate. Should the relative expire more than six (6) months after the date of the bedside visit, then the Administrator may authorize the private viewing visit.

The Administrator may, at their discretion and in accordance with the above, authorize and permit the attendance of an inmate at the bedside of a dying relative and/or the private viewing of a deceased relative other than those relatives listed above as family members when it can be verified that the relative, such as a grandparent, acted, for a period of time, as a parent or guardian of the inmate.

The burden is on the inmate to prove that the ill or deceased person is his or her relative (immediate family member as stated above). The Administrator or his/her designee shall verify the illness or death of the inmate's immediate family member.

An inmate shall not be permitted to go on a bedside, private viewing, or funeral visit that is outside the State of New Jersey or in a private residence or scheduled in the evening.

Court ordered visits/viewing shall be referred to the Office of the Commissioner.

The Administrator is not required to permit bedside, private viewing, or funeral visits if: The visit will interfere with the security or orderly operation of the correctional facility, the inmate has demonstrated a poor adjustment, is a known escape risk, has a history of guilty findings for serious disciplinary offenses or a recognized security risk.

The inmate is a highly publicized person whose reappearance in the community under any conditions other than strict compliance with the laws governing parole and release would cause unfavorable comment in the community, or

The location of the bedside visit, private viewing, or funeral could place either the escorting custody staff or the inmate in jeopardy.

Bedside Visit Security

During the bedside, private viewing or funeral visit, the inmate shall at all times be in the custody of one or more custody staff members. The duration of the visit is thirty (30) minutes.

TELEPHONE CALLS

In an effort to keep and to strengthen ties with family and friends, telephones are installed in all housing units, and are available for use by the inmate population. However, use of these telephones is a privilege, and anyone found misusing or abusing this privilege may be subject to disciplinary sanctions, including, but not limited to disciplinary sanction 701 - unauthorized use of mail or telephone.

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.

Telephone Calling Procedures - General Information

The NJDOC uses an "Individual Personal Identification Number (IPIN) system". Once you are incarcerated, your SBI number is transmitted to GTL (the Global Tel-Link Corporation, who are the providers of the IPIN system) and an IPIN number is assigned to you. Once you receive your IPIN, you are able to call the Corrections Ombudsperson and the Hyacinth Foundation (the Hyacinth Foundation is New Jersey's first AIDS service organization, and provides many services designed to assist people living with AIDS, their families, and friends, to obtain the support they need, the services are confidential, and most are free of charge. Hyacinth also provides free, anonymous, confidential HIV testing, legal services, educational workshops, and recreation programs).

If you wish to acquire telephone privileges enabling you to make calls to any other numbers, you must fill out a New Jersey Department of Corrections *IPIN Assignment Form*. On this form you are permitted to list up to ten relatives or friends. In addition, two attorneys may be added to this list. You will still have access to the Corrections Ombudsperson in the Division Civil Relations, Department of the Public Advocate and the Hyacinth Foundation Hotline, which are 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. Please remember that calling to 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. You will receive a printout from the GTL Corporation containing your IPIN and telephone number list. Do not give this IPIN number to anyone else, as this will be your only IPIN number issued for the duration of your time within the DOC.

If you wish to change numbers on your list, you will have that opportunity every 90 days. Each correctional facility has its own 90 day change period schedule. During the change period, you may request an IPIN Assignment Form, to be completed only if changes are desired. You must enter all numbers you are requesting to have on your list for the next 90 days. You will be notified when the change periods are available. You are not permitted to have more than ten personal numbers on your list. If you require more than 2 attorneys on your list, or would like to change an attorney on your list outside of the scheduled change period, you must complete the TEL-005 *New Jersey Department of Corrections Telephone System Discrepancy and Attorney Change Form*.

The NJ DOC has implemented a zero tolerance rule regarding the submission of telephone numbers in violation of DOC rules and regulations. Any telephone numbers submitted by an inmate on either of the approved forms, which are in violation of DOC rules and regulations, will invalidate the entire form. No changes will be made to your approved telephone numbers and the form be returned unprocessed. You will then be required to wait until the next scheduled change period to request any telephone number changes other than attorney telephone number changes and/or additions.

If you are in general population, or other unit classification other than Administrative Segregation, all calls are limited to fifteen minutes per telephone call. You are limited to \$35 per day, \$100 in three days or \$200 per month maximum to any one number. 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. Inmates in Administrative Segregation are permitted 1 fifteen minute call per week, other than legal telephone calls.

Monitoring 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 Civil 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 Civil 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

Telephone System Problems

All problems with the telephone system must be reported by using the TEL-005 *New Jersey Department of Corrections Telephone System Discrepancy Form and Attorney Change Form* This form is available from your housing unit officer Please fill in this form giving all of the information requested The form should then be sent through the GSYCF mail to the Inmate Telephone System Coordinator

Problems which are reported using any form other than the TEL-005 *New Jersey Department of Corrections Telephone System Discrepancy Form and Attorney Change Form* will not be answered

Telephone Use 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 cannot 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
- 7 For a collect call
 - a "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 "
- 8 For a debit call
 - a "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 "

- 9 For an advance pay call
 - a "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 "
- 10 The called party may only accept the call with a touch tone telephone A rotary dial telephone can not be used
- 11 Either party may end the call by hanging up
- 12 If the called party attempts a three-way call or to transfer the call at 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
- 13 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
- 14 Calls to cellular telephones, any business, or any internet provided carrier are not permitted

Violation of Telephone Policy

Improper use of the telephone and violations of the housing unit phone policy may result in suspension of privileges or a disciplinary charge Inmates are not permitted to "share" telephone calls to the same party

Inmates Residing in Close Custody, P.C., T.C.C., and AD SEG Units

Inmates residing in Close Custody Units will be offered the opportunity to make one collect telephone call per week (10A5-5 13) Inmates who are placed in disciplinary detention (AD SEG) will not be provided access to the telephone However, in unusual circumstances or emergencies, the Administrator may authorize a special phone call

Telephone Calls Between Incarcerated Family Members

Telephone calls shall be permitted between incarcerated family members Family members are defined as husband and wife, mother and child, father and child, siblings These phone calls shall be permitted if

- 1 The family relationship has been substantiated through documentation found in the classification folder or other appropriate sources
- 2 The telephone calls have been approved by the Institutional Classification Committee
- 3 The full cost of the telephone call are borne by the inmates involved, and
- 4 The frequency, duration and time of the calls are coordinated between the correctional facilities involved, subject to other provisions of the New Jersey Administrative Code 10A 18-8 7

Inmates at Garden State Youth Correctional Facility are permitted to make or receive one telephone call from an incarcerated family member at a facility within the N J Department of Corrections This is to be accomplished as follows

- 1 Submit a written request to the Classification Committee stating the name of the family member, relationship and the facility in which the relative is confined You must have sufficient funds in your institutional account to pay for the call
- 2 The Institutional Classification Committee will confirm or deny results with a notification to you Once approved, entry is made in the Progress Notes of your institutional file

- 3 Your housing unit social worker will contact the Social Services Department of the immediate family member's facility where the phone call is being placed or received, to arrange a mutually acceptable time for the call, determine frequency of calls and responsibility for payment

INSTITUTIONAL LEGAL ACCESS PLAN

Purpose

All inmates have a constitutional right of access to the courts, where he/she can file and prepare meaningful legal proceedings. The Law Library is maintained for use by the inmates confined in Garden State Youth Correctional Facility and is located by the Learning Center, within the library area. 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. Trained inmate paralegals are available 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.

Definitions

The following words and terms shall have the following meanings unless the context clearly indicates otherwise:

- 1 "Inmate law library" means a room within a correctional facility where legal references materials are kept
- 2 "Inmate paralegal" means an inmate who has been approved by the Institutional Classification Committee to render legal assistance to other inmates
- 3 "Legal Services Coordinator" means a Department of Corrections Central Office staff person who coordinates the provision of inmate legal services by maintaining adequate legal materials in inmate law libraries and training inmate paralegals
- 4 "Notary service" means service provided by a notary public authorized by law to certify or attest documents, take affidavits, administer oaths, and perform other services ordinarily performed by a notary public. Notary requests may be made through an Inmate Grievance/Request form to Social Services or the Education Department

Inmate Access

All inmates will have access to the Law Library during normal hours of operation – 8:30 AM to 11:00 AM and 12:30 PM to 3:00 PM. These hours will be posted on each housing unit.

The law library is located in a self-contained room at the rear of the main library. The hours of law library use are the same as those for the main library. All inmates assigned to Garden State Youth Correctional Facility will have access to legal materials and legal services as afforded, according to the standards of the Department of Corrections in compliance with the New Jersey Administrative Code 10A - Corrections. All inmates will have access to the Law Library during normal hours of operation. These hours will be posted on each housing unit. Inmates using the Law Library are requested to sign in the daily logbook. Law books are to remain in the Library. Inmates will receive a charge for taking law books out of the library.

All inmates desiring to use the Law Library should submit a Law Library Request form, GSCFED 400. Information requested will include name, number, housing unit, and reason for request. The request form will be deposited in the mailbox, located at the Library. The Librarian, and/or designate will retrieve the requests daily and will schedule a Law Library appointment via the Authorized Absence list. This will excuse him from his scheduled work or school assignment should there be a conflict. Whenever possible, appointments will be scheduled to minimize conflicts.

The length of the appointment will be determined according to the nature of the request and the research necessary. As such, clearly indicate your reason(s) for the request.

Inmates who fail to use the Law Library properly, within the parameters of their request, will have their scheduled appointment terminated.

Each inmate will be responsible for signing in on the Law Library Inmate Sign-In logbook.

A typewriter is available in the Law Library. However, this typewriter is for typing legal work only.

Due to confined space, only eight (8) inmates are permitted in the Law Library at one time.

Printed forms for filing various motions in the courts are available in the Law Library and will be furnished upon request. Should the requested materials not be available, the request will be furnished through the State Law Library.

An inmate paralegal, if available, will assist you in finding legal materials. These jobs are assigned through the Classification Committee.

All legal work requiring Notary services will be done through the Education or Social Services Departments. Properly completed request forms must be submitted to the Social Worker assigned to your housing unit respectively or the librarian specifying the need for notary services.

Each inmate shall be permitted to retain his personal legal materials in his unit. These legal materials will be subject to search, only for contraband. The Administrator may establish regulations, which limit the accumulation of personal legal materials in an inmate's area. Limitations will be based on the amount of legal materials in relation to the following criteria: space availability, security, sanitation, and possible fire hazard.

Any inmate who is requesting extended hours in the Law Library, for the purpose of impending litigation, must do so in writing to the Supervisor of Education.

Legal Services Coordinator

The Department of Corrections has assigned a Legal Services Coordinator to assist institution law librarians in the operation of their facilities. The Legal Services Coordinator is responsible for initial purchases of legal reference materials, consistent with law and institutional needs. Updating of legal material is the responsibility of the individual institution. Information concerning costs and sources of materials may be obtained from the Legal Services Coordinator. All purchases of reference materials will be cleared through the Office of Legal Services Coordinator (LSC). The LSC shall also provide the institution with an audit-account of the legal material for insuring an appropriate legal inventory. The below individual is available for consultation and references.

Thomas Fay, Esquire
Legal Specialist, Office of Employee Relations
New Jersey Department of Corrections
Telephone (609) 292-4036 ext 5257

Rules for the Law Library

Inmates are utilized as Paralegals in the Law Library, and will be assigned to the Law Library each session. Inmate Paralegals must be interviewed by the Librarian and the Supervisor of Education, and will be assigned by the Classification Committee. The inmates assigned as Inmate Paralegals have had previous documented experience at other correctional facilities or they have completed the paralegal training as provided by the NJ Department of Corrections.

The Law Library rules have been established and implemented to ensure the effective and efficient running of the Law Library. The following rules are posted in the Law Library.

The use of the Law Library is open to all inmates. Inmates using the Law Library are requested to sign-in, on the Law Library Inmate logbook.

Law books are to remain in the Library. Any inmate will receive a charge for taking law books out of the library.

As available and/or operable, a typewriter will be available in the Law Library. However, these typewriters are for typing legal work only.

Law Library – Copy Services

Purpose To provide an efficient and effective means for processing copying requests for inmates at Garden State Youth Correctional Facility. Copying services hours may be modified or changed, as required to meet the needs of the Legal Access Program or the needs of the institution.

The Librarian is the designated employee having the responsibility for all photocopying services. Copies shall be made between the hours of 11:15 AM – 11:45 AM and 3:30 PM – 4:00 PM.

Only those materials defined as Legal Materials by Title 10A will be processed for copying. Materials used for personal retention or to be forwarded to friends or family members will not be handled by the Education Department. The Department of Corrections shall provide copies of legal materials to inmates at the rate of \$ 10 per page in accordance with NJAC10A 6-2.6.

Upon requesting copying services, the inmate will present his documents to the Librarian/designee, who will review them only to ensure they are legal in nature and meet the criteria for copying services as outlined in NJAC Title 10A. Legal materials authorized for reproduction are those papers, which are required by the rules of the court to be filed with the court upon opposing parties. Refer to 10A regarding the specific documents which may be copied. The Supervisor of Education/designee will review all materials submitted by inmates for photocopying services for the sole purpose of ensuring they are legal in nature and in compliance with NJAC 10A. Only material related to legal actions or research will be copied. Copies will be limited to the number required by the court plus one copy for the inmate.

When an inmate requests copying services of papers other than those papers required of the courts, it is the Librarian's responsibility to ensure that the requesting inmate is advised of the department procedures regarding copying services. Concerns and/or problems will be addressed through the Supervisor of Education/designee for resolution.

The paralegal will provide the inmate with a “*Legal Copying Services Request*” Form (GSCF ED-401) This form must be completed in its entirety

Upon receipt of the form, the Librarian will review the documents to ensure they conform to the listed documents on the form Review of all copies will ensure they conform to the original The Librarian will sign and date the form and return a copy to the requesting inmate

Due to the nature, content, and length associated with transcripts, the Library is not in a position to absorb the responsibility for copying them Inmates who desire copies of the transcripts should solicit the aid of the sentencing court of record

The Librarian will advise the requesting inmate that his copies and originals will be returned in approximately four (4) working days When the copying is complete, the Librarian will schedule the inmate to pick-up his documents via the Authorized Absence list

The inmates listed on the Authorized Absence are to report to the Library on time

When the inmate reports to the Library to retrieve his documents, he must sign the original legal copying services request form thus indicating services have been rendered

The Librarian/designate will fill in the date in the spaces marked “Date Materials Returned”

The copy for the Business Office will be delivered to the Business Manager/designate, in a timely manner

The Librarian will maintain these forms under lock and key and submit the appropriate information on the monthly report

There shall be no charge to the inmate for photocopying services of legal materials as provided by the institution if an inmate is moving pro se and is declared indigent, as specified in Title 10A This operational procedure is effective immediately

The inmate is responsible for ensuring he has sufficient copies of all legal materials in compliance with court directed parameters

Should an inmate desire to initiate legal proceedings wherein he is required to submit specific court approved forms, he may request such forms from the Librarian/designate

The following forms are available in the Law Library

- 1 Affidavit in Support of Motion for a Fast and Speedy Trial
- 2 Affidavit in Support of Motion to Proceed in Forma Pauperis
- 3 Affidavit of Indigence
- 4 Affidavit of Proof of Service
- 5 Application for a Petition for Clemency
- 6 Application for Representation by the Office of the Public Defender or for Assignment of Counsel Pursuant to R 27
- 7 Application for the Assignment of Counsel on Appeal
- 8 Divorce Procedures
- 9 Letter in Support of a Motion to Change Sentence to a Drug Treatment Program

- 10 Motion for Public Defender After Indigence
- 11 Motion for Sentence Consideration Pursuant to the New Jersey Code of Criminal Justice
- 12 Motion to Change Sentence to a Drug Treatment Program
- 13 Name Change
- 14 Notice of Appeal
- 15 Notice of Motion for a Fast and Speedy Trial
- 16 Notice of Motion for a Reduction or Change of Sentence
- 17 Notice of Petition of Certification
- 18 Petition for Writ of Habeas Corpus
- 19 Post-Conviction (Affidavit of Indigence)
- 20 Post-Conviction Relief (Petition for Post-Conviction Relief)
- 21 Request for Jail Time Credit
- 22 Small Claims Court Forms

This list is but a sampling of forms, which may be available upon request. The inmate is responsible for submitting the correct form to the courts. Blank forms will not be accepted for copying services.

Inmate Access Detention

Upon request inmates in detention will be provided with legal services and/or supplies. The following procedure has been developed to insure compliance.

Inmates in detention will submit a request for services and/or supplies to the Librarian and/or designate. These materials will be supplied to the inmate within forty-eight hours unless this is prevented by circumstances such as a weekend or a holiday. Such supplies include writing materials, frequently used legal forms and application.

If legal correspondence is involved and it is determined that the inmate is indigent, the material must be referred to the Supervisor of Education/designate to validate they are legal in nature according to the NJAC Title 10A 16-2.4.

If the inmate needs a law book, law cases, and/or transcripts while in detention. The inmate will submit a request to the Supervisor of Education.

The Supervisor of Education/designate will arrange for an inmate paralegal to have access to visit detention according to institutional policy and procedure and review the legal access request with the inmate. The paralegal will then produce evidence to the Supervisor of Education/designate to substantiate the inmate's request, such as court letters, correspondence from lawyers, etc., where applicable.

If the request is justified, the Law Librarian will then duplicate the requested material for the inmate to use in detention within four working days, unless this is prevented by circumstances such as a weekend or a holiday. The duplicated material will not exceed twenty pages. The inmate will be allowed access to this material for a period of forty-eight hours. If there are no requests for the duplicated material the inmate may request subsequent review of the material for no more than forty-eight hours per request.

If the requested materials are more than twenty pages in length, within any one test, the Law Librarian will arrange to have the law book sent to the inmate. The procedure for copied material will be applied to the lending of law books.

Legal Calls

Legal phone calls include calls to the Public Advocate, The Office of the Public Defender, Regional Legal Services, Court Clerks, Attorneys of Record, the Ombudsman, and the Legal Services Coordinator at the Department of Corrections. Legal calls will not be monitored, except to determine the identity of the party called. Requests for Legal phone calls can be made through the Law Library. All Legal correspondences shall be processed in accordance with N.J.A.C. 10A 18-3.

Legal Supplies

Legal supplies such as paper and pens shall be provided to all inmates who request them for specific usage within the confines of the Law Library.

Envelopes shall be provided free of charge to all inmates for mailing appropriate legal materials. Legal papers will not be reviewed, but envelopes will be addressed within the library to ensure their appropriate utilization.

Frequently used legal forms and applications shall be made available through the Law Library.

Typewriters, as available and/or operable, shall be provided for inmate's use in the Law Library.

If any inmate thinks he is not receiving Legal Access in accordance with these procedures as defined in 10A, he will be required to submit a Legal Access Complaint to the Supervisor of Education. The Supervisor of Education will investigate all complaints and forward a response to the inmate within seven (7) working days, absent extenuating circumstances.

Paralegal Job Responsibilities

Paralegals are required to undergo approved testing to ensure academic abilities.

Before recommendation to the Classification Committee for the position, all candidates must have a positive work and disciplinary record. Lastly, all approved paralegals will be required to adhere to the guidelines encompassed in the NJAC, Title 10A, as well as, approved institutional standards or procedures.

All paralegals are required to successfully complete the approved Paralegal Training Program as offered by the Department of Corrections. The Supervisor of Education and the Legal Services Coordinator may, at their discretion, determine that an inmate's experience, training, and/or education in paralegal functions will serve as a substitute to the Introduction to Paralegal Functions course.

All approved paralegals will provide appropriate legal assistance to requesting inmates within approved procedures.

It is the paralegals responsibility when receiving legal materials from an inmate, to advise the inmate of the regulations concerning contraband materials.

- 1 All paralegals will assist inmates in completion of legal forms
- 2 All paralegals will assist in keeping the library areas clean, orderly, and quiet
- 3 All paralegals will assist inmates in legal research
- 4 All paralegals will assist library staff in maintaining typewriters and equipment in their respective work area
- 5 All paralegals will maintain appropriate demeanor and harmonious relationships with staff and inmates alike
- 6 All paralegals will refrain from transporting contraband
- 7 All paralegals will participate in training programs and meetings as assigned
- 8 Paralegals may not charge for their services

Nothing contained in this subchapter precludes any inmate from obtaining legal assistance from an attorney

Retention of Legal Materials

Each inmate shall be permitted to retain personal legal material in his cell. This legal material shall be subject to contraband search only. The Administrator may establish regulations which limit the accumulation of personal legal materials in an inmate's cell. This will be done in relationship to security, sanitation, fire hazard considerations and cell space availability (N J S A 10A 6-2 11)

Waiver of Filing Fees

An inmate who files an action or proceeding in any court of this State, including an appeal from an administrative decision of the State Parole Board or the Department of Corrections may request a waiver of filing fees on the grounds of indigence (N J A C 10A 6-4 2). This waiver should include a copy of the inmate's account for the past six (6) months (N J S A 30 4-16 3). An inmate may request to bring a civil action or appeal of a judgment in a civil action or proceeding in a court of the United States without prepayment of fees in *forma pauperis* in accordance with 28 U S C 1915 and N J A C 10A 2-2,2 and the terms of the court order.

Department Requirements for an Inmate Name Change

In order to have the DOC records changed to reflect a new legal name, the inmate must have done so in accordance with N J S A 2A 52-1 et seq and the Rules of the Court 4 72-1 et seq. The inmate must submit an authentic copy of the court order to the Administrator's office of the facility to which the inmate is assigned. There must be verification documenting that a copy of the judgment was published in the newspaper in the inmate's county of residence within twenty (20) days of the court judgment. Verification of a certified copy of the judgment having been filed with the Secretary of State within forty-five (45) days of the court judgment should be submitted to the Administrator. Changes to the correctional facility record should be in accordance with 10A 6-3 1. "Common law" practice that is on the inmate's own authority without legal court proceedings will NOT be accepted.

Searches

Inmates and facilities may be searched as provided by (N J S A 10A 3-5) for the purpose of controlling and deterring the introduction and concealment of contraband (N J A C 10A 3-6 1). All inmates and their possessions and all correctional facilities, areas, objects and properties under the jurisdiction of the Department of Corrections are subject to routine and random searches.

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.

Zero Tolerance Policies

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:

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.

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.

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, and will fully investigate and aggressively prosecute those who are involved in such conduct if, in fact, a crime has been committed. Accordingly, the NJ DOC maintains a zero tolerance policy for the incidence of sexual assault. This means the NJDOC DOES NOT tolerate any level of sexual harassment, sexual abuse or assault in this facility.

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.

Security Threat Groups

The Commissioner of the New Jersey Department of Corrections has designated the following unauthorized inmate groups as Security Threat Groups:

- 1 Almighty Latin King/Queen Nation a k a ALKQN
- 2 Association NETA a k a NETA
- 3 Bloods a k a United Blood Nations
- 4 CRIPS
- 5 East Coast Aryan Brotherhood a k a ECAB
- 6 Prison Brotherhood of Bikers a k a PBB
- 7 The Five Percent Nation aka The Nation of Gods and Earths

“Security Threat Group” means a group of inmates possessing common characteristics, interests and goals which serve to distinguish the group or group members from other inmate groups or other inmates and which, as a distinct entity, poses a threat to the safety of staff, other inmates, the community, or causes damage to or destruction of property, or interrupts the safe, secure and orderly operation of the correctional facility.

“Security Threat Group Activity” means an activity or action of an inmate that relates either directly or indirectly to the goals of a security threat group. These activities include, but are not limited to:

- 1 Possession of security threat group literature, such as, correspondence, newsletters, publications, lessons, membership lists and manuals,

- 2 Possession of security threat group paraphernalia, such as, beads, artwork, medallions and clothing articles,
- 3 Known security threat group hand-signs or signals as observed by staff,
- 4 Participation in security threat group related assaults, disturbances, meetings, gatherings, incidents, or events,
- 5 Sending security threat group related correspondence, and
- 6 Recruiting other inmates to join a security threat group

It is the policy of the Department of Corrections that any and all activities relating to a Security Threat Group are unauthorized and all inmates in the custody of the Department are prohibited from engaging in these types of activities

“Security threat group core member” means an inmate who has been identified as being a member of a Security Threat Group and whose documented security threat group activity or behavior as a recognized security threat group member or leader poses a threat to the safety of staff, other inmates, or the community, or a threat of damages to or destruction of property, or a threat of interruption of the safe, secure and orderly operation of the correctional facility

Evidence or information indicative of a security threat group organization, operation or involvement in a security threat group activity shall result in disciplinary action and a finding of guilt shall subject the inmate to appropriate sanctions

INMATE REMEDY SYSTEM

The NJDOC requires that inmates are provided an approved procedure for obtaining information and for resolving 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

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*.

The *Inmate Remedy System Form IRSF-101* provides the following two options in Part 1 of the form next to "Type of Request":

- 1 “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
- 2 “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

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

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.

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:

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.

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.

You are not to direct the *Inmate Remedy System Form* to any specific person or department. The GSYCF coordinator will direct the request to the appropriate person or department to answer the request.

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.

You are not to write in any of the shaded areas. These are areas designated for completion by NJDOC staff.

You are not permitted to submit multiple requests regarding the same subject.

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.

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.

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:

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.

You must write your name, SBI number, correctional facility, housing unit (NOT BED NUMBER) and date on the *Inmate Remedy System Form*.

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*.

Only one (1) *Inmate Remedy System Form* may be used to request information on 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.

You may only suggest the type of request: "Routine Inmate Request" or "Interview Request".

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 FORMS ONLY.

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:

You may appeal a staff response using the *Inmate Remedy System Form*.

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.

You must re-deposit the originally-answered *Inmate Remedy System Form* in the box marked INMATE REMEDY FORMS ONLY.

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:

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.

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.

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.

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.

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.

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.

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 *Staff Response Form*, DOC IRSF-102.

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.

PAROLE

The New Jersey State Parole Board consists of fourteen (14) full time members, the Chairman and three (3) Alternate Members who are appointed by the Governor. Each panel is made up of two (2) Associate Members. It is the sole responsibility of the State Parole Board to decide who is granted parole.

The Board has staff assigned to GSYCF. It is their responsibility to monitor the parole eligibility date (PED), respond to inmate request, and the overall initiation of the parole process. Inmates will be given the opportunity to meet with parole counselors to discuss their rehabilitative efforts as well as address other questions of concern. Further, parole is responsible for aggregating all additional sentences. Aggregation is done for concurrent or consecutive sentences to arrive at a single PED for all active sentences.

The Parole Board also makes decisions regarding parole rescissions and parole revocations.

The New Jersey State Parole Board has composed a Parole Handbook to help answer questions that are frequently asked. This Handbook can be found in the Law Library. It provides a general description of the Parole Board's operation, explains the parole hearing and parole release process, as well as giving examples of how parole dates are calculated.

The institutional parole counselor will prepare the pre-parole plan and coordinate the actual parole release.

Preparation of the Parole Plan includes an interview in which the inmate should be prepared to submit the name, relationship, address, telephone, and the best time to contact the individual with whom he plans to reside upon determination of release. The interview should be conducted four to six (4-6) months prior to inmate's PED. Once the plan is set, it will be forwarded to the appropriate Parole District Office for investigation. If the plan is rejected or if there are particular problems, a subsequent interview may be conducted. Out-of-State Pre-Parole Plans must have SPB approval and are not permitted if an inmate has a detainer lodged against him, unless the detainer is from the State in which he wishes to reside. Placement Parole Plans are recommended as a last resort and occur when an inmate has no one with whom to reside.

The week prior to the actual parole date, parole classes will be held. During parole class, general and special conditions of parole will be reviewed, along with reporting instructions for each individual.

On the actual day of parole, you will be provided with a copy of your parole certificate and reporting instructions.

All parole dates and plans are subject to verification and approval by the Parole Board. Failure to have the necessary information verified by the Parole Board may cause an Administrative hold to be placed on your release date. Also, Institutional infractions will be referred to the State Parole Board and may result in an Administrative hold being placed on your release date as well.

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.

Inmates or a third party on behalf of the inmate may report allegations of sexual abuse or harassment. Such allegations will be immediately referred to the New Jersey Department of Corrections for investigation, 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
1-609-292- 8020 (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".

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:

Responding to victim inquiries pertaining to sentencing information, custody status and location as permissible by law

Assist victims with inquiries pertaining to the collection of restitution funds and the disbursement of inmate funds

Provide referrals for victims to local, state and federal programs as needed

Provide training, education and public initiatives on behalf of victims

Focus on the Victim (FOV) Program

The NJDOC recognizes the need for you to understand the impact of crime upon individuals, the community, and your own families. In an effort to educate you to understand the harm that you have done to yourself and others, and to prevent future destructive behavior, the Office of Victim Services offers a voluntary, 14-week victim-impact program titled *Focus on the Victim (FOV)*.

FOV uses the principles of Restorative Justice, which is a victim-centered response to crime that provides opportunities for those most directly affected by crime (victims, families of victims, inmates and their families, and individuals throughout the community).

FOV seeks to provide you with opportunities to examine the impact of your crime through the process of group discussions, experiencing through learning activities/role playing, journal assignments, and guest speaker presentations. The FOV Program explores ways in which you may attempt to make amends through apology letters, community service, etc. and become responsible for your own actions.

One of the most important parts of the FOV Program is the personalizing of crime (the sharing of an actual person's experience and impact as a victim of crime). This is done through actual

participation of victims/family members of victims sharing their personal experiences with offenders within the group setting

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

AMERICANS WITH DISABILITIES ACT (ADA)

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 receiving a determination, you have 30 days to file a grievance or appeal of that determination to the NJDOC's ADA Coordinator. 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.

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.

WORK

It is the policy of Garden State Youth Correctional Facility that all inmates be assigned to a full day program which may include academic, vocational training, work and program assignments or a combination thereof. Every inmate who is physically and psychologically able to work is required to accept a work assignment. Job assignments are based on the following:

1. Levels of custody status: maximum, gang minimum and full minimum
2. Specific skills required: skilled, semi-skilled or unskilled
3. Availability of positions in an area of employment and/or those requiring a specific level of custody as mentioned above
4. A specific level of education may be required to work in a particular job. Some require a high school diploma/equivalency.

Your job performance is rated by the work supervisor and reports are given to the Parole Board at your annual review. Generally speaking jobs range in pay from \$1.30 to \$1.60. There are paraprofessional jobs whose salaries range from \$1.50 to \$5.00 per day with specific requirements as mentioned above. These rates have been established for the following jobs: Kitchen, School, Library, A&D Clothing Issue, Canteen, Storeroom, Barbershop, Program Units, Recreation and more. Should you have a question regarding a specific job, you may speak with your unit Social Worker. You can only be paid for the actual days that you have worked. If an inmate is unable to work because of physical disability or illness, he will receive no pay unless the injury was sustained in the actual performance of the job. Those inmates who have reduced custody status can become eligible for jobs such as BSD I & II, Landscaping, Construction Trades, Mates Inn Culinary Arts Program and Community Service details.

You may request a job by filling out the "Request for Job" form and submit the form to the work supervisor from whom you are seeking the new job. Once the work supervisor gives his/her approval the form is returned to the assigned social worker of your housing unit. The social worker will submit the request to the Classification Department for processing. These forms may be obtained from your housing unit social worker or your housing officer. You cannot submit another request for a job change for ninety (90) days. [10A 9-3.8(b)] See Appendix B – Job Titles & Codes.

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.

It is the policy of the NJDOC that you work at your assigned job for at least 60 days from the date you actually began working or programming before you will be considered for a job change. At the end of the 60 day period, if you would like ICC to consider changing your job assignment, you should obtain a *Request for Job Change* form, fill in your name, number, housing location, present work/program assignment and briefly state the reasons why you feel you should have a job/program change. The ICC will review the request as soon as administratively possible. You will be notified in writing of the ICC's decision. If the request is denied, you will be told why.

CORRECTIONAL FACILITY SERVICES

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 GSYCF. Necessary services may be given to you at GSYCF, 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.

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.

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,
- 12 Medications provided immediately during a medical visit
- 13 Any "911" emergency treatment that was not initiated by you and was beyond your control.

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:

- 1 Each prescription ordered will have a \$1.00 co-payment,
- 2 Each prescribed over-the-counter medication will have a \$1.00 co-pay,
- 3 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 the GSYCF 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 number,
- 2 The name of the drug,
- 3 The method of administration,
- 4 The dosage,
- 5 Medication strength,
- 6 The order date,
- 7 The expiration date,
- 8 Directions for taking the medication, and
- 9 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 1 6-2 20, mandates that absolutely no medical, pharmaceutical, or cosmetic experiments are to be conducted involving the use of inmates

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

Medical Records

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

- 1 Complete and sign a *Business Remit*, Form #CO-30, leaving the space for the amount blank
- 2 Forward these forms to the facility's coordinator for Legal Affairs These forms shall be reviewed and sent to the Medical Department
- 3 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
- 4 Inmates are permitted to make amendments to their medical records

All inmates are provided a copy of their Healthcare record on a Compact Disk upon release

Mental Health Services

The Mental Health Department at Garden State Youth Correctional Facility provides therapeutic services for inmates as well as assessments for Administration and Classification. The Mental Health Department is also available 24 hours a day for crises. Inmate requests for non-emergency mental health services are to be submitted using the MR-007 *Health Services Request* form.

Inmates with a mental illness are placed on the Mental Health Special Needs Roster and are assigned to a treatment team. The inmate and his team then construct a treatment plan and the inmate is seen according to policy. Treatment consists of supportive individual and/or group counseling and medication if needed. The initial task is to develop a therapeutic alliance in order to help inmates obtain relief from immediate symptoms. Treatment also focuses on developing the ability to cope with and resolve difficulties in order to prevent worsening or recurrence of symptoms. Confidentiality of the inmate/therapist relationship is maintained in accordance with the Department of Corrections policy and is consistent with major mental health association standards.

Inmates without a mental illness who experience crises or other difficulties that compromise mental well-being are also eligible for services. Inmates are asked to request such services on the MR-007 form. Do not use an Inmate Remedy Form. Inmates should NOT request psychological reports for reduced custody or parole consideration, and any such requests will be returned.

In an emergency, inmates should notify their Housing Unit Officer for prompt response from the Mental Health Department. Mental Health staff are available during office hours (generally 8 to 4 during weekdays), and there is always someone on-call for Mental Health emergencies.

The Mental Health Department provides yearly psychological assessments on all inmates. They also provide assessments for Classification and Administration for the purpose of determining level of custody. The Garden State Youth Correctional Facility Mental Health Department does NOT assess inmates for Parole. Parole assessments are completed by a vendor contracted by the Parole Department. The mental health department also offers groups to inmates on the mental health special needs roster. The times and topics of these groups are not included in this handbook because they are subject to change. Groups are 60 to 120 minutes long. Participation is at the discretion of the treatment staff.

Therapeutic Community

The Therapeutic Community (TC) is a substance abuse program administered by the Gateway Foundation. The purpose of which is to teach social behavior in order to enable the inmate to develop appropriate social skills and a sober/drug free life style. Inmates must be accountable for their behavior and willing to hold others accountable to the program rules. Each inmate is assigned a 7 day job. Inmates who participate in the TC will receive 2 points off their Objective Classification Score.

General Guidelines for Eligibility to the program

- 1 Your offense may include drug use, possession, distribution and/or manufacturing
- 2 An Addiction Severity Index (ASI) of 5 or more points

- 3 Nine (9) months, and not more than 18 months left to serve on your sentence before being eligible for community release
- 4 Total time left to serve on your sentence including community release may be up to 40 months
- 5 You may not have any non-permissible detainers
- 6 Your Objective Classification Score must be able to be reduced to a score consistent with full minimum within 9 to 18 months

A Therapeutic Community (TC) is a communal, drug-free residential rehabilitation center in which chemical dependency is treated as a symptom in the individual's life which contributes to other areas of life being out of control. The Therapeutic Community is a mutual self help program which means that individuals assume responsibility for the recovery of their peers in order to maintain their own recovery.

TC's force confrontation of problems, change/modify behavior and teaches drug-free functioning through each participant's

- 1 Understanding of the attitudes, values and behaviors of self and others
- 2 Ability to establish and maintain satisfying, substance free, pro-social interpersonal relationships
- 3 Securing and maintaining stable, personally satisfying, economically rewarding, long-term unsubsidized employment and remaining uninterested and uninvolved in criminal activity

There are three phases of Treatment in the TC Program

- 1 Orientation The goals of orientation are to learn the rules of the TC, the program philosophy, and begin establishing trusting relationships with staff and peers. During this phase you will begin to make a personal assessment, understand the nature of the addictive disorder and the demands of recovery.
- 2 Main Treatment During this stage, the community expects your full participation in all activities and your job functions will increase. You will be given junior status in the TC and hold lower-level TC jobs. You will be expected to display a general knowledge of the TC approach, accept the seriousness of your drug use and other problems, and show some separation from the drug culture, street code and language.
- 3 Re-Entry In the re-entry phase, the main objective is to make a successful transition from the TC to the outside community. You may obtain a work assignment outside the TC unit or assist in managing the unit at a higher-level TC job. You will be expected to display insight into life problems and identify specific situations, views, experiences and behaviors that could be harmful to recovery. During this phase you will also seek help where needed to further understand yourself.

Inmates completing the Therapeutic Community move onto Community Release programs to continue treatment in the community, establishing support for housing, employment, sober networks and re-entering families and communities.

All Department of Corrections inmates are scored on the Addiction Severity Index (ASI). Inmates with an ASI score of 5 or above are mandated into treatment and will be referred to the Classification Committee.

Social Services

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 or birth certificate, 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, use the Inmate Remedy System to contact social services.

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:

Social Work Services:

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.

Emergency Intervention means assisting you if you are faced with crisis situations such as the death or critical illness of an immediate family member.

Problem Solving means working with you to help with the development of skills needed to resolve family, correctional and community problems.

Advocacy and Intervention means offering actions on your behalf when a situation needs immediate action.

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 Cage Your Rage (CYR) is an anger management program designed to help you recognize and manage your anger and aggression
- 3 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
- 4 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
- 5 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 Help from the Social Services Department

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

- 1 Use the *Inmate Remedy System Form*, or
- 2 Fill out and submit the correctional facility programs and services request form
- 3 Sign up to see your housing unit social worker during their scheduled time on your housing unit
- 4 In the case of the death or critical illness of an immediate family member, request that the Social Services Department be contacted immediately

Substance Abuse Disorder Programs

The NJDOC offers a number of programs to inmates that address the issue of substance use disorder. These include, but are not limited to, Alcoholics Anonymous, Narcotics Anonymous and 12 Step Substance Abuse Group. These groups are generally held on a weekly basis and are conducted by volunteers from the community.

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. 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:
- 3 Your name, age and state number,
- 4 The name, address and age of your future husband, wife or partner in a civil union,
- 5 Present marital status (single, divorced, widower/widowed, still married, etc.) of both you and your intended spouse/partner,
- 6 A signed statement saying that either you 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.,
- 7 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,
- 8 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,

- 9 A request for approval to use the correctional facility's chapel, on the proposed date, for the marriage ceremony/civil union solemnization,
- 10 Type of ceremony/solemnization preferred, and
- 11 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

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

The decision of approval or disapproval or a request to marry/enter into a civil union shall be made to the GSYCF Administrator

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

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.

- 1 To accomplish this goal, the Office of Educational Services has the following objectives
- 2 To provide academic programming to eligible school-aged students (age 21 and under)
- 3 To provide academic programming to interested adult students
- 4 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
- 5 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 recreational activities to help you use your leisure time constructively
- 7 To provide library services that offers 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. Inmates who are under 21 years of age are mandated to attend school, and work toward getting their High School Diploma.

Full-time school programming, either academic or vocational, meets during the day and will be considered your paid correctional facility job. Should you wish to take part in educational

programs, contact the GSYCF Education Department for an interview, using the proper correctional facility form. Final program placement will be made through the Institutional Classification Committee (ICC)

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

School-aged Students:

The NJDOC requires that all school-aged individuals (students aged 16 to 20 years [age 21 if disabled] who are under the jurisdiction of the NJDOC and who do not have either a high school diploma or GED certificate), shall be required to attend appropriate educational programming.

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, and 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.

A student aged 16 to 21 years with a disability who voluntarily left a public school program prior to his/her incarceration must attend educational programming up to his or her 21st birthday.

Library Services

General Library for General Population Inmates

All general population inmates may request to use the resources of the general library. Requests to use the library's resources will be made on the appropriate correctional facility form, which is specified in your correctional facility-specific Handbook and is available from your housing unit officer. Once you have completed the form, please submit it as directed in your correctional facility-specific *Inmate Handbook*.

General circulation books and other library materials may be borrowed for up to fourteen calendar days. Borrowed materials must be returned no later than the last due date. Borrowed materials may be renewed as permitted by the GSYCF general library procedures.

Certain reference books, volumes and materials marked "Do Not Remove from Library" shall not be removed from the library so as to be 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.

Any questions you may have regarding library procedures should be directed to the librarian.

General Library Services for Close Custody Inmates

Close custody unit inmates who wish to borrow materials from the library must complete the appropriate request form listing, in full, all of the following information

- 1 Type of book wanted, or
- 2 Title of book and author

Also please note if a substitution (different book) can be made if the book you want is not available

Send all completed forms to your close custody housing unit officer for processing. No materials will be prepared without the request form having been completed in the proper manner.

The correctional facility administrator will determine the number of books inmates in close custody units may have on loan at one time. Books may be borrowed for up to 14 days.

Books may be renewed by using a written request.

When the date to return borrowed books becomes due, a library clerk will visit the wing to pick up the books. If you wish to return the books before the due date, send a note to the librarian and someone will pick up the books. Failing to return books, or damaging books or materials may result in disciplinary action.

Vocational Program offered at this facility:

Main Facility

Building Trades I
Cabinetry and Woodworking
Computer Programming
Cosmetology
Introduction to Shops
Music
Workforce Lab

Minimum Housing Unit (only)

Culinary Arts
Landscape

NJ STEP Program

Those students, who possess a GED or High School Diploma, may choose to enroll in the "NJ STEP Program". This college program is sponsored through Rutgers University. Students may earn college credits towards an Associates Degree.

Paralegal Training

An inmate who has a High School Diploma or GED and who expresses an interest in assisting other inmates with their legal appeals and other matters may take this course when it is scheduled by the school librarian. Once trained you may be hired to work as a paralegal in the Library.

Religious 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. In the event that your personal religion is not represented in the approved religious activities schedule, you shall be permitted to attend the religious activities of an alternate group.

Religious Vegetarian Meals

The NJDOC authorizes certain religious vegetarian meals for any inmate whose religious belief requires the adherence to specific religious dietary laws. In such cases, you may request a religious vegetarian meal, and upon review and approval by the chaplain and GSYCF's classification committee, the religious vegetarian meal shall be made available to you as an alternative to the regular meal that is provided to the rest of the inmate population. These religious vegetarian meals are provided at each of the three meals of the day (breakfast, lunch and dinner), seven days per week. If you wish to eat a religious vegetarian meal(s) in observance of a religious holiday(s) or event, you may request a religious vegetarian meal(s) for the holiday event(s). This request must be submitted, in writing, to the GSYCF chaplain 60 calendar days before the religious holiday(s) or event(s).

Chaplains

A Supervisor of Chaplaincy Services is responsible for the religious services and pastoral care of the institution and in its' satellite units. The supervisor is supported by full and part-time chaplains, an Imam and numerous religious volunteers from all major faith communities. All Chaplains are trained to lead services and counsel inmates. Besides normal weekly services, seasonal religious programs and concerts are open to inmates who are part of Garden State Youth Correctional Facility faith communities. The Chaplains can visit all housing units, detention and the hospital as needed.

Chapels and Masjid

The chaplaincy area includes the large chapel which is used for all Christian and Non-Denominational services and the Masjid for Islamic studies. Jumah prayer is held in the gym. Each chaplain has their own office for confidential counseling and conferences with inmates.

Religious Publications

The chaplains and volunteers provide Bibles, Korans and a variety of religious publications, newspapers and magazines to inmates at no cost

Video Teleconferencing (VTC)

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.

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.

Most 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 Authorized Absence List daily for a possible VTC conference. Missed videoconferences may cause a delay in scheduling a follow-up appointment with the courts.

If you have any questions about this program please forward your correspondence to the institutions videoconferencing coordinator.

Open Public Records Act ("OPRA")

OPRA replaced the "Right to Know Law" in granting the public access to government records. OPRA declared that government records shall be readily accessible for inspection, copying or examination by citizens of New Jersey, with certain document exceptions.

Inmates may request Department of Corrections' records utilizing OPRA by submitting a "Government Records Request Form" to the Records Custodian of the Department of Corrections located in Trenton, N.J. The form is two sided with instructions on one side and the application on the reverse. Forms submitted to the institutional OPRA Liaison will not be accepted and will be returned. Copying fees for approved documents will apply.

Language Line

Telephone interpreting services are available for inmates with limited ability to converse in English. Language Line requires the use of a telephone with speakerphone capabilities. Both the staff person and inmate speak to an interpreter through the speakerphone, the interpreter acting as a translator. Twenty (20) or more languages are available for interpretation through the Language Line. Ask to use the Language Line when beginning your interview with the staff person or, if possible, notify the staff person ahead of time.

INSTITUTIONAL CLOTHING

When you transferred from the Central Reception & Assignment Facility (CRAF) to Garden State Youth Correctional Facility you brought with you certain items of clothing (“state issue”) Below is a list of items you received at the reception facility and brought with you to GSYCF

Khaki pants (3 pair)	Bath towel (1 each)
Khaki Shirts (3 each)	Wash cloth (1 each)
Khaki Coat (1 each)	Laundry bag (1 each)
Boxer shorts (3 pair)	Sneakers (1 pair)
T-Shirts (3 each)	Boots (1 pair)
Sweat socks (3 pair)	

Based on necessity and on a case-by-case basis, Clothing Issue may exchange items of clothing. Inmates are permitted to exchange items on the day assigned to their housing unit only with the approval of their housing unit officer. Do not report to clothing issue at any other time. Worn out or damaged items presented for exchange must be clean. You may request appropriately sized clothing only.

The Clothing Issue Officer will maintain a record of state issue items for each inmate. This record shall include the inmate’s name, number, housing area, sizes, items issued, date of issue, a notation of whether the items were new or used, exchanges, re-issues or purchases of clothing items while you are incarcerated at Garden State Youth Correctional Facility. When you are released or transferred, you will be required to return all items issued to you while at this facility and to pay for any item that is missing, altered or destroyed.

Lost, Altered or Destroyed Clothing

Any clothing issued to an inmate through Clothing Issue that is lost, altered or purposely destroyed will be paid for by the inmate. Any item of clothing that is lost or damaged during the laundry process is the responsibility of the inmate. An inmate who has purchased additional clothing through canteen is permitted to retain these items upon his release, so long as the original issue is returned to Clothing Issue.

Personal Clothing

The following permissible items will be available for inmate purchase through the canteen. The quantity of purchase is limited to the following:

- 1 Two (2) light gray pullover sweatshirts (no hoods)
- 2 Two (2) pairs of light gray sweat pants
- 3 Two (2) pairs of light gray gym shorts
- 4 Nine (9) tee-shirts (sleeved or athletic sleeveless - white only)
- 5 Nine (9) pairs of under shorts, boxers or briefs (white only)
- 6 Nine (9) pairs of crew-style socks (white or black only)
- 7 Two (2) additional sets of thermals (bottoms & tops)
- 8 One (1) pair standard approved sneakers
- 9 One (1) terry bathrobe, 42" or 48," in length, white only (**NO** blue or black)
- 10 Two (2) sets of cotton or cotton blend long-sleeved pajamas in any color (**NO** blue or black)

- 11 One (1) baseball cap in khaki only
- 12 One (1) clear, plastic poncho
- 13 One (1) pair of shower shoes

Inmate Accountability

Inmates, who willfully mutilate, destroy or alter basic issue items to the extent that they must be condemned may be required to make restitution

Special Issue

The institution shall issue appropriate special protective clothing to inmates assigned to food service, hospital, sanitation, laundry, mechanical services and other special work. Inmates working in the food service area shall be issued at least two white uniforms, caps and harnets

The institution will require inmates working outside the security perimeter to wear NJ DOC issued Orange Tee Shirts, NJ DOC issued Orange Sweat Shirts and NJ DOC issued Orange Winter Coats and hats as seasonally required. These items will have stenciled on them "NJ DOC" which will at all times be prominently displayed

Parole or Release Issue

Inmates and their families are expected to provide suitable release clothing. The institution shall issue release clothing as necessary. The clothing issue for release shall include trousers and shirt, set of underwear, pair of shoes and socks, and a winter coat if necessary

Clothing Regulations

- 1 Inmates must be in regulation Class-A uniform (khaki shirts, khaki pants and boots at work and/or vocational training),
- 2 NO alteration of State clothing will be permitted. Altered State clothing will be charged to inmate's account. Altered personal clothing will be confiscated. PANTS MUST BE PULLED UP
- 3 Square cut shirts may be worn out of trousers. Shirts with tails must be tucked inside pants. Shirt collars will be worn down. Shirts must be buttoned at all times
- 4 Sneakers may be worn at any time other than to work or vocational training
- 5 Sunglasses are not permitted to be worn inside the institution unless by a doctor's orders or with a pass from the hospital. Hats are not to be worn inside the institution
- 6 "Whites" Inmates assigned to the kitchen and as hospital porters receive six sets of white uniforms, (3 new & 3 used) and an apron
- 7 Wear only clothes issued to you or purchased in the canteen. Any state issued clothing is the responsibility of the inmate and must be paid for if destroyed, lost or damaged. State issued items must be returned to clothing issue when paroled or released from the institution

Replacement of Clothing

A specific staff person shall be designated and provided with the authority to replace state issue clothing as needed which is soiled and/or beyond repair

Routine State issue exchange is once a year. Once a year, inmates are permitted to exchange 1 set of khakis and 1 pair of boots. If the khakis and/or boots are still in good condition, they will not be exchanged. Items given to replace exchanges may be serviceable used items

Facilities Provided To Inmates

Except in unusual circumstances, each inmate shall be provided with a plastic bin for storage of the clothing in his possession that is not being worn

The Institution Shall Issue the Following Clean Items

Bedding:

- One (1) mattress
- One (1) pillow

Linens:

- Two (2) sheets
- One (1) blanket
- One (1) pillowcase

When items comprising the inmates' basic issue are lost, stolen or condemned, they shall be replaced with a minimum of delay. Clothing that has been reclaimed from released inmates shall not be reissued to other inmates if it is stained, torn or frayed to the extent that it is not presentable.

Laundry Services

- 1 GSYCF is responsible for the laundering of inmate personal clothing a minimum of once a week except on the MSU units which have their own laundry facilities
- 2 Linens shall be exchanged on at least a weekly basis. These items shall be processed through the Corrections' Central Laundry at Bordentown
- 3 Blankets shall be processed through the Central Laundry as necessary. They will be provided according to prevailing temperature conditions
- 4 Special issued clothing shall be processed through the Central Laundry on a weekly basis
- 5 Inmates may have their clothing and towels washed and dried each week in the inmate laundry. The inmate is responsible for any items lost or damaged during the laundry process. There is a laundry schedule on each housing unit. Items of clothing can be washed by hand for which lines are provided in the rooms

FOOD SERVICE

Meal Service

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

The standardized central menu for the NJDOC inmate population will be reviewed annually by a registered dietitian to ensure all standards of basic nutrition and menu development practices are followed. The menu will be designed in accordance with the USDA and established dietary guidelines. Menu planning and evaluation will be carried out under federal dietary guidelines, principles of good menu development and in accordance with industry standard practices.

A standardized central menu cycle menu is used for both regular and special diet meals. Food preferences are not honored.

Special Diets

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.

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.

Provision of Religious Vegetarian Meals

Request Process

To be considered for placement on the list of inmates approved for religious vegetarian meals, you must submit a written request, which shall be reviewed by the Chaplaincy Office. If you are approved your name will be placed on the religious vegetarian meal list.

Once approved for a religious vegetarian meal, you are no longer eligible to receive regular meals, unless you request, in writing, to be removed from the religious vegetarian meal and be returned to your regular correctional facility meal. Should you no longer desire a religious vegetarian meal, you must submit a request in writing to the chaplain who will forward a notification to the ICC for a meal service change.

Should it be determined through a combination of special reports and/or disciplinary charges that you are approved for a religious vegetarian meal but are participating in the regular meal, purchasing foods from the inmate canteen that are not permitted by religious beliefs, or are in possession and/or consuming food that is prohibited by your religious dietary laws, you may be administratively removed from the religious vegetarian meal list.

Upon removal from the religious vegetarian meal list, you are not eligible to reapply for 90 days. Repeated requests to change from non-religious vegetarian to religious vegetarian meals, documented by the Food Service Department, Chaplaincy, and/or custody staff, will be referred to the administrator for review and appropriate action.

Religious Vegetarian Meals and Medically Prescribed Meals

Due to the complexity of providing a religious vegetarian meal that ensures proper nutrition, should you be previously approved for a religious vegetarian meal that requires a medically-prescribed therapeutic diet, you must choose one meal over the other, and must sign a statement indicating which meal is selected. If the religious vegetarian diet is selected over the therapeutic diet, you shall be counseled by a health care professional that the therapeutic diet is required, and documentation shall reflect that the religious vegetarian diet was chosen by you.

In either case, your meal selection shall be documented and placed in your medical record.

Inmate responsibility for requesting the religious vegetarian meal

The religious vegetarian meal form may be obtained from the chaplain's office. Please check with your correctional facility's Chaplaincy Department for the name and number of the proper form.

You must supply all information as required to complete the above form:

- 1 Section I, Background Information
- 2 Section II, Application for placement on the religious vegetarian meal
- 3 Forward the completed form to the chaplain's office for review

If you wish to be added or deleted from the religious vegetarian meal, you must provide 30 days written notice to the Chaplaincy Department utilizing the 370-1 Religious Vegetarian Meal form.

Food Service Work Assignment and Training

Authority of food service staff

Food Service staff and custody staff monitor all areas involving foodservice. Food Service staff consists of correctional facility Trade Instructors (ITI's) who supervise the inmates assigned to their respective area and ensure that various jobs are appropriately carried out.

Requesting a Food Service Job

Inmates are assigned to the Food Service Department after being reviewed by the correctional facility ICC and obtaining medical clearance. Inmates new to the facility may request to be assigned to Food Service upon appearing before the ICC. This usually takes place after completing orientation. All inmates must be medically cleared for work in Food Service at their current facility regardless of their medical status at other facilities.

If you are assigned to a work location and want to change jobs, you may submit a job change form to the Food Service Supervisor after working 60 days. Once signed, it will be forwarded to the ICC for review and consideration. You will not be assigned to a new work assignment until a start date is received from the ICC.

Custody status may affect your ability to work in certain areas.

Training in Food Service

The Food Service Department and/or the Education Department provide appropriate training in proper food handling, food safety, personal hygiene and sanitation. You may request training with a written request to the Food Service Supervisor.

You will be placed in advanced training programs at the judgment of the Food Service Supervisor, where advanced training is available

There may be particular jobs that require specific training

RECREATION AND INMATE ACTIVITIES

Recreation Programs

Planned recreation program activities are scheduled year round, and athletic activities are planned according to the season. Inmates may watch television, read or play games. When weather permits, athletic activities may be moved to an outdoor area. The opportunity to shower is made available to inmates after participation in the recreation program, unless such activity interferes with the maintenance of security or the orderly operation of the institution. Full-length feature motion pictures are shown Tuesday through Saturday evenings and on holidays through a DVD system. Educational videos are shown throughout the week and on weekends. Historical, biographical and science videos are shown daily to the inmate population for educational purposes. The Recreation program provides a forum for the inmate population in the constructive use of leisure time by involving inmates in passive and educational recreational activities. Passive activities include board games, cards, Art and Hobby program, etc. Schedules are posted on each housing unit.

Athletic Programs

Inmates may request through the Inmate Liaison Committee chess competitions and like recreational activities for approval by the Administrator. Dayrooms on the housing units provide table-type games such as cards, dominoes, chess, checkers and other approved games. Games are provided upon request by the Recreation Supervisor for visual and hearing impaired inmates. Any special or individual requests for games should be made with the approval of the Administrator.

Recreation Facilities

Indoor recreation is provided in the correction gymnasium. The gymnasium complex includes a weightlifting room, several basketball courts, handball courts, an area for physical fitness which contains two universals. Outdoor recreation is available year round in various court yards, weather and security concerns permitting. There are individual recreation areas for the PRU and North House for which the schedule is posted.

Art/Hobby Program

In order to provide inmates with constructive leisure time on their housing unit, an Art/Hobby Program has been developed. There is an approved list of Art/Hobby materials that is obtained through the Art Teacher, Education Department. Each inmate interested should obtain the list of approved items and then submit a list of desired art/hobby items to the Art Teacher. All art/hobby items must be ordered and shipped through source of sale. Letters to merchants, retail stores, or catalog houses will be inspected by mailroom staff. Packages received from source of sale will be inspected before entering the institution. Packages that differ in items or number of items approved by the Art Teacher will require a return of the entire order to the source of sale. All projects are approved at the discretion of the Administrator and may be suspended or modified as needed.

GROOMING AND HYGIENE

Sanitary/Hygiene/Grooming Kit

Upon admission to the facility you may request an Emergency Commissary order that includes hygiene and writing items for \$20.35 (price subject to change) that will be charged to your inmate account. Thereafter, inmates shall be permitted to purchase grooming articles from the canteen at regularly scheduled times. If an inmate has no funds in his account and is unable to work due to illness or other unforeseeable circumstance, the institution shall provide the articles necessary for maintaining proper personal hygiene without charge. However, it must be verified that he has no outside source from which to obtain funds. Articles to be provided are soap, deodorant, toothbrush, toothpaste comb, toilet paper and shaving supplies.

Grooming

Sufficient time for inmate grooming shall be provided in the morning, at mealtime, at bedtime and at other times when necessary. The time for grooming shall be coordinated with the work schedules and other program activities. Inmates shall be permitted to shower and shave daily, unless an emergency situation exists.

Inmates are expected to maintain a level of personal hygiene as indicated by the institution's rules and regulations. Inmates who do not maintain an adequate level of personal cleanliness and hygiene may be subject to disciplinary action as set forth in N.J.A.C. 10-14-2.2.

Inmates shall be permitted to adopt any hair style or length, including beards and mustaches, provided they are kept clean. When the length, style, or condition of one's hair is found to present a safety hazard, health, sanitation or security problem, the inmate may be required to trim or cut his hair or wear an appropriate protective head and/or beard covering.

Hair care services shall be provided to inmates when needed. Hair shall be cut under sanitary conditions and in an area that can easily be observed by staff. Hair care equipment shall be stored securely when not in use.

If an inmate changes or alters his outward appearance as the result of a change in hairstyle, new identification photographs shall be taken and a new I.D. card made. The inmate shall be charged \$3.00 for the new photographs. Exceptions are when an inmate is proven to be indigent or his appearance changes due to circumstances beyond his control, or if an inmate must voluntarily change his appearance in order to comply with institutional or program requirements such as work, health, safety or sanitation rules. Inmates performing work assignments around machinery where their hairstyle may reasonably be determined to be a safety hazard may be required to wear appropriate protective head coverings.

USE OF TOBACCO PRODUCTS

The possession of tobacco products is considered contraband and disciplinary action will be taken against those found in possession.

Enforcement

Disciplinary charges 553 and 554 – Smoking where prohibited and possession of tobacco products or matches where prohibited will be enforced by formal disciplinary action in accordance with the Inmate Code of Prohibited Acts. Other disciplinary charges may also be issued.

HOUSEKEEPING

Hygiene

Keep yourself, your room and your unit clean. Rinse out the mop after you have cleaned your area. Garbage and unwanted paper shall be placed in the proper containers. You are to empty the trash in your room daily. Weekly tier cleanup is supervised by the housing unit officer. Clean the microwave after you use it. Do not leave wet clothes on heaters, over chairs, in the shower or hanging on beds. There are lines in the rooms for hanging the clothes up to dry.

Obstructions

Keep all steps and housing entrances clear. Obstruction of windows or lights is not permitted. No curtains of any kind are allowed. Homemade lampshades or any alterations of cell lighting fixtures are not permitted. Alteration of any electrical appliance is prohibited and is subject to a disciplinary charge. Hang wet clothing, towels, etc on lines in your room ONLY! Two clotheslines per cell are permitted and the clotheslines must be made of authorized line material.

Locking Devices

Tampering with any security equipment or locking device in any case will be subject to a disciplinary charge.

Displaying Pictures and Photos

The only area designated for displaying approved pictures, photographs, calendars or newspaper articles is the space over the desk no higher than the clothing bin or inside the clothing bin. Pictures are not to be visible from the cell door window. Do not place pictures on cell walls. Nothing is to be attached, posted, taped or glued to cell walls or windows.

Rooms

If repairs are needed in your room, bring this to the attention of the housing unit officer. He/she will submit a request for repairs to Maintenance. Your cell door will be locked when you are not in your room. Never enter another inmate's cell. Only inmates who are assigned to any given cell are authorized to be inside it, unless ordered and/or directed to enter it by a staff member. The rule is strictly one to a room except in cases of double bunking and in dormitory settings. You may not hang in the hallway or outside another inmate's cell.

Visiting Housing Units

You are not allowed to visit other housing units, or to go from one unit floor to another, or even to visit another tier on the same unit. At no time should you ever enter a housing unit area other than your own, unless authorized to do so by custody. All such violations will result in disciplinary charges. Loitering in any area for no authorized reason will result in a disciplinary charge.

Beds

Beds must be made prior to leaving the unit. Blankets should be folded. Shoes and lockers or plastic bins should be placed neatly under the bed. Do not hang items of clothing, sheets or towels on the back of the bed facing the door. Custody staff must have a clear view of the cell at all times. The beds in cells shall be placed lengthwise of the room, with the head of the bed against the outside wall.

Dayrooms

Dayrooms are to be left clean and orderly Do not leave paper, trash or containers in the dayroom Do not place your feet on the chairs or furniture in the dayrooms or on the walls Stack the chairs when you are finished using them Do not lean or rock on the chairs Put all books, magazines and games away when not in use Do not put your feet on the walls No loud noises in the hallways

Shaving/Showers/Barbers

Showers are ten (10) minutes in duration Do not leave any towels, toiletries, or clothing in the shower Do not leave the water running Barbers and supplies are available on all the units Check with the housing officer for schedule

PERSONAL PROPERTY

Permissible property such as, but not limited to health care products, clothing, foodstuffs, beverages and stationary can only be ordered from the Canteen Permissible amounts are specified in the Canteen Catalog

Only those items authorized may be purchased from an outside vendor These items are limited to non-consumable items, such as books, magazines, newspapers, etc Additionally, vendors are provided for inmates to send appliance for repairs Inmates will be notified of the approved vendors via signs posted in the commissary and housing units

Appliances

- 1 Watch-1, Commissary purchased only,
- 2 Fan-1, 8" plastic or rubber blade only, Commissary purchase only,
- 3 Radio-Clear (See-through)-1 Must be used with headphones, Commissary purchase only,
- 4 TV-Clear (See-through) Must be used with headphones, Commissary purchase only,
- 5 Pair headphones-1, Commissary purchase only,
- 6 Antenna -1, Commissary purchase only,
- 7 Converter Box-1, Commissary purchase only,
- 8 Surge Protector-1, Commissary purchase only,
- 9 Typewriter or Word Processor-1, (see page 101)

Bedding

- 1 State-issued mattress-1
- 2 State-issued pillow-1
- 3 State-issued pillow case-1
- 4 State-issued sheets-2
- 5 State issued blanket-1

Books

Inmates may receive by mail from source of sale, prepaid only, six (6) books and six (6) magazines at one time Books and magazines must not contain hard-core pornography, illicit drug information, and information on guns, weapons or the martial arts Excessive quantities of books and magazines that are detrimental to hygiene and/or safety regulations are considered contraband You may be ordered to send your excessive books and magazines home by mail at your expense, donate them for use by the inmate population or have them destroyed

Hobby Items

Inmate must be on the approved Hobby list Only those materials on the approved Hobby list are authorized Inmates on the Hobby list are responsible for controlling these items THESE ITEMS ARE NOT TO BE GIVEN OR LOANED TO OTHER INMATES Upon completion, hobby projects are to be mailed out or turned in for disposal by the inmate, at the inmate's expense

Jewelry/Religious items

- 1 Bible-1
- 2 Chain, no longer than 20 inches and 1/2" wide worn only with approved religious medallion-1
- 3 Koran -1
- 4 Kufi's (white only, purchased through commissary only)-2
- 5 Medallion, religious (no stones or adornments, no gold medallions, Must be no larger than 1 5" long by 1 5" wide by 1/4" thick Round medallions must be no larger than 2" in diameter and 1/4" thick Medallions must be worn inside of shirt and must be approved by the Chaplaincy department)-1
- 6 Prayer beads (no longer than 20" and must be approved by the Chaplaincy Department No medallions to be worn on beads)-1
- 7 Prayer rug no larger than 3' x 5'-1, purchased on Commissary only,
- 8 Wedding Band, plain gold or silver with no stones, (Inmate must show proof of marriage)-1
- 9 Yarmulkes-2

Other religious items not listed above must be approved by the Administrator

Cassette Players/Stereo Equipment

Tape recorders, stereo component sets, record players, cassette players, records and/or tapes are not permitted in Garden State Youth Correction Facility or a Satellite Unit

Radios

Radios having clocks, external or removable speakers, multi-bands (such as short wave), built-in microphones, etc are not permitted Radios must be purchased from the commissary only

Televisions

Must be clear and may be black and white or color The TV must be manually operated Remote control and a combination radio/TV are prohibited Televisions, which operate on other than standard electricity (such as battery power) are prohibited, as are televisions with alarm clocks and/or glass or plastic covers over the screen TV's must be purchased from the Commissary only

Inmates are authorized a one time transfer of radio or television (with or without surge protector) Requests must be submitted two (2) weeks prior to the inmate's parole or maximum expiration of sentence via the Inmate Remedy Form The transfer must be agreed to by the transferring and receiving inmates

An antenna, if required, may be purchased from the commissary "Home made" antennas are not authorized and will be confiscated as contraband Appropriate disciplinary reports will be issued

Surge Protector

The inmate population is permitted to obtain from the Commissary one (1), UL approved surge suppressor. The surge protector may be no longer than six foot (6') in length and have no more than four (4) electric input plugs.

Ear Receivers (Radio/Television)

Inmates are permitted only one (1) Ear Receiver (Ear buds) and one (1) set of replacement ear pads not to exceed 2" x 2 1/2" for their registered radio/television. Said items must be received directly from the Commissary.

Disposable Plastic Razors

Inmates are only authorized to purchase the security razors from the Commissary.

Typewriters/Word Processors

An inmate may purchase a new, moderately priced TY/WP from the manufacturer/source of sale. The item must be prepaid. If it has a microcomputer, it cannot be programmable. An extension cord is not allowed. The paper bail will be removed by custody which will negate the warranty prior to you receiving it. Please consider this alteration prior to purchase, there will be no exceptions. Prior to purchase, all requests must be forwarded to the assigned Social Worker. The inmate must provide a description of the TY/WP and/or advertisement describing or picturing the TY/WP. The Social Worker will compare the request to the approved list as established by the DOC. If the TY/WP is on the approved list, the Social Worker will forward the information as approved to the Package Room Sergeant and notify the inmate that the model has been approved. When the TY/WP arrives at the facility, the Sgt. will examine the item against the pre-approved description attached to the inmate's request and will remove the paper bail.

A personal Word Processor is an electronic appliance similar to an electric typewriter but having, in addition to a keyboard, a video display or monitor, printing capability and, usually, the ability to store data either using removable diskette or internal memory. Personal word processors permitted by the Department of Corrections for inmate ownership are NOT permitted to have modem or telephone hookups, color printing or use any printing system other than key-strike or daisy wheel.

Typewriter Ribbons

Ribbons may be ordered from a source of sale only. A maximum of one (1) ribbon may be ordered at one time, and a maximum of one (1) may be in use.

An inmate will be permitted to have a maximum of two (2) typewriter ribbons (for either manual or electric typewriter) in his possession at any one time. Inmates found with more than this number of ribbons will have the excess number confiscated as contraband and receive an appropriate Disciplinary Charge. Ribbons may be ordered from the Commissary as needed, but the order shall not exceed the (1) ribbon, and the total number in their possession shall not exceed two (2) at any time.

Computer Systems

Inmates are not permitted to possess a computer system.

Electronics

Inmates are not permitted to possess electronic Gameboy, Play Station, MP3, Palm Pilot or IPOD type electronics

Radios

Only a radio that is not battery powered is allowed. The antenna may not be attached to the wall or ceiling. An antenna, if required, may be purchased. "Home made" antennas are not allowed and will be confiscated as contraband. Televisions and radios are permitted to be transferred to another inmate upon your release. This must be done before your transfer and you must complete the proper form.

Religious Medals

Inmates may possess only one (1) religious medal on a chain. The medal must be of solid material, which can be easily inspected. Maximum medal size = 1 ½ by 1 ½ inches. Chain dimensions = 20 inches long by 1/8 inches wide. Chains are not permitted without medals. Cross dimensions = 2x2x1/4 inch thick. Dhikr beads are to be small in size and one color. Rosary beads are to be of black plastic, 20" long w/crucifix. The combined, total value for a religious medal and chain is not to exceed \$100.00.

Wedding Bands

Inmates may possess one (1) wedding band (ring) of white or yellow metal, no larger than ¼ inch wide. The wedding band must be plain, without precious or semi-precious stones.

The Administration reserves the right to reject any item that is not accordance with the specifications listed above. No variation or substitutions will be made to the items as listed. Control of Inmates' Personal Property.

Upon entry into the institution an itemized receipt is made out for all the personal property retained by you, as well as for personal property sent home or stored in the institution. The personal property kept by you or received through purchase in the canteen is marked to insure identification and recorded in your inmate account record. The housing officer monitors all equipment and personal property in possession of the inmate. Inmates must retain receipts for items purchased. Be sure to read the rules that regulate the possession of personal property.

Contraband

If you are found in possession of "contraband" (items, articles, or material which are not authorized for retention or receipt), these items will be seized immediately and you will be given Form D O C 171-II (Inmate Receipt-Contraband Seizure). The contents of this form will be read or explained to you by an Officer or Sergeant. This form gives you the right to appeal the confiscation of personal property seized as contraband. Any inmate in whose possession or under whose control contraband is discovered will receive a disciplinary charge. (N J A C 10A 3-6 1)

Inmate Reimbursement for Lost, Damaged or Destroyed Personal Property

The definition of "Inmate Personal Property" as used in this *Inmate Handbook* means items owned by an inmate which have been approved for retention in his possession while incarcerated in this correctional facility. (N J A C 10A 1-11)

When an inmate claims the loss, damage or destruction of personal property, other than personal property disposed of in accordance with (NJAC 10A 1-11) the inmate shall complete Form 943- I, Inmate Claim for Lost, Damaged or Destroyed Personal Property and submit the form to the Administrator or their designee. The Administrator then submits the form to the Office of the Director of Custody Operations for investigating inmate claims for lost, damaged or destroyed personal property and prepare a report.

A Claims Log shall be maintained, in which all inmate claims will be sequentially logged in order of receipt, indicating the claim number, inmate's number and name, the investigator assigned to the case, the date received, the date assigned and the final disposition of the claim.

The investigation conducted by the office of the Director of Custody Operations shall consist of, but not be limited to:

- 1 Obtaining statements from the inmate, witnesses and correctional facility personnel,
- 2 Verifying the inmate's legitimate possession of the lost, damaged or destroyed personal property.

When the investigation is complete, the recommendation and supporting documentation is forwarded to the Business Manager of the facility for review. This is then submitted to the Administrator for a recommendation.

Claims that are denied by the Administrator shall not be processed any further. In all cases of denial, the Administrator or his/her designee, with substantiating reasons, shall notify the inmate in writing. If the Administrator recommends approval of the claim, the Administrator shall complete Form 943-III, Review of Inmate Claim and request that the Business Manager of the correctional facility to complete Invoice Form AR 50/54, and have Form AR 50/54 presented to the inmate for signature.

The Administrator shall forward this to the Assistant Commissioner, Division of Operations for review and if approved will be forwarded to the appropriate department for final approval and payment (N J A C 10A 2-6 1)

Time Limit for Filing a Claim

It shall be the inmate's responsibility to initiate the claim by completing Form 941-Inmate Claim for Lost, Damaged or Destroyed Personal Property within fifteen (15) calendar days of the incident or discovery of the incident.

The claim form and accompanying documents, shall be submitted to the Director, Office of Fiscal Management within thirty (30) calendar days of the filing of the claim by the inmate, unless there are exceptional circumstances, which require extending the investigative process.

USE OF STATE ISSUED PROPERTY

Work Clothing

All state issued work clothing and safety equipment must be worn as directed by your work supervisor. You may not remove or keep this equipment on person this equipment, such as work gloves or safety glasses, from the work site.

Gym Shorts

Altering state-issued pants by rolling, cuffing, tapering or making into shorts is considered contraband and is subject to a disciplinary charge. The only gym shorts allowed in the institution are the light gray gym shorts purchased from the canteen. Under-shorts or underwear must not show below the bottom of outside shorts. Shorts must be worn around the waist not below hips exposing underwear beneath.

State Blankets

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

USE AND DISPOSAL OF PERSONAL PROPERTY

Personal Property

No one is permitted to give away, loan, trade or sell anything of value such as radios, typewriters, or articles of clothing. You may not accept anything from an inmate leaving the institution on parole, "maxing out", or being transferred to another facility.

Electronic Equipment

An inmate may not have an unauthorized antenna on any electronic equipment. Violation of this rule will result in the loss of the item for thirty (30) days. Alteration of any electronic equipment any other electrical appliance including the electrical cord, shall be cause for confiscation. Hot pots and stingers are not allowed.

Books and Magazines

Inmates may receive by mail from source of sale, prepaid only, six (6) books and six (6) magazines at one time. Books and magazines must not contain hard-core pornography or illicit drug information, information on guns, weapons or the martial arts, and or gang related information. Excessive quantities of books and magazines that are detrimental to hygiene, safety or security regulations are considered contraband. You may be ordered to send those items home by mail at your expense, donate them for use of the inmate population or have them destroyed.

GENERAL CONDUCT WITHIN THE FACILITY

Hats

Hats are not to be worn inside the institution. Head rags are worn only on the housing units. Religious hats are to be worn only during service.

Watches

Inmates within or outside the institution may wear only those authorized watches sold through the canteen. Inmates participating in the work release program may wear their watch to work. Likewise, inmates leaving on parole are permitted to wear watches.

Zero Tolerance

Alcoholic beverages, stimulants or depressants, or any drugs made or consumed, are strictly forbidden. Disciplinary charges will result in the loss of all contact visits for one year. Accumulation of prescribed medication is prohibited.

Tattoos

When you were admitted to this institution, a record of your tattoos was taken. Any additional (fresh) tattoos found on your body will result in disciplinary action.

Fighting, Horse Playing, Sparring, etc.

At no time are you permitted to engage in horseplay, sparring, body punching, or any of the martial arts. Such activity will result in a disciplinary charge.

Disposable Razors

The removal or altering of the cutting blade of a disposable razor for any reason is prohibited and will be considered "possession of a weapon." This will result in a disciplinary charge.

Movement

You have ten (10) minutes for all movement including group, school, vocational, recreation, mess, medical, etc.

Inmate Identification Card

All inmates are issued an identification (I D) card. You must display or clip the card on your shirt ("chest high") while in the institution. You will use an I D card to enter certain areas of the institution such as the visit hall on weekends, the learning center for classes, vocational area, infirmary for "sick call", to pick up canteen and legal mail. If you lose your I D card, report it to your housing officer. Replacement cost for 22 years and older will be \$3.00 and for 21 and under will be \$5.00. The housing officer will notify I D.

Institutional Inmate Counts

Three times daily - before lunch, before dinner (supper) and prior to "lock-in" at bedtime, you will be asked to stand "count." The housing unit officer will take a physical count of all inmates on the unit (tier by tier or section by section). You will be required to stand by your bed or told to lock in your cells until the officer has successfully completed his "count." There is no movement during "count" time. When a count is called, you are to drop whatever you are doing and proceed to your room. Only when the "count is cleared" by the Center Control will movements begin again and you will be released from your cells. If you interfere with the

"taking of the count" you will receive a disciplinary charge. Counts are taken at other times - in the early morning, late evening and throughout the night.

Authorized Absence

All inmates are given a full day schedule of work and/or school. Unexcused absence from work, school or other assigned program will not be tolerated. You are excused from work, school or program assignment only during those times when your name appears on the "Authorized Absence List" which is published each weekday and is posted on all the housing units within the institution. You are responsible for checking the "Authorized Absence List" every day to see if you are scheduled for an appointment. If you do not make the movement to this appointment and/or you are late you must return to your unit or you may receive a disciplinary charge.

Housekeeping

All inmates are responsible for the care of their clothing. Laundry services are provided for each housing unit. A laundry schedule is posted on the Housing unit. Your clothing should be placed in a laundry bag which has your name and inmate number on it. If at anytime your clothing is lost, stolen or "condemned" (torn or frayed) they will be replaced with minimum delay. Previously used basic issue clothing shall not be reissued to inmates unless the clothing is in good condition. You are held accountable for the state issue clothing. Inmates, who mutilate, destroy, alter, basic issue items will be subject to disciplinary action and will be required to make restitution.

COMMUNITY RELEASE PROGRAMS

Garden State Youth Correctional Facility offers various community release programs to its inmates. These programs include Residential Community Release and the Culinary Arts Program at the Mates Inn, D O C Central Office

Contract Agreement

The New Jersey Administrative Code 10A and the Department of Corrections Standards govern eligibility, entrance and conduct of participants in each of these programs. The inmate reviews the contract and the rules governing the inmate's release to the community program. Both he and the community release coordinator sign the document. Inmates wishing to participate in community release programs must have attained Full Minimum Custody Status. The Institutional Classification Committee approves or denies all requests for placement in Community Release Programs including Halfway Houses and Substance Abuse Treatment Programs.

Eligibility You must have full minimum status. Your evaluation should reflect the ability to adjust to the responsibility of living outside the correctional facility. This will be done by both medical and mental health personnel. Your disciplinary history indicates that you have made a satisfactory overall correctional facility adjustment and you are NOT a threat to the security and safety of the community and you have completed the form 686-I – Community Program Application.

The eligibility criteria for inmates to be released to Halfway Houses and Substance Abuse Treatment Programs include an established parole date, an expiration of maximum sentence, an actual parole eligibility date established by the State Parole Board, or an anticipated parole date, as established by The New Jersey State Parole Board for inmates serving indeterminate sentences.

Exclusions The following may make an inmate ineligible for participation in these Programs: Detainers, open charges, or sentences which preclude eligibility for full Minimum status, a previous violation of the Intensive Supervision Program (I S P), Intensive Supervision Surveillance Program (I S S P), Electronic Monitoring/Home Confinement program (E M P) or other residential community release agreement program.

Culinary Arts Program (Mates Inn)

In an effort to create a more effective and meaningful Culinary Arts Training Program, Garden State Youth Correctional Facility developed a kitchen/dining room facility (restaurant) on the grounds of the Department of Corrections. The goals of the Program are:

To provide foodservice for the Department of Corrections' staff, in conjunction with an adjunct Educational Program featuring Food Preparation and Restaurant Management training.

Inmates must have full minimum custody status, with a minimum of 18 months time in order to complete the program.

MINIMUM SECURITY UNITS

Program Overview

There are two (2) Minimum Security Units. Each unit houses full – minimum inmates. The program is a first step for inmates to their re-integration to the community. Inmates move from one unit to another through application to the Supportive Education Team (S E T). SET makes recommendations for work assignments/changes.

Eligibility - Participation in the MSU is offered to Full Minimum inmates only. All inmates must first meet criteria established in N J A C 10A 9-4.6 relating to promotion in custody. Inmates must be charge free and have a current positive psychological evaluation which supports M S U placement.

MSU Work Assignments

The Institutional Classification Committee assigns inmates to the appropriate work detail. The work details include:

On-Grounds	Off-Grounds
Laundry Detail	Culinary Arts Detail – Mates Inn
Food Service	Close Cuts
Grounds Maintenance	Construction Trades I
Landscape/Horticulture	Clean Shores

School

All inmates who are under the age of 21 years old are required to attend school if they do not possess a High School Diploma or G E D. School is offered five (5) days a week/ half days for inmates involved in vocational programs.

Leisure Activities

Leisure activities include TV, institutional movies, weight lifting and basketball. There are programs offered through Social Services. During summer months, there is a scheduled outdoor recreation program. Arrangements are made for inmates to use the Law Library in the MSU Support Building.

Visits

The schedule is as follows:

Saturday & Sunday - MSU

PM VISIT PERIOD: **Registration: 5:45 p.m. – 6:45 p.m.**
Visits Begin: 7:00 p.m. - 8:30 p.m.

Religious Services

The schedule is posted on the each unit weekly.

Removal

Inmates may be removed from M S U as program failures or administrative removals. These removals are based on lack of program participation, major or minor disciplinary infractions, new charges, detainers, personal problems which affect their overall adjustment and the orderly running of the unit, and, State Parole Board "hits" in excess of twelve (12) months.

OTHER PROGRAMS AND SERVICES

Housing Unit Inmate Tier Representatives

Each tier or section of a housing unit elects a tier representative through secret ballot based on nominations submitted by inmates on the tier. The housing unit officer and/or social worker monitor the election. Each tier or section has an elected tier representative and an alternate representative. Vacancies occur in these two elected positions when an inmate resigns, moves to another housing unit, is voted out of office, is released from the correctional facility, or is removed at the discretion of the Administrator. Such removals are for valid reasons that include but are not limited to, being found guilty of a serious disciplinary charge.

Duties of the Tier Representatives

The tier representatives will meet each month with the Administrator to discuss concerns raised by inmates residing on a specific housing unit. An agenda with a maximum of five (5) questions is submitted one (1) week prior to meeting with the Administrator and various department heads.

Tier representatives should communicate with both the 1st and 2nd shift housing officers to make them aware of any situations or problems on the tier. They may interact with new inmates who may have questions about how to find forms for requests, where a department is located in the institution, or how to get to the law library, etc.

The tier representatives attempt to establish and maintain a respectful atmosphere on the tier by helping to resolve personal conflicts among members in a rational and mature fashion.

The tier representatives are responsible for overseeing all the clean-up activities of the tier, in conjunction with instructions given by the housing unit officers. Cleaning supplies are to be used with the permission of the housing officer.

All maintenance and repair problems on the tier should be communicated to the housing unit officers for remedy.

Photo Project

Inmates committed to the Garden State Youth Correctional facility will have the option to purchase voucher cards towards, and have photographs taken of themselves alone or with registered visitors. Photo cards will be available for purchase through canteen. Photos must be prepaid and a card presented by the inmate at the time of the photo. Photos with registered visitors will take place during regular weekend visiting hours. Individual photos will be scheduled by the Photo Project coordinator.

SITE SPECIFIC INSTITUTIONAL PROGRAMS

Garden State Youth Correctional Facility has had a long and well known history of providing treatment opportunities to all the inmates assigned to its facility. Treatment issues have always ranked high, second only to the prevailing concern for the safety and security of both staff and inmates. The following is a brief description of the various programs.

Keys to Inner Vision

Keys to Inner Vision will be held in the afternoon. "Keys to Inner Vision" is an educational program of restructuring the way the inmate thinks about himself, his peers and the community. The restructuring is accomplished through exercises. This enables the inmate to observe the consequences and results of faulty thinking patterns that often lead to destructive behavior and bad judgment. Exercises are again utilized to change these patterns which result in changed behavior and more successful results in life. Before anyone can help an inmate develop an attitude or need to change, there several important steps they must take. The inmate himself must believe that change is possible or achievable. He must then be taught how to change, what to change, and be able to practice changing. Support from staff and peers support the effort. The group meets once a week for twelve (12) weeks. You may request this program through an Educational Request to the Education Department.

People in Stories

People and Stories is a volunteer literacy group available in both Spanish and English. This program, consisting of ten sessions, is offered two times a year, in the Spring and Fall. Trained volunteers conduct small reading sessions with participants to enhance various reading skills and encourage continued appreciation for literature. Interested inmates are to fill out an education request form and write People and Stories as their choice of program.

INCENTIVE BASED PROGRAMS

Inmate Incentive Food Package Program

Inmates located in general population, protective custody and Treatment Communities who have been charge free for one (1) year may order food packages from an approved source of sale twice a year. Your family may also order food as long as it is from source of sale.

The weight of the package, procedure for application to participate in this program, approved vendors (source/s of sale) and distribution dates will be announced.

JOB CODES

MEDIUM Code/Assignment:

R02 Misc Manufacturing
 R03 Islamic Clerk II
 R04 Paralegal II
 R11 Vocational Craftsman STI
 R12 Library Clerk
 R16 A&D clerk CLRKII
 R17 Teachers Aide
 R22 Center- 1st shift
 R23 Housing Control - 1st shift
 R26 Orientation Reception
 R29 Recept Control – 2nd shift
 R31 Courtyd – 1st shift
 R35 ID Darkroom Asst PARA I
 R37 Hospital Att PARA I
 R39 Food Service I
 R40 Kitchen Para Pro
 R44 Barber Shop I (SCO's)
 R50 Center – 2nd shift
 R55 Chapel porter
 R56 Religious Clrk II
 R62 Kitchen Laundry Worker
 R64 Barbershop (I/m)
 R65 Laundry Institutional
 R69 Upholstery Production I
 R70 Upholstery Production II
 R72 Recept Control -2nd shift
 R73 Paralegal Clrk
 R76 Housing Control – 2nd shift
 R78 Vocational Post BSD#3

MEDIUM Code/Assignment:

R84 Painter Aide I
 R85 Paint Detail Trade II
 R91 Food Service II
 R92 Food Service III
 R93 Segregation – 1st shift
 R94 R House Food Server
 R95 Tier Porter
 R99 Learning Center Porter
 R146 R2R Barber
 R147 R2L Barber
 R163 R1L Barber
 R164 R1R Barber
 102 Hospital Porter – 3rd shift
 105 Detention Porter – all shifts
 106 Hospital Porter - 2nd shift
 110 R-1-L Clerk
 112 Hospital Porter – 1st shift
 113 Boot Black (SCO barbershop)
 118 A&D Sr Clerk
 125 Courtyard -2nd shift
 127 Visit Hall Detail
 132 Repair Shop Aide III (Med)
 140 Recreation Aid (Med)
 144 Repair Shop I
 147 FT student
 148 Half day student
 149 Social Worker Aide
 166 Teachers Aid II

GANG MINIMUM Code/Assignment

G01 Sallyport BSD #2
 G17 Repair Shop Wkr
 G21 Storeroom
 G22 Canteen
 G36 Clothing Issue CLRKIII
 G58 Central Facilities II
 G69 I/M Plumber

FULL MINIMUM: Code/Assignment

M03 Food Service MSU
 M12 School Aide MSU
 M13 Clerk MSU
 M23 MSU Backup
 M25 Educ Para Pro
 M26 Maintenance Mates Inn
 M28 F/T Student
 M79 I/M Plumber
 RM91 Clean Shore
 RM 100 Trenton Public Works

TREATMENT COMMUNITY: Code/Assignment

C01 Orientation
 C02 TC Main Treatment
 C03 TC Structure Board