



## Understanding the New Jersey Department of Corrections Prison System



### A resource guide for *family members* of the incarcerated

**2016**

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## INTRODUCTION

The New Jersey Department of Corrections (referred to throughout this handbook as “NJDOC”) recognizes that incarceration not only affects inmates, but also their family and friends. During incarceration, an inmate and their family and friends are separated emotionally, as well as physically, and now live in different worlds governed by different rules. This handbook is designed to help answer questions that you may have regarding inmates sentenced to New Jersey’s prison system. It was developed under the premise that when people have accurate information, they are better able to handle new experiences and make informed choices. This handbook is intended to provide general information. It may not answer all of your questions and it is not meant to replace any current NJDOC directive, policy or procedure. If you, as a friend or family member, require specific information not addressed in this handbook, you should contact the correctional facility where the inmate is incarcerated. An appendix of correctional facility contact information is available at the end of this handbook.



## NJDOC MISSION STATEMENT

The mission of the NJDOC is to ensure that all persons committed to the State correctional facilities 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. In this respect, the NJDOC provides educational, vocational and counseling programs and services to assist in the rehabilitation of offenders. The department also monitors county and municipal jails to ensure compliance with statewide standards.



## NJDOC CORRECTIONAL FACILITIES

The NJDOC is responsible for 12 major institutions -- six adult male correctional facilities, three youth facilities, one facility for sex offenders, one women's correctional facility and a central reception/intake unit -- as well as a Stabilization and Reintegration Program. These facilities collectively house approximately 18,000 inmates in minimum, medium and maximum security levels.



## NJDOC WEB SITE

The NJDOC maintains a website that provides valuable information about the agency. You can access this site by going to: <http://www.state.nj.us/corrections/>. The site includes an inmate locator, the organization of the Department, the location, driving directions and visiting hours of NJDOC correctional facilities, offender statistical information, information regarding transitional and victim services and links to other criminal justice agencies. The NJDOC encourages you to spend time reviewing this site, as it will supplement the information contained in this handbook. The website is a tremendous tool to assist you with any questions or concerns you may have if a friend or family member has been incarcerated.



## NJDOC VICTIM SERVICES

The needs of crime victims have gained greater emphasis in correctional organizations throughout the nation through the post-sentencing phase. Federal laws have begun to expand the scope of victims' rights by addressing victim notification, victim impact statements, protection, and restitution throughout the correctional process. To this end, the NJDOC has established the Office of Victim Services (OVS) in order to strengthen the Department's role in responding to the needs of victims of crime.



OVS is devoted to protecting the rights of victims of crime and assisting them in obtaining meaningful services and locating appropriate resources throughout the community while being sensitive to the needs of victims. The Office of Victim Services further provides timely information and services aimed at enhancing and improving the victim's knowledge of New Jersey's correctional system. Services offered by OVS include:

- ❖ Assisting victims with concerns related to offenders sentenced to the custody of the NJDOC.
- ❖ Providing support for all affected individuals of crime (i.e., family and community members), and acting as a referral agent to assist victims in obtaining resources
- ❖ Collaborating with local, state, and federal agencies in order to increase awareness of victims' issues throughout the community
- ❖ Assisting victims relative to the NJDOC's community release process
- ❖ Offering a Victim-Impact Program entitled "Focus on the Victim" (FOV) to offenders assigned to New Jersey's adult state correctional facilities. The FOV Program seeks to raise the offender's understanding and awareness of the long-term impact of his/her actions on victims of crime and society as a whole. Facilitated by trained staff members, the FOV Program outlines the impact of crime on victims, communities, as well as the victim's family members. One of the most significant aspects of the FOV Program is the personalizing of the crime and its effect on victims, families, and the community. To enforce this message, the FOV Program provides the opportunity for victims/survivors, secondary victims, and victim service professionals to speak directly to inmates participating in the FOV Program about the significant impact that crime has on victims.

**WHAT CAN I DO IF I AM A CRIME VICTIM AND HAVE BEEN RECEIVING THREATS OR UNWANTED CONTACT FROM AN INMATE? ?**



You may call or write to the following to express your concerns in order for the matter to be further investigated:

*New Jersey Department of Corrections  
Office of Victim Services  
P.O. Box 863  
Trenton, New Jersey 08625  
(609) 292-4036 ext. 5299 or toll free in NJ (800) 996-2029*

**WHERE CAN I LEARN MORE ABOUT THE OFFICE OF VICTIM SERVICES?**



More information on the Office of Victim Services can be obtained on the following web link:

*[http://www.state.nj.us/corrections/SubSites/OVS/OVS\\_FOV.html](http://www.state.nj.us/corrections/SubSites/OVS/OVS_FOV.html)*

**PRISON SENTENCES, CLASSIFICATION AND CUSTODY STATUS**

Any inmate sentenced to a term of imprisonment of one year or longer shall be committed to the custody of the Department of Corrections until released in accordance with the law. The Adult Determinate, or prison sentence, is the most common type of sentence for inmates committed to the NJDOC. Unless otherwise noted, every inmate committed to the NJDOC is serving a Prison Sentence. Prison sentences:



- ❖ May be reduced by commutation, work and minimum credits earned

- ❖ May have a sentence that includes a period of parole ineligibility imposed. This term is commonly referred to as a mandatory minimum term. A mandatory minimum term is a term imposed by the sentencing court. The inmate cannot be paroled or otherwise released from NJDOC custody until the expiration of this term. Mandatory minimum terms cannot be reduced by commutation, work or minimum credits earned.

#### **WHAT IS COMMUTATION CREDIT?**

Commutation credits, also known as “good time credits”, are granted to inmates with prison sentences. Commutation credits are subject to forfeiture as a penalty for misconduct.

#### **WHAT ARE WORK CREDITS?**

The NJDOC awards work credits to inmates employed in jobs or assigned to vocational and/or mandatory educational programs. Work credit is awarded at the rate of one day off for each five days worked.

#### **WHAT ARE MINIMUM CUSTODY CREDITS?**

All inmates classified as minimum (gang or full) or community custody statuses receive minimum custody credit. (This credit is awarded at the rate of three credits per month for the first twelve months and five credits per month for each month thereafter.

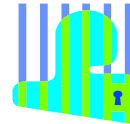


## WHAT IS CLASSIFICATION?

Classification is a system that matches the individual characteristics of an inmate to an appropriate correctional facility. The NJDOC utilizes an objective classification scoring system to assess and appropriately recommend custody status and housing assignments for both male and female inmates. An objective classification scoring system is one that employs the standardized evaluation and custody assignment of an inmate based on objectively defined criteria. These criteria are weighed and scored in order to determine an inmate's custody status. This process is not applied to inmates sentenced as a habitual sex offender to the Adult Diagnostic Treatment Center. The treatment and programming assignments of these inmates are determined by that facility.

## WHAT IS A CUSTODY STATUS?

A Custody status represents the supervision, movement, and access to jobs and programs afforded to inmates based upon objective criteria. The NJDOC has six custody statuses, from the most restrictive, to the least restrictive, they are:



**Close Custody:** Inmates are assigned to selected activities such as work and recreation within the confines of the unit under continuous supervision.

**Maximum Custody:** Inmates are assigned to activities within the confines of the correctional facility under continuous supervision.

**Medium Custody:** Inmates are assigned to activities inside the security perimeter of the correctional facility under frequent and direct observation of staff.

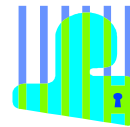
**Gang Minimum Custody:** Inmates may be assigned to activities or jobs which routinely require them to move outside the security perimeter of the correctional facility, but on the grounds of the facility and under continuous supervision of a custody staff member, civilian instructor or other employee authorized to supervise inmates.

**Full Minimum Custody:** Inmates may be assigned to work details, jobs or programs outside the main correctional facility, (on or off the grounds of the facility) with minimal supervision; and/or a satellite unit or minimum security trailer unit.

**Community Custody:** Inmates may participate in Residential Community Release Programs (i.e. halfway houses) or be assigned to community-based jobs. Community custody status may require periodic supervision in the community as appropriate to circumstances of work or activities. Full minimum custody status is a prerequisite to obtaining community custody status.

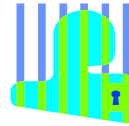
#### **CAN AN INMATE'S CUSTODY STATUS BE CHANGED?**

In order to effectively gauge an inmate's adjustment and progress, the objective classification system provides for periodic reviews of an inmate's assigned custody status throughout their incarceration. In many cases, this allows for an inmate to progress to a less restrictive custody status. It should be noted that **ASSIGNMENT TO A REDUCED CUSTODY STATUS IS A PRIVILEGE AND NOT A RIGHT.** There are also cases where an inmate cannot be assigned to the recommended custody status due to a variety of factors that include, but are not limited to, length of sentence, notoriety of offense, escape history, etc. In these cases, a custody override changing the inmate's custody status to one that is more appropriate may be applied.



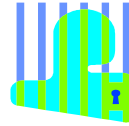
## **WHAT IS PROTECTIVE CUSTODY (PC)?**

PC is the assignment to a secure unit designated to restrict or limit an inmate's activities and contacts with others, in order to provide protection to the inmate from injury or harm actually threatened, or reasonably believed to exist based on events, investigative reports, and reports from an informant or other reliable source of information.



## **WHAT IS KEEP SEPARATE STATUS?**

Keep separate status is the intentional assignment of certain inmates to different correctional facilities or different units within a correctional facility in order to maintain a separation between these inmates in order to prevent the possibility of retaliation because of a previous act or occurrence.



## **RECEPTION AND ORIENTATION PROCESS**

All inmates sentenced by the courts to the custody of the New Jersey Department of Corrections enter through a reception center. The Central Reception and Assignment Facility (CRAF) processes male inmates. The Edna Mahan Correctional Facility for Women (EMCFW) processes female inmates. A third facility, the Adult Diagnostic Treatment Center (ADTC) processes and houses inmates sentenced as habitual sex offenders in accordance with New Jersey State Law. It is at the reception center where the inmate's state incarceration begins. At the reception center the inmate's electronic and paper records are created and court documents are reviewed and the inmate's sentence is calculated. Medical, psychological and substance abuse assessments are completed. The inmate is classified to a recommended custody status and the inmate's assigned correctional facility is determined. Female inmates remain at the Edna Mahan Correctional Facility for Women (EMCF). Male inmates processed by CRAF will be assigned to one of the NJDOC's nine correctional facilities for men.



## WHAT HAPPENS DURING THE RECEPTION PROCESS?



During the reception process the inmate:

- ❖ Is issued a prison uniform and basic toiletry items
- ❖ Is assigned to reception housing
- ❖ Is given an *Inmate Handbook* which explains the rules of the correctional facility and the inmate rules of discipline and conduct
- ❖ Is given an “Handbook on Discipline”
- ❖ Has their emergency contact/family information collected, verified and documented
- ❖ Submits a DNA sample in accordance with New Jersey State Law
- ❖ Receives Inmate Orientation

## DURING THE RECEPTION PROCESS HOW SOON CAN AN INMATE CALL HOME OR RECEIVE A VISIT?

During the reception process, inmates establish an inmate telephone account and Inmate Personal Identification Number (IPIN) for telephone calls. Inmates in the reception process may begin making telephone calls in accordance with established correctional facility procedures once their IPIN number has been established. Rules governing inmate reception center visits vary by reception center. You may contact the reception center where the inmate is housed for more information regarding reception visits. More general visit information can be obtained in the Visitation Section of this handbook.



The called party should contact GTL should there be a problem with their advance pay account; if there is a block on their line, or if they want to set up an advance

pay account. You may contact GTL in the following manner:

Automated System	(800) 483-8314
Live Representative	(866) 230-7761
Billing and Blocking	(877) 650-4249

### WHAT IS INMATE ORIENTATION?

Inmate orientation is information that is provided to an inmate during their first few days following admission. Orientation is conducted at the beginning of the reception process and again when an inmate arrives at their assigned correctional facility. During orientation, inmates receive information regarding correctional facility and departmental rules and regulations, behavioral expectations and the disciplinary process. Inmates are advised on how they can access medical, mental health, addiction, religious, social rehabilitative and educational services. Other topics include but are not limited to, inmate legal services, telephone calls, inmate accounts, personal property (permissible and non-permissible), visit procedures, an overview of time and sentences, recreation and leisure time activities, inmate correspondence and an overview of the inmate remedy system.



### WHAT IS THE INMATE INQUIRY/GRIEVANCE SYSTEM?

The NJDOC has an inmate remedy system in place to ensure that inmates are provided an approved procedure for resolving complaints, concerns, questions, problems and/or grievances. The inmate remedy system is designed to provide a confidential route for inmates to make the Administration aware of issues that may exist within the correctional facility, and to provide a method for the review and potential resolution of an inmate's concern. The Inmate remedy system also provides correctional facility staff, senior administration and the Office of the Attorney General with a specific, written method to track employee responses. Instructions on the use of the inmate remedy system are provided to the inmate population in the *Inmate Handbook*.



## WHAT IS THE JPAY SYSTEM?

The NJDOC has implemented a system whereby inmates are able to receive money, receive correspondence via email, order commissary and also download music via the JPAY Kiosks which are located on the housing units within the institutions. Inmates are also able to submit grievance and internal inquiry forms to the various departments within the institution utilizing the JPAY kiosks.

## WHAT IS THE OFFICE OF THE CORRECTIONS OMBUDSMAN?

The New Jersey Department of The Public Advocate maintains the Office of the Corrections Ombudsman. This office provides a mechanism for the continuing resolution of issues, problems or complaints of inmates sentenced within New Jersey's correctional system regarding their living conditions and other matters. The office investigates complaints when an inmate has failed to get satisfactory results through available institutional channels (see Inmate Remedy System above). Serving as a designated neutral, the Corrections Ombudsman is an advocate for fairness who also acts as a source of information and referral, aids in answering questions and assists in the resolution of concerns during critical situations. More information on the Corrections Ombudsman can be obtained at the following web link:



<http://www.state.nj.us/correctionsombudsman/faqs/>

You may also contact the Office of the Corrections Ombudsman at the following:

### **Address:**

*Corrections Ombudsman  
Department of the Public Advocate  
P.O. Box 855  
Trenton, NJ 08625*

**Phone:** (609) 633-2596

**Fax:** (609) 633-8644.

## WHAT IS THE INMATE DISCIPLINARY SYSTEM?

The NJDOC establishes the rules and regulations that an inmate must follow while in custody. When an inmate comes into the prison system, they receive an orientation and a handbook on discipline. This handbook contains an inmate's rights and responsibilities, the acts and activities which are prohibited and the disciplinary procedures and sanctions imposed. Prohibited acts range from very serious violations, such as assault, to less serious violations such as presence in an unauthorized area. Violations of prohibited acts can result in disciplinary action.



## WHAT IS A DISCIPLINARY HEARING?

Inmate disciplinary hearings are conducted by a Disciplinary Hearing Officer or Adjustment Committee. These are the staff members that are authorized to hear and adjudicate inmate violations of prohibited acts. If the hearing determines that the inmate is guilty, the inmate receives a sanction. Disciplinary sanctions range from losing privileges to being transferred to a Restrictive Housing Unit (RHU) (see below). Once adjudicated, the inmate can appeal the disciplinary charge and related sanctions to the correctional facility Administrator within a timeframe specified in the *Inmate Handbook on Discipline*. The Administrator can uphold the charge, dismiss the charge, modify the sanctions imposed on a charge or order a new disciplinary hearing.



## WHAT IS PRE-HEARING DISCIPLINARY HOUSING?

An inmate may be placed in Pre-hearing Disciplinary Housing (PHDH) in those instances where it appears necessary to remove or isolate the inmate from the general population until an investigation into the inmate's alleged misconduct can be completed and a disciplinary hearing can be held.



## **WHAT IS A RESTRICTIVE HOUSING (RHU)?**

RHU is the removal of an inmate from the general population to a close custody unit because of one or more disciplinary infractions or other administrative considerations.



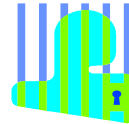
## **CAN VIOLATIONS OF PROHIBITED ACTS BE REFERRED FOR PROSECUTION?**

All prohibited acts which may constitute crimes of the first; second, third or fourth degree under the Criminal Code of the State of New Jersey shall be referred to the prosecutor of the county in which the correctional facility is located.



## **CORRECTIONAL FACILITY HOUSING**

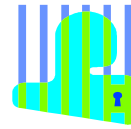
Upon arrival at the assigned housing correctional facility, the inmate is interviewed and/or tested to assess individual educational and social service programming needs. The Institutional Classification Committee (ICC) reviews the inmate. This group of corrections professionals approves the inmate's custody status, provides housing unit and work assignments and determines programming that addresses an inmate's individual educational, vocational, substance abuse disorder and social rehabilitative needs. At a minimum, inmates are reviewed annually by the ICC so that their institutional adjustment can be assessed.





## **HOW CAN AN INMATE TRANSFER TO ANOTHER CORRECTIONAL FACILITY?**

The transfer of an inmate can occur in cases where an inmate's correctional facility adjustment and/or custody status indicates that a transfer to another correctional facility is appropriate, or when the transfer is requested by an inmate. With the exception of the Edna Mahan Correctional Facility for Women and the Adult Diagnostic Treatment Center, the Institutional Classification Committee where the inmate is housed reviews the request. If approved, the request for transfer is forwarded for further processing. Inmate transfer requests must be approved by the Administrator of the inmate's housing correctional facility, the Administrator of the correctional facility where the inmate is to be transferred and a Director or designee of the NJDOC's Division of Operations.



## **CORRECTIONAL FACILITY PROGRAMMING & WORK OPPORTUNITIES**

Inmates are encouraged and expected to take full advantage of the programs and all self-improvement opportunities available to them.



## **WHAT TYPES OF PROGRAMS ARE OFFERED TO INMATES?**

### **Education Programs:**

Educational screening and programming is overseen by the NJDOC's Office of Educational Services. The NJDOC provides mandatory educational services in all of its twelve correctional facilities for grades K through 12 for every inmate under the age of 21. Education programs are on a voluntary basis for the remainder of the inmate population. All state correctional facilities offer remedial, pre-secondary, secondary, special education programs and an array of prevocational and vocational programs.



To determine an inmate's academic needs, every inmate is administered the Tests of Adult Basic Education (TABE) during the correctional facility orientation period. Procedures are in place for educational screening, assessment and evaluation. Results of educational screening, assessment and evaluation are utilized in the classroom to provide appropriate learning activities. There is also a procedure in place for the formative evaluation and assessment of students at periodic intervals to assess progress and plan for future education work as appropriate. Students wishing to participate in vocational programs are administered a vocational aptitude assessment to determine an individual interest and aptitude to assist in program placement. The assessment is administered to all offenders enrolled in NJDOC education programs or upon the request of the inmate.

The Educational Services uses a Test Assessing Secondary Completion (TASC) that allows for quick retesting should an inmate not achieve the high school equivalency or high school diploma. Their office requires that a student spend 30 days in school studying/prepping for the area that requires retesting.

### **Social Rehabilitative Programs**

Social rehabilitative needs assessment and programming is overseen by the NJDOC's Office of Transitional Services. The NJDOC determines an inmate's social rehabilitative needs with an intake assessment and plan. This assessment is used to assist in the identification of an inmates risk to re-offend and needs for social rehabilitative programs and services during incarceration and post release. Additionally, an inmate's social rehabilitative programming is reviewed annually to monitor progress and to recommend additional programming if appropriate. The NJDOC has created a standardized program model for correctional facility social rehabilitative programming. These programs were selected according to national best practice methodology for reducing recidivism. An inmate's participation in social rehabilitative programming is voluntary.



The core social rehabilitative programs offered are:

- ❖ **Cage Your Rage (CYR)** is an anger management program designed to aid inmates in recognizing and managing their anger and aggression
- ❖ **Family Reunification and Transition (F.R.A.T.)** is a program that assists with improving familial relationships. The program also assists inmates with addressing rebuilding broken ties and developing self-reflection skills.
- ❖ **Helping Offenders Parent Effectively (H.O.P.E.)** is a program designed to teach inmates how to be a better parent from inside the correctional setting and upon their return home
- ❖ **Successful Employment and Lawful Living (S.E.A.L.L.)** is an employment readiness program that teaches inmates how to prepare for and address possible employment barriers and how to build relationships. The program assists inmates in breaking the cycle of unemployment by preparing to handle on-the-job conflict
- ❖ **Successful Transition and Reentry Series (S.T.A.R.S.)** is a reentry preparatory program designed to assist inmates prior to release in addressing each major reentry barrier. S.T.A.R.S. assists inmates in breaking the cycle of re-incarceration by preparing them to successfully transition and reenter society
- ❖ **Thinking for a Change (T4C)** is an integrated cognitive behavior change program that includes cognitive restructuring, social skills development, and problem solving skills development. The program teaches inmates how to change anti-social thinking and behavior

In addition to the core programs listed above, correctional facilities may offer additional social rehabilitative programs that have been approved by the NJDOC's Office of Transitional Services. If this is the case, descriptions of these additional programs are available to the inmate in the *Inmate Handbook*.

### **Substance Abuse Treatment**

An inmate's substance abuse screening and treatment is overseen by the NJDOC's Office of Substance Abuse Programming and Addiction Services. During the reception process, the NJDOC determines the drug/alcohol addiction level of its inmate population via a clinical screening and assessment instrument used to identify and evaluate substance use disorders. The NJDOC offers a number of programs to inmates that address the issue of substance use disorders. These include, but are not limited to, twelve-step Substance Abuse Groups (i.e. Alcoholics and Narcotics Anonymous). These groups are generally held on a weekly basis and are conducted by volunteers from the community. Additionally, the NJDOC currently contracts for Therapeutic Community beds in seven different programs, located in six different correctional facilities. The NJDOC also provides community-based residential drug treatment services through five licensed facilities. Inmates in the custody of the NJDOC assigned to community custody status are assigned to these community based facilities.



### **WHAT WORK OPPORTUNITIES ARE AVAILABLE TO INMATES?**

Each NJDOC correctional facility has developed work opportunities which will hopefully help the inmates involved develop useful skills. Additionally, school age inmates who have federally mandated education requirements receive wages for attending school. The correctional facility I.C.C. schedules inmates for work programs and/or mandated education assignments. All assignments are considered full time and paid on the current work credit and pay rate system as established



by NJDOC standards. Work opportunities are available in, but not limited to, the following:

- ❖ Clerical Work
- ❖ Storeroom
- ❖ Yard Detail
- ❖ Barbering
- ❖ Sanitation
- ❖ State Use Shops
- ❖ Law Library Clerks
- ❖ Food Service Workers
- ❖ Paralegal Clerks
- ❖ Agri-Industry Workers

### **INMATE SERVICES**

#### **WHAT MEDICAL SERVICES ARE AVAILABLE TO AN INMATE?**

Within the NJDOC, dental, clinical laboratory, diagnostic x-ray and pharmacy services are available to care for the medical needs of all inmates. These services are currently provided by Rutgers Correctional Health Care. An inmate's course of treatment will be determined by their medical staff. If more sophisticated tests, services or equipment are needed, the inmate may be referred to a consultant physician-specialist. These types of referrals are made after the inmate has been seen by the physician. Necessary services may be rendered at the inmate's correctional facility, Saint Francis Medical Center and/or other local hospitals or rehabilitation centers depending upon the type of treatment needed. Confidential HIV testing, counseling and literature (both in English and Spanish) is available upon request. Inmate health care at correctional facilities is provided



through the following types of service by the state-contracted health care provider:

- ❖ Dispensary and clinics
- ❖ Correctional facility infirmary

#### **WHAT DENTAL SERVICES ARE AVAILABLE TO AN INMATE?**

The NJDOC requires that dental care is provided to all inmates in accordance with its administrative code requirements, the National Commission on Correctional Health Care Standards, American Dental Association Standards, Center for Disease Control Guidelines and Occupational Safety and Health Administration Regulations. Dental care consists of periodic examinations and only those treatments necessary, as determined by the dentist, to maintain an inmate's dental health. Dental services will be provided by licensed/ certified dental staff only.



#### **WHAT PSYCHOLOGICAL/MENTAL HEALTH SERVICES ARE AVAILABLE TO AN INMATE?**

Psychological services are available and are provided through the Mental Health Department. This department is divided into two areas, inpatient Mental Health Units (MHUs) and Outpatient Services. MHUs consist of the following: the stabilization unit (SU) that treats inmates in acute crisis and inmates who are in need of intensive services. The Residential Treatment Unit (RTU) for longer term stays for inmates who need a stable environment and long term treatment of a mental illness. There is also the Transitional Care Unit (TCU). This unit has a length of stay of 90 days or less, and is for those inmates who are gradually moving back into the general population following treatment on the mental health units. Treatments on these units include group and individual therapy as well as psychiatry and medication services. Outpatient Services provides mental health services to all inmates with mental health special needs. The outpatient department also responds to mental health crises, and offers a three day outpatient observation period for inmates who need evaluation for



mental health crisis situations. Treatment services are made available to inmates with special mental health needs, but other inmates can receive crisis or evaluation services as needed.

### **IS AN INMATE REQUIRED TO PAY FOR MEDICAL SERVICES?**

In accordance with New Jersey Law, all state inmates must pay a part of their medical costs.



A medical co-payment is defined as the fee paid by a person for health care services, medication and/or treatment, and will apply to all inmates at New Jersey correctional facilities. *No inmate will be denied any necessary medical services due to an inability to pay a medical co-payment.*

### **WHAT RELIGIOUS SERVICES ARE AVAILABLE TO AN INMATE?**

The NJDOC mandates that each inmate shall have the right to freedom of religious affiliation and voluntary religious worship while incarcerated, but the exercise of such rights may be subject to reasonable restrictions relative to the maintenance of a safe, secure, and orderly operation of a correctional facility. To this end, The Chaplaincy Department at most correctional facilities conducts services for the major religious faith groups while also meeting the spiritual needs of inmates who ascribe to less well known religious faiths. In addition to religious services, the Chaplaincy Department offers a range of religious programming, activities and counseling. Religious Services and programming is overseen by the Office of Chaplaincy Services.



### **WHAT LEGAL SERVICES ARE PROVIDED TO INMATES?**

Legal services provided to inmates include, but are not limited to:



- ❖ Use of an inmate law library or access to legal reference materials;
- ❖ Photocopying services for legal material;
- ❖ The opportunity to make legal telephone calls;

- ❖ The provision of supplies, such as pens and paper for legal purposes, when needed;
- ❖ Notary service;
- ❖ Assistance of inmate paralegals

**CAN AN INMATE REQUEST TO GET MARRIED OR ENTER INTO A CIVIL UNION WHILE INCARCERATED?**



If an inmate wishes to marry or form a civil union while in a New Jersey correctional facility, they may request to do so. Each correctional facility has a marriage/civil union committee. The decision of approval or disapproval of a request to marry shall be made by the correctional facility Administrator. The following basic procedures must be followed:

- ❖ The inmate must send a written request to get married or form a civil union to the correctional facility Administrator who will forward the request to the correctional facility’s marriage coordinator. This must be done at least ninety days before the proposed date of the wedding/civil union.
- ❖ The request to have a marriage/civil union ceremony held within a New Jersey correctional facility must contain the following information:
  - Inmates name, age and state number
  - The name, address and age of the inmate’s future husband, wife or partner
  - Present marital status (single, divorced, widower/widowed, still married, etc.) of both the inmate and their intended spouse/partner
  - A signed statement saying that either the inmate or their intended spouse/partner will pay all wedding costs



- A signed statement by you or your intended spouse/partner stating that there are no legal restrictions that may prevent the wedding/civil union
- A signed statement from the inmate to their intended spouse/partner allowing the release of information about their custody status, length and type of sentence and any active detainers
- A request for approval to use the correctional facility's chapel, on the proposed date, for the marriage/civil union ceremony
- The type of ceremony preferred
- The credentials of the officiant performing the ceremony
- Notice of any action that the inmate has taken to fulfill the requirements for marriage license, blood tests and any other legal requirements for marriage/civil union


After receiving the application to marry, the correctional facility marriage coordinator will inform the inmate of all of the rules and regulations for the marriage ceremony.

### **INMATE MONEY & PROPERTY**


Inmates are prohibited from having any form of currency (cash or coins) in their possession. Personal checks, checking accounts and/or credit cards are also prohibited. All business transactions or other money matters must be conducted through the JPAY system. In the interest of the security of both the inmate and the correctional facility, a correctional facility trust account has been set up for all inmates.




## HOW MUCH DOES AN INMATE'S WORK ASSIGNMENT PAY?

The different job assignments in the correctional facility have their own individual wage scales which control the rates of pay for that job or program. Current inmate pay scales are provided to the inmate in the *Inmate Handbook*. 


## HOW DOES AN INMATE KNOW HOW MUCH MONEY IS IN THEIR ACCOUNT?

In order to keep the most complete information possible concerning each inmate's account, the correctional facility Business Office uses an *Inmate Account Statement*. These computerized statements are issued to inmates on a monthly basis. These statements contain all monetary transactions (i.e. fines paid, monies received), that have occurred during the month. The statements help inmates in managing their money and allow the correctional facility to keep strict control over inmate accounts. 

## WHAT IS A BUSINESS REMIT?

Inmates must use a correctional facility *Business Remit* to send funds out of the correctional facility or to purchase certain services or items within the correctional facility such as postage, telephone calls, etc. The Remit form contains the inmate's identifying information, housing location, reason for the remit, amount to be paid and the name and address of where the funds are to be sent. 

## CAN I DEPOSIT MONEY INTO AN INMATE'S ACCOUNT?

Money can be deposited to an inmate's account via money order or the JPAY system. JPAY is the primary and preferred method of payment. You may access this system through the NJDOC website at <http://www.state.nj.us/corrections/pages/FundOffenders.html>. The JPAY mobile application can also be found on Google Play and the iPhone App Store. This is the only way that money will be deposited on an inmate's 

account. Certified checks, money orders, personal checks and cash sent through the mail will not be accepted and will be returned to the sender. Visitors must also utilize the JPAY system to deposit money in an inmate's account. Each correctional facility may place a limit on the amount of funds which an inmate is permitted to receive via JPAY, per day, from one visitor or a combination of visitors.

### **HOW ARE AN INMATE'S COURT ORDERED FINES AND OTHER FORMS OF RESTITUION HANDLED?**

The NJDOC uses an inmate information system which permits automatic deductions from an inmate's wages, mail and visit receipts for the payment of court ordered fines, penalties or restitution as well as any departmental restitution (repayment) that resulted from a disciplinary action. Fines, penalties or restitution owed by the inmate may result from conditions of a current sentence or a sentence previously served, under which obligations were imposed but to date, remain unpaid. Typically, obligations would include fines, penalties or restitution as ordered by the courts, restitution owed to the NJDOC, or may include any other court ordered collection, for instance Motor Vehicle Commission surcharges, civil judgments, etc. Additionally, there are current State laws that impose mandatory transaction fees on some forms of court ordered restitution. Inmates are provided a list of these fees in their *Inmate Handbook*. All deductions made for obligations from an inmate's account are clearly indicated on their monthly *TRUST ACCOUNT STATEMENT* to provide the inmate with an ongoing balance of outstanding obligations and amounts still owed. 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. CORU can be contacted at (609) 826-5655.



### **HOW MUCH MONEY DOES AN INMATE RECEIVE UPON RELEASE?**

**It is an inmate's responsibility** to have enough funding to return home upon release.



If an inmate has a positive balance of funds in their account, a twenty-five dollar hold is placed on these funds when the inmate is within thirty days of parole or release. This means that they must keep \$25.00 in their account; the account may not be emptied. The hold assures that the inmate will have at least twenty-five dollars of their money available to be issued on a JPAY dividend card upon release. Discounted transit tickets are available upon request.

### **CAN AN INMATE PURCHASE ITEMS WITHIN A CORRECTIONAL FACILITY?**

Commissary is a term the NJDOC uses for the service from which inmates are allowed to purchase items. The commissary provides a variety of personal hygiene products, over-the-counter medications, food and snack items, clothing, underwear, writing materials, footwear, religious items and various approved electronics. Items may vary at each correctional facility, depending on the custody status and gender of the inmate.



### **HOW DO INMATES PURCHASE ITEMS FROM THE COMMISSARY?**

At most institutions, inmates are able to order items for purchase from the commissary utilizing the JPAY Kiosks which is located on the unit. Inmates also have the option of completing the 'bubble form' which is available in the housing unit, which lists all the items that can be ordered from the Commissary. Commissary orders are taken and processed either monthly or bi-monthly, depending on the correctional facility.



## HOW MUCH MONEY CAN AN INMATE SPEND ON COMMISSARY ITEMS?

Commissary Orders are limited to a specific amount that is set by each correctional facility. These amounts, along with the amounts of each item that can be ordered, and any restrictions on items, are specified in the correctional facility *Inmate Handbook*. *Under no circumstances is credit allowed for Commissary purchases. All funds must be in the inmate's account at the time the order is processed.*



## CAN AN INMATE PURCHASE ITEMS FOR ANOTHER INMATE?

Inmates are not allowed to purchase items for other inmates. *The practice of loaning, selling or bartering of commissary items is an infraction of NJDOC rules, which could result in disciplinary action.*



## CONTRABAND/ZERO TOLERANCE POLICIES

### WHAT IS CONTRABAND?



Contraband is:

- ❖ Any item, article or material found in the possession of, or under the control of an inmate, which is not authorized for retention or receipt
- ❖ Any item, article or material found within the facility or on its grounds, which has not been issued by the correctional facility or authorized as permissible for retention or receipt
- ❖ Any item, article or material found in the possession of, or under the control of, staff or visitors within the facility or on its grounds, which is not authorized for receipt, retention or importation
- ❖ Any item, article or material which is authorized for receipt, retention or importation by inmates, staff or visitors but which is found in an

excessive amount or which has been altered from its original form. An amount shall be considered excessive if it exceeds stated correctional facility limits or exceeds reasonable safety, security, sanitary, or space considerations

- ❖ Any article which may be harmful or presents a threat to the security and orderly operation of the correctional facility shall be considered contraband. Items of contraband shall include, but shall not be limited to: guns and firearms of any type; ammunition; explosives; knives, tools and other implements not provided in accordance with correctional facility regulations; hazardous or poisonous chemicals and gases; unauthorized drugs and medications; medicines dispensed or approved by the correctional facility but not consumed or utilized in the manner prescribed; intoxicants, including, but not limited to, liquor or alcoholic beverages; and where prohibited, currency and stamps

#### **WHAT ARE ZERO TOLERANCE POLICIES?**

The NJDOC maintains a zero tolerance for the possession/sale/use by State Prison inmates of any drugs, intoxicants or narcotic paraphernalia not prescribed for the inmate by medical or dental staff. Under this policy, any visitor attempting to bring drugs/alcohol into a correctional facility shall be permanently banned from visitation privileges with an inmate in the custody of the New Jersey Department of Corrections.



The NJDOC also maintains a zero tolerance policy for the misuse or possession of any electronic communication device that is not authorized for use or retention, whether or not such a device is activated or operational. Examples of such electronic devices include, but are not limited to, all types and sizes of a computer, telephone, two-way radio, camera or video/audio player/recorder, fax machine, pager or beeper, personal data assistant, hand-held e-mail system, or any other device containing a means of internet access or receiving, transmitting or storing information electronically.



**Inmates found guilty of Zero Tolerance Policy prohibited acts, will lose their contact visit privileges in accordance with current regulations.**

**COMMUNICATION**

Inmates may communicate with those in the community through the use of an inmate telephone or by written correspondence.



**CAN AN INMATE SEND OR RECEIVE E-MAIL MESSAGES?**



Yes. Inmates have the ability to correspond via email using the kiosks on their respective units, but do not have access to internet services. For security purposes, all inmate emails will be subject to monitoring. This is not automatically granted to inmates. They must sign up for the service.

**CAN INMATES MAKE TELEPHONE CALLS?**

Telephones installed in all housing units are available for use by the inmate population. Inmates are permitted to make collect phone calls, where the called party pays for the call; or debit calls, where the inmate pays for the call.



Third party and credit card billings are not permitted. The NJDOC uses an "Individual Personal Identification Number (IPIN)" system. This program requires that all inmates who wish to have telephone privileges fill out an Inmate IPIN Request Form. On this form, inmates are permitted to list up to ten relatives, friends or others. All names and numbers listed will be verified and subject to the approval of the NJDOC and the contracted providers of the IPIN System. Once the numbers have been verified and approved, the inmate is issued their IPIN number. Inmates may request to add or delete numbers from their telephone list during periods specified by their correctional facility.

## WHO PROVIDES INMATE TELEPHONE SERVICES?

Global TelLink is the telephone service provider that supplies telephone services to the NJDOC. Questions regarding inmate telephone service including pre-paid billing options and technical support can be obtained on the Global Tel Link Website at <http://www.gtl.net> or by calling (877) 856-3184



## WHAT HAPPENS WHEN I RECEIVE A CALL FROM AN INMATE?

When an inmate calls you utilizing the inmate telephone/IPIN Number system, you will hear the following:



**“AT & T (or Verizon) has a collect call from (inmate’s name) at the (inmate’s correctional facility). To refuse this call, hang up. If you accept this call, do not use call waiting or three-way call features or you will be disconnected. To accept this call, press (or dial) 1 now.”**

You may accept the call with either a touch-tone or rotary dial telephone. When the call is accepted, you will hear a recorded message saying “thank you.” Either party may end the call by hanging up the receiver. If an inmate attempts a three-way call or to transfer the call at any time, the system will automatically end the call. Also, the system shall automatically disconnect if a second call is answered using the “call waiting” feature. Access to various numbers, including the operator (0), 800, 900, 976, 411, 611, 911, and 555-1212, are blocked from inmate telephones. *Additionally, the inmate telephone/IPIN system cannot be used to call a cellular telephone.*

## IS INMATE USE OF THE TELEPHONE LIMITED TO CERTAIN TIMES OF THE DAY?

Each correctional facility has a telephone schedule that is provided to the inmates. *Use of the inmate telephone system is a privilege, not a right and may be restricted for disciplinary purposes.*





## ARE INMATE TELEPHONE CALLS SUBJECT TO MONITORING?

For security purposes, **ALL** inmate telephone calls will be subject to recording, listening and/or monitoring. The only exceptions to this are legal calls, calls made to Correctional Ombudsperson, Department of the Public Advocate and NJDOC Special Investigations Division.



## HOW CAN I PREVENT UNWANTED CALLS FROM AN INMATE?

If you receive an unwanted telephone call from an inmate, simply hang up the receiver and the call will be disconnected. If you wish to have your telephone number blocked from an inmate's telephone/IPIN list, you may submit your request along with as much information regarding the inmate as possible to the department's Office of Telecommunications at:



**New Jersey Department of Corrections  
Attn: Office of Telecommunications  
PO Box 863  
Trenton, New Jersey, 08632**

## CAN AN INMATE RECEIVE INCOMING NON-LEGAL CALLS?

No. An Inmate **cannot** receive an incoming Non-Legal call unless it is a verifiable emergency.



### EMERGENCIES

## WHEN CAN AN INMATE RECEIVE AN EMERGENCY TELEPHONE CALL?

An inmate may be granted an emergency non-legal telephone call in the event of the serious illness or death of an inmate's immediate family member (one of the following relatives: parent(s), legal guardian(s), spouse, child/children, sibling(s) or domestic partner), or an impending disaster to an



inmate's property that cannot be put off until regular mail delivery.

### **HOW CAN I REPORT AN EMERGENCY?**

If you wish to report the critical illness or death of an immediate family member (as defined above) or impending property disaster, you should immediately notify the Social Services Department of the correctional facility housing the inmate, at the contact number provided at the end this handbook.

### **WHAT HAPPENS ONCE AN EMERGENCY IS REPORTED?**

The correctional facility Social Services Department will verify the emergency and the relationship of the affected person. Once this is completed, an emergency telephone call will be arranged so that the inmate can speak to the contact person that has been established. All inmates who have experienced an emergency situation involving the serious illness or death of an immediate family member will be given a follow-up visit by the Social Services Department, who will meet with the inmate and make additional referrals as needed.

### **CAN AN INMATE HAVE A VISIT IN THE EVENT OF THE CRITICAL ILLNESS OR DEATH OF A FAMILY MEMBER?**

At the discretion of the correctional facility Administrator, inmates may be granted a compassionate bedside visit **OR** a private viewing visit. The correctional facility Social Services Department is responsible for verifying the illness/death and relationship of the affected person to the inmate. If approved, the inmate will sign documentation stating that they or their family will incur all costs of the trip. A schedule of costs is provided to the inmate in the *Inmate Handbook*. No family members and/or friends may be present at the location of the visit. Also, bedside visits cannot be at a house or hospital. If an inmate is not granted a bedside or private viewing visit, the inmate may request a bereavement visit after the death of a family member.



## **WHAT IS A BEREAVEMENT VISIT?**

Inmates who are denied or otherwise unable to have a compassionate bedside visit or funeral visit may be eligible for consideration of a bereavement contact visit.



No more than one bereavement contact visit is permitted. Inmates must request, in writing, approval for a bereavement contact visit. This request must be received within five working days of the deceased family member's death. If approved, inmates must coordinate the visit with their family members and the correctional facility's Social Services Department. Inmates who are in Close Custody status are not eligible for bereavement contact visits. However, they will be eligible for consideration for a bereavement window visit. Descriptions of contact and non-contact visits are located in the "Visitation" section of this handbook.

## **INMATE CORRESPONDENCE**

### **CAN INMATES SEND AND RECEIVE CORRESPONDENCE?**

The number of approved persons that an inmate can correspond with and the amount of correspondence that an inmate can receive is not limited. However, each institution sets its own limits on the number of postage stamps an inmate can possess at one time.



### **HOW IS INMATE CORRESPONDENCE ADDRESSED?**

A listing of correctional facility addresses is provided at the end of this handbook. Addresses on both incoming (to the inmate) and outgoing (from the inmate) mail are to be in the following the style:

INCOMING (to the inmate)

From	Jane Smith 201 Trenton Street Nowhere, N.J. 12345	Stamp
TO	John Doe <u>S.B.I. #</u> <u>State Number</u> <u>Housing Unit</u> Correctional Facility Address (City), N.J Zip Code	

OUTGOING (from the inmate)

From	<b>(Name of) STATE PRISON</b> John Doe SBI # State # & Housing Unit P.O. Box (City), N.J. Zip Code	Stamp
	TO	Jane Smith 201 Trenton Street Nowhere, N.J. 12345

You must place the inmate's name, SBI number and state prison number on the outside of all envelopes. Any incoming mail not having this information will be returned to the sender. Incoming mail which cannot be identified will be marked "Refused" and returned to the United States Postal Service unopened.

## IS INMATE MAIL SUBJECT TO INSPECTION?

Yes. All incoming inmate mail including registered, certified or special delivery non-legal correspondence is opened and inspected for contraband. Incoming legal mail from approved legal correspondents (i.e. lawyers, legal assistance to prisoners, state and federal court officials), is opened in the presence of the inmate to ensure that contraband is not being introduced into the correctional facility. At no time is legal correspondence from an approved legal correspondent read by staff.



## CAN INCOMING MAIL BE WITHHELD FROM AN INMATE?

Incoming mail can be withheld or confiscated from the inmate if it is determined that:



- ❖ The material is harmful to the security and order of the correctional facility because it may incite (stir up) violence based on race, religion, creed or nationality and a reasonable judgment can be made based on the experience and professional judgment of correctional supervisors and Administrators that the material may cause an outbreak of violence within a correctional facility
- ❖ The correspondence contains information about making explosives, weapons, controlled dangerous substances (CDS - drugs or narcotics); escape plans; lock picking or anything that might threaten or harm the security of the correctional facility
- ❖ The correspondence contains information which appears to be in code
- ❖ The correspondence contains information concerning activities within or outside the correctional facility which would be subject to criminal prosecution under the laws of New Jersey or the United States

- ❖ The correspondence incites violence, destructive or disruptive behavior toward law enforcement officers, NJDOC staff or correctional facility programs or procedures
- ❖ The correspondence contains any contraband, which is any item or article not officially issued by the NJDOC or other state facility, purchased in the correctional facility's commissary or approved by either the Administrator or his or her designee
- ❖ The correspondence contains information about or instruction in martial arts
- ❖ The correspondence contains material which, based upon the experience and professional judgment of correctional Administrators in the setting of a correctional facility: applies to a lustful interest in sex as a whole; lacks serious literary, artistic, political or scientific value; shows in an openly offensive way, sexual conduct including offensive representation or description of sexual acts, masturbation, excretory functions, lewd exhibition of the genitals or sadism and/or masochism

#### **WHAT HAPPENS WHEN INCOMING CORRESPONDENCE IS DISAPPROVED?**

The inmate may appeal the withholding of inmate correspondence that has been disapproved. If the inmate does not file an appeal or is unsuccessful in his or her appeal, the disapproved correspondence will be returned to the sender with a letter indicating that it violates NJDOC rules on inmate correspondence. Disapproved correspondence that contains material or information that is subject to criminal prosecution under the laws of New Jersey or the United States will be turned over to the appropriate authorities for investigation.



## **CAN AN INMATE RECEIVE FUNDS THROUGH THE MAIL?**



See the "Inmate Money & Property" section of this handbook

## **HOW IS SPECIAL MAIL PROCESSED?**

All registered, certified, preferential or special delivery correspondence of a non-legal nature is processed as regular correspondence. Correctional facility Mail Room staff sign to acknowledge receipt of correspondence of this type. Inmates are required to sign an acknowledgement that they have received the correspondence from the correctional facility mailroom.

## **WHAT HAPPENS TO AN INMATE'S CORRESPONDENCE WHEN THEY ARE TRANSFERRED, REMANDED, OR RELEASED FROM CUSTODY?**

If an inmate is transferred to another correctional facility, it is their responsibility to contact those people with whom they correspond and tell them of the change of address. If an inmate is remanded to a county jail or other facility, they may have correspondence forwarded to them at that facility by sending a written request to the Mail Room of their housing correctional facility. If an inmate is released from custody, the NJDOC correctional facility from which they were released will forward their mail to them, if a forwarding address is provided. The correctional facility will not forward certified or registered mail, but will return it to the sender. Mail and other correspondence will be forwarded for a maximum of three (3) months from the date of the inmate's release if the inmate requests this in writing. Incoming mail received after three months will be returned to the sender.



## VISITATION

The NJDOC recognizes the benefits of an inmate's participation in visit programs. The NJDOC's inmate visit programs encourage inmates to maintain the closest ties possible with relatives, friends and other members of the community, including clergy and any other persons, as determined by the NJDOC, who may have a constructive, positive influence on the inmate. Additionally, the NJDOC recognizes that the inmate's eventual reintegration process should include the involvement of the inmate's family, close friends and other significant community members. However, the NJDOC also maintains the position that visits are to be considered a privilege. Visits are supervised to help prevent the passage of contraband and to ensure the security and orderly operation of the correctional facility.



### WHO CAN VISIT AN INMATE?

At orientation, inmates are provided with visit cards and correctional facility visit policies and procedures. It is the inmate's responsibility to complete and submit for approval a list of all potential visitors (including minors). **As this is the case, if contacted, the correctional facility will only confirm that the inmate has a visit list on file and will not disclose the names of specific visitors.** Inmates can periodically update their visit cards. If you wish to be included on an inmate's visit list, you must contact the inmate in writing. When writing the inmate include your date of birth and address that appears on your photo identification. You must wait until the inmate notifies you that you have been approved to visit him/her. Persons determined, by substantial evidence, to have a harmful influence upon the inmate or to constitute a threat to the security of the correctional facility, will not be granted visitation privileges.





The correctional facility Administrator or designee may approve the following persons to visit an inmate:

- ❖ Relatives
- ❖ Close friends
- ❖ Clergy
- ❖ Attorneys
- ❖ Other persons who may have a constructive “positive” influence on the inmate

Additionally, the correctional facility Administrator may approve or disapprove a visit from a visitor who accompanies a person on the approved list. Children under the age of 18 are not permitted to visit unless accompanied by an adult family member of the child defined as a “relative.” For the purposes of visitation, a relative is defined as parent(s), legal guardian(s), spouse, child/children, sibling(s), domestic partner, grandparent (s), cousins, aunts and uncles. The correctional facility Administrator or designee may also authorize a Special Visit. Special visits include:

- ❖ Visits from persons who have come from long distances
- ❖ Visits to hospitalized inmates
- ❖ Visits between inmates
- ❖ Visits to inmates in disciplinary status
- ❖ Members of the clergy
- ❖ Social service agency representatives
- ❖ Prospective employers
- ❖ Sponsors
- ❖ Parole advisors
- ❖ Bereavement visits

## WILL A CRIMINAL RECORD EXCLUDE ME FROM VISITING AN INMATE?

Persons with criminal records are not automatically excluded from visiting an inmate. The nature and extent of an individual's criminal record, plus their history of recent criminal activity, is weighed against the benefits of visitation in determining visitation eligibility.



## WHAT IS A CONTACT VISIT?

A contact visit is a visit between an inmate and a visitor where there is no barrier (such as a window or wall) between the inmate and visitor. During a contact visit, handshaking, embracing and kissing shall be permitted, within bounds, at the beginning and end of the visit. An inmate and visitor may hold hands during a contact visit.



## WHAT IS A NON-CONTACT VISIT?

A non-contact visit is a visit between an inmate and a visitor where there is a barrier between the inmate and a visitor. Barriers include but are not limited to a windows or walls.



## WHAT ARE THE VISITATION TIMES AND HOW MANY VISITORS CAN AN INMATE HAVE DURING VISITING HOURS?

Visitation times and procedures (including the number of visitors an inmate can receive during visiting hours), vary by correctional facility. Information regarding specific visit times and procedures can be obtained by calling the inmate's assigned correctional facility and selecting the telephone prompt for visit information. Additionally visit information for each correctional facility, including driving directions, can be obtained by logging onto the NJDOC web site and clicking the link for the correctional facility. The web address is <http://www.state.nj.us/corrections/pages/contactus.html>



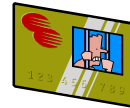
## WHEN I VISIT AN INMATE, AM I SUBJECT TO SEARCH?

As a condition of visitation, all visitors, their belongings and vehicles are subject to search while on the premises of the Department of Corrections. Types of searches include, but are not limited to, passive canine, testing device/scanning and pat search.



## WHAT KINDS OF IDENTIFICATION ARE REQUIRED TO VISIT?

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



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

The address on the identification presented must match the address provided on the inmate's visit card. Social Security cards are not an acceptable form of identification for inmate visitation.

## WHAT IS THE DRESS CODE FOR VISITATION?

Proper attire is regarded as a condition of admission to the correctional facility or premises. The following guidelines must be followed, regardless of gender:



- ❖ No transparent or fishnet clothing
- ❖ No clothing which exposes undergarments or a portion of the body considered private

- ❖ No skin-tight clothing
- ❖ Tops must cover shoulders and midriff areas. No tube tops, tank tops, halter tops, low-cut shirts or shirts which expose the shoulders, midriff area, torso or back
- ❖ Bottoms must at least cover waist to mid-thigh. No shorts, skirts or dresses ending above mid-thigh, or which have an inseam length or slit ending more than three inches above the knee
- ❖ No low-rise shorts, skirts or pants that expose the midriff area or any portion of the buttocks
- ❖ No hat or headgear, unless it is religiously oriented or medically necessary and the visitor agrees to a search of the item
- ❖ No otherwise clearly inappropriate attire, as determined solely by the NJDOC staff on duty. These may include, but are not limited to:
  - Military-style clothing worn by persons not in active or reserve military status
  - Clothing closely resembling that issued to inmates, custody staff or law enforcement
  - Clothing depicting a message, either in wording or art, which could impact upon the safety, security or orderly operation of the correctional facility, including, but not limited to, wording or art that is offensive, racist, sexually oriented, or advocates illegal or narcotic activities

#### **WHAT CAN I BRING FOR AN INFANT?**

A complete list of approved items is available on the NJDOC website at:

<http://www.state.nj.us/corrections/pdf/OTS/OTSSpecialProjects/VisitProgramInfantItems160302.pdf>

**CAN I GIVE MONEY TO AN INMATE DURING A VISIT?**



**NO.** See the “Inmate Money & Property Section “ of this handbook.

**CAN VISITS BE DENIED, TERMINATED OR SUSPENDED?**

Visits may be denied, terminated or possibly suspended under the following circumstances:



- ❖ The visitor(s) is under the influence of drugs or alcohol
- ❖ The visitor(s) refuses to submit to search procedures
- ❖ The visitor(s) refuses or fails to produce sufficient identification or falsifies identifying information
- ❖ The posted visit rules of the correctional facility are violated by the visitor
- ❖ Children are disturbing other persons in the visiting area
- ❖ Physical contact between the visitor and inmate which is in excess of that permitted during a contact visit (See “**WHAT IS A CONTACT VISIT?**”)
- ❖ Any action that affects the ability of the staff to ensure the safe, secure and orderly operation of the correctional facility and the visiting room
- ❖ A violation of the NJDOC’s Zero Tolerance Policies occurs

## PAROLE AND RELEASE

### **WHAT IS PAROLE?**

Parole is a period of supervised release by which an inmate is allowed to serve the final portion of his or her sentence outside the gates of the correctional facility on certain terms and conditions, in order to prepare for his or her eventual return to society. Parole is determined by the New Jersey State Parole Board.



### **WHAT IS THE NEW JERSEY STATE PAROLE BOARD (NJSPB)?**

The NJSPB is the agency exclusively charged with the responsibility for administering a parole system for all offenders sentenced to a term of incarceration in any state training school, correctional facility state prison, and offenders in a county correctional facility. The NJSPB is autonomous. As such, the NJDOC has no jurisdiction over matters of parole.

### **WHAT IS A PAROLE ELIGIBILITY DATE?**

The Parole Eligibility Date (P.E.D.) is the earliest date at which parole may be granted. The NJDOC is not responsible for the calculation of an inmate's P.E.D. The NJSPB Parole Counselor calculates, monitors, and updates the P.E.D. When an inmate is within six months of his or her P.E.D., their name is placed on a parole-hearing list.

### **WHAT IS A PAROLE HEARING?**

Once an inmate is determined to be eligible for parole, the NJSPB conducts a hearing to determine whether or not to grant parole. Factors taken into account include, but are not limited to, documented correctional facility behavior and the inmate's past and present criminal history.

## WHERE CAN I FIND MORE INFORMATION ON THE NJSPB AND THE PAROLE PROCESS?

More information on the New Jersey State Parole Board and the parole process can be found on the New Jersey State Parole Board's website at the following web address:

*<http://www.state.nj.us/parole/index.html>*



## WHAT COMMUNITY RELEASE PROGRAMS ARE AVAILABLE TO INMATES?

Participation in a community release program is a privilege that can provide eligible inmates with the opportunity to return to the community, under supervision, prior to the end of a sentence as a means of supporting the inmate's successful reintegration into society. At present, the NJDOC contracts with private and nonprofit providers for sixteen community based programs, two of which are assessment and treatment centers, one special needs program and thirteen residential community release programs. Inmates meeting eligibility requirements may be assigned to community custody status and housed in a community release program. Inmates housed in a community release program are still under the jurisdiction of the NJDOC and are subject all NJDOC rules and regulations. There are several types of community release programs:



- ❖ Assessment centers provide eligible inmates with a comprehensive assessment of their needs and risks, an orientation to a treatment regimen, and a referral to a halfway house, Substance Use Disorder Treatment Program, or Mutual Agreement Program.
- ❖ "Halfway houses" are community release programs with a specific emphasis on employment and educational activities in the context of treatment and rehabilitation. A complete listing of our RCRPs is located on the NJDOC website at

[http://www.state.nj.us/corrections/SubSites/OCP/OCP\\_RCRP\\_Information.html](http://www.state.nj.us/corrections/SubSites/OCP/OCP_RCRP_Information.html)

- ❖ Mutual Agreement Program (MAP) are State-licensed, residential, community-based substance use disorder treatment programs throughout New Jersey for community based treatment of inmates under the jurisdiction of the New Jersey Department of Corrections.
- ❖ Substance Use Disorder Treatment Programs are community release programs with a specific emphasis on alcohol and/or drug treatment.

### WHAT REENTRY SERVICES ARE AVAILABLE TO INMATES

The NJDOC's reentry model consists of distinct phases that occur during an inmate's incarceration:

- **Phase 1: Assessment**  
Day 1 to 3 months upon entrance
- **Phase 2: Institutional Programming**  
Service of sentence
- **Phase 3: Reentry Preparation**  
12-18 months prior to release
- **Phase 4: Transition**  
3-6 months prior to release
- **Phase 5: Post Release**  
Day 1 of release to 3 years, etc.



The following reentry services are available to inmates in the third and fourth phase:

- ❖ NJDOC staff prepares a discharge plan for all inmates being released at the maximum expiration date of a prison sentence or for inmates with a period of parole supervision. The discharge plan assists inmates with addressing issues that include, but are not limited to, housing (except for inmates leaving on parole), identification, employment and/or vocational rehabilitation or training, transportation, and spiritual support.



- ❖ **Eligible** inmates may apply for a duplicate SSN Card and Supplemental Security Income (SSI). The current agreements between the NJDOC and the Social Security Administration state that these applications can only be made once the inmate enters the release process.
- ❖ **Eligible** inmates can receive assistance with applying for Veteran's/Military benefits as well as General Assistance/Food Stamps/TANF benefits.
- ❖ **Eligible** inmates are able to apply for healthcare benefits in accordance with the Affordable Care Act.
- ❖ If applicable, inmates can receive assistance in completing an application for a Birth Certificate. Currently, the NJDOC provides assistance free of cost for inmates completing any approved NJDOC program.
- ❖ If applicable, inmates receive assistance with obtaining an additional copy of their GED certificate.
- ❖ Inmates being released are provided with a voter registration kit.
- ❖ Inmates are afforded the opportunity to purchase discounted New Jersey Transit Tickets (rail and/or bus).
- ❖ Inmates can receive assistance in obtaining a NJMVC State Identification card at no cost to the inmate.

On the day of release:

- ❖ Each inmate is given a discharge folder in accordance with the Fair Reentry and Release Act (FRARA) which may include the following if applicable:
  - Final Discharge Paperwork
  - An NJDOC release temporary photo identification card (all inmates).
  - Duplicate SSN card
  - Birth certificate
  - MVC photo state identification card
  - JPAY debit card with the inmate's remaining account balance (all inmates)
  - Final Trust Account Statement
  - Transit Ticket Request Form
  - Discounted rail and/or bus tickets (if purchased prior to release).
  - Affordable Care Act application
  - Certificate of obligation & receipt
  - Programs Transcript (noting programs taken and/or completed)
  - Copy of criminal offenses & notification of active warrants/detainers
  - ROR documentation
  - Acknowledgement of required Court appearance
  - Parole certification
  - Reporting instructions
  - Medical records summary
  - Instructions for full medical records request
  - Medical referrals
  - Medications (see below)
  - JCAP III pre-release interview
  - JCAP IV final discharge information
  - Community Resources CD
  
- ❖ Inmates who require medication are discharged with a two week supply of medication and a bridging prescription. Inmates who are designated special needs receive a 30 day supply of medication

## Appendix:

### NJDOC Correctional Facility Contact Information

**Central Office:** (609) 292-4036

*Correctional facility names, mailing addresses, main phone numbers, driving directions and visitation procedures are provided at:*  
<http://www.state.nj.us/corrections/pages/contactus.html>

#### **Adult Diagnostic and Treatment Center**

P.O. Box 190  
Avenel, NJ, 07001  
(732) 574-2250

#### **Albert C. Wagner Youth Correctional Facility**

P.O. Box 500  
Bordentown, NJ, 08505  
(609) 298-0500

#### **Bayside State Prison**

P.O. Box F-1  
Leesburg, NJ 08327  
(856) 785-0040

#### **Central Reception and Assignment Facility**

P.O. Box 7450  
Trenton, N J 08628-7450  
(609) 984-6000

#### **East Jersey State Prison**

Lock Bag R  
Rahway, NJ 07065  
(732) 499-5010

#### **Edna Mahan Correctional Facility for Women**

P.O. Box 4004  
Clinton, NJ 08809  
(908) 735-7111

#### **Garden State Youth Correctional Facility**

P.O. Box 11401  
Yardville, NJ 08620  
(609) 298-6300

**Mountainview Youth Correctional Facility**

31 Petticoat Lane  
Annandale, NJ 08801  
(908) 638-6191

**New Jersey State Prison**

P.O. Box 861  
Trenton, New Jersey 08625  
(609) 292-9700

**Northern State Prison**

P.O. Box 2300  
Newark, NJ 07114  
(973) 465-0068

**South Woods State Prison**

215 South Burlington Rd.  
Bridgeton, NJ 08302  
(856) 459-7000

**Southern State Correctional Facility**

4295 Route 47  
Delmont, NJ 08314  
(856) 785-1300

**Office of Victim Services** (609) 292-4036 x5299  
Toll free in NJ: (800) 996-2029

**Office of Volunteer Services** (609) 292-4036 x5304

**Office of the Ombudsman** (609) 633-2596

**Central Office Revenue Unit** (609) 292-9206