



BERGEN COUNTY JAIL

INMATE RULES & REGULATIONS

**OFFICE OF THE BERGEN COUNTY SHERIFF
CORRECTIONS DIVISION
HACKENSACK, NEW JERSEY**

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NOTICE TO DEAF AND HARD OF HEARING INMATES

If you are an individual with a qualifying disability, you may be entitled to a reasonable accommodation.



Please indicate your request to a member of our staff for such consideration. To the extent provided by law, if you are deaf or hearing impaired and sign language is your primary method of communication, you may have the right to a sign language interpreter, if one is required for you to effectively communicate while at this facility. If you have any qualifying disability and want to request an accommodation, please let us know.

This facility is equipped with a Telecommunications Device for the Deaf (TDD) and a Video Interpreter.

NOTICE

Correctional Police Officers are equipped with Body Worn Cameras (BWCs)

1.0 INTRODUCTION

It is your responsibility to read this handbook carefully and follow the Rules and Regulations outlined within. If you have difficulty reading or understanding anything, please communicate this with the Direct Supervision Housing Unit Officer or Intake Officer. You have signed for receipt of this handbook; you must keep this handbook available at all times in your cell or assigned bunk area.

You are now in the Bergen County Jail, which is a Direct Supervision facility. This facility represents the “state of the art” in Jail construction, design, and operation. In that regard, the facility provides a safe and secure environment for inmates and staff. While in our facility, open communication is maintained between staff and inmates at all times.

The facility operates on the belief that inmates, staff and visitors should be given the degree of respect and understanding that every person deserves. Each person makes his or her own determination of the respect and understanding received by way of his or her own conduct and attitude toward others. We recognize that each person is an individual and possesses the dignity inherent in every human being. You will be

treated with fairness and respect, and in turn, you are expected to obey the Rules and Regulations of the institution. You should show proper regard for other inmates and the personnel of this institution. We will not tolerate any infraction of the rules. Fighting will be dealt with harshly as will any assault or disrespect to Bergen County Sheriff's personnel.

The Rules and Regulations contained in this booklet do not cover all situations that may arise but serve as a basic guide for inmate conduct, operations, and Jail procedures. It is provided for your benefit while you are incarcerated in the Bergen County Jail. It explains your rights and privileges, and the services and programs which are available to you. Be advised that all rules and regulations apply to all circumstances and facilities while you are in the custody of the Bergen County Sheriff's Office, (i.e., while in vehicles, courthouses, hospitals, medical offices, etc.). This handbook was prepared to advise you of our behavioral expectations of you and the Rules and Regulations, which will guide your behavior while you are in this institution. We recognize that your individual needs and problems may create circumstances not governed by these guidelines. In that case, speak with the Officers or Counselors and they will help you. In the event that this does not resolve the problem, you should follow the procedure for grievances, which are included in these guidelines. These Rules and Regulations are subject to change from time to time due to facility conditions and, where necessary, you will be properly notified.

Through the legal process of the State of New Jersey, or the United States Government, you are being committed to the custody of the Bergen County Sheriff. The Administration and Staff of the Bergen County Sheriff's Office are not responsible for your commitment and, therefore, cannot release you prior to the date set forth in accordance with the law. We are, however, concerned, and responsible for your health, conduct and general wellbeing while you are here. While you are here, the staff will ensure that your basic physical and medical health needs are attended to. Your confinement may be as pleasant as possible, under the circumstances, if you maintain an attitude of cooperation and courtesy during your stay. Rules and Regulations are necessary to ensure a safe, secure, and sanitary environment for the entire population. You are encouraged to take advantage of the programs offered for your own positive personal growth and your positive re-integration into the community upon your release.

2.0 SELF PROTECTION/REPORTING SEXUAL ABUSE OR ASSAULT

NOTICE TO ALL INMATES

In the event that you are a victim of sexual abuse or sexual assault, you have the option of contacting the Medical Department at any time to receive counseling and

treatment. All records of this counseling will be kept strictly confidential as part of your medical records and will be handled strictly in conformance with the rules of patient confidentiality. Information contained in this rulebook is also available on the Jail information channel.

What you should know about sexual abuse & assault

Did you know...?

Rape and sexual assault happen to people of all ages.

Rape and sexual assault can happen to males or females.

Sexual assault is about power and violence. It is not about love.

Sexual assault has nothing to do with sexual orientation.

Victims and offenders may be either heterosexual or homosexual.

The fact that a victim of sexual assault became sexually aroused does not mean they were not raped or that they gave consent. These are normal, involuntary reactions.

Any sexual contact between staff and inmates is against the law.

It is common for survivors of sexual assault to have feelings of embarrassment, anger, guilt, panic, depression, and fear even several months or years after an attack.

What is Sexual Assault?

Sexual assault is “any contact between the sex organ of one person and the sex organ of another person, or any intrusion of any part of the body of one person, by the use of force or threat of force.” The offender uses sex as a weapon to assault the body, the mind, psyche, and spirit.

Sexual assault affects everyone, either directly or through the experiences of those we care about. It can affect any male or female of any age, race, ethnic group, socioeconomic status, sexual orientation, or disability.

No staff member or inmate ever has the right to ask you for a sexual favor or to have sex with you.

The Bergen County Sheriff’s Office—Corrections Division has a zero tolerance for sexual abuse and assault.

How to Avoid Rape...

The only way rape can be prevented is when a potential rapist chooses NOT to rape. However, you may avoid an attack by keeping the following safety guidelines in mind:

- Be aware of situations that make you feel uncomfortable. Trust your instincts. If it feels wrong, TELL A STAFF MEMBER YOU TRUST.
- Don’t be afraid to say “NO” or “STOP IT NOW.”
- Walk and stand with confidence. Many rapists choose victims who look like they won’t fight back or are emotionally weak.

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- Avoid talking about sex or being partially dressed. These things may be considered a come on, or make another inmate believe that you have an interest in a sexual relationship.
- Do not accept commissary items or other gifts from other inmates. Placing yourself in debt to another can lead to the expectation of repaying the debt with sexual favors.
- Avoid secluded areas. Position yourself in plain view of staff members. If you are being pressured for sex, report it to a staff member immediately.

What do you do if you are sexually assaulted...

Although an attacker may threaten to harm you, REPORT THE ATTACK TO A STAFF MEMBER IMMEDIATELY. The longer you wait to report the attack the more power you give to the perpetrator. If you wait it will be more difficult to obtain the evidence necessary for an investigation.

Request to see the nurse for immediate medical attention. You may have serious injuries that you are not aware of, and any sexual contact can expose you to sexually transmitted diseases.

Do not shower, brush your teeth, use the restroom, or change your clothes. You may destroy important evidence.

If you have been assaulted or witness an assault, but you are unwilling to report it to your unit staff, then you may fill out a grievance form, write an informal letter, request to see the Chaplain, Inmate Advocate, a member of the Medical Staff or request to speak to a Supervisor.

Another option for reporting sexual abuse or sexual harassment would be to call the Bergen County Rape Crisis Center phone number (201) 487-2227 or write to them at
75 Essex Street Suite 108
Hackensack, NJ 07601

Inmates can also contact Bergen County Sheriff's Office Rape Crisis Advocate at (551) 243-8306

THIRD-PARTY REPORTING

Public information on how to report sexual abuse and sexual harassment on behalf of an inmate is contained on the agency's website www.bcsd.us

3.0 TOBACCO FREE FACILITY

The Bergen County Jail prohibits the use and possession of all tobacco products and associated devices within the Bergen County Jail and adjoining buildings, grounds, and facility vehicles. This includes inmates, sworn Correctional staff, civilian staff and all Official, Professional and Inmate visitors. Tobacco products and associated devices shall be considered contraband. Any inmate with tobacco products in their possession

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will be charged with contraband. Inmates suffering from nicotine withdrawal shall place themselves on Sick Call for medical treatment.

All inmates, upon commitment, shall be advised of the Bergen County Jail's Tobacco Free policy, through graphics, verbal communication, and written instruction. If found guilty of violating this policy, you will be disciplined in accordance with established procedure. The Intake Officer will confiscate all inmate tobacco products and associated devices of new commitments. All inmate tobacco products shall be secured in the inmate's personal property safety deposit storage box. Lighters or any flammable items shall be confiscated and destroyed.

There is NO SMOKING anywhere inside or outside the Jail. Visitors who violate this rule will have their visit terminated and may be denied future visits.

4.0 DEFINITIONS

ALCOHOL/SUBSTANCE ABUSE COUNSELORS

Personnel available to all inmates for individual or group drug and/or alcohol counseling.

ATTORNEY/LAWYERS

Your lawyer will be permitted into the Jail from 7:30 AM through 9:00 PM, 7 days a week, subject to the approval and direction of the Tour Commander.

CLASSIFICATION COMMITTEE

The persons responsible for evaluating each inmate and assigning a security level, custody status and housing area utilizing a set standard of criterion while considering the "special needs" of inmates.

CONTRABAND

- A. CONTRABAND – 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;
1. Any item, article, or material found within the adult county correctional facility or on facility grounds which has not been issued by the facility or authorized as permissible for retention or receipt;
 2. Any item, article or material found in the possession of, or under the control of staff or visitors within the facility or on facility grounds which is not authorized for receipt, retention, or importation;
 3. Any item, article or material that is authorized for receipt, retention or importation by inmates, staff, or visitors but that is found in an excessive amount or that has been altered from its original form. An amount shall be considered excessive if it exceeds stated adult county correctional facility

limits or exceeds reasonable safety, security, sanitary, or space considerations; and/or

4. Any article that may be harmful or presents a threat to the security and orderly operation of an adult county correctional facility. 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 adult county correctional facility regulations;
 - Hazardous or poisonous chemicals and gases;
 - Unauthorized drugs and medications;
 - Medicines dispensed or approved by the adult county correctional facility but not consumed or utilized in the manner prescribed;
 - Intoxicants, including, but not limited to, liquor or alcoholic beverages;
 - Where prohibited, currency and stamps; and
 - Where prohibited, electronic communication devices.

ELECTRONIC COMMUNICATION DEVICE

Means a device or related equipment or peripheral that is capable of electronically receiving, transmitting, or storing a message, image or data. 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 by means of audio, visual or recorded data.

5A BAIL UNIT

The Court Services Unit that interviews you to complete an Application for Bail Reduction and Public Defender when you are charged with an indictable offense.

INDIGENT

Any inmate that has no means of income and has no monies for a period of thirty (30) days.

INMATE ADVOCATE

The persons responsible for assisting inmates with personal or family problems, handling requests for money orders, granting requests for non-collect phone calls, law library access, etc. and acts as a Notary Public on an emergency basis.

DIRECTOR OF BEHAVIORAL HEALTH SERVICES

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The person responsible for coordinating, scheduling, and ensuring space availability for all on-going programs, services and activities.

PUBLIC DEFENDER

The Bergen County Public Defender's Office handles cases of indigent persons accused of an indictable offense.

You may obtain a "Request to Contact the Public Defender's Office" Form through the Inmate Advocate's Office.

SECURITY THREAT GROUP

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, the community, or causes damages to or destruction of property, or interrupts the safe, secure, and orderly operation of the facility.

SHERIFF

The person in overall charge of the Bergen County Sheriff's Office and Jail.

STAFF PSYCHIATRIST

Along with, and as part of the Medical Department, evaluates referred inmate to determine mental fitness.

TOUR COMMANDER

The highest-ranking Officer in charge of each tour of duty. The Tour Commander is responsible for the Squad of Officers and the operations of the Jail during an assigned shift.

WARDEN

The person in overall charge of the day-to-day operations of the Bergen County Jail.

5.0 ADMISSION

Upon your arrival a Correctional Police Officer processed you into the facility. You and your personal property were thoroughly searched for contraband. You were asked if you can speak or read English. The "Language Line" is accessed for inmates requiring translation for their spoken language.

You were asked if you had any other property concealed on your person and if you had any medical problems that needed immediate attention. You were required to sign a property form documenting the property taken from you by the Corrections Police Officer, including valuables. Any bulk property was not accepted and will be

retained by the arresting agency. Your personal property was secured in a Safety Deposit storage box and you received a receipt for your property. Your money was registered to your Jail account. You also signed a receipt acknowledging that the amount is correct.

6.0 PROCESSING FEE

Resolution #593 signed by the Bergen County Board of Chosen Freeholders enacted a processing fee for all inmates admitted to the Bergen County Jail. This \$55.00 fee is intended to partially defray the cost of fingerprinting, photographing, and classifying individuals as they are processed into the system. Monies will be deducted from the inmate's commissary account. Any account with insufficient funds shall remain in a negative balance until such time as deposits are made by visitors, mail and/or earned wages. You will be charged this fee EACH time you are committed to the jail. Transfers from other facilities or re-confinement on an old charge are NOT exceptions and will result in re-assessment of another processing fee.

Agreement on Detainers, "overnight holds" from state prison, and inmates being held for other New Jersey counties are the ONLY exceptions.

7.0 LEVEL 1 STATUS INMATES

If you are advised that you are on "LEVEL 1" until further interview by a Mental Health Clinician, you will be issued a safety smock instead of a jumpsuit. This action is in response to particular criteria, which indicates that you may try to harm yourself. In an effort to keep you and the facility as safe as possible, you will be directed to wear the safety smock and to remain in your assigned cell unless otherwise directed by the Housing Unit Officer. You will be interviewed within 48 hours and will be removed from the "LEVEL 1" status ONLY AFTER clearance from the Mental Health Unit is received.

8.0 MISCELLANEOUS INMATE RIGHTS

- The presumption of innocence of pre-trial inmates shall be respected at all times and staff shall take no action which may interfere with the inmate's right to remain silent regarding the charges or prepare a defense to the charges.
- Inmates shall be protected by facility staff from personal abuse, corporal punishment, personal injury disease, property damage and harassment.
- Appropriate disciplinary action shall be taken against facility staff that engage in abusive behavior and, when necessary, these cases will be referred to the County Prosecutor.
- There shall be no discrimination on the basis of race, creed, color, ancestry, gender identity or expression, national origin, religion, economic status, political belief, affection or sexual orientation, marital status, nationality or disability

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- Care, custody, and treatment services of inmates shall be provided equally to male and female inmates.
- A written grievance procedure is afforded to all inmates, which includes at least one level of appeal.
- Inmates shall be afforded full and equal opportunity to practice their religion, subject only to the limitations necessary to maintain the safe, secure and orderly operation of the facility.
- Inmates shall be afforded reasonable access to representatives of the media by correspondence, telephone and/or visits.

9.0 ATTORNEY ACCESS

Your attorney will be permitted into the Jail between the hours of 7:30 a.m. and 9:00 p.m. with or without reasonable notice, except during headcounts and emergencies and any other security reasons as deemed necessary by the Tour Commander. Special exceptions may be approved in advance at the discretion of the Tour Commander.

10.0 BAIL PROCEDURES

Bail may be posted at the Jail 24 hours a day. If you have the funds available, you may post your own bail. Bank checks and cashier's checks will not be accepted after normal banking hours since they must be verified through the issuing bank.

ALL CHECKS MUST BE PAYABLE TO: "THE SHERIFF OF BERGEN COUNTY".

The Office of the Inmate Advocate can answer any question you may have concerning posting bail. Remember that the Bergen County Jail does not set bail, only the courts do.

A bondsman of your choice may post all other bails. A list of bondsmen is available from the Intake Officer. Jail personnel are not permitted to recommend any bondsmen or attorney.

BE PATIENT!!! There are many processes that must be completed and verified before you can be released.

11.0 BAIL REVIEW

Inmates awaiting trial on disorderly person charges will have bail reviewed at another municipal hearing. The municipal courts (NOT THE 5A UNIT) have the responsibility of arranging for you to apply for a Public Defender. Once bail has been set for either indictable or non-indictable charges, you may post the bail in cash or bond and leave the institution. If you are found guilty of either indictable or non-indictable charges, you may be released pending sentencing, provided bail remains in effect. If you are convicted and sentenced to serve time, you will be remanded to the Jail.

12.0 5A UNIT (COURT SERVICES)

Inmates charged with indictable offenses (other than a misdemeanor) will be summoned and interviewed by a Court Services Investigator from the 5A Unit. At this interview an Application for Bail Reduction and Public Defender will be completed. If you have a copy of your charges (called a “green sheet”) bring it with you to the interview. Be alert and respond immediately when your name is called to respond for your interview. A copy of the bail order (indicating a lower, higher or same bail amount) will be provided by your attorney, either directly or by mail.

13.0 PRE-TRIAL RELEASE OPTIONS

Speak with your attorney regarding possible options such as Pre-trial intervention, pre-indictment pleas, downgrading of charges, ROR (release on your own recognizance) and bail. All such options originate from the COURTS, not from the jail.

14.0 PAROLE ELIGIBILITY (COUNTY)

Your primary eligibility for parole is effective upon completion of 60 days or one third (1/3) of your sentence, whichever is the greatest. Your name is automatically reported to the Parole Board at the time of your Parole eligibility date. This criterion only applies to those serving sentences without a court ordered mandatory minimum stipulation placed on their Parole eligibility.

15.0 INMATE PHOTO IDENTIFICATION WRISTBAND

All inmates shall receive a photo identification wristband.

You must present your identification wristband during emergency situations, dispensing of prescribed medications, distribution of commissary orders and all meals, upon arrival at programs, during headcounts, upon release from the facility and for all other general identification purposes.

It will be considered a Class One Offense (Escape, attempting or planning an escape) to remove, damage, and/or alter any identification wristband or information contained thereon.

You must present your identification wristband to any Officer or supervisor and/or staff member upon request; failure to do so will result in the filing of appropriate disciplinary charges.

You will be held responsible for keeping your wristband in good order.

Wristbands will be inspected each shift during meal distribution.

Officers and staff will randomly check wristbands to insure that bands are present and have not been tampered with.

Damaged wristbands will be promptly replaced.

Inmates shall be charged with the cost of the replacement (\$5.00) when it is being replaced for any reason other than normal wear and tear.

16.0 GENERAL CONDUCT

The following rules stress consideration and respect for all staff, inmates, and property. They are designed for the orderly and secure operation of the facility and are necessary for the welfare of inmates and staff alike.

At no time will any inmate exert or be allowed to exert authority over any other inmate or group of inmates. Inmates will follow the directions of the OFFICER on duty, and not other inmates.

You must have a working knowledge of and comply with all of the rules in this booklet. Lack of knowledge of any rule does not excuse your failure to comply with or violate any rule(s) or regulation(s).

Any violations could result in the loss of privileges or more severe discipline and classification restrictions should the offense or your behavior warrant it.

Discipline and order are absolute requirements for institutional life and all necessary measures to maintain them will be used.

Your cooperation in the following will help us to help you.

Disruption caused by loud talking, whistling, noises, profanity or obscenity will not be tolerated.

You must not communicate or attempt to communicate with persons outside the building or security areas.

Correctional Police Officers and staff are to be addressed as Mr., Miss, Mrs., Officer or rank and by their last name. You have the right to be respectfully addressed by the staff.

You have the responsibility to treat others (staff and inmates) in a respectful manner. Disrespectful behavior such as cursing, name calling towards institutional employees, outside agency staff or visitors will lead to disciplinary action. Similar action may be taken when inmates are disrespectful towards each other.

You are not permitted to have money in your possession while in this institution.

You must not tamper with windows, door locks, electric and plumbing fixtures. If these items are not functioning properly, report it to your Housing Unit Officer.

You will not possess narcotics, drugs, alcohol, tobacco products or weapons of any type. If you find anything of this nature in your cell or assigned bunk area, it is your obligation to surrender it immediately to the housing Unit Officer.

You will walk to the RIGHT while in any corridor and on any stairway and will move in an orderly fashion at all times.

You are required to submit to a search of your person, cell or personal belongings at any time.

It is your responsibility not to waste food, to follow the laundry schedule, to maintain a neat and clean living area and to seek medical and dental care, as you need it.

Do not throw trash on the floors or carpets.

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Your attention to sanitation and tidiness will help maintain a pleasant and safe environment and make your stay as comfortable as possible.

Conduct yourself properly during visits and scheduled activities.

Refuse to accept or pass contraband.

Comply with Jail and State Department of Corrections rules and Federal Laws regarding mail.

You have the responsibility to take advantage of activities offered to help you live a successful, law abiding life in the facility and in the community.

You must abide by all the regulations governing the use of such activities.

You should remember that your conduct, attitude and cooperation will have a direct bearing on what privileges are made available to you.

17.0 COURT

Court list is provided to your housing unit Officer; you will be notified to be ready for morning court proceedings.

It is your responsibility to be prepared for your scheduled court appearance at the designated time.

You will be directed to report to Intake/Release to be transported to your court appearance.

Institutional clothes will be worn at all stages of the court proceedings, except Jury Trial, at which time you may wear civilian clothes.

It is your responsibility to ensure that arrangements are made for trial clothes to be dropped off at the Circle prior to the court date.

All court clothes deliveries MUST be pre-approved by the Supervisor of the Records Unit

18.0 STATE PRISONERS

All inmate rules and regulations apply to State inmates incarcerated at the Bergen County Jail. (See N.J.A.C. 10A:4)

Inmates serving State sentences will remain in the Bergen County Jail awaiting placement in the State Prison System.

The State Department of Corrections determines who is transferred first.

19.0 REDUCTION OF SENTENCE – COUNTY SENTENCED INMATES

Good behavior credits are earned at a rate of one (1) day off your sentence for each six (6) served, for a maximum of 5 good days per month.

Work credits are computed at a rate of one (1) day off your sentence for every five (5) days you complete your work assignment.

There is a bonus program for MINIMUM CUSTODY STATUS – COUNTY SENTENCED INMATES who continually display a good attitude, behavior and work habits. It allows

an extra one (1) day off your sentence for every ten (10) days you complete your work assignment. The inmate's Work Supervisor must recommend the inmate in writing to the Lieutenant in Charge of Records for the bonus program to be considered.

20.0 INMATE PRIVILEGES

You will be granted certain privileges as long as you abide by the Rules and Regulation governing your confinement. Violations of these rules may result in loss of privileges or, in some cases, a more severe form of punishment.

Privileges are defined as a special advantage enjoyed by a person and an opportunity which may be extended and which may be abridged or revoked at any time. No employee, at any time, may grant an inmate special privileges or advantages. There are many privileges granted and earned by inmates depending upon your classification and housing Unit assignment.

These privileges include:

- visitation
- commissary, other than personal hygiene items
- additional recreational time
- television viewing
- use of inmate tablets
- regular use of the telephone (except legal calls)
- institutional job assignments
- additional services and programs not mandated

You have the privilege, if qualified, to participate in education programs and work opportunities, as resources are available and in keeping with your interests, needs, custody status and abilities.

Abuse of these privileges or facility misbehavior will result in the loss of these privileges.

21.0 CLASSIFICATION

The Bergen County Jail has a classification system, which classifies you in terms of custody required, behavior, housing unit assignment and participation in facility programs. Each inmate admitted to this facility is evaluated by means of a classification interview as to the amount of freedom of movement he or she will be permitted. Factors such as your legal status (un-sentenced or sentenced), your behavior and attitude, and the seriousness of the offense, the potential for escape, your emotional state, and your previous behavior will be considered in placing you in various levels of security and housing. Classification occurs within one to fourteen (1-14) days of your commitment.

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All inmates are classified with the same criteria regardless of sex, race, color, creed, or national origin. The classification system manages females and males, special problem inmates, inmates requiring disciplinary detention, inmates requiring administrative segregation, inmates requiring or requesting protective custody or inmates requiring mental health observation. These levels include general housing units and special housing unit provisions such as Special Management, Special Needs, Mental Health or Maximum Security where your movement and/or privileges may be limited.

Refusal to participate in your classification interview will result in institutional charges and placement in pre-hearing detention.

The Classification Committee will determine your housing assignment after initial placement in a Pre-Classification unit.

Once a housing assignment is determined, you will be transferred to either a general housing area for inmates of your Classification or a special housing area. Your refusal to be housed in your assigned location will result in institutional disciplinary charges being filed.

The Classification Committee and staff regularly review your custody status. It is important to realize that the responsibility to earn greater levels of freedom rests with you and that violating this trust may result in a reduction of privileges. Your actions and behavior will be closely monitored.

Housing areas such as DRC & CRC are available only to County inmates and have special rules in addition to those guidelines that are posted. If you have special skills or are experienced in a specific job advise the Classification Officer during your initial interview. Specific concerns and other personal matters should also be mentioned.

You may make an appeal to the Classification Unit Supervisor regarding your Classification by submitting a "Classification Appeal Form" or by writing directly to the Classification Unit Supervisor. Either method of appeal can be dropped at any time in the "Inmate Advocate" box located on every living area. You may appeal your Classification every 30 days and/or after your status has changed (county or state sentenced, detainer removed, fine paid, bail lowered, charges dropped, etc.) The Classification Appeal form is available from the Unit Officer and the Office of the Inmate Advocate.

22.0 CELL STANDARDS

Whenever the housing Unit Officer finds a cell or area of the Unit not up to standards, he/she will identify the responsible inmate and discuss the problems. In accordance with our approach to correctional management, the Unit Officer shall counsel any inmate who fails to meet these standards so that he or she understands fully what we

expect from him or her and what his or her responsibilities are. If you respond negatively to this approach, then the Officer must take a firmer position.

GENERAL CELL INFORMATION

The hoarding of issued items from the Jail in excess is a disciplinary violation. All personal property in your cell must be stored neatly and in order on the desktop, shelf or in designated under bunk storage. Property must be stored in the provided storage areas or it is subject to confiscation. Mattresses, blankets and sheets are not allowed away from bunk or cell. Personal property which has been tampered with or altered, is considered contraband and will be confiscated.

THE FOLLOWING ITEMS ARE AUTHORIZED IN YOUR CELL; however, “Extras” of the items listed below are not allowed:

- Approved commissary items;
- Approved property retained by inmate during processing;
- Approved property delivered for inmate, e.g., reading glasses, dentures, and hearing aid;
- Approved items from facility library;
- Approved items from facility programs attended or classroom;
- Approved photographs (nude or pictures depicting sexual acts are not authorized);
- Issued clothing, linen, bedding and personal hygiene articles;
- Legal and personal mail as approved;
- Total of four books, including magazines and newspapers;
- Health articles approved by health care personnel, e.g. ace bandages, etc. - all health articles must be returned when treatment is terminated.

23.0 HOUSING UNIT REGULATIONS

No inmate is authorized in the vicinity of the Officer’s Control Station at any time unless directed by the Unit Officer. Off limit area includes the white tiled floor section around the Officer’s Control Station. Tampering with, or taking any property from a desk will be considered a major violation of the rules and regulations. It is a violation to enter any cell or sit on any bed other than your own. Violation of this rule will result in mandatory disciplinary procedures. You must sleep in your assigned cell and bunk; mattresses must be kept on the bunk at all times; no inmate will sleep on the floor for any reason. You may visit other inmates in the Unit dayroom, multipurpose room or recreation areas only.

INMATE RULES AND REGULATIONS

You are required to be properly dressed at all times after daily wake-up; this includes full uniform and appropriate footwear. Travel to and from the shower area is included. You must wear your full uniform until you enter your cell at the end of the day

All clothing must be worn appropriately (pants must be on waist, underwear can't be showing, shirt will not be rolled up, etc.).

Clothing that is altered or used for any purpose other than its intended use is prohibited (ex. wearing socks over arms)

Cell/bunk assignments may not be changed without authorization.

You may store items sold in commissary but may not store any other food item in your cell. Fruit must be consumed immediately and may not be saved.

The amount of paper materials in your cell will be strictly controlled and excess materials will be confiscated; accumulations of magazines or newspapers are not allowed.

At no time will cell lights be covered, obstructed or any item stored on top of the light fixture.

No inmate will be allowed to place any chair in a cell or remove a chair from the dayroom unless authorized.

Cells will be unlocked whenever breakfast meals arrive. You may request that the officer secure your door if you are leaving the post for another destination (court, medical, etc.). Your cells shall not be locked when you are attending an activity within the Unit (medication, sick call, recreation, etc.). Cells will not be closed half way or in any way that would constitute excessive use of a locking device.

You will be in your cell or bunk area ready for lock-in at 9:30 p.m.

During lockdown times no items are to be passed from cell to cell.

Silence will be observed after lights out and lock in.

Cell doors, walls, windows and furniture shall be free of signs; posters, pictures and other items taped or otherwise adhered on the walls, windows, ceilings, vents, etc.

Drawing on, writing on or otherwise defacing walls or doors in your individual cell or housing unit is strictly prohibited and you will be subject to disciplinary action.

If you are found to have defaced your cell or bunk area in any way, you will receive disciplinary charges and you may lose privileges and/or good time.

No items are to be placed on the doors, bunks or windows that may act as a screen or will block vision into the cell.

You are required to keep your cell or bunk area clean at all times.

Particular attention should be paid to ensure that the toilet and sink in your individual cell are cleaned thoroughly.

Exterior windows will not be blocked in any manner with food, fruit, books, curtains, etc.

INMATE RULES AND REGULATIONS

You will not congregate at, knock on, make obscene or disruptive gestures or attempt to communicate with anyone through the windows.

Circulation vents must remain uncovered in order to ensure proper air circulation.

Your bed is to be made, your cell/bunk organized and trash removed before Unit activities begin. This includes telephone and television usage.

Cell cleanup begins at the conclusion of breakfast. You may sweep, mop and sanitize your cell later in the day as long as it is organized and your bunk properly made. Other details that must be completed during the day:

- floor vacuumed or swept and damp mopped
- sink, commode, and mirror cleaned and sanitized
- walls wiped and free of unauthorized pictures and markings
- no accumulation of newspapers or magazines
- desks dusted and contents neatly arranged
- clothing folded neatly or hung on hook

Upon release, the cell you are vacating must be properly sanitized for occupancy of new inmates. Blankets and mattresses shall be cleaned, sprayed and/or sanitized before reissue.

24.0 LIVING CONDITIONS

The Officials of this institution are responsible for your safety until you are released, also for maintaining sanitary and healthful living conditions, and for giving you fair treatment.

We will provide adequate and sanitary drinking water, adequate toilets, and sufficient showers with hot water.

We will provide adequate heat and ventilation.

We will provide sufficient natural light and enough lights to permit reading.

We will provide a bed and maintain its condition. You will also receive a clean full-length mattress when you enter. Mattresses are cleaned before distribution from one person to another and a covering of impermeable material protects them.

We will provide a clean blanket, 2 sheets and 2 towels. Blankets, Sheets, towels, and personal linen are cleaned or exchanged on a weekly basis. Any linen you destroy will be charged to your account.

All issued clothing, linens and personal clothing will be laundered in accordance with the facility laundry schedule.

The institutional clothing issued to you will be exchanged and laundered regularly.

Any clothing you destroy will be charged to your account.

Soap and shaving gear is provided without charge.

There will be an adequate supply of mirrors.

Toothbrushes, toothpaste, deodorants and so forth are available at a reasonable cost.

Indigent inmates may request these items through the Office of the Inmate Advocate.

Indigent inmates are any inmates that have a zero (\$0) account balance for at least thirty (30) days.

You may take showers every day; however, you must shower at least three times a week.

You must maintain County property distributed to you and you must not deface or destroy it. You will be charged for loss or damage and may also face disciplinary action; major damage could also result in criminal charges.

The County will not be responsible for loss or destruction of any of your personal property that you keep in your possession.

We will provide a clean and disinfected area as you enter this facility, then you must keep your area clean throughout your incarceration.

We will ensure that the walls and floors of the showers are scrubbed, disinfected and maintained in a clean and sanitary condition.

You will also have certain responsibilities. Discipline and order are absolute requirements for institutional life and the necessary measures to maintain them will be used. Your cooperation in the following will help us to help you:

You will obey and respect the Officer in charge of your housing unit and the rights of other inmates at all times.

Dayroom shall be kept in a sanitary and orderly condition at all times; table tops and chairs shall be wiped clean and spills shall be mopped immediately.

At no time shall any towels or linens be found in the dayroom area, except for the purpose of linen exchange.

All chairs will remain in the dayroom except as authorized for utilization in the multi-purpose room.

4 chairs shall be neatly positioned around each dayroom table that utilizes stackable chairs.

Stackable chairs may be taken from the dayroom and utilized for religious services or programs within the multi-purpose room only.

Chairs will be returned immediately upon completion of services or programs.

Chairs are strictly prohibited in any individual cell or on the mezzanine level unless extenuating circumstances exist.

25.0 SANITATION

The Bergen County Jail will complete a regular schedule of sanitation in order to ensure a safe and sanitary facility.

Inspections shall be conducted by Housing Unit Officers each shift.

Each and every inmate must do his or her share of cleaning and general housekeeping in the living areas.

All doors beds, washstands and lavatories are to be cleaned daily and kept clean; materials needed for this purpose will be supplied daily.

INMATE RULES AND REGULATIONS

Floors in your Housing Area are to be swept and mopped daily; caution signs shall be used each time floors are mopped.

Unit workers will clean at specific times, when an area is dirty or when directed to do so by an Officer or staff member.

Flammable, toxic and caustic materials are controlled by the Supervising Officer and are used safely at all times.

Any inmate worker failing to complete their assigned cleaning duties or refusing to complete them will be furloughed from the work assignment.

Do not throw trash on the floors and carpets; all trash or garbage will be disposed of in the receptacle provided in the dayroom area; all floors shall be kept clean, dry and free from hazardous substances.

All Housing Units will be in a safe and sanitary condition at all times.

Sanitary condition of the Unit will determine start time of Unit activities and telephone/television privileges.

The facility administrator has designated the sector sergeants to conduct daily sanitation inspections of all areas within his/her respective sector on every tour.

A weekly facility inspection will be conducted and documented by a specified administrative supervisor.

The Jail will control vermin through regularly scheduled services and immediate response to problems in order to maintain high standards of institutional sanitation.

Unauthorized items are not permitted in the Unit. This includes but is not limited to: milk crates, extra linen, garbage bags, civilian clothing, cardboard boxes or anything deemed to be a weapon, contraband or fire/health hazard.

Any food that is not consumed, excluding commissary items, will be confiscated and discarded.

The Housing Unit Officer will supervise the cleaning of all cells, beds and common areas within the Unit areas.

Broom and mop handles, cleaning buckets and weighted pails may not be utilized as exercise equipment.

26.0 PERSONAL HYGIENE

It is important to your health and wellbeing that you keep yourself clean. You must keep yourself and your living quarters clean and neat at all times.

The following items were issued to you upon admission and you signed for receipt of them;

- toothbrush
- toothpaste
- soap
- comb
- spoon
- deodorant

INMATE RULES AND REGULATIONS

You are required to purchase hygiene items from commissary after the initial distribution unless you are considered indigent. Haircutting equipment shall be provided and shall be used under the observation of the Unit Officer. You are allowed freedom in your personal grooming except when a valid interest (security, health,) justifies otherwise.

Haircutting (barber) equipment will be available from the post officer on a daily basis upon request, generally between the hours of 0900 and 2100 hours.

Hair must be kept clean and will be cut for health reasons, when so ordered by the Jail Physician.

“Radical” haircuts are prohibited, (i.e. style lines shaved, names, words or designs, gang related insignia etc.).

Fingernails will be kept clean and cut short at all times; nail clippers will be made available.

Disposable razors can be obtained from the post officer daily, generally between the hours of 0730 and 0830 hours.

Tampering with the nail clippers or a razor, in any manner, or failing to return them when so directed, will be considered a major security violation.

You must take a shower at the time of your admittance and at least 3 times weekly thereafter. There are 1 or 2 separate shower areas depending on your housing Unit. If necessary, you will be directed to shower by the Unit Officer.

Soap, towels, toilet paper and cleaning supplies will be provided.

Female inmates will be provided sanitary napkins upon request, if you require any of these items, ask the Officer assigned to your Housing Unit.

DO NOT loiter around any shower area; it is not a “meeting place”, it is a place to be afforded “relative” privacy from other inmates.

You must be fully clothed upon entering and exiting the shower area.

Only one inmate per shower stall at a time.

You will be permitted to shower daily. Shower use is limited to a maximum of fifteen (15) minutes.

You must clean the shower and the floor outside the shower after every use.

Showers are normally allowed after the conclusion of breakfast, except during meals, cleaning times, lock downs, and counts.

Showering on the mezzanine level is not allowed during decentralized visiting.

At no time are you allowed out of your cell without being properly groomed and attired.

This entails hair neatly fixed, shirt, pants or uniform in an unaltered form and properly buttoned, shoes and socks on and no unauthorized headgear.

27.0 INMATE CLOTHING AND LINENS

INMATE RULES AND REGULATIONS

Upon admission to the Bergen County Jail, your personal clothing was taken from you, inventoried and exchanged for Jail issued clothing. The Bergen County Jail will provide all inmates with clothing and linens that are clean, climatically suitable, durable, and in good condition. You are accountable for all bedding, linens and clothing issued to you. All items issued to you must be returned upon your release or you will be required to pay for them. You will receive (2) two Jail issued uniforms. Any altered or marked clothing will be confiscated. You will be charged accordingly. Clothes are not permitted to hang from bunks, left loose on the floor or hanging over railings. You must be fully attired in your jail issued jumpsuit or uniform at all times when exiting your cell or assigned bunk area and remain dressed until you enter your cell for the night. This includes shirt, pants, socks and footwear. You will not be allowed in the dayroom area unless you are wearing your Jail issued uniform. All uniforms must be worn appropriately (fully buttoned, underwear can't be showing, sleeves or pants legs will not be rolled up, etc.) Inmates are UNAUTHORIZED to wear any type of civilian clothing at any time. This includes caps, outer garments, sweat clothing and robes. Footwear must be worn at all times, including when you go to and come from the shower area.

Religious headwear, notably kufis, yarmulkes, turbans, crowns, and headbands, as well as scarves and head wraps for orthodox Muslim and Jewish women, is permitted in all areas of the facility, subject to the normal considerations of security and good order, including inspection by staff.

Handmade necklaces, bracelets or earrings are UNAUTHORIZED.

You will be issued the following clean items:

- two towels;
- two sheets;
- sufficient blankets to provide comfort under existing temperature conditions.

All inmates shall be issued - 1 pair of canvas slip-on shoes.

All issued linens and clothing will be returned to the Jail upon your release.

Failure to return any article will result in the dollar amount being deducted from your personal account.

28.0 LAUNDRY

The Bergen County Jail will collect, launder and return clean laundry according to a standard schedule in order to maintain appropriate standards of sanitation and cleanliness. Laundry services shall permit the laundering or exchange of inmate personal, and jail issued clothing twice per week, and linen on a weekly basis. The collection, storage and exchange of clothing and linen shall be accomplished hygienically.

INMATE RULES AND REGULATIONS

You will place all personal items to be washed in the mesh bag issued to each inmate; sheets and blankets will be done separately during linen exchange.

Personal markings are unauthorized on any institutional laundry items.

Linens of inmates released from the Unit shall be deposited in the Unit laundry cart located on the Unit.

Institutional issued linen, including blankets and sheets may NOT be washed or dried in the Unit unless a washer and dryer and proper laundry soap is supplied on the unit.

If you are scheduled to go to court or to be released and request to have your personal (stored) items cleaned, you must submit a request to the Housing Unit Officer explaining the need to have your clothes laundered. State if this is for a court appearance or release date approaching. The Housing Unit Officer will forward the request to the Records Supervisor. The Records Supervisor will notify the Housing Unit Officer when your clothing has been cleaned and the Housing Unit Officer will inform you.

29.0 INMATE MOVEMENT WITHIN THE FACILITY

You will move about the Jail in an orderly fashion to facilitate the maintenance of security and the orderly operation of the facility.

All inmates leaving the Unit will be attired in full uniform; uniform will be worn properly at all times.

Inmate identification wristbands must remain intact, as applied during your Intake process.

You will be required to present your wristband for identification purposes whenever you leave the housing Unit for any reason.

You will walk on the right side of the corridor as well as on any stairway in single file.

Running, loitering and eating in the corridors is not permitted at any time.

Loud or boisterous conduct will not be tolerated.

Headphones or headgear (other than religious headgear) will NOT be worn at any time.

You may only carry authorized materials in the corridors:

- legal material;
- religious material;
- educational or designated classroom material.

You are not permitted to stop at any other area than your designated destination. You will proceed directly to the appropriate location without delay. Upon returning to your Housing Unit you may be frisk searched by an Officer before entering the Unit Sally port.

You are not authorized to access any elevator at any time unless directed to by staff for medical reasons.

30.0 HEADCOUNT

The Bergen County Jail will operate a Head Count System to verify the presence and health of all inmates in order to ensure the safety of all persons and the security of the institution. Exact counts of the inmate population will be held to ensure around the clock accountability.

Formal Headcounts are conducted at specific times of the day or night in an organized manner and are subject to change during special circumstances.

Headcounts can be authorized at other times as necessary; special counts may be called from time to time.

No inmate movement of any type is authorized during headcount.

Your prompt adherence to instructions and your cooperation will help speed the headcount process and cause minimal delay in other activities.

Delaying or interfering with a headcount is an offense against facility policy and procedures and will not be tolerated.

During formal counts, you will be directed to return to your assigned cell/bunk or area for the duration of the Count.

YOU MUST STAND INSIDE YOUR CELL DURING ALL HEADCOUNTS AND REMAIN NEXT TO YOUR BUNK UNTIL THE HEADCOUNT IS "CLEARED".

In dorm settings you will sit on or stand beside your assigned bunk.

Unit activity may commence as directed by the Housing Unit Officer.

You will report to the Food Service area for other daily head counts; you will present your photo-identification wristband to the Officer as you receive your food tray.

31.0 SEARCHES

The Bergen County Jail will maintain comprehensive search procedures and conduct facility and inmate searches in order to control the introduction of contraband and to maintain the safety of all persons and the security of the facility. Search procedures may provide that any and all inmates may be excluded from entry into an area being searched to facilitate the safe and effective performance of the search. Items not permitted in the Jail shall be confiscated and placed in a secure area.

All inmates admitted to the Bergen County Jail shall be thoroughly searched.

All searches shall be conducted under sanitary conditions, in a professional and dignified manner, with maximum courtesy and respect for the inmate's person.

No inmate shall be searched as punishment or discipline.

The Bergen County Jail will prevent the introduction of contraband into and throughout the institution by conducting searches of inmates or arrestees in compliance with all applicable statutes, regulations, and case law in order to protect the security of the facility and to maintain the safety of the staff and inmates. The Adani Compass DV Full Body Scanner will also be used; it is a minimally intrusive

method for screening individuals newly admitted to or re-entering the facility, or who are suspected of being in possession of contraband.

A Frisk or pat-down search is routinely done with inmates. Typical times would be on admission to the building, when entering a housing unit, prior to transport or when returning from a visit. The frisk search is also done at the Officer's discretion, whether for cause or as part of an ongoing random checking procedure and can be conducted randomly at any time. Frisk searches are not to be utilized to harass particular inmates and will be done for a legitimate institutional purpose.

You have NO right to refuse a proper frisk search by authorized staff. Frisk searches may be conducted in corridors, sally ports, Housing Units or any common area. All inmates returning to any Housing Unit from court, medical, law library, medical appointments, attorney visits, work assignments, etc. will be frisk-searched before entering the Unit. The Officer conducting the frisk search shall be of the same sex (except in emergent circumstances). You and your property shall be searched whenever you are transferred to another housing unit.

Under any circumstance where a staff member recognizes the existence of reasonable individualized suspicion and the need for a strip search, the employee will notify a Supervisor of the circumstances. A strip search can be conducted in accordance with 10A:31-8, for, but not limited to the following:

Before placement into:

- Pre-Hearing Detention
- Disciplinary Detention
- Protective Custody
- Administrative Separation

Placement on Psychological Observation or Suicide Watch

A search of your cell or bunk may be conducted at random, WITHOUT any sort of cause or suspicion needed to justify searching a particular cell/bunk.

You have no expectation to privacy in your cell/bunk.

You are not required to be present when your cell/bunk is searched. You may be permitted to observe the search of your cell/bunk and property from a distance, where reasonably feasible as determined by the Officer(s) conducting the search. Interference will NOT be allowed and will result in disciplinary charges being filed.

32.0 PERSONAL PROPERTY

You will not be permitted to have valuable articles in your possession while you are in this institution; valuables taken from you upon your commitment were locked in

secure deposit boxes and you were issued a copy of an inventory list of all your property.

Personal property will be returned upon your release, transfer or if your family picks it up with your permission.

You may not receive any item from your personal property once it has been secured at Intake. You may write to the Records Unit Lieutenant if you have questions regarding your personal property.

An inmate may make arrangements through the Records Unit to have his or her personal belongings released to the person of their choice or mailed out at the inmate's expense.

Exchanges and release of property will only be done with prior approval of the Records Unit.

You may have clothing (one outfit only) delivered to the CIRCLE for the purpose of jury trials.

You will not be permitted to transfer clothing or property to another inmate.

The Bergen County Jail will not accept any responsibility for or reimburse you for property that is obtained by any other method than the Commissary System or what is issued to you.

Inmates transferred to New Jersey State Prisons will NOT be permitted to bring ANY personal property to State Prison with them. It is the responsibility of each inmate to make arrangements for property to be picked up here or donated to the facility before being transferred.

33.0 MAIL

All inmates will be able to correspond with their families, the community, legal representatives, government offices, consular offices, and the media.

The procedures utilized by the Bergen County Jail for inmate mail shall be made available to staff and inmates.

New or revised rules and procedures regarding correspondence shall be incorporated into the next revision of the Inmate Handbook.

The Bergen County Jail shall ensure the safety and security of staff and inmates by inspecting all incoming inmate correspondence for contraband.

The Jail shall make every effort to ensure that the inmate population receive their correspondence in a timely manner.

At no time will any inmate handle or deliver the U.S. Mail.

All inmate correspondence to or from other inmates may be read to ensure that the correspondence does not contain any content as outlined in "Disapproved Content."

The Administrator or designee shall be authorized to limit inmate correspondence to or from other inmates for purposes of ensuring the safe, secure, and orderly operation of the correctional facility.

INMATE RULES AND REGULATIONS

All correspondence of any kind must go through the regular mail service, unless authorized by the Warden.

ALL outgoing mail MUST have the Inmate name and full return address of the Bergen County Jail in the upper left-hand corner of the item and the full name and address of the addressee in the center of the item. Failure to properly affix these names and addresses will result in the item being held back from delivery, returned or destroyed. The address for the Jail is:

BERGEN COUNTY JAIL
POST OFFICE BOX 0369
HACKENSACK, NEW JERSEY 07601-0369

ONLY MONEY ORDERS will be accepted through the mail.

There shall be no limit on the amount of outgoing or incoming correspondence an inmate may send or receive at their own expense.

There shall be no restriction on the length, language, or content of letters or on the persons to whom an inmate may write except as established in this document and where there is clear and convincing evidence to justify restrictions to ensure the maintenance of public safety or Jail order and security.

Indigent inmates shall be provided with postage and stationery enabling the inmates to send at least 3 letters of general correspondence each week and necessary postage for at least 5 pieces of privileged correspondence.

Request for postage and stationery shall submitted on a Law Library/Inmate Advocate Request Form.

Daily collection, handling and distribution of any inmate mail shall be done by authorized staff personnel only.

Outgoing correspondence shall not be held within the Jail for more than 24 hours after the correspondence has been received or collected for mailing, except on weekends, holidays or emergencies.

Incoming inmate correspondence shall be delivered to the inmate within 24 hours after it has been received at the facility except when precluded by an emergency incident.

Any correspondence or publication for an inmate may be withheld in the mailroom or taken from an inmate's possession if it falls into one of the following categories:

- the correspondence or publication contains material which is detrimental to the security and/or order of the Bergen County Jail because it incites violence based upon race, religion, creed or nationality and a reasonable inference can be drawn, based upon the experience and professional expertise of correctional administrators, that it may result in the outbreak of violence within the facility
- the correspondence or publication contains information regarding:
 - explosives
 - weapons

INMATE RULES AND REGULATIONS

- controlled dangerous substances
- escape plans
- lock picking or locking devices; or
- anything deemed to constitute an immediate threat to the security or orderly operation of the Bergen County Jail
- the correspondence or publication contains information which appears to be written in code
- the correspondence or publication contains information concerning activities within or outside the Bergen County Jail which would be subject to criminal prosecution under the law of New Jersey or the United States
- the correspondence or publication incites violence or destructive or disruptive behavior towards:
 - law enforcement officers
 - Office of the Bergen County Sheriff or contract vendors personnel
 - facility inmates, visitors and/or volunteers
 - facility programs or procedures
- the correspondence or publication contains material which, based upon the experience and professional expertise of correctional administrators and judged in the context of the Bergen County Jail and its paramount interest in security, order and rehabilitation:
 - taken as a whole, appeals to prurient interest in sex
 - lacks, as a whole, serious literary, artistic, political or scientific value, and;
 - depicts, in a patently offensive way, actual or simulated sexual conduct including patently offensive representations or descriptions of ultimate sexual acts, masturbation, excretory functions, lewd exhibition of the genitals, sadism, masochism or bestiality

All incoming correspondence shall be opened and inspected for cash, checks, money orders, and contraband. Incoming mail is then photocopied. You will receive the copies; originals will be placed in your property.

Money orders received through the mail shall be turned over to the Accounting Office for processing and a receipt shall be issued from the accounting office.

Contraband shall be removed from incoming correspondence and the inmate shall be notified concerning the items removed and the disposition of the contraband.

All rejected incoming inmate correspondence must be documented in the OMS computer system, explaining why the item was rejected. A copy of the rejection notice is forwarded to the inmate.

The sender or inmate shall be permitted to submit a written appeal to the Facility Administrator within 10 days of the rejection notice.

INMATE RULES AND REGULATIONS

The Facility Administrator or designee shall issue a written decision on the appeal and shall respond to the sender or inmate within 72 hours of receipt of the written appeal. Incoming inmate correspondence may not be read except when there is reasonable information indicating that the mail is a threat to order and security, or when mail is being used in the furtherance of illegal activity.

It shall be the responsibility of the Warden or his or her designee to document that sufficient reason exists to read any inmate's correspondence.

Legal mail shall be opened only to inspect for contraband and only in the presence of the inmate to whom it is addressed, unless waived in writing, or in circumstances which may indicate contraband.

Legal mail shall not be read or copied; after the envelope has been inspected, the correspondence shall be given to the inmate.

When legal correspondence is sent in envelopes similar to that of an interoffice envelope, the officer shall inspect the contents, turn the correspondence over to the inmate and confiscate the envelope. Letter-writing materials shall be provided to inmates and the facility shall assume the cost of mailing legal correspondence for indigent inmates.

The cost of mailing legal correspondence shall extend only to First Class or standard postage and shall not include:

- Registered mail;
- Certified mail;
- Preferential mail; or
- Insured mail

Whenever an inmate is transferred from this facility to another facility, the inmate shall be responsible for notifying his or her correspondents of the change of address. The Mail clerk shall forward all incoming legal correspondence for an inmate who was transferred to another facility, for a period of one month. Any legal correspondence received after the one month time period shall be returned to the sender.

All outgoing legal correspondence shall be clearly marked with the inmate's name and number on the envelope

An inmate who is sending legal correspondence out of the adult county 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 the definitions "legal correspondence" or "legitimate public official" in N.J.A.C. 10A:31-1-3. Inmates are permitted to send sealed letters to a specified class of persons and organizations, including, but not limited to the following:

- courts (Federal, State, county and municipal)

INMATE RULES AND REGULATIONS

- counsel;
- officials of the confining authority;
- state and local chief executive officers; administrators of grievance systems;
- members of the paroling authority;
- an attorney of this state or any other state when properly identified as such on the outside of the envelope;
- Offices of the Federal or State Public Defender;
- The Office of the Attorney General;
- Federal, State, county and municipal court judges;
- Offices of legal services;
- Legal assistance clinics managed by accredited law schools of this or any other state;
- The Administrative Office of the Courts;
- Offices of the Federal, State or county prosecutor;
- Other Federal, State, county or municipal governmental agencies;
- The Offices of Administrative Law;
- And Representatives of the News Media.

All incoming publications must be ordered from an approved online source. The approved sources include: Amazon.com, Booksamillion.com, Barnesandnoble.com, Inmatemags.com, and Magazinediscountcenter.com

Any publications received from ANY other source, such as a local book store, will be returned to sender.

Each incoming publication shall be opened and inspected for contraband and disapproved content, but shall not be read unless there is reason to believe that the publication contains contraband or disapproved content. The publication may be read only in the above circumstances, with prior authorization from the Warden or his/her designee.

The following publications are not authorized in the facility

- Hardcover books
- Military or mercenary magazines

CONFISCATED MAGAZINES ARE CONTRABAND AND SHALL BE DESTROYED

Packages for inmates are not accepted through the mail; they will be returned to sender.

If it is determined that incoming inmate correspondence has contraband in it, the ENTIRE correspondence and envelope will be returned to sender; except for contraband of a criminal nature.

The Mail Clerk shall complete a "Mail Rejection Form", check the appropriate box and enclose it in the envelope to be returned to sender.

Contraband in this case shall include, but not be limited to the following items:

INMATE RULES AND REGULATIONS

- Items containing foil or metal of any type, glass, wood, plastic, rubber, hair, leaves, flowers, paperclips, staples, jewelry, White-Out, colored paper, tracing paper, heavy art paper, glitter, confetti, stickers, tape, glue, paint, or watercolors;
- Any items written, drawn on, or marked in any way with crayon, chalk, markers, colored pencils, or other types of art medium;
- Any item that contains an unknown substance, odor or stain, including but not limited to: lipstick, perfume, cologne, or glue.
- photographs larger than 4 X 6;
- nude or indecent photographs, pictures, drawings, etc.;
- Polaroid or other instamatic photographs;
- any item coated in plastic;
- stamps, envelopes, plain paper, plain lined paper;
- musical greeting cards;
- personal checks;
- anything deemed to be a weapon, implement of escape or suspected Controlled Dangerous Substance (CDS);

Inmate correspondence, other than legal correspondence, shall be photocopied. Inmates shall receive the photocopies and the original mail will be placed in the inmate's property.

34.0 TELEPHONES

The Bergen County Jail will provide you with reasonable and fair access to the telephone. Telephones will be available for your use in order to support family ties and enable you to contact attorneys and conduct other legitimate business. All inmate phone calls are monitored and recorded except calls to Internal Affairs and legal phone calls.
Requests to make a legal phone call from an unrecorded line must be submitted to the Law Library.

Newly admitted inmates shall be permitted to complete at least two (2) collect local or long distance telephone calls as soon as practical during the admission process. On a case-by-case basis the Intake Supervisor may allow inmates to make non-collect telephone calls.

The possession or use of any Electronic Communication Device by an inmate is prohibited. Any such violation is considered major and shall subject the inmate to disciplinary action and sanctions pursuant to N.J.A.C. 10A:31-16 and referral to the County Prosecutor in accordance with N.J.S.A. 2C:29-10 and the inmate shall be subject to disciplinary action and sanctions pursuant to N.J.A.C. 10A:31-16.

INMATE RULES AND REGULATIONS

The Bergen County Jail will not take any messages for inmates unless in cases of emergency. If the Jail receives an incoming telephone call of an emergency nature, the telephone number and name of the calling party will be obtained. You shall be permitted to make a telephone call pertaining to the emergency after it is verified and approved by the Office of the Inmate Advocate or the Officer in Charge.

Telephones are provided by the facility as a privilege for acceptable behavior.

This privilege can be rescinded by the Unit Officer for negative behavior.

The Unit Officer is in total control of the telephones.

You can access a TTY telephone (also known as TDD - Telecommunication Device for the Deaf) via the Office of the Inmate Advocate.

Telephones will be turned on when the Unit Officer is satisfied that the Unit is in a safe, secure and sanitary condition.

Telephones must be shared fairly among all inmates.

There shall be a 20-minute time limit per inmate if there are other inmates waiting to use the phones.

You must maintain your voice at a reasonable level when talking on the phone.

Telephones are available from upon completion of the Unit inspection, but not before 9:00 a.m., except during meals, cleaning times, Lock Downs, and Counts.

Misconduct involving or misuse of the telephones may result in disciplinary action and/or restricted telephone privileges.

Inmates serving disciplinary lock-in sanctions do not have telephone privileges, except for legal phone calls to access to the judicial process and family emergencies as determined by the facility administrator or his designee.

All requests for such calls shall be handled by submission of a law library request form. Any abuse of the telephone, such as annoying, threatening, or obscene calls will result in disciplinary action and can lead to prosecution; this can be on an individual inmate basis or for the entire Unit.

In certain housing Units, dayroom chairs may be utilized during phone use, except on the mezzanine level.

You must remain seated at all times while utilizing telephones.

Instructions to set up your ITI Telephone Account

Before you can enter your allowed calling numbers. You must create a private PIN number. You will be prompted to create this PIN when you enter the number given to you at Booking (TID#) into the phone. Your PIN must be 4 digits.

Please note: "You are responsible to protect your PIN / TID from unauthorized use by other inmates."

We DO NOT block anyone's phone numbers from our facility. It is always done by the end users' phone provider or they may need an account established with correctional billing service.

INMATE RULES AND REGULATIONS

Telephones shall be turned off during court movements or other security concerns that may interfere with Bergen County Jail operations.

Housing Unit Officers will monitor the use and/or abuse of the telephones by the inmates.

Any purposeful destruction of inmate telephones shall be documented, and you will be charged institutionally.

The Office of the Public Defender does not accept collect telephone calls from inmates.

Telephone access to attorneys, courts, probation officers and parole officers shall be provided for all inmates who so request.

Any request for a non-collect emergency or legal telephone call must be submitted to the Office of the Inmate Advocate.

All requests shall be submitted via to the Office of the Inmate Advocate. Inmate Advocate personnel shall review and determine authorization for all non-collect telephone calls. Proximity and cost factors shall be taken into consideration.

All non-collect calls (Non-collect telephone calls shall be defined as emergency or legal telephone calls) shall be made in the Office of the Inmate Advocate.

The Bergen County Jail does not authorize options for taking money from your account to pay for non-collect calls.

When making a non-collect telephone call, the Inmate Advocate will log your name, telephone number called and the purpose of the call.

35.0 TELEVISIONS

The Bergen County Jail shall provide inmates with limited access to the television for recreational purposes. Televisions are provided by the facility as a privilege for acceptable behavior. The Unit Officer, for negative behavior, can rescind this privilege. Depending upon the classification of your Housing Unit, television privileges may be restricted or denied. Any purposeful destruction of inmate televisions shall be documented, and you will be charged institutionally.

The Unit Officer is in total control of the televisions; televisions will be turned on only when the Unit Officer is satisfied that the Unit is in a safe, secure and sanitary condition, but not before 9:00 a.m.

All televisions will be turned off daily at 9:00 p. m.

Channel selection is by inmate majority. Any challenges or disruptions caused by channel selection will result in termination of this privilege.

If the inmates cannot reach a decision, the Unit Officer will make the final decision.

The television will be turned off during meals, cleaning times, Lock Downs, Counts or as directed otherwise by the Unit Officer.

INMATE RULES AND REGULATIONS

The television must not interfere with normal Unit operations; the volume level of the televisions will be kept at a non-disruptive level that does not extend beyond the immediate viewing area as determined by the Unit Officer.

There is one television monitor located in each Housing Unit multi-purpose room designated for religious and program services; television is not to be removed from the multi-purpose room.

Jail information channel 20 is available for viewing general information, such as visiting hours, and PREA education.

Tablets

The use of tablets is a PRIVILEGE that may be revoked for misbehavior.

Tablets are only authorized for use in the unit multipurpose room or dayroom and are not permitted in cells, recreation areas, or outside the unit. Use of a tablet in an unauthorized area may result in loss of tablet privileges and/or disciplinary action.

Inmates in pre-hearing or disciplinary detention, on a level 1 or Special Management status, or in Administrative Segregation are prohibited from using tablets.

There are four profiles, each contain access to different content.

1. Free-this profile provides free tools that allow the inmate to check account balance and activity. Forms and facility information are also available. There is a 10-minute time limit on the Free profile.
2. Education-this free profile provides access to educational content, for example, Khan Academy.
3. Promotional-this profile provides tools to message family and friends and has limited games and music. The content in this profile is subject to change without notice. The cost to use this profile is \$0.03 per minute.
4. Standard-this profile has games, books, music, and more. Inmates have access to news, sports, and a photo album of all received photos. The cost for this profile is \$0.05 per minute.

Additional abilities available are the phone dialer, which is simply a wall phone on a tablet and video visits to visit face-to-face with family and friends. The phone dialer cost is the same as the wall phone

Tablets use facial detection when an inmate logs in. This is not facial recognition, simply a photo of the individual logging into the tablet, no matter whose account they are logging into. Inmates caught logging into an account other than their own may be subject to loss of tablet privileges and/or disciplinary action.

Inmates must log out of the tablet when finished using the tablet. There is no way to switch from one profile to another without completely logging out of the tablet. The Bergen County Jail will not be liable for account usage if the inmate neglects to log out.

Inmates log out by pressing the power button on the side of the tablet. Holding this button down is not necessary and will turn the tablet off.

LOGGING IN

1. Logging in on a tablet requires the inmate to:

a) Enter their TID number and PIN (the same used for the phone system). If an inmate has not yet set up their phone account, they must do so first.

b) A photo of the user is also taken at this point; their face must be inside the box on the log in screen. When the bar below their face is green, they can press log in.

Tablet account money is separate from the commissary account money. Friends and family can add money to the inmate's account and/or their own account by setting up an account on www.gettingout.com. The tablet account balance can be found at the top of each page when logged in.

All messages, photos, and videos are subject to review and approval. Inappropriate content will be blocked and is non-refundable.

Tablets are loaned to the inmate population. Any damage will be investigated and may require reimbursement by the inmate of \$250 or more.

36.0 PERSONAL ACCOUNTS

You will not be permitted to have money in your possession while you are in this institution; money taken from you upon your commitment was placed in an account for your use.

Money Orders (no amount limit) may be deposited into your account at the Reception Desk.

CASH will not be accepted by the jail for placement into your account, however, cash may be deposited into the kiosk located in the public reception area.

Funds received through the mail will be accepted and credited to your account ONLY if they are in the form of a money order or certified check. No personal checks will be accepted. Cash or Personal Checks will be returned to sender.

Money orders will be deposited into your account, and you will receive a receipt from the inmate accounts unit

You may access this account primarily for purchasing items from the commissary.

If you wish to know your current account balance, ask the Housing Unit Officer.

You cannot credit and/or transfer funds to the account of another inmate.

Money earned through institutional work will be posted in your account bi-weekly.

ANY question concerning errors in posting incoming money or charges made by the jail will be written on an "INMATE ACCOUNT COMPLAINT FORM" available from the post officer.

YOU WILL NOT RECEIVE CASH UPON YOUR RELEASE.

Upon your release, if you have a positive cash balance in your account; you shall be issued a debit card with the balance of your monies added to them

37.0 COMMISSARY

Pursuant to N.J.S.A. 30:4-15.1, every commissary in an adult correctional facility operated for the sales of commodities shall collect a surcharge of 10% of the sale price of every item sold. These collected funds shall be forwarded to the State Treasurer for deposit into the Victims of Crime Compensation Board (VCCB) account. The Bergen County Jail will maintain a system of commissary sales in order to enable you to purchase certain authorized items by the Jail, such as toiletries and candy, for your personal use, at your expense. Any abuse or misuse of commissary will result in the restriction of either the amount you will be allowed to spend on commissary or in the commissary items themselves. Restrictions would be imposed at a disciplinary hearing. Some items that are available for purchase are:

- underclothing
- toilet articles
- soap
- detergent
- deodorant
- envelopes
- playing cards
- AM/FM radio
- ear-bud type earphones
- candy
- cake
- snacks

Commissary items may be subject to change upon availability.

Inmates in each housing unit will be authorized to make commissary purchases once per week.

Specific days for each housing unit shall be posted in the Food Service area.

A schedule for submitting commissary orders is available in all housing units.

There is a limit on the amount of money you may spend each week for commissary. At present, the limit is established at \$75.00, excluding newspapers.

The Bergen County Jail will not accept any responsibility for or reimburse you for property that is obtained by any other method than the Commissary System or what is issued to you.

You must have sufficient funds in your account before submitting any order and you must sign an order to transfer the money from your account.

If you do not have enough money in your account, your entire order will be cancelled.

Commissary is intended for personal use. It is a violation to lend, sell or use it to exert authority or influence over other inmates.

Limitations on approved commissary items are as follows:

INMATE RULES AND REGULATIONS

- newspapers & magazines – one week supply
- bowl / container – 1
- sugar/sweetener – 100 (10 packets)
- candy & snacks – what will be reasonably consumed by the owner before the next commissary is placed
- walkman – 1

Any excess of items which poses a health, fire or safety hazard shall be deemed contraband.

Any excess of items which would indicate that items are being sold or bartered, or that a “store” is being run for profit or exploitation of other inmates will be deemed as a threat to the safety and orderly operation of the facility and shall result in disciplinary charges being filed against the inmate; the inmate may also face restrictions or suspension of commissary privileges.

You are not authorized to purchase commissary for any other inmate(s).

Once a commissary product container (shampoo, lotions, hair care, etc.) is emptied, it shall be disposed of. Empty commissary product containers shall not be used as storage containers, cups, etc. and shall be confiscated.

Depending upon your housing Unit and/or classification status, your commissary privileges may be restricted or denied.

Inmates in disciplinary segregation will only be allowed to receive personal hygiene items, writing material from commissary or items stipulated at the disciplinary hearing.

Inmates in Administrative Separation may only receive personal hygiene and writing materials.

Commissary in the Pre-Classification Intake Housing Units may be limited.

The following items will be available to indigent inmates as indicated:

- Male Inmates
 - 3 underpants every 6 months
 - 3 undershirts every 6 months
 - 3 pairs of socks every 6 months
 - Shower shoes every 6 months
 - 1 Hygiene & Stationery kit every 30 days
- Female Inmates
 - 3 bras every 6 months
 - 3 underpants every 6 months
 - 3 pairs of socks every 6 months
 - Shower shoes every 6 months
 - 1 Hygiene & Stationery kit every 30 days

INMATE RULES AND REGULATIONS

If you are declared indigent and need specific items such as writing paper, envelopes, stamps, basic hygiene or toiletry items, you can request an indigent package on a monthly basis. All requests for indigent packages shall be forwarded to the Inmate Advocate.

Hygiene kit includes Shampoo, deodorant, toothbrush, toothpaste, body lotion.

Stationery kit includes: (12) envelopes, (1) writing tablet, pen, and pencil.

The kits are delivered via commissary.

HOW TO SUBMIT A COMMISSARY ORDER

- You will fill out your commissary order 2 days before your commissary day.

How to Use the Keefe Commissary Network Inmate Kiosk

Ordering Commissary

- Choose language
- Type your CIN and press “ENTER” (This is your E number. Make sure you include the dash)
- Type your password (If you have not created a password, use your E number until you are prompted to create your password)
- When creating a password, make sure it is a number you can easily remember. Your password must consist of at least four numbers.
 - **DO NOT TELL ANYONE YOUR PASSWORD**
 - There will be four tabs to choose from:
 - Account History
 - Order Commissary
 - Request Appointment
 - Facility Information
- To order commissary, choose the “Order Commissary” tab
- You will have 12 categories to choose from
- Select a category, use the arrow keys at the bottom of the screen to move through additional pages
- Select the items you wish to purchase
- To change categories, simply select “Categories” at the bottom left of the screen
 - On the left side of the screen, your account balance will be displayed along with the total dollar amount as you select items to order. **YOUR ORDER CANNOT EXCEED \$75.00**
 - When you have completed your order, select the “Log Out” tab. Read the message on the following screen and select “Accept” or your order will not be processed.
 - To delete your order after exiting, enter your CIN (E number) and password, select the “Order Commissary” tab and select “Delete Order”

INMATE RULES AND REGULATIONS

- To change your order, enter your CIN (E number) and your password, select “Edit Order” and select the items you wish to remove.
- To replace an item that was deleted, press the “Categories” tab and select another item.
- When you have finished editing your order, select the “Log Out” tab. Read the message on the following screen and select “Accept” or your order will not be processed.

After processing, civilian commissary vendors shall then proceed to housing Units to distribute commissary.

All commissaries will be distributed by civilian commissary workers from the food service area.

If you are out of the building (court, hospital, etc.) but are expected to return, the commissary vendor may return to the Unit when you return. If you are not expected to return, the commissary vendor shall keep your bag and your account will be credited.

Under no circumstances are officers to sign for or allow other inmates to sign for commissary orders of other inmates.

You will follow the orders of the Housing Unit Officer during commissary distribution. You will receive, empty and check your bag.

If all items are accounted for, sign your commissary receipt; the person distributing the commissary shall also sign this commissary receipt.

Retain a copy and return to the Dayroom or other authorized area as ordered by the Housing Unit Officer.

If an item is not included but is indicated on the commissary order, the amount in question will be documented on the receipt and credited to your account.

The Commissary Clerk will resolve any problems, such as undeliverable orders (inmates in lock-up, inmate released, inmate in the hospital, etc.) or credits for out-of-stock items and enter corrections and/or credits into your account.

38.0 INMATE ACCOUNT & COMMISSARY COMPLAINTS

Officers are not authorized to call the accounting staff for inmate complaints about accounts or commissary.

Inmates shall submit an “Account/Commissary Complaint Form” for all issues regarding inmate accounts and commissary issues. The completed forms shall be forwarded to Inmate Accounts.

39.0 FOOD SERVICE

All meals are prepared in the facility kitchen and are planned for balanced nutrition and variety. Each day’s meals will provide a balanced diet that meets or exceed the

minimum daily requirements for normal health. **The Bergen County Jail does not serve pork products to the inmate population.**

- Breakfast delivery will begin immediately upon clearing of the first formal headcount.
- Lunch delivery will begin at 1200 hours.
- Dinner delivery will begin at 1800 hours.

Televisions and telephones remain off during all meals and meal clean-up times. No showers are authorized during this same period. You may meet with your attorney or other authorized visitor during this period if you so choose. Food shall not be used as a reward, or as a disciplinary measure. Special diets cannot be restricted because of disciplinary or punitive reasons. Violation of any meal procedure will result in disciplinary action.

Unit Officer will announce that meals are on post and will supervise the assigned food servers during the distribution of meals.

All meals shall be served under direct supervision of the Unit Officer in order to ensure sanitary conditions and avoid favoritism, careless serving and waste.

All inmates will follow the orders of the Unit Officer to line up in single file; when the Officer is ready, the first inmate in line will move up to the serving counter, state their name and show the Officer their identification wristband.

You must respond for your own tray.

Trading or giving away meals is unauthorized; if you do not wish to eat, your meal tray will remain on the cart.

You will then take your tray and be seated at one of the tables in the Dayroom area.

Inmates in-lock will eat in their assigned cells.

No extra food or drink will be given to any inmate, except when it is specified as part of a special diet, ordered by the physician, dentist, or religious ritual.

When your religious beliefs require you to adhere to dietary laws, provisions shall be made for alternate food items upon notification from your Pastoral Care faith group leader; this is the only way that you will be placed on the necessary list.

Special dietary needs will be coordinated through the food service department and through documented medical orders.

All special diets shall be implemented after the approval of the Facility Health authority, respective Chaplain, and Food Service Director.

Medically ordered diets shall take precedence over religious diets.

Meals shall be consumed in the Unit Dayroom only.

If you do not wish to eat, you must still report to the Dayroom for the count and wristband verification; you may then leave the line and return to your cell/bunk area or dayroom.

You may sit at any table in the Dayroom.

You are not authorized to sit on tabletops.

INMATE RULES AND REGULATIONS

You are not permitted to stand or return to your cell or bunk while eating meals. You will be afforded no more than thirty (30) minutes to eat.

When meals are completed, you will empty the contents of your tray in the garbage and return it to the food service counter. All food that is not consumed will be discarded.

At no time will garbage be placed in or on the meal carts.

The sink in the food service area is not to be utilized for washing trays or utensils.

The Dayroom area will be closed until the assigned clean-up group has completed its duties.

40.0 MEDICAL SERVICES

The Bergen County Jail shall provide a continuous response to inmate health care and sick call. The Jail will provide health care services to all inmates who need treatment and care and shall be responsible for essential medical, dental and health care services. All inmates shall receive a medical examination (physical) within 14 days of being admitted to the facility.

Medical services include medical, dental and mental health care.

Officers are available to counsel and refer inmates to the proper source for medical, psychological, or social guidance. Depending on the nature of and time necessary to provide said guidance, the officer will make every effort to answer, clarify or refer concerns of inmates to the proper authority. This can be handled verbally by speaking to the Post Officer, or by writing your concerns down and submitting them to medical. Requests may also be written and submitted to the Medical or Mental Health Unit for follow-up. These types of requests may be placed in the "SICK CALL" box located on every living area.

Access to pregnancy management services is provided to female inmates including pregnancy testing, routine and high-risk prenatal care, management of chemically addicted pregnant inmates, comprehensive counseling and assistance, appropriate nutrition, and postpartum follow-up.

41.0 CO-PAYMENT FOR MEDICAL SERVICES

Medical care shall be routinely and consistently provided to all inmates regardless of financial standing. Medical care will never be refused any inmate. At no time shall Medical Staff deny treatment of an inmate due to indigent status or unavailability of sufficient funds to pay for the service. The Bergen County Jail will require inmates to be charged a co-payment for certain medical services

Inmates will be charged a co-payment after services are provided which will be deducted from their commissary account

If an inmate does not have funds available in their commissary account a negative balance will be charged to their account

INMATE RULES AND REGULATIONS

The following medical services will require a co-payment:

- Sick Call - \$15.00 co-payment
- Dentist Visit - \$15.00 co-payment
- Prescription handling fee - \$2.00 co-payment

There will be no charge for the following medical services:

- Intake Screening
- Admitting Dental Screening
- Admitting Physical Examination
- Mental Health Screening
- Follow- up visits for medical services requested by the Medical staff
- Medical emergencies (as determined by the Medical staff)
- Clinical laboratory and x-ray services
- Hospital or medical services provided outside the Jail

42.0 MEDICATION DISTRIBUTION

The Bergen County Jail will operate a comprehensive system of medication distribution in compliance with the Doctor's directives in order to maintain the health and physical wellbeing of the inmates.

During both medication distribution and Sick Call talking will be kept to a minimum so the Nurse can hear who he or she is talking with.

All inmates will return to their cells or dormitory area until the conclusion of medication distribution.

Inmates will be respectful to the Nurse at all times.

Unrelated conversation is unauthorized.

Inmates must be properly attired before seeing the Nurse.

When the Nurse is ready to dispense medication, the Housing Unit Officer shall announce— "Medication Call".

All inmates NOT receiving medication will go to their assigned cells or will report to their assigned bunk.

The names of all inmates scheduled to receive medication shall also be announced.

All inmates scheduled to receive medication will form a single file line adjacent to the Officers' Station when "Medication Call" is announced.

All inmates receiving medication must remain clear of the Nurse, the Officer's Station and the medication cart and must bring a cup of water and must consume all medication in the presence of the Nurse and Officer.

Inmates are not permitted to have or use any medication unless authorized by the Jail physician.

Any inmate refusing to take medication must respond personally to the nurse and notify them.

43.0 SICK CALL

The Bergen County Jail will maintain a Sick Call system which will enable all inmates to request medical attention.

All inmates will have daily access to Sick Call.

Sick Call is held daily – except Saturday, Sunday and holidays.

A physician is available, on-call, at all times for emergency situations.

Any inmate requesting to be seen by the Jail physician must submit a Sick Call request form.

Sick Call request forms are available from the Housing Unit Officer and must be submitted by placing them in the Sick Call Box provided on each Unit.

Dental care requested is to be submitted on a Sick Call request form.

The inmate must write full name and list the nature of all complaints.

44.0 MENTAL HEALTH UNIT

Mental Health concerns that you may have that require immediate attention **MUST BE REPORTED** to the Jail Staff without delay. The Mental Health Unit is a section of the Medical Department. Staff includes Psychiatrists and Mental Health clinicians. You may be referred due to your initial assessment at Intake, an Officer may refer you, and you can also submit a SICK CALL SLIP requesting a meeting with the Mental Health Unit Staff Member for non-emergency mental health concerns.

45.0 INMATE EMERGENCY PROCEDURES

FIRES

- Report all fires immediately, no matter how small, to the Officer on post.
- **DO NOT** attempt to extinguish the fire yourself.
- If it becomes necessary to evacuate the building, you will be instructed to do so by an Officer or the Tour Commander. You will be informed as to what stairway or EXIT to use.
- Remain calm and follow all instructions.

INJURIES

- If you are injured, notify the Officer on post immediately!
- If someone else is injured or needs medical attention, notify the post officer immediately. **DO NOT TOUCH** the injured person or attempt to administer First Aid yourself.

MEDICAL EMERGENCIES

- If you have any type of medical emergency notify the Officer on post. If you are unable to do so, ask another inmate to notify the Officer for you.

IN THE EVENT OF DEATH

- Notify the officer on post at once.

- DO NOT TOUCH the person and DO NOT disturb anything in the immediate area.

46.0 RELEASES

Releases generally take place in the morning hours so that you can take advantage of available public transportation and have access to social service agencies.

Request a "Release Letter" from the Intake/Release Officer if you need emergency shelter when you are released from the jail.

If you desire medical screening or need information for community follow-up or receive remaining medication, you may request to see a Nurse when you are being released.

For your safety, you may be required to be cleared by PESP (a community based Mental health Program), before you can be released from custody.

You may write to the Mail Room specifying details for forwarding or return of mail. Your personal property will be issued to you at this time and you will sign for receipt. In the event that personal property is discovered to be missing, you must notify an Officer immediately, who will contact a Supervisor.

REENTRY PROGRAMS

For assistance, fill out a Reentry Form in order to meet with our reentry staff.

47.0 LAW LIBRARY/ACCESS TO LEGAL MATERIAL

The Law Library is located in the South Corridor and is normally in operation Monday through Friday 9am-5pm.

You will have access to the Law Library and may receive assistance from a person knowledgeable about the legal materials as frequently as demand permits, depending on the resources available, space availability and security considerations.

Submit a Law Library/Inmate Advocate Request Form to be placed on the list for a meeting with the Law Librarian/Inmate Advocate.

You will have available to you, at a cost, legal supplies and services for preparing legal papers.

Indigent inmates will have these materials provided at no charge.

Inmates will be considered indigent if they have no funds for 30 days

The cost of photocopying will be deducted from the inmate's account; the Reimbursement Form is sent to the commissary clerk to make the appropriate deduction. The cost is .05 cents for letter size and .07 for legal size

The Law Library staff can provide Notary Services upon request.

You can access a TTY telephone (also known as TDD - Telecommunication Device for the Deaf). It is a text telephone w/handset that is on site for people who are deaf, hard of hearing, or speech-impaired which allows them to type messages back and forth to one another instead of talking and listening

The "Language Line" is accessed for inmates requiring translation for their spoken language.

The Inmate Advocate(s) assist foreign nationals to contact the diplomatic representative of their country of citizenship.

Violations of institutional rules or disruption of law library operations will result in disciplinary sanctions that may result in limitations on your direct, personal access to the law library.

Punishment for any Inmate Law Library infraction, such as damage to the law books, computer terminal or disruptive conduct, shall not ordinarily include denial of access to the inmate Law Library or data base.

The Inmate Advocate staff at the Jail will assist you with a variety of concerns, either directly or by referral, that relate to your status here, legal issues, your release or to personal and family issues.

You must complete an Inmate Advocate Request Form to arrange a meeting (be as specific as possible or your request will be returned to you).

The Staff will assist you with:

- non-collect phone calls to community agencies, organizations and individuals providing assistance to you; you will not be permitted to make personal phone calls.
- Indigent packages: if you have NO funds at commitment you can request an indigent package. The initial indigent package contains stationery, toiletries, underclothes, socks and shower shoes. Clothing & shower shoes may be requested ONLY every 6 months; monthly indigent packages contain stationery and toiletries ONLY
- Obtaining information about your sentence and with parole questions;
- Contacting treatment and/or release programs such as Intensive Supervision, County Work Release, in-patient and out-patient substance abuse treatment programs and others.

Discovery Lab

The Discovery Lab exists in order to allow inmates to view electronic discovery. In order to be added to the schedule, you must fill out a Request to View Discovery Form.

48.0 WORK RELEASE PROGRAM

- The Family Court Judge sentences inmates to the Work Release Program in most cases.
- Only minimum custody inmates who meet a strict list of criterion are eligible for admission into the Work Release Program.
- You may request a Work Release Application from the Office of the Inmate Advocate.

49.0 RELIGIOUS SERVICES

The Bergen County Jail will support access to religious programs and services to the inmate population in order to promote opportunities for positive personal growth and the successful reintegration of inmates. You will be afforded the opportunity to practice your religion, or refrain from involvement in religious activities, subject only to the limitations necessary to maintain order, security and safe, efficient operation of the facility.

- Religious programs and services are provided under the coordination of the Director of Behavioral Health Services.
- Representatives of the Catholic, Jewish, Islamic and Protestant religions regularly provide religious instruction and counseling.
- You may request information on any religion.
- Formal services will be held weekly according to an established schedule. Religious activities schedule is posted on each Unit.
- To visit with your chaplain, complete a **Religious Services Request Form** and indicate your request to interview with a chaplain; chaplain visit will take place on the Unit.
- Place completed REQUEST forms in the mailbox on each Housing Unit.
- You will be provided with approved religious materials and instruction if you so desire.
- You will be provided with religious headgear, if appropriate.

Religious headwear, notably kufis, yarmulkes, turbans, crowns, and headbands, as well as scarves and head wraps for orthodox Muslim and Jewish women, is permitted in all areas of the facility, subject to the normal considerations of security and good order, including inspection by staff.

Upon approval of the respective faith group leader, a diet that meets the religious dietary requirements is available.

Requests for Marriage/Civil Union

The request for permission to marry must be submitted to the Warden or his/her designee, in writing by the inmate or his/her legal representative. Requests are considered on a case-by-case basis.

50.0 DRUG REHABILITATION PROGRAMS

The Drug Rehabilitation Center (DRC) is a 90 day “in-patient” intensive substance abuse treatment program for male and female inmates who meet the classification requirements.

In some cases the inmate is sentenced (if they meet the classification criterion) to complete the program.

Minimum and medium custody inmates may request an interview by writing a letter to the Director of the Drug Rehabilitation Center.

Women with a Common Bond is a Life Skills and substance abuse treatment program for women only, which meet three times per week. Individual sessions are offered as needed.

51.0 EDUCATIONAL SERVICES

The Bergen County Jail will make available educational and vocational training program opportunities to the inmate population. You will have access to educational and vocational training, when it is available within the Jail. Academic education programs and services to the inmate population will include, but are not limited to:

- English as a Second Language (ESL)
- Basic Skills Remediation
- HSE – preparation (High School Equivalency)
- Computer Literacy

To apply you must complete a **School Request Form** to be considered for program enrollment. Forms will be available from:

- Classification Officers (during the intake interview)
- Housing Unit Officers
- Office of the Inmate Advocate
- Education/vocational training program instructors

Before you are accepted into any program you will complete a placement test to determine your educational skills level. Acceptance in several of the programs is contingent on your testing at the appropriate skills level.

52.0 WORK ASSIGNMENTS

Pre-trial and un-sentenced inmates shall not be required to work except to do personal housekeeping.

Any inmate may volunteer for work assignments or facility programs.

On work details inmates may not leave their place of assignment except by permission of the Officer or employee in charge.

If you are interested in working within your housing Unit, speak with your Unit Officer.

All employment experience should be included in your request.

Work assignments are available throughout the facility but eligibility is subject to classification concerns.

The Supervisor forwards Job Requests to the Classification Committee for clearance.

Priority for job assignments shall be given first to county sentenced inmates, then state sentenced inmates, and finally, un-sentenced inmates; each request will be reviewed in the DATE order in which it was received.

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If you are classified and housed in the Workers Unit, work supervisors will be canvassing in the Unit to hire workers for numerous job assignments.

Inmates with special skills should make them known to the Supervisors or the Direct Supervision Officer.

All inmate workers must receive Medical clearance before being assigned to certain jobs.

State sentenced inmates who are being housed in the Bergen County jail shall be compensated in accordance with N.J.A.C. 10A:9-5.6.

Inmates- any remission of time shall in no way interfere with the reduction of good behavior time.

53.0 RECREATION & LEISURE TIME ACTIVITIES

Indoor recreational activities include: watching TV, reading, listening to a radio, playing board games and other similar activities; a recreational library is located on each housing unit **and in the Inmate Advocate Office.**

Outdoor recreational activities may include but are not limited to weight training, basketball and calisthenics.

ANY RECREATIONAL MATERIALS THAT THE FACILITY PROVIDES TO YOU ARE EXPECTED TO BE RETURNED IN GOOD CONDITION

Chairs **MAY NOT** be taken into the yard; towels and drinks may be taken to the yard. Recreation is available on each housing unit; the gymnasium will be utilized (as scheduled) when available.

Special Events and recreational activities may be held at times on the Housing Unit or in other parts of the facility; participation is limited to those who meet classification criteria.

54.0 DISCIPLINARY PROCESS

Inmate discipline will be administered in order to maintain proper control, conserve human values and individual dignity and to promote socially desirable changes in attitude and behavior. The Bergen County Jail shall assign a Supervisor as the Disciplinary Officer. The Disciplinary Officer shall receive and review all inmate disciplinary reports filed by the institutional staff and ensure that all inmate due process requirements have been met. The Disciplinary Officer can adjudicate disciplinary Reports, which have not been adjudicated by a Supervisor.

You will be advised of your right to consult with a counsel substitute prior to the Disciplinary Hearing. You will be advised of your right to waive the Disciplinary Hearing and plead guilty to the disciplinary charges. If you plead guilty, you must sign a Waiver/Adjudication form stating that you waive your right to a Disciplinary Hearing and desire that the Disciplinary Officer adjudicate the charges. In this case, the

Disciplinary Officer shall impose authorized sanctions as set forth in the Bergen County Jail Rules and Regulations booklet according to the offense class code.

Equitable and consistent inmate discipline shall be employed to ensure the maintenance of security and the orderly operation of the Jail facilities. Rules, upon which inmate discipline is based, must be reasonable and evenly applied, and the action taken to determine an alleged infraction must be based on findings of fact. The sanction(s) for infractions shall not be imposed in any manner that violates your civil rights. The sanction(s) must be related to the infraction and must be fairly applied to all inmates.

N.J.A.C. 10A:4, Inmate Discipline, applies to State inmates incarcerated at the Bergen County Jail.

You shall be given, upon admission to the facility, a copy of the disciplinary rulebook, enclosed herein, and you shall sign a form acknowledging receipt of it. Staff members shall assist inmates who have literacy problems in understanding the disciplinary rules. The immediate imposition of a sanction upon an inmate for a minor violation shall be referred to as On-the-Spot Correction. Written guidelines shall specify the minor violations that may be handled informally through the imposition of On-the-Spot-Correction.

The following are authorized sanctions for On-the-Spot-Correction:

- verbal reprimand;
- loss of recreation privileges for a period of no more than five (5) days;
- up to four hours of extra work duty;
- up to four hours confinement to tier, room or cell
- loss of radio or television privileges for a period of no more than five (5) days and/or
- confiscation

Minor violations must be reported in writing and forwarded immediately to the shift supervisor for review. The Tour Commander or his/her designee shall issue you a copy of the report and afford you the right to a conference before the imposition of any sanction(s). If the Tour Commander concurs with the written minor violation report, the On-the-Spot-Correction sanction shall be imposed within 24 hours of the Tour Commander's review. The Tour Commander may also dismiss the minor rule violation or upgrade the minor violation to a major violation.

Major violations shall be defined as conduct, which is punishable by sanctions more stringent than those for minor violations.

The following are authorized sanctions for major violations:

- up to 15 days Disciplinary Detention
- loss of commutation time subject to confirmation by the Warden
- loss of privileges up to 30 days
- forfeiture/confiscation

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- restitution
- any sanction prescribed for On-the-Spot-Correction, and/or
- suspension of any one or more of the above sanctions at the discretion of the Disciplinary Board for 60 days

No inmate may receive more than 15 days in Disciplinary Detention as a result of a single disciplinary charge. If you are found guilty of multiple disciplinary charges, you may receive up to 15 days Disciplinary Detention for each charge and no more than 20 days for a single incident, provided that the total time to be served does not exceed 30 days in a 60-day period.

As a notification of the major violation charge(s), a copy of the disciplinary report shall be served upon you within 48 hours of the violation, unless there are exceptional circumstances, and at least 24 hours prior to the disciplinary hearing unless you waive such notice in writing.

In all cases, you shall be advised of your right to use immunity at any investigative interview and at the disciplinary hearing. The use immunity warning shall consist of a statement that indicates that any statements made in connection with the disciplinary hearing or evidence derived directly or indirectly from those statements shall not be used in any subsequent criminal proceeding. Failure to give the use immunity warning by the investigative Officer shall not be grounds for dismissing the disciplinary report. An investigation of the infraction shall be conducted within 48 hours of the time the disciplinary report is served upon you, unless there are exceptional circumstances for delaying the investigation. The Warden shall appoint an investigating Officer who was not involved in the incident to be the investigator. You shall be advised of your right to consult with a counsel substitute prior to the Disciplinary Hearing. You shall be advised of your right to waive the Disciplinary Hearing and plead guilty to the disciplinary charges.

Until the Disciplinary Hearing, you shall remain in your existing status, unless you constitute a threat to other inmates, staff members, yourself or to the orderly operation of the Bergen County Jail. If the supervisor orders Pre-Hearing Detention, such order shall be reviewed by another supervisor and the Tour Commander with 24 hours. Failure to do so shall return you to your previous status.

All hearings for major offenses shall take place before a Hearing Officer or Disciplinary Board composed of an impartial three-member panel, which shall include one custody supervisor and two non-custody staff members.

The Hearing Officer, following the guidelines below, shall conduct disciplinary Hearings:

- The inmate shall be entitled to a hearing within seven (7) days of the alleged violation, provided the inmate remains in general population pending the hearing. Calculation of the seven days shall include weekends and holidays, unless such

hearing is prevented by exceptional circumstances, unavoidable delays, or reasonable postponements. Should the seventh day fall on a Saturday, Sunday, or holiday, the hearing shall be held on the business day immediately following the weekend or holiday.

- Inmates confined in Pre-hearing Detention shall receive a hearing within 72 hours of their placement in Pre-hearing Detention, absent exigent circumstances.
- inmates confined in Pre-hearing Detention shall be given priority in scheduling their appearance before the Disciplinary Board;
- time spent in Pre-hearing Detention shall be credited against any subsequent sentence imposed;
- no delays in hearing a case shall be permitted for the purpose of punishment or discipline;
- you shall be provided the opportunity to be present during the Disciplinary Hearing except for the Disciplinary Board's deliberations and reasons of security;
- the reasons for excluding you from a Disciplinary Hearing must be documented your record;
- you may be represented by a counsel substitute (staff or inmate) when it is determined by the Disciplinary Board that you are illiterate or cannot adequately collect and present the evidence in your own behalf;
- you shall be provided an opportunity to call witnesses on your behalf, unless doing so would be irrelevant, repetitive or unduly hazardous to institutional safety;
- the reasons for denying the opportunity to call witnesses must be stated in writing and filed in your record;
- you shall be provided the opportunity to make a statement and present documentary evidence;
- you shall be provided the opportunity to confront and cross-examine your accuser and all adverse witnesses unless doing so would be unduly hazardous to institutional safety or would endanger the physical safety of a witness;
- the reason for denying the opportunity to cross examine accusers or adverse witnesses must be stated in writing and filed in your record;
- in absentia hearings may be held if you refuse to attend the Disciplinary Hearing;
- documentation of this refusal must be reported in writing;
- Should further investigation be required, the Disciplinary Hearing may be postponed by the Disciplinary Board or Hearing Officer, but the inmate shall not be held in Prehearing Detention for more than a total of 72 hours for Pre-hearing Detention cases, and for seven (7) days for when inmates remain in general population awaiting a disciplinary hearing.

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The Disciplinary Hearing Officer will explain to you that the hearing is an administrative, rather than a judicial process. You may be represented by a counsel substitute (staff or inmate) when it is determined by the Disciplinary Board that you are illiterate or cannot adequately collect and present the evidence in your own behalf. Formal rules of evidence will not govern the hearing. The Disciplinary Officer without formal restrictions will rule upon relevant evidence presented. The Disciplinary Officer, board members and charged inmate may request, and have in attendance at a disciplinary hearing, any person who has relevant and not unduly cumulative information except when doing so may severely jeopardize the security of the board, inmate, or institution. The hearing is subject to the scheduling availability of the staff. You shall be provided an opportunity to make a statement and present documentary evidence at the disciplinary hearing. Inmates charged with a violation will be present at the hearing unless you waive the right to be present in writing or excluded due to their behavior. You will be excluded from the hearing during deliberations when confidential information is being disseminated or judgment is being reached. You will not have a hearing within 24 hours of being served a disciplinary report without your written approval.

All rule violations which may constitute crimes of the first, second, third or fourth degree under the Criminal Code of the State of New Jersey (N.J.S.A. 2C:1-1 et seq.) shall be referred to the County Prosecutor.

At the conclusion of the Disciplinary Hearing, the Disciplinary Board shall issue a written decision. Disciplinary board decisions are based solely on information obtained in the hearing process, including staff reports, the statements of the inmate charged, and the evidence derived from witnesses and documents. This decision shall contain:

- the Board's finding on the question of guilt
- the sanction imposed
- a summary of the evidence upon which the finding is based, with the exception of confidential information which was withheld for security reasons
- a list of all non-confidential witnesses
- the reason requested witnesses were not called or cross-examination was not permitted if applicable
- the reason for the sanction which shall include such factors as the offender's past history and circumstances of the offense
- the date and time of the Disciplinary Hearing
- the signatures of all Board members

A copy of the disciplinary decision shall be kept in the Hearing Officer's records and your docket file.

You shall be advised of your right to appeal the decision of the Disciplinary Board.

Appeals of disciplinary decisions shall be submitted to the Jail Administrative Officer in

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writing, within 48 hours of the Disciplinary Hearing. The Jail Administrative Officer who may affirm, rescind or downgrade the decision shall review appeals of disciplinary decisions. The Jail Administrative Officer may reduce but may not increase the sanction imposed by the Disciplinary Board. Copies of the appeal and the disposition on appeal shall be forwarded to the Disciplinary Board for their records. If the Disciplinary Board finds you innocent of the charges, all reference to the offense shall be removed from your file.

The disciplinary action shall be individualized in keeping with such factors as the offenders past history of institutional adjustment, the setting and circumstances for the adverse behavior, the involved inmate's accountability, the underlying reasons for the non-compliance with regulations and the correctional goals set for the inmate. Sanctions for listed violations will be broken down into four (4) classes.

Class 1

- Lock in from 10 to 15 days
- Loss of good time 10 to 15 days
- Loss of visitation 10 to 15 days
- Loss of commissary 10 to 15 days
- Loss of telephone privileges 10 to 15 days
- Loss of recreation 10 to 15 days
- Removal from work assignment permanently or for a designated period of time
- All or any combination of the above

Class 2

- Lock in 5 to 10 days
- Loss of good time 5 to 10 days
- Loss of visitation 5 to 10 days
- Loss of commissary 5 to 10 days
- Loss of telephone privileges 5 to 10 days
- Loss of recreation 5 to 10 days
- Removal from work assignment permanently or for a designated period of time
- Removal from program participation permanently or for a designated period of time
- Restitution
- All or any combination of the above

Class 3

- Lock in up to 5 days
- Loss of good time up to 5 days

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- Loss of visitation up to 5 days
- Loss of commissary up to 5 days
- Loss of recreation up to 5 days
- Loss of telephone privileges up to 5 days
- Removal from work assignment permanently or for a designated period of time
- Removal from program participation permanently or for a specified period of time
- All or any combination of the above

Class 4

- Verbal reprimand only

On-the-Spot-Correction

- verbal reprimand
- loss of recreation privileges for a period of no more than five (5) days
- up to 4 hours extra work duty
- up to 4 hours confinement to tier or cell
- loss of radio or television privileges for a period of no more than five (5) days and/or confiscation

Inmates will not be subjected to any of the following forms of punishment:

- cruel, corporal or unusual punishment, personal property damage or harassment;
- a lack of care which may injure or impair the health of the inmate;
- denial of clothing, bedding, normal hygiene implements or nutritional food, except when these items must be withheld to ensure the inmates safety and the well-being of the facility, staff, and other inmates;
- if circumstances warrant the removal of these items, approval for this action must be obtained in advance by the Tour Commander;

Staff will not delegate authority or control to any inmate or group of inmates;

No inmate or group of inmates may impose punishment on any other inmate or group of inmates.

Padded or restraint cells will not be used for disciplinary purposes.

Inmates will not be denied access to legal counsel as a disciplinary measure.

55.0 VIOLATIONS

* .001 killing

* .002 assaulting any person

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- * .003 assaulting any person with a weapon
- * .004 fighting with another person
- * .005 threatening another with bodily harm or with any offense against his or her person or his or her property
- * .006 extortion, blackmail, protection: demanding or receiving favors, money or anything of value in return for protection against others, to avoid bodily harm, or under threat of informing
- * .007 hostage taking
- * .008 abuse/cruelty to animals
- * .009 misuse, possession, distribution, sale, or intent to distribute or sell, an electronic communication device, equipment or peripheral that is capable of transmitting, receiving or storing data and/or electronically transmitting a message, image or data that is not authorized for use or retention (see “electronic communication device” definition at N.J.A.C. 10A:1-2.2)
- .009A misuse, possession, distribution, sale or intent to distribute or sell, an electronic communication device, equipment or peripheral that is capable of transmitting, receiving or storing data and/or electronically transmitting a message, image or data that is not authorized for use or retention by an inmate who is assigned to a Residential Community Release Program (see “electronic communication device” definition at N.J.A.C. 10A:1-2.2).
- * .010 participating in an activity(ies) related to a security threat group
- * .011 possession or exhibition of anything related to a security threat group
- * .012 throwing bodily fluid at any person or otherwise purposely subjecting such person to contact with a bodily fluid
- .013 unauthorized physical contact with any person, such as, but not limited to, physical contact not initiated by a staff member, volunteer or visitor
- * .014 unauthorized physical contact with any person with an article, item or material such as anything readily capable of inflicting bodily injury

- * .050 sexual assault
- .051 engaging in sexual acts with others
- .052 making sexual proposals or threats to another
- .053 indecent exposure
- * .054 refusal to register as a sex offender or any refusal to register as required by law
- * .101 escape
- * .102 attempting or planning escape
- .103 wearing a disguise or mask
- *.150 tampering with fire alarms, fire equipment or fire suppressant equipment
- *.151 setting a fire
- .152 destroying, altering, or damaging government property, or the property of another person
- *.153 stealing (theft)
- *.154 tampering with or blocking any locking device
- *.155 adulteration of any food or drink
- *.201 possession or introduction of an explosive, incendiary device or any ammunition
- *.202 possession or introduction of a weapon, such as, but not limited to, a sharpened instrument, knife or unauthorized tool
- *.203 possession or introduction of any prohibited substances such as drugs, intoxicants or related paraphernalia not prescribed for the inmate by the medical or dental staff

- .203A (BCJ) under the influence of narcotics or alcohol**
- *.204 use of any prohibited substances such as drugs, intoxicants or related paraphernalia not prescribed for the inmate by the medical or dental staff**
- .204A use by an inmate who is assigned to a Residential Community Program of any prohibited substances such as drugs, intoxicants or related paraphernalia not prescribed for the inmate by the medical or dental staff**
- *.205 misuse of authorized medication**
- .206 possession of money or currency (\$ 50.00 or less) unless specifically authorized**
- *.207 possession of money or currency (in excess of \$ 50.00) unless specifically authorized**
- .208 possession of property belonging to another person**
- .209 loaning of property or anything of value**
- .210 possession of anything not authorized for retention or receipt by an inmate or not issued to him or her through regular correctional facility channels**
- .211 possessing any staff member's clothing and/or equipment**
- .212 possessing unauthorized clothing**
- .213 mutilating or altering clothing issued by the government**
- *.214 possession of unauthorized keys or other security equipment**
- *.215 possession with intent to distribute or sell prohibited substances such as drugs, intoxicants or related paraphernalia**
- *.216 distribution or sale of prohibited substances such as drugs, intoxicants or related paraphernalia**
- *.251 rioting**

- *.252 encouraging others to riot**
- *.253 engaging in, or encouraging, a group demonstration**
- .254 refusing to work, or to accept a program or housing unit assignment**
- *.255 encouraging others to refuse to work or to participate in work stoppage**
- .256 refusing to obey an order of any staff member**
- .256A (BCJ) violation of program rules**
- .257 violating a condition of any community release program**
- *.258 refusing to submit to testing for prohibited substances**
- *.259 failure to comply with an order to submit a specimen for prohibited substance testing (see N.J.A.C. 10A:3-5)**
- *.260 refusing to submit to mandatory medical or other testing such as, but not limited to, mandatory testing required by law or court order**
- *.261 tampering with a test specimen**
- .301 unexcused absence from work or any assignment; being late for work**
- .302 malingering, feigning an illness**
- .303 failing to perform work as instructed by a staff member**
- .304 using abusive or obscene language to a staff member**
- .305 lying, providing a false statement to a staff member**
- *.306 conduct which disrupts or interferes with the security or orderly running of the correctional facility**
- .351 counterfeiting, forging or unauthorized reproduction or use of any document not enumerated in prohibited act**

- *.352 counterfeiting, forging or unauthorized reproduction or use of any classification document, court document, psychiatric, psychological or medical report, money or any other official document**
- *.360 unlawfully obtaining or seeking to obtain personal information pertaining to an inmate's victim or the victim's family**
- .401 participating in an unauthorized meeting or gathering**
- .402 being in an unauthorized area**
- .451 failure to follow safety or sanitation regulations**
- .452 using any equipment or machinery which is not specifically authorized**
- .453 using any equipment or machinery contrary to instructions or posted safety standards**
- .501 failing to stand count**
- .502 interfering with the taking of count**
- *.551 making intoxicants, alcoholic beverages or prohibited substances such as narcotics and controlled dangerous substances or making related paraphernalia**
- *.552 being intoxicated**
- .552A being intoxicated while the inmate is assigned to a Residential Community Program**
- .553 smoking where prohibited**
- .554 possession of tobacco products or matches where not permitted**
- .601 gambling**
- .602 preparing or conducting a gambling pool**
- .603 possession of gambling paraphernalia**

- .651 being unsanitary or untidy; failing to keep one's person and one's quarters in accordance with posted standards**
- .652 tattooing or self-mutilation**
- .701 unauthorized use of mail or telephone**
- .702 unauthorized contacts with the public**
- .703 correspondence or conduct with a visitor in violation of regulations**
- *.704 perpetrating frauds, deceptions, confidence games, riots or escape plots**
- .705 commencing or operating a business or group for profit or commencing or operating a nonprofit enterprise without the approval of the Administrator**
- .706 soliciting funds and/or noncash contributions from donors within or without the correctional facility except where permitted by the Administrator.**
- .707 failure to keep a scheduled appointment with medical, dental or other professional staff**
- *.708 refusal to submit to a search**
- .709 failure to comply with a written rule or regulation of the correctional facility**
- .710 (BCJ) placing anything on walls, windows, doors or light fixtures**
- .711 (BCJ) failure to wear issued uniform properly**
- .712 (BCJ) failure to stay to the right when moving throughout the facility**
- .713 (BCJ) Wearing any headgear inside the building**
- *.751 giving or offering any official or staff member a bribe or anything of value**
- .752 giving money or anything of value to, or accepting money or anything of value from, another inmate**

- .753 purchasing anything on credit**
- .754 giving money or anything of value to, or accepting money or anything of value from, a member of another inmate's family or another inmate's friend with an intent to circumvent any correctional facility or Departmental rule, regulation or policy or with an intent to further an illegal or improper purpose**
- .800 (BCJ) Wearing Walkman radio/headphones outside of your living area**
- .801 (BCJ) Failure to provide proper identification to a staff member**
- .802 attempting to commit any of the above acts, aiding another person to commit any of the above acts or making plans to commit any of the above acts shall be considered the same as a commission of the act itself**
- *.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**

56.0 DRIVING DIRECTIONS

For Bus, Train and Light Rail schedules and fees please visit

[HTTP://WWW.NJTRANSIT.COM](http://www.njtransit.com)

From New Jersey Turnpike NORTH: Take Exit 18E and follow signs for Route 46 West – Hackensack. Stay in right lane and go through 2 traffic lights, bear right at the third traffic light (Bergen Turnpike). Go through three traffic lights and at fourth light make a right turn onto East Broadway, jail is on the right side.

From Parkway NORTH: Take Exit for Route 80 East. From Route 80 East get off at exit 66 (Hackensack, Little Ferry), stay to your left as you come off the exit, make a left at the stop sign (Vreeland Ave) and go to the traffic light (Hudson Street), make a left at the light. Proceed to first light and make a right turn (East Kennedy), its only one block long. At light make a left turn onto South River Street. Proceed to next light and make a right onto East Broadway, jail is on the right side.

From Parkway SOUTH: Take Exit for Route 80 East. From Route 80 East get off at exit 66 (Hackensack, Little Ferry), stay to your left as you come off the exit, make a left at the stop sign (Vreeland Ave) and go to the traffic light (Hudson Street), make a left at the light. Proceed to first light and make a right turn (East Kennedy), its only one block

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long. At light make a left turn onto South River Street. Proceed to next light and make a right onto East Broadway, jail is on the right side.

From Route 80 East: Take Exit 66 (Hackensack, Little Ferry), stay to your left as you come off the exit, make a left at the stop sign (Vreeland Ave) and go to the traffic light (Hudson Street), make a left at the light. Proceed to first light and make a right turn (East Kennedy), its only one block long. At light make a left turn onto South River Street. Proceed to next light and make a right onto East Broadway, jail is on the right side.

From Route 80 West: Take Exit 66 (Hackensack, Little Ferry), stay right onto East Kennedy Street. Go through one light and at the second light make a left turn onto south River Street. Proceed to next light and make a right turn onto East Broadway; jail is on the right side.

From Route 17 North: Take Route 17 North to Polifly Road Exit and get on ROUTE 80 East and follow directions above.

From Route 17 South: Take Route 17 South and get on ROUTE 80 East and follow directions above.

57.0 VISITING RULES & REGULATIONS

This is your copy of the Visiting Rules and Regulations. Visiting Rules and Regulations are available to visitors via handout and orientation video. All visiting rules, regulations and procedures shall apply equally to both male and female inmates except where specifically noted otherwise. All persons involved in visiting (staff, inmates, and visitors) will abide by the visiting rules, regulations and procedures. You must conduct yourself in an orderly manner and wear your jail issued uniform properly at all times during the visit.

All conversations between you and your visitors are recorded. Conversations discussing items of a criminal nature can/will be used for internal disciplinary sanctions and possibly criminal prosecution.

You will be allowed to have visits unless you are in disciplinary confinement or if some other visiting restriction has been imposed due to your Classification. Visits for these certain classifications may be restricted. Visiting hours will be posted in your housing unit.

Visitation is a privilege extended to you in order to maintain closer contact with family. It is not a right!

Approved visitors for inmates shall include all relatives and friends. Ex-inmates are not approved as visitors unless the ex-inmate is a family member.

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The number of visitors allowed during any visiting period will be five (5), including children. Inmates may receive one (1) visit per scheduled visiting day. Tell your visitors that they shall be required to produce an acceptable form of identification, examples are:

- Valid driver's license
- County I.D. card
- Welfare/Medicaid card
- Employment I.D. card
- Current passport
- State issued I.D. card

Your visitor must sign into the visitor's register and must be appropriately dressed; shoes, shirts and appropriate underclothing must be worn. Visitors wearing suggestive clothing, transparent fabric, short-shorts or mini-skirts will not be permitted to visit.

Visitor belongings will be stored in the lockers provided.

Packages or items of any kind for inmates shall NOT be accepted at the Reception Desk.

The exchanging of any article or item between you and your visitor is strictly forbidden.

Visitors who attempt to pass anything could be barred from further visits. If controlled dangerous substances or other illegal material is being passed, visitors will be prosecuted to the fullest extent of the law.

In the interest of maintaining a constructive and pleasant atmosphere, visitors will be required to conduct themselves in an orderly manner. If any visitor is abusive, creates a disturbance or otherwise disregards visiting policies, they may be subject to the loss of visiting privileges.

Any loud or abusive language between a visitor and an inmate or directed at any other visitor or facility staff member will result in the immediate termination of the visit.

Visitors found to be unruly or who may be under the influence of drugs or alcohol will be removed immediately from the facility and will be denied future visits.

Visitors may not switch visits or visit with any other inmate.

All visitors and inmates will terminate their visits when told to do so via public address and proceed to the lobby.

Money Orders (no amount limit) may be dropped into the Reception Desk box during visits or at any time that the Jail Reception Area is open.

A parent or legal guardian must accompany children/minors under the age of fifteen (15) years in order to visit. These adults will be responsible to ensure the proper behavior of the children so that other inmate's visits are not disturbed. Children must be kept close (within an arm's length) to the parent or guardian at all times. They must remain seated or in the immediate area of the visiting booth at all times. If the child is

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not close to a parent or guardian, or left unattended or able to run free, the visit may be terminated.

The visiting day and time for your Unit is posted on your Housing Unit.

All visits shall be conducted in groups at scheduled half hour time frame.

Inmate visits shall be approximately 20-25 minutes in duration, allowing time for metal detector clearance and movement into and from the visiting areas. Visits shall end at 25 minutes after the hour, and 5 minutes before the hour.

Visiting times shall be at the direction of the Reception Officer.

If a visitor is delayed for any reason during the clearance process, that visiting time shall be lost.

If a visitor enters the Reception Area after the scheduled start of a specific visiting time, they may still visit, however visit will terminate at the designated scheduled time.

For example if a visitor enters at 1:10, they may still visit during the 1:00 visiting slot, however the visit will still terminate at 1:25. If a visitor leaves before the end of a specific visiting slot, that booth shall remain empty until the half-hour visiting time is over.

All visitors shall be directed to their appropriate visiting area

Each general population Housing area has visiting at least twice per week.

The Jail Administrative Officer or Tour Commander may authorize additional visiting times.

Visitors for decentralized South Sector visiting shall proceed directly to the stairway for access to the decentralized visiting corridor.

The decentralized visiting elevator is available for use by all visitors.

Visitors shall follow color-coded signs to the designated areas.

No loitering in decentralized visiting hallways or stairs. Visitors must report directly to designated visiting area and upon completion of visit leave the area immediately.

In an effort to prevent the spread of COVID-19 within the facility as well as in the community, the following procedures will be in place to allow social distancing and avoid crowding in our Reception area and visiting booths.

Family and friends must register for visits at gtlvisitme.com

Rules of Conduct and Dress Code

Any violation of Facility Rules during visitation may result in the loss of visitation privileges for the remainder of incarceration/detention at the Bergen County Jail.

Visitors and inmates shall conduct themselves in a manner that should not bring suspicion or discredit upon themselves, nor should they be disruptive or offend the sensibilities of others.

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Visitors and inmates are required to obey all instructions of departmental personnel as well as all relevant regulations of the Bergen County Jail.

All visitors, including attorneys and official visitors, must be fully dressed in appropriate, conventional clothing, which is not unduly provocative, suggestive, or revealing.

Visitors may not wear clothing that resembles inmate attire.

Visitors may not wear adornments that could be used as weapons.

Visitors may not wear clothing that displays gang signs, obscenities, drug or alcohol designs, controversial messages or profanity.

Visitors may not be barefoot.

Visitors may not wear any garment which unduly exposes the shoulders, chest, back, or midriff.

Undergarments shall not be visible.

Dress, skirts, shorts, etc. must not be inappropriately short (generally must fall less than four inches from kneecap when standing).

Visiting Schedule

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Central 2	North 3	Central 3	Central 3	North 1	Central 3	Central 2
North 1	Central 4	Central 4	North 4	Central 5	Central 5	Central 4
Central 5	South 2	North 2	South 1	North 2	North 3	North 4
North 3	South 3	South 1	South 2	North 3	North 4	South 1
South 5	South 4	South 6	South 3	South 7	South 2	South 4
South 6		South 8	South 5	South 8	South 3	South 7
South 7				North 6	South 6	South 8
North 6					North 6	

Visiting days and/or hours are subject to change. Updated Visiting Schedules will be posted.

58.0 SPECIAL VISITS

The Bergen County Jail will provide authorization for special visits on a case-by-case basis in order to extend visiting to meet legitimate needs and special circumstances.

INMATE RULES AND REGULATIONS

Special Visits are allowed only once per month. Family members should call 201-336-3500 and request to speak with the Tour Commander.

Special visits include, but are not limited to:

Family members when there is a serious problem such as family illness or death;
approved visitors who are traveling long distances (New York NOT included).

The Tour Commander must authorize all special visits.

The inmate may request permission for a special visit by writing to explain the circumstances and list the people to be involved in the special visit.

The family members of the inmate may contact the Tour Commander directly either by letter or by telephone in order to explain the circumstances and name the people to be involved in the special visit.

Special visitors shall follow all procedures for inmate visiting.

All special visits shall comply with standard Visiting Rules and Regulations.

Special visits MAY last up to 1 hour, depending on the time of day, but all visits are subject to the operational concerns of the facility at all times.

All special visits for inmates who are hospitalized **must** be approved by the Hospital Liaison Officer

59.0 CONTACT VISITS

Contact visits will be considered for qualified inmates only.

The Bergen County Jail will arrange personal visits on a limited basis to inmates who do not represent a substantial security risk.

To qualify for a contact visit, the inmate must:

- Have been in the Bergen County Jail for at least 90 days;
- **be minimum status;**
- not have any disciplinary charges during the current incarceration;
- agree to be scanned and strip searched before and after the contact visit;
- agree to follow any and all instructions given by staff during the contact visit.

Any deviation or disruption will cause the visit to be terminated and loss of all contact visiting privileges in the future.

The administration has the authority to override these requirements and make exceptions when appropriate.

REQUEST PROCEDURES

Each request will be evaluated on its own merit.

A Contact Visit Request Form must be submitted.

Forms are available through the Inmate Advocates Office.

All contact visiting must be authorized at least two (2) weeks before the visit is scheduled.

INMATE RULES AND REGULATIONS

Contact visiting shall be on a limited basis and for immediate members of the family only. Immediate member of the family shall be designated as parents, legal guardian, spouse, child, sibling and grandparents. NO ONE ELSE IS IMMEDIATE FAMILY. If a contact visit is approved by the Warden, the inmate will be notified and told to have the proposed visitors contact the Jail Security Unit for instructions on how to get the required paperwork, which must be filled out and returned so that the final approval can be granted.

Visitors, in order to be approved, must:

Fill out a "Contact Visit Written Agreement Form", which explains the conditions and rules of the contact visit. These forms must be filled out and mailed into the Jail Security Unit Supervisor.

Must submit to a search before entering the facility.

Must agree to all other stipulations listed on the agreement form.

Must supply all information required on the "Contact Visitor Background Check Form."

Visitors may not have a criminal record.

Visitors over the age of 18 must have a photo ID to verify that they are in fact the individual who was cleared for admission.

Each adult visitor must have acceptable forms of identification; examples are:

- Government issued photo I.D. such as a valid:
- Driver's license;
- Welfare/Medicaid card;
- Current passport;
- State issued I.D. card.

ANY LIE, MISREPRESENTATION OR DECEPTIVE ACTIVITY OR FAILURE TO FOLLOW THE DIRECTIONS OF STAFF MEMBERS, ON THE PART OF THE INMATE OR VISITORS, WILL CAUSE:

- THE VISIT TO BE CANCELLED IMMEDIATELY;
- LOSS OF VISITING PRIVILEGES;
- ARREST AND PROSECUTION FOR AN ATTEMPT TO INTRODUCE CONTRABAND OR ANY OTHER OFFENSE OR CRIME.

All contact visits shall also comply with standard Visiting Rules and Regulations.

Termination/Denial/Suspension of Contact Visits

If any inmate is found in possession of or using contraband either during or following a contact visit, it will be presumed that the contraband was introduced by the inmate's most recent visitor. The contraband shall constitute reasonable suspicion for terminating/suspending the visiting privileges of the visitor and/or the inmate.

INMATE RULES AND REGULATIONS

The on-duty Tour Commander must approve any denial of, suspension of, or termination of a contact visit, prior to the denial, suspension or termination and shall notify the Warden.

Reasons for the denial, suspension or termination of a contact visit must be documented, including the filing of institutional and/or criminal charges, and may include:

- The inmate refuses the visit;
- The visitor and/or inmate appear to be under the influence of intoxicants;
- The visitor fails to comply with the dress code.
- The visitor fails to provide valid identification;
- The visitor refuses to be searched;
- The visitor is in possession of or attempting to introduce contraband;
- The visitor or inmate disregards directives given by staff members;
- The visitor or inmate creates a disturbance;
- The visitor fails to control any minor children;
- The visitor engages in any activity which appears to be aiding and inmate in an escape attempt;
- The visitor or inmate engages in any behavior or action which interferes with the security or orderly running of the facility;
- The visitor or inmate attempts to exchange unauthorized items;
- The visitor or inmate directs abusive or obscene language to or about department personnel;
- The visitor or inmate damages or attempts to damage government property;
- The visitor attempts to smuggle any item into or out of the Bergen County Jail.
- The visitor and inmate shall be advised of the reason for terminating, denying and/or suspending any contact visit.
- Sanctions imposed on visitors and inmates who have violated the rules may include:
 - Immediate termination/denial of a visit;
 - Suspension of future visits for a set time period;
 - Termination of visiting privileges;
 - Institutional and/or criminal charges.

60.0 CANCELLATION OF VISITING

Authorization to cancel visitation for any specific Unit may be requested from a Housing Unit Officer for non-compliance of institutional rules, unsafe or unsanitary housing conditions or security concerns

Individual inmate visits may be canceled at any time as designated in Visiting Rules and Regulations

INMATE RULES AND REGULATIONS

Authorization to cancel all or any portion of inmate centralized, decentralized or inmate personal visiting must come directly from the Tour Commander. The Tour Commander will notify the housing Unit Officer of the specific cancellation(s) as soon as possible so that the inmates can telephone their visitors and advise them that visiting has been canceled. The Reception Officer shall also be notified to inform any visitors that do arrive of the cancellation. This will *not* be done if the situation is warranted because of security concerns or an emergency condition.

61.0 INMATE GRIEVANCES

Inmates may request formal resolution to expressed problems by initiating formal grievance procedures.

Inmates will attempt to resolve problems informally, by written or personal contact with appropriate staff.

Inmates will pursue established grievance procedures ONLY when informal attempts to solve the problem fail.

Staff will respond to inmate problems without unnecessary delay and will make every attempt to informally resolve them.

Staff who receives a request for an INMATE GRIEVANCE FORM may attempt to work with the inmate to affect an informal resolution to the problem.

If the inmate declines further attempts at informal resolution, staff will provide a copy of the grievance form to the inmate with no further delay.

Staff will make no reprisals against any inmate who files a grievance.

Inmates may initiate the grievance process NO LATER THAN FIVE (5) DAYS AFTER the alleged grievance occurred. There shall be no time limit imposed for grievances related to sexual abuse and/or sexual assault.

The Administrator of the Jail (or his/her designee) will be known as the Grievance Coordinator, to coordinate and monitor the grievance process.

When an inmate's attempt to informally resolve a problem fails, the inmate may request an INMATE GRIEVANCE FORM to initiate Administrative resolution to the problem.

INMATE GRIEVANCE FORMS are readily available on the Housing Unit and from the Office of the Inmate Advocate.

Inmate must include a brief description of his/her attempts at informal resolution to the problem.

Inmate submits the completed form by placing it in the Inmate Advocate mailbox located in the sally port (or other designated area) on each housing unit

THIS IS THE ONLY PROPER WAY TO SUBMIT A GRIEVANCE!

Medical grievances shall be placed in the Medical/Sick Call Box located in each unit.

INMATE RULES AND REGULATIONS

The Inmate Advocate forwards the grievance to the Grievance Coordinator. Staff will assist inmates in properly forwarding grievances without unnecessary delay. If staff members previously noted are the subjects of the complaint, the inmate may request that a supervising staff member witness and forward the grievance. The grievance coordinator will assign a LOG NUMBER to the grievance. Barring extraordinary circumstances, grievances shall be addressed within 5 business days. The grievance coordinator may extend the response time for a reasonable period and for good cause. If the inmate is dissatisfied with the response s/he may file an appeal to the Warden of the Jail within 15 days. Inmate shall refer to the LOG NUMBER assigned to the initial grievance. The Inmate Advocate or the Grievance Coordinator will forward the request for appeal to the Warden of the Jail. The Warden or his/her designee will provide a written response within 5 working days.

EMERGENCY GRIEVANCES

Each facility shall implement written procedures for identifying and handling a time-sensitive emergency grievance that involves an immediate threat to an inmate's health, safety or welfare. All staff will be trained to appropriately respond to emergency grievances in an expeditious matter. Once the receiving employee approached by an inmate determines that he or she is in fact raising an issue requiring urgent attention, emergency grievance procedures shall apply. If the matter is resolved at the shift level, the supervisor involved shall prepare a report for the facility administrator, or designee, describing the problem and its resolution. Emergency grievances not resolved at the shift level shall be sent up the chain of command in a timely manner until the matter is resolved. If the shift supervisor or contract equivalent determines the matter is not an emergency, standard procedures shall apply.

62.0 INMATES WITH DISABILITIES

Upon evaluation during the intake process, all inmates with disabilities will be interviewed by the Medical staff, who in turn will make necessary recommendations for housing, care, or special concerns. Inmates with disabilities, including temporary disabilities, will be afforded the same opportunities for programs and services as other inmates. Inmates with disabilities will be housed in areas designed for their use and provide for their integration with other inmates. Discrimination on the basis of disability is prohibited in the provision of services, programs and activities.

INMATE RULES AND REGULATIONS

Upon identification of an individual who makes a request for an accommodation due to a hearing loss or impairment, Intake staff shall provide notice to the inmate of available accommodations by using the Request for Deaf and Hard of Hearing Inmates Form which is to be signed by the inmate and the Intake officer and placed in the inmate's docket.

When a deaf or hearing-impaired inmate is subject to disciplinary proceedings or appears in any legal or quasi-legal proceeding which may occur within the facility (other than court proceedings), staff will consult with the inmate to determine the accommodation of choice and will consider the choice expressed by the inmate. If an inmate's primary mode of communication is sign language, a certified interpreter will be provided.

Such interpreter may be provided by video remote interpreting (VRI) services, including but not limited to the use of a service such as a "language Line.

Upon request, closed captioning shall be provided on all televisions and for all videotapes shown during any program, service or activity in the facility. TTY and videophones and other communication services shall be provided to ensure that deaf or hearing-impaired inmates are able to effectively communicate on the telephone while incarcerated.

In an emergency, jail staff may use any means available to ensure effective communication.

When it is determined that a sign language interpreter is required, the Bergen County Jail shall make affirmative efforts to obtain the interpreter within a reasonable time.

The obligation to obtain an interpreter is a continuing obligation until such time as the requiring event is concluded.

BY ORDER OF THE SHERIFF OF BERGEN COUNTY