

OCEAN COUNTY DEPARTMENT OF CORRECTIONS



INMATE RULE BOOK

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Ocean County Board of Chosen Freeholders**

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DEFINITIONS

INDIGENT INMATE - An inmate who has \$0.00 in their inmate account.

COMMON AREA - Any area outside of a cell or away from immediate area of dormitory bunks or assigned mattress.

CONTRABAND - Any item not approved, issued or sold by the Jail. Approved items, which have been changed or altered from the original form or use.

GRIEVANCE - A formal complaint regarding an incident, policy, condition or treatment within the facility.

LEGAL MAIL - Official or legal mail is mail to or from a specific class of persons and organizations, including, but not limited to: Courts, Attorney, Government Officials, Jail Administration, or Judges.

CORRESPONDENCE - Communication to or from inmates through letters, postcards and electronic Access Corrections SecureMail and SecurePhoto.

OBSCENE - This term refers to material that offensively depicts or describes sexual conduct, which overall has no serious literary, artistic, political or scientific value.

SEXUALLY EXPLICIT - The term refers to written and/or graphic materials that include, but are not limited to, the following:

- Nude or Semi Nude Photographs

- Any act or simulated act of sexual contact, intercourse, and/or masturbation.

- The material(s) is reasonably deemed a threat to legitimate penological objectives.

ADMITTING AND BOOKING

Upon admittance to the Jail your commitment papers will be reviewed and explained to you by the booking officer. At this time you will be given access to a telephone to enable you to post bond if possible, contact your attorney, family or friends (Collect Calls Only.)

- After completion of the commitment procedure, all of your personal property including clothing (except underwear), green/charge sheets, money, jewelry, credit cards, checks and valuables will be taken from you.
- Male inmates will be allowed to keep their underpants (boxer or brief, any color), t-shirt (white only, no pocket, no writing or logos allowed), and socks.
- Female inmates will be allowed to keep their underpants (any color), brassiere (any color, no underwire), t-shirt (white only, no pocket, no writing or logos allowed), and socks. Note: If the female has a brassiere with underwire, with the inmate's permission, the underwire shall be removed and discarded. The inmate may then have the brassiere.
- An inmate coming in from other detention authorities may keep the underwear they had while in detention as long as it meets the above criteria.
- Your property will be inventoried and recorded on an Inmate Property Sheet which you will sign and receive a copy. You will then shower and be issued jail clothing, bedding, and hygiene articles. Before proceeding to a housing unit, you will be medically screened. You will be responsible for the return of any issued items (undamaged) upon your release from the facility.
- During the intake process, Jail regulations and procedures will be discussed with you and the contents of this handbook and inmate forms will be covered in detail. You will sign an acknowledgement that you have received an inmate handbook.
- In addition to the inmate handbook, a video discussing Jail regulations and procedures for new inmates combined with PREA information will be on loop via the Booking Intake television in the common area.
- Staff personnel from the Classification Unit will interview all newly incarcerated inmates.
- A Classification Officer will conduct an in depth interview of each inmate to determine where he or she will be placed in the inmate population. During this interview, inmates are encouraged to provide clear, concise and truthful answers to the questions. Failure to do so may result in a faulty classification assignment.

NOTICE TO STATE INMATES

Effective 05 July, 2011, the New Jersey Department of Corrections no longer accepts personal property from county facilities. Religious and legal materials may accompany you to prison.

You may dispose of your personal property in one of the following manners:

- Release to a non-incarcerated individual
- Disposal / donation to local charity (OCDOC discretion)

Any personal property remaining in the custody of the Ocean County Department of Corrections thirty (30) days after your transfer to the NJDOC will result in a correspondence being sent to your last known residence. The correspondence will advise that your property will be held for an additional thirty (30) days. If the property is not claimed after the thirty (30) day extension, your property will be properly disposed of, or donated when appropriate.

CRIMINAL JUSTICE INFORMATION

Public Defender Application (Criminal Matters)

On the first business day following your commitment to the Ocean County Jail, you will be interviewed by a Probation Officer. At this time you will be afforded the opportunity to fill out a public defender application and the arraignment process will be explained to you. This process applies only to those charged with a crime. Municipal and non-support matters are handled as explained later in this text. If you are released before being assigned a public defender, Criminal Case Management will send a notice to your last known mailing address or you can report to Room 221 of the Ocean County Justice Complex.

Contacting Your Public Defender

You may fill out an inmate request form addressed to your public defender. These forms are picked up on normal business days. This department cannot make contact with your attorney or public defender for you.

Initial Hearings (Criminal Matters) / Criminal Justice Reform

Within 72 hours of your commitment to the Ocean County Jail, you will receive an arraignment (first appearance after arrest) by a judge of the superior court. At this time the judge will make certain you understand your rights and the charges against you. If you are incarcerated on a Criminal Justice Reform, CJR, eligible offense, you will be seen within 48 hours of your commitment to the Ocean County Jail. This is called your Release Hearing. If the Prosecutor's Officer files a Motion to Detain, you will be seen again in approximately 3 business days for a "Detention Hearing". If they do not file for detainment, the judge will release you with conditions pending further orders. The time can be extended by motions from the Prosecutor's Office or defense attorney. A final release decision will be made at the Detention Hearing. If you are ordered detained, you will remain in the facility until the disposition of your case.

Bail Reduction Hearings (Criminal Matters)

A bail reduction may be granted by the court sometime after your arraignment. These hearings may be conducted formally (while you are present) or informally (without your presence).

Making Bail

When you are committed to the Ocean County Jail, a bail amount can be set for certain cases. Your bail may be set for a full amount, with an option to post 10%, or cash only. There are several options to post bail, including: cash or certified bank check, property bond, or a local bail bond company. Posting a bail on a criminal matter requires a \$50.00 non-refundable filing fee. Bail is posted to assure your appearance in court and may be returned at the completion of all court proceedings. A bail bond company fee is not refundable.

Charges

You may be committed for a municipal level offense, a criminal offense (felony), or for contempt of superior court for non-support.

A court date will be set for your initial appearance in municipal court for municipal level offenses.

If you are committed for a non-support matter, you will be required to post a cash purge, which is not refundable, to secure your release.

If you are committed for a criminal matter, the process has been explained above.

Additional Charges or Detainers

If you receive additional charges, bail may be posted in Ocean County, in most cases. If you post bail for all charges in Ocean County, and are either unable or not permitted to post bail for any pending out of county matter, corrections personnel will contact the responsible authority to transport you to the appropriate facility.

Interstate Agreement on detainers (State Sentenced Inmates)

State sentenced inmates may request to be transported out of state to address any outstanding criminal matters. This is accomplished by contacting the classification office and filing the required I.A.D. forms. Because of the timely transfer of state sentenced inmates, these requests may be processed best once in the state prison system.

OCEAN COUNTY CORRECTIONAL FACILITY PROCESSING FEE AND USER FEE

The Board of Chosen Freeholders have adopted a County Policy which commenced on January 1, 2012 wherein inmates remanded or committed to the Ocean County Department of Corrections will be assessed an initial Processing Fee of One Hundred and Twenty-five dollars (\$125.00). This Processing Fee represents the actual average cost to process an inmate into the Facility and release the inmate from the facility. This fee has been authorized by a Resolution passed on December 21, 2012.

The following Departmental Procedure will be utilized for the collection of these fees.

I. INMATES REMANDED/COMMITTED TO THE FACILITY

A. Upon entrance to the Facility, an Inmate Welfare Account will be set up for the inmate.

- An initial Processing/Booking Fee of one-hundred and twenty-five dollars (\$125.00) will be charged against the Inmate's Welfare Account upon admission to the Facility.
- All money that the inmate has in his or her possession will placed in the account.
 1. A receipt will be issued for the money placed in the account.
 2. Money placed in the account will be applied first against any negative balance that may exist.
 3. If less than one hundred twenty-five dollars (\$125.00) is deposited in the account, a negative balance will be shown.
 4. If more than one hundred twenty-five dollars (\$125.00) is deposited in the account and the account has no previously existing negative balance, a positive balance will result and may be used for commissary purposes after the inmate is classified into the general population.
- If there is a Property Officer available on the shift, inmate accounts will started immediately.
- Money received will be put into the safe in Property.

B. No money will be released from the Inmate's Welfare Account until the Processing Fee is paid in full. Inmates who wish to use money in their account for bail purposes must first satisfy their Processing Fee obligation of one hundred twenty-five dollars (\$125.00). **Any money in excess of the inmates Processing Fee and User Fee obligation remaining in the account may be used for bail purposes.** Any additional money needed for bail is to be delivered to the Facility and the bail posted there.

C. The Booking /Property Officer will explain the fees to the inmate. A Processing Fee Notification Form will be given to the inmate to sign. If the inmate refuses to sign a notation will be made to that effect. The Booking Officer will also sign the form. The inmate will receive the pink copy of the form and the original will be placed in the inmate's folder. The yellow copy will be forwarded to the Office of the Warden.

D. Once an inmate has been booked into the Facility funds placed in the inmates account shall be directly deposited from either a commissary kiosk located in the Public Lobby or Public Information Center areas. No cash, checks or money orders shall be accepted by staff for deposit. Any such funds other than money orders or certified checks mailed into the facility shall be returned to sender.

II. Discharging Inmates

A. All inmates released from the Facility who have paid all owed balances shall have all remaining money returned to them. When available, an inmate will be given a debit card with any existing balance from his/her account. If an inmate does not receive a debit card at their time of release, the funds will be returned to the former inmate during regular business hours. Regular business hours are 9AM to 3PM Monday through Friday (excluding holidays).

B. When an inmate is released from the facility, if all or any portion of issued equipment is either not returned or returned in damaged condition, the cost of the missing or damaged equipment will be assessed to the inmate's account and deducted from any remaining balance in the inmate's account. The Property/Booking Officer will be responsible for verifying and documenting the missing or damaged equipment, and forwarding that documentation to the Office of the Warden.

C. The established equipment costs/assessments are as follows:

Mattress – replacement value
Pillow Case – replacement value
Towel – replacement value
Sheet – replacement value
Blanket – replacement value
Jumpsuit – replacement value
Laundry Bag – replacement value

III. PAYMENT OF OUTSTANDING BALANCES

A. The inmate has ninety days after release to pay the outstanding balance.

B. The only acceptable methods of payment are:

1. U.S. Postal Money Order made out to the: 'Ocean County Jail Business Account'.
2. Certified check made out to the: 'Ocean County Jail Business Account'.

C. If the outstanding debt has not been paid within 90 days, the matter may be forwarded to a collection agency.

LIVING CONDITIONS

1. Cell Block Announcements

- Announcements for feeding, medication, recreation, visitation, dayroom access and Request Form pick-up will be given. Inmates must be quiet during announcements. Each announcement will be made twice.
- If you are not ready when the cell doors are unlocked, you will not be able to participate in the activity.
- You may be required to lock down during medication distribution and commissary delivery.
- If you do not lock down within one minute (60 seconds) of being ordered to, you will be confined to your cell for four (4) hours.

2. Cell Rules and Regulations

- You will not go into another inmate's cell for any reason.
- You will not store kitchen food or beverages in your cell.
- You will not hang anything in your cell that will obstruct the view of your cell from outside the cell. Cell doors and windows will remain unobstructed with no items hung on or over the door.
- You will not attach any items to walls, ceilings, light fixtures, railings or furniture.
- You will not write/draw anything on the facility walls, floors, ceilings, windows, etc. There will be zero tolerance to graffiti of any nature.
- You will not place any items on windows, window sills, air vents or grills.
- Lights and windows will not be blocked in any way.
- There will be no hammocks or clothes lines allowed in your cell or cellblock.
- Wake-up is at 7:00 AM and lights out for those inmates in general population is at 10:30 PM. Lights out may be earlier for Sanction Housing, Infirmary, Assessment Area(s) and Close Custody.
- You are responsible for making your cell daily. It must be clean and free from debris at all times.
- All personal property (including magazines and/or books) is to be kept neat, organized and stored in the storage areas provided. You are permitted to have only one green mesh storage bag. All property that does not fit into the storage bag will be discarded.
- Your cell door and tray slot is to be locked anytime you are out of the cell. It is not to be propped open or prevented from being shut in any manner.
- No loud or boisterous noise or behavior is allowed anywhere in the facility.
- No horseplay is allowed anywhere in the facility.
- Cells and dayrooms will be inspected at 9:00 AM. TV's will not be turned on until after cell inspection. If proper sanitation of the dayroom is not maintained after inspection, television privileges may be suspended until the sanitation issues are resolved.
- Inmates are not allowed to cross the red boundary line or enter the colored tile area around the officer control station.
- No sitting on tables, railings or stairs and no standing on furniture at any time.
- No screaming or yelling into the ventilation system.
- No pull-ups from railings, upper level or stairs.
- No working out in dayroom.
- No fabricating exercise or weight lifting equipment from any type of materials.
- There is a limit of one chair/seat per cell (if available/applicable) and one green mesh storage bag per inmate.
- You will not throw things or drop items from the top tier to the bottom tiers.

3. Searches

- You are subject to physical search, property search and area search **at any time** to control contraband and to maintain the security of the facility.

4. Headcount Procedures

- You will be required to lock-down for formal headcount and **at any other time as required** by the facility.

- You will stand in front of your assigned cell for all other counts.
- If you do not lockdown within one (1) minute, you will be issued an On-The-Spot Correction and you will be confined to your cell for four (4) hours.

5. Photo Identification Cards

- All inmates will be issued a photo ID identification card when booked.
- You must have your photo identification card with you when you leave your housing unit for any reason. If you are found to be without your photo identification card while out of your housing unit, you may be served a disciplinary charge(s) accordingly.
- There will be no movement to programs, recreation or visiting without the ID displayed.
- Inmates will not receive commissary without the appropriately displayed ID. If the ID card is lost it must be reported immediately to an officer. You will be charged for a new ID card.
- New ID cards will not be issued for 5 days and in that time, you will lose visits, commissary, recreation and programs until you receive your new ID card.
- Any inmate who knowingly and purposely tampers with, destroys, alters, mutilates or trades the ID card will be charged for the new ID and receive disciplinary charges accordingly.

6. Inmate Movement

You will refrain from talking during inmate movement. You will refrain from banging on the housing unit windows and doors, using hand gesturing or communicating through the windows and doors in any fashion. You will not pass off anything during movement or from one area to another area of the facility. Failure to follow the rules will result in disciplinary action.

7. Appropriate Attire

- Only approved department issued clothing may be worn, or clothing purchased through commissary may be worn.
- You must wear your complete uniform when out of your cell for movement throughout the facility, including professional areas/visits, group classes, and similar. You may wear approved t-shirts (commissary purchased or approved t-shirts received upon intake) or long-sleeved grey sweatshirts with or without uniform top only in the unit dayrooms.
- Sweats and green t-shirts may be worn to recreation.
- Sweats, thermals, green t-shirts or other authorized undergarments may be worn under your jail uniforms at any time.
- Undergarments are not acceptable attire in the day room
- Only head coverings purchased from commissary shall be worn inside the housing unit. No head coverings will be worn outside the housing unit or during inmate movement.
- Underwear must not show above pants.
- Tops must cover the midriff and shoulders.
- Clothing may not be altered in any way.
- No clothing shall be worn that may relay a message in either wording or art that could impact the safety, security or orderly operation of the facility, including by not limited to that which may be considered offensive, racist, sexually orientated , or advocates illegal or narcotic activities.
- No clothing shall be worn that is clearly inappropriate as deemed solely by the Ocean County Department of Corrections.

8. Laundry

- Personally owned laundry will be done once a week.
- This facility is not responsible for personal items while being laundered (lost, damaged, etc.).
- Laundered sheets and towels will be issued no less frequently that once per week.
- Jail uniforms will be exchanged no less frequently than twice per week.

9. Recreation

- Inmate recreation time is one hour daily, as conditions and security permit.
- Recreation will be announced in accordance with the schedule and those who wish to participate shall be waiting at the door. Your one (1) hour starts when the movement to recreation starts.
- You will be fully clothed when going to recreation.
- There shall be no banging on windows/doors, gesturing through windows/doors or horse play during recreation movement.
- You must be silent in the hallway during movement and walk to the opposite side of the windows.
- There are no bathroom facilities available during recreation.
- When you go to recreation, you must stay there. You will not be permitted to leave recreation for personal video or contact visits and inmate programs. The only exception to this is for professional visitation, medical evaluations/assessments, court related visits; i.e. DCP&P, attorney visits, probation, chaplain/religious visits, etc.
- Everyone will come in from recreation at the same time.
- Inmates in Sanction Housing recreate in the day room.

10. Smoking

- This is a no smoking facility. Smoking and lighting materials are considered contraband and subject to disciplinary charges.

11. Television

- Television(s) in the dayroom/multipurpose rooms may be viewed during dayroom recreation times after housing inspections are completed. Televisions may be shut off based on security needs (dorm searches, medication rounds, excessive noise level, emergencies, etc.). Other times will be as authorized by the Warden or OIC for special events.

12. Radios

- Only a radio and batteries purchased from the commissary may be used.
- No external wires, antennas, or speakers are permitted.
- Earphones must be used.
- Inmates are not permitted to manufacture or design battery packs.
- Batteries are available through the Commissary. You may have in your possession one set in the radio and one set of spare batteries.
- Radios shall not be sold, given away, exchanged or gambled away. Such radios will be confiscated and returned upon release from the facility.

13. Changes in Cell Assignments

You are subject to having your cell and /or housing assignment changed at any time. Refusing to accept a change in housing/cell assignment is considered a violation of institutional rules and will result in a disciplinary charge being written. You have the opportunity to appeal a housing/custody assignment change by completing the appropriate appeal form (DOC 45). Changes in cell assignments within the same housing unit should be directed to the Floor Officer for the appropriate approval. There will be no cell movements without proper approval.

14. Interviews with the Captain

Inmates wishing to talk privately with the Captain should file a written request on an Inmate Request Form. Each such request must be in writing, and signed and go through the appropriate chain of command.

15. Personal Hygiene

- Personal cleanliness should be observed at all times.
- All new inmates shall be supplied with a comb, soap, toothbrush, toothpaste, and a towel. Other hygiene items are available through commissary.
- Indigent inmates shall be provided with personal hygiene articles necessary for their health and well-being.

- All inmates are furnished with clean clothing, two (2) sheets, blanket, towel, and footwear on admission.
- Inmates are required to shower upon admission to the facility and will be permitted to shower at least daily thereafter. Inmates are to remain sanitary.
- Showers are available in all inmate-housing areas.
- Feminine hygiene articles will be provided for female inmates.
- Laundered sheets and towels shall be issued no less than once per week.

16. Sanitation

- Inmates are required to perform housekeeping chores.
 - The facility shall be kept in the highest degree of cleanliness at all times.
 - The cells and dayrooms shall be maintained in a sanitary and orderly condition at all times by daily sweeping and mopping.
 - Walls and other exposed surfaces shall be washed as often as necessary.
 - Toilets, sinks, and showers shall be cleaned daily.
 - Windows and windowsills shall be kept clean and free of any items.
 - Garbage and trash receptacles shall be emptied and cleaned at least once a day.
 - Litter shall not be permitted to accumulate on floors, in cells, dayrooms, and corridors or anywhere in the facility.
 - Perishable goods will not be stored in cells, dayrooms, or work and recreation areas.
 - Inspections for violations of sanitation shall be accomplished daily.
 - The TV and phones (where applicable) will not be turned on in the morning until the cells and dayrooms are inspected and found to be clean.
 - All areas will be inspected daily for violations of sanitation.
- **Hair care**
 - There is hair cutting equipment (with a sanitizer) available for hair care/hair cutting at no charge to you. The 3-11 shift organizes the free haircare by dormitory on a rotating schedule.
 - Hair care style will be a "Buzz" cut.
 - You may not use the hair clippers to shave or trim your beard unless it is approved by the medical department.

17. Razors

- New disposable razors will be issued to inmates twice per week. Issue days will be Mondays and Fridays on the 2300-0700 shift.
- All razors must be returned on the 2300-0700 shift when directed by custody staff.
- Inmate Workers, Male Assessment, trustee housing areas, and open dorm inmates are issued razors on Sundays and Thursdays on the 3-11 shift. Inmates must return razors on the 3-11 shift when directed by custody staff.
- Razors will not be dismantled or modified in any way.
- Inmates who are involved in or are about to begin Superior Court trial; or are scheduled to attend a funeral on days when razors are not issued, will be provided a razor upon request.

18. Newspapers

- Daily newspapers provided to each unit shall remain in the dayroom. Articles will not be removed and the paper shall not be altered in any way. The entire newspaper shall be handed back to the office prior to evening lockdown. If not the unit will not receive the next issue.

TELEPHONE CALLS

1. Rules

- All inmates being admitted into the facility are permitted to make at least two local telephone or collect long distance calls while in the booking area in order to obtain counsel, make bail and/or notify families.
- All inmates returning from any type of court proceeding will be afforded a telephone call.
A public telephone is available in each housing unit.
- **All out-going calls are to be collect only.** Overriding the institutional "collect call only" or V-PIN policy is a violation of institutional rules.
- Inmates are not permitted to receive in-coming telephone calls or telephone messages.
If an in-coming call of an emergency nature is received for an inmate, the telephone number and name of the party who called will be obtained and the inmate will be permitted to call relative to the verified emergency.
- Emergencies will be defined as a death or a serious crisis in the family.
- Telephones in inmate housing areas are controlled and will not be turned on until the housing areas are inspected and found acceptable.
- Telephones will not be used during institutional head counts.
- There shall be no transfer or third party calls.
- Telephones may be disconnected by the computer when connected to telephones with 3-way or call-waiting capabilities and/or cordless telephones.
- Telephones will not accept 800 numbers.
- Inmates will not call the jail or other government offices for any reason.
- Inmates will not call victims or attempt to circumvent telephone blocks or Restraining Orders
- Inmates will not call department employees.
- Telephone access by the general inmate population is a privilege and may be withdrawn for good cause.
- All inmate calls are subject to monitoring and recording by institutional personnel.
- Calls will be terminated after 15 minutes
- Spanish is available while using the inmate telephone system.
- A TDD device is available for the hard of hearing and hearing impaired. There is a TDD device available in the Booking Unit and the Program Services Office so inmates can be afforded the opportunity to use this device once the booking process is completed. Inmates requiring the use of the hearing impaired relay service can do so either in the Booking Unit or in the Program Services Office. Arrangements for additional assisted telephone service calls shall be made through Program Services via an inmate request form. A Video Relay Service (VRS) and UbiDuo communication devices are also available for the hard of hearing and hearing impaired.

2. Inmate Telephone System

- The Inmate Telephone System requires all inmates to enroll their voice and create a private code in order to place any telephone call on the GTL system.
- All Inmates will be limited to seven (7) telephone numbers, plus an unlimited number of attorneys' phone numbers they wish to have on their list.
- It is the responsibility of all inmates to identify all attorneys they may be calling, which includes completing and submitting the "Inmate Attorney Phone List" for approval.
- Attorney phone numbers can only be added by facility personnel after receiving an "Inmate Attorney Phone List" from the inmate.
- Any phone numbers added by the inmate to the Inmates phone list will be considered non privileged calls and will be monitored and recorded.
- The first seven (7) unique numbers an Inmate attempts to call (which are not blocked and able to receive calls from the Inmate platform) will be automatically added to their phone list.
- Inmates will have the ability to change their phone list only once a month. Their phone list will be automatically cleared on the first Monday of each month.

- Any emergency telephone list change requests need to be submitted on an “Inmate Request Form” and submitted to facility administration for approval.
- When your call connects, you will hear a message indicating “This is a Global Tell Link pre-paid call from (your name), an inmate at the Ocean County Jail. This call will be monitored and recorded. If you wish to block any future calls of this nature dial seven (7) now. To hear the cost of this call press nine (9) now. To accept this call press zero (0) now. To decline this call hang up.”

3. Directions for registering a V-PIN to place a telephone call:

- From the inmate telephone, remove the handset and press 1 for English or press 2 for Spanish.
- Dial 111.
- Enter your 6 digit PIN number.
- Clearly speak your first and last name that correspond to your inmate ID.
- You must use your name that is registered with the Ocean County Jail. If your name is short, please state your first, middle and last name.
- Speak directly into the phone.
- Speak in a clear natural voice.
- Please state your name after the tone.
- After you enroll, do not hang up after registering your voice, as you will be asked to establish a 4 digit private code. **To register your code please follow these instructions:**
 - a. When prompted, enter a 4 digit private code – you will need to remember this code when you are attempting to place all future telephone calls. DO NOT share this code with anyone.
 - b. The system will play back the private code you entered.
 - c. Press 1 to confirm. Otherwise press 2.
 - d. You will hear an automated response “Your four digit private code has been registered.”
- If your code becomes compromised, dial 112 to reset it. Please note that after enrollment, you may not have the ability to change this code for approximately 1 week.

4. Directions for placing a V-PIN Telephone Call:

- Pick up the telephone handset. Press 1 for English or 2 for Spanish.
- For a collect call dial zero “0.”
- Enter the ten (10) digit phone number (area code + phone number) you are calling.
- Enter your 6 digit PIN number.
- Clearly state your first and last name when prompted.
- Enter your 4 digit private code.
- If your voice PIN number and 4 digit private code match, and the telephone number is on your list, your call will be processed.

CORRESPONDENCE

Inmates have the right to communicate or correspond with persons and/or organizations subject only to limitations necessary to maintain order and security.

All correspondence will be processed through the U.S. Postal Service and/or electronic mail. Non-legal correspondence cannot be dropped off to the lobby, it must be received through the U.S. Postal Service.

The mailing address is:

**Ocean County Jail,
PO Box 2191
Toms River, NJ 08754**

1. LIMITATION ON OUTGOING AND INCOMING MAIL (10A:31-19.1)

- There shall be no limit on the amount of outgoing or incoming correspondence an inmate may send or receive.
- Communication to or from an inmate must be in the form of a letter. Letters must be on plain white paper. The plain white paper shall only contain pen ink. Anything other than pen ink shall not be permitted (this includes, but is not limited to, colored pencils, crayons, etc.).
- **Prohibited correspondence is listed below:**
 - 1. Greeting cards or any type of cardstock**
 - 2. Envelopes or letters containing colored pencil, stickers, crayon or anything other than pen ink**
- There shall be no restriction on the length, language or content of letters or on the persons to whom an inmate may write, except where there is clear and convincing evidence to justify restrictions to ensure the maintenance of public safety or adult county correctional facility order and security.
- Inmates must have their proper first and last name and address of this facility legible in the upper left-hand corner of the envelope of ALL outgoing mail. The correct address is:

**Ocean County Jail
PO Box 2191
Toms River, New Jersey 08754**

- If your name and address do not appear, or if the pre-printed address or message is tampered with in any manner, the item will be destroyed. (10A:18-2.9)
- Addressee's complete name and address must be legible and un-obscured in the center of the envelope.
- Outgoing mail must be in standard or legal envelopes. NO homemade mailing containers will be allowed. Postage must be affixed in the front upper right corner of the envelope.
- Correspondence for Judges, Public Defender, Prosecutor, Probation, etc. may be done by inter-office mail via Program Services. Correspondence sent this way still must have the inmate's name and address on the envelope.
- Envelopes will not be processed which contain drawings, stickers, cartoons, messages, symbols, etc. on the exterior surfaces of the mail that interfere with proper placement of postal processing stamps and markings.
- Letters coming into the facility that contain contraband will be resealed with "Correspondence Returned to Sender" stamped on the outside explaining what is not authorized and returned to sender.
- Any incoming mail containing controlled or unidentified substances, weapons and/or information of criminal activity will be placed into evidence and forwarded to the appropriate unit for investigation.
- Incoming mail envelopes will not be delivered to the inmate with the accompanying mail. A photocopy of the envelope with the return address will be provided with the mail delivered.

*****INTRODUCING CONTRABAND TO A CORRECTIONAL FACILITY** (through the mail or by any other means) IS A **FELONY**. Such activity or suspected activity will be investigated for criminal prosecution.

2. COST OF MAILING CORRESPONDENCE BY INDIGENT INMATES (10A:31-19.2)

- Once a week on commissary day, indigent inmates shall be provided with postage and stationery enabling the inmate to send at least three letters of general correspondence per week. Welfare packets that include postage and stationery are requested through an Inmate Welfare Packet Request submitted weekly.
- No inmate will be denied the opportunity to send out legal mail due to an inability to pay.

3. PROCESSING MAIL (10A:31-19.3)

- Daily collection, handling and distribution of inmate mail shall be done by authorized staff personnel only.
- Outgoing correspondence shall not be held within the adult county correctional facility more than 24 hours after the correspondence has been received or collected for mailing, except on weekends or holidays.
- Incoming correspondence shall be delivered to the inmate within 24 hours after it has been received at the facility.

4. DISAPPROVED CONTENT (10A:31-19.4)

- Any correspondence or publication for an inmate may be withheld in the mailroom or taken from an inmate's possession if it falls within one of the following categories:
 1. The correspondence or publication contains material which is detrimental to the security and/or order of the adult county correctional facility because it incites violence based upon race, religion, creed or nationality and a reasonable inference can be drawn, based upon the experience and professional expertise of correctional administrators, that it may result in the outbreak of violence within the facility.
 2. The correspondence or publication contains information regarding:
 - i. Explosives;
 - ii. Weapons;
 - iii. Controlled dangerous substances; unidentified substances; crayon or other ink
 - iv. Escape plans;
 - v. Lock picking or locking devices; or
 - vi. Anything that might pose a threat to the security or orderly operation of the adult county correctional facility
 3. The correspondence or publication appears to be written in code;
 4. The correspondence or publication contains information concerning activities within or outside the adult county correctional facility which would be subject to criminal prosecution under the law of New Jersey or the United States;
 5. The correspondence or publication incites violence or destructive or disruptive behavior toward:
 - i. Law enforcement officers;
 - ii. Department of Corrections or contract vendor personnel;
 - iii. Facility inmates, visitors and/or volunteers; or
 - iv. Facility programs or procedures;
 6. The correspondence or publication contains material which, based upon the experience and professional expertise of correctional administrators and judged in the context of an adult county correctional facility and its paramount interest in security, order and rehabilitation:
 - i. Taken as a whole, appeals to a prurient interest in sex;
 - ii. Lacks, as a whole, serious literary, artistic, political or scientific value; and

- iii. Depicts, in a patently offensive way, actual or simulated sexual conduct patently offensive representations or descriptions of ultimate sexual acts, masturbation, excretory functions, lewd exhibitions of the genitals, sadism, masochism or bestiality.
7. Any incoming correspondence containing the above mentioned prohibited content will be placed into evidence and forwarded to the appropriate unit for investigation.

5. INSPECTION AND READING OF INCOMING MAIL AND RECEIPT OF FUNDS (10A:31-19.5)

- All incoming correspondence and packages shall be inspected for cash, checks, money orders, disapproved content and contraband.
- Funds received through the mail shall be credited to the inmate's account and a receipt shall be given to the inmate.
- Contraband and disapproved content shall be removed from incoming correspondence and the inmate shall be notified concerning the items removed and the disposition of the contraband. Contraband shall be fully described in the copy of adult county correctional facility rules and regulations given to the inmate at admissions (see N.J.A.C. 10A:31-21.4).
- Inmate incoming correspondence may not be read except when there is reliable 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 Jail Administrator to document that sufficient reason exists to read an inmate's correspondence.
- **We do not accept cash or personal checks in the mail due to potential mail theft. Please encourage your family, friends or persons who might be mailing you funds that we only accept money orders or certified checks.**

6. INSPECTION OF OUTGOING MAIL (10A:31-19.6)

- Outgoing inmate correspondence shall be permitted to be sealed by the inmate and shall not be opened, inspected or censored unless there is evidence to suspect that there is contraband or disapproved content enclosed or that a criminal activity is involved.
- Outgoing correspondence which is opened pursuant to this section shall be resealed and mailed promptly only when the correspondence does not contain contraband or disapproved content.
- The full name of the facility must be clearly stamped or printed and visible on the outside of all outgoing envelopes from inmates or inmate groups.

7. LEGAL CORRESPONDENCE (10A:31-19.7)

- All incoming legal correspondence should clearly indicate on outside of the envelope that the correspondence is being sent from a legal correspondent defined as the exchange of documents between and inmate and:
 1. An attorney of this State or any other state when properly identified as such on the outside of the envelope;
 2. Offices of the Federal or State Public Defender;
 3. Federal, State, County and municipal courts;
 4. Federal, State, County and municipal court judges;
 5. Offices of legal services, Legal assistance clinics managed by accredited law schools of this or any other state;
 6. The Administrative Office of the Courts;
 7. Offices of the Federal, State or County Prosecutor;
 8. Other Federal, State, County or municipal government agencies;
 9. The Office of Administrative Law; and
 10. Foreign consulates

- All incoming legal correspondence shall be opened and inspected only for contraband. Incoming legal correspondence shall not be read or copied. The content of the envelope may be removed and shaken loose to ensure that no contraband is enclosed. After the envelope has been inspected, the correspondence shall be given to the inmate.
- The inmate may be required to sign a slip acknowledging receipt of the incoming legal correspondence.
- Letter writing materials shall be provided to inmates by the facility and the facility shall assume the cost of mailing legal correspondence for indigent inmates. Those cost of mailing legal correspondence shall extend only to first Class or standard postage and shall not include:
 1. Registered mail;
 2. Certified mail;
 3. Preferential mail, or
 4. Insured mail.
- Whenever an inmate is transferred from one adult county correctional facility to another facility, the inmate shall be responsible for notifying his or her correspondents of the change of address.
- All incoming legal correspondence shall be forwarded to the correctional facility to which the inmate has been transferred for 90 days.
- Any legal correspondence received for a transferred inmate after 90 days will be returned to the sender.
- All outgoing legal correspondence shall be clearly marked with the inmate's name and number on the envelope.
- Inmates sending legal correspondence out of the 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 definition of "legal correspondence" (A above) or legitimate public official.

8. PUBLICATIONS and PERIODICALS (10A:31-19.8)

- Inmates shall be permitted to receive soft cover books, magazines, newspapers or other printed matter unless such publications are deemed to constitute an immediate threat to the security of the adult county correctional facility, or these publications are determined to contain disapproved content or to be obscene by current laws or court decisions on obscenity.
- Magazines, books and other authorized publications that are intended for delivery to a particular inmate are acceptable only when mailed directly from the publisher and must contain a packing slip or invoice with the address and phone number of the publisher. Third party fulfillment, such as Amazon, shall be considered prohibited and treated as contraband. Rev. 5/30/18.
- All incoming books, magazines, publications must be prepaid and may only be received from source of sale, meaning directly from the publisher.
- Each incoming publication shall be opened and inspected for contraband and disapproved content, but shall not be read unless there is a reason to believe that the publication contains contraband or disapproved content. The publication may be read only in the above circumstances with proper authorization from the warden or designee.
- Publications received for an inmate that are considered contraband or disapproved items (i.e. volatile, breach security or violence oriented) shall be placed in the inmates' property or returned to sender. Newspapers are supplied by this institution.

9. PACKAGES (10A:31-19.9)

- The mailing of packages to inmates of this institution is prohibited. Only the Warden or designee may approve any deviation to this policy.
- If the mailing of a package is approved by the Warden or designee the package will be subject to the following 10A requirements:

(a) Inmates shall be provided with a list of items permitted to be received in packages. The Warden may establish internal management procedures stipulating that any package limitations such as, but not limited to, the number and weight of packages that may be received each month and whether packages shall be obtained only from source of sale.

(b) All incoming and outgoing packages shall be clearly marked with the name and address of the inmate, opened and thoroughly searched for contraband (see N.J.A.C. 10A:31-1.3) and disapproved content (see N.J.A.C. 10A:31-19.4).

(c) All incoming packages must be prepaid.

(d) Any items available through the commissary will not be allowed to be mailed into the institution.

10. CERTIFIED MAIL

Any inmate that wants to send certified mail must do so by submitting a request form to Program Services. Program Services will then work with the Commissary to make sure that the inmate has sufficient funds to send the correspondence. Indigent inmates will be dealt with in the normal fashion as per the guidelines of indigent inmates. In order to send mail certified, there must be money in your commissary account to pay for it.

11. PERSONAL PHOTOS / ELECTRONIC MAIL

- You may receive electronic letters and photos from family and friends in accordance with the guidelines set forth by the Ocean County Department of Corrections through AccessCorrections SecureMail/SecurePhoto. Family and Friends can reach AccessCorrections either via the internet at AccessCorrections.com or by phone at 800-546-6283.
- As of June 1, 2018, all photos must come through AccessCorrections SecureMail/SecurePhoto.
- Photos that do not meet these guidelines shall be returned to sender.
- Photos that are considered offensive in nature will not be processed.
- Electronic letters and photos (mail) will be processed Monday through Friday during normal business hours.

VIDEO VISITATION

1. Video Visiting Rules – Friends and Family

- An opportunity will be provided for eligible inmates at the jail to have two (2) fifteen (15) minute video visits each week.
- Each inmate will be limited to two visits per week due to time and space limitations.
- Trustee Inmates in assessment dorms must fill out the "Inmate Visitors List" in order to receive a visit. Visitors must be on the "Inmate Visitors List" in order for that person to visit.
- Visitors must pre-register and pre-schedule visits at the visiting kiosk or on the visiting web site. <http://www.co.ocean.nj.us/OC/Corrections/frmInmateVisitation.aspx>
- All visitors must clear the metal detector and are subject to search before entering the visiting area.
- Visitors must be here and signed in, with enough time to be able to complete the visit during the schedule visiting time. Visitors must also take into consideration any waiting time that may be involved. Visiting times will end on schedule.
- Visitors must be at least 18 years of age, unless they are married to the inmate, accompanied by a parent, a guardian, or an adult family member.
- Visitors must have valid government issued photo I.D as described below.
- A visit may be terminated at any time by the Shift Commander whenever the conduct of the visitor or the inmate is not conducive to the security, tranquility, and good order of the facility or when it would be appropriate to do so under guidelines established in the facility's emergency procedures.
- Former inmates of this facility shall not be allowed a visit for at least one year after their release date.
- Persons who have been incarcerated in any state prison facility shall not be allowed to visit in this institution for at least one year after their release date.
- Proper attire will be worn at visiting and underwear will not show above pants or your visit will be terminated.
- The Warden or designee may approve visits under special circumstances where sufficient cause exists indicating an emergency or other need that cannot be facilitated or would cause undue hardship to the inmate or their family to visit during normal visiting hours.
- Inmates housed in the Assessment Unit/Cells are ineligible for visits.
- Inmates in Sanction Housing or Disciplinary Detention will lose visitation privileges.
- All non-attorney visits are subject to recording and monitoring.

2. Video Visitation Schedule

- **Weekdays Visiting Hours**
Monday through Friday 6 PM – 9:30 PM
- **Weekend Visiting Hours**
Saturday 7:30 AM - 12 PM and 1:00 - 3:00 PM
Sunday 7:30 AM - 12 PM and 1:00 - 3:00 PM

3. Denial of Visits

- The **Shift Commander/OIC** may deny visiting privileges to any person when there is reason to believe, or sufficient probability to think that the visit would be a threat to the security of the jail or detrimental to the health and welfare of the inmates.
- The **Shift Commander/OIC** may also deny visits for non-compliance of visiting rules and regulations.

4. Procedure for Inmate Visitors

- Visitors must pre-register via the video visitation web-site:
<http://www.co.ocean.nj.us/OC/Corrections/frmInmateVisitation.aspx> or at the Lobby visiting kiosk to schedule their visits.
- All visitors are to report to the visiting lobby.
- Visitors are required to clear the metal detector and be searched before entering the visiting lobby.

- Inmate visitors shall sign in with the visiting lobby officer, giving the following information:
Full name
Address
Inmate's name and relationship to inmate
- Inmate Visitors will be required to identify themselves with one of the following forms of identification:
Valid Drivers License from a State in the United States
Valid Federal, State or County Picture ID with address of residence
Valid College Picture ID with a recent bill with address of residence
Valid Welfare card with a recent bill with address of residence
Birth certificate with a recent bill with the address of residence
Valid Passport
- Visitors must comply with all instructions of jail staff or the visit will be terminated.
- All visitors will present themselves in a manner so as to not overtly offend other visitors by abuses of language, inappropriate actions, or attire.
- There will be no articles received on visiting days without prior written approval from this Department.
- Magazines and books can only be received through the US mail directly from the Publishers.

ATTORNEY VIDEO VISITATION

- Attorneys may visit their clients with no restrictions placed on the number of visits.
- Visits will occur Monday through Friday, 7:30 AM to 5:00 PM.
- Attorneys may visit their clients other than at prescribed times under special approval for emergencies by the Warden or designee.
- Attorneys may pre-register via the web site:
<http://www.co.ocean.nj.us/OC/Corrections/frmInmateVisitation.aspx> or at the Lobby visiting kiosk.

ATTORNEY AND PROFESSIONAL CONTACT VISITING

- Requests for attorney and professional contact visits must be submitted in writing to the attorney visiting staff for pre-approval and scheduling. Additionally, this can be done online via the following link:
<http://www.co.ocean.nj.us/OC/Corrections/frmVisitationRequestForm.aspx>
- The OIC may use their discretion to schedule a contact visitation.

PRIVATE INVESTIGATORS VISITS

- Private Investigators may visit the inmates in relation to an investigation after submitting to the Warden or designee a letter of introduction from the Attorney of Record employing or retaining the investigator, or a copy of the court's journal entry assigning the investigator to the inmate's case.
- In matters not relative to the investigatory issues centered on the inmate's case (relevant to the inmate's incarceration), the investigator is entitled to contact the inmate they wish to see via regular inmate video visitation procedures.
- P.I. visits may be scheduled Monday through Thursday, 8:00 AM to 12:00 PM and 1:00 PM to 5:00 PM and Friday 8:00 AM to 11:00 AM and 1:00 PM to 5:00 PM

CLERGY VISITS

- The jail chaplain must first screen all members of the clergy requesting a video visit.
- All such visits are coordinated by the Program Services Unit.
- Video visitation with approved clergy will be scheduled during professional visiting hours.
- Clergy visits may be scheduled Monday through Thursday, 8:00 AM to 12:00 PM and 1:00 PM - 5:00 PM and Friday 8:00 AM to 11:00 AM and 1:00 PM to 5:00 PM

PROFESSIONAL VISITS

- Other professional visitors include social service agencies, probation, parole, mental health, educational, and treatment agencies.
- Professional visitors shall present valid photo ID and credentials in the visiting lobby.
- Visits may be scheduled Monday through Thursday, 8:00 AM to 12:00 PM and 1:00 PM - 5:00 PM and Friday 8:00 AM to 11:00 AM and 1:00 PM to 5:00 PM
- Visits may be pre-scheduled via the web site:
<http://www.co.ocean.nj.us/OC/Corrections/frmlnmateVisitation.aspx> or at the Lobby visiting kiosk.

CONTACT VISITING

1. Contact Visiting Hours

- Contact visiting for approved inmates will be conducted on Fridays and Saturdays.
- Contact visiting hours shall be from 11:00 AM to 12:00 PM and 5:00 PM to 6:00 PM on Fridays and 8:00 AM to 12:00 PM on Saturdays.
- Contact visits shall be 15 minutes long.
- There will be an approximate 15-minute interval for a thorough search of inmates to be conducted by the Visiting Officer before the start of each visit.
- Visitors shall report to the visiting lobby.
- Visits will be conducted in the Contact Visiting Area.

2. Contact Visits Rules / Eligibility

- Contact visits will be the primary means of visitation for approved inmates who do not represent a substantial security risk.
- Approved inmates will be allowed one contact visit every 30 days.
- Contact visit requests shall be submitted at least 14 days prior to the requested visitation date.
- The visit request slip must contain the inmates name, cell, ID#, visitor full names, date of birth information, social security number, requested visit date and requested time. If any information is missing it may result in a denial.
- Requests shall not be approved for inmate trustees if the requested time conflicts with their scheduled working hours.
- Cancellations must be received in Classification by 3:00 PM of the Wednesday before the requested visit.
- There will be a maximum of 2 adult visitors allowed for each inmate being visited. All visitors' names, ages, and relationship must be listed on the request form.
- No school aged children are permitted to visit during school hours.
- Any adult visitors bringing children under the age of 18 must be accompanied by a legal parent or guardian, with proof of guardianship.
- Anyone who has been incarcerated at the Ocean County Jail or in any State Prison at any point in time will not be approved as an outside visitor for a contact visit.
- Only 3 approved inmates with a custody of minimum or medium are permitted at a time in contact visitation.
- Only 2 approved inmates with a custody of maximum are permitted at a time in contact visitation.
- Visitors must be here 15 minutes before the scheduled visit time.
- Any guilty disciplinary decision will result in denial of contact visit for at least 60 days.
- Approved inmate must be incarcerated at the Ocean County Jail for 90 days or more.
- Approved inmate must be housed within the general population of the jail. They cannot be on dry cell protocol, modified mental health, safety cell temporary housing, or in pre-hearing/disciplinary detention. If an approved inmates housing changes between the time of approval and the time of a contact visit to a

non-general population housing, the inmate will be denied the scheduled contact visit until they are rehoused in general population. Reasonable accommodation will be made to notify the inmates visitors, but the responsibility of notification to the visitor shall remain on the inmate.

- No contact visit will be given within 60 days of an inmate's last disciplinary disposition when found guilty.
- If disciplinary time is imposed, the inmate must wait 60 days after release from disciplinary confinement, unless otherwise specified below.
- Inmates placed in pre-hearing detention shall not be permitted to attend a contact visit during their pre-hearing detention time.
- Inmates will have nothing in their possession during the visit and will be strip-searched before returning to their housing area.
- During a contact visit, it is permissible for hands to be held above the table. One hug at the end of the visit is permissible.
- Any inmates that are found guilty of an institutional disciplinary while attending a contact visit will have their contact visits suspended for the rest of the inmate's current incarceration.
- Inmates found with prohibited items in connection with a contact visit will lose their contact visits for one year.
- **Inmates found guilty of criminal drug, institutional drug or alcohol related offenses in connection with a contact visit will lose contact visits permanently.**
- **Inmates found guilty of assaulting an Officer or Staff member while incarcerated will lose contact visits permanently.**

COURT CLOTHING

- Court clothes and clothes brought in for inmates who will be escorted to a funeral are the only exceptions to restrictions of when property can be brought into the jail.
- You shall be provided with your own street clothing for trial in County Court.
If you have no such appropriate clothing in your property, you shall be permitted to request your family or friends to bring street clothing to you.
- Such clothing delivered to the jail shall be inspected for contraband.
- Clothing for court may be dropped off at any time. **This applies to trial only, not arraignments, pleas, sentencing, etc.**

COMMISSARY

1. General Information

- The Commissary offers a variety of items for sale.
- The list is extensive and items and pricing are subject to change at any time.
- The institution does not allow any items sold in the commissary to be brought or sent in.
- Kosher and Halal Commissary item lists are available upon request.
- The following list is a sample of some of the items that are available in the Commissary:
 - Hygiene Articles
 - Food – Items
 - Snack items
 - Stationary Items
 - Clothing and footwear
 - Over the counter Medications

2. Ordering From Commissary

- A kiosk is available for placing an order. Order forms are also available through the Housing Officer if no kiosk is available. The form must include your name, dorm and cell location, jail ID number and date. If all of the information is not on the order form, your order may not be completed. If a kiosk is not available and a form is used, return the order form to the Housing Officer.
- Once a commissary order has been processed, it cannot be cancelled.
- We have the option of limiting the amount of items you may purchase at any one time.
- You may purchase up to the amount of one hundred dollars (\$100.00) per commissary order.
- You are required to show your jail identification at the time of delivery before receiving your order.
- Your purchases will be checked at time of delivery. You will verify the quantity of items purchased as well as the condition of said articles. You will sign your receipt, keep one copy, and give the other two copies to the commissary representative delivering your order.
- No one else can receive and/or sign for your order other than yourself. If you are not available at time of delivery, the items will be returned and your account will be credited.
- Discrepancies in your order will be addressed by the commissary representative, providing you can provide proof of the discrepancy. Refunds will be processed the same day by the commissary provider.
- All sales are final. If you sign your receipt agreeing to the purchase, you may not attempt to complain about missing items.

3. Surcharge

- Effective July 19, 1998, pursuant Senate Bill No. 2082, a 10% surcharge will be applied to all commissary orders.
- The surcharge will be reflected on your commissary receipt.
- All monies received for the surcharge will be forwarded to the State Treasurer for deposit into the Victims of Crime Compensation Board Account.
- Example: If your order totals \$50.00, a surcharge of \$5.00 will be applied to your receipt totaling \$55.00.

4. Inmate Accounts

- The Inmate Accounts Unit is responsible for all inmate moneys.
- Inmate Accounts process all money.
- There are kiosks located in the main lobby and in the bail office located behind the facility on Court House Lane for deposits.
- Deposits can be from another location using the internet: Access Secure Deposits www.inmatedeposits.com or by calling 1-866-345-1884.
- Facility fees and medical fees will automatically be deducted from your account.

- All commissary transactions are processed by commissary.
- All personal money transactions are processed by Inmate Accounts.
- Money dropped off or mailed into the facility will be credited to your account. Only money orders, certified bank checks, checks from other facilities or state treasury checks will be accepted
- Checks and money orders will be stamped "For Deposit Only" in your trust and deposited into the bank. You will receive a receipt.
- Payroll checks are not accepted.
- Personal checks will be returned to the sender. You will be issued a receipt.
- If you have a question about your account, submit an Inmate Request Form to Inmate Accounts.

5. Releasing Money

- If you want to release money for any reason, you must complete an Inmate Request Form with a Property Release Form and direct it to the Commissary/Inmate Accounts.
You must indicate the amount of money and whom you want the check written to.
- If you are mailing the money out, you must send a stamped envelope with the address on it along with the Inmate Request Form and Property Release Form.
- The forms must be submitted through institutional mail channels for the mail staff to pick-up.
- You must give at least two working days notice if someone is coming to pick the check up at this facility.
- If the Commissary/Inmate Accounts staff does not have the request when your people show up at the window, they will be turned away.
- Indicate when they are coming to pick up the check so we can have it ready for them.

6. Indigence

- Inmates will be classified as an indigent inmate after a review of account record and purchase history showing a zero balance.
- Indigent inmates will be given a pen, stamped envelopes, toothpaste and toothbrush.
- Any funds that come into the facility for you will automatically go against your debt.
- You may send an Inmate Request Form to Institutional Services for indigent underwear. Delivery of these items occurs every Wednesday, or as needed, during commissary delivery.

7. Footwear/Sneakers

- The footwear that you came into the facility with will be placed in your property.
- You may purchase footwear (i.e., sneakers or flip flops) from the Commissary.
- Inmate workers and inmates in need of footwear for a medical reason, may request to receive their footwear from their property.
- All requests for medical footwear must be approved by the medical doctor.
- All inmate workers requesting footwear must have the request approved by a Custody Unit Supervisor.

COMMISSARY ITEMS PERMITTED

The following is a list of the amounts of commissary items each inmate is permitted to have in his or her possession. Any items found in excess of the limits indicated will be taken and disposed of and you will be subject to disciplinary action. The items will not be placed in your property locker for storage.

ITEM	QUANTITY ALLOWED
FOOD ITEMS	
Snacks (candy bars, crackers, cookies, cakes, pies, chips, varieties, popcorn, peanuts, cheeses, etc.)	Total of 30
Soups	Total of 30
Cereal (including oatmeal)	Total of 12
Misc. Packaged Food (fish, rice, chili, stew(s), beans, etc.)	Total of 30
Breads (bagels, tortillas, etc.)	Total of 10
Spices and Condiments (peanut butter, jelly, ketchup, hot sauce, etc.)	Total of 10 each variety
BEVERAGES	
All Drink Mixes	Total of 20
All Sweetener and Creamer Packets	Total of 50
All Coffee and Tea Bags	Total of 10

COSMETICS and HYGIENE	
All products (shampoo, conditioners, etc.) All grooming aids (combs, brushes, clippers) Soap bars more than 2 oz. Soap bars less than 2 oz. Toothbrush Toothpaste Mouth wash Cotton swabs Feminine products Deodorant Plastic holders Washcloth Bath Towel	Total of 2 One each Total of 2 Total of 6 Total of 2 Total of 2 Total of 2 One package No limit Total of 2 Total of 2 Total of 6 Total of 2
STATIONARY	
Pens Writing pad (lined) Drawing pads Manila envelopes File folder Greeting cards Stamped envelopes Stamps Envelopes	Total of 2 Total of 2 Total of 2 Total of 10 Total of 10 Total of 6 No limit No limit No limit
CLOTHING	
*Sweatshirt, sweatpants, gym shorts *T-shirts and undergarments Sneakers Shower shoes *Thermal Drawers *Thermal Long Sleeve Shirt <i>*All above clothing are white, gray, or natural in color</i> Socks Religious prayer cap/covering Handkerchief	One of each Six of each One pair One pair Total of 6 Total of 6 Total of 6 Total of 1 Total of 2

MISCELLANEOUS	
Books other than program issued	Total of 3
Magazines	Total of 3
Dictionaries	Total of 1
Radio	Total of 1
Earphones	Total of 1 set
Batteries	Total of 2
Bowl w/lid	Total of 2
Mugs and cups	Total of 2
Playing cards	Total of 1

CLASSIFICATION

1. Classification Unit

- The Classification Unit is responsible for maintaining accurate and up-to-date institutional records on every inmate in the facility. These records include information on time (excluding Parole eligibility), previous offenses, sentences, institutional behavior and custody status.
- IT SHOULD BE NOTED THAT THE CLASSIFICATION DEPARTMENT DOES NOT BEAR THE RESPONSIBILITY OF COMPUTING PAROLE ELIGIBILITY DATES. Information regarding parole eligibility dates is obtained through the parole counselor.

2. The Classification Committee

- The Classification Committee meets two-three times weekly. It is composed of senior unit supervisors and is responsible for making decisions about an individual's custody status, housing, programs, work crew and work release eligibility.
- SENTENCED inmates may apply to the Classification Unit for trustee status, which allows them to work in such areas as Housing Floors, Kitchen, Medical, and Jail Industries.
- SENTENCED inmates will be required to work if they are medically clear and eligible. Refusal shall result in a disciplinary violation.
- UN-SENTENCED inmates may be considered for an inside work detail, as an inmate volunteer with no compensation. However, pretrial and un-sentenced inmates shall not be required to work, except to do personal housekeeping.
- All inmates have the opportunity to appeal the custody status/housing decision of the Classification Committee by completing a housing/custody status appeal form (DOC 45).

3. Work Crew

The Department has a Community Work Crew Program for sentenced inmates. Notify Classification if you wish to participate via an Inmate Request Form. County sentenced inmates with positive housing record are eligible.

HEALTH SERVICES

The inmate is a ward of the County and concern shall be shown consideration for both their physical and mental well-being. All examinations, treatments, and procedures affected by informed consent standards in the community shall be likewise observed for the inmate's care while incarcerated. When rectal and pelvic examinations are indicated, verbal consent shall be obtained from the patient. Custody staff in the immediate area will be the same gender as the inmate.

Inmates will be charged a MEDICAL CO-PAYMENT for health care services, medication and/or treatment in accordance with New Jersey Public Law 1995, Chapter 254 and an Ocean County Board of Chosen Freeholders resolution dated 4/3/97.

NO INMATE WILL BE DENIED NECESSARY MEDICAL SERVICES DUE TO AN INABILITY TO PAY.

Inmates requesting health care services must complete a medical request form DOC/CP1, available from the nurses.

1. Medical Services Co-Payment

- Inmates will be charged a \$5.00 Co-payment for each visit for the following inmate initiated health care related services.
 - Medical services (physician, nurse, EMT, Etc.)
 - Dental Services
 - Emergency Services
 - Optometry Services
 - Physical Therapy/Occupational Therapy

The following areas are excluded from the co-payment requirements:

- Initial assessments during the reception and classification process, classification physicals and transfer evaluations, discharge physical examinations.
- Prescribed laboratory work to include inmate request for HIV testing, prescribed x-rays, immunizations, Tuberculosis (TB) testing, Hepatitis B vaccine, and other treatments instituted by NJ DOC or OCDC for public health reasons.
- Prescribed psychiatric, substance abuse and social work services.
- EKG's, dressing changes and other ongoing treatments ordered by health care staff. If treatment is prescribed over the course of several days or weeks, the inmate should not be charged for each visit.
- Written referrals from one provider to another.
- Dental referrals made by health care staff.
- Medical referrals from Community Work Program Supervisor or Institutional Services Director.

2. Pharmacy Services Co-Payment

- Each prescription ordered will have a \$1.00 co-pay.
- Each prescribed over the counter medication will have a \$1.00 co-pay.
- Some over the counter medications for personal elective use may be available through the Commissary at full retail price.
- Orders for chronic maintenance medications will be written for as large of a supply as possible. Whenever a health care professional is required to re-evaluate, renew, refill, approve or rewrite a medication order, that transaction will be viewed as a new prescription chargeable to the respective inmate.
- Medical staff will dispense medication as prescribed by the facility doctor. You are responsible to:
 - Arrive on time when called for medication.
 - Line up single file and wait for your medication.
 - Bring a cup of water with you.
 - Show your ID card if/when requested.
- Swallow your medication in front of the medical staff then show them that it has been swallowed.

- The co-payment will be required regardless of whether the services are provided within the Medical Unit or elsewhere within the facility (e.g., in the inmates cell, rec. yard)

3. Levels of Care

- Self Care - The care of any condition that can be treated by the inmate and may include certain "over the counter type medications authorized by the health care staff. It shall also include certain items such as vitamins, which may be purchased through the Jail Commissary.
- Special Care - The care of any condition, which requires assistance by a person trained in first aid procedures.
- Emergency Care - The care of an acute illness or unexpected health care need that cannot be deferred until the next sick call, or handled immediately by a Health Services member. These patients shall be referred directly to the Emergency Room at Community Memorial Hospital.
- Hospitalization - The in-patient care for illness or injuries which require hospitalization as determined by the Health Authority, hospital emergency room staff or consultant specialist referred to by the Health Authority.

4. Receiving Screening

- Receiving screening shall be performed on all inmates upon admission to the facility and before being placed in the general population.
- Effective April 22, 1992, the State of New Jersey Department of Corrections is requiring pregnancy testing on all females admitted to a correctional facility.
- The exceptions to this policy are post-menopausal women or women who have had hysterectomy.

5. Sick Call

- A member of the health service staff will conduct sick call daily.
- Medical/Dental Request for treatment slips from inmates will be triaged by the nursing staff before the physician arrives for sick call.
- A jail physician shall conduct medical sick call 5 days per week. Health Services physicians shall be "on call" 24 hours a day, 7 days per week, for consultation.
- Any inmate may request to be seen by a physician for treatment.
- Any inmate who abuses sick call, feigns illnesses, or is untruthful, may be referred for disciplinary action.
- Complaints concerning other health care personnel may be directed to the Health Authority at any time in writing.

6. Access to Treatment

- The procedure for filling out request slips for medical treatment is available to all inmates and explained during the initial screening procedure.
- Each new inmate will be given a copy of the Medical/Mental Health/Dental Request Form (DOC/CP1) when screened.
- Medical/Mental Health/Dental Requests for sick call include the date, the inmate's name, and chief complaint on them
- The slips will not be collected without a chief complaint on them.
- The nursing staff will collect the sick call requests daily and the nursing staff shall triage the requests for treatment.
- Medical/Mental Health/Dental Requests Forms are available from the nurse, control rooms, booking area, medical area and holding areas.

7. Delousing

- Delousing will be done according to Health Authority guidelines.
- At the direction of the medical staff, delousing will be carried out on any or all inmates.

8. Dental Care

- All new inmates shall be dentally screened when indicated, a dental examination shall be scheduled.

- Emergency dental treatment shall be available to all inmates for the relief of severe pain on as needed basis as determined by the dentist.
- All inmates have the right to refuse treatment.
- State inmates must have their treatment program approved by the State before extended treatment.
- Inmates who are covered by their own private dental shall be provided access to their personal dentist (if within reasonable distance from the facility) as may be scheduled through the Transportation Unit.

9. Withdrawal Management

- Withdrawal management from alcohol, barbiturate, opiates, or other similar drugs, when not provided in a hospital or community withdrawal management center, will be performed at the jail under medical supervision.
- Inmates arrested and booked into the facility under the influence of alcohol or a controlled dangerous substance shall be placed in special observation areas as deemed necessary by the screening personnel.
- In order to treat individuals on a withdrawal management protocol effectively, it is recommended that a urine drug screening (UDS) be completed with inmate consent. Inmates who do not wish to consent will be placed on an observation for withdrawal. **UDS is for MEDICAL purposes only.**
- **Individuals placed on a withdrawal management protocol will be expected to participate in group activities, substance abuse therapy, and individual counseling as clinically indicated during withdrawal management process.**

10. Medication Assisted Treatment (MAT) under NorthStar Program

- Participants in the NorthStar Program for medication assisted treatment (MAT) must meet eligibility requirements.

11. Administrative Segregation, Disciplinary Segregation, and Sanction Housing

- A nurse and/or physician will visit administrative segregation or confinement areas of the jail at least 3 times per week to personally observe the condition of inmates in that area.
- All inmates housed in segregation must be medically and psychologically cleared.

12. Medical Cells

- The medical wing of the Ocean County Jail has cells set aside for special needs inmates. These cells are reserved for special psychiatric and medical problems.
- The medical staff, in conjunction with the Corrections administration classification process, will decide who is appropriate for these areas of the facility.
- Special housing cells may be used for inmates who need to be in observation cells but who do not require constant observation.

13. Preventive Care

- Inmates will be instructed by the medical staff in the appropriate care of conditions which affect them.
- Information concerning the spread of communicable disease is necessary for the health and welfare of the entire facility. Distribution of printed materials will be used when the situation is deemed necessary.
- To prevent the spread of communicable diseases - do not share food, combs, or eating utensils. Make sure you use a clean razor. Wash your hands often, especially after using the rest room. Always avoid putting your hands in your mouth.
- HIV and TB tests are available at no charge, on a voluntary basis unless otherwise ordered by the court.
- To protect you from VD, Hepatitis, HIV, AIDS, MRSA, and other communicable diseases, it is important to avoid contact with anyone else's body fluids.

Infectious Body Fluids include:

Blood, sperm, or vaginal fluids.

Urine and bowel movement material.

Drainage from the nose or mouth.

- The danger of you getting these diseases is GREATEST if you:
-Use dirty needles or share needles with others.

- Fail to wash your hands after using the rest room.
- Share cups, combs, toothbrushes, food or cigarettes with others.
- Have sex with someone with the disease.

- To protect yourself from VD, Hepatitis, AIDS, or other communicable diseases:
Do not mainline or shoot up drugs or use tattoo needles.
Always wash your hands with soap and water often, especially after using the rest room.
Do not drink from someone else's cup, share combs, brushes, toothbrushes, or food.
When released to the community, limit your sexual contact, use condoms and avoid sharing cigarettes.

14. Mental Health Care

- A Mental Health Counselor shall be available and arrangements shall be made to provide counseling services on a regular or frequent basis as may be required. Mental Health clinicians are available to provide counseling and assist in community mental health referrals.
- The procedure for filling out medical request slips for mental health assistance is available to all inmates and explained during the initial screening procedure.
- In the event of a crisis or emergent situation, you may bypass formal medical request slips and verbally request assistance 24/7 from medical staff and/or custody staff.

15. Isolation

An inmate may be placed in isolation, under observation, in order to determine whether he/she is free from infections or communicable disease.

16. Over-the-Counter Medications

- Inmates will be allowed to purchase over-the-counter medications that have been authorized by the Medical Unit through the Commissary.
- On regular commissary day, certain over-the-counter medications may be purchased, up to the limit set by the Medical Department.
- Any items found during a search that are over the allowed limit and the inmate will be charged with a violation of the Jail Rules and Regulations and be subject to disciplinary action.
All items found above the limit shall be confiscated as contraband.
- Examples of over-the-counter medication are: Aspirin (5 pack limit); Tylenol (3 pack limit); Alka Seltzer (2 pack limit); Throat Lozenges (Cepacol - 2 card limit); Bismuth tabs (Pepto Bismol - 5 pack limit); Bismuth liquid (Pepto Bismol - 1 bottle limit); Ambesol Gel (minor tooth pain - 5 pack limit); Advil tablets (5 pack limit); Benadryl (5 pack limit).
- In an effort to encourage inmate self-care, the above will be continued unless the privilege is abused by the resident population.
- Over-the-counter medication should be a self-limiting condition; in no way does this policy prohibit a resident from seeking medical care when necessary.

PROGRAM SERVICES

The Program Services Unit is geared to help you in many ways. Personal, spiritual and educational programs and counseling are offered to give you the opportunity to use your time here constructively and to help you prepare for your release.

1. Inmate Request Forms

- All requests for services shall be in writing on an Inmate Request Form.
- Request forms will be picked up daily by staff during mail delivery. All request forms must be processed by Program Services.
- On weekends or holidays, any requests of an emergency nature should be directed to the Floor Supervisor.
- In order to expedite services, try to be as specific as possible about your request.
- Request forms directed to other Criminal Justice offices will be sent inter-office mail.
- Request forms are picked up daily with mail.
- Staff have seven (7) working days to respond to request forms.

2. Programs and Services

A variety of programs are available to help make constructive use of your time here and prepare for your release including:

GED/Basic Skills
English as a Second Language
Vocational Counseling and Guidance
In-Patient Drug and Alcohol Referral
Christian Bible Study
Spanish Bible Study
Muslim Prayer Service
Jewish Torah Study
Therapeutic Substance Abuse Group

Interdenominational Chaplaincy Services
Literacy Volunteers of America
Job Placement Counseling
Referrals and Pre-Release Planning
Catholic Beliefs and Practices
Substance Abuse Groups
Recreational Reading Library
Therapeutic Group Therapy
Grief Counseling

3. Eligibility

- There will be no discrimination in program eligibility based on race, religious belief, gender, or disability.
- Eligibility is based upon your custody status and is subject only to the limitations necessary to maintain order and security.
- All inmates shall be afforded full and equal opportunity to practice their religion, or refrain from involvement in religion, subject only to the limitations necessary to maintain order and security. Eligibility is based upon your custody status.
- To participate in jail programming you must be: incarcerated here 14 days, cleared by the Classification Committee, housed in regular population and free of disciplinary charges for 30 days.

4. Program Attendance Policy

- Inmates are expected to attend all programs for which they signed up, with the exception of those who have court proceedings or who are required to perform work assignments.
- If an inmate chooses not to attend a program, he or she must sign a Program Refusal Form, which will result in the suspension of program privileges for 30 days.

5. Waiting Lists

- There are waiting lists for many programs. Please be patient.
- You will be informed when the class becomes available.

6. Notary Services

- Notary Services are available through Program Services. You must indicate on an Inmate Request Form that you need a document notarized and specify what the document is.
- A notary states that a document bears the correct signature of the person signing a document. It is not a certification of the contents of a document.
- Only legal documents need a notary seal. Letters to Judges, the Warden, etc., do not need a notary seal.

7. Photocopies

Inmates may submit legal materials to be photocopied by Program Services. Inmates will be charged at the following rate: \$0.05 per letter size page or smaller, and \$0.07 per legal size page or larger.

- These prices will be billed to your commissary account.
- Legal photocopies will be limited in quantity to the number required by the court, plus one for the inmate.
- The original and photocopies of material shall be returned within 5 working days of submission unless return of the material is prevented by exceptional circumstances.
- There will be no cost to indigent inmates.
- No copies will be made of your discovery.

8. Educational, Legal and Religious Books

These items must be returned to the program services unit upon release or transfer from this facility. Failure to return books will result in a bill for replacement and possible denial of such books in the future.

9. Substance Abuse Referrals

Only inmates who are specifically court ordered for T.A.S.C. (Treatment Assessment Services to the Courts) evaluation will be referred to the Task Evaluator. It is necessary that all judges and court officials with whom you are involved approve your attempts to go to a rehab. If you are interested in the Drug Court Program that is offered, please speak with your public defender or attorney to fill out the application.

10. Inter-Denominational Chaplaincy

It is the policy of The Ocean County Department of Corrections to afford all inmates full and equal opportunity to practice their religion, or refrain from involvement in religion, subject only to the limitations necessary to maintain order and security. The Chaplain will oversee an inter-denominational religious program designed to meet the faith based needs of inmates. In compliance with State Standards and court decisions we will report each inmate's religious beliefs and will provide time and space for recognized religious services and individual religious counseling.

• Therapeutic Group Therapy and Substance Abuse Groups

All new admissions will be assessed by Mental Health Staff and clinically approved by the Psychiatrist for inclusion in therapeutic group therapy or therapeutic substance abuse groups when appropriate. All inmate requests for inclusion in the therapeutic groups must be forwarded on a medical request form to the Mental Health Department. Participation in therapeutic groups is at the clinical discretion of the Mental Health Department.

The eligibility for therapeutic groups require the following:

- Inmate must be reviewed and cleared by the Classification Committee.
- The inmate must be housed in General Population, including the Mental Health Unit and Medical Stepdown Unit.
- No keep separates currently attending the groups.
- Inmates housed in disciplinary segregation are not eligible to attend.

- Approval time frame for reentry into therapeutic groups following disciplinary segregation time served will be determined by the Mental Health Department on a case by case basis.
- Repeated absences from therapeutic group attendance may result in removal from the therapeutic group. Attendance shall be recorded at all times.
- If you are refused admission to therapeutic groups for inappropriate/disruptive behavior in groups or on the way to groups, it will be documented and you may receive disciplinary charges or an On-The-Spot correction. The purpose of this report is to create documentation to allow mental health clinicians to appropriately justify removal from therapeutic groups based on inappropriate/disruptive behavior.

LAW LIBRARY

1. The purpose of the Law Library is to provide inmates with statutory and case law relevant to the charges for which they are currently incarcerated.
2. The Law Library does not provide legal advice of any kind.
3. This jail uses an Internet Legal Research Database Westlaw System as the preferred method for legal research, thus making visits to the law library unnecessary. Inmates who wish to obtain legal information regarding their case should do so by filling out a request form or use the kiosk in their housing area if available. Those housing units without a kiosk are able to use a portable legal research database unit by submitting an inmate request form to the Program Services Unit. The request form must indicate that you would like to be scheduled to use the portable kiosk machine. Once the request is received, you will be scheduled at a convenient time to conduct legal research.
4. If you are requesting case specific legal research information, this request form should contain as much specific information about your case as possible. The paralegal will fulfill your request using the Westlaw Legal Research Database and send materials to you through in-house mail. There is a fifty (50) page per week limit for information obtained from the Law Library.
5. If you request information which is unrelated to your charge(s) here in Ocean County, you will be charged at the same rate for photocopies as listed under Photocopies of this rule book. This will be deducted from your commissary balance. The paralegal will notify you before any funds are deducted that your request will cost you money. If you feel such a charge is in error, explain in writing to the paralegal how the requested materials are related to your case.
6. Prisoner's Self-Help Litigation Manuals may be signed out on a temporary (14 day) basis; it can be renewed for an additional 7 days. It must be returned to Program Services upon release from the facility. Failure to return books or damage to books beyond normal wear and tear will result in a bill for replacement.
7. Inmate's also have the opportunity to review the Electronic Digital Discovery surrounding their case. The inmate must have their attorney of record provide the Electronic Digital Discovery to the Program Services Office. The inmate can then request an appointment to review the digital discovery either with the attorney or individually by submitting an inmate request form asking to be scheduled for a viewing appointment. Appointments are issued on a first come first serve basis and subject to the security needs of the facility.

INMATE GRIEVANCE PROCEDURE

A viable complaint process is available to inmates to allow systematic redress of conditions relating to confinement. All complaints shall receive written, signed responses within a short period.

1. Definitions:

Grievance - a circumstance or action considered being unjust and grounds for complaint.

Complaint - an expression of dissatisfaction or distress.

2. Informal Resolution

- Informal resolution between the inmate and staff member is strongly encouraged.
- Generally, an Informal Resolution can be the result of a complaint, which is filed by the inmate.
- A verbal or written complaint can be resolved without a grievance being filed.

3. Grievance Procedure

- If the inmate cannot find an informal solution and wishes to use the Grievance Procedure, he/she shall file a complaint, using the administrative remedy.
- An inmate is to respect an administrative remedy. All redress for grievances and complaints should be exhausted at the institutional level.
- He/she should secure the appropriate form from any Correction Officer and write their complaint in the space provided.
- He/she may obtain assistance from other inmates or staff to complete the form.
- The inmate shall give the completed Grievance Form to an officer.
- The Grievance shall be processed within 7 days from the date the incident of complaint occurred, unless it was not feasible to file within such period.
- Facility staff have up to 7 days from receipt of the complaint, excluding weekends and holidays, to act on the matter and provide a written response.
- When the complaint is of an emergency nature and threatens the inmate's immediate health or welfare, reply must be made as soon as possible, and within 48 hours of receipt of the complaint.

4. Appeal

- If an inmate is dissatisfied with the response, he/she may file for appeal to the Chief of Security or Chief of Support (which ever applies) within 5 days of receipt of the response. This should be done on the form provided by a staff person and must include a completed copy of the initial complaint including response.
- The Chief of Support or Security shall forward receipt of appeal to the inmate and reply within 7 days from receipt, excluding weekends and holidays.
- If an inmate's complaint is of a sensitive nature and he/she fears possible repercussion, it may be filed directly with the Warden through the mail. In such cases, the inmate shall explain clearly the reason for not filing in the facility. The Warden's Office shall send the inmate a receipt, replying in 7 days, excluding holidays and weekends.

5. Extension of Time Periods

- The period referred to for action by the reviewing officials may be extended for a like period if findings indicate that the initial period is insufficient to make an appropriate decision.
- This shall be communicated in writing to the complainant.
- Grievances requiring extensive research and documentation may require a longer period for response.

6. Grievable Issues:

- An alleged violation of civil or constitutional rights.
- An alleged criminal or prohibited act by a staff member.
- The interpretation or incorrect application of any policy or procedure.
- Condition(s) existing within the facility that creates an unsafe or unsanitary living condition.
- Property loss or damage.
- Any other matter relating to access privileges, programs and/or services, conditions of confinement, supervision of housing unit conditions within the authority of the Ocean County Department of Corrections, to include the rights under the Americans with Disabilities Act.
- Formal or informal reprisal for using the inmate grievance procedure.
- A dispute about the assessment of a specific fee or service charge including, but not limited to medical fees.

7. Non-Grievable Issues:

- State and federal laws, court decisions, NJAC 10A:31 or any other statutes pertaining to this facility.
- Challenging matters beyond the control of the Ocean County Department of Corrections, including parole or transfer conditions.
- More than one documented issue.
- Concerns of an inmate other than yourself.
- Concerns of an issue in which a sufficient amount of time has not elapsed for action.
- A grievance that contains profane, vulgar, threatening or abusive language.

8. Abuse of the Grievance Process:

Abuse of the grievance procedure will not be tolerated. The Warden may determine if you are abusing the process and may restrict you from filing further grievances.

9. Classification Inmate Housing/Custody Status Appeal Form

- Inmates that wish to file an appeal of their housing or custody status shall prepare the appropriate form (DOC 45) and forward the completed form to Classification.

INMATE RIGHTS AND RESPONSIBILITIES - NJAC 10A: 4-3.1

1. Inmate Rights

- You have the right to be treated respectfully, impartially and fairly by all personnel.
You have the right to be informed of the rules, procedures and schedules concerning the operation of the facility.
- You have the right to freedom of religious affiliation and voluntary religious worship within the correctional facility.
- You have the right to health care which includes nutritious meals, proper bedding and clothing, a laundry schedule for cleanliness of same, an opportunity to shower regularly, sufficient warmth, proper ventilation, fresh air, a regular exercise period, toiletry articles including feminine hygiene products, and medical and dental treatment.
- You have the right to correspond with and receive visits from family members, friends and other persons where there is no threat to security or order in keeping with the rules and schedules of the correctional facility.
- You have the right to unrestricted and confidential access to the courts by correspondence.
- You have the right to legal counsel from an attorney of your choice by interviews and correspondence.
You have the right to receive help when it is available through a legal assistance program.
- You have the right to access law library reference materials to assist you in resolving legal problems.
- You have the right to a wide range of reading material for educational purposes and for your own reading enjoyment.
- You have the right to participate in counseling, education, vocational training, and employment counseling as far as resources are available and in keeping with your interests, needs, and abilities.
- You have the right to be afforded reasonable access to representatives of the media by correspondence, telephone or visits.

2. Responsibilities

- You have the responsibility to treat others, both employees and inmates, respectfully, impartially and fairly.
- You have the responsibility to know and abide by the rules, procedures and schedules concerning the operation of the correctional facility.
- You have the responsibility to recognize and respect the rights of others to freedom of religious affiliation and voluntary religious worship within the correctional facility.
- It is your responsibility to follow the laundry and shower schedules, to maintain neat and clean living quarters, to seek medical and dental care, as you may need it, and not to waste food.
- It is your responsibility to conduct yourself properly during visits, to refuse to accept or pass contraband, and to comply with Department rules and State or Federal laws through your correspondence.
- You have the responsibility to present honestly and fairly your petitions, questions and problems to the court.
- It is your responsibility to use the services of an attorney honestly and fairly.
- It is your responsibility to use the law library resources in keeping with the correctional facility procedures in regards to usage and access and to respect the rights of other inmates in the use of this legal material.
- It is your responsibility to seek and use reading material for your personal benefit, without depriving others of their right to use it.
- You have the responsibility to take advantage of activities (such as counseling, education, vocational counseling, training and employment counseling) which may help you live a successful and law abiding life within the correctional facility and in the community. You will be expected to abide by the regulations governing the use of such activities.
- It is your responsibility to submit or forward all interdepartmental requests, grievances, requests forms, medical requests and housing appeals etc., in a sanitary manner. Failure to do so shall result in disciplinary charges to be written against you.

INMATE DISCIPLINE

1. PROHIBITED ACTS / NJAC 10A: 4-4.1

An inmate who commits one or more of the following numbered prohibited acts shall be subject to disciplinary action and a sanction that is imposed by a Disciplinary Hearing Officer or Disciplinary Hearing Committee with the exception of those violations disposed of by way of an on-the-spot consultation.

Prohibited acts followed by an asterisk (*) are considered the most serious and result in the most severe sanctions.

- .001* Killing.
- .002* Assaulting any person.
- .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 or possession of electronic equipment not authorized for use or retention by an inmate such as, but not limited to, a cellular telephone(s), two-way radio(s), other communication device(s), and/or computer(s) and/or related device(s) and peripheral(s).
- .010* Participating in an activity or activities 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.
- .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 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 gun, firearm, weapon, sharpened instrument, knife or unauthorized tool.
- .203* Possession or introduction of any narcotic paraphernalia, drugs or intoxicants not prescribed for the individual by the medical or dental staff.
- .204* Use of any narcotic paraphernalia, drugs or intoxicants 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.
- .257 Violating a condition of any community release program.
- .258* Refusing to submit to urine analysis.
- .259* Refusing to submit to Breathalyzer testing.
- .260* Refusing to submit to mandatory medical testing.
- .261* Tampering with a urine 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 institution.
- .351 Counterfeiting, forging or unauthorized reproduction or use of any document not enumerated in prohibited act.
- .352* Counterfeiting, forging or unauthorized reproduction or unauthorized 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.
- .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 profit or non-profit enterprise.
- .706 Soliciting funds and/or non-cash 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 of regulation of the institution.
- .751* Giving or offering any official or staff member a bribe or anything of value.
- .752 Giving 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.
- .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.

*No suspensions below minimum sanctioned times for any category of offense.

2. REPORTS TO THE PROSECUTOR ON PROHIBITED ACTS 10A: 4-4.2

All prohibited acts which may constitute crimes of the first, second, third or fourth degree under the Criminal Code of the State of New Jersey (N.J.S.A. 2C: 1-1 et seq.) shall be referred to the prosecutor of the county in which the correctional facility is located. (See N.J.A.C. 10A: 21, Reporting Violations of the Criminal Statutes).

3. SCHEDULE OF SANCTIONS FOR PROHIBITED ACTS 10A: 4-5.1

A finding of guilt for any offense followed by an asterisk (*) shall render the offender subject to one or more of the following sanctions:

- Up to 15 days Disciplinary Confinement;
- Loss of one or more privileges up to 30 days;
- Closed Custody Housing for a specified time not to exceed one year, subject to confirmation by the Classification Committee;
- Loss of commutation time up to 365 days, subject to confirmation by the Warden;
- Loss of furlough privileges for up to two months;
- Suspension of any one or more of the above sanctions at the discretion of the Disciplinary Hearing officer or the Disciplinary Hearing Committee for up to sixty (60) days. If the inmate has another infraction within sixty (60) days, the original sanction will be imposed in addition to any sanctions for the new disciplinary violation.
- Any sanction prescribed for on the spot correction (see N.J.A.C. 10A: 4-7).
- Confiscation;
- Up to 14 hours extra duty, to be performed with a maximum of two weeks; and/or up to two weeks confinement to room or housing area

A finding of guilt in the case of all other offenses shall render the offender subject to one or more of the following sanctions:

- A finding of guilt in the case of all other offenses shall render the offender subject to one or more of the following sanctions:
- Up to 15 days Disciplinary Detention;
- Loss of one or more facility privileges up to 30 days;
- Up to 60 days loss of commutation time, subject to the Warden;
- Closed Custody Housing for a specified time not to exceed 90 days subject to confirmation by the Classification Committee;

- Loss of furlough privileges for up to two months;
- Suspension of any one or more of the above sanctions at the discretion of the Disciplinary Hearing Officer or the Disciplinary Hearing Committee for up to sixty(60) days. If the inmate has another infraction within sixty (60) days, the original sanction will be imposed in addition to any sanctions for the new disciplinary violation.
- Any sanction prescribed for On-The-Spot Correction (see N.J.A.C. 10A: 4-7).
- Confiscation.
- Up to 14 hours extra duty, to be performed within a maximum of two weeks; and/or up to two weeks confinement to room or housing area

4. Zero Tolerance Drug/Alcohol Policy

As defined in Pursuant to the N.J.A.C. 10A: 1-2.2, a finding of guilt to any of the following prohibited acts shall result in termination of contact visit privileges:

- *.203 possession or introduction of any narcotic paraphernalia, drugs or intoxicants not prescribed or the individual by the medical or dental staff;
- *.204 use of any narcotic paraphernalia, drugs or intoxicants not prescribed for the individual by the medical or dental staff;
- *.205 misuse of authorized medication (such as narcotics and controlled dangerous substances);
- *.258 refusing to submit to a urine analysis.
- *.259 refusing to submit to Breathalyzer testing.
- *.261 tampering with a urine specimen.
- *.551 making or possessing intoxicants or alcoholic beverages;
- *.552 being intoxicated.
- *.708 refusal to submit to a search (when the search is being conducted due to reasonable suspicion related to drug/alcohol possession, sale or use); and
- *.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.

5. ADMINISTRATIVE SANCTIONS

In addition to the sanctions listed above, administrative action may be taken by the Institutional Classification Committee upon the recommendation of the Disciplinary Hearing Officer/Committee or the Administrator. Such administrative action may include, but not be limited to, the following:

- Recommending transfer to a more appropriate correctional facility;
- Increasing custody status;
- Changing work or housing assignments;
- Assignment to treatment program;
- Assessing restitution for damage, alteration or destruction of State property, the property of another person, or violation of prohibited act .707 which results in undue expenditure of state funds.
- Recommending loss of telephone, radio, television, and contact visit privileges for up to one year.
- Loss of visit privileges shall be imposed only for visit related disciplinary infractions; Disposal; of an item in accordance with the provisions of NJAC 19A:3-6.3(b)2,3

6. MINOR-VIOLATIONS RESOLUTIONS

Informal Resolution / Definition

The solution of a minor rule infraction between an inmate and supervisor of the employee who reports the infraction. Informal Resolution establishes appropriate sanctions for minor rule violations. The process is designed to encourage prompt and fair dispositions of minor offenses and avoid the record entry of any disciplinary action to the inmate's file.

Procedure

A shift supervisor is authorized to impose minor dispositions for minor offenses.

To accomplish informal resolution of a minor infraction, the inmate shall be escorted to the appropriate supervisor. The inmate will be verbally counseled by the supervisor and issued a written reprimand. (See Appendix-Corrective Consultation of Inmate Form/On-The-Spot Correction).

If a written reprimand is issued, the inmate must be given a copy within 24 hours and a copy will be placed in the inmate's classification file.

7. DISCIPLINARY HEARING PROCEDURE

Whenever an inmate violates a facility rule, which results in receiving a written disciplinary report, they have the right to a hearing before an impartial hearing officer or disciplinary board who will meet on an as needed basis. A limited due process hearing will be provided for all inmates who have been cited for rule violations.

8. DEFINITIONS

- Disciplinary Hearing Officer - A correctional staff person empowered to conduct hearings and recommend disciplinary actions after compliance with the policies and procedures set forth in this series of documents.
- Disciplinary Committee - A group of three correctional staff persons empowered to conduct hearings and recommend disciplinary actions after compliance with the policies and procedures set forth in this section.
- Prehearing Detention - The placement of an inmate in special housing when it has been determined by the shift commander that the continued presence of the inmate in general population would pose a serious threat to the security or orderly operation of the facility.
- Disciplinary Confinement - Placement of an inmate in a segregation unit separated from the general population as a result of a serious violation of conduct regulations and after a finding of guilt by an impartial panel or hearing officer.

9. STATE SENTENCED INMATES

State sentenced inmates are subject to both Ocean County Jail and New Jersey State Department of Corrections rules and disciplinary sanctions. A copy of the State disciplinary code will be made available to state sentenced inmates at their Classification interview. State sentenced inmates will be required to sign a form indicating that they have received notice of both state and county sanctions.

10. INMATE DISCIPLINARY HEARING

- Whenever a disciplinary report is written, the inmate shall be advised in writing of the charges 24 hours before the hearing.
- The hearing will take place within seven (7) working days following the writing and submission of an inmate disciplinary report.
- The inmate has the right to attend the hearing unless the right is waived in writing, the inmate refuses, or extraordinary circumstances exist that would render the inmate participation useless. If the inmate does not attend the hearing, notations as to why are to be placed on paper and signed by all members of the board or hearing officer.
- The hearing officer/committee will follow normal procedure in the absence of the inmate.
- The inmate will be advised of their rights before the hearing and will acknowledge such by their signature on the provided form.
- At the time of the hearing either an inmate or a staff member may represent the inmate if, his or her ability to understand and comprehend the procedure is seriously impeded.
- The inmate shall be afforded an opportunity to prepare a defense and to request a witness of their choosing.
- The inmate offender shall be interviewed as well as anyone else who is knowledgeable of an incident.
- The committee/hearing officer may limit witnesses for the inmate.
- Absentia hearings can be authorized in extraordinary circumstances but will not be authorized without prior approval of the Chief of Security.

- The Inmate Disciplinary Committee or Hearing Officer is responsible for gathering facts, evaluating the situation, and reaching a final disposition in the matter.
- The Committee/Hearing officer shall forward the written disposition for final approval to the Chief of Security within 24 hours.

11. HEARING DISPOSITIONS

The disciplinary process can:

- Dismiss charge(s) where appropriate and order the record of charges expunged where the inmate has been determined innocent of the charge(s).
- Direct imposition of any penalties listed when the inmate has been determined guilty of the charge(s).
- Downgrade the disciplinary to a consultation.

12. WRITTEN NOTIFICATION

Written notification of the decisions shall be provided to the inmate within 48 hours of the hearing. The written notice shall provide the inmate with the decision, reason for the decisions, and the penalty or penalties recommended.

The inmate shall be notified when the term of sanction housing shall commence. The inmate shall be released from sanction housing when the specified term has been completed. Example: ten days sanction housing from May 1 to May 10 means that the last day (the 10th) must be served. Release from cell confinement will take place on the eleventh (11th) day.

13. RECORD FILING

All reports, documents and notifications of the disciplinary process shall be filed in the inmate's classification file.

14. RIGHT OF APPEAL

- The inmate shall be advised of his or her right to appeal the decision of the Disciplinary Officer/Committee.
- Appeals of disciplinary decisions shall be submitted to the Jail Administrator in writing, within 48 hours of the Disciplinary Hearing.
- Appeals of disciplinary decisions shall be reviewed by the Jail Administrator, who may reduce but may not increase the sanction imposed by the Disciplinary Officer/Committee.
- Copies of the appeal and the disposition of the appeal shall be forwarded to the Disciplinary Hearing Officer/Committee for their records.

15. APPEAL DECISION

- The Warden or designee shall render a decision on the appeal and respond to the inmate in writing within a maximum of 5 calendar days from the receipt of the appeal.

16. DISCIPLINARY SEGREGATION/ SANCTION HOUSING

Inmates housed in Disciplinary Segregation or Sanction Housing shall lose the following privileges:

- Personal items from assigned housing.
- Use of Commissary (other than for items of personal hygiene).
- Use of radio and television.
- Loss of visits.
- Participation in Inmate Programs
- Library visits

The following inmate rights shall not be revoked while in the disciplinary confinement unit:

- Mail (unless the prohibitive act involved a breach of the rules for mail).
- Use of telephone (one attorney call per day)
- Exercise
- Law Library access
- Two recreational reading books
- Access to a daily newspaper
- Adequate and nourishing food
- Approved lighting
- Bedding
- Clothing
- Hygiene items (showering/shaving, toothbrush, toothpaste, etc.)
- Adequate space
- Cleanliness

Inmates placed in Disciplinary Segregation/Sanction Housing shall be allowed to bring the following to Disciplinary Segregation/Sanction Housing:

Jail issued uniform

Underwear (6) pair, including thermals

Shower shoes (1)

T-shirt plain white, no alternations (6)

Sweatshirt, no alterations (1)

Sweatpants, no alterations (1)

Sneakers **if authorized by medical and approved by security** (1 pair)

Feminine Hygiene Products

Soap (1)

Deodorant (1)

Toothpaste (1)

Toothbrush (1)

Towel (1)

Comb (1)

Prescription Eyeglasses (2 Pair)

Toilet Paper

Legal Papers

Soft Cover Books or Magazines (3) **can be mixed but may not exceed a total of 3*

Religious Materials

Jail Issued Pen (2)

Writing Paper

Envelopes

****All other excess items will be inventoried, secured and stored while inmate serves the sanction.**

17. Use of Razors

- Inmates housed in disciplinary confinement shall be given razors during the 2300-0700 shift for their personal use.
- Razors will be collected from each inmate during the 2300-0700 shift. Razors will not be given to inmates in this unit at any other time.

18. Attorney telephone Calls

- Inmates shall be allowed to make one (1) attorney telephone call per day during regular business hours.
- This call shall be limited to fifteen (15) minutes.
- It is the responsibility of all inmates to identify all attorneys they may be calling, which includes completing and submitting the "Inmate Attorney Phone List" for approval.
- Attorney phone numbers can only be added by facility personnel after receiving an "Inmate Attorney Phone List" from the inmate.
- Any phone numbers added by the inmate to the Inmates phone list, will be considered non-privileged calls and will be monitored and recorded.
- If an inmate adds an attorneys phone number to their regular call list, that number will be considered a non-privileged number and all calls placed to that phone number will be monitored and recorded.

19. Attorney Visits

- Inmates shall be afforded attorney visit in accordance with departmental policy and procedures.

20. Medical Treatment

- Inmates shall receive the same medical care as given to the other inmates of the institution.
- A nurse and/or physician will visit these areas of the jail at least 3 times per week to observe the condition of inmates in that area.
- All inmates housed in these areas must be medically cleared.
- Inmates housed in disciplinary confinement will be allowed out of their cells for one (1) hour each day for recreation.
- Each inmate housed in Disciplinary Confinement will be permitted only three recreational books/magazines at a time (does not include one religious book).

EMERGENCY PROCEDURE

At any time, an emergency may be declared in the Main Jail, Justice Complex, or Justice Annex. The emergency may be for fire, fight, power outage or other potential disaster. When an emergency occurs it is very important to have total cooperation of all staff and inmates. If an evacuation of any kind is necessary, it must be done in a quiet, orderly fashion.

1. Procedure

- If an emergency is declared the following procedure must be followed:
- All inmates must turn off all radios and TV's.
- All inmates must discontinue any card or game playing.
- All inmates must return to their cells and standby for an emergency headcount.
- If an evacuation takes place, all inmates will exit single file and remain quiet. If there is smoke or low visibility, you will be instructed to crawl. You must follow instructions and remain quiet so the evacuation can be done quickly and safely.

2. Fire Drills

Fire drill and emergency evacuation drills shall be held with sufficient frequency to familiarize you with proper procedures. Evacuation routes are posted outside of all housing units.

3. Fire Prevention

Good housekeeping standards must be maintained to ensure fire prevention. You are not permitted to accumulate excessive amounts of newspaper, magazines, paper, cardboard boxes, clothing, etc. in the housing areas. Each shift will conduct shift security inspections.

AMERICANS WITH DISABILITIES ACT

Title II of the ADA, 42 U.S.C. §§ 12131-12134, applies to all state prisons and local jails.

"Qualified individuals with disabilities" are protected by the ADA. An individual with a disability is a person who meets one of the following three standards:

- (1) The person has a mental or physical impairment that substantially limits one or more major life activities (such as walking, seeing, learning, hearing, interacting with others).
- (2) The person has a record of a mental or physical impairment that substantially limits a major life activity.
- (3) The person is regarded as having a mental or physical impairment that substantially limits a major life activity.

An individual with a disability also must be "qualified" to be protected by the ADA. An inmate with a disability will be considered "qualified" if he can meet the essential eligibility requirements of the program, service, or activity with or without reasonable modifications to rules, policies or practices, with or without the removal of architectural or communication barriers, and with or without the provision of auxiliary aids and services (such as materials in Braille or sign language interpreters).

A qualified inmate cannot be barred from specific programs on the basis of their disability.

- (1)• The jail must meet certain physical accessibility requirements to accommodate persons with mobility or other physical impairments.
- (2) The jail, under some circumstances, must provide sign language interpreters for persons who are deaf to enable them to participate in programs.
- (3) The jail must provide reasonable modifications to rules, policies, or practices to enable persons with disabilities to participate in the programs, services, and activities of the facility.

An inmate seeking an accommodation must submit an Inmate Request Form. In the request form, the inmate must describe his/her specific disability, the specific activity for which accommodation is needed, and the specific action the inmate wants OCDC to take to accommodate his/her disability and allow him/her to perform the activity. This completed form must be submitted to the HSA/Healthcare Services Administrator.

Prison Rape Elimination Act (PREA)

The Prison Rape Elimination Act (PREA) was signed into Federal law in 2003 by President George W. Bush. It was created to address the problem of sexual misconduct in all confinement facilities. In 2012, the U.S. Department of Justice released national PREA standards to prevent, detect and respond to sexual abuse and sexual harassment in confinement facilities.

Sexual misconduct under this law includes:

- Offender-on-offender sexual assault and abuse.
- Staff-on-offender sexual misconduct (sexual/inappropriate relationships with offenders).
- Offender-on-offender and staff on offender sexual harassment.

OCDC has zero tolerance for sexual misconduct of any kind and will impose discipline for such misconduct, up to and including dismissal for staff and discipline for offenders who victimize other offenders. Incidents of sexual misconduct will also be referred to law enforcement when applicable. NJDOC policies prohibiting sexual misconduct apply to all offenders, employees, contractors, and volunteers.

Inmates have the right to be free from sexual abuse and sexual harassment and to be free from retaliation for reporting such incidents

Staff shall accept reports made verbally, in writing, anonymously, and from third parties and shall promptly document any and all reports.

Staff may privately report sexual abuse and harassment of inmates to any supervisor or directly to the Internal Affairs department.

Exhaustion of Administrative Remedies

A. There shall be no time limit on when an inmate may submit a grievance regarding an allegation of sexual abuse.

B. The department may apply otherwise applicable time limits to any portion of a grievance regarding an allegation of sexual abuse.

C. The department shall not require an inmate to use any informal grievance process, or to otherwise attempt to resolve with staff, an alleged incident of sexual abuse.

D. Nothing in this section shall restrict the agency's ability to defend against an inmate lawsuit on the ground that the applicable statute of limitations has expired.

E. The agency shall ensure that:

1. An inmate who alleges sexual abuse may submit a grievance without submitting it to a staff member who is the subject of the complaint, and

2. Such grievance is not referred to a staff member who is the subject of the complaint.

F. The department shall issue a final decision on the merits of any portion of a grievance alleging sexual abuse within 90 days of the initial filing of the grievance.

G. Computation of the 90 day time period shall not include time consumed by inmates in preparing any administrative appeal.

H. The department may claim an extension of time to respond, up to 70 days, if the normal time period for response is insufficient to make an appropriate decision. The department shall notify the inmate in writing of any such extension and provide a date by which a decision will be made.

I. At any level of the administrative process, including the final level, if the inmate does not receive a response within the time allotted for reply, including any properly noticed extension, the inmate may consider the absence of a response to be a denial at that level.

J. Third parties, including fellow inmates, staff members, family members, attorneys, and outside advocates, shall be permitted to assist inmates in filing requests on behalf of inmates.

K. If a third party files such a request on behalf of an inmate, the department may require as a condition of processing the request that the alleged victim agrees to have the request filed on his or her behalf, and may also require the alleged victim to personally pursue any subsequent steps in the administrative remedy process.

L. If the inmate declines to have the request processed on his or her behalf, the department shall document the inmate's decision.

M. The department shall establish procedure for the filing of an emergency grievance alleging that an inmate is subject to a substantial risk of imminent sexual abuse.

N. After receiving an emergency grievance alleging an inmate is subject to a substantial risk of imminent sexual abuse, the department shall immediately forward the grievance or any portion thereof that alleges the substantial risk of imminent sexual abuse to classification where a level of review at which immediate corrective action may be taken, shall provide an initial response within 48 hours, and shall issue a final agency decision within 5 calendar days. The initial response and final department decision shall document the

department's determination whether the inmate is in substantial risk of imminent sexual abuse and the action taken in response to the emergency grievance.

O. The department may discipline an inmate for filing a grievance related to alleged sexual abuse only where the agency demonstrates that the inmate filed the grievance in bad faith.

Staff shall accept reports made verbally, in writing, anonymously, and from third parties and shall promptly document any and all reports.

4. Staff may privately report sexual abuse and harassment of inmates to any supervisor or directly to the Internal Affairs department.

INMATES WITH DISABILITIES AND INMATES WHO ARE LIMITED ENGLISH PROFICIENT

A. Ocean County Department of Corrections will ensure that inmates with disabilities have an equal opportunity to participate in or benefit from the department's efforts to prevent, detect, and respond to sexual abuse and sexual harassment. Inmates, who are limited English proficient, shall have meaningful access to all such agency efforts. There are required steps that the department must take in order to meet these requirements. These steps include providing access to appropriate interpreters for both inmates with disabilities and inmates who are limited English proficient, and formatting or communicating written materials to inmates with disabilities.

Prison Rape Elimination Act (PREA)

Report Sexual Abuse

Every offender has the right to be safe from sexual abuse and sexual harassment. If you are being pressured, threatened or extorted to have sexual contact with anyone, you can report it to staff. You may also write to the Investigations Unit.

**Tell A Staff Member If You Are Being
Sexually Abused**

Or DIAL

***7732# and then enter your phone pin #**



Acto De Eliminación De La Violación En Prisión (PREA) Reportar el Abuso Sexual

Cada ofensor tiene el derecho a estar protegido del abuso sexual y del acoso sexual. Si lo están presionando, amenazando o extorsionando para tener contacto sexual con alguien, puede reportarlo al personal. También puede escribir a la Unidad de Investigaciones.

**Digale a un Empleado Si Abusan Sexualmente
de Usted**

O Marcar

***7732# y luego ingresa el pin # de tu teléfono**

