

**NEW JERSEY DEPARTMENT OF CORRECTIONS**

Division of Programs & Community Services

**Office of Volunteer Services**



**HANDBOOK FOR VOLUNTEERS**

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## TABLE OF CONTENTS

I.	Introduction	pg. 5
II.	NJDOC	
	a) Mission Statement	pg. 6
	b) Divisions	pg. 6
	c) Executive Staff	pg. 8
	d) Office of Volunteer Services	pg. 9
III.	Volunteer's Line of Supervision & Communication	pg. 10
	a) Interactions with Staff	pg. 10
IV.	Criteria for Volunteering	pg. 11
V.	Identification Cards	pg. 12
	a) Universal Identification Card	pg. 12
	b) Facility Specific Identification Card	pg. 12
VI.	Security Clearance	pg. 13
	a) Volunteer Arrest	pg. 13
VII.	Dress Code	pg. 14
VIII.	Property Restriction	pg. 15
	a) Authorized articles	pg. 15
IX.	Vehicle Searches	pg. 16
X.	Medication and Medical Devices	pg. 16
XI.	Volunteering During a Pandemic/State of Emergency	pg. 17
XII.	Zero Tolerance	pg. 18
XIII.	Prison Rape Elimination Act (PREA)	pg. 19
XIV.	Contraband	pg. 21
	a) Religious Materials	pg. 21
XV.	Undue Familiarity	pg. 22
	a) Engagement	pg. 23
XVI.	Dos and Don'ts	pg. 24
	a) Do's	pg. 24
	b) Don'ts	pg. 25
XVII.	DOC terminology	pg. 26
XVIII.	Volunteer Rules and Responsibilities	pg. 27
	a) Functions of Volunteers	pg. 28
	b) Typical Volunteer Opportunities	pg. 28
XIX.	News Media Contacts	pg. 29
XX.	Performance Evaluation	pg. 30
XXI.	Resources	pg. 31
XXII.	Appendices	pg. 33
	a) Zero Tolerance Policy: Prison Sexual Assault	pg. 35
	b) PREA Pamphlet – English/Spanish	pg. 47
	c) Volunteer Services Requirement Acknowledgment	pg. 49
	d) Acknowledgment of Rules and Responsibilities	pg. 51
	e) Change Notification Form	pg. 53



## INTRODUCTION

Welcome to the New Jersey Department of Corrections (NJDOC). Volunteers are a significant vital part of our department. We highly value the important contribution you make in helping us fulfill our commitment to assist people who are incarcerated with their reentry to society. We are committed to the active recruitment and retention of concerned volunteers with the qualifications and commitment to accept the challenge inherent in a correctional rehabilitative setting.

The goal of our volunteer program is to assist the department in achieving a reduced recidivism rate and changing the attitudes and actions of those who will be released into our communities. By working with our staff, you will become an integral part of our ongoing rehabilitative efforts.

The New Jersey Department of Corrections' Volunteer handbook aims to establish a uniform system for volunteer administration that will contribute to the quality and efficiencies of volunteer services with an overview of our departmental policies and procedures. It is also intended to provide you with guidelines in conducting yourself and services within our facilities. This handbook has been prepared to promote public safety. It will familiarize you with prohibited acts and disciplinary actions which may be taken. Note: the policies contained in this handbook are also applicable to the NJDOC contracted Residential Community Release Programs (RCRPs).

In carrying out your essential role as a volunteer, you will be expected to understand and follow these requirements and local rules of operation. If you do not follow these rules, administrative/disciplinary and criminal action may be taken against you.

This handbook complements the **MANDATORY** Orientation, **PREA and UNDUE FAMILIARITY** training you received **before** your volunteer service commencement. Please ask staff for clarification if you have questions or concerns. An annual retraining may also be required.

We have found volunteering within our department for community citizens, staff and those incarcerated is a profoundly moving and rewarding experience. We are very grateful for your interest, time, and commitment as we work together for a safer and better New Jersey Department of Corrections.



## MISSION STATEMENT

The New Jersey Department of Corrections (NJDOC) mission is to protect the public by operating safe, secure, and humane correctional facilities. The task is realized through adequate supervision, proper classification, appropriate treatment of offenders, and by providing services that promote successful reentry into society.

## DIVISIONS

### **Division of Administration**

The Division of Administration is responsible for managing the department's \$1 billion budget. Roughly 12,000 individuals are under NJDOC jurisdiction in state correctional institutions and residential community reentry release (RCRP) facilities. The division provides administrative services to support the departmental mission in significant areas such as budget and fiscal management, procurement, internal auditing, and information systems.

### **Division of Diversity and Legal Affairs**

The Division of Diversity and Legal Affairs oversees significant legal matters for the NJDOC and acts as the liaison between the department and the Office of the Attorney General. The office provides guidance to the Commissioner and Executive Staff regarding legal and quasi-legal matters that impact the department. The Division of Diversity and Legal Affairs is also responsible for the following areas: Americans with Disabilities, Open Public Records Unit, and the Inmate Disciplinary Hearing Unit.

### **Division of Operations**

The Division of Operations is responsible for 9 major institutions -- 8 adult male correctional facilities and one women's correctional institution. These facilities house approximately 12,000 inmates in minimum, medium, and maximum security levels. They are diverse and unique in their operations as well. The Adult Diagnostic and Treatment Center operates a rehabilitative program for habitual sex offenders. The Edna Mahan Correctional Facility for Women, the state's only correctional institution for women, houses inmates at all levels of security. The MidState Correctional Facility is the first licensed, clinically driven drug treatment program provided by the NJDOC.

### **Division of Programs and Community Services**

The Division of Programs and Community Services enhances public safety by developing, coordinating, administering, and delivering institutional and community-based programs and services. The division is responsible for correctional facility and community-based program opportunities for offenders, which includes the offices of Community Programs[RCRPs], Educational Services, Transitional and Social Services, Chaplaincy, Victim Services, Providing Access to Community Employment (PACE), Community Engagement & Reentry Initiatives, Gender Responsive Programming Unit and **VOLUNTEER SERVICES**.

### **Special Investigations Division (SID)**

The Special Investigation Division is responsible for investigations into violations of the State of New Jersey laws and of the administrative code for the NJDOC by inmates, employees, and those individuals who visit NJDOC facilities.

The SID is represented at each facility, where investigators conduct all criminal and some administrative investigations and act as NJDOC liaisons to all law enforcement agencies. SID investigators regularly conduct cooperative investigations in conjunction with federal, state, county, and municipal law enforcement agencies. They are routinely called on to provide expert witness testimony in state and federal courts.

### **Division of Training, Recruitment, and Professional Development**

The Division of Training, Recruitment, and Professional Development provides corrections personnel with the skills necessary to complete their tasks successfully and administer the care, custodial treatment, and social reintegration of adult offenders committed to correctional facilities in New Jersey.

### **Division of Human Resources and Labor Relations**

The Division of Human Resources and Labor Relations oversees all aspects of personnel management while providing personnel support for the approximate 9,000 employees within the NJDOC correctional facilities and Central Office.

The office's primary mission is to plan, develop and implement the department's human resources programs, which include classification and organizational analysis, personnel and payroll administration, recruitment, employee benefits, position management, wage and salary administration, and computerization of personnel management information. The Office of Human Resources is also responsible for the compliance with and development of all human resource policies and the continuous review and evaluation of the various human resources programs while ensuring compliance with the Fair Labor Standards Act, state and federal laws/regulations, and negotiated labor agreements.

## **THE DEPARTMENT OF CORRECTIONS EXECUTIVE STAFF**

The Department of Corrections is governed by the New Jersey Administrative Code - Title 10A. The senior executives are as follows:

Commissioner

Deputy Commissioner

Chief of Staff

Assistant Commissioner - Division of Administration

Assistant Commissioner - Division of Diversity and Legal Affairs

Assistant Commissioner - Division of Human Resources and Labor Relations

Assistant Commissioner - Division of Operations

Assistant Commissioner - Division of Programs and Community Services

Assistant Commissioner - Special Investigation Division

Assistant Commissioner - Division of Training, Recruitment and Professional  
Development

Assistant Commissioner – Women’s Services

Central Office is the headquarters for the New Jersey Department of Corrections. The NJDOC is responsible for 9 state institutions –seven adult male corrections facilities, one young adult facility (18-30 years of age), one facility for sex offenders, and one women’s correctional institution. These facilities collectively house approximately 12,000 inmates in minimum, medium and maximum security levels.

## OFFICE OF VOLUNTEER SERVICES

The primary goal of the Office of Volunteer Services is to ensure the proper recruitment, processing, training, evaluation, and recognition of NJDOC volunteers. Through assistance from volunteer coordinators in each institution, the Office of Volunteer Services recruits, trains, and supports individuals throughout the community who seek to volunteer in the areas of religious services, educational and community programming.

The Office of Volunteer Services further provides recommendations for proper procedures and manuals about the Volunteer Services Program throughout the department. All NJDOC volunteers are subject to an extensive application process, which includes appropriate screening, a criminal history background check, and volunteer orientation and training.

The Office of Volunteer Services works collaboratively with the institutional volunteer coordinators, the Special Investigations Division, and ID Card Units in maintaining documentation, tracking, and reporting systems regarding the Volunteer Services Program.

## CONTACT US

**Preferred:** [Volunteer.Services@doc.nj.gov](mailto:Volunteer.Services@doc.nj.gov)

Alternate: (609) 292-4036, ext.5304/5208

OR

New Jersey Department of Corrections

Office of Volunteer Services

P.O Box 863

Trenton, New Jersey 08625-0863

## **VOLUNTEER'S LINE OF SUPERVISION & COMMUNICATION**

Volunteering in a correctional environment is a unique experience. Because this environment is unfamiliar to most people, a line of supervision and communication is in place to help you function in your new role.

- Facility Volunteer Coordinator (FVC): This is generally a staff supervisor designated by the Administrator to coordinate and supervise all volunteer services. The Facility Volunteer Coordinator is responsible for overall policy and procedures related to all volunteer services within that facility.
- Correctional Police Officers: Sworn peace officers who are responsible for the orderly running of the facility. Correctional police officers, sergeants, and lieutenants typically wear blue shirts; Correctional Police Majors usually wear white shirts.
- The Shift Commander: Custody personnel responsible for facility operations for the assigned shift. They may prohibit entry, temporarily cancel a program, or temporarily suspend a volunteer's participation if reasonably necessary to maintain control of the inmate population and the security and safety of the facility.
- Administrator: Serves as the chief executive officer of any State correctional facility within the NJDOC.
- Associate Administrator: The ranking assistant to the Administrator of any State correctional facility within the NJDOC.
- Assistant Superintendent: The ranking assistant to the Associate of any State Correctional facility within the NJDOC.
- Departmental Coordinator of Volunteer Services (DVS)/State Coordinator: A staff member who is designated by the Assistant Commissioner of the Division of Programs and Community Services to manage, recruit, monitor, and evaluate the performance of NJDOC volunteers and the facility volunteer programs.
- Volunteer Assistant: A staff member of the Office of Volunteer Services.

## **INTERACTION WITH STAFF**

- Interaction with staff must be professional at all times.
- Always be sensitive to the fact that inmates may overhear conversations.
- It is unacceptable to have a confrontation with or challenge a staff member's authority in front of inmates.
- Inmates may exploit disagreements between staff and volunteers.
- If you have an issue with a staff member that you cannot resolve privately, please, discuss it with the Facility Volunteer Coordinator.
- If it cannot wait, you should ask to speak with the Administrator of the facility.

## CRITERIA FOR VOLUNTEERING

The NJDOC authorizes the use of volunteer services offered by professionals, adults, students, and community members in areas such as, but not limited to, chaplaincy services, education services, and social services. All volunteers are subject to an extensive application, including appropriate screening, criminal history background check, and volunteer orientation and training.

The following criteria must be met for volunteer eligibility:

1. A volunteer must be at least 18 years old.
2. All NJDOC must be fully vaccinated for COVI-19 and provide evidence to the Office of Volunteer Services.
3. A relative, friend, or clergy of an inmate shall not be permitted to participate in a Volunteer Service Program at the NJDOC correctional facility where that inmate is housed. It will require special authorization from the Office of Volunteer Services if necessary.
4. At the discretion of the department, a person with an arrest history may participate in a Volunteer Service Program if their *Volunteer Application Form*, form 450-I, is approved by the Departmental or Facility Coordinator of Volunteers, the Administrator, and the Assistant Commissioner, Division of Programs and Community Services.
5. Each group member wishing to participate in a Volunteer Service Program shall submit an individual application. Group member applications shall be reviewed and approved or disapproved by the Departmental Coordinator of Volunteer Services or the Facility Volunteer Coordinator.
6. In accordance with Executive Order #283, volunteers must verify that they have received a primary series, consisting of either a 2-dose series of an MRNA COVID-19 vaccine or a single dose COVID-19 vaccine or a booster dose(s).
7. Each applicant shall complete in [blue ink](#) and sign the *Volunteer Application Form*, form 450-I. The Volunteer Application Form must indicate only one type of volunteer service, I.e. Religious Volunteer, Education Volunteer, and Reentry Specialist Volunteer.
8. The *Volunteer Rules and Responsibilities Form*, form 450-II, is used as legal validation that the prospective volunteer understands and agrees to abide by NJDOC policies, procedures, and rules.
9. Orientation will be provided to all volunteers before assignment to any NJDOC correctional facility services.

10. All volunteers will receive a copy of the official NJDOC Volunteer Handbook and may receive a facility specific handbook for the NJDOC correctional facility to which they are assigned before the start of their services.
  - a. All volunteer applicants shall be subject to a criminal background investigation conducted by NJDOC.
  - b. Upon completion of the background check and prior to beginning volunteer service, the volunteer may be issued a volunteer photo identification card, which has an expiration date of one year from the date of issue.
  - c. All volunteer identification cards are the New Jersey Department of Corrections property.

## **IDENTIFICATION CARDS**

### **Universal Identification Card**

NJDOC Universal identification cards are approved by the Assistant Commissioner, Division of Programs and Community Services, and the Departmental Coordinator of Volunteer Services. They are issued to Volunteers who provide volunteer services within more than one facility.

1. At all times, volunteers will have their Universal Identification card in their possession and visible for screening.
2. When a New Jersey Department of Corrections universal official identification card is believed lost or stolen, the volunteer's responsibility is to notify the local law enforcement authorities and Administrator or designee as soon as possible. The volunteer must obtain a police report and provide copies to the facility Administrator and the Office of Volunteer Services.

### **Facility Specific Identification Card**

The facility specific volunteer photo identification card shall be maintained at the front entrance of the NJDOC correctional facility to which they are assigned. When entering the NJDOC correctional facility, the volunteer shall obtain the volunteer photo identification card or a visitor's pass in exchange for some form of personal identification, such as:

- A driver's license;
  - A current employment photo ID card;
  - A passport;
  - A valid county, state, or federal ID card; or
  - A photo identification card issued by a municipal, county, state, or federal office (such as but not limited to a non-driver photo ID issued by a state motor vehicle agency).
1. NJDOC facility specific identification cards are approved by an institutional Administrator and are valid only for that specific correctional facility.

2. Before leaving the facility, the volunteer will return the volunteer identification card in exchange for their personal identification.

When a New Jersey Department of Corrections facility specific official identification card is believed lost or stolen, the volunteer's responsibility is to notify the local law enforcement authorities, Administrator, or designee, as soon as possible. The volunteer must obtain a police report providing copies to the facility Administrator, the Facility Volunteer Coordinator, and the DCVS designee.

### **SECURITY CLEARANCE**

Your ID card is to be worn at all times and should be placed on the upper front portion of your body, attached to the collar or clothing for easy visibility. If, the ID is attached to your coat, once inside the facility, the ID card should be attached to your inner garment for visibility. While in the facility, do not remove your ID.

Please be advised that Correction Police Officers have been instructed to stop and delay any person on NJDOC grounds that is not exhibiting an employee/volunteer ID card or visitor pass. These measures are a continuation of efforts by the department to provide a safe environment for all volunteers on NJDOC grounds.

Any volunteer in need of a new or renewing Universal ID card should contact the Office of Volunteer Services at (609) 292-4036, ext. 5304 or 5208, as soon as possible.

Any volunteer who needs a new or renewing Facility Specific ID card should contact the volunteering facility's Office of Volunteer Service as soon as possible.

Volunteers are permitted to enter the secure perimeter ONLY as they are scheduled. Volunteers must report to their assigned location and, when the volunteer service is complete, must exit the area promptly.

### **VOLUNTEER ARREST**

While serving as an NJDOC Volunteer, the NJDOC mandates that any volunteer who is arrested, incarcerated, or issued a summons as a result of a crime or an offense must immediately advise their group leader, the facility Volunteer Coordinator(s) in the institution where they volunteer, and the Office of Volunteer Services prior to reporting for the next scheduled volunteer visit, but no later than 48 hours from the time of the incident.

All reports generated as a result of this incident will be forwarded electronically to the email address: **Volunteer.Services@doc.nj.gov**. Based on the type of offense, the volunteer may be banned temporarily pending the adjudication of the charges.

## DRESS CODE

The New Jersey Department of Corrections is a state agency that adheres to professional standards. Those who wish to enter an organizational unit to visit an inmate or staff member or persons wishing to participate in an approved program, such as but not limited to volunteers, must adhere to the following visitors' dress code requirements. The wearing of suggestive, revealing, or otherwise inappropriate attire is unprofessional and strictly prohibited.

### Prohibited Garments

The following guidelines must be followed, regardless of gender:

- No transparent or fishnet clothing.
- No clothing that exposes undergarments or a portion of the body is considered private.
- No skin-tight clothing.
- Tops must cover shoulders and midriff areas. No tube tops, tank tops, halter tops, low-cut shirts, or shirts that expose the shoulder, midriff area, torso, or back.
- Bottoms must at least cover waist to mid-thigh. No shorts, skirts, or dresses ending above mid-thigh, or which have an inseam length or slit ending more than three inches above the knee. No low-rise shorts, skirts, or pants that expose the midriff or any portion of the buttocks.



NJODC prohibits inappropriate attire, as determined solely by New Jersey Department of Corrections staff on duty. This includes, but is not limited to:

- military-style clothing worn by persons not inactive or reserve military status
- clothing closely resembling that issued to inmates (no khaki, orange, or yellow shirts/pants)
- custody staff or law enforcement
- professional-styled uniforms such as but not limited to:
  - medical/nursing
  - postal workers
  - Delivery service, etc.

Clothing depicting a message, either in wording or art, that could impact the safety, security, or orderly operation of the correctional facility, including, but not limited to, that which is offensive, racist, sexually oriented, or advocates illegal or narcotic activities.

- No hat or headgear, unless it is religiously oriented or medically necessary, and the visitor agrees to a search.
- No shoes or sneakers with wheels (I.e. Heelys)
- No flip-flops
- No steel-toed boots
- No garments with underwire

The lobby officer can stop any volunteer they deemed dressed inappropriately at the prison entrance. The lobby officer will contact the area lieutenant who will notify the department head.

Should there be a difference of opinion the Associate Administrator can be petitioned. Any volunteer who disregards the dress code policy will be asked to leave and change their attire before they will be admitted inside the secure perimeter.

## **PROPERTY RESTRICTIONS**

In order to maintain the secure operation of the NJDOC, unauthorized articles are prohibited from being brought into the institution. Unauthorized items should be left locked in your vehicle. The NJDOC takes no responsibility for any property brought on site.

### **Authorized Items**

Below is the only list of authorized items that may be carried by any person, except an inmate visitor, through the Inner-Security Perimeter into a secure area of any facility of the New Jersey Department of Corrections. Any related questions regarding items not specifically contained on these authorized lists shall be directed to the Shift Commander who shall dispatch a supervisor accordingly.

1. Personal Care Items (bladder control or feminine care items)
2. A comb and/or brush
3. A Chapstick (standard size tube only)
4. A plastic container of Hand Sanitizer (4 oz. or smaller, non-flammable, and in the original factory container only)
5. Plastic bottles of water (32 ounces or smaller, factory sealed only) - 2
6. A set of personal keys (personal handcuff keys are not authorized)
7. A billfold wallet
8. Pocket Calendar Book
9. A secure ID Token (Medical Services staff)
10. Four quarters to utilize the lockers provided within the facility to secure items that are not allowed in the facility. There are no change machines in the facilities.

All authorized items shall be carried on person or in a clear plastic cosmetic bag (maximum size of 12 inches x 12 inches x 3 inches).



## **VEHICLE SEARCHES**

Volunteers must have a valid driver's license and any vehicle driven on state property must be registered. Volunteers, their belongings, and vehicles are subject to searches while on the premises, or in a facility under the jurisdiction of the Department of Corrections, in accordance with NJAC 10A:18-6 such as but not limited to a passive canine search, scanning/testing device, and may be required to submit to a pat search.

If a volunteer refuses to submit to a search, the volunteer shall be:

- a) Directed to immediately leave the premises of the facility under the jurisdiction of the Department of Corrections; and
- b) Banned from the Institution for 60 days and required to reapply in writing to the Administrator for approval/disapproval of the reinstatement of volunteer privileges;
- c) Volunteers understand that in accordance with NJAC 10A18-6.14, if a controlled dangerous substance is discovered on their person, in their possession, or in their vehicle, as a result of a canine and/or scanning/testing device search is probable cause to believe that criminal activity has or is taking place and, the volunteer shall be:
  - a. Detained;
  - b. Subject to search and arrest; and
  - c. Permanently banned from all facilities under the jurisdiction of the NJDOC.

## **MEDICATION AND MEDICAL DEVICES**

Volunteers who maintain life-saving medication or who utilize medical devices to include:

nitroglycerine	medically necessary shoes	prosthetic devices
insulin pumps	canes, walkers	require the use of oxygen tank
inhalers casts	wheelchairs	surgical implants
glucose tablets	guide/service dog*	surgical implants
braces	pacemakers	automatic implantable

\*Additional paperwork maybe required

- The volunteer shall complete NJDOC's ADA Visitor's Accommodation Request form and attach supporting document(s) signed by a medical doctor. Documents must be scanned and emailed to the Office of Volunteer Services for processing.
- Volunteers who have life-saving medication shall keep it on their person at all times.
- The corrections police officer shall note all medication or medical device(s) upon entry on the visiting form and verify upon exit of the visiting room.
- Volunteers must have medical doctor documentation on their person at all times.

## VOLUNTEERING DURING A PANDEMIC

New Jersey Department of Corrections adheres to the critical health and safety protocols in order to: Protect Staff, Protect the Incarcerated, and Protected the Public

General Guidelines for Volunteers:

**DO NOT** attempt to volunteer if you have:

- Experienced symptoms that could be related to COVID-19 in the last 14 days
- Been around anyone who has COVID-19 in the last 14 days
- Traveled to any foreign country in the last 14 days
- Been on a cruise or been to an airport in the last 14 days
- Been to an event where more than 10 people were in attendance in the last 14 days

**DO NOT** consider volunteering if you live with or are in frequent contact with people in higher-risk categories for the virus.

**DO NOT** take part if you are uncomfortable with the level of risk.

**DO** practice universal infection control precautions.

- Clean and wash your hands with soap and water before, during, and after volunteering for a minimum of 20 seconds.
- If soap and water are not readily available, use hand sanitizer.
- Avoid physical contact with others and maintain a social distance of 6 feet.
- Cover your cough and sneezes with your elbow or tissues.
- Avoid touching your eyes, nose, and mouth with unwashed hands.

**DO** allow for extra time for additional screening to make sure you are cleared to volunteer.

**DO** use proper Personal Protective Equipment (PPE) needed for the task.

**DO** expect that volunteer opportunities, last minute may be cancelled. Please be understanding.

The New Jersey Department obtains the right to provide additional requirements for volunteer compliance during and after a pandemic.



## **ZERO TOLERANCE POLICY**

The New Jersey Department of Corrections maintains a zero tolerance policy for Drug/Alcohol, Misuse or Possession of Electronic Communication Devices, and Sexual Assault.

The zero tolerance for the possession, sale, or/and use by inmates of any drugs, intoxicants, or narcotic paraphernalia not prescribed for the inmate by medical or dental staff is prohibited. Under this policy, any volunteer attempting to bring drugs and/or alcohol into a correctional facility shall be permanently banned from all New Jersey Department of Corrections facilities. NOTE: All possession of Cannabis on NJDOC property is strictly prohibited.

The NJDOC also maintains a zero-tolerance policy for the misuse or possession of any electronic communication device that is not authorized for use or retention, whether or not such a device is activated or operational. Devices are any electronic device that contains a means of internet access or receiving, transmitting, or storing information electronically including but are not limited to:

- Cellular phones
- Pagers
- Computers
- Two-way radios
- Camera or Video/Audio player
- Recorder
- Handheld E-mail system
- Smart Watches
- Fitbits



Any volunteer attempting to bring any electronic communication device into a New Jersey Department of Corrections' facilities will be banned from all NJDOC facilities.

### **PRISON RAPE ELIMINATION ACT-ZERO TOLERANCE**

Based on the Federal Prison Rape Elimination Act (PREA) of 2003 which was established to address the elimination and prevention of sexual assault and rape in correctional systems, the NJDOC maintains a policy of Zero Tolerance for the incidence of Sexual Assault.

Any volunteer involved in, witnessing, having knowledge of a sexual assault and not reporting this information to the Volunteer Coordinator or Custody Staff will be permanently banned from all New Jersey Department of Corrections facilities.

All NJDOC Volunteers are required to immediately report any suspected or known occurrence of violence and/or harassment. The duty to report encompasses specific knowledge, credible information, or reasonable suspicion regarding an allegation of abuse, violence, and/or harassment as well as any acts or threats of retaliation. Volunteers should report any incident prior to leaving the facility.

## **PRISON RAPE ELIMINATION ACT (PREA)**

The Federal Prison Rape Elimination Act (PREA) of 2003 was established to provide for the analysis of the incidence and effects of prison rape in Federal, State, and local institutions and to provide information, resources, recommendations, and funding to protect individuals from prison rape, sexual abuse, and sexual harassment.

The major provisions of PREA include adherence to a zero-tolerance standard for the incidence of inmate sexual assault and rape, the development of standards for the detection, prevention, reduction, and punishment of prison rape, and the collection and dissemination of information on the incidence of prison rape.

It is the policy of the NJDOC to maintain a zero tolerance toward all forms of inmate sexual abuse/inmate sexual harassment. The NJDOC will respond to, investigate, and support the prosecution of inmate sexual abuse and sexual harassment within the correctional system and externally in partnership with state and local authorities.

“Staff” applies to **all** NJDOC staff, i.e. Custody and civilian, volunteers and contractors. It is against the law for any staff member, contractor, or volunteer and an inmate to have a sexual relationship of any kind.

When the NJDOC investigates a sexual relationship between a staff member and an inmate, the County Prosecutor is contacted for possible criminal investigation and prosecution.

- **Inmate on Inmate Sexual Harassment**: Sexual harassment of an inmate by another inmate, includes repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one inmate resident directed toward another.
- **Staff on Inmate Sexual Harassment**: Sexual harassment of an inmate, by a staff member, contractor, or volunteer includes repeated verbal comments or gestures of a sexual nature to an inmate by a staff member, contractor, or volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures.
- **Staff on Inmate Sexual Abuse**: includes any of the acts described above, with or without consent of the inmate as well as the following:
  - Any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh, or buttocks, that is unrelated to official duties, or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire (Note: routine searches and certain medical procedures are official duties)
  - Any attempt, threat, or request by a staff member, contractor, or volunteer to engage in the activities described above

- Any display by a staff member, contractor, or volunteer of his or her uncovered genitalia, buttocks, or breast in the presence of an inmate
- Voyeurism by a staff member, contractor, or volunteer. Voyeurism means an invasion of privacy of an inmate by staff for reasons unrelated to official duties
- Staff Sexual Misconduct: Any sexual contact between an inmate and a staff member, contractor, volunteer. Such contact is considered sexual misconduct. Inmates cannot legally consent to sexual contact with a staff member, contractor, or volunteer.

Consequences for violating the NJDOC's Zero Tolerance of Sexual Abuse/Sexual Harassment Policy:

- Staff shall be subject to disciplinary sanctions up to and including termination for violating agency sexual abuse, sexual misconduct, and sexual harassment policies and for failing to report.
- Any contractor or volunteer who engages in sexual abuse shall be prohibited from contact with inmates, up to and including a full ban from NJDOC facilities, and shall be reported to law enforcement agencies (unless the activity was clearly not criminal), and to relevant licensing bodies. Furthermore, the correctional facility will take appropriate remedial measures, and shall consider whether to prohibit further contact with inmates, in the case of any other violation of agency sexual abuse or sexual harassment policies by a contractor or volunteer.
- When NJDOC investigates sexual abuse between a staff member and an inmate, the County Prosecutor is contacted for possible criminal investigation and prosecution.

PREA reporting requirements are:

- NJDOC requires all staff to immediately report to their supervisor any knowledge, suspicion, or information regarding inmate sexual abuse, sexual harassment, retaliation against an inmate or staff for reporting an incident of sexual abuse, or any staff neglect or violation of responsibilities that contributed to an incident of sexual abuse or harassment or retaliation.
- An employee, contractor, or volunteer who fails to report an allegation, or coerces or threatens another person to submit inaccurate, incomplete, or untruthful information with the intent to alter a report, may face disciplinary charges, up to and including dismissal, even on a first offense.

## **CONTRABAND**

Contraband means:

1. Any item, article or material found in the possession of, or under the control of, an inmate which is not authorized for retention or receipt;
2. Any item, article, or material found within the facility or on its grounds that has not been issued by the correctional facility or authorized as permissible for retention or receipt.
3. Any item, article, or material found in the possession of, or under the control of, staff or visitors within the facility or on its grounds that is not authorized for receipt, retention, or importation.
4. Any item, article, or material that is authorized for receipt, retention, or importation by inmates, staff, or visitors but that is found in an excessive amount or that has been altered from its original form. An amount shall be considered excessive if it exceeds stated correctional facility limits or exceeds reasonable safety, security, sanitary, or space considerations; or Any article that may be harmful or presents a threat to the security and orderly operation of the correctional facility shall be considered contraband. Legalized cannabis is contraband.

Items of contraband shall include, but shall not be limited to guns and firearms of any type; ammunition; explosives; knives, tools, and other implements not provided in accordance with correctional facility regulations;

- hazardous or poisonous chemicals and gases;
- tobacco products, unauthorized drugs, and medications; medicines dispensed or approved by the correctional facility but not consumed or utilized in the manner prescribed;
- intoxicants, including, but not limited to, liquor or alcoholic beverages; and where prohibited, currency, stamps, and electronic communication devices.

## **RELIGIOUS MATERIALS**

Inmates are permitted to receive through the mail and retain religious literature and the indicia of religion, such as missals, prayer books, shawls, and prayer rugs. However, volunteers are prohibited from giving inmates anything not approved prior to.

1. Inmates shall be permitted to send out of the correctional facility religious literature or indicia of religion, such as missals, prayer books, shawls, and prayer rugs.
2. The receipt, retention, or sending out of religious material is subject to the restriction and procedures in NJAC 10A: 3-6 - Contraband and Disposition of Contraband, and NJAC 10A: 18 Mail, Visits, and Telephone.

## UNDUE FAMILIARITY

### Undue Familiarity

Undue Familiarity is defined as being overly friendly or having an inappropriate intimate/personal relationship with an inmate. Be polite and business-like, but remember you are not here to establish a friendship. You can be civil and cordial, but you are not “friends.” You are not equal. You are to report possible wrongdoing immediately, do not compound the situation by trying to cover up your role.

Undue familiarity includes but is not limited to:

- horseplay
- betting
- trading
- dealing,
- socializing
- family contact unrelated to the volunteer’s duties
- sharing or giving food
- delivering or intending to deliver contraband
- personal conversation
- engaging in social media with the inmate or inmate’s family
- exchanging correspondence, including social networking via the intranet/internet
- romantic relationship with the inmate or the inmate’s family
- developing a relationship with an inmate which is anything other than a volunteer relationship.

Volunteers must take responsibility to ensure their success in this environment. The following guidelines can be used to further your professional growth and to assist others:

1. Read, understand and follow all updated policies and procedures as given to you. When in doubt check with your assigned supervisor or the Facility Volunteer Coordinator, as ignorance of the rules is no excuse.
2. Do not single out inmates to provide special privileges.
3. Hold all inmates accountable for their behavior in a fair and consistent manner.
4. Do not establish a personal relationship with an inmate or their family members.
5. Do not discuss any issue with an inmate that you could not, nor would not, discuss with all inmates.
6. Do not perform any personal favor for an inmate(s).
7. Do not solicit nor accept any personal favors from an inmate or his family.

8. Do not provide preferential treatment to any inmate.
9. If you ever believe that you may have innocently compromised or violated the above or any departmental rules or regulations, immediately report this to your supervisor. Do not compound the situation by covering it up or believing that no one will find out. Someone will always find out. As much support as possible will be provided to those who are upfront and honest. Limited help or support can be given to a volunteer who either crosses the line or does not come forward to request assistance.
10. If you believe another volunteer or staff member has violated the rules and regulations, immediately report this to a supervisor. Your knowledge and silence place you in a position of possible complicity. You cannot protect someone who is not willing to protect themselves.
11. If you believe a volunteer or staff member may be placing himself/herself in a potentially compromising position bring this to his/her attention.

Always avoid conversation, contact, personal or business dealing between a volunteer and inmate or inmate's family which is unnecessary, not a part of the volunteer's duties, and related to a personal relationship or purpose rather than a legitimate correctional purpose.

### **ENGAGEMENT**

- A volunteer must not associate with, accompany, correspond with, or consort with any inmate without approval from administrative staff.
- A volunteer should treat all inmates impartially and not grant special privileges to an inmate.
- A volunteer must not telephone an inmate, not accept phone calls or make phone calls on behalf of an inmate.
- A volunteer must divide attention among many inmates.
- A volunteer should turn conversations away from intimate subjects immediately. If the conversation persists, report it to the nearest correctional police officer.
- A volunteer must resist the ego trip from an inmate's attention and be careful not to lead the inmate on with words or actions.

## DO'S AND DON'TS WHILE VOLUNTEERING

### “DO'S”

1. Do refer to inmates by their last name and insist that you be referred to as Mr., Ms. or Mrs., and your last name or by your title (Reverend, Professor, Bishop, etc.) which would be appropriate and respectful. Do expect and insist on the same common courtesies you extend to them.
2. Do let inmates know that you cannot be manipulated into doing things “their way”. If you are not consistent in your approach you will lose respect and leadership.
3. Do seek out your supervisor, volunteer coordinator, or custody whenever you have doubts about what procedure to follow.
4. Do be impartial and fair to all inmates. Favoritism will only cause problems to arise.
5. Do be yourself with the inmate. Your honesty and objectivity will increase the inmate’s trust in you.
6. Do report any problems, suspicions of wrongdoing, or any feelings of uncomfortableness or pressure by an inmate. In some cases, these types of problems are a result of the inmate testing you to see if he/she trusts you to do the right thing. In other cases, you may be preventing a serious problem. As with all staff, it is of utmost importance to ensure the safety and security of this institution.
7. Do report immediately the transfer of any relative or personal friend into an NJDOC facility. You cannot volunteer at the same facility where a relative or personal friend is incarcerated.
8. Do refer to custody personnel as “Officer” or by their rank, “Sergeant, Lieutenant or Major.”
9. Do be aware of con games. Be vigilant at all times.
10. Do be honest about your limited confidentiality. Do not promise to keep an inmate’s “secret.”
11. Do be prepared to handle flirting or romantic advances.
12. Do try to find ways to encourage and give hope.
13. Do be natural and be yourself.
14. **Do memorize the “Don’t List”.**



## **“DO NOT”**

1. Do not give out any personal information such as your telephone number, address, date of birth, email address, etc., to an inmate. Your contact with inmates should only take place while you are at the institution. It is a professional, not personal relationship.
2. Do not engage in physical contact with inmates with the exception of an occasional handshake. You must remember that even what may appear to be a harmless pat on the back or an accidental bump can easily be construed as a physical “come on” that could lead to a dangerous situation. Report immediately any inmate that attempts physical contact.
3. Do not, under any circumstances, carry mail or other items from inmates out of the institution or become involved in any other activity with an inmate.
4. Do not, under any circumstances, give or receive from any inmate, inmate’s friend, relative, or representative, anything like a gift or any kind of favor no matter how trivial. Do not bring or mail anything into the institution that has not been specifically approved by the Administrator.
5. Do not offer or succumb to any requests by an inmate to contact his family or friends by telephone or correspondence. There is always a staff person available to assist the inmate with any personal, family, or legal crisis he/she is experiencing.
6. Do not make promises to inmates.
7. Do not expect inmates to live up to your expectations. Be patient and supportive and remember that your efforts may have long-term effects that cannot be seen immediately.
8. Do not, under any circumstances, remove your Volunteer I.D. tag from your outer clothing while inside the institution.
9. Do not even run or shout in the facility or on NJDOC grounds with the exception of a real emergency situation.
10. Do not engage in a patronizing political conversation.
11. Do not communicate with inmates, or their family/friends via social media. If they try to contact you, report it to the Facility Volunteer Coordinator and Administrator, immediately.
12. Do not be “preachy” or push inmates into making a decision. Do not enter into any business interactions with an inmate.
13. Do not criticize NJDOC staff, the institution, other races, countries, or religions.
14. **Do not do anything on the “Do Not List.”**

## BASIC NJDOC TERMINOLOGY

### DOC TERMS

1. **CAMP:** Another name for certain minimum-security prisons, since prisons are often referred to as work camps.
2. **CODE:** means an event or occurrence that may affect or affects the safety, security, and well-being of the NJDOC, its personnel, visitors, and volunteers, as well as the inmates over whom it has custody and control.
3. **COUNT:** The counting of inmates. During a count, there is no movement in or out of the facility.
4. **Residential Community Release Program (RCRP) - “HALFWAY HOUSE”:** a community-based residential facility, contracted by the NJDOC for inmates under community supervision including assessment and treatment centers; correctional treatment programs with a work release component; and work release programs.
5. **COMMISSARY:** a correctional facility store through which inmates may make discretionary purchases of items such as food, stamps, stationery and personal hygiene products, etc.
6. **ITAG** – NJDOC Inmate management applications software.
7. **JPay:** a system whereby inmates can receive money, receive correspondence via email, order commissary, and also download music, books via the JPAY Kiosks which are located in the housing units within the institution.
8. **JUMU’AH:** Friday congregation prayer is held during the time of the Dhuhr prayer which occurs between 12:00 PM and 2:30 PM, EST.
9. **MOVEMENT:** The controlled movement of inmates within the facility.
10. **OMBUDSPERSON:** provides a mechanism for the continuing resolution of issues, problems, or complaints of inmates sentenced within the NJDOC regarding their living conditions and other matters.
11. **STATE PAY:** Pay for Inmate in General Population Job assignments. Payment is received once a month.

## VOLUNTEER RULES AND RESPONSIBILITIES

1. It is your responsibility to work out your volunteer schedule with your staff supervisor.
2. Arrive **a minimum** of 15 minutes early at the entrance point for security clearance procedures. **LATE ARRIVALS MAY NOT BE GRANTED ENTRANCE**. Punctuality on your scheduled volunteering days is imperative. All correctional facilities operate in a very structured time frame.
3. If for some reason you may be late or absent, you must call your volunteer supervisor or coordinator as far in advance as possible. Keep in mind that consistency in attendance is important in demonstrating responsible action.
4. Whenever you enter a NJDOC site, you are required to wear your volunteer identification tag. Based on the time you are scheduled to work at a NJDOC institution, you will be assigned a room or specific area where you will be able to perform your tasks. Your work at the facility is limited to your assigned area. You are not permitted free range of the grounds at any institution.
5. **Smoking is prohibited in any public place or workplace as a matter of law.** Smoking shall be permitted in designated outdoor areas of Department of Corrections' buildings as determined by the Administrator/Unit Manager but shall not be within 25 feet of any building entrance. Appropriate signs shall be posted to identify the approved outdoor smoking areas as well as the areas in which smoking is prohibited.
6. It is your responsibility to submit a written request for any equipment or materials that you wish to utilize in your service/activity. Equipment or materials must be approved by the Department Supervisor of the area in which you are volunteering and the Administrator. The introduction of any materials or items not approved by the Administrator may result in your immediate dismissal.
7. It is your responsibility to notify your staff supervisor and/or volunteer coordinator of any change of address, telephone number, or other pertinent information as soon as possible.
8. If a relative or personal friend is transferred to the NJDOC, the volunteer must notify the staff supervisor as soon as possible. Failure to comply will cause one's volunteer services to be terminated.
9. NJDOC has a very diverse population with a variety of faith perspectives. Religious volunteers are free to teach your particular doctrines. However, you are not, under any circumstances, permitted to make disparaging or derogatory comments, nor bring in any materials that contain negative comments about any other religious doctrine, group or faith perspective, nor are you permitted to deliberately seek to persuade an inmate to change his religious affiliation.

## **VOLUNTEER FUNCTIONS**

As a volunteer, you have the potential to positively affect the lives of each inmate you speak with. Listening to and trying to understand his/her feelings can be the key to assisting an inmate in identifying his/her options, resources available, and decisions to be made.

1. Although listening and understanding are keys to communication, the volunteer should be aware of being overly sympathetic. Too much sympathy can lead an inmate to feel increased frustration, a sense of helplessness, and have unrealistic expectations that cannot be gratified because of safety and security measures within the institution.
2. The volunteer has many roles, but his/her specific functions are dependent on the particular area of services being provided. These functions should be discussed with your direct supervisor who has been assigned to you based on your field of interest.
3. The Volunteer Program at NJDOC seeks to generate services that supplement the NJDOC's desire to aid inmates in their personal growth while incarcerated and to ease their re-entry into society.

## **TYPICAL VOLUNTEER OPPORTUNITIES**

Volunteers and civilians coming into prison facilities may serve in a variety of roles. The amount of volunteers entering a correctional facility may be reduced at the discretion of the department. Depending upon skills and experience, some volunteers may perform more than one of the following functions:

**AA/NA/GA Programs** (Oversight through the **Office of Substance Abuse Programming and Addiction Services**) Self-help recovery groups for inmates with addiction(s).

### **Educational Program Tutoring/ NJSTEP College Instruction**

Individual or small group study assisting inmate progress through literacy, education, vocational, English-language learners, or treatment programming.

### **Clergy Visit**

One-to-one or small group inmate visits with approved clergy or lay spiritual leaders for the purpose of counseling, religious study, or spiritual care. These may be one-time visits (e.g. clergy from the inmate's home community or congregation) or ongoing visits (i.e. clergy or lay leader from the facility's local community) to address specific spiritual needs.

### **Program Speakers/Performers**

One-time or the occasional event such as a graduation speaker, concert performer, topical presentation, etc. may be permitted at the discretion of the Division of Programs and Community Services.

### **Religious Worship/Study**

Religious services and studies by ordained/licensed/endorsed clergy or lay leaders.

## **Graduate Level Student Field Placement/Internships**

Professional training in an accredited university or college, also known as ‘field placement’ or ‘practicum’ may be permitted at the discretion of the Division of Programs and Community Services. Typical fields of study include social work, chaplaincy, and education.

## **NEWS MEDIA CONTACTS**

Volunteers are strictly prohibited from communicating with the media on security issues and confidential information under the jurisdiction of the New Jersey Department of Corrections Commissioner of Corrections in accordance with N.J.S.A. 30:1 B-6. Security issues encompass a broad range of information including, but not limited to, operating procedures, shift information, scheduling, work assignments, and investigations. What constitutes confidential information is governed by, but not limited to, the categories set forth in N.J.A.C. 10A:22-2.1, et seq. It shall be within the discretion of the Chief of Staff or Commissioner’s designee to determine whether other matters including, but not limited to, employment and privileged communications, constitute either confidential information or security issues.

Volunteers may speak with the media to proffer their personal opinions only. Written notice must be submitted to the Office of the Chief of Staff or Commissioner’s designee a minimum of 3 business days before the proposed date and time of the interview with the media or the public statement. In conducting media interviews or making public statements volunteers may only represent themselves as speaking in their capacity as a private citizens.

I understand that my services will be subject to termination by the Office of Volunteer Services under the following circumstances:

- a) failing to comply with this policy; or
- b) divulging confidential information or information regarding security issues in the course of a media interview or a public statement; or
- c) addressing inquiries from the press on behalf of the Department of Corrections or the Commissioner absent specific permission to do so by the Office of the Chief of Staff or Commissioner’s designee;
- d) conducting media interviews or making public statements:
  - 1) on Department of Corrections property

## PERFORMANCE EVALUATION

**Performance** evaluations are conducted on an ongoing basis through reports provided by your volunteer supervisor and related staff and in consultation with the facility volunteer coordinator. If needed, a personal interview with the volunteer is held to clarify any issues.

If a rule from the Volunteer Rules and Responsibilities, Form 450-II is violated, the volunteer will be suspended on a provisional basis by the facility Administrator and/or the Coordinator of Volunteer Services pending a complete investigation. A written report will be submitted to the Office of Volunteer services with recommendations on whether to retain or terminate services. The department has the authority to curtail, suspend, or terminate services at any time for reasons which include, but are not limited to: any breach of confidentiality; unlawful conduct or breach of correctional facility rules and regulations; physical or emotional illness; inability to cooperate with staff; erratic, unreliable attendance; violation(s) of the rules of the Volunteer Service Program; any prohibited conduct contained in the volunteer contract; and any conduct which threatens the order or security of the correctional facility or the safety of the volunteer.



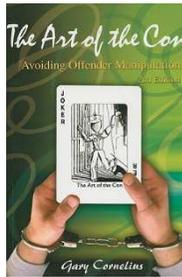
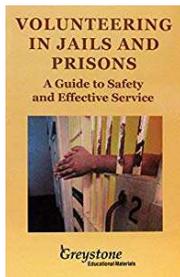
## RESOURCES: RECOMMENDED READINGS

Volunteering in Jails and Prisons, A Guide to Safety and Effective Services (2008) by Greystone Educational Materials

The Art of the Con: Avoiding Offender Manipulation (2008) by Gary F. Cornelius

Chicken Soup for the Soul: Volunteering & Giving Back: 101 Inspiring Stories of Purpose and Passion (2015) by Amy Newmark

Game Over! Strategies for Redirecting inmate Deception (2002) by Bill Elliott and Vicki Verdeyen





## **APPENDICES**

**Appendix A NJDOC Zero Tolerance Policy: Prison Sexual Assault, IMM.001.004**

**Appendix B Prison Rape Elimination Act (PREA) Pamphlet – English & Spanish**

**Appendix C Volunteer Services Requirements Acknowledgment**

**Appendix D Acknowledgment of Rules and Responsibilities**

**Appendix E Change Notification Form – Volunteer Services**



APPENDIX A:

	<p style="text-align: center;">State of New Jersey Department of Corrections Policy Statement</p>	<p style="text-align: center;">Policy Number <b>IMM.001.004</b></p>
		<p style="text-align: center;">Page 1 of 12</p>
<p><b>Zero Tolerance Policy: Prison Sexual Assault</b></p>		
<p>Approved and Issued By <b>Marcus O. Hicks, Esq., Commissioner on April 23, 2019.</b></p>		
<p><b>Note: This document is provided electronically for informational purposes only. Should you require an official, signed copy for any reason, contact the APPM Unit.</b></p>		

<p><b>Effective Date:</b>  April 21, 2008</p>	<p><b>Revised:</b>  April 1, 2019</p>	<p><b>Enabling Authority:</b> N.J.S.A 30:1B-6 <b>Related Authority:</b> Federal Prison Rape Elimination Act of 2003 (PREA) 42 U.S.C. §§15601, 28 C.F.R. § 115.86</p>
<p><b>Promulgating Office:</b> Office of the Commissioner NJ Department of Corrections</p>		<p><b>Professional Association Standard cited:</b></p>
<p><b>Applicability:</b> This Policy Statement applies to all Organizational Units of the New Jersey Department of Corrections.</p>		
<p><b>Supersedes:</b> <i>Level 1 Internal Management Procedure <u>IMM.001.PSA.001 Zero Tolerance of Sexual Assault</u> revised July 1, 2013.</i></p>		
<p><b>Instructions:</b> All NJDOC staff are responsible for following this policy and all related Level 1 <i>Internal Management Procedures</i> related to this Policy. Organizational unit directors and administrators are required to develop appropriate written Level 3 organizational unit <i>Internal Management Procedures</i> consistent with this Policy.</p>		
<p><b>Review Schedule:</b> This document is scheduled for annual review on or about May 1, 2020.</p>		

**I. PURPOSE**

To establish the New Jersey Department of Correction’s zero tolerance of inmate sexual abuse/sexual harassment.

**II. DEFINITIONS**

The following words and terms, when used in this policy, shall have the following meanings, unless the context clearly indicated otherwise:

**Inmate Prohibited Acts** means violation by an inmate of one or more of the numbered rules and regulations specified in N.J.A.C. 10A:4-4.1, which will result in the imposition of sanctions.

<b>Policy Title:</b> <b>Zero Tolerance Policy: Prison Sexual Assault</b>	<b>Effective Date:</b> <b>April 21, 2008</b> <b>Revised</b> <b>April 1, 2019</b>	<b>Policy Number</b> <b>IMM.001.004</b>
		<b>Page 2 of 12</b>

**Inmate Remedy System** means the comprehensive system through which an inmate may initially and formally submit an Inmate Inquiry Form to obtain information; and an Inmate Grievance Form to present issues, concerns, complaints in writing to the correctional facility staff.

**Institutional PREA Compliance Manager (IPCM)** means the NJDOC staff member designated by the institutional Administrator to coordinate and supervise PREA compliance within the facility. This position will be at the level of an Assistant Superintendent or higher.

**JPay** means a departmentally approved inmate accessible computerized electronic information and communication system provided through a contracted electronic information/communication service provider.

**New Jersey Department of Corrections (NJDOC)** means that agency in the Executive Branch of the New Jersey State Government whose functions are to protect the public and provide for the custody, care, discipline, training and treatment of persons committed to State correctional facilities. In this document, this is also referred to as the "Department" or the "NJDOC."

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

**PREA Agency Coordinator** means the NJDOC staff member designated by the NJDOC Commissioner to coordinate and guide agency and individual facility implementation of a zero-tolerance approach to preventing, detecting and responding to sexual abuse and sexual harassment.

**PREA Allegation** means any incident reported to, or by, a Department staff person, contractor, volunteer, third party, or inmate, involving an inmate victim of sexual harassment/sexually abusive behavior, which incident may lead to, or is pending the outcome of, an investigation.

**Residential Community Release Agreement Program (RCRP)** means assessment and treatment centers, halfway houses, or substance use disorder treatment programs under contract with the New Jersey Department of Corrections.

**Sexual Assault Advisory Council (SAAC)** means the council which convenes at both the correctional facility and departmental level to review all allegations and instances of sexual abuse/sexual harassment with the purpose of assessing and improving PREA prevention, detection and response; and to review, on a case by case basis, housing requests for transgender/intersex inmates based on gender identity.

**Staff Member** means, for the purpose of this policy, Department employees, contract staff, and volunteers.

<b>Policy Title:</b> <b>Zero Tolerance Policy: Prison Sexual Assault</b>	<b>Effective Date:</b> <b>April 21, 2008</b> <b>Revised</b> <b>April 1, 2019</b>	<b>Policy Number</b> <b>IMM.001.004</b>
		<b>Page 3 of 12</b>

**Victim** means a person who reports having been subjected to sexual assault/rape or a person who suffers personal, physical or psychological injury.

### III. POLICY

It is the policy of the NJDOC to maintain a zero tolerance toward all forms of inmate sexual abuse/inmate sexual harassment. The NJDOC will respond to, investigate, and support the prosecution of inmate sexual abuse and sexual harassment within the correctional system and externally in partnership with state and local authorities.

#### A. Prevention Planning

##### I. Zero Tolerance

To accomplish this policy, the NJDOC maintains compliance with the Prison Rape Elimination Act (PREA). PREA is a set of standards designed to prevent, detect, and respond to incidences of sexual abuse and sexual harassment in confinement facilities. Under PREA, inmates who are committed to the custody of the NJDOC:

- Have the right to serve their incarceration free of sexual abuse and sexual harassment;
- Have the right to be free from retaliation, whether victim, perpetrator, or reporter of sexual abuse
- Have the responsibility not to engage in sexually abusive and/or sexually harassing conduct
- Are assessed for PREA risk with the goal of keeping separate those inmates at risk of being sexually victimized from those at risk of being sexually abusive
- Have the right to access medical and mental health services that address sexual abuse
- Have access to external sexual abuse emotional support services

#### **PREA Sexual Abuse/Sexual Harassment Defined:**

Under PREA, there are two categories of sexual abuse and sexual harassment: Inmate on Inmate and Staff on Inmate. These are defined as follows:

**Inmate on Inmate Sexual Abuse** includes any of the following acts, if the victim does not consent\*, is coerced into such act by overt or implied threats of violence, or is unable to consent or refuse:

- Contact between the penis and the vulva or the penis and the anus, including penetration, however slight
- Contact between the mouth and the penis, vulva, or anus
- Penetration of the anal or genital opening of another person, however slight, by a hand, finger, object, or other instrument
- Any other intentional touching, either directly or through the clothing, of the genitalia, anus, groin, breast, inner thigh, or the buttocks of another person, excluding contact incidental to a physical altercation

**NOTE: while not defined under PREA as a prohibited act, inmate on inmate consensual sex is prohibited conduct in NJDOC facilities and is subject to discipline in accordance with *NJAC 10A: Chapter 4 Inmate Discipline*).**

<b>Policy Title:</b> <b>Zero Tolerance Policy: Prison Sexual Assault</b>	<b>Effective Date:</b> <b>April 21, 2008</b> <b>Revised</b> <b>April 1, 2019</b>	<b>Policy Number</b> <b>IMM.001.004</b>  <b>Page 4 of 12</b>
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**Staff on Inmate Sexual Abuse:** includes any of the acts described above, with or without consent of the inmate as well as the following:

- Any other intentional contact, either directly or through the clothing, of or with the genitalia, anus, groin, breast, inner thigh, or the buttocks, that is unrelated to official duties, or where the staff member, contractor, or volunteer has the intent to abuse, arouse, or gratify sexual desire (**Note: routine searches and certain medical procedures are official duties**)
- Any attempt, threat, or request by a staff member, contractor, or volunteer to engage in the activities described above
- Any display by a staff member, contractor, or volunteer of his or her uncovered genitalia, buttocks, or breast in the presence of an inmate
- Voyeurism by a staff member, contractor, or volunteer. Voyeurism means an invasion of privacy of an inmate by staff for reasons unrelated to official duties such as peering at an inmate who is using a toilet in his or her cell to perform bodily functions; requiring an inmate to expose his or her buttocks, genitals, or breasts; or taking images of all or part of an inmate's naked body or of an inmate performing bodily functions. (**Note: routine observation, searches and certain medical procedures are official duties**)

**Staff Sexual Misconduct:** ANY sexual contact between an inmate and a staff member, contractor or volunteer. Such contact is considered sexual misconduct. **Inmates cannot legally consent to sexual contact with a staff member, contractor or volunteer.**

**It is against the law for any staff member, contractor or volunteer and an inmate to have a sexual relationship of any kind. When the NJDOC investigates a sexual relationship between a staff member and an inmate, the County Prosecutor is contacted for possible criminal investigation and prosecution.**

**Inmate on Inmate Sexual Harassment:** Sexual harassment of an inmate by another inmate, includes repeated and unwelcome sexual advances, requests for sexual favors, or verbal comments, gestures, or actions of a derogatory or offensive sexual nature by one inmate resident directed toward another.

**Staff on Inmate Sexual Harassment:** Sexual harassment of an inmate, by a staff member, contractor, or volunteer includes repeated verbal comments or gestures of a sexual nature to an inmate by a staff member, contractor, or volunteer, including demeaning references to gender, sexually suggestive or derogatory comments about body or clothing, or obscene language or gestures.

**Consequences for Violating the NJDOC's Zero Tolerance of Sexual Abuse/Sexual Harassment Policy:**

**Inmates**

Inmates shall be subject to disciplinary sanctions pursuant to a formal disciplinary process following an administrative finding that the inmate engaged in inmate-on-inmate sexual abuse or following a criminal finding of guilt for inmate-on-inmate sexual abuse. Any inmate who violates the zero tolerance of sexual abuse/sexual harassment shall be subject to inmate discipline in accordance with NJAC 10A:4 Inmate Discipline. Additionally, pursuant to N.J.A.C. 10A:4-4.2, all prohibited acts that may constitute crimes of

<b>Policy Title:</b> <b>Zero Tolerance Policy: Prison Sexual Assault</b>	<b>Effective Date:</b> <b>April 21, 2008</b> <b>Revised</b> <b>April 1, 2019</b>	<b>Policy Number</b> <b>IMM.001.004</b>
		<b>Page 5 of 12</b>

the first (including aggravated sexual assault), second (including sexual assault), 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.

**Staff**

***(Applies to all NJDOC staff-custody, teachers, medical and mental health staff, religious staff, social workers, administrative staff, volunteers, or contractors).***

Staff shall be subject to disciplinary sanctions up to and including termination for violating agency sexual abuse, sexual misconduct and sexual harassment policies and for failing to report

Any contractor or volunteer who engages in sexual abuse shall be prohibited from contact with inmates, up to and including a full ban from NJDOC facilities, and shall be reported to law enforcement agencies (unless the activity was clearly not criminal), and to relevant licensing bodies. Furthermore, the correctional facility will take appropriate remedial measures, and shall consider whether to prohibit further contact with inmates, in the case of any other violation of agency sexual abuse or sexual harassment policies by a contractor or volunteer.

When NJDOC investigates sexual abuse between a staff member and an inmate, the County Prosecutor is contacted for possible criminal investigation and prosecution.

**NOTE: Any person who files an allegation of sexual abuse/sexual harassment knowing it to be false will be subject to disciplinary action.**

**II. Agency PREA Coordinator**

NJDOC has designated an agency-wide Director level PREA Coordinator with the authority to develop, implement, and oversee NJDOC efforts to comply with PREA standards department wide and to maintain a zero tolerance of sexual abuse and harassment. The responsibilities of the PREA Agency Coordinator, and his or her designee, include but are not limited to the below:

- Oversees the implementation and enforcement of policies and procedures related to PREA.
- Accepts and forwards for investigation allegations of sexual abuse/harassment.
- Coordinates with Institutional PREA Compliance Managers to comply with PREA standards.
- Convenes a monthly agency-level Sexual Assault Advisory Council (SAAC) meeting to review incident/allegations of sexual abuse/harassment.
- Coordinates annual facility PREA audit schedules.
- Oversees audit preparation process.
- Oversees annual reporting of sexual abuse data.
- Convenes regularly scheduled meetings with the Institutional PREA Compliance Managers to review compliance with PREA standards and updates.
- Oversee annual internal PREA audits.
- Monitors the implementation of recommended SAAC corrective actions.

**III. Institutional PREA Compliance Manager (IPCM)**

<b>Policy Title:</b> <b>Zero Tolerance Policy: Prison Sexual Assault</b>	<b>Effective Date:</b> <b>April 21, 2008</b> <b>Revised</b> <b>April 1, 2019</b>	<b>Policy Number</b> <b>IMM.001.004</b>
		<b>Page 6 of 12</b>

Each NJDOC correctional facility has a designated Institutional PREA Compliance Manager (IPCM) who is at the level of Assistant Superintendent or higher. The IPCM coordinates and supervises PREA compliance at the correctional facility level.

The IPCM's are available to address any PREA related questions or concerns that inmates, or other staff members may have. They can also help inmates to obtain information on medical, mental health and other services related to sexual abuse.

The IPCM at each facility is identified on PREA posters and other materials available to inmates.

#### **IV. Sexual Assault Advisory Council (SAAC) – Facility and Central Office**

This council convenes at both the correctional facility and departmental level to review allegations and instances of sexual abuse/sexual harassment. On a case-by-case basis reviews may result in corrective action to enhance NJDOC's prevention, detection and response efforts.

### **B. PREA Training and Education**

#### **I. Inmate Education**

NJDOC provides inmates with comprehensive and ongoing education on PREA and zero-tolerance of inmate sexual abuse and harassment through the following:

- In-person orientation at reception
- In-person orientation at assigned housing facility
- PREA video presentation at reception and assigned housing facility
- Continuous PREA video presentation on inmate closed-circuit TV channel
- PREA handbooks
- JPay PREA content
- PREA section of facility handbook
- PREA posters displayed throughout NJDOC facilities
- In-person PREA presentations as scheduled
- Tier Rep meetings
- PREA Reference handouts at annual classification reviews
- PREA Reference handouts in visit areas
- PREA Reference handouts in law libraries

Additionally, informational materials regarding PREA rights and responsibilities, zero tolerance and reporting are available to inmates and family members. Inmates also receive written updates of PREA/zero tolerance information on an as needed basis and at least annually.

#### **II. Staff PREA Education and Training**

All NJDOC employees (both custody and civilian staff), contractors and volunteers receive PREA-specific training on a biennial basis. This training is focused on key issues regarding staff sexual

<b>Policy Title:</b> <b>Zero Tolerance Policy: Prison Sexual Assault</b>	<b>Effective Date:</b> <b>April 21, 2008</b> <b>Revised</b> <b>April 1, 2019</b>	<b>Policy Number</b> <b>IMM.001.004</b>
		<b>Page 7 of 12</b>

misconduct and the prevention of prison sexual abuse including the reporting of incidents, as well as the first responder responsibilities.

Health care services, mental health services and investigative staff all receive specialized training for matters pertaining to sexual abuse and sexual harassment in correctional facilities.

Staff shall be subject to disciplinary sanctions up to and including termination for violating agency sexual abuse, sexual misconduct and sexual harassment policies, and for failing to report such conduct.

**C. Risk Screening**

**I. Risk Assessment**

All inmates committed to the custody of the NJDOC are assessed by healthcare staff for their risk of sexual victimization at intake at every facility and upon intra-agency transfer. This assessment can be updated due to a request, referral, or incident of sexual abuse or harassment or if any new information relative to sexual victimization risk is obtained. This includes, but is not limited to a finding of guilt of the following prohibited acts: \*.050 Sexual Assault, .052 Making sexual proposals or threats to another and .053 Indecent Exposure. Additionally, Inmates may request to update this information at any time.

Inmates may request to update this information at any time.

Information from the Risk Assessment is used by custody and classification staff to ensure that potential victims and potential perpetrators are housed separately.

**D. PREA Reporting**

**I. Staff PREA Reporting Requirement**

NJDOC requires all staff to immediately report to his or her supervisor any knowledge, suspicion or information regarding inmate sexual abuse, sexual harassment, retaliation against an inmate or staff for reporting an incident of sexual abuse, or any staff neglect or violation of responsibilities that contributed to an incident of sexual abuse or harassment or retaliation. An employee, contractor or volunteer who fails to report an allegation, or coerces or threatens another person to submit inaccurate, incomplete or untruthful information with the intent to alter a report, may face disciplinary charges, up to and including dismissal, even on a first offense.

Staff receive regular training on their responsibility to report under PREA.

Apart from reporting to designated supervisors or officials, staff shall not reveal information related to a sexual abuse report to anyone other than to the extent necessary to make treatment, investigation, and other security and management decisions.

**II. Inmate Reporting**

Inmates can report incidents of sexual abuse or harassment in person, in writing, on J-Pay or anonymously (*see below*). Inmates can report an incident at any time no matter when it happened. Inmates can report incidents that occur at the facility at which they are currently assigned (including

<b>Policy Title:</b> <b>Zero Tolerance Policy: Prison Sexual Assault</b>	<b>Effective Date:</b> <b>April 21, 2008</b> <b>Revised</b> <b>April 1, 2019</b>	<b>Policy Number</b> <b>IMM.001.004</b>  <b>Page 8 of 12</b>
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incidents that happen at a halfway house), prior facilities to which they have been assigned or during a prior period of incarceration.

### III. Third Party Reporting

Family members or other third-party individuals on behalf of an inmate may report sexual abuse/sexual harassment utilizing the methods detailed below.

### IV. Methods of Reporting

Inmates, family members or other third party individuals on behalf of an inmate can report sexual abuse/sexual harassment by using the following methods:

- Corrections Ombudsman - 1-555-555-5555 - inmates in DOC facilities
- Corrections Ombudsman - 1-609-633-2596 - family members or third party on behalf of an inmate
- Corrections Ombudsman Address: **Office of Corrections Ombudsman**  
**PO Box 855**  
**Trenton, NJ, 08625**
- NJDOC SID - \*SID1# on the Inmate Telephone System- for inmates in DOC facilities
- NJDOC SID - 609-826-5617 - for family members or third party on behalf of an inmate
- Inmate Remedy System form/JPay Kiosks for Inmates at NJDOC facilities with a JPay account
- Confidential SID box at the facilities - inmates in NJDOC facilities
- Institutional PREA Compliance Manager at your NJDOC facility
- Verbally or in writing to any NJDOC staff member, contractor or volunteer - inmates and family members or third parties on behalf of an inmate

**NOTE: Residential Community Release Programs (RCRPS') are contractors who maintain their own individual compliance with PREA standards which is monitored by the NJDOC. Inmates assigned to RCRP's must consult their RCRP Handbook and/or RCRP PREA Compliance Manager for PREA reporting methods that are specific to each RCRP.**

### E. Agency Response

#### I. First Responders

Upon receipt of a PREA report or allegation, first-responding staff must immediately take reasonable steps to separate the victim from the alleged assailant to ensure the safety of all parties, secure the potential crime scene and ensure that the victim receives prompt medical and psychological assistance from the appropriate healthcare providers.

All inmates who make any allegation of sexual abuse, sexual harassment or staff sexual misconduct are referred to medical and/or mental health for an examination and/or evaluation along with an updated risk assessment.

#### II. PREA Investigations

<b>Policy Title:</b> <b>Zero Tolerance Policy: Prison Sexual Assault</b>	<b>Effective Date:</b> <b>April 21, 2008</b> <b>Revised</b> <b>April 1, 2019</b>	<b>Policy Number</b> <b>IMM.001.004</b>
		<b>Page 9 of 12</b>

The NJDOC Special Investigations Division (SID) accepts and investigates all allegations of inmate sexual abuse and harassment. Investigative staff receive specialized training in conducting sexual abuse investigations in a correctional setting.

Investigative outcomes can result in determinations that are **substantiated, unsubstantiated or unfounded.**

- Substantiated Allegation – means an allegation that was investigated and determined to have occurred.
- Unsubstantiated Allegation – means an allegation that was investigated and the investigation produced insufficient evidence to make a final determination as to whether or not the event occurred.
- Unfounded Allegation – means an allegation that was investigated and determined not to have occurred.

### III. Reporting to Inmates

Inmates in the custody of the NJDOC who make an allegation of prohibited conduct under PREA are subsequently notified of the investigative outcome following a PREA investigation.

#### Retaliation Monitoring

NJDOC employs multiple protection measures against potential retaliation for inmates or staff that have reported an incident of sexual abuse, such as housing changes or transfers for inmate victims or abusers on a case by case basis and removal of alleged staff or inmate abusers from contact with victims.

The IPCM is responsible for retaliation monitoring at the facility-level. The correctional facility's IPCM shall, for at least 90 days following a report of sexual abuse, monitor the conduct and treatment of inmates or staff who reported the sexual abuse to see if there are any changes that may suggest possible retaliation, and will act promptly to remedy any such retaliation. This monitoring will include review of any inmate disciplinary reports, housing or program changes, or negative performance reviews or reassignments of staff. Such monitoring shall continue beyond 90 days if the initial monitoring indicates a continuing need. In the case of inmates, this monitoring will also include periodic status checks. The monitoring obligation will terminate if the investigative outcome of the allegation is unfounded.

Anyone who retaliates against a staff member or an inmate who has reported an allegation of sexual abuse in good faith shall be subject to disciplinary action.

Emotional support services are made available for inmates, or staff, who fear retaliation for reporting sexual abuse or for cooperating with investigations.

### IV. Medical and Mental Health Services

In coordination with the Special Investigations Division and the county prosecutor, inmate victims of sexual abuse may be transported to a local hospital for a forensic examination, collection of evidence, treatment of immediate injuries and follow up medical/mental health management. Inmates can decline

<b>Policy Title:</b> <b>Zero Tolerance Policy: Prison  Sexual Assault</b>	<b>Effective Date:</b> <b>April 21, 2008</b> <b>Revised</b> <b>April 1, 2019</b>	<b>Policy Number</b> <b>IMM.001.004</b>
		<b>Page 10 of 12</b>

this examination. Inmates who require emergent assistance may request assistance from any staff member.

All inmates have access to medical, mental health and counseling services for sexual abuse even if the abuse did not occur while in custody. Inmates may request these services even if they do not wish to report an occurrence of sexual abuse.

**NJDOC Staff Referral**

Administration, custody, social services, education, medical and mental health staff may refer inmates for medical and/or mental health treatment.

**Self-Referral**

Inmates may request a self-referral for nursing, medical and mental health services by submitting medical request form MR-007 in writing or via the JPAY Kiosks.

**V. External PREA Sexual Abuse Emotional Support Services**

Inmates who are committed to the custody of the NJDOC have access to external sexual abuse emotional support services. Inmates may access these services even if they do not wish to make a report of sexual abuse. Services are based on the county where the inmate is housed and include at a minimum, written access to emotional support services via correspondence.

Contact information for external sexual abuse advocacy agencies is provided in PREA Informational materials distributed at orientation and posted throughout the facility.

Inmates may request a sexual abuse survivor information packet via the mail by writing to:

SEXUAL ABUSE SURVIVOR INFORMATION PACKET  
Just Detention International  
3325 Wilshire Blvd., Suite 340  
Los Angeles, CA 90010

Where telephone hotline services are available, they can be accessed via the inmate telephone system by dialing \*PREA# on the inmate telephone system. Calls to the PREA Emotional Support Services Line are free. The hours of operation of the hotline vary by correctional facility and are posted to the inmate population.

Inmates are advised of the following: PREA external emotional support services are confidential. However, the service provider will notify the NJDOC if an inmate communicates a threat of imminent harm against self or others. Additionally, misuse/abuse of the PREA Emotional Support Line and/or the inmate telephone system may result in discipline in accordance with *NJAC 10A Chapter 4 inmate Discipline*.

PREA Emotional Support services are provided by external sexual abuse victim advocates who can assist in crisis intervention, provide information and offer support to anyone who has questions or is looking for information about sexual violence. The services are only for emotional support related to sexual abuse.

<b>Policy Title:</b> <b>Zero Tolerance Policy: Prison Sexual Assault</b>	<b>Effective Date:</b> <b>April 21, 2008</b> <b>Revised</b> <b>April 1, 2019</b>	<b>Policy Number</b> <b>IMM.001.004</b>  <b>Page 11 of 12</b>
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Inmates are advised to address any questions or concerns regarding NJDOC PREA to their Institutional PREA Compliance Manager.

The sexual abuse victim advocates who provide PREA Emotional Support are not third party PREA reporters of sexual abuse/sexual harassment and/or retaliation. *Inmates* may report instances of sexual abuse/sexual harassment and/or retaliation by using any of the methods described in the **Methods of Reporting** section of this policy.

**IV. PROCEDURES**

Relevant procedures related to this policy are listed below in **Section V. CROSS REFERENCE DOCUMENTS AND POLICIES.**

**V. CROSS REFERENCE DOCUMENTS AND POLICIES**

Document/ Policy Number	Title	Effective/ Revision Date
PCS.001.008	Prison Rape Elimination Act (PREA); PREA Compliance Overview	April 1, 2019
ADM.006.011	Investigations by SID	Revised July 28, 2015
ADM.010.004	Standards of Professional Conduct: Staff / Inmate Over Familiarity	Revised March 1, 2016
IMM.002.001	Inmate Remedy and Grievance Process	Revised February 1, 2014
IMM.002.IRS.01	Inmate Remedy System	Revised July 15, 2016
PCS.001.PREA.001	Sexual Assault/PREA Advisory Committee	Revised May 2018
PSM.001.000	Office of Human Resources MGO	Revised November 21, 2011
CUS.001.CSM.01	Crime Scene Management	December 8, 2010
CUS.001.SEA.001	Searches	Revised November 15, 2018
CUS.003.001	Gender Restricted Posts	September 1, 2005

**VI. APPLICABLE FORMS**

<b>Policy Title:</b> <b>Zero Tolerance Policy: Prison  Sexual Assault</b>	<b>Effective Date:</b> <b>April 21, 2008</b> <b>Revised</b> <b>April 1, 2019</b>	<b>Policy Number</b> <b>IMM.001.004</b>
		<b>Page 12 of 12</b>

<b>Form Number</b>	<b>Form Title</b>	<b>Effective/ Revision Date</b>
	Sexual Assault Advisory Council Corrective Action Form	Revised May 8, 2018
	Sexual Assault Advisory Council Review Form	Revised May 8, 2018
	NJDOC PREA Retaliation Monitoring	Revised September 1, 2018
ISRF-100	Inmate Grievance Form	

## APPENDIX B

### **NJDOC staff, contractors and volunteers must immediately report:**

- Any knowledge, suspicion or information regarding inmate sexual abuse or sexual harassment
- Any retaliation against any inmate or staff member who reported an incident of sexual abuse/sexual harassment
- Any staff neglect or violation of responsibilities that may have contributed to an incident of sexual abuse, sexual harassment or retaliation

NJDOC staff, contractors and volunteers can report an allegation of PREA to their immediate supervisor, the Institutional PREA Compliance Manager or privately via the Special Investigations Division (SID) Confidential Tip Line at: (609) 530-2500

Any staff member or inmate who reports sexual abuse or harassment shall not be retaliated against. Pursuant to New Jersey P.L.2019, c.408, a person who is required to report suspected inmate abuse and fails to do so is liable to a penalty of up to \$5,000, and each violation would be a separate offense.

### **Custody staff members responding to a report of sexual abuse or harassment must take the following steps:**

- Immediately notify their supervisor
- Separate the alleged victim and abuser
- Preserve and protect the crime scene (if applicable) until SID arrives
- Request that the victim not take any action that could destroy evidence

Non-Custody staff members, contractors and volunteers responding to a report of inmate sexual abuse or harassment must contact the Custody staff member in the area to assist with the above and immediately notify their supervisor.

**Special Investigations Division  
Confidential Tip Line:  
(609) 530-2500**

*"Staff" refers to all NJDOC employees, contractors and volunteers.*

The New Jersey Department of Corrections (NJDOC) maintains a zero tolerance toward all forms of inmate sexual abuse and sexual harassment and maintains compliance with the Prison Rape Elimination Act (PREA).

The NJDOC will respond to, investigate and support the prosecution of sexual abuse and sexual harassment within the correctional system and externally in partnership with state and local authorities.

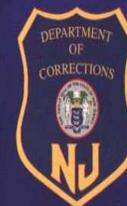
### **Inmate sexual abuse/sexual harassment is prohibited.**

**IT IS AGAINST THE LAW FOR ANY NJDOC STAFF MEMBER, CONTRACTOR OR VOLUNTEER AND AN INMATE TO HAVE A SEXUAL RELATIONSHIP OF ANY KIND.**

When the NJDOC investigates a sexual relationship between a staff member and an inmate, the county prosecutor is contacted for possible criminal investigation and prosecution.

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The opinions, findings, recommendations, or conclusions contained in this material are those of the author and do not necessarily reflect the views of the Department of Justice or the grant making component.



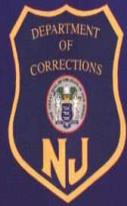
## **NJDOC Staff RESPONSIBILITIES**

**Prevent.  
Detect.  
Respond.**

**PREA**

Prison Rape Elimination Act

**PREA PAMPHLET IN SPANISH**



**RESPONSABILIDADES del personal de NJDOC**

Prevent.  
Detect.  
Respond.

**PREA**

Prison Rape Elimination Act

El Departamento de Correcciones de Nueva Jersey (NJDOC) mantiene una tolerancia cero hacia todas las formas de abuso sexual y acoso sexual de reclusos y cumple con la Ley de Eliminación de Violaciones en Prisión (PREA).

El NJDOC responderá, investigará y apoyará la persecución de abuso sexual y acoso sexual dentro del sistema correccional y externamente en asociación con las autoridades estatales y locales.

**Se prohíbe el abuso sexual / acoso sexual de los internos.**

**LAS RELACIONES SEXUALES ENTRE IMMATES Y EL PERSONAL DE NJDOC SON ILEGALES.** Se considera ilegal que cualquier miembro del personal y un recluso tengan una relación sexual de cualquier tipo. Esto se aplica a todo el personal, voluntarios y contratistas de NJDOC. Cuando el NJDOC investiga una relación sexual entre un miembro del personal y un recluso, se contacta al abogado del condado para llevar a cabo una posible investigación criminal y el debido proceso.

Este material fue apoyado por la concesión No. 2019-RP-BX-0002 FY19 PREA Grant recibida por el Departamento de Justicia de los EE. UU., Oficina de Programas de Justicia, Oficina de Asistencia Judicial.

Las opiniones, hallazgos, recomendaciones o conclusiones contenidas en este material pertenecen al autor y no reflejan necesariamente las opiniones del Departamento de Justicia o del componente de concesión de subvenciones.

**El personal, contratistas y voluntarios de NJDOC deben informar de inmediato:**

- Cualquier conocimiento, sospecha o información sobre el abuso sexual o el acoso sexual de un recluso.
- Cualquier represalia contra cualquier recluso o miembro del personal que haya denunciado un incidente de abuso sexual / acoso sexual
- Cualquier negligencia o violación del personal responsabilidades que pueden contribuir a un incidente de abuso sexual, acoso sexual o represalias

El personal, los contratistas y los voluntarios de NJDOC pueden informar una acusación de PREA a su supervisor inmediato, al gerente de Cumplimiento institucional de PREA o en privado a través de la línea de información confidencial de la División de Investigaciones Especiales (SID) en: (609) 530-2500

Cualquier miembro del personal o preso que reporte el abuso sexual o el acoso sexual de un recluso no será sujeto a represalias. De conformidad con New Jersey P.L.2019, c.408, una persona a la que se le exige que informe un presunto abuso de un recluso y no lo hace está sujeta a una multa de hasta \$ 5,000, y cada violación sería una ofensa separada.

*El término "personal" se refiere a todos los empleados, contratistas y voluntarios de NJDOC.*

**Los miembros del personal de la policía correccional de NJDOC que responden a un informe de abuso o acoso deben seguir los siguientes pasos:**

- Notifique a su supervisor inmediatamente
- Separar a la presunta víctima y al abusador
- Conservar y proteger la escena del crimen (si corresponde) hasta que llegue el SID
- Solicitar que la víctima no tome ninguna acción que pueda destruir la evidencia

El resto de los miembros del personal, los contratistas y los voluntarios de NJDOC respondiendo a un informe de los abusos sexuales o del acoso del interno deben entrar en contacto con el miembro del personal correccional de la policía de NJDOC en el área para ayudar con el antedicho y para notificar inmediatamente a su supervisor.

**División de Investigaciones Especiales Línea de Consejos Confidencial:**

**(609) 530-2500**

Appendix C

## Volunteer Services Requirement Acknowledgment

I, \_\_\_\_\_  
(Full Volunteer Name Printed Legibly)

- *Have submitted the COVID-19 Vaccination Card.*
- *Attended the Office of Volunteer Services' Volunteer Orientation.*
- *Have received the Volunteer Handbook which includes the NJDOC Zero Tolerance Policy: Prison Sexual Assault, IMM.001.004.*

*I have read and understand this Acknowledgment. I have been afforded the opportunity to ask questions.*

\_\_\_\_\_/\_\_\_\_\_  
Volunteer Signature Date

Please make a copy of the form and return this form via email to: [Volunteer.Services@doc.nj.gov](mailto:Volunteer.Services@doc.nj.gov).



APPENDIX D

**ACKNOWLEDGEMENT OF RULES AND RESPONSIBILITIES**

I agree that I shall abide by all rules and regulations set forth by the institution and shall not engage in any activities which threaten the order and security of the institution.

I agree that my services shall be on a strict volunteer basis for which I shall not receive any money, gifts, or compensation.

I understand that my attendance shall be as scheduled and may be approved on a rotational basis to allow others an opportunity to volunteer.

I understand that all information relative to institutional affairs and individual inmates must be given out through the Administrator's office and shall not be discussed outside the institution or the Department of Corrections.

I understand that Section 2C:29-6, New Jersey Code of Criminal Justice makes it a crime to traffic in unauthorized goods, convey unauthorized letters or information, or to visit, without authorization, an institution where offenders are serving sentences.

I understand that I shall not exchange any gifts, personal services, or other favors with any inmates or any inmate's friend or representative.

I agree that I shall notify institution authorities of any unusual situations, gatherings, conversations, or events that may occur.

I agree that I shall not indulge in undue familiarity with inmates or permit inmates to be unduly familiar with me.

I understand that I shall not extend the period of volunteer services without the approval of the Volunteer Services Assistant.

I understand that I must not take out of the NJDOC mail or other materials for inmates.

I understand that I will make no negative remarks nor bring into the NJDOC any materials that make negative references to any other groups or religions.

\*I affirm that I am fully vaccinated and agree to provide evidence.

I agree that I will immediately notify the Volunteer Coordinator if a relative or friend is transferred to a NJDOC or RCRP facility.

\_\_\_\_\_  
Volunteer's Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
NJDOC Witness

\_\_\_\_\_  
Date



**APPENDIX E**

**CHANGE NOTIFICATION FORM - VOLUNTEER SERVICES**

It is your responsibility to notify your NJDOC supervisor and/or volunteer coordinator of any change of address, telephone number or other pertinent information as soon as possible.

If a relative or personal friend is transferred to the institution, the volunteer must notify the NJDOC supervisor as soon as possible. Failure to comply will cause one's volunteer services to be terminated.

Please make a copy of the form and make any changes or additions in the appropriate area(s) and return this form via email to: [Volunteer.Services@doc.nj.gov](mailto:Volunteer.Services@doc.nj.gov).

NAME: \_\_\_\_\_

GROUP: \_\_\_\_\_

( ) I am no longer interested in serving as a volunteer. Please remove my name from the list.

Address **CHANGE:** \_\_\_\_\_

Email address **CHANGE:** \_\_\_\_\_@\_\_\_\_\_

Cellphone # **CHANGE:** (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

Additional telephone #: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_

May we send you a text message? **Yes** \_\_\_\_\_ **No** \_\_\_\_\_

Name of Relative or Friend transferred to NJDOC - (include # if known):

\_\_\_\_\_

\_\_\_\_\_  
Volunteer Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Volunteer Coordinator

\_\_\_\_\_  
Date



Thank you for your commitment to  
volunteer service with the  
**New Jersey Department of Corrections**



National Volunteer Week occurs  
annually in the 3<sup>rd</sup> week of April

Don't forget to ask about our annual

**Volunteer Recognition Ceremony**

