

STATE OF NEW JERSEY
DEPARTMENT OF CORRECTIONS



**DIVISION OF
PROGRAMS AND REINTEGRATION SERVICES
OFFICE OF COMMUNITY PROGRAMS**

*Request for Proposals
Residential Community Reintegration Program(s)*

Section III: Exhibits

Directives

Bid No. PCS-2025

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State of New Jersey

DEPARTMENT OF CORRECTIONS

WHITTLESEY ROAD

PO BOX 863

TRENTON NJ 08625-0863

PHILIP D. MURPHY
Governor

TAHESHA L. WAY
Lt. Governor

VICTORIA L. KUHN, ESQ.
Commissioner

DIVISION OF PROGRAMS AND REINTEGRATION SERVICES OFFICE OF COMMUNITY PROGRAMS DIRECTIVE NO. PCS-2024:4

Unauthorized Electronic Devices Offense at Residential Community Reintegration Programs

This Directive is issued to assist the Residential Community Reintegration Programs (RCRPs) in procedures related to actions when an incarcerated person (IP) is found in possession of unauthorized electronic devices. All RCRPs are contractually obligated to immediately report all findings of Unauthorized Electronic Devices to the Office of Community Programs.

Unauthorized Electronic Devices (cell phones)

A. 1ST Offense

When an IP is found in possession of a single unauthorized electronic device, the following shall occur:

- i. If the offense occurs in the Assessment Center, the IP shall complete the required 60 days of assessment and receive an additional 30 days. The IP must complete no less than 90 days of assessment before being considered by OCP for assignment to an RCRP. In addition, the multidisciplinary treatment team shall develop a behavioral contract of no less than 30 days that outlines therapeutic steps for the IP to address prosocial behavior and positive decision-making. SecurManage must reflect these updates.

- ii. If the offense occurs while the IP is in the Treatment Phase at an RCRP the IP shall be given an additional 30 days in treatment. In addition, the multidisciplinary treatment team shall develop a behavioral contract of no less than 30 days that outlines therapeutic steps for the IP to address prosocial behavior and positive decision-making. SecurManage must reflect these updates.
- iii. If the offense occurs while the IP is in the Work Release Phase at the RCRP and they are employed, they will not be eligible to participate in RV-TAPP for 60 days and must pay traditional maintenance fees for 60 days. In addition, the multidisciplinary treatment team shall develop a behavioral contract of no less than 30 days that outlines therapeutic steps for the IP to address prosocial behavior and positive decision-making and inform of the RVTAPP restriction commencement and end date. SecurManage must reflect these updates.
- iv. If the offense occurs while the IP in the Work Release Phase but the IP is not employed, they will be ineligible to participate in RV-TAPP for 60 days after they become gainfully employed and will be required to pay traditional maintenance fees for 60 days. In addition, the multidisciplinary treatment team shall develop a behavioral contract of no less than 30 days that outlines therapeutic steps for the IP to address prosocial behavior and positive decision-making and inform of the RVTAPP restriction commencement and end date. SecurManage must reflect these updates.

If the IP receives additional disciplinary charges that result in a return to the regional institution and possesses an unauthorized electronic device for the 1st time, the 009A charge shall also be issued.

- o For example, if the IP has suspected CDS and 1st cell phone offense, a *.203 and 009A must be issued.

If the IP possesses more than one unauthorized electronic device for the 1st time, the 009A charge shall also be issued.

- o For example, if the IP has two cell phones, a 009A must be issued.
- o For example, if the IP has one cell phone, a laptop, and several SIM cards, a 009A must be issued.

B. Tracking And Transfer

First offenses are transferable from the Assessment Center to the RCRP and RCRP to RCRP. When IPs are issued sanctions for 1st offense, a hard copy of the report and behavioral contract shall be printed and placed in the IPs file. When the IP is transferred to another facility, the receiving RCRP must review the file for past incidents.

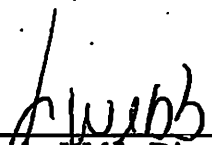
If a 1st offense occurred in the previous facility, the receiving RCRP will enter a case note in SecurManage to include the date and name of the RCRP where the 1st offense

occurred. If another incident occurs at the receiving RCRP, it will be handled in accordance with the 2nd offense protocols.


C. 2ND Offense

Any IP found in possession of a 2nd unauthorized electronic device must be issued a 009A charge and processed in accordance with procedures for returning an IP to the regional facility.


This Directive is effective on March 1, 2024.




Denise Webb, Director
Office of Community Programs



Date



Rosalind Preston, Assistant Commissioner
Division of Programs and Reintegration Services



Date



Darcella Patterson Sessomes
Chief of Programs and Reintegration Services



Date



State of New Jersey

DEPARTMENT OF CORRECTIONS

WHITTLESEY ROAD

PO Box 863

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PHILIP D. MURPHY
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Commissioner

DIVISION OF PROGRAMS AND REINTEGRATION SERVICES
OFFICE OF COMMUNITY PROGRAMS
DIRECTIVE NO. PCS-2024-1
(supersedes Directive PCS 2016-7)
(supersedes 06/02/2024)
Revised 03/3/2025

RCRP FURLOUGH PROGRAM

This Directive is issued to assist the Residential Community Reintegration Programs (RCRPs) in developing and maintaining effective accountability measures of Incarcerated Persons (IPs) while on furlough. The instruction is compiled from the New Jersey Administrative Code (N.J.A.C. 10:20-4.34-4.36) and the New Jersey Department of Corrections (NJDOC) Office of Community Programs (OCP) policy and internal management procedures.

The NJDOC recognizes the priority of ensuring public safety in the community. Therefore, the NJDOC mandates that each RCRP maintains a system of accountability 24 hours a day, seven days a week, to ensure public safety and the fair and equitable treatment of all IPs residing therein. This accountability system shall track IP whereabouts in the community and serve as a basis for determining violations and prohibited acts.

The NJDOC furlough program is for eligible incarcerated persons housed in an RCRP working or in school full-time or simultaneously working part-time and attending school part-time. Special consideration may be given to eligible IPs in specialized programs, and the IP's inability to work or attend school is no fault of their own.

I. N.J.A.C. 10A:20-4.34 Program Authorized Community Time (P.A.C.T.) Passes and Furloughs

- A. In accordance with N.J.A.C. 10A:20-4.34, IPs may receive passes and furloughs in accordance with the phase system of the RCRP, which has been approved by the OCP.
- B. The RCRP shall develop a written accountability procedure to be utilized while an IP is on a P.A.C.T. pass or furlough. These procedures shall be submitted to the OCP for review and approval. Once approved, the accountability procedures shall be incorporated into the policy and procedure manual.
- C. Approval for furlough eligible IP is that of the RCRP Director, not the NJDOC. An IP may appeal a denied request for a furlough one level above the RCRP Director through the contracted agency. However, if NJDOC receives information that may be a cause for public safety, NJDOC reserve the right to deny an IP a furlough.

II. N.J.A.C. 10A:20-4.35 Earned Furlough Privileges

In accordance with N.J.A.C. 10A:20-4.35, a furlough is an earned privilege afforded to an IP in an RCRP who is not excluded from participation by any statutes of the State of New Jersey (such as N.J.S.A. 30:4-91.3.b) to aid family reintegration.

- A. IPs in RCRPs are eligible to participate in a furlough program once the following criteria are met:
 - 1. The IP must be no more than 365 days from their maximum release date.
 - 2. The IP must have demonstrated evidence of program-compliant behavior to include, but not limited to:
 - i. No major in-house sanctions in the past six months, and
 - ii. Treatment compliance; and
 - iii. Positive conduct adjustment.
 - 3. The State Parole Board approves the furlough site
 - 4. The furlough host at the approved furlough site must participate in the required orientation for the furlough program.
 - 5. The family member [furlough host] at the approved furlough site must participate in the required family orientation and must sign that they have read and understand the following:
 - i. Rules and Responsibility of Incarcerated Person On A Furlough From An RCRP Form; and
 - ii. Consent to Search At The Incarcerated Person's Approved Furlough Site Form.
 - 6. The family member [furlough host] who participates in the family orientation must pick up the IP at the RCRP for furlough and transport the IP back to the facility for the designated return time.

- B. An IP may earn furloughs that are 12 hours in duration during the period of 365 to 181 days from the maximum release date. No travel additional travel time shall be allotted.
1. The IP who has earned 12-hour furloughs may participate in a furlough twice per 30-day period.
 - i. The second furlough in the 30 days cannot commence until 14 days after the previous furlough.
 - ii. The IP cannot sign out of the facility for furlough before 7:00 A.M.
 - iii. The IP must return to the facility by 7:00 P.M.
 - iv. Evidence of program-compliant behavior must continue to be demonstrated to remain furlough-eligible.
 - v. Movement in the community is restricted to the approved furlough site. IPs are prohibited from leaving the furlough site.
- C. An IP may earn furloughs that are 24 hours in duration during the period of 180 to 30 days from the maximum release date. No travel additional travel time shall be allotted.
- D. An IP who has earned 24-hour furlough privileges may participate in these furloughs once every consecutive 30-day period.
- o The eligible IP or a 24-hour furlough can forgo this opportunity and elect to continue participating in 12-hour furloughs.
1. The start time of a 24-hour furlough may not begin before 7:00 A.M.
 2. The 24-hour furlough must have a return time of no later than 7:00 P.M.
 3. Evidence of program-compliant behavior must continue to be demonstrated to remain furlough-eligible.
- E. IPs in RCRPs are not permitted to furlough during the 30 days prior to the maximum release date.
- F. Furloughs shall be restricted on major holidays in accordance with Directive No. PCS-2016-3
- Memorial Day
 - Juneteenth (federal and state observance)
 - Independence Day
 - Labor Day
 - Thanksgiving
 - Christmas Eve
 - Christmas Day
 - New Year's Eve
 - New Year's Day
- G. The NJDOC reserves the right to require IPs on a 24-hour furlough to wear a Global Positioning System (GPS) mechanism if necessary.
- H. Overnight furloughs shall not exceed 24 hours.
- I. In the event of a State of Emergency, furloughs may be canceled by the Office of Community Programs, and if the IP is on furlough, they may be required to return to the RCRP immediately.

III. N.J.A.C. 10A:20-4.36 Furlough Exclusions

In accordance with N.J.A.C. 10A:20-4.36, an IP shall be excluded from receiving a furlough if the IP does not have an approved furlough plan, is not authorized to receive an overnight furlough in accordance with the internal management

procedures of the RCRP or is ineligible pursuant to any Statutes of the State of New Jersey (such as N.J.S.A. 30:4-91.3b).

IV. A-304

A-304 status is those who fall under guidelines established in 1993 by the New Jersey State Legislature. The legislation specifically prohibits certain IPs with offense status from participating in furlough. A-304 IPs are those who have been sentenced for the following offenses:

1. Murder 2C: 11-3
2. Manslaughter 2C: 11-4
3. Sexual Assault 2C: 14-2
4. Robbery 2C: 15-1
5. Kidnapping 2C: 13-1
6. Aggravated Assault 2C: 12-1(b)

The RCRP shall confirm the official determination of the A304 status through the weekly NJ State Parole Board Halfway House Roster Report. A copy of the approved furlough site letter shall be kept in the IP's official RCRP file for audit.

V. Components of RCRP Policy and Internal Management Procedures

RCRP furlough policy and internal management procedures shall minimally include the following components:

1. The furlough site must be an address within the State of New Jersey and must be an approved furlough and Parole site approved by the appropriate District Parole Office using the:
 - o Request For RCRP Furlough From An RCRP Form; and
 - o Division of Parole Operational Units.Furlough sites pending investigation are prohibited. The RCRP Furlough Request Form cannot be completed until the RCRP has confirmed written notice of the approved furlough site by Parole.
2. The RCRP Director/designee shall confirm Furlough site approval via the NJ State Parole Board (NJSPB)-Halfway House Roster report provided to each RCRP weekly.
3. Once the IP submits the NJDOC RCRP Furlough Request Form, the RCRP Case Manager/designee shall screen the request, make a recommendation, and forward it to the RCRP Director within two (2) Business days.
4. The RCRP Director shall determine the suitability and eligibility of the applicant within two (2) business days of receipt.
5. For record keeping, the RCRP shall provide a copy of all completed furlough requests to OCP via email to communityprograms@doc.nj.gov no later than two days prior to the scheduled furlough date. Email subject nomenclature shall be: RCRP NAME- Furlough Request: IP LAST NAME, SBI.
6. An IP granted furlough must be counseled and provided with a written copy of the rules and regulations governing the furlough program. Each IP shall sign an acknowledgment that they understand and agree to comply with the rules and regulations.


7. An IP is not permitted to furlough until the furlough host participates in a furlough orientation session with the case manager to discuss the rules and regulations regarding furlough privileges. The furlough orientation shall be completed in person or virtual in instances of travel hardship. At pick-up time, the furlough host shall sign to acknowledge receipt and understanding of the Rules and Responsibility of Incarcerated Person On A Furlough From An RCRP Form and the Consent to Search Form each time.
8. All RCRP staff shall be trained in the furlough policy and procedures and the protocol for responding to escapes/unauthorized movement or the inability to contact the IP.
9. Where established by the RCRP operations, the IP shall utilize an RCRP issued cell phone with GPS tracking to make accountability calls while on furlough. If an RCRP issued cell phone is unavailable, the IP shall use the telephone of the furlough host.
10. The furlough site telephone number cannot be blocked or use call forwarding and must be identifiable via the RCRP's caller ID service.
11. IP accountability calls shall be tracked in Secure Manage to include but not limited to:
 - o Date and Time of the call, and
 - o Phone number called from/to, and
 - o RCRP staff name, and
 - o Any information reported by the IP or furlough host.
12. Call-ins while on furloughs shall comply with the following schedule
 - o 12-hour Furloughs required three (3) accountability calls:
 - expected arrival time
 - 6 hours from arrival call
 - departure call to the RCRP
 - o 24-hour Furloughs required six (6) accountability calls:
 - At expected arrival time
 - 6 hours from arrival call
 - o This call may be skipped if this time is between the hours of 11:01PM and 5:59AM
 - 11:00 PM evening call
 - 6:00 AM morning call
 - 12:00 noon call
 - departure call to the RCRP
13. Copies of the following approved and signed forms shall be provided to the IP before they depart from the facility:
 - o NJDOC RCRP Furlough Request Form *with the required call-in times noted on the form.*
 - o Rules and Responsibility of Incarcerated Person On A Furlough From An RCRP Form.
 - o Consent to Search At The Incarcerated Person's Approved Furlough Site Form.
 - o Rutgers Furlough Medical Coverage Form
14. Furlough participation shall be rigorously and routinely monitored for abuse of the privilege, including random calls by the RCRP to the furlough site.
15. Substance Use testing is required within 24 hours before furlough departure and within 24 hours upon return, preferably during the first shift unless for cause.

VI. Future Modifications and Expectations of Compliance

The NJDOC reserves the right to modify these procedures to ensure public safety. The OCP will notify the RCRPs of any modifications to these procedures via a revised Directive.

RCRP Facility Program Directors shall update internal policy and management procedures for furloughs that are consistent with the New Jersey Administrative Code and NJDOC Directives.

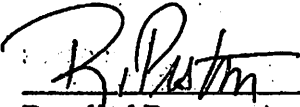
This Directive is effective on March 1, 2025. Compliance with this Directive and full utilization of the OCP standardized Furlough Request Form for Residential Community Reintegration Programs is expected to occur by March 1, 2025.



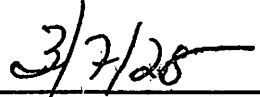
Denise Webb, Director
Office of Community Programs



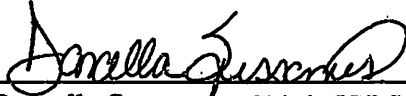
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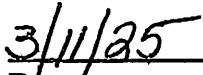
Rosalind Preston, Assistant Commissioner
Division of Programs and Reintegration Services



Date



Darcella Sessomés, Chief of PRS



Date

Document Attached:

For Parole

- Request For RCRP Furlough From An RCRP Form rev 10.22.15.
- Division of Parole Operational Units 10.21.23.

For NJDOC

- NJDOC RCRP Furlough Request Form rev. 02.01.24
- Rules and Responsibility of Incarcerated Person On A Furlough From An RCRP Form rev. 01.27.24
- Consent to Search At The Incarcerated Person's Approved Furlough Site Form rev 01.27.24.
- Rutgers Furlough Medical Coverage rev 02.01.24



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DEPARTMENT OF CORRECTIONS
WHITTLESEY ROAD
PO BOX 863
TRENTON NJ 08625-0863

PHILIP D. MURPHY
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**NEW JERSEY DEPARTMENT OF CORRECTIONS (NJDOC)
DIVISION OF PROGRAMS AND REINTEGRATION SERVICES
OFFICE OF COMMUNITY PROGRAMS (OCP)**

DIRECTIVE NO. 2023-2-R1
Revised December 2, 2024

**ELECTRONIC COMMUNICATION DEVICES WITH GLOBAL POSITIONING SYSTEM
(GPS) FEATURES FOR INCARCERATED PERSONS IN A RESIDENTIAL COMMUNITY
REINTEGRATION PROGRAM (RCRP)**

This directive clarifies instructions for the Residential Community Reintegration Programs (RCRPs) on Electronic communication devices with Global Positioning System (GPS) features, hereafter referred to as RCRP-controlled cell phones. These devices have been utilized in the RCRPs since 2017. They increase Incarcerated Persons' (IPs) accountability in the community and enhance public safety. Since 2017, lessons have been learned, such as strategies for preventing device alteration and the importance of staff training to interpret an IP's GPS monitoring report.

As interest in implementing RCRP-controlled cell phones increases among RCRP vendor agencies, the New Jersey Department of Corrections (NJDOC) has prepared guidance for standard policies across all RCRPs. This directive provides the minimum policy standards required by the NJDOC for RCRP-controlled cell phone programs before implementation.

RCRP-controlled cell phones must be used as a supplemental security and accountability measure and cannot be implemented to decrease any existing accountability requirements, such as random accountability calls by RCRP personnel. Through the RCRP-controlled cell phone programs, IPs are envisioned to be permitted increased flexibility in employment and school site requests, employment and school schedules, and travel itineraries.

Although the policy standards reference RCRP-controlled cell phones, the NJDOC will also consider proposals for other GPS-enabled electronic communication devices. If an alternate device is proposed, the reference to RCRP-controlled cell phones should be substituted in the policy standards.

**ELECTRONIC COMMUNICATION DEVICES WITH GLOBAL POSITIONING SYSTEM (GPS) FEATURES FOR
INCARCERATED PERSONS
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I. Minimum Policy Standards

- A. Technical Description** - The policy shall include a technical description including the following:
1. Specify the electronic communication device with GPS features selected to maintain the GPS location of IPs signed out of the facility that will be utilized in addition to current RCRP accountability measures.
 2. Specify the cell phone service provider selected for purchasing the RCRP controlled cell services and GPS services.
- B. Security Features**—The policy shall include the standards listed below and explain the procedures for achieving these minimum policy standards.
1. Devices shall be restricted to the authorized telephone numbers inputted by the RCRP. The phone book must be password protected and only accessible by the RCRP-controlled cell phone program liaison at the RCRP site. Procedures must include the process for restricting the device.
 2. The only accessible phone numbers on the devices will be the RCRP's main number, a secondary RCRP's telephone number if contact cannot be made with the IPs assigned to RCRP, and 911. Procedures must indicate the authorized telephone numbers and identify the secondary RCRP if contact cannot be made with the IPs assigned to the RCRP.
 - a. The NJDOCs' Special Investigations Division monitors IP telephone calls from the correctional facilities and RCRPs as a safety and security measure to protect other IPs, personnel, victims, public citizens, and elected officials. Authorization of any additional telephone numbers from the RCRP-controlled cell phone would circumvent these necessary measures.
 3. Each device will be locked and unable to transmit SMS or MMS messaging to or from any telephone number not programmed into the device. Procedures must indicate how the devices will be locked.
 4. A list of the enabled and disabled features on the RCRP-controlled cell phones must be included.
- C. Use, Assignment, and Distribution of the RCRP-Controlled Cell Phone to the IP**—The policy shall include the standards listed below and explain the procedures to achieve these minimum policy standards.

**ELECTRONIC COMMUNICATION DEVICES WITH GLOBAL POSITIONING SYSTEM (GPS) FEATURES FOR
INCARCERATED PERSONS
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1. Indicate that the RCRP-controlled cell phone/GPS enhances safety and security procedures. IPs must make all scheduled contact calls from the approved landline or authorized telephone number at the site of their non-escorted Program Authorized Community Time (PACT), employment, school, and furlough.
2. To enhance existing accountability measures, RCRP-controlled cell phones will be assigned to IPs on non-escorted PACT and for employment, school, and furlough.
3. All IPs must participate in an instructional seminar or individual training on operating the RCRP-controlled cell phone and review the RCRP-controlled cell Phone Acknowledgment Form. Procedures must include the action plan for the delivery of IP instruction.
4. IPs will sign the RCRP Controlled Cell Phone Acknowledgement Form each time they are assigned an RCRP-controlled cell phone. The original forms shall be maintained in the IP's file for 90 calendar days. The policy must include procedures for obtaining an IP signature before departure from the facility.
5. The RCRP Controlled Cell Phone Acknowledgement Form must include the following advisements to the IP:
 - a. RCRP controlled cell phones will be issued at no cost to the IP.
 - b. IP locations will be monitored using GPS tracking.
 - c. RCRP controlled cell phones must always remain on when an IP is signed out of the facility.
 - d. IP movement in the community will be tracked via GPS, and the IP may not deviate from the approved travel route or itinerary. When a travel route or itinerary deviation occurs, the RCRP-controlled cell phone will be used.
 - e. IPs will be required to make accountability calls from the approved landline or authorized telephone number at the PACT, employment, school, and furlough site. The RCRP controlled cell phone will be used when an incident prevents the IP from calling from the landline or authorized telephone number.
 - f. RCRP controlled cell phones are not to be shared with other IPs outside the facility.
 - g. If an IP utilizes the RCRP controlled cell phone to contact 911, the IP must call the RCRP to inform them of the situation.

**ELECTRONIC COMMUNICATION DEVICES WITH GLOBAL POSITIONING SYSTEM (GPS) FEATURES FOR
INCARCERATED PERSONS
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6. Acknowledgment of RCRP controlled cell phone use and monitoring rules will be maintained in the IP's file and noted in the RCRP's electronic Management Information System (MIS). Procedures must delineate how this will occur and include the time the data is entered.
7. Each RCRP controlled cell phone will be inventoried and engraved with the RCRP name and designated unit number to ensure its authenticity when assigned and upon return to program management.
8. The RCRP controlled cell phone must be fully charged each time it is assigned to an IP. IPs are not to be issued chargers.
9. RCRP controlled cell phones will be rotated in and out of use to ensure IPs do not consistently receive the same device. Procedures must specify how this will occur.
10. As the IPs prepare to depart the RCRP for a non-escorted PACT, employment, school, or furlough site, they will sign out of the facility and receive an RCRP-controlled cell phone. Procedures must identify which personnel by title are authorized to issue the RCRP-controlled cell phone and the specified location for this to occur.
11. The program director and RCRP cell phone program liaison will maintain a master daily list of all IPs authorized to use the RCRP-controlled cell phones and their respective RCRP-controlled cell phone numbers. The list will be made available to NJDOC upon request. Procedures must indicate how the daily master list will be compiled.
12. Loss or damage to the RCRP controlled cell phone due to IP misuse will result in appropriate disciplinary charges and restitution.

D. Storage - The policy shall include the standards listed below and explain the procedures for achieving these minimum policy standards.

1. Specify the storage location within Center Control and the storage type that will be utilized to secure RCRP-controlled cell phones in the facility.
2. Upon returning to the RCRP, the IPs will sign back into the facility and turn in the RCRP controlled cell phone. Procedures must identify which personnel by title are authorized to receive the RCRP controlled cell phone and the specified location for this to occur.
3. Specify which personnel by title will ensure the phone is still powered, in good repair, and has not been tampered with or altered. The procedures must indicate the requirements for the RCRP controlled cell phone inspection.
4. Specify which personnel by title will return the RCRP controlled cell phones to the secure storage. Procedures must specify when this will occur.

**ELECTRONIC COMMUNICATION DEVICES WITH GLOBAL POSITIONING SYSTEM (GPS) FEATURES FOR
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5. IPs shall not possess the RCRP controlled cell phones when returning to any NJDOC institution for any reason.
 - a. The Office of Community Programs will reconcile any RCRP controlled cell phones that end up in NJDOC custody.

E. Accountability Monitoring - The policy shall include the standards listed below and explain the procedures to be followed to achieve these minimum policy standards.

1. Indicate the GPS monitoring tool's functions and how the RCRP trained personnel will utilize it to monitor the GPS locations.
2. Policy must include procedures for the following monitoring activities:
 - a. Viewing IP location and proximity to approved sites.
 - b. Allowing staff to create a geographic area with specific boundaries on maps that alert when IPs travel in or out of them.
 - c. Responding to automatic alerts from the GPS monitoring tool when an event, such as an exceptionally long stop, occurs.
 - d. Allowing staff to review and summarize mobile travel patterns and stop times throughout the day, week, or month.
 - e. Producing required GPS tracking reports for inclusion with disciplinary charges.
3. If an IP does not contact the RCRP for a scheduled accountability call, the RCRP shall first call the RCRP controlled cell phone issued to the IP and, if answered, request the IP call from the approved landline or authorized telephone number within 10 minutes.
4. If a call is not received from the landline or authorized telephone number, the RCRP is responsible for contacting the PACT, employment, school, or furlough site to confirm that the IP is in attendance. The corresponding GPS will also verify the IP's whereabouts at the time of the call when necessary. Procedures must indicate how the GPS location will be verified.
5. If an IP assigned to an RCRP controlled cell phone has missed a contact call, the RCRP must log onto the GPS and identify the IP's whereabouts. Procedures must indicate how the GPS location will be verified.
 - a. The RCRP must contact the Office of Community Programs to discuss initiating escape procedures if the IP fails to answer, the RCRP controlled cell phone has been shut off, or the GPS system shows the IP is not in the correct location. Additionally, attempts to locate the IP have failed, i.e., calling the employment location's landline/authorized telephone number and the employment supervisor. Procedures must indicate how this will occur.

**ELECTRONIC COMMUNICATION DEVICES WITH GLOBAL POSITIONING SYSTEM (GPS) FEATURES FOR
INCARCERATED PERSONS
IN A RESIDENTIAL COMMUNITY REINTEGRATION PROGRAM (RCRP)**
Page 6

- b. If the IP is contacted on the RCRP controlled cell phone, the IP will be instructed to call the facility from the designated landline or authorized telephone number at the approved destination, and the GPS location must be verified. Procedures must indicate how this will occur.
 6. The GPS system must be checked randomly throughout each shift to ensure that the RCRP controlled cell phones signed out of the facility are powered on and registering. Random checks are not the same as accountability contacts. Detailed procedures must delineate how this will occur.
 7. Every week or more often for cause, RCRP controlled cell phone usage must be monitored by visually reviewing data on the RCRP controlled cell phone to reveal any unauthorized communication, such as text messages and other media (pictures or video). Detailed procedures must delineate how this will occur.
 8. Disciplinary charges issued to an IP due to the GPS monitoring must be submitted to the Regional Institution with a copy of the GPS monitoring report to show evidence of the deviation. Detailed procedures must delineate how this will occur. If applicable, include disciplinary charges for damaged or lost RCRP controlled cell phones to include the cost of the RCRP controlled cell phone for restitution purposes.
 9. If an IP utilizes the RCRP controlled cell phone to contact 911, the RCRP may dispatch a staff member to report to the IP's location if it is safe. Procedures must indicate how staff in the RCRP will respond to the IP's location and report updates. The RCRP must notify the OCP when an IP utilizes the RCRP controlled cell phone to contact 911.
 10. GPS data stored in the cloud must be routinely monitored and retrieved as needed. The cloud must have enough storage to maintain a minimum of 30 days of content. Procedures must indicate the cloud capacity and how this monitoring and data retrieval will occur.
- F. Staff Training** - The policy shall include the standards listed below and must explain the procedures to be followed to achieve these minimum policy standards.
1. Any staff involved in the storing, distribution, monitoring, report generation, and collecting of the RCRP controlled cell phone program will receive training upon hire and annual training. Procedures must include the action plan for providing training at new hire orientation and annually after that.
 2. Staff training completion shall be documented and available to NJDOC upon request. Procedures must include staff training records retention.

ELECTRONIC COMMUNICATION DEVICES WITH GLOBAL POSITIONING SYSTEM (GPS) FEATURES FOR
INCARCERATED PERSONS
IN A RESIDENTIAL COMMUNITY REINTEGRATION PROGRAM (RCRP)
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II. Implementation Status Report Requirement

- A. Once NJDOC approves a new RCRP controlled cell phone program, the initial approval period will be one year.
- B. An implementation status report is due to the Director of the Office of Community Programs and must be submitted six months after the program start date.
- C. The implementation status report shall include the following:
 - 1. Number of IPs participating in the RCRP controlled cell phone program.
 - 2. Number of staff trained in RCRP controlled cell phone program operations.
 - 3. Number of incidents of IP deviation from approved travel itinerary or site destination(s) and number of declared escapes.
 - 4. Number of declared escapes in the six months during the program implementation.
 - 5. Corrective actions implemented to change operating policy and procedures.
 - 6. Narrative description of challenges and highlights.

III. NJDOC Approval Process

- A. Proposals for RCRP controlled cell phones must be submitted to the Director of the Office of Community Programs and include the following documents:
 - 1. A draft policy that includes the minimum policy standards outlined in this directive. The policy submitted to NJDOC must include action steps to achieve the minimum requirements. The policy should not be a reiteration of the minimum policy standards only.
 - 2. An implementation plan to include proposed RCRP sites and start date(s), the number of RCRP controlled cell phones, and the name and contact information of the designated liaison, who must be a high-level manager, who will be responsible for the RCRP controlled cell phone program at the RCRP site.
- B. A demonstration will be required if the electronic communication device with GPS features or service provider has not been utilized in another approved RCRP controlled cell phone program. A demonstration may be provided via a link to an online video, a virtual presentation by the vendor, or an in-person meeting.
- C. The RCRP vendor agency will receive a response to the RCRP controlled cell phone proposal after review by the Director of the Office of Community Programs and the Assistant Commissioner of the Division of Programs and Reintegration Services. Upon review, the Director and Assistant Commissioner may request modifications to the policy and implementation plan before final approval by the NJDOC for program implementation. Any changes requested will be due to the NJDOC within ten (10)


ELECTRONIC COMMUNICATION DEVICES WITH GLOBAL POSITIONING SYSTEM (GPS) FEATURES FOR
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Page 8

business days. The Assistant Commissioner will submit a recommendation to the Chief of Programs and Reintegration Services upon satisfactory submission.

- D. The Chief of the Division of Community Programs and Reintegration Services will issue final approval of the RCRP controlled cell phone proposal.

This directive is effective on September 1, 2023. RCRP vendors shall utilize the policy standards outlined in this directive as the minimum standards for program implementation. The NJDOC reserves the right to modify these procedures. The OCP will notify the RCRPs of any modifications to these procedures via a revised Directive.


RCRP Program Directors shall establish policy and internal management procedures consistent with the requirements of this directive on Electronic Communication Devices With Global Positioning System (GPS) Features For Incarcerated Persons In A Residential Community Reintegration Program (RCRP).



Denise Webb, Director
Office of Community Programs

12/3/24


Date



Rosalind Preston, Assistant Commissioner
Division of Programs and Reintegration Services

12/5/24

Date



Darcella Patterson Sessomes, Chief
Programs and Reintegration Services

12/5/24

Date



State of New Jersey
DEPARTMENT OF CORRECTIONS
WHITTLESEY ROAD
PO Box 863
TRENTON NJ 08625-0863

PHILIP D. MURPHY
Governor

TAHESHA L. WAY
Lt. Governor

VICTORIA L. KUHN, ESQ.
Commissioner

**NEW JERSEY DEPARTMENT OF CORRECTIONS (NJDOC)
DIVISION OF PROGRAMS AND REINTEGRATION SERVICES
OFFICE OF COMMUNITY PROGRAMS (OCP)**

DIRECTIVE NO. 2022-2-R1
Revised December 2, 2024

**PRISON RAPE ELIMINATION ACT (PREA)
ZERO TOLERANCE POLICY: PRISON SEXUAL ASSAULT
MANDATORY STAFF TRAINING**

This directive is issued to clarify instructions for the Residential Community Reintegration Programs (RCRPs) on compliance with requirements of the New Jersey Department of Corrections' Prison Rape Elimination Act Zero Tolerance Policy: Prison Sexual Assault Training for employees.

The New Jersey Department of Corrections (NJDOC) must ensure all employees and volunteers, including RCRP employees and volunteers, receive the NJDOCs' Prison Rape Elimination Act (PREA) Zero Tolerance Policy: Prison Sexual Assault Training annually. Collectively, three training aids are utilized to fulfill the training requirement and include:

- (1) NJDOCs' Zero Tolerance Policy: Prison Sexual Assault – Policy Number IMM.001.004;
- (2) NJDOCs' PREA staff training video; and
- (3) NJDOCs' PREA Pamphlet.

Employees shall be allowed to ask questions regarding any material presented in the PREA training and certify receipt of the training materials.

All new hire employees must receive the NJDOCs' PREA Zero Tolerance Policy: Prison Sexual Assault Training during their new employee training program. Current employees shall receive the

PRISON RAPE ELIMINATION ACT (PREA) ZERO TOLERANCE POLICY: PRISON SEXUAL ASSAULT
MANDATORY STAFF TRAINING

Page 2

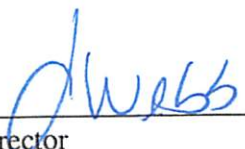
NJDOCs' PREA Zero Tolerance Policy: Prison Sexual Assault Training on an annual basis.

Each staff member must receive the RCRP PREA Staff Training Acknowledgement Form upon completing the training. RCRP PREA Staff Training Acknowledgement Forms must be completed and include the staff member's and Program Director's signatures on the form. The completed forms must be on file and accessible to the NJDOC, Federal, and State Monitors upon request. Due to the importance of maintaining safe and secure facilities and promoting zero tolerance for sexual assault, compliance with this training directive will be audited.

Copies of the training materials, including the NJDOCs' PREA staff training video on USB, have been provided to the RCRPs to operationalize this training program. Additional copies can be requested through the Office of Community Programs. Copies of the NJDOCs' Zero Tolerance Policy: Prison Sexual Assault—Policy Number IMM.001.004 and NJDOCs' PREA Pamphlet are available in SecurManage under the Facility Files tab.

The NJDOC reserves the right to modify these procedures. The OCP will notify the RCRPs of any modifications to these procedures via a revised Directive.


RCRP Program Directors shall establish policy and internal management procedures consistent with the requirements of this directive on PREA: Zero Tolerance Policy: Prison Sexual Assault Mandatory Staff Training.



Denise Webb, Director
Office of Community Programs




Date



Rosalind Preston, Assistant Commissioner
Divisions of Programs and Reintegration Services



Date



Darcella Patterson Sessomes, Chief
Programs and Reintegration Services



Date



State of New Jersey

DEPARTMENT OF CORRECTIONS

WHITTLESEY ROAD

PO Box 863

TRENTON NJ 08625-0863

PHILIP D. MURPHY
Governor

TAHESHA L. WAY
Lt. Governor

VICTORIA L. KUHN, ESQ.
Commissioner

NEW JERSEY DEPARTMENT OF CORRECTIONS (NJDOC) DIVISION OF PROGRAMS AND REINTEGRATION SERVICES OFFICE OF COMMUNITY PROGRAMS (OCP)

DIRECTIVE NO. 2022-1-R1 *Revised December 2, 2024*

PROCEDURES FOR DISTRIBUTION OF DISCIPLINARY CHARGES FOR INCARCERATED PERSONS AT RESIDENTIAL COMMUNITY REINTEGRATION PROGRAMS (RCRP)

This directive clarifies instructions for the Residential Community Reintegration Programs (RCRPs) on providing disciplinary charges and supporting documents to either the NJDOC custody staff transporting the incarcerated person ("IP") for return to NJDOC custody or, if applicable, the Regional Institution staff receiving the disciplinary documents. The disciplinary charge documents must be provided to NJDOC within twenty-four (24) hours of the disciplinary incident.

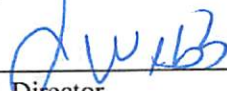

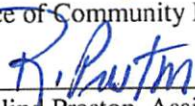
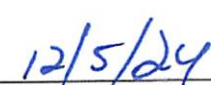
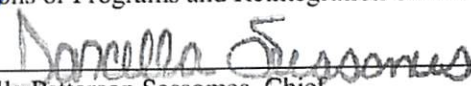
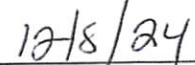
1. A designated RCRP staff member responsible for writing the disciplinary charges shall prepare a "Disciplinary Charge Packet" for provision to NJDOC. One (1) *Disciplinary Charge Packet* shall be created for each IP receiving a charge(s).
2. The *Disciplinary Charge Packet* is the sealed **RED** 10 x 13 envelope provided to the RCRPs by NJDOC. This customized packet requires the RCRP to note the following information on the outside of the envelope and documents to include in the packet, not limited to:
 - An Alert indication if the charge is an escape charge
 - IP's name and SBI number
 - Name of RCRP
 - Charge # and charge description
 - Date the packet is provided to NJDOC
 - Name and Title of NJDOC staff the packet is provided to
 - Original Charge Document(s) (Blue Sheet)
 - All relevant supporting documents/evidence

PROCEDURES FOR DISTRIBUTION OF DISCIPLINARY CHARGES FOR INCARCERATED PERSONS AT RESIDENTIAL
COMMUNITY REINTEGRATION PROGRAMS (RCRP)
Page 2

3. RCRP staff shall provide the completed and sealed *Disciplinary Charge Packet* to the NJDOC Custody staff who are transporting the IP with the following procedures:
 - a. Before providing the *Disciplinary Charge Packet*, the Name and Title of the receiving NJDOC custody staff shall be indicated on the outside cover of the packet, and a copy of the outside of the packet shall be made.
 - b. The RCRP Staff shall immediately provide a copy of the completed packet to the RCRP Director as evidence that the packet was provided to NJDOC.
4. In rare occasions, when the *Disciplinary Charge Packet* is not able to be provided to the transporting custody staff, the packet must be hand-delivered to the Regional Institution within twenty-four (24) hours of the disciplinary incident with the following procedures:
 - a. Before providing the *Disciplinary Charge Packet*, the Name and Title of the receiving NJDOC staff shall be indicated on the outside cover of the packet, and a photograph of the outside of the packet shall be taken while on-site at the Regional Institution.
 - b. The RCRP Staff shall immediately provide the RCRP Director with a photograph of the envelope cover as evidence that the packet was delivered to NJDOC.
5. RCRP Directors' must ensure the appropriate storage and retention of all receipt documents. Upon the NJDOC's request, the RCRP shall email a scanned copy of the completed receipt.
6. RCRP staff shall include a notation in the incarcerated person's electronic records or paper file indicating that the *Disciplinary Charge Packet* was provided to NJDOC.

The NJDOC reserves the right to modify these procedures. The OCP will notify the RCRPs of any modifications to these procedures via a revised Directive.

RCRP Program Directors shall establish policy and internal management procedures consistent with the requirements of this directive on Procedures For Distribution Of Disciplinary Charges For Incarcerated Persons At Residential Community Reintegration Programs. Liquidated damages may be assessed for failure to deliver disciplinary charges to the Regional Institution within twenty-four (24) hours of the disciplinary incident.

 _____ Denise Webb, Director Office of Community Programs	 _____ Date
 _____ Rosalind Preston, Assistant Commissioner Divisions of Programs and Reintegration Services	 _____ Date
 _____ Darcella Patterson Sessomes, Chief Programs and Reintegration Services	 _____ Date

- c. Division of Operations (distribution)
RCRP Regional Facility Administrators [EMCF, NSP, EJSP, GSCF, SWSP]



State of New Jersey
DEPARTMENT OF CORRECTIONS
WHITTLESEY ROAD
PO Box 863
TRENTON NJ 08625-0863

PHILIP D. MURPHY
Governor

TAHESHA L. WAY
Lt. Governor

VICTORIA L. KUHN, ESQ.
Commissioner

**DIVISION OF PROGRAMS AND REINTEGRATION SERVICES
OFFICE OF COMMUNITY PROGRAMS**

DIRECTIVE NO. 2021-1-R1
Revised December 2, 2024

**PROCEDURES FOR AUDITING AND RETURNING UNISSUED STATE PAYCHECKS IN
POSSESSION AT RESIDENTIAL COMMUNITY REINTEGRATION PROGRAMS (RCRP)**

This directive is issued to clarify instructions for the Residential Community Reintegration Programs (RCRPs) on returning state paychecks to the regional institution. The New Jersey Department of Corrections acknowledges that state paychecks from a Regional Institution's Business Office may be received at a Residential Community Reintegration Program (RCRP) after an Incarcerated Person (IP) is no longer assigned to the RCRP.

The following procedures are to be followed to return a state paycheck(s) to the Regional Institution.

1. Designate a staff member responsible for auditing the state paychecks to determine if any check(s) cannot be issued due to an IP's departure from the RCRP.
2. Develop an Inventory Log that indicates the following information:
 - Name of RCRP;
 - IP's name (s) and SBI number(s);
 - Date the IP departed from the RCRP;
 - Check date;
 - Check number;
 - Check amount; and
 - Signature section (at the bottom of the page) to document the transfer of the check(s) to the Regional Institution's Business Office personnel.

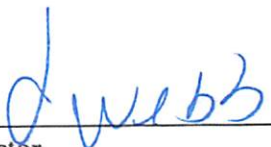
PROCEDURES FOR AUDITING AND RETURNING UNISSUED STATE PAYCHECKS IN POSSESSION AT
RESIDENTIAL COMMUNITY REINTEGRATION PROGRAMS (RCRP)

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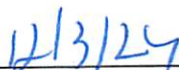
3. Deliver state paychecks for IPs who are no longer at the RCRP to the Regional Institution's Business Office within fourteen (14) business days of receipt of the state paycheck.
4. Present two (2) copies of the Inventory Log for signature by a Regional Institution's Business Office staff member. Maintain one form with the original signature for record-keeping purposes at the RCRP. Provide one form with the original signature to the Regional Institution's Business Office personnel.
5. The NJDOC may request inventory logs to audit for compliance with this directive annually.
6. Record the date in SecurManage when the unissued state paycheck was returned to the Regional Institution's Business Office.

The NJDOC reserves the right to modify these procedures. The OCP will notify the RCRPs of any modifications to these procedures via a revised Directive.

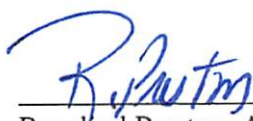
RCRP Program Directors shall establish policy and internal management procedures consistent with the requirements of this directive on auditing and returning unissued state paychecks to IPs no longer assigned to the RCRP.




Denise Webb, Director
Office of Community Programs



Date



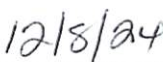
Rosalind Preston, Assistant Commissioner
Divisions of Programs and Reintegration Services



Date



Darcella Patterson Sessomes, Chief
Programs and Reintegration Services



Date



State of New Jersey

DEPARTMENT OF CORRECTIONS

WHITTLESEY ROAD
PO Box 863
TRENTON NJ 08625-0863

PHILIP D. MURPHY
Governor

TAHESHA L. WAY
Lt. Governor

VICTORIA L. KUHN, ESQ.
Commissioner

DIVISION OF PROGRAMS AND REINTEGRATION SERVICES OFFICE OF COMMUNITY PROGRAMS

DIRECTIVE NO. PCS-2019-1-R1 *Revised December 2, 2024*

FEDERAL WORK-STUDY INCOME APPLICABILITY OF MAINTENANCE FEES, FINES, PENALTIES, AND RESTITUTION COLLECTION

This Directive is issued to clarify instruction to the Residential Community Reintegration Programs (RCRPs) on the applicability of maintenance fees and alternate maintained reintegration savings, fines, penalties, and restitution collections on income earned through Federal Work-Study. Incarcerated Persons (IPs) in the RCRPs who have received Federal Work-Study positions must pay maintenance fees on the income earned.

Federal Work-Study wages are considered employment income, and work-study is not a requirement for receiving Federal student aid.

As RCRP IPs apply for Federal student aid, the Free Application for Federal Student Aid Form (FAFSA) allows them to indicate interest in work-study as an option for earning income through part-time employment at participating colleges and universities. Students who are awarded Federal Work-Study receive the funds in a paycheck as they earn them, based on hours worked. Work-study earnings are reported in total income when filing Federal taxes with the Internal Revenue Service.

The applicable sections of the New Jersey Administrative Code and New Jersey Statute, as referenced in the RCRP Requests For Proposals/contract language, do not exclude Federal Work-Study employment from applicability as income for maintenance fees, fines, penalties, and restitution collection.

New Jersey Administrative Code (N.J.A.C.) 10A:20-4.30 Maintenance Fees and alternate maintained reintegration savings program – (a) All inmates who participate in an employment component while residing in a Residential Community Reintegration Program under contract or agreement with the Department of Corrections shall be required to pay a maintenance fee in

FEDERAL WORK-STUDY INCOME APPLICABILITY OF MAINTENANCE FEES, FINES, PENALTIES, AND
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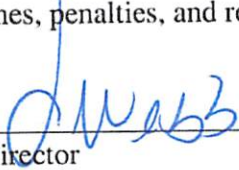
accordance with N.J.S.A 30:4-91.4; and (e) Inmates who participate in an employment component while residing in a Residential Community Reintegration Program may alternately opt to voluntarily allow the RCRP to deposit collected maintenance fees into an individualized maintained reintegration savings program account at the regional institution.

New Jersey Administrative Code (N.J.A.C.) 10A:20-4.31 Payment of fines, penalties, and restitution – (a) In accordance with N.J.A.C. 10A:2-2.2, and as required by the courts, statutes and State Parole Board authorities, all employed inmates who have been placed in a Residential Community Reintegration Program shall be required to pay: (1) Court ordered payment, penalty assessments, restitution, and fines.

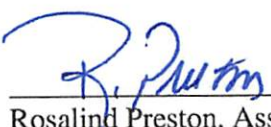
N.J.S.A. 30:4-91.4 Withdrawals from inmate's account – The commissioner, as a part of any work release program for an inmate, shall require that any wages, salary, earnings, and other income of each gainfully employed prisoner be paid, less payroll deductions required or authorized by law, to the superintendent of the institution who shall deposit such sums so received to the credit of such inmate in a trust fund account at such institution. From such trust fund account belonging to any inmate, the superintendent of the institution is empowered to withdraw money, in any amount not to exceed one-half the total income, as follows:

- The superintendent shall withdraw up to one-third of that amount to collect assessments, restitutions, and fines pursuant to the requirements of section 3 of P.L. 1979, c.396 (C.2C:46-4).
- The superintendent may withdraw up to two-thirds of that amount as may be required to pay the following:
 - (a) Such costs of maintenance related to the prisoner's confinement as are determined by the State Board of Control to be appropriate and reasonable, including costs and fees charged or owing pursuant to section 2 of P.L.1995, c.254 (C.30:7E-2).


RCRP Program Directors shall update established policy and procedures to coincide with the requirements of this directive on the required collection of maintenance fees or alternate maintained reintegration savings, fines, penalties, and restitution from Federal Work-Study income.


Denise Webb, Director
Office of Community Programs


Date


Rosalind Preston, Assistant Commissioner
Division of Programs and Reintegration Services


Date


Darcella Patterson Sessomes, Chief
Programs and Reintegration Services


Date



State of New Jersey

DEPARTMENT OF CORRECTIONS

WHITTLESEY ROAD

PO Box 863

TRENTON NJ 08625-0863

PHILIP D. MURPHY

Governor

VICTORIA L. KUHN, ESQ.

Commissioner

TAHESHA L. WAY

Lt. Governor

DIVISION OF PROGRAMS AND REINTEGRATION SERVICES OFFICE OF COMMUNITY PROGRAMS

DIRECTIVE NO. PCS-2017-3-R1

Revised December 2, 2024

Laser Tattoo Removal Pilot Program

This directive clarifies instructions for the Residential Community Reintegration Programs (RCRPs) on accessing laser tattoo removal services for Incarcerated Persons (IPs) with unwanted tattoos on their face, neck, and hands. Removal of tattoos on any other area is not allowable. The instruction is compiled in accordance with New Jersey Department of Corrections (NJDOC) Policy No. PCS.011.000 Office of Community Programs, Missions Goals and Objectives, and Internal Management Procedure No. PCS.011.LTR.01 RCRP Laser Tattoo Removal Pilot Program.

This initiative's rehabilitative goals are to expand job opportunities, increase earning potential, and improve self-confidence for success in mainstream society. Program participation is strictly voluntary. Ideally, laser tattoo removal should begin early in the community corrections continuum of care to allow ample time for visible progress prior to the IP's employment search.

Point of Contact

NJDOC Point of Contact—The Supervising Contract Administrator in the Office of Community Programs will serve as the NJDOC coordinator for the Laser Tattoo Removal Pilot Program.

Procedures

Advertisement of the program - Brochures for the Laser Tattoo Removal Pilot Program have been provided to each RCRP for distribution to eligible IPs. Additional brochures can be obtained from the Office of Community Programs as needed.

Minimum eligibility criteria - The program is open to male IPs who are assigned to a correctional treatment program or an educational, vocational training, and work release program. Female IPs who are assigned to a Specialized Gender Responsive Program are also eligible. IPs must be assigned to a correctional treatment program, an educational, vocational, or work release program, or a Specialized Gender Responsive Program for a minimum of 30 days and have demonstrated favorable behavioral adjustment. The IP must indicate their voluntary consent for the removal of a tattoo(s) on their face, neck, or hands by indicating consent on the program application. Male IPs awarded a certificate for being 30-day infraction free at the Assessment and Treatment Center may apply upon transfer to the RCRP.

IP applications - Applications for program participation were provided to each RCRP through upload to SecurManage. The RCRP Program Directors shall ensure applications are available to the RCRP case managers and other appropriate staff members for distribution to eligible IPs.

The IP must complete the program application with and endorsed by the RCRP Program Director or Management Designee.

The application shall include a current, color photograph of the IP's face, neck, or hands clearly showing the tattoo(s) that are requested to be removed.

Within five (5) business days of the IP's completion of the application, the RCRP Program Director or Management Designee shall review, complete the justification/comments section, sign and date the application, and forward it to the attention of the Supervising Contract Administrator, Office of Community Programs via e-mail at OCP_LMSU@doc.nj.gov.

The application shall be submitted to the Supervising Contract Administrator, Office of Community Programs, regardless of whether the RCRP Program Director or Management Designee endorses the IP's participation in the program.

Review Committee - A Review Committee will review each application and vote to approve or disapprove each application. Emphasis will be placed on the IP's narrative, which describes their purpose for the tattoo removal and adjustment in the RCRP. Approval of the application(s) is also contingent upon the availability of contract funding for services. The Office of Community Programs will notify each IP in writing of approval or denial of the application within five (5) business days of committee review. The applicants may be required to participate in the review process via telephone or in person.

Scheduling of laser tattoo removal—Each RCRP Program Director shall appoint a laser tattoo removal pilot program liaison. The RCRP liaison will establish an appointment at the laser tattoo provider's office for the IP. A maximum of five (5) IPs shall be scheduled for consecutive appointments on each date.

RCRPs located in Northern New Jersey will utilize SOMA Skin and Laser, located at 90 Millburn Avenue, Suite 206, Millburn, New Jersey 07041. SOMA Skin and Laser appointments can be scheduled by calling (973) 763 – 7546. Appointments shall not be scheduled until the Office of Community Programs notifies them that the IP's application is approved.

RCRPs in Central and Southern New Jersey will utilize Youth Fountain, located at 501 Iron Bridge Road, Suite 9, Freehold, New Jersey 07728. Youth Fountain appointments can be scheduled by calling (732) 333-5992. Appointments shall not be scheduled until the Office of Community Programs notifies them that the IP's application is approved.

The RCRP Program Director or Management Designee must approve escorted Program Authorized Community Time (P.A.C.T.) for each IP to attend the laser tattoo appointment prior to the scheduled appointment date. All P.A.C.T.s must be escorted regardless of A304 status.

Laser tattoo removal procedures—The IPs shall be transported to the appointment by an RCRP staff member. The RCRP staff member must remain in the waiting area of the medical office until all scheduled services are provided. Upon return to the facility, the RCRP staff member will receive a statement of services rendered, which will be given to the laser tattoo removal pilot program liaison.

Upon return to the RCRP from the laser tattoo removal appointment at which the IP's appearance changed, a new digital photograph for the Resident Identification Card is required. The timeframe for the updated photograph and issuing a new Resident Identification Card shall not exceed 24 hours after the laser tattoo removal procedure.

Following the completion of any appointment for a laser tattoo removal procedure at which the IP's appearance has changed, the RCRP liaison or RCRP Program Director must contact the regional institution's I.D. officer for an updated photograph to be taken. The institutional I.D. officer will take a new photograph, update the picture, and note in the ITAG system the date of this change in appearance. The new image will appear on the face sheet, and the Scars/Tattoos/Markings section will be updated. The appointment at the regional institution must occur within one (1) to seven (7) calendar days of the laser tattoo removal appointment. The transportation to the regional institution for this appointment shall be the responsibility of the RCRP.

Billing procedures—After each appointment is completed, the laser tattoo removal liaison shall email the statement of services rendered to the Supervising Contract Administrator, Office of Community Programs. The statement of services rendered will be utilized to certify that services were rendered as listed on the laser provider's invoices submitted to the Office of Community Programs.

Laser Tattoo Removal Pilot Program
Page 4

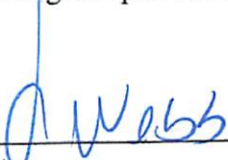
OCP Standardized Form—The New Jersey Department of Corrections, Office of Community Programs, NJDOC—Laser Tattoo Removal Pilot Program Application Form OCP-RCRP.LTR-1.1.24 shall be utilized by all RCRPS. The form includes IP information, a statement of responsibility, the review of the RCRP Program Director or Management Designee, and IP and staff signatures.

Future Modifications and Expectations of Compliance

The NJDOC reserves the right to modify these procedures. The OCP will notify the RCRPs of any modifications to these procedures via a revised Directive.

RCRP Program Directors shall establish policy and internal management procedures consistent with the requirements of this directive on the Laser Tattoo Removal Pilot Program.


Program sustainability is contingent upon the availability of funding.



Denise Webb, Director
Office of Community Programs

12/13/24

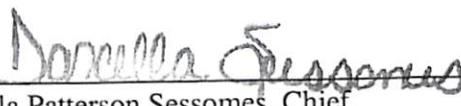
Date



Rosalind Preston, Assistant Commissioner
Divisions of Programs and Reintegration Services

12/15/24

Date



Darcella Patterson Sessomes, Chief
Programs and Reintegration Services

12/15/24

Date



State of New Jersey
DEPARTMENT OF CORRECTIONS
WHITTLESEY ROAD
PO BOX 863
TRENTON NJ 08625-0863

PHILIP D. MURPHY
Governor

TAHEHA L. WAY
Lt. Governor

VICTORIA L. KUHN, ESQ.
Commissioner

**DIVISION OF PROGRAMS AND REINTEGRATION SERVICES
OFFICE OF COMMUNITY PROGRAMS**

DIRECTIVE NO. PCS-2017-2-R1
Revised December 2, 2024

**RELEASE PROCEDURES OF RESIDENTIAL COMMUNITY REINTEGRATION
PROGRAM INCARCERATED PERSONS**

This directive clarifies instructions to the Residential Community Reintegration Programs (RCRP) on releasing New Jersey Department of Corrections (NJDOC) Incarcerated Persons (IPs) to the community. Clarification of the release procedures is expected to eliminate any erroneous IP discharges from occurring. An erroneous IP discharge is a release of an IP from custody based on a mistaken belief by the custodian that the IP is entitled to be lawfully released. It does not involve intentional conduct or deceit by the IP.

This instruction references the New Jersey Administrative Code (N.J.A.C.) 10A Chapter 20 and NJDOC policies and internal management procedures.

New Jersey Administrative Code (N.J.A.C.) 10A:20-4.41

N.J.A.C. 10A:20-4.41 identifies persons authorized to remove IPs from an RCRP. Specifically, an IP residing in an RCRP may be removed from an RCRP only by the following persons:

RELEASE PROCEDURE OF RESIDENTIAL COMMUNITY REINTEGRATION PROGRAM INCARCERATED PERSONS
Page 2

1. Law enforcement authorities holding a legal warrant or a Writ of Habeas Corpus;
2. Designated law enforcement personnel of the regional institution or from the correctional facility assigned to transfer the IP;
3. Escort officers from the Central Transportation Unit, NJDOC, or
4. Parole officers from the District Parole Office, acting jointly with the NJDOC.

N.J.A.C. 10A:20-4.41 further requires the regional institution to provide advance notice to the RCRP of the impending removal of an IP except in cases where such notification could lead to the IP escaping.

Upon arrival to release an IP from an RCRP, the person(s) authorized to remove the IPs from the RCRP shall present official identification to the RCRP Program Director/Assistant Director or equivalent.

If law enforcement authorities holding a legal warrant or Writ of Habeas Corpus arrive at the RCRP, the RCRP Program Director/Assistant Director, or equivalent, shall contact the regional institution's Shift Commander and the OCP. Federal, State, and local law enforcement personnel should communicate pick-up of the RCRP IP through the regional institution's Special Investigations Division office whenever possible.

New Jersey Department of Corrections Policy and Procedures

One week prior to the release date for completion of the custodial term and/or parole date, the regional institution shall forward a signed "Release Cover Letter" (also referred to as a Release Memo), authorizing the RCRP to release the IP. Release Cover Letters may vary in format across regional institutions. However, the content of the Release Cover Letters shall be uniform. At a minimum, the Release Cover Letter shall include the name and SBI number of the IP, the date the IP is to be released, and the signature of the regional institution's Administrator or designee. If the RCRP is not in possession of a signed Release Cover Letter, the RCRP is prohibited from releasing the IP.

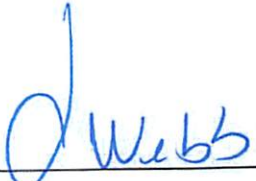
RELEASE PROCEDURE OF RESIDENTIAL COMMUNITY REINTEGRATION PROGRAM INCARCERATED
PERSONS
Page 3

The regional institution shall forward the Fair Release and Re-entry Act (FRARA) packet to the RCRP. **Please note that a FRARA packet does not authorize release.** The FRARA packet shall be stored and provided to the IP on the day of release.

If there is a question or concern about the accuracy of the date of release and/or the person(s) who have arrived at the RCRP to transport the IP, the RCRP Director or designee shall contact the Shift Commander at the RCRP's designated regional institution for verification of release authorization.

The NJDOC reserves the right to modify these procedures. The OCP will notify the RCRPs of any modifications to these procedures via a revised Directive.


RCRP Program Directors shall establish policy and internal management procedures consistent with the requirements of this directive on Release Procedures Of Residential Community Reintegration Program Incarcerated Persons.



Denise Webb, Director
Office of Community Programs




Date



Rosalind Preston, Assistant Commissioner
Division of Programs and Reintegration Services



Date



Darcella Patterson Sessomes, Chief
Programs and Reintegration Services



Date



State of New Jersey

DEPARTMENT OF CORRECTIONS

WHITTLESEY ROAD

PO Box 863

TRENTON NJ 08625-0863

PHILIP D. MURPHY

Governor

TAHESHA L. WAY

Lt. Governor

VICTORIA L. KUHN, ESQ.

Commissioner

DIVISION OF PROGRAMS AND REINTEGRATION SERVICES OFFICE OF COMMUNITY PROGRAMS

DIRECTIVE NO. PCS-2016-12-R1

Revised November 30, 2024

STANDARD FORMS FILE UPLOAD TO SECURMANGE

This Directive clarifies instructions for the Residential Community Reintegration Programs (RCRPs) accessing New Jersey Department of Corrections (NJDOC) standard forms in SecurManage. The NJDOC Office of Community Programs (OCP) has uploaded current versions of all standard forms utilized by the RCRPs into SecurManage. The standard forms are located in the Management Tab, named "Facility Files." Only OCP staff can upload these files.

Any time that a new or updated form is uploaded, an announcement in the database will be provided to alert RCRP personnel utilizing SecurManage that a new file has been added. The RCRPs shall access and use the current forms.

The following steps shall be followed to access the standard forms:

Step 1: Sign in to SecurManage

- If a new file has been uploaded, NJDOC will request that SecurManage support staff add a message to the RCRP message/important announcements box on the Dashboard with your Home Tab. This is the first screen you see when you log into SecurManage.

Step 2: Click on the Management Tab

- If any RCRP personnel require access to the Management Tab to retrieve the standard forms, the RCRP on-site administrator for SecurManage can process the request.

STANDARD FORMS-FILE UPLOAD TO SECURMANGE

Page 2

Step 3: Click on Facility Files

- All files that have been uploaded to SecurManage will be listed.

Step 4: Select the category "NJDOC files."

- All the standard forms that the OCP has uploaded are listed.

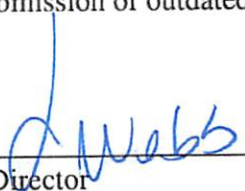
Step 5: Click on the form from the list of file names you want to select.

Step 6: Once you select the file name, click the view button to open the file.

Future Modifications and Expectations of Compliance

The OCP will notify the RCRPs of any modifications to these procedures via memorandum or directive. RCRP Program Directors shall establish policies and internal management procedures for accessing and utilizing NJDOC standard forms.

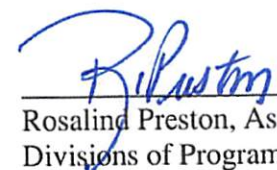
OCP will return any submission of outdated forms to the RCRP Program Director for correction.



Denise Webb, Director
Office of Community Programs

12/3/24

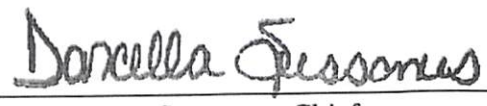
Date



Rosalind Preston, Assistant Commissioner
Divisions of Programs and Reintegration Services

12/5/24

Date



Darcella Patterson Sessomes, Chief
Program and Reintegration Services

12/5/24

Date



State of New Jersey

DEPARTMENT OF CORRECTIONS
WHITTLESEY ROAD
PO Box 863
TRENTON NJ 08625-0863

PHILIP D. MURPHY
Governor

TAHESHA L. WAY
Lt. Governor

VICTORIA L. KUHN, ESQ.
Commissioner

DIVISION OF PROGRAMS AND REINTEGRATION SERVICES OFFICE OF COMMUNITY PROGRAMS

DIRECTIVE NO. PCS-2016-11-R2
Revised November 30, 2024

EVALUATION AND APPROVAL OR DISAPPROVAL OF EMPLOYMENT SITES FOR INCARCERATED PERSONS

This Directive clarifies instructions to Residential Community Reintegration Programs (RCRPs) regarding the approval or disapproval of prospective places of employment for Incarcerated Persons (IPs).

Prior to the RCRP IPs commencing an employment search, RCRP staff shall compile copies of any training certificates and licenses that the IP has earned prior to or during incarceration. If copies of training certificates and licenses earned while incarcerated within the New Jersey Department of Corrections (NJDOC) are unavailable, RCRP staff may request a copy of the IP's official NJDOC transcript of the programs completed. This can be obtained by contacting the OCP Legislative Mandated Services Unit (LMSU).

N.J.A.C. 10A:20-4.27 Residential Community Reintegration Programs – On-site evaluation and approval or disapproval of pre-release employment sites

In accordance with 10A:20-4.27, "The Residential Community Reintegration Programs shall be responsible for the evaluation and approval or disapproval of all prospective places of employment for inmates on pre-release in accordance with N.J.S.A. 30:4-91.3 et seq."

The RCRP staff shall initially survey any prospective pre-release employment placement, and the factors that shall be taken into account include, but are not limited to:

**EVALUATION AND APPROVAL OR DISAPPROVAL OF
EMPLOYMENT SITES FOR INCARCERATED PERSONS**
Page 2

1. Legitimacy of place of employment;
2. Credibility of the employer and other employees;
3. Ability of public transportation;
4. Training opportunities afforded;
5. Potential health hazards to employees;
6. The ability of the employer to meet the New Jersey Department of Corrections requirements, such as Workman's Compensation and minimum wage;
7. Consultation with representatives of local union central bodies or similar labor union organizations;
8. The potential of displacing employed workers or impairing existing contracts for services and;
9. The reputation of the place of employment in the community and the impact on the State of NJ by having an IP as an employee.

Evaluation of New Employment Sites

RCRP personnel shall evaluate a new employment site for approval/disapproval prior to allowing an IP to be employed at the site. RCRP personnel shall utilize the "RCRP Initial Jobsite Employer Participation Agreement" form developed by the Office of Community Programs (OCP). An employment site is considered a new site if an IP has not been employed at the site in the past 30 calendar days. All employment verification forms for new employment sites shall be maintained on file and be available for NJDOC review, as requested.

To enhance efficiency and accountability, RCRP personnel are directed to coordinate virtual interviews for IPs whenever practical and feasible. Once a potential employer is identified, virtual interviews should be prioritized over in-person meetings. This approach will reduce unnecessary community travel for interviews and streamline the process, enabling better oversight and management of IPs. Virtual interviews facilitate a more efficient scheduling process and provide greater flexibility for RCRP staff and potential employers.

New Jersey Administrative Code 10A:20-4.27, and this directive provides guidance for on-site evaluation and approval or disapproval of pre-release employment sites. Although this directive is as thorough as possible, it cannot address every prospective employment situation. Sound judgment is to be utilized in evaluating each new employment site. In the event of uncertainty, consultation with the OCP Director or designee is recommended.

N.J.S.A. 33:1-26 Intoxicating Liquors – License, terms, transfer; fee.

An amendment to N.J.S.A. 33:1-26 permits specific individuals convicted of crimes of moral turpitude to be employed on an Alcoholic Beverage Control (ABC) licensed premises without the need to obtain a rehabilitation employment permit.

**EVALUATION AND APPROVAL OR DISAPPROVAL OF
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Crime of moral turpitude – “Moral turpitude” denotes a serious crime from the viewpoint of society in general and usually contains elements of dishonesty, fraud, or depravity. Such crimes are generally but not exclusively included in the New Jersey Code of Criminal Conduct, N.J.S.A. 2C:1-1 et seq., and are subject to indictment and punishment by confinement of over one year in State prison.

For compliance with N.J.S.A. 33:1-26, individuals convicted of crimes of moral turpitude must apply for a rehabilitation employment permit through the ABC to work on an ABC licensed premises when hired to perform the following tasks:

1. Serving, selling, or soliciting the sale of any alcoholic beverage;
2. Participating in the mixing, processing, or preparation of alcoholic beverages;
3. Providing private security or admission-monitoring services for the premises or
4. Providing or participating in any management or professional service.

The New Jersey Department of Corrections (NJDOC) strictly prohibits RCRP IPs from being hired to perform tasks listed in 1 through 4 above.

In accordance with N.J.S.A. 33:1-26, IPs in the RCRPs hired to perform duties outside of the categories listed in 1 through 4 above may not need a rehabilitation employment permit to work on the licensed premises. For example, employees hired to perform duties in the kitchen area of a licensed premises would be exempt from the rehabilitation requirement provided that the crime of moral turpitude did not occur on a licensed premises.

Under this amendment, any individual employed on a licensed premise must apply for a rehabilitation employment permit, no matter the duties the individual would perform at the ABC licensed premises if that individual were:

1. Convicted of a sex offense as enumerated in subsection b. of N.J.S.A. 2C:7-2, (or)
2. Convicted of a crime involving moral turpitude while employed at a licensed premises.

The NJDOC will permit IPs to be hired to perform duties limited to the kitchen of ABC-licensed premises, as applicable under N.J.S.A. 33:1-26. RCRP IPs shall only work in this area or capacity within the ABC-licensed premise with the written authorization of the NJDOC. Authorization requests shall be submitted to the OCP Director a minimum of seven business days prior to the commencement of employment; this includes being promoted to titles that would require them to work in any other area or capacity. Additionally, the RCRP may exercise discretion in prohibiting all or specific IPs from working in an ABC licensed establishment.

**EVALUATION AND APPROVAL OR DISAPPROVAL OF
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Page 4

Motorized Equipment Operators

Employment sites utilized by the RCRPs often hire IPs as motorized equipment operators in warehouse or property maintenance positions. Mobile machinery includes, but is not limited to, the following:

- Forklifts
- Order Pickers
- Pallet or Reach Trucks
- Stackers
- Lawn mowers

When RCRP personnel evaluate the employment site for approval/disapproval, they shall inquire if motorized equipment such as the equipment listed above is utilized on the employment site. If so, any of the equipment the IP will operate and what training will be provided shall be indicated on the employment verification form, as noted by the employer. Adequacy of training for the tasks outlined in the job description, i.e. OSHA certified forklift training, shall be considered for approval/disapproval of the employment site. It is incumbent upon the RCRP personnel to verify that training was complete, as applicable. Under no circumstances shall an IP be permitted to operate mobile machinery without proper training. The operation of motorized equipment that requires a driver's license is prohibited.

NJDOC Prohibited Employment Sites and Occupations

Prior to the employment search, IPs shall be advised of the following employment sites or occupations that the NJDOC restricts:

- Employment by relatives
- Site that is a daycare center
- Site at which a business is not established (i.e., a handyman who works out of his garage)
- Site at which there is no direct telephone contact (designated cell phone is acceptable, where warranted)
- Site that is a bail bonds office
- Site that is an airport
- Site that is owned in whole or part by the resident or their family member(s)
- Site that is located out of state
- Occupation that requires out of state travel
- Occupation with duties not limited to the kitchen of any establishment with an Alcoholic Beverage Control (ABC) license
- Occupation that operates as an adult entertainment establishment

**EVALUATION AND APPROVAL OR DISAPPROVAL OF
EMPLOYMENT SITES FOR INCARCERATED PERSONS**
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- Occupation in a cannabis dispensary or where cannabis products are sold
- Occupation with direct or indirect access to controlled dangerous substances
- Occupation of personal trainer
- Occupation that requires entering private homes
- Occupation that operates out of a private home
- Occupation that is restricted by law to persons with criminal backgrounds
- Occupation that requires any operation of a motor vehicle that is subject to New Jersey Motor Vehicle rules
- Occupation of limousine driver
- Occupation of tow truck driver
- Occupation that is self-employment
- Occupation of locksmith
- Occupation that offers commission which cannot be documented
- Occupation of security guard
- Occupation that places the IP in a situation replicating the original offense
- Occupation that requires supervision of other IPs
- Occupation or site that may place the IP in questionable, inappropriate, or unsupervised contact with vulnerable persons, such as minors, senior citizens, and physically or mentally disabled
- Any occupation that is prohibited by statute

Employment Sites and Occupations Requiring Careful Consideration

During the RCRP evaluation of prospective places of employment, the NJDOC requires careful consideration and will permit limited approval for specific employment sites and occupations as follows:

- A Bring Your Own (Alcoholic) Beverage (BYOB) establishment
- A video arcade
- A law office where IP will have access to confidential documents and records
- Occupation involves calls for telemarketing or debt assistance/relief when sensitive information is solicited or recorded
- Occupation is compensated in part through cash tips collected from patrons, i.e., waitstaff

Employment Involving Compensation Through Tips

As indicated in the section above, the RCRPs shall carefully consider the authorization of IPs for employment as waitstaff. This occupation involves compensation in part through cash tips collected from patrons. This compensation method complicates the RCRPs' ability to calculate actual wages earned since the payroll check typically shows only

**EVALUATION AND APPROVAL OR DISAPPROVAL OF
EMPLOYMENT SITES FOR INCARCERATED PERSONS**
Page 6

hourly wages. If the employer allows, tips shall be turned in daily to the employment supervisor and incorporated into the payroll check. If the employer cannot incorporate the tips into the payroll check, the base pay for the calculation of maintenance fees shall be \$15.13 per hour, less payroll deductions. This calculation should change in accordance with scheduled increases in minimum wage compensation per New Jersey statute. For clarification, if the resident works 40 hours and tips are not incorporated into the payroll check, the calculation of base wages for maintenance fees is as follows:

$$40 \text{ hours} \times \$15.13 \text{ per hour} - \text{payroll deductions} = \text{base pay for maintenance fees}$$

Time and Distance Commute Parameters

Time and distance commute parameters for approved work sites include a maximum distance of 20 miles, travel time of 90 minutes one way, and authorization for time out of the facility not to exceed 12 hours per day. IPs who wish to work and go to school on the same day, must return to the RCRP and sign in from the first PACT before signing out to leave for the second PACT. No IP may go from a work site to school or inverse without physically returning to the RCRP. In instances when the RCRP provides transportation services for the IP to the work site or to public transportation, the commute time and distance limitations shall apply to that portion of the commute not provided by the RCRP. These parameters are for low-risk IPs only.

The RCRP may utilize more restrictive parameters for any IP. Higher-risk IPs must have documented justification to operate up to the maximum time and distance commute parameters as determined through a risk assessment. More rigorous accountability procedures for higher-risk IPs may include, but are not limited to, additional scheduled calls from the IP to the RCRP or additional scheduled and random calls and visits to the site by RCRP personnel.

Employment/Education Variance Request Form

The RCRPs shall submit the Employment/Education Variance Request Form to the OCP when employment is offered to a resident, and the employment site requires travel over 90 minutes, 20 miles one way, or time out of the facility over 12 hours per day. Note that no variance request shall exceed 15 total hours out of the facility, including travel time. The RCRP Program Director shall fully complete, sign, and date the form. The proposed travel plan must be submitted with the Employment/Education Variance Request Form for all variances. Submission to the OCP requires a minimum of seven (7) business days before the proposed start date of employment.

Additional Requirements

Additional NJDOC requirements ensure accountability and safety. RCRP IPs must always be supervised and reachable by the NJDOC and the RCRP personnel. IPs must be

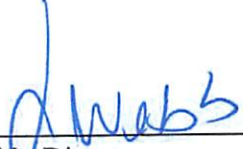
EVALUATION AND APPROVAL OR DISAPPROVAL OF
EMPLOYMENT SITES FOR INCARCERATED PERSONS
Page 7

covered by Workman's Compensation and paid by payroll check with the appropriate payroll deductions. The incarceration status of RCRP IPs must be made known to the employer utilizing the form titled "Approval of Incarcerated Person Employment Sites for Incarcerated Persons in Work Release Phase." IPs shall not engage in any legal contract to obtain a loan.

Future Modifications and Expectations of Compliance

The NJDOC reserves the right to modify these procedures to ensure public safety. Additionally, if the OCP conducts an employer site visit and deems the site not appropriate, the RCRP will be advised in writing to terminate the employment. The OCP will notify the RCRPs of any modifications to these procedures via memorandum or directive.


RCRP Program Directors shall establish policy and internal management procedures for IP employment approval or denial consistent with NJDOC policy and procedures. Resident Handbooks shall be revised accordingly.



Denise Webb, Director
Office of Community Programs



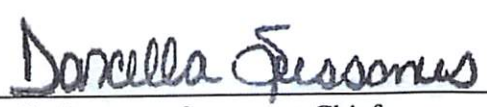
Date



Rosalind Preston, Assistant Commissioner
Divisions of Programs and Reintegration Services



Date



Darcella Patterson Sessomes, Chief
Programs and Reintegration Services



Date



State of New Jersey
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WHITTLESEY ROAD
PO Box 863
TRENTON NJ 08625-0863

PHILIP D. MURPHY
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Lt. Governor

**DIVISION OF PROGRAMS AND REINTEGRATION SERVICES
OFFICE OF COMMUNITY PROGRAMS**

DIRECTIVE NO. PCS-2016-10-R1
Revised November 30, 2024

PROGRAM AUTHORIZED COMMUNITY TIME (P.A.C.T.)

This Directive clarifies instructions to Residential Community Reintegration Programs (RCRPs) regarding the development and maintenance of effective accountability measures for Incarcerated Persons (IPs) while on Program-Authorized Community Time (P.A.C.T.). The instruction is compiled from the New Jersey Department of Corrections (NJDOC) Office of Community Programs (OCP) policy and internal management procedures. This Directive is intended to establish minimum standards for approval and accountability for IP P.A.C.T. All RCRPs may implement/sustain policies and procedures that are more stringent than the required minimum standards.

The NJDOC recognizes the priority of ensuring public safety in the community. Therefore, the NJDOC mandates that each RCRP maintain a system of accountability 24 hours a day, seven days a week, to ensure public safety and the fair and equitable treatment of all IPs residing therein. This accountability system shall track IPs' whereabouts in the community and serve as a basis for determining violations and prohibited acts.

Not all time out of the facility is considered P.A.C.T. for the purposes of this Directive. Although IPs leave the facility to attend employment and school, work and academic/vocational programming are not considered P.A.C.T. since a P.A.C.T. pass is not required to attend work or school. Instead, RCRP personnel verify employment and school schedules and enter the facility departure and facility arrival times into SecurManage.

Bedside visits and private viewings are considered P.A.C.T. and require utilization of the NJDOC OCP Program Authorized Community Time (P.A.C.T.) Form for Residential Community Reintegration Programs. Bedside visits and private viewing P.A.C.T. require an additional NJDOC and RCRP approval process.

Components of RCRP Policy and Internal Management Procedures

Residential Community Reintegration Program P.A.C.T. policy and internal management procedures shall be developed with the following components:

- All eligible IPs shall have demonstrated responsibility, accountability, and reliability. This includes but is not limited to ongoing positive adjustment to the RCRP guidelines and compliance with treatment and rehabilitation goals.
- A screening process shall be utilized to determine the suitability and eligibility of the applicant. All P.A.C.T. participant files shall reflect the behavior and attitude characteristic of one who has earned the privilege.
- A detailed procedure governing the management of the P.A.C.T. program shall be maintained and periodically updated. The procedure shall clearly define the progressive phase and corresponding P.A.C.T. hours allocated, as well as the detailed IP accountability requirements while on P.A.C.T., including, but not limited to, the specific telephone numbers for contact calls to the facility.
- IPs who are granted P.A.C.T. must be counseled and provided with a written copy of the rules and regulations governing the P.A.C.T. program. Each IP shall sign an acknowledgment that the rules and regulations are understood and that he/she shall comply with all Federal and State laws and the RCRPs rules and regulations. This document shall be maintained in the IP's file.
- All RCRP staff shall be instructed on the P.A.C.T. policy and procedures and fully understand their responsibilities.
- Non-staff community resource persons such as volunteers, AA/NA sponsors, and representatives of recognized and reliable community organizations shall be instructed on the P.A.C.T. policy and procedures and must fully understand their responsibilities.
- P.A.C.T. participation shall be rigorously and routinely monitored for any possibility of abuse of the privilege.
- All types of P.A.C.T. activity at the RCRP shall be indicated in policy and internal management procedures, including a complete list of destinations for group recreational outings.

PROGRAM AUTHORIZED COMMUNITY TIME (P.A.C.T.)
Page 3

Guidelines and General Categories

Program Authorized Community Time (P.A.C.T.) refers to all the time IPs spend outside the facility for reasons other than employment, education, and furlough. P.A.C.T. is not an entitlement but a privilege that is earned.

Each P.A.C.T. shall be utilized as an important component of treatment and reintegration and, as such, be fully justified, planned, reviewed, monitored, supervised, and documented. P.A.C.T. is not to be granted frivolously. If fully aligned with treatment goals, P.A.C.T. can be authorized as part of a supervised group activity for entertainment purposes.

In any staff escorted P.A.C.T., the number of staff escorts must be reasonable and adequate to supervise the IPs properly. No male staff member(s) shall be the sole escort for any number of female IPs. No female staff member(s) shall be the sole escort for any number of male IPs.

The duration of the P.A.C.T. must be reasonable, but minimal.

There shall be no P.A.C.T. authorized for a site where alcohol is served.

The OCP identifies P.A.C.T.s into three general categories: (1) religious/self-help; (2) work or school readiness/legal/reentry; and (3) family/recreational/household. The OCP has established requirements, indicated below, for several P.A.C.T.s in these general categories.

Religious/Self-help

- This category of P.A.C.T. includes religious services and self-help groups such as Alcoholics Anonymous (AA) and Narcotics Anonymous (NA).
- The RCRPs have the discretion to require escorted P.A.C.T. for religious services. RCRPs must ensure adequate staffing to accommodate religious services, recruit non-staff community resource persons, or arrange for services to be provided on-site at the RCRP. RCRPs may also utilize virtual services for the IPs.
- If an IP departs earlier than anticipated from a pre-approved religious service or self-help group on the itinerary, the estimated return time (ERT) shall be modified to an earlier return time.

PROGRAM AUTHORIZED COMMUNITY TIME (P.A.C.T.)
Page 4

Work or School Readiness/Legal Issues/Reentry

- This category of P.A.C.T. includes employment search, job interviews, school registration, community service, and pre-release planning activities such as housing applications and banking.
- P.A.C.T. for job interviews shall be approved for potential work sites that are a reasonable distance from the RCRP since employment that requires travel over 90 minutes or 20 miles one way requires OCP approval. The OCP approval of an Employment/School Variance is required before employment can begin.
- If an IP departs earlier than anticipated from a pre-approved site on the itinerary, the estimated return time (ERT) shall be modified to reflect an earlier return time.

Family/Recreational/Household

- This category of P.A.C.T. includes approved family activities, bedside visits, private viewings, shopping for toiletries/household items/apparel, haircuts, and recreational group outings.
- P.A.C.T. for bedside visits and private viewings requires an additional NJDOC and RCRP approval process. The RCRP shall submit a Bedside Visit/Private Viewing Request form for approval by the OCP.
- P.A.C.T. for shopping shall be escorted only. Group shopping trips are required in lieu of individual P.A.C.T. passes.
- The recreational/household P.A.C.T. sites shall be selected for reasonable proximity to the RCRP and must be appropriate activities. For example, if a barber shop is located within a five-mile radius of the RCRP, only that shop shall be approved on the itinerary. A barber shop in a neighboring city or town shall not be authorized on the itinerary.
- Unsupervised group activities are prohibited.
- Recreational P.A.C.T. organized for a group of IPs must be supervised by staff with a reasonable staff to IP ratio to ensure appropriate accountability.
- Recreational P.A.C.T. shall not be authorized in destinations with limited visibility. For example, any place where accountability can be compromised, such as beaches, public swimming pools, or parades.

PROGRAM AUTHORIZED COMMUNITY TIME (P.A.C.T.)
Page 5

- If an IP on an individual P.A.C.T. departs earlier than anticipated from a pre-approved site on the itinerary, the estimated return time (ERT) shall be modified to reflect an earlier return time.

A304 Incarcerated Persons

A304 IPs fall under guidelines established in 1993 by the New Jersey State Legislature. A304 IPs are those who have been sentenced for the following offenses:

- Murder 2C: 11-3
- Manslaughter 2C: 11-4
- Sexual Assault 2C: 14-2
- Robbery 2C: 15-1
- Kidnapping 2C: 13-1
- Aggravated Assault 2C: 12-1(b)

A304 IPs are prohibited from P.A.C.T. for family functions, i.e., birthday parties or graduation ceremonies. The RCRP may accommodate a family visit to celebrate an occasion in-house at the RCRP.

The OCP authorizes escorted and unescorted P.A.C.T. movement for A304 IPs, as noted in Table 1A (see page 7).

MVC Services and Other Government Agency Appointments

Upon an IP request, an RCRP shall request OCP approval to MVC for the following four (4) services IF the IP is within 60 days of a Parole Date Set (PDS) or Max Date.

- 1. Basic Knowledge Test**
 - a. P must have MVC 6 Points of ID
 - b. IP must purchase an Examination permit from MVC prior to scheduling the Knowledge Test
- 2. Suspensions/Restorations**
 - a. P must show documentation from MVC, such as a Suspension Notice or other notice that requires the IP to schedule an appointment
- 3. CDL Renewals** (This may be able to be completed at the monthly MVC events at NJDOC; contact the OCP office first)
 - a. IP must have MVC 6 Points of ID
 - b. When applicable: Completed CDL Holder Self-Certification form and/or Medical Examiner's Certificate

PROGRAM AUTHORIZED COMMUNITY TIME (P.A.C.T.)
Page 6

4. CDL Knowledge Test

a. Per MVC

- i. Be a US or non-US Citizen with lawful permanent resident status.
- ii. Be at least 18 years old.
- iii. Have a basic; New Jersey driver's license (Class D).
- iv. Have at least 20/40 vision in each eye with or without glasses.
- v. Be able to recognize red, green, and amber colors.
- vi. Be physically fit.*

All CLP/CDL drivers must complete the CDL Holder Self-Certification document and, if applicable, submit a valid medical examiner certificate.

All other external appointments shall be scheduled in accordance with OCP Directive PCS-2024-5.

NJDOC OCP Program Authorized Community Time – P.A.C.T. Form for Residential Community Reintegration Programs

All RCRPS shall utilize the New Jersey Department of Corrections, Office of Community Programs, Program Authorized Community Time (P.A.C.T.) Form for Residential Community Reintegration Programs. The form includes IP information, a pre-authorized itinerary, and IP and staff signatures.

The OCP authorizes escorted and unescorted P.A.C.T. movement for A304s and NON-A304 IPs, as in the table below. RCRPs may utilize discretion in determining if P.A.C.T. for NON-A304 IPs requires an escort apart from (1) recreational group outings, (2) shopping trips, and (3) bedside visits and private viewings. All RCRPs may implement/sustain policies and procedures that are more stringent than the required minimum standards.

PROGRAM AUTHORIZED COMMUNITY TIME (P.A.C.T.)

Page 7

Program Authorized Community Time Movement Restrictions A304 Incarcerated Persons		
P.A.C.T. TYPE	ESCORTED	NON-ESCORTED
Community Service		√
Banking	√	
Recreational Group Outings	√	
Barbershop/Beauty Salon	√	
Shopping	√	
Pre-release Planning (i.e., to complete an application for housing assistance)		√
Bedside Visits/Private Viewings	√	
Job Search/Interviews		√
School Registration		√
Self-help Groups		√
Religious Services		√

Table: 1A, A304s

PROGRAM AUTHORIZED COMMUNITY TIME (P.A.C.T.)
Page 8

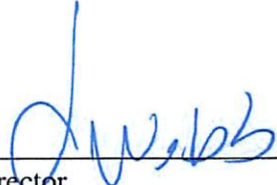
Program Authorized Community Time Movement Restrictions NON- A304 Incarcerated Persons		
P.A.C.T. TYPE	ESCORTED	NON- ESCORTED
Community Service		√
Banking		√
Recreational Group Outings	√	
Barbershop/Beauty Salon		√
Shopping	√	
Pre-release Planning (i.e., to complete an application for housing assistance)		√
Bedside Visits/Private Viewings	√	
Job Search/Interviews		√
School Registration		√
Self-help Groups		√
Religious Services		√

Future Modifications and Expectations of Compliance

The NJDOC reserves the right to modify these procedures to ensure public safety. The OCP will notify the RCRPs of any modifications to these procedures via memorandum or directive.

RCRP Program Directors shall establish policy and internal management procedures for P.A.C.T. consistent with NJDOC policy and procedures. Resident Handbooks shall be revised accordingly.

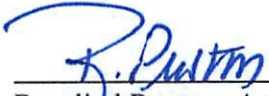
PROGRAM AUTHORIZED COMMUNITY TIME (P.A.C.T.)
Page 9



Denise Webb, Director
Office of Community Programs

12/3/24


Date



Rosalind Preston, Assistant Commissioner
Division of Programs and Reintegration Services

12/5/24

Date



Darcella Patterson Sessomes, Chief
Programs and Reintegration Services

12/5/24

Date



State of New Jersey
DEPARTMENT OF CORRECTIONS
WHITTLESEY ROAD
PO BOX 863
TRENTON NJ 08625-0863

PHILIP D. MURPHY
Governor

VICTORIA L. KUHN, ESQ.
Commissioner

TAHESHA L. WAY
Lt. Governor

**DIVISION OF PROGRAMS AND REINTEGRATION SERVICES
OFFICE OF COMMUNITY PROGRAMS**

DIRECTIVE NO. PCS-2016-9-R1
Revised November 30, 2024

**RESIDENTIAL COMMUNITY REINTEGRATION PROGRAMS
GENDER SPECIFIC WORK ASSIGNMENTS**

This Directive clarifies instructions for the Residential Community Reintegration Programs (RCRPs) on gender-specific staff requirements.

In accordance with this Directive, all RCRPs must meet the following requirements:

- If the facility houses male Incarcerated Persons (IPs), there must be a minimum of one male accountability staff on duty at all times; and
- If the facility houses female IPs, at least one female accountability staff member must always be on duty.

Non-compliance with this Directive will hinder the abilities of the RCRP accountability staff to administer prohibited substance tests. A male accountability staff must always be on duty to administer "for cause" prohibited substance tests when a male IP is suspected of substance use. Similarly, a female accountability staff must be on duty at all times to administer "for cause" prohibited substance tests in instances where a female IP is suspected of substance use.

All IP transports must be completed by staff of the same gender as the IP. A transportation rule exemption due to RCRP operational needs may be considered and submitted to the OCP Director for review.


RESIDENTIAL COMMUNITY REINTEGRATION PROGRAMS GENDER-SPECIFIC WORK ASSIGNMENTS
Page 2

Non-compliance with this Directive shall lead to corrective action and/or assessment of liquidated damages.

Future Modifications and Expectations of Compliance

The New Jersey Department of Corrections reserves the right to modify these procedures to ensure public safety. The OCP will notify the RCRPs of any modifications to these procedures via a revised Directive.

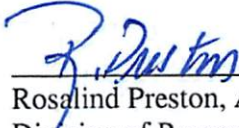
RCRP Program Directors shall update policy and internal management procedures for accountability staff requirements consistent with this Directive.



Denise Webb, Director
Office of Community Programs

12/3/24

Date



Rosalind Preston, Assistant Commissioner
Division of Programs and Reintegration Services

12/5/24

Date



Darcella Patterson Sessomes, Chief
Programs and Reintegration Services

12/5/24

Date



State of New Jersey

DEPARTMENT OF CORRECTIONS

WHITTLESEY ROAD

PO Box 863

TRENTON NJ 08625-0863

PHILIP D. MURPHY
Governor

VICTORIA L. KUHN, ESQ.
Commissioner

TAHESHA L. WAY
Lt. Governor

DIVISION OF PROGRAMS AND REINTEGRATION SERVICES OFFICE OF COMMUNITY PROGRAMS

DIRECTIVE NO. PCS-2016-8-R1

Revised November 30, 2024

RESIDENTIAL COMMUNITY REINTEGRATION PROGRAM (RCRP) UNIFORM PROCEDURES FOR TRANSPORTATION AND ADMITTANCE INTO CORRECTIONAL FACILITIES

This Directive clarifies instructions to the Residential Community Reintegration Programs (RCRPs) on mandatory Incarcerated Person (IP) attire for transportation and admittance into a correctional facility or other federal or state property.

The khaki uniform is the official New Jersey Department of Corrections (NJDOC) transport attire for any RCRP IP traveling to an NJDOC correctional facility, Central Office Headquarters, or other federal or state property determined by NJDOC, regardless of the nature of the appointment. The mandatory footwear is NJDOC-issued sneakers or boots only. RCRP IPs may wear their personal coats, however the coats will not be permitted inside the secure perimeter of the correctional facilities.

RCRP IPs are also excluded from wearing and/or carrying the following items:

- Jewelry in excess of one religious item and a wedding band
- Purse

All RCRP IPs must wear their RCRP identification cards.

Consideration has been given to maintaining an adequate supply of khaki uniforms throughout the RCRPs. All male IPs in the Assessment and Treatment Center(s) and female IPs in the Specialized

RESIDENTIAL COMMUNITY REINTEGRATION PROGRAM (RCRP) UNIFORM PROCEDURES FOR
TRANSPORTATION AND ADMITTANCE INTO CORRECTIONAL FACILITIES
Page 2

Gender Responsive Programs shall retain the khaki uniforms. The khaki uniforms and NJDOC-issued footwear will transfer with the IPs upon movement to the next RCRP in the continuum of care.

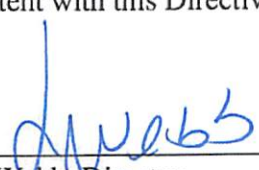
The NJDOC recognizes that emergencies in the community may complicate compliance with this Directive. An example of such an emergency may occur when an IP must be directly transported to a correctional facility for medical clearance upon discharge from a local hospital. These instances shall be addressed on a case-by-case basis.

If at any time, the RCRP Program Director determines the supply of khaki uniforms or NJDOC-issued footwear will become insufficient for compliance with this Directive, the RCRP Program Director must notify the OCP Director, Deputy Director, or Assistant Superintendent for assistance. Notice is required five (5) business days prior to the anticipated depletion of current supplies.

Future Modifications and Expectations of Compliance

The NJDOC reserves the right to modify these procedures to ensure public safety. The OCP will notify the RCRPs of any modifications to these procedures via a revised Directive.

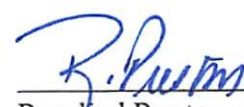
RCRP Program Directors shall update policy and internal management procedures for uniforms and NJDOC-issued footwear worn upon transportation and admittance into NJDOC correctional facilities consistent with this Directive.



Denise Webb, Director
Office of Community Programs




Date



Rosalind Preston, Assistant Commissioner
Division of Programs and Reintegration Services



Date



Darcella Patterson Sessomes, Chief
Programs and Reintegration Services



Date



State of New Jersey

DEPARTMENT OF CORRECTIONS

WHITTLESEY ROAD

PO Box 863

TRENTON NJ 08625-0863

PHILIP D. MURPHY
Governor

TAHESHA L. WAY
Lt. Governor

VICTORIA L. KUHN, ESQ.
Commissioner

DIVISION OF PROGRAMS AND REINTEGRATION SERVICES OFFICE OF COMMUNITY PROGRAMS

DIRECTIVE NO. PCS-2016-6-R3

Revised November 30, 2024

BACKGROUND CHECKS OF RESIDENTIAL COMMUNITY REINTEGRATION PROGRAM EMPLOYEES, VOLUNTEERS AND INTERNS

This revised Directive is issued to clarify instructions to the Residential Community Reintegration Programs (RCRPs) on submitting, processing, and approving those seeking to work, volunteer, or intern at an RCRP.

Exclusionary Factors

The following factors, unless approved by the New Jersey Department of Corrections, will deem a candidate ineligible for approval to work as an employee, volunteer, or intern in an RCRP:

- Conviction of any offense that touches on the position of a Public Employee (includes offenses under 2C:51-2 Forfeiture of Public Office);
- Conviction of any offense which is a crime of the 4th degree or higher (including 2C:51-2 Forfeiture of Public Office) within the last five (5) years;
- Conviction of any offense which involves lewdness (2C:14-4 Lewdness);

**BACKGROUND CHECKS OF RESIDENTIAL COMMUNITY REINTEGRATION PROGRAM EMPLOYEES,
VOLUNTEERS AND INTERNS**
Page 2

- Incarceration for a period of thirty (30) days or more for a conviction in a Correctional Facility of any jurisdiction within the last five (5) years;
- Pending Grand Jury or trial or open charge for any offense in any jurisdiction;
- Completion of criminal supervision within the last thirty-six (36) months, including probation, parole, supervision as part of a Conditional Discharge or Pre-Trial Intervention Program, or any Court Monitoring Program;
- Conviction of any Domestic Violence Offense within the last ten (10) years;
- Adult conviction for Possession and/or Sale of CDS (2C:35 or Title 24) within the last five (5) years;
- Involvement, affiliation, or engagement in activity related to a criminal organization, security threat group, or other organization that affects the safety of the staff, Incarcerated Persons, or the community and/or affects the safe, secure, and orderly operations of the NJDOC facilities; to include contracted facilities;
- U.S. Citizenship has not been obtained, and the candidate does not possess an authorized work Visa;
- Omission or falsification of the requested information may render the application void and be cause for denial of clearance or immediate termination if the clearance was for promotional or renewal purposes;
- Conviction for an arson or sexual offense;
- Temporary or permanent ban from any NJDOC institution or RCRP;
- Recent termination “for cause” from NJDOC or an RCRP; and/or
- Volunteer and intern specific - a relative, friend, or clergy of an Incarcerated Person shall not be permitted to participate in a volunteer service program in an RCRP where an Incarcerated Person is housed and may be prohibited from volunteering at any RCRP.

**BACKGROUND CHECKS OF RESIDENTIAL COMMUNITY REINTEGRATION PROGRAM EMPLOYEES,
VOLUNTEERS AND INTERNS**

Page 3

Factors Requiring OCP Director or Assistant Commissioner and/or Review and Consideration

The following factors will require review for further consideration prior to approval:

- Extensive Criminal History;
- The reason for separation if previously employed with the NJDOC;
- The reason for separation if previously employed with another RCRP;
- Incarceration of an immediate family member or;
- Restraining order with a current RCRP Incarcerated Person.

Frequency of Background Clearance Requirements – Employees

In addition to new candidates, existing employees are required to resubmit applications for the following:

- Promotions;
- Prior to return to employment from a temporary ban issued by the NJDOC and
- PREA – 5 Year Renewal.

Promotions to an RCRP Corporate Office are excluded from additional background clearance requirements.

Frequency of Background Clearance Requirements – Volunteers and Interns

In addition to new candidates, existing volunteers and interns are required to resubmit applications for the following:

- Annual Renewal.

**BACKGROUND CHECKS OF RESIDENTIAL COMMUNITY REINTEGRATION PROGRAM EMPLOYEES,
VOLUNTEERS AND INTERNS**
Page 4

Application Process

- Each RCRP must utilize the current "NJDOC, RCRP, Contract Vendor Employees, Volunteers, and Interns Application for Clearance and Issuance of ID Cards" form.
- The application will be returned if the previous version is used.
- The application must be completed in blue ink.
- The RCRP is required to respond to any NJDOC request for additional information within 60 days of the request.
- Any application requiring additional information not received within 60 days will be destroyed, and the RCRP must submit a new application for processing.
- Limit the number of applications submitted per employment vacancy to three (3). If all three (3) applications are denied by the Office of Community Programs (OCP), the RCRP can submit another three (3) applications.
- Once an application has been approved, the clearance is only effective for 90 days. After that timeframe, if the position has not been filled, a new clearance must be submitted.
- **At no time and under no circumstances shall a new candidate with an application pending review be allowed access to the RCRP facility.**

Denials, Appeals, and Resubmissions

- Applicants denied clearance to work at an RCRP should not be advised to contact the OCP. Any additional information regarding the denial shall be requested directly by the RCRP.
- If the criminal background clearance is denied for "failure to disclose information," the RCRP shall have 30 days to resubmit documentation to the OCP for consideration.

**BACKGROUND CHECKS OF RESIDENTIAL COMMUNITY REINTEGRATION PROGRAM EMPLOYEES,
VOLUNTEERS AND INTERNS**
Page 5

- If the criminal background clearance is denied due to any items listed in the “exclusionary factors” section, the RCRP Program Director may submit written documentation appealing the decision. The letter must acknowledge the exclusionary factor, state why the RCRP wishes to approve the candidate and provide any reasons and justification for reconsidering the decision.
- Upon receipt of the appeal for an employment denial from the RCRP Program Director, the entire package will be evaluated, and a final decision will be made.
- If a resubmitted application for an existing employee is denied clearance, the OCP will allow the RCRP ten (10) business days to terminate the employee or three (3) business days to submit, in writing to the OCP Director, a justification why the employee should be retained; unless otherwise specified by the OCP.
- If a resubmitted application for an existing volunteer or intern is denied clearance, the RCRP shall terminate the volunteer services or internship immediately.

Office of Community Programs (OCP) Responsibilities & Procedures

- Upon receipt of a criminal background clearance, the OCP shall review and approve or deny the request within fourteen (14) business days.
- Upon approval of a criminal background clearance, the OCP will provide written documentation to the RCRP.
- If the criminal background clearance is denied, OCP will provide written documentation to the RCRP explaining the denial.
- If the OCP has requested additional information to complete the application process, i.e., disposition of an offense, the RCRP has fourteen (14) business days from the date of the letter to submit the documentation for a final decision. If this documentation is not received, clearance will be denied.
- The OCP will forward a criminal background clearance for interns and volunteers to the Office of Volunteer Services for review, approval, or denial. If the Office of Volunteer Services requires additional information or clarification on an application, the OCP will contact the RCRP for the requested information. The OCP does not process applications for volunteers or interns. Approval or denial correspondence is sent directly from the Office of Volunteer Services.

**BACKGROUND CHECKS OF RESIDENTIAL COMMUNITY REINTEGRATION PROGRAM EMPLOYEES,
VOLUNTEERS AND INTERNS**

Page 6

- The OCP will not process a criminal background clearance of NJLEAD subgrantees. These applications should be sent directly to the Office of Volunteers Services via email at Volunteer.Services@doc.nj.gov.

Identification

Once an individual successfully passes the criminal background clearance, the RCRP contractor shall issue a temporary identification (I.D.). The renewal schedule for RCRP employees is every five years or upon promotion and annually for volunteers and interns.

Clearance approval for volunteers to enter an NJDOC correctional facility is separate from clearance approval to enter an NJDOC contracted RCRP facility. If an RCRP volunteer has an NJDOC-issued volunteer I.D., this does not negate the RCRP contractor's responsibility to issue an RCRP temporary I.D. (following approval of clearance application).

Arrest

NJDOC mandates that the RCRP Director or Human Resources Officer of the RCRPs report to the OCP Director or Deputy Director when an employee is arrested, incarcerated, or issued a summons due to a crime or an offense within 48 hours of the incident. The same reporting requirements shall apply to matters that occur outside the jurisdiction of the State of New Jersey when the crime or offense meets the criteria defined in N.J.S.A. 2C.

NJDOC mandates that any volunteer or intern who is arrested, incarcerated, or issued a summons as a result of a crime or an offense must advise the Office of Volunteer Services immediately, if possible, or prior to reporting for the next scheduled visit, but no later than 48 hours from the time of the incident. The same reporting requirements shall apply to matters that occur outside the jurisdiction of the State of New Jersey when the crime or offense meets the criteria defined in N.J.S.A. 2C.

The NJDOC reserves the right to modify these procedures to ensure public safety. The OCP will notify the RCRPs of any modifications to these procedures via a revised Directive.

RCRP Program Directors shall establish policy and internal management procedures for background checks consistent with NJDOC policy and procedures.

DIRECTIVE NO. PCS-2016-6-R3
Revised November 30, 2024

BACKGROUND CHECKS OF RESIDENTIAL COMMUNITY REINTEGRATION PROGRAM EMPLOYEES,
VOLUNTEERS AND INTERNS


Page 7



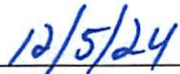
Denise Webb, Director
Office of Community Programs



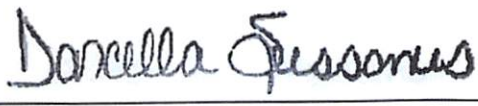
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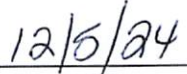
Rosalind Preston, Assistant Commissioner
Division of Programs and Reintegration Services



Date



Darcella Patterson Sessomes, Chief
Programs and Reintegration Services



Date



State of New Jersey

DEPARTMENT OF CORRECTIONS

WHITTLESEY ROAD

PO Box 863

TRENTON NJ 08625-0863

PHILIP D. MURPHY
Governor

VICTORIA L. KUHN, ESQ.
Commissioner

TAHESHA L. WAY
Lt. Governor

DIVISION OF PROGRAMS AND REINTEGRATION SERVICES OFFICE OF COMMUNITY PROGRAMS

DIRECTIVE NO. PCS-2016-5-R1

Revised November 30, 2024

GENERAL EDUCATION DEVELOPMENT (GED) REGISTRATION FEE REIMBURSEMENT

This Directive clarifies instructions to the Residential Community Reintegration Programs (RCRPs) on requesting reimbursement from the New Jersey Department of Corrections for GED registration fees incurred for RCRP Incarcerated Persons (IPs).

The RCRP vendors will be reimbursed through adjustments to the RCRP vendor invoice. The GED registration form and test results must be included with the monthly (or second-half month) billing documents submitted by the RCRP vendor's fiscal office. Reimbursement will not be processed without the GED registration form and test results as backup documentation.


There may be instances in which an invoice is denied in full due to incomplete supporting documentation, or only partial payment is supported. Partial reimbursement would occur if the invoice is submitted for multiple IPs and insufficient supporting documentation is provided for one IP or more. If an invoice is denied in full or in part, the RCRP is encouraged to resubmit the reimbursement request with the appropriate supporting documentation whenever available.

The Office of Community Programs Contract Administration Unit will forward the GED registration form and test results to the Office of Educational Services for entry into ITAG.

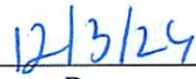
The GED reimbursement initiative is contingent upon the availability of funding. The Office of Community Programs will notify the RCRPs of any modifications to these procedures via a revised Directive.

GENERAL EDUCATION DEVELOPMENT (GED) REGISTRATION FEE REIMBURSEMENT
Page 2


RCRP Program Directors shall establish policy and internal management procedures for requesting payment of GED registration fees through the RCRP corporate office, registering IPs for the GED test, ensuring attendance at scheduled GED testing dates/times, and preparing reimbursement requests to the NJDOC.



Denise Webb, Director
Office of Community Programs




Date



Rosalind Preston, Assistant Commissioner
Division of Programs and Reintegration Services



Date



Darcella Patterson Sessomes, Chief
Programs and Reintegration Services



Date



State of New Jersey

DEPARTMENT OF CORRECTIONS

WHITTLESEY ROAD
PO Box 863
TRENTON NJ 08625-0863

PHILIP D. MURPHY
Governor

VICTORIA L. KUHN, ESQ.
Commissioner

TAHESHA L. WAY
Lt. Governor

DIVISION OF PROGRAMS AND REINTEGRATION SERVICES OFFICE OF COMMUNITY PROGRAMS

DIRECTIVE NO. PCS-2016-4-R1

Revised November 30, 2024

INTER-AGENCY TRANSFER REQUESTS OF RESIDENTIAL COMMUNITY REINTEGRATION PROGRAM INCARCERATED PERSONS

This Directive is issued to clarify instructions to the Residential Community Reintegration Programs (RCRPs) on processing inter-agency transfers of RCRP Incarcerated Persons (IPs) from one contract RCRP to another.

Justifications for Inter-Agency Transfer Requests

Circumstances that justify an inter-agency transfer include the following:

- Documented medical hardship or terminal illness of a family member;
- Parole site is located in an alternate geographic region;
- Documented promise of employment;
- Educational/Vocational training opportunity;
- Verified immediate family hardship that makes family reintegration extremely difficult or
- Any other operational reasons deemed necessary by the New Jersey Department of Corrections (NJDOC).

**INTER-AGENCY TRANSFER REQUESTS OF RESIDENTIAL COMMUNITY REINTEGRATION PROGRAM
INCARCERATED PERSONS**
Page 2

RCRP IP Eligibility for Inter-Agency Transfer Requests

- For time eligibility, the IP must have a minimum of six months until a set parole date or completion of sentence.
- Request must be sufficiently justified.
- Completion of the treatment phase of the program, if applicable, is required.

RCRP IP Responsibilities & Procedures

- The IP must initiate the request through the Inter-Agency Transfer Request Form (CA:17.1). One RCRP must be selected as the transfer RCRP on this form.
- If the Office of Community Programs (OCP) denies the inter-agency transfer request, the IP may reapply once additional documentation is available to sufficiently justify the request or once the time eligibility is met.

RCRP Responsibilities & Procedures

- The RCRP shall maintain a file for all inter-agency transfer requests.
- Upon receipt of the IP's Inter-Agency Transfer Request, the RCRP Program Director shall sign and date the form.
- The RCRP Program Director shall complete the "Agency Use Only" section of the Inter-Agency Transfer Request Form, including recommendations for approval or denial, and sign the document.
- The completed Inter-Agency Transfer Request Form shall be submitted to the OCP Assignment Unit within **ten (10) business days** of receipt of the request for a final decision.
- If OCP approves the IP for inter-agency transfer, the transferring RCRP shall arrange transportation in compliance with the Inter-Agency Transfer Order.
- The transferring RCRP must provide a copy of the IP's file to the receiving RCRP.
- If the IP is denied an inter-agency transfer by the OCP, the RCRP shall notify the IP of the denial.

INTER-AGENCY TRANSFER REQUESTS OF RESIDENTIAL COMMUNITY REINTEGRATION PROGRAM
INCARCERATED PERSONS

Page 3

Office of Community Programs (OCP) Responsibilities & Procedures

- Upon receipt of an Inter-Agency Transfer Request Form, the OCP shall review and approve or deny the request within **ten (10) business days**. The OCP may also approve the transfer to an alternate RCRP in the same geographic region.
- Upon approval of an inter-agency transfer, the OCP will complete an Inter-Agency Transfer Order and send the order electronically to both the transferring and receiving RCRP.
- The OCP will also forward the Inter-Agency Transfer Order to the affected Regional Institutions for notification to transfer the IP's classification file and medical records.
- If the OCP denies the application, a denial will be sent electronically to the RCRP. An explanation for the denial will be provided.

The NJDOC reserves the right to modify these procedures to ensure public safety. The OCP will notify the RCRPs of any modifications to these procedures via a revised Directive.

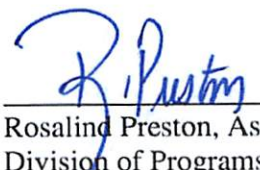
RCRP Program Directors shall establish policy and internal management procedures for inter-agency transfer requests consistent with NJDOC policy and procedures.



Denise Webb, Director
Office of Community Programs




Date



Rosalind Preston, Assistant Commissioner
Division of Programs and Reintegration Services



Date



Darcella Patterson Sessomes, Chief
Programs and Reintegration Services



Date



State of New Jersey

DEPARTMENT OF CORRECTIONS
WHITTLESEY ROAD
PO Box 863
TRENTON NJ 08625-0863

PHILIP D. MURPHY
Governor

TAHESHA L. WAY
Lt. Governor

VICTORIA L. KUHN, ESQ.
Commissioner

DIVISION OF PROGRAMS AND REINTEGRATION SERVICES OFFICE OF COMMUNITY PROGRAMS

DIRECTIVE NO. PCS-2016-3-R1 *Revised November 30, 2024*

HOLIDAY FURLOUGH, PROGRAM AUTHORIZED COMMUNITY TIME, EMPLOYMENT, AND EDUCATION/VOCATION RELEASE RESTRICTIONS

This Directive clarifies instructions to the Residential Community Reintegration Programs (RCRPs) on restricting furloughs, Program Authorized Community Time (P.A.C.T), employment, and education/vocation release for major holidays. The instruction is compiled from the New Jersey Department of Corrections (NJDOC) Office of Community Programs (OCP) policy and internal management procedures.

The NJDOC recognizes the priority of ensuring public safety in the community. Therefore, the NJDOC mandates that each RCRP maintains a system of accountability 24 hours a day, seven days a week, to ensure public safety and the fair and equitable treatment of all Incarcerated Persons (IPs) residing therein. This accountability system shall track the whereabouts of IPs in the community and serve as a basis for determining violations and prohibited acts.

The OCP acknowledges that major holidays often pose an emotional hardship on IPs in the NJDOC's custody. Restrictions are imposed on furloughs and P.A.C.T. for major holidays to ensure public safety and reduce the risk of incidents such as illegal substance use or escape. Authorization for employment and education/vocation release is also subject to restriction due to the work release site and school closings in observance of major holidays.

Furloughs, P.A.C.T., employment, and education/vocation release shall be restricted on the following holidays as outlined below: Additionally, RCRPs must;

- Report any proposed changes to the work schedule to OCP immediately.
- RCRPs may arrange, where applicable, the streaming of religious services and/or schedule services at the RCRP with approved volunteers during the holiday weekend.

**HOLIDAY FURLOUGH, PROGRAM AUTHORIZED COMMUNITY TIME, EMPLOYMENT, AND EDUCATION,
VOCATION RELEASE RESTRICTIONS**
Page 2

- All random substance abuse (SA) Testing must be completed prior to the holiday as directed by OCP, and SA testing will only be permitted for "cause" during this period. (i.e., there are observable symptoms of an IP being impaired, or you have credible intelligence that an IP may be impaired.)
- IP work schedules for the holiday week must be sent to the CP Director, OCP Deputy Director, and Assistant Superintendent and include the IP name, SBI, and work location, including the address, schedule, and telephone number of the employment site.
- Overtime shifts will not be permitted.
- IP external employment interviews and community job searches must be completed prior to the holiday as directed by OCP.
- All facilities should take extra security precautions to verify IPs are at their place of employment, e.g., random site visits and calls to the site, in addition to extra precautions preventing the introduction of contraband.

1. Memorial Day

- a. Furloughs are not authorized for Memorial Day or throughout the holiday weekend.
- b. IPs are permitted to work in accordance with their work release site schedules as approved by the RCRPs. The RCRP must verify an IP's work schedule with the employer for Memorial Day before they can exit the facility.
- c. Schools are typically closed on Memorial Day, and the OCP is unaware of any exceptions. Therefore, school attendance is restricted.

2. Juneteenth

- a. Furloughs are not authorized for New Jersey State observed Juneteenth or throughout the holiday weekend.
- b. IPs are permitted to work in accordance with their work release site schedules as approved by the RCRPs. The RCRP must verify an IP's work schedule with the employer for Juneteenth before they can exit the facility.
- c. Schools are typically closed in observance of major holidays. However, IP education/vocation release is permitted if school is in session on the holiday and RCRP verifies the school schedule. This is limited to classes and not study groups.

**HOLIDAY FURLOUGH, PROGRAM AUTHORIZED COMMUNITY TIME, EMPLOYMENT, AND EDUCATION,
VOCATION RELEASE RESTRICTIONS**
Page 3

3. Independence Day

- a. Furloughs are not authorized for Independence Day.
- b. In calendar years, when Independence Day falls on a Tuesday through Thursday, furloughs are only restricted on the holiday.
- c. In calendar years when Independence Day falls on a Friday through Monday, furloughs are restricted throughout the holiday weekend.
- d. IPs are permitted to work in accordance with their work release site schedules as approved by the RCRPs. The RCRP must verify an IP's work schedule with the employer for July 4th before they can exit the facility.
- e. Schools are typically closed in observance of the July 4th holiday, and the OCP is unaware of any exceptions. School attendance is, therefore, restricted.

4. Labor Day

- a. Furloughs are not authorized for Labor Day or throughout the holiday weekend.
- b. IPs are permitted to work in accordance with their schedules as approved by the RCRPs. The RCRP must verify an IP's work schedule with the employer on Labor Day before they can exit the facility.
- c. Schools are typically closed on Labor Day, and the OCP is unaware of any exceptions. Therefore, school attendance is restricted.

5. Thanksgiving

- a. Furloughs are not authorized for Thanksgiving Day or throughout the holiday weekend.
- b. IPs are permitted to work in accordance with their work release site schedules as approved by the RCRPs. The RCRP must verify an IP's work schedule with the employer on Thanksgiving Day before they can exit the facility.
- c. Schools are typically closed in observance of the Thanksgiving holiday.

**HOLIDAY FURLOUGH, PROGRAM AUTHORIZED COMMUNITY TIME, EMPLOYMENT, AND EDUCATION,
VOCATION RELEASE RESTRICTIONS**
Page 4

6. Christmas Eve

- a. Furloughs are not authorized for Christmas Eve.
- b. IPs are permitted to work in accordance with their work release site schedules as approved by the RCRPs. The RCRP must verify employment on Christmas Eve before they can exit the facility.
- c. Schools are closed on Christmas Eve, and the OCP is unaware of exceptions. Therefore, school attendance is restricted.

7. Christmas Day

- a. Furloughs are not authorized on Christmas.
- b. In calendar years when Christmas falls on a Tuesday through Thursday, furloughs are only restricted on the holiday.
- c. In calendar years when Christmas falls on a Friday through Monday, furloughs are restricted throughout the holiday weekend.
- d. IPs are permitted to work in accordance with their work release site schedules as approved by the RCRPs. The RCRPs must verify employment on Christmas Day before they can exit the facility.
- e. Schools are closed on Christmas Day, and the OCP is unaware of any exceptions. Therefore, school attendance is restricted.

d. New Year's Eve

- a. Furloughs are not permitted on New Year's Eve.
- b. P.A.C.T. is not permitted on New Year's Eve.
- c. The RCRP must verify all employment on New Year's Eve, which requires the IP to be outside the facility after 5:00 p.m.
- d. Schools are closed on New Year's Eve after 5:00 p.m., and the OCP is unaware of any exceptions. Therefore, school attendance is restricted.

HOLIDAY FURLOUGH, PROGRAM AUTHORIZED COMMUNITY TIME, EMPLOYMENT, AND EDUCATION,
VOCATION RELEASE RESTRICTIONS
Page 5

e. New Year's Day


- a. Furloughs are not authorized for New Year's Day.
- b. IPs are permitted to work in accordance with their work release site schedules as approved by the RCRPs. The RCRP must verify employment on New Year's Day before they can exit the facility.
- c. c. Schools are closed on New Year's Day, and the OCP is unaware of any exceptions. Therefore, school attendance is restricted.

To mitigate the emotional hardship of major holidays, the RCRPs shall provide counseling to the IPs to reduce stress levels throughout the holidays. In addition, the RCRPs shall offer extended visit hours and/or special holiday family events on-site, as permissible. RCRPs shall provide virtual services for religious services and/or schedule services with approved volunteers at the RCRP.

The RCRPs may request exemptions from restrictions outlined in this directive. Exemptions shall be submitted in writing to the OCP Director seven (7) business days before the holiday. Exemption requests shall include a verifiable justification and IP accountability plan. The OCP will notify the RCRP in writing of the approval or denial within three (3) business days.

The NJDOC reserves the right to modify these procedures to ensure public safety. The OCP will notify the RCRPs of any modifications in writing.

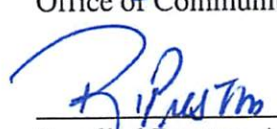
RCRP Program Directors shall establish policy and internal management procedures for restrictions on holiday furloughs, P.A.C.T., employment, and education/vocation release consistent with NJDOC policy and procedures.



Denise Webb, Director
Office of Community Programs

12/13/24


Date



Rosalind Preston, Assistant Commissioner
Division of Programs and Reintegration Services

12/5/24

Date



Darcella Patterson Sessomes, Chief
Programs and Reintegration Services

12/5/24

Date



State of New Jersey

DEPARTMENT OF CORRECTIONS

WHITTLESEY ROAD

PO Box 863

TRENTON NJ 08625-0863

PHILIP D. MURPHY
Governor

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VICTORIA L. KUHN, ESQ.
Commissioner

DIVISION OF PROGRAMS AND REINTEGRATION SERVICES OFFICE OF COMMUNITY PROGRAMS

DIRECTIVE NO. PCS-2016-2-R1
Revised November 30, 2024

TOURS AND EVENTS WITHIN RESIDENTIAL COMMUNITY REINTEGRATION PROGRAMS

This Directive provides Residential Community Reintegration Programs (RCRPs) instruction on complying with the New Jersey Department of Corrections (NJDOC) Policy No. PCS.011.001 on Tours and Events within Residential Community Reintegration Programs. The policy requires prior written approval from the Assistant Commissioner of the Division of Programs and Reintegration Services for the tours and special events within RCRPs by persons not employed by the NJDOC or the RCRP contractor. The policy also defines the allowable purposes of tours and special events.

Tours of the RCRPs and access to special events within the RCRPs may be approved for the following reasons:

1. To help groups better understand the mission, goals, objectives, and historical significance of the NJDOC;
2. To permit affected persons or groups to participate in events of special significance to portions of the Incarcerated Person (IP) population;
3. To maintain the integrity and credibility of the NJDOC with other governmental and civic entities.

The RCRP Program Director may submit a written request to the Office of Community Programs Director to approve a group or individual with a legitimate interest in corrections to tour or attend a special event. Requests must be submitted at least ten (10) business days prior to the requested tour or event date. Requests will not be considered for any individual under the age of 18 years old.

TOURS AND EVENTS WITHIN RESIDENTIAL COMMUNITY REINTEGRATION PROGRAMS
Page 2

Written requests shall include the proposed date, the names and titles of the attendees, and the purpose. In addition, the NJDOC Special Investigations Division Application for Clearance Form, IDU:A003, for each intended visitor, must be completed in blue ink, and the original of the application must be included. Although State and federal legislators are exempt from the background clearance requirement, any individuals accompanying them must complete an Application for Clearance Form IDU:A003. The NJDOC Commissioner or designee may waive the background check requirement, if requested and justified in the tour or special event request.

All approved tours must be conducted according to the RCRP schedules to minimize potential programming interference. Access to control centers is restricted. Access to mental health and medical areas shall be limited to protect the privacy of any IPs receiving services.

The RCRP policy and procedures on tours and special events shall require photo identification for the visitors. Persons who have been approved to participate in tours or special events must provide state or government-issued photo identification prior to the start of the tour or event. All persons entering the RCRP shall exchange the photo identification for an approved visitor's badge, which must be worn in plain sight during the entire time they are inside the RCRP.

The RCRP policy and procedures on tours and special events shall also address visitor attire and the entrance process. Personal attire of tour or special event participants shall meet the NJDOC and RCRP standards for all visitors, and entrance will be prohibited. All persons participating in tours or special events must register and sign an attendance sheet. All tour participants shall successfully complete the security checkpoint prior to full entrance into the facility. Failure to successfully clear the security checkpoint will be cause for immediate termination of the person(s) tour or special event. The designated RCRP staff escort shall meet the visiting group upon entry into the RCRP and be advised of the NJDOC and RCRP rules regarding contraband, possession of weapons or prohibited substances, contact with IPs, and other matters relevant to the type of tour or special event. All tour groups shall be escorted by the Program Director or designee of the RCRP at all times.


Cameras, video devices, tape recorders, and communication devices such as cell phones or pagers are prohibited unless prior written approval from NJDOC has been granted.

All potential visitors shall be advised, prior to the start of the tour or special event and prior to the entry of the RCRP, that anyone violating either NJDOC or RCRP rules for tours or special events will have their access to the tour or event terminated. Additionally, any person who attempts to knowingly bring contraband into an RCRP or otherwise violate the laws of the State of New Jersey may be prosecuted.

TOURS AND EVENTS WITHIN RESIDENTIAL COMMUNITY REINTEGRATION PROGRAMS
Page 3

The NJDOC deserves the right to deny or postpone the tour or special event until all departmental concerns have been satisfactorily addressed. A written response will be forwarded to the RCRP Program Director indicating approval or denial of the request.


RCRP Program Directors shall establish policy and internal management procedures for tours and special events held at the RCRP that are consistent with NJDOC policy and procedures.



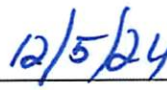
Denise Webb, Director
Office of Community Programs




Date



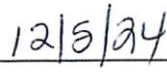
Rosalind Preston, Assistant Commissioner
Divisions of Programs and Reintegration Services



Date



Darcella Patterson Sessomes, Chief
Programs and Reintegration Services



Date



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DEPARTMENT OF CORRECTIONS

WHITTLESEY ROAD

PO Box 863

TRENTON NJ 08625-0863

PHILIP D. MURPHY

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VICTORIA L. KUHN, ESQ.

Commissioner

DIVISION OF PROGRAMS AND REINTEGRATION SERVICES OFFICE OF COMMUNITY PROGRAMS

DIRECTIVE NO. PCS-2016-1-R3

Revised December 2, 2024

PROHIBITED SUBSTANCE TESTING OF INCARCERATED PERSONS IN RESIDENTIAL COMMUNITY REINTEGRATION PROGRAMS

This Directive clarifies instructions to the Residential Community Reintegration Programs (RCRPs) on conducting prohibited substance testing of Incarcerated Persons (IPs) utilizing the New Jersey Department of Corrections (NJDOC) approved substance abuse screening device for the RCRPs (Premier Biotech Premier Bio-Cup). The instruction is compiled from multiple sources, including the most current Residential Community Reintegration Programs Request For Proposals; N.J.A.C. 10A:20 Residential Community Reintegration Programs; and NJDOC Office of Community Programs (OCP) and Healthcare Compliance Unit policy and internal management procedures. There are requirements for supply inventory, staff training, collection, documentation, storage, quality assurance, and delivery of specimens to the NJDOCs' Healthcare Compliance Unit Lab.

Only the NJDOC issued Premier Biotech Premier Bio-Cup substance abuse screening device (also referred to as test cups) shall be utilized for prohibited substance testing. The Premier Biotech Premier Bio-Cup is used for screening only. Additional testing is necessary to confirm presumptive positive results.

Premier Biotech Premier Bio-Cup test cup supply and storage – The NJDOC is fiscally responsible for the procurement of test cups. Test cups are delivered to the RCRPs by the contract vendor. Test cups must be routinely inventoried by RCRP personnel and rotated to ensure use prior to the expiration dates. Records of these inventories shall be maintained and provided to OCP as requested. As necessary, the OCP may require

PROHIBITED SUBSTANCE TESTING OF INCARCERATED PERSONS IN RESIDENTIAL COMMUNITY REINTEGRATION PROGRAMS
Page 2

re-allocating test cups between RCRPs. In these instances, it will be requested that the RCRPs coordinate the transfer of the test cups to accommodate the reallocation.

Frequency – Effective January 1, 2020, all Incarcerated Persons (IPs) who participate in an RCRP must be tested for prohibited substances a minimum of once every twenty-one (21) calendar days.

Staff training – Staff must be trained to perform the test and obtain certification. The Premier Biotech website offers training for the most recent test cup manufactured for the NJDOC. Training and certification are available through the following link:

<https://innovation.premierbiotech.com/resources/product-training/>

The link will open to the Premier Bio-Cup Certified Training page. Users shall read through all information within this training guide. Once the User has read through the training guide, a Certification Quiz is available for completion. If all ten questions were answered correctly, a personalized training certificate can be downloaded upon completion of the quiz. Certificates shall be maintained on file for review by the NJDOC.

The OCP may also periodically arrange prohibited substance testing training for RCRP personnel. All staff who administer the tests must attend OCP-sponsored training.

Preparing for collection –Premier Biotech requests the IP present a photo ID to confirm identity. Ask the IP to remove any unnecessary outer clothing and empty their pockets. Ask the IP to wash their hands prior to providing their sample. Open the foil pouch and remove the cup. Hand it to the IP and request the specimen. There is no minimum fill line. However, 30mL of sample is recommended (indicated on the cup) to ensure the temp strip will run, and ample specimen is available for confirmation testing if required.

After the IP has voided into the cup, replace the lid and tighten it firmly. The cup has a cap closure indicator. When the indicated tabs are aligned, the cup is completely sealed. Check the temperature strip to make sure the specimen is within normal range. The temperature of the specimen should be within 90-100°F. Peel off the privacy label to interpret the results. The Premier Bio-Cup tests one drug per strip.

Collection – Prohibited substance testing should be irregularly timed so that IPs cannot anticipate when random testing will be conducted. Form 172-II Continuity of Evidence-On-site Urine/Saliva Specimen Testing shall be completed and maintained with the specimen each time a specimen is collected. This two-page form must be printed on the front and back of the same page. Verbal assistance or interpretation and assistance in signing the continuity of evidence form shall be provided to IPs who are illiterate, not sufficiently conversant with the English language, or unable to read or write due to a physical or mental inability. The staff member who administered the substance abuse test shall document such assistance on the continuity of evidence form. If an IP refuses to

**PROHIBITED SUBSTANCE TESTING OF INCARCERATED PERSONS IN RESIDENTIAL COMMUNITY
REINTEGRATION PROGRAMS**
Page 3

sign, the staff member who witnessed the voiding of the specimen shall indicate the refusal on the continuity of evidence form.

The RCRP shall designate areas in the facility for IPs who are waiting to be called to void the specimen, voiding the specimen, or under observation for return to the regional institution for failure to void, tampering, or a presumptive positive test result. Each of these areas shall be searched, when practical, prior to and after the completion of each process. The designated area for voiding the specimen must allow staff to maintain visual observation until the process is complete.

Operational strategies shall be followed to reduce the possibility of tampering with the specimen and test. IPs must thoroughly wash their hands with soap and water and thoroughly dry their hands before voiding the specimen. Clothing during the test should be limited to a short-sleeved shirt and pants or shorts, ideally without pockets, to prevent concealing of hidden adulterants. No long sleeves and bulky layered clothing are permitted to be worn. IPs should be thoroughly pat frisked immediately prior to administering the prohibited substance test and after to prevent the concealing of hidden adulterants used to tamper with the specimen. The temperature on the specimen should be read as soon as possible after it has been voided and sealed to ensure it is at body temperature. If a test result is not at body temperature, it shall be considered a tampered test, and the IP shall be immediately placed on observation status by RCRP staff.

The IP shall provide the urine specimen in the collection cup and fill the cup to the level indicated in the instructions. Each specimen cup shall be properly sealed and labeled, witnessed by the IP. The lid must be tightened securely, and the security seal must be applied across the top of the lid and down the sides of the container with the IP's initials and date. The peel-and-stick label and tape are provided within the box of Premier Biotech Premier Bio-Cup substance abuse screening devices. A peel-and-stick label should be placed over the tape. The label shall include the IP's name and number, the RCRP facility, the name of the staff member who witnessed the voiding of the specimen, the date and time of the specimen, and the IP's signature. The container should then be placed in the zip-lock sealing specimen collection bag. The original forms (CUS-103, Form 171-1, and Form 172-II) should be placed in the outer pocket of the specimen bag. To seal the specimen collection bag, press seal the affixed zip-lock closure on the bag. Fold all the documentation for the UA specimen and place it in the outer pocket of the specimen collection bag. Place the completed sample with documentation in the specialized urine storage refrigerator.

All prohibited substance testing must conform to applicable sanitary and environmental codes. Gloves should always be worn when handling specimens. The chain of custody forms should be kept clean for hygienic purposes.

PROHIBITED SUBSTANCE TESTING OF INCARCERATED PERSONS IN RESIDENTIAL COMMUNITY REINTEGRATION PROGRAMS
Page 4

Positioning of staff while IP is voiding - Staff should be just outside the bathroom stall with the stall door open while the IP provides the specimen. Staff should position themselves so that the IP's privacy can be maintained and allow a minimum of three feet distance between the IP and staff member. Staff should directly observe the voiding of the specimen while being mindful not to look fixed and follow all other procedures to prevent tampering with the test results. If staff suspects the IP is concealing or altering a urine specimen, an RCRP staff member should place the IP on observational status.

Reading drug test results – Once the label is peeled, the drug test strips and adulterated strip(s) are revealed. Ensure the top control line (C) is visible for all test strips. Otherwise, the test is invalid, and the results must not be used. Two lines appearing show a negative result for that test. Negative results may be read as soon as the top control and bottom test lines (T) appear. Any line, regardless of the color intensity, is a line that indicates a negative result. It is **NORMAL** for line intensities to vary for different strips.

- **Negative result interpretation** – Two lines show a negative result for that test. Negative results may be read as soon as the top control and bottom test lines (T) appear. Any line, regardless of the color intensity, is a line that indicates a negative result. It is **NORMAL** for line intensities to vary for different strips.
- **Positive result interpretation**—The control line must be colored to indicate that the test is valid, and the test area must be bright white to be considered positive.
- **Invalid result** – The result is invalid when there is no line in the control line area. Repeat the test using a new device if an invalid result is obtained. If the problem of an invalid result persists, notify OCP.

Positive Presumptive Results- A presumptive positive result is indicated by only the top control line present and the absence of a bottom test line. Read presumptive positive results at 5 minutes. Results are stable for up to 60 minutes.

When an IP tests positive, an OCP supervisor shall be contacted. If an IP test is positive for BUP, an OCP on-call supervisor will advise if a presumptive positive test may result from the NJDOC prescribed medication administered through the Medically Assisted Treatment Program. The OCP on-call supervisor will inform the RCRP if the IP will be administratively returned to the regional institution or if the IP will remain at the RCRP.

Storage – For laboratory confirmatory testing, the urine specimen shall be placed in a locked and secure refrigerator or freezer by an RCRP staff member to maintain custody over evidence as reasonably practical, but no later than eight hours after the specimen was voided. The RCRP staff member who receives custody of the urine specimen shall

PROHIBITED SUBSTANCE TESTING OF INCARCERATED PERSONS IN RESIDENTIAL COMMUNITY REINTEGRATION PROGRAMS
Page 5

record on the continuity of evidence form, the date and time the specimen was received, the name of the staff member from whom it was received, and the date and time the specimen was placed in the locked refrigerator or freezer.

NJDOC quality assurance testing initiative – The NJDOC may also test negative results. Upon OCP's request, all administered tests with negative results must be handled using the same procedures for positive test results. All the required paperwork, labeling and storage apply to all samples.

The RCRPs shall utilize a Secondary Analysis Testing Report to list all negative test results from the previous day. This document shall be emailed daily to OCP on or before 12:00 a.m. These reports shall also be submitted to OCP on Saturdays, Sundays, and holidays. On or before 11:00 a.m. each business day, OCP will distribute a list of the randomly selected negative test samples to be delivered to the NJDOCs' Healthcare Compliance Unit Lab by 2:00 p.m. the following day. Not all RCRPs will have specimens to deliver daily or weekly. If this is the case, the RCRPs will receive an email from OCP advising that "OCP is not requesting any of your substance abuse tests." Once the RCRP is provided with the list of requested specimens, those not selected shall be disposed of promptly.

A negative urine test delivered to the NJDOCs' Healthcare Compliance Unit Lab will be disqualified for the following reasons: (1) the specimen cup was not correctly labeled; (2) the specimen leaked in the bag; (3) Form 172-11 was missing; or (4) Form 172-II was not filled out correctly. Retesting and delivering a specimen to the NJDOCs' Healthcare Compliance Unit Lab within 48 hours is required for a disqualified specimen or when the negative specimen(s) initially requested was not submitted by the RCRP. Failure to submit the Secondary Substance Abuse Testing to the lab accurately or in a timely manner may lead to corrective action.

Confirmatory results from negative tests selected through the NJDOC quality assurance testing initiative will be sent to OCP from the NJDOCs' Healthcare Compliance Unit Lab. If results indicate a specimen is positive, OCP will email the RCRP the lab result and return the IP administratively to the regional institution. NJDOC Healthcare Compliance Unit Lab will notify the regional institution to initiate disciplinary charges.

Sending specimens to the laboratory – Urine specimens transported out of the RCRP for laboratory testing shall be transported where reasonably practical in an iced cooler or similar device. The date and time of the removal of the urine specimen from the RCRP and the date and time of specimen receipt by the laboratory shall be noted on the continuity of evidence form by the person(s) performing those functions. The continuity of evidence form provided to the lab must be the original form, not a copy. Form 103 – Order to Void Urine Specimen, 172-I Continuity of Evidence-Urine Specimen, and 172-II Continuity of Evidence – On-Site Urine/Saliva Specimen Testing must be provided

PROHIBITED SUBSTANCE TESTING OF INCARCERATED PERSONS IN RESIDENTIAL COMMUNITY
REINTEGRATION PROGRAMS
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with the sample. All original forms must go to the NJDOC Healthcare Compliance Unit Lab, and copies will be sent to the Regional Institution.

Documentation in SecurMange – All administered urine tests with results must be logged into SecurMange. Through the SecurMange automated reporting project, uniform input of prohibited substance testing data allows data to auto-feed into the Monthly Indicator Report.

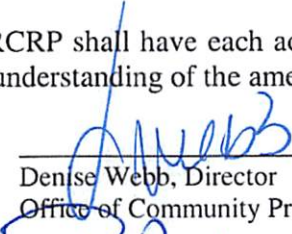
Administrative returns of Incarcerated Persons – IPs who void urine samples that produce positive presumptive results that are not a result of NJDOC prescribed medication shall be returned to the regional institution administratively, pending disciplinary charges upon receipt of confirmatory testing results.

Disciplinary Action - Disciplinary action is warranted in accordance with N.J.A.C. 10A:4 if an IP refuses to submit to testing or fails to comply with an order to submit a specimen. No IP shall be disciplined for refusing to provide a specimen or failing to comply with an order to submit a specimen unless the IP has been given a reasonable physical opportunity to comply. For testing, a reasonable physical opportunity shall constitute two hours from the time of the initial order. The IP may be required to remain in constant observation during these two hours. The IP shall not be deemed to have complied with the order to submit a specimen unless a specimen is provided in the presence of a staff member.

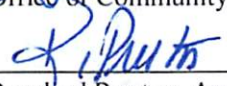
The NJDOC reserves the right to modify these procedures. The OCP will notify the RCRPs of any modifications to these procedures via a revised Directive.

RCRP Program Directors shall establish policy and internal management procedures consistent with the requirements of this directive on Prohibited Substance Testing Of Incarcerated Persons In Residential Community Reintegration Programs.

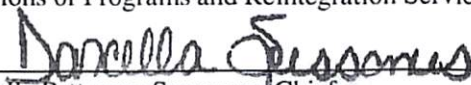
The RCRP shall have each accountability staff provide a written receipt acknowledging their understanding of the amended directive.


Denise Webb, Director
Office of Community Programs


Date


Rosalind Preston, Assistant Commissioner
Divisions of Programs and Reintegration Services


Date


Darcella Patterson Sessomes, Chief
Programs and Reintegration Services


Date