



**Department of Justice and Public Safety**  
**Adult Custody Services**

Policy: **Policy Development A-1**  
Effective: April 2005  
Revised: December 2022

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**MISSION STATEMENT**

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Adult Custody Services is committed to providing professional practices that respect human rights and ensure safety for all. To be successful we will deliver fair practices, incorporate transparent policies and procedures, ensure independent quality assurance processes, and provide program access that allows for educational, cultural, traditional, and faith-based services as well as mental wellness and community re-entry assistance.

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**PURPOSE**

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To establish a standard means of policy development, implementation and maintenance.

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**LEGISLATIVE AUTHORITY**

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[Corrections Act NB Regulation 35\(a\)](#)

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**SCOPE**

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This policy applies to all employees of the Adult Custody Services division of the Department of Justice and Public Safety.

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**POLICY GUIDELINES**

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The Director of Adult Custody Services is the coordinator of all policy related to provincial correctional services. Any new policies or changes to existing policy will be developed collaboratively with head office personnel and secure custody staff.

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**PROCEDURE**

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**Amendments**

A recommendation to amend any policy will be made to the Director of Adult Custody Services.

**Draft Copies**

When a draft version of a new or amended policy is completed, it will be circulated among those collaborating on the policy for review.

**Directors Approval**

Once the policy has been prepared in its final form, it will be submitted to the Director of Adult Custody Services for approval. Policies are subject to review by the Assistant Deputy Minister of Community Safety and the Deputy Minister of Public Safety before final sign-off.



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**Approved Policies**

All approved policies will be posted to the GNB public website, so long as they do not contain information that could compromise the security and safety of staff, client's and the public. Copies will also be posted to the departmental intranet site.

**Policy Notification**

Adult Custody Services staff shall be informed of new policy or amendments as they occur via e-mail.

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**RELATED POLICY**

A2 Local Policy

Adult Institutional Policy Manual NB