



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

Policy: **Employee Identification Cards B5**  
Effective: March 2001  
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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The purpose of the employee identification card is to identify the individual employee as a Peace officer with the Adult Custody Services Division, Department of Justice and Public Safety in the Province of New Brunswick. The identification is to be used for official purposes only. Any misuse may result in disciplinary action.

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**LEGISLATIVE AUTHORITY**

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[Criminal Code \(R.S.C., 1985, c. C-46\)](#)

[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 Justice and Public Safety.

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**POLICY GUIDELINES**

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All casual, part-time, probationary, and regular full-time employees defined as peace officers under Criminal Code of Canada shall be issued a departmental identification card, upon commencing employment.

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**PROCEDURE**

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**Photo Identification Required Upon Commencement**

An employee, upon being hired as a casual, part time or a full-time employee will submit the necessary request to have an identification card prepared by the department. The request must be completed, and a photo taken following required protocols. An identification card will be prepared and provided to the employee. All employee's must sign an acknowledgement upon receiving the card and understand policy regarding its proper use. The cost of preparing the identification card will be the responsibility of the employer.



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**Property of Employer**

The card remains the property of the employer. Lost or stolen ID cards must be reported to your Superintendent immediately.

**Surrender Upon Request**

The card will be surrendered to the employer upon request.

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**RELATED POLICY**

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B7 Staff Conduct and Department  
Adult Institutional Policy Manual N.B