



Department of Justice and Public Safety
Adult Custody Services

Policy: **Personal Property of Adult Custody Services Staff B6**
Effective: August 2012
Revised: December 2022

MISSION STATEMENT

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.

PURPOSE

To provide standards and directions to all employees about the management and admission of personal property within an adult custody centre.

LEGISLATIVE AUTHORITY

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

SCOPE

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

POLICY GUIDELINES

Staff members shall not report to work with a large amount of cash, medication, valuable jewelry, credit cards or other such personal property. Personal cell phones are not to be brought into the secure area of the institution, with out authorization from the Superintendent and or their designate. Such items should be stored at home or elsewhere, but not at the institution.

PROCEDURE

Personal Vehicles, cell phones and Keys

Staff members will park personal vehicles in a designated area and ensure keys are locked in a secure area, as per Local Policy and Procedures.

Personal cell phones are to be kept out of secure areas of the institution and to be stored in a locked area as per Local Policy and Procedures.



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Stolen Personal Items Require Affidavit

Employees, who sustain losses, while on duty, through escape, robbery, or other, will prepare an affidavit, giving the details of the item lost and a cost estimate to the Superintendent or designate. A copy of the signed affidavit will be forwarded to the Director of Adult Custody Services.

Personal Items Damaged Require Incident Report

Employees, sustaining damage to personal property while on duty shall report such damage to their supervisor and complete a detailed report, including estimated cost or repair or replacement prior to the end of their workday.

RELATED POLICY

B7 Staff Conduct and Department
B8 Dress Regulations
Adult Institutional Policy Manual NB

Volume 2, Section 2702 – Protective Clothing and Equipment
Administration Manual N.B.
<http://intranet.gov.nb.ca/finance/fincorp/adminman/uindexen.htm>

Article 27
CUPE 1251 Collective Agreement N.B.
<http://intranet.gov.nb.ca/finance/fincorp/jj/AGREMNTS/Collag1.htm>