



Department of Justice and Public Safety
Adult Custody Services

Policy: **Client escorts D18**
Effective: June 2004
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 establish procedural guidelines for the transportation of clients(s) in an efficient, safe, secure, and professional manner ensuring the well being of the client, staff and public.

LEGISLATIVE AUTHORITY

[N.B Corrections act.](#)

SCOPE

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

POLICY GUIDELINES

The transport of client(s) is to be completed in an efficient, safe, and secure method. Officers are to be prepared, organized, and professional to ensure the well being of the client, the public and themselves.

PROCEDURE

Preparation for escort

Adult Custody officers preparing for the escort of a client will:

- obtain information about client(s) being escorted (security status etc.).
- reason for escort
- location of client and when the escort is to take place.
- method of transportation.
- obtain necessary documents
- obtain the necessary equipment (transportation restraints, clothing etc.).
- search and prepare vehicle
- complete the Pre-trip Inspection form



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Preparation of client

Adult Custody officers preparing client(s) for an escort:

- locate the client(s).
- confirm and identify the number of client(s) being escorted.
- notify Supervisor/Control officer of the identity and number of clients being escorted.
- examine client appearance, ensuring it conforms with regulations.
- minimize any possibility of problems
- place appropriate transportation restraint equipment on client(s); and
- position yourself to allow for constant maximum supervision.

Security/Safety equipment

Vehicle shall have a secure box containing.

- 1 canister Oleoresin Capsicum spray
- 1 pk flex cuffs (10 pr).
- 1 emergency cutting knife.
- 1 Mag Seal beam
- 1 first aid field pack.
- 1 fire extinguisher.
- 1 box latex gloves.
- 1 set roadside safety reflectors.
- 2 safety vests.
- 1 pk. Disposable illness bags.
- cleaning materials (paper towel, Windex, spray deodorant); and
- 1 shovel

Electro-muscular disruption device

Superintendent or designates may authorize the deployment of the M-26 Taser during the transport of a "High Risk/Security"-client (s).

Seasonal equipment

Appropriate seasonal equipment may include but is not limited to:

- windshield scraper.
- lock de-icer.
- supply of salt/sand mixture and
- safety candle



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Escorting outside institution

Guidelines for escorting client(s) outside the institution:

- properly search client before applying transportation restraint equipment
- never assume restraints are fool proof
- do not tell client details of escort
- never let client(s) out of your sight
- never sit client behind driver (in open vehicles two staff present second officer sits behind driver)
- ensure client(s) are directed to and have their seatbelts fastened securely
- **do not** place a client in a vehicle compartment if the seatbelt is not functional
- if the client escapes notify nearest police force immediately
- restraint equipment shall not be removed unless removal is essential for treatment
- where a person administering treatment refuses to do so while client is in restraints, the escorting officer is to make every effort to explain the reasons for restraints. If unsuccessful the officer shall contact the Sergeant for direction.
- Sergeant will determine, if restraints can be removed, if additional staff are needed or client is to be returned to the institution.

Notification

Escorting staff shall confirm destination arrival and departure information to control.

Local policy

Local policy shall be prepared with respect to client escorts.

RELATED POLICY

A8 Vehicle Control
D30 Restraint & Safety Prevention Equipment
D31 Emergency/Protective Equipment
D32 Oleoresin Capsicum - Pepper Spray
D47 Electro-Muscular Disruption Devices
G-6 First Aid
Adult Institutional policy Manual NB