



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

Policy: **Security Rounds D-3**  
Effective: October 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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To establish standards to ensure staff regularly supervises clients within their care, enhancing the health and safety and security of the institution.

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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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Superintendent(s) will ensure that staff regularly supervise clients within their care. Proper supervision will enhance the health, safety, and security of the institution.

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**PROCEDURE**

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**Sergeant (or designated authority)**

Sergeant (or designated authority) shall conduct a complete tour of the facility and grounds (A minimum of once during a 12 hour shift) to ensure that appropriate security checks of institutional hardware and equipment; as well as proper security practices are being carried out by staff.

**Rounds**

Adult Custody staff shall conduct and record rounds of all occupied areas, at a minimum of every half hour, at irregular intervals.

Rounds of a female unit shall, when operationally feasible, be conducted by a female officer. Operational circumstances where male staff are required to conduct rounds shall be determined by the Sergeant (*or designated authority*) in accordance with local directives. Male staff shall announce their presence, upon entering the unit and



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prior to completing a security round of a female unit. Male staff will not enter a female client's cell without another officer present.

**Examinations and testing equipment**

Locks, bars, windows, doors, walls, ceilings, floors, lights, etc. will be examined to ensure that no tampering has occurred and to ensure locks are mechanically sound.

Emergency alarm systems will be tested at scheduled intervals in accordance with DTI / WorkSafe NB policy and procedure

Local policy will include the frequency and the location where rounds are to be conducted.

**Record rounds**

All rounds are to be recorded indicating the time of inspection, number of clients present, and tests or examinations of any equipment, and the officer facilitating the round

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**RELATED POLICY**

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D1 Population Counts  
D42 Client Supervision  
E13 Daily Routine  
Adult Institutional Policy Manual N.B