



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

Policy: **CPIC Inquiries D40**  
Effective: March 2001  
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 C.P.I.C. inquiries.

---

**LEGISLATIVE AUTHORITY**

---

[Section 2 of the Royal Canadian Mounted Police Act](#) establishes authority for direct access to information on C.P.I.C., with specific approval granted by the C.P.I.C. Advisory Committee:

Limitations on access to the R.C.M.P. Ancillary Data bank and conditions to this limited access are outlined on a Memorandum of Understanding between the R.C.M.P. and the Adult Custody Division.

- [Section 32 c Corrections Act \(New Brunswick\) authorizes the collection of information.](#)

---

**SCOPE**

---

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

---

**POLICY GUIDELINES**

---

C.P.I.C. inquiries will be made for the purposes of assisting in the detection, prevention, or suppression of crime, enforcement of law, and protection of safety and security of Provincial Adult Custody facilities, client's and staff.

---

**PROCEDURE**

---

**Authorized use**

C.P.I.C. request are intended to directly obtain information that was not supplied by the police or court offices when a client was referred for pre-sentence report, admitted to a custody facility, or placed on a supervision order.

Additionally, C.P.I.C inquiries are also authorized for the following purposes:

Security screening in custody facilities of visitor contractors involved in building maintenance and service, and for external agency volunteer used in the delivery of Adult Custody services or programs.



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

**Confidentiality**

Corrections are obligated to comply with the provision of New Brunswick privacy legislation. (e.g. *The Privacy Act, Freedom of Information and Protection of Privacy Act. Etc.*)

**Accessing information**

Requests for information are accepted from:

- Director of Adult Custody Services
- Deputy Chief of Adult Custody Operations
- Superintendents
- Probation Officers; and
- Program Supervisors

**Releasing information**

Information's printed off C.P.I.C. will be delivered to the requestee **ONLY**.

---

**RELATED POLICY**

---

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

The Privacy Act

Freedom of Information and Protection of Privacy Act