



Department of Justice and Public Safety
Adult Custody Services

Policy: **Shift Change D41**
Effective: October 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 provide procedural standards for shift change, to ensure continuity of the safety and security of the institution.

LEGISLATIVE AUTHORITY

[NB 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

Before relieving the preceding shift from their duties, the oncoming staff is to complete an accurate head count, a complete security check of the unit/institution is performed, an inspection of security and restraint equipment and, an inspection for any damages within the unit/institution.

PROCEDURE

Inspection

Visually and physically inspect all doors, windows, locks, living areas, etc. to ensure they are secure and in good working order.

Formal Count

Perform an accurate formal count and confirm it with the Sergeant or Central Control

Security equipment

Inspect and ensure that all security and restraint equipment are in good working order.

Shift briefing

Shift briefing shall be conducted between unit staff, will all pertinent information shall be verbally passed on. All pertinent information's should be then read, i.e. incident reports, progress notes, e-mail, memo etc.



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Adult Custody Services

Equipment

Radios and other individual security items shall be exchanged

Logbook reviewed

Review all entries made in the unit/institution logs which you are unfamiliar with.

Complete unit/institution logs as required.

RELATED POLICY

- D1 Population Counts
- D3 Security Rounds
- D30 Restraint & Safety Prevention Equipment
- D42 Client Supervision
- D43 Intensive Supervision
- E1 Admissions Procédures
- G28 Suicide/Suicide Prevention
- Adult Institutional Policy N. B