



Department of Justice and Public Safety
Adult Custody Services

Policy: **Client supervision D42**
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 regular client supervision, to ensure continuity of the safety and security of the staff, client population and 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

Superintendents are to ensure that staff members regularly supervise clients within their care. Proper supervision is required in order that.

- the health and safety of the client(s) and others within the community are maintained.
- the facility is adequately secured; and
- the-client(s) behaviour is appropriately controlled/assessed.

PROCEDURE

Staff are to inspect all rooms both visually and physically, this includes living units, work areas, program rooms and common social areas. These checks are to be performed on a frequent and irregular basis.

Note : staff conducting visual checks and supervision on female units, must be performed by female staff.
Always monitor all client movement. Maintain regular informal interaction with clients under one's specific care.
Ensure proper population count within delegated supervising area., at irregular intervals at least every (30) minutes.
Clients whose profile has been identified as requiring heightened safety/security observation shall be monitored and physically observed at the following irregular interval:



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- suicidal/self-injury ideation's – minimum at least once every 15 minutes.
- assaultive profile – minimum at least once every 15 minutes

Staff assigned to a particular workstation are to always remain in the assigned area until properly relieved, unless otherwise directed.

Staff are to position themselves to ensure proper security and control position that will allow them to respond to situations and events directly associated to the clients needs under that staff's supervision.

Note: All observations of a safety or security concern are to be immediately communicated to the Sergeant

RELATED POLICY

D1 Population Counts
D3 Rounds
D41 Shift Changes
E1 Admissions Procedures
Adult Institutional Policy N.B.