



Department of Justice and Public Safety
Adult Custody Services

Policy: **Admission Procedures E1**
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 standards for custody Admissions ensuring they are processed in an orderly and efficient manner maintaining the continued security of the offender and the good order of the Adult Custody Facility.

LEGISLATIVE AUTHORITY

[Chapter – 26 Corrections Act of New Brunswick.](#)

SCOPE

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

POLICY GUIDELINES

Admissions to an Adult Custody Facility are conducted under the authority of a committal order issued pursuant to Federal and/or Provincial legislation including:

- *Criminal Code (CC)*
- *Corrections and Conditional Release Act (CCRA)*
- *Immigration and Refugee Protection Act (IRPA)*
- *Summary Proceedings Act*

Superintendents must ensure staff assigned to admit such ordered persons are properly trained and are familiar with admission procedures.

Public safety will be the primary consideration with respect to warrant interpretation.

PROCEDURE

Requirements

Persons shall not be admitted to an institution unless:

- The accompanying Peace Officer's identity are already known or verified.
- Official documents or authorization certificates are presented.



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Judicial intent

In all cases where the committal order is in question, the client must not be released until all questions relating to the order have been resolved.

If the validity of a committal order is in question, the client must be segregated following admission until the committal order can be verified and the custody status of the client determined.

Client Information System

The particulars with respect to the client, and all sentence administration information will be inputted into the Client Information System.

Documentation

Court documents (originals, faxed or copies) received upon admission are to be executed i.e. (back date stamped and signed by the Admissions Officer and accompanying Sheriff.)

Orders are then to be inputted into CIS. Upon completion of CIS entry, the document is to be forwarded to the records clerk for confirmation and filing.

Originals sent later (by mail, courier or hand delivered) are to be forwarded to the Admissions Officer/Operational Support Unit team on the date they arrive.

Admissions Officers are to verify; if not previously inputted into CIS, they are to be executed and inputted into the system.

If it is already shown in the system, the original document is to be stamped and marked 'previously executed'.

After being executed and inputted into the CIS system, the document is to be sent to the records clerk for confirmation and filing.

Information Sharing

Should information from the warrant of committal, police, sheriff, probation officer, family, or admitting officer's observation indicate that a client has experienced difficulties.

- in court or during transport
- has history of suicidal ideation.
- appears intoxicated/under the influence or
- shows any sign of instability

the admitting officer is to immediately notify the Sergeant and before unit placement is determined.

Alerts

All alerts involving a client are to be:

- captured on the Client Information System admissions intake form.
- verbally communicated to all sectors of the institution.
- noted in appropriate logs/memo's/electronic e-mail, and
- referred to the Clinical Staff at the earliest possible opportunity

Injuries upon admission

When injuries are noted upon admission, the admitting officer shall:

- describe the injuries.



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- have the escorting peace officer sign the description.
- take photographs of injuries.
- provide appropriate medical attention provided, including transportation to the nearest hospital if required; and
- forward an incident report to the Superintendent.

Alleged mistreatment by police

Clients alleging mistreatment by police will be advised to:

- forward a written complaint to the Chief of Police, in the appropriate locality; or
- report their concerns to a police officer.
- They will be provided access to a telephone for that purpose.

Searches

Clients will be systematically:

- stripped searched by an officer of the same sex.
- showered by an officer of same sex; and
- issued a change of clothing.

Personal property

Personal property forms will be completed listing **all** items, including money. A waiver form shall be completed and signed by the client, for items they are permitted to retain. All other items will be secured in an area designated for personal property.

Tobacco

All tobacco and sundries will be seized and destroyed.

Admission/Release forms

Institutional admission, release and assessment forms will be completed.

Trust account

All money will be:

- noted on the personal property sheet.
- placed in a secure envelope.
- forwarded to the appropriate persons.
- acknowledged with a receipt issued to the offender.

Client files and money will be forwarded to the records clerk, during their work hours, or the Sergeant, for appropriate placement.

Institutional bundles

Institutional bundles shall be issued and signed for by the clients.

Personal photograph and data

Sentenced and Remand clients will be photographed capturing:

- a clear head and shoulders view.
- side peripheral view
- height; and
- weight



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Placement

The Admissions Officers will work with the Sergeant's to determine the appropriate placement within the institution.

Client Guide

Admitting officers will advise Clients about the *Client Guide*.

Holding and Intermittent

The procedure for clients classified as holding and under intermittent sentences have slight variations including but not limited to.

- Client shall be stripped searched and showered
- Supervisor may determine whether it is necessary to issue institutional clothing.
- Personal property including money shall be secured in the appropriate area.
- Institutional bundles where applicable may be issued and signed for.

Criminal Records

The Correctional Case Manager will request CPIC verification on persons arriving without criminal records sheets.

Custody Term Audits

The Deputy Superintendent responsible for sentence administration shall schedule monthly quality assurance audits focusing on document management; CIS information (notes, photos) and sentence calculation. These audits shall include cross referencing the system sentence calculation and manual calculation to ensure accuracy. All reports shall be forwarded to the Chief Superintendent

RELATED POLICY

- C11 Release and Discharge
 - D15 Searches
 - E3 Personal Property
 - E5 Smoking
 - E10 Client Guide
 - G1 Health Assessment
 - G2 Alcohol Withdrawal
 - G3 Drug Withdrawal
 - G7 Infectious Diseases
- Adult Institutional Policy Manual N.B