



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

Policy: **Transfers E8**  
Effective: March 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 procedural standards for the inter-institutional transfer of clients.

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**LEGISLATIVE AUTHORITY**

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[Section 13 New Brunswick Corrections Act](#)  
[Section 16 New Brunswick Corrections Act R.S.N.B. 1973, c. C-26 \(Provincial Hospital\)](#)  
[Section 743\(5\) Criminal Code of Canada. \(Provincial to Federal Penitentiary\)](#)

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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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The Director of Adult Custody Services is responsible to ensure that adult clients are housed appropriately and that transfers are carried out as required. Approval for transfer decisions may be delegated to:

- Superintendents,
- Deputy Superintendents and
- Chief Superintendent of Operations

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**PROCEDURE**

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All inter-institutional transfers requiring the exchange of clients from one vehicle to another shall be **only** be completed on RCMP or Municipal Police property.

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**RELATED POLICY**

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A8 Vehicle Control



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

D15 Searches  
D18 Client Escorts  
D19 Hospital Supervision  
D30 Restraint & Safety Prevention Equipment  
E18 Inter-Provincial/Territorial Transfer  
E19 International Transfers  
F6 Temporary Absence  
Adult Institutional Policy Manual N.B.