



Department of Justice and Public Safety
Adult Custody Services

Policy: **Volunteer Services F7**
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 which encourage the use of volunteer services to complement or enhance existing programming.

LEGISLATIVE AUTHORITY

[Corrections Act NB Regulation 35\(a\)](#)

SCOPE

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

POLICY GUIDELINES

The goals of maintaining volunteer services are:

- To encourage the community to be more actively involved in delivery of service.
- to increase public awareness of our activities.
- to provide clients access to additional programs.
- to complement existing programs.

PROCEDURE

Coordinator

The Superintendent will designate a coordinator of volunteers.

Duties

The coordinator of volunteers will:

- actively seek potential volunteers in the community.
- encourage volunteers to become involved with programming in the institution.
- facilitate the establishment of and supervise the operation of volunteer programs and activities in the institution.
- facilitate the training and orientation of volunteers who wish to offer their services to the institution.
- encourage the staff and clients to participate fully with the volunteers.
- act as the principle point of contact between the volunteers and the institution



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Application procedures

Volunteers/community groups will complete the appropriate form and may be subject to an interview and security background check.

Volunteers must normally be 18-year-old, exceptions may be made, only with the approval of the Superintendent.

Orientation

Volunteers will receive an orientation, to ensure they are aware of all security practices and confidentiality issues within the institution.

Superintendent approval

Volunteer programs require the approval of the Superintendent

Temporary suspension

A Sergeant may temporarily suspend a volunteer's participation in the institutional program if concerns are raised.

Whenever such action is taken, a report will be forwarded immediately to the Superintendent.

Investigation report

The volunteer coordinator, or a person designated by the Superintendent, will carry out an examination of the matter and report to the Superintendent.

The Superintendent will then determine whether the volunteer will be permitted to continue to offer services to the institution and under what conditions, if any.

Termination/notification

The Services of a volunteer may be terminated if it is in the best interests of either the volunteer or the institution.

If the Superintendent decides to terminate the services of the volunteer the volunteer will be advised of the decision and of the reasoning.

RELATED POLICY

A5 Institutionnel tours

E11 Client visits

E13 Daily routine

F1 Classification

Adult Institutional Policy Manual N.B