



Department of Justice and Public Safety
Adult Custody Services

Policy: **Central Office Reports A-3**
Effective: March 2001
Revised: January 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

All Institutions are required to forward operational and information reports to central office according to the scheduled policy.

LEGISLATIVE AUTHORITY

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

SCOPE

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

POLICY GUIDELINES

All Institutions are required to forward operational and information reports to central office according to the scheduled policy.

PROCEDURE

The schedule is for the required operational and informational reports:

Weekly:

Time sheets, casual and part-time – NBISA

Bi - Weekly

Overtime register and overtime claim sheets – NBISA



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Monthly

- i. Budget expenditures not previously planned – Director of Adult Custody Services.
- ii. Review of detention where trial delayed Director of Adult Custody Services. Copy to Director of Prosecutions.
- iii. Fire inspection report – Manager of Adult Custody Operations
- iv. Client maintenance payments – Financial Services
- v. Shift premiums – NBISA
- vi. Acting Pay – NBISA
- vii. Part-time and casual overtime – NBISA
- viii. Bank Statements – Financial Services
- ix. Casual and overtime summary – Financial Services
- x. Record of persons held for parole – Regional Parole office, copy Financial Services.
- xi. Physicians report - Medicare

Annually

Staff meals – Financial Services

As Required

- i. Worker's compensation – NBISA
- ii. Travel expense claims – NBISA
- iii. Client Charge sheets with reports – Manager Adult Custody Services

Incident Reports

- i. all fires regardless of circumstances
- ii. all injuries to staff/visitors/inmates
- iii. all disturbances of any matter which affects the daily routine of the institution, (i.e., food strikes, sit-downs, etc.)
- iv. damage to government property or accidents affecting vehicles on Divisional business
- v. seizures of contraband
- vi. escapes or attempts to escape



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vii. breaches of policy

viii. offences against Federal or Provincial Statutes

Report Writing

i. A detailed report shall be prepared and forwarded to the Shift Supervisor prior to the termination of the workday.

ii. Sergeant review for accuracy, comprehension, and clarity

iii. Sergeant to investigate, notify Superintendent, and prepare summary report prior to termination of workday

iv. Superintendent to verbally notify Director of Adult Custody Services

v. Superintendent to prepare a report for the Director of Adult Custody Services, within 48 hours.
Reports forwarded are to be:

- Originals
- On proper forms
- Written/typed in blue or black ink
- Identify client at top of form
- Charge Sheets attached (if applicable)
- Sent immediately

RELATED POLICY
