



Department of Justice and Public Safety
Adult Custody Services

Policy: **Delegation of Authority B2**
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 a procedural standard that clearly articulates process for the Superintendent to delegate and inform key stakeholders when they are on approved leave or absent.

LEGISLATIVE AUTHORITY

[3.1 New Brunswick Corrections Act](#)

“A superintendent may designate a person to act on his behalf” 1983, c.21, s.3.

SCOPE

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

POLICY GUIDELINES

Superintendents will delegate a person to assume their responsibilities during their absence.

PROCEDURE

Delegation of Authority

The Superintendent of the institution pursuant to Provincial Adult Institutional Services Policy and Procedures, and Local Policy and Procedures determines the delegation of authority in the institution.

The Superintendent shall designate, in writing, a qualified staff member to oversee the institution during their absence. The Superintendent shall ensure that a clear method of determining such designation is outlined in Local Policy and Procedures Manual.

The Superintendent shall advise the Director of Adult Custody Services in advance of designating a staff member to oversee the institution.



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Responsibility and Requirements of Staff

It is the responsibility of all Adult Custody Service staff to be totally familiar with policy and procedures governing their job functions and to perform their duties in accordance with such policy and procedures. Each staff member shall be required to indicate in writing that Institutional and Local Policy and Procedure Manuals have been read and clearly understood.

Copy Retention

The Superintendent shall ensure that a copy of this undertaking is retained on the employee's file locally.

RELATED POLICY

B1 Organization
Adult Institutional Policy Manual N.B