



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

Policy: **Conditional Sentences C13**
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 telephone monitoring of Conditional Sentenced clients

LEGISLATIVE AUTHORITY

[Section 742.1 Criminal Code of Canada](#)

SCOPE

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

POLICY GUIDELINES

Conditional Sentences are sentences of incarceration being served in the community and will be supervised in person by Community probation officers and by telephone by institutional correctional officers

PROCEDURE

Term of Conditions

A conditional Sentence will not exceed two years (742.1(a)CCC) and may be followed by a period of probation not exceeding three years (732.2(2)(b) CCC).

Delegated Supervisors

In New Brunswick the Minister of Public Safety has designated:

- Directors of Adult Custody Services
- Probation Officers
- Correctional Officer III
- Program Supervisors as persons who have authority to supervise Conditional Sentences.



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No Statutory Privilege

The Community Probation supervisor shall advise the client conversations between the two and the institutional monitoring officers are not subject to statutory privilege.

Reporting Structure

The Community Probation supervisor will ensure the client is aware of the time, dates, and /or manner of each contact with the Institutional monitoring officers.

Data Entry

All information is to be entered on the Client Information System (CIS).

Supervision Standards

Supervision levels will be established as per policy.

Low Risk-Needs Clients

- One phone call weekly (Discretion of Probation Officer)

Medium Risk-Needs Client

- Minimum one monitoring telephone contact daily and two per day on clients non-working days. (Discretion of Probation Officer)

High Risk-Needs Client

- Two monitoring telephone contacts daily. (Discretion of Probation Officer)

Telephone contacts maybe initiated at frequencies determined by the Supervising Probation Office for all risk levels.

Institutional Monitoring

Institutions will provide telephone monitoring support based on the directions of the Supervising Probation Officer.

Telephone monitoring will be completed by a designated Correctional Officer and recorded in the client file.

RELATED POLICY

Adult Institutional Policy N.B.