



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

Policy: **Population Count D-1**
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 staff to maintain an accurate population count of clients in their care.

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

Staff are to maintain an accurate count of all clients within their care. This is to be accomplished through use of formal and informal count procedures

A master population board will be located centrally in every institution detailing the number, names, locations, and status of all clients currently in the institution, as well as those who are at court, in hospital, on Temporary Absence or unlawfully at large. The Superintendent will authorize the location of the Master Population Board in the institution.

Definitions

Formal Count – count of the complete client population, which is conducted at specific times of the day, night or in an emergency in an organized manner.

Stand-To Count – a formal count whereby the client is required to stand and present themselves to the counting officer.

Informal Count – periodic, unscheduled counts of clients made by staff directly supervising the group.



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Master Population – may be a board, card file system, computer printout, etc. which details sex, number, status, and location of each client.

PROCEDURE

Body Count – body count is the number of clients in the institution based upon actual sight of a body part.

Formal Count – Sergeant (or designated authority) will confirm and record at least three formal counts per shift.

Stand To – stand to counts are to be conducted twice during a 24-hour period, as described in local policy and procedures.

Night Count – night counts requiring a flashlight (do not shine the light directedly in the client's face).

Master Population Counts / Client Information System (CIS) –Master Institutional Daily Population counts are maintained on the CIS and registered at 00:01 hours daily.

RELATED POLICY

E13 Daily Routine

E10 Client guide

Adult Institutional Policy Manual N.B