



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

Policy: **Hospital supervision D19**  
Effective: March 2001  
Revised: December 2022

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**MISSION STATEMENT**

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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.

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**PURPOSE**

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To establish procedural guidelines for the supervision of clients who have been admitted to hospital.

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**LEGISLATIVE AUTHORITY**

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[N.B Corrections Act.](#)

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**SCOPE**

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

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**POLICY GUIDELINES**

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The Superintendent will ensure appropriate supervision based on the classification of a client, in their care, who is admitted to hospital for treatment.

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**PROCEDURE**

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**Staffing requirement**

An experienced Adult Custody staff and at least one of the same sexes will supervise the client. Any exception requires the expressed consent of the Superintendent.

**Escort Hospital Supervision**

Procedures for Clients will include.

- Informing the client, no smoking will be permitted
- Ensuring appropriate restraints are applied
- Restraints will not be removed in the Emergency Department unless requested by the examining physician. In the case of a "High Risk" client the Sergeant will be consulted for direction
- Wherever possible staff should ask to be seated in a separate room from the public, and always remain with the client.



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

### **Officer duties**

Correction Officer assigned to hospital supervision shall:

- upon reporting to the hospital, ascertain the condition of the client.
- consult with preceding officer.
- familiarize themselves with the surrounding area.
- take a position in the room that allows for maximum supervision.
- keep door closed (where possible)
- ensure no articles are present that may be used as weapons.
- deny client requests to leave the room.
- maintain personal, visual control over security risk clients.
- Client medical concerns shall be submitted by Adult Custody staff to hospital staff.
- Observe and record the actions of any persons entering the room.
- obtain identification of any person attempting to visit.
- know the location of the light switch in case of an emergency.
- familiarize yourself with hospital staff in immediate contact with the client.
- maintain at least hourly contact with institution; by land-line telephone
- have cellular telephone, a set of handcuffs, a flashlight, and hospital logbook.

### **Visits**

All visits are to be during hospital visiting hours and visitors require approval from the local Adult Custody Institution. Visitors may be subject to search procedures, refusal results in a denied visit.

### **Client calls**

Client calls require prior approval from the escorting officer, and shall be logged indicating person called, time, and telephone number.

### **Medication issue**

Ensure that medication issued is consumed and not hoarded

### **Client clothing**

Secure client clothing by returning it to the institution

### **Restraints**

Clients may not be held in restraints without permission from the Superintendent. Restraint periods exceeding 12hrs in duration needs Director of Adult Custody services approval.

### **Logbook**

A hospital supervision logbook is to be maintained

### **Mail**

Incoming mail is subject to regular security practices

### **Custody of client**

Clients required to move shall always remain in the custody of Adult Custody staff.

### **Movement of clients**



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

Adult Custody Staff are to ensure that only hospital staff are moving clients and are to always remain with client during movements.

**Discharge from hospital**

Upon notification of discharge, the Sergeant will make arrangement for transport back to the institution

**Sergeant**

Sergeant ensures staff assigned hospital supervision understand Provincial and Local Policy

**Provincial on-call**

Provincial on-call authority shall be notified of clients requiring Hospital supervision

**Local policy**

Local policy shall outline protocols which have been agreed on between the hospital and the institution.

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**RELATED POLICY**

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D1 Population Count  
D3 Rounds  
D4 Institutional Logs  
D15 Searches  
D30 Restraints  
F 1 Classification  
Adult Institutional Policy Manual N.B