



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

Policy: **Failure to report as required D25**  
Effective: March 2001  
Revised: February 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 if a client does not report to custody as required.

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**LEGISLATIVE AUTHORITY**

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[Section 145 \(1\) Criminal Code of Canada](#)

[Section 13 \(e\) NB 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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When a client,

- fails to return from or report as required on a Temporary Absence; or
- report as required while being monitored on electronic monitoring
- does not appear to serve an intermittent sentence and it is determined through investigation that the client is unlawfully at large, the procedures covering escape applies.

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**PROCEDURE**

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**Notification**

Upon confirmation that a client is unlawfully at large the Sergeant will follow notification procedures which apply when a client has escaped, as defined in Section D-20 Escapes/Rumors of Escape.

**Incident report**

All staff involved will prepare detailed reports, turned in to the Sergeant prior to the end of the shift.

**Sergeant report**

The sergeant will prepare a report detailing all the particulars surrounding the escape or failure to report.

**Verbal notification**



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

The Superintendent will verbally notify the Chief Superintendent of operations.

**Superintendent report**

The Superintendent will prepare a report, as per normal protocol.

**Local policy**

The Superintendent will ensure local policy with respect to escapes or failure-to-report are developed for the institution.

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**RELATED POLICY**

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- C 4 Intermittent Sentence
- D 24 Escape/Rumors of Escape
- F 10 Electronic Monitoring
- F 6 Temporary Absence
- Adult Institutional Policy Manual N.B.