



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

Policy: **Operational Morning Meeting D46**  
Effective: January 2004  
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 set procedural standard for the Operational Morning meetings.

---

**LEGISLATIVE AUTHORITY**

---

[NB Corrections Act.](#)

---

**SCOPE**

---

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

---

**POLICY GUIDELINES**

---

The Superintendent or their designate will chair an operational morning meeting during regular administrative hours (Monday to Friday)

---

**PROCEDURE**

---

**Attendance**

Operational morning meetings will include but is not limited to the following:

- Superintendent.
- Deputy Superintendent.
- Sergeant
- Correctional Case Manager; and
- Nurse
- Required Adult Custody Officers

**Agenda**

The Superintendent or designate will chair all meetings and establish the daily agenda.

**Record**

A written record of all discussion and decisions shall be maintained



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

**Local Policy**

Local policy shall be developed by the Superintendent

---

**RELATED POLICY**

---

- D 4 Institutional Logs
- D 5 Inspection of Facilities
- D 50 Incident Reports
- E 14 Behaviour Management General
- F 1 Classification
- G-28 Suicide and Suicide Prevention
- G 43 Methadone control
- Adult Institutional Policy Manual N.B.