



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

Policy: **Classification F1**  
Effective: March 2001  
Revised: January 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 provide procedural standards for the client classification.

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**LEGISLATIVE AUTHORITY**

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[Corrections Act NB Regulation 35\(a\)](#)

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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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Client classification reviews will be regularly completed for all client's, to assess progress, program needs and security rating.

Classification is a continuous process of collecting and assessing information regarding a client's security rating and need requirements.

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**PROCEDURE**

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**Security ratings**

All Clients will be classified under the following security ratings:

- **Low** – Clients who present the least level of risk to the safety and security of correctional staff, clients and/or the public.
- **Medium** – Clients who are at an intermediate state, or condition halfway between Maximum and Low security
- **Maximum** – Clients who present the highest level of risk to the safety and security of correctional staff, clients and/or the public.

**Conditions of confinement**

Upon admission a client is assigned the appropriate and applicable condition of confinement based upon the warrant status imposed by court, nature of offence, criminal history, and behavioral risk assessment at time of admission.



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**General** – Sentenced or remand are eligible for all programming.

Ineligible Clients: Sheriff/Police Holdings, Intermittent Sentences, Federal Parole Violators, High Security clients

**Modified** - Special individualized case plan designed through the Classification Process to meet the unique needs of the client Can be used for:

- Safety and security, or protective custody.
- Sheriff holding, federal offenders, immigration
- Can take place on a regular or specialized unit

**Special privilege** – increased privileges based on client choices and conduct of medium and low security clients.

- Focus is on reinforcement of positive behaviour and increased eligibility for community re-entry programming
- Increased level of trust, lower level of security/supervision
- Opportunity to expand life skills and social development
- Community stewardship

**Medical Treatment**- Clients who have a medical condition that require modified accommodation.

- Disability (physical or mental)
- Hospital return recovery
- Immune system vulnerability (chemo, dialysis)
- Contagious or quarantine requirement
- High security opioid prescription
- Detoxification program

**Clinical Intervention**- a unit that allows for the effective management of an individualized clinical intervention strategy and regular assessments by clinical professionals.

**High Security** -Includes any restricted programming that a Remand or Sentenced Client is subject to due to their individual security status in relation to specific criminal charges, and/or the safety and security threat that the individual presents

**Segregation**- Segregation may be used to accommodate client placements due to receiving a disposition for a violation of an Institutional Misconduct.

Segregation may only be considered for a client placement after all other placement options have been exhausted

### **Determining factors**

Factors used to determine security ratings include, but are not limited to:

- length of sentence.
- previous escape.
- offences.
- outstanding charges.
- appeals; past or present institutional behaviour; and
- overall criminal history.

### **Special category Client**

Clients unable to function in the general population may be subject to special category of client classification.

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- Emotional instability
- Nature of offence (past or present)
- Labeled informants
- Previous occupational status

**Commencement**

Classification commences upon admission

**Admission assessment**

Admission assessments will be completed on all clients, using all information available. Critical information received upon admissions shall be documented.

**Classification committee**

Institutions are responsible for the establishment of classification committees chaired of the designate of the Superintendent. The committee may include, but not be limited to:

- Deputy Superintendent
- Correctional Programmer
- Correctional Officers
- Probation Officers and.
- Invited resources persons, as may be locally available.

The committee will meet at least weekly, or more frequently if required.

**Responsibilities**

Classification committee responsibilities include.

- program development and evaluation.
- Individual client case plans.
- recommendation submissions to authorities on Temporary Absences (TA), Electronic Monitoring (EM); or transfers.
- establishment of trustee list and.
- review all new admissions within the second week.

**Pre-sentence report/LSI/Classification record**

Where up-to-date pre-sentence reports are not available, a Level of Service Inventory and Classification Record will be prepared within two weeks, for clients serving more than one month.

**Case plans**

Clients will be given opportunity to be involved in their case plan, with plan reviews being completed at least once a month.

**Recorded**

All reviews and results will be recorded in the client file.

**Notification**

Advance notice will be given to all parties responsible for submissions to the Classification Committee.

**Client may be present**

Sentenced Clients will be given an opportunity to be present for the meeting dealing with their case.



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**Client notification**

Clients who have made requests shall be advised of the recommendations within 24 hours.

**Minutes**

The Chair will ensure minutes of meetings are kept and distributed per protocol.

**Review**

Meetings will commence with a review of the previous minutes.

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**RELATED POLICY**

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- C4 Intermittent Sentence
  - D19 Hospital Supervision
  - D27 Segregation
  - D30 Restraint Equipment
  - F2 Recreation/Leisure
  - F6 Temporary Absence
  - F10 Electronic Monitoring
- Adult Institutional Policy Manual N.B.