



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

Policy: **Electronic Monitoring F-10**  
Effective: March 2001  
Revised: December 2022

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**MISSION STATEMENT**

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Adult Custody 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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The community is recognized as having a great influence in the rehabilitation of offenders and their successful reintegration into society as law-abiding citizens. The Electronic Monitoring Program (EMP) is a resource directed at strengthening the case management process, enhancing public and victim safety, and increasing client accountability while the program participant is on temporary absence

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**DEFINITIONS**

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**Electronic monitoring** is an electronic tool designed to assist Adult Custody Services in their supervision of clients. Electronic monitoring is composed of three levels of technology and monitoring: Global Positioning System (GPS) (Active), GPS (Passive) and Radio Frequency (RF).

**Client Monitoring Centre (OMC)** is a secure location where electronic monitoring equipment, software and clients are monitored. From this location, operators monitor all technology and software and respond accordingly with a predetermined response protocol. The OMC will also provide information and support to divisional staff.

**Client** refers to persons who are serving custodial sentences in a secure Adult Custody center.

**Electronic monitoring software** refers to the online vendor software which is required to enroll, monitor, and supervise the client.

**Electronic Monitoring Coordinator (EMC)** is responsible for the administration, approval oversight and maintenance of the provincial policy framework for the EMP, as well as staff training, inventory, and quality control.

**Level of Service/Case Management Inventory (LS-CMI)** is an evidence-based, criminogenic risk assessment tool used to assess the client's level of risk to re-offend.

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**LEGISLATIVE AUTHORITY**

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- [Prisons and Reformatories Act 7.1](#)
- [Corrections and Conditional Release Act](#)



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- [Corrections Act N.B.](#)

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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 and clients in provincial Adult custody centers.

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## POLICY GUIDELINES

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### Supervision Level

Electronic monitoring of clients is provided at three different, progressive levels.

- GPS (active)
- GPS (passive); and
- radio frequency

### Classification

The specific risks associated with the discharge plan will determine the level of electronic monitoring required.

### Eligibility

Participation is voluntary and clients in custody must agree to comply with electronic monitoring conditions

The EMP may be used for release of adult clients whose classification has met the eligibility criteria as described in the policy Temporary Absence Program for the purpose of:

- medical.
- humanitarian.
- employment.
- education; and/or
- administrative reasons

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## PROCEDURE

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### Program Referrals

Correctional Programmers shall, as part of the temporary absence application process, complete an Electronic Monitoring suitability checklist form. The form and the following information will be included:

- temporary absence application.
- victim information (if applicable).
- name.
- home and work address.
- potential inclusion or exclusion zone addresses.



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- any other appropriate information.

The information package will be presented at a classification meeting and a final recommendation including specific conditions, the appropriate level of electronic monitoring and recommended installation

**Client Enrollment**

Once approved the client will be enrolled into the vendor secure online program.

EMC shall contact the OMC prior to the enrollment.

When installing the electronic monitoring equipment, staff shall:

- explain the clients' responsibilities and conditions.
- provide an overview of the equipment.
- have the client sign the electronic monitoring agreement form; and
- provide other instructions as appropriate.

**Application and Staff Presence**

Electronic monitoring equipment is to be affixed to the client's ankle while they are in the kneeling position in a chair or bench.

Applications and removal times will be coordinated according to local operational practices.

**Victim Services Notification**

In cases where a victim has requested notification of release, the victim services coordinator shall be notified that the offender is being placed on electronic monitoring and the conditions. The Electronic Monitoring Victim Notification form and a copy of the agreement shall be forwarded to the victim services coordinator.

**Law Enforcement Notification**

The policing agency of jurisdiction shall be notified of an client being on electronic monitoring along with a copy of the supervision agreement and condition being forwarded.

**Supervision Responsibilities**

Once the electronic monitoring equipment is installed, the EMC or designate is required to check the vendor's online tracking software on a regular basis to monitor the clients' activities.

After the client's enrollment and installation of the electronic monitoring equipment, the Superintendent (or delegate) may:

- add or edit, as appropriate, any schedule or condition on the electronic monitoring software at any time during the period of electronic monitoring
- notify the OMC and the client in advance of any changes to be entered on the software; and
- note all changes in the client information system.



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### Case Review

The Classification Committee must review the client's case on a regular basis to ensure electronic monitoring is still an appropriate level of supervision. Electronic monitoring equipment should remain on a client only if there is a defined need and it is necessary in the overall supervision of the case. In some cases, clients may require a lesser or greater type of electronic monitoring to assist with their supervision.

### On Call

The Sergeant (or delegate) at the authorizing Adult Custody center will be the initial on call agent during afterhours. Sergeants (or delegate) must follow all response protocols in accordance with the *Electronic Monitoring Response Protocols Policy*.

### Equipment Removal

Equipment must be removed where:

- temporary absence has expired.
- the electronic monitoring condition has been changed and/or temporary absence has been discontinued.
- the client has violated their terms of the temporary absence, and the Superintendent has revoked the release.

Electronic monitoring equipment is to be removed from the client's ankle while they are in the kneeling position in a chair or bench.

### Protective Gloves

Protective gloves are to be worn when removing electronic monitoring equipment.

### Information Sharing

Any information on the clients current or historic location can be shared with the police. If this information is needed for court purposes or any official business, then the police will require a warrant to secure this information.

### Stolen, Damaged, or Lost Equipment

Adult Custody Services will vigorously promote the prosecution of clients who have lost, stolen or willfully damaged electronic monitoring equipment.

Where the Superintendent (or delegate) is unable to obtain either lost or stolen equipment, contact must be made with the local police agency requesting the undertaking of a criminal investigation.

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### RELATED POLICY

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C4 Intermittent Sentence  
E8 Transfers  
E18 International Transfer  
E19 Inter-provincial/territorial transfers  
F1 Classification  
F6 Temporary Absence  
Adult Institutional Policy Manual N.B