



Department of Justice and Public Safety
Adult Custody Services

- sign keys in at the Control Centre

Mobile fuel cards

All mobiles have fuel cards and or FOB system for re-fueling.

Do not use these cards of FOBs for any other vehicle or gas cans.

GPS Tracking

All JPS vehicles are equipped with a GPS tracking system.

Mileage report

The mileage on all vehicles is to be recorded and forwarded to administration on the 1st of each month.

Staff vehicles

Staff vehicles are to be:

- parked in the designated parking area.
- Always locked, without the motor running.
- not to contain firearms, ammunition, drugs/and or alcohol; and
- keys are to be secured at central control.

Client vehicles

Clients sentenced require the Superintendents authorization to have a personal vehicle on grounds.

Authorized client vehicles are to be:

- parked/locked in a designated area.
- keys turned into the Sergeant.
- subject to search; and
- any contraband found will be confiscated, and written reports submitted as per protocol

Visitor vehicles

Visitors' vehicles are to be:

- parked/locked in designated areas.
- not to contain any dangerous substance/items; and
- are subject to search

Unauthorized vehicles

All unauthorized vehicles are to be reported immediately to the Sergeant.

Unauthorized vehicles may be removed at owner's expense.

RELATED POLICY

- D – 2 Key Control
- D – 14 Contraband
- D – 15 Searches
- D – 16 Request for Canine Services
- D – 17 Seizures



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Adult Institutional Policy Manual NB