



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

Policy: **Organization B1**  
Effective: March 2001  
Revised: December 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 standards for the duties of the Superintendent of an adult custody center.

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**LEGISLATIVE AUTHORITY**

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[The New Brunswick Corrections Act. Chapter C-26, 3.1](#)

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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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There shall be a Superintendent of each adult custody center responsible for administration of the institution. The Superintendent shall receive into the institution every person delivered under lawful authority for detention there and is responsible for the custody and supervision of such persons until the terms of imprisonment are completed or until they are by warrant transferred or otherwise discharged in due course of law.

The Superintendent of an adult custody institution is the senior administrative officer. The Superintendent is accountable to the Director of Adult Custody Services for institutional management, operations, discipline, security, and programs, as well as maintaining communications with persons and agencies external to the institution.

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**PROCEDURE**

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**Duties of the Superintendent**

The Superintendent shall establish and maintain in a form , satisfactory to the Director of Adult Custody Services:

- A chart illustrating the administrative structure of the custody facility.
- Records concerning each client admitted to the custody facility and
- A Local Institutional Policy and Procedure Manual



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**When the Superintendent is Absent**

When a Superintendent is absent from the institution, they shall ensure that a senior staff member is advised as to where they can be reached in the event of an emergency.

**Extended Absence**

The Superintendent is to advise the Director of Adult Custody Services of any periods of extended absence.

**Designating a Replacement**

The Superintendent shall designate, in writing, a qualified staff member to oversee the institution during their absence. The Superintendent shall ensure that a clear method of determining such designation is outlined in Local Policy and Procedures Manual.

The Superintendent shall advise the Director of Adult Custody Services in advance of designating a staff member to oversee the institution.

The designation shall be made in writing to all units, local staff, the Director of Adult Custody Services and Central Office.

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**RELATED POLICY**

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B2 Delegation of Authority  
Adult Institutional Policy Manual N.B