



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

Policy: **Adult Client Files C1**  
Effective: January 2004  
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 administration of clients hard copy file.

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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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Community and Adult Custody Services shall maintain an efficient, standard, and secure hard copy filing system throughout the division.

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**PROCEDURE**

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**Sentenced Client**

A file (45-3899) containing the proper indices (45-3787) shall be prepared on each sentenced client

**Remands**

A file containing no indices shall be prepared.

**Alphabetical Order**

All filing shall be in alphabetical order.



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**Adult Custody Services**

**Contents**

File shall contain the following information and be indexed as noted:

**Left Side**

- Stat Forms
- Warrant of Committal
- CIS Client Report
- Legal Documents

**Right Side**

- Operational documentation incident reports, charge sheets, segregation logs, special reports
- Parole documents
- Criminal record
- Classification
- Transfer documentation
- Local administration
- Miscellaneous

**Staples/Paperclips**

Staples and paperclips shall be removed with caution ensuring no damage is made to original documents.

**Provincial Transfers**

The complete client file is transferred when a client is administratively transfer within the province.

**Federal Transfers**

When clients are transferred to a federal correctional institution the following information shall accompany them:

- Committal warrants (original)
- Waiver of appeal (if applicable)
- Health assessments form (copy 78-1013(88))
- National parole reports
- CIS Client data sheet

Copies of all material shall be made and maintained within the offenders' provincial file. Note: This is for Federal transfers only, not NB.

**File Retention**

Files shall be maintained at the institution for one (1) month to ensure all relevant documentation is contained within.

**Central Registry**

Files are to be forward to Central Registry upon a clients release with indices.



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**Adult Custody Services**

**Parole**

Files on individuals paroled shall be:

- Pulled and placed at the front of the box
- Secured with an elastic
- Labeled "PAROLE"

**Released Pending Appeal**

Files on individuals released pending appeal shall be:

- Pulled and placed at the front of the box.
- Secured with an elastic; and
- Labeled "APPEAL"

**Parole Suspension**

When a client is admitted on a parole suspension, the institution shall:

- Contact Central Registry and request the original warrant of committal

**Appeal Denied**

When a client is admitted following a denied appeal, the institution shall:

- Contact Central Registry and request the original warrant of committal

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**RELATED POLICY**

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E17 Client access to own file Information  
C12 Access to Client file information  
Adult Institutional Policy Manual NB