



Department of Justice and Public Safety
Adult Custody Services

Policy: **Cell Phones D44**
Effective: April 2002
Revised: December 2022

MISSION STATEMENT

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.

PURPOSE

To establish procedural guidelines for Individual staff who may be temporarily or permanently assigned a cell phone to facilitate communication.

LEGISLATIVE AUTHORITY

[NB Corrections Act.](#)

SCOPE

This policy applies to all employees of the Adult Custody Services division of the Department of Justice and Public Safety.

POLICY GUIDELINES

Individual staff may be temporarily or permanently assigned a cell phone to facilitate communication when:

- They are working away from the normal business location or outside normal business hours; and
- It can be demonstrated that a cell phone is required for an effective, efficient, and safer work environment.

PROCEDURE

The Director of Adult Custody Services is responsible for approving cell phone use. Periodic reviews will be conducted to ensure proper fiscal management is being employed.

Principles

Cell phones should be issued based on the following factors:

- Occupational health and safety.
- On-call responsibilities outside normal business hours.
- Requirement to be available or have use of a phone while in transit; and
- No ready access to land-line phones.

Authorized Equipment



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Choice of phones and associated service plans will follow established departmental procedures and guidelines.

Confidentiality

Conversations of a sensitive, private, or confidential nature will only be made from a land-line phone.

Safety

Government cell phones are not to be used while operating a motor vehicle.

While cell phones are expected to increase safety for staff when working in or traveling to locations away from the office, staff must understand that carrying a cellphone does not replace the need for their usual prudence and safe personal working practices.

RELATED POLICY

D34 Radio/Cell Phone Communications
Adult Institutional Policy Manual N.B.