



Department of Justice and Public Safety
Adult Custody Services

Policy: **Client Guide E10**
Effective: March 2001
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 guidelines for the accessibility and distribution of the Client Guide.

LEGISLATIVE AUTHORITY

[N.B 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

The *Client Guide* was prepared to help answer client's questions about services, programs, and obligations. It will be made available to all staff and clients.

PROCEDURE

Admission

Clients will be made aware of the *Client Guide* upon admission.

Availability

The *Guide* will be available to all new clients and to others upon request

Copies

Enough copies will be available for clients and staff.

Location

The *Guide* will be placed where they are easily accessible.

Staff responsibility

All staff will understand the *Guide* and explain it to clients when requested



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RELATED POLICY

E1 Admissions Procedures
Adult Institutional Policy Manual N.B