



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

Policy: **Visiting Regulations E11**  
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 guidelines relating to client visits.

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**LEGISLATIVE AUTHORITY**

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[N.B Corrections Act.](#)

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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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Clients shall be permitted visits, provided that such a visit does not:

- jeopardize the security of the institution.
- create stress for the client; or
- be detrimental to the rehabilitation of the client.

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**PROCEDURE**

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**Unrestricted visits**

Clients are permitted an unrestricted number of visits, at reasonable times, from:

- a Minister of religion.
- their lawyer.
- an agent of welfare or after-care society.
- Probation /Parole officer; and
- any other person approved by the Superintendent's designate.

**Client requests**



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The Superintendent or designate will ensure that an clients request for a visit of this nature is transmitted to the person /agency named by the client.

### **Appointment required**

Visits shall normally be made by appointment only.

### **Children under 16**

Persons, under 16, must be accompanied by a parent or guardian, except by approval of the Superintendent or designate.

### **Former clients**

Persons previously confined in an Adult Custody institution may not visit without the prior approval of the Superintendent or their designate.

### **Number of visits and visitors**

The number of visits and visitors will be determined by local operational requirements.

### **Length of visit**

The length of visits will normally be one half-hour. Visits may be longer in facilities where operational requirements permit.

### **Visitor log**

All visitors will be required to sign the visitor's log.

### **Security clearance**

All visitors are subject to established security clearance procedures upon request. Any visitors refusing such a request will be denied a visit. Incidents of this nature may result in forfeiture of future visiting privileges.

### **Visitors list**

Visits will normally be limited to family, in-laws or a significant other at the discretion of the Superintendent

### **Visitor search**

The Superintendent or their designate may require a search of a visitor when there may be reasonable grounds to suspect items of contraband are being smuggled in or out of the institution. Refusal will result in a denied visit. Searches will be in accordance with procedures outlined in Sections D-15 and D-17 searches and seizures, of this manual. Staff may call the local police and report their concerns.

### **Unruly visitors**

Unruly visitors will be asked to leave, and such incident may result in forfeiture of visiting privileges.

### **Local law enforcement notification**

Local law enforcement agency will be called if a visitor refuses to leave the building or grounds when requested. A written report will be prepared and forwarded by the end of the working day.

### **Visitor access**

Visitors are restricted to the designated visiting area.

### **Visitor record**

Clients visiting record sheets are commenced upon admission and will be retained in the visiting area.

### **Recording client visits**

The Adult Custody officer on duty will record all visits on the visiting record.



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**Search area**

The visiting area will be thoroughly searched prior to commencement of visits.

**Contraband**

Officers finding contraband or suspected contraband will verbally notify their Sergeant and submit a written report by the end of the working day.

**Intoxicated visitors**

Visitors showing signs of intoxication will be denied a visit and a written report will be submitted.

**Client searches**

Clients will be frisk searched and random number of them strip searched upon completion of open visits.

**Supervision**

Sergeants will ensure visits are properly supervised.

**Client dress/grooming**

Clients will be properly dressed and groomed prior to entering the visiting area.

**Security risk clients**

Security risk clients shall:

- not normally be permitted open visits.
- be escorted by two Adult Custody officers to and from closed visiting area.
- be strip-searched upon completion of open visits.

**No Smoking**

Smoking is not permitted in visiting areas.

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**RELATED POLICY**

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D14 Contraband

D15 Searches

D16 Request for Canine Services

D17 Seizures

Adult Institutional Policy Manual N.B