



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

Policy: **Daily Routine E13**  
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 outline procedural standards for client's daily routine.

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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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Daily routines will vary from institution-to-institution Clients normally awaken no later than 07:00 and activities cease at 23:00 Monday to Friday. Weekends and statutory holidays wake-up will normally be 08:00. Local Policy shall outline local activities.

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**PROCEDURE**

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**Lights on**

Clients will normally be awakened at 07:00 Monday to Friday. Those on work assignment may need to be up earlier.

**Weekends and statutory holiday**

Clients will normally be awakened at 08:00 on weekends and statutory holidays.

**Lights off**

Activities will normally cease at 23:00, unless special programming has been approved by the Superintendent or designate, and adequate security coverage is maintained. Only in exceptional cases will lights-out time be extended, from Sunday to Thursday.

**Meals**

Clients will receive 3 meals daily. (Some institutions prefer a brunch on weekends and holidays)



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**Local Policy**

Local Policy will be developed with respect to:

- lights out.
- mealtimes.
- shower routines
- radio and television control; and
- audio sound levels

**Exercise/recreation**

All clients will, where operationally appropriate receive a minimum of 30 minutes of exercise/recreation per day.

**Work status**

Clients will not normally be required to work on Sunday or on statutory holidays except to:

- keep living areas clean.
- keep institution clean.
- prepare food
- do essential work.
- act as a volunteer for special duties approved by the Superintendent or designate.

**Religion**

Clients will not normally be assigned to non-essential duties conflicting with a recognized day of religious faith, to which they belong.

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**RELATED POLICY**

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E10 Client Guide

F2 Recreation and Leisure

F4 Chaplaincy Services

Adult Institutional Policy Manual N.B.