



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
BUREAU OF JAIL MANAGEMENT AND PENOLOGY
144 Juco Building, Mindanao Avenue, Project 8, Quezon City



04 May 2012

BJMP-NHQ
STANDARD OPERATING PROCEDURES
BJMP-CRS 2012-09

BJMP POLICY ON TOURS INSIDE JAILS

I. RATIONALE

In an effort to facilitate positive relations with the general public and in pursuit of transparency in management of all jails, the Bureau accommodates the request for conduct of tours inside BJMP facilities and offices. However, it is the policy of the Bureau that all visitors must be safe and secured at all times.

In this connection, it is critical to provide a reference that will guide all activities pertaining to the conduct of tours particularly those intended for educational purposes.

II. OBJECTIVES

1. To establish procedures in accommodating request for facility tour;
2. To provide sufficient flexibility on public relations while managing the normal routines inside jails; and
3. To ensure the safety of inmates, visitors and personnel during facility tours.

III. SCOPE OF COVERAGE

This Standard Operating Procedure shall apply to all BJMP jails and offices and shall govern the students, organizations, school and other educational institutions and government agencies given with a clearance to proceed for a facility tour.

IV. GENERAL GUIDELINES

1. All groups, schools and other organizations who want to have a facility tour of any BJMP jail shall submit their request at least two (2) weeks before the date of their possible visit attached with a list of their members

who will be joining the tour and shall be addressed to concern Regional Director except requests for facility tour at Special Intensive Care Area (SICA) and all facilities intended for minor detainees which must be addressed to the Chief, BJMP.

2. All requests for a facility tour shall be addressed to the Warden or Wardress of the facility and must be signed by the head of the organization or government agency of the requesting party. In case of educational tour, it must be signed by the principal or the dean of the school.

3. The BJMP Regional Office where the request was filed has the full authority to approve or deny such request in relation to the security procedures being observed in jails. Further, no clearance shall be processed without the endorsement of the Warden or Wardress of the concern facility.

4. The Regional Director acting on the request shall direct the appropriate office to conduct verification of the authenticity of the organization, the purpose of their tour and if the names provided are indeed members of the organization.

5. All persons entering the facility must undergone proper searching procedures including donated items in case it was expressly approved on their clearance that said items can be brought inside the facility. Any touring members who refuse shall not be allowed to enter in the facility.

6. The Warden has the full responsibility of the safety and security of all the touring visitors of their facility. He is duty bound to identify areas in the facility appropriate for visitors due to security reasons and other reasons that may accord criticism.

7. The Warden and Duty Officer of the Day of the facility has the authority to cancel or immediately stop the conduct of facility tour during emergency situations or extended disruption of normal facility operation or when presence of potential threats to the facility and touring members arises.

8. In relation to the entry of photo, video and audio recording device, the head of the facility shall refer to the BJMP NHQ Standard Operating Procedures BJMP-CRS 2012-001.

V. SPECIFIC GUIDELINES

On Identification and Security Checks

1. Prior to entry to any facility, all visitors must provide valid photo identification cards. Visitors who cannot provide valid photo identification cards shall be denied from entering to the facility.

2. Any article in the possession of the touring members shall be left at the gate inside a case or box provided by the facility. All touring members must enter with their pockets empty including personal items such as but

not limited to ~~money~~, cell phones, gums, candies and metal objects except their photo identification cards.

3. Each individual shall record his or her name, the purpose of their entry and the time of their entry and exit from the facility.

4. All touring visitors must be dressed appropriately. All attire that is revealing and translucent, or any clothing with profane and vulgar slogans or pictures even those which are political in nature including overalls, tank tops, jackets, coat, skirts that is 3" above the knee, spaghetti straps, camouflage, and all clothing of yellow in color shall be denied from entering in the facility being considered as inappropriate.

5. Touring visitors is not allowed to wear two layers of clothing such as two layers of pants and shirts including extremely loose clothing and those that exposes chest, midriff or stomach.

6. No personnel shall require a touring member to remove religious headwear during the identification process. However, the touring visitor must be offered a room or screened area that is private and not visible to anyone where he can remove the headwear for his or her identification and to be assisted by personnel of same gender. Further, touring visitors shall sign a waiver for this purpose.

On Conduct of Tours

1. Every touring visitor must enter and exit on the same gate or point of entry.

2. Each ten (10) student visitors must be accompanied with at least one (1) chaperone or guide from their school during the facility tour.

3. The Warden of the facility shall designate the Unit CRS as Duty Tour Guide or any officer capable of providing information on inmate's welfare and development programs of the facility.

4. The Warden or the Duty Officer of the Day shall conduct short briefing to all visitors and designated personnel who will serve as tour guide prior to their tour of the facility.

5. All responses of BJMP personnel assigned as Tour Guide to questions from touring visitors must be in accordance with the existing rules and regulations of the bureau. He is not allowed to answer based on his own opinion without any disclaimer that such opinion is his or hers and does not necessarily represent the stand of the Bureau.

6. In order to leave the facility, the touring visitor who is wearing religious headwear is required to show his or her face using the private area as set forth Under Section V Para 6 of this policy.

7. No contact between inmates and touring members shall be allowed at all times on the duration of the tour except if it has been indicated on their request and it has been expressly provided in the clearance issued by the Regional Office.

8. No children below 12 years of age shall enter to the facility without the accompaniment of his or her parents.

VI. PENALTIES

1. Any infraction of this rule committed by any concern personnel of the bureau shall be dealt with according to the Revised BJMP Manual on Administrative Disciplinary Machinery.

2. All touring visitors who violated specific provisions of this policy in bringing contraband as reiterated shall be banned for at least six (6) months for further entry to any BJMP jail facility or shall be charged criminally under the Revised Penal Code and other applicable special laws.

VII. SEPARABILITY CLAUSE

If any provision of this rule is rescinded or modified accordingly by a subsequent rule and or declared illegal by any court, any section not affected by such rescission, modification or declaration shall remain in force and effect.

VIII. EFFECTIVITY CLAUSE

This Standard Operating Procedure shall take effect (15) days after its dissemination in all regional offices nationwide. Three (3) copies of this policy have been sent to the National Administrative Register of the University of the Philippines Law Center.


DIONY D MAMARIL, CES(E)
Jail Chief Superintendent
Officer-in-Charge

WAIVER OF RIGHT ON VISUAL BODY SEARCH

I, _____ of _____ (Home Address) _____
hereby voluntarily submit myself for visual body search including my
headwear by authorized BJMP personnel prior to my entry for the jail tour.

I fully understand that I have a right against unreasonable search and
seizure protected under the Constitution;

That my rights were fully explained to me on the language/dialect that
I understand and I am waiving such right for the purpose of my tour in the
facility.

Signature Over Printed Name of the Visitor

Signature Over Printed Name of the Witness

Date and Time of Search

(Note: This form shall be translated in local dialects or in a language that subject visitor could understand.)