



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



16 September 2010

**BJMP**  
**STANDARD OPERATING PROCEDURES**  
**NUMBER 2010 - 04**

**ADMISSION AND RELEASING OF INMATES**

**I. REFERENCES**

1. United Nations Standard Minimum Rules for the Treatment of Prisoners;
2. 1987 Philippine Constitution;
3. BJMP Manual Revised 2007;
4. Inputs of meetings: A Call for Action...Working Group on the Criminal Justice System facilitated by the ICRC; and
5. Memorandum to all Regional Directors dated 04 August 2010 re: Feedback and Referral Mechanism.

**II. BACKGROUND/RATIONALE**

The Guiding Principles of the United Nations Standard Minimum Rules for the Treatment of Prisoners states, among others, that "Imprisonment and other measures which result in cutting off an offender from the outside world are afflictive by the very fact of taking from a person the right of self-determination by depriving him/her of his/her liberty. Therefore, the prison system shall not, except as incidental to justifiable segregation or the maintenance of discipline, aggravate the suffering inherent in such a situation". Hence, a well-planned and organized reception and release of detainees is critical to achieving this.

Relatedly, the Bureau, in its quest for humane safekeeping and development of inmates, needs to institutionalize a feedback and referral mechanism in which stakeholders are notified of the status of the inmate under its custody and thereby make appropriate action, if necessary, in consonance with their respective mandate under the law. This mechanism, in short, creates a channel between the stakeholders with hope of speeding up the disposition of the inmate's cases, protect his/her rights, provide the necessary intervention and aid him/her in his/her reintegration into the mainstream of the society.

The correctional process that starts with the admission of the inmate greatly influences his/her attitude and behavior toward the custodial and rehabilitative regimens he/she must undergo during confinement, and perhaps, to some extent, affect his/her outlook and adjustment after his/her release.

### **III. PURPOSE**

This policy aims to provide a standardized admission and releasing procedures of inmates at the jail facilities of the Bureau of Jail Management and Penology as well as the actions to be taken by the warden in relation to the case of the inmate from the time he/she is admitted until the time of his/her release.

### **IV. OBJECTIVES**

1. To provide standardized guidelines in the admission of inmates;
2. To institutionalize a feedback and referral mechanism for the notification of stakeholders; and
3. To establish standardized guidelines in the releasing of inmates.

### **V. PROCEDURE ON ADMISSION**

#### **A. DESK OFFICER**

1. Upon commitment of an inmate, check the credentials of the person bringing the inmate to determine his/her/their identity and authority.
2. Make sure that the following documents are available:
  - Commitment Order
  - Information/Complaint
  - Medical Certificate issued by Government Hospital
3. Examine the arrest report and the authenticity of the commitment order.
4. Take all cash and other personal property from the inmate, list them down on a receipt form duplicate, duly signed by him/her and countersigned by the inmate. Original receipt should be kept for the record and duplicate should be given to the inmate.
5. All cash and other valuables of the inmate must be turned over to the Jail Property Custodian for safekeeping and covered by a receipt.

#### **B. RECORDS/ADMITTING OFFICER**

1. Receives the documents from the DO and starts the booking procedures.
2. Inmate is fingerprinted and photographed.
3. Inmate is strip-searched to check for any markings, cuts, bruises, etc. and same shall be indicated in the jail booking report.
4. Inmates clothing shall be checked for presence of contrabands.

5. In a dialect that the inmate understands, he/she shall be apprised of the provisions of Art 29 of the RPC as amended by RA 6127.
6. If the inmate agrees to abide by the same disciplinary rules upon convicted inmates, he/she shall be asked to sign a Detainee's Manifestation. Otherwise, the warden issues a Certification under oath to the effect that the detainee was apprised of the provision of Art 29 of the RPC as amended and that the inmate refused to sign.

#### **C. JAIL MEDICAL OFFICER**

1. Conducts thorough check-up on the overall condition of the inmate during the time he/she was brought to the jail.
2. Checks on the entries in the medical certificate to ascertain any discrepancies and records any findings not indicated.

#### **D. CHIEF CUSTODIAL/ OFFICER OF THE DAY**

1. Orients the newly committed inmate of the rules and regulations of the jail.

#### **E. RECORDS/ DESK OFFICER (as the case maybe)**

1. Assigns the newly committed inmate to his/her cell.

#### **F. JAIL WARDEN**

1. Coordinate with concerned agencies regarding the case of inmate for speedy disposition and to furnish them copy of the needed documents available.

### **VI. PROCEDURE TO BE TAKEN ON INMATES WHILE UNDER BJMP CUSTODY**

1. The jail warden shall see to it that all the concerned agencies and persons shall be informed of the commitment of the inmate in his/her jail by submitting a written report. (Refer to the sample/draft letters to different agencies).
2. The warden, through his paralegal officer, shall ensure that the case of inmate is being attended to by the courts and prosecutors' office by constantly coordinating with them with the purpose of speeding-up the disposition of the case. For this purpose, the sharing of non-confidential information with the concerned agencies is encouraged.

3. The following agencies/persons shall be notified by the warden upon commitment of the inmate:

- |                                   |   |   |
|-----------------------------------|---|---|
| a. Presiding Judge                | - | mandatory (to submit list of committed inmates monthly)     |
| b. Executive Judge/Clerk of court | - | mandatory (to submit list of committed inmates monthly)     |
| c. PNP                            | - | mandatory   |
| d. NBI                            | - | mandatory   |
| e. Family                         | - | mandatory   |
| f. PAO lawyer                     | - | in case of indigent inmate                                  |
| g. IBP legal aide                 | - | in case of indigent inmate and unavailability of PAO lawyer |
| h. Private lawyer                 | - | upon request  |
| i. Priest or religious minister   | - | upon request  |
| j. Private physician              | - | upon request  |
| k. Commission on Human Rights     | - | as needed / to submit list of committed inmates monthly     |
| l. Public physician               | - | as needed   |
| m. Psychologist/Psychiatrist      | - | as needed   |
| n. Embassy                        | - | mandatory in case of foreign national/alien                 |
| o. DSWD                           | - | mandatory in case of CICL                                   |
| p. Court (other branches)         | - | in case of multiple cases                                   |

## **VII. PROCEDURE ON RELEASING**

### **A. DESK OFFICER**

1. Upon receipt of Release Order, verifies authenticity of said order.

### **B. RECORDS/ADMIN OFFICER**

1. Starts processing inmates' release.
2. Checks inmate records to be sure that the data in the Release Order coincide with the data in the inmates' carpeta (spelling of name, offense, Criminal Case Number, etc.)
3. Checks that the inmate has no other pending case/s
4. Routes the Release Paper to different signatories.

### **C. PROPERTY CUSTODIAN**

1. Checks on the receipt of property and returns to the inmate his/her deposited items.
2. Makes sure that returned properties were duly received by the inmate in his/her logbook.

#### **D. DESK OFFICER**

1. Puts into record the release of inmate and the condition of the inmate upon his/her release.

#### **E. JAIL WARDEN**

1. Report to concerned agencies/persons the release of inmate for aftercare program. The following agencies/persons shall be notified by the warden upon release of the inmate:
  - a. Barangay Captain - mandatory
  - b. Priest or religious minister - mandatory
  - c. Family - if release is not witnessed by any member of immediate family
  - d. Court - in case of convicted inmate

#### **VIII. SEPARABILITY CLAUSE**

In the event that any provision or part of this SOP be declared unauthorized or rendered invalid by a competent authority, those provisions not affected by such declaration shall remain valid and effective.

#### **REPEALING CLAUSE**

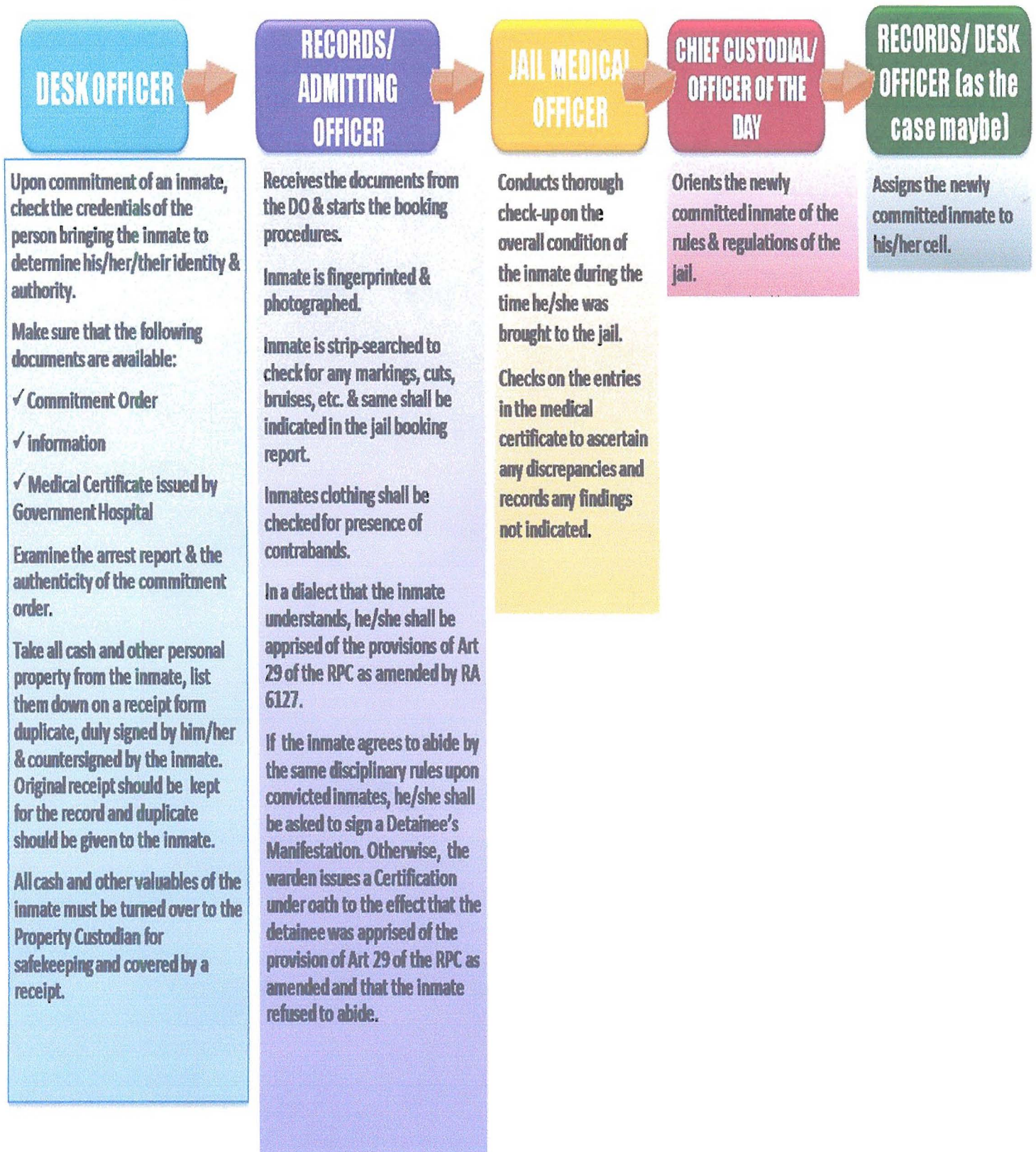
All other existing issuances which are inconsistent with this policy are hereby rescinded or modified accordingly.

#### **IX. EFFECTIVITY**

This policy shall take effect immediately.

  
**ROSENDO M. DIAL, CESO III**  
Jail Director (DSC)  
Chief, BJMP

# BJMP ADMISSION PROCEDURE \*



\*Note: The jail warden shall see to it that all the concerned agencies / persons as stated in Section VI (3) shall be informed of the commitment of the inmate in his/her jail.

## FLOWCHART B

# BJMP RELEASING PROCEDURE

