



INMATE'S ORIENTATION SHEET

The Inmate's Orientation Sheet is a hand-out intended to provide you with basic information you need to know and adhere to while under our care. Thorough understanding and acceptance of the following information will facilitate your journey in our "little community".

BJMP is a line bureau under the Department of the Interior and Local Government (DILG). Pursuant to R.A. 6975, as amended, it is empowered to exercise supervision of all district, city and municipal jails. The Jail Bureau is charged with a two-fold mandate, that is, to safekeep and develop its clients -YOU- to become law-abiding, productive and responsible members of our society,

YOUR RIGHTS AND RESPONSIBILITIES

While you are in this institution, the following are your RIGHTS:

1. You have the right to be treated as a human being and not to be subjected to corporal punishment. You have the responsibility to allow your fellow inmates, visitors and staff enjoy the same rights.
2. You have the right to be informed of the rules and regulations governing the detention center. You have the responsibility to obey such rules and regulations.
3. You have the right to adequate food commensurate to the Prisoner Subsistence Allowance (PSA) as well as space and ventilation, rest and recreation. You have the responsibility to use the things allowed, the facilities and equipment properly.
4. You have the right to avail of medical, dental and other health services readily available in the place you are detained. You have the responsibility to inform and advise us of your health problems and to follow the prescribed treatment.
5. You have the right to a visit by a lawyer or your counsel, medical doctor or religious minister anytime subject to reasonable regulation. You have the responsibility to use the services of such counsel, medical doctor or religious minister honestly and fairly.
6. You have the right to free exercise and enjoyment of religious profession and worship. You have the responsibility not to do harm to others while doing religious rites and to respect others' religious profession, exercise or worship.
7. You have the right to vote unless disqualified by law. You have the responsibility to vote honestly, orderly and peacefully.
8. You have the right to a separate detention facility or cells, particularly if you are a woman or a CICL. You have the responsibility to keep your place of dwelling in pleasant condition.

9. You have the right to a visit by your immediate family. You have the responsibility to observe such rules and regulations regarding jail visitation.
10. You have the right to communicate with your embassy or consulate if you are a foreigner. You have the responsibility to keep jail management informed of your transactions.
11. You have the right to refuse any interview or to answer question/s asked by any member of the media.
12. You have the right to be assisted by counsel at all times. You have the right to be informed of the language known to and understood by you, of your rights to remain silent and to have competent and independent counsel, preferably of your own choice, who shall at all times be allowed to confer with you privately. If you cannot afford the services of your counsel, you must be provided with a competent and independent counsel.
13. You have the right to be informed of your right to demand physical examination by an independent and competent doctor of your own choice. If you cannot afford the services of your own doctor, you shall be provided by the state with a competent and independent doctor to conduct physical examination if needed. You and your immediate family shall also have the right to immediate access to proper and adequate medical treatment.

YOUR PRIVILEGES AND RESPONSIBILITIES

1. You have the privilege to wear your own clothes while in confinement unless reasonable regulations require you otherwise. You have the responsibility to observe and follow the prescribed dress code.
2. You have the privilege to send and receive mail subject to BJMP Rules and Regulations. You have the responsibility to bear the expenses and to allow jail authorities to censor your things for contraband.
3. You have the privilege to receive books, letters, magazines, newspapers and other periodicals that the jail authorities may allow. You have the responsibility to submit them for inspection.
4. You have the privilege to request free legal aid, if available. You have the responsibility to consult with our paralegal officers so that proper coordination and arrangement can be made regarding the matter.
5. You have the privilege to sport hair in customary style. You have the responsibility to conform to our jail rules for decency, health and sanitation.
6. You have the privilege to receive fruits and prepared foods. You have the responsibility to subject those food stuffs to inspection and for approval of the jail officials.
7. You have the responsibility to maintain cleanliness of your cell and brigades or jail premises and perform other works as may be necessary for hygienic and sanitary purposes. You have the responsibility not to waste water and cleaning materials.

8. You have the privilege to avail of Good Conduct Time Allowance (GCTA) as provided by law. You have the responsibility to coordinate with our staff regarding this matter so that proper endorsement to that effect is made upon transfer to BUCOR.
9. You have the privilege to use your funds for commissary and other purchases, consistent with jail rules, institutional security and good order. You have the responsibility to meet your financial obligations including payment of personal or institutional property you have damaged.
10. You have the privilege to participate in our personal/spiritual enhancement and recreational activities. You have the responsibility to participate sincerely and solemnly and make these activities meaningful to your life and to others.

INMATES DISCIPLINE, DISCIPLINARY MACHINERY AND GRIEVANCE MANAGEMENT

Once you are committed to our facility, some of your rights may be suspended or regulated. There are things you are not allowed to do and you are required to follow certain rules and regulations. We enjoin your obedience to such rules and regulations for the purpose of providing you a safe, peaceful, orderly and harmonious environment for your personal development.

We expect you to understand that violation of such rules and regulations entails disciplinary actions. Well, this is of course for your own good.

FOLLOWING ARE CONSIDERED MINOR OFFENSES:

1. Selling or bartering with a fellow inmate those items not classified as contraband;
2. Rendering personal service to a fellow inmate and jail personnel;
3. Untidy or dirty personal appearance;
4. Littering or failing to maintain cleanliness and orderliness in quarters or surroundings;
5. Making frivolous or groundless complaints;
6. Taking the cudgels for or reporting complaints in behalf of other inmates;
7. Tardiness during formation for headcount without justifiable reasons;
8. Willful waste of food.

FOLLOWING ARE CONSIDERED LESS GRAVE OFFENSES:

1. Failure to report for work detail of sentenced inmates without justifiable reason;
2. Failure to render assistance to an injured personnel or inmates;
3. Failure to assist in putting out fires inside the jail;
4. Behaving improperly or acting boisterously during religious, social and other group functions;
5. Swearing, cursing or using profane or defamatory language directed at other persons;

6. Malingering or pretending to be sick to escape work assignment;
7. Spreading rumors or malicious intrigues to besmirch the honor of any person, particularly to any BJMP personnel;
8. Failure to stand at attention and give due respect when confronted by or reporting to any BJMP personnel;
9. Forcing fellow inmates to render personal service;
10. Exchanging uniforms or wearing clothes other than those issued for the purpose of circumventing jail rules;
11. Loitering or being in an unauthorized place;
12. Using the telephone without the authority from the Desk Officer/ Warden;
13. Writing, defacing, or drawing on walls, floors, or any furniture or equipment;
14. Withholding information which may be inimical or prejudicial to the jail administration;
15. Possession of lewd or pornographic literature or photograph;
16. Absence from cell, brigade, place of work during headcount, or at any time without justifiable reason; and
17. Failure to turn over any implement/article issued after work.

FOLLOWING ARE CONSIDERED GRAVE OFFENSES:

1. Making untruthful statements or lies in any official communication, transaction or investigation;
2. Keeping or concealing keys or locks of places in the jail which are off-limits to inmates;
3. Giving gifts, selling or bartering with jail personnel;
4. Keeping in possession money, jewelry, cigarettes, cellular phones or other communication devices or other items classified as contraband under the rules;
5. Tattooing others or allowing yourself to be tattooed on any part of the body, or keeping any paraphernalia to be used in tattooing;
6. Forcibly taking or extorting money from fellow inmates and visitors;
7. Punishing or inflicting injury or any harm upon oneself or other inmates;
8. Receiving, keeping, selling, taking or drinking liquor and prohibited drugs;
9. Making, improvising or keeping any kind of deadly weapon;
10. Concealing or withholding information on plans of attempted escapes;
11. Unruly conduct and flagrant disregard of discipline and instructions;
12. Escaping, attempting or planning to escape from the institution or from any guard;
13. Helping, aiding or abetting others to escape;
14. Fighting or causing any disturbance or participating therein and/or agitating fellow inmates to cause such disturbance or riot;

15. Indecent, immoral or lascivious acts by oneself or allowing oneself to be the subject of such indecent, immoral or lascivious acts;
16. Willful disobedience to a lawful order issued by any BJMP personnel;
17. Assaulting any BJMP personnel;
18. Damaging any government property or equipment;
19. Participating in any kangaroo court, an unauthorized or irregular court conducted with disregard for or perversion of legal procedures as a mock court;
20. Affiliating with any gang or faction whose main purpose is to foment regionalism or to segregate from others;
21. Engaging in gambling or in any game of chance;
22. Failing to inform the authorities concerned when afflicted with any communicable disease, such as tuberculosis, sexually transmitted disease, etc.
23. Committing any act which is in violation of any law or ordinance, in which case, you may be prosecuted criminally in accordance with law;
24. Committing any act prejudicial to good order and discipline; and
25. Engaging in illicit relationship with personnel.

DISCIPLINARY BOARD

The Disciplinary Board is tasked to investigate the facts of an alleged inmate's infraction of jail rules and regulations. It hears and decides cases referred to it within forty-eight (48) hours from receipt of the case.

In case there is no Disciplinary Board because the composition thereof is not feasible due to personnel limitations, the Warden performs the Board's functions as a Summary Disciplinary Officer. In the hearing of disciplinary cases, the Disciplinary Board or the warden as the case may be is provided with a procedure to follow. In any event, we assure you that you will be given the opportunity to present your side before the disciplinary board or the warden may impose a sanction against you. Take note that the following are the only disciplinary punishments allowed to be imposed by the Disciplinary Board or the Warden, as the case may be:

- a. Reprimand;
- b. Temporary or permanent cancellation of some or all recreational privileges;
- c. Extra-fatigue duty for sentenced inmates;
- d. Close confinement in a cell (this will be imposed only on inmates who are incorrigible and when other disciplinary measures are proven ineffective); and
- e. Transfer to another BJMP jail in the area upon coordination with the proper court.

OUR PROGRAMS AND SERVICES

We encourage you to avoid any trouble while under our care to avoid the above sanctions and instead to spend your time on

worthwhile activities in our programs and services specially designed for safety and development. We have the Inmates Safekeeping Management Program (ISMP). This program is designed to maintain order and safety in jail purposely to keep you safe while under our ward. Each program has several service lines that will cater to your needs. What we want you to keep interest on is to pursue and participate with enthusiasm in our Inmates Welfare and Development Program (IWDP).

The following are the service lines under this program:

- 1.Provision of Basic Needs (Food, Shelter, Clothing)
- 2.Health Services
- 3.Livelihood Services
- 4.Educational services
- 5.Sports and Recreational Services
- 6.Visitation Services
- 7.Paralegal Services
- 8.Religious Services

THERAPEUTIC COMMUNITY MODALITY PROGRAM

This is a special program that employs a participative, group-based treatment approach to the personality disorders and complex emotional and interpersonal problems. The program helps the inmates live together as a community of concerned people with high expectations and commitment that foster individual change and positive growth. If you join the community, you and the other participants will help each other discover and establish your self-worth, inherent talents and potentials. The goal of the program is to help you gain the ability to return to the mainstream of society and live a productive life. We wish and expect your participation in this program.

EARLY MODES OF RELEASES

While under our care, along with our program to help you develop your personality and well-being in preparation to your return to the fold of the community and in line with our paralegal service, we are constantly assisting you to hasten the litigation process of your cases by coordinating with concerned agencies and by providing you guidance in the application of related laws for your early release.

You may apply for any of the following modes whichever you may best qualify for and benefit from:

- 1.Release on Recognizance
- 2.Release on Bail
- 3.Preventive Imprisonment (Art. 29 RPC as amended by BP 85 and EO 214)
- 4.Probation Law (P.D. 968)
- 5.Parole
- 6.Executive Clemency
- 7.Such other modes that are lawful or that may thereafter be provided by law

As always, we look forward to the day you come to the end of your stay with this facility to face the life you once had and enjoyed. We expect you to keep the lessons of the time you spend with us and go over them once in a while as you face the world of free men.