



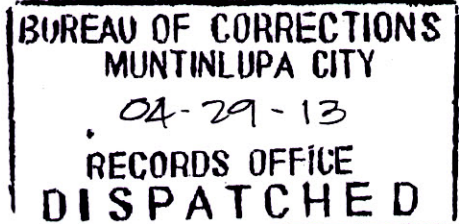
**MINIMUM SECURITY CAMP**

**MEMORANDUM**

**TO : ALL CONCERNED**

**SUBJECT : POLICY ON THE REQUEST FOR UTILIZATION OF INMATE INSTITUTIONAL WORKERS DETAILED AT MINIMUM SECURITY CAMP**

**DATE : APRIL 25, 2013**

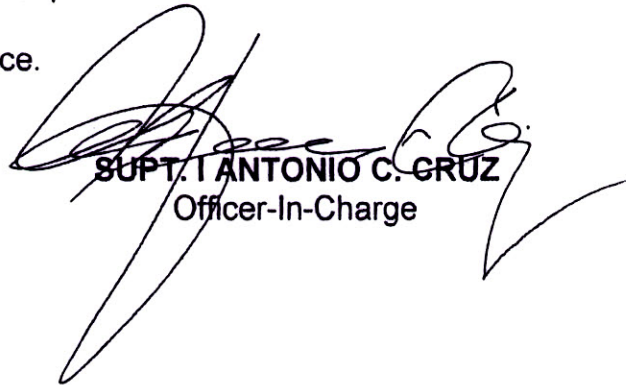


1. Reference: Security measures on the counting and monitoring of inmates being utilized as institutional workers confined at Minimum Security Camp.
2. In order to ensure and prevent the incidents of escape by our inmate institutional workers, the following measures/procedures are hereby implemented.
  - 2.1 No minimum classified inmates shall be brought out of the camp without a written request.
  - 2.2 The Overseer's Office shall prepare a list of inmates who are qualified to perform as institutional workers after considering the following conditions:
    - 2.2.1 Must be due for release not more than one (1) year. ) ?
    - 2.2.2 Must not be a recidivist.
    - 2.2.3 Not a resident within the National Capital Region.
    - 2.2.4 Must not have violated any rules and regulation of this Institution.
    - 2.2.5 Not involved in any illegal drug related cases nor an illegal drug user.
    - 2.2.6 Once the inmates are already released from the Minimum Security Camp, they shall be closely monitored by their respective supervisors. Counting of inmates must be done every 2 hours.
    - 2.2.7 A Prison Guard to Inmate ratio of 1:8 must be maintained.
    - 2.2.8 After the completion of their different tasking/duties, inmates shall be immediately turned-over by their immediate supervisor to the Minimum Security Camp even before their terminal time.
    - 2.2.9 In cases of escape, the requesting office is also accountable.

3. Other recommended security measures:

- 3.1 Monthly rotation of duty personnel at the Minimum Security Camp.
- 3.2 Additional personnel to be assigned at the camp.
- 3.3 Rotation of assignment order/directive of institutional workshop to avoid familiarization.
- ~~3.4~~ Inmates must undergo counseling before issuance of assignment order.
- 3.5 Make available reformation/recreation program at the camp.
- 3.6 Issuance of color coding ID for the institutional workers.
- ~~3.7~~ Institutional workers must undergo Psychological Test.
- 3.8 Daily deployment plan must be prepared by the OIC Minimum Security Camp and approved by the NBP Superintendent.

4. For your guidance and compliance.



SUPT. I ANTONIO C. CRUZ  
Officer-In-Charge