



# Bureau of Corrections

## VISITATION PROCEDURE

Document Reference Code

**BUC-NBP-PR-003**

Revision No.

0


Effectivity Date

01/05/2018

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### REVISION HISTORY AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
0		Original issue.	Supt. Roberto R. Rabo

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## 1. PURPOSE

This process describes the visitation procedures and security measures being implemented in visiting Person Deprived of Liberty within prison camps/compounds.

## 2. SCOPE

The process starts from the queuing of visitors, listing, searching, control/verification, actual visit and shall end upon leaving the camp.

## 3. DEFINITION OF TERMS

Inmate Visitation and Services Unit (IVSU)	<ul style="list-style-type: none"> <li>Unit in charge of processing the documents presented by visitors of PDL in order to prevent the entry of unauthorized visitors and contrabands inside the prison compound.</li> </ul>
Visitor's Pass	<ul style="list-style-type: none"> <li>Issued to visitors as proof that they underwent verification process.</li> </ul>
Call Slip	<ul style="list-style-type: none"> <li>A duplicated piece of paper wherein the name of the visitor, PDL and the dormitory of the PDL is written issued by the Listing personnel and Visiting area personnel for purposes of informing and calling for the PDL to be visited to fetch/accompany their visitors.</li> </ul>
Visiting Area	<ul style="list-style-type: none"> <li>A place/area provided for PDLs where they could stay and be with their visitors for the duration of visitation.</li> </ul>
Cavity Search	<ul style="list-style-type: none"> <li>Refers to the procedure of subjecting a person into a rigid search if there is suspicion or sufficient reason if contrabands are hidden in their private parts.</li> </ul>



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### 4. PROCEDURE DETAILS

Activity	Person Responsible	Details/Functions	References
<p><b>START</b></p> <p>↓</p> <p>QUEUING</p> <p>↓</p> <p>LISTING</p> <p>↓</p> <p>SEARCHING</p> <p>↓</p> <p>Control/ Verification</p> <p>↓</p> <p>MONITOR VISITATION</p> <p>↓</p> <p>Exit of Visitor</p> <p>↓</p> <p><b>END</b></p>	<ul style="list-style-type: none"> <li>IVSU Personnel</li> </ul>	<ul style="list-style-type: none"> <li>Provides and Supervises queuing for regular visitors and priority lanes</li> </ul>	
	<ul style="list-style-type: none"> <li>Listing Personnel</li> </ul>	<ul style="list-style-type: none"> <li>Validates identity and affinity with the PDL</li> </ul>	
	<ul style="list-style-type: none"> <li>Searching Personnel</li> </ul>	<ul style="list-style-type: none"> <li>Searches visitors</li> <li>If found positive for contrabands</li> <li>See SAO-WI-001 Confiscation of Contrabands</li> </ul>	
	<ul style="list-style-type: none"> <li>IVSU Personnel</li> </ul>	<ul style="list-style-type: none"> <li>Depository of Passes /ID and counter check</li> </ul>	
	<ul style="list-style-type: none"> <li>Overseer's Office Personnel</li> <li>IVSU Personnel</li> </ul>	<ul style="list-style-type: none"> <li>Records and Monitor Visitation</li> </ul>	

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## 5. GUIDELINES

### 5.1. QUEUING

- 5.1.1 Visitor shall queue at the designated lanes for orderly purposes;
- 5.1.2 Priority lanes for Senior Citizen, Pregnant, and Person with Disability (PWD) shall also be provided.

### 5.2. LISTING


- 5.2.1 Visitors' identification and affiliation to the PDL is established and verified through interview by the Listing Personnel;
- 5.2.2 Visitors are issued call slips;
- 5.2.3 Visitors with pass due for renewal shall undergo the usual process of verification and issuance of call slips;
- 5.2.4 Prohibits the entry of visitors who are:
  - 5.2.4.1 Unlisted/unregistered;
  - 5.2.4.2 Displaying unruly behaviour;
  - 5.2.4.3 Under the influence of intoxicating drinks or substance abuse; and
  - 5.2.4.4 Other analogous circumstances.

### 5.2 BAGGAGE SEARCHING

- 5.2.1 Searching personnel shall thoroughly inspect for any contraband the belongings of visitors before entering the prison compound;
- 5.2.2 Visitors whose belongings are found containing any form of contraband shall be turned-over to the Investigation Section for appropriate action. Likewise, the apprehending officer shall immediately prepare and submit an incident report;
- 5.2.3 For the NBP Maximum IVSU –Walk Through and X-ray Baggage Machines are utilized in the initial phase of searching procedure.

### 5.3. BODY FRISKING/STRIP SEARCH

- 5.3.1 Thorough body search including parts of the garments/clothing and others worn by visitors before entry to the compound for any contraband or prohibited items;

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**5.3.2** Visitors caught in possession of contrabands are apprehended, reported and turned over to the Investigation section for appropriate action;

**5.3.3** Strip/cavity search shall only be done in cases where there is a strong suspicion that subject visitor is in possession of a contraband hidden in his/her private parts. It shall be done in a private area and with the consent of the concerned visitor.

#### **5.4 CONTROL AND VERIFICATION**

**5.4.1** Visitors who are not listed or registered but authorized to enter by the Superintendent may be allowed to stay in the visiting area or at any place designated in the temporary pass;

**5.4.2** The duplicate copy of the issued call slips together with the visitor's pass/identification cards are deposited with the visiting area personnel in exchange for a claim stub;

**5.4.3** Male visitors (Female for CIW) are stamped on the forearm.

#### **5.5 VISITING**

**5.5.1** Supervision and control of visiting area is under the Overseer's Office/IVSU.

#### **5.6 EXIT OF VISITOR**

**5.6.1** Visitors shall surrender their respective claim stubs in exchange of their ID/passess;

**5.6.2** Verification of stamped male or female visitors (for CIW) and identification of female wearing face/head covering (*hijab*);

**5.6.3** All visitors shall be subjected to body and baggage search before leaving the prison compound.