



Bureau of Corrections

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VISITATION WORK INSTRUCTION

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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 defines the instruction in relation to visiting PDL and security measures being implemented within prison camps/compounds.

2. SCOPE

The instruction 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"> 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.
Visitor's Pass	<ul style="list-style-type: none"> Issued to visitors as proof of that they underwent verification process.
Call Slip	<ul style="list-style-type: none"> 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.
Visiting Area	<ul style="list-style-type: none"> A place/area provided for PDLs where they could stay and be with their visitors for the duration of visitation.
Cavity Search	<ul style="list-style-type: none"> 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.

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4. DETAILS

Item No.	Activity	Responsibility	Interface
4.1	<p>Provides and supervise queuing for regular visitors and priority lanes:</p> <p>4.1.1 Establish lane classification for regular/normal visitors and for those who have special needs (Senior Citizen, Pregnant and Persons with Disability)</p> <p>4.1.2 Issue stub number for the series of priority</p>	IVSU Personnel	
4.2	<p>Validates identity and affinity with the PDL:</p> <p>4.2.1 Conduct an initial inquiry to establish visitor's identity and relationship to the PDL;</p> <p>4.2.2 Interview and requiring the submission of government-issued IDs as proof of identity;</p> <p>4.2.3 Cross reference of visitor identity against the list of authorized visitors;</p> <p>4.2.4 Authentication of submitted IDs;</p> <p>4.2.5 Issuance of Duplicated Call Slips.</p>	Listing Personnel	
4.3	<p>Searches of visitors</p> <p>4.3.1 Conduct a thorough inspection of visitor belongings for presence of any form of contraband;</p> <p>4.3.2 Conduct body frisking and in extraordinary cases, a strip searching shall be done in private and with expressed consent from the visitor;</p> <p>4.3.3 Inscribe initials on call slip</p>	Searching Personnel	



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Item No.	Activity	Responsibility	Interface
	4.3.4 If found positive for contrabands see SAO-WI-002.		
4.4	Depository of Passes/ID and counter check 4.4.1 Surrender IDs and/or visitor's pass; 4.4.2 Forearm stamping on male visitors (female visitors for CIW) for distinction purposes; 4.4.3 Proceed to Visiting Area; 4.4.4 Verify identity of exiting visitor to include checking of stamped marks; 4.4.5 Conduct physical and baggage search; 4.4.6 Return IDs and/or passes.	IVSU Personnel	Logbook
4.5	Records and Monitor Visitation 4.5.1 Encoding of the duplicate copy of call slip for reference; 4.5.2 Monitor and secure the visiting area for the duration of the visit.	Overseer's Personnel/ IVSU Personnel	Logbook