



Bureau of Corrections

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VISITORS ARREST AND SEIZURES IN VISITATION WORK INSTRUCTIONS

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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 section describes work instructions in conducting visitors arrest and seizures when found in control and possession of items defined and provided for by RA 9165 and RA 10591

2. SCOPE

This includes the series of activities prior entry of visitors into the premises of the visiting area of every camp.

3. DEFINITION OF TERMS, ACRONYMS

RA 9165	• Comprehensive Dangerous Drug Law
RA 10591	• Illegal possession of firearms, ammunitions, explosives and deadly weapons.

4. DETAILS:

Item No.	Activities	Responsibility	Interface
4.1	Arrest the erring visitors 4.1.1 Any Personnel assigned at Searching area while conducting physical and belongings search shall apprehend visitor/s if found in control and possession of illegal items. <i>IVSU Searching areal</i> (RA 9165 and RA 10891).	Arresting Officer	
4.2	Seize the illegal item 4.2.1 The illegal items defined and provided for in RA 9165 and RA 10891 will be handled to wit; 4.2.1.1 The seized item/s will be marked properly for identification and placed in an appropriate container for proper preservation. 4.2.1.2 Accomplish the Receipt Inventory	Seizing Officer	



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Item No.	Activities	Responsibility	Interface
	<p>form of item seized. (NBP-PR-001-F002)</p> <p>4.2.1.3 Accomplish the Crime Laboratory transmittal form. (NBP-PR-001-F003)</p> <p>4.2.1.4 Accomplish the Chain of Custody form. (NBP-PR-001-F005)</p> <p>4.2.1.5 Prepare and submit report. (NBP-PR-001-F001)</p> <p>4.2.1.6 Execute Appropriate Affidavit (NBP-PR-004-F037)</p> <p>4.2.1.7 Accomplish the Case referral signed by the Penal Superintendent. (NBP-PR-004-F038)</p>		
4.3	<p>Turn-over the apprehended visitor and illegal items to the nearest Police Station.</p> <p>4.3.1 The arrested visitor together with all the legal documentary requirements and evidence/s seized will be escorted/ brought respectively by the apprehending /seizing officer for turn-over to proper authority.</p> <p>4.3.2 File of appropriate case against the erring visitor at the Prosecutor’s Office.</p>	Arresting/ Seizing Officer	