

- e. Inspector of the Guard:
 - i. The senior inspector shall serve as alternate Officer of the Day and under the orders of the Superintendent, have supervision over the zone inspector, keepers and guards on duty, and of the policing the prison and performing such other duties as may be assigned to him by the Superintendent.
 - ii. The inspector-at-large shall inspect all guards entering upon a tour of duty, and shall see to it that they are properly equipped, in the prescribed uniform, and that they comply strictly with such verbal instructions as are given to them by the Superintendent and the Officer of the Day.
 - iii. The inspector-at-large shall be responsible for the discipline, orderliness and sanitation of his zones within the prison compound and see to it that all prison rules and regulations are strictly enforced..
 - iv. All inspectors shall conduct an hourly inspection of all buildings in the prison compound where there maybe any danger from fire at night, and as often during the day as may consistent with their duties.

- f. Guard:
 - i. A guard shall live in the quarters within the prison reservation to which he is assigned, unless special permission is granted by the Director or the Superintendent to reside elsewhere. He shall occupy the quarters assigned for his use and that of his family, and it shall be their duty to see that their quarters are kept in a clean orderly condition. Unmarried guards or bachelors shall reside in the guard's quarters.
 - ii. No one shall be allowed to enter the guard's quarters unless his duties require him to do so and those entering the same shall conduct themselves so as not to disturb the guards therein.
 - iii. A Guard shall be a.) vigilant; b.) comply strictly with his orders; and c.) perform his duties promptly. Failure to observe these requisites shall be cause for disciplinary measures.
 - iv. There shall be three (3) shifts for guards with each guard having s tour of eight (8) hours. One third (1/3) of the guards in each shifts shall be detailed on reserve duty for a period of eight (8) hours prior to entrance to duty. The guard on reserve shall stay in the administration Building ready for any call.
 - v. He shall be responsible for the serviceable condition of the equipment in his possession as well as for all government property belonging to the post. Firearms shall be kept clean, well-oiled and in perfect condition.
 - vi. A list of all properties for which guards are responsible shall be placed in the tower posts. A relief guard upon entering into duty shall check if all such properties are being turned over and that they are serviceable. Any deficiency shall be immediately reported to the inspector on duty who, in

turn, shall request the property office or the armorer to replace the unserviceable or missing property.

g. Keeper:

- i. He shall be responsible for the locking of inmates in his brigade. He shall keep a correct count of the inmates in his brigade or cells and promptly report any absentees found at the morning or evening counts to the Chief Overseer, who shall in turn report the same to the Superintendent.
- ii. He shall have the flooring of his brigade scrubbed at least twice a week and that of the bottom landing, daily.
- iii. He shall ensure that all cells are clean and that the toilets and bathrooms are thoroughly scrubbed and cleaned everyday.
- iv. He shall exercise utmost diligence in searching for contraband articles. Nothing must be overlooked nor taken for granted as correct.
- v. He shall examine all belts, bars, locks and doors of the brigade and satisfy himself as to their security.
- vi. He shall be under the direct supervision of the Chief Overseer and the Officer of the Day and the Inspector on Duty.
- vii. He shall superintend the policing of brigades and parts of the prison yard which are in the immediate vicinity of his brigade.
- viii. He shall enter in the book provided for the purpose any breach of discipline by an inmate. If the violation is serious or repeated after the inmate had been warned, he shall immediately report the same to the Officer of the Day.
- ix. He shall make an hourly inspection of the brigade and cells under his charge and shall not allow an inmate to remain therein during working hours unless assigned to work therein as room orderlies or when directed to remain by proper authority.
- x. He shall supervise the proper and equitable distribution of food to the inmates in a brigade.

h. Yard Guard:

- i. He shall see to it that the work assigned to inmates occupying the yards is properly performed.
- ii. He shall see to it that the yards are clean and in sanitary condition, and that all conveniences and facilities are in order.
- iii. He shall pay particular attention to yards occupied by inmates under training, drilling or performing a special work assignment.
- iv. When necessary to unlock any yard gate or door, he must not leave the gate or door until he has locked it again.
- v. He shall keep the area under his charge free from any pieces of iron or any scrap material that may be used as deadly weapons by inmates.
- vi. He shall keep a close watch of inmates within his line of vision and promptly report any untoward event or suspicious movement of inmates to the nearest officer.

i. Gate Guard:

- i. He shall always be mindful of the importance of his post and strictly discharge his assigned duties.
- ii. He shall never open the gate until he has ascertained the identity of the person seeking admission and assures himself that the person has been authorized to enter.
- iii. He shall open and close a gate or door as quietly as possible.
- iv. He shall keep a correct record of all persons who pass through the gate including the officers of the prison, and also a record of all visitors and the period they remained inside the compound.
- v. He shall enter all articles received at the gate in the book provided therefore and shall satisfy himself that no contraband is allowed entry.
- vi. At the control gate, the front door shall never be opened while the other door is open or vice versa.
- vii. He shall not allow an inmate, even one due for release, to pass through that gate unless authorized by the Officer of the Day.
- viii. He shall not allow firearms of any kind to enter the prison. Firearms of prison officers and employees, as well as visitors, shall be kept or deposited at the entrance gate.
- ix. He shall see to it that all inmates are properly searched in going in or out of prison.
- x. He shall see that all official visitors sign the visitor's book, Should any visitor refuse to sign the visitor's book, the visitor shall not be allowed entry. He shall immediately report the incident to the Officer of the Day for disposition.

j. Guards at the Main Gate or Outpost:

- i. He shall closely observe civilians entering the prison reservation, make inquiries as to the purpose of their visit.
- ii. He shall see to it that all civilians coming in during visiting days are thoroughly searched and that they are not armed. He shall seize and issue receipts for all contraband and prohibited articles found in their possession.
- iii. He shall enter in the log book the names of officers and employees going in and out of the reservation, and indicating therein the exact time of their departure and arrival.
- iv. He shall check carefully all trip tickets of prison vehicles, as well as the passes corresponding to the number of inmates being brought out under guard.
- v. Gate officers may refuse entry to any vehicle if they believe the occupants do not have a legitimate purpose in visiting the area or if the vehicle contains cargo that poses security risks.

- k. Pointers for all Guards:
- i. A guard shall observe the provisions of Republic Act No.6713, otherwise known as the "Code of Conduct and Ethical Standards for Public Officials and Employees" and its implementing rules.
 - ii. He shall familiarize himself with the provisions of this Manual and shall conduct himself in accordance with its provisions and precepts. He shall understand the limits of his authority and responsibilities. In case of doubt, he shall consult his immediate supervisor.
 - iii. A guard shall execute an appropriate hand salute and address as "Sir" the following officers of the Bureau: Director, Assistant Director, Assistants to the Director, Executive Officer, Superintendent and Assistant Superintendent, Chiefs of Divisions, Inspectors and Sergeants of the guard.
 - iv. He shall stand at attention and salute the National Colors or standards not cased, and when the national anthem is played.
 - v. He shall be neat in appearance. If in uniform, the same shall be neat, well-pressed, and worn smart. When performing his duties outside the prison premises, he shall be in complete and proper uniform and if traveling in uniform, shall display utmost courtesy towards civilians. He shall have regulation haircut.
 - vi. He shall read the prison bulletin board preferably before his tour of duty.
 - vii. He shall familiarize himself with the proper operation and maintenance of the firearm and instruments of restraint he maybe called upon to use.
 - viii. He shall not lend the firearm issued to him to anyone or borrow someone else's firearm, except when authorized to do so.
 - ix. While on duty, he shall bring with him thirty(30) rounds of ammunition and must not expend them unless absolutely necessary, or with permission from higher authority.
 - x. He must avoid unnecessary firing of his firearm.
 - xi. He shall immediately report to the armorer any loss or expenditure of ammunition, loss or destruction of firearm or its accessories, or any government property issued to him or under his charge.
 - xii. He shall be at the point of assembly at least five(5) minutes before the appointed time of assembly. If he is late in the formation, he must report to the Officer-In-Charge upon arrival and again, after dismissal.
 - xiii. If he will be unable to report for duty, he shall report the same to the sergeant or Inspector of the guard at least two(2) hours before the time of assembly.
 - xiv. If the guard feels indisposed, he must immediately report to the prison hospital for examination/treatment. If he will not be able to attend to his duties on account of illness, he must secure a medical certificate to that effect and present it to proper authority at the first available opportunity.

SECTION 3. *Administrative liability of guard.* – A guard shall be liable to administrative disciplinary action for acts punishable under the provisions of this Manual, the Civil Service Law and its implementing Rules and Regulations.

PART III. CUSTODIAL AND SECURITY PROCEDURES

SECTION 1. *Security conditions of confinement facility.* – All doors, bars, windows and locks of security facilities shall be examined regularly to insure their integrity and good condition. All prison personnel, regardless of assignment, shall be responsible for the security of prison facilities. They shall immediately report any sign of defect or deterioration in the security system to their immediate supervisor.

SECTION 2. *Perimeter fences.* – Maximum and medium security compounds must maintain two parallel security barriers or perimeter fences provided with sufficient lighting fixtures to prevent escapes or jail breaks. These shall be periodically inspected by the general services division and the commander of the guards. Electrified fences shall be equipped with warning signs to avoid accidental injury to both custodial personnel and visitors.

SECTION 3. *Vehicle control.* – Privately-owned vehicles of employees and residents of a prison reservations shall be provided with security tags or stickers for proper identification and clearance at the entry and exit gates. All other transportation must be checked for both passengers and cargo.

SECTION 4. *Vehicular access to prison compounds.* – No privately-owned vehicle shall be allowed access to a prison compound except upon prior written clearance from the Superintendent. All vehicles shall be checked at the inner and outer gates upon entry and exit.

SECTION 5. *Inmate head count.* – A head count of inmates shall be conducted four (4) times a day or as often as necessary to ensure that all inmates are duly accounted for.

SECTION 6. *Procedure for inmate count.* - The procedure for conducting a periodic physical head count of inmates shall be as follows:

- a. During the count, the inmates shall not be allowed to move until the count is completed.
- b. There must be a positive verification of an inmate's presence. Counting an inmate as present on the basis of seeing any part of his clothing, his hair, or shoes shall not be made.
- c. A written report on the results of each head count shall be submitted to the Chief Overseer.
- d. If the inmate count does not tally with the list of inmates, the matter shall be immediately reported to the Chief Overseer.

SECTION 7. *Location of armory.* – The prison armory shall be located outside of the main prison and the inmates' work / activity area.

SECTION 8. *Security measures while serving/delivering meals.* – If meals are served in a dining room or similar facility, the following security measures shall be observed:

- a. Inmates shall be marched in column of two's along designated routes under the supervision of one or two guards. Other guards may be stationed along the route to direct the orderly movement of inmates to and from the mess hall.
- b. A roving supervisor shall be establish order in the dining room area.
- c. After meals, all eating and kitchen utensils of inmates shall be collected and accounted.

If meals are delivered inside the inmate's cells / quarters, the guard shall not enter the cells / quarters to distribute food unless another guard is available to handle the keys and control the entrance door. If the food will be served by just one guard, the food shall be served without unlocking the door if there is a danger of being overpowered by the inmates. If there is no danger, the door may be opened but the guard shall remain on alert.

SECTION 9. *Visitor control; body search of visitors.* – All visitors, including prison personnel, shall be subjected to a thorough body search and their belongings / packages screened for contraband before entering the prison compound. Women visitors shall be searched only by female guards or employees.

SECTION 10. *Filing of criminal/administrative charges.* – Those found with contraband hidden in their body or belongings shall be barred from entering the prison compound and in the proper cases, charged criminally / administratively.

SECTION 11. *Bringing out of food and prison issue.* – Visitors shall not allowed to bring out food or other articles issued for the consumption or use of inmates.

SECTION 12. *Control of prison keys.* – Only the following shall be authorized to possess the keys of prison gates, cells, dormitories and hospital wards:

- a. Gate officer;
- b. Officer-of-the-Day or Shift Commander;
- c. Keeper; and
- d. Custodial or Medical Officer designated by the Superintendent.

PART IV. SECURITY PROCEDURES DURING EMERGENCIES, RIOTS, ESCAPES OR MAJOR DISTURBANCES

SECTION 1. *Emergency control center.* – A prison shall establish a Control Center to control, execute and monitor the proper and timely implementation of detailed plans of action to cope with emergency situations caused by fires or conflagrations, riots or other violent disturbances, or escapes. The Control Center shall be under the command of the Superintendent or, in his absence, the Assistant Superintendent, and in the latter's absence, the most senior prison guard present.

SECTION 2. *Riots and other prison disturbances.* – In the event of riots or other prison disturbances, all officials and employees of the prison where the incident occurs shall be placed on twenty-four (24) – hour alert to perform such tasks as may be necessary to quell the disorder or normalize the situation.

SECTION 3. *Sounding of alarm.* – Whenever a riot or escape alarm is sounded, either by siren, bell or gun fire, all inmates shall be ordered to lie flat on the ground, face down and with arms and legs spread out. On such occasions, when warnings are disregarded, the guards shall use reasonable force to carry out the instructions.

SECTION 4. *Procedure during riots and disturbances.* – The following procedures shall be followed in the case of riots and other violent disturbances:

- a. At the sound of the first alarm, all inmates shall be locked up inside their respective cells/quarters. An inmate work crew shall be immediately returned to the prison compound or to previously designated areas for accounting and confinement after a head count;
- b. If the disturbance occurs during visiting hours, all visitors shall be immediately ushered out of prison compound or if this is not possible, brought to a pre-determined area inside said compound. In the latter case, the visitors shall not be allowed to leave said area or the compound until the disturbance has ceased and the inmates have been properly accounted for.
- c. At the same time, all guards who are not on duty shall be directed to immediately report top the Desk Officer. All critical posts shall be manned to prevent escapes. The most senior guard present shall take command of the custodial force and make assessment of the situation.
- d. All telephone calls to and from the prison compound shall be controlled.
- e. The Armorer shall issue the necessary anti-riot equipment and firearms.
- f. Based on his assessment of the prevailing conditions, the guard in command shall deploy the guards into the following groups:
 - 1st Group – This is the initial wave of anti-riot assault contingent who shall be armed with wicker shields, protective head gear, gas masks and night sticks or batons, when these are available. The objectives of this group are to disperse the rioters and get their leaders.
 - 2nd Group – This is the back-up force of the 1st Group who shall be equipped with tear gas guns and gas grenades.

- 3rd Group – This is composed of guards who are trained in the proper handling and use of firearms. Under the direct command of the guard-in-charge, they shall provide covering fire to the first two groups.
- g. When the three groups mentioned above are ready, the guard-in-charge shall direct the inmates to cease and desist, to return to their respective cells and warn them of the consequences if they do not obey. The known leaders, if known, shall be addressed directly.
 - h. If inmates fail or refuse to heed the order to return to their cells, the guard-in-charge shall sound the 2nd alarm. Thereupon the 1st Group shall enter into the prison compound followed by the 2nd Group at a discreet distance. The third group shall be in strategic position, ready to fire if the lives of the guards in the 1st and 2nd Groups are endangered by overt violent acts of the inmates.
 - i. The 1st Group shall be tasked with quelling the riot and getting the leaders of the rioting group. If they meet stiff resistance, the head of the group shall immediately order their withdrawal.
 - j. Thereafter, the guard-in-charge shall order the 2nd Group to fire tear gas on the inmates. When the area where the rioters are found is saturated with gas, the 1st Group shall attack using their batons to force the rioters into their cells and to get the leaders. The use of pressurized water from the fire truck, if any, may be restored to.
 - k. At the earliest opportunity, the guard-in-charge shall report the prison disturbance to the nearest police station and to the Director who shall in turn inform the Secretary.
 - l. When the condition has become critical and the disturbance has reached full intensity, the guard-in-charge shall cause the sounding of the third alarm. At this instance, the Control Center shall notify all Police agencies nearby for assistance and then all other plans in connection with prison uprisings shall then be executed. Nearby hospitals shall also be notified if the situation demands.
 - m. As an extreme measure to prevent mass jail break or serious assault upon the members of the prison administration, the selected marksman of the 3rd Group maybe ordered by the guard-in-charge to fire warning shots at the rioters. If the rioters do not desist, the order to fire shall be given but only to maim designated targets belonging to the rioting group.
 - n. After the riot or disturbance, the following procedures shall be followed:
 - i. Administer first aid to the injured;
 - ii. Conduct a head count;
 - iii. Segregate ring leaders and agitators;
 - iv. Assess and determine the damage to the facilities;
 - v. Investigate the causes of the riot and prosecute the ringleaders and other persons involved in the riot;
 - vi. Repair the damage;
 - vii. Adopt measures to prevent repetition of similar incidents; and
 - viii. Submit a report on the incident to the Secretary.

SECTION 5. *Procedure during an escape or jailbreak.* – The following procedures shall be followed in the case of escapes or jail breaks:

- a. When a jail break is in progress or has just occurred, the Control Center shall immediately sound the alarm and the Superintendent or the Commander of the Guards shall be notified.
- b. At the first sound of the alarm, all inmates shall be locked in their respective cells while those in work detail shall be marched in orderly manner to their cells.
- c. All prison personnel who are not on duty shall report to the prison immediately and make themselves available for emergency deployment. The Armorer shall issue firearms to members of the custodial force who shall be immediately dispatched to strategic posts.
- d. A head count shall be made simultaneously in the different cells / quarter of inmates to determine the identity of the escapee. Prison personnel assigned to essential posts such as the powerhouse, kitchen, hospitals, fire station, etc. shall also make a head count of the inmates under their supervision and report the results thereof to the Control Center.
- e. If the identity of the escapee is established, his name and other personal circumstances shall be immediately flashed to all units of the Philippine National Police in the vicinity.
- f. Radio and television stations and other news media shall also be notified of the escape and, if possible, provided with photographs of the escapee.
- g. A Recovery Team shall be formed by the Superintendent to proceed to all known lairs, hangouts, residences and houses of immediate relatives and friends of the escapee.
- h. In case of mass jail breaks, all members of the custodial force shall be immediately issued firearms and assigned to critical posts to seal off all possible escape routes while teams search the prison premises. Prison personnel who are off-duty shall be required to report for duty immediately.
- i. If any prison officer or employee is held hostage by the escapee, reasonable caution to insure safety shall be taken. If the Superintendent who is taken hostage, the Assistant Superintendent shall assume command.
- j. If no hostage was taken and the escapee is unable to leave the prison premises but refuses to surrender to the prison authorities, the basic plan for Riots or Disturbances shall be implemented.
- k. After the escape, the Superintendent shall conduct an investigation relative to the escape to determine the liability of the officer / employee under whose custody the inmate escaped. A review of security procedures and an ocular inspection of the prison facilities shall also be made to determine the existence of any gaps or flaws. A report on the results of said review shall be submitted to the Secretary.

SECTION 6. *Emergency plans for calamities etc.* – Subject to the available personnel and funding resources, a prison shall establish emergency plans in cases of power failure and natural disasters such as floods, earthquakes and other calamities. The plans shall cover the specific roles of prison personnel present, the alarm system to be used, the emergency power units to be utilized and the kind of security to be provided and such other matters as are necessary to insure the safety and security of prison personnel and inmates. Likewise, the plans shall also include detailed procedures for the evacuation of inmates in cases of floods, earthquakes and other calamities, if such evacuation is necessary.

SECTION 7. *Features of emergency plans.* – Subject to the availability of funds and equipment, emergency plans shall contain the following basic elements or features:

- a. Fire
 - i. A fire crew shall be formed consisting of prison personnel and inmates chosen according to their security classification / behavior, intelligence and aptitude. They shall man the prison fire truck, if any.
 - ii. The inmates who are selected shall be housed separately from the other inmates in close proximity to the Control Center and/or the fire equipment and fire truck, if any. They may be issued special uniforms for easy identification.
 - iii. At the first sign of fire, the Control Center shall sound an alarm either by means of a siren or a bell, and at the same time, notify the fire department, police headquarters and other units that may help in putting out the fire and/or evacuating inmates.
 - iv. The person in-charge of the keys to the storage for fire-fighting equipment, the emergency gates and gates of the different cells/brigades, should distribute the keys to the responsible personnel concerned.
 - v. The fire crew shall immediately respond to the scene to put out the fire while the other prison personnel shall station themselves according to the plan.
 - vi. All inmates in the affected area shall be required to help in putting out the fire.
 - vii. If there is a need to evacuate government records, supplies and equipment, they should be evacuated to a safe place according to priority and placed under proper guard.
 - viii. If there is a need to evacuate the inmates, they shall be evacuated in an orderly manner, using secure motor vehicles, if any or by any other means that will bring them to pre-arranged buildings or detention centers for their confinement. If the inmates are evacuated outside the prison, they shall be secured by handcuffs or other instrument of restraint.
 - ix. When the all-clear alarm is sounded, first aid shall be administered to the injured inmates and a physical count of inmates shall be made. Security check of the prison to determine the extent of the damage shall also be done.

- x. If the security conditions allow, the evacuated inmates shall be returned to the prison. Otherwise, they shall be retained in the detention place where they were evacuated or transferred to another penal establishment as the Governor may decide.
- xi. A thorough investigation of the causes of the fire shall be conducted by the Superintendent and the report thereon submitted to the Governor and the local Fire Department.

SECTION 8. *Fire prevention.* – To prevent the occurrence of fire and to minimize its effects if such has occurred, the following rules shall be followed:

- a. Inmates shall be cautioned against the hazards caused by the careless handling of lit cigarettes, inflammable materials, fuel, welding equipment, etc.
- b. Fire extinguishers shall be placed in close proximity to all housing units and located in strategic places in buildings, and work areas.
- c. Empty drums and cans shall be filled with water/sand and placed in strategic places for ready use.
- d. Keys to emergency exits, cells, brigades and storage places of fire-fighting equipment shall have distinct markings or tags, marked and shall be accessible to the guards on duty.
- e. Portable floodlights shall, when available, be placed in the Control Center in case of nocturnal fires.
- f. Government equipment shall be marked with tags or symbols for easy identification and priority evacuation in case of a fire or other emergency.

SECTION 9. *Contingency plan.* – In any major prison disturbance, the Superintendent shall personally take immediate control and implement a standing contingency plan to repel the aggression and stabilize the situation. Drills shall be conducted from time to time to familiarize personnel with their duties under said plan.

PART V. ESCORT PROCEDURES

SECTION 1. *Primary duties of escort guards.* – Escort guards shall exercise extreme caution at all times and shall see to it that the inmate does not –

- a. Escape;
- b. Converse with unauthorized persons;
- c. Obtain forbidden articles, especially intoxicants or weapons;
- d. Annoy passersby; and
- e. Suffer harm or humiliation.

SECTION 2. *Distance of guard from inmates.* – If escorting a group of inmates, a guard shall keep a distance of not less than ten (10) paces from his charge. Upon arrival at the destination, he shall station himself at a vantage point where all inmates are within sight and can be properly controlled.

When on board a ship or boat, the group of inmates shall be positioned in the most secure part of the vessel and shall be required to sit down. The guard shall station himself at strategic points where they can effectively respond. An inmate shall not be allowed to stand up or move about until the vessel is ready to dock, except when the guard needs to have a clear view of the port and starboard passages.

SECTION 3. *Basic escort procedures.* – An escort guard shall strictly observe the instructions written at the back of the inmate's pass and the purpose and destination of the escort mission. These include, but not limited, to the following:

- a. While in transit, the inmate shall not be allowed to stop at any place or contact any person until the destination is reached.
- b. The inmate shall at all times be placed under proper restraint e.g. handcuffs. However, the same shall be removed when the inmate enters the courtroom.
- c. The inmate shall be returned to the prison facility immediately after the purpose of the pass has been served.
- d. The use of a privately-owned vehicle in transporting an inmate is prohibited.

SECTION 4. *Escort procedures for court appearance.* – In escort duties for court hearing, the Superintendent shall provide at least two (2) guards for every inmate. However, when two or more inmates are to be escorted, the number of guards may be reduced proportionally without sacrificing security requirements. If an inmate is notorious or has a previous record of escape, additional escort guards shall be assigned.

SECTION 5. *Appearance in Metro Manila Courts.* – In conducting NBP or CIW inmates for appearances in Metro Manila courts, the escort detail shall be headed by a supervising guard or by a senior officer. If the court concerned is in the suburbs of Metro Manila e.g., Cavite, Bulacan, Rizal, Laguna and Batangas, the escorts shall return their wards to the NBP or CIW immediately after the hearing.

SECTION 6. *Turnover of inmate to local jail.* – A guard assigned to escort an inmate for court hearings who cannot return to the prison of origin on the same day shall request the court to issue an order turning over the inmate to the nearest provincial/city jail or police detention cell. The escort guard shall not stay in a private dwelling or hotel with the inmate.

SECTION 7. *Acknowledgment of turnover of inmate.* – Upon turning the inmate over to an authorized officer at the destination, the escort-in-charge shall secure an acknowledgment receipt for the custody of the inmate. This shall clearly bear the name of the receiving officer, his designation and the date and time the inmate was received.

SECTION 8. *Postponement/resetting of hearing.* – After the hearing or if the scheduled hearing is postponed/rest to another date, the inmate shall be returned to the prison of origin without delay. If feasible, the escort-in-charge shall secure from the court an order committing the inmate to the provincial/city jail or other detention center.

SECTION 9. *Procedure if escort guard becomes sick.* – If the escort guard becomes sick, he shall notify the Superintendent of the prison of origin thereof by the fastest means available so that a replacement can be sent to continue the mission.

SECTION 10. *Fake or spurious subpoena.* – If the subpoena received by the prison turns out to be spurious, or if, in spite of a valid subpoena, the scheduled trial is not held, the inmate shall be immediately returned to the prison of origin. The escort-in-charge shall submit a written report to the Superintendent on the matter.

SECTION 11. *Certificate of appearance.* – Immediately after the trial but before leaving the court premises, the escort-in-charge shall secure from the clerk of court a certificate or other proof of appearance.

SECTION 12. *Procedure during outside movement of inmate.* – The following security procedures shall be observed during the outside movement of an inmate:

- a. Before departure from prison
 - i. The written mission order issued by the Superintendent, the mittimus and other prison records of the inmate shall be given to the escort guards. In case of a detainee, the records shall include the written authorization of the appellate or sentencing court for the outside movement of the detainee.
 - ii. Whenever possible, the transfer shall be effected during the daylight hours.
 - iii. The escort guards shall be given detailed instructions on their duties and responsibilities, to include the instruction that they use the most direct travel route to their authorized destination.
 - iv. The inmate shall be thoroughly searched for contraband or deadly weapons or objects which may be used for escape or self-destruction.
 - v. Money found in the possession of the inmate shall be confiscated by the Desk Officer who shall issue a receipt thereof and who shall return the money to the inmate upon his return. If the inmate is to be confined and needs money for medicines or food, the money therefore shall be turned over under receipt to the escort guard. All disbursements made by the escort guard shall be properly receipted for.
 - vi. The inmate shall be placed in handcuffs or other instrument of restraint. If there is more than one inmate to be transferred, they shall be grouped in pairs and securely connected to one another by a rope, ascertaining that the inmate does not have crippled, deformed or very small hands to allow him to slip the handcuffs off.
 - vii. Handcuffs shall be properly adjusted for tightness before departure to avoid the need of adjusting the same while in transit.
 - viii. The inmate shall stay inside the prison premises until the vehicle to be used in transporting him is ready for boarding. The inmate shall board a motor vehicle ahead of the guard.
- b. In Transit

- i. The handcuffs or instruments of restraint shall not be removed while the inmates are in transit. An inmate shall not be handcuffed to any part of the vehicle during transit to avoid his being trapped in case of a vehicular accident.
 - ii. If it is necessary to board public transportation such as a ship or airplane, the guards shall position themselves with their inmates in an area that is cleared of civilians, or if not possible, shall sit/position themselves between the civilians and the inmate/s.
 - iii. All inmates being escorted shall be under the supervision of a guard at all times, including going to the toilet or washroom. The guard shall always be close enough to the inmate to respond to any untoward incident.
 - iv. If there is more than one inmate being escorted, there shall be a head count of the inmates every turnover of guarding shift. The team leader of the escort guard detail shall conduct an inspection during all guarding shifts.
 - v. An inmate shall not be allowed to tinker with his handcuffs or other instrument of restraint.
 - vi. A guard shall always walk behind and not in front of the inmate being escorted.
 - vii. If armed, the guard shall not sit, stand or walk beside the inmate, or in any case, allow the inmate to reach his firearm.
 - viii. The guard shall not pass any unauthorized place while in transit.
- c. Arrival at Destination
- i. Upon arrival at the authorized destination, the guards and their inmate/s shall stay in the public transportation until the same is cleared of the other passengers. They shall only disembark after the inmate and his personal belongings have been searched/inspected and the transportation that will bring them finally to their final destination is ready for boarding.
 - ii. The handcuffs or instrument of restraint may be removed at the authorized destination if there is no danger of escape.
 - iii. The guard shall return the inmate to the prison of origin as soon as the purpose of the outside movement has been served.
- d. After-Mission Report – After completing the mission, the leader of the guard detail shall submit a written report to the Superintendent, together with copies of the transmittal letter and certificate of appearance. In case of an inmate being transferred to another prison or jail institution or competent authority, the responsibility for said inmate shall remain with the custodian until formally received by another custodian.

SECTION 13. *Other security procedures.* – The following security procedures shall also be observed in case of an inmate subject of a medical referral or who is allowed to view the remains of a deceased relative:

- a. Medical Referrals –
 - i. The inmate who is brought to an outside hospital for medical treatment/examination shall be provided with at least two (2) escort guards and returned to the prison of origin during the daylight hours after treatment is completed. Upon said return, the Department shall be furnished copies of the inmate's medical certificate, diagnosis and plan of management.
 - ii. If the inmate is to be confined in a hospital, the inmate may be handcuffed to the bed if he is ambulatory and there is a risk that he may escape.

- b. Viewing the Remains
 - i. The inmate shall not be allowed more than three (3) hours from the time of arrival at the wake to the time of departure from the place where the remains lie in state.
 - ii. The remains to be viewed must be in a place within the radius of thirty (30) kilometers from the place of confinement. Where the distance is more than thirty (30) kilometers, the privilege may be enjoyed if the inmate can leave and return to his place of confinement during the daylight hours of the same day.

SECTION 14. *Outside work detail of medium security inmates.* – In case a medium security inmate is detailed to work outside the immediate vicinity of the prison compound, the following security procedures shall be observed:

- a. In no case shall an inmate be allowed to work outside the prison compound without an escort guard.
- b. Security shall be on a one inmate to one guard ratio.
- c. The inmate shall be bodily searched before and after his work detail.

PART VI. EXECUTION OF DEATH PENALTY

SECTION 1. *Death penalty, how executed.* – The death penalty shall be executed under the authority of the Director by lethal injection. As used herein, lethal injection refers to sodium thiopental, pancuronium bromide, potassium chloride and such other lethal substances as may be specified by the Director that will be administered intravenously into the body of a convict until said convict is pronounced dead.

SECTION 2. *Policy.* – In the execution of the death penalty, the Director shall endeavor so far as the proceedings to mitigate the suffering of the death convict during the actual execution as well as the proceedings prior thereto. He shall take steps to ensure that the lethal injection to be administered is sufficient to cause the instantaneous death of the convict.

SECTION 3. *Services and privileges given to a death convict.* – A death convict shall enjoy the same services and privileges accorded to other convicts unless otherwise provided under this manual.

SECTION 4. *Holding cell.* – Whenever practicable, the death convict shall, twelve (12) hours prior to the scheduled time of execution, be confined in an individual cell in a maximum security level facility. The convict shall be provided therein with a bunk, a steel/wooden bed or mat, a pillow, a blanket and a mosquito net.

SECTION 5. *Death watch.* – Four (4) guards shall keep a close watch over a death convict confined in the holding cell. Said guards shall keep a detailed log book of their watch.

SECTION 6. *Religious service* – Subject to security conditions, a death convict maybe visited by a priest or minister of faith and given such available religious materials which he may require.

SECTION 7. *Exercise.* – A death convict shall be allowed to enjoy regular exercise periods under the supervision of a prison guard.

SECTION 8. *Meal services.* – Meals shall, whenever practicable, be served individually to death convicts inside the cells. Mess utensils shall be made of plastic. After each meal, the utensils shall be collected and accounted.

SECTION 9. *Visitation.* – A death convict shall be allowed to be visited by his immediate family and reputable friends at regular intervals and during designated hours subject to security procedures.

Subject to the approval of the Superintendent, a death convict shall, seven (7) days before the scheduled date of execution, be allowed daily visits by his authorized visitors and attorney of record.

After the death convict is moved to the holding cell, he may only be visited by members of the clergy and other individuals granted visiting privileges by the Director.

SECTION 10. *Telephone privileges.* – The death convict shall not enjoy telephone privileges after his transfer to the holding cell. The Director may give the convict said privilege in meritorious cases.

SECTION 11. *Logbook for mail of death convict.* – The thirty (30) days prior to the execution date, the Superintendent shall instruct the mail room officer to forward all the incoming mail of the death convict to the Commander of the Guards for censorship. A separate logbook shall also be kept for mail matters of the death convict, noting therein the date and time of their receipt and disposition.

SECTION 12. *Notification and execution of the sentence and assistance to the convict.* – The court shall designate a working day for the execution of the death penalty but not the hour thereof. Such designation shall only be communicated to the convict after sunrise of the day of execution, and the execution shall not take place until after the expiration of at least eight (8) hours following the notification, but before sunset. During the interval between the notification and execution, the convict shall, as far as possible, be furnished such assistance as he may request in order to be attended in his last moments by a priest or minister of the religion he professes and to consult his lawyers, as well as in order to make a will and confer with members of his family or of persons in charge of the management of his business or the administration of his property or of the care of his descendants.

SECTION 13. *Suspension of execution of the death sentence.* – Execution by lethal injection shall not be inflicted upon a woman within one year after delivery, nor upon any person over seventy(70) years of age. In this last case, the death sentence be commuted to the penalty of *reclusion perpetua* with the accessory penalty provided in article 40 of the Revised Penal Code.

SECTION 14. *Place of execution.* – The execution by lethal injection shall take place in the prison establishment and space thereat as maybe designated by the Director. Said place shall be closed to public view.

SECTION 15. *Execution procedure.* – Details of the procedure prior to, during and after administering the lethal injection shall be set forth in a manual to be prepared by the Director and submitted to the Secretary for review and approval. The manual shall contain details of, among others, the sequence of events before and after the execution; procedures in setting up the intravenous line; the administration of the lethal drugs; the pronouncement of death; and the removal of the intravenous system.

SECTION 16. *Quantity and safekeeping of drug purchased.* – The exact quantities of the drugs needed for an execution of a death penalty shall be purchased by the Director pursuant to existing rules and regulations not earlier than ten(10) days before the scheduled date of execution. The drugs shall kept securely at the office of the Superintendent of the prison where the death sentence is to be executed. All unused drugs shall be inventoried and disposed of properly under the direct supervision of the Director.

SECTION 17. *Administering of lethal drugs.* – The injection of the lethal drugs to a death convict shall be made by a person designated by the Director.

SECTION 18. *Identity of relatives of death convict and of person administering lethal injection.* – The identity of the relatives of the death convict and the person who were designated to administer the lethal injection shall be kept secret.

SECTION 19. *Persons who may witness execution.* – The execution of a death convict shall be witnessed by the priest or minister assisting the offender, his lawyers of

record not exceeding two (2) in number, by his relatives, not exceeding four(4), if the convict so desires, by the prison physician and necessary prison personnel, and by such persons as the Director may authorize which may include the –

- a. Chief Justice of the Supreme Court or his representative;
- b. Secretary of Justice or his representative;
- c. Superintendent;
- d. Chief, NBP Hospital;
- e. Chairmen of the House and Senate Committees on Crime or their representatives;
- f. Chairmen of the House and Senate Committee on Peace and Order or their representatives.
- g. Undersecretary of Justice in-charge of Corrections.
- h. Chairman, Commission on Human Rights or representative.
- i. Police chief of the locality where the crime was committed.
- j. Ten(10) media witnesses.

A person below eighteen (18) years of age shall not be allowed to witness the execution.

SECTION 20. *Selection and composition of media witness.* – The media witnesses shall be drawn from the following sectors :

- a. two(2) from newsprint(broadsheet);
- b. two(2) from newsprint (tabloid);
- c. two(2) from TV;
- d. two(2) from radio; and
- e. two(2) from foreign press.

SECTION 21. *Expulsion of witness.* – Any person who makes unnecessary noise or displays rude or improper behavior during an execution shall be expelled from the lethal injection chamber.

SECTION 22. *Non-recording of execution.* – The Director shall not allow the visual, sound or other recording of the actual execution by media or any private person or group.

SECTION 23. *Time for burial.* – The burial of a death convict shall be held immediately after execution in a common graveyard for inmates. In case the cadaver of the convict is claimed by his relatives, his burial shall held not later than three(3) days after his body was released.

PART VII. FINAL PROVISIONS

SECTION 1. *Repealing clause.* – any or all rules or parts thereof which are inconsistent with the provisions of this manual are hereby repealed or modified accordingly.

SECTION 2. *Separability clause.* – The provisions of this manual are hereby declared to be separate. If one or more of its provisions are held invalid, the validity of the other provisions shall not be affected thereby.

SECTION 3. *Effectivity.* – This manual shall become effective fifteen (15) days after its publication in a newspaper of general publication.

Done in the City of Muntinlupa this 30th day of March 2000.

(SGD)
PEDRO G. SISTOZA
Director

APPROVED:

(SGD)
ARTEMIO C. TUQUERO
Secretary



BUREAU OF CORRECTIONS
NBP Reservation, Muntinlupa City, 1176
