	MONITORING TOOL FOR BJMP JAILS, PROVINCIAL JAILS, AND PRISONS (FEMALE/MIXED POD)	DOCUMENT CONTROL NO.: CHR- Revision No. 000 Revision Date: ____ June 2023
	Visitorial Division, Prevention Cluster Owner	

**MONITORING OF THE HUMAN RIGHTS SITUATION OF
PERSONS DEPRIVED OF LIBERTY IN _____
CONDUCTED ON _____**

CHR Region _____

I. Profile of the Facility


1. Address of the Facility: _____
2. Contact Information (*telephone/mobile number/s and email address*):

3. Name and designation of the Head of Facility:

4. Ideal Capacity: _____
5. Actual Number of Persons Deprived of their Liberty (PDL)
Male/Boys _____
Female/Girls _____
TOTAL _____
Of the total number of PDL population, how many identified
themselves as belonging to the LGBTQ+ community? _____
6. Number of facility personnel
Custodial Personnel _____
Non-Custodial _____
TOTAL _____

II. Special Categories of Persons Deprived of Liberty

Category	Number of PDLs			TOTAL	Remarks
	Male	Female	LGBTQ +		
Older Persons (60 years old and above)					
Minors (below 18 years of age)					
Terminally ill					
Persons with Disability					
Persons with Mental Health Conditions					
Pregnant Women					
Victims of Gender Based Violence					
Indigenous People					

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Alleged Political Prisoner					
Tagged as Terrorist Individuals as defined under RA 11479					


III. Findings/Observations


Instructions: Fill out the tables under this section by checking the level of compliance to international standards. Write in the remarks section additional relevant information pertaining to the facility's compliance to the standards.

Below is the guide for rating your facility's compliance.

- **Not Complied** if the standard is not met at all,
- **Partially Complied** if the standard is not completely met,
- **Fully Complied** if the standard is completely met.
- If the standard is not applicable, put **"N/A"** in the space under Not Complied.







 Requires photo documentation to substantiate the facility's compliance with the standard.

 Requires members of the visitation team to observe the facility processes and surroundings to determine compliance with the standard.

 Review, if possible secure, relevant document/s as proof of facility's compliance with the standard.


1. Accommodation


Minimum International Standard	Not complied	Fully Complied
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All accommodation and in particular all sleeping accommodation meet all requirements of health. 		
Cells have windows large enough to allow entry of natural light and fresh air. 		
Artificial light and ventilation are provided. 		
The sanitary installations are adequate. 		
Adequate bathing and shower installations are provided. 		
All parts of the facility regularly used by the PDL are properly maintained and kept clean at all times. 		

Remarks _____

2. File Management

Minimum International Standard	Not complied	Fully Complied
A standardized PDL file management system is in place. 		

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Every PDL received in the facility has a Commitment Order/ Mittimus Order. 📄		
PDL records are kept confidential and available only to those whose professional responsibilities require access to such records.		

Remarks: _____

3. Physical Environment

Minimum International Standard	Not complied	Fully Complied
Facility design complies with the accessibility law. 📷		
Emergency and safety protocols are in place to mitigate risks and ensure safe evacuation of PDL in case of a disaster or emergency. 📄		
Facility is not located in areas where there is known health or other hazards or risks. 👁️		


Remarks: _____







4. Clothing and Bedding

Minimum International Standard	Not complied	Fully Complied
Every PDL who is not allowed to wear his/her own clothing is provided with an outfit of clothing. 👁️		
PDL are allowed to wash and change their clothes as often as necessary.		
PDL removed outside the facility for an authorized purpose are allowed to wear his/her own clothing		
Every PDL is provided with a separate bed and sufficient bedding. 👁️		

Remarks: _____

5. Separation of Categories

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Minimum International Standard	Not complied	Fully Complied
Men are detained separately from the women. 		
PDL undergoing trial are kept separate from convicted PDL. 		
Minor PDL are kept separate from adults. 		
PDL with highly communicable or infectious diseases are isolated / kept separate. 		
The facility has a written policy on classification of PDL. 		
Convicted PDL are appropriately classified into different security levels (high, medium and low security). 		



- Additional question/s:
1.

Are persons imprisoned for civil and political reasons/alleged political offenders kept separate from persons imprisoned by reason of a criminal offense?
2.

Are PDL under special categories (older persons, Persons with Disabilities, LGBTQIA+) kept separate?

Remarks: _____


6. Personal Hygiene




Minimum International Standard	Not complied	Fully Complied
PDL are provided with water throughout the day.		
PDLs are provided with toiletries as are necessary for health and cleanliness. 		
The accommodation of female PDL has facilities and materials required to meet women's specific hygiene needs. 		

Remarks: _____

7. Food and Drinking Water

Minimum International Standard	Not complied	Fully Complied
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Every PDL is provided with breakfast, lunch and dinner every day.  menu		
The food has nutritional value, of wholesome quality and well prepared and served. 		
Drinking water is available to every PDL whenever he/she needs it. 		
Dietary restrictions or religious culture of PDLs are considered in food preparation.		



Additional question:

1. What is the budget for food for every PDL per day?

Remarks: _____

8. Exercise, Sport and Recreation

Minimum International Standard	Not complied	Fully Complied
Every PDL has at least one (1) hour of suitable exercise in the open air daily		

There are available spaces, installations and equipment for physical exercise and recreational training. 		
Recreational and cultural activities are provided in the facility for the benefit of the mental and physical health of PDL. 		

Remarks: _____

9. Healthcare Services

Minimum International Standard	Not complied	Fully Complied
PDL have access to necessary health-care services free of charge and without discrimination.		
The facility is able to provide continuity of treatment and care for infectious diseases including HIV and tuberculosis.		
The facility has in place a health care service which consists of an interdisciplinary team with sufficient qualified personnel and shall encompass sufficient expertise in psychology and psychiatry.		



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(FEMALE/MIXED POD)**

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The services of a qualified dentist are available. 📷		
Individual medical files of all PDL are accurate, up-to-date and kept confidential. 📄		
There is adequate and regular supply of medicine for common ailments of PDL. 📷		
The facility ensures prompt access to medical attention in urgent cases. PDL are referred to a capable hospital for specialized treatment.		
The facility hospital/clinic, if any, is adequately staffed and equipped to provide PDLs with appropriate treatment and care. 📷		
The facility examines the medical conditions of newly arrived PDL. 📄		
The facility conducts torture screening for newly-admitted PDL. 📄		
PDL suspected of having contagious diseases are provided adequate treatment.		
The physician or other qualified health-care professional has regular access to all sick PDL and those who complain of physical or mental health issues or injury.		

All medical examinations are undertaken in full confidentiality.		
In the female facility, there is a special accommodation for necessary prenatal and postnatal care and treatment. 📷		
PDL with mental disabilities are referred to specialized facilities.		
Gender-specific healthcare services at least equivalent to those available in the community are provided to female PDL.		
Individualized, gender-sensitive and comprehensive mental health care and rehabilitation programs are available for PDL with mental health-care needs.		

Additional questions:

1. How many in-house medical personnel or health care professionals does the facility have?
2. Does the facility have rehabilitation and treatment services and programs for drug offenders?
3. For female facilities:
 - Are arrangements made for children to be born in a hospital outside the prison?



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- Is the newborn child allowed to stay with the PDL mother? If allowed, how long?

Remarks: _____

_____.

10. Restrictions, discipline and sanctions


Minimum International Standard	Not complied	Fully Complied
The facility uses alternative dispute resolution mechanisms to prevent disciplinary offenses or to resolve conflicts.		
The facility administration ensures proportionality between the disciplinary sanction and the offence committed by the PDL. 		
Complete records of disciplinary proceedings are kept. 		
The facility administration, before imposing disciplinary sanctions, considers a PDL's mental illness or developmental disability		

A PDL is not employed in any disciplinary capacity.		
PDL are informed of the nature of the accusation against them and are given time and facilities for the preparation of their defense. 		
PDL are allowed to defend themselves in person or through legal assistance, particularly in cases involving serious disciplinary charges. 		
PDL have an opportunity to seek judicial review of disciplinary sanctions imposed against them.		
Disciplinary sanctions or restrictive measures do not include the prohibition or prolonged restriction of family contact.		
Health-care personnel do not have any role in the imposition of disciplinary sanctions or other restrictive measures.		

Remarks: _____

_____.

11. Searches of PDLs and cells

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Minimum International Standard	Not complied	Fully Complied
Searches are conducted in a manner that is respectful of the inherent dignity and privacy of the person being searched. 📄		
Intrusive searches, including strip and body cavity search, are undertaken only if absolutely necessary.		

Remarks: _____

12. Information to PDLs on facility’s regulations, PDL rights and obligations

Minimum International Standard	Not complied	Fully Complied
The facility provides orientation to all newly arrived inmates. 📄		
Upon admission, every PDL is provided with written information about facility regulations, and about his/her rights and obligations. 📄		


Remarks: _____

13. Requests or complaints by the PDL

Minimum International Standard	Not complied	Fully Complied
Every PDL has the opportunity to make uncensored requests or complaints to the facility administration and to the judicial or competent authorities. 📄		
Allegations of torture or other cruel, inhuman or degrading treatment or punishment of PDL are dealt with immediately and result in a prompt and impartial investigation by an independent authority. 📄		

Additional question:

1. How does the facility ensure that the PDL is not exposed to any risk of retaliation, intimidation or negative consequences as a result of having submitted a request or complaint?

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Remarks: _____

_____.

PDL who are foreign nationals are provided reasonable facilities to communicate with the diplomatic and consular representatives of the State to which they belong.		
PDL are kept informed regularly of the more important items of news.		

14. Contact with the outside world

Minimum International Standard	Not complied	Fully Complied
PDL are allowed, under necessary supervision, to communicate in writing or using electronic/digital means with their family and friends. 📄		
PDL are allowed, under necessary supervision, to receive visits from family and friends at regular intervals. 👁		
Search and entry procedures for visitors are not degrading. Body cavity searches are avoided and not applied to children. 👁		
PDL are provided with adequate opportunity, time and facilities to be visited by and to communicate with a legal counsel or a legal aid provider. 📷		

Additional question:


1. Are conjugal visits allowed by the facility? If yes, are women prisoners able to exercise this right on an equal basis with men?


Remarks: _____

_____.

15. Notification of Death, Illness and Transfer

Minimum International Standard	Not complied	Fully Complied
The family is informed of the death, serious illness, serious injury, or removal for medical treatment of the PDL. 📄		
PDL are informed at the earliest possible time of the death or serious illness or injury of any immediate family member.		
PDL are provided with the opportunity to attend the funeral of the deceased member of		

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a family or visit a relative with critical illness. 		
The family is informed of the planned transfer of the PDL to another institution.		



Remarks: _____

16. Exercise of Religion

Minimum International Standard	Not complied	Fully Complied
A qualified representative of a religious organization is allowed to hold regular services and to pay pastoral visits to PDLs at proper times.		
Every PDL is allowed to satisfy the needs of his/her religious life by attending the services provided in the facility.		
PDL can choose not to participate in religious services or freely decline any religious education, counselling or indoctrination.		

Remarks: _____


17. Work and Livelihood

Minimum International Standard	Not complied	Fully Complied
PDL have the opportunity to work and/or to actively participate in their rehabilitation. 		
Sufficient work of a useful nature is provided to keep the PDL actively employed for a normal working day.		
Vocational training in useful trades is provided for the PDL.		
There is a system of equitable remuneration of the work of PDL. 		

Remarks: _____

18. Education/Books

Minimum International Standard	Not complied	Fully Complied
Provision is made for the further education of all PDL.		

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The education of the illiterate and young PDLs is made compulsory.		
The facility has a library for the use of PDL, adequately stocked with both recreational and instructional books. 📷		

Remarks: _____


19. Retention of PDL’s Property



Minimum International Standard	Not complied	Fully Complied
All money, valuables, clothing and other effects belonging to a PDL which he/she is not allowed to retain on his/her admission are placed in safe custody and kept in good condition. An inventory thereof is signed by the PDL. 📷 📄		
On the release of the PDL, all such articles and money are returned to him/her except if he/she has been authorized to spend money or send any such property out of the facility. 📄		

Remarks: _____

20. Investigation on Custodial Death, Disappearance, Serious Injury, Torture or other Cruel, Inhuman or Degrading Treatment or Punishment (CIDTP) of CDL.

Minimum International Standard	Not complied	Fully Complied
The facility has a mechanism/protocol in place to manage cases of torture against PDL. 📄		
The head of the facility reports, without delay, to a judicial or other competent authority (e.g. CHR), any custodial death, disappearance, serious injury, act of torture or other CIDTP. 📄		
Health care professionals document any signs of torture and other CIDTP and report such cases to the competent authority. 📄		
The facility returns the body of a deceased PDL to his/her next of kin, as soon as possible,		

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at the latest upon completion of the investigation. 		
The facility facilitates a culturally appropriate funeral if there is no other responsible party willing or able to do so, and shall keep a full record of the matter. 		






Remarks: _____


21. Removal and Transport of PDL


Minimum International Standard	Not complied	Fully Complied
When removed from the facility, a PDL is exposed to public view as little as possible.		
Proper safeguards are adopted to protect a PDL from insult, curiosity, and publicity in any form.		
The transport of PDL is carried out at the expense of the facility.		

Remarks: _____

22. Grant of Time Allowances and Release of PDL

Minimum International Standard	Not complied	Fully Complied
The facility has a clear written protocol in granting Time Allowances. 		
The facility provides a certification of Time Allowances credited to PDL. 		
This list of PDL who are qualified for release are posted in 3 conspicuous places within the facility premises and/or uploaded in the facility's website. 		
PDL who have undergone preventive imprisonment for a period equal to the possible maximum imprisonment of the offense charged are released immediately. 		
PDL are promptly released by virtue of the expiration of his/her sentence, a court order, parole/pardon, amnesty, or other lawful order by a competent authority. 		

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The facility has aftercare services/programs for released PDL. 		
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Remarks: _____

_____.

Personnel are trained on psychosocial needs of PDL, as well as social care and assistance, including early detection of mental health issues.		
All staff assigned to work with female PDL received training relating to the gender-specific needs and human rights of women prisoners.		

Additional question:

1. Is there a licensed social worker in charge of the psychosocial aspect of PDL?

Remarks: _____


_____.

24. Others *(Please state other significant findings or observations)*

23. Institutional Personnel

Minimum International Standard	Not complied	Fully Complied
Personnel are appointed on a full-time basis and have civil service status with security of tenure.		
There is continuous provision of in-service training courses to maintain and improve the knowledge and professional capacity of the facility personnel.		
The head of the facility is adequately qualified for his/her task by character, administrative ability, suitable training and experience.		

V. Good Practices, if any

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(Cite the good practices or initiatives of the facility that are worth replicating by other facilities)


Riots			
Escape			
Suicide			
Gender-based violence			
A PDL is detained without Warrant of Arrest beyond the period of 14 calendar days under Section 29 of RA 11479			

VI. Incidences reported / monitored (perpetrated by facility personnel or PDL)

	Number of cases reported		Remarks (causes/updates)
	During the year of visit	During previous year	
Death/s in custody			
Torture incident/s			

List of Key Informants/Interviewee

Name	Designation	Office/Division/Unit

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Inspection/Interview conducted by:

Name: _____
Position: _____
Signature: _____
Date: _____