

# Visiting Prisoners

## Overview

Normal Visits:

Convicted prisoners are entitled to the following frequency and duration of visits by friends and family:

- Frequency: One (1) visit every four(4) weeks.
- Duration: 20 minutes.
- Maximum number of persons visiting: Three(3).

Remand prisoners are entitled to the following frequency and duration of visits by friends and family:

- Frequency: Daily.
- Duration: 20 minutes.
- Maximum number of persons visiting: Three(3).

## Additional Visits:

In addition to the normal visits outlined above, prisoners are allowed one(1) additional visit for each of the situations listed below:

- Upon initial admission to prison, prisoners are allowed a visit of 15 minute duration, with a maximum of three (3) persons.
- Upon transfer of a prisoner to and from another prison.
- A prisoner convicted due to defaulting on payments in a legal agreement may be allowed a visit anytime during working hours only for the purpose of providing payment to the rightful debtor.
- Death or serious illness of a near relative (parents, siblings or children).
- A family issue of an urgent nature.
- For the arrangement of employment or assistance upon release.

## Other Visits:

In addition to the above, visitors are permitted visitation for the following situations;

- To conduct religious services and instructions.
- To address the educational needs of prisoner(s) by lecturers and teachers from different institutions of learning.
- Persons appointed by the Commissioner for visiting prisoners regularly.
- The legal practitioner may see a prisoner concerning any legal business.
- Diplomatic Representatives of the country of origin of a prisoner may be allowed to see a prisoner concerning the business of repatriation to the prisoner's country of origin.
- The International Committee of the Red Cross (ICRC) is allowed to

conduct investigative visits to prisoners of interest to the ICRC.

- The Mental Health Board assesses conditions for inmates with mental health conditions.

### **Other Prison Visitors:**

### **Visiting Committee:**

Each prison is assigned a Visiting Committee which is appointed by the Minister responsible for prisons. The committee is meant to visit the prison at least every three (3) months in order to make recommendations to the Commissioner or Officer in Charge on matters relating to good order and discipline and efficient management of the prison and treatment of prisoners.

### **Official Visitors:**

Judges and Magistrates are appointed as official visitors to prisons. On such visits they may:

- Inspect records relating to the management and discipline of the prison.
- Inspect and test the quality and quantity of the prisoners' food.
- Enquire into any complaint or request made by prisoners.

In addition to the above, the Ombudsman is allowed to conduct periodic visits to prisons to:

Educate prisoners on the mandate of the Ombudsman.

### **Procedure for visiting prisoners:**

Visitors are required to follow the procedure outlined below for each visit to prisoners:

- Visitors must register at the prison entrance (See documentation required, below).
- Prison staff must inspect any personal property to be handed to a prisoner.
- Endorse the personal identification and addresses.
- Visiting procedures and rules are then explained to the visitor.
- Visitors are then allowed into a visiting room to meet with the prisoner.

Any visitor may be searched at the discretion of Prison staff.

### **Documentation required:**

In order to visit a prisoner, visitors must present:

A valid copy of:

- National Identification card (Omang) for residents **OR**
- Passport for non-citizens.

**NB:** Cell Phones are not allowed inside prison.

### **Where can I obtain this service?**

**Gaborone**

- Divisional Commander South
- Divisional Commander North
- Central Prison
- Boys Prison
- Gaborone Women Prison
- First Offenders Prison

**Francistown**

- Francistown Prison
- Francistown Centre for Illegal Immigrants

**Ghanzi:** Ghanzi Prison

**Kanye:** Kanye Prison

**Kasane:** Kasane Prison

**Letlhakane:** Letlhakane Prison

**Lobatse:** Lobatse Prison

**Machaneng:** Machaneng Prison

**Mahalapye:** Mahalapye Prison

**Maun**

- Maun Prison
- Boro Prison

**Mochudi:** Mochudi Prison

**Molepolole:** Molepolole Prison

**Moshupa:** Moshupa Boys Prison

**Selebi Phikwe**

- Selebi Phikwe Prison
- Bainesdrift Prison

**Serowe:** Serowe New Prison

**Tsabong:** Tsabong Prison

**Tshane:** Tshane Prison

**Where can I get more information on this Service**

**Addresses for Prisons in Botswana are provided below:**

Divisional Commander South

Private Bag X09

Gaborone

Botswana

Enquiries: (+267) 3957233 / 3957284

Divisional Commander (+267) 3900954

Fax (+267) 3957286

Divisional Commander North

Private Bag F472

Enquiries: (+267) 2403972

Francistown

Botswana  
Divisional Commander (+267) 2403139  
Fax (+267) 2403212  
Central Prison  
Private Bag X09  
Gaborone  
Enquiries: 3956271/2  
Officer in Charge: (+267) 3902628  
Fax: (+267) 3956227  
Boys Prison  
Private Bag  
X09 Gaborone  
Enquiries: 3956273  
Officer in Charge: (+267) 3957067  
Fax: (+267) 3133707  
Gaborone Women Prison  
Private Bag X09  
Gaborone  
Enquiries: 3956276  
Officer in Charge: (+267) 3952233  
Fax: (+267) 3190840  
First Offenders Prison  
Private Bag X09  
Gaborone  
Enquiries: 3956359  
Fax: (+267) 3191001  
Officer in Charge: (+267) 3957749  
Francistown Prison  
P O Box 191  
Francistown  
Enquiries: (+267) 2412365  
Fax: (+267) 2412406  
Officer in Charge: (+267) 2403176  
Francistown Centre for Illegal Immigrants  
Private Bag F287  
Francistown  
Botswana  
Enquiries: 2440790  
Officer in Charge (+267) 2440711  
Fax (+267) 2441672  
Ghanzi Prison  
P O Box 43  
Ghanzi  
Enquiries: (+267) 6596303

Fax: (+267) 6596934  
Officer in Charge: (+267) 6596303  
Kanye Prison  
P O Box 165  
Kanye  
Enquiries: (+267) 5440382  
Fax: (+267) 5442361  
Officer in Charge: (+267) 5440032  
Kasane Prison  
P O Box 6  
Kasane  
Enquiries: (+267) 6250255  
Fax: (+267) 6251464  
Officer in Charge: (+267) 6252255  
Letlhakane Prison  
P O Box 195  
Letlhakane  
Botswana  
Enquiries: 2978188  
Officer in Charge (+267) 2978199  
Fax. (+267) 2978388  
Lobatse Prison  
P O Box 107  
Lobatse  
Fax: (+267) 5300854  
Enquiries: (+267) 5330261  
Officer in Charge: (+267) 5300225  
Fax (+267) 5300854  
Machaneng Prison  
P O Box 4  
Machaneng  
Enquiries: (+267) 4940253  
Fax: (+267) 4940385  
Officer in Charge: (+267) 4940252  
Mahalapye Prison  
Private Bag 25  
Mahalapye  
Enquiries: (+267) 4710650/1  
Fax: (+267) 4712810  
Officer in Charge: (+267) 4711737  
Maun Prison  
P O Box 194  
Maun  
Enquiries: (+267) 6860321

Fax: (+267) 6864254  
Officer in Charge: (+267) 6864241  
Boro Prison  
P O Box 176

Maun  
Botswana  
Enquiries: 6860161  
Officer in Charge (+267) 6800020  
Fax (+267) 6800020

Mochudi Prison  
P O Box 485  
Mochudi  
Enquiries: (+267) 5777251  
Fax: (+267) 5749841  
Officer in Charge: (+267) 5728536

Molepolole Prison  
P O Box 920  
Molepolole  
Fax: (+267) 5920168  
Enquiries: (+267) 5920796  
Officer in Charge: (+267) 5915637

Moshupa Boys Prison  
Private Bag 010  
Moshupa  
Enquiries: (+267) 5449608  
Fax: (+267) 5449602  
Officer in Charge: 5449605

Selebi Phikwe Prison  
P O Box 390  
SelibePhikwe  
Enquiries: (+267) 2610555  
Fax: (+267) 2611299  
Officer in Charge: (+267) 2611660

Bainesdrift Prison  
P O Box 390  
Selebi Phikwe  
Botswana  
Enquiries: (+267) 2646101

Serowe New Prison  
P O Box 1200  
Serowe  
Enquiries: (+267) 4630342/4631865  
Fax: (+267) 4634958  
Officer in Charge: (+267) 4632277

Tsabong Prison

P O Box 20

Tsabong

Enquiries: (+267) 6540230

Fax: 6540546

Officer in Charge: (+267) 6540120

Tshane Prison

P O Box 360

Tshane

Botswana

Enquiries: (+267) 6510019

Officer in Charge. (+267) 6510017

Fax: (+267) 6510016

Opening hours: 07:30 to 12:45 and 13:45 to 16:30, Monday to Friday except, public holidays.