**GOVERNMENT OF KHYBER PAKHTUNKHWA**

**GUIDELINES FOR VISITING INSPECTOR TO PRISONS**

|  |  |
| --- | --- |
| Name of Jail |  |
| Name & Designation of visitor / Inspector |  |
| Data for the month |  |
| Date of period (1st Fortnight or 2nd Fortnight) |  |

|  |  |  |
| --- | --- | --- |
| Capacity | Authorized strength |  |
| Existing No. of prisoners |  |

|  |  |  |
| --- | --- | --- |
| Convicted Prisoners | Total Strength |  |
| Released on payment of Diyat |  |
| Waiting for Payment of Diyat |  |
| Released on Petty Cases |  |
| Mentally Retarded |  |
| Civil prisoners |  |

|  |  |  |
| --- | --- | --- |
| Undertrial prisoners | Total Strength |  |
| Non production before the trail courts |  |
| Waiting for trial due to non submission of Challans |  |
| Confined for more than 1 year |  |
| Confined for more than 2 years |  |
| Confined for more than 5 years |  |

|  |  |  |
| --- | --- | --- |
| **General information** | **Yes** | **No** |
| Hygienic condition of Kitchen |  |  |
| Food (Quality & Quantity) According to jail Manual |  |  |
| Availability of Medical Staff & Essential Medicines |  |  |
| Satisfactory Sanitation condition |  |  |
| Whether all the jail warrants are personally checked |  |  |
| Availability of Women Barracks |  |  |
| Availability of Separate barracks for Juveniles |  |  |
| Availability of interview Room |  |  |
| Availability of Transport/ Ambulance |  |  |
| Availability of visitors Shed/ Drinking water |  |  |

|  |  |
| --- | --- |
| Reformation and rehabilitation steps |  |
| Problems of the jail |  |
| Behavior of officials with inmates |  |
| Order pass by Judicial Officers |  |
| Compliance report of previous visit directions |  |

| **S#** | **Component** | **Yes** | **No** | **Remarks /Recommendation** |
| --- | --- | --- | --- | --- |
| 1. **ADMINISTRATION** | | | | |
|  | Does the Department budget seem sufficient for the task at hand. |  |  |  |
|  | Does the Department’s Organizational structure satisfactory? |  |  |  |
|  | Does it appear to support efficient and appropriate management of the system? |  |  |  |
| 1. **OVERSIGHT** | | | | |
|  | Is there any independent monitoring of the Prisons like Judiciary etc. |  |  |  |
|  | Is there a formal process for prisoners to raise concerns or address abuse? Are concerns investigated and acted upon? |  |  |  |
|  | Are the prisoners made aware of their rights and obligations upon entry either in writing or verbally? |  |  |  |
| 1. **INFRASTRUCTURE** | | | | |
|  | Do the prisoners have adequate space to sleep and keep a few personal items? |  |  |  |
|  | Do they have mattresses, soap, towels etc. |  |  |  |
|  | Is there adequate light for reading during the day and night? |  |  |  |
|  | Do there appear to be enough showers, toilets and sinks for the number of prisoners? |  |  |  |
|  | Is the temperature inside the structure livable? |  |  |  |
|  | Was the structure purpose built as a prison or it is an adaptation? |  |  |  |
|  | What is the structure over all condition? |  |  |  |
| 1. **CLASSIFICATION** | | | | |
|  | Does the Prison have a log book with the information required for each prisoner? |  |  |  |
|  | Are women separated from men? |  |  |  |
|  | Are Juvenile separated from adult? |  |  |  |
|  | What is the ratio of convicted and non-convicted prisoners? |  |  |  |
|  | Do the prisoners know the charges against them? |  |  |  |
|  | How long has the prisoner been incarcerated and what was the time between arrest and conviction? |  |  |  |
|  | What constitutes the majority of the crimes committed by the Prisoners? |  |  |  |
| 1. **STAFF** | | | | |
|  | Is staff trained in an academy? |  |  |  |
|  | Is staff pay sufficient to meet basic living needs? |  |  |  |
|  | Is staff literate? |  |  |  |
|  | How many staff members are on the official roster and budget book? |  |  |  |
|  | Does the staff appear and act professionally, or is there an air of indifference or intimidation or fear of the prisoners? |  |  |  |
|  | Does the staff feel security of their service and do they have satisfied from their job. |  |  |  |
|  | Does the staff provided suitable working environment and they serve tension free? |  |  |  |
|  | Does the staff provided suitable living accommodation? |  |  |  |
|  | Does any scheme exist for the welfare of the staff and their families? |  |  |  |
|  | Does the staff feel secure in the prevailing worse law and order situation? |  |  |  |
|  | Steps undertaken for improvement in the conditions of Prison Staff and their families. |  |  |  |
| 1. **HEALTH AND SANITATION** | | | | |
|  | Is the air stale or sour indicating poor sanitation? |  |  |  |
|  | Do the prisoners look healthy, or are there signs or reports of diseases such as coughing, open sores, or sickly complexions? |  |  |  |
|  | Do medicines, medical equipments and other basic health facilities available in jail hospital? |  |  |  |
|  | Does the volume of food being served appear to be sufficient to feed all the prisoners? |  |  |  |
|  | Do you satisfy from the menu, scale, and standard of food? |  |  |  |
|  | Does the Superintendent and his staff supervise the cooking and distributions of food? |  |  |  |
| 1. **SECURITY** | | | | |
|  | Are the prisoners out of their cells and barracks and arranging in recreation or visiting? |  |  |  |
|  | Is there an armoury with sufficient controls and barriers to keep it secure from access and approach of prisoners? |  |  |  |
|  | Were you granted (escorted) to all areas of the Prison? |  |  |  |
|  | Do the staff and prisoners interact during the day? |  |  |  |
|  | Is the staff armed? |  |  |  |
|  | Is the staff searching prisoners living areas and visitors? |  |  |  |
| 1. **PROGRAMMES** | | | | |
|  | Are the prisoners able to improve their condition through education and vocational training? |  |  |  |
|  | Do you see their skill development programmes sufficient? |  |  |  |
|  | Are prisoners working or engaged in meaningful activities or are they idle in the cells or in open areas? |  |  |  |
| 1. **REPORT SHOULD ANSWER THE FOLLOWING QUESTIONS AS WELL** | | | | |
|  | Do prisoners have access to portable water? |  |  |  |
|  | Is there a Prison Ombudsman? |  |  |  |
|  | What steps have been taken to improve record keeping? |  |  |  |
|  | Do alternatives to sentencing non-violent offenders exist? |  |  |  |
|  | Are conditions for female prisoners worse than those males? |  |  |  |
|  | How many %age of the Prison population were satisfied with the behavior and attitude of the Prison Staff? |  |  |  |
|  | What type of complaints you received? |  |  |  |
|  | Were most of the complaints related to other departments besides Prison Department? |  |  |  |
|  | Do you consider the overall condition of the Jail satisfactory, excellent or poor and recommend suggestion for improvement? |  |  |  |
|  | What steps has the Government taken to improve the Prison conditions? |  |  |  |

**GOVERNMENT OF KHYBER PAKHTUNKHWA**

**STANDARDS FOR INSPECTION OF JAILS**

Foundations for good Prisons System include: -

* Efficient law enforcement and court processes.
* Thorough intake and classification processes.
* Focused and frequent trainings.
* Adequate resourcing.
* Competent management; and
* Accountability for staff and prisoners standards.

The following are the minimum standards of prison conditions: -

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **S#** | **Component** | | **Yes** | **No** | **Remarks / Comments** | |
|  | Registry log of all prisoners. | |  |  |  | |
|  | Every prisoner has a legal Judicial and commitment warrant from a competent court. | |  |  |  | |
|  | Separation of prisoners by gender, age and legal status. | |  |  |  | |
|  | Prisoners know the rules of the facility. | |  |  |  | |
|  | The facility has a vision statement. | |  |  |  | |
|  | The facility has value statement. | |  |  |  | |
|  | The facility has mission statement. | |  |  |  | |
|  | The prisoners have access to legal and family visits unless restricted by documented legal action. | |  |  |  | |
|  | Prisoners have access to recreation for no less than one hour per day except special classes of prisoners. | |  |  |  | |
|  | There should be adequate natural light and ventilation in the housing area. | |  |  |  | |
|  | Prisoners have adequate space for sleeping, movement and some personal property. | |  |  |  | |
|  | Prisoners have located in clean and serviceable attire. | |  |  |  | |
|  | Prisoners have access to food of adequate nutritional value and quantity. | |  |  |  | |
|  | Prisoners should be afforded medical services at least equal to those available in the surrounding community. | |  |  |  | |
|  | The staff should be supervising the prisoners either directly or indirectly. | |  |  |  | |
|  | Staff should have been trained in their duties according to a set curriculum and national standards. | |  |  |  | |
|  | The facility should be clean. | |  |  |  | |
|  | No prisoner shall be punished but within the confines of law. | |  |  |  | |
|  | Prisoners should be remunerated for any work. | |  |  |  | |
| Logo | | | GOVERNMENT OF KHYBER PAKHTUNKHWA  HEALTH DEPARTMENT  **PRISONERS MEDICAL MONITORING & EVALUATION FRAMEWORK & MECHANISM**  **(Preventive Curative and rehabilitative strategies)** | | | |

|  |  |  |
| --- | --- | --- |
| 1- | Prison / Jail |  |
| 2- | Date of Monitoring & Evaluation |  |
| 3- | Monitoring Officer / Inspection Officer |  |
| 4- | Total number of Prisoners at Prison |  |
| 5- | Prison Medical Officer |  |
| 6- | Name of Physician |  |
|  |  |  |

| **Component** | **Yes** | **No** | **N/A** | **Comments** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |
| **Responsibility for health Care**  **Service Providers.** |  |  |  |  |
| Health care services are provided to all prisoners. |  |  |  |  |
| There is a designated Medical Officer who in cooperation of health Department and the Jail Superintendent has responsibility for administrative health care services. |  |  |  |  |
| A responsible physician is designated to develop policy in health care matters involving clinical judgments. |  |  |  |  |
| **Scope of Health Care** |  |  |  |  |
| There is at least one physician available at Jail to provide treatment. |  |  |  |  |
| Health care services are provided at a healthcare level to address acute symptoms and / or conditions and avoid preventable deterioration of the prisoners’ health while in confinement |  |  |  |  |
| Staff, space, equipments, supplies, materials and other resources are adequate for the level of health care provided in the Prison. |  |  |  |  |
| **Health Care Monitoring and Adults** |  |  |  |  |
| There are policies and procedures requiring that the quality and adequacy of health care services are assessed at least annually. |  |  |  |  |
| There is a process for correcting identified deficiencies in the medical, dental, mental health and pharmaceutical services delivered at prisons. |  |  |  |  |
| Health Care Staff Qualifications! |  |  |  |  |
| Recruitment education and experience requirements are consistent with those in the community. |  |  |  |  |
| Health Care Records |  |  |  |  |
| Complete, individual and dated health records are maintained and include, but are not limited to: |  |  |  |  |
| Preventive & Curative Management of Communicable  Diseases |  |  |  |  |
| Availability of Screening for |  |  |  |  |
| Hepatitis A |  |  |  |  |
| Hepatitis B |  |  |  |  |
| Hepatitis C |  |  |  |  |
| Hepatitis D |  |  |  |  |
| Hepatitis E |  |  |  |  |
| HIV (AIDS) |  |  |  |  |
| Tuberculosis |  |  |  |  |
| Identification of relevant symptoms; |  |  |  |  |
| Referral system for medical evaluation; |  |  |  |  |
| Treatment responsibilities during detention; |  |  |  |  |
| Coordination for follow-up treatment; |  |  |  |  |
| Strategies for handling disease outbreaks (epidemics) |  |  |  |  |
| First Aid and Emergency Response |  |  |  |  |
| Access to first aid and emergency services at prisons |  |  |  |  |
| First aid kits are available in designated areas of prison. |  |  |  |  |
| The responsible physician approved the contents, number, location and procedure for periodic inspection of the first aid kits. |  |  |  |  |
| Health care staff is trained and there are policies and procedures to respond to emergencies requiring first aid. |  |  |  |  |
| Anti-Snake venom available |  |  |  |  |
| Necessary medicines, tools and equipments available. |  |  |  |  |
| Intoxicated and Substance Abusing  Prisoners |  |  |  |  |
| Identification and management of alcohol and other drug intoxication |  |  |  |  |
| Health Appraisals/Medical Examinations |  |  |  |  |
| Health services monitoring and evaluation include a health history, medical examination, laboratory and diagnostic testing and necessary immunizations. |  |  |  |  |
| The health history includes: Review of the intake health screening, history of illnesses, operations, injuries, medications, allergies, immunizations, systems review, exposure to communicable diseases, family health history, habits (e.g., tobacco, alcohol and other drugs), sexual activity, contraceptive methods, reproductive history, physical and sexual abuse, neglect, history of mental illness, self-injury, and suicidal ideation. |  |  |  |  |
| The examination includes: Temperature, height, weight, pulse, blood pressure, appearance, gait, head and neck, a preliminary dental and visual acuity screening, gross hearing test, lymph nodes, chest and cardiovascular, breasts, abdomen, genital (pelvic and rectal examination, with consent, if clinically indicated), musculoskeletal neurological. |  |  |  |  |
| Laboratory and diagnostic testing includes: Tuberculosis testing, HbsAg,; Anti-HCV, HIV (AIDS), pap smears and testing for sexually transmitted diseases for sexually active prisoners. Additional testing: is available as clinically indicated, including pregnancy testing, urinalysis, haemoglobin or haematocrit. |  |  |  |  |
| Immunizations are verified and, within two weeks of the Health Appraisal/ Medical Examination, a program is started to bring the minor’s immunizations up-to-date in accordance with current public health guidelines. |  |  |  |  |
| Dental Care |  |  |  |  |
| Provision of necessary dental treatment to prisoners as necessary to respond to acute conditions and to avert adverse effects on the prisoners’ health. |  |  |  |  |
| Mental Health Services, Referral and Transfer to a Treatment Facility |  |  |  |  |
| Policy and procedures require providing mental health services that include |  |  |  |  |
| Screening for mental health problems |  |  |  |  |
| Management of acute psychiatric episodes |  |  |  |  |
| Stabilization of the mentally ill and prevention of psychiatric deterioration in the facility setting |  |  |  |  |
| Medication support services |  |  |  |  |
| Provision for referral system / facilities and admission to health facilities for prisoners, who need tertiary healthcare facility level treatment. |  |  |  |  |
| Pharmaceutical Management |  |  |  |  |
| Provision of required medicines to the prisoners |  |  |  |  |
| General Overview i |  |  |  |  |
| All prisoners have equity of access to health services. |  |  |  |  |
| Patients are cared for in conditions that are accessible to all and that maintain decency, privacy and dignity |  |  |  |  |
| Prisoners are given information about centre health services, in a format they are able o understand, which explains how to access services. |  |  |  |  |
| Systems are in place for prevention of communicable diseases. In the event of an outbreak of a communicable disease, the response is prompt and effective. ? |  |  |  |  |
| Confidentiality is maintained in the best interests of the patient. |  |  |  |  |
| Where practicable, women prisoners can see a woman doctor |  |  |  |  |
| **Medical Examination of Prisoners** |  |  |  |  |
| All prisoners are mentally and physically examined immediately after their admission in Jail |  |  |  |  |
| Any serious disease found |  |  |  |  |
| All relevant columns have been filled regarding mental and physical health of each prisoner in Registers. |  |  |  |  |
| Referral position to outside hospital |  |  |  |  |
| Availability of Police Guards for such referrals |  |  |  |  |
| Maintenance of Medical File of each prisoner in duplicate. |  |  |  |  |
| **Jail Hospital** |  |  |  |  |
| Jail hospital exists |  |  |  |  |
| Doctor and JPT exists |  |  |  |  |
| Doctors and Medical Staff perform their duties round the clock |  |  |  |  |
| Availability of beds and other allied accessories in wards |  |  |  |  |
| Separate wards exist |  |  |  |  |
| Arrangement of contagious diseases exist |  |  |  |  |

**Monitoring and Evaluation Officer**