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**NIGERIAN PRISONS SERVICE STANDING ORDERS
(REVISED EDITION), 2011**



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- 683. Replying to correspondence from National Headquarters.
- 684. Confidential correspondence.
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- 700. Destruction of Prison Book or Record.
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- 703. Reporting unusual occurrence to the Controller-General of Prison.
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- 705. Accounts of the Service.
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- 711. Claims.
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- 718. Facility for mess.
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- 720. Purchases from the mess.
- 721. "Prison officers mess".
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- 723. Honorary membership.
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- 725. Assistance to the mess and club.
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- 727. Settling of officers' mess accounts.
- 728. Prison Commission Officers Uniform.

- 729. Non-commission officers uniforms.
- 730. Uniform as prison property.
- 731. Loss of uniform.
- 732. Use and maintenance of staff uniforms.
- 733. Manufacture of uniform.
- 734. Replacement of uniform and accoutrements.
- 735. Register of issuance of uniforms.
- 736. Wearing of uniform.
- 737. Kit inspection.
- 738. Price list of clothing and accoutrements.
- 739. Stores and Accounts Payment for Rations.
- 740. Safe custody of Security Books and Forms.
- 741. Returns on Soap.
- 742. Board of Survey.
- 743. Request to constitute Board.
- 744. Board of survey inspection.
- 745. Assistance to Board of survey.
- 746. Submission of report.
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- 748. Holding of Board of survey.
- 749. Prisoners Bedding.
- 750. Maintenance of bedding.
- 751. Prison Industries.
- 752. Quarterly returns of items in store.
- 753. Store requisition and issuance.
- 754. Returns of conversion of materials supplied.
- 755. Return on stores held by Prisons.
- 756. Issuance of store items to prisons.
- 757. Stationery.
- 758. Emergency Purchases.
- 759. Approved procurement rules.
- 760. Classification of Prisoners.
- 761. Star Prisoners.
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- 764. Prisoners Uniform and Registered Number.
- 765. Alternative clothing.
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- 767. Convicted Prisoners' Distinguishing badges.
- 768. Enforcement of compliance with separation of class of Prisoners.
- 769. Prisoner defacing the patch on uniform.
- 770. Articles of Prison Stores.
- 771. Consumable Stores.
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- 773. Staff clothing and equipment.
- 774. Correct account of equipment and tools.
- 775. Plant Ledger.

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- 776. Notification of alterations to the plant list.
- 777. Tools ledger.
- 778. Record of where tools are kept.
- 779. Monthly inventory of tools and plant ledgers.
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- 781. Maintenance of prison buildings.
- 782. Funds for building maintenance.
- 783. Normal decoration and painting.
- 784. Building Register.
- 785. Structural attraction.
- 786. The absence of qualified labour in a prison.
- 787. New building or major repairs.
- 788. Service quarters.
- 789. Living in official quarters.
- 790. Approved cooking places.
- 791. Authorities to allocate service quarters.
- 792. Condition of quarters.

APPENDIX A :

List of prison books and forms in current use (December 2011).

S. I. 46 of 2011

NIGERIAN PRISONS SERVICE
STANDING ORDERS
(REVISED EDITION), 2011

[29th December, 2011] Commence-
 ment.

In pursuance of the powers conferred on me by Section 16 (1) (a) and (b), Cap. P.29 LFN 2004, I, OLUSOLA ADIGUN OGUNDIPE, OFR, mni, The Controller-General of Prisons, hereby make the following Standing Orders—

The Standing Orders is divided into the following parts ;

- (i) Prisoners ;
- (ii) Staff ;
- (iii) Administration of Prison ; and
- (iv) Organisation and Control.

Appendices to the Standing Orders are contained in a separate volume.

PART I—PRISONERS

1. All prisoners received into Prison from courts, or on transfer from another prison or under any other legal warrant shall be seen by the Superintendent-in-charge of the prison and the Medical officer or persons acting on their behalf within twenty four (24) hours of reception. Reception and Admission.

2. The Gate-keeper who receives any prisoner shall satisfy himself that the warrant(s) that brought the prisoner is(are) correct and relevant to the prisoner. He shall, where necessary, sign and return to the court escort any duplicate copy that the escort is entitled to receive. The Gate-keeper.

3. Upon the admission of a prisoner from any Court, the Gate-keeper who receives the prisoner will issue to the court escort a reception receipt in the prescribed form in duplicate. The escort shall retain the original and he shall hand the duplicate to the Registrar of the Court issuing the warrant. If, for some reason, the escort cannot deliver the duplicate to the Court Registrar (for instance when the Court is not in the same state as the Prison), the Superintendent-in-charge shall send the duplicate receipt by registered post to the Registrar concerned. A note to this effect is to be made on the triplicate copy of the receipt which is retained by the prison and which must be attached to the prisoner's record. Receipts for prisoners received on transfer from other prisons will continue to be made on the schedules to Prison Forms No. 5 and 5A. Reception receipt.

4. The prisoner's property shall be checked in the presence of the escort and the prisoner and any discrepancy noted on the appropriate receipt form or property sheet as the case may be. All articles or cash received as Checking of the Prisoner's property.

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per the form or property sheet shall be entered in the Property Book and the Prisoner's Form 40.

Correctness of the warrant.

5. It shall be the duty of the Gate-keeper when receiving a prisoner in any circumstance to satisfy himself as to the correctness of the warrant(s) of commitment and that the person named in the warrant is the person produced. Any reasonable doubt shall be reported to the Superintendent-in-charge in person or by phone before the prisoner is received into custody.

Legality of the warrant.

6.—(a) No prisoner shall be refused admission unless there is a substantial doubt as to the legality of the warrant or that the prisoner does not appear to be the one named in the warrant. Before refusing to admit a prisoner, the Superintendent-in-charge shall endeavour to ascertain the reasons which give rise to the doubt by contacting the committing authority or the police, either in person, by phone or in writing.

Refusal of Admission on Medical Grounds.

(b) The Superintendent-in-charge on the recommendation of the Medical Officer may decline the admission of a prisoner suffering from grievous bodily injuries.

Protestation by a Prisoner.

7. Where a prisoner who is admitted by the Superintendent-in-charge continues to protest that he is not the person named in the warrant, he shall be given every facility to communicate with a lawyer, family or friends.

Error on warrant.

8. No prisoner shall be refused admission because of an immaterial error in typing, writing or spelling in a warrant. The Superintendent-in-charge shall have such errors rectified as soon as possible after admission.

Discrepancy in dates.

9. Where the date of the warrant is not the same as the date of admission into prison, the fact shall be noted on the reverse of the warrant and signed by the escort and receiving Gate-keeper.

Travelling time.

10. Travelling time may be allowed for but where the discrepancy between the two dates is longer than is appropriate, sufficient reason(s) shall be given by the escort in writing for the delay in bringing the prisoner(s) to prison. The attention of the Superintendent-in-charge shall be brought to the fact of a prolonged delay, who will if not satisfied with the explanation given, enquire into the matter.

Warrants not issued in Nigeria.

11. Warrants of commitment issued in any other country shall not be valid or accepted in Nigeria except upon consultation with the Controller-General of Prisons or his authorized representative, or have been duly issued by a Court. Martial properly constituted under the Laws of the Federation wherever Nigerian Forces may be serving.

Communications to a Court to the Legal correctness of warrants.

12. Communications to a court as to the legal correctness of warrant(s) in terms of whether or not the issuing court has exceeded its power regarding sentencing shall be done through the Controller of Prisons, State command.

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13.—(a) Where a warrant is issued in one State but is received at a prison in another State, the warrant shall be endorsed by a competent court in the state in which the prison is situated.

Warrants issued in one state, but received in another state.

(b) Transfers made on the instructions of the Controller-General of Prisons in accordance with the Prisons Act do not come within the purview of this Standing Orders.

14.—(a) There shall be an Admission Board comprising of :

Admission Board.

- (i) The Superintendent-in-charge,
- (ii) The Prison keeper,
- (iii) The Medical officer,
- (iv) The Vocational Officer, and
- (v) The Welfare officer.

(b) The Board shall interview every prisoner within twenty four (24) hours of his admission into prison for the purpose of informing him of :

- (i) His rights and privileges as it applies to each category of prisoner ;
- (ii) Restrictions to labour, and allocating him/her to labour, after having considered the prisoner's antecedents ;
- (iii) Length of sentence ;
- (iv) Labour for which he/she is certified to be medically fit.

(c) A prisoner shall be informed that he/she may, after having served six months of his/her sentence qualify for the Earning Scheme which is in a progressive stage system, and

(d) Shall also be informed that he/she shall be seen by the Discharge Board during the month preceding that of his discharge with a view to assisting him/her on discharge.

15.—(a) The Superintendent-in-charge shall have authority to co-opt any member of the staff into the Board, but shall not allow substitutes for regular members ;

Co-option of members to the admission board.

(b) The Board shall maintain a record of the minutes of all admissions.

(c) The minutes shall be placed before all inspecting officers who would sign as having seen them.

16.—(a) A prisoner admitted into prison between meal times should be given sufficient meal to carry him over to the next normal meal-time of the prison.

Admission of a Prisoner between meal times.

(b) Prisoners may receive meals from outside, subject to the approval of the Superintendent-in-charge but shall not be allowed to supplement their prison meal with food from outside the prison.

B 1446

Searching.

17. All prisoners will be searched on arrival—

(a) Two officers shall be present when a prisoner is searched; the search shall not be carried out in the presence of another prisoner. Female prisoners are to be searched by female officers only.

(b) A prisoner may be further searched at the time he is deprived of his civilian clothes prior to taking his bath in the presence of two officers and out of sight of other prisoners. Civilian clothes must be thoroughly searched before storing.

Noting of bodily scar.

18. Any bodily scar that a prisoner may have shall be noted by the record keeper for record in the appropriate prison form at the time of search.

Undue exposure.

19. No prisoner shall be made to suffer undue exposure to cold or any unfriendly weather condition.

Particulars of description.

20. Particulars of description of a prisoner are set out in the appropriate Prison form. They shall be accurate and descriptive as possible so as to be useful when required.

Prisoners property.

21. Reading materials may be provided in cells. Newspapers or materials received with a prisoner shall be considered as property and kept in safe custody. Books received with a prisoner shall be placed in his property record but can be applied for by application to the Superintendent-in-charge for personal retention in the cell, if necessary.

Cash, property and clothes brought on admission.

22. All cash, property and clothing brought with a prisoner on admission whether entered on the property sheet brought by the escort or not shall be entered in the appropriate form and the property book at the entry pertaining to the prisoner. The prisoner shall sign or append his mark in the property book in acknowledgement of the correctness of the record entered therein. The articles or cash recorded shall be read out to an illiterate prisoner, whose mark shall be witnessed by the Record Keeper.

Confirmation of list of property.

23. The Superintendent-in-charge shall on admission of the prisoner read out the list of his property or cash if any from the property book or appropriate form and obtain the prisoners consent as to the correctness of the list.

Description of property.

24. All watches, jewellery, fountain pens, cigarette lighters and any other article of value, or liable to a fictitious valuation shall be described in such a manner as to provide a clear indication of the value of the article in the case of dispute or loss. Thus, a watch shall be entered as gold or silver, where it is hallmarked as such ; otherwise it shall be described as white or yellow metal with the maker of the watch. The type of strap shall be indicated, any part that is missing and whether it is functioning or not shall also be recorded. Rings which are not hallmarked but are thought to be gold or silver can be so described. Any mark or engraving on a ring shall be entered in the description.

B 1447

- 25.** Articles which, in the opinion of the Superintendent-in-charge are too large or bulky for storage shall not be received in the prison. This includes but not limited to the following items : vehicles, steel boxes, etc. Large articles.
- 26.** Tobacco or cigarettes received with a convicted prisoner shall not be accepted as property but destroyed in the presence of the prisoner and at least one other officer. A note shall be made in the appropriate prisons' form and the property book stating the approximate quantity. Non-acceptance of Tobacco or Cigarettes.
- 27.** Wedding rings worn by prisoners may be retained by them while in custody but at their own risk. They shall sign to this effect in the appropriate prison form. On the discharge of a prisoner who retained his/her wedding ring in custody, it shall be ascertained that he/she has the ring in his/her possession and that it fits the description of the one recorded in the prison form. Wedding rings worn by Prisoners.
- 28.** Surgical appliances such as wigs, dentures ; a truss ; surgical boots or shoes etc may be retained by a prisoner on the recommendation of the Medical Officer. Such articles are retained at the prisoner's own risk and he or she shall affirm by signing a declaration in the appropriate prison form. Surgical appliances.
- 29.** No article, property or cash belonging to any prisoner shall leave the prison except by the written authority of the Superintendent-in-charge. Such action shall be recorded in the appropriate prison form. Articles, property or cash belonging to Prisoners leaving the prison.
- 30.** The procedure for the storing of prisoners' clothing shall be as follows— Procedure for the storing of Prisoners' clothing.
- (a) A secured store room shall be provided in every prison.
- (b) The key of the store and the contents shall be the responsibility of the Record Keeper. Any staff taking over this duty shall assume responsibility for the store and contents.
- (c) The key of the store when not in use shall be kept in a small box in the key safe at the gate lodge and the two keys to the box shall be in the possession of the record keeper and the Superintendent-in-charge.
- (d) The clothing store shall be a dry room with windows for the passage of light and air, subject to frequent inspection by the Superintendent-in charge and shall be fumigated or sprayed with insecticides at regular intervals.
- (e) A separate property bag shall be used for each prisoner and labelled with the prisoner's number, name and sentence. Clothing shall be washed before being stored; naphthalene balls or powder shall be placed in each bag and stored according to length of sentence.
- (f) The clothing of prisoners serving a sentence of 3 years and over shall be examined every 12 months and appropriate action taken where necessary.

B 1448

(g) Any clothing in a poor state of repair shall be described as, part worn ; severely worn ; or rags. Articles of value shall be placed in a sealed envelope, which bears the name, number and sentence of the prisoner and shall be handed to the Superintendent-in-charge for safekeeping at the time that he conducts the interviews. Other property shall be bagged, labelled, and stored in the Prisoners' Property Store.

State of prisoners' clothing before discharge.

31. The clothing of a prisoner shall be washed, pressed and ironed the day before discharge so that he shall be as respectable as possible on discharge.

Confiscation of cash or property brought in without proper authority.

32. Money or articles brought surreptitiously into the prison for, or by any prisoner, shall be confiscated. Money so confiscated shall be paid into Treasury and a return made to Prison Headquarters. Prohibited articles shall be destroyed on the instruction of the Superintendent-in-charge who shall keep a record of such destruction.

Return of unauthorised articles to sender.

33. Any unauthorized article sent to the prison shall be returned to the sender under registered post and a receipt obtained.

Receipt of cash or property from anonymous source.

34. A prisoner shall not be permitted to receive cash or any property from an anonymous source.

Assistance of other security agencies.

35. The assistance of other security agencies may be sought when making discreet enquires regarding the identity of the sender of an anonymous gift. If after such enquiries the Superintendent-in-charge is not satisfied, he shall forward a report to the State Controller which shall include any report that may have been received from the other security agencies but retain the cash or property until instructed otherwise.

Retention of photos by Prisoners in custody.

36. Any prisoner who has been given permission to retain photographs while in custody shall be required to append his name, number and sentence at the back of the photographs in pencil, and sign in the appropriate prison form that he has the photographs in his possession at his own request.

Articles made of leather.

37. Care shall be taken to ensure that no article, which is wholly or partly made of leather, is placed in a heated fumigator.

Prisoner's money.

38. All convicted prisoners cash shall be kept by the record keeper and the amount entered in the prisoner's records for the purpose of paying them back on discharge. Any amount in excess of Two Thousand Naira (₦2,000) shall be handed to the Superintendent-in-charge for safe-keeping and recorded in a separate book.

39. The cash of un-convicted prisoners subsequently convicted shall be transferred from the un-convicted prisoner's cash book to the cash and ledger account books of the convicted prisoners with appropriate cross reference. The cashbooks of both convicted and un-convicted shall be balanced and submitted to the Superintendent-in-charge for checking at the end of each calendar month. A separate cashbook shall be kept by the Superintendent-in-charge to record payments and withdrawals and shall be reconciled quarterly.

Transfer into the cash and ledger account books of convicted Prisoners.

40. Cash property of prisoners who are no longer in custody having left the prison to a Court as unconvicted and have not returned, or have died or escaped or prisoners who have been executed or whose relatives cannot be traced shall be treated thus :

Cash of Prisoners no longer in custody.

(i) such cash, except that of escaped prisoners, shall be paid into the treasury ;

(ii) Escapee's prisoner's money shall be paid into the Treasury after a period of 3 years from the date of escape.

(iii) A list of individual balances shall be kept in the safe of the Superintendent-in-charge on the first day of each month. A list of all such sums paid into Treasury shall be prepared half-yearly and forwarded to the Controller of Prisons State Command together with the list of outstanding balances required as at 30th June and 31st December of each year, for further communication to the Controller-General of Prisons office.

41.—(a) Deposit, withdrawal, safe custody of prisoner's money shall be governed by financial regulations which shall be strictly observed.

Safe custody of Prisoners' money.

(b) Where cash has accumulated which is more than sufficient to cover withdrawals for prisoners due for discharge within one month, excess amounts in round sums of Fifty Thousand Naira (₦50,000) shall be deposited with the Superintendent-in-charge. Withdrawals shall be to the nearest Forty Thousand Naira (₦40,000). The amounts held shall vary from prison to prison but shall be governed strictly by the total amount due to prisoners for discharge within one month. This matter is the direct and personal responsibility of the Superintendent-in-charge who shall be answerable to the Controller of Prisons for any deviation there from.

(c) Where Prisoners are on transfer to another prison, they shall take with them all their property and cash up to the value of One Thousand Naira (₦1,000). Amounts of cash that total more than One Thousand Naira (₦1,000) shall be transferred by the use of a Treasury Voucher made payable at the station to which the prisoner is transferred.

42.—(a) Two sets of fingerprints shall be taken of all prisoners on the day of their admission.

Finger-printing.

(b) Finger print forms supplied by the fingerprinting unit, of the Nigeria Prisons Service, shall be used for the recording of fingerprints. One copy of the recorded fingerprints shall be filed in the appropriate prison form while the other shall be sent to the State Command within twenty-four (24) hours of the admission.

B 1450

(c) Fingerprint forms supplied by the Central Criminal Registry of the Nigeria Police (CCR) through Prison Headquarters shall be used for the recording of finger prints; these forms are numbered Central Criminal Registry (CRO) 36A, black printing for males and 36B, red printing for females. One Copy of the recorded finger prints shall be filed in the prisoners' form 40, the other being sent to the CCR within 24hrs of the reception of the prisoner. The CCR shall, after the necessary search of their records, dispatch CRO 65 which shall quote the CRO number allotted to the prisoner. The form 65 shall be placed in the prison form 40, of the prisoner and the CRO number used, in addition to the prisoner's number in all communications concerning the prisoner. If when sending the finger print form 36 to the CCR, the CRO number is known, it must be quoted on the form in the space provided.

Finger printing a Prisoner with additional sentence.

43. Further set of fingerprints on the appropriate prison form shall be taken when a prisoner already in custody receives an additional sentence. These should be sent to the Central Criminal Registry (CCR) specifying details of the fresh sentence(s).

Finger printing condemned Prisoners.

44. Fingerprinting condemned prisoners

(a) Every prison at which condemned prisoners are admitted shall fingerprint such prisoners on admission in the prescribed manner. A covering letter shall be forwarded in the appropriate form when submitting to the CCR with a certified true copy to the National Prisons Headquarters.

(b) A condemned prisoner received at a prison on transfer from another prison shall have his finger prints taken at the receiving prison in duplicate, one copy being sent to the CCR, the other filed in the appropriate prison form. The CCR after search shall send to the Prison CRO form No. 23c which relates to the condemned prisoner.

Finger printing returning escaped Prisoners.

45. Fingerprinting returning escaped prisoners

(a) Whenever an escaped prisoner is received back into prison custody, regardless of whether it is at the prison from which he escaped or any other prison, the following procedure shall be followed with regard to fingerprinting.

(b) The fingerprints shall be taken on CRO form 36 the prisoner's name only, in pencil, being written on the form, and the information therein duly checked for accuracy.

(c) The above procedure affords a check that the recaptured prisoner and the one reported as escaping are one and the same person as prescribed in Prison form 50 and the name of the prison forwarding the form if different from one on the Prison Form 50.

B 1451

Procedure
for reporting
escape.

46. The following shall be the procedure for reporting escape :

(a) An escape, irrespective of the circumstances shall be reported to the office of the Controller-General of Prisons through the Controller of Prisons State command by the Superintendent-in-charge, prison not later than forty-eight (48) hours after its occurrence.

(b) The report of the escape, accompanied by prison form 50 duly signed shall reach the office of the Controller-General of Prisons not later than seventy-two hours (72) after the incident.

(c) The Superintendent-in-charge shall also report an escape to relevant agencies for their collaborative efforts within seventy-two (72) hours after the incident.

(d) The Controller of Prisons, state command shall forward a copy of the report to the office of the Zonal coordinator immediately it is received in his office.

(e) The Controller of Prisons state command shall commence Preliminary Investigation into the circumstances surrounding the escape immediately.

(f) The Preliminary Investigation Report shall be forwarded by the Controller of Prisons to the office of the Controller-General of Prisons and a copy to the office of the Zonal coordinator not later than seven (7) days after the escape.

(g) The Controller of Prisons, State Command shall cause the orderly room trial of any staff implicated or found negligent in the findings of the Preliminary Investigation Report within a period not later than fourteen (14) days after the escape.

(h) Where the Superintendent-in-charge is found culpable or implicated in the findings of the Preliminary Investigation Report, the Controller of Prison, State command shall through the Zonal Coordinator make recommendations to the office of the Controller-General of Prisons not later than twenty-one (21) days after the escape.

(i) The Controller of Prisons shall forward a summary of the Adjudication Proceedings directly to the office of the Controller-General of Prisons and a copy to the Zonal coordinator not later than twenty-eight (28) days after the escape.

(j) The Zonal coordinator shall constitute a zonal disciplinary committee to review, make observations and recommendations on the contents of the Adjudication Proceedings and forward same to the office of the Controller-General of Prisons not later than thirty (30) days after the escape.

47. Where a prisoner dies in prison from natural cause(s) or execution, the prison concerned shall send their filed copy of appropriate prison form endorsed to the Prisons Headquarters, Abuja, the Central Criminal Registry of the Nigeria Police and the remanding Judge together with a certified true copy of the letter to the Coroner reporting the death.

Death of a
convicted
Prisoner.

B 1452

Medical Services on admission.

48. Every prisoner shall be weighed in prison dress, without shoes, whether on admission, discharge or at any interval. Prisoners serving an aggregate sentence of more than six months shall be weighed monthly and all weights shall be recorded accordingly.

A prisoner wearing a medical or surgical appliance.

49. Where a prisoner wears an abdominal belt, truss, chest protector or any other medical or surgical appliance, the attention of the Medical Officer shall be called to the fact.

Examination of a Prisoner by the Medical Officer.

50. Each prisoner shall be seen by the Medical Officer separately. The prisoner's appropriate form shall be made available to the Medical Officer at the time the prisoner is seen on admission, including any medical/mental health reports that may have been received with the prisoner. The medical officer shall retain the relevant pages of the aforementioned form and such reports returned to the prisoner on transfer or discharge.

Medically fit for labour.

51.—(a) The Medical Officer shall examine each prisoner on admission and certify him/her fit for labour as follows :

- (i) Fit for Hard Labour,
- (ii) Fit for light labour only,
- (iii) Excused labour for weeks/months,
- (iv) Excused lifting,
- (v) Permitted to wear a surgical belt.

(b) The Medical Officer shall make any other medical recommendations he considers necessary.

Prisoners not seen by the Medical Officer.

52. Where facilities allow, prisoners on admission shall be kept apart from other prisoners, if necessary, until seen by the Medical Officer.

Recommendations of the Medical Officer.

53. Recommendations of the Medical Officer, other than treatment for sickness or medicine, including instructions for alteration of diet and labour; drill, exercise, clothing, etc., shall be entered in a book kept for this purpose, which shall be seen daily by the Superintendent-in-charge for compliance.

Prisoners in the party allocated.

54. It shall be the duty of the Prison Keeper to ensure that prisoners are in the party to which they have been allocated. No prisoner shall be allowed to change his party without the approval of the Superintendent-in-charge.

Prisoners required to bath thoroughly.

55. Each prisoner shall be required to bath thoroughly before leaving reception prior to allocation to cells in the prison with other prisoners. Soap and a towel shall be supplied for this purpose.

Reception room.

56. Where possible, each prisoner shall be placed in a separate cell or compartment while awaiting examination, bathing, etc. Where all the prisoners

cannot be accommodated in one reception room, temporary use shall be made of cells or wards approved by the Superintendent-in-charge.

57. Cards informing prisoners of their privileges, obligations and duties while in prison shall be exhibited in the reception cells. In the case of an illiterate prisoner, the cards shall be read over to him/her in the language he/she understands. Privileges.

58. Prisoners shall be informed when declaring their religious denominations on admission that no change shall be permitted without good cause. Applications for a change of religion shall be made to the Superintendent-in-charge and have the approval of the appointed religious representatives. Information as to change of denomination.

59.—(a) Identification parades may be held in prisons at the request of the police. The Superintendent-in-charge shall accord the Police necessary assistance to conduct the parade. However Prison Officers must ensure that security is maintained during the conduct of the identification parade. Identification Parades.

(b) The prisoner who is being paraded for identification shall be informed by the Superintendent-in-charge of the intended parade and, where there is any objection he shall make it to the Police Officer in charge of the parade. Other prisoners to make up the parade shall be volunteers.

(c) The procedures in the Nigerian Police for holding of identification parade shall apply.

60.—(a) The court duty escort shall be furnished with a copy of the calendar in which he shall record the verdict and sentence of the court and ensure that same is recorded correctly in each case. Prisoners going to court.

(b) The escort shall submit his calendar to the Clerk or Registrar of the Court for endorsement.

61.—(a) Where a court orders the discharge, acquittal, or admission to bail, the necessary form of recognizance having been entered into, in respect of a prisoner held under another warrant, care shall be taken to ensure that the prisoner is not released from custody. Form of recognizance.

(b) Information concerning other warrants of prisoners appearing at a Court shall be given to the Court duty escort, in writing, before leaving the prison for Court.

62. Where a prisoner has no further warrants he shall be discharged forthwith with all cash and property. Discharge of a Prisoner without further warrants.

63.—(a) Where a Court orders the infliction of corporal punishment in addition to a sentence of imprisonment it shall be the duty of the Superintendent-in-charge to carry out the order. Court orders on corporal punishment.

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(b) Corporal punishment shall not be inflicted until the expiration of the time within which notice of appeal or an application for leave to appeal has been determined.

(c) Corporal punishment shall be inflicted in the presence of the Superintendent-in-charge and the Medical Officer, the latter having certified that the prisoner is in a fit state of health to undergo the punishment.

(d) The Medical Officer may, on medical grounds, recommend in writing to the Superintendent-in-charge the cessation of the punishment. Any punishment so stopped shall be deemed to have been completed.

(e) Monthly returns to State Prisons commands— forms 32 and 33 in respect of corporal punishment shall indicate whether punishment has been stopped with a copy of the Medical Officer's recommendation attached.

Legal authority of a warrant.

64. A warrant of imprisonment being the legal authority by which a prisoner is held shall not be surrendered to any person or authority during the period that the warrant is valid. In appropriate cases a certified true copy shall be given. Any demand for the original warrant of a serving prisoner shall be referred to the Controller of Prisons, State command.

History of a Prisoner with a previous prison sentence.

65.—(a) It shall be the duty of the Superintendent-in-charge to know the history of a prisoner under his charge who had served a previous prison sentence, especially with regard to his mental or physical health, escapes and attitude to prison discipline.

(b) Application for a prisoner's form 40 shall be made to the last prison he was discharged. The prison dispatching the form 40 shall file the form of request with the old form 40 to facilitate possible future reference. The receiving prison shall attach the old form 40 to the one in current use for reference only.

(c) A prisoner's form 40 shall be sent with him when on permanent transfer to another prison.

(d) Form 40 of discharged prisoners shall be filed by dates of discharge to facilitate search in the case of an application from another prison. The application and a photocopy of the form 40 shall be retained.

Application for record of a Prisoner of Borstal Institution.

66. Application for a copy of the record of a prisoner who has been an inmate of an Approved School or Borstal Institution shall be made to the Head of the Institution concerned.

Prison Form 40.

67. Records : Prison Form 40—shall be kept for twenty years after the discharge of a prisoner and thereafter be transferred to the federal archive for storage.

Imprisonment in default of payment fine.

68. A person committed to prison in default of payment of a fine shall be informed by the Superintendent-in-charge of the means whereby his release

can be secured. Every assistance shall be offered the prisoner towards securing his release.

69. A sentence of imprisonment takes effect from and includes the whole of the day of the date on which it was pronounced.

Effective date of imprisonment.

70. A prisoner is entitled to discharge on the day following that on which he has earned full remission by good conduct and industry, hence the reason for adding a day when working out a prisoner's Earliest Date of Release (EDR). Loss of remission for disciplinary causes or, time that an appellant or an escapee is not serving his sentence must be taken account of.

Day of Discharge.

71. A sentence of one month expires on the same day of the following month as the day of sentence, less one day, that is, sentenced 15th February, date of discharge 14th March.

Sentence of one month.

72. Prisoners to be discharged shall be seen by the Superintendent-in-charge or in his absence, by the Deputy on the morning of discharge. This instruction applies to normal discharges only and does not apply to cases of paid fine, release on bail or as the case may be, which shall be made effective forthwith by the Superintendent-in-charge or the Deputy.

Prisoners to be discharged.

73.—(a) The Superintendent-in-charge shall ensure that a prisoner is discharged on his due date and check the computation of a prisoner's sentence, append his signature and date on the warrant, as well as, in the discharge diary.

Discharge on due date.

(b) Upon taking over a prison, the Superintendent-in-charge shall check the computation of each warrant, append his signature and date and where satisfied, inform Prisons Headquarters, Abuja through the State Controller as follows :

"I hereby certify that I have checked and find that the correct release date is shown on all warrants or orders of all prisoners in the prison on with the exception of the warrants listed below which I have referred to Prisons Headquarters, Abuja, Vide my letter No dated

Signed :.....

Name : (*in capital*)

Rank :.....

Date :.....

(c) The above certificate shall be dispatched to Prisons Headquarters within one month of an officer taking over.

74. Where a Prisoner's release date is altered in consequence of part payment of a fine, loss of remission or any other cause, this alteration shall be noted at the time it occurs or, as soon as practicable in the prisoner's form 40,

Alteration of release date due to part payment of fine.

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on his warrant (Prison Form 75) and in the discharge diary. All alterations shall be initialled and dated by the Superintendent-in-charge.

Detention of a discharging Prisoner suffering from an infectious disease at a hospital.

75. Where a prisoner to be discharged is suffering from an infectious disease and is still in a condition in which he could spread the disease, arrangements shall be made for the person to be admitted into the nearest hospital and detained there at the discretion of the Hospital Authorities until fit to travel without danger to the public.

Normal discharge.

76. The discharge of a prisoner in all ordinary cases shall take place at 0900 hours. The Superintendent-in-charge may permit a prisoner to be discharged at an earlier hour to enable him take a bus, train, airplane or ferry that is leaving before 0900 hours and which departs at infrequent intervals. A prisoner shall not be discharged on a day before the due date to enable the taking of an early conveyance, or for any other purpose unless instructed by the Controller-General of Prisons.

Meal of a Prisoner discharging

77.—(a) A prisoner shall be given the normal first meal of the day on the morning of release and where he cannot reach his destination by mid-day, a dry ration may be issued.

(b) No prisoner shall be released from prison in indecent clothing. Minimum civilian clothing may be provided at the discretion of the Superintendent-in-charge.

Travel warrant.

78. Every prisoner shall be given a travel warrant to a place of conviction or his home, where equidistant. This concession shall apply to prisoners who have been in custody awaiting trial and who have been acquitted, or discharged for any other reason and appellants allowed bail. A request by a prisoner to travel to a place other than the two afore-mentioned and which would involve a greater cost shall be considered by the Discharge Board, or Superintendent-in-charge.

Escort of a prisoner home on medical grounds.

79. Where the medical Officer recommends that a prisoner be escorted to his home or place of conviction due to advanced age, infirmity, mental instability or other cause, the escort shall be in plain clothes.

Re-arrest of a Prisoner on release.

80.—(a) Where the Superintendent-in-charge receives information that a prisoner is to be re-arrested on release, the prisoner shall be informed and allowed facilities for contacting family, friends, and lawyers.

(b) Such a prisoner shall be arrested beyond the outer gate. The concerned security agent to effect the arrest, shall be informed that the prisoner is the last of the discharges.

Acting on court orders by the Superintendent.

81.—(a) An order for the discharge or transfer of prisoners shall be acted upon forthwith unless the Superintendent-in-charge has reason to doubt the authenticity of the order. Where doubt exists, he shall obtain

confirmation from the Court or Controller of Prisons, State Command before taking action.

(b) The Superintendent-in-charge shall explain to a prisoner ordered for release by a court or competent authority the implication and obligation of the Order.

(c) The Superintendent-in-charge shall cause to be prepared a list of prisoners due for discharge on Prison Form No. 81, which he shall certify as being correct for submission to the Registrar of Criminals and the State Criminal Investigation Department of the Nigeria Police. This list shall be submitted six weeks before the 1st day of the month to which the form relates. Subsequent alterations or additions shall be notified to the two aforementioned.

82.—(a) Friends and relations of a prisoner who are likely to take a benevolent interest in him on discharge from prison, or to assist him in finding employment or otherwise, may be informed by the Superintendent-in-charge of the day and hour of the prisoner's discharge.

Release of information on the day and hour of a Prisoner's discharge to friends and relations.

(b) Where a prisoner whose day of release is imminent is considered by the Medical Officer as being unfit to travel alone because of physical or mental illness, relations or friends may be informed in order that they may, if they wish, escort the prisoner home. No financial assistance or issue of a travel warrant shall be considered in such circumstances.

83.—(a) No prisoner shall be allowed to remain in prison custody after the expiration of sentence.

Remaining in prison custody after expiration of sentence.

(b) Where it is recommended by the Medical Officer that a prisoner remains in prison custody until sufficiently recovered from an illness, the prisoner must signify willingness to remain, in writing. Such prisoners shall be discharged from prison on the due date, being detained after that date at their own request.

(c) The Prisoner shall be removed from prison as soon as it is possible and a report submitted to the State command, zonal command and the Prisons Headquarters, Abuja of such detentions.

84. Remission may be awarded only to prisoners serving a sentence or consecutive sentences of imprisonment on conviction for a period exceeding one month and no prisoner serving a sentence exceeding one month shall, as the result of remission, serve for a period of less than 30 days.

Remission.

85. Remission is awarded to prisoners sentenced to imprisonment, whether by one sentence or by consecutive sentences, for a period exceeding one month for good conduct and industry and they shall there by become eligible for discharge when a portion of their sentence not exceeding one-third of the whole sentence has yet to run ; Provided that nothing in this said award of remission shall authorize the reduction of any period of imprisonment to a period less than thirty days.

Eligibility of remission.

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Life sentence.

86. A prisoner serving a life sentence cannot earn remission in the normal way but shall be subject to special instructions as the result of a review of his sentence which takes place in accordance with Prison Regulations.

Explanation of computation of remission.

87. The computation of remission shall be explained by the record keeper to every prisoner qualified to earn remission on their admission into prison. This shall be checked by the Superintendent-in-charge when seeing admissions on the morning following their admission.

Computation of sentence.

88. Computation of sentence :

(a) The LDR shall be computed by adding sentence in days, months and years to the date of conviction and deducting one day from the result. When adding or subtracting days in the computation of remission, the actual number of days in a month shall be taken into account. In a case of a complete year or leap year the days in the year shall be taken note of.

(b) Any case of doubt with regard to computation of a sentence shall be reported to the Controller of Prison, State Command, in which the prison is situated, who shall, if he considers it necessary, refer the matter to the Controller-General of Prisons.

Computation of remission.

89. Computation of remission : Remission shall be computed by dividing the sentence by three (3). The result shall be deducted from the LDR and the day following is the date of discharge.

Days lost by forfeiture of remission.

90. Any number of days lost by forfeiture of remission as punishment or, time that does not count toward sentence as in the case of appellants and escapes ; or any other part of a sentence that does not count as time served.

Doubts regarding computation.

91. Where there are doubts regarding computation, the Controller of Prisons state command shall be consulted.

Remission during period of confinement.

92.—(a) A prisoner shall not earn remission for the period during which he undergoes confinement in a punishment cell.

(b) A prisoner shall lose one-third (1/3) remission of the number of days he spent in a punishment cell.

Loss of remission during confinement.

93. Only remission shall be forfeited not the total time spent in confinement under punishment.

Discharge on last day.

94. A prisoner shall not be discharged until the end of the last day of his sentence.

Release of a prisoner by the Court.

95.—(a) Where a prisoner is released by the Court he shall be given his property and cash, for which he shall sign on Prison form No. 40 and the receipt form shall be returned to the record keeper for filing as a receipt for property received, an appropriate entry being made in the property book, and in the unconvicted Prisoners Cash Book.

(b) Where the prisoner is convicted, he shall be given a fresh entry in the Convicted Prisoners' Property Book. Any cash standing to his credit shall be transferred to the Convicted Prisoners' Cash Book. Both of these fresh entries shall be cross referenced with the old record ; provided that an appellant is not held on another warrant, the same procedure shall be carried out and the receipted prison form No. 40 filed as in (a) above.

(c) Any sum of money due to an unconvicted prisoner or appellant prisoner in regard to employment in prison shall be computed and entered on Prison Form No. 40 separate from any private cash, for payment to the prisoner in the event of his discharge. Cash not so disposed of shall be returned to the Superintendent-in-charge.

Money due to an unconvicted Prisoner in regard to employment in prison.

96. The prison registered number, name and sentence of each prisoner shall be written, in black ink, under the appropriate date in the Discharge Diary on which the prisoner's Earliest Date of Release (EDR) falls and the entry shall be initialled by the Superintendent-in-charge as acknowledgement that he has checked the entry as to its correctness. Entries of EDR shall commence at the top of the page or section of a page, subsequent entries being placed below.

Entries of EDR in the Discharge Diary.

97.—(a) The number, name and sentence of each prisoner shall be written in red ink, under the appropriate date in the Discharge Diary on which the prisoner's Latest Date of Release (LDR) falls.

Entries of LDR in the Discharge Diary.

(b) The entry shall be initialled by the Superintendent-in-charge as acknowledgement that he has checked the entry as to its correctness.

Initial of entry by the Superintendent-in-charge.

(c) Entries of LDR shall commence at the bottom of the page or section of a page, subsequent entries being placed next above.

98. Forfeiture of remission shall not exceed the amount of remission that was earned at the time of forfeiture. The Superintendent-in-charge when awarding forfeiture of remission shall calculate the amount of remission earned to date and, ensure that any remission already forfeited, plus the amount of forfeiture intended, does not exceed the remission earned at the time.

Forfeiture of remission.

99. Restoration of lost remission may be made by the Controller of Prisons, State Command in very exceptional circumstances, for instance where a prisoner sustains a severe injury in prison or, where a prisoner renders help to an officer either to prevent an escape, riot or jailbreak. Such recommendations would require being fully substantiated to receive consideration.

Restoration of lost remission.

100. The Superintendent-in-charge shall examine the Discharge Diary each day and affix his signature and the date therein to certify that he has discharged all prisoners on their due date. Where there are no prisoners for discharge, he shall nevertheless sign the Discharge Diary, as an indication

Examination of Discharge Diary.

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that he has made his examination of it. On the discharge of a prisoner, both the EDR and LDR shall be ruled through and the entries signed by the Superintendent-in-charge.

Preparation of list of Prisoners due for discharge.

101. The Record Keeper shall prepare a list of prisoners due for discharge by the 15th of the month proceeding the month the prisoners are due for discharge and distribute accordingly.

Posting of duty roster on notice board at the gate lodge.

102. The Superintendent-in-charge is responsible for ensuring that a duty roster is posted on a notice board in the Gate Lodge. The duty roster shall show where each staff shall perform his duty for the day and may be compiled showing forthcoming duties for a period of seven days.

Consideration of the Prisoner's future after release.

103.—(a) From the beginning of a prisoner's sentence, consideration shall be given to his future after release and he shall be encouraged and assisted to maintain or establish such relations with persons or agencies outside the prison so as to promote the best interests of his family and his own social rehabilitation.

Maintenance of relation's between the Prisoner and his/her relations.

(b) Special attention shall be paid to the maintenance and improvement of such relations between a prisoner and his family as are desirable in the best interest of both.

Convicts with option of fine.

104. Where any person committed to Prison for non-payment of a fine pays any sum in part satisfaction thereof, the period of imprisonment shall be reduced by a number of days as nearly as possible the same proportion to the total number of days for which such person is committed, as the sum so paid, bears to the sum for which the prisoner is liable.

Part payment of a sum of fine.

105. Where a prisoner is desirous of making part payment of a sum due, the Superintendent-in-charge shall upon an application made to him by the prisoner, arrange for the amount to be paid into Court thereby reducing the time to be served by the prisoner.

Earning of remission on sentence exceeding one month in lieu of payment of sum of money.

106. The Superintendent-in-charge shall ensure that where a prisoner is serving a sentence exceeding one month in lieu of payment of a sum of money, any period served exceeding one month shall earn remission of sentence and such period of remission shall be taken into account when the amount of part payment is computed.

Release by part payment.

107.—(a) A prisoner desiring to obtain release by part payment of a fine and who is serving a sentence exceeding one month shall be required

to pay for the period remaining to be served less any remission that has been earned at the time of discharge.

(b) No remission of sentence shall be given for periods of 30 days or less.

(c) A prisoner who wishes to know what it will cost to be discharged by part payment of a fine on a stated date shall be so informed.

108. Every warrant of commitment issued by a Court in default of payment of fine shall be examined to ascertain whether or not any payment had been made before admission into Prison and that due allowance had been made for such payment against the original sentence.

Examination of warrants issued in default of payment of fine.

109. Where a prisoner is admitted into Prison for non-payment of fine and has money in his possession on admission, the Superintendent-in-charge shall enquire from the prisoner whether he wishes to reduce the time to be served by part payment. Such payment shall be sufficient to obtain one day remission of sentence or multiples of one day.

Reduction of time to be served by part payment.

110.—(a) Where a prisoner is to serve two or more sentences, each with an option of fine, they shall be treated separately.

A Prisoner serving two or more sentences, each with an option of fine.

(b) Where the fine or fines are paid, each shall be treated separately for the purpose of remission.

(c) Any cost shown on the warrant shall be paid in full and not included in the amount of the fine when any sum is being paid in part satisfaction of the fine.

111.—(a) The Controller-General of Prisons or any person acting on his behalf may, for security or administrative reasons order in writing the transfer of any prisoner (convicted or un-convicted) to a suitable prison whether or not the prison is named in the warrant or order of detention and such order by the officer aforesaid shall be sufficient authority for such transfer.

Authority to transfer Prisoners, including un-convicted.

(b) The prison authority shall ensure that any un-convicted prisoner transferred in accordance with the preceding paragraph shall be produced in court as required.

Production of transferred un-convicted Prisoners in court.

(c) The Controller-General of Prisons, the Assistant Controller-General of Prisons, Zone or the Controller of Prison State Command shall have authority to transfer prisoners except in the case of court order or of the instructions issued under the hand of the President of the Federal Republic.

Other Persons with authority to transfer Prisoners.

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Temporary transfer of Prisoners.

(d) Temporary transfers such as to a hospital, another prison to facilitate attendance to a Court, a treatment centre or the like, may be carried out by the Superintendent-in-charge but with the approval of the Controller of Prisons, State Command.

(e) Zonal Coordinators are authorized to make interstate transfers within the zone.

(f) Controllers of Prisons, State Commands are authorized to approve transfers within their respective states and the Controller-General of Prisons shall be notified of such transfers.

Examination of Prisoners for transfer by the Medical Officer.

112. All prisoners for transfer shall be examined by the Medical Officer within twenty-four hours of the transfer and shall certify fitness to travel.

Avoiding transfer of Prisoners on Saturdays and Sundays.

113. Where it can be avoided, prisoners shall not be transferred so as to arrive at the receiving prison on a Saturday or Sunday.

Dress of Prisoners on transfer.

114. All prisoners shall be transferred in their own civilian clothes. In the case of a prisoner not having decent clothes, the Welfare Officer shall arrange to provide decent attire for the prisoner.

Allowing a Prisoner to wear a medical or surgical appliance on transfer or discharge.

115. A prisoner wearing a medical or surgical appliance shall be allowed to retain it on transfer or discharge. He shall sign as having received the appliance and the receipt filed in the prisoner's form No. 40.

Notification about Prisoners going on transfer.

116. The written authority to transfer shall be copied to the receiving prison but the actual date of the transfer shall be notified by the transferring prison not earlier than twenty four hours before the transfer takes place.

Seeing of Prisoners by the Superintendent a day before they go on transfer.

117.—(a) Prisoners for transfer shall be seen by the Superintendent-in-charge on the day before the transfer is due to take place.

(b) All documentations shall be completed on the morning of transfer.

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(c) It shall be the responsibility of the Prison Keeper to detail and check the escort prior to departure on the following :

Responsibilities of the Prison-keeper to the escort prior to departing with Prisoners on transfer.

(i) Issue necessary handcuffs ; D Locks, wrist-cuffs or chains to the most senior escort, against a receipt, for return on completion of the transfer.

(ii) Ensure that prisoners are closeted prior to being handcuffed and searched after handcuffing.

(iii) Examine hand or wrist cuffs when applied for security and fitness to avoid chafe during wear.

(iv) Ensure that the escorts are in possession of spare hand or wrist cuffs, D locks and chain and that they have the necessary keys.

(v) Ensure that the escort is of sufficient strength but not excessive according to the size and type of prisoner(s) being escorted.

118. When adult male prisoners are moved under escort they shall be secured in accordance with the following procedure :

Procedure for securing adult male-Prisoners moving under escort.

(a) A single prisoner shall be secured by handcuffing together his wrists, in front of him. If considered necessary, before or during the escort, he shall be secured by his right wrist to the left wrist of one of the escort. Only in exceptional circumstances shall he be secured with his wrists behind his back.

Securing a single Prisoner.

(b) Two prisoners shall be secured together by a pair of handcuffs, or if their wrists are of different sizes, by wrist cuffs and D Lock. Wrist cuffs shall be used with the fastening outwards.

Securing two Prisoners.

(c) Where three or more prisoners are travelling they shall be secured in pairs as at (b) above, any odd prisoner being secured as at (a) above.

Securing three or more Prisoners.

(d) Gang chains may be used at the discretion of the Superintendent-in-charge. A closeting chain shall be carried by the escort for use when closeting prisoners.

Use of gang chains and closeting chains.

119. Prisoners under escort who for any reason are considered not to associate or communicate with other prisoners shall be secured separately and where possible together as in the case of persons with communicable diseases.

Securing Prisoners with communicable diseases.

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Securing un-convicted adult male Prisoners.

120. Where un-convicted adult male prisoners are moved under escort, restraints shall not be used as routine, but only with the authority of the Superintendent-in-charge or his Deputy in the interest of security.

Movement of young male Prisoners or Borstal inmates under escort.

121. Where young male prisoners or Borstal inmates are moved under escort, the Head of the Institution shall decide, having regard to the age and character of the prisoners or inmate(s) and the circumstances of the escort and journey :

- (a) Whether restraint is necessary.
- (b) If so, the form of restraint to be used.

Escort of women Prisoners moving under escort by female escorts only.

122. Where women prisoners are moved under escort, they shall be escorted by female escorts. The Superintendent-in-charge may use his discretion to attach a male escort with them. Handcuffs or wrist cuffs shall not be used for female prisoners, but in any case where violent or unruly conduct on the part of a woman prisoner is considered to be likely, the Superintendent-in-charge may, after consultation with the Keeper of the female wing or prison as the case may be, authorize the use of handcuffs or wrist cuffs.

Senior Inspector of Prisons as in-charge of an escort.

123. A Senior Inspector shall usually be detailed as the in-charge of an escort, except directed otherwise by the Superintendent-in-charge and shall be responsible for the custody and conduct of the prisoners; but this shall not relieve any of the escorts from their individual share of responsibility, as they are jointly and severally accountable for any irregularity which may arise.

Non exposure of Prisoners under escort to public view.

124. The Superintendent-in-charge shall ensure that prisoners under escort are not exposed to public view as much as possible. Where road transport is used he shall arrange for the transport to come to the prison and collect the party.

Lodgement of Prisoners on transfer at the nearest Prison en-route.

125. Where a journey necessitates an overnight stop the Superintendent-in-charge of the transferring prison shall arrange for the party to be lodged at the nearest prison en-route.

The sitting arrangement of the escort with Prisoners on transfer in a vehicle.

126. The escort shall sit next to each of the doors of the vehicle. The sitting arrangement must place the escort in a position to ensure security.

127. The escort shall examine all handcuffs and locks as soon as the prisoners are seated in the vehicle and does the same at intervals throughout the journey and finally before leaving the vehicle. The escort-in-charge shall satisfy himself from time to time that the afore-mentioned checks are carried out.

Examination of hand cuffs and locks by the escort in the vehicle.

128.—(a) The escorts shall not permit any of the prisoners to—

(i) be out of sight at any time during the transit,

(ii) hold any conversation with any person during transit,

(b) The escorts being on special duty shall give their whole attention to the prisoners in their custody, and their individual responsibility shall not end until the prisoners are in the custody of the person or authority to whom they are being conveyed to.

Responsibilities of the escort to the Prisoners on transfer under his/her custody.

129. Where it is necessary to closet a male prisoner while in transit, the following procedures shall apply :

Procedure for closeting a male Prisoner.

(a) The escort-in-charge shall use the spare handcuff or wrist cuff, D. Lock and closeting chain issued to him.

(b) Where a prisoner is secured to another, the free hand of the prisoner to be closeted shall be secured by a wrist cuff, or one part of a pair of handcuffs, to a closeting chain to be held by the escort who is to accompany the prisoner. The wrist secured to the other prisoner may then be released, the released part being temporarily secured to the remaining prisoner's free wrist until the return of the prisoner being closeted. On the return of the prisoner being closeted, the reverse action shall take place.

(c) Where a single prisoner is secured with hand or wrist cuffs, one part shall be removed and the closeting chain secured to this part, the reverse action shall take place on the return of the prisoner.

130. Where it is necessary to closet prisoners during transfer by road transport, facilities should be sought from the police or at the nearest prison en-route.

Necessity to closet prisoners during transfer.

131. Where prisoners are conveyed to a prison in a motor vehicle, they shall not, where possible, be permitted to alight until the vehicle is within the two prison gates and the gates have been locked.

Conveying Prisoners to a prison in a motor vehicle.

132. At destination the escort shall obtain and bring back with him a receipt (prison Form No. 124) for the prisoner and for any property or documents handed over by him. He shall, unless otherwise ordered, bring back with him all chains, cuffs, locks and the like.

Return of the escort with Prison Form No. 24 and other items of security used during the escort.

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Responsibilities of the escort in-charge to other escorts.

133.—(a) The escort-in-charge shall not allow any of the other escorts who accompany him to be out of his immediate charge as they shall be under his orders for the whole of the outward and return journey which orders may cease upon return to the prison to which they belong.

(b) The escort-in-charge may use his discretion in inducing a troublesome prisoner to behave, subject to the following conditions :

(i) The use of alcohol is strictly forbidden.

(ii) Any money the prisoner may have in his property shall not be used.

(iii) Any concession made to a prisoner shall be reported to the Superintendent-in-charge of the receiving prison immediately on arrival.

(iv) Any deviation from the route prescribed, unless in an emergency, shall not be permitted.

(v) The escort-in-charge shall be responsible for the safe custody of prisoners while on escort duty, and any laxity on such occasion is at his own risk.

Route Forms uses.

134.—(a) The escort-in-charge shall be given a route form on departure and his observance of instructions noted thereon shall be verified at both prisons.

(b) The time of departure from the transferring prison and time of arrival at the receiving prison, Court, Hospital, or any stopping places en-route shall be noted thereon by the escort.

(c) Any irregularity or unusual occurrence shall be reported in writing on arrival at destination, and on return to the transferring prison.

The strength of escorts.

135.—(a) The strength of escorts shall depend on :

(i) number of prisoners ;

(ii) the character of the prisoners ;

(iii) the conditions of the journey.

(b) These shall be considered on each occasion such that the escort shall usually be stronger for a long or difficult journey than for a short one, and for long-term prisoners than for short term prisoners.

(c) Single escort shall be limited to short and easy journeys and prisoners unlikely to give trouble.

(d) Two escorts shall be sent with a single prisoner where the journey is long, difficult or the prisoner is ill or resistant.

(e) A minimum of three (3) escorts may be sufficient for two to eight prisoners. The number of escorts for a transfer of over eight prisoners shall

be at the discretion of the Superintendent-in-charge taking into consideration of the circumstances.

(f) The Superintendent-in-charge shall ensure sufficient seating space and prevent over-crowding during transfer.

(g) There shall be at least two escorts to each vehicle on long journeys and an extra escort detailed to act as a relief except in the case of single escort.

Number of escorts to a vehicle on transfer of Prisoners.

(h) Where the Medical Officer certifies a prisoner to be insane such a prisoner shall be escorted by at least two escorts.

Escort of an insane Prisoner.

136. Where a prisoner is to be produced on a court order, at a court which is nearer to another prison, the prisoner shall be lodged at that prison, the escorts returning to their own prison where the case is expected to extend for a period of three or more days.

Lodgement of a Prisoner to be produced at a Court nearer to another Prison.

137.—(a) Before transfer, the Superintendent-in-charge shall :

Responsibilities of the Superintendent to Prisoners going on transfer.

(i) Discharge the prisoner from the books and indicate prison to which transferred with date ;

(ii) Check the prisoner's property with the property book entries and the entries on the property sheet in the appropriate Prison Form ;

(iii) Ensure that the prisoner signs the property book to certify his agreement with the entries thereon ;

(iv) Check the warrants of the prisoner and secure same, with any other papers in a sealed envelope addressed to the Superintendent-in-charge of the receiving prison ;

(v) Ensure that the prisoner's properties are checked by the escort-in-charge. Cash and other properties shall be dealt with in accordance with order 41(c).

138.—(a) Savings accruing to a prisoner under the Earnings Scheme shall be transferred with him.

Prisoners on transfers with their earning scheme.

(b) Full particulars of the prisoner's earnings, spending and saving since being admitted to the Earning Scheme, shall also be forwarded ;

(c) Any earnings due to the prisoner in the month of transfer will be paid by the transferring prison irrespective of the day of the month in which the transfer takes place.

B 1468

Production of remand Prisoner at the Court by escorts.

139.—(a) While on trial, a remand prisoner shall be produced at the court by a prison escort.

(b) The procedure provided in order No. 139 shall be followed in respect of personal property and cash.

Transfer of a Prisoner who has a pending case.

(c) This Rule shall not apply to a prisoner who has a pending case for which the Superintendent-in-charge is in custody of his warrant or, where the prisoner is serving another term.

Collection of property by a Prisoner discharged by a Court from the Prison.

140. Upon discharge by a court, a prisoner may return to the prison to fill the appropriate forms to collect his property if any.

Rotation of Prisoners on transfer.

(a) Where a prisoner is transferred, the ration shall as far as possible, be that authorized in the dietary scale. Where this is impracticable, dry rations to the weight of the normal diet shall be issued.

Prisoners on transfer with special diet.

(b) A note from the Medical Officer shall accompany the escort in the case of any prisoner who has been receiving special diet on medical instructions.

(c) Where a prisoner is produced to give evidence in a Court of Law, or is for trial, or on remand, it is the duty of the Superintendent-in-charge to ensure that the prisoner receives sufficient rations.

Court Escort.

141. Court escorts : Escorts attending Courts shall report in writing to the Superintendent-in-charge any unusual incident that occurs in Court in respect of the prisoner such as fainting, undue distress, abnormal behaviour or any other circumstances which may require the attention of the Medical Officer or special precautions.

Prisoners produced to give evidence in Court.

142. Prisoners produced to give evidence in a Court of Law shall not be handcuffed. Where the escort has reason to fear an outburst or violence in the witness box, they shall inform the Clerk of the Court and consult him as to the desirability of their remaining in close attendance while the prisoner is giving evidence, and shall then obey any instructions they may receive from the judge or Magistrate as to the use of restraints.

Warrants directing Superintendents to produce Prisoners in Court.

143. Where the Superintendent-in-charge receives a warrant directing him to produce a prisoner on remand, or for trial, he shall act upon it, whether the prisoner is convicted or un-convicted and whether it was made before or after the prisoner was received under sentence of imprisonment.

B 1469

144. A prisoner brought up for trial on surrendering his bail at the Court, shall remain in the custody of the Superintendent-in-charge during his trial and after sentence if convicted.

A trial Prisoner surrendering his bail remaining in Prison Custody.

145. All prisoners produced in Court shall wear their own clothing unless it is worn out for use, in which case clothing other than prison clothing shall be provided by the Superintendent-in-charge.

Prisoners produced in Courts wearing their own clothes.

146. Letters concerning prisoners shall be in accordance with the following :

Guidelines on Letters concerning Prisoners.

(a) Prisoners shall make a request for writing letters in the prisoners' complaint book through the Welfare Officer.

(b) Application for writing letters shall be made at morning unlock.

(c) Where a prisoner's request to write a letter is approved by the Superintendent-in-charge, the Welfare Officer shall issue him a Letter Form (prison form No. 104).

(d) Every letter shall be censored by the Welfare Officer before dispatch.

147. A record of letters received and posted or replied to shall be maintained by the Welfare Officer in a "Letter Book" and in the Prisoners' form 40.

Record of Letters.

148. Every assistance shall be given by the Superintendent-in-charge of the prison for prisoners who are unable to write their own letters to communicate with families or legal representatives. No prisoner shall assist another prisoner with his private correspondence without the consent of the Welfare Officer. The Welfare Officer who writes a letter for a prisoner on the instructions of the Superintendent-in-charge of prison shall record the fact on the letter sheet in the Letter Book and in the prison form 40.

Assistance to Prisoners unable to write.

149. A prisoner may be given a letter in lieu of a visit if he so desires. Such issue shall be recorded in the letter book and the prisoner's form 40 as a letter-in-lieu.

Letter in lieu.

150. An application for a visit prior to the approved visitation day shall necessitate an appearance of the visitor before the Superintendent-in-charge of the prison.

Visit prior to the approved visitation day.

151. All incoming letters for prisoners shall be censored. Letters received containing information that may be injurious to the prisoner shall be suppressed and referred to the Superintendent-in-charge of the prison for instructions.

Censor of all in-coming Letters.

B 1470

Retention of letters by the prisoner.

152. Prisoners may retain letters once issued to them but shall be encouraged to deposit old letters in their property. No prisoner shall be in possession of a letter not issued to him.

Letters regarded as property.

153. Letters found in the possession of a prisoner when admitted to custody shall be regarded as property and treated as such.

Register of postal packets.

154. Any letter or parcel received for a prisoner by registered post shall be entered in a Register of Postal Packets. Such postal packets shall be opened by the Welfare Officer who shall fill in the details of the contents of the registered packet with name and address of sender in the Register of Postal Packets and shall report same to the Superintendent-in-charge.

In-coming letters suppressed.

155. Incoming letters which are suppressed shall be placed in the prisoner's property and handed to him on his discharge. He shall be informed that such action had been taken.

Out-going letters suppressed.

156. Out-going letters which are suppressed shall be destroyed in the presence of the prisoner and another letter form (Prison form 104) shall be issued to him.

Facilities to communicate by Prisoners who are foreign nationals.

157.—(a) Prisoners who are foreign nationals shall be allowed reasonable facilities to communicate with the diplomatic and consular representatives of the State to which they belong.

(b) Prisoners who are nationals of States without diplomatic or consular representation in the country and refugees or stateless persons shall be allowed similar facilities to communicate with the diplomatic representative of the State which takes charge of their interests or any national or international authority whose task it is to protect such persons.

Keeping the Prisoners regularly informed.

158. Prisoners shall be kept informed regularly of the important items of news by the reading of newspapers, periodicals or special institutional publications, by hearing wireless transmissions, by lectures or by any similar means at the discretion of the Superintendent-in-charge.

Suitable place of visit for prisoners.

159. Every prison shall have a suitable place for visit for prisoners, their friends or relatives. Such place shall be fitted with a table and chair, a separating glass or any other demarcation or separation so that the prisoner is separated from his visitor. The officer conducting the visit shall place himself where he can see and hear everything taking place. If necessary, an interpreter shall be present.

Hours of visits of convicted Prisoners.

160.—(a) Visits to convicted prisoners shall take place between 0900 hours to 1400 hours on Saturdays and Sundays and at such other times as the Superintendent-in-charge of prison may allow. Visits by a Lawyer but not a Lawyer's clerk, shall be under similar conditions except that the officer conducting the visit shall be able to see but not hear what is taking place.

B 1471

<p>(b) In every case the visit to a condemned prisoner whether by a Lawyer or any other visitor shall be in the sight and hearing of at least two prison staff.</p>	Visit to condemned Prisoners.
<p>(c) Visits to un-convicted prisoners shall take place between (0900) hours to (1400) hours on Mondays to Fridays and at such other times as the Superintendent in-charge may allow.</p>	Hours of visits to un-convicted Prisoners.
<p>161. The full name and address of every visitor to a prisoner shall be entered in the prison form 40 by the censor officer and details of the visit and visitors shall be inscribed on the reverse of the application letter by the officer conducting the visit.</p>	Recording of visitors particulars in Prison Form 40.
<p>162. The officer conducting visits shall observe the correct procedure for acceptance of money or articles brought to prison for a prisoner by a visitor.</p>	Observance of the procedure for accepting money or articles by Prisoners during visits.
<p>163. A prisoner shall not be denied a visit but such visit may be delayed where the prisoner is undergoing punishment.</p>	Delay of visit.
<p>164. No prisoner shall be allowed more than three visitors at one time. Substituting one visitor for another shall be permitted only once.</p>	Number of visitors to a Prisoner at a time.
<p>165. No ex-prisoner (who committed capital offence) shall be permitted to visit a serving prisoner after three months of being discharged from the prison, except in the case of a close relative such as husband, wife or child.</p>	Visit of ex-Prisoners to a serving Prisoner.
<p>166. No person under the age of eighteen years shall be permitted to enter the prison for the purpose of a normal visit to a prisoner, except when considered appropriate by the Superintendent in-charge. Babies being carried by an adult are however exempted.</p>	Visitors to the prisons under eighteen years.
<p>167. Earning scheme is a privilege that a prisoner enjoys as a result of good conduct and industry and shall only apply to prisoners serving long sentences ranging from three (3) years and above.</p>	Earning Scheme.
<p>168.—(a) The scheme as referred to in this Standing Order shall be operated in the following four (4) progressive stages :</p>	Categories of the earning scheme.
<p>Stage one (1) shall consist of prisoners who had spent 6 months of their sentence and are considered to be of good conduct and industry. This stage shall attract the sum of ₦500.00 (five hundred naira only) monthly.</p>	

B 1472

Stage Two (2) shall consist of prisoners who have completed twelve (12) months in the first stage. This stage shall attract the sum of ₦750.00 (seven hundred and fifty naira only) monthly.

Stage three (3) consist of prisoners who have completed two years in stage two and have continued to demonstrate good conduct and industry for progression to stage three. This stage shall attract the sum of ₦1,000.00 (one thousand naira only) monthly.

Stage four (4) shall consist of prisoners who have completed three(3) years in stage 3 and have continued to be of good conduct and industry. The stage shall attract the sum of ₦1,500.00 (one thousand five hundred naira only) monthly.

(b) It shall be obligatory for each prisoner receiving a cash payment under the scheme to have one-half of such payment saved to assist him on his discharge and the other half for the purchase of any article considered by the Superintendent-in-charge of the Prison to be of benefit to the prisoner during incarceration.

(c) The Superintendent-in-charge shall ensure proper recording and safe custody of the prisoner's savings under the scheme.

(d) The Superintendent-in-charge shall pay to the prisoner all savings to his credit at the time of discharge.

Reduction or postponement in a progressive stage.

169. As a result of a disciplinary charge or for continued reported slackness at labour, a prisoner may be reduced in stage or, have his progression to a higher stage postponed by the Superintendent-in-charge until he demonstrates good conduct and industry.

Explanation of the earning scheme to Prisoners on admission.

170. The scheme shall be explained to every prisoner before admission into the scheme.

Method of appeals.

171. Every convicted prisoner shall be informed by the Superintendent-in-charge of the method whereby he can appeal against his conviction and sentence and this shall be done on admission into prison.

Indication to appeal.

172.—(a) The Superintendent-in-charge shall ask each prisoner upon admission if he wishes to appeal against his conviction or sentence.

(b) He shall indicate on the prisoner's form 40 whether the prisoner is to appeal or not.

(c) Where the prisoner is to appeal, Superintendent-in-charge shall ensure that the necessary appeal forms are obtained, completed and dispatched to the appropriate authority.

B 1473

173. There shall be kept in each prison an Appeal Book into which all particulars connected with the appeal of a prisoner shall be entered and it shall be the responsibility of the Superintendent-in-charge to make necessary entries in the book.

Appeal Book.

174. An appellant, who is ordered to be released by the Court hearing the appeal, and who elected to work during his time spent in custody, shall receive remuneration as follows :

Remuneration for appellants.

<i>Type of work</i>	<i>Remuneration per day</i>
If employed on skilled labour	₦350
If employed on unskilled labour	₦200
If employed on light labour	₦100

175. This will not apply in the case of a prisoner who was during the time an appellant was also serving another sentence.

The appellant who elected to work during incarceration but serving another case.

176. An appellant shall be allowed to see his legal adviser, or any other person with whom he desires to communicate regarding the prosecution of his appeal on any week-day at any reasonable hour, in the sight but not in the hearing of a prison officer.

Allowing appellants to see their legal advisers.

177. An appellant shall, if necessary for the purpose of his appeal, be allowed to be seen by a registered medical practitioner appointed by his friends or Legal advisers on any week-day at any reasonable hour, in the sight but not in the hearing of a prison officer. The prison Medical Officer and the Police Officer in charge of the case shall be informed beforehand of the intended visit.

Registered medical practitioners appointed by friends or legal advisers of an appellant seeing to him/her.

178. The name, address and status of every person who visits an appellant in connection with his appeal shall be entered in the Prisoner's Form 40, the Gate Book and Visit Book.

Particulars of a visitor to an appellant.

179.—(a) An appellant shall be permitted to write such letters to his Legal adviser, or others, as may be necessary for the prosecution of his appeal. Any confidential written communication prepared as instructions for Counsel or Solicitor may be delivered personally to him or his authorised clerk, without being examined by an officer of the prison, unless the Superintendent-in-charge has reason to suspects that it contains matters not relating to such instructions.

Permission of appellants writing letters to their legal advisers or others.

B 1474

Inspection of letters going out of the prison.

(b) All other written communications shall be treated as letters and shall not be sent out of the prison without previously being inspected by the Superintendent-in-charge or any officer appointed by him for the purpose.

Time spent on an appeal to be counted in the sentence.

180. Unless otherwise ordered by the court which dismissed an appeal, the time which a prisoner is treated as an appellant shall count towards his sentence of imprisonment.

Right of abandonment of appeal.

181. Where a prisoner wishes to abandon his appeal, he may do so at any time, and the Superintendent-in-charge shall forward notice of abandonment of appeal to the Registrar by registered post, or by hand if within a short distance from the prison or by any other expeditious means.

Transfer of Prisoners on appeal.

182.—(a) No prisoner shall be transferred from the prison where he entered notice of appeal until the appeal is determined unless the court orders that the appeal be heard at some other place.

(b) Where the court so orders, the prisoner may be transferred to the prison nearest to the place where the appeal is to be heard.

(c) In case of such transfer the prisoner shall be given every assistance to inform his relatives, legal adviser and friends of the transfer.

Forwarding of notice of appeal, petition or application by the Superintendent.

183.—(a) It shall be the duty of the Superintendent-in-charge to ensure that action is taken to forward a notice of appeal, a petition or an application with a copy of the judgment of the lower court, as soon as possible after the application has been made.

(b) Before forwarding any communication to a court the Superintendent-in-charge shall satisfy himself that the facts stated in the communication are to the best of his knowledge correct.

(c) Where any statement or part thereof is considered by the Superintendent-in-charge to be incorrect, he shall enclose a covering letter explaining the true facts.

Discharge of a successful appellant from the Prison.

184. An appellant whose appeal is successful and whose discharge has been ordered by the court but who was not present at the hearing of his appeal shall be discharged from the prison on the receipt of the official court order ordering the release.

Right to further appeal.

185. Where a prisoner is not successful in his appeal and wishes to continue with his appeal as allowed for by the law, he shall make such application forthwith and in any case within the time prescribed.

Allocation of an appellant on labour while on appeal.

186. An appellant prisoner having been allocated to labour during his time spent as an appellant shall be engaged to such labour as Superintendent-in-charge may direct; he shall wear normal prison dress according to his classification.

B 1475

- 187.** To avoid the risk of improper discharge of an appellant who is convicted of more than one charge but is not appealing against all, the Superintendent-in-charge shall specially bring to the notice of the escort the fact that whatever the result of the appeal, the prisoner shall be returned to the prison.
- Avoiding improper discharge of appellant who has more than one case.
- 188.** Where the sentence of an appellant is reduced or increased by the Court of Appeal, the Superintendent-in-charge shall ensure that all necessary alterations are made in the records and the prisoner's sentence re-computed. The prisoner shall in such circumstance be informed of his new Earliest Date of Release (EDR) by the Superintendent-in-charge.
- Amending records of an appellant's sentence which has been reduced or increased.
- 189.** Corporal punishment shall not be carried out until the decision of the appellant Court has been made.
- Carrying out of corporal punishment on appellants.
- 190.** Appellants shall not be permitted to provide their own food or other articles and apart from being given assistance for the prosecution of their appeal, shall be treated the same as convicted prisoners.
- Appellants providing their own food/other articles.
- 191.** A prisoner under sentence of death shall immediately on his admission in the prison be specially searched by an officer not below the rank of Inspector. The prisoner shall not be allowed to have any item deemed dangerous or inexpedient in his possession.
- Searching of a condemned Prisoner on admission.
- 192.** A prisoner under sentence of death shall be confined in a separate cell apart from other prisoners other than condemned prisoners.
- Confinement of a condemned Prisoner.
- 193.** The Superintendent-in-charge shall inform a prisoner sentenced to death regarding appeal and such prisoner shall be given necessary assistance to ensure that his appeal is forwarded at the earliest possible date.
- Right of appeal to a condemned Prisoner.
- 194.** The Medical Officer shall visit a condemned prisoner at least once in a day.
- Medical Officers visits to condemned Prisoners.
- 195.** The Superintendent-in-charge shall visit a condemned prisoner on each occasion that he returns to duty in the prison.
- Visit to condemned Prisoners by the superintendent- in-charge.

B 1476

Changing of guards to the condemned Prisoners.

196. The changing of the condemned prisoners' guard shall be carried out by the most senior Inspector of Prison on duty at the time.

Log book for condemned Prisoners Guards.

197. A log book shall be maintained by the condemned prisoners' guard for condemned prisoners, into which shall be entered every occurrence including the general behaviour of the prisoner during the shift of the guard. This book shall be maintained by the most senior guard at the time of handing over to their reliefs.

Keys of condemned Prisoners cells.

198. The key(s) of condemned prisoners' cell(s) shall by day, be in the possession of the in-charge-shift and be attached to his person by a key chain. It shall not be necessary for more than one such key to be available to the condemned cell guard(s).

Record of shift duties in the prisons.

199. A record of handing or taking over between the shift Gate-Keepers shall be maintained in the gate book as well as the various beats in the prison at each change of shift.

Safe-keeping of keys to condemned Prisoners cells at the gate lodge.

200. By night the key(s) of condemned prisoners' cell(s) shall be encased in a sealed packet and be kept at the gate lodge under the supervision of the in-charge-shift. This does not refer to the gate or door leading to a group of condemned cells.

Hours of duty in condemned Prisoners cells or beats.

201. The hours of duty of officer in condemned prisoner cells or beats shall be of eight hours duration with necessary meal break as ordered by the Superintendent-in-charge.

0600 hours to 1400 hours

1400 hours to 2200 hours

2200 hours to 0600 hours

The ratio of officers to condemned Prisoners.

Where there is more than one condemned prisoner, the ratio of two officers to one prisoner shall not apply. The ratio in such case shall not be less than three officers to two prisoners. In any circumstance constant observation shall be maintained on each prisoner or group of prisoners.

Allocation of condemned Prisoners to labour.

202. Condemned prisoners shall not be allocated to any labour.

Local rules pertaining to guarding of condemned Prisoners.

203. Local rules pertaining to the safe custody and guarding of condemned prisoners shall be drawn up and approved by the Controller of Prisons of the State who shall forward a copy of his approved rules to the Controller-General of Prison for his information. These rules shall be in the possession of the condemned cell guards on duty.

B 1477

- 204.** The Prison Keeper shall make frequent inspections of condemned cell guards daily. A note of each visit shall be entered in the log book. Visit of the prison keeper to condemned Prisoners cells.
- 205.** The keys to leg-irons worn by a condemned prisoner shall by day, be in the custody of the Prison Keeper or the most senior inspector on duty in the prison, he shall not be one of the inspectors posted to the condemned cell beat : Custody of keys of leg-irons worn by condemned Prisoners.
- 206.** By night, such keys shall be in the custody of the senior officer in charge of duty. Custody by night.
- 207.** The Prison Keeper shall witness the searching of each condemned prisoner by the guard on duty at the first un-locking of the prison in the morning and at the evening lock-up of each day. He shall record the carrying out of the search by an entry in the log book and report to the Superintendent-in-charge who shall make an appropriate entry in his journal. Searching of condemned Prisoners.
- 208.** A prisoner under sentence of death may be visited by such member of his relations, friends and legal advisers as he desires to see and are authorized to visit him by an order in writing by the Superintendent-in-charge. Relations visits to condemned Prisoners.
- 209.** The Chaplain or Minister of an approved religion shall have free access to every prisoner of his domination subject to the freewill of the prisoner. Chaplains or Ministers of approved religions.
- 210.** No other person (other than a member of the Visiting Committee or an officer of the prison, in pursuance of his duties) shall have access to the prisoner under sentence of death, except by permission of the Superintendent-in-charge in writing or by personal escort of the Superintendent-in-charge. Access to condemned Prisoners.
- 211.** All visits to prisoners under sentence of death whether by legal advisers or others ; shall take place in the sight and hearing of two prison officers, notwithstanding that such visits may be in relation to an appeal. Visits to Prisoners under sentence of death.
- 212.** Where a Superintendent-in-charge receives a prisoner on death sentence, he shall notify the Controller of Prisons, State command who shall obtain the approval from the Controller-General of Prisons to transfer such prisoner to a prison with the facilities to hold the calibre of prisoners in question, where such did not exist before. Approval to transfer Prisoners sentenced to death.

B 1478

Movement of condemned prisoners commuted to other terms from condemned Prisoner's cells.

213. Upon the commutation of death sentence to a term of imprisonment, the prisoner shall be moved from the condemned prisoner cell and the special surveillance on him shall cease.

Keeping of execution appliances in good condition.

214. The Superintendents-in-charge at those prisons where executions are carried out shall ensure that scaffold and appliances are kept in good condition. They shall ensure that sufficient stock of the following items are kept in good condition :

(a) The rope ;

(b) The pinioning apparatus ;

(c) The cap ;

(d) A bag capable of containing sand to the same weight as the prisoner in his cloths. This bag shall be of the approved pattern, with a very thick neck well padded on the outside with soft canvas to prevent any damage to the rope. No unnecessary tests should be carried out either with the rope or bag ;

(e) A piece of chalk ;

(f) A ruler, or graduated pole, six feet long ;

(g) A piece of thread. Such thread should be strong enough to support the rope without breaking ;

(h) A tackle to raise the bag of sand, or the body, out of the pit ; and

(i) Wrist straps ; body belt ; ankle straps.

The Executioner being under the sheriff.

215. The executioner shall be under the orders of the Sheriff or Deputy Sheriff.

Carrying out of execution on signing of the warrant by the State Governor.

216. Every execution shall be carried out in accordance with the warrant signed by the State Governor.

Fixing of date for execution.

217. Upon the fixing of the date for the carrying out of an execution, the Controller of Prisons, State Command shall inform the Controller-General of Prisons, Zonal Co-ordinator and the Superintendent-in-charge of the Prison where the execution is to take place; in line with the extant circulars governing executions.

B 1479

- 218.** The Superintendent-in-charge shall ensure that the record of the execution is appropriately entered and a copy sent to the Controller-General of Prisons, Zonal Coordinator and Controller of Prisons of the state. Record of execution.
- 219.** After the execution, the appliances shall be carefully examined and any damage that may have occurred repaired. The rope and pinioning apparatus shall be kept in a dry place and all leathers lubricated with Vaseline. Examination of the execution appliances.
- 220.** The Superintendent-in-charge shall not allow casts to be taken off the heads of the executed prisoner. Taking of casts, off the heads.
- 221.** The burial of executed prisoners shall be by arrangement between the Superintendent-in-charge, the office of the Sheriff and the Medical Authorities of the Local Government Area. Burial shall be in a municipal cemetery. A senior officer deputed by the Superintendent-in-charge shall witness the burial. Burial of executed Prisoners.
- 222.** Mechanical restraints shall not be used on condemned prisoners whilst inside a prison except the Superintendent-in-charge so directs. While outside the prison for any reason, the use of mechanical restraints shall be at the discretion of the Superintendent-in-charge. No mechanical restraints shall be used while the prisoner is appearing in Court. Use of mechanical restraints on condemned Prisoners.
- 223.** The in-charge of escorts of condemned prisoners outside the prison shall be an experienced staff not below the rank of Inspector, selected by the Superintendent-in-charge; the escort shall always consist of not less than two staff to each prisoner. In-charge of escorts of condemned Prisoners.
- 224.** The property of executed prisoners shall be sent to their next-of-kin unless otherwise directed by the prisoner, in the form of a Will. Property of executed condemned Prisoners.
- 225.—(a)** All letters and papers received by the prisoner with his property other than legal documents or a Will shall be destroyed immediately after the execution. Destruction of letters and papers of the executed condemned Prisoner.
- (b)** Clothing in which the prisoner was executed shall be destroyed at once, with the exception of the shirt or similar garment in which the body is buried. Where a request is received for the cloths in which a prisoner has been executed, the applicant shall be informed that the clothing worn at the time of execution cannot be given up.
- 226.** Utmost care shall be taken to prevent any unauthorized persons from seeing a person under sentence of death or from going near the part of the prison in which he is confined. Access to persons under sentence of death.

B 1480

Transfer of a condemned Prisoner to a convict prison.

227. On the transfer of a condemned prisoner to a convict prison, notification must be sent to the Controller of Prisons State Command, to include the date of the first admission on remand of the prisoner.

Visit to a Prisoner under sentence of death.

228. No visitor shall be permitted to visit a prisoner under the sentence of death without the permission of the Superintendent-in-charge upon an application in writing.

Visit of prison visitors to Prisoners on death sentence and Prisoners on capital offence.

229. Prison visitors are not prison officers, and except those whose function it is to give religious instruction, are not eligible to visit, and they shall not be permitted to have access to a prisoner on death sentence; and further, they shall be discouraged from visiting a prisoner who is charged with a capital offence.

Visit to a condemned Prisoner by the Superintendent and Medical Officer.

230. The Superintendent-in-charge shall visit a condemned prisoner at least twice a week and at an uncertain hour of the night once a week. The Medical Officer shall visit a condemned prisoner once a day and report to the Superintendent-in-charge any change he may notice in the physical or mental health of the prisoner in writing without delay.

Reporting of any abnormal occurrence concerning condemned Prisoners to the Superintendent-in-charge.

231. Staff present at interview with prisoners under sentence of death shall report to the Superintendent-in-charge anything which occurs or passes between the prisoner and his visitor that may foster justice or threaten security of the prison.

Taking notes during visits to condemned Prisoners.

232. No person visiting such prisoner shall be permitted to take notes of any statement except on condition of handing them to the Superintendent-in-charge for his scrutiny. Any statement written by the prisoner shall not be allowed to pass out of the prison without the authority of the Superintendent-in-charge.

Ration to Prisoners under sentence of death.

233. Prisoners under sentence of death shall receive the normal prison ration.

Cigarettes to condemned Prisoners.

234. Cigarettes may be allowed to condemned prisoners who wish to smoke in designated places, as may be recommended by the Medical Officer. No condemned prisoner shall be allowed to handle matches, or a cigarette

lighter; one of the officers on condemned cell duty shall provide the means to light cigarettes as required.

235. The Superintendent-in-charge shall keep the stock of cigarettes, making daily issues as required.

Issuing of cigarettes to condemned Prisoners daily.

236. The following shall apply to un-convicted prisoners who have been committed to prison in any of the following circumstances :

Prisoners on remand or awaiting trial.

- (a) Pending preliminary hearing before a Magistrate (On remand) ;
- (b) On committing for trial (Awaiting trial) ;
- (c) Aliens detained but not under sentence ;
- (d) On commitment to await removal or repatriation.

237. An unconvicted prisoner shall be informed on admission that he may be supplied with food at his own expense, or at the expense of his friends, subject to the following conditions :

Self-feeding by un-convicted Prisoners in custody.

(a) He shall apply to the Superintendent-in-charge for approval.

(b) For any meal for which he is supplied at his own expense, he shall not be supplied with the ordinary prison ration, neither shall he receive any ration in lieu of failure on the part of his people to supply his meal, and such prisoner shall be restricted to his own food, not a mixture of the two.

(c) No intoxicating liquor may be supplied to a prisoner unless ordered by the Medical Officer as a medical prescription.

(d) All items of food supplied for the prisoner at his own expense, or food supplied for him by his friends, shall be thoroughly examined by a gate-keeper and tasted by the supplier before it is issued to the prisoner.

(e) No prisoner receiving food at his own expense or from his friends shall be allowed to eat such food in association with prisoners who are receiving the ordinary prison ration. Such prisoners will take their meal at the gate lodge, or in the visiting room.

(f) The utensils used to contain food supplied to a prisoner shall be thoroughly examined both when being brought into the prison and when being taken out of the prison and care shall be taken to ensure that neither food nor utensil contains any prohibited article or communication.

(g) Money held by the Superintendent-in-charge for a person awaiting trial may be used to provide food.

(h) Any privilege allowed herein may be withdrawn by the Superintendent-in-charge upon proof of an abuse thereof.

238. A prisoner awaiting trial may be permitted to wear his own clothing and have the necessary changes of under clothing supplied from time to time, provided that :

Right of un-convicted Prisoners to wear own clothing.

B 1482

(a) The clothing is sufficient and suitable and is disinfected where necessary ;

(b) It is not required for the purpose of justice.

Prison clothing for un-convicted Prisoners.

239. A prisoner who does not wear his own clothing shall wear prison clothing as prescribed for un-convicted prisoners.

Clean shaving by awaiting trial Prisoners.

240. Prisoners awaiting trial shall be required to keep hair and beards in a clean and tidy condition but care should be taken to ensure that a prisoner's appearance is not unduly altered.

A Prisoner awaiting/ desiring medical or dental attention from outside the prison.

241. Where any prisoner awaiting trial desires the attendance of a registered medical practitioner or dentist at his own expense, the Superintendent-in-charge may approve this after due consultation with the Medical Officer and having satisfied himself, that the security of the prison or the continued stay of the prisoner shall not be compromised.

Application by an awaiting trial Prisoner to have books in his/her cell.

242. The Superintendent-in-charge may on the application of any prisoner awaiting trial, permit him to have in his cell or ward, books or papers in his possession at the time of his arrest which may not be required for evidence against him and are not reasonably suspected of forming part of property improperly acquired by him, or are not for any special reason required to be taken by him for the purpose of justice.

Engagement of an awaiting trial Prisoner on labour at his/her consent.

243. A prisoner awaiting trial shall not be obliged to engage in the service of industries or at any other labour in the prison, but may be so engaged at his own consent, and in that event, he shall be paid at the approved rate.

Engagement of awaiting Prisoners in cells/wards.

244. A prisoner awaiting trial shall be required to perform any work necessary for keeping clean his cell or ward or parts of the prison in which he is accommodated.

Number of persons allowed to visit an awaiting trial Prisoner at a time.

245. A prisoner awaiting trial may be permitted to be visited by not more than three persons at the same time for fifteen minutes on any day during such hours and under such restrictions as the Superintendent-in-charge may deem fit.

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246. The Superintendent-in-charge may in special case, or for special reasons, prolong the period of the visit allowed to any prisoner awaiting trial, or allow him to be visited by more than three persons at the same time.

Special reason to prolong period of visit.

247. Special assistance may be rendered to a prisoner awaiting trial or in default of bail to communicate with any of his friends or relations on any day, at any reasonable hour for the purpose of providing bail.

Special assistance to awaiting trial Prisoners to communicate with friends and relations on any day.

248. A prisoner awaiting trial shall be allowed to see his legal adviser on any day at reasonable hour.

Awaiting trial Prisoner seeing his/her legal Adviser.

249. Prisoners awaiting trial shall be given reasonable assistance including the provision of writing materials and access to telephones, to communicate with their relatives, legal advisers, or friends for conducting correspondence in connection with their defence.

Assistance to communicate in connection with their defence.

250. Any confidential written communication prepared as instructions for his Legal Adviser may be delivered personally to him or his authorized clerk, without being examined by any officer of the prison, unless the Superintendent-in-charge has any reason to suspect that it contains matter not relating to such instructions; but all other written communications shall be treated as letters and shall not be sent out of the prison without being previously censored by the Welfare officer.

Delivering confidential written communications to a Prisoner.

251. Prisoners awaiting trial shall be separated from convicted prisoners, and as far as possible, prisoners awaiting trial who had previously been in prison on conviction shall be segregated from those who had not.

Classification of Prisoners in cells.

252. For the purpose of his defence, an awaiting trial prisoner shall be allowed to apply for free legal aid where such aid is available, receive visits from his legal adviser, prepare and hand to him confidential instructions. He shall if he so desires, be supplied with writing materials. Interviews between the prisoner and his legal adviser may be within sight but not within the hearing of a prison officer.

Application by an awaiting trial Prisoner for free legal aid.

253. All prisoners shall be searched before their appearance in court to ensure that no concealed article(s) is taken into the dock by the prisoner.

Remand Prisoners attendance at Court.

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A person whose bail is revoked or forfeited.

254. A person whose bail is revoked or forfeited shall be included as such persons come under the charge of the prison officer in charge of court duties.

Acceptance of meals sent in for awaiting trial Prisoners at Courts.

255. Meals ordered by or sent in for awaiting trial prisoners on self-feeding, while at court may be accepted. Articles of food intended to supplement prison ration shall not be accepted unless this can be done with convenience, and under adequate control. Such supplementary articles shall be limited to packets of sweets or chocolates and fresh fruit in reasonable quantities. These shall be allowed only when brought or sent in by relatives or friends.

Period of exercise for an awaiting trial Prisoner.

256. A prisoner awaiting trial shall be allowed a period of exercise each day of not less than half an hour. It is especially desirable that prisoners shall not be deprived of exercise on the day that they are produced at court.

Observation of awaiting trial Prisoners on capital offence.

257. A person awaiting trial and charged with a capital offence shall be kept under observation and the Medical Officer shall keep a written record of the physical and mental condition of the prisoner.

Medical report on a Prisoner to be tried on a capital charge.

258. The Medical Officer shall hand to the Superintendent-in-charge a full report on the physical and mental condition of the prisoner to be tried on a capital charge and the Superintendent-in-charge shall be responsible for making this report available to the court before the day appointed for the hearing.

Discharge of a debtor-Prisoner on part payment.

259. A debtor prisoner cannot earn remission, but may be discharged by part payment of his debt ; the formula for part payment is :

Days left to serve
÷ (divided by) original sentence less one day
x (multiplied by) Original amount of fine
+ Any costs shown on the warrant which must be paid for in full.

EXAMPLE 1.

Sentence = 61 days or a debtor fine of ₦5,000 plus ₦500 costs.

Number of days served so far = 40 (the day on which a fine is paid shall be counted as a day served).

Number of days to be paid for = 21.

$21 \div 60 \times \text{₦}5,000 = \text{₦}1,750$ plus ₦500 costs = ₦2,250.

EXAMPLE 2 :

Sentence = 21 days or a debtor fine of ₦5,000 with no costs.

Number of days served so far = (including the day on which the fine is paid)

Number of days left to serve, i.e. to be paid for = 12 (i.e. 21-9)

$12 \div 20 \times \text{₦}5,000 = \text{₦}3,000$ to pay.

- | | |
|---|--|
| <p>260. A debtor prisoner shall not be compelled to associate with other prisoners.</p> | <p>Association of debtor-Prisoners with other Prisoners.</p> |
| <p>261. A debtor prisoner may wear prison dress as approved for un-convicted prisoners.</p> | <p>Debtors Prisoners dress.</p> |
| <p>262. The rules relating to remission of sentence shall not apply to a debtor prisoner.</p> | <p>Remission of debtor-Prisoners.</p> |
| <p>263. A debtor prisoner shall be permitted to be visited once in each week by not more than three persons at the same time, within the sight and hearing of a prison officer and also to write and receive one letter in each week.</p> | <p>Visit to debtor-Prisoners.</p> |
| <p>264. The discharge of a debtor prisoner upon payment of a sum adjudged to be paid shall be allowed up to 18.00 hours.</p> | <p>Discharge allowed up to 18.00 hours only.</p> |
| <p>265. Debtor prisoners may be engaged at labour as directed by the Superintendent-in-charge.</p> | <p>Engagement of debtor-Prisoners on labour.</p> |
| <p>266. The daily rate of a debtor prisoner's subsistence shall be at the current rate for feeding prisoners obtained in the prison to which the debtor prisoner is admitted.</p> | <p>Daily rate of debtor-Prisoners subsistence.</p> |
| <p>267. Every prisoner shall be provided at the usual hours with food of nutritional value adequate for health and strength, of wholesome quality and well prepared and served.</p> | <p>Provision of adequate food to Prisoners.</p> |
| <p>268. Drinking water shall be available to every prisoner whenever he needs it.</p> | <p>Provision of drinking water to Prisoners.</p> |
| <p>269. When the Medical Officer recommends any alteration, whether in addition to or in the reduction of the diet of a prisoner, he shall enter his recommendations in a book to be kept for the purpose and named "The Special Diet Book".</p> | <p>The special Diets Books.</p> |
| <p>270. This book shall be brought to the Superintendent-in-charge immediately after every recommendation and shall thereon, authorize the alteration.</p> | <p>Alteration of food to inmates by the Superintendent.</p> |

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Continuation of special diet.

271. Where after the expiration of the stated period, which should not exceed one month, the Medical Officer considers its continuance necessary, he shall repeat the recommendation and the special diet book shall again be submitted to the Superintendent-in-charge for his necessary authorization.

Expiration period of the alteration to food to be recorded.

272. The result of the alteration shall, in every case, be entered at the expiration of the period for which the recommendation was made.

Application of order to all those whether in prison or outside hospitals.

273. This order shall apply to all prisoners including those in the prison hospital or an outside hospital.

Look out for Prisoners who would want to obtain special diet by feigning illness.

274. The Superintendent-in-charge shall give particular attention to the "Special Diet Book" and ensure that the habitual type of prisoner does not obtain special diet by feigning an illness.

Returned Food Book.

275. A book shall be kept by the Prison Keeper in the prison called the "Returned Food Book" in which shall be recorded food returned by prisoners. Small quantities of food left unconsumed by prisoners need not be entered in the book. A prisoner who wishes to return his food must do so at the serving of the next meal. The Superintendent-in-charge shall see this book daily and refer any entries therein to the Medical Officer for attention.

Food Complaint Book.

276. A book shall be kept by the Prison Keeper in the prison called the "Food Complaint Book" in which shall be recorded prisoners' complaints with regard to food served and action taken regarding the complaint. Where a prisoner complains of shortage of weight the ration shall be weighed and made up to the correct weight if found to be short. Where found to be in excess of the stipulated weight, the excess shall be taken from the ration. In both cases action taken shall be recorded in the "Food Complaint Book". The book shall be seen by the Superintendent-in-charge and the Medical Officer daily. A complaint regarding any ration or part thereof shall be made at the time served.

Storage of Knives and Feeding pans.

277. In no circumstance shall steel knives be allowed to form part of the cell equipment nor retained by prisoners in their cells at any time in the prison.

Consumption of food at the time served.

278. Prisoners shall be required to consume their meals at the time served unless it is their intention to return the food. No food is to be left in any cell or ward nor taken to any workshop or other places of work.

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- 279.** All feeding pans shall be removed from cells after a reasonable time has lapsed for the consumption of the meal served and taken to the kitchen where they shall be washed, in hot soapy water.
- 280.** Returned waste food shall be collected in a bin with lid, kept for this purpose and its contents disposed of daily or more often. Such bins shall be rinsed after each emptying with a liquid disinfectant.
- 281.** Food shall be prepared according to the number of rations authorized by the Superintendent-in-charge. Precaution shall be taken to ensure that food is not allowed to become cold before it is served to prisoners.
- 282.** Feeding pans shall be closely stacked in food-carriers of the approved pattern and the whole covered with a wadded cover until such time as the feeding pans are handed to the prisoners.
- 283.** Precautions shall be taken in each prison to ensure that all utensils are properly washed in hot soapy water after use and stacked in racks for drying. Feeding pans shall be stacked upside-down.
- 284.** No prisoner shall be employed in the kitchen until the Medical Officer has examined him as fit for such work.
- 285.** Every prisoner employed in the kitchen shall be required to wash his hands with soap, when he comes on duty and every time he returns from the latrine or urinary.
- 286.** Prisoners employed in the kitchen shall be provided with aprons and hats specially made for the purpose, and shall wear them at all times when they are on duty. A clean issue of aprons and hats shall be made daily. The staff detailed for duty in a kitchen shall wear an apron over his uniform clothing.
- 287.** Every prisoner who is not allowed to wear his own clothing shall be provided with an outfit of clothing suitable for the climate and adequate to keep him in good health. Such clothing shall in no manner be degrading or humiliating.
- 288.** All clothing shall be clean and kept in proper condition. Underclothing shall be changed and washed as often as necessary for the maintenance of hygiene
- 289.** Every prisoner shall be issued with two sets of uniforms upon admission.
- Removal of all feeding pans from cells after meals.
- Disposal of returned waste food.
- Preparation of food according to authorised ration.
- Stacking of feeding pans in food-carriers.
- Proper maintenace of feeding pans and utencils.
- Employment of Prisoners in the kitchen.
- Prisoner employed in the kitchen.
- Use of aprons and hats by Prisoners engaged in the kitchen.
- Prisoners Clothing.
- Cleanliness of clothing.
- Issuance of uniforms on admission.

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Distinguishing classes of Prisoners with their uniforms.

290. The following classes of prisoners shall be distinguished from each other by their uniform which shall in all cases consist of a pair of trousers, a jumper or shirt and a cap :

(a) Remand and Awaiting Trial prisoners or any other class of unconvicted prisoners shall be required to wear green cotton drill uniform and may if desired or considered fit wear their own clothing

(b) Debtor prisoners shall be required to wear white cotton drill uniform.

(c) Convicted Ordinary prisoners shall be required to wear blue drill uniform

(d) Star Class Prisoners shall be required to wear white drill uniform

(e) Young Prisoners in Borstal homes shall be required to wear Pink uniform.

Mark of EDR on the Prisoner's uniform.

291. Each prisoner shall wear patch (size 6 x 3) of white drill; on the left breast on which shall be marked in black the prisoner's serial number which shall have a prefix letter corresponding to the year of conviction below which shall be marked the prisoner's Earliest Date of Release (EDR).

Replacement of clothing.

292. Clothing shall be replaced twice yearly from the date of issue or whenever considered necessary by the Superintendent-in-charge.

Good maintenance of Prisoners uniforms.

293. All prisoners' uniform shall be maintained in a good state of repair and it shall be the responsibility of the Prison Keeper to note uniforms for repairs at the morning parade. Particular attention shall be paid to the dress of prisoners on outside working parties.

Washing of uniforms.

294. Every prisoner shall wash his uniform at least once a week. It is an offence for a prisoner not to do so. The Prison Keeper shall inspect the Monday morning parade to see that this order has been carried out.

Conditions a convicted Prisoner can wear clothing other than prison clothing.

295. No convicted prisoner shall be permitted to wear any clothing other than prison clothing except in the following circumstances :

(a) When taking part in organized games, at which times he may be permitted to wear sports clothing of an approved pattern ;

(b) When taking part in organized and supervised concert parties within the prison ; or

(c) When being produced in Court.

Searching in workshops.

296. Necessary precautions shall be taken to prevent prisoners from hiding tools, implements, ropes or clothing which they might use in effecting their escape or materials from which such tools could be made.

Charge of custody of Prisoners in the workshop.

297. The Staff in charge of custody of the prisoners shall be liable for any breach of the previous section.

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- 298.** The Superintendent-in-charge shall detail a search party to search all cells and wards and other accommodation in the prison at least once a week and particular attention shall be given to locks, bars, windows, doors, gates, ventilators and walls. Searching in the cells.
- 299.** The search party shall confirm that there is no sign of defect in the security of the prison and a record of each search shall be made in the search book showing the result of the search. Record of searching.
- 300.** Where any prohibited articles are found they shall be disposed of as may be instructed by the Superintendent-in-charge and the names of the members of the Search Party shall also be entered. Disposal of prohibited articles found during searching.
- 301.** All prisoners clothing and workshops shall be carefully searched at least once in a fortnight. The Prison Keeper shall carry out these searches upon the instruction of the Superintendent-in-charge and a record of the search shall be made in the Search Book to be kept for the purpose. Regular searching of Prisoners clothing and workshops.
- 302.** The Superintendent-in-charge shall ensure that searching does not interfere with labour. Searching and Labour.
- 303.** The Superintendent-in-charge shall issue his searching orders in such a manner as to ensure that every part of the prison is searched fortnightly, and that different parts of the prison are searched in a different order on each occasion. Searching orders.
- 304.** Where prisoners are searched out of their cells, the cells must be searched at the same time, or before their return to the cells. Searching of Prisoners out of their cells.
- 305.** Workshops shall be searched as follows :
- (a) The date of the search will be fixed by the Superintendent-in-charge without notice. Workshops search procedure.
- (b) The search shall be carried out by staff other than those engaged in the workshop, but the staff in-charge of the workshop shall be present and make available to the search party the keys to the cupboards, boxes, and other enclosures.
- (c) The most senior staff detailed by the Prison keeper shall supervise the search, countersign the report in the search book and ensure that all parts of the workshop are searched.
- 306.** Detailed instructions to be observed in searching prisoners' cells and wards are as follows :
- (a) No prisoner shall be stripped and searched in the sight of another prisoner and a minimum of two staff shall be present while searching a prisoner. Detailed instructions to be observed during searching in cells and wards.

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(b) In searching a prisoner in the cell :

(i) the prisoner shall first hand out all articles of clothing, bedding, books, and the like except furniture and each article shall be carefully examined by the staff.

(ii) One member of staff shall then go into the cell and the prisoner shall come out and stand under the charge of the second member of staff. The first staff member will then examine the cell furniture, the cell itself especially the external walls, bolts, bars, locks, ventilators, windows, floorings and ceiling. When completed he shall make the prisoner re-enter the cell and strip his shirt, he shall hand each article of clothing to the second member of staff, who shall examine them thoroughly.

(iii) Where the prisoner is stripped of his shirt, he shall be required to hold up his arms and stand with his legs apart.

(iv) Upon the examination of the article of clothing it shall be returned to the prisoner so that he may get dressed without delay.

(v) The searching shall be conducted expeditiously to prevent the prisoner from unnecessary exposure.

(c) Special Search

(i) Where a member of staff has reason to suspect that a prisoner has prohibited articles concealed on his person, he shall obtain the authority of the Superintendent-in-charge or the Prison Keeper to carry out a special search on such a prisoner.

(ii) Where a prisoner is ordered to be specially searched, the same procedure shall be followed, except that the prisoner shall be required to remove his shirt and the searching staff shall satisfy themselves that there is nothing concealed on his body.

(iii) Every special search shall be recorded in a book to be kept for the purpose and every entry shall be initialled by the officer who authorized the search.

Searching the
Prisoner when
leaving
workshop.

307. Every prisoner shall be searched wearing his clothing when leaving a workshop, including each time the prisoner has reason to leave the workshop during the course of his hours of labour (“rub down search”).

Searching the
Prisoner
before
entering the
visiting room
and leaving.

308. Every prisoner shall be carefully searched immediately before entering the Visiting Room and immediately before leaving it.

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309. Every prisoner shall be carefully searched before being brought to the Superintendent-in-charge for the purpose of application or disciplinary charge. The Prison Keeper shall supervise such search.

Searching the Prisoner before entering the Superintendent's Office.

310. Every prisoner shall be carefully searched before leaving the prison gate for outside labour and while returning to the prison at the completion of such labour. Such search shall not be carried out by the staff-in-charge of the party.

Searching the Prisoner before leaving the prison gate and when returning to the Prison.

311. Arrangements shall be made at every prison for physical recreation for prisoners suitable to their age and physique. To this end, space, installations and equipment may be provided and suitable sports clothing issued for the use of prisoners when taking part in organized games.

Physical recreation for Prisoners.

312. It shall be the duty of the Superintendent-in-charge to encourage prisoners to participate in outdoor games and in this regard necessary facilities may be given for team competitions between wards, blocks, and prisons.

Outdoor games in the Prisons.

313. The Superintendent-in-charge is authorized to arrange for suitable outside teams to visit the prison and play against prisoner teams. Visitors with such teams shall not exceed fourteen and not include women or children except where there are female prisons with female teams that can play with other female teams from outside the prison, or that the Superintendent-in-charge considers it desirable.

Outside teams visiting prisons to play games with Prisoners.

314. Where a team of Prison Officers is to play the prisoners at games, wives and children of officers may be allowed into the prison to watch the games.

Wives and children of prison officers allowed inside prisons to watch games.

315. Where there is a football pitch near the prison and its use can be obtained, the Superintendent-in-charge is authorized to allow selected prisoners to play on such pitches outside the prison. Selected prisoner spectators, under adequate security control, may be permitted to witness outside games.

Prisoners playing games outside the prisons.

316. Attention shall be given to the provision of physical training, in the form of drill exercises, for male prisoners who are medically fit, particularly for young prisoners.

Drill exercises.

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Days and Hours of periods for outdoor games.

317. Arrangements shall be made for outdoor recreation of prisoners on Saturdays, Sundays and Public Holidays between 0800 hours and 1100 hours and 1430 hours and 1630 hours unless the weather prevents out-door exercise. Such exercises need not include organized games.

Separation of classes of Prisoners during games.

318. Separation of Stars from Ordinary prisoners; un-convicted from convicted; young prisoners from adults, must be strictly observed on these occasions.

Bathing after games.

319. Arrangements shall be made for prisoners who have taken part in organized games to have their bath.

Safe-custody of sports clothing and equipment.

320. Sports clothing and equipment shall be recovered, checked, and placed in a safe place at the end of each period of use. The staff to whom the issues were made shall be responsible for this duty and for ensuring that the clothing is washed before storing.

Cleanliness.

321. Each prisoner shall be required to wash himself thoroughly so as to ensure complete personal cleanliness and to remove vermin.

Washing after labour.

322. Facilities shall be provided for prisoners to wash after labour. This shall apply particularly to prisoners engaged on painting or rubbing down painted work. Prisoners employed on work with cement shall be provided with rubber-type sandals and hand gloves.

Mandatory Bathing.

323. Every prisoner shall bath at least once a day. Bathing shall take place at the close of labour.

Sanitary towels to female Prisoners.

324. Female prisoners shall be given sufficient supply of sanitary towels when required. Arrangements shall be made in prisons where there are female prisoners for the hygienic disposal of sanitary towels.

Shaving and hair cutting.

325. Arrangements shall be made in every prison for the shaving and hair cutting of prisoners ; where possible this shall be done after working hours in the case of outside working parties.

Engagement of selected Prisoners as Barbers.

326. Selected prisoners may be engaged as barbers and shall visit Workshops and parties in rotation under instructions of the Prison-Keeper.

Superintendents daily inspection of Prisoner cleanliness.

327. It shall be the duty of the Superintendent-in-charge when making his daily inspection to bring to the notice of the Prison Keeper, or any other officer in his company, of any prisoner who is requiring a shave or a hair-cut.

Safe shaving and barbing implements.

328. Safe shaving and barbing implements shall be used for shaving and barbing of prisoners. The security of shaving and barbing materials and tools shall be the responsibility of the Welfare officer who shall ensure that such materials are checked out, and checked in, after use. The barbing and shaving

materials shall be kept in a box in the custody of the Welfare officer and inventory of the content taken after every use.

329. Care shall be taken with regard to the issuance and collection of the shaving and barbing implements and it shall be the responsibility of the Welfare Officer to undertake this duty. The content of each box shall be sterilized or thoroughly washed in a solution of disinfectant after use.

Issuance and collection of the shaving and barbing implements by the welfare officer.

330. Public Health Officers shall ensure that a blanket which has been used by a prisoner shall not be issued for use to another prisoner until it has been thoroughly washed, fumigated, and dried before being returned to store for re-issue.

State of cleanliness of the re-issued blankets to Prisoners.

331. Every prisoner shall be provided with a toothbrush on reception. The toothbrush shall be regarded as consumable articles and may be retained by the prisoner on discharge or transfer. Powder dentifrice or toothpaste shall be issued as required. Chewing sticks may be issued as and when required.

Provision of Toothbrush.

332. Every prisoner shall receive a weekly issue of two tablets of soaps for his personal use (and three tablets in the case of female prisoners) and the washing of his uniform. Soap for other cleaning purposes shall be issued to the staff-in- charge of the party concerned.

Provision of Soap.

333. A prisoner may be allowed to purchase articles for toilet use from his earnings. The Superintendent-in-charge shall use his discretion regarding such purchases or any additional articles that a prisoner may wish to purchase from his earnings.

Purchase of articles for toilet use.

334. A Prisoner's petition shall be written only on the prescribed Prison Form. Where the petition is of such length that it cannot be written on the space provided in one form, it may be continued on a blank sheet of paper which shall be stamped and initialled by the issuing staff and firmly secured inside the petition form.

Prisoner's Petitions.

335. When submitting a petition, it shall be accompanied by a certified true copy of the prisoner's warrant(s).

Certified true copy of the Prisoner's warrant.

336. Petitions shall be addressed to the President Federal Republic, State Governor, Controller-General of Prisons, Prisons Zonal Coordinator, and Controller of Prisons, State Command and shall be written in English, clement and responsible language.

Addressing the Prisoner's petition.

337. A Petition should be forwarded on the day the prisoner hands it in for transmission.

Forwarding of the Prisoner's petition.

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Entering in the "Petition book".

338. The subject matter of the Petition, date dispatched, receipt and that of conveyance of the response to the Prisoner, shall be entered in the "Petition Book"

Routing of Petitions in respect of Federal offences.

339. Where the subject matter of the Petition is in respect of Federal offences, it shall be addressed through the Superintendent-in-charge, through the Controller of Prisons, State Command, through the Controller-General of Prisons, through the Minister of Interior, through the Attorney-General of the Federation to the President of the Federal Republic of Nigeria.

Routing of Petitions in respect of State offences.

340. Where the subject matter of the Petition is in respect of state offences, it shall be addressed through the Superintendent-in-charge, through the Controller of Prisons, State Command, through the Attorney-General of the State to the Governor of the State.

Petition relating to the health of a Prisoner.

341. Where a petition relates to the health of the prisoner, it shall be accompanied by a medical report duly endorsed by a Medical Officer.

Relating to domestic or family matters.

342. Petitions relating to domestic or family matters shall be forwarded through the Superintendent-in-charge, the Controller of Prisons, State Command to the appropriate authority.

Prison Form No. 18.

343. Petitions for remission of sentence shall be accompanied by completed Prison Form No. 18.

Complaints against any member of staff.

344. Petitions regarding complaints against conditions of imprisonment or any member of staff shall be forwarded through the Superintendent-in-charge, the State Controller of Prisons and Zonal Coordinator to the Controller-General of Prisons.

Appeals against sentence or conviction.

345. A prisoner who desires to appeal against a sentence or conviction or both shall not petition but appeal to the appropriate Court in the manner laid down for such appeal.

Appeal out of time.

346. Where a prisoner wishes to appeal out of time, his petition shall be addressed to the Registrar of the court concerned.

Petition by a condemned Prisoner.

347. A petition by a condemned prisoner shall be dealt with expeditiously in the manner aforementioned.

Punishment for Offences against prison discipline (Prisoners).

348. Punishments for offences against discipline shall be as prescribed in the Prison Regulations and no other punishment shall be administered.

Use of Mechanical restraints on Prisoners.

349. No prisoner shall be placed under mechanical restraint as a punishment unless in exceptional circumstances.

B 1495

<p>350. The Superintendent-in-charge may order any refractory or violent prisoner to be temporarily confined in a special cell certified for the purpose but no prisoner shall be confined in such cell as a punishment or for a period longer than is necessary.</p>	<p>Temporary confinement in a special cell.</p>
<p>351. Where a prisoner is ordered by the Superintendent-in-charge to be given reduced ration, he shall be given the ration as stipulated in the Ration Reckoner provided that every prisoner on reduced ration shall be given as much water to drink as he may request.</p>	<p>Reduced Ration.</p>
<p>352. No reduced ration shall be ordered by the Superintendent-in-charge except on the advice of a Medical Officer.</p>	<p>Medical advice regarding reduced ration.</p>
<p>353. At the commencement of reduced ration, the Prison Keeper shall :</p> <p>(a) Check and sign the written instruction to the staff-in-charge of the punishment cell as to the correctness of the award,</p> <p>(b) Check daily the prisoners on punishment ration, and</p> <p>(c) Instruct in accordance with the award, when a prisoner is to be removed from reduced ration provided that reduced ration for a period exceeding three days or for alternate periods of three days, consist of reduced ration and ordinary ration and reduced ration shall commence on the day it is awarded, that is, at the next meal after award of the punishment.</p>	<p>Things the Prison keeper must do at the commencement of reduced ration.</p>
<p>354. A prisoner undergoing reduced ration shall not be required to work except light vocational services such as yard various, cleaning of cells and cell utensils.</p>	<p>Engagement of a Prisoner with reduced ration on Labour.</p>
<p>355. Prison Form No. 75 shall be affixed to the door of a cell in which a prisoner is undergoing punishment and the punishment award shall be entered therein and be signed by the Prison Keeper.</p>	<p>Prison Form No. 75.</p>
<p>356. Minor offences against prison discipline shall be dealt with by warning, demotion in stage or fine under the Earning Scheme.</p>	<p>Award on minor offences against prison discipline.</p>
<p>357. The award of loss of remission, cellular confinement, reduced ration or all three shall be reserved for serious offences or for continued misbehaviour.</p>	<p>Serious offences against prison discipline.</p>
<p>358. Any punishment ordered shall be carried out forthwith and it shall not be suspended except where the prisoner is certified medically unfit to serve or sustain the punishment.</p>	<p>Carrying out of punishment.</p>

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Corporal punishment.

359. Corporal punishment (to be inflicted with a light cane) on adult male prisoners shall be carried out in the following manner :

(a) The Medical Officer shall examine the prisoner immediately prior to the infliction of the punishment and shall certify in Prison Book No. (Appendix No. 39) that the prisoner is fit to receive the punishment.

(b) The prisoner shall be secured to a triangle of the approved pattern (Appendix No. 40) he shall wear no clothing but the lower part of his back will be protected by a belt made of canvas of an approved pattern.

(c) The strokes shall be carried out with a cane of the approved pattern

(d) The strokes shall be on the prisoner's buttocks.

(e) The prisoner shall not be permitted to identify the warder who carried out the punishment and for this purpose the warder shall remain out of the prisoner's sight until the canvas shield has been secured to obstruct the prisoner's view of the warder.

(f) Unless the Medical Officer otherwise orders, the prisoner shall be required to resume his normal labour and routine in the prison after the punishment, but he may be attended to by the Medical Officer or Medical Assistant immediately after the punishment.

(g) The prisoner shall be given his clothing immediately on completion of the punishment.

(h) On no account shall corporal punishment be carried out in the sight or hearing of another prisoner, or person, other than a Prison Officer and the Medical Officer or a Nurse.

(i) The Medical Officer may recommend that the punishment cease at any stage.

The Triangle.

360. The triangle and all equipment required for the infliction of corporal punishment shall be kept in a securely locked store and shall not be stored where prisoners can view such apparatus. The prison keeper shall be responsible for the safe custody of such equipment.

Administration of corporal punishment.

361. Corporal punishment shall be administered in the presence of the Superintendent-in-charge and the Medical Officer.

Instruments of restraint.

362. Instruments of restraint, such as handcuffs, chains, irons and strait-jackets, shall not be applied as a punishment. Furthermore, chains or irons shall not be used as restraints. Other instruments of restraint shall not be used except in the following circumstances :

(a) As a precaution against escape during a transfer, provided that they shall be removed when the prisoner appears before a judicial or administrative authority ;

<p>(b) On medical grounds by direction of the Medical Officer ;</p>	
<p>(c) By order of the Superintendent-in-charge, if other methods of control fail to prevent a prisoner from injuring himself or others or from damaging property ; in such instances the Superintendent-in-charge shall consult the Medical Officer and report to the Controller of Prisons, State Command.</p>	
<p>363. Where there is need to place a prisoner in a mechanical restraint arises in the absence of the Superintendent-in-charge, his Deputy shall give such order and shall inform the Superintendent-in-charge, accordingly.</p>	<p>Placing a Prisoner in a mechanical restraint in the absence of the Superintendent.</p>
<p>364. No condemned prisoner shall be kept in leg-irons except where the Superintendent-in-charge has cogent and compelling reasons for doing so. The Superintendent-in-charge must enter such actions in his journal.</p>	<p>Leg-irons.</p>
<p>365. It shall be the duty of every Prison Officer to report to the Superintendent-in-charge every case of a breach of discipline, or contravention of any law by a prisoner, which may come to his notice.</p>	<p>Report of breach of discipline.</p>
<p>366. Such report shall be made to the Prison Keeper or staff acting in that capacity who shall enquire into the matter and if he considers it appropriate, instruct the staff to charge the prisoner.</p>	<p>Charge of a Prisoner.</p>
<p>367. The Prisoner so charged shall be adjudicated upon and if found guilty, shall not be permitted to return to labour or to his normal cell or ward but shall be kept in the solitary cell.</p>	<p>Keeping of a Prisoner in solitary cell.</p>
<p>368. Adjudications shall be conducted not later than the day after the charge is preferred, except it is a Saturday, Sunday or public holiday.</p>	<p>Adjudication of a Prisoner.</p>
<p>369. All witnesses required at adjudication by the Superintendent-in-charge shall be summoned by the Prison Keeper.</p>	<p>Witnesses required at adjudication.</p>
<p>370. The proceedings of the adjudication shall be recorded by the Superintendent-in-charge in Prison Book No. 116, and the charge and the award shall be entered in the Prison Form 40.</p>	<p>Adjudication proceedings.</p>
<p>371. Prisoners undergoing cell confinement shall not be permitted to have unsupervised contacts with other prisoners.</p>	<p>Prisoners in cell confinement.</p>
<p>372. Prisoners undergoing cell confinement shall be required to perform such cleaning of their cell as may be considered necessary.</p>	<p>Cleaning of confinement cells.</p>
<p>373. Prisoners undergoing cell confinement shall exercise outside their cells for 30 minutes in the morning and shall take their bath thereafter under close supervision.</p>	<p>Exercise and bathing by Prisoners in confinement cells.</p>

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Restriction with other Prisoners.

374. During the exercise and bathing, prisoners undergoing cell confinement shall not be permitted to come into contact with other prisoners and there shall always be two officers present during the exercise and bathing.

Visitors to Prisoners in cell confinement.

375. A prisoner undergoing cell confinement shall not be permitted to receive a visitor or a letter or write a letter during such period except in the following circumstances :

- (a) The visitor is his legal adviser,
- (b) The visitor is in the prison in respect of the payment of his fine,
- (c) Where the letter is a petition in respect of his state of health,

And where the communication is authorized by the Superintendent-in-charge.

Visit of the Superintendent to Prisoners undergoing cell confinement.

376. The Superintendent-in-charge and the Medical Officer shall visit daily each prisoner undergoing cell confinement and the Prison keeper shall visit such prisoners at least twice daily.

Medical examination for punishment diet.

377. A prisoner for adjudication by the Superintendent-in-charge on a disciplinary charge shall be examined by the Medical Officer for fitness to undergo punishment diet after the adjudication.

Medical examination of a Prisoner in cell confinement.

378.—(a) There shall be a chaplaincy unit in the Nigerian Prison Service which shall arrange or organize religious activities for prisoners with the approval of the Superintendent-in-charge.

Religious activities in prison.

(b) Where a prison contains sufficient number of prisoners of the same religion, a chaplain of that religion shall be responsible for the conduct of the activities.

(c) A chaplain shall be allowed to hold regular services and to pay religious visits to prisoners of his religion at proper times.

(d) No prisoner shall be denied access to a chaplain and where a prisoner objects to a visit of a chaplain, his objection shall be respected.

(e) As far as practicable, every prisoner shall be allowed to satisfy the needs of his religious life by attending the services provided in the prison and have in his possession the books of religious observance and instruction of his denomination.

(f) Where religious volunteer groups apply for permission to perform religious activities in prison, the chaplain shall co-ordinate these activities with the approval of the Superintendent-in-charge.

Provision of suitable enclosure for religious workshop.

379.—(a) Where no-separate building is set aside for the purpose of religious worship, a suitable enclosure shall be provided for holding religious services.

(b) The Superintendent-in-charge shall approve the use of furniture and other fixtures which may be required for the religious services

(c) Prisoners shall be encouraged to retain religious books in their possession except when at labour provided that the normal requirements regarding security are observed.

(d) Classification may be observed as much as possible during religious services.

380. The Superintendent-in-charge may permit appointed religious representatives to bring into prison members of their choirs or similar bodies for joining in religious services. The Superintendent-in-Charge shall ensure that the members are not many, and that children are not allowed into the prison.

Bringing into Prisons, members of choir and similar bodies for religious services.

381.—(a) Education and recreational activities shall be provided for convicted prisoners and young persons in custody.

Education and recreation activities in prisons.

(b) The education of prisoners shall be integrated with the national educational system so as to enable them continue their education without difficulty after their release from custody.

(c) Recreational and cultural activities shall be provided in all prisons for the benefit of the mental and physical health of prisoners.

(d) The Prison Service shall employ qualified Teachers and instructors to teach and educate prisoners in collaboration with appropriate educational institutions.

382. The Superintendent-in-charge may, where necessary, use the services of prisoners of relevant educational or professional qualification who may be willing to render services to other prisoners.

Use of services of Prisoners with relevant education or profession.

383. The Superintendent-in-Charge shall be required to provide adequate security measures during school hours around the school.

Security during school hours.

384.—(a) The Superintendent-in-Charge shall issue writing materials to prisoners who are attending classes.

Writing materials to Prisoners attending classes.

(b) The Welfare officer shall number the pages of notebooks issued, append his signature inside the front cover of the Notebooks and indicate the number of pages therein.

(c) The Welfare officer shall ensure that the notebooks bear the prisoners' registered number's and names.

(d) Where a notebook is found to have any page missing, the prisoner to whom it was issued will be charged with a breach of prison discipline.

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Permission to take writing materials out of the prison upon discharge.

385.—(a) A prisoner may be allowed to take writing materials out of the prison on his discharge provided he submitted same to the Superintendent-in-charge for his approval, at least 7 days before his Earliest Date of Release (EDR).

(b) Notebooks and other writing materials shall be utilized for academic purposes only

(c) No prisoner shall be allowed to write or make reference in his writing materials to prison matters, staff, co-prisoners, offences, convictions and sentences.

(d) Any notebook found to contain shorthand notes shall not be taken out of the prison.

Conditions on which notebooks and writing materials are issued.

386.—(a) The Superintendent-in-charge shall ensure that prisoners fully understand the conditions on which notebooks and other writing materials are issued and on which they may be retained on discharge.

(b) Notebooks and other writing materials shall be examined by the Superintendent-in-charge and the Prison Keeper from time to time and action shall be taken in the case of improper use.

Entertainment and other enlightenment programmes.

387.—(a) Public Lectures, concerts, cinema shows and debates shall take place outside normal working hours and attendance shall not be compulsory.

(b) The Superintendent-in-Charge or his Deputy shall be present at all public lectures, concerts, cinema shows, or any other function attended by the general body of prisoners and shall ensure adequate security during such programs.

Voluntary organizations providing entertainment inside prisons.

388. The Superintendent-in-charge may arrange for voluntary organizations to provide approved entertainments inside the prison and shall ensure that they enter prisons for the purpose of general entertainment only and no political discussion shall be permitted.

Keeping to time table of educational activities.

389.—(a) The Superintendent-in-charge shall ensure that teachers, Lecturers or concert parties keep to the timetable set by the prisons and that the hour set for the close of a class, lecture or concert shall be observed, even if it has started late.

(b) The school shall be run between the hours of 09.00 hrs and 12.00 hrs.

Concerts in the prison.

390. Nothing in the foregoing shall prevent prisoners themselves from arranging concerts within the prison and necessary assistance shall be given by the Superintendent-in-charge for such purpose, subject to normal requirements of security. A time limit shall be placed on such event.

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- 391.** The Superintendent-in-charge shall keep a record of all classes, public lectures, concerts, and cinema shows held in the prison and shall include such records in his annual report to Prison Headquarters. Record of shows held inside prisons.
- 392.**—(a) There shall be established in all Prisons a Library for the use of all categories of prisoners, adequately stocked with both recreational and instructional books and prisoners shall be encouraged to make full use of these libraries. In addition, libraries shall be established at the National Headquarters, Zonal Offices, and the State Commands. Prison Libraries.
- (b) Books for the use of prisoners shall be classified into Devotional Books, Text Books, and General Library Books. Devotional Books.
- 393.** *Devotional Books* : A prisoner shall be permitted to retain in his possession devotional books pertaining to his religion and where possible, such books shall be provided by the Service. Prisoners are permitted to receive religious books and pamphlets distributed by approved religious bodies. Text Books.
- 394.** *Text Books* : Text books include all text books, dictionaries, atlases, periodicals and other related books provided either for the teaching or education of prisoners. General Library Books.
- 395.** *General Library Books* : There shall be in every Library, general library books to be stocked by the Service in all the Prison Libraries for the use of both staff and prisoners such as but not limited to novels, leisure and adventure books, periodicals, etc. Security measures to prevent unauthorised articles getting into the Libraries.
- 396.** The Superintendent-in-Charge shall ensure that normal security measures are taken to prevent unauthorized articles or communications being enclosed in the library books or periodicals or unauthorized access to them by the prisoners. General rules relating to the use of Libraries.
- 397.** The use of books and periodicals in the Library shall be governed by the general rules and guidelines relating to the use of Library books and periodicals in the prison. Purchase of educational, professional and periodical materials.
- 398.** The Superintendent-in-charge may, at the request of a prisoner, permit the purchase of professional, educational and periodical materials if satisfied that this privilege is to the prisoner's advantage. Visitors to the prisons.
- 399.**—(a) There shall be the following categories of visitors to the prisons :
- (i) *Special Visitors* : these shall consist of persons of integrity within a given area where the prison is situated and appointed by the Controller-General of Prisons on the recommendation of the State Controller of Prisons for the promotion of the welfare of the prisoners and the Service.

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(ii) *Voluntary Visitors* : these shall consist of Non-Governmental Organizations, Corporate bodies and philanthropic individuals involved in the promotion of the welfare of the prisoners and the Service authorized by the Controller of Prisons in the State on the recommendation of the Superintendent-in-Charge.

(iii) *Ex-Officio Visitors* : These consist of all Judicial officers as provided by the Prisons Act.

(b) All visitors to the prisons shall be requested to observe the regulations, which are binding upon Prison Officers and shall be handed a list of rules, which has been drawn up for their assistance. They shall conduct their work under the general guidance of the Superintendent-in-charge.

Communication between the Prisoner, relations and legal adviser.

400. Communications between the prisoner, his relations and Legal Adviser shall be with the approval of the Superintendent-in-charge, who shall be informed of the proposal by an entry in the prescribed book.

Exchange of any article between a visitor and a Prisoner.

401. No letter or article of any description shall be given to a prisoner or taken out from him by a visitor without the approval of the Superintendent-in-charge.

Divulging of any information about the prison without authorisation.

402. No Special or Voluntary Visitor shall make any communication to the Press on the subject of his or her work or write anything on prison matters for publication without the approval of the Controller of Prisons in the State or the Controller-General of Prisons.

Special and voluntary visitors.

403.—(a) The Superintendent-in-charge shall endeavour to obtain a sufficient number of Special and Voluntary Visitors.

(b) In submitting a recommendation for the appointment of a Special or Voluntary Visitor, the Superintendent-in-charge shall furnish the Controller of Prisons in the State with the particulars of the proposed Visitor as may be required from time to time.

(c) The Superintendent-in-charge may, if he thinks it desirable, arrange for the proposed Visitor to be given a period of trial, not exceeding one month, before making a final recommendation to the Controller of Prisons in the state.

(d) The Controller of Prisons in the State may, on the recommendation of the Superintendent-in-charge, appoint persons of both sexes as voluntary teachers for the purposes of conducting such classes as may be approved.

Labour and vocational services.

404. The Superintendent-in-charge shall on the advice of the Reception Board, allot to each prisoner the labour for which he is best suited and shall

ensure that any industrial or building work being undertaken in the prison is supplied with sufficient labour.

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| <p>405. Prescribed labour and vocational activities shall be carried out during the following hours (Mondays to Fridays - 0900 to 1330 hours).</p> | <p>Hours of activities.</p> |
| <p>406. It shall be the duty of staff in-charge of workshops and labour to set daily tasks, which keep the prisoners in their charge fully engaged for the whole period during which they are required to work.</p> | <p>Duty of staff incharge of workshops.</p> |
| <p>407. Aged prisoners and prisoners of known bad character shall not be engaged as kitchen assistants or cleaners in any part of the Prison but in regular labour parties under direct and constant supervision.</p> | <p>Aged Prisoners and Prisoners of known bad character.</p> |
| <p>408. Special care shall be taken when allocating prisoner to parties working outside the prison and it shall be the responsibility of the Prison Keeper or any staff acting in that capacity to ensure that potential escapees are not with outside working parties when proceeding to labour.</p> <p>(a) It shall be the duty of the staff-in-charge of the party to check and ensure that he has only those prisoners that have been duly allocated to him ;</p> <p>(b) It shall be the duty of the staff-in-charge of the Party to bring to the notice of the Prison Keeper, the prisoners whom he considers as potential escapees.</p> | <p>Potential escapees.</p> |
| <p>409. The following categories of prisoners shall on no account be allocated to an outside working party :</p> <p>(a) Awaiting trial Persons.</p> <p>(b) Known escapees.</p> <p>(c) Those with outstanding charges or cases in court.</p> <p>(d) Those with pending disciplinary charges.</p> <p>(e) Those with pending Appeals.</p> <p>(f) Those unsuitable by virtue of their crime such as sexual offences, grievous bodily harm, armed robbery and the like.</p> <p>(g) Those who are sick or suffering from terminal diseases.</p> <p>(h) Those having more than six months of their sentence still to serve.</p> <p>(i) Recidivists, and</p> <p>(j) Those who for any other reason may be considered as unsuitable for an outside working party by the superintendent-in-charge.</p> | <p>Prisoners not permitted to work outside.</p> |
| <p>410. The cleaning of offices and stores shall be carried out by prisoners under the direct supervision of a staff.</p> | <p>Cleaning of offices and stores.</p> |

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Engagement of Prisoners on various labour.

411. No prisoner shall be :

(a) Engaged on any clerical work in the prison.

(b) Engaged in the kitchen without first being medically examined for fitness.

Engagement of Prisoners with suicidal tendencies.

412. No prisoner, observed to have suicidal tendencies shall be engaged in any work, use of tools or appliances that may give rise to such tendencies.

Provision of protective materials.

413. Prisoners engaged in hazardous activities within and outside the prison shall be provided with necessary protective materials.

Availability of working materials in skilled trades.

414. The Service shall ensure working materials, especially in the skilled trades are made available.

Shortage of labour.

415. Where there is shortage of labour, the Superintendent-in-charge is authorized to engage prisoners in any other form of work in the interest of the prisoner and the prison.

List of tools.

416. A list of tools in each workshop shall be kept therein in the form required.

Marking of "Prisons" on all tools.

417. All tools shall be marked "Prisons" and this marking shall be checked when tools are submitted for exchange. The stamp shall be erased by the same stamp inverted on condemnation.

Plant Ledger.

418. A plant ledger in Store Form 6 shall be maintained in every prison for all plant and equipment and shall show the registered number of the machine, if any.

"Plant".

419. Under this section, "Plant" includes but is not limited to the following :

(a) Steam Boilers and Boiling pans,

(b) Weighing Machines and Scales,

(c) Sewing Machines,

(d) Shoemaking Machines,

(e) Cloth Cutting Machines,

(f) Wood working Machines of all kinds,

(g) Block making Machines (Not the pallets),

(h) Mortar Mixing Machines,

(i) Survey Instruments,

(j) Typewriters and Duplicating Machines,

(k) Motor Vehicles,

- (l) Farm Machinery and Tractors,
- (m) Spinning and Weaving Machines,
- (n) Forges,
- (o) Bucket Making Machines,
- (p) Bench Drill, etc.

<p>420. A duplicate of each prison's plant ledger shall be kept at the National Headquarters and any amendment shall be forwarded thereto.</p>	<p>Plant Ledger.</p>
<p>421. The Superintendent-in-charge shall be responsible for accounting for all tools, equipment and plant in line with extant Government Financial Regulations.</p>	<p>Accounting for tools.</p>
<p>422. Pursuant to relevant Government Regulations, all tools received - expendable or non-expendable - shall be entered in the Store Ledger and non-expendable tools shall be brought to the Tool Ledger where they remain, on charge, until authorized to be written off.</p>	<p>Store Ledger.</p>
<p>423. A record shall be kept by the superintendent-in-charge, showing the distribution of all tools, and by whom it is held on charge, in the form of an inventory and the master inventory shall be kept by the superintendent-in-charge, and a copy held by the officer to whom the tools have been issued. No additions or deletions shall be permitted to these lists without the approval of the Superintendent-in-charge.</p>	<p>Record of tools distribution.</p>
<p>424. Once a month, the Superintendent-in-charge shall cause the inventories to be checked against the store and tool ledgers and shall take disciplinary measures in any case of discrepancies.</p>	<p>Checking of inventories against store and tools ledgers.</p>
<p>425. The Staff in-charge of a party of prisoners shall keep a list of the tools delivered to them on commencing labour in the morning, and upon the cessation of such labour shall examine, check and secure the tools.</p>	<p>List of tools delivered on commencing labour.</p>
<p>426. All machinery shall be carefully inspected by the staff in-charge of each workshop who shall inspect and maintain all machinery and report any defect to the Superintendent-in-charge each day before being used and the oiling and working of all such machines shall receive constant attention by him. Every defect shall be reported to the Superintendent-in-charge.</p>	<p>Inspection of Machinery.</p>
<p>427. The oiling and greasing shall, as a rule, be done by prisoners while the machinery is not in motion, but those parts that required oil or grease while the machine is in motion shall be done by the staff in-charge of the workshop.</p>	<p>Oiling and greasing of machinery.</p>
<p>428. Inspection of safety arrangements for the working of machines is subject to the Factories Act, and the Factories Inspector shall be given every assistance to carry out his inspection, which shall include the inspection of</p>	<p>Inspection of safety arrangements.</p>

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power or hand operated machines, ventilation in all workshops ; and the operation of the steam boiler and cookers.

Informing the factory Inspector.

429. The Superintendent-in-charge shall inform the Factory Inspector when any new machinery has been installed or when the position of existing machinery is changed with a request that he inspects same as soon as possible.

Guarding of Machinery.

430. Any recommendation made by the Factory Inspector shall be acted upon and a copy of such recommendation shall be forwarded by the superintendent-in-charge to the Controller of Prisons State Command.

Instructions regarding guarding machinery.

431. The following instructions in connection with the guarding of machinery shall be observed :

(a) The Superintendent-in-charge shall ensure that all instructions relating to the guarding of machinery and precautions against accidents are carried out ;

(b) The Superintendent-in-charge or staff detailed by him shall carry out an inspection of all machinery in use in the prison and shall also inspect the safety arrangements of all plants and machinery. Such inspections shall take place weekly and be recorded in the Journal of the Superintendent-in-charge.

(c) The Staff-in-charge of each workshop shall be responsible to the Superintendent-in-charge for carrying out all instructions with regard to the provision and maintenance of the guards for machinery and plants.

(d) Work shall not be done on a machine unless the guards provided are in the correct position and in a good state of repair, or have been replaced by other effective safety devices approved by the Superintendent-in-charge. The Superintendent-in-charge shall inform the Controller of Prisons in the State, if, for any special reason, he has authorized the use of a machine without the guards.

Prevention of Accidents.

432. The Staff-in-charge of each workshop in which machinery is installed shall be responsible to the Superintendent-in-charge and ensure that all instructions for the prevention of accidents are strictly observed. Rules for the prevention of accidents shall be placed in close proximity to the machine to which they refer.

Safety precaution on use of machinery.

433. The Superintendent-in-charge shall inform all staff and prisoners of the risks involved in the use of machinery on which they are to work and may obtain the services of a Technical Instructor to give the initial instruction.

Working with a machine for the first time.

434. Where staff and prisoners are detailed to work with a machine for the first time they shall be under competent supervision until they have obtained sufficient experience and skill.

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- 435.** Two or more prisoners shall not be allowed to work with the same machine especially if the risk of accident is higher or the number of prisoners engaged is unnecessary for carrying out the work required.
- 436.** Shafting, pulleys, belts or gearwheels which are in motion shall not be approached closely unless they are completely guarded.
- 437.** Where an accident involves a prisoner, the Superintendent-in-charge shall obtain report from every staff or prisoner who can supply information as to how the accident occurred. He shall examine whether the accident was due in any way to the negligence or default of any staff or prisoner.
- 438.** The Medical Officer shall make a report to the Superintendent-in-Charge showing the nature and extent of the injury and the probable future effect of the accident, which shall be forwarded to the Controller of Prisons, State Command.
- 439.** No prisoner shall be engaged in any labour that involves climbing of scaffolding, platforms or ladder measuring more than 3 feet high.
- 440.** The Staff-in-charge of a working party shall satisfy himself that any scaffold, ladder or platform on which work is to be done is quite secure before allowing the work to be commenced, safety being the first consideration.
- 441.** The Staff in-charge of any building work shall be responsible for the safe condition of all cords used in scaffolding, especially those used in connection with any hoisting apparatus.
- 442.** The Staff shall with the approval of the Superintendent-in-charge, designate some other qualified Staff who shall examine all ropes, cords, falls, hoisting apparatus, wheels, snatch or other blocks, chains, and pulleys used on the work. All equipment not in use shall be removed and replaced where necessary.
- 443.** In all prison formations where electricity is installed, the sign with "Danger" inscription shall be hung up in the workshop and shall be brought to the notice of all concerned in the supervision or installation of electrical work.
- 444.** Adequate precautions shall be taken to prevent any conductor or apparatus from being accidentally or inadvertently electrically charged when staff are working thereon.
- Numbers of prisoners allowed to work on machines in prison.
- Shafting, pulleys, belts or gearwheels.
- Prisoners involved in accidents on the use of machines.
- Medical report of injury sustained on use of machine.
- Use of scaffold and ladders.
- Work on scaffold, ladder or platform.
- Safe-condition of all cords used in scaffolding.
- Designation of qualified staff who shall examine all ropes.
- Installation of electricity.
- Precautions to prevent any apparatus being accidentally charged.

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Repairs by only persons with technical know how.

445. No staff, except authorized by the Superintendent-in-charge shall undertake any repair, alteration, extension, cleansing, or such work where technical knowledge or experience is required.

Prisoners undertaking electrical installation on approval of the Superintendent only.

446. In no case shall a prisoner be permitted to undertake electrical installations or repairs except authorized by the Superintendent-in-charge.

Authority to add or alter an existing electrical installation in the prison.

447. No addition or alterations to existing electrical installation in prisons or any building within the precincts of a prison shall be undertaken without the approval of the Controller of Prison in the State or the Controller-General of Prisons.

Testing and passing as safe.

448. No section of a new installation shall be wired up to a source of electric current until the work has been tested and passed as safe by a competent official of the relevant regulatory body.

Work being carried out as to be free from danger.

449. The Superintendent-in-charge and all Staff, especially Technical Staff, shall ensure that all work is carried out in such a manner as to be free from danger.

Dental treatment.

450.— (a) Where a prisoner desires to receive dental treatment from a registered dental practitioner, not being a Governmental Dentist, he may be allowed to do so, subject to all charges being paid by the prisoner. For this purpose, prisoners shall be permitted to withdraw from their personal cash property. Every visit to a private dentist shall be in the custody of staff who shall be in uniform.

(b) For the purpose of private dental and other medical treatments, the Prisoner may be allowed to withdraw from his accrued savings in the Earning Scheme.

Prisoner refusing food.

451.—(a) Where a prisoner refuses to take food, the Medical Officer shall examine him and advise the prisoner and the Superintendent-in-charge appropriately.

(b) Where in the opinion of the Medical Officer, compulsory feeding is necessary, he shall inform the Superintendent-in-charge and at the same time furnish a written certificate that the prisoner is physically fit for this treatment. Where the Medical Officer is not in a position to furnish such certificate, the Superintendent-in-charge shall report the matter to the Controller of Prisons in the State followed by a letter forwarding a full medical report on the matter.

(c) Whenever it is necessary that a prisoner shall be artificially fed, he shall be treated as a hospital patient, in the Prison hospital or clinic. All records as are normally kept for hospital patients shall be kept in regard to such prisoners and the prisoner's normal ration shall be given at a designated place in the hospital room at the usual hour, in addition to any food with which he is being artificially fed.

(d) A record ("Returned Food Book") shall be kept in the case of prisoners who refuse food. In all cases where the Medical Officer has ordered artificial or forcible feeding a full report shall be forwarded to the office of the Controller of Prisons in the State, for onward transmission to the Controller-General of Prisons.

452. Where instruction or information in respect of the mental or physical condition of a prisoner is forwarded to the Superintendent-in-charge either from the Controller-General of Prisons or elsewhere, he shall ensure that they are brought to the notice of the Medical Officer and any other staff directly concerned with the prisoner in any way.

Mental and physical condition of a Prisoner.

453. Where at any time a prisoner makes a statement to any staff which implies that the prisoner is likely to attempt suicide, such staff shall at once inform the Superintendent in-charge verbally and in writing. The Superintendent-in-charge shall ensure that such information is brought to the knowledge of all concerned.

Information prejudicial to the Prisoner.

454. Prisoners under Medical observation in the prison hospital or clinic, whether mental or otherwise shall not be engaged in labour.

Prisoners under medical observation.

455. The name of every prisoner under observation, whether located in hospital or clinic shall be entered in an occurrence book and any unusual occurrence in the hospital, clinic or amongst any prisoner under observation, whether by day or night, shall be recorded by the staff deployed to the hospital or patrolling the prison. A separate book shall be kept for day and night records and any entries made shall be initialled by the Superintendent-in-charge and the Medical Officer at their next morning visit.

Particulars of Prisoners under observation in an occurrence book.

456. It shall be the duty of the Nurse or staff in-charge of the hospital to ensure that special orders given by the Medical Officer as to any patient for example, "suicidal" shall be entered in the occurrence book in red ink for the information of all concerned.

Duty of the Nurse or staff in-charge hospital.

457. Prisoners who complain of sickness shall be kept in their cells until they are seen by the Medical Officer and in cases where prisoners who are located in wards complain of sickness considered infectious or contagious, they shall be located apart in a room or large cell set aside until they are seen by the Medical Officer.

Prisoners complaining of sickness.

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Complaining sick book.

458. The system of documentation of record of sickness of a prisoner shall be as follows :

(a) The Prison Keeper shall enter the name of the prisoner complaining in the “Complaining Sick Book”.

(b) The Prison Keeper shall ensure that all prisoners complaining sick are brought before the Medical Officer with the “Complaining Sick Book”.

(c) The Medical Officer shall note any instructions in the “Complaining Sick Book” and return it to the Prison Keeper.

(d) Where the prisoner is to be admitted into the prison hospital, clinic or government approved hospital, the Medical Officer shall enter the words “Admitted to prison hospital” or “Sent to government approved hospital” in the “Complaining Sick Book” and thereafter the record shall be kept by the Nurse or the staff in the prison hospital or clinic.

Medical report on Prisoners complaining sick.

459. The Medical Officer shall maintain a record of all prisoners complaining sick. Page 3 of the Prisoner’s form 40 shall be delivered to the Medical Officer the morning after the prisoners’ admission into the prison. This page of form 40 shall be the prisoners’ medical history while in prison and it shall be sent with the prisoner in the event of transfer. On the discharge of the prisoner, page 3 shall be returned to the Prisoners’ form 40.

Only a copy of page 3 of Form 40 may be taken out of the prison to outside hospital.

460. A prisoner’s form 40 shall not be passed to the Medical Officer unless he requests to see the record. The prisoner’s record (form 40) shall not be taken out of the prison in the event of a prisoner being admitted to an outside hospital. A copy of page 3 of the record may be taken for use of the Hospital Medical Officer, if requested. A case history shall, as a rule, be provided by the prison Medical Officer to the outside hospital in the event of a referral of a prisoner.

In-patients.

461. Games, such as draughts, ludo, dominoes or jigsaw puzzles, may be provided in the hospital, for the use of convalescent patients, feeble-minded prisoners, certain observation cases and patients who may be unfit to do any work.

Epileptic Prisoners.

462. Special cells shall be equipped and set apart for the use of prisoners suffering from epilepsy. The walls should be smooth and as far as possible, free from projections which might injure the prisoner while falling and the floor shall be covered with a carpet or matting or other yielding material. The cells shall not be provided with beds but at least two mattresses shall be provided.

Mental Prisoners.

463. A bell shall be provided for each observation cell which may be fitted with a cut-out for use only in the case of a prisoner who, by persistent and unnecessary ringing of the bell, disturbs other prisoners : Such a bell shall not be provided in the case of suspected lunatics. When the cut-out is in use the prisoner must be visited at least once every 30 minutes.

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<p>464. On the admission of a prisoner suffering from pulmonary tuberculosis, venereal diseases, suspected infectious diseases or a suspected contact with an infected person, such prisoner shall be examined by the Medical Officer.</p>	<p>Prisoner's with infectious diseases.</p>
<p>465. The Medical Officer shall make recommendations regarding the engagement of prisoners suffering from contagious or infectious diseases in labour.</p>	<p>Prisoners with serious health conditions.</p>
<p>466. Where Prisoners with serious health conditions are escorted to the courts, the Medical Officer shall ensure that First Aid Kits are provided in the case of emergency.</p>	<p>Escort of Prisoners with serious health conditions to courts.</p>
<p>467. No serious operation shall be performed on a young prisoner, unless the consent of his parents or guardian has, where practicable, been obtained.</p>	<p>Serious operation on a young prisoner.</p>
<p>468. Where upon admission or while in prison, a female prisoner is pregnant or suspected to be pregnant ; the attention of the Medical Officer shall be drawn to this fact.</p>	<p>Pregnant female Prisoner in prison.</p>
<p>469. Where the Medical Officer confirms that a prisoner is pregnant, he shall report the fact to the Superintendent-in-Charge and the Superintendent-in-Charge shall ensure that the prisoner is treated as recommended by the Medical Officer.</p>	<p>Treatment of a confirmed pregnant Prisoner.</p>
<p>470. A pregnant prisoner shall be in association of fellow inmates by day and night from the day the pregnancy is ascertained irrespective of the stage of the pregnancy and she may be engaged in labour where certified fit by the Medical Officer.</p>	<p>In association with fellow inmates.</p>
<p>471. The Pregnant Prisoner shall sleep in a room with at least two other female prisoners who could in an emergency, give some immediate help and call for assistance.</p>	<p>Sleeping in a room with at least two other female inmates.</p>
<p>472. A room or ward shall be provided with a means of communicating with the staff in-charge, night duties.</p>	<p>Means of communication with staff in-charge night duty.</p>
<p>473. At the appropriate time, the Medical Officer with the approval of the Superintendent-in-Charge shall remove the pregnant prisoner to the labour ward in the prison hospital, clinic or outside government approved hospital.</p>	<p>Removal of the pregnant Prisoner to labour ward.</p>
<p>474. The Superintendent-in-charge shall ensure that adequate infant necessities are provided for the expected child and the same shall apply to mothers admitted into prisons with infants.</p>	<p>Provision of infant necessities.</p>

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Advanced stage of pregnancy of a Prisoner.

475. Where the Medical Officer discovers that the pregnant prisoner has reached such an advanced stage of pregnancy and that it is likely that if her confinement takes place during sentence, she may be required to be detained beyond the date on which she can obtain her discharge in the ordinary course; a report on the circumstances shall be forwarded to the Controller of Prisons in the State.

Receipt of an infant into prison with his mother.

476. Where an infant is received into Prison with his mother, or is born in prison or is born during a temporary removal of a prisoner to outside Government approved hospital, the following arrangement shall be made for the mother to nurse the baby :

(a) A cot or cradle shall be provided for every prisoner with a baby. The mother shall be told to use the cot or cradle for the baby at night; she shall be warned that, disobedience shall make her responsible in case of an accident to the baby.

(b) The mother shall be encouraged to breast feed or feed the baby with any diet recommended by the Medical Officer.

Reporting the birth of a baby in prison.

477. In reporting the birth of a baby in prison, care shall be taken to ensure that the word "Prison" does not appear in the birth record. The name of the road or street and the plot number of where the prison is located, shall be given as the address of the place of birth

Vaccination of a child born to a Prisoner in custody.

478. The Medical Officer shall ensure that a child born to a prisoner is vaccinated soon after birth.

Mental illness.

479. Where any staff member considers that a prisoner is mentally unsound, he shall report the circumstances to the Superintendent-in-charge who shall request the Medical Officer to examine the prisoner.

To have escaped from a mental hospital.

480. Where a prisoner being admitted is known or believed to have escaped from a mental hospital, the following procedure shall be adopted :

(a) Where a prisoner is received on remand, the facts of the case shall be submitted to the court where the prisoner is to appear.

(b) Where the prisoner is committed for trial or convicted, full particulars shall be sent to the Controller of Prisons, State Command without delay.

Removing a Prisoner with mental illness to a psychiatric hospital.

481. Where a prisoner with mental illness is about to be removed to a psychiatric hospital :

(a) The Medical Officer shall make a special examination of him immediately before his removal and any injuries discovered shall be recorded in the prison books.

(b) The Medical Officer's report shall be brought to the notice of the Superintendent-in-charge who shall investigate the cause of any injuries and report to the Controller of Prisons State Command.

(c) A report of any such injuries discovered shall also be sent to the psychiatric hospital.

482. The personal cash, cloth and other properties belonging to a prisoner being moved on permanent transfer to a psychiatric hospital or leprosy hospital shall be sent with him, and a receipt obtained for same.

Cash and other property of the insane Prisoner moved to a psychiatric hospital.

483. The original warrant of commitment and the original removal order shall accompany the prisoner, copies of which shall be made for record purpose. A copy of the prisoner's case history may also accompany the prisoner and no other prison form need be sent.

Original warrant of the Prisoner being moved to a psychiatric hospital.

484. In the case of a mental patient, the psychiatric hospital's receipt for cash and property shall be affixed in the property book in place of the patient's own signature or thumbprint.

The psychiatric hospital receipt.

485. Prisoners exhibiting marked depression or emotion with or without suicidal tendencies shall, if possible, be located in association in hospital under constant supervision, night and day. When there is no other case with which the patient can be associated, particulars of the case shall be sent to the Controller of Prisons in the State, who will endeavour to arrange for a transfer.

Prisoners exhibiting marked depression.

486. All prisoners under observation, either in cells or in association, shall be visited frequently by the Superintendent-in-charge and the Medical Officer as often as is practicable.

Visit of Prisoners under observation.

487. Where a prisoner is under observation in a hospital, the Superintendent in-charge shall, before communicating any unfavourable news to the prisoner, consult the Medical Officer and be guided by his advice.

Communicating any unfavourable news to a Prisoner under observation in a hospital.

488. Where a prisoner in a medium or maximum Prison shows symptoms of mental disorder, the case shall be reported forthwith to the Controller of Prisons, State command in which the prison is situated who shall arrange for the transfer of such prisoner to the most suitable Convict Prison having accommodation for Psychiatric patients.

Temporary removal of Prisoners to Government approved hospital outside the Prison.

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Need to undergo a surgical operation.

489. Where a prisoner is suffering from a disease which cannot be properly treated in prison hospital or clinic, or where he needs to undergo a surgical operation which cannot be carried out in the prison, the Controller of Prisons State may, on the advice of the Medical Officer approve the removal of the prisoner to such hospital as may be recommended by the Medical officer.

In case of emergency.

490. In cases of emergency, the Superintendent-in-charge may authorize such removal and report to the Controller of Prisons for approval.

Undergo convalescence.

491. The prisoner shall be returned to the prison, where necessary, to undergo convalescence in the prison hospital or clinic.

Deemed to be in legal custody in hospital.

492. A prisoner so removed to an outside hospital shall be deemed to be in legal custody until he obtains his release by normal remission of sentence, or discharged by expiration of sentence.

Security of Prisoners in hospital outside prisons.

493. Where a prisoner charged with or convicted of a capital offence is removed on the recommendation of the Medical officer to a Government approved hospital outside the prison, the Superintendent-in-charge shall ensure that there are always two (2) staff with such a prisoner at all times.

Sending of Prisoners on capital offences to outside hospitals.

494. A prisoner convicted of a capital offence may not be sent to an outside hospital except in circumstances of grave illness and only under arrangements as provided in Prison Regulations. The Controller-General of Prisons, the zonal coordinator and the Controller of Prisons of the State concerned shall be informed of such transfer, where possible before the transfer takes place.

Prisoners in outside hospitals.

495. Where the Medical Officer recommends the removal of a prisoner on an "A" Escape List to an outside hospital, the Superintendent-in-charge, shall ensure that necessary precautions are taken to prevent escape.

Receipt of food by Prisoners transferred to outside hospital.

496. Prisoners transferred to an outside hospital shall receive no food or drink other than that recommended by the Medical Officer.

Receipt of visitors by Prisoners in outside hospital.

497. Prisoners transferred to outside hospital shall not receive visitors except authorized by the Superintendent-in-charge.

Escort of a Prisoner from outside hospital back to the prison hospital.

498. Upon the instruction of the Medical Officer to a government hospital where a prisoner has been admitted that the prisoner is no longer required to remain in the hospital, the Superintendent-in-charge shall arrange to have the prisoner escorted back to the prison hospital, where he shall remain until examined by the Prison Medical Officer, provided that the prisoner is still liable to be confined in prison.

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- 499.** Where the Medical Officer of a government hospital requests that staff be provided for a prisoner or prisoners that are admitted to the hospital, the Superintendent-in-charge shall grant the request.
- 500.** Where a prisoner recommended by the Prison Medical Officer to be admitted in a government hospital for treatment is refused admission, the matter shall be reported to the Controller of Prisons in the state stating the reason(s) given by the Medical Officer of that hospital for refusing the admission. The report shall be forwarded through the fastest means available.
- 501.** Where the Medical Officer reports to the Superintendent in-charge, that a Prisoner is seriously ill, the Superintendent shall inform the prisoner's next of kin or a close relative.
- 502.** Where the Medical Officer is of the opinion that further imprisonment would endanger the life of a prisoner or if he is of the opinion that, on Medical grounds, the prisoner should be released, he shall report the facts to the Superintendent-in-charge on Prison Form No. 28 and the latter shall forward the completed Form 28 to the Controller of Prisons in the State.
- 503.** The Superintendent-in-charge shall report the death of a prisoner to :
- (a) Controller-General of Prisons.
 - (b) State Controller of Prisons.
 - (c) Zonal co-ordinator.
 - (d) The Coroner.
 - (e) The prisoner's next-of-kin, relative or friend.
- 504.** Where death occurs within two weeks of admission into prison, a report shall be furnished by the Medical Officer as to the prisoner's state of health when admitted into prison. The Superintendent-in-charge shall also state whether or not the Police reported to the Gate Keeper that the prisoner was suffering from any illness or injury.
- 505.** The body of a dead prisoner shall be removed and kept in the government mortuary until permission to bury is obtained in line with laid down procedure.
- 506.** No person other than the Medical Officer or a Medical Assistant designated by him shall have access to the body of the dead prisoner until permission to bury has been obtained.
- 507.** The drains and buildings; including quarters for staff and all Government land on either side of the prison enclosure walls or fences shall

Provision of additional staff to guard Prisoners at an outside hospital.

Refusal to admit Prisoners in an hospital outside.

Next of kin of seriously ill Prisoners.

Recommendation on medical ground for release of sick Prisoner.

Reporting the death of a Prisoner.

Report of death of a Prisoner within two weeks of admission.

Keeping of the body of a dead Prisoner.

Access to the body of a dead Prisoner.

Sanitation.

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be inspected during the last month in every quarter of the year by the Superintendent-in-charge and the Medical Officer, assisted by the Works and Public Health staff of the Prison.

Public health staff.

508. Public Health staff shall call the attention of the Superintendent-in-charge to any sanitary defects in the prisons, quarters or to any repairs, which shall be required.

Accumulation of dust.

509. Dust shall not be allowed to accumulate. Paved yards shall be properly drained and washed often enough to keep them clean. Unpaved roads and yards or spaces not under cultivation, in addition to being drained, shall be swept from time to time and kept in good order. All grasses shall be kept well trimmed. Empty cells, wards and rooms shall be kept clean.

Disposal of refuse.

510. Refuse, including kitchen refuse shall be deposited and disposed of, as may be directed by the Medical Officer. Bins and ash pits must be emptied daily. Vegetable and garden refuse shall be burnt in incinerators unless there is some arrangement for feeding same to animals kept in the prison industry.

Daily inspection of prison environment.

511. The Public Health staff shall ensure that all water-closets, taps and drains in the prisons are inspected daily and any defect reported to the Superintendent-in-charge.

Daily airing of cells.

512. A thorough airing of all cells and wards shall be carried out daily. On unlocking the prison in the morning, all windows and outer clothing shall be disinfected and the prisoners' underclothing shall be soaked in a disinfectant solution and washed.

After suffering from venereal or contagious diseases.

513. The clothing and bedding of a prisoner suffering from venereal or contagious diseases shall be marked so that they are re-issued to the same prisoner after washing.

Fumigation of cells.

514. Where the Medical Officer considers it desirable, the cells of prisoners suffering from contagious or infectious diseases shall be fumigated and any furniture therein washed with disinfectant.

PART II—STAFF

Familiarity between Staff and Prisoners.

515. No staff member shall allow any familiarity between a prisoner and himself, nor shall he discuss his duties, or any matters of discipline or prison security, within the hearing of a prisoner.

Use of tobacco, or intoxicating liquor.

516. No staff of the prison shall use tobacco or intoxicating liquors within the prison except under such restrictions as to time and place as may be laid down by the Superintendent-in-charge and approved by the Controller of Prisons in the state.

Commissioned Officers Superintendent-in-charge.

517. Prisons shall be under the administration of an Officer designated as the 'Superintendent-in-Charge' and deployed under the order of the Controller-General of Prisons.

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518. The Superintendent-in-Charge shall have control over the general administration, security, operational command and control of all the staff including personnel of the Armed Squad posted to the prison at all times.

Superintendent's general control.

519. The Superintendent-in-charge shall exercise a close and constant personal supervision of the whole prison, including :

Unlocking of the Prisons.

(a) The Superintendent shall make a daily inspection of the prison and visit every part of it at least once a week. The Superintendent shall make a night inspection at least three times a week at an uncertain hour between 2300 and 0500 hours.

(b) The Superintendent shall not spend a night away from his quarters unless he has previously obtained permission to do so from the Controller of Prisons in the state command. In every case when the Superintendent intends to be absent from the prison he shall delegate his Deputy to take charge of the prison during his absence.

(c) Where the Superintendent leaves the prison, or his quarters, he shall inform the Deputy and the Prison keeper of his intended destination and telephone number, or address of places where he can be found. On his return, he shall inform the Deputy and Prison keeper of his return. The gatekeeper will record both events in the gate book.

(d) The charge of the prison in the absence of the Superintendent-in-charge shall devolve on the commissioned General Duty officer next in seniority to the Superintendent-in-charge. Such officer shall perform any duty required to be performed by the Superintendent-in-charge. In the case of the absence of a female Superintendent-in-charge, her duties shall be performed by the next commissioned General Duty female officer.

(e) The Superintendent-in-charge shall be familiar with the laws relating to Prisons, and laws complementary to Prisons. He shall also be fully conversant with Prison Standing Orders, and shall administer them and ensure that all staff understand and perform their duties well. Besides performing his regular duties, he may periodically observe the performance of prison duties, to familiarize, improve, or make suggestions to the Controller-General of Prisons through the Controller of Prisons in the state.

(f) The Superintendent-in-charge or in his absence the Deputy or any other officer acting in that capacity shall personally be present at the unlocking of the prison every morning and on subsequent locking and unlocking of the prison during the day where he shall receive a full account of all the prisoners in his custody and shall not permit any staff to go off duty or the prisoners to proceed to labour until he is satisfied that the number of prisoners is correct.

(g) Commissioned officers shall be in uniform while on duty. An exception may be made when making an evening visit, after the evening lock-up, or when making a night visit, or on a Saturday afternoon and the whole of a Sunday or Public Holiday.

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Prisoners on labour gang and exercise, including security checks in the prison/
Riot Drills.

520. The Superintendent-in-charge shall at all times :

(a) Ensure strict compliance by all staff of the prison with the Regulations and Standing Orders relating to the safe custody of prisoners, and shall satisfy himself by personal inquiry and examination as to the efficient enforcement of such Regulations and Standing Orders.

(b) Satisfy himself to the arrangements for counting and checking all parties going to and coming from labour and exercise, especially with regard to parties going outside the prison walls or fence.

(c) See that no ladders or materials of any kind likely to facilitate escape are left carelessly or exposed at any time and that the prison wall or fence is kept clear from piles of rubbish and the like.

(d) See that all internal doors and trap-doors giving access to the roof and which lead off to a landing and accessible to staff are kept locked at all times and tested each night.

(e) See that instructions are issued and enforced that no motorized vehicle belonging to a member of the staff shall be left unattended in a position where a prisoner could have access to it, unless it is secured, preferably by locking and removing the ignition key. Where prisoners are employed outside the walls, the Gate-keeper shall be instructed to advise all visitors who leave motor cars at the gate of this requirement and ensure that it is carried out.

(f) See that everything on which safe custody depends is examined periodically, and shall forward to the Controller of Prisons in the state any recommendation(s) that shall improve the security of the prison.

(g) Take care that proper precautions against fire are adopted, that appliances for the extinguishing of fire are kept in good order ready for use and ensure that all staff are instructed as to their duties in the case of fire.

(h) Ensure that frequent practice alarms are conducted ; that the escape and emergency procedures laid down fully understood and adhered to by all staff.

(i) Ensure that an efficient means of giving an escape or emergency alarm exists which may be a whistle, bell, siren, gong or other similar means. The device must be audible by staff and parties in their quarters within the prison precincts.

(j) Ensure that riot drills and security precautions are practiced according to laid down regulations or instructions given under secret cover by the Controller-General of Prisons for the implementation of the Superintendent-in-charge.

521. The Superintendent-in-charge shall classify potential escapees as follows :

Potential escapees.

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(a) "A" Escape List : Prisoners who are known to be actively engaged in trying to escape, have escaped or recaptured and are believed to be potential escapees.

"A" list prisoners.

(b) "B" Escape List : Escapees who appear to have given up the intention to escape but not yet considered suitable for return to normal routine.

522. Prisoners, who during a previous or current sentence have escaped or attempted to escape shall unless personally excluded by the Superintendent-in-charge, be entered on the "A" or "B" Escape List.

"A" or "B" list.

523. The Superintendent-in-charge shall ensure that no prisoner is removed from the "A" to "B" List until it is safe to do so. A note shall be made in the prisoners' form 40 when a change from "A" to "B" List is made and signed by the Superintendent-in-charge.

Removal from "A" or "B" list.

524. The Superintendent-in-charge shall ensure that the prisoners on the "A" and "B" Escape Lists are subjected to the following conditions :

Condition of Prisoners on the "A" or "B" list.

(a) They shall be specially allocated to a cell by the Superintendent-in-charge and they shall not be located on a top floor or in a cell adjoining a place, which is not a cell.

(b) They shall not engage in labour.

(c) Their names, numbers and cells shall be entered in an occurrence book, which patrols, day and night staff shall sign on assumption of duty. Patrols staff shall inspect them in their cells at frequent intervals.

(d) Their cells, walls, windows, bars and locks, shall be inspected daily.

(e) They shall have a distinguishing mark "Escapee" in scripted on their uniform.

(f) Where possible they shall have a light in their cells at night, unless the Superintendent-in-charge directs otherwise.

(g) The "B" Escape List showing each prisoner's cell shall be kept in the Prison Keeper's office and copies shall be hung in the offices of the Superintendent-in-charge, the Gate-Keeper and the Medical Officer.

525. The Superintendent-in-Charge shall take the following precautions regarding keys :

Case of Keys and locking up.

(a) A list of all prison keys including handcuffs and D-Locks showing the number in stock and the number in use, with dates of issue, shall be kept.

(b) All keys in stock shall be kept in a secure place by the Superintendent-in-charge.

(c) All keys in use, when not in the possession of the staff, shall be in the custody of the Gate keeper and be kept by him locked up in the key safe at

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the gate lodge to which no person but the Superintendent-in-Charge and such staff as he may appoint shall have access.

(d) No prison key shall be taken outside the gate.

(e) A list of all keys in the custody of the Gate-keeper shall be hung up at the Gate lodge.

(f) No Keys shall be issued except on the instruction of the Superintendent-in-charge.

(g) Keys shall be issued to and received from staff, passing in and out of the prison, by the Gate Keeper personally.

(h) Keys for use of staff in charge of wards may be issued to the senior staff of each block, cell or hall, by whom they shall be returned to the Gate-keeper before the ward staff leave the prison.

(i) All separate keys or bunches of keys shall be kept on a key-ring properly labelled and all keys when in possession of staff shall be secured to key chains attached to the clothing.

(j) Keys in the custody of the Gate-keeper (and this includes all keys which are in use in the prison at the time) shall be checked with the authorized list by the Prison keeper daily at the following times:

(i) On the opening of the prison.

(ii) When the main body of the staff go off duty.

(iii) When the prison is locked up for the night.

Standing Orders.

526. A copy of this Standing Order shall be kept at the gate-lodge of each prison.

Hand-cuff and D-lock keys.

527. Handcuff and D-Lock keys shall be issued to the Prison keeper by the Superintendent-in-charge according to requirements.

Strong Box.

528. The Keys stated above shall be kept by the Prison keeper in a strong box in his office.

Account of Keys.

529. The Prison keeper shall keep an account of all keys issued to staff and obtain the signature of the staff concerned.

Entries in Account Book.

530. It is the duty of the Prison keeper, on completion of each escort duty, to recover the keys from the staff concerned and make the necessary entries in his account book.

Custody of "D"-Locks and hand-cuffs.

531. The floating stock of D-Locks and Handcuffs shall be kept in the custody of the Prison keeper in his office.

Repairs of prison lock or key.

532. The Superintendent-in-charge shall ensure that no prisoner is allowed to repair or otherwise deal with a prison lock or key.

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- 533.** The loss of a prison key shall be reported to the Superintendent-in-Charge to whom any key which may be broken or unserviceable shall be returned. Loss of keys.
- 534.** The duty of locking up the prison at night shall be arranged for on a weekly roster. Locking up of night.
- 535.** The Prison Keeper, after the final lock up, shall report to the Superintendent-in-Charge, each night, that the prison has been duly locked up, the night duty staffs are present and that all is correct or otherwise. Reporting final Lock-up.
- 536.** Where the Superintendent-in-charge at any time has reason to believe that a disturbance is likely to occur, he shall detail as many staff as he may consider necessary, and order them to stand by in their quarters, or elsewhere, in case they are required. A supply of special riot staves and riot shields shall be kept in the gate lodge of each prison. Suspicion of likely disturbance in a Prison.
- 537.** The Superintendent-in-charge shall receive verbal reports accounting for all prisoners in his custody : Accounting hours for all Prisoners.
- (a) At the un-locking of the prisoners in the morning ;
 - (b) At 1130 hours ;
 - (c) At 1330 hours ;
 - (d) At 1600 hours ; and
 - (e) At the final lock-up of the prison at night.
- 538.** The Superintendent-in-charge shall keep a prison journal which shall be updated daily and the date of each entry shall be written in the margin. Prison Journal.
- (a) Entries shall be made on the day on which the various occurrences take place but not later than the following day. Interpolations are not allowed; anything omitted will be entered in the same part of the journal as the events of the day of entry, a note being made in the margin of the day of occurrence.
 - (b) Entries shall be made independently of any journal kept by any other officer.
 - (c) The following matters shall be entered in the Prison Journal, irrespective of any entry in any other prison book or form :
 - (i) Corporal punishment ;
 - (ii) Use of Restraints ;
 - (iii) Escape or attempted escape ;
 - (iv) Suicide or attempted suicide ;
 - (v) Death ;
 - (vi) Execution ;
 - (vii) Birth ;

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(viii) Number of :

- (a) prisoners unlocked ;
- (b) prisoners discharge or removed ;
- (c) prisoners received,

(ix) Absence for the night or on leave of the Superintendent-in-charge.

(x) Nights visits.

(xi) Omission of recognized personal duties, which shall include hearing of reports on prisoners and staff; applications by prisoners and staff; receptions and discharges; rounds of the prison.

(xii) Particulars of reliefs when away from the prison.

(xiii) Search or removal of a visitor.

(xiv) Check of cash.

(xv) Check of stores.

(xvi) Check of rations.

(xvi) Fire practice.

(xviii) Escape and emergency practice.

(xix) Opening of gate at night to any person than a prison officer.

(xx) Any other unusual occurrence.

Superintendent's Order Book.

539. The Superintendent-in-charge shall enter in a book to be called the Superintendent's, "Order Book" all his orders relating to the management of the prison and where appropriate shall cause such orders to be read to all staff in his charge on at least three separate parades.

Writing of Superintendent's Instruction.

540. The Superintendent-in-charge shall write his instructions on the left-hand page of the "Order Book". Opposite, on the right hand page, the staff to whom the Superintendent order is directed shall enter thereon action taken, returning the "Order Book" to the Superintendent-in-Charge.

Annual Report and other duties of the Superintendent-in-charge.

541. The Superintendent-in-charge shall take measures throughout the year to ensure that there is no delay in forwarding his Annual Report to the Controller-General of Prisons not later than the 31st December of the New Year. For this purpose running records and accounts shall be kept.

Inspection of staff.

542. The Superintendent-in-charge shall inspect the staff at least once a day. Particular attention shall be paid to the state of the clothing, accoutrements and the general appearance of the staff.

Prisoners and staff complaints.

543. The Superintendent-in-charge shall listen to complaints by prisoners and staff. Such complaints shall not be entertained during the hours of labour.

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<p>544. The Superintendent-in-charge shall arrange to allot a specially selected staff to be in charge of the courts which are serviced by the prison.</p>	<p>Staff servicing courts.</p>
<p>545. The Superintendent-in-charge shall not take escorts except on the orders of the Controller of Prisons, State command.</p>	<p>Superintendent taking escorts.</p>
<p>546. The Superintendent-in-charge, assisted by the Admission Board, shall detail all prisoners for labour at admission and no alteration shall be made in the prisoner's labour unless authorized by him.</p>	<p>Detailing Prisoners on labour.</p>
<p>547. The Superintendent-in-charge shall be responsible for allotting the duties of staff daily and may delegate such duty to the Deputy or the Prison keeper to be performed in accordance with his instructions.</p>	<p>Allotting of Staff duties.</p>
<p>548. The Superintendent-in-charge shall visit any prisoner who is under mechanical restraint or in a special cell.</p>	<p>Visiting of Prisoners under mechanical restraint.</p>
<p>549. The Superintendent-in-charge shall ensure that the services of staff are utilized to the best advantage and that low productivity is reduced to the minimum.</p>	<p>Utilization of staff.</p>
<p>550. The Superintendent-in-charge may authorize the services of a prison staff, with prison labour, for cleaning staff recreation rooms, tending the gardens of staff quarters, maintenance of tennis courts and playing field used by staff. Such work shall be restricted to quarters, which are situated adjacent to the prison.</p>	<p>Engaging Prisoners services.</p>
<p>551. The official time of staff may not be used for running recreation rooms or canteens, or for supervising the cleaning of windows of official quarters or for any other non-essential service not specified above. Any departure from these instructions shall be subject to the approval of the Controller-General of Prisons.</p>	<p>Non-Essential Service.</p>
<p>552. On no account shall a prisoner be engaged in the domestic service of any prison staff neither shall any prisoner enter the quarters of a prison staff except where he does so under the supervision of a building staff for the purpose of carrying out repairs or decorations.</p>	<p>Prohibition against using Prisoners for domestic service of Staff.</p>
<p>553. The Superintendent-in-charge shall ensure that a staff on joining the Prison Service on appointment, or on transfer from another prison, is properly identified.</p>	<p>Proper identification of staff.</p>
<p>554. The Superintendent-in-charge shall insist on economy in every section of the prison, including supplies of stationery, books and forms, and carefully examine all requisitions before signing them.</p>	<p>Economy usage.</p>
<p>555. The Superintendent-in-charge shall frequently examine the foodstuffs sent into the prison and when in doubt as to the quality of food shall request the Ration Committee to examine the supply and give a written opinion.</p>	<p>Examination of foodstuff received into prison.</p>

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Replacement at public expense.

556. The Superintendent-in-charge shall ensure that articles are replaced at public expense where they have become worn out, and condemned by a Board of Survey, as a result of wear and tear. Staff to whom articles have been issued shall be held responsible for any damage, loss or destruction.

Consumption of water.

557. The Superintendent-in-charge shall carefully supervise the consumption of water with a view to preventing waste and restrict the consumption of electricity to the necessities of the services by giving orders as to what hours artificial light shall be used.

Visiting Justice.

558. The Superintendent-in-charge shall permit visiting Justices or their designates to view the prison. No other persons other than staff of the Prison and persons authorized under the Prison Act, shall be permitted to view the prison unless with the written permission of the Controller of Prisons, State, the Zonal Co-ordinator or the Controller-General of Prisons.

Keeping record of all activities by the Gate-keeper.

559.—(a) The Superintendent-in-charge shall ensure that the Gate-keeper keeps a full and complete record of every person and every article entering and leaving the prison.

(b) For the purpose of sub order *(a)* above, regular shifts of staff detailed by the daily duty roster need not be entered individually but those staff of regular shifts who are late or absent shall be entered individually in the gate book.

Person allowed inside the prison after final locking-up.

560. The Superintendent-in-Charge shall issue instructions to all gate-keepers to the effect that no person, other than the Medical Officer, Superintendent-in-Charge, or his deputy, the Prison keeper or other staff on duty shall enter the prison between the hours of final lock-up and unlock in the morning.

Gate passes.

561.—(a) Passes (Prison Form 34) shall be used for the passage of all goods and packages out of the prison and the signature of the Prison keeper shall be sufficient for this purpose.

(b) The gate-keeper shall check the goods passed out with those described on the pass, and shall initial and file the pass for reference.

(c) All gate passes shall be initialled by the Gate-keeper.

(d) Passes shall not be required for empty vehicles, but shall be required for vehicles carrying owner's goods which have been brought into the prison with goods for delivery.

Gate passes to Prisoners on labour.

562. Where gate passes are issued to prisoners engaged in labour outside the prison, the nature of the labour and its location shall be stated briefly on the pass. Such passes shall be filed separately.

Record of Gate-keeper.

563. The Superintendent-in-charge shall cross check the records of the gate-keeper daily.

B 1525

564. The Superintendent-in-charge shall be responsible for the maintenance of the buildings of the prison and prison quarters and shall ensure that the Building Register is kept up to date.

Maintenance of prison building and quarters.

565. The Superintendent-in-charge shall not allow any dog, poultry and any other livestock to be kept in any Prison quarters so as not to be a nuisance to neighbours.

Dogs, Poultry and other livestock in prison quarters.

566. The Superintendent-in-charge shall ensure that the notice board outside the prison gate is kept in a legible condition.

Outside prison gate notice board.

567.—(a) The Superintendent-in-charge shall not permit entry to the prison or the prison quarters of any person canvassing in a political electioneering campaign.

Canvassing in political election.

(b) No influence, either direct or indirect, shall be used by their superior or other officers over their subordinates concerning political voting.

(c) No premises which form part of prison property shall be used for political meetings.

568. Where there is a General Duty Officer of the rank of Assistant-Superintendent of Prisons or above, in the prison in addition to the Superintendent-in-charge, he shall assume the position of the second-in-command.

Duties of the Second-in-Command.

569. Where there is more than one of such General Duty Officer, the next most senior officer to the Superintendent-in-charge in rank shall be the second-in-command of the prison.

Next most senior officer to the Superintendent-in-Command.

570. The second in command shall assist the Superintendent-in-charge in the General Administration of the prison.

Second-in-Command.

571. The second in command shall pay special attention to the security, good order and discipline of the prison and the engagement and general treatment of prisoners.

Special attention to security.

572. The second in command shall inspect daily, such parts of the prison as may be assigned to him for inspection by the Superintendent-in-charge and pay frequent visits to all workshops and labour.

Daily inspection of parts of prison.

573. The second in command shall visit the prison twice weekly between 2300 and 0500 hours and shall inspect all patrols and satisfy himself that everything is in order.

Visit of the prison by the Second-in-Command.

B 1526

Prison
Chaplain.

574. The Chaplain shall keep a journal of occurrences of importance connected with his duties.

Register of
chaplain's
activities.

575. The Chaplain shall keep a register of his activities with the Superintendent-in-charge of the prison.

Chaplain's
annual
report.

576. The Chaplain shall, after the 31st day of December each year, make an Annual Report to the Controller of Prisons in the state, through the Superintendent-in-charge.

Ministering
to con-
demned
Prisoners.

577. The Prison Chaplain shall be responsible for ministering to any prisoner of his religious denomination under sentence of death or at the execution.

Prison
Keeper.

578. The Prison keeper shall be the head of the non-commissioned staff, subject to the control of the Superintendent-in-charge.

Appoint-
ment of
prison
keeper.

579. The Superintendent-in-charge shall appoint the most senior Inspector as the head of the non-commissioned staff.

Functions of
the Prison
Keeper.

580. The Prison keeper shall undertake the under listed functions :

(a) In the absence of the Superintendent-in-charge or a senior General Duty Officer, the Prison Keeper shall have control of the prison and be accountable for his actions thereto.

(b) The Prison keeper shall not be absent from the prison more often than is absolutely necessary. Where the Superintendent-in-charge considers it necessary to send him on assignment from the prison on escort, the Superintendent-in-charge shall report the facts to the Controller of Prisons in the state.

(c) The Prison keeper shall personally attend the parade of the staff in the morning before the unlocking of the prison and shall inspect the parade before dismissing the staff to their duties. He shall satisfy himself, before the parade is dismissed that every staff member clearly understands his duties for the day.

(d) The Prison keeper shall keep a journal (Prison-keeper's Journal Book No. 10) and maintain the official record of admissions, removal and discharges.

(e) The Prison keeper shall keep a record of the location of every prisoner.

(f) The Prison keeper shall ensure that visits to prisoners are conducted under proper conditions.

(g) The Prison keeper shall carry out the orders of the Superintendent-in-charge with regards to the punishment to be meted on prisoners.

(h) The Prison keeper shall ensure that all prisoners confined pending adjudication or under punishment are supplied with all the articles to which they are entitled.

(i) The Prison keeper shall, whenever prisoners go out to and return from labour, receive from the staff in-charge of labour parties, the reported number and shall check the number of prisoners in each party.

(j) The Prison keeper shall on daily basis receive from the staff in-charge of wards, the ration requirements for the following day and after checking same, deliver them with a summary thereof to the Superintendent-in-charge.

(k) The Prison keeper shall personally receive from staff, requests for articles of stores required for the prison and having satisfied himself that the articles are necessary, present a summary of the request in the form of a requisition to the Superintendent-in-charge.

(l) The Prison keeper shall return to the prison stores all articles that are worn-out.

(m) The Prison keeper shall communicate to the staff, all orders and instructions of the Superintendent-in-charge as contained in the prison journal.

(n) The Prison keeper shall carry out regular inspection of all the prison keys to ensure that none are missing and all are in good order.

(o) The Prison keeper shall be present at all prisoners' recreation outside the prison wall or fence, unless relieved personally by the Superintendent-in-charge.

581. In the event of his absence from the prison the Superintendent-in-charge shall record in his journal the reason for his absence.

Handing and taking over responsibilities.

(a) All officers taking over prisons are required to personally check the number of warrants of imprisonment and other detention orders and ensure that the records correspond with the lock-up status of the prison.

(b) In addition, the computation of sentences and release dates on the warrants and detention orders are checked and initialled by the incoming officer.

(c) He shall also check the prisoners' earnings book to ascertain the total cash available and certify in the handing-over note that all is correct or otherwise.

(d) Officers referred to in this Order shall attach an appendix (handing and taking over notes), as provided below :

“I hereby certify that I have checked and found that the correct release dates are shown on all warrants or orders of prisoners/persons in prison on with the exception of the warrants listed below which I have referred to Prison Headquarters, vide my letter

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Signed
Name (BLOCK CAPITALS)
Rank"

Subject of
declaration.

582. The object of the declaration is to place full responsibility for releasing prisoners on their due date on the Superintendent-in-Charge at the time the actual release of the prisoner is carried out. Superintendent-in-charge is allowed two weeks from date of taking over to complete and forward the certificate.

Non-
Commis-
sioned staff.

583. No Non-Commissioned staff shall be absent from the prison during hours of duty without the permission of the Superintendent-in-charge and before leaving the prison at any time he shall, where in possession of any prison keys, deposit same at the gate lodge.

Non-
commis-
sioned staff
receiving
visitors in
prison.

584. Non-Commissioned staff shall not receive visitors in the prison, without the permission of the Superintendent-in-charge.

Daily
Examination
of state of
cell.

585. Non-Commissioned staff shall daily examine the state of the cells, locks, bolts and fastenings and shall seize all prohibited articles and deliver them forthwith to the Superintendent-in-charge.

Taking
message from
or to
Prisoners.

586. No Non-Commissioned staff shall, unless approved by the Superintendent-in-charge convey any letter, parcel, article or message to or from any prisoner.

Reporting
irregularities.

587. Non-Commissioned staff shall report any irregularities or offences on the part of prisoners or other staff.

Punishing a
Prisoner.

588. No Non-Commissioned staff shall punish a prisoner, except, when ordered to do so.

Female Non-
Commis-
sioned staff.

589.—(a) The most senior female Non-Commissioned staff in each prison having female prisoners shall be in charge of the female wing of the prison.

(b) She shall be responsible to the Prison-Keeper and shall not absent herself from her duties without permission.

(c) She shall perform the duties of the Prison keeper in regard to the female prisoners and be bound by the same regulations, as apply to a male Prison Keeper.

(d) She shall not punish any female Non-Commissioned staff, except under the instructions of the Superintendent-in-charge or the Prison Keeper.

(e) She shall accompany every male staff who enters the female wing or cells for the purposes of inspection when female prisoners are there.

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<p>590. The Medical Officer shall where appropriate examine the prisoners whilst at hard labour, and shall direct such modifications with regards to the labour, ration and punishment.</p>	Duties of the medical officer and health workers.
<p>591. The Medical Officer shall enter daily in a case-book to be kept in the prison, an account of the disease, condition and treatment of every sick prisoner.</p>	Medical officer case book.
<p>592. The Medical Officer shall recommend in writing for the separation of prisoners having infectious diseases, for cleansing and disinfecting any room or cell occupied by such prisoner, and for cleansing, disinfecting or destroying, if necessary, any infected apparel or bedding.</p>	Recommendation for separation of Prisoners.
<p>593. The Public Health Officer shall have general supervision and shall inspect from time to time the sanitary conditions of the prison, the clothing, bedding and food of the prisoners; and shall report to the Medical Officer who may report same to the Superintendent-in-Charge.</p>	Public Health Officer.
<p>594. The Medical Officer shall at the end of each quarter inspect every part of the prison, and shall make a report in writing to the Controller of Prisons, state command through the Superintendent-in-Charge on the sanitary state of the prison, and the health of the prisoners.</p>	Medical officer's quarterly inspection of parts of the prison.
<p>595. Where there is an outbreak of an epidemic or highly infectious disease or any other circumstances affecting the health of the prisoners, which requires unusual measures, the Medical Officer shall immediately report same to the Controller of Prisons, state command through the Superintendent-in-Charge.</p>	Outbreak of epidemic or infectious disease.
<p>596. Health workers shall be subject to the orders of the medical officer, who shall instruct, direct and supervise their work.</p>	Public Health Workers.
<p>597. Health workers shall report to the Prison clinic during hours as instructed by the Officer-in-charge, prison after consultation with the medical officer. They shall not at any time be absent from the prison, without the permission of the medical officer or the Superintendent-in-charge.</p>	Absence from duty by public health workers.
<p>598. The health worker shall be responsible for the correct dispensing of all prescriptions under the supervision or direction of the Medical Officer, for the proper dressing of all surgical cases which they may be directed to dress and for the care of all medicines, medical stores, surgical instruments and appliances in the clinic.</p>	Dispensing of prescription.
<p>599. Pharmacists or pharmacy technicians shall not dispense any medicament or issue any drug of any kind, except on the prescription of the Medical Officer.</p>	Pharmacists or pharmacy technicians.

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Removal of emergency cases to clinic.

600. Health workers shall remove all emergency cases to the clinic, and send for the medical officer immediately.

Meals of Prisoners on admission in the clinic.

601. Health workers shall ensure that the meals of the prisoners who are on admission in the clinic are served at the appropriate hours, and each patient receives the diet, medicine and appliances ordered by the Medical Officer.

Report of those in the clinic.

602. The Health worker shall submit to the medical officer, a report containing the names of those in the clinic and of those who desire to see the medical officer or who appear to him to be sick.

Keeping of books in use in the clinics.

603. The Health worker shall be responsible for the keeping of books in use in the clinic, except those directed to be kept by some other officers and shall prepare the requisitions for all supplies which may be needed in the clinic.

Female Prison Staff.

604. The under mentioned conditions shall apply to female staff :

(a) Recruit female staff are not encouraged to get pregnant within the first six months of their recruitment.

(b) Married female staff may be given posting consideration but their marriage shall not govern their posting as they may be posted to any prison formation.

(c) Married female staff shall not be allowed to work different hours from their colleagues merely because they are married ; although consideration may be given to an application for such concession, but each case shall be treated on its own merit.

(d) Maternity leave shall be granted to female staff in line with the extant Public Service Rules.

(e) Female Staff who are pregnant or nursing mothers shall not be allowed to participate in any training program in the Service Training Institutions requiring serious physical exercise.

PART III—ADMINISTRATION OF THE PRISON

Discharge Board.

605. There shall be constituted a Discharge Board in the Prison.

Examination of records of those discharging.

606. The Board shall examine all records of prisoners due for discharge in the following month with a view to helping them to :

(a) Obtain employment, and

(b) Arrange repatriation where necessary (including the cash payment from “aid funds” and any savings from the prisoners’ earning scheme).

Interview of those discharging.

607. It is essential that the day before discharge, all prisoners are interviewed and all documents and warrants prepared in the record office for the signature of the Superintendent-in-charge.

On the day of discharge, the Superintendent-in-charge or his deputy shall see all prisoners about to be discharged and their warrants and ensure that they are in possession of their personal cash and property and any duly authorized article.

608. All newly recruited staff shall undergo mandatory training in the Prisons Training Institutions and pass the prescribed examinations before assumption of duty. Recruitment and Training.

609. Every member of staff shall receive from the Controller-General an "Identification Card" which he shall carry on his person at all times whether on or off duty. Staff Identity Card.

610. Where the Superintendent-in-charge considers a staff to be inefficient he shall forward a report to the Controller of Prisons in the state, giving full particulars of the case and a recommendation as to the desirability of retaining the staff. Inefficient Staff.

611. Seniority shall be as defined in the Public Service Rules and the Scheme of Service for Customs, Immigration and Prisons Services. Seniority of Staff.

612. It shall be the duty of every staff to bring to the notice of the Superintendent-in-charge any breach of the law under any Act or Regulations made there-under, or any disobedience of the Prison Standing Orders or other administrative directive issued by the Controller General of Prisons. Reporting any breach of the Law to the Superintendent-in-charge.

613. The Service shall provide and promote fair hearing for all staff accused of violating rules, regulations, and who are subject to disciplinary proceedings. Accordingly, there shall be Commissioned and Non-commissioned staff disciplinary committees. The Commissioned staff disciplinary committee shall be at the National Prisons Headquarters' while the Non-commissioned staff disciplinary committee shall be at the respective Zonal Prisons Commands. Staff Discipline (Adjudication and Procedure).

614. The Service shall ensure that proper procedure is followed in order to enforce and maintain discipline. Enforce discipline.

615. Where a non-commissioned staff member is alleged to have violated any rule or regulation, a charge shall be preferred against such staff on Prison Form 96 and a query, in the case of a commissioned staff. Prison Form "96".

616. The affected staff shall sign all copies of the Form 96 or query issued as evidence of service. Signing of PF 96 or query.

617. The affected staff shall return the Form 96 or the query issued within 72 hours. Return of PF 96 or query.

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Summary or non-summary.	618. Disciplinary proceedings in the case of misconduct shall be either summary or non-summary.
Investigation by the prison keeper.	619. In an alleged case of misconduct or unsatisfactory service, an investigation shall be carried out by the Prison keeper to gather the facts of the case.
Findings of investigations.	620. The findings of the investigation shall be forwarded to the Superintendent-in-charge who authorized the investigation.
Proceeding on trial.	621. Where there is sufficient evidence to substantiate the allegation from the investigation, the case shall proceed on trial.
Dismissal of case.	622. Where there is no sufficient evidence to substantiate the allegation from the investigation, the case shall be dismissed.
Criminal case.	623. Where the offence is of a criminal nature, the case may be referred to the Nigeria Police for appropriate action.
Conducting adjudication.	624. The trial shall be conducted by an adjudicating officer who shall be a Commissioned officer appointed by the Superintendent-in-charge.
Objection of an Adjudication officer.	625. The affected staff may object to the appointment of the Adjudication officer and give reasons for his objection.
Upholding objection.	626. Where the Superintendent upholds his objection, a replacement shall be provided.
Explanation of offence.	627. The offence shall be read and explained to the affected staff, who shall be required to enter a plea of guilty or not guilty and the plea, recorded accordingly.
Pleading guilty.	628. Where the affected staff member pleads guilty to the allegations the Adjudication officer shall conduct a summary trial and recommend appropriate sanction(s) or punishment.
Pleading not guilty.	629. Where the affected staff pleads not guilty to the allegations, the prosecutor shall present the facts of the case by calling witnesses and the staff member shall make his defence.
Trial proceeding.	630. Where the affected staff pleads 'Not Guilty', the trial shall proceed thus : (a) The Prosecutor shall be required to prove the case, call witnesses and tender exhibits where applicable ; (b) All evidence shall be taken by affirmation ; (c) The Prosecutor shall examine his witnesses and the affected staff shall be allowed to cross-examine the witnesses called by the Prosecutor and to inspect any exhibit being tendered ;

(d) The affected staff member shall have the right to object to any submission made or exhibit tendered ;

(e) The Prosecutor may re-examine his witnesses ;

(f) The affected staff shall be required to enter his defence, call his witnesses and tender exhibits ;

(g) The prosecutor shall cross examine the witnesses of the affected staff ;

(h) The affected staff may re-examine his witnesses ;

(i) The Adjudicating officer may call any witness he deems necessary to clarify or establish any fact(s) of the case ;

(j) The prosecutor and the affected staff shall have the right to cross-examine any witness called by the Adjudicating officer ;

(k) The Adjudicating officer shall summarize his findings and pronounce his verdict and the affected staff shall be given the opportunity for a plea of mitigation ; and

(l) Where the affected staff member is found 'Guilty' the Adjudicating officer may recommend appropriate sanction(s) as provided in the Prison Act.

631. The summary of proceedings including recommendations shall be forwarded by the Superintendent-in-charge, through the Controller of Prison in the state to the Assistant Controller-General of Prisons in the Zone, who shall forward same to the Controller-General of Prisons for approval. Summary of proceeding.

632. The record of proceedings shall be kept in the file of the affected staff, and all other relevant files and the verdict entered in his Prison Book 80. Record of proceedings.

633. Where the affected staff is not satisfied with the outcome of the trial, he shall have the right to appeal within 14 days of notification of verdict. Appeal process.

634. The penalty awarded shall be suspended until the appeal is determined. Penalty award.

635. An Appeal Committee shall be constituted to hear the appeal. Appeal Committee.

636. The Appeal Committee on hearing the appeal may sustain, increase, reduce or nullify any verdict awarded thereof. Hearing appeal.

637. The outcome of the appeal shall be communicated to the affected staff on the approval of the Controller-General of Prisons by the Controller of Prison State Command through the Superintendent-in-charge. Outcome of the appeal.

638. Records of the appeal and its determination shall be kept in the affected staff file. Records of the appeal.

639.—(a) Dress Code shall be as prescribed in the Prisons Regulations. Dress Code.

(b) Trinkets and undergarments are not to be worn in uniform so as to be visible.

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Mourning death of colleagues.

640. Staff mourning the death of a colleague may wear a black crepe band, 3 inches wide, on the left arm above the elbow.

Carrying of stick.

641. Staff in uniform shall not carry a stick of any description, except :

(i) Staff of the rank of Assistant Inspector of Prison and below except female staff shall carry a baton of approved pattern,

(ii) When ordered to arm themselves with riot batons.

Inspection of fitting of clothing.

642. The Superintendent-in-Charge shall inspect the fitting of clothing and order such alterations as may be necessary.

Medals and ribbons.

643. Medals and medal ribbons shall be worn as described in accordance with Prisons and other relevant regulations.

Compliments in uniform.

644. Where staff are on duty in formed parties, the most senior shall give the salute when necessary.

Head dress.

645. When no head-dress is worn, the salute shall be given by standing to attention.

Stand to attention.

646. Where a superior officer enters a room those present that are of a lower rank shall stand to attention until they are told to resume their seats or occupation.

Salute by Staff.

647. The salute with the hand or with the rifle by staff in uniform shall be in accordance with Infantry Training as taught at the various Prison Training Schools or Institutions.

Acknowledging salute.

648. Officers receiving salute shall acknowledge the salute in a clear and distinct manner.

When the National Anthem is being played.

649. When the National Anthem is played, all ranks in uniform, not under the orders of an officer commanding a parade, shall stand at attention and officers of the rank of Assistant-Superintendent of Prisons and above shall salute.

Anthem on a non-military nature.

650. When the National Anthem is played on occasions of a non-military nature, all ranks in uniform or plain clothes shall stand to attention; officers of the rank of Assistant Superintendent of Prisons and above, if wearing uniform head-dresses shall salute, and if wearing head-dresses with plain clothes, they shall remove them.

In the manner of saluting.

651. The Superintendent-in-charge shall ensure that all ranks are punctilious in the manner of saluting.

Prisons Armed Squad.

652. Prison staff may be armed for preventing an escape, dispersing prisoners collectively engaged in riotous behaviour after they have failed to obey an order to desist, and for controlling a prisoner who is endangering the life of another person.

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<p>653. Except otherwise ordered, each armed guard shall carry at least thirty rounds of ammunition.</p>	Carrying of rounds of ammunition.
<p>654. The Superintendent-in-charge shall ensure that guards are inspected at regular intervals and that all arms and ammunition are properly accounted for at the end of each shift.</p>	Inspection of armed guards.
<p>655. The Superintendent-in-charge shall be responsible for making suitable arrangements for the safe custody of arms and ammunition in a properly appointed armoury which is to be situated at a safe place.</p>	Safe-custody of arms and ammunitions.
<p>656. The Superintendent-in-charge may use his discretion as to whether or not a particular group of prisoners require to be escorted by staff of the Armed Squad.</p>	Prisoners required to be escorted.
<p>657. As a general rule, the use of arms shall be for the escort of prisoners or for labour outside the prison where necessary.</p>	Use of arms.
<p>658. Superintendent-in-charge shall through the head of the Unit of the Armed Squad give specific and clear instructions as to the proper handling of weapons and ammunitions.</p>	Giving instructions to the armed squad.
<p>659. Regular inspections of all arms and ammunitions shall be conducted by the Superintendent-in-charge in conjunction with the Head of Unit of the Armed Squad at intervals of not more than three months and any unserviceable weapon/ammunition shall be the subject of a Board of Inquiry.</p>	Inspection of arms and ammunitions.
<p>660. The Superintendent-in-charge shall keep an Arms and Ammunition in the prison at all times.</p>	Ledger.
<p>661. The flag of Nigeria and the Prison flag shall be flown in all prisons each day between 0600 hours and 1800 hours except during inclement weather.</p>	Flying of Nigerian and Prison flags.
<p>662. The gate of the prison shall be closed between 1800 hours and 0600 hours of the next day to the entry of all persons and vehicles except :</p> <p>(a) Staff coming to and from duty, (b) The medical officer, and (c) Officers on inspection.</p>	Final closing of the prison gates for the day and opening.
<p>663. Staff on night duty shall be provided with sufficient hand torches or rechargeable lamps for the efficient performance of their duties.</p>	Staff on Night duty.
<p>664. The Gate-Keeper shall take charge of all letters, parcels and articles received for any prisoner and deliver them to the Superintendent-in-charge.</p>	Gate Keeper duties.

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Examination of articles carried in or out of prisons.

665. The Gate-keeper shall examine all articles carried into or out of the prison and shall stop any person bringing in spirits or other prohibited articles, or carrying out any property belonging to the prison and give immediate notice thereof to the Superintendent-in-charge.

Examination of orders for admission.

666. The Gate-keeper shall carefully examine the orders for the admission of prison's friends and if there is ground to suspect or believe that the person presenting the order has obtained it under false pretences, such person shall not be admitted to the prison until a report has been made to the Superintendent-in-charge and his instructions received thereon.

Suppressing of brawling by the public around the gate.

667. The Gate-keeper shall suppress any brawling or other disturbances by the public, which may occur within the vicinity of the gate and for such purpose, he shall have all the powers of a police officer.

PART IV—ORGANISATION AND CONTROL

Composition and control of the Service.

668. The Nigeria Prisons Service shall be constituted under the provisions of the Prisons Act CAP. P28, LFN. (2004), any other law.

Head of the Prison service.

669. The Service shall be under the Command, Superintendence and direction of the Controller-General of Prisons whose powers are prescribed in the Prisons Act, CAP. P28, LFN, (2004), any other law.

Deputy Controllers-General.

670.—(a) The Controller-General of Prisons shall be assisted by Deputy Controllers-General of Prisons.

Acting for Controller-General.

(b) Where the Controller-General is absent from office, the most senior Deputy Controller-General shall act for him but shall not deal with any matter involving a change in policy.

Upon return of the Controller-General.

(c) The Deputy Controller-General so appointed shall report to the Controller-General upon his return any matter of importance dealt with by him during his absence.

Headquarters of the service.

671. The Headquarters of the Service shall be situated in the Federal Capital Territory, Abuja.

Zonal structure of the service.

672. For effective administration and supervision of the Prisons and the state commands; the Country shall be divided into eight Zones, each under the command of an Assistant Controller-General of Prisons.

Head of a Prison.

673. Each prison shall be under the command of a General Duty Officer designated and appointed by the Controller-General of Prisons as the "Superintendent-in-Charge".

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674. The authorized staff establishment of the Service and its distribution shall not be exceeded or altered unless by written authority of the Controller-General of Prisons subject to the approval of the supervisory Minister.

Authorised Staff Establishment.

675. Official Visitor's Book (Prison Book No. 26) shall be kept at each prison as official Visitor's Book and official visitors requested to sign it when they visit the prison.

Official Visitors' Book.

676. Inspections by the Controller-General of Prisons, Deputy Controller-General of Prisons, Assistant Controller-General of Prisons and Controllers of Prisons State Commands :

Inspections/ Books for inspection.

(a) At all formal inspections by any of the aforementioned officers of which previous notice has been given to the Superintendent-in-charge, the procedure shall be as follows, unless otherwise ordered :

(i) At least 48 hours prior notice of intention to visit or inspect the prison shall be given to the Superintendent-in-charge.

(ii) The Superintendent-in-charge shall inform all the staff and prisoners of the proposed visit or inspection and record the names of the staff and prisoners who wish to discuss any issue or make a complaint.

(iii) On the day of the visit or inspection he shall ensure that staff and prisoners are allowed to meet with the inspection officers ; provided that staff and prisoners shall not be kept from labour for such purpose.

(b) The Prison Keeper shall conduct the presentation of staff and prisoners for discussions with the Inspection Officers. The Superintendent-in-charge shall be present at such discussions.

(c) The Inspecting Officer(s) shall inspect the cooked rations and where possible, be present when a meal is served to prisoners.

(d) The Inspecting Officer shall inspect all buildings, stores, cells, wards or wings, kitchens, farms and every part of the prison and its surroundings.

(e) The Superintendent-in-charge shall present the following books for inspection by the Inspecting Officer.

(i) Letter Book

(ii) Vote Book

(iii) Local Purchase Order Book

(iv) Salary Ledger

(v) Prisoners' Medical History Sheets

(vi) Register of Registered Postal Packets

(vii) Canteen Books

(viii) Alterations to Diet Book

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- (ix) Returned Food Book
- (x) Duty Roster
- (xi) Requisition Books
- (xii) Stores Ledgers
- (xiii) Stores Ledger (Chief Officer)
- (xiv) Ration Register
- (xv) Property, Property Books, Convicted and Remand.
- (xvi) Prison Death Register.
- (xvii) Discharge Diaries (for 20 years ahead-convict prisons)
- (xviii) Employment Book
- (xix) Visitors' Book
- (xx) Prisoners' Deposit Cash Book
- (xxi) Visiting Justices' Book
- (xxii) Principal Inspector's Journal
- (xxiii) Prisoners' Punishment Book
- (xxiv) Register of Repatriated Prisoners
- (xxv) Lunatics Register
- (xxvi) Officer-in-Charge's Journal
- (xxvii) Gate Passes
- (xxviii) Gate Book
- (xxix) Prisoners' Money Deposit Account Book
- (xxx) Official Visitors' Book
- (xxxi) Admission Book
- (xxxii) Location Book
- (xxxiii) State Diary
- (xxxiv) Night Duty Officer's Occurrence Book
- (xxxv) Weight Books
- (xxxvi) Search Books
- (xxxvii) Prisoners' Earnings Account Book
- (xxxviii) Prisoners' Punishment Book
- (xxxix) Staff Punishment Book
- (xl) Staff Application Book
- (xli) Prisoners' Application Book.

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<p>677. The Inspecting Officer shall inspect a number of warrants of commitment, appending his signature thereof as an indication of his check. He shall compare details of a warrant with the prisoners record (Form 40) and discharge diary entries.</p>	Inspection of warrants.
<p>678. The Inspecting Officer shall write a report of his inspection, a copy being sent to the Superintendent-in-charge, with instructions regarding any matter arising from the inspection.</p>	Report of inspection.
<p>679. Deputy Controllers of Prisons and above shall have the service of a driver and Orderly when on inspection duties.</p>	Entitlement to a driver and orderly.
<p>680. The Superintendent-in-charge shall delegate the duty of drawing up the duty roster to the Prison Keeper or staff acting on his behalf, but shall not delegate this duty to a staff below the rank of Inspector. The duty roster shall be signed by the Superintendent-in-charge and he shall be responsible for the instructions contained therein.</p>	Drawing up of Duty Roster.
<p>681. A record shall be kept of all duty rosters and stored in the computer or other IT devices.</p>	Record of duty rosters.
<p>682. All communications to the Headquarters shall be addressed as follows :</p> <p>THE CONTROLLER-GENERAL OF PRISONS, NIGERIA PRISONS SERVICE NATIONAL HEADQUARTERS BILL CLINTON DRIVE, AIRPORT ROAD, P.M.B. 16, GARKI, ABUJA.</p>	Communications with the Headquarters.
<p>683. When replying to correspondence from National Headquarters, the reference number of the letter shall be used. Such reference as Accounts (Accts), Statistics (Stat), and Establishment (Estab) shall indicate the Directorate or section in the Headquarters dealing with the subject.</p>	Replying to correspondence from National Headquarters.
<p>684. Confidential correspondence shall be enveloped, marked confidential, sealed and enclosed in another envelope addressed in the usual manner with no marking to indicate that the letter is confidential.</p>	Confidential correspondence.
<p>685. The address of the Service shall be used exclusively.</p>	Address of the service.
<p>686. A register of files in numerical order shall be kept in all prisons. On each page of this book there shall be two columns. The first column shall be used to record the serial number of the file and the second column the subject matter of the file. The number in the register shall be the number on the file cover.</p>	Register of files.
<p>687. All letters shall be placed in files with the latest item at the back of the file.</p>	Placing of letters in the files.

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Custody of files containing confidential matters.

688. Files containing confidential matters shall be kept under the control of the Superintendent-in-charge who shall retain the key of the cabinet in which such files are kept.

Correspondence..

689. All correspondence shall be dealt with expeditiously and where it is not possible to make an early reply, an interim letter shall be issued explaining the reason.

Separate letters for each subject.

690. A separate letter shall be written for each subject. Where more than one subject or staff are referred to in the same letter, as many copies of the letter shall be issued as there are subjects or staff as the case may be.

Transmission of correspondence.

691. Correspondence likely to be transmitted to other offices shall be forwarded with sufficient copies to provide one for each transmission to be effected and one to be filed.

Signing for Controller-General.

692. Officers signing on behalf of the Controller-General of Prisons or any other senior officer, shall append on all the letters “for” the officer from whose office the letter emanates and not their own designation.

Officer’s name typed.

693. The Officer’s name will be typed or printed below his signature.

Letters on policy issues.

694. The Superintendent-in-charge shall ensure that all letters concerning policy issues are directed to the Controller of Prisons in the State where the prison is located.

Records of Service.

695. Records of Service of staff shall be kept at each prison. The original being maintained at Prison Headquarters.

Safe keeping of Records of Service.

696. Records of Service are confidential and shall be kept in safe custody and the Records of Service of staff proceeding on transfer shall be sent by registered post or e-mail and not by hand of the transferee.

Notice of change of Next of Kin.

697. Every staff shall notify the Service of any change regarding their Next of Kin, Marital status and allied matters, so that necessary alterations may be made in their Records of Service.

Discharge or Dismissal of Staff.

698. On the discharge or dismissal of a member of staff, his Record of Service shall be retained at the Prison and Certified True Copies shall be sent to the National Headquarters for record purposes. It may be required for possible future inquiries.

Deceased Staff.

699. Deceased staff shall become “off-strength” on the date following the notification of death. Any payment thereof shall be credited up to and including the date of death.

Destruction of Prison Book or Record.

700. No Prison Book or Record may be destroyed until the last entry in it is 20 years old. Where possible such records may be stored in a Data bank.

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<p>701. Where any staff is absent without leave for more than 14 days, a report shall be made to the Headquarters giving full particulars of the absentee, date from which he absented and any other particulars likely to assist the Controller-General of Prisons in determining further actions.</p>	<p>Absent without Leave.</p>
<p>702. The Controller-General of Prisons, the Zonal Co-ordinators, Controllers of Prisons, State commands and designated Public Relation Officers at the National Prisons Headquarters and the respective commands shall be the spokespersons' for the Service at all times.</p>	<p>Spokespersons of the Service.</p>
<p>703. Unusual occurrences of interest to the Service shall be reported to the Controller of Prisons immediately they occur.</p>	<p>Reporting unusual occurrence to the Controller-General of Prison.</p>
<p>704. It shall be the duty of all staff to inform the Superintendent-in-charge of Prison of any matter of importance with regards to prisoners or the prison.</p>	<p>Any matter of importance.</p>
<p>705. Accounts shall be prepared and kept in accordance with the procedure laid down in Financial Regulations and Public Service Rules. Utmost vigilance and good faith shall be exercised at all times in the control and expenditure of public funds.</p>	<p>Accounts of the Service.</p>
<p>706. The Superintendent-in-charge shall incur expenditure only if he has been duly authorized through a financial warrant and shall be held liable for any unauthorized expenditure or any excess of expenditure incurred above the amounts authorized.</p>	<p>Authorised and unauthorised expenditure.</p>
<p>707. Deductions in respect of motor cars, motorcycles or housing loans and personal advances shall be made at source at the National Prison Headquarters.</p>	<p>Deductions.</p>
<p>708. Sub-heads of the estimates that are wrongly debited or misused shall result in the officer so doing being personally debited with the amount involved. Such errors shall not be allowed to be adjusted by a later debit of the correct sub-head.</p>	<p>Misuse of Sub-heads.</p>
<p>709.—(a) Superintendent-in-charge shall pay into Revenue under Head 12-Miscellaneous (Sub-head 7 Sundries), all money belonging to prisoners no longer in the Prison that remains unclaimed for a period of 6 months and above and which has been entered into the Convicted Prisoners' Deposit Account.</p>	<p>Payment of money belonging to Prisoners no longer in prison into Revenue Head 12, sub-head 7.</p>
<p>(b) Cash belonging to prisoners who have escaped shall be retained on deposit for a period of 3 years and thereafter paid into Revenue of the Federation as above.</p>	
<p>(c) A list of individual balances will be attached to the Treasury Form 15. The Treasury Receipt together with the list of individual balances shall be carefully filed and placed in the Prison Safe.</p>	

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(d) A list of all such sums paid into Revenue shall be prepared half yearly and forwarded to Prison Headquarters, together with the list of outstanding balances required as at the 31st January and 31st July.

Forwarding of monthly returns on prison Forms 51A and 51B.

710. A monthly return of expenditure shall be forwarded to Prison Headquarters on Prisons Forms 51A and 51B on or before the fifth day of the month following the month to which the return relates.

Claims.

711. Claims for travelling and other allowances will be submitted as soon as possible after they are incurred. All claims so submitted shall be paid promptly and where funds are not immediately available, payment shall be made upon availability of funds.

Point of entry into new scale.

712. The point of entry into the new scale in the case of officers promoted, or reduced in rank, shall be notified by the Administration Department to the Accounts Department with the approval of the Controller-General of Prisons.

Salaries and advances.

713.—(a) A record of the salaries paid to each Officer shall be maintained on Prison Form 122 and in Treasury Forms 56, 174 and 174A.

(b) The Controller-General of Prisons shall be responsible for ensuring that the correct salary is paid to each member of his staff each month and that all fines, forfeitures of salary, repayment of any advance, demotions and promotions are taken into account.

Payment into Bank accounts.

714. Salaries and advances of officers are paid directly into their personal bank accounts through electronic payment.

Transfer of staff money.

715. Except in cases of emergency, transfers shall be made with effect from the first day of the month, payment being up to and including the last day of the previous month.

Prison Officers' Reward Fund.

716.—(a) The Prison Officers' Reward Fund shall be operated in accordance with the Prisons Regulations. Credits to the fund will be made by payment to the fund through deductions at source of fines, stoppages and forfeitures of pay imposed for offences against prison discipline but not in regard to payment for stores, uniform or equipment lost.

(b) The State Controller of Prisons shall inform the Controller-General of Prisons of such fines, deductions, stoppages and forfeitures by sending monthly returns of such.

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<p>717. The Superintendent-in-charge shall bring to the notice of the Controller of Prisons in the state, names of the staff who have displayed outstanding performance in the discharge of their duties and shall forward the list to the Controller-General of Prisons for the purpose of the reward.</p>	<p>Forwarding list of deserving staff who have displayed outstanding performance to prison headquarters.</p>
<p>718.—(a) Where a facility for Mess or Staff Club is not available, the Controller of Prisons, in the state or the Superintendent of Prison may arrange for the use of a suitable building, outside the prison, where mess facilities can be provided for staff.</p>	<p>Facility for mess.</p>
<p>(b) A distinction shall be made between the Officers' Mess and Staff Club.</p>	
<p>719. The Superintendent-in-charge shall ensure that all books of accounts maintained by Prison Officers mess or Staff Club are correctly kept and checked by him at the end of each month.</p>	<p>Maintenance of officers mess accounts.</p>
<p>720. Staff may make purchases from the mess or club on monthly credit which shall not at any time exceed a quarter of their monthly salary, after stoppages.</p>	<p>Purchases from the mess.</p>
<p>721. The Mess shall be known as "Prisons Officers Mess" and Membership shall be confined to Commissioned Officers of the Service only.</p>	<p>"Prison officers mess".</p>
<p>722. The Club shall be known as "The Prison Staff Club" and membership shall be confined to Non Commissioned Officers only.</p>	<p>"Prison staff club".</p>
<p>723. Honorary membership shall be confined to persons of repute and may include pensioners of the Service. Honorary members shall not have voting rights in the business of the Mess or Club. Applications for honorary membership shall be considered by the Mess or Club Committee and submitted to a General Meeting of members for ratification.</p>	<p>Honorary membership.</p>
<p>724. The Mess or Club Committees shall be required to keep proper accounts and record all credit sales. Monthly credit accounts shall be settled within one week after salaries have been paid.</p>	<p>Proper accounts of credit sales.</p>
<p>725. No assistance shall be given to the Mess or Club Committees to recover any debts which they have allowed officers to incur in excess of the credit authorized above, except where authority was given for the grant of credit by the Superintendent-in-charge or the Controller of Prisons in the state.</p>	<p>Assistance to the mess and club.</p>
<p>726. The granting of unauthorized credit shall constitute a breach of discipline and Superintendent-in-charge may consider the desirability of taking disciplinary action.</p>	<p>Granting of unauthorised credit.</p>

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Settling of officers' mess accounts.

727. In order to ensure that officers settle their accounts with the Mess or Club prior to transfer, leave or retirement, the Superintendent-in-charge shall not sign release warrants or leave passes until the mess treasurer has signified in writing that the staff owes no money to the mess. These certificates shall be enclosed in the staff's personal file before transfer, leave, or retirement.

Prison Commissioned Officers Uniform.

728. Every Commissioned Officer shall provide himself with uniform in accordance with the dress regulations in force and shall wear it at all times when on duty except when permitted not to do so.

Non-commissioned officers uniforms.

729. Non Commissioned Officers shall upon entering the Service be issued with free uniform by the Controller-General of Prisons which shall be renewed from time to time.

Uniform as prison property.

730. Such uniform shall remain the property of the Service and shall be returned upon the termination of appointment.

Loss of uniform.

731. The loss of uniform shall be chargeable to the staff member.

Use and maintenance of staff uniforms.

732. It shall be the duty of every staff member to take care in the use and maintenance of the Service uniform and accoutrements. The staff member shall be responsible and be charged for the cost of any loss due to neglect or carelessness.

Manufacture of uniform.

733. Uniforms may be manufactured locally by the industrial section of the Service. Manufacture of staff uniforms by prison industries shall be free of actual charges but costs for the purpose of return of value of prison labour shall be maintained.

Replacement of uniform and accoutrements.

734. Replacement of uniform and accoutrements shall be made annually and a list of items requiring replacement shall be compiled not later than the second quarter of each year.

Register of issuance of uniforms.

735. A register in respect of the issuance of uniforms and accoutrements shall be maintained in all Prisons by the Prison Keeper or any staff so designated.

Wearing of uniform.

736. Articles of uniform shall not be worn except when full uniform is worn.

Kit inspection.

737.—(a) The Superintendent-in-charge shall conduct kit inspection at least twice a year.

(b) In the course of the inspection, articles of clothing shall be unfolded so that the condition can be observed.

(c) Issued vests only shall be worn as undergarments.

(d) The Superintendent-in-charge shall record in the journal, the date the Kit inspection was conducted.

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<p>738. The Controller-General of Prisons shall from time to time issue a price list of clothing and accoutrements.</p>	Price list of clothing and accoutrements.
<p>739. In every case where payment is made for rations, on the last day of each month, the reverse of the payment voucher shall show the number of rations ordered and received daily and shall also show the actual lock-up on those days. A serious view shall be taken where these figures are omitted and where rations have been drawn in excess of lock-up. An explanation shall be required for such excess.</p>	Stores and Accounts Payment for Rations.
<p>740. In line with the relevant Financial Regulations, the Security Books and Forms, including Revenue Receipt Books, shall be kept under lock and key when not in use and shall also be adequately safeguarded when in use to prevent any person extracting a blank receipt form for a fraudulent purpose. A register shall be maintained for books in stock and all issues shall be signed for.</p>	Safe custody of Security Books and Forms.
<p>741. Returns on soap issued to prisons shall be made to the Prisons Headquarters quarterly by the Superintendent-in-charge through the Controller of Prisons in the State.</p>	Returns on Soap.
<p>742. At the start of each year, the National Headquarters shall send out Circular Letters to appropriate authorities requesting that a Board of Survey be held in every Prison. This letter shall be copied to all prisons and it shall be the duty of the Superintendent-in-Charge on receiving a copy of this letter to take appropriate action and where a board is not constituted within two months, the Superintendent-in-Charge shall inform the National Headquarters of this fact.</p>	Board of Survey.
<p>743. The Controller-General shall take up the matter with the relevant authority concerned, requesting that a Board of Survey be constituted early.</p>	Request to constitute Board.
<p>744. Where an inspection has been arranged, and the Superintendent-in-charge has been notified of the date, he shall ensure that the following arrangements are made for the inspection:</p> <p>(a) Close the store on the day of inspection and keep it closed until the committee completes its inspection as provided under relevant Financial Regulations.</p> <p>(b) Close and balance the store ledger to ensure that the balance shown in the ledger are actually in stock, and same recorded on the tally cards as provided under relevant Financial Regulations.</p> <p>(c) Prepare Store Form 9 in quintuplicate on behalf of the committee and ensure that the date of receipt and the value of the unserviceable articles are shown in line with relevant Financial regulations and that unserviceable articles are kept separate.</p>	Board of survey inspection.

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(d) Ensure that the Plant Ledger and the tools ledger are up to date and available for inspection. He shall also ensure that tool inventories in workshops are correct and carefully checked before the convening of the inspection.

(e) Ensure that tools are not taken out of the Prison during the Inspection.

Assistance to Board of survey.

745. Necessary assistance shall be given to the Board of Survey during the inspection.

Submission of report.

746. The Survey Board shall submit its report on the state of the stores and other details, as provided in the Financial Regulations.

Issuance of destruction certificate.

747.—(a) Where unserviceable articles are authorized to be destroyed by the Board of Survey, a destruction certificate shall be issued and signed by the Superintendent-in-Charge and a member of the Board.

(b) A copy of the certificate shall be forwarded to the Audit office and the National Headquarters.

Holding of Board of survey.

748. Board of Survey shall be held regularly to ensure that large stocks of unserviceable stock are not allowed to accumulate.

Prisoners Bedding.

749. All prisoners shall be issued with a mattress, two blankets and one pillow each. Staff on inspection shall ensure that all articles of beddings are correct; any discrepancies found shall be reported to the Prison Keeper.

Maintenance of bedding.

750. Superintendent-in-charge shall ensure that bedding is maintained and any defect promptly repaired.

Prison Industries.

751. The Prison Industrial officer shall ensure that articles manufactured in prison for private individuals and staff shall be paid for before release. Any member of staff who fails to comply with this instruction as laid down shall be held personally responsible for the payment.

Quarterly returns of items in store.

752. Staff-in-charge of stores at various levels shall be required to render a quarterly return of items held in the store showing the balance at the beginning of the quarter.

Store requisition and issuance.

753. Store requisitions and issuance shall be made in accordance with extant Rules and regulations.

Returns of conversion of materials supplied.

754. Where materials have been supplied to Prisons and other prison formations for staff and prisoners, conversion of the material shall commence immediately, and returns of such conversion shall be made to the Controller of Prisons State command.

Return on stores held by Prisons.

755. All prisons shall be required to complete by 31st December each year, a complete list of all store items held in the prison.

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- 756.** Soap, white lime, disinfectant, paints and distemper powder. These items shall be issued direct to prisons without the submission of indents. Special indents shall be made in cases where the stock is likely to be expended before the next general issuance and an explanation shall be given for the over issue. The explanation is to be attached to the indents. Issuance of store items to prisons.
- 757.** Stationery items shall be procured by the Service from the Monthly fiscal releases to Directorates, Zonal, State Commands and other Prisons formations for the day-to-day running of the Prisons. Stationery.
- 758.** Subject to approved Procurement rules and regulations and the Controller-General of Prisons, the Controller of Prisons of a state, may upon the request from the Superintendent-in-Charge of a prison in the case of emergencies and sudden increases in prisoner population: Emergency Purchases.
- (a) Make emergency direct purchases of prisoners clothing, bedding, feeding, cups and pans and other necessaries as may be requested
 - (b) Arrange appropriate transfers of prisoners, and
 - (c) Give such other instructions deemed fit to ease the situation.
- 759.** Subject to approved Procurement rules and regulations and the Controller-General of Prisons, the Controller of Prisons of a state, the zonal coordinator and commandants of Training Institutions may in the case of unexpected increase in the number of staff and students in the training schools necessitating new clothing, badges etc or emergencies brought about by non-appearance of feeding contractors: Approved procurement rules.
- (a) Make direct purchases of such items or articles required to arrest the situation, and
 - (b) Give such other instructions deemed necessary to ease the situation.
- 760.** Convicted prisoners shall be classified as follows : Classification of Prisoners.
- (a) Star Prisoners, and
 - (b) Ordinary Prisoners.
- 761.** Star Prisoners consists of first offender prisoners and selected second offender prisoners whose crime and character made the Superintendent-in-charge to believe that they are suitable for inclusion in the star class. The Star Prisoners may be given special treatment at the discretion of the Superintendent-in-Charge. Star Prisoners.
- 762.** Ordinary prisoners shall be convicted prisoners, other than Star Prisoners. Ordinary Prisoners.
- 763.** Star class prisoners shall be accommodated in cells reserved for them, being apart from ordinary prisoners. They shall work in gangs and workshops consisting of Stars only. Ordinary prisoners shall work in gangs and workshops consisting of ordinary prisoners only. Starclass Prisoners.

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Prisoners
Uniform and
Registered
Number.

764. Subject to the provisions of the Prisons Act, prisoners shall be provided with a complete prison uniform and shall be required to wear the

Male
Prisoners
uniforms.

(a) Two jumpers, two pairs of shorts and two caps for male Prisoners renewable on six months basis. A male prisoner may at any other time, upon the recommendation of a Medical officer, be issued with one linsey grey flannel under vest.

Female
Prisoner
uniforms.

(b) Two gowns and one wrapper for female prisoners renewable after six months. A female prisoner may where necessary and at the discretion of the Superintendent- in-Charge be issued with one further gown and wrapper.

Alternative
clothing.

765. Where necessary, the Superintendent-in-Charge may with the advice of a Medical Officer authorize the issuance of alternative clothing to a prisoner.

Registered
number and
date of
release.

766. The registered number and date of release shall be marked on every prisoner's uniform. This shall be stamped on a patch of white cloth 6" x 3" which shall be sewn on the left side of the jumper (to correspond with a position about the left breast). The registered number shall consist of the letters for the year (financial year to fit in with annual returns) and the registered number. Below this shall be stamped the prisoner's Earliest Date of Release (EDR).

Convicted
Prisoners'
Distinguishing
badges.

767. All convicted prisoners shall wear a distinguishing badge to denote length of sentence, as follows:

(a) Two years but less than five years: The patch on the left breast shall be edged on the right side by one blue stripe of cloth, one inch wide.

(b) Five years and above : The patch on the left breast shall be edged on the right side by two blue stripes of cloth, one inch wide.

(c) In the case of prisoners serving life sentence no date shall be shown against the letters EDR.

Enforcement
of
compliance
with
separation
of class of
Prisoners.

768. The Superintendent-in-charge shall enforce strict compliance with the separation of the different classes of prisoners and that the appropriate clothing is issued to them and the correct markings are made on the parches worn as part of their uniform.

Prisoner
defacing the
patch on
uniform.

769. It shall be an offence against discipline for a prisoner to deface in any way the patch worn on his uniform. Frequent checks shall be made by the Prison Keeper to ensure that true number and dates are displayed.

Articles of
Prison
Stores.

770. The following articles of Prison stores shall be designated as Consumable Stores; Expendable Stores; Small Tools and Equipment in line with relevant Financial Regulations.

B 1549

771. These items will be entered in the daily issue book as issued and signed for and the total from the daily issue book shall be written off ledger charge monthly. Consumable Stores.

(a) General Stores

Building Materials (all items)
Camphor Flower or Balls
Chalk White or Coloured
Coal Tar
Disinfectants
Distemper
D.D.T. Powder
Flit or other spraying fluids
Foodstuffs
Greases and Oil
Inks, stencil
Kerosene
Metal
Metal polish
Paints
Putty
Razor blades
Red oxide
Salts and slate pencils
Soaps
Sand paper and Emery cloths
Sewing cottons
Tooth paste or powder
Toilet paper
White lime
Wicks, lamp

(b) Manufacturing materials

Beeswax
Crayons tailors
Candles
Diamantine ink
Dusting powder
French chalk
Fluxite or bakers fluid
Glue
Heel balls
Leather stain and leather
Polish
Machine oils and greases

B 1550

Nails assorted
Soldering lead
Screws assorted
Threads, waxed with needles
Welding rods
Wax shoemakers
Wood stains and polishes
Wood varnishes
Other items of consumable stores received or purchased for use in Prison

Industries.

Expendable
stores : small
tools and
equipment :
Prisoners
clothing and
bedding.

772.—(a) Clothing and Bedding

Blankets Prisoners
Bed sheets
Breeches prisoners
Cover, mattress
Prisoners Caps
Gowns, female prisoners
Helmets, white
Prisoner's Jackets,
Prisoner's Jumpers
Jumpers, Flannel
Mattresses
Mosquito Nets
Pillows
Pillow cases and covers
Shirts flannel, Prisoners
Shirt, White, Prisoners
Under clothing, female prisoners

(b) General stores

Brooms, bass
Brushes, coal Tar
Brushes, Distemper
Brushes, Paint Assorted
Brushes, Stencil
Brushes, Tooth
Brushes, Banister
Brushes, Colonist Mill
Brushes, Hair dressing
Brushes, Scrubbing
Brushes, Sweeping soft
Brushes, Whitewash
Combs, Dressing

Globes, Hurricane lamp
Handles, Broom, Bass
Handle, Hoes, Dutch or Ceylon
Handles, Shovels
Hair clippers
Handles, Axes, Foiling
Handles, Garden Rake
Handles, Pickaxe
Local food covers
Library Books
Machetes
Rakes, Garden
Razors, Open or safety
Scissors
Shovels
Stencils
Torch Batteries
Torches, Electric Cases
Torch Bulbs

(c) Workshop tools and equipment

Awls, Sewing
Awls, stitching
Awls, crossing blades
Awls, sewing Haft
Awls, closing and stabling Haft
Awls, Brad
Bits, Brace, Carpenters
Band saws (for wood) Feet
Blades, Bow Saw
Chisels, Assorted
Files, Assorted
Files, Assorted Blacksmith
Gimlets
Hacksaw Blades
Knife, Shoemakers
Knife, Trimming
Needles Machine, Sewing
Needles, Shoemakers
Needles, Darning
Rasps, Shoemakers
Round files
Plane Irons
Pallets, Wooden Block making

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Rasps, Cabinet
Rules, Boxwood
Straps, Leather machine
Shuttles, Machine
Stones, sharpening
Stones, Emery
Stones, Grinding Circular (not the trough and stand)
Stones, Oil, Washita or India
Tapes, cloth, 60 inches
Thimbles
Tracing wheel
Twist Drills

Staff
clothing and
equipment.

773. Staff clothing and equipment.

Aprons
Buckles, Belt, Brass
Blanket, Staff
Brushes, Brass Cleaning
Buttons, Brass with rings
Badges, Cap
Batons
Bets, Leather
Boots, Black or Brown
Brushes, Clothes
Button Stick Brass
Capes, Waterproof
Coats, Waterproof
Crowns, Sleeve
Caps
Chevrons I, II or III bar
Cooks Clothing
Hose tops
Hooks, Belt, Baton
Jackets, Staff
Knickers, Khaki
Medal Ribbons
Mattresses and mattress covers
Medal Bars
Mosquito Nets
Overalls
Pillows, Cases and Covers
Puttees and Cumberbunds
Royal Arms, Sleeve
Shirts, Khaki
Stockings

Socks,
 Sam-Browne Belts, Leather
 Shoes, Black or Brown
 Sandals
 Stewards Clothing
 Stars, Brass
 Sheets, Bed
 Ties
 Trousers Staff
 Under vests,
 Whistles and Chains.

774. Zonal Coordinators, State Controllers of Prisons, Commandants of Prison Training Institutions and Superintendents-in-charge of prisons, shall ensure that all tools, equipment and plant are properly accounted for in accordance with relevant Financial Regulations. Correct account of equipment and tools.

775. A Plant Ledger (Store Form 6) shall be maintained for all articles of plant and equipment and shall show the registered number of the machines. Articles coming under the heading of plant in the Prisons Service are : Plant Ledger.

Stream Boilers and Boiling Pans
 Weighing machines and scales
 Sewing machines
 Shoemaking machines
 Cloth cutting machines
 Woodworking machines of all kinds
 Block making machines (not the pallets)
 Mortar mixing machines
 Surveying instruments
 Typewriters and duplicating machines
 Motor vehicles
 Farm machinery and tractors
 Spinning and weaving machines
 Forges
 Bucket making machines, etc
 Bench Drills, and any other machine.

776. National Headquarters shall be notified of any alterations to the plant list to enable it amend its own list. Notification of alterations to the plant list.

777. A tools ledger shall be maintained in the appropriate Form. All tools received, expendable or non-expendable shall in the first instance, be brought to account in the store ledger in line with relevant Financial Regulations while non expendable tools shall be brought to account in the tools ledger and remain on charge until authorized to be written off. Tools ledger.

B 1554

Record of where tools are kept.

778.—(a) A subsidiary record shall be kept in duplicate showing exactly where each tool is held in use, either in workshops or in use by carpenters, bricklayers and other workmen.

(b) The original copy shall be held with the tools ledger and shall be signed by the staff having charge of the tools; the duplicate shall be held by that staff or hung in the workshop.

(c) Where any tool is added or removed, both copies shall be signed by the staff responsible for the tools ledger and the staff having direct charge of the tools to ensure correctness.

Monthly inventory of tools and plant ledgers.

779. The Superintendent-in-Charge shall ensure that an inventory of tools ledger and plant ledger are taken monthly to ensure their correctness, and any discrepancy reported.

Record of furniture and office equipment.

780. All items of furniture and office equipment shall be recorded in the stores ledger and if required for use in the prison shall be issued from the store to the officer who shall be responsible for them during use; such officer shall record the items received on an inventory which shall be hung up in the room, ward or office where the items are in use.

Maintenance of prison buildings.

781. Zonal Coordinators, Commandants of Prisons Training Institutions, Controllers of Prisons in the States and the Superintendent-in-charge shall ensure that all prison buildings are maintained and in good condition. Any damage or destruction to buildings shall be reported accordingly.

Funds for building maintenance.

782. Zonal Coordinators, Commandants of Prisons Training Institutions, Controllers of Prisons in the States and the Superintendent-in-charge shall be allocated funds for the maintenance of buildings.

Normal decoration and painting.

783. Maintenance of Building includes normal decoration and painting. A record shall be kept at each prison showing the date and extent of decoration carried out to each building, together with the cost of the work, excluding value of prisoner's labour.

Building Register.

784. Zonal Coordinators, Commandants of Prisons Training Institutions, Controllers of Prisons in the States and the Superintendent-in-charge shall maintain a Building Register.

Structural attraction.

785. Structural alteration shall not be made to a prison facility or property unless authority to make such alteration is received in writing from the office of the Controller-General of Prisons.

The absence of qualified labour in a prison.

786. Where there is no qualified prison labour to undertake a particular type of labour in a particular Prison and such labour is available in another Prison, the Superintendent-in-Charge shall report this circumstance to the Controller of Prison, State Command, who may temporarily transfer a required prisoner to the other prison.

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- 787.** All communications regarding new buildings or major repairs to existing buildings shall be addressed to the Controller-General of Prisons through the Controller of Prison, State Command. New building or major repairs.
- 788.** Staff shall live in Service quarters where provided. Quarters shall be kept clean at all times and subject to frequent inspection. Service quarters.
- 789.** No persons, other than the spouse and children of staff below the age of eighteen years may live in official quarters unless specifically authorized by the Superintendent-in-charge. Living in official quarters.
- 790.** The lighting of fire and cooking of food shall be carried out in the approved places only. Approved cooking places.
- 791.** Designated staff in-charge prison, command or National Headquarters shall be responsible for the allocation of Service Quarters. Authorities to allocate service quarters.
- 792.** The designated staff in-Charge shall ensure that the condition of each quarter is checked at the beginning and termination of occupation and that it is in good order. Condition of quarters.

APPENDIX A

List of prison books and forms in current use (December 2011)

<i>No.</i>	<i>Title</i>
1	Monthly State.
1A	Additional Information of Superintendent.
1A	Extract: Observation of Superintendent.
2	Prisons Labour Return.
3	Information for annual report and blue book return.
4	Contract Agreement.
5	Warrant for Transfer of Prisoners: Transmitting Officer Form.
5A	Warrant for Transfer of Prisoners: Receiving Officers Form.
6	Warders Service Sheet (Non Pensionable).
7	Diet Register.
9	Earning Register.
10	Prisoners Journal.
11	Daily State Journal.
12A	Un-convicted Prisoners Register.
13	Ration Requisition Slip.
14	Hospital Register.
15	Locking up Register.
16	Gate Book.
17	Staff Appointment Return.
18	Application for Remission Sentence.

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<i>No.</i>	<i>Title</i>
19	Superintendent of Prison Admission Register.
20	Labour Requisition Book.
21	Bill Book.
26	Visitors Book.
28	Warrant of Release.
29	Prison Diet Scale S. P. (Southern Prison).
29A	Prison Diet Scale N. P. (Northern Prison).
29B	Rations Ready Reckoner.
30	Annual Returns of Floggings : Order of Court.
31	Annual Returns of Floggings : Prison Offence.
32	Monthly Return of Floggings : Order of Court.
33	Monthly Return of Floggings : Prisons Offence.
34	Gate Keepers Permit Book.
38	Requisition for Stores.
40	Record of Long term Prisoners.
41	Monthly Return of Punishment : African Subordinate Staff.
45	Role of Prisoners Trained to Truce.
46	Discharge Certificate Non Pensionable Wardress.
47	Statement of Ration : S. P.
47A	Monthly Statement of Rations : S. P.
50	Report on Escaped Prisoners.
51A	Monthly Analysis of Expenditure.
53	Record of Short term Prisoners.
54	Reengagement of Warders.
55	Return of Stores Received From Brown Agent.
56	Daily Statement of Rations : N. P.
56A	Monthly Statement of Rations : N. P.
57	Agreement Form : Wardresses.
58	Names and Addresses of Next of Kin.
59	Certificate of Service.
60	Classification of Criminals.
61	Return of Untried Persons and Remand.
62	Tender for the Supply of Prison Rations : S. P.
62A	Tender for the Supply of Prison Rations : N. P.
63	Nominal Rolls of Prisoners for Review.
64	Periodical Review of Long term Prisoners.
65	Particulars of Lunatics.
66	Particulars of Long term Prisoners.
67	Medical Report of Lunatics.
68	Inquisition: Judicial Execution.
69	Chief Keepers Day Report.
72	Persons Admitted - Enugu Industrial School.

<i>No.</i>	<i>Title</i>
73	Previous History Sheet : Enugu Industrial School.
74	Particulars of Juveniles Imprisoned During The Month.
75	Cell Card.
76	Warrant Backing Slip.
77	Prisoners Property Envelopes.
78	Impress Account Book.
81	Monthly List of Prisoners to be Discharged.
82	Judgement Debtor Cash Book.
82A	Deposit In Respect of Judgement Debtor Prisoners Subsistence.
82B	Withdrawal of Deposit In Respect of Prisoners Subsistence.
83	Certificate of Removal of a Sick Prisoner to a General Hospital.
84	Government Passenger Warrant.
84A	Government Goods Warrant.
85	Requisition for Non Imported Articles for Workshop Order.
86	Particulars of Additional Information to Prison Annual Report for the Year.
87	Extract from Prisoners Record Sheet.
88	Warders Training Deport Report.
89	Application for Employment.
90	Handing Over Notes.
91	Inspection Notes.
92	Pro-Former "A".
93	Motor Vehicle Maintenance - Log Book.
94	Application for Leave.
95	Efficiency Report.
96	Charge Statement.
97	Return Under Colonial Rg. 155 of Capital Offences.
98	Deposits Prisoners Cash Property Monthly Return.
98A	Deposit Prisoners Cash Property Twice a Year of Return.
99	Visiting Pass.
100	Service Card.
101	Casualties During The Month.
102	After Care Officers Case Card.
103	Monthly Return of Passenger Light Insurance.
104	Prisoners Letter Card.
105	Convicts Petition.
106	Warders Uniform : Record of Issue.
107	Appendix "B"(Senior Staff).
107B	Schedule.
108	Transport Requisition Book.
109	Motor Vehicle Advance.
109A	Bicycle Advance.
109B	Refund Bicycle Advance.

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<i>No.</i>	<i>Title</i>
110	Ledger Account : Convicted Prisoners.
110A	Cash Book—Deposits and Withdrawals.
110B	Cash Book—Unconvicted Prisoners.
111A	Credit Notes (Buea Farms).
111B	Credit Notes for Containers (Buea Prison Farms).
111C	Debit Notes (Buea Farms).
111D	Debit Notes Slip (Buea Farms).
112	Approved Application for Bicycle Advance.
113	Used Restraining Gear During The Month.
114	Particulars to Accompany Application (Recruit Warders).
116	Charge Against Convict.
124	Body Receipt.

MADE this 29th day of December, 2011.

OLUSOLA ADIGUN OGUNDIPE, OFR, mni,
The Controller-General of Prisons,
Nigerian Prisons Service,
National Prison Headquarters Service, Abuja.

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