

# Provincial Detention Center Management



## 1. Sending of allowable items to a Person Deprived of Liberty (PDL)

A privilege granted to PDLs to make them feel the continuing support of family and friends as they go through a low point in their lives

<b>Office or Division:</b>	Provincial Detention Center Management Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C			
<b>Who may avail:</b>	All			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
None				
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Write name, address, contact number, name of concerned PDL, kind of items and affix signature in the Visitor's Registry	1. Direct registration in the Visitor's Registry	None	1 min	Prison Guard on duty
2. Write in two copies of <i>Item Slip</i> own name, list of items and name of PDL	2. Give two copies <i>Item Slip</i>	None	1 min	Prison Guard on duty
3. Return the two copies of <i>Item Slip</i>	3. Receive <i>Item Slip</i> and check the items	None	2 min	Prison Guard on duty
4. Receive one copy of <i>Item Slip</i> and leave Security Desk 1	4. Acknowledge receipt of items on <i>Item Slip</i> and give one copy to visitor	None	1 min	Prison Guard on duty
<b>TOTAL:</b>		None	5 mins	

## 2. Visitation to a Person Deprived of Liberty (PDL)

Visitation by one's immediate family is a privilege granted to a PDL not only to mitigate the adverse effects of incarceration but to boost his/her morale, foster positive thinking, encourage hope and instill faith of a better future.

<b>Office or Division:</b>	Provincial Detention Center Management Division			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C			
<b>Who may avail:</b>	Spouse, children, parents and siblings of PDLs			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Valid ID (1 original)		Employer, school or government agencies		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Register name, address, contact number name of PDL and affix signature	1. Direct the visitor to the Visitor's Registry	None	1 min	Prison Guard on duty
2. Show valid ID	2. Check ID and confirm validity	None	1 min	Prison Guard on duty
3. Hand over belongings for inspection and submit to body check (for male visitors only)	3. Frisk the visitor and inspect belongings	None	3 min	Prison Guard on duty
4. Have the word "Visitor" stamped on most visible part of forearm	4. Stamp forearm with word "Visitor"	None	1 min	Prison Guard on duty
5. Enter gate, wash hands in washbasin and apply hand sanitizer or isopropyl alcohol	5. Direct visitor to washbasin and hand sanitizer or isopropyl alcohol		1 min	Prison Guard on duty

6. Present the ID and ask for Visitor's pass. (Female visitors shall submit to a body check)	6. Frisk female visitor/Issue the visitor's ID		3 min	Lady Prison Guards on duty
7. Proceed to Visitor's Area and wait for the PDL	7. Page the PDL		5 hours (9:00 am-2:00 pm)	Prison Guard (Compound Guard)
8. Leave Visitors' Area at end of visit and proceed to Security Desk 2	8. Monitor visitor		5 min	Prison Guard (Compound Guard)
9. Surrender the visitor's pass and retrieve personal ID	9. Check for the stamped "Visitor" and return personal ID		1 min	Prison Guard on duty
10. Show stamped "Visitor" on forearm and exit the detention center upon "go-ahead" of prison guard	10. Check for the stamped "Visitor" on forearm and allow visitor to exit		1 min	Prison Guard on duty
<b>TOTAL:</b>		None	5 hours and 17 mins	

### 3. Issuance of Certificate of Detention

The Certificate of Detention is a document that confirms that a person is, or was, committed to the detention center and contains case-related, and some personal, information of a PDL and is issued only upon request in connection to a legal purpose.

<b>Office or Division:</b>	Provincial Detention Center Management Division
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2C
<b>Who may avail:</b>	All

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Valid ID (1 original)		Employer, school or government agencies		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register name, address, contact number purpose of visit and affix signature	1. Direct client to the Visitor's Registry	None	5 min	Prison Guard on duty
2. Present ID and letter request or, if none, accomplish <i>Request Slip</i> then return the same	2. Check ID and receive letter request or give <i>Request Slip</i> and then receive it duly accomplished	None	1 min	Prison Guard on duty
3. Proceed to Client's Waiting Area	3. Direct client to waiting area and forward letter or Request Slip to the Administrative Section	None	1 min	Prison Guard on duty
4. Wait for issuance of document if request is granted but exit the waiting area after being given explanation on reason for denial	4. Advise client whether request is granted but if not, explain reason for denial	None	10 min	Prison Guard on duty
5. Receive document if request is granted and acknowledge receipt thereof on receiving copy then exit the waiting area	5. Give document and have client acknowledge receipt thereof on the receiving copy	None	1 min	Prison Guard III Administrative Assistant II Administrative Assistant I
<b>TOTAL:</b>		None	18 mins	