



# JUDICIAL INSPECTORATE OF PRISONS

## Office of the Inspecting Judge

JI 6/2

### POLICY DOCUMENT

#### SECURITY AND ACCESS TO CORRECTIONAL CENTRES BY VCCOs

#### 1. POLICY STATEMENT

- 1.1. The Judicial Inspectorate of Prisons (JIOP) recognises that:  
In order for VCCOs to execute their duties effectively and efficiently it is necessary to ensure that the VCCOs have access in terms of the Act and security inside Correctional Centres.

#### 2. POLICY OBJECTIVES

- 2.1. The objectives of this policy document are to:
- Ensure that VCCOs have a Judicial Inspectorate ID card to gain access to Correctional Centres.
  - Ensure that Heads of Centres are aware of the VCCO providing service at his/her Correctional Centre.
  - Ensure that the VCCOs know the process to be followed to ensure proper safety and access to a Correctional Centre.

#### 3. STATUTORY MANDATE

- 3.1. **Section 90 (1):** *"The Inspecting Judge inspects or arranges for the inspection of prisons in order to report on treatment or prisoners in prisons and on conditions and any corrupt or dishonest practices in prisons."*

- 3.2. **Section 90(7):** *"The Inspecting Judge may delegate any of his or her functions to inspectors, except where a hearing is to be conducted by the Inspecting Judge."*
- 3.3. **Section 90(9):** *"The Inspecting Judge may make such rules, not inconsistent with this Act, as are considered necessary or expedient for the efficient functioning of the Judicial Inspectorate."*

#### **4. POLICY PROCEDURES**

- 4.1. All VCCOs will gain access to Correctional Centres on presentation of an official Judicial Inspectorate of Prisons identity document (ID card).
- 4.2. The Head of the Correctional Centre will appoint a DCS member to accompany the staff member of the JIOP while in a Correctional Centre.
- 4.3. Immediately after appointment of the VCCO must meet with the Head of Correctional Centre and the Area Manager to discuss his/her function at the Correctional Centre.
- 4.4. The VCCO must be in the possession of a Judicial Inspectorate identity document authorised by the Inspecting Judge.
- 4.5. It is the responsibility of the VCCO to ensure that he/she always is accompanied by an on duty DCS member whilst inside a Correctional Centre.
- 4.6. In the event access is denied at the Correctional Centre the VCCO must inform the Head of the Correctional Centre and the Regional Manager and the Inspecting Judge of Prisons.

- 4.7. VCCOs are not allowed to give any person access to a Correctional Centre. Only the Head of the Correctional Centre may decide on who may gain access to a Correctional Centre. It is important to note that the Visitors Committee Meeting (Chairperson) may with prior consultation with the Head of the Correctional Centre allow stakeholders to visit a Correctional Centre.
- 4.8. The VCCO must report any non-compliance on security matters (personal safety) to the RM immediately.
- 4.9. In the unlikely event that the Head of the Correctional Centre or his Head of Security or any DCS member informs the VCCO not to enter the Correctional Centre due to safety reasons the VCCO must comply and inform the RM immediately.
- 4.10. Should the VCCO receive information from any prisoner or from the JIOP Office staff not to enter a Correctional Centre, for his/her personal security, the VCCO must abstain from entering the Correctional Centre and inform the RM immediately.
- 4.11. The VCCO must not engage in arguments with DCS members about security aspects at a Correctional Centre, they should report security concerns immediate to the Head of the Correctional Centre and RM.
- 4.12. The VCCO may only access Correctional Centres that he/she is appointed to and for official purposes only. Any deviation from this policy must be requested in writing and authorized in writing by the Regional Manager.

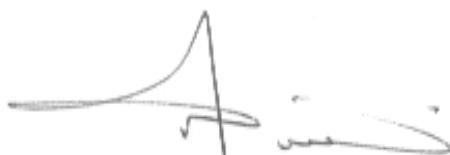
## 5. RESPONSIBILITY / DELEGATION

5.1	After the appointment of the VCCO he/she must meet with the Area Manager and the Heads of all Correctional Centres in the area where the VCCO is rendering their services	VCCO
5.2	To gain access to any Correctional Centre the VCCO must be in possession of a duly authorized Judicial Inspectorate Identity Card.	VCCO
5.3	The VCCO must always be accompanied by an on duty DCS member whilst being inside the Correctional Centre. Should the VCCO not get the reasonable co-operation concerning security arrangements, he/she must inform the HOCC and the RM immediately.	VCCO
5.4	VCCO must at all times carry his/her Judicial Inspectorate Identity card on his person when on duty	VCCO

## 6. MONITOR AND REVIEW

- 6.1. The VCCO is responsible for reporting any security and safety concerns at a Correctional Centre to the RM immediately.
- 6.2. Compliance Inspectors must monitor compliance to these rules.
- 6.3. The rules are subject to review.

**WE HEREBY CONFIRM THIS POLICY AS NECESSARY AND EXPEDIENT FOR THE EFFICIENT FUNCTIONING OF THE JUDICIAL INSPECTORATE OF PRISONS.**



**GIDEON MORRIS**  
DIRECTOR: CS

DATE: 16 July 2007



**PRITHIMA OSMAN**  
ACTING DIRECTOR: FS

DATE: 15 July 2007