



# JUDICIAL INSPECTORATE OF PRISONS

## Office of the Inspecting Judge

JI 6/2

### POLICY DOCUMENT

#### TRAINING OF INDEPENDENT PRISON VISITORS (IPVs) by VISITORS COMMITTEE CO-ORDINATOR (VCCOs).

#### 1. POLICY STATEMENT

- 1.1. The Judicial Inspectorate of Prisons (JIOP) recognises that:
- In order to maintain a high work standard amongst IPVs it is necessary to provide proper **training and ongoing support** to all IPVs.

#### 2. POLICY OBJECTIVES

- 2.1. The objectives of this policy document are to:
- Ensure compulsory training to all IPVs appointed
  - Ensure that IPVs have the necessary skills to execute their tasks as IPVs.
  - Ensure that the VCCOs know how to develop IPVs.
  - Ensure an acceptable training standard.

#### 3. STATUTORY MANDATE


- 3.1. Section 93(1) of the Correctional Services Act, 111 of 1998 states that "An Independent Prison Visitor shall deal with the complaints of prisoners by –
- (a.) regular visits;
  - (b.) interviewing prisoners in private;
  - (c.) recording complaints in an official diary and monitoring the manner in which they have been dealt with; and

- (d.) discussing complaints with the Head of Prison, or the relevant subordinate correctional official, with the view to resolving the issues internally.”
- 3.2. Section 93 (5) states that “An Independent Prison Visitor must report any unresolved complaint to the Visitors’ Committee and may, in cases of urgency or in the absence of such a committee, refer such complaint to the Inspecting Judge.”
- 3.3. Section 90(9) of the Act read with section 93(6) provides for the Inspecting Judge of Prisons to make rules considered necessary or expedient for the efficient functioning of the Judicial Inspectorate of Prisons.

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

- 4.1. Only IPVs who have been identified by Regional Managers(RMs) through the IPV appointment process, may be trained by VCCOs. Training may only commence on written instruction of the Regional Manager after consultation with Competency and Strategic Development Manager and the Manager: Finance.
- 4.2. All IPVs must undergo training before entering into a written contract with the Inspecting Judge.
- 4.3. The VCCOs must facilitate and present a five day training work program as per annexure ‘A’ with the IPVs and deviation thereof may only take place subject to the prior approval of the Competency and Strategic Development Manager and Regional Manager.
- 4.4. The VCCO must ensure that the IPVs during their five day training session are subjected to a competency test as developed by the Competency and Strategic Development

Manager in consultation with Regional Manager. The test will consist of a practical section and a theoretical section. The VCCO must forward the completed test documentation upon completion with two ID colour photos to the Development Manager.

4.5. The VCCO must request training needs and a suitable training venue in writing from the Regional Manager prior training session. Any costs must be approved by Dir. CS 

4.6. Should the VCCO require guest speakers or (JIOP) staff members present at the five day training session he/she must make a written request to the Director: CS or Director: FS.

4.7. The Regional Manager must within one week after IPV test has been completed;

(a.) mail the Service agreement to the VCCO who will ensure that the appointed IPV understand the terms and conditions of contract and sign it.

(b.) also, mail a copy of the Service Agreement to the IPV and retain the original.

4.8. After the contract has been signed by the newly appointed IPV the VCCO must ensure that the IPV receives his/her official JIOP identity card signed by the Inspecting Judge of Prisons.

4.9. For the first quarter after the appointment of the newly appointed IPV, the VCCOs must closely monitor his/her work and ensure compliance with the IPV manual.

4.10. A competency test will be conducted by the Compliance Inspector within three months after the appointment of the IPV. The competency test must be forwarded to the Competency and Strategic Development Manager within two weeks.

4.11. The Development Manager will issue the IPV with a competency certificate.

## 5. RESPONSIBILITY / DELEGATION

TASK(S)	RESPONSIBLE
Selection of Training Course participants (IPVs)	Regional Manager:
Arrangements for training sessions	VCCO in consultation with RM
Invitation of IPV Training Course participants	VCCO in consultation with RM
Training Logistics (Equipment and Stationery)	VCCO in consultation with Logistics Cape Town Office
Training documents (IPV Manual, IT Manual, etc.)	VCCO in consultation with Logistics
Training Team	VCCO in consultation with Development Manager
IT Training and Theoretical Training	VCCO
IPV contract and ID card to be forwarded to VCCO	Regional Manager and VCCO
Practical and Theoretical Test after 5 day training session	VC Co-ordinator
The workstation for IPV at the Prison to be secured (Access to Fax, telephone, Computer, security)	VCCO in consultation with Area Commissioner of DCS
Competency test	Compliance Inspector

## 6. MONITOR AND REVIEW

6.1. The VCCO must report cancellation of IPV training or the withdrawal of IPV from the training session to the RM.

6.2. The RM must consult with the Head: Training prior to scheduling IPV training dates. The RM must also liaise with VCCO about his/ her availability prior scheduling IPV training dates.

6.3. The Development Manager is ultimately responsible for the quality of the training of IPVs.

6.4. The rules are subject to review. *From to Time to time* . 

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



**GIDEON MORRIS**

**DIRECTOR: CS**

DATE: 17 July 2007



**PRITIMA OSMAN**

**ACTING DIRECTOR: FS**

DATE: 12 July 2007