

*Extraordinary*



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**NIGERIAN CORRECTIONAL SERVICE**  
**STANDING ORDERS CUSTODIAL (REVISED EDITION), 2020**



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618. Potential Escapees.
619. A or B list.
620. Removal from A or B list.
621. Condition of Inmates on the A or B list.
622. Case of Keys and locking up.
623. Standing Orders.
624. Hand-cuff and D-Lock Keys.
626. Account of Keys.
627. Entries in Account Book.
628. Custody of D-Locks and handcuffs.
629. Repairs of Custodial centre lock or key.
630. Loss of Keys.
631. Locking up at night.
632. Reporting final Lock-up.
633. Suspicion of likely disturbance in a Custodial centre.
634. Accounting hours for all Inmates.

635. Custodial centre journal.
636. Content of custodial centre book.
637. Superintendent's Order Book.
638. Writing of Superintendent's Instruction.
639. Annual Report and other duties of the Superintendent-in-charge.
640. Inspection of staff.
641. Inmates and staff complaints.
642. Staff servicing courts.
643. Detailing Inmates on labour.
644. Allotting of Staff duties.
645. Visiting of Inmates under mechanical restraint.
646. Utilization of staff.
647. Engaging Inmates' services.
648. Non-Essential Service.
649. Prohibition against using Inmates for domestic service of Staff.
650. Non-afflictive labour.
651. Proper identification of staff.
652. Economy usage.
653. Examination of foodstuff received into Custodial centre.
654. Replacement at public expense.
655. Consumption of water.
656. Visiting Justice.
657. Keeping record of all activities by the Gate keeper.
658. Person allowed inside the Custodial centre after final locking-up.
659. Gate passes.
660. Gate passes to Inmates on labour.
661. Record of Gatekeeper.
662. Non-afflictive inmate labour
663. Superintendent's approval for outside activities.
664. Maintenance of Custodial centre building and quarters.
665. Dogs, Poultry and other livestock in Custodial centre quarters.
666. Superintendent's responsibility in not allowing livestock in the yard.
667. Outside Custodial centre gate notice board.
668. Canvassing in political election.
669. Renting of space within the barrack.
670. Secondary allottee.
671. Facilities for the wellbeing of officers.
672. Duties of the Second-in-Command.
673. Next most senior officer to the Superintendent-in-charge.
674. Second-in-Command.
675. Special attention to security.
676. Daily inspection of parts of Custodial centre.
677. Visit of the Custodial centre by the second in command.

678. Custodial centre Chaplain.
679. Register of chaplain's activities.
680. Ministering to condemned Inmates.
681. Custodial centre keeper.
682. Appointment of Custodial centre keeper.
683. Functions of the Custodial centre Keeper.
684. Handing and taking over responsibilities.
685. Subject of declaration.
686. Non-Commissioned staff.
687. Non-commissioned staff receiving visitors in Custodial centre.
688. Daily Examination of state of cell.
689. Taking message from or to Inmates.
690. Reporting of irregularities.
691. Punishing an inmate.
692. Female Non-Commissioned staff.
693. Duties of the medical officer and health workers.
694. Medical officer case book.
695. Recommendation for separation of Inmates.
696. Public Health Officer.
697. Medical officer's quarterly inspection of parts of the Custodial centre.
698. Outbreak of epidemic or infectious disease.
699. Compliance with regulations.
700. Absence from duty by public health workers.
701. Dispensing of prescription.
702. Dispensing of medicaments without prescription.
703. Removal of emergency cases to clinic.
704. Meals of Inmates on admission in the clinic.
705. Report of those in the clinic.
706. Keeping of books in use in the clinics.
707. Female Custodial centre Staff.
708. Discharge Board.
709. Examination of records of those discharging.
710. Interview of those discharging.
711. Halfway homes.
712. Recruitment and Training.
713. Mandatory courses for career progression.
714. Staff Identity Card.
715. Inefficient Staff.
716. Seniority of Staff.
717. Reporting any breach of the Law to the Superintendent-in-charge.
718. Staff Discipline (Adjudication and Procedure).
719. Enforce discipline.
720. Custodial centre Form 96.

721. Signing of PF 96 or query.
722. Return of PF 96 or query.
723. Summary or non-summary.
724. Investigation by the Custodial centre keeper.
725. Findings of investigations.
726. Proceeding on trial.
727. Dismissal of case.
728. Criminal case.
729. Conducting adjudication.
730. Objection of an Adjudication officer.
731. Upholding objection.
732. Explanation of offence.
733. Pleading guilty.
734. Pleading not guilty.
735. Trial proceeding.
736. Summary of proceeding.
737. Record of proceedings.
738. Appeal process.
739. Penalty award.
740. Appeal Committee.
741. Hearing appeal.
742. Outcome of the appeal.
743. Records of the appeal.
744. Dress Code.
745. Mourning death of colleagues.
746. Carrying of stick.
747. Issuance of destruction certificate.
748. Medals and ribbons.
749. Compliments in uniform.
750. Head dress.
751. Stand to attention.
752. Salute by Staff.
753. Acknowledging salute.
754. When the National Anthem is being played.
755. Anthem on a non-military nature.
756. In the manner of saluting.
757. Custodial centres Armed Squad.
758. Functions of armed squad.
759. Rules of engagement for armed squad.
760. Carrying of rounds of ammunition.
761. Inspection of armed guards.
762. Safe-custody of arms and ammunitions.
763. Inmates required to be escorted.

764. Use of arms.
765. Giving instructions to the armed squad.
766. Inspection of arms and ammunitions.
767. Securing armed and ammunition in the custodial centre.
768. Flying of Nigerian and Custodial centre flags.
769. Final closing of the Custodial centre gates for the day and opening.
770. Staff on Night duty.
771. Gate Keeper duties.
772. Examination of articles carried in or out of Custodial centres.
773. Examination of orders for admission.
774. Suppressing of brawling by the public around the gate.
775. Composition and control of the Service.
776. Head of the Custodial centre service.
777. Deputy Controllers-General.
778. Headquarters of the service.
779. Zonal structure of the service.
780. Head of a Custodial centre.
781. Authorised Staff Establishment.
782. Legal action against the Service.
783. Official Visitors' Book.
784. Inspections/Books for inspection.
785. Inspection of warrants.
786. Report of inspection.
787. Entitlement to a driver and orderly.
788. Drawing up of Duty Roster.
789. Record duty rosters.
790. Communications with the Headquarters.
791. Replying to correspondence from National Headquarters.
792. Confidential correspondence.
793. Address of the service.
794. Register of files.
795. Placing of letters in the files.
796. Custody of files containing confidential matters.
797. Correspondence.
798. Separate letters for each subject.
799. Transmission of correspondence.
800. Signing for Controller-General.
801. Officer's named typed.
802. Letters on policy issues.
803. Records of Service.
804. Safe keeping of records of service.
805. Notice of change of Next of Kin.
806. Discharge or Dismissal of Staff.
807. Deceased Staff.

808. Destruction of Custodial centre Book or Record.
809. Absent without Leave.
810. Spokes-persons of the Service.
811. Reporting unusual occurrence to the Controller-General of Custodial centre.
812. Any matter of importance.
813. Accounts of the Service.
814. Authorised and un-authorised expenditure.
815. Deductions.
816. Misuse of Sub-heads.
817. Head 12, sub-head 7.
818. Forwarding of monthly returns on Custodial centre Forms 51A and 51B.
819. Claims.
820. Point of entry into new scale.
821. Salary paid by IPPIS.
822. Salaries and advances.
823. Transfer of staff money.
824. Custodial centre Officers' Reward Fund.
825. Forwarding list of deserving staff who have displayed outstanding performance to Nigerian Correctional Headquarters.
826. Facility for mess.
827. Maintenance of officer's mess accounts.
828. Purchases from the mess.
829. Custodial centre officers mess.
830. Custodial centre staff club.
831. Honorary membership.
832. Proper accounts of credit sales.
833. Assistance to the mess and club.
834. Granting of unauthorised credit.
835. Settling of officers' mess accounts.
836. Custodial centre Commission Officers Uniform.
837. Non-commission officer's uniforms.
838. Uniform as Custodial centre property.
839. Loss of uniform.
840. Use and maintenance of staff uniforms.
841. Manufacture of uniform.
842. Replacement of uniform and accoutrements.
843. Register of issuance of uniforms.
844. Wearing of uniform.
845. Kit inspection.
846. Price list of clothing and accoutrements.
847. Stores and Accounts Payment for Rations.
848. Safe custody of Security Books and Forms.

849. Returns on Soap.
850. Board of Survey.
851. Request to constitute Board.
852. Board of survey inspection.
853. Assistance to the Board.
854. Submission of report.
855. Destruction certificate.
856. Holding of Board of survey.
857. Inmates Bedding.
858. Maintenance of bedding.
859. Custodial centre Industries.
860. Quarterly returns of items in store.
861. Store requisition and issuance.
862. Returns of conversion of materials supplied.
863. Return on stores held by Custodial centres.
864. Issuance of store items to Custodial centres.
865. Stationery.
866. Emergency Purchases.
867. Approved procurement rules.
868. Classification of Inmates.
869. Records of classification.
870. Ordinary Inmates.
870. Star Inmates.
871. Ordinary inmates.
872. Star class inmates accomodation.
873. Inmates Uniform and Registered Number.
874. Alternative clothing.
875. Registered number and date of release.
876. Convicted Inmates' Distinguishing badges.
877. Enforcement of compliance with separation of class of Inmates.
878. Inmate defacing the patch on uniform.
879. Articles of Custodial centre Stores.
880. Consumable Stores.
881. Expendable stores: small tools and equipment: Inmates clothing and bedding.
882. Staff clothing and equipment.
883. Correct account of equipment and tools.
884. Plant Ledger.
885. Notification of alterations to the plant list.
886. Tools ledger.
887. Monthly inventory of tools and plant ledgers.
888. Record of where tools are kept.
889. Record of furniture and office equipment.

890. Maintenance of Custodial centre buildings.
891. Funds for building maintenance.
892. Normal decoration and painting.
893. Building Register.
894. Structural attraction.
895. The absence of qualified labour in a Custodial centre.
896. New building or major repairs.
897. Service quarters.
898. Living in official quarters.
899. Approved cooking places.
900. Authorities to allocate service quarters.
901. Condition of quarters.
902. Rehabilitation for ex-offenders on the request of custodial officers.
903. Rehabilitation of ex-offenders on the request of the ex-offender.
904. Restorative justice for offenders in custodial centres.

APPENDIX A—List of Custodial Centre books and forms in current use.

S. I. No. 54 of 2021

## NIGERIAN CORRECTIONAL SERVICE

STANDING ORDERS CUSTODIAL (REVISED EDITION), 2020

[13th Day of May, 2019]

Commence-  
ment.

In pursuance of the powers conferred on me by Section 33 (1) (a) and (b) of the Nigerian Correctional Service Act, 2019, I, JA'AFARU AHMED, the Controller-General of Corrections, hereby make the following Standing Orders—

The Standing Orders is divided into the following parts :

(a) CUSTODIAL SERVICE :

(i) Inmates ;

(ii) Staff ;

(iii) Administration and Control ; and

(iv) Organisation and Control.

(b) NON-CUSTODIAL SERVICE :

(i) Offender ;

(ii) Staff ;

(iii) Administration and Non-Custodial Service ;

(iv) Organisation and Control.

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

## PART I—CUSTODIAL SERVICE

*Inmates :*

1. All inmates received into Custodial centres/facilities from courts or on transfer from another Custodial centre or under any other legal warrant shall be seen by the Superintendent-in-charge of the Custodial centre 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 shall satisfy himself that the warrant(s) that brought the inmate is correct and relevant to the inmate. 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 an inmate from any Court, the Gate-keeper who receives the inmate will issue to the court escort a reception receipt (Form 124 body receipt) 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 Custodial centre,

Reception  
receipt.

the Superintendent-incharge 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 Custodial centre and which must be attached to the inmate's record. Receipts for inmates received on transfer from other custodial centres should be issued to the escort (Form 124).

Checking for bodily injury and mental health of received inmate.

4. If the gatekeeper notices that the inmate brought in has a severe bodily injury or is of the opinion that the inmate is mentally unstable, or is in an unconscious state of mind, or is underage, or that the medical condition of the inmate is of such a nature and degree that if admitted may put the life of the inmate to jeopardy, he might call on the Superintendent-incharge for further directives or advice. And the Superintendent-in charge after examination of the inmate may for the benefit of doubt call on medical personnel where available and deemed necessary. This is subject to the fact that the inmate concerned shall have been documented.

Documenting received inmate.

5. The record office shall take documentation of the inmate including the name, age, date, agency that presented the person for admission, and other particulars such as the person's offence, biometrics, personal history, risk and needs assessment and the person's psychological, mental health status and his criminal antecedents. This information shall be shared electronically by each Custodial Centre and kept in a centralised, electronic database management system domiciled at the Nigerian Correctional Service, State, Zonal and National headquarters.

Obtaining relevant information of inmate.

6. When a person is sentenced or committed to the custodial centre, the Correctional Service shall take steps to obtain relevant information such as the inmate's :

- (a) full name,
- (b) offence,
- (c) age,
- (d) occupation,
- (e) state of origin,
- (f) inmates' residential address,
- (g) next of kin,
- (h) finger prints and passport photograph taken,
- (i) weight and height of the inmate will be measured.

Documenting charges against inmate.

7. Record Officer will find out from the inmate being received the following:

- (a) How if the inmates has even been in Correctional Service custody, Police or other law enforcement detention /custody, and for how many time.
- (b) The custodial centre will note the reason why the inmate was brought to custody either on remand or sentence to a jail term or given bail.

8. The custodial center welfare officer shall collect information from the inmate on their social economic conditions and other personal history such as marital status, number and ages of the children, education and employment condition, etc. The correctional officer shall document and apply the collected information towards the planning of the inmates' rehabilitation and reintegration programmes.
- Collecting information for rehabilitation plan.
9. The custodial center psychologist shall collect information on the psychological condition of the inmate and utilise this in designing the treatment and rehabilitation programmes for the inmate where applicable, as well provide necessary information to the welfare officer and other custodial officers to aid security and safety of the inmate and others, and the treatment, reformation, rehabilitation, and reintegration of the inmate.
- Social inquiry.
10. All information will be entered in All Classes Book as well as Convict Register or Awaiting Trial Book. The information will be recorded/stored in the computer.
- Storing record.
11. All female inmates shall undergo pregnancy test on the first day of admission or as soon as possible but not exceeding 14 days from the date of admission; and where the test is positive, the inmate shall be provided with the necessary medical care and support.
- Pregnancy test for female inmates.
12. The inmate's property shall be checked in the presence of the escort and the inmate. Any discrepancy observed on the receipt form or property sheet shall be noted on the appropriate form. All articles or cash received shall be entered in the Property Book or the Cash Book respectively.
- Inmates' property.
13. It shall be the duty of the Gate-keeper when receiving an inmate in any circumstance to certify the correctness of the warrant(s) of commitment and that the person named in the warrant is the person being received. Any doubt shall be reported to the Superintendent-in-charge, in person or by phone before the inmate is received into custody.
- Correctness of warrant.
14. No inmate shall be refused admission unless on the following conditions—
- Conditions that refusal cannot be based upon.
- (a) where there is a substantial doubt as to the legality of the warrant or that the inmate does not appear to be the one named in the warrant.
- (b) at the expiration of the three months' notice pursuant to the early warning signal issued by the Controller of Corrections regarding the population of the custodial center exceeding or about to exceed its official capacity.
- (c) where the person has severe bodily injury or mental instability or in an unconscious state of mind or underage.

Contacting committing authority before refusal.

15. Before refusing to admit an inmate, the Superintendent-in-charge shall endeavour to ascertain the reasons which gave rise to the doubt by contacting the committing authority or the police, either in person, by phone or in writing and document same in the appropriate Form.

Activating procedure refusal to admit inmates.

16. The Controller of Corrections after notification to the heads of relevant agencies of the custodial centres exceeding its capacity to accept further inmates and the relevant agencies having failed to take necessary steps to address the situation and concern raised by the custodial centre and a reasonable time exceeding three months has elapsed since the notification was issued by the custodial centre the state controller shall cause to be activated the procedure for refusal to admit awaiting trial inmates to the custodial centre.

Procedure for refusal of admission.

17. The procedure for refusal of admission upon expiration of the three month after the activation of the early warning signal, is as follows—

(a) The superintendent shall refuse to admit any person brought in :

(i) With a severe bodily injury—the superintendent on the recommendation of the medical officer may decline the admission of an inmate suffering from severe bodily injury,

(ii) Mentally unstable, or in an unconscious state of mind: the attention of clinical psychologist will be drawn,

(iii) *Underage* : the medical will also be called upon. However due documentation of such inmates will be taken and the agency that brought the inmate will submit photocopy of his identity card to the record officer.

(b) The superintendent in charge will render immediate returns on the documentation regarding the inmate to the State controller of corrections and will also submit to the controller the relevant professional report regarding the state of mind, age and physical bodily conditions as present.

Briefing of inmates.

18. Inmates at the point of entry shall be briefed on the restrictions on the type of items they are permitted to bring into the custodial centre. Court liaison officers shall also communicate this to the arresting agencies and relevant courts.

Protestation by inmate.

19. Where an inmate 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.

20. No inmate 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.

21. Where the date on the warrant is not the same as the date of admission into Custodial centre/facility, the fact shall be noted on the reverse of the warrant and signed by the escort and receiving Gate-keeper.

22. 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 inmate(s) into custody. 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.

Delay in bringing an inmate in.

23. Warrants of commitment issued in any other country shall not be valid or accepted in Nigeria except upon consultation with the Controller-General of Correctional Service 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.

Warrant of commitment issued in foreign countries.

24. 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 by the superintendent in charge or Controller of Corrections State command.

Communications to a Court to the Legal correctness of warrants.

25.—(a) Where a warrant is issued in one State but is received at a Custodial centre/ facility in another State, the warrant shall be endorsed by a competent court in the State in which the Custodial centre is situated.

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

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

26. There shall be an Admission Board comprising of—

Admission Board.

- (a) The Superintendent-in-charge,
- (b) The Custodial centrekeeper,
- (c) The Medical officer,
- (d) The Vocational Officer,
- (e) The Welfare officer,
- (f) The Psychologist, and
- (g) The Chaplain.

27. The Admission Board shall interview every inmate within twenty four (24) hours of admission into Custodial centre for the following purposes:—

Admission board interview.

(a) Informing the inmate of the following :

- (i) Rights and privileges as it apply to each category of inmate including conditions for remission of sentence,
- (ii) Inmate obligations and responsibilities,
- (iii) Offences against custodial discipline,
- (iv) Disciplinary measures,
- (v) Inmates' complaints procedure,

(vi) Inmates' Earning Scheme,

(b) Proper classification, allocation of accommodation cells ;

(c) Planning of the inmates rehabilitation programme including the allocation of the inmate to appropriate educational programme and /or vocational workshops ;

(d) Inmate labour allocation (as applicable) after having considered the inmate's medically fitness to labour ;

(e) Calculation of the Length of sentence, Latest Date of Release (LDR) and Earliest Date of Release (EDR), and communication of same to the inmate.

Informing inmate of discharge board.

28. An inmate shall be informed of the applicable conditions to accessing the earning scheme. In line with Section 14(4) of the Nigerian Correctional Service Act, the Controller General shall approve the sharing of the revenue from Correctional Service enterprise, provided that one third shall each be set aside for—

(a) the inmates participating in the enterprise activities towards their rehabilitation and reintegration ;

(b) sustainability of the enterprise ;

(c) payment into the Consolidated Revenue Account of the Federal Government.

Cash, property and clothes brought on admission.

29. The inmate shall be informed that the Discharge Board will be seen in the month preceding discharge with a view to assisting the inmate on discharge.

Co-option of members to the admission board.

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

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

(c) The minutes shall be placed before all inspecting officers who would sign indicating that they have seen and read them.

Admission of an inmate between meal times.

31.—(a) An inmate admitted into Custodial centre between meal times should be given sufficient meal to carry him over to the next normal meal-time of the correctional centre.

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

32. All inmates will be searched on arrival to the Custodial Centre. Searching.
33. Two officers shall be present when an inmate is searched; the search shall not be carried out in the presence of another Inmate. Female inmates are to be searched by female officers only. Searching of female inmates.
34. An inmate may be further searched at the time he/she is deprived of civilian clothes prior to taking his/her bath in the presence of two officers and out of sight of other inmates. Civilian clothes must be thoroughly searched before storing. Noting bodily scar.
35. Any bodily scar that an inmate may have shall be noted by the record keeper for record in the appropriate Custodial centre form at the time of search. Recording bodily scar.
36. No inmate shall be made to suffer undue exposure to cold or any unfriendly weather condition. Undue Exposure.
37. Particulars of description of an inmate are set out in the appropriate Custodial Centre Form. They shall be accurate and descriptive as possible so as to be useful when required. Particulars of description.
38. An assessment of inmates' property such as reading materials shall be carried out based on considerations such as academic/developmental materials, social contact, recreational values, security implications and others. Reading materials may be provided in cells. Newspapers or materials received with an inmate shall be considered as property and kept in safe custody. Books received with an inmate shall be placed in his/her property record but can be applied for by application to the Superintendent-in-charge for personal retention in the cell, if necessary. Assessment of inmates' property.
39. All cash, property and clothing brought with an inmate 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 inmate. The inmate shall sign or append his/her 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 inmate, whose mark shall be witnessed by the Record Keeper. Recording the inmates' property in an appropriate the forms.
40. Any phone that is tendered on arrival at the gate lodge by an inmate, the record officer shall remove the sim card and battery in the presence of the inmate and wrap them together with the inmate's name, custodial number and sentence/EDR (where applicable) boldly written on it for proper identification upon discharge. Inmates' mobile. phone.
41. The Superintendent-in-charge shall on admission of the inmate read out the list of the property or cash if any from the property book or appropriate form and obtain the inmates consent as to the correctness of the list. Confirmation of list of property.

Inmates' property.

42. 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. Special attention shall be given to the value of each item received. Inventory of property collected shall be signed by the inmate during admission and on discharge.

Large articles.

43. Articles which, in the opinion of the Superintendent-in-charge are too large or bulky for storage shall not be received in the custodial centre. This includes but not limited to the following items: vehicles, steel boxes, etc. Such articles are to be given to the designated family member or associate of the inmate. A Custodial Centre officer shall under no circumstances influence the decision of the safekeeping or transfer of such articles. In the event that there is no person available to receive such items, the decision of what to do with the item shall be left to the court.

Tobacco and Cigarettes.

44. Tobacco or cigarettes received with a convicted inmate shall not be accepted as property but destroyed in the presence of the inmate and at least one other officer. A note shall be made in the appropriate Custodial Centre form and the property book stating the approximate quantity.

Objectives of special attachment.

45. Objects of special attachment such as wedding and engagement rings worn by inmate may be retained by them while in custody but at their own risk. They shall sign to this effect in the appropriate Custodial centre form. In the event that the said object is stolen or missing, the inmate is mandated to report this with immediate effect to the Superintendent-in-charge. During periodic searches, the inmate shall be made to display the object as recorded on the custodial centre form. Where the object has been used as an instrument of violence, it shall be retrieved from the said inmate and added to the property retained for the inmate.

Checking if property fits description during discharge.

46. On the discharge of an inmate 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 custodial centre form.

An Inmate wearing a medical or surgical appliance.

47. Surgical appliances such as wigs, dentures; a truss; surgical boots or shoes etc. may be retained by an inmate on the recommendation of the Medical Officer. Such articles are retained at the inmate's own risk and he or she shall affirm by signing a declaration in the appropriate Custodial centre form.

48. No article, property or cash belonging to any inmate shall leave the custodial centre except by the written authority of the Superintendent-in-charge. Such action shall be recorded in the appropriate Custodial centre form/books.

Procedure for removing inmates' property.

49. The procedure for the storing of inmates' clothing shall be as follows—

Procedure for the storing of Inmates' Clothing.

(a) A secured store room shall be provided in every Custodial centre.

(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 inmate and labelled with the inmate's number, name and sentence/EDR. Clothing shall be washed before being stored; desiccant/naphthalene balls or powder shall be placed in each bag and stored according to length of sentence.

(f) The clothing of inmate serving a sentence of 3 years and over shall be examined every 6 months and appropriate action taken where necessary such as replacing or amending worn out, undersized or oversized clothing.

(g) Periodic inspection of all inmates' clothing nearing their EDR shall be carried out not later than 1 month to their EDR to ensure they are appropriate for use of the inmate on discharge. Where necessary this shall be replaced or amended if worn out, undersized or oversized.

(h) Any clothing in a poor state of repair shall be described as, part worn ; severely worn; or rags. In the event of this, the inmate shall be informed on the state of his/her clothing. Articles of value shall be placed in a sealed envelope, which bears the name, number and sentence of the inmate 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 inmate' Property Store.

50. The presentation of the clothing of an inmate on discharge shall be decent reflecting human dignity. Steps should be taken to ensure the clothing is washed, and ironed the day before discharge so that he shall be as respectable as possible on discharge.

State of Inmates' clothing before discharge.

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Confiscation of cash or property brought in without proper authority.

51. Money or articles brought secretly into the custodial centre for, or by any inmate, shall be confiscated. Money so confiscated shall be paid into government treasury and a return made to the Correctional Service 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.

52. Any unauthorized article brought into the custodial centre shall be investigated by the Superintendent-in-charge in collaboration with the intelligence unit, and necessary action taken on it. Such action may involve returning to the sender under registered post and a receipt obtained, or other appropriate steps with the relevant authorities depending on the degree of the issue involved.

Receipt of cash or property from anonymous source.

53. An inmate shall not be permitted to receive cash or any property from an anonymous source.

Assistance of other security agencies.

54. 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 Inmates in custody.

55. Any Inmate 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 Custodial centre form/book that he has the photographs in his possession at his own request.

Articles made of leather.

56. Care shall be taken to ensure that no substance or article of combustible nature, such as leather or petroleum products or by-products including gas cylinders, polythene, methylated spirits etc. shall be placed in heated environments or any such conditions that can lead to fire outbreak. Items that are wholly or partly made of substances of combustible nature should not be placed near a heated fumigator.

Inmate's money.

57. All convicted inmates' cash shall be kept by the record keeper and the amount entered in the inmate's records for the purpose of paying them back on discharge. The cash limit which is to be kept by the Superintendent-in-charge shall be stipulated in the circular by the Controller General of Corrections.

58. The cash of un-convicted inmates subsequently convicted shall be transferred from the unconvicted inmate's cash book to the cash and ledger account books of the convicted inmates with appropriate cross reference. The cashbooks of both convicted and un-convicted shall be balanced and submitted to the Superintendent-in-charge for checking/counter signing 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 inmates.

59. Cash property of inmates who are no longer in custody having left the Custodial centre to a Court as un-convicted and have not returned, or have died or escaped or inmates who have been executed or whose relatives cannot be traced shall be treated in the following manner—

Cash of inmates' no longer in custody.

(a) Such cash, except that of escaped inmates, shall be paid into the government treasury ;

(b) Escapee's inmate's money shall be paid into the government treasury after a period of 3 years from the date of escape ;

(c) 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 government treasury shall be prepared half-yearly and forwarded to the Controller of Custodial centres 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 Corrections.

60. Deposit, withdrawal, safe custody of inmate's money shall be governed by financial regulations applicable to the Nigerian Correctional Service which shall be strictly observed.

Safe custody of inmates' money.

61. Where cash has accumulated which is more than sufficient to cover withdrawals for inmates due for discharge within one month, excess amounts in round sums of Fifty Thousand Naira (N50,000) shall be deposited with the Superintendent-in-charge. Withdrawals shall be to the nearest Forty Thousand Naira (N40,000). The amounts held shall vary from Custodial centre to Custodial centre but shall be governed strictly by the total amount due to inmates 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 Corrections for any deviation there from.

Accumulated cash.

62. Where inmates are on transfer to another Custodial centre, they shall take with them all their property except funds. All transferee inmates' funds shall be transferred electronically to the receiving facility. Upon arrival, they shall be entitled to a certain amount which shall be periodically determined by the Controller General.

Electronic transfer for inmates' on transfer.

Cash for escorts.

63. During the transfer, escorts should be made to have certain amounts for logistics provided by the Service.

Finger printing.

64. Two sets of fingerprints shall be taken of all inmates on the day of their admission.

Filing Finger printing records.

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

Fingerprint forms from Police Registry.

66. Fingerprint forms supplied by the Central Criminal Registry of the Nigeria Police (CCR) through Correctional Service centre 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 inmate form 40, the other being sent to the CCR within 24hrs of the reception of the inmate. The CCR shall, after the necessary search of their records, dispatch CRO 65 which shall quote the CRO number allotted to the inmate. The Form 65 shall be placed in the Custodial centre form 40, of the Inmate and the CRO number used, in addition to the inmate number in all communications concerning the inmate. 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.

Fingerringing an Inmate with additional sentence.

67. Further set of fingerprints on the appropriate Custodial centre form/books shall be taken when an inmate already in custody receives an additional sentence. These should be sent to the Central Criminal Registry (CCR) specifying details of the fresh sentence(s).

Fingerprinting of condemned inmates.

68. Fingerprinting condemned inmates—

(a) Every custodial centre at which condemned inmate are admitted shall fingerprint such Inmate on admission in the prescribed manner. A covering letter shall be forwarded in the appropriate form/books when submitting to the CCR with a certified true copy to the Nigerian Correctional Service Headquarters ;

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

**69. Fingerprinting returning escaped inmate—**

Whenever an escaped inmate is received back into a Custodial centre, regardless of whether it is at the Custodial centre from which he escaped or any other Custodial centre, the following procedure shall be followed with regard to fingerprinting.

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

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

**70. The following shall be the procedure for reporting escape :**

Procedure  
for reporting  
escape.

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

(b) The report of the escape, accompanied by Custodial centre form 50 duly signed shall reach the office of the Controller-General of Corrections 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 Corrections, 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 Custodial centres 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 Custodial centres to the office of the Controller-General of Corrections and a copy to the office of the Zonal co-ordinator not later than seven (7) days after the escape.

(g) The Controller of Corrections, 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.

Staff  
collusion  
in escape.

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

Communicating  
adjudication  
proceedings.

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

Zonal  
disciplinary  
committee.

73. 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 Corrections not later than thirty (30) days after the escape :

(a) Where there is an escape in the custodial centre, it is therefore the responsibility of the correctional officer indicted to prove that adequate measures were taken to prevent such.

(b) In the circumstance of escape of condemned convict (cc) or persons serving life sentence, the correctional officer affected if investigated and found culpable commits felony and shall be liable for prosecution.

Death of a  
convicted  
inmate.

74. Where an inmate dies in Custodial centre from natural cause(s) or execution, the custodial centre concerned shall send file copy of appropriate forms endorsed to the Correctional Service National 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 from  
serious  
bodily  
injury.

75. Where an inmate dies or suffers serious bodily injury, the State Controller of Correctional Service shall :

(a) investigate the incident and notify the next of kin, the Police and the court and ;

(b) report to the Controller-General who shall inform the Minister.

(c) An inquest shall be instituted into all cases of death in custody to ascertain the nature and circumstances of death.

Investigating  
death of  
inmate with  
bodily

76. Where the investigation reveals that the injury or death was caused by negligence or unlawful action of a Correctional Officer the :

(a) Correctional Officer shall be suspended and handed over for prosecution.

(b) The Officers' immediate supervising officer shall be sanctioned and Correctional service shall :

(i) pay appropriate compensation as may be determined by the panel of inquiry or a court of competent jurisdiction to the victim or the family of the family whichever is applicable, and

(ii) cover the cost of all hospital and associated expenditure and, in the case of death, all expenditures related to burial rites as may be determined by the panel of inquiry or a court of competent jurisdiction.

77. Every inmate shall be weighed in Custodial centre dress, without shoes, whether on admission, discharge or at any interval. Inmate serving an aggregate sentence of more than six months shall be weighed monthly and all weights shall be recorded accordingly. The weight of the inmate is to be taken to determine their health status and appropriate steps to be taken.

injury.  
Weighing  
inmates on  
admission.

78. Where an inmate 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.

Examining  
an inmate  
with  
abdominal  
truss.

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

Examining  
inmates.

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

Medical  
Services on  
admission.

(i) Fit for Labour,

(ii) Excused labour for days/weeks/months,

(iii) Excused lifting,

(iv) Permitted to wear a surgical belt.

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

81. Inmates on admission shall be kept apart from other inmates, until seen by the Medical Officer to ascertain their health status.

Examination  
of an Inmate  
by the  
Medical  
Officer.

82. 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.

Recommendations of the  
Medical  
Officer.

Inmates in the party allocated.

83. It shall be the duty of the Custodial Centre Keeper to ensure that inmates are in the party to which they have been allocated. No inmate shall be allowed to change his party without the approval of the Superintendent-in-charge.

Cleanliness of inmates after being processed at the reception room.

84. Each inmate shall be required to bath thoroughly before leaving reception prior to allocation to cells in the custodial centre with other inmate. Soap and a towel shall be supplied for this purpose.

Reception room.

85. Where possible, each inmate shall be placed in a separate cell or compartment while awaiting examination, bathing, etc. Where all the Inmates cannot be accommodated in one reception room, temporary use shall be made of cells or wards approved by the Superintendent-in-charge.

Privileges.

86. Information Cards notifying inmate of their privileges, obligations and duties while in Custodial centre shall be exhibited in the reception cells. In the case of an illiterate inmate, the cards shall be read over to him/her in the language he/she understands.

Information as to change of denomination.

87. Inmate 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

#### IDENTIFICATION PARADE

Identification Parades.

88. Identification parades may be held in Custodial centre at the request of the police or any other law enforcement agency. The Superintendent-in-charge shall accord the agency necessary assistance to conduct the parade subject to the approval of the State Controller. However Custodial centre Officers must ensure that security is maintained during the conduct of the identification parade.

Informing inmate of identification parole.

89. The inmate who is being paraded for identification shall be informed by the Superintendent-in-charge of the intended parade and, where there is any objection the inmate shall make it to the Police Officer in charge of the parade. Other inmates to make up the parade shall be volunteers.

Form of recognizance.

90. The procedure in the Nigeria Police or the applicable law enforcement agency for holding of identification parade shall apply.

#### COURT DUTY

Procedure for identification

91.—(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.

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

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

parole.  
Discharge of  
an Inmate  
without  
further  
warrants.

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

93. The Court Duty escort shall ensure that inmates appearing before a court are kept in court cells pending proceedings in their respective cases.

Court cell.

94. Where an inmate who has been discharged by the court has no further warrants pending he/she shall be discharged forthwith with all cash and property.

Inmates  
discharged  
by courts.

CORPORAL PUNISHMENT

95. Corporal punishment shall only be carried if the court so orders it.

Court orders  
on corporal  
punishment.

96. 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.

Appeal  
corporal  
punishment.

97. Where corporal punishment is applicable, it shall be carried out as follows:

Procedure  
for corporal  
punishment.

(a) In the presence of the Superintendent-in-charge and the Medical Officer, the latter having certified that the inmate is in a fit state of health to undergo the punishment.

(b) 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.

(c) Monthly returns to State 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.

DOCUMENTATION OF INMATES

98. A warrant of incarceration being the legal authority by which an inmate 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:

Legal  
authority  
of a warrant.

99. Any demand for the original warrant of a serving inmate shall be referred to the Controller of Corrections, State command.

Demand for  
original

warrant.  
History of  
an inmate  
with a  
previous  
Custodial  
centre  
sentence.

100.—(a) It shall be the duty of the Superintendent-in-charge to know the history of an inmate under his charge who had served a previous Correctional sentence, especially with regard to the inmates' mental or physical health, escapes and attitude to Correctional discipline. These information shall be duly documented in the appropriate Form,

(b) Application for an inmate Form 40 shall be made to the last custodial centre from which the inmate was discharged from. The Custodial centre dispatching the form 40 shall file the Form of request with the old form 40 to facilitate possible future reference. The receiving Custodial centre shall attach the old form 40 to the one in current use for reference purpose only.

(c) An inmate form 40 shall be sent with the inmate when on permanent transfer to another Custodial centre.

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

Application  
for record of  
an Inmate of  
Borstal  
Institution.

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

Custodial  
centre Form  
40.

102. *Records of discharged inmates* : Custodial centre Form 40— shall be kept for twenty years after the discharge of an inmate and thereafter be transferred to the federal archive for storage.

Storing of  
custodial  
Form 40.

103. Custodial Form 40 shall be stored in both hard copy and electronic form. The hard copy shall however be transferred to the federal archive (or any other official designated place) for storage twenty years after the discharge of the inmate.

In Custodial  
centre in  
default of  
payment  
fine.

104. A person committed to Custodial centre in default of payment of a fine shall be informed by the Superintendent-in-charge of the means whereby his/her release can be secured. Every assistance shall be offered the inmate towards securing his/her release.

Effective  
date of  
imprisonment.

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

Day of  
Discharge.

106. An inmate is entitled to discharge on the day following that on which he/she has earned full remission by good conduct and industry, hence the reason for adding a day when working out an inmate 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.

107. 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.

CRITERIA FOR THE DETERMINATION OF INMATES TO EARN REMISSION

108. On admission, the inmate shall be informed of the right to remission which shall be subject to the following conditions :

Criteria for earning remission.

(a) The sentence must be for more than a month for the inmate to earn remission ;

(b) The sentence remission is a third of the sentence as granted by the correctional authorities ;

(c) The inmate must accept to abide by the rules and regulations of the custodial centre ;

(d) The inmate must not have breached any of the rules or suffered any disciplinary sanctions as may warrant the withdrawal of the remission by the Superintendent ; and

(e) The inmates' attendance of educational or vocational workshops.

CRITERIA FOR THE DETERMINATION OF INMATES TO BE CONSIDERED FOR AWARD OF CERTIFICATE OF GOOD CONDUCT

109. Criteria for determining inmates for the award of certificate of good behaviour shall include the following :

Criteria for certificate of good conduct.

(a) Inmates who have met and maintained the conditions for remission, and

(b) Inmates who also distinguish themselves in the following ;

(i) They must not have been involved in torture, bullying, sexual or non-sexual violence, or any act which constitutes inhuman or degrading treatment against fellow inmates or any staff of the custodial centre,

(ii) They must not have history of attempted escape in the course of their incarceration,

(iii) They must not have violated any of the rules of the custodial centre,

(iv) They must have distinguished themselves in educational and vocational training,

(v) They must have received good result or / and certificate of proficiency in their educational and vocational training.

Benefits of the award of certificate of good conduct.

BENEFITS OF THE AWARD OF CERTIFICATE OF GOOD CONDUCT

110. Inmates who are awarded certificates of good conduct, shall enjoy the following benefits—

- (a) Shall not be discriminated against on grounds of the custodial sentence ;
- (b) May be considered for employment in public service and other sectors, as well as provided other social support in the community ;
- (c) May be considered for reduction of sentence or discharge ; and
- (d) May be pardoned on or after discharge by the Prerogative of Mercy committee.

PROCEDURE FOR DETERMINATION OF INMATES TO BE CONSIDERED FOR THE AWARD OF CERTIFICATE OF GOOD CONDUCT

Procedure for determination of inmates to be considered for the award of certificate of good conduct.

111. The procedure for the determination of the inmates to be considered for the award of certificate of good conduct are as follows—

- (a) A panel sits at the correctional facility to determine the inmates that are eligible for consideration for the award of good conduct, and recommends same to the Superintendent in charge ;
- (b) The Superintendent in charge shall forward the recommendation to the ControllerGeneral through the State Controller and the Zonal Coordinator ; and
- (c) The Controller-General shall send the recommendation to the board for approval.

NOTIFICATION OF AWARD OF GOOD CONDUCT

Notification of award of good conduct.

112. Inmates who has been approved for the award of good conduct shall be notified at least a week before discharge from the facility.

Presentation of award of good conduct.

113. An inmate awarded certificate of good conduct shall be presented with the award on the day of his/her discharge from the custodial center.

Communication of award of good conduct.

114. Communication of the benefits of the award of certificate of good conduct to relevant stakeholders and other necessary actions to ensure the realisation of the benefits of the award, the following shall be carried out—

- (a) The Superintendent in Charge shall notify the Controller General through the State Controller copying the Zonal Coordinator listing the names of the beneficiaries of the award of good conduct\* for onward transmission

to the Head of Service, the Prerogative of Mercy Committee and all other government institutions/agencies as may be necessary ;

(b) The superintendent in charge shall notify the State Controller of Corrections for the attention of the deputy controller of corrections in charge non-custodial measures listing the names of the beneficiaries of the award of 'good conduct' for the provision of necessary support towards the realisation of the benefits of the award ; and

(c) the deputy controller of corrections on receiving the list of the names of the beneficiaries of the award of 'good conduct' shall notify the relevant state, local and community agencies/officers to ensure compliance and the support to the beneficiaries.

#### THE PROCEDURES FOR DISCHARGE OF AN INMATE WHO HAS BEEN AWARDED CERTIFICATE OF GOOD CONDUCT

115. The procedures for discharge of an inmate who has been awarded certificate of good conduct are as follows—

Procedure for discharge of inmate on good conduct.

(a) Beneficiaries of certificates of good conduct shall be informed of the importance of the certificate ; and

(b) Where the awarded certificate of good conduct is unavailable to be presented to the inmate on discharge the inmate shall be notified on the date when it will be available to be presented to him/her.

116. A certificate of good conduct awarded to an inmate may be withdrawn either before or after issuance if the person is observed not to be continuing in his/her good conduct. Persons who have been awarded certificate of good conduct must furthermore maintain good behaviour to retain the award.

Withdrawal of certificate of good conduct.

#### PROCESSING OF INMATES ON DISCHARGE OR EXPIRATION OF SENTENCE

117. Inmates to be discharged shall be seen by the Superintendent-in-charge or in his/her absence, by the Deputy on the morning of the day of the discharge. This instruction applies to normal discharges only and does not apply to cases where fines has been paid or inmates release on bail, which shall be made effective forthwith by the Superintendent-in-charge or the Deputy.

Discharge on due date.

118. The relations of an inmate under medical treatment whose sentence expires shall be informed except if the inmate requested that this should not be done.

Informing relatives of inmates to be discharged under medical treatment.

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Provision of medical facilities for sick inmate.

**119.** The superintendent shall ensure proper provisions of health, clothing and feeding needs required by the inmate under ill health.

Normal discharge.

**120.** The Superintendent-in-charge shall ensure that an inmate is discharged on his/her due date and shall check the computation of an inmate sentence, append his/her signature and date on the warrant, as well as, in the discharge diary.

Computation of warrant.

**121.** Upon taking over a Custodial centre, the Superintendent-in-charge shall check the computation of each warrant, property and cash of inmates, append his signature and date and where satisfied, inform The Correctional Service Custodial centres 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 inmates in the..... Custodial centre with the exception of the warrants listed below which I have referred to Custodial centres Headquarters, Abuja, Vide :

My letter No :

Dated :

Signed :

Name : (in capital)

Rank :

Date :

Dispatch of computation.

**122.** The above certificate shall be dispatched to Correctional Service Headquarters within one month of an officer taking over.

Alteration of release date due to part payment of fine.

**123.** Where an inmate'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 inmate's form 40, on his warrant (Custodial centre Form 75) and in the discharge diary. All alterations shall be initialled and dated by the Superintendent-in-charge.

Discharge of inmate suffering from an infectious disease at a hospital.

**124.** Where an inmate to be discharged is suffering from an infectious disease and is still in a condition in which he/she 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.

125. The discharge of an inmate in all ordinary cases shall take place at 0900 hours. The Superintendent-in-charge may permit an inmate 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. An inmate 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 Correctional Service, except on public holidays or on a Sunday.
126. An inmate shall be given the normal first meal of the day on the morning of release and where he/she cannot reach his destination by mid-day, a dry ration may be issued.
127. No inmate shall be released from Custodial centre in indecent clothing. Minimum civilian clothing may be provided at the discretion of the Superintendent-in-charge.
128. Every inmate shall be given cash to enable him get to his destination, to be determined by the discharging authority. This concession shall apply to inmate who has been in custody awaiting trial and who have been acquitted, or discharged for any other reason and appellants allowed bail. A request by an inmate to travel to a place other than the afore-mentioned and which would involve a greater cost shall be considered by the Discharge Board or the Superintendent-in-charge.
129. Where the medical Officer recommends that an inmate 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.
130. Where the Superintendent-in-charge receives information that an inmate is to be re-arrested on release, the inmate shall be informed and allowed facilities for contacting family, friends, and lawyers. Such an inmate shall be arrested beyond the outer gate. The concerned security agent to effect the arrest shall be informed.
131. An order for the discharge or transfer of inmate shall be acted upon forthwith unless the Superintendent-in-charge has reason to doubt the authenticity of the order. Where doubt exists, he/she shall obtain confirmation from the Court or Controller of Corrections, State Command before taking action.
132. The Superintendent-in-charge shall explain to an inmate ordered for release by a court or competent authority the implication and obligation of the Order.

Time of  
discharge.

Meal of an  
inmate  
discharging.

Clothing for  
inmate  
discharging.

Cash for  
inmate  
transportation  
after  
discharge.

Escort of an  
inmate home  
on medical  
grounds.

Release of  
information  
on an  
inmate's  
discharge to  
friends and  
relations.

Where doubt  
exists on  
authenticity  
of discharge  
order.

Explaining  
discharge  
order to  
inmate.

Custodial  
Form 81.

**133.** The Superintendent-in-charge shall cause to be prepared a list of inmates due for discharge on Custodial centre Form No. 81, which he/she 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.

Release of  
information  
on an  
inmate's  
discharge to  
friends and  
relations on  
day of  
release.

**134.** Friends and relations of an inmate who is likely to take a benevolent interest in him on discharge from Custodial centre, or to assist him in finding employment or otherwise, may be informed by the Superintendent-in-charge of the day and hour of the inmate's discharge.

Discharged  
inmates unfit  
to travel due  
to ill health.

**135.** Where an inmate 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 inmate home. No financial assistance shall be considered in such circumstances.

Remaining in  
Custodial  
centre  
custody  
after  
expiration of  
sentence.

**136.—(a)** No inmate shall be allowed to remain in Custodial centre custody after the expiration of sentence.

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

**(c)** The Inmate shall be removed from Custodial centre as soon as it is possible and a report submitted to the State command, zonal command and the Correctional Service National Headquarters of such detentions.

#### COMPUTATION AND APPLICATION OF REMISSION

Remission.

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

Eligibility of  
remission.

**138.** Remission is awarded to inmates sentenced to Custodial centre, 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 Custodial sentence to a period less than thirty days.

**139.** An inmate 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 Correctional Regulations.

Life sentence inmates and remission.

**140.** The computation of remission shall be explained by the record keeper to every Inmate qualified to earn remission on their admission into the Custodial centre. This shall be checked by the Superintendent-in-charge when seeing inmates on the morning following their admission.

Explanation of computation of remission.

**141.** The computation of sentence shall apply as follows—

Computation of sentence.

(a) The LDR shall be computed by adding sentence in days, months and years to the date of sentence 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 ; and

(b) Any case of doubt with regard to computation of a sentence shall be reported to the Controller of Correctional centre, State Command, where the custodial centre is situated, who shall, if he considers it necessary, refer the matter to the Controller-General of Correctional Service.

**142.—(a)** Computation of 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.

Computation of remission.

(b) Any number of days lost by forfeiture of remission or time that does not count toward sentence as in the case of appellants and escapees; or any other part of a sentence does not count as time served.

**143.** Where there are doubts regarding computation, the Controller of Correction state command shall be consulted.

Doubts in computation of remission.

**144.—(a)** an inmate shall not earn remission for the period during which he/she undergoes confinement in a punishment cell.

Remission during period of confinement and days lost by forfeiture of remission.

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

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

**146.** An inmate shall not be discharged until the end of the last day of his/her sentence.

Discharge on last day.

Release of  
an inmate by  
the Court.

147.—(a) Where an inmate is released by the Court he / she shall be given his/her property and cash, for which he /she shall sign on Custodial centre 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 inmate Cash Book.

(b) Where the inmate is convicted, he/she shall be given a fresh entry in the Convicted inmate' Property Book. Any cash standing to the inmate's credit shall be transferred to the Convicted inmate 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 Custodial centre form No. 40 filed as in (a) above. Inmate in regard to employment in Custodial centre shall be computed and entered on Custodial centre Form No. 40 separate from any private cash, for payment to the inmate in the event of his discharge. Cash not so disposed of shall be returned to the Superintendent-in-charge.

Entries of  
EDR in the  
Discharge  
Diary:

148. The Custodial centre registered number, name and sentence of each inmate shall be written, in black ink, under the appropriate date in the Discharge Diary on which the inmate Earliest Date of Release (EDR) falls and the entry shall be initialled by the Superintendent-incharge 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  
LDR in the  
Discharge  
Diary.

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

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

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

Forfeiture of  
remission.

150. 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.

Restoration  
of lost  
remission.

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

## DISCHARGE DIARY

152. The Superintendent-in-charge shall examine the Discharge Diary each day and affix his/her signature and the date therein to certify that he/she has discharged all inmates on their due date. Where there are no inmates for discharge, he/she shall nevertheless sign the Discharge Diary, as an indication that he/she has made his/her examination of it. On the discharge of an inmate, both the EDR and LDR shall be ruled through and the entries signed by the Superintendent-in-charge.

Examination of Discharge Diary.

153. The Record Keeper shall prepare a list of inmates due for discharge by the 15th of the month preceding the month the inmates are due for discharge and distributed accordingly.

Preparation of list of Inmates due for discharge.

## STAFF DUTY ROSTER

154. 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/her duty for the day and may be compiled showing forthcoming duties for a period of seven days.

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

## INMATES' SOCIAL REHABILITATION

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

Consideration of the Inmate's future after release.

(b) Special attention shall be paid to the maintenance and improvement of such relations between an inmate and his/her family as are desirable in the best interest of both. Such attention shall include—

(i) Facilitate frequent contact and visitations aimed at improving the quality of the relationship between inmates, spouses and other relations ;

(ii) Create convenient and accessible areas for visitation ;

(iii) Create activities for inmates and family to enhance bonding and sharing ;

(iv) Family/group therapy which offers opportunity for bonding and reconciliation of family members with the inmate ;

(v) Given the consideration of security, EDR, age and family conditions, inmates may be allowed to spend quality time with family members ;

(vi) Inmates in skills acquisition programs may have their significant others visit them while in the workshop to help with the healing process and planning for discharge

INMATES COMMITTED TO CUSTODIAL CENTER FOR NON-PAYMENT OF FINES

Convicts with option of fine.

156. Where any person committed to Custodial centre for non-payment of a fine pays any sum in part satisfaction thereof, the period of incarceration 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 inmate is liable.

Part payment of a sum of fine.

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

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

158. The Superintendent-in-charge shall ensure that where an inmate 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

Reduction of time to be served by part payment.

159.—(a) An inmate 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) An inmate 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.

Examination of warrants issued in default of payment of fine.

160. 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 Custodial centre and that due allowance had been made for such payment against the original sentence.

Release by part payment.

161. Where an inmate is admitted into Custodial centre for non-payment of fine and has money in his possession on admission, the Superintendent-in-charge shall enquire from the inmate 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.

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

(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.

An inmate serving two or more sentences, each with an option of fine.

#### TRANSFER OF INMATES

163.—(a) The Controller-General of Corrections or any person acting on his/her behalf may, for security or administrative reasons order in writing the transfer of any inmate (convicted or un-convicted) to a suitable custodial centre whether or not the custodial centre 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 Inmates, including un-convicted.

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

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

(d) Temporary transfers such as to a hospital, another custodial centre 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 Corrections, State Command.

(e) Zonal Co-ordinators are authorized to make interstate transfers within the zone.

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

164. All inmates for transfer shall be examined by the Medical Officer within twenty-four hours of the transfer and shall be certified fit to travel.

Examination of Inmates for transfer by the Medical Officer.

165. Where it can be avoided, Inmate shall not be transferred so as to arrive at the receiving Custodial centre on a Saturday or Sunday.

Avoiding transfer of inmates on Saturdays and Sundays.

Dress of  
Inmates on  
transfer.

166. All inmates shall be transferred in their own civilian clothes. In the case of an inmate not having decent clothes, the Welfare Officer shall arrange to provide decent attire for the inmate.

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

167. An inmate 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 inmate's forms No. 40.

Notification  
about  
Inmates  
going on  
transfer.

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

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

169.—(a) Inmate 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.

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

(i) Issue all approved devices of restraint to the most senior escort, against a receipt, for return on completion of the transfer. Examine approved instruments of restraints when applied for security and fitness, to avoid chafe (injury or wear caused by friction) during wear,

(ii) Ensure that in administering approved instruments of restraints, attempts are taken not to inflict on inmates pain, inhuman or degrading treatment, or treatment injurious to their health,

(iii) Ensure that inmates are searched before and after the administering of approved instruments of restraint,

(iv) Ensure that the escorts are in possession of spare approved instruments of restraint 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 inmate(s) being escorted.

170. When adult male inmates are moved under escort they shall be secured in accordance with the following procedure—

(a) A single inmate 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 ;

Procedure  
for securing  
adult male-  
inmate  
moving  
under escort.

(b) Two inmates 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 ;

(c) Where three or more inmates are travelling they shall be secured in pairs as in (b) above, any odd inmate being secured as in (a) above ; and

(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 inmates.

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

Securing  
Inmates with  
communicable  
diseases.

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

Securing  
un-convicted  
adult male  
Inmates.

#### TREATMENT OF YOUNG OFFENDERS

173.—(1) Where young inmate or students of Borstal institutions are moved under escort, the Head of the Institution shall decide, having regard to the age, risk level, antecedents, character of the inmate(s) and the circumstances of the escort and journey—

Movement  
of young  
male Inmates  
or Borstal  
inmates  
under escort.

(i) Whether restraint is necessary.

(ii) If so, the form of restraint to be used.

(2) The correctional service shall establish separate male and female borstal training institutions for juvenile offenders in all states of the federation including Federal Capital Territory.

174. The best interest of the young offenders shall guide their treatment and management in borstal and other young offenders' institutions; and their education, rehabilitation and reintegration shall be prioritised.

Interest  
of young  
offenders in  
custody.

175. Juveniles shall not be kept in adult custodial facilities. Separate institutions shall be designated for young offenders and these shall serve as rehabilitation and correctional centres for the purpose of processing, confinement and treatment of juveniles and young offenders.

Juvenile  
facilities.

176. Adequate information shall be collected on the young offenders and this shall guide their classification and development of programme of intervention.

Intervention  
programme  
for young  
offender.

177. No serious medical operation shall be performed on a young offender, unless the consent of his/her parents or guardian has, where practicable, been obtained.

Medical  
operation for  
young  
offenders.

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Less  
afflictive  
measure for  
young  
offenders.

Recreational  
activities for  
young  
offenders.

Specific  
medical  
healthcare  
for juvenile  
offenders,  
time spent  
on appeal to  
be counted  
in the  
sentence.

Training for  
officers that  
work with  
juvenile  
offenders.

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

Use of  
handcuffs  
for female  
inmates.

Senior  
Inspector of  
Custodial  
centres as in-  
charge of an  
escort.

178. Due to the special needs of young offenders, less afflictive measures shall be adopted in managing juvenile offenders in custody.

179. Young offenders shall receive physical and recreational training that will develop their body and minds while supporting their rehabilitation.

180. The custodial centres shall provide juvenile-specific healthcare services to young offenders in custody taking into consideration their special needs.

181. All Custodial Officers, especially those that serve in borstal institutions shall be trained on juvenile psychology and effective management of young offenders.

### *TREATMENT OF FEMALE OFFENDERS*

182. Where female inmates 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.

183. Handcuffs or wrist cuffs shall not be used for female inmate, but in any case where violent or unruly conduct on the part of a female inmate is considered to be likely, the Superintendent-in-charge may, after consultation with the Keeper of the female Custodial facility as the case may be, authorize the use of handcuffs or wrist cuffs.

### *INMATES' ESCORT*

184. An officer of the Superintendent cadre 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 inmate; 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.

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

Non-exposure of Inmates under escort to public view.

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

Lodgement of Inmates on transfer at the nearest Custodial centre en-route.

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

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

188. The escort shall examine all handcuffs and locks as soon as the inmate is 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.

189. The escorts shall not permit any of the inmates to—

- (i) Be out of sight at any time during the transit, and
- (ii) Hold any conversation with any person during transit.

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

190. The escorts being on special duty shall give their whole attention to the inmate in their custody, and their individual responsibility shall not end until the inmate is in the custody of the person or authority to which they are being conveyed.

Paying attention to inmates during escort duty.

191. Where it is necessary to closet a male inmate while in transit, the following procedures shall apply—

Procedure for closeting a male Inmate.

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

(b) Where an inmate is secured to another, the free hand of the inmate 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 inmate. The wrist secured to the other inmate may then be released,

the released part being temporarily secured to the remaining inmate's free wrist until the return of the inmate being closeted. On the return of the inmate being closeted, the reverse action shall take place ; and

(c) Where a single inmate 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 inmate.

**192.** Where it is necessary to closet inmate during transfer by road transport, facilities should be sought from the police or at the nearest custodial centre en-route.

**193.** Where inmates are conveyed to a custodial centre in a motor vehicle, they shall not, where possible, be permitted to alight until the vehicle is within the two custodial centre gates and the gates have been locked.

**194.** At the destination the escort shall obtain and bring back with him a receipt (Custodial centre Form No. 124) for the inmate 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 likes.

**195.** 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 custodial centre to which they belong.

**196.** The escort-in-charge may use his discretion in inducing a troublesome inmate to behave and the following rules shall be strictly observed—

(i) The use of alcohol is strictly forbidden.

(ii) Any money the inmate may have and his property shall not be used.

(iii) Concessions made to an inmate shall be reported to the Superintendent-in-charge of the receiving custodial centre 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 the inmate while on escort duty, and any laxity on such occasion is at his own risk.

Conveying Inmate to a Custodial centre in a motor vehicle.

When inmates on transfer are to alight from the vehicle.

Return of the escort with Custodial centre Form No. 124 and other items of security used during the escort.

Responsibilities of the escort in-charge to other escorts.

Inducing a troublesome inmate to behave.

Route Forms uses.

**197.—(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 Custodial centres.

(b) The time of departure from the transferring custodial centre and time of arrival at the receiving custodial centre, 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 the destination, and on return to the transferring custodial centre.

**198.** The strength of escorts shall depend on—

(i) Number of inmates ;

(ii) Character of the inmates ; and

(iii) Conditions of the journey.

The strength of escorts.

**199.** These shall be considered on each shall usually be stronger for

197.—(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 Custodial centres.

Route  
Forms uses.

(b) The time of departure from the transferring custodial centre and time of arrival at the receiving custodial centre, 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 the destination, and on return to the transferring custodial centre.

198. The strength of escorts shall depend on—

The strength  
of escorts.

(i) Number of inmates ;

(ii) Character of the inmates ; and

(iii) Conditions of the journey.

199. 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 inmate than for short term inmate.

Escort for  
long or  
difficult  
journey.

(i) Two escorts shall be limited to short and easy journeys and when inmates are unlikely to give trouble subject however to the discretion of the superintendent in charge.

(ii) Two escorts shall be sent with a single inmate where the journey is long, difficult or the inmate is ill or resistant subject however to the discretion of the superintendent in charge.

200. A minimum of three (3) escorts may be sufficient for two to eight inmates. The number of escorts of a transfer of over eight inmates is at the discretion of the Superintendent-in-charge taking into consideration of the circumstances.

Number of  
escorts to  
transfer  
inmates.

201. The Superintendent-in-charge shall ensure sufficient seating space and prevent overcrowding during transfer.

Overcrowding  
during  
transfer.

202. 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.

Extra escort.

203. Where the Medical Officer certifies an inmate to be insane such an inmate shall be escorted by at least two escorts.

Escorting  
mentally ill  
inmates.

Lodgement of an inmate to be produced at a Court nearer to another Custodial centre.

**204.** Where an inmate is to be produced on a court order, at a court which is nearer to another custodial centre, the inmate shall be lodged at that custodial centre, the escorts returning to their own custodial centre where the case is expected to extend for a period of three or more days.

Responsibilities of the Superintendent to Inmates going on transfer.

**205.** Before transfer, the Superintendent-in-charge shall—

- (i) Discharge the inmate from the books and indicate custodial centre to which transferred with date ;
- (ii) Check the inmate's property with the property book entries and the entries on the property sheet in the appropriate Custodial centre Form ;
- (iii) Ensure that the inmate signs the property book to certify his agreement with the entries thereon ;
- (iv) Check the warrants of the inmate and secure same, with any other papers in a sealed envelope addressed to the Superintendent-in-charge of the receiving custodial centre ; and
- (v) Ensure that the inmate's properties are checked by the escort-in-charge. Cash and other properties shall be dealt with in accordance with order 41(c).

#### INMATE EARNING SCHEME

Inmates on transfers with their earning scheme.

**206.—(a)** Savings accruing to an inmate under the Earnings Scheme shall be transferred with him.

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

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

Production of remand Inmate at the Court by escorts.

**207.—(a)** While on trial, a remand inmate shall be produced at the court by a Custodial centre escort.

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

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

## BRINGING THE INMATE TO COURT

- 208.** Where the presence of an inmate is required before a court, the court shall issue an order addressed to the Superintendent requiring the inmate to be produced before the court at the time and place specified in the order and by endorsement on the order require that the inmate be brought up again at any adjourned hearing.
- Superintendent's responsibility in producing inmates before the court.
- 209.** Proof of service or other acknowledgement with the signature and stamp of the correctional centre shall be required as evidence of delivery of the order under subsection 1 to the superintendent.
- Proof of service and evidence of delivery.
- 210.** The custodial centre shall maintain a register with detailed information about production warrants received and necessary arrangements put in place for court escorts to produce the inmate before a court.
- Warrant register.
- 211.** Adequate arrangement for production of inmates before court of law shall include conveying inmates in motorised formation, in a humane and convenient manner, as provided by law.
- Conveying inmates in motorized formation.
- 212.** Where large numbers of inmates are to be produced before the court, the superintendent must provide adequate and sufficient court escorts so as to prevent security lapses or inconveniences.
- Court escorts.
- 213.** Upon discharge by a court, an inmate may return to the custodial centre to fill the appropriate forms to collect his property if any.
- Collection of property by an inmate discharged by a Court from the Custodial centre.
- 214.** Where an inmate 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.
- Dry ration.
- 215.** A note from the Medical Officer shall accompany the escort in the case of any inmate who has been receiving special diet on medical instructions.
- Special diet inmates.
- 216.** Where an inmate 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 inmate receives sufficient rations.
- Carrying out of execution on signing of the warrant by the State Governor.

## COURTS' ESCORT

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

**B 2756**

Inmates produced to give evidence in Court.

**218.** Inmates 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 inmate 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 Inmates in Court.

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

A trial Inmate surrendering his bail remaining in Custodial centre Custody.

**220.** An inmate 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.

Inmates produced in Courts wearing their own clothes.

**221.** All inmate produced in Court shall appear in appropriate inmates uniform Letters

Guidelines on letters concerning Inmates.

**222.** Letters concerning inmate shall be in accordance with the following—

(a) Inmate shall make a request for writing letters in the inmate complaint book through the Welfare Officer ;

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

(c) Where an inmate's request to write a letter is approved by the Superintendent-in-charge, the Welfare Officer shall issue the inmate a Letter Form (Custodial centre form No. 104) ; and

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

Record of Letters.

**223.** A record of letters received and posted or replied to shall be maintained by the Welfare Officer in a Letter Book and in the inmate form 40.

Assistance to Inmates unable to write.

**224.** Every assistance shall be given by the Superintendent-in-charge of the custodial centre for inmate who is unable to write their own letters to communicate with families or legal representatives. No inmate shall assist another inmate with his private correspondence without the consent of the Welfare Officer. The Welfare Officer who writes a letter for an inmate on the instructions of the Superintendent-in-charge of custodial

centre shall record the fact on the letter sheet in the Letter Book and in the Custodial centre form 40.

**225.** An inmate 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 inmate's form 40 as a letter-in-lieu.

Letter in lieu.

**226.** An application for a visit prior to the approved visitation day shall be considered at the discretion of the Superintendent-in-charge of the custodial centre. He shall—

Visit prior to the approved visitation day.

(i) Facilitate frequent contact and visitations aimed at improving the quality of the relationship between inmates, spouses and other relations ;

(ii) Create convenient and accessible areas for visitation ; and

(iii) Create activities for inmates and family to enhance bonding and sharing towards promoting reformation and rehabilitation.

**227.** All incoming letters for inmate shall be censored. Letters received containing information that may be injurious to the inmate shall be suppressed and referred to the Superintendent-in-charge of the custodial centre for instructions.

Censor of all in-coming Letters.

**228.** Inmate may retain letters once issued to them but shall be encouraged to deposit old letters in their property. No inmate shall be in possession of a letter not issued to him.

Retention of letters by the Inmate.

**229.** Letters found in the possession of an inmate when admitted to custody shall be regarded as property and treated as such.

Letters regarded as property.

**230.** Any letter or parcel received for an inmate 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.

Register of postal packets.

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

In-coming letters suppressed.

**232.** Out-going letters which are suppressed shall be destroyed in the presence of the inmate and another letter form (Corrections form 104) shall be issued to him.

Out-going letters suppressed.

**233.** Steps shall be taken to introduce in high risk facilities phone jammers, or other devices that reduce or prevents incoming and outgoing unsanctioned communications into the facility. These should be placed in locations generally accessible to inmates such as cells, religious centres, recreation field, kitchen etc.

Phone jammers.

FOREIGN INMATES

Facilities to communicate by Inmates who are foreign nationals.

234. Inmates who are foreign nationals shall be allowed reasonable facilities to communicate with the diplomatic and consular representatives of the State to which they belong.

Foreign nationals without consular representation.

235. Inmates 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 Inmates regularly informed.

236. Inmate 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. Visit to custodial centres

Suitable place of visit for Inmates.

237. Every custodial centre shall have a suitable place for visit of inmates by 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 inmate is separated from his visitor. The officer conducting the visit shall place himself where he can see everything and hear everything being said. If necessary, an interpreter shall be present.

Hours of visits of convicted Inmates.

238.—(a) Visits to convicted inmate shall take place between 0900 hours to 1400 hours on Saturdays and Sundays and at such other times as the Superintendent-in-charge of custodial centre 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) In every case of a condemned inmate, whether by a Lawyer or any other visitor, the visit shall be in the sight and hearing of at least two correctional staff.

(c) Visits to un-convicted inmate 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.

Recording of visitors particulars in Custodial centre Form 40.

239. The full name and address of every visitor to an inmate shall be entered in the Custodial centre prescribed 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.

240. The officer conducting visits shall observe the correct procedure for acceptance of money or articles brought to custodial centre for an inmate by a visitor.

Observance of the procedure for accepting money or articles by Inmates during visits.

241. An inmate shall not be denied a visit but such visit may be delayed where the inmate is undergoing punishment.

Delay of visit.

242. No inmate shall be allowed more than three visitors at one time. Substituting one visitor for another shall be permitted only once.

Number of visitors to an inmate at a time.

243. No ex- inmate (who committed capital offence) shall be permitted to visit a serving inmate until after three months of being discharged from the custodial centre, except in the case of a close relative such as husband, wife or child.

Visit of ex-Inmates to a serving inmate.

244. No person under the age of eighteen years shall be permitted to enter the custodial centre for the purpose of a normal visit to an inmate, except when considered appropriate by the Superintendent in-charge. Babies being carried by an adult are however exempted.

Visitors to the Custodial centres under eighteen years.

245. The correctional service shall provide opportunities for education, vocational training, as well as training in modern techniques and animal husbandry for inmates.

Earning scheme.

#### INMATES' EARNING SCHEME

246. Earning scheme: is a privilege that an inmate enjoys as a result of good conduct and industry and it is aimed at providing incentives to the inmates, support towards inmate's rehabilitation and reintegration.

Definition of earning scheme.

247. Earning scheme shall apply as follows—

Categories of the earning scheme.

(a) One-third to all inmates under the following conditions :

(i) Not less than 80% attendance at the vocational and skills acquisition workshops and farm centres,

(ii) Commitment towards learning and participation in activities and assignments as maybe assigned by the Superintendent-in-charge workshop/farm centre,

(iii) Availability of earning from the workshop/farm centre production

and sales in which the inmate is attached to.

(b) One-third to all vocational workshop and farm centres involved in production and sales for the running of the enterprise including servicing, repair and purchase of relevant industry and farm machineries and inputs; packaging, marketing and other related activities aimed at increasing sales; and other expenditure as may be approved by the superintendent in charge of the custodial facility; and

(c) One-third to the Consolidated Revenue Fund of the Federation.

Awaiting trial inmate and earning scheme.

248. The scheme may be applicable to awaiting trial persons if they so desire; and consideration shall be given to short term skills acquisition to enable them benefit from it.

Earning scheme and risk assessment.

249. All opportunities offered are subject to the risk assessment of all inmates.

Compulsory savings for earning scheme.

250. It shall be obligatory for each inmate 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 custodial centre to be of benefit to the inmate during incarceration.

Superintendent's responsibility in recording and safe custody of earning scheme.

251. The Superintendent-in-charge shall ensure proper recording and safe custody of the inmate's savings under the scheme.

Payment of earning scheme after discharge.

252. The Superintendent-in-charge shall pay to the inmate all savings to his credit at the time of discharge.

Good conduct and earning scheme.

253. As a result of a disciplinary charge or for continued reported slackness at labour, an inmate may be denied opportunity of exposure to training for a period of time until he demonstrates good conduct and industry.

Explanation of the earning scheme to Inmates on admission.

254. The earning scheme shall be explained to every inmate during admission into the scheme.

Method of appeals.

255. Every convicted Inmate 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 Custodial centre.

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

Indication  
to appeal.

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

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

#### INMATES' APPEAL BOOK

257. There shall be kept in each custodial centre an Appeal Book into which all particulars connected with the appeal of an inmate shall be entered and it shall be the responsibility of the Superintendent in-charge to make necessary entries in the book.

Inmates'  
appeal book.

258. An appellant, who is ordered to be released by the Court hearing the appeal, and was selected to work during his time spent in custody, shall receive remuneration in accordance with his earnings.

Remuneration  
for  
appellants.

259. This will not apply in the case of an inmate who was during the time an appellant was also serving another sentence.

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

260. 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 Custodial centre officer.

Allowing  
appellants to  
see their  
legal  
advisers.

261. 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 Custodial centre officer. The Custodial Centre 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.

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

Particulars  
of a visitor  
to an  
appellant.

**B 2762**

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

**263.**—(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 custodial centre, unless the Superintendent in-charge has reason to suspect that it contains matters not relating to such instructions.

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

How all written communications shall be treated.

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

Right of abandonment of appeal.

**265.** Where an inmate 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 custodial centre or by any other expeditious means.

Transfer of Inmates on appeal.

**266.** No Inmate shall be transferred from the custodial centre where he entered notice of appeal until the appeal is determined unless the court orders that the appeal be heard at some other jurisdiction.

Duty of Superintendent on notice of appeal.

**267.**—(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 Custodial centre.

**268.** 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 custodial centre on the receipt of the official court order ordering the release.

Right to further appeal.

**269.** Where an inmate 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.

270. An appellant inmate 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 Custodial centre dress according to his classification.

Allocation of an appellant on labour while on appeal.

271. 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 inmate shall be returned to the custodial centre.

Avoiding improper discharge of appellant who has more than one case.

272. 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 inmate's sentence re-computed. The inmate 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.

273. 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 inmate.

Appellants providing their own food/other articles.

274. An inmate under sentence of death shall immediately on his admission in the custodial centre be specially searched by an officer not below the rank of Inspector. The inmate shall not be allowed to have any item deemed dangerous or inexpedient in his possession.

Searching of a condemned Inmate on admission.

#### LIFE SENTENCE INMATES

275.—(a) An inmate under sentence of death shall be confined in a separate cell apart from other inmates other than condemned inmates.

Confinement of a condemned Inmate.

(b) This applies to inmates who have been sentenced to death and a period of ten years has elapsed since their sentence, including those who appealed and those who did not appeal their sentence. In the case of those who appealed their sentence, they must have exhausted all legal procedures for appeal before they may be considered for death sentence commutation to life imprisonment.

(c) The Superintendent in charge of the custodial facility shall compile the list of all inmates on death row who meet the above criteria and submit same to the State Controller.

(d) The State Controller makes the application of the Returns of all inmates whose sentences have been commuted from death sentence to life sentence; to the Chief Judge of the state where the sentence was passed in relation to state offences for consideration.

**B 2764**

Right of appeal to a condemned Inmate.

276. The Superintendent-in-charge shall inform an inmate sentenced to death regarding appeal and such inmate shall be given necessary assistance to ensure that his appeal is forwarded at the earliest possible date.

Medical Officers visits to condemn Inmates.

277. The Medical Officer shall visit an inmate on death row at least once a day.

Visit to condemn Inmates by the Superintendent-in-charge.

278. The Superintendent in-charge shall visit inmates on death row during his daily routine inspection.

Changing of guards to the condemned Inmates.

279. The changing of the death row inmate guard shall be carried out by the most senior Inspector of Corrections on duty at the time.

Logbook for condemned Inmates Guards.

280. A log book shall be maintained by the death row inmate guard for inmates on death row, into which shall be entered every occurrence including the general behaviour of the inmate 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 Inmates' cells.

281. The key(s) of death row inmate cell(s) shall by day, be in the possession of the Superintendent-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 Custodial centres.

282. 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 custodial centre at each change of shift.

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

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

Hours of duty in condemned Inmates cells or beats.

284. The hours of duty of officer in death row inmate cells or beats shall be of eight hours duration with necessary meal breaks as ordered by the Superintendent in-charge.

0600 hours to 1400 hours

1400 hours to 2200 hours

2200 hours to 0600 hours

(b) In any circumstance constant observation shall be maintained on each inmate or group of inmates. Where there is more than one death row inmate, the ratio of two officers to one inmate shall not apply. As much as possible, the superintendent shall ensure that in such cases the ratio shall not be less than three officers to two inmates.

285. Inmates on death row shall not be allocated to any labour. (They may however be permitted to engage in activities of spiritual, educational and recreational nature within the death row ward).

Allocation of  
condemned  
Inmates to  
labour.

286. Rules pertaining to the safe custody and guarding of inmates on death row relevant to the localities shall be drawn up and approved by the Controller of Corrections of the State who shall forward a copy of his approved rules to the Controller-General of Corrections for his information. These rules shall be in the possession of the death row cell guards on duty.

Local rules  
pertaining to  
guarding of  
condemned  
Inmates.

287. The Custodial centre Keeper shall make frequent inspections of death row cell guards daily. A note of each visit shall be entered in the log book.

Visit of the  
Custodial  
centre  
keeper to  
condemned  
Inmates  
cells.

288. Instruments of restraint and monitoring worn by a death row inmate shall by day, be in the custody of the Custodial centre Keeper or the most senior inspector on duty in the custodial centre, he shall not be one of the inspectors posted to the death row cell beat.

Custody of  
keys of leg-  
irons worn  
by  
condemned  
Inmates.

289. By night, all devices of security including those securing approved instruments of restraint shall be in the custody of the senior officer in charge duty.

Custody by  
night.

290. The Custodial Centre Keeper shall witness the searching of each inmate on death row inmate by the guards on duty at the first unlocking of the custodial centre 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  
Inmates.

291. An inmate under sentence of death may be visited by relations, friends, legal representatives and all others authorized to make such visits as may be desired by the inmate. The application shall indicate the specific purpose and the date of the visit. The authorisation shall be in writing by the Superintendent in-charge.

Relations  
visits to  
condemned  
Inmates.

Chaplains or Ministers of approved religions.

292. The Chaplain or Minister of an approved religion shall have free access to every inmate, subject to the freewill of the inmate. Such chaplain or minister shall be approved by the superintendent.

Access to condemned Inmates.

293. No other person (other than official visitors including ex-officio visitors, legislative oversight visitors, Visiting Committee, voluntary visitors appointed by the Controller General of Corrections or an officer of the custodial centre, in pursuance of his duties) shall have access to the inmate under sentence of death, except by permission of the Superintendent in-charge in writing or by personal escort of the Superintendent-in-charge.

Visits to Inmates under sentence of death.

294. All visits to inmate under sentence of death whether by legal advisers or others ; shall be monitored to enable them to be seen and heard notwithstanding that such visit may be in relation to an appeal.

Approval to transfer Inmates sentenced to death.

295. Where a Superintendent-in-charge receives an inmate on death sentence, he shall notify the Controller of Corrections, State command who shall obtain the approval from the Controller-General of Corrections to transfer such inmate to a custodial centre with the facilities to hold the calibre of inmate in question, where such did not exist before.

Movement of condemned Inmates commuted to other terms from condemned Inmates' cells.

296. Upon the commutation of death sentence to a term of custody, the inmate shall be moved from the death row inmate cell and the special surveillance on him shall cease.

Keeping of execution appliances in good condition.

297. The Superintendent-in-charge at those custodial centres where executions are carried out shall ensure that the scaffold and other appliances are kept in good condition. They shall ensure that sufficient stocks of the following items are kept in good condition—

- (a) The rope ;
- (b) The pinioning apparatus ;
- (c) The cap/hood ;
- (d) A bag capable of containing sand slightly above the weight as the inmate 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.

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

The Executioner being under the sheriff.

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

Fixing of date for execution.

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

Informing Controller General of Execution.

**301.** The Superintendent in-charge shall ensure that the record of the execution is appropriately entered and a copy sent to the Controller-General of Corrections, Zonal Co-ordinator and Controller of Corrections of the state.

Record of execution.

**302.** 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.

**303.** The Superintendent-in-charge shall not allow casts to be taken off the heads of the executed inmate.

Executing an inmate.

**304.** The burial of executed inmate 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 Inmates.

**305.** Approved instruments of restraints shall not be used on inmates on death row whilst inside a custodial centre except the Superintendent-in-charge so directs. While outside the custodial centre for any reason, the use of approved instruments of restraints shall be at the discretion of the Superintendent in-charge. No instruments of restraints shall be used while the inmate is appearing in Court except in the opinion of the Superintendent in-charge that the inmate is a flight risk, and a written notification of this has been submitted to the court.

Use of mechanical restraints on condemned Inmates.

In-charge of escorts of condemned Inmates.

**306.** The Superintendent-in-charge of escorts of inmates on death row outside the custodial centre 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 inmate at the discretion of the Superintendent in-charge.

Property of executed condemned Inmates.

**307.** The property of executed inmates shall be sent to their next-of-kin unless otherwise directed by the inmate, in the form of a Will.

Destruction of letters and papers of the executed condemned Inmate.

**308.**—(a) All letters and papers received by the inmate with his property other than legal documents or a Will shall be destroyed immediately after the execution.

(b) Clothing in which the inmate 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 an inmate has been executed, the applicant shall be informed that the clothing worn at the time of execution cannot be given up.

Access to persons under sentence of death.

**309.** 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 Custodial centre in which he is confined.

Transfer of a condemned Inmate to a convict Custodial centre.

**310.** On the transfer of an inmate on death row to a convict custodial centre with appropriate facility, information relating to the first admission on remand shall be conveyed to the State Controller of Corrections in charge of the facility receiving the inmate for necessary documentation and action.

Visit to an inmate under sentence of death.

**311.** All visits to inmates on death row shall be specially approved in writing by the Superintendent in charge.

Superintendent and Medical Officer weekly visit to condemned inmate.

**312.** In addition to daily routine inspections, the Superintendent in-charge shall visit an inmate on death row at an uncertain hour of the night once a week. The Medical Officer shall visit an inmate on death row once a day and report to the Superintendent-in-charge any change he may notice in the physical or mental health of the inmate in writing without delay.

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

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

314. No person visiting such inmate shall be permitted to take notes of any statement except on condition of handing them to the Superintendent in-charge for scrutiny. The restriction shall not apply to the inmate except where all appeals have been exhausted. Any statement written by the inmate all not be allowed to pass out of the custodial centre without the authority of the Superintendent in-charge.

Taking notes during visits to condemned Inmates.

315. Inmate under sentence of death shall receive the normal Custodial centre ration.

Ration to Inmates under sentence of death.

316. Cigarettes may be allowed to inmates on death row who wish to smoke in designated places, as may be recommended by the Medical Officer. No inmates on death row 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.

Cigarettes to condemned Inmates.

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

Issuing of cigarettes to condemned Inmates daily.

#### UN-CONVICTED INMATES

318. The sources of un-convicted inmates into the custodial centre include—

Inmates on remand or awaiting trial.

(a) Pending preliminary hearing before a Magistrate (On remand) ;

(b) On commitment for trial (Awaiting trial) including Stalled cases, petty/minor offenders etc. ;

(c) Aliens detained but not under sentence ; and

(d) On commitment to await removal or repatriation.

319. The Controller of Corrections in the affected state commands must ensure communications of statistical facts are sent to the heads of concerned agencies in the course of refusal procedure.

Communicating statistical facts on refusal procedure to relevant agencies.

(1) Nigerian Human Rights Commission ;

(2) Legal aid Council ; and

(3) Nigerian Bar Association.

Self-feeding  
by un-  
convicted  
Inmates in  
custody.

320. The following shall apply to un-convicted inmates who have been committed to a Custodial Centre—

(a) An un-convicted inmate 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 ;

(b) He shall apply to the Superintendent-in-charge for approval. For any meal for which he is supplied at his own expense, he shall not be supplied with the ordinary Custodial centre ration, neither shall he receive any ration in lieu of failure on the part of his people to supply his meal, and such inmate shall be restricted to his own food, not a mixture of the two ;

(c) No intoxicating substance or liquor may be supplied to an inmate unless ordered by the Medical Officer as a medical prescription ;

(d) All items of food supplied for the inmate 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 inmate ;

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

(f) The utensils used to contain food supplied to an inmate shall be thoroughly examined both when being brought into the custodial centre and when being taken out of the custodial centre 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 ; and

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

321. Where there is insufficient supply of clothing by the Service for the custodial centre, An inmate 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—

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

(b) it is not required for the purpose of going to court.

322. An inmate awaiting trial shall wear custodial clothing as prescribed for un-convicted inmates.

Right of un-  
convicted  
Inmates to  
wear own  
clothing.

Custodial  
centre  
clothing for  
un-convicted  
Inmates.

323. Inmate awaiting trial shall be required to keep hair and beards in a clean and tidy condition but care should be taken to ensure that an inmate's appearance is not unduly altered.
324. Where any inmate 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 on the assessment of the inmate's medical records/history, and after having been satisfied, that the security of the custodial centre or the continued stay of the inmate shall not be compromised.
325. The Superintendent-in-charge may on the application of any inmate 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.
326. An inmate awaiting trial shall be allowed to engage in education and activities of industries as he may desire at the Custodial centre.
327. An inmate awaiting trial shall be required to perform any work necessary for keeping clean his cell or ward or parts of the Custodial centre in which he is accommodated.
328. An inmate 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.
329. The Superintendent-in-charge may in special case, or for special reasons, prolong the period of the visit allowed to any inmate awaiting trial or allow him to be visited by more than three persons at the same time.
330. Special assistance may be rendered to an inmate 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.
- Clean shaving by awaiting trial Inmates.
- An inmate awaiting/ desiring medical or dental attention from outside the Custodial centre.
- Application by an awaiting trial Inmate to have books in his/her cell.
- Engagement of an awaiting trial Inmate on labour at his/ her consent.
- Engagement of awaiting trial Inmates in cells/ wards.
- Number of persons allowed visiting an awaiting trial Inmate at a time.
- Special reason to prolong period of visit.
- Special assistance to awaiting trial Inmates to communicate with friends and relations on any day.

**B 2772**

Awaiting trial Inmate seeing his/her legal Adviser.

Assistance to communicate in connection with their defence.

Delivering confidential written communications to an inmate.

Classification of Inmates in cells.

Application by an awaiting trial Inmate for free legal aid.

Remand Inmates' attendance at Court.

A person whose bail is revoked or forfeited.

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

**331.** An inmate awaiting trial shall be allowed to see the legal representative on any day at reasonable hour.

**332.** Inmate awaiting trial shall be given reasonable assistance including the provision of writing materials and access to telephones, email and other means of communication, to communicate with their relatives, legal representatives, or friends for conducting correspondence in connection with their defence.

**333.** Any confidential written communication prepared as instructions for the inmate's Legal representative may be delivered personally to the inmate, inmate's lawyer or the inmate's lawyer's authorized clerk, without being examined by any officer of the custodial centre, 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 custodial centre without being previously censored by the Welfare officer.

**334.** Inmate awaiting trial shall be separated from convicted inmate. As far as possible, the criminal antecedents and history, nature of offence, risk level, psychological state, etc., of the inmates shall be factored into the segregation of different groups of awaiting trial persons.

**335.** For the purpose of the inmate's defence, an awaiting trial inmate shall be allowed to have access to free legal aid. Where such aid is available, the inmate shall receive visits from lawyers and paralegals that shall prepare and hand to the inmate confidential instructions where necessary. The inmate shall if so desired, be supplied with writing materials. Interviews between the inmate and the inmate's legal representative may be within sight but not within the hearing of a Custodial centre officer.

**336.** All inmates shall be searched before their appearance in court to ensure that no concealed/prohibited article(s) is taken into the dock by the inmate.

**337.** A person whose bail is revoked or forfeited shall be included as such persons who come under the charge of the Custodial centre officer in charge of court duties.

**338.** Meals ordered by or sent in for awaiting trial inmate on self-feeding, while at court may be accepted after being tasted by the person who supplies the food. Articles of food intended to supplement Custodial centre 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.

339. An inmate awaiting trial shall be allowed a period of exercise each day. It is especially desirable that inmate shall not be deprived of exercise on the day that they are produced at court.

Period of exercise for an awaiting trial Inmate.

340.—(a) 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 inmate.

Observation of awaiting trial Inmates on capital offence.

(b) The Controller of Corrections in the affected state commands must ensure communication of statistical data is sent to the heads of concerned agencies in the course of refusal procedure.

- (1) Nigerian Human Rights Commission ; and
- (2) Nigerian Bar Association.

341.—(a) The Superintendent in charge shall receive a full report on the physical and mental condition of all inmates charged with capital offences, and shall be responsible for making this report available to the court before the day appointed for the hearing. Where it appears that an inmate is of unsound mind, the report to be issued shall be the report reviewed by the Mental Health Review Board, and shall have been approved by the State Controller.

Medical report on an inmate to be tried on a capital charge.

(b) The Controller of Corrections in the affected state commands must ensure communication of statistical facts is sent to the heads of concerned agencies in the course of refusal procedure.

- (1) Nigerian Human Rights Commission ; and
- (2) Nigerian Bar Association.

#### DEBTORS/CIVIL INMATES

342.—(1) Custody is reserved for inmates charged or sentenced with criminal offences.

Discharge of a debtor-Inmate on part-payment.

(2) Where persons have been sentenced by the court to the custodial facilities for offences of civil nature including debtors —

(a) They shall not be treated in such a manner that their stay in custody is of an afflictive nature.

(b) On admission, the Superintendent may through the welfare officer make an appeal to the Court with a request for the application on non-custodial measure.

(c) The Superintendent shall compile lists of all inmates charged with offences of a civil nature and send to the Court through the State Controller with a request for application of noncustodial sanctions.

**B 2774**

Formula for part payment.

343. The following shall apply to debtor inmates while they are still in custody—

(i) A debtor inmate cannot earn remission, but may be discharged by part payment of debt owed ;

(ii) 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.

$21 \div 60 \times ₦5,000 = ₦1,750$  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)  $12 \div 20 \times ₦5,000 = ₦3,000$  to pay.

344. A debtor inmate shall not be compelled to associate with other inmates.

Association of debtor-inmates with other inmates.

Debtors Inmates dress.

345. An inmate charged with civil offence(s) may wear Custodial centre dress as approved for un-convicted inmates.

Remission of debtor-Inmates.

346. The rules relating to remission of sentence shall not apply to an inmate charged with civil offences.

Visit to debtor-Inmates.

347. An inmate charged with civil offences shall be permitted to be visited by not more than three persons at the same time, within the sight and hearing of a Custodial centre officer and also to write and receive one letter in each week.

Discharge allowed up to 1800 hours only.

348. The discharge of an inmate charged with civil offences upon payment of a sum adjudged to be paid shall be allowed up to 1800 hours.

349. If an inmate charged with civil offences desires to be engaged in vocational, educational or recreational training, the inmate shall be permitted to do so. Engagement of debtor Inmates on labour.
350. The daily rate of an inmate charged with civil offences, subsistence shall be at the current rate for feeding inmate. Inmate feeding Daily rate of debtor Inmates' subsistence.
351. Every inmate shall be provided at the usual hours with food of nutritional value, adequate for health and strength, of wholesome quality, hygienically prepared and served. Provision of adequate food to Inmates.
- (i) There shall be a periodic review not exceeding 5 years the cost of feeding for inmates as the economic condition of the nation permits.
- (ii) Every inmate 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.
352. Potable Drinking water shall be available to every inmate whenever the inmate needs it. Provision of drinking water to Inmates.
353. When the Medical Officer recommends any alteration, whether in addition to or in the reduction of the diet of an inmate, he shall enter his recommendations in a book to be kept for the purpose and named. The special Diets Books.
354. This book shall be brought to the Superintendent in-charge immediately after every recommendation and shall thereon, authorize the alteration. Alteration of food to inmates by the Superintendent.
355. 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. Continuation of special diet.
356. The result of the alteration shall, in every case, be entered at the expiration of the period for which the recommendation was made. Expiration period of the alteration to food to be recorded.
357. This order shall apply to all Inmates including those in the sick bay Custodial centre hospital or an outside hospital. Application of order to all those whether in Custodial centre or outside hospital.

*INMATE DIET BOOK*

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

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

Returned Food Book.

**359.** A book shall be kept by the Custodial centre Keeper in the custodial centre called the—

—Returned Food Book in which shall be recorded food returned by inmates. Small quantities of food left unconsumed by inmates need not be entered in the book. An inmate 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.

**360.**—(a) A book shall be kept by the Custodial Centre Keeper in the custodial centre called the—

—Food Complaint Book in which shall be recorded inmate complaints with regard to food served and action taken regarding the complaint.

(b) Where an inmate 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 may be made at the time served.

(c) Inmates shall be free to submit their complaints relating to food just as in other issues, in such a manner that they are shielded from undue persecution; and necessary actions taken to review and address these complaints by the Superintendent-in-charge of the facility. Information collected in respect of food-related complaints submitted by inmates through this confidential process may also be documented anonymously by the Keeper in the Food Complaint Book, as directed by the Superintendent.

Storage of Knives and Feeding pans.

**361.** In no circumstance shall items of an injurious nature such as steel knives be allowed to form part of the cell equipment nor retained by inmates in their cells at any time in the Custodial centre.

Time for consumption of meals.

**362.** Inmates 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.

- 363.** 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. Removal of all feeding pans from cells after meals.
- 364.** Returned waste food shall be collected in a bin with lid, kept for this purpose and its contents disposed off daily or more often. Such bins shall be rinsed after each emptying with a liquid disinfectant. Disposal of returned waste food.
- 365.** 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 inmates. Preparation of food according to authorised ration.
- 366.** Feeding pans shall be closely stacked in food-carriers of the approved pattern and the whole covered with a wadded cover until such a time as the feeding pans are handed to the inmates. Stacking of feeding pans in food-carriers.
- 367.** Precautions shall be taken in each custodial centre 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. Proper maintenance of feeding pans and utensils.
- 368.** No inmate shall be employed in the kitchen until the Medical Officer has examined such inmate as fit for such work. Inmates working in kitchen.
- 369.** Every inmate employed in the kitchen shall be required to maintain high levels of hygiene at all times. This shall include washing his hands with soap, when he comes on duty and every time he returns from the latrine or urinary. Proper maintenance of feeding pans and utensils.
- 370.** Inmate 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. Employment of Inmates in the kitchen.
- 371.** All clothing worn by inmates shall be suitable for the climate and adequate to keep the inmate in good health. Such clothing shall in no manner be degrading or humiliating. Inmates Clothing.
- 372.** 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. Cleanliness of clothing.
- 373.—(a)** Every inmate shall be issued with two sets of uniforms upon admission by the Superintendent-in-charge of the facility. Regular inspections shall be undertaken by the Superintendent of the facility, State Controller, Zonal Coordinator and the Controller-General or their designate, to ensure compliance. Issuance of uniforms on admission.

(b) Where uniforms available to the custodial centre are insufficient, the Service shall take steps to ensure regular supply including utilisation of the Correctional Service relevant vocational workshop enterprise for production through a sustainable approach.

Distinguishing classes of Inmates with their uniforms.

374. The following classes of inmate 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 for male inmates; and long gowns for female inmates—

(a) Remand and Awaiting Trial inmates or any other class of un-convicted inmates shall be required to wear green cotton uniform ;

(b) Civil offender shall be required to wear their civil clothing ;

(c) Convicted Ordinary inmates shall be required to wear blue uniform ; and

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

Mark of EDR on the Inmate's uniform.

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

Replacement of clothing.

376. Clothing shall be replaced twice yearly from the date of issue or whenever considered necessary by the Superintendent-in-charge such as when such clothing is worn out.

Good maintenance of Inmate's uniforms.

377. All inmate uniform shall be maintained in a good state of repair and it shall be the responsibility of the Custodial centre Keeper to note uniforms for repairs at the morning parade. Particular attention shall be paid to the dress of inmates who have cause to be escorted outside the custodial centre.

Washing of uniforms.

378. Every inmate shall wash his uniform at least once a week. It is an offence for an inmate not to do so, except where the inmate is incapable, ill or as certified unfit by the Medical officer. The Custodial centre Keeper shall inspect the Monday morning parade to see that this order has been carried out.

Conditions a convicted Inmate can wear clothing other than Custodial centre clothing.

379. No convicted inmate shall be permitted to wear any clothing other than Custodial centre clothing except in the following circumstances—

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

(b) When taking part in organized and supervised concert parties within the Custodial centre.

Precautions against hiding implements.

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

381. The Staff in charge of custody of the inmates during the workshop shall be liable for any breach of the previous section.

Staff liable for breach of previous section.

#### SEARCHES

382. The Superintendent-in-charge shall detail a search party to search all cells, wards and other accommodation in the custodial centre at regular intervals and particular attention shall be given to locks, bars, windows, doors, gates, ventilators and walls.

Searching of cells and wards.

383. The search party shall confirm that there is no sign of defect in the security of the custodial centre and a record of each search shall be made in the search book showing the result of the search.

Recording of search result in the search book.

384. 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 in the Search Book.

Disposal of prohibited articles found during searching.

385. All inmates possessions, and places where they reside, visit or undertake activities shall be carefully searched. These shall include inmates clothing, cells, vocational workshops, classrooms, playground, etc. The search shall be conducted at regular intervals at least once weekly. The Custodial 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, and this shall include the date of the search, the search party, and the signature of the leader of the search party etc.

Regular searching of Inmates clothing and workshops.

386. The Superintendent-in-charge shall ensure that searching does not interfere with normal activities of the custodial centre.

Searching and Labour.

387. The Superintendent-in-charge shall issue his searching orders in such a manner as to ensure that every part of the yard is searched weekly, and that different parts of the custodial centre are searched in a different order on each occasion.

Searching orders.

388.—(a) Where inmates are searched out of their cells, the cells must be searched at the same time, or before their return to the cells.

Searching of inmates out of their cells.

(b) All cell phones, tablets, sim cards, memory cards, electronic items, etc. searched out or recovered from an inmate shall be within 72hrs of seizure forwarded to the State Controller or the representative. The Controller of Corrections upon receipt of the item, shall forward same to the Controller-General for the attention of the Head of the Intelligence unit.

(c) All recovered phones must be immediately switched off if active, wrapped and properly labelled. The labelling should include the inmate's name, offence/commitment, date of seizure and the facility.

Workshops  
search  
procedure.

(d) The Head of Intelligence upon receipt of the recovered items shall immediately analyse and forward the reports to the Controller-General of Corrections for further necessary action.

389. The process for the searching of Vocational Workshops and Classrooms in the custodial centre is as follows—

(a) The date of the search will be fixed by the Superintendent-in-charge without notice.

(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 custodial centre keeper shall supervise the search, countersign the report in the search book and ensure that all parts of the workshop are searched.

Detailed  
instructions  
to be  
observed  
during  
searching in  
cells and  
wards.

390. Detailed instructions to be observed in searching inmates' cells and wards are as follows—

(a) No inmates shall be stripped and searched in the sight of another inmate and a minimum of two staff shall be present while searching an inmate.

Searching an  
inmate in the  
cell.

391. In searching an inmate in the cell—

(i) The inmates 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 inmate 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 inmate 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 inmate shirt is stripped off, the inmate shall be required to hold arms up and stand with legs apart.

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

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

**392. Special Search—**Special  
search.

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

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

(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.

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

Searching an  
inmate in his  
clothing  
when leaving  
the  
workshop.

**394.** Every inmate shall be carefully searched immediately before entering the Visiting Room and before leaving it.

Searching  
the Inmate  
before  
entering the  
visiting room  
and leaving.

**395.** Every inmate shall be carefully searched before being brought to the Superintendent-in-charge for the purpose of application or disciplinary charge. The custodial Keeper shall supervise such search.

Searching  
the Inmate  
before  
entering the  
Superinten-  
dent's Office.

**396.** Every inmate shall be carefully searched before leaving the custodial centre gate and while returning to the custodial facility. Such search shall be carried out by the staff-in-charge of the gate. Search shall also be conducted on every inmate leaving and entering the cell by the officer-in-charge of the beat. Where possible, the search shall be conducted using electronic gadgets, and or sniffers especially in relation to maximum security custodial facilities and facilities with large number of inmates or other high risk inmates.

Searching  
the Inmate  
before  
leaving the  
Custodial  
centre gate  
and when  
returning to  
the centre.**RECREATIONAL ACTIVITIES**

**397.** Arrangements shall be made at every custodial facility for physical recreation for inmates suitable to their age and physique. To this end, space, installations and equipment may be provided and suitable sports clothings issued for the use of inmate when taking part in organized games.

Physical  
recreation  
for Inmates.

Outdoor games in the Custodial centres.

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

Outside teams visiting Custodial centres to play games with Inmates.

**399.—(a)** The Superintendent-in-charge is authorized to arrange for suitable outside teams to visit the Custodial centre and play against inmate teams. Visitors with such teams shall not exceed fourteen and not include women or children. However, female inmates can play with other female teams from outside the custodial centre.

**(b)** Where a team of custodial centre Officers is to play the inmate's team at games, spouses, other family members and friends of the correctional officers may be allowed into the custodial centre to watch the games.

Inmates playing games outside the Custodial centres.

**400.** Where there is a football pitch near the Custodial centre and its use can be obtained, the Superintendent-in-charge is authorized to allow selected inmates to play on such pitches outside the Custodial centre. Selected inmate spectators, under adequate security control, may be permitted to witness such games.

Drill exercises.

**401.** Attention shall be given to the provision of physical training, in the form of drill exercises, for inmates who are medically fit and willing to participate, particularly for young offenders'.

Days and Hours of periods for outdoor games.

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

Separation of classes of Inmates during games.

**403.** Separation of inmates during games may be guided by the factors considered under classification of the inmates.

Bathing after games.

**404.** Arrangements shall be made for inmates who have taken part in organized games to have their bath.

Safe-custody of sports clothing and equipment.

**405.** 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 which the issues were made shall be responsible for this duty and for ensuring that the clothing is washed before storing.

Cleanliness.

**406.** Each inmate shall be required to bath thoroughly so as to ensure complete personal cleanliness and hygiene.

Washing after labour.

**407.** Facilities shall be provided for inmates to bath after exercises and vocational activities. This shall apply particularly to inmates engaged on painting or rubbing down painted work, mason, metal and wood work, and other activities as may be directed by the Superintendent-in-charge.

Inmate involved in vocational workshops and other work related activities shall be provided with protective wears such as rubber sandals and hand gloves, etc.

#### INMATES' PERSONAL HYGIENE

408. Every inmate shall bath at least twice a day at designated bathing closets. Mandatory Bathing.
409. Female inmates shall be given sufficient supply of sanitary towels when required. Arrangements shall be made in Custodial centres where there are female inmates for the hygienic disposal of sanitary towels. Sanitary towels to female Inmates.
410. Arrangements shall be made in every Custodial centre to enable inmates receive regular needs in relation to cleanliness and hygiene. This shall include haircuts, shaving, hair dressing nail cut etc. The designated time of the day for these activities to take place shall be as approved by the Superintendent- in-charge. Shaving and hair cutting. Cleaning of offices and stores.
411. Selected inmates may be engaged as barbers, hair dressers and shall visit Workshops and parties under instructions of the Custodial centre Keeper. Engagement of selected Inmates as Barbers.
412. It shall be the duty of the Superintendent-in-charge when making the daily inspection to bring to the notice of the Custodial centre Keeper, or any other accompanying officer, of any inmate who is requiring a shave, hair-cut, hairdressing or any other need aimed at promoting cleanliness and hygiene. Superintendent's daily inspection of Inmate cleanliness.
- 413.—(a) Safe shaving and barbing implements shall be used for shaving and barbing of inmates. Safe shaving and barbing implements.
- (b) The security and safety of all shaving, barbing and hair dressing materials and tools shall be kept under the responsibility of the Welfare Officer who shall ensure that such materials are checked out, and checked in, after use. Such materials shall be kept in a box in the custody of the Welfare Officer and inventory of the content taken after every use.
414. 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 ensure that contents 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.
415. Public Health Officers shall ensure that a blanket which has been used by an inmate shall not be issued for use to another inmate 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 Inmates.

**B 2784**

Provision of  
Toothbrush.

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

Provision of  
Soap.

**417.** Every inmate shall receive a weekly issue of two tablets of soaps for personal use (and three tablets in the case of female inmate) and the washing of uniforms. Soap for other cleaning purposes shall be issued to the staff-in-charge of the party concerned.

Purchase of  
articles for  
toilet use.

**418.** An inmate may be allowed to purchase articles for toilet use from earnings. The Superintendent-in-charge shall use his discretion regarding such purchases or any additional articles that an inmate may wish to purchase from earnings.

Inmate's  
Petitions.

**PETITIONS**

**419.** An inmate's petition shall be written only on the prescribed Correctional 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 welfare officer and firmly secured inside the petition form.

Certified  
true copy of  
the Inmate's  
warrant.

**420.** Upon the receipt of an inmate's petition, the superintendent-in-charge shall attach a certified true copy of the inmate's warrant(s) to the petition and submit thereafter to the appropriate authorities.

Addressing  
the Inmate's  
petition.

**421.** Petitions shall be addressed to the President, State Governor, Controller-General of Corrections, Zonal Coordinator, and Controller of Corrections, State Command and shall be written in English, clear and responsible language.

Forwarding  
of the  
Inmate's  
petition.

**422.** A Petition should be forwarded on the day the inmate hands it in for transmission as much as possible.

Entering in  
the Petition  
book.

**423.** The subject matter of the Petition, date dispatched, receipt and that of conveyance of the response to the inmate, shall be entered into the Petition Book.

Routing of  
Petitions in  
respect of  
Federal  
offences.

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

425. 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 Corrections of, State Command, and the Attorney-General of the State to the Governor of the State.

Routing of Petitions in respect of State offences.

426. Where a petition relates to the health of an inmate, it shall be accompanied by a medical report duly endorsed by a Medical Officer of the Custodial centre or government hospital.

Petition relating to the health of an inmate.

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

Relating to domestic or family matters.

428. Petitions for remission of sentence shall be accompanied by completed Correctional Form No. 18. And Certified true photocopies of warrant.

Custodial centre Form No. 18.

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

Complaints against any member of staff.

430. An inmate 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.

Appeals against sentence or conviction.

431. Where an inmate wishes to appeal out of time, his petition shall be addressed to the Registrar of the court concerned.

Appeal out of time.

432. A petition by a condemned inmate shall be dealt with expeditiously in the manner aforementioned.

Petition by a condemned inmate.

#### DISCIPLINE OF INMATES

433. Sanctions for offences against discipline shall be as prescribed in the Nigerian Correctional Service Standing order, regulations and no other sanctions shall be administered.

Punishment for Offences against Custodial centre discipline (Inmates).

434. No inmate shall be placed under mechanical restraint as a punishment. The use of instruments of restraint shall only apply in exceptional circumstances with the authorization of the superintendent in-charge and the Medical Officer of the Custodial centre.

Use of Mechanical restraints on Inmates.

**B 2786**

Temporary confinement in a special cell.

**435.** The Superintendent-in-charge may order any violent inmate or inmates difficult to manage to be temporarily confined in a special cell certified for the purpose by the medical officer of the custodial facility but no inmate shall be confined in such cell as a punishment or for a period longer than is necessary.

Regular monitoring of inmates in special cells.

**436.** Inmates confined in the special cell shall be regularly monitored by the Superintendent-in-charge, the keeper and the Medical Officer of the custodial facility for a period not less than once in eight hours.

**INMATE RATION**

Reduced Ration.

**437.** Where an inmate 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 inmate on reduced ration shall be given as much water to drink as he may request.

Medical advice regarding reduced ration.

**438.** No reduced ration shall be ordered by the Superintendent-in-charge except on the advice of a Medical Officer.

Things the Custodial centre keeper must do at the commencement of reduced ration.

**439.** At the commencement of reduced ration, the Custodial centre Keeper shall—

(a) Check and sign the written instruction to the staff-in-charge of the punishment cell as to the correctness of the award,

(b) Check daily the inmate on reduced ration, and

(c) Instruct in accordance with the award, when an inmate 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.

Engagement of an inmate with reduced ration on Labour.

**440.** An inmate undergoing reduced ration shall not be required to work except light vocational services such as yard various, cleaning of cells and cell utensils.

Custodial centre Form No. 75.

**441.** Correctional Form No. 75 shall be affixed to the door of the segregation unit in which an inmate is being kept and the date, time and the reason(s) for the segregation a cell in which an inmate is undergoing punishment and the punishment awarded shall be entered therein and signed by the Superintendent-in-charge.

442. Minor offences against the rules of the custodial centre may attract warning at the discretion of the Superintendent in charge. Such warning shall be recorded against the inmate (form 40 if long term inmate & form 53 for short term inmate) and this may count against such inmates in any future adjudication, and the inmate shall be informed accordingly. An inmate that has received warnings for minor offences not less than three times, within six months shall be adjudicated upon.

Award on minor offences against Custodial centre discipline.

443. Serious offences against the rules of the custodial centre may attract the following after adjudication warning, loss of privileges, fine under the Earning Scheme, placement in segregation unit, and loss of remission. Depending on the gravity and nature of the offence committed, the sanctions may be applied singly or in combination.

Serious offences against Custodial centre discipline.

444. Where the offence committed is criminal in nature, the inmate shall be reported to the appropriate authorities for prosecution.

Reporting inmate who commits criminal offence in custodial centre.

#### PUNISHMENT OF INMATE

445. Any sanction ordered shall be carried out forthwith and it shall not be suspended except where the inmate is certified medically unfit to serve or sustain the sanction.

Carrying out of punishment.

446. Inmates' labour shall neither be of afflictive nature or for the benefit of any Correctional Officer. Corporal punishment (to be inflicted with a light cane) on adult male shall be carried out in the following manner.

Corporal punishment.

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

Administration of corporal punishment.

(b) The inmate 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 inmate's buttocks.

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

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

(g) The inmate 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 inmate, or person, other than a Custodial Officer and the Medical Officer or a Nurse.

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

Instruments of restraint.

448. 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 inmates can view such apparatus. The Custodial centre keeper shall be responsible for the safe custody of such equipment.

Corporal punishment in the presence of superintendent and medical officer.

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

Conditions for using instruments of restraint.

450. Instruments or devices of restraint shall not be applied as punishment except for the following—

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

(b) On medical grounds as may be recommended by direction of the Medical Officer;

(c) By order of the Superintendent-in-charge, if other methods of control fail to prevent inmate 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 Corrections, State Command.

Placing an inmate in a medical restraint in the absence of the Superintendent.

451. Where the need to place an inmate in a mechanical restraint arises in the absence of the Superintendent-in-charge, his Deputy shall document such order awarded and shall inform the Superintendent-in-charge, accordingly.

Leg-irons.

452. No condemned inmate on death row shall be restrained with instruments or devices of restraint 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.

453. It shall be the duty of every Custodial Officer to report to the Superintendent-in-charge every case of a breach of discipline, or contravention of any law by an inmate, which may come to his notice.

Report of  
breach of  
discipline.

454. Such report shall be made to the Custodial centre Keeper or staff acting in that capacity that shall enquire into the matter and if he considers it appropriate, instruct the staff to charge the inmate.

Charge of  
an inmate.

455. The inmate 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.

Keeping of  
an inmate in  
solitary cell.

The inmate so charged shall be adjudicated upon and if found guilty shall be awarded the following sanctions—

(a) Warning

(b) Loss of remission

(c) Placement in segregation unit/cell.

(d) Loss of privileges, fine under the Earning Scheme 368. Adjudications shall be conducted not later than the day after the charge is preferred, except it is a Saturday, Sunday or public holiday.

456. All witnesses required at adjudication by the Superintendent-in-charge shall be summoned by the Custodial centre Keeper.

Witnesses  
required at  
adjudication.

457. The proceedings of the adjudication shall be recorded by the Superintendent-in-charge in Correctional form. 116, and the award shall be entered in the Correctional Form 40 or 53.

Adjudication  
of an inmate.

458. Inmate placed in segregation units shall not be permitted to have unsupervised contacts with other inmates.

Inmates in  
cell  
confinement.

459. Inmates placed in segregation units shall be required to perform such cleaning of their cell as may be considered necessary.

Cleaning of  
confinement  
cells.

460. Inmates placed in segregation units shall be allowed to exercise outside their cells in the morning at least one hour daily and shall take their bath thereafter under close supervision.

Exercise and  
bathing by  
Inmates in  
confinement  
cells.

461. During the morning exercise and bathing, inmates kept in segregation units shall not be permitted to come into contact with other inmates and there shall always be two officers present during their exercise and bathing.

Exercise and  
bathing by  
Inmates in  
confinement  
cells.

Visitors to inmates in cell confinement.

462. An inmate kept in segregation unit shall not be denied visit or access to communication. However, depending on the circumstances this access to visit and communication may be restricted. This restriction shall not apply in the following circumstances—

- (a) Where the visitor is the inmate's legal representative,
- (b) Where the visit is in respect of the payment of the inmate's fine,
- (c) Where the letter is a petition in respect of the inmate's state of health,
- (d) Where the communication is authorized by the Superintendent-in-charge.

Medical examination for punishment diet.

463. Custodial visitors and voluntary visitors shall have access to the segregation units as well as opportunity to assess and interview inmates kept in the segregation units.

The Superintendent-in-charge and the Medical Officer shall visit daily each inmate kept in segregation unit confinement and the Custodial centre Keeper shall visit such inmate at least twice daily.

Medical examination of an inmate in cell confinement.

464. An inmate for adjudication by the Superintendent-in-charge on a disciplinary charge shall be examined by the Medical Officer for fitness.

Chaplaincy.

465.—(a) There shall be a chaplaincy unit in the Nigeria Custodial centre, which shall, arrange, organize, and coordinate religious activities for inmates. Where the chaplain is not a staff of the Nigerian Correctional Service, the approval of the Superintendent-in-charge is needed.

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

(c) A chaplain shall be permitted to hold regular services and to undertake all other religious activities towards the religious upliftment of the inmates. This shall be undertaken at designated time and place in the custodial centre as approved by the Superintendent-in-charge.

(d) No inmate shall be denied access to a chaplain and where an inmate objects to a visit of a chaplain, the inmate's objection shall be respected.

(e) As far as practicable, every inmate shall be allowed to satisfy the needs of his or her spiritual life by attending the religious services provided in the custodial centre and allowed to be in possession of the books of religious observance and instruction of his or her denomination.

(f) Where religious organisations or faith based organizations apply for permission to perform religious activities in correctional centres, the correctional chaplain officer or the welfare officer shall co-ordinate these activities with the approval of the Superintendent-in-charge.

466.—(a) each custodial centre shall have in place separate building set aside for the purpose of religious worship, and where there is no such provisions, suitable enclosure shall be provided.

Provision of suitable enclosure for religious workshop.

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

(c) Inmates 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.

467. The Superintendent-in-charge in conjunction with the chaplaincy unit may permit appointed representatives to bring into custodial centre members of their choir or similar bodies for joining in religious services. The Superintendent-in-charge shall have discretion to determine the number of persons to be allowed and the duration they would be allowed to be in the facility. Children are not allowed into the Custodial centre.

Bringing into Custodial centres, members of choir and similar bodies for religious service.

#### EDUCATION AND RECREATIONAL ACTIVITIES

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

Education and recreation activities in Custodial centre.

(b) The education of inmates shall be integrated with the national educational system so as to enable them sit for WAEC/NECO examinations and to also continue their education without difficulty after release from custody.

(c) Recreational and cultural activities shall be provided in all custodial centres for the benefit of the inmates including towards their physical, mental health and social well-being.

(d) The Custodial centre with the approval of the Controller of Corrections shall employ qualified Teachers and instructors to teach and educate inmates in collaboration with appropriate educational institutions.

(e) Educational activities shall be provided for all inmates. The Correctional Service shall employ and deploy qualified teachers and instructors to teach and educate inmates in collaboration with appropriate educational institutions.

Use of services of Inmates with relevant education or profession.

469. The Superintendent-in-charge, where necessary, may in the course of provision of educational activities use the services of inmates with relevant educational or professional qualification who are willing to render services to other inmates.

Security during school hours.

470. The Superintendent-in-Charge shall be required to provide adequate security measures during class session around the school located in the custodial centre.

Writing materials to Inmates attending classes.

471.—(a) The Superintendent-in-Charge shall issue writing materials to inmates who are 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 inmates' registered numbers and names.

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

Permission to take writing materials out of the Custodial centre upon discharge.

472.—(a) An inmate may be allowed to take writing materials out of the Custodial centre 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 inmate shall be allowed to write or make reference in his writing materials to Custodial centre matters, staff, co-inmates, offences, convictions and sentences.

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

Conditions on which notebooks and writing materials are issued.

473.—(a) The Superintendent-in-charge shall ensure that inmates 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 Custodial centre Keeper from time to time and action shall be taken in the case of improper use.

Entertainment and other enlightenment programmes.

474.—(a) Public Lectures, concerts, cinema shows and debates shall take place outside normal working hours and attendance shall not be compulsory. However, such activities can be carried out during working hours if they are to be administered as therapies and interventions based on risk and needs assessment conducted by staff or specialists.

(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 inmates and shall ensure adequate security during such programs.

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

Voluntary organizations providing entertainment inside Custodial centres.

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

Keeping to time table of educational activities.

(b) The school shall be run between the hours of 0900 hrs. and 01400 hrs.

477. Nothing in the foregoing shall prevent inmates themselves from arranging concerts within the Custodial centre 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.

Concerts in the Custodial centre.

478. The Superintendent-in-charge shall keep a record of all classes, public lectures, concerts, and cinema shows held in the Custodial centre and shall include such records in his annual report to Correctional Service Headquarters.

Record of shows held inside Custodial centres.

479.—(a) There shall be established in all Custodial centres a Library for the use of all categories of inmates, adequately stocked with both recreational and instructional books and inmates 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.

Custodial centre Libraries.

(b) Books for the use of inmates shall be classified into Devotional Books, Text Books, and General Library Books.

480. *Devotional Books* : An inmate 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. Inmates are permitted to receive religious books and pamphlets distributed by approved religious bodies.

Devotional Books.

481. *Text Books* : Text books include all text books, dictionaries, atlases, periodicals and other related books provided either for the teaching or education of inmates.

Text Books.

General  
Library  
Books.

482. *General Library Books* : There shall be in every Library, general library books to be stocked by the Service in all the Custodial centre Libraries for the use of both staff and inmates such as but not limited to novels, leisure and adventure books, periodicals, etc.

Security  
measures to  
prevent  
unauthorised  
articles  
getting into  
the Libraries.

483. 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 Inmates.

General  
rules relating  
to the use of  
Libraries.

484. 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 Custodial centre.

Purchase of  
educational,  
professional  
and  
periodical  
materials.

485. The Superintendent-in-charge may, at the request of an inmate, permit the purchase of professional, educational and periodical materials if satisfied that this privilege is to the inmate's advantage.

#### CUSTODIAL CENTRE VISITING COMMITTEE

Visitors  
to the  
Custodial  
centres.

486. The superintendent-in-charge shall ensure the following—

(i) proper identification of the persons presenting themselves for the visit and inspection ii. Provide access and adequate cooperation ; and

(iii) The Superintendent of Custodial centre shall maintain a log book assigned for entries by visitors and visiting committee members.

Custodial  
centre  
visiting-  
committee.

487. There shall be official visitors to custodial centres in Nigeria which shall consist of—

(a) *Ex-officio visitors* : These consist of all judicial officers. The Ex-officio shall be appointed by the president of the federal republic of Nigeria.

(b) *Legislative oversight visitors* : Who shall be presiding officers and members of relevant committees of the National Assembly and State Houses of Assembly.

(c) *Custodial centre visiting committee* : This shall be set up by the Minister of Interior in consultation with state authorities. They are to consist of reputable members of the society and non-governmental organisations.

(d) *Voluntary visitors* : Who shall be appointed by the Controller-General of Corrections and consist of retired correctional officers with good track records and any other person as the correctional service may deem fit to serve as custodial centres visitors .

(e) Information relating to all places of detention and all persons in detention shall be kept by the ministry, and steps shall be taken by the

Ministry to ensure the process, capacities, human rights compliance and security of all facilities holding detainees and inmates including those on pre-trial detention.

488. The functions of visitors of custodial centres are to—

(a) Visit the custodial centres and inspect the wards, cells, yards and other apartments or divisions of the custodial centre.

(b) Receive the complaints if any, of the inmates.

(c) Inspect the journal registers and books of the custodial centre and conditions of treatment of inmates.

(d) Call the attention of the superintendent to any irregularity in the administration of custodial centre or structural defects which may require urgent attention.

Functions  
of visiting  
committee.

489. With respect to the custodial centre visiting committee, the committee shall visit the custodial centre at least once in a month between the hours of 0900 and 1500 hours. All visitors shall observe the regulations which are binding upon custodial 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.

Official time  
for  
committee  
visit.

490. Communications between the inmate, relations and Legal representative shall be with the approval of the Superintendent-in-charge, who shall be informed of the proposal by an entry in the prescribed book.

Communica-  
tion between  
the Inmate,  
relations and  
legal adviser.

#### AFTER CARE

Special attention shall be paid by the service to assist a released inmate to re-establish in society.

The CG shall approve the sharing of revenue—

(a) the inmates that worked in custodial centre workshop earn some money so as to encourage them ;

(b) part of the money will be retained in the facility so as to maintain continuity ;

(c) while the remaining revenue will be paid to the government fund ; and

(d) the CG may recommend to the board for issuance of certificates of good behavior upon discharge to an inmate who had demonstrated good conduct such as trade test certificate.

491. No letter or article of any description shall be given to or taken from an inmate without the approval of the superintendent in-charge.

Approval of  
Superintendent  
before  
collection of  
letter.

Divulging of any information about the Custodial centre without authorization.

Special and voluntary visitors.

492. No custodial centre visiting committee member or Voluntary Visitor shall make any communication to the media on the subject of the inspection or any other matter relating to the correctional service without the approval of the Controller of Corrections in the State or the Controller-General of Corrections.

493.—(a) The Superintendent-in-charge shall endeavour to obtain a sufficient number of custodial centre visiting committee member or Voluntary Visitor.

(b) In submitting recommendation for the appointment of a custodial centre visiting committee member or Voluntary Visitor, the Superintendent-in-charge shall furnish to the Controller of the Corrections in the state with the particulars of the proposed visitors as may be required from time to time. Such particulars of the proposed visitors as may be required must be in line with provisions in the Correctional Act as regards visitors (Custodial centre visiting committee member or Voluntary Visitor). In respect of the information relating to the custodial centre visiting committee member or Voluntary Visitor shall be submitted to the Minister of Interior by the Controller-General, and the Minister may decide to be guided by the submission or otherwise.

(c) The Superintendent-in-charge may where 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 Corrections in the state. Educational and Vocational activities.

(d) The Controller of Corrections 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.

494. The Superintendent-in-charge shall on the advice of the Reception Board, allot to each inmate the educational programmes and skill acquisition best suited to the inmate and shall ensure adequate number of inmates participating in these programmes.

Hours of activities.

495. Prescribed education and vocational activities shall be carried out during the following hours (Mondays to Fridays – 0900 to 1330 hours).

Duty of staff in charge of workshops.

496. It shall be the duty of staff in-charge of workshops and educational activities to set daily tasks, which keep the inmate in their charge fully engaged for the whole period during which they are required to be engaged in educational or vocational activities.

Approval for institutional industries and farm centres.

497. Vocational training: institutional industries and farm centres should be operated directly by the custodial centre or in partnership with a private enterprise or other relevant agencies as may be approved by the Controller General on the recommendation of the State Controller of Corrections and Superintendent-in-charge.

## ASSIGNING DUTIES TO INMATES

498. Aged inmates and inmates of known questionable character shall not be engaged as kitchen assistants or cleaners in any part of the Custodial centre. Inmates on capital charges both convicted and non-convicted engaged in educational and vocational workshops, shall be within the custodial centre and shall be under direct and constant supervision.

Aged  
Inmates and  
Inmates of  
known bad  
character.

499. Special care shall be taken when allocating inmate outside the custodial centre and it shall be the responsibility of the custodial centre Keeper or any staff acting in that capacity to ensure that potential escapee is not allowed outside—

Engagement  
of Inmates  
on various  
labours.

(a) It shall be the duty of the staff-in-charge of the escort to check and ensure that he has only those inmates that have been duly allocated to him;

(b) It shall be the duty of the staff in-charge of the escort to bring to the notice of the custodial centre Keeper, the inmates whom he considers as potential escapee is not allowed ; and

(c) It shall be noted that only inmates with six months or less and with good behaviour/conduct should be allocated to labour party outside custodian centre.

500. The following categories of inmates shall not be allowed outside—

Inmates not  
permitted to  
work  
outside.

(a) Awaiting trial Persons.

(b) Known escapees.

(c) Those with outstanding charges or cases in court.

(d) Those with pending disciplinary charges.

(e) Those with pending Appeals.

(f) Those unsuitable by virtue of their crime such as sexual offences, grievous bodily harm, armed robbery and the like.

(g) Those that are sick or suffering from terminal diseases.

(h) Those having more than six months of their sentence still to serve.

(i) Recidivists, and

(j) Those that for any other reason may be considered as unsuitable for outside activities by the Superintendent-in-charge.

501. The cleaning of offices and stores shall not be carried out by inmates except under close and direct supervision if the need arises.

Cleaning of  
offices by  
inmates.

502. Inmates prone to violence including inmates charged with violent offences, terrorism, violent extremism and other related offences shall not be engaged in activities requiring the use of equipment and tools without strict direct supervision.

Inmates'  
prone to  
violence

**B 2798**

Engagements that inmate can't do.

**503.** No inmate shall be—

(a) Engaged in any activity that gives them access to custodial centre information and data such as clerical and secretarial work, in the Custodial centre ;

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

Engagement of Inmates with suicidal tendencies.

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

Hazardous activities.

**505.** Inmates shall not be engaged in any hazardous activities both within and outside custodial centre.

Availability of working materials in skilled trades.

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

(i) Efforts shall be taken to avail female inmates to be engaged in skills, educational and vocational activities.

(ii) Adequate measures should be put in place by the service to ensure that inmates of all categories are involved in activities geared towards reformation and rehabilitation to attain successful re-integration.

**INVENTORY OF TOOLS**

List of tools.

**507.** A list of tools in each workshop shall be kept therein in the tool box. Periodic reviews shall be carried out to ensure such tools and proper record with monthly returns to the Controller of state command.

Marking of Custodial centres on all tools.

**508.** All tools shall be marked Custodial centre 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.

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

Plant.

**510.** Under this section, Plant includes but 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) Computers, scanners, printers and photocopying machines,
- (k) Motor Vehicle
- (l) Farm Machinery and Tractors,
- (m) Spinning and Weaving Machines,
- (n) Forges,
- (o) Bucket Making Machines,
- (p) Bench Drill, etc.

511. A duplicate of each Custodial centre plant ledger shall be kept at the National Headquarters and any amendment shall be forwarded thereto. Monthly returns of aforementioned plants shall be maintained from any formation down to the usage process to the National Headquarters.

Duplicate of  
plant Ledger.

512. The Superintendent-in-charge shall be responsible for accounting for all tools, equipment and plant in line with extant Government Financial Regulations.

Accounting  
for tools.

513. 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.

Store Ledger.

514. 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.

Record of  
tools  
distribution.

515. The Superintendent-in-charge shall cause the inventories to be checked against the store and tool ledgers twice a month or as the situation arises and shall take disciplinary measures in any case of discrepancies.

Checking of  
inventories  
against store  
and tools  
ledgers.

516. The Staff in-charge of escort of inmates shall keep a list of the tools delivered to them on commencing labour in the morning, and upon the cessation of such activities shall examine, check and secure the tools.

List of tools  
delivered on  
commencing  
labour.

#### HANDLING OF MACHINERY

517. All machinery shall be carefully inspected by the staff in-charge of each workshop that 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.

Inspection  
of  
Machinery.

**B 2800**

Oiling and greasing of machinery.

**518.** The oiling and greasing shall, as a rule, be done by inmates while the machinery is not in motion, but those parts that require oil or grease while the machine is in motion shall be done by the staff in-charge of the workshop. Inmates assigned to work in where machineries and plants are provided must be of good behaviour and conduct to learn operational rules and regulations.

Inspection of safety arrangements.

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

Informing the factory Inspector.

**520.** 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.

Recommendation by factory Inspector.

**521.** 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 Corrections State Command.

Guarding of Machinery.

**522.** 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 Custodial centre 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 ; and

(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 Corrections in the State, if, for any special reason, he has authorized the use of a machine without the guards.

Instructions regarding guarding machinery.

**523.** 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.

524. The Superintendent-in-charge shall inform all staff and inmates 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. Safety precaution on use of machinery.
525. Where staff and inmates 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. A record shall be maintained to reflect the compliance with instructions guiding use of machineries in respect of safety. Working with machinery for the first time.
526. Two or more inmates shall not be allowed to work with the same machine especially if the risk of accident is higher or the number of inmates engaged is unnecessary. Numbers of inmates allowed working on machines in Custodial centre.
527. Shafting, pulleys, belts or gearwheels which are in motion shall not be approached closely unless they are completely guarded. Shafting, pulleys, belt or gearwheels.
528. Where an accident involves an inmate, immediate medical attention should be given and if need be referred to government hospital. Inmates involved in accidents on the use of machines.
529. The Superintendent-in-charge shall obtain report from the supervising staff at the time of the incident or inmate who can supply information as to how the accident occurred. Superintendent-in-charge shall examine whether the accident was due to the negligence of the correction officer or inmate. Accident report
530. 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 Corrections State Command. Medical report of injury sustained on use of machine.
531. No inmate shall be engaged in activities that are dangerous and strenuous in nature such as : climbing of scaffolds, platforms or ladder measuring more than 3 feet high. Use of scaffold and ladders.
532. The Staff-in-charge of the vocational activities or other work related activities shall ensure 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. Work on scaffold, ladder or platform.

**B 2802**

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.

Repairs by only persons with technical know-how.

Repairs only by certified electricians.

Inmates undertaking electrical installation on approval of the Superintendent only.

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

533. 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.

534. 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, etc. used on the work. All equipment not in use shall be removed and replaced where necessary.

535. In all Custodial centre 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. Adequate supervision and observation should be made on inmates exposed to electrical works to avoid unnecessary tampering with cables connected to power supply or do any other act that may endanger lives and property in the custodial centre.

536. Adequate precautions shall be taken to prevent any conductor or apparatus from being accidentally or inadvertently electrically charged when correctional officers are working thereon.

537. 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.

538. Inmate electrical installations shall only be managed by certified electricians.

539. No addition or alterations to existing electrical installation in custodial centres or any building within the precincts of a custodial centre shall be undertaken without the approval of the Controller of corrections in the State or the Controller-General of Corrections.

540. In situations of major additions or alterations of electrical installations, approval must be applied, while minor additions or alteration can be effected and noted in the superintendent journal and occurrence custodial book.

541. 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.

Testing and passing as safe.

542. 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.

Work being carried out as to be free from danger.

#### DENTAL TREATMENT

543.—(a) Where an inmate 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 inmate. For this purpose, inmates shall be permitted to withdraw from their personal cash property. Every visit to a private dentist shall be in the custody of staff that shall be in uniform.

Dental treatment.

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

(c) In the foregoing, medical staff shall ensure compliance with all extant rules and regulations in the observance of this section.

544. Where an inmate refuses to take food, the Medical Officer shall examine the inmate and advise Superintendent-in-charge appropriately—

Inmate refusing food.

(a) Where in the opinion of the Medical Officer, compulsory feeding is necessary; the medical personnel shall inform the Superintendent in-charge and at the same time furnish a written certificate that the inmate is physically fit for this treatment ;

(b) 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 Correction in the State followed by a letter forwarding a full medical report on the matter ;

(c) Whenever it is necessary that an inmate shall be artificially fed, he shall be treated as a hospital patient, in the Custodial centre hospital or clinic. All records as are normally kept for hospital patients shall be kept in regard to such inmates and the inmate'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 inmates 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 Corrections in the State, for onward transmission to the Controller-General of Corrections.

Mental and physical condition of an inmate.

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

Information prejudicial to the Inmate.

546. Where at any time an inmate makes a statement to any staff which implies that the inmate 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.

Inmates under medical observation.

547. Inmates under Medical observation in the Custodial centre hospitals or clinics, whether mental or otherwise shall not be engaged in labour.

(i) There shall be health care service in all custodial centres for the purpose of promotion, prevention and treatment of physical and mental health ;

(ii) There shall be at least one medical worker in all custodial centres ;

(iii) The health worker shall periodically inspect all inmates' cells to ensure that the following are adhered to; sleeping accommodation shall meet all requirements of health with consideration given, among other things, to adequate floor space, water and sanitation amenities, lighting and ventilation.

(iv) He shall supervise and ensure sanitation of facility and with good ventilation ; and

(v) The health workers shall ensure the cleanliness and hygiene of all inmates and their materials that are used by inmates.

Particulars of Inmates under observation in an occurrence book.

548. The name of every inmate under observation, whether located in hospital or clinic shall be entered into an occurrence book and any unusual occurrence in the hospital, clinic or amongst any inmate under observation, whether by day or night, shall be recorded by the staff deployed to the hospital or patrolling the Custodial centre. 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.

Duty of the Nurse or staff in charge of the hospital.

549. 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.

Inmates complaining of sickness.

550. Inmates who complain of sickness shall be taken to the clinic to be examined by the Medical Officer for appropriate diagnosis and treatment. Where an inmate is diagnosed of a contagious or infectious disease, such inmates shall be isolated to avoid infecting other inmates.

551. The system of documentation of record of sickness of inmates shall be as follows—

Complaining sick book.

(a) The Custodial centre Keeper shall enter the name of the inmate involved in the Complaining Sick Book ;

(b) The Custodial centre Keeper shall ensure that all inmates 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 Custodial centre Keeper ; and

(d) Where the inmates to be admitted into the Custodial centre hospital or clinic inside the custodial centre or in a government approved hospital, the Medical Officer of the correctional service shall enter the ward Admitted to Custodial centre 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 Custodial centre hospital or clinic.

552. The Medical Officer shall maintain a record of all inmates complaining sick. Page 3 of the inmate's form 40,53 and any other appropriate forms shall be delivered to the Medical Officer the morning after the inmate's admission into the Custodial centre. This page 3 of form 40, 53 and any appropriate forms shall be the inmate medical history while in Custodial centre and it shall be sent with the inmate in the event of transfer.

Medical report on Inmates complaining sick.

On the discharge of the inmate, all medical information relating to the inmates including those on page 3 on form 40, 53 and any other appropriate forms shall be made available to the inmate.

553.—(a) An inmates' form 40, 53 and any other appropriate forms shall not be passed to the Medical Officer unless he requests to see the record. The inmate record (form 40, 53 and any other appropriate forms) shall not be taken out of the Custodial centre in the event of an inmate being admitted to an outside hospital.

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

(b) 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 Custodial centre Medical Officer to the outside hospital in the event of a referral of an inmate.

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

**B 2806**

In-patients  
Epileptic  
Inmates.

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

Observation  
bell.

556. A bell shall be provided for each observation cell which may be fitted with a cut-out for use only in the case of an inmate who, by persistent and unnecessary ringing of the bell, disturbs other inmates: When the cut-out is in use the inmate must be visited at least once every 30 minutes. Devices shall be installed to enable alarm or notification to be triggered by inmates in case of emergency to alert the correctional officers on duty.

Mentally  
sick inmates.

557.—(a) The Superintendent in charge shall refuse to admit any person brought into the custodial facility that is mentally unstable, and shall record details relating to the name of the person brought, the officer that brought the person, and any other related information. This shall be made available to the mental health review board and the State Controller of Corrections.

(b) where it appears to the Superintendent that an inmate undergoing imprisonment or death sentence is of unsound mind, he shall report to the State controller of Correctional Service who :

(i) shall appoint health practitioners to inquire into the inmate's mental health ; and

(ii) may, if necessary, order the inmate out of the custodial centre to another custodial centre within the state or to the closest mental facility.

Inmate's  
with  
infectious  
diseases.

558. On the admission of an inmate suffering from pulmonary tuberculosis, venereal diseases, suspected infectious diseases or a suspected contact with an infected person, such inmate shall be examined by the Medical Officer.

Medical  
officer  
recommenda-  
tions on  
infectious  
diseases.

559. The Medical Officer shall make recommendations regarding the engagement of inmates suffering from contagious or infectious diseases in relation to educational and vocational activities.

Escort of  
Inmates with  
serious  
health  
conditions  
to courts.

560. Where inmates 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.

561. No major medical treatment such as surgical operation shall be performed on an inmate without due notification of their next of kin. This shall be especially applied in all young offenders' facilities where the consent of their parents or guardians shall be sought.

Serious operation on a young inmate.

#### TREATMENT OF FEMALE INMATES

562. There shall be a provision of separate facilities for female inmates in all states of the federation.

Facilities for female inmates.

563. The Superintendent-in-charge shall provide all necessary facilities to address the special needs such as medical, nutritional needs and sanitary provisions for female inmates.

Facilities for the special needs of female inmates.

564. Upon admission, all female inmates shall undergo pregnancy test as soon as possible but not exceeding 14 days from the date of admission. Where the test is positive, the inmate shall be provided all necessary medical care and support. The committing court and the next of kin should be duly informed.

Treatment of a confirmed pregnant Inmate.

565. Where the female inmate is found to be pregnant while in custody, an investigation including DNA analysis shall be conducted to ascertain who is responsible, and the perpetrator shall be prosecuted.

DNA investigation.

566. A pregnant inmate shall be in association of female inmates by day and night from the day the pregnancy is ascertained irrespective of the stage of the pregnancy. She shall sleep in a room with at least two other female inmates who could in any emergency, give some immediate help and call for assistance.

Sleeping in a room with at least two other female inmates.

567. At the appropriate time the medical officer with the approval of the Superintendent-in-charge shall refer the pregnant inmate to government hospital for delivery. Adequate infant necessities shall be provided for the expected child and the same shall apply to mothers admitted into correctional facilities with infants.

Provision of infant necessities.

568. Where the medical officer discovers that the pregnant inmate 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 held back in custody beyond the date on which she obtain her discharge in the ordinary course. A report on the circumstances shall be forwarded to the Controller of Corrections in the state.

Advanced stage of pregnancy of an inmate.

569. Care shall be taken that the word custodial or correctional centre does not appear on the birth record of the child. The name of the street or road and plot number of where the correctional centre is located shall be

Reporting the birth of a baby in Custodial centre.

given as the address of the place of birth. A child born to an inmate shall be vaccinated accordingly.

Provision of cot or cradle for the baby.

570. A cot or cradle shall be provided for every inmate with a baby. The mother shall be told to use cot or cradle for the baby at night. She shall be warned that, disobedience shall make her responsible in the case of an accident to the baby. The mother shall be encouraged to breastfeed or feed the baby with any diet recommended by the medical officer.

Creche to cater for wellbeing of babies.

571. Crèche shall be provided in every female custodial centre for the wellbeing of the babies in custody with their mothers.

Vaccination of a child born to an inmate in custody.

572. All female custodial facilities shall provide pre-natal and anti-natal health care as maybe required by the inmate. Babies shall not remain in custodial facilities beyond 18 months. Such babies shall be handed over to the families of the inmates in the absence of which they shall be taken to designated welfare centres.

Escort for female inmates.

573. Where female inmates are moved under escort, they shall be escorted by female escort. A male escort may be attached where necessary.

#### TREATMENT OF MENTALLY UNSOUND INMATES

Mental illness.

574. Where any staff member considers that an inmate is mentally unsound, the staff shall report the circumstances to the Superintendent-in-charge who shall request the Medical Officer to examine the inmate.

To have escaped from a mental hospital.

575. Where an inmate being admitted is known or believed to have escaped from a mental hospital, the following procedure shall be adopted—

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

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

Removing an inmate with mental illness to a psychiatric hospital

576. Where an inmate with mental illness is about to be removed to a psychiatric hospital—

(a) The Medical Officer shall make a special examination of the inmate immediately before the inmate's removal, and any injuries or other conditions discovered shall be recorded in the appropriate correctional Custodial centre books.

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

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

578. 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.

579. Inmates 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 Custodial centres in the State, who will endeavour to arrange for a transfer.

Inmates exhibiting marked depression.

#### TREATMENT OF SICK INMATES

580. All inmates 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 Inmates under observation.

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

Communicating any unfavourable news to an inmate under observation in a hospital.

582. Where an inmate in any custodial centre shows symptoms of mental disorder, the case shall be reported forthwith to the Controller of Correctional centre, State command in which the Custodial centre is situated who shall arrange for the transfer of such Inmate to the most suitable Convict Custodial centre having accommodation for Psychiatric patients.

Temporary removal of Inmates to Government approved hospital outside the Custodial centre.

583. Where an inmate is suffering from a disease which cannot be properly treated in the Custodial centre hospital or clinic in the custodial centre, or where the inmate needs to undergo a surgical operation which cannot be carried out in the Custodial centre, the Controller of Corrections State Command may, on the advice of the Medical Officer approve the removal of the inmate to such hospital as may be recommended by the Medical officer, and which shall be a government hospital.

Need to undergo a surgical operation.

REMOVAL OF SICK INMATES TO OUTSIDE HOSPITALS

In case of emergency.

584. In cases of emergency, the Superintendent-in-charge may authorize such removal and report to the State Controller of Custodial centre for approval.

Undergoing convalescence.

585. The inmate shall be returned to the Custodial centre, where necessary, to undergo convalescence in the inmate Custodial centre hospital or clinic.

Deemed to be in legal custody in hospital.

586. An inmate 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 Inmates in hospital outside Custodial centres.

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

Sending of Inmates on capital offences to outside hospitals.

588. An inmate 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 the Nigeria Correctional Service Regulations. The Controller-General of Custodial centre Correctional Service, the zonal coordinator and the State Controller of Custodial centre Corrections of the State concerned shall be informed of such transfer, where possible before the transfer takes place.

Inmates in outside hospitals.

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

Receipt of food by Inmates transferred to outside hospital.

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

Receipt of visitors by Inmates in outside hospital.

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

Escort of an inmate from outside hospital back to the Custodial centre hospital.

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

593. Where the Medical Officer of a government hospital requests that staff be provided for an inmate or inmate that are admitted to the hospital, the Superintendent-in-charge shall grant the request.

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

594. Where an inmate commended by the custodial medical officer to be admitted in a government hospital for a treatment is refused admission, the reason(s) given by the medical officer of that hospital refusing the admission. The report shall be forwarded through the fastest means available.

Refusal to admit inmates in a hospital outside.

595. Where the Medical Officer reports to the Superintendent in-charge, that an inmate is seriously ill, the Superintendent shall inform the inmate's next of kin or a close relative.

Next of kin of seriously ill inmates.

596. Where the Medical Officer is of the opinion that further Custodial measures would endanger the life of an inmate or if is of the opinion that, on Medical grounds, the inmate should be released, this shall be included in the report and forwarded to the Superintendent-in-charge on custodial centre. Form No. 28 and the latter shall forward the completed Form 28 to the Controller of Custodial centre in the State.

Recommendation on medical ground for release of sick inmate.

#### DEATH OF INMATES IN CUSTODY

The superintendent in charge shall take every necessary step to ensure as much as possible that death of inmate is prevented.

597. Where death of an inmate occurs, the Superintendent-in-charge shall report to the state controller who shall in turn notify the Zonal Co-ordinator for onward communication to the Controller General. The superintendent shall also notify the coroner, and next of kin, and in cases unconvicted inmate, this information shall also be provided to the prosecuting agency and the court in which the matter is before.

Reporting the death of an inmate.

598. There shall be an inquest regarding all deaths in custody to ascertain the nature and circumstances of the death.

Inquest into nature of death.

(a) If findings of investigation reveal that the death was caused by the negligence or unlawful action of a correctional officer.

(b) The correctional officer shall be suspended and prosecuted and the supervising officer sanctioned.

599. The correctional service shall pay appropriate compensation and expenditure relating to burial rites as may be determined by the panel of inquiry or court of competent jurisdiction.

Compensation and expenditure relating to burial rites

Medical Officer reports where death occurs two weeks before admission.

600. Where death occurs within two weeks of admission into Custodial centre, a report shall be furnished by the Medical Officer as to the inmate's state of health when admitted into the custodial centre. The Superintendent-in-charge shall also state whether or not the court escort reported to the Gate Keeper that the inmate was suffering from any illness or injury or such a fact of illness or injury was noticed during admission of the inmate into the custodial centre.

Keeping of the body of a dead Inmate.

601. The body of a dead inmate shall be removed and kept in a government mortuary until permission is obtained, from the appropriate authority by the family of the deceased inmate in line with laid down rules and procedures such as applying to the Controller-General through the State Controller and the superintendent in charge of the custodial centre.

Access to the body of a dead Inmate.

602. No person other than the Medical Officer or a Medical Assistant designated shall have access to the body of the dead inmate until permission to bury has been obtained.

#### SANITATION

Sanitation.

603. The drains and buildings; including quarters for staff and all Government land on either side of the Custodial centre enclosure walls or fences shall 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 Custodial centre.

Public health staff.

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

Accumulation of dust.

605. 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.

606. 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 Custodial centre industry.

Daily inspection of Custodial centre environment.

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

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

Daily airing of cells.

609. If the clothing and beddings of an inmate suffering from venereal and contagious diseases is in a condition that makes it not be disinfected, such inmate should be issued a new one and the former disposed of. Otherwise if found in good condition it should be marked before washing and reissued to the same inmate.

After suffering from venereal or contagious diseases.

610. Where the medical officer considers it desirable, the cell of an inmate suffering from contagious or infectious diseases can be fumigated and any furniture therein shall be washed with a disinfectant while the inmate should be isolated for a period as may be recommended by a medical officer.

Fumigation of cells.

#### PART II—STAFF

611. There shall be interpersonal relationship between inmates and staff but not familiarity to the extent of disclosing official duties, or any matter of discipline or custodial centre security.

Familiarity between Staff and Inmates.

612. No staff of the Custodial centre shall use tobacco or intoxicating liquors within the Custodial centre.

Use of tobacco, or intoxicating liquor.

613. Custodial centres shall be under the administration of an Officer designated as the Superintendent-in-Charge and deployed under the order of the Controller-General of Custodial centres.

Commissioned Officers Superintendent-in-charge.

614. 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 Custodial centre at all times.

Superintendent's general control.

615. The Superintendent-in-charge shall exercise a close and constant personal supervision of the whole Custodial centre, including—

Superintendent-in-charge's personal supervision

(a) The Superintendent shall make a daily inspection of the Custodial centre and visit every part of it at least once a week. The Superintendent shall carry out 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 a previous permission has been obtained to do so from the Controller of Custodial centres in the state command. In every case when the Superintendent intends to be absent from the Custodial centre he shall delegate his Deputy to take charge of the Custodial centre during his absence ;

(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 an inmate could have access to it, unless it is secured, preferably by locking and removing the ignition key. Where inmates 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 Custodial centres in the state any recommendation(s) that shall improve the security of the Custodial centre ;

(g) Take care that proper precautions against fire are adopted, that appliances for the extinguishing of fire are kept and placed in strategic locations 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 testing of alarms are conducted, muster points are designated ; that the escape and emergency procedures laid down fully understood and adhered to by all staff ;

(i) Ensure that an efficient and effective 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 Custodial centre precincts ; and

(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 Corrections for the implementation of the Superintendent-in-charge.

**617.** All Custodial officers shall be provided with security infrastructures and equipment such as—

- (i) Observation Towers ;
- (ii) Double parameter walls ;
- (iii) Close Circuit Television (CCTV) ;
- (iv) Body scanners ;
- (i) E- monitoring devices ;
- (vi) Electrically activated alarm system ;
- (vii) Phone Jammers ;and
- (viii) Any other instruments of restraint.

Security  
infrastructure  
and  
equipment  
for custodial  
centre

(2) There should be an armed squad unit of the service to be headed by—

(i) Commander not below the rank of an ACC at the National headquarters ;

(ii) unit Commander at the state level not below the rank of an ASP II to perform the following duties—

(a) Guard and protect all the service faculties and equipment.

(b) Provide escort to and from court,

(c) Be orderly to superior officers of the Service, Controllers, and above,

(d) Deploy to joint task force at both state and national levels, and

(e) Perform all other duties that maybe assigned to them.

There shall be an intelligence and investigation unit (I&I) of the service to be headed by—

(a) a controller and above at the national headquarters

(b) an officer not less than the rank of an ASC at the state level to perform the following duties—

(i) security surveillance on all persons within and around the correctional service faculties, and

(ii) intelligence gathering and monitoring of activities of both staff and inmate in Custodial and Non Custodial Centres and place of work.

#### CLASSIFICATION OF ESCAPEES

Potential  
Escapees.

**618.** The Superintendent-in-charge shall classify potential escapees as follows—

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

(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.

A or B list.

**619.** Inmates, 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.

Removal  
from A or B  
list.

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

Condition of  
Inmates on  
the A or B  
list.

**621.** The Superintendent-in-charge shall ensure that the inmates on the A and B Escape Lists are subjected to the following conditions—

(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 outside activities ;

(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" inscribed on their uniform ;

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

(g) The B Escape List showing each inmate's cell shall be kept in the Custodial centre. Keeper's office and copies shall be hung in the offices of the Superintendent-in-charge, the GateKeeper and the Medical Officer.

#### KEYS AND LOCKS

622. The Superintendent-in-Charge shall take the following precautions regarding keys—

Case of  
Keys and  
locking up.

(a) A list of all Custodial centre keys including instruments of restraint 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 key safe 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 the gate lodge to which no person but the Superintendent-in-Charge and such staff as he may appoint shall have access ;

(d) No Custodial centre 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 Custodial centre, 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 staffs leaves the Custodial centre ;

(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 ; and

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

(i) On the opening of the Custodial centre,

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

(iii) When the Custodial centre is locked up for the night.

Standing Orders.

623. A copy of this Standing Order shall be kept at the gate-lodge of each Custodial centre.

Hand-cuff and D-Lock Keys.

624. Instruments of restraint shall be issued to the Custodial centre keeper by the Superintendent-in-charge according to requirements.

625. The Keys stated above shall be kept by the Custodial centre keeper in a strong box in his office.

Account of Keys.

626. The Custodial centre keeper shall keep an account of all keys issued to staff and obtain the signature of the staff concerned.

Entries in Account Book.

627. It is the duty of the Custodial centre 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 handcuffs.

628. The floating stock of instruments of restraint shall be kept in the custody of the Custodial centre keeper in his office.

Repairs of Custodial centre lock or key.

629. The Superintendent-in-charge shall ensure that no inmate is allowed to repair or otherwise deal with a Custodial centre lock or key.

Loss of Keys.

630. The loss of a Custodial centre key shall be reported to the Superintendent-in-Charge to whom any key which may be broken or unserviceable shall be returned.

Locking up at night.

631. The duty of locking up the Custodial centre at night shall be arranged for on a weekly roster.

Reporting final Lock-up.

632. The Custodial centre Keeper, after the final lock up, shall report to the Superintendent-in-Charge, each night, that the Custodial centre has been duly locked up, the night duty staffs are present and that all is correct or otherwise.

633.—(a) 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 Custodial centre.

Suspicion of likely disturbance in a Custodial centre.

(b) Working in synergy with other sister agencies in such circumstances to ensure adequate security in the custodial centre.

634. The Superintendent-in-charge shall receive verbal reports accounting for all inmates in custody—

Accounting hours for all Inmates.

- (a) At the un-locking of the inmates in the morning ;
- (b) At 1130 hours ;
- (c) At 1330 hours ;
- (d) At 1600 hours ; and
- (e) At the final lock-up of the Custodial centre at night.

#### CUSTODIAL CENTRE JOURNAL

635. The Superintendent-in-charge shall keep a Custodial centre journal which shall be updated daily and the date of each entry shall be written in the margin.

Custodial centre 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.

636. The following matters shall be entered in the Custodial centre Journal, irrespective of any entry in any other Custodial centre book or form—

Content of custodial centre book

- (i) Corporal punishment ;
- (ii) Use of Restraints ;
- (iii) Escape or attempted escape ;
- (iv) Suicide or attempted suicide ;
- (v) Death ;
- (vi) Execution ;
- (vii) Birth ;
- (viii) Number of :
  - (a) Inmates unlocked,
  - (b) Inmates discharged or removed,
  - (c) Inmates 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 inmates and staff; applications by inmates and staff; receptions and discharges ; rounds of the Custodial centre ;
- (xii) Particulars of reliefs when away from the Custodial centre ;
- (xiii) Search or removal of a visitor ;
- (xiv) Check of cash ;
- (xv) Check of stores ;
- (xvi) Check of rations ;
- (xvii) Fire practice ;
- (xviii) Escape and emergency practice ;
- (xix) Opening of gate at night to any person than a Correctional officer ; and
- (xx) Any other unusual occurrence.

Superintendent's Order Book.

637. The Superintendent-in-charge shall enter in a book to be called the Superintendent's—Order Book<sup>4</sup> all his orders relating to the management of the Custodial centre 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.

638. 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.

639. 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 corrections not later than the 31st December of the New Year. For this purpose running records and accounts shall be kept.

Inspection of staff.

640. 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.

Inmates and staff complaints.

641. The Superintendent-in-charge shall listen to complaints by inmates and staff. Such complaints shall not be entertained during the hours of outside activities.

Staff servicing courts.

642. The Superintendent-in-charge shall arrange to deploy knowledgeable and experienced staff to be in charge of the courts which are serviced by the Custodial centre.

643. The Superintendent-in-charge, assisted by the Admission Board, shall detail all inmates for labour at admission and no alteration shall be made in the inmate's labour unless authorized by him. Detailing Inmates on labour.
644. The Superintendent-in-charge shall be responsible for allotting the duties of staff daily and may delegate such duty to the Deputy or the Custodial centre keeper to be performed in accordance with his instructions. Allotting of Staff duties.
645. The Superintendent-in-charge shall visit any inmate who is under mechanical restraint or in a special cell. Visiting of Inmates under mechanical restraint.
646. 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. Utilization of staff.
647. The Superintendent-in-charge may authorize the services of a Correctional staff, with Custodial centre 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 Custodial centre. Engaging Inmates' services.
648. 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 Custodial centres. Non-Essential Service.
649. On no account shall an inmate be engaged in the domestic service of any Custodial centre staff neither shall any inmate enter the quarters of a Custodial centre staff except where he does so under the supervision of a building staff for the purpose of carrying out repairs or decorations. Prohibition against using Inmates for domestic service of Staff.
650. Inmates shall not be held in slavery or servitude, and labour carried out by inmates shall neither be an afflictive nature nor for the personal or private benefit of any correctional officer. Non-afflictive labour.
651. The Superintendent-in-charge shall ensure that a staff on joining the Correctional Custodial centre Service on appointment, or on transfer from another custodial centre, is properly identified. Proper identification of staff.
652. The Superintendent-in-charge shall insist on economy in every section of the custodial centre Custodial centre, including supplies of stationery, books and forms, and carefully examine all requisitions before signing them. Economy usage.

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Examination of foodstuff received into Custodial centre.

**653.** The Superintendent-in-charge shall frequently examine the foodstuffs sent into the Custodial centre and when in doubt as to the quality of food shall request the Ration Committee to examine the supply and give a written opinion.

Replacement at public expense.

**654.** 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.

**655.** The Superintendent-in-charge shall carefully supervise and moderate the usage 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.

**656.** With respect to jail delivery exercise, The Superintendent-in-charge shall permit visiting Justices and their designates' access to the Custodial centre. And to interview inmates, their legal representatives, correctional officers and other relevant stakeholders to enable help guide them in arriving at their decisions. No other persons other than staff of the Custodial centre, stakeholders officially invited to be part of the exercise by the chief judge or the Superintendent-in-charge and persons authorized under the Correctional Service Act, shall be permitted to view the Custodial centre.

Keeping record of all activities by the Gatekeeper.

**657.** 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 custodial centre. This shall include names, contact details, official photo identity card, and purpose and time of visit.

Person allowed inside the Custodial centre after final locking-up.

**658.** 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 the deputy, the Custodial centre Keeper or other staff on duty shall enter the Custodial centre between the hours of final lock-up and unlock in the morning.

Gate passes.

**659.**—(a) Passes (Custodial centre Form 34) shall be used for the passage of all goods and packages out of the Custodial centre and the signature of the custodial centre 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 Custodial centre with goods for delivery.

660. Where gate passes are issued to inmates inmate engaged in activities outside the custodial centre, the nature of the activity and its location shall be stated briefly on the pass. Such passes shall be filed separately.

Gate passes to Inmates on labour.

661. The Superintendent-in-charge shall cross check the records of all custodial books on a daily basis. The books to be crosschecked shall be the gate book, and every other relevant book.

Record of Gatekeeper.

#### INMATES LABOUR

662. No activity of afflictive nature shall be assigned to any inmate as labour. Inmate's labour shall include the following all activities—

Non-afflictive inmate labour.

(i) aimed at providing opportunity for skill acquisition ;

(ii) aimed at providing work and earning scheme in the custodial centre enterprises, including custodial farm centres and industries ;

(iii) aimed at promoting the general cleanliness and hygiene of the custodial centre ; and

(iv) associated with court pronouncements in relations to sentences with hard labour.

663. With respect to a sentence of custodial sentence with labour awarded on an inmate, such inmate shall be subjected to such labour as may be directed by the Superintendent-in-charge of the correctional centre , and the labour shall as far as practicable take place within the correctional centre. Where it is necessary for the labour to be taken place outside the custodial centre, this shall be at a designated workshop or facility of the correctional service and the inmates to participate in such outside activities shall be approved by the Superintendent-in-charge and shall not be high risk inmates.

Superintendent's approval for outside activities.

#### CORRECTIONAL SERVICE BARRACKS

664. Barracks accommodation shall be provided for all serving staff in all commands. There shall be transit camps in all custodial formations for those on transfer.

Maintenance of Custodial centre building and quarters.

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

Dogs, Poultry and other livestock in Custodial centre quarters.

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

Superintendent's responsibility in not allowing livestock in the yard.

Outside  
Custodial  
centre gate  
notice board.

667. The Superintendent-in-charge shall ensure that the notice board outside the Custodial centre gate is kept in a legible condition.

Canvassing  
in political  
election.

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

(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 Custodial centre property shall be used for political meetings.

Renting of  
space within  
the barrack.

669. No accommodation or space within the barracks should be rented out by a correctional officer.

Secondary  
alottee.

670.—(a) Under no circumstances shall any non-correctional officer be a secondary allottee of a barrack accommodation or space. There shall be no illegal structure including corner shops, and other unauthorised structures within the correctional service barracks.

(b) No barrack living apartments shall be converted to restaurants, beer parlours/business centre.

Facilities for  
the wellbeing  
of officers.

671. The barracks shall contain appropriate facilities to ensure the general wellbeing, and security of correctional officers such as—

(a) Appropriate security facility including secured perimeter walls, well-guarded entrance exit and entrance gates etc.

(b) Appropriate recreational facility such as staff club, officers' mess, children's playground, etc.

(c) Separation of senior and junior accommodation quarters ;

(d) Designated refuse dump ; and

(e) Designated shopping facilities.

#### THE ROLE OF THE SECOND IN COMMAND TO THE SUPERINTENDENT IN CHARGE

Duties of the  
Second-in-  
Command.

672. Where there is a General Duty Officer of the rank of Assistant-Superintendent of corrections Custodial centre or above, in the Custodial centre in addition to the Superintendent-in-charge, he shall assume the position of the second-in-command.

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

673. 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 Custodial centre.

674. The second in command shall assist the Superintendent-in-charge in the General Administration of the custodial centre. Second-in-Command.
675. The second in command shall pay special attention to the security, good order and discipline of the custodial centre and the engagement and general treatment of Inmate. Special attention to security.
676. The second in command shall inspect daily, such parts of the custodial centre as may be assigned to for inspection by the Superintendent-in-charge and pay frequent visits to all workshops and educational and vocational units. Daily inspection of parts of Custodial centre.
677. The second in command shall visit the Custodial centre three times weekly between 2300 and 0500 hours and shall inspect all patrols and be satisfied that everything is in order. Visit of the Custodial centre by the second in command.
- THE CHAPLAINCY**
678. There shall be two chaplain officers Muslim and Christian in each custodial centre to do the following— Custodial centre Chaplain.
- (i) to keep a journal of occurrences of importance connected with his duties ;
- (ii) to keep a register of his activities with the Superintendent-in-charge of the Custodial centre ;
- (iii) to coordinate, monitor, supervise and evaluate all religious activities as may be carried out by other supporting religious bodies.
679. The Chaplain in each of the custodial centres shall submit quarterly reports, to the Zonal chaplain officer through the State chaplain officer for onward submission to the Chaplain at the National Head Quarters Custodial centre. Register of chaplain's activities.
680. The Custodial centre Chaplain shall be responsible for ministering to any inmate of his religious denomination under sentence of death or at the execution. Ministering to condemned Inmates.
681. The Custodial centre keeper shall be the head of the non-commissioned staff, subject to the control of the Superintendent-in-charge. Custodial centre Keeper.
682. The Superintendent-in-charge shall appoint the most senior Inspector as the head of the non-commissioned staff and copy the State Controller of Corrections. Appointment of Custodial centre keeper.

Functions  
of the  
Custodial  
centre  
Keeper.

FUNCTIONS OF THE CUSTODIAL CENTRE KEEPER

683. The Custodial centre keeper shall undertake the under listed functions—

- (a) In the absence of the Superintendent-in-charge or a Senior General Duty Officer, the Custodial centre Keeper shall have control of the Custodial centre and be accountable for his actions thereto ;
- (b) The Custodial centre keeper shall not be absent from the Custodial centre more often than is absolutely necessary. Where the Superintendent-in-charge considers it necessary to send him on assignment from the Custodial centre on escort, the Superintendent-in-charge shall report the facts to the Controller of Custodial centre Corrections in the state ;
- (c) The Custodial centre keeper shall personally attend the parade of the staff in the morning before the unlocking of the Custodial centre cells and shall inspect the parade before dismissing the staff to their duties upon ascertaining that all staff clearly understands their duties for the day ;
- (d) The Custodial centre keeper shall keep a journal (Custodial centre-keeper's Journal Book No. 10) and maintain the official record of admissions, removal and discharges ;
- (e) The Custodial centre keeper shall keep a record of the location of every inmate ;
- (f) The Custodial centre keeper shall ensure that visits to inmates are conducted properly in line with the laid down rules and regulations of the service ;
- (g) The Custodial centre keeper shall carry out the orders of the Superintendent- in-charge with regards to the punishment to be meted on erring inmates ;
- (h) The Custodial centre keeper shall ensure that all inmates confined pending adjudication or under punishment are supplied with all the articles to which they are entitled ;
- (i) The Custodial centre keeper shall, ensure a proper record of all inmates that goes out of the custodial centre and duly crosscheck on their return that their records ;
- (j) The Custodial centre 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 Custodial centre keeper shall personally receive from staff; requests for articles of stores required for the Custodial centre and having being satisfied that the articles are necessary, present a summary of the request in the form of a requisition to the Superintendent-in-charge ;

(l) The Custodial centre keeper shall return to the Custodial centre stores all articles that are worn-out ;

(m) The Custodial centre keeper shall communicate to the staff, all orders and instructions of the Superintendent-in-charge as contained in the custodial centre journal and superintendent order book ;

(n) The Custodial centre keeper shall carry out regular inspection of all the Custodial centre keys to ensure that none are missing and all are in good order ; and

(o) The Custodial centre keeper shall be present at all Inmates recreation outside the Custodial centre wall or fence, unless relieved personally by the Superintendent- in-charge.

#### HANDING AND TAKING OVER DUTIES

684. In the event of the absence of superintendent in charge of a custodial centre, the reason for his absence shall be properly documented in the Custodial centre journal.

Handing and taking over responsibilities.

(a) All officers taking over Custodial centre 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 Custodial centre.

(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 Inmates' 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 Inmates/persons in ..... Custodial centreon with the exception of the warrants listed below which I have referred to Custodial centre Headquarters, vide my letter :

Signed Name..... (Block Letters) Rank.....

685. The object of the declaration is to place full responsibility for releasing inmates on their due date on the Superintendent-in-Charge at the time the actual release of the inmate is carried out. Superintendent-in-charge is allowed two weeks from date of taking over to complete and forward the certificate.

Subject of declaration.

686.  
Non-  
Commissioned  
staff.

686. No Non-Commissioned staff shall be absent from the Custodial centre during hours of duty without the permission of the Superintendent-in-charge and before leaving the Custodial centre at any time he shall, where in possession of any Custodial centre keys, deposit same at the gate lodge.

Non-  
commissioned  
staff  
receiving  
visitors in  
Custodial  
centre.

687. Non-Commissioned staff shall not receive visitors in the Custodial centre, without the permission of the Superintendent-in-charge.

Daily  
Examination  
of state of  
cell.

688. 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  
Inmates.

689. No staff shall, unless approved by the Superintendent-in-charge convey any letter, parcel, article or message to or from any inmate.

Reporting of  
irregularities.

690. Any staff on duty on noticing any irregularities or offences on the part of inmates or other staff shall report such to the appropriate authority.

Punishing an  
inmate.

691. No staff shall punish any inmate, except, when ordered to do so.

Female Non-  
Commissioned  
staff.

692.—(a) The most senior female Non-Commissioned staff in each Custodial centre having female inmate shall be in charge of the female wing of the custodial centre with the following functions Custodial centre.

(b) Shall be responsible to the Custodial centre-Keeper and shall not absent herself from her duties without permission.

(c) Shall perform the duties of the Custodial centre keeper in regard to the female inmates and be bound by the same regulations, as apply to a male Custodial centre Keeper.

(d) Shall not punish any female Non-Commissioned staff, except under the instructions of the Superintendent-in-charge or the Custodial centre Keeper.

(e) Shall accompany every male staff who enters the accommodation unit of the female custodial centre for the purposes of inspection when female inmate is there.

Duties of the  
medical  
officer and  
health  
workers.

693. The Medical Officer shall where appropriate examine the inmates whilst at hard labour, and shall direct such modifications with regards to the labour, ration and punishment.

(a) the medical officer may certify any inmate to be excused from labour or to perform light labour.

(b) where it is found that a medical officer falsely certifies an inmate to be excused from labour for any reason, the medical officer shall be appropriately sanctioned. NCS Act 15 (5).

(c) an inmate may be engaged in such labour as may be necessary to keep the correctional centre environment clean or for the general purpose of their wellbeing. NCS Act 15 (6).

694. The Medical Officer shall enter daily in a case-book to be kept in the Custodial centre, an account of the disease, condition and treatment of every sick inmate.

Medical officer case book.

695. The Medical Officer shall recommend in writing for the separation of inmates having infectious diseases, for cleansing and disinfecting any room or cell occupied by such inmate, and for cleansing, disinfecting or destroying, if necessary, any infected apparel or beddings.

Recommendation for separation of Inmates.

696. The Public Health Officer shall have general supervision and shall inspect from time to time the sanitary conditions of the Custodial centre, the clothing, bedding and food of the inmates; and shall report to the Medical Officer who may report same to the Superintendent-in-Charge.

Public Health Officer.

697. The Medical Officer shall at the end of each quarter inspect every part of the Custodial centre, and shall make a report in writing to the State Controller of Corrections, through the Superintendent-in-Charge on the sanitary state of the Custodial centre, and the health of the inmates.

Medical officer's quarterly inspection of parts of the Custodial centre.

#### HANDLING HEALTH PANDEMICS

698.—(a) Where there is an outbreak of an epidemic or highly infectious disease or any other circumstances affecting the health of the Inmates, which requires unusual measures, the Medical Officer shall immediately report same to the State Controller of Custodial centre corrections, through the Superintendent-in-Charge.

Outbreak of epidemic or infectious disease.

(b) The Correctional Service should as a first step anticipate and take adequate measures against an outbreak of a pandemic by making sure that all persons in all the correctional facilities know the symptoms of the disease and how to respond if they develop symptoms.

- (c) The Superintendent in charge should do the following—
- (i) Properly sensitize inmates on the pandemic situation;
  - (ii) Identify areas to be used as isolation or quarantine units;
  - (iii) Ensure availability and adequate provision of necessary hygiene, cleaning and medical supplies;
  - (iv) Review of personnel/staff operational practices;
  - (v) Restrict transfer of inmates in and out of correctional facilities;
  - (vi) Reschedule every non-urgent outside facility medical visits;

(vii) Co-ordinate with the judiciary to explore remote participation in court proceedings ;

(viii) Imbibe the culture of good hygiene practice and of regular cleaning and disinfecting of places and areas within correctional facilities.

(ix) Ensure all newly admitted inmates undergo pre-intake screening and temperature checks ;

(x) Adopt appropriate social distancing strategy according to capacity of the correctional facility ;

(xi) Restrict non-essential vendors and volunteers from entering the facility and encourage virtual visitation for families and friends of inmates ;

(xii) Open and maintain a register for keeping detailed records of all visits to the correctional centre.

(xiii) Suspend all movement and transfer of inmates outside the facility in the meantime ;

(xiv) Quarantine all newly admitted inmates from the general population ;

(xv) Medically isolate suspected or confirmed cases of infectious diseases ; and

(xvi) Thoroughly clean spaces/areas where confirmed or suspected cases of infectious diseases.

Compliance with regulations.

699. Health workers shall comply with the orders of the medical officer, who shall instruct, direct and supervise their work.

Absence from duty by public health workers.

700. Health workers shall report to the Custodial centre clinic during working hours as instructed by the Officer-in-charge, inmate after consultation with the medical officer. They shall not at any time be absent from the Custodial centre, without the permission of the medical officer or the Superintendent-in-charge.

Dispensing of prescription.

701. 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 and for the care of all medicines, medical stores, surgical instruments and appliances in the clinic.

Dispensing of medicaments without prescription.

702. Pharmacists or pharmacy technicians shall not dispense any medicaments or issue any drug of any kind, except on the prescription of the Medical Officer.

Removal of emergency cases to clinic.

703. Health workers shall remove all emergency cases to the clinic, and send for the medical officer immediately.

704. Health workers shall ensure that the meals of the inmates 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.

Meals of  
Inmates on  
admission in  
the clinic.

705. 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.

Report of  
those in the  
clinic.

706. 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.

Keeping of  
books in use  
in the clinics.

707. The under mentioned conditions shall apply to female staff—

Female  
Custodial  
centre Staff.

(a) Recruit female staff shall not get pregnant within one year of their enlistment and if violated, appointments will be terminated ;

(b) Married female staff may be given posting consideration but their marriage shall not govern their posting as they may be posted to any Custodial centre 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 ; and

(f) Every custodial centre shall have a pharmacist posted to the clinic centre and shall be responsible for the preparation and requisition for all supplies of drugs which shall be needed in the clinic.

### PART III—ADMINISTRATION OF THE CUSTODIAL CENTRE

708. There shall be constituted a Discharge Board in the Custodial centre.

Discharge  
Board.

### ADMINISTRATION OF THE CORRECTIONAL CENTRE

There shall be a constituted discharge board in the custodial centre which shall consist of the following members—

(a) The superintendent of the custodial centre ;

(b) The custodial keeper ;

(c) A medical officer ;

(d) The social welfare officer ;

- (e) Psychologist ;
- (f) The record officer ; and
- (g) The vocational officer and any unit that will be of importance to the board.

Examination of records of those discharging.

709. The Board shall examine all records of inmates 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 inmates' earning scheme).
- (c) For reintegration.

Interview of those discharging.

710. It is essential that the day before discharge, all inmates 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 inmates 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.

Halfway homes.

711. Where an inmate complains of fear of returning back to his/her family, the social welfare shall liaise with the non-custodial centre by application e.g. Half-way-home or NGO to admit the ex-convict in their facility for a period of time to learn a trade and be useful to himself/herself before integration to family or society.

#### STAFF TRAINING AND DEVELOPMENT

Recruitment and Training.

712. All newly recruited staff shall undergo 6 months training in the Custodial Training Institutions and pass the prescribed examinations before assumption of duty.

Mandatory courses for career progression.

713. Every staff shall attend and complete with satisfactory performance all mandatory courses stipulated for career progression in the correctional service—

- (i) staff on training shall be provided with accommodation and feeding ;
- (ii) transport allowance ; and
- (iii) paid such other allowances prescribed under the public service rules.

Staff Identity Card.

714. Every member of staff shall receive from the Controller-General an Identification Card which shall be carried at all times whether on or off duty. The human resources shall create a database for management of staff information and security.

715. Where the Superintendent-in-charge considers a staff to be inefficient he shall forward a report to the Controller of Custodial centres in the state, giving full particulars of the case and a recommendation as to the desirability of retaining the staff. Inefficient Staff.
716. Seniority shall be as defined in the Public Service Rules and the Scheme of Service for Civil Defence, Correctional Service, Fire Service, and Immigration Services. Seniority of Staff.
717. 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 Correctional Standing Orders or other administrative directive issued by the Controller General of Corrections. Reporting any breach of the Law to the Superintendent-in-charge.
718. 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 Custodial Centres Headquarters while the Noncommissioned staff disciplinary committee shall be at the respective Zonal Custodial centres Commands. Staff Discipline (Adjudication and Procedure).
719. The Service shall ensure that proper procedure is followed in order to enforce and maintain discipline. Enforce discipline.
720. Where Staff of Grade Level 03 to Grade Level 07 is alleged to have violated any rule or regulation, a charge shall be preferred against such staff on Correctional Form 96. In case of Grade Level 08 and above a query shall be issued to such officer and the procedure as provided in the public service rule shall apply taking into consideration the provision of Public Service Rule 160503. Custodial centre Form 96.
721. The affected staff shall sign all copies of the Form 96 or query issued as evidence of service. Signing of PF 96 or query.
722. The affected staff shall return the Form 96 or the query issued within 72 hours. Return of PF 96 or query.
723. Disciplinary proceedings in the case of misconduct shall be either summary or non- summary. Summary or non-summary.
724. In an alleged case of misconduct or unsatisfactory service, an investigation shall be carried out by the Custodial keeper to gather the facts of the case. Investigation by the Custodial centre keeper.

**B 2834**

Findings of investigations.

725. The findings of the investigation shall be forwarded to the Superintendent-in-charge who authorized the investigation.

Proceeding on trial.

726. Where there is sufficient evidence to substantiate the allegation from the investigation, the case shall proceed on trial.

Dismissal of case.

727. Where there is no sufficient evidence to substantiate the allegation from the investigation, the case shall be dismissed.

Criminal case.

728. Where the offence is of a criminal nature, the case may be referred to the Nigeria Police for appropriate action.

Conducting adjudication.

729. 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.

730. The affected staff may object to the appointment of the Adjudication officer and give reasons for his objection.

Upholding objection.

731. Where the Superintendent upholds his objection, a replacement shall be provided.

Explanation of offence.

732. 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.

733. 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.

734. 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.

735. 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 crossexamine 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 Custodial Act.

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|--|-------------------------------|
| <p>736. The summary of proceedings including recommendations shall be forwarded by the Superintendent-in-charge, through the Controller of Corrections in the state to the Assistant Controller-General of Corrections in the Zone, who shall after the Zonal Disciplinary Committee Meeting forward same to the Controller-General of Corrections for judicious determination and approval.</p> | <p>Summary of proceeding.</p> |
| <p>737. The record of proceedings shall be kept in the file of the affected and all other relevant files and the verdict entered in his Custodial Book 80.</p>   | <p>Record of proceedings.</p> |
| <p>738. 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.</p>  | <p>Appeal process.</p>        |
| <p>739. The penalty awarded shall be suspended until the appeal is determined.</p>   | <p>Penalty award.</p>         |
| <p>740. An Appeal Committee shall be constituted to hear the appeal.</p>   | <p>Appeal Committee.</p>      |
| <p>741. The Appeal Committee on hearing the appeal may sustain, increase, reduce or nullify any verdict awarded thereof.</p>   | <p>Hearing appeal.</p>        |
| <p>742. The outcome of the appeal shall be communicated to the affected staff on the approval of the Controller-General of Corrections by the Controller of Corrections State Command through the Superintendent-in-charge.</p>  | <p>Outcome of the appeal.</p> |
| <p>743. Records of the appeal and its determination shall be kept in the affected staff file.</p>  | <p>Records of the appeal.</p> |
| <p>744.—(a) Dress Code shall be as prescribed in the Custodial Regulations.</p>  | <p>Dress Code.</p>            |
| <p>(b) Trinkets and undergarments are not to be worn in uniform so as to be visible.</p>   |                               |

**B 2836**

Mourning death of colleagues.

745. 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.

746. Staff in uniform shall not carry a stick of any description, except—  
(i) Staff of the rank of Assistant Inspector of Correction and below except female staff shall carry a baton of approved pattern,  
(ii) When ordered to arm themselves with riot batons.

Issuance of destruction certificate.

747. The Superintendent-in-Charge shall inspect the fitting of clothing and order such alterations as may be necessary.

Medals and ribbons.

748. Medals and medal ribbons shall be worn as described in accordance with Correctional and other relevant regulations.

Compliments in uniform.

749. Where staff is on duty in formed parties, the most senior shall give the salute when necessary.

Head dress.

750. When no head-dress is worn, the salute shall be given by standing to attention.

Stand to attention.

751. 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.

752. 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 Correctional Training Schools or Institutions.

Acknowledging salute.

753. Officers receiving salute shall acknowledge the salute in a clear and distinct manner.

When the National Anthem is being played.

754. 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 Corrections and above shall salute.

Anthem on a non-military nature.

755. 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 Corrections and above, if wearing uniform head-dresses shall salute, and if wearing headdresses with plain clothes, they shall remove them.

In the manner of saluting.

756. The Superintendent-in-charge shall ensure that all ranks are punctilious in the manner of saluting.

757. Custodial Centre staff may be armed for preventing an escape, dispersing inmates collectively engaged in riotous behaviour after they have failed to obey an order to desist, and for controlling an inmate who is endangering the life of another person.

Custodial centres  
Armed Squad.

758. The Armed Squad unit of the service shall perform the following functions—

Functions of armed squad.

- (i) Prevention of escape, of an inmate ;
- (ii) dispersing inmates collectively engaged in notorious behaviour after they have failed to obey an order to desist ;
- (iii) Controlling an inmate who is endangering the life of another person ;
- (iv) Ensure adequate security of the custodial facility to prevent any internal or external attack.

759.—(a) Rules of Engagement—

(1) The use of firearms shall be at custodial centres but restricted to outside except in conditions of unrest crisis.

Rules of engagement for armed squad.

(2) All firearms/armoury shall be maintained and restricted far away from inmates' cells, workshops, kitchens and places of worship.

(3) At custodial centres, proper records and registers of firearms shall be maintained with supervisors updating records of usage and stock of ammunition.

(i) Intelligence and Investigation Unit shall be responsible for the following ;

(ii) day to day gathering of intelligence and surveillance for the security and protection of Custodial Centres and staff ; and

(iii) Correctional Service shall provide with priority to maximum security custodial centres monitoring devices to protect, control and safeguard correctional facilities including observatory towers, double perimeter walls, close circuit television, body scanners, e-monitory devices, electrically activated alarm systems and other instruments of restraints.

760. Except otherwise ordered, each armed guard shall carry at least thirty rounds of ammunition.

Carrying of rounds of ammunition.

761. 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.

Inspection of armed guards.

762. The Superintendent-in-charge shall be responsible for making suitable arrangements for the safe custody of arms and ammunition in a well-fortified armoury which is to be situated in a safe place.

Safe-custody of arms and ammunitions.

**B 2838**

Inmates required to be escorted.

**763.** The Superintendent-in-charge may use his discretion as to whether or not a particular group of inmates require to be escorted by staff of the Armed Squad.

Use of arms.

**764.** As a general rule, the use of arms shall be for the escort of inmates to and from court, on transfer, while on admission in the hospital in the case of high profile inmates and where necessary.

Giving instructions to the armed squad.

**765.** 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.

Inspection of arms and ammunitions.

**766.** 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.

Securing armed and ammunition in the custodial centre.

**767.** The Superintendent-in-charge shall keep all Arms and Ammunition in a secured armoury the Custodial centre at all times.

Flying of Nigerian and Custodial centre flags.

**768.** The flag of Nigeria and the Custodial centre flag shall be flown in all Custodial centres each day between 0600 hours and 1800 hours except during inclement weather. However, during weekends and public holidays the Nigerian flag shall not be hoisted.

Final closing of the Custodial centre gates for the day and opening.

**769.** The gate of the Custodial centre shall be closed between 1800 hours and 0600 hours of the next day to the entry of all persons and vehicles except—

- (a) Staff coming to and from duty,
- (b) The medical officer, and
- (c) Officers on inspection.

Staff on Night duty.

**770.** Staff on night duty shall be provided with sufficient hand torches or rechargeable lamps for the efficient performance of their duties.

Gate Keeper duties.

**771.** The Gate-Keeper shall take charge of all letters, parcels and articles received for any inmate and deliver them to the Superintendent-in-charge.

Examination of articles carried in or out of Custodial centres.

**772.** The Gate-keeper shall examine all articles carried into or out of the Custodial centre and shall stop any person bringing in spirits or other prohibited articles, or carrying out any property belonging to the Custodial centre and give immediate notice thereof to the Superintendent-in-charge.

773. The Gate-keeper shall carefully examine the orders for the admission of Custodial centre'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 Custodial centre until a report has been made to the Superintendent-in -charge and his instructions received thereon.

Examination of orders for admission.

774. The Gate-keeper shall suppress any brawling or other disturbances by the public which may occur at the gate while the armed squad shall forestall such disturbances taking place within the vicinity of the custodial centre and for such purpose, they shall have all the powers of a police officer.

Suppressing of brawling by the public around the gate.

#### PART IV—ORGANISATION AND CONTROL

775. The Nigerian Correctional Service shall be constituted under the provision of Nigerian Correctional Service Act, 2019, and any other Law. The CG shall for the purpose of effective administration make regulations, standing orders for the good order, discipline and welfare of staff and inmate ; and for other administrative action of correctional facilities.

Composition and control of the Service.

776. The Service shall be under the Command, Superintendence and direction of the Controller General of the Correctional Service whose powers are prescribed in the Nigerian Correctional Service Act 2019, and any other Law.

Head of the Custodial centre service.

777.—(a) The Controller-General of Correctional Service shall be assisted by eight Deputy Controllers-General of Corrections.

Deputy Controllers-General.

(b) One out of the eight Deputy Controller Generals shall be responsible for non-custodial service.

(c) Where the Controller-General is absent from office, the most senior Deputy Controller-General shall discharge his/her duties.

(d) 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/her absence.

778. The Headquarters of the Service shall be situated in the Federal Capital Territory, Abuja.

Headquarters of the service.

779.—(1) For effective administration and supervision of the Custodial centres and the state commands; the Country shall be divided into at least eight Zones, each under the command of an Assistant Controller-General of Corrections.

Zonal structure of the service.

(2) The Controller General and his/her designates including state controllers and zonal coordinators shall take concrete steps to convene and fully participate in regular joint/interagency meetings at the federal and state

levels to facilitate clear partnership and support in addressing identified challenges to the correctional centres under their command.

(3) Monthly returns shall be sent to the Controller General of Correctional Service providing details of the dates of the meeting, issues discussed, outcomes of the meeting and any necessary action required from the Correctional Service.

(4) Officers in charge of the different units of the Correctional Service including the Custodial and Non-Custodial Service shall submit annual action plans to their respective directorates at the National Headquarters who will in turn review and make recommendations to the Controller-General. These action plans shall be presented to reflect the activities to be implemented under the Custodial and Non-Custodial Service respectively.

(5) Every correctional officer shall be deployed to either the Custodial or Non-Custodial Service.

(6) Staff may be deployed or may apply to the Controller General through the appropriate authorities for transfer from the Custodial Service to the Non-Custodial Service, and vice versa; provided the requisite training has been undertaken by the correctional officer in question.

(7) Rank, welfare package, eligibility for promotion shall be uniform across both the Custodial Service and Non-Custodial Service.

(8) Steps shall be taken to deploy all materials to the Custodial and Non-Custodial Service necessary to implement their respective duties.

(9) The Controller-General shall ensure that administrative procedures, physical facilities, provisions and treatment of inmates comply with human rights standards and good correctional practices to guarantee inmate safety and humane custody; reformation, rehabilitation and reintegration of inmates.

(10) Staff shall be provided with all necessary materials required to carry out their functions in line with human rights standards and good correctional practices to guarantee inmate safety and humane custody; reformation, rehabilitation and reintegration of inmates.

(11) Human rights committees shall be established in all custodial centres by the Superintendent who will in turn shall notify the State controller. Membership of the committee shall be drawn from all the units in the centre/facility. One of the members shall be designated as the desk officer. The functions of the committee shall include the following—

(a) Sensitization of all staff on human rights principles utilizing Thursday weekly lectures and other avenues ;

(b) Sensitization of the inmates on their rights and obligations ;

(c) Assessing all activities, programmes, services and infrastructure in the centre/facility to ensure their compliance with human rights standards and notify the Superintendent on the observations made.

- (d) Advising the superintendent on all matters relating to human rights ;  
 (e) Receiving and treatment of complaints on human rights violations from inmates and staff ;  
 (f) Interfacing with independent external human rights mechanisms ;  
 (g) Preparation and submission of monthly reports to the state controller through the superintendent in charge. The monthly report shall contain information on—

- (i) The outcome of their assessment,  
 (ii) Observations on human rights compliance status,  
 (iii) Recommendations made,  
 (iv) Number of sensitization activities carried out for inmates and staff respectively,  
 (v) Number of attendees at each session,  
 (vi) Number of complaints received, responses and treatment etc.

(12) The human rights committee shall be replicated both in structure and function in state, zonal, training institutions, borstal, any other command and the National Headquarters. The committee membership at these levels shall not be less than three.

(13) Academic and field trainings shall be geared towards building the capacity of the staff in actualising the principles of safety and humane custody; reformation, rehabilitation and reintegration of inmates.

(14) Personnel from Custodial and Non-Custodial Service shall be adequately represented at the national, zonal and state commands.

(15) The Controller-General shall superintend over all the daily activities/programmes of the Service and shall be supported by the various directorates as follows—

<i>Directorate</i>	<i>Custodial Service</i>	<i>Non-Custodial</i>
Finance and Accounts	Carry out finance and account functions in relation to the Custodial Service.	Carry out finance and account functions in relation to the Non-Custodial Service.
Inmates Training and Productivity	Design and undertake vocational skill training as well as training in modern farming techniques and animal husbandry for inmates.  Preparing inmates for trade test certification.  Provision of vocational counselling for inmates.	

<i>Directorate</i>	<i>Custodial Service</i>	<i>Non-Custodial</i>
	<p>Establish and run in designated custodial centres, industrial centres equipped with modern facilities for the enhancement of vocational skills training for inmates aimed at facilitating their reintegration into society.</p> <p>Empowering inmates through the deployment of vocational skills training programmes, and facilitating incentives and income generation through custodial centres, farms and industries.</p> <p>Running of the Correctional Service enterprises.</p>	
Human Resources	<p>Appointment, Promotion and discipline.</p> <p>In collaboration with the relevant directorates, carry out the following :</p> <p>Deployment and posting of officers to the Custodial Service.</p> <p>Review of officers applying for transfer to Non-Custodial Service.</p>	<p>Appointment, Promotion and Discipline.</p> <p>In collaboration with the Non-Custodial directorate, carry out the following :</p> <p>Deployment and posting of officers to the Non-Custodial Service.</p> <p>Review of officers applying for transfer to Custodial Service.</p>
Works and Logistics	<p>Design and provide appropriate accommodation, vehicles and other required logistics for inmates and staff of the custodial service.</p>	<p>Allocating vehicles and other required logistics for supervising non-custodial officers.</p> <p>Design and provide appropriate accommodation, vehicles and other required logistics for staff of the noncustodial service.</p>
Health and Welfare	<p>Provide healthcare, educational programmes, psychological support, welfare, aftercare, rehabilitation and reformation for inmates.</p> <p>Identify the existence and causes of antisocial behaviours of inmates.</p>	<p>Provide healthcare, psychological support and welfare for offenders under non-custodial supervision where requested for by the Non-Custodial Directorate.</p>

<i>Directorate</i>	<i>Custodial Service</i>	<i>Non-Custodial</i>
	<p>Conducting risks and needs assessment aimed at developing appropriate correctional treatment methods for reformation, rehabilitation and reintegration.</p> <p>Implementing reformation and rehabilitation programmes, as well as facilitating smooth transition and link between the Custodial Service and NonCustodial Service towards the reintegration of inmates about to be released.</p> <p>Initiating behaviour modification in inmates through the provision of medical, psychological, spiritual and counselling services for all offenders including violent extremists.</p> <p>Administering borstal and related institutions.</p> <p>Provide healthcare, psychological support and welfare for staff and families of custodial officers.</p>	<p>Provide psychological support and welfare for families of non officers healthcare, staff and custodial.</p>
Training and Staff Development	Carry out training and development of all custodial staff.	Carry out training and development of all non-custodial staff.
Operations	Oversee Investigations, Intelligence, Armed Squad, Statistics, and prepare the annual action plan for the service in relation to Custodial Service.	Provide in collaboration with the Non-Custodial Directorate any operational support as may be requested for by the Non-Custodial Directorates.

<i>Directorate</i>	<i>Custodial Service</i>	<i>Non-Custodial</i>
Non-Custodial Service		<p>Design and undertake supervision of offenders on non-custodial measures including those on probation orders, community service, parole, aftercare and facilitation of restorative justice programmes for offenders and victims.</p> <p>Reformation, rehabilitation and reintegration of offenders serving noncustodial measures.</p> <p>Training of offenders under the non-custodial Service.</p> <p>Documentation of offenders under noncustodial measures.</p> <p>Liaise with relevant agencies in the community to facilitate the provision of adequate healthcare and welfare for offenders serving non-custodial sentences.</p>

(16) Every building so declared as a custodial centre shall have the following facilities—

1. Adequate water, space, good sanitation amenities, lighting and ventilation.
2. Any custodial centre so declared must have a buffer zone of 100m from any existing structure or road. To ensure effective security precautions. The CG shall ensure compliance with due process in relation to acquisition of land for construction of custodial centre.
3. The first schedule categories of custodial centres are as follows :
  - (i) Maximum custodial centre.
  - (ii) Medium custodial centre.
  - (iii) Satellite custodial centre.
  - (iv) Farm centre.
4. Categorized custodial centre like maximum custodial centre shall maintain custody of the high risk inmates. Medium custodial shall remain as designated.

(17) Functions of the Custodial Centre shall include—

- (a) Take custody of all persons legally interned ;
- (b) In line with the international best practices and acceptable human rights standard, all inmates should be provided safe, secure and humane custody ;
- (c) For an effective dispensation of justice and prevention of congestion of custodial facilities ;
- (d) To develop mechanism for effective management of such inmates in areas of reformation, reintegration and rehabilitation ;
- (e) Superintendent-in-charge of custodial centre shall ensure on admission the risk level of inmates either as high risk, low risk etc.
- (f) All convicts in the custodial centre shall undergo reformation programme such as counselling, chaplaincy and legal counsel etc. :

(i) *Rehabilitation* : undergo rehabilitation programme such as vocational skill acquisition programme such tailoring, carpentry, hair dressing, welding, farming etc. should also undergo formal education, adult and non-formal. Education: SSCE, NECO, JAMB, NOUN, NABTEB.

(ii) Inmates on discharge shall be entitled to: after care support services for effective reintegration into the society. Through the provision of aftercare materials and equipment by the correctional service.

(g) On admission of convicted inmates including violent extremist, the Superintendent-in-charge shall ensure other behavioural modification through counselling, chaplaincy, medical and psychological services.

**780.** Each Custodial centre shall be under the command of a General Duty Officer designated and appointed by the Controller-General of Corrections as the Superintendent-in Charge.

Head of a  
Custodial  
centre.

**781.** 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 Corrections subject to the approval of the supervising Minister.

Authorised  
Staff  
Establishment.

#### LEGAL ACTION AGAINST CORRECTIONAL SERVICE

**782.** Where any action, prosecution or other proceeding is commenced against any person for any act done in pursuance or execution or intended execution of any act, law, public duty or authority, or in respect of the alleged neglect or default in the execution of the act, law, duty or authority, the following shall have effect—

Legal action  
against the  
Service.

(i) the action above shall not lie or be instituted unless it is commenced within three months after the act, neglect or default complained of, or in case of a continuance act of damage or injury, within three months after the damage or injury cessation of the act, and

(ii) If it is at the instance of any person for causes arising while such person was a convicted inmates may be commenced within three months after the discharge of such person from custody ;

(iii) Without prejudice to the powers of the Attorney-General of the Federation, the legal officers employed by the correctional service shall provide legal representation and advice to the correctional service on all matters, including those applicable to the ones stated above.

(iv) Without prejudice to the provisions above, the correctional service may engage the services of other lawyers outside the correctional service.

Official  
Visitors'  
Book.

783. Official Visitor's Book (Correctional Book No. 26) shall be kept at each Custodial centre as official Visitor's Book and official visitors requested to sign it when they visit the Custodial centre.

#### INSPECTION

Inspections/  
Books for  
inspection.

784. Inspections by the Controller-General of Corrections, Deputy Controller-General of Corrections, Assistant Controller-General of Corrections and Controllers of Corrections State Commands—

(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 24 hours prior notice of intention to visit or inspect the Custodial centre shall be given to the Superintendent-in-charge.

(ii) The Superintendent-in-charge shall inform all the staff and inmates of the proposed visit or inspection and record the names of the staff and inmates 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 inmates are allowed to meet with the inspection officers ; provided that staff and inmates shall not be kept from educational and vocational activities for such purpose.

(b) The Custodial centre Keeper shall conduct the presentation of staff and inmates 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 inmates ;

(d) The Inspecting Officer shall inspect all buildings, stores, cells, wards or wings, kitchens, farms and every part of the Custodial centre 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) Inmates' Medical History Sheets.
- (vi) Register of Registered Postal Packets.
- (vii) Canteen Books.
- (viii) Alterations to Diet Book.
- (ix) Returned Food Book.
- (x) Duty Roster.
- (xi) Stores Ledger (Store Officer).
- (xii) Keeper's Store Requisition Books.
- (xiii) Ration Register.
- (xiv) Property, Property Books, Convicted and Remand.
- (xv) Custodial centre Death Register.
- (xvi) Discharge Diaries (for 20 years above-convict Custodial centres).
- (xvii) Employment Book.
- (xviii) Visitors' Book.
- (xix) Inmates' Deposit Cash Book.
- (xx) Visiting Justices' Book.
- (xxi) Keeper's Journal.
- (xxii) Inmates' Punishment Book.
- (xxiii) Register of Repatriated Inmates.
- (xxiv) Lunatics Register.
- (xxv) Superintendent's Journal.
- (xxvi) Gate Passes.
- (xxvii) Gate Book.
- (xxviii) Inmates' Money Deposit Account Book.
- (xxix) Official Visitors' Book.
- (xxx) Admission Book.
- (xxxi) Staff Movement Book.
- (xxxii) Daily State Diary.
- (xxxiii) Night Duty Officer's Occurrence Book.
- (xxxiv) Weight Books.
- (xxxv) Search Books.
- (xxxvi) Inmates' Earnings Account Book.
- (xxxvii) Night Inspection Book.
- (xxxviii) Staff Punishment Book.
- (xxxix) Inmate's communication Book.
- (xl) Inmate's phone Book.
- (xli) Rods, bars and keys checking Book.

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Inspection  
of warrants.

785. 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 inmates record (Form 40) and discharge diary entries.

Report of  
inspection.

786. 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.

Entitlement  
to a driver  
and orderly.

787. Deputy Controllers of Corrections and above shall have the service of a driver and Orderly when on inspection duties.

Drawing up  
of Duty  
Roster.

788. The Superintendent-in-charge shall delegate the duty of drawing up the duty roster to the Custodial centre 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.

Record duty  
rosters.

789. A record shall be kept of all duty rosters and stored in the computer or other ICT devices.

Communica-  
tions with  
the  
Headquarters-

790. All communications to the Headquarters shall be addressed as follows—

The Controller-General of Corrections,  
Nigeria Correctional Service  
National Headquarters  
P.M.B. 16, Garki,  
Bill Clinton Drive, Airport Road,  
Abuja.

Replying to  
correspon-  
dence from  
National  
Headquarters.

791. 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.

Confidential  
correspondence.

792. 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.

Address of  
the service.

793. The address of the Service shall be used exclusively.

Register of  
files.

794. A register of files in numerical order shall be kept in all Custodial centres. 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.

795. All letters shall be placed in files with the latest item at the back of the file. Placing of letters in the files.
796. 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. Custody of files containing confidential matters.
797. 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. Correspondence.
798. 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. Separate letters for each subject.
799. 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. Transmission of correspondence.
800. Officers signing on behalf of the Controller-General of Corrections 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. Signing for Controller-General.
801. The Officer's name will be typed or printed below his signature. Officer's name typed.
802. The Superintendent-in-charge shall ensure that all letters concerning policy issues are directed to the Controller of Corrections in the State where the Custodial centre is located. Letters on policy issues.
803. Records of Service of staff shall be kept at each Custodial centre. The original being maintained at National Headquarters. Records of Service.
804. 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. Safe keeping of records of service.
805. 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. Notice of change of Next of Kin.
806. On the discharge or dismissal of a member of staff, his Record of Service shall be retained at the Custodial centre and Certified True Copies shall be sent to the National Headquarters for record purposes. It may be required for possible future inquiries. Discharge or Dismissal of Staff.

**B 2850**

Deceased Staff.

**807.** 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 Custodial centre Book or Record.

**808.** No Custodial centre 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.

Absent without Leave.

**809.** 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 Corrections in determining further actions.

Spokes-persons of the Service.

**810.** The Controller-General of Corrections, Zonal Co-ordinators, Controllers of Corrections State commands, Commandants of training institutions, Principals of Borstal institutions and their designated Public Relation Officers shall be the spokes persons' for the Service at all times.

Reporting unusual occurrence to the Controller-General of Custodial centre.

**811.** Unusual occurrences of interest to the Service shall be reported to the Controller General of Corrections through the State Controller, Zonal Coordinator of Corrections immediately they occur. In the case of non-reportage, the intelligence officer domicile in the custodial centre shall report the incident to the head of intelligence anStore) Requisition Books d investigation under cover at the National Head Quarters

Any matter of importance.

**812.** It shall be the duty of all staff to inform the Superintendent-in-charge of Corrections of any matter of importance with regards to inmates, staff or the Custodial centre.

Accounts of the Service.

**813.** 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.

Authorised and un-authorised expenditure.

**814.** 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.

Deductions.

**815.** Deductions in respect of motor cars, motorcycles or housing loans and personal advances shall be made at source at the National Correctional Service Headquarters and Integrated Personnel Pay Information System (IPPIS).

Misuse of Sub-heads.

**816.** 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.

817.—(a) Superintendent-in-charge shall pay into Revenue under Head 12-Miscellaneous (Subhead 7 Sundries), all money belonging to inmates no longer in the Custodial centre that remains unclaimed for a period of 6 months and above and which has been entered into the Convicted inmates' Deposit Account.

Head 12,  
sub-head 7.

(b) Cash belonging to inmates who have escaped shall be retained on deposit for a period of 3 years and thereafter paid into Revenue of the Federation Treasury Single Account (TSA) as above.

(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 Custodial centre Safe.

(d) A list of all such sums paid into Revenue shall be prepared half yearly and forwarded to Custodial centre Headquarters, together with the list of outstanding balances required as at the 31st January and 31st July.

818. A monthly return of expenditure shall be forwarded to Correctional Service Headquarters on Custodial Forms 51A and 51B on or before the fifth day of the month following the month to which the return relates.

Forwarding  
of monthly  
returns on  
Custodial  
centre Forms  
51A and 51B.

819. 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.

Claims.

820. The point of entry into the new scale in the case of officers promoted, or reduced in rank, shall be notified by the Human Resource Directorate to the Finance and Account Directorate with the approval of the Controller-General of Corrections.

Point of  
entry into  
new scale.

821.—(a) Salary paid by IPPIS.

Salary paid  
by IPPS

(b) The Controller-General of Corrections 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 the reward funds account.

822. Salaries and advances of officers are paid directly into their personal bank accounts through electronic payment.

Salaries and  
advances.

823. 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.

Transfer of  
staff money.

824.—(a) The Correctional Officers' Reward Fund shall be operated in accordance with the Correctional Service Regulations.

(1) There shall be established the fund Correctional Reward Fund into which shall be paid all fines and forfeitures inflicted upon Correctional officers for offences against discipline under regulations of standing orders.

*In a case of absenteeism or deserter from duty without lawful permission ;*

The officer in-charge shall report to the state controller, the zonal co-ordinator who will report the matter to the Controller-General stating the period for which the officer is absent or absconded and the penalty of fine or feature the zonal disciplinary committee has recommend.

If approved by the Controller-General, a letter shall be written to his/her bank of pay-point for the refund of the stipulated amount to the Controller General who will in turn pay it into the reward fund

(2) The Controller-General shall use the reward fund for the purpose of—

(i) rewarding Correctional officers for extra or special service such as gallantry, long or meticulous service ;

(ii) providing comfort, convenience and privilege for correctional officers which are not chargeable on the general revenue of the federation ; and

(iii) Buying any compassionate gratuity which may be granted pursuant to regulations made under sections 11 and 33 to the next of kin or in his absence, to a member of the immediate family of the deceased correctional officer.

The Controller-General to constitute a reward fund committee at national and state level—

1. At the National, the following as members :

* Controller-General	..	..	..	<i>Chairman</i>
* DCG Human Resource	..	..	..	<i>Member</i>
* DCG Operations	..	..	..	<i>Member</i>
* DCG H&SW	..	..	..	<i>Member</i>
* ACG I&I	..	..	..	<i>Member</i>
* CC Reward Fund	..	..	..	<i>Secretary</i>

2. At the state level, the following are members :

* State Controller	..	..	..	<i>Chairman</i>
* DCC Human Resource	..	..	..	<i>Member</i>
* DCC Operations	..	..	..	<i>Member</i>
* In-charge of the Custodial Centre/ Unit Commander	..	..	..	<i>Member</i>

3. The Deputy Controller General Operations shall periodically collate and submit names of officers passed to high risk operation areas and difficult environment to the Controller General who will approve the payment of hazard allowance.

(b) The State Controller of Corrections shall inform the Controller-General of Correctional Service of such fines, deductions, stoppages and forfeitures by sending monthly returns of such.

825. The Superintendent-in-charge shall bring to the notice of the Controller of Corrections 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 Corrections for the purpose of the reward.

Forwarding list of deserving staff who have displayed outstanding performance to Nigerian Correctional Headquarters.

**OFFICERS' MESS**

826.—(a) Where a facility for Mess or Staff Club is not available, the Controller of Corrections, in the state or the Superintendent of the Custodial centre may arrange for the use of a suitable building, outside the Custodial centre, where mess facilities can be provided for staff.

Facility for mess.

(b) A distinction shall be made between the Officers' Mess and Staff Club.

827. The Superintendent-in-charge shall ensure that all books of accounts maintained by Custodial centre Officers Mess or Staff Club are correctly kept and checked by him at the end of each month.

Maintenance of officer's mess accounts.

828. 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.

Purchases from the mess.

829. The Mess shall be known as — Correctional Officers Mess and Membership shall be confined to Commissioned Officers of the Service only.

Custodial centre officers mess.

830. The Club shall be known as — "The Correctional Staff Club" and membership shall be confined to Non Commissioned Officers only.

Custodial centre staff club.

831. 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.

Honorary membership.

**B 2854**

Proper  
accounts of  
credit sales.

**832.** 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.

Assistance  
to the mess  
and club.

**833.** 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 Custodial centres in the state.

Granting of  
unauthorised  
credit.

**834.** The granting of unauthorized credit shall constitute a breach of discipline and Superintendent-in-charge may consider the desirability of taking disciplinary action.

Settling of  
officers'  
mess  
accounts.

**835.** 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.

**UNIFORMS**

Custodial  
centre  
Commission  
Officers  
Uniform.

**836.** 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-  
commission  
officer's  
uniforms.

**837.** Non Commissioned Officers shall upon entering the Service be issued with free uniform by the Controller-General of Corrections which shall be renewed from time to time.

Uniform as  
Custodial  
centre  
property.

**838.** Such uniform shall remain the property of the Service and shall be returned upon the termination of appointment.

Loss of  
uniform.

**839.** The loss of uniform shall be chargeable to the staff member.

Use and  
maintenance  
of staff  
uniforms.

**840.** 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.

**841.** Uniforms may be manufactured locally by the industrial section of the Service. Manufacture of staff uniforms by Correctional industries shall be free of actual charges but costs for the purpose of return of value of Custodial centre labour shall be maintained.

842. 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. Replacement of uniform and accoutrements.
843. A register in respect of the issuance of uniforms and accoutrements shall be maintained in all Custodial centres by the Custodial centre Keeper or any staff so designated. Register of issuance of uniforms.
844. Articles of uniform shall not be worn except when full uniform is worn. Wearing of uniform.
- 845.—(a) The Superintendent-in-charge shall conduct kit inspection at least twice a year. Kit inspection.
- (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.
846. The Controller-General of Corrections shall from time to time issue a price list of clothing and accoutrements. Price list of clothing and accoutrements.
847. 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. Stores and Accounts Payment for Rations.
848. 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. Safe custody of Security Books and Forms.
849. Returns on soap issued to Custodial centres shall be made to the Correctional Service Headquarters quarterly by the Superintendent-in-charge through the Controller of Corrections in the State. Returns on Soap.
850. 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 Custodial centre. This letter shall be copied to all Custodial centres 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. Board of Survey.

Request to constitute Board.

Board of survey inspection.

**851.** The Controller-General shall take up the matter with the relevant authority concerned, requesting that a Board of Survey be constituted early.

**852.** 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—

(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 ;

(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 ;

(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 ;

(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 ; and

(e) Ensure that tools are not taken out of the Custodial centres during the Inspection.

Assistance to the Board.

**853.** Necessary assistance shall be given to the Board of Survey during the inspection.

Submission of report.

**854.** The Survey Board shall submit its report on the state of the stores and other details, as provided in the Financial Regulations.

Destruction certificate.

**855.—(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.

**856.** Board of Survey shall be held regularly to ensure that large stocks of unserviceable stock are not allowed to accumulate.

Inmates Bedding.

**857.** All inmates 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 Custodial centre Keeper.

858. Superintendent-in-charge shall ensure that bedding is maintained and any defect promptly repaired. Maintenance of bedding.
859. The Custodial centre Industrial officer shall ensure that articles manufactured in Custodial centre 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. Custodial centre Industries.
860. 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. Quarterly returns of items in store.
861. Store requisitions and issuance shall be made in accordance with extant Rules and regulations. Store requisition and issuance.
862. Where materials have been supplied to Custodial centres and other Custodial formations for staff and inmates, conversion of the material shall commence immediately, and returns of such conversion shall be made to the Controller of Corrections State command. Returns of conversion of materials supplied.
863. All Custodial centres shall be required to complete by 31st December each year, a complete list of all store items held in the Custodial centres. Return on stores held by Custodial centres.
864. Soap, white lime, disinfectant, paints and distemper powder. These items shall be issued direct to Custodial centres 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 Custodial centres.
865. Stationery items shall be procured by the Service from the Monthly fiscal releases to Directorates, Zonal, State Commands and other Custodial centres formations for the day-to-day running of the Custodial centres. Stationery.
866. Subject to approved Procurement rules and regulations and the Controller-General of Corrections, the Controller of Custodial centres of a state, may upon the request from the Superintendent-in-Charge of a Custodial centre in the case of emergencies and sudden increases in inmate population—  
 (a) Make emergency direct purchases of inmates clothing, bedding, feeding, cups and pans and other necessaries as may be requested ;  
 (b) Arrange appropriate transfers of inmates ; and  
 (c) Give such other instructions deemed fit to ease the situation.
867. Subject to approved Procurement rules and regulations and the Controller-General of Corrections, the Controller of Corrections of a state, the zonal co-ordinator and commandants of Training Institutions may in the Approved procurement rules.

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—

- (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.

#### CLASSIFICATION OF INMATES

Classification of Inmates.

**868.** Classification shall be undertaken and guided by the follows: nature/type of the offence, category of the inmate, age of the inmate, special circumstances in relation to the inmate such as physical and mental health status, physical disability, etc. separation of Stars from Ordinary inmates; un-convicted from convicted; mentally ill inmates from non-mentally ill inmates, must be strictly observed on these occasions.

Records of classification.

**869.** Records of all classifications made based on social circumstances including the names of the inmates, the nature of the classification, and, rationale shall be made by the superintendent in charge and submitted monthly to the State Controller and should be included in the Controller.

#### GENERAL'S MONTHLY RETURNS

*Convicted inmates shall be classified as follows:*

- (a) Star Inmates, and
- (b) Ordinary Inmates.

Ordinary Inmates, Star Inmates.

**870.** Star inmates consists of first offender inmates and selected second offender inmates whose crime and character made the Superintendent-in-charge to believe that they are suitable for inclusion in the star class. The Star inmates may be given special treatment at the discretion of the Superintendent-in-Charge.

Ordinary inmates .

**871.** Ordinary inmates shall be convicted inmates, other than Star inmates.

Star class Inmates. Accomodation.

**872.** Star class inmates shall be accommodated in cells reserved for them, being apart from ordinary inmates. They shall work in gangs/workshops with other inmates but with proper supervision to avoid contamination. Ordinary inmates shall work in gangs and workshops consisting of ordinary inmates only.

Inmates Uniform and Registered Number.

**873.** Subject to the provisions of the Correctional Act, inmates shall be provided with a complete Custodial centre uniform and shall be required to wear.

(a) Two jumpers, two pairs of shorts and two caps for male inmates renewable on six months basis. A male inmate may at any other time, upon the recommendation of a Medical officer, be issued with one linsey grey flannel under vest.

(b) Two gowns and one wrapper for female inmates renewable after six months. A female inmate may where necessary and at the discretion of the Superintendent-in-Charge be issued with one further gown and wrapper.

874. Where necessary, the Superintendent-in-Charge may with the advice of a Medical Officer authorize the issuance of alternative clothing to an inmate.

Alternative clothing.

875. The registered number and date of release shall be marked on every inmate'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 inmate's Earliest Date of Release (EDR).

Registered number and date of release.

876. All convicted inmates shall wear a distinguishing badge to denote length of sentence, as follows—

Convicted Inmates' Distinguishing badges.

(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 inmates serving life sentence no date shall be shown against the letters EDR.

877. The Superintendent-in-charge shall enforce strict compliance with the separation of the different classes of inmates and that the appropriate clothing is issued to them and the correct markings are made on the patches worn as part of their uniform.

Enforcement of compliance with separation of class of Inmates.

878. It shall be an offence against discipline for an inmate to deface in any way the patch worn on his uniform. Frequent checks shall be made by the Custodial centre Keeper to ensure that correct number and dates are displayed.

Inmate defacing the patch on uniform.

879. The following articles of Prison stores shall be designated as Consumable Stores ;

Articles of Custodial centre Stores.

Expendable Stores ; Small Tools and Equipment in line with relevant Financial Regulations.

880. Consumable stores e.g. general store and manufacturing materials—

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

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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 tailor  
 Candles  
 Diamantine ink  
 Dusting powder  
 French chalk  
 Fluxite or bakers fluid  
 Glue  
 Heel balls  
 Leather stain and leather  
 Polish  
 Machine oils and greases  
 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  
 Custodial centre Industries.

Expendable  
 stores : small  
 tools and  
 equipment :  
 Inmates  
 clothing and  
 bedding.

**881.—(a) CLOTHING AND BEDDING**

Blankets for inmates  
 Bed sheets  
 Breeches inmates  
 Cover, mattress  
 Inmates Caps  
 Gowns, female inmates  
 Helmets, white  
 Inmate's Jackets,  
 Inmate's Jumpers  
 Jumpers, Flannel  
 Mattresses  
 Mosquito Nets  
 Pillows  
 Pillow cases and covers  
 Shirts flannel, Inmates  
 Shirt, White, Inmates  
 Under clothing, female inmates

**(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 Shovel 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  
 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

882. Staff clothing and equipment.

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 Brass Clothing  
 Stars, Brass  
 Sheets, Bed  
 Ties  
 Trousers Staff  
 Under vests,  
 Whistles and Chains

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Correct account of equipment and tools.

**883.** Zonal Coordinators, State Controllers of Corrections, Commandants of Correctional Training Institutions and Superintendents-in-charge of Correctional centres, shall ensure that all tools, equipment and plant are properly accounted for in accordance with relevant Financial Regulations.

Plant Ledger.

**884.** 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 Correctional Service are—

Stream Boilers and Boiling Pans ; Weighing machine  
and scales Sewing machines.

Shoemaking machines.

Cloth cutting machines.

Woodworking machines of all kinds Block making machines (not the pallets)

Mortal mixing machines.

Surveying instruments.

Typewriters and duplicating machines Motor vehicles.

Farm machinery and tractors spanning and weaving machines Forges.

Bucket making machines, etc.

Bench Drills, and any other machine.

Notification of alterations to the plant list.

**885.** National Headquarters shall be notified of any alterations to the plant list to enable it amend its own list.

Tools ledger.

**886.** 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.

Monthly inventory of tools and plant ledgers.

**887.—(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.

Record of where tools are kept.

**888.** 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.

889. All items of furniture and office equipment shall be recorded in the stores ledger and if required for use in the Custodial centre 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. Record of furniture and office equipment.
890. Zonal Coordinators, Commandants of Correctional Training Institutions, Controllers of Corrections in the States and the Superintendent-in-charge shall ensure that all Custodial centre buildings are maintained and in good condition. Any damage or destruction to buildings shall be reported accordingly. Maintenance of Custodial centre buildings.
891. Zonal Coordinators, Commandants of Correctional Training Institutions, Controllers of Corrections in the States and the Superintendent-in-charge shall be allocated funds for the maintenance of buildings. Funds for building maintenance.
892. Maintenance of Building includes normal decoration and painting. A record shall be kept at each Custodial centre showing the date and extent of decoration carried out to each building, together with the cost of the work, excluding value of inmate's labour costs. Normal decoration and painting.
893. Zonal Coordinators, Commandants of Correctional Training Institutions, Controllers of Corrections in the States and the Superintendent-in-charge shall maintain a Building Register. Building Register.
894. Structural alteration shall not be made to a Custodial centre facility or property unless authorized to make such alteration in writing from the office of the Controller-General of Corrections. Structural attraction.
895. Where there is no qualified Custodial centre labour to undertake a particular type of labour in a particular Custodial centre and such labour is available in another Custodial centre, the Superintendent-in-Charge shall report this circumstance to the Controller of Corrections, State Command, who may temporarily transfer a required inmate to the other Custodial centre such transfer shall have consideration for security, and benefit to the inmates and the custodial centres. The absence of qualified labour in a Custodial centre.
896. All communications regarding new buildings or major repairs to existing buildings shall be addressed to the Controller-General of Corrections through the Controller of Corrections, State Command. New building or major repairs.
897. Staff shall live in Service quarters where provided. Quarters shall be kept clean at all times and subject to frequent inspection. Service quarters.
898. 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.

## APPENDIX A

## LIST OF CUSTODIAL CENTRE BOOKS AND FORMS

*Title 1**Monthly State.*

- 1A. Additional Information of Superintendent.
- 1A. Extract: Observation of Superintendent.
2. Custodial centres Labour Return.
3. Information for annual report and blue book return.
4. Contract Agreement.
5. Warrant for Transfer of inmates: Transmitting Officer Form.
- 5A. Warrant for Transfer of inmates: Receiving Officers Form.
6. Warders Service Sheet (Non-Pensionable).
7. Diet Register.
9. Earning Register.
10. Inmates Journal.
11. Daily State Journal.
- 12A. Un-convicted inmates Register.
13. Ration Requisition Slip.
14. Hospital Register.
15. Locking up Register.
16. Gate Book.
17. Staff Appointment Return.
18. Application for Remission Sentence.
19. Superintendent of Custodial centre Admission Register.
20. Labour Requisition Book.
21. Bill Book.
26. Visitors Book.
28. Warrant of Release.
29. Custodial centre Diet Scale S. P. (Southern Custodial centre).
- 29A. Custodial centre Diet Scale N. P. (Northern Custodial centre).
- 29B. Rations Ready Reckoner.
30. Annual Returns of Floggings : Order of Court.
31. Annual Returns of Floggings : Custodial centre Offence.
32. Monthly Return of Floggings : Order of Court.
33. Monthly Return of Floggings : Custodial centres Offence.
34. Gate Keepers Permit Book.
38. Requisition for Stores.
40. Record of Long term inmates.
41. Monthly Return of Punishment: African Subordinate Staff.
45. Role of inmates 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 inmates.
- 51A. Monthly Analysis of Expenditure.
53. Record of Short term inmates.
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 Custodial centre Rations: S. P.
- 62A. Tender for the Supply of Custodial Centre Rations: N. P.
63. Nominal Rolls of inmates for Review.
64. Periodical Review of Long term inmates.
65. Particulars of Lunatics. —
66. Particulars of Long term inmates.
67. Medical Report of Lunatics.
68. Inquisition : Judicial Execution.
69. Chief Keepers Day Report.
72. Persons Admitted - Enugu Industrial School.
73. Previous-History Sheet: Enugu Industrial School.
74. Particulars of Juveniles Custodial centre during the month.
75. Cell Card.
76. Warrant Backing Slip.
77. Inmates Property Envelopes.
78. Impress Account Book.
81. Monthly List of inmates to be Discharged.
82. Judgement Debtor Cash Book.
- 82A. Deposit In Respect of Judgement Debtor inmates Subsistence.
- 82B. Withdrawal of Deposit In Respect of inmates Subsistence.
83. Certificate of Removal of a Sick inmate 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 Custodial centre Annual Report for the Year.
87. Extract from inmates 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 inmates Cash Property Monthly Return.
- 98A. Deposit inmates 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. Inmates 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.
110. Ledger Account: Convicted inmates.
- 110A. Cash Book—Deposits and Withdrawals.
- 110B. Cash Book—Unconvicted inmates.
- 111A. Credit Notes (Buea Farms).
- 111B. Credit Notes for Containers (Buea Custodial centre 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. Charges against Convict.
124. Body Receipt.

Made at Abuja this 8th day of December, 2020.

JA'AFARU AHMED (fcimc)  
*The Controller-General of Corrections*  
*Nigerian Correctional Service*