

JUSTICE SECTOR REFORM PROGRAMME

# GHANA PRISONS SERVICE

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STANDARD OPERATING PROCEDURES

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SUBJECT: RECEIVING REMAND PRISONERS		NUMBER: PS/R/L – PS001-15
EFFECTIVE DATE:	REVIEW DATE:	
AMENDS/SUPERSEDES:	APPROVED:	

1. PURPOSE: To ensure that the processes of admission and treatment of remand prisoners committed by the courts into prison custody are consistent with the UN Standard Minimum Rules for the treatment of prisoners.

## 2. PROCEDURES

- 2.1. The police or the AG makes an application for an accused person to be remanded in prison under the following conditions:
  - a) When the offence committed by the accused is a non bailable offence
  - b) When the offence is bailable but the accused is unable to satisfy the bail conditions.
  - c) When the police or the AG is yet to conclude investigations or gather evidence for the prosecution of the accused.
- 2.2. Based on the application the court makes an order for the accused person to be remanded in prison custody for a specified number of days.
- 2.3. The police based on the orders of the court send the accused person together with the remand warrant to the particular prison stated in the warrant.
- 2.4. The police officer sends the inmate together with a police removal form (which contains the property of the inmate including monies)
- 2.5. Upon arrival at the particular prison, the first point of contact or entry is the gate to the prison.
- 2.6. The accused person is received at the gate which is manned by a prison officer.

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- 2.7. When upon admission it is observed that the inmate has a medical problem such as an injury, a medical officer is called to confirm whether the inmate could be admitted into custody. The inmate is admitted if certified or if otherwise he is sent to the hospital for medical attention by the police officer upon the directive of the Officer-in-charge.
- 2.8. The police officer who brought the accused has to be in uniform (except a CID or BNI officer who may be in a civil dress), identifies himself, and provides service ID number, phone number to the prison officer in charge of the gate.
- 2.9. The police officer has to provide the following details to the gate officer: Service Identity Card, Duty Station, name, phone number, name and contact number of station's crime officer
- 2.10. The prison officer checks the remand warrant to ascertain its authenticity which include the following: Name of prisoner, offence committed, Court of committal, Next adjourned date, signature and official stamp of the presiding Judge/ Magistrate
- 2.11. The identity of the police officer together with the information contained in the remand warrant is recorded in the gate journal or register if the prison officer is satisfied that the warrant is valid.
- 2.12. The police officer and the prisoner are escorted to the Reception office by a prison officer together with the inmates' property.

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- 2.13. The prison officer –in- charge of the reception office takes and records the details of the police officer and the information contained in the remand warrant in a register or admission book.
- 2.14. In addition, distinctive features of the accused such as his complexion, height, weight, colour of the eye etc. are recorded in the admission book.
- 2.15. Where the prison officer at the reception realizes any injury to the accused person after assessing him, he will demand a medical report from the police officer to show that the accused person is medically fit to be admitted into the prison.
- 2.16. All remand prisoners are searched for the purpose of retrieving prohibited articles from them at the gate and the reception office.
- 2.17. Passport size pictures of the inmates are taken at the gate and also at the reception office before the admission is completed.
- 2.18. The inmate’s properties are recorded in the inmates’ property book and he is made to sign or thumb print when satisfied and counter signed by the reception officer.
- 2.19. After that the Rules and Regulations of the prison are read and explained to the inmate in a language that he understands.
- 2.20. After the prison officer is satisfied that the offender / accused is medically fit to be admitted into the prisons and has undergone all the necessary formalities, the accused is assigned to a cell for remand prisoners.

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- 2.21. When the remand prisoner wants to communicate with his/her family or lawyer he makes a complaint or request to the block master/yardmaster (who is a prison officer in charge).
- 2.22. The block master/yardmaster then forwards the request to the officer in charge of the prison facility where the remand prisoner is being kept or admitted.
- 2.23. Remand prisoners are kept separately from convict prisoners because they are presumed innocent until a court finds them guilty.
- 2.24. Remand prisoners wear their own clothes.
- 2.25. Remand prisoners are also entitled to basic needs (food, clothes, healthcare, beddings, recreation, etc).
- 2.26. Remand prisoners are allowed to communicate with their families and lawyers as and when necessary.

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SUBJECT: PREPARING THE REMAND PRISONER FOR COURT	NUMBER: PS/R/L – PS002-15	
EFFECTIVE DATE:	REVIEW DATE:	
AMENDS/SUPERSEDES:	APPROVED:	

1. PURPOSE: To provide guidelines to ensure that remand prisoners are taken to court by the police when they are due.

2. RESPONSIBILITY

- 2.1. It is the duty of the police officer who brought the prisoner to come for him to attend court proceedings.
- 2.2. A copy of the warrant, which is in triplicate, is kept in the police station docket, the Court and the Prison facility in order to track when the accused will be due for court.

3. PROCEDURES

- 3.1. The prison officer shall take note of the next court date in a diary. The officer will then remind the remand prisoner a day before his next court date.
- 3.2. The Reception officer informs the paralegal officer to call and remind the Police officer responsible/crime officer at least two clear days before the actual date of court. The prison officer (Paralegal officer) then calls the police officer responsible/crime officer on the date of hearing where the police officer fails to send the prisoner to court. Where the police are unable to send the inmate to court after several notices, a formal letter is written to them with a copy to the court for necessary action.



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3.3. Anytime a police officer is coming to take a remand prisoner to court he must show a copy of the warrant to the prison officer at the gate for verification in the gate journal.

3.4. After the confirmation the police officer is accompanied by a prison officer to the reception office for the prisoner.

3.5. The prisoner is discharged from the records of both the admission book at the reception office and the gate journal/register. The remand prisoner's properties are returned to him together with all other documents prior to his release.

3.6. Where a remand prisoner is to be discharged on bail under motion for bail pending trial, the police responsible must pick the inmate to court for the execution of the bail bond.

3.7. For inmates to be granted bail under the Justice -For -All programme, the police responsible for the case shall pick the inmates to the court to execute their bail bonds.

3.8. In both instances the police other than the one who brought the prisoner shall come with the remand warrants and introduction letter from their station commanders.

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SUBJECT: PREPARING REMAND PRISONERS TO ATTEND JUSTICE FOR ALL PROGRAMMES		NUMBER: PS/R/L – PS003-15
EFFECTIVE DATE:	REVIEW DATE:	
AMENDS/SUPERSEDES:	APPROVED:	

1. PURPOSE

1.1.To develop procedures for reviewing cases of remand prisoners under the Justice-For-All programme

2. RESPONSIBILITY

2.1.A Joint Steering Committee of the following;

- a. A representative of the Judiciary
- b. A representative from the Attorney General
- c. A representative from the Police Service
- d. A representative from the Ghana Prisons Service.

3. PROCEDURES:

3.1. The Judiciary requests for the list of all remand prisoners in a specified prison.

3.2. The Reception/ Paralegal compiles the list of all remands in custody at a particular prison and submit to Prisons Headquarters.

3.3. The information provided on the inmates must include:

- a. Name of inmate
- b. Offence
- c. Court of Committal
- d. Date of admission
- e. Period served
- f. Last court date
- g. Police station/Details of Police Officer responsible

3.4.The Prisons Headquarters then submits the compiled list to the Judiciary who place it before the Steering Committee.

3.5.The list is studied and carefully shortlisted by the Joint Committee for the inmates to appear before the courts.

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- 3.6. The list of the shortlisted prisoners is then brought back to the Prisons Headquarters.
- 3.7. A team of Pro Bono lawyers visit the prison to interview and prepare the motion of the prisoners.
- 3.8. A date is scheduled for hearing in the prison by the committee.
- 3.9. The Reception Office of the concerned prison prepares the shortlisted prisoners and a suitable place for the sittings.
- 3.10. Notices of the hearings are served on to the parties involved.
- 3.11. The Police, Prosecutors, Legal Aid lawyers, and any other relevant parties involved are present during the sitting.
- 3.12. The court determines the matter and the accused is either convicted, discharged, bailed or the matter is dismissed.
- 3.13. The court issues a Discharge Warrant for remand prisoners discharged during the sitting.
- 3.14. Where bail is granted order is referred to the court. The accused follows the bail to the and satisfy the conditions
- 3.15. Discharged prisoners are released to the Police/CID/Police stations.
- 3.16. The Reception Office takes the particulars of the police to whom the prisoner is being released together with a photocopy of his service ID card.
- 3.17. The reception retains a copy of the original copies of the remand and discharge warrants.
- 3.18. Details including fingerprint of all those who go through the process are taken by the CID responsible.
- 3.19. Where bail is granted to a remand prisoner:
  - a. The court issues court orders for those granted bail.
  - b. They are discharged and released by the reception to the designated police.

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- c. The particulars of the police are recorded and a copy of his ID taken.
- d. The court order is retained with a photocopy of the remand warrant.

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SUBJECT: RECEIVING CONVICTS	NUMBER: PS/R/L – PS004-15	
EFFECTIVE DATE:	REVIEW DATE:	
AMENDS/SUPERSEDES:	APPROVED:	

1. PURPOSE

1.1.This document provides guidelines and procedures for admitting convict prisoners into prison custody.

2. POLICY

2.1.The Ghana Prisons Service is committed to ensuring the orderly transition of sentenced individuals into prison custody.

3. SCOPE

3.1. All offenders sentenced to the custody of the Ghana Prisons Service.

4. RESPONSIBILITY

4.1.The facility heads (Legal and Remand) are responsible for implementing and following this policy and procedures for the intake of prisoners.

5. PROCEDURES

5.1.After the court has convicted and sentenced the accused person, the police officer in charge of the case brings the prisoner with a convict warrant to the prison where the convict is to be admitted.

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- 5.2. The officer in charge of the prison gate takes and records the details of the police officer including, the name, service ID and the contact number of the police officer.
- 5.3. The Officer in charge takes record of the information contained in the convict warrant;
  - 5.3.1. The name of the presiding judge or magistrate
  - 5.3.2. The length of the sentence, the court of committal,
  - 5.3.3. The signature and stamp of the court
- 5.4. The police officer and the convict are ushered into the reception office in the prison by the assistant of the officer in charge of the prison gate.
- 5.5. The details of the police officer and information contained in the convict warrant are recorded in the admission book at the reception office.
- 5.6. In addition, distinctive features of the convict are recorded to include'
  - a. His / her height
  - b. Weight
  - c. complexion
  - d. sex
  - e. age
  - f. Next of kin etc.
- 5.7. The prisoner is then shaved for purposes of identification.
- 5.8. The convict is given a prison uniform.

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- 5.9. The prisoner is then examined and screened medically by a medical doctor or a physician assistant to ascertain whether he / she is fit to be admitted into the prison to ensure that he / she does not have any communicable disease.
- 5.10. Where a prisoner is detected to have any communicable disease he / she is quarantined.
- 5.11. The prisoner is then taken to the diagnostic centre to be examined by a psychologist.
- 5.12. The psychologist undertakes risk and need assessment on the convict to know the kind of treatment to be given to him / her whiles they are in prison and also to know the kind of trade to be recommended.
- 5.13. After all this is done, the convict is assigned to his cell.
- 5.14. The cell the convict is assigned to depend on the nature of his / her offence and the length of his / her sentence.

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SUBJECT: PREPARING THE CONVICT TO APPEAL AGAINST HIS SENTENCE OR CONVICTION	NUMBER: PS/R/L – PS005-15	
EFFECTIVE DATE:	REVIEW DATE:	
AMENDS/SUPERSEDES:	APPROVED:	

### 1. PURPOSE

1.1.To provide convict prisoners with adequate and equal opportunity, time and facilities to appeal against either sentence or conviction.

### 2. RESPONSIBILITY

2.1.It is the responsibility of the Ghana Prisons Service to produce convicts Prisoner before a court for an appeal upon the receipt of hearing notice from the court.

2.2.The particulars of the leader of the escorting officers and of the convict prisoner are recorded in the court book at the reception and the gate journal (PBF. 105).

2.3.The prison officer should ensure that the convict is handcuffed until they get to the courtroom.

2.4.The escorting team is selected based on the type of Convict Prisoner involved.

### 3. PROCEDURE

3.1.The Convict Prisoner who intends to make an appeal either against his sentence or conviction makes his intention known verbally to the yard master or block master as the case may be.

3.2.The Convict Prisoners request is referred to the Chief Officer Administration to be recorded in the Prisoners complaint book (PBF 111) and forwarded to the Officer-in-Charge for consideration.



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SUBJECT: PREPARING THE CONVICT TO APPEAL AGAINST HIS SENTENCE OR CONVICTION	NUMBER: PS/R/L – PS005-15	
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- 3.3. The Officer-in-Charge shall then forward the request for his/her record of proceedings to the court.
- 3.4. When the Record of proceedings is secured and the Convict Prisoner cannot afford the services of a counsel, the records of proceedings and appeal request form is forwarded to the Para-Legal Unit for assistance.
- 3.5. When the appeal is filed, the station is served with Notice of the Appeal to inform the Convict Prisoner before the court date.
- 3.6. The Officer-in-Charge then informs the Convict Prisoner through the Chief Officer Administration.
- 3.7. The Reception officer shall remind the chief officer administration that the convict prisoner will be due for court following the day to make the appropriate arrangement for his appearance.
- 3.8. After the hearing the outcome of the sitting is record in the court book by the registrar of the court and same is returned with the Convict Prisoner into the Prison.

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SUBJECT: PREPARING CONVICT PRISONERS FOR DISCHARGE		NUMBER: PS/R/L – PS006-15
EFFECTIVE DATE:	REVIEW DATE:	
AMENDS/SUPERSEDES:	APPROVED:	

### 1. PURPOSE

1.1. These guidelines are meant to provide adequate preparation for a convict prisoner on release, psychologically, physically and emotionally for reintegration.

### 2. RESPONSIBILITIES

2.1. The Ghana Prison Service is to compute the discharge dates of the prisoner when admitted

2.2. Ghana Prisons Service through the Discharge Board is to prepare the prisoner mentally for his/her reintegration.

### 3. PROCEDURES

3.1. A convict shall have his/her Latest Possible Date (LPD) and Earliest Possible Date (EPD) computed upon admission.

3.2. The warrant of the prisoner shall be withdrawn and submitted to the OIC two weeks before discharge.

3.3. The Reception Officer shall invite the prisoner a day before the discharge for an interview and crosscheck the information with the prisoner's penal records.

3.4. After the interview the Reception Officer shall work the computation again to ascertain that no error occurred in the earlier computation.

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- 3.5. All properties must be withdrawn for the prisoner to double check, confirm and thump print in the Prisoners' Property/Cash Books and countersigned by the Reception in charge.
- 3.6. The Prisoner's name shall be cancelled from the Prisoners' Admission Book, the Property Book / Cash Book and Discharge Diary.
- 3.7. The Prison Form 2 and Form 88 shall be neatly crossed in red ink'
- 3.8. The Reception in charge shall sign on the Form 2, Form 88 and the Warrant after the cancellation.
- 3.9. The Reception Officer shall prepare a Discharge Slip which shall be signed by the Reception in Charge, the Reception Officer, the Gatekeeper and the Senior Chief Officer Administration.
- 3.10. The Senior Chief Officer Administration shall interview the prisoner to verify all the information on the Discharge Slip and sign.
- 3.11. The Gatekeeper shall make all the necessary entries in the Gate Journal for discharge after he/she is satisfied with the information provided.

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SUBJECT: FOREIGN PRISONERS	NUMBER: PS/R/L – PS007-15	
EFFECTIVE DATE:	REVIEW DATE:	
AMENDS/SUPERSEDES:	APPROVED:	

1. Purpose:

1.1.To ensure that prisoners other than Ghanaians have access to their foreign embassies and to receive the same treatment and opportunities as all prisoners.

2. Procedures;

2.1.The Prisons Headquarters shall as soon as possible be notified of all foreign prisoners admitted into prison custody.

2.2.Details of foreign prisoners shall include the following;

- a. Name of the Prisoner
- b. Nationality
- c. Date of admission
- d. Offence and sentence
- e. Court of committal
- f. Health status
- g. Any subsequent court order made including repatriation and deportation after discharge

2.3.Prison Authorities shall notify The Minister for the Interior as well as the embassy or consular of the presence of a foreign prisoner of their nationality.

2.4.Foreign prisoners shall have immediate access to their foreign representatives if available.

2.5.Actions taken to support or assist a foreign prisoner must be recorded and retained in the prisoner's records.

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2.6. All foreign prisoners must be informed of their rights and responsibilities as apply to other prisoners.

2.7. Any visit to a foreign prisoner by a consular or the embassy representative must be recorded including the name of the consular and date of the visit.

2.8. Prisoners who are foreign nationals shall be allowed reasonable facilities to communicate with the diplomatic and consular representatives of their respective country.

2.9. Embassies wishing to visit their national in prison shall route their request through the Ministry of Foreign Affairs

2.10. When the foreign prisoner is discharged the Ministry of the Interior, the Embassy concern, the Immigration Service, the CID and the BNI must be notified.

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SUBJECT: SEARCHES	NUMBER: PS/R/L – PS008-15	
EFFECTIVE DATE:	REVIEW DATE:	
AMENDS/SUPERSEDES:	APPROVED:	

1. Purpose:

1.1.To establish procedures and guidelines for conducting searches in order to recover all prohibited articles that present serious threat to the security and proper management of prison facilities.

2. Procedures:

2.1.All persons entering the prison are subject to be searched for the purpose of enhancing the security of prison, prisoners and staff.

2.2.There shall be regular, periodic, planned and routine searches of all prison facilities and prisoners as well as staff

2.3.The searches shall be conducted under the following broad categories

- a. Body search
- b. Routine search of visitors
- c. Routine search of vehicles
- d. Routine search of all incoming and outgoing mails and packages
- e. Random search of activities areas such as kitchen, workshops, recreation areas and the prison yard.
- f. Searching of inmates cells
- g. Planned search of all activities areas within the facilities.

2.4.Special search of any person such as prisoners, visitors and staff shall be conducted at any time if it is deemed necessary for security and safety of the prisons facilities.

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2.5. All searches shall be conducted thoroughly but with due regard to decency and dignity.

2.6. Female prisoners shall be searched by only female prison officers.

2.7. A strip search shall be conducted in a dignified manner and out of view of other prisoners.

2.8. A search book shall be maintained to include the following;

- a. Date and time of search
- b. Officers assigned and areas searched
- c. Prohibited items found and method of disposal
- d. Name and signature of the officer authorizing the search.

2.9. All vehicles entering and leaving the prison shall be searched and all occupants of the vehicle shall be identified to ensure that no prisoner is attempting to escape in the vehicle.

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SUBJECT: PRISONERS RIGHTS AND RESPONSIBILITIES GOOD ORDER AND PRISON SECURITY		NUMBER: PS/R/L – PS009-15
EFFECTIVE DATE:	REVIEW DATE:	
AMENDS/SUPERSEDES:	APPROVED:	

1. Propose;

1.1.To outlines guidelines that will ensure good order and discipline for effective prison management.

2. Procedure;

2.1.All prisoners shall observe prison rules and conduct themselves in a manner that will promote good prison order with respect to the rights of prison staff and other prisoners.

2.2.All prisoners shall obey lawful orders.

2.3.No prisoner shall commit or incite others to commit mutiny, riot and sedition in prison.

2.4.No prisoner shall be in possession of firearms or any dangerous articles prohibited by prison regulations.

2.5.Prisoners shall not conceal any information relating to escape or incidents likely to cause a breach to prison security and safety of lives and property.

2.6.Prisoners shall not attempt to escape/escape or aid other prisoners to escape from lawful custody.

2.7.Prisoners shall not abuse or use derogatory language on prison staff.

2.8.Prisoners shall not attack either verbally or physically any prison staff.



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2.9. Prisoners shall not give false evidence or malicious information against any prison staff or another prisoner.

2.10. Prisoners shall follow laid down procedures in making complaints against any staff and another prisoner and shall not take the law into their own hands to seek revenge.

2.11. Prisoners shall not leave the place of work or confinement without permission.

2.12. Prisoners shall not cause damage to prison properties or harm to any other prisoner or staff.

2.13. All prisoners shall respect the right of other prisoners and shall not discriminate against other prisoners on the basis of religion, nationality, ethnicity or physical disability.

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SUBJECT: DISCIPLINE OF PRISONERS	NUMBER: PS/R/L – PS010-15	
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1. The following offences are against Prison discipline:
  - a. Major offence is committed by a prisoner, if the prisoner
  - b. Uses grossly abusive or offensive language to any officer of the prison;
  - c. Wilfully destroys government property.
2. When undergoing, or about to undergo a punishment wilfully makes a disturbance tending to interrupt the order and discipline of the Prison.
  - 2.1. Escapes or attempt to escape or abets an escape from Prison
  - 2.2. Engages in any act of gross misconduct or insubordination which has to be suppressed by extraordinary means.
  - 2.3. Engages in mutiny or incites others to mutiny.
  - 2.4. Demonstrates gross personal violence to any officer or servant of the Prison.
  - 2.5. Demonstrates personal violence against a fellow prisoner.
3. A minor offence is committed by a prisoner if the prisoner
  - 3.1. Is absent without leave from , or behaves irreverently at divine service, or prayers, school instruction;
  - 3.2. Assaults or treats with disrespect an officer of the Prison, or a stranger or 'Visitor' or any person employed in the Prison;
  - 3.3. Commits a common assault on another prisoner;
  - 3.4. Swears curses, or uses any abusive, insolent, threatening, or other improper language;

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- 3.5. Converses or interacts with another prisoner without authority;
- 3.6. Disfigures or damages in any way any part of the Prison or any article to which that prisoner may have access;
- 3.7. Disobeys any order of the officer in Charge or any other officer of the Prison
- 3.8. Fights with another prisoner;
- 3.9. Without permission gives to or receives from a prisoner an article;
- 3.10. Has in the cell of the prisoner or in the possession of the prisoner any prohibited article;
- 3.11. Is idle, careless, or negligent at work, or refusing to work;
- 3.12. Uses indecent language, or engages in an act or gesture;
- 3.13. Leaves the cell of the prisoner or other appointed location or the place of work of the prisoner without permission;
- 3.14. Sings, whistles, or makes any unnecessary noise, or gives unnecessary trouble;
- 3.15. Commits any nuisance;
- 3.16. Commits any other offence against good order and discipline or
- 3.17. Attempts to commit any of the offences specified in this paragraph.

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SUBJECT: DISCIPLINE OF PRISONERS	NUMBER: PS/R/L – PS010-15	
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#### 4. Rules in respect of punishment

4.1.A punishment shall not be imposed on a prisoner except in accordance with these Regulations or otherwise under due legal authority.

4.2.A punishment imposed on a prisoner under these regulations shall not be of a nature that causes the prisoner to be kept in prison after the expiration of

5. The sentence or sentences passed upon the prisoner by the court at the trial of the prisoner, or

6. The sentence to which the capital sentence of that prisoner has been commuted by the President.

6.1.These Regulations do not authorize the punishment of a prisoner more than once for the same offence.

#### 7. Punishment for Minor offence

7.1.Where the Officer in Charge of a Prison in an investigation and hearing of a complaint in respect of an offence against prison discipline determines that the prisoner has committed an offence which is a minor offence, the Officer in Charge of the Prison may order the prisoner to undergo

- a. Forfeiture of remission of not more than one month and in any case of not more than the amount of remission previously earned
- b. Forfeiture of the privileges of receiving visitors, and writing or receiving letters for any period of not more than three months; and
- c. Removal from special class.

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8. Where the Chief Officer of the Prison is absent or incapacitated by illness, offences against prison discipline maybe tried by the medical officer or in the absence of the medical officer, the next most senior officer of the Prison.

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SUBJECT: RELIGIOUS ACTIVITIES	NUMBER: PS/R/L – PS011-15	
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## 1. PURPOSE

1.1.To provide guidance and direction for recognized religious activities and for reviewing inmate requests for accommodations of religious activities not covered in this SOP.

## 2. SCOPE

2.1.This standard operating procedure applies to all inmates, staff members, religious coordinators, and faith-based volunteers, who visit the prisons to conduct religious services with the inmates.

## 3. STANDARD PROCEDURES

3.1.The Ghana Prisons Service would provide judicious opportunities to inmates of all faiths to pursue their religious beliefs and activities, given that those opportunities can be provided within its budgetary limitations and in accordance with the safe and orderly operation of a facility.

3.2.The Ghana Prisons Service would not interfere with an inmate’s religious belief.

3.3.The Ghana Prisons Service has a compelling national responsibility to maintain safety and security in its facilities and therefore may substantially limit an inmate's exercise of his/her religious beliefs.

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3.4. Volunteer religious persons may be involved in counselling and support when any inmate receives notices of a family member’s death or personal or any crisis.

### 3.5. Prohibited Religious Activities

3.5.1. The following religious activities are prohibited:

- a. Animal sacrifice
- b. Belittling or ridiculing other religions
- c. Curses, spells, or rituals meant to cause harm, distress, problems, or other unwelcome events
- d. Consumption of alcohol
- e. Consumption of illegal substances
- f. Consumption of tobacco
- g. Nudity
- h. Inmate organizations or practices that put inmates in positions of power, authority, or leadership over other inmates
- i. Profanity
- j. Proselytizing (coercing, harassing, or attempting to convince an inmate to change his religious affiliation)
- k. Self-mutilation
- l. Sexual acts
- m. Superiority of one religion over another

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### 3.6. Designating Worship Areas and Scheduling Religious Activities

3.6.1. Offices in charge / block master must designate areas for religious activities that fairly and equitably accommodate the needs of all religious groups in the prison population.

3.6.2. An outside worship area must be established and maintained in a suitable and secure location that is reasonably separated from non-participating prisoners, and where prison officers can supervise or observe.

3.6.3. The appropriate Prison Officer or Authority or designee must approve any exception where an outside worship area is not provided.

3.6.4. The Prisons Chaplain / Approved Religious Officers must schedule and oversee religious activities and coordinate weekly religious activities within the facility's schedule.

3.6.5. When scheduling religious activities, both the availability of religious supervision and the need to share the available time and space among the eligible groups must be considered and followed.

3.6.6. Program schedules must be posted in English and explained in a language they understand.

3.6.7. Prisoners in the general population are allowed to access religious resources, activities, and instructions consistent with the security level of a facility.



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3.6.8. Prisoners in restrictive housing including isolation, segregation and condemn may access religious activities with religious leaders or ministers under strict supervision.

### 3.7.Suspending, Reducing, and Delaying Religious Activities

3.7.1. In emergency situations, such as a disturbance, the Officer in charge can suspend religious activities, and accordingly file a report with Prison Supervisor / Authority justifying such suspension, reduction, or significant delay.

## 4. CORDINATION BETWEEN THE PRISONS AND RELIGIOUS BODIES

4.1.The prison collaborates with various religious bodies during the reformation of the prisoners. These religious bodies come to the prisons to help in educating the prisoners on moral education and how they should turn away from their bad deeds when they are discharged.

4.2. All religious bodies seeking collaboration with the service shall obtain the requisite approval from the Headquarters.

4.3.All approved religious bodies for a prison, must have the photographs of their representation pasted at the prison gate before they are allowed to worship with the prison.

4.4.All Minister of religion shall comply with the rules and regulations regarding their visit.

4.5.All such permits shall be renewable annually by the Service.

4.6.Appropriate suitable religious books may be accepted by the officer-in-charge for prisoners use.

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SUBJECT: PROVISION OF BASIC NECESSITIES OF PRISONERS		NUMBER: PS/R/L – PS012-15
EFFECTIVE DATE:	REVIEW DATE:	
AMENDS/SUPERSEDES:	APPROVED:	

1. PURPOSE;

1.1. These guidelines set out standard operating procedures for providing basic necessities for prisoners.

2. RESPONSIBILITY:

2.1. It is the responsibility of the prison authority to ensure that the basic necessities of prisoners are provided to safeguard their wellbeing.

3. PROCEDURE;

3.1. All prisoners shall be provided at the usual hours with food of nutritional value adequate for their health and strength, of wholesome quality, well prepared and served.

3.2. Clean drinking water shall be provided to prisoners at all times.

3.3. All prisoners shall be provided with water and toiletries that are necessary for health and cleanliness.

3.4. Provision shall be made for further education of all prisoners who are capable and willing to do so.

3.5. Education of prisoners should be integrated with Ministry of Education to enable them to continue their education without any difficulties after release from prison.

3.6. Recreational and cultural activities shall be provided in all prison facilities for the promotion of the mental and physical health of prisoners.

3.7. Every prisoner shall have access to fresh air and opportunities for at least one/1 hour daily exercise.

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SUBJECT: PRISONERS WITH SPECIAL NEEDS Prisoners with Physical Disability:	NUMBER: PS/R/L – PS013-15	
EFFECTIVE DATE:	REVIEW DATE:	
AMENDS/SUPERSEDES:	APPROVED:	

1. PURPOSE;

1.1.To identify all prisoners with physical disability and their special needs that will enable them function within the prison by virtue of their disabilities

2. PROCEDURES

2.1.A medical assessment shall be conducted on all prisoners with physical disability in order to identify their specific needs.

2.2.Special management programmes shall be developed for such prisoners by a medical officer in consultation with officer-in-charge of the prison after completion of the medical assessment.

2.3.Copies of medical assessment and the special programme for a disabled prisoner shall be placed on his records.

2.4.The prison authority shall maintain regular contact with any agencies that can provide any form of assistance for prisoners with disability.

2.5.All actions to support any prisoner with disability must be fully documented and records maintained.

2.6.The officer-in-charge shall take all necessary actions to ensure the safety and security of all prisoners with disability.

2.7.Prisoners with disability shall be given special privilege to maintain regular contacts with their families and support network.

2.8.Classification and placement of prisoners with disability shall be dependent on their special need requirements.

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SUBJECT: PRISONERS WITH SPECIAL NEEDS Prisoners with Physical Disability:	NUMBER: PS/R/L – PS013-15	
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2.9. Prisoners with physical disability shall have access to community support agencies to facilitate their integration into the prison environment.

2.10. Communication with family members shall be established and supported to assist in their management within the prison and to facilitate their release from prison.

2.11. Special attention shall be given to hygiene, medical and dietary needs of all prisoners with physical disability.

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SUBJECT: PRISONERS WITH SPECIAL NEEDS Juvenile Offenders:	NUMBER: PS/R/L – PS014-15	
EFFECTIVE DATE:	REVIEW DATE:	
AMENDS/SUPERSEDES:	APPROVED:	

1. PURPOSE;

1.1.To outline guidelines and treatments commensurate with the needs and abilities of young offenders in reformatory/detention facility.

2. PROCEDURES:

2.1.No juvenile shall be received in any detention facility without a valid detention order from a judicial, administrative and other public authority.

2.2.All juvenile offenders shall be kept in separate facilities from adult prisoners.

2.3.Juvenile offenders in the designated facility shall be given easy access to their parents, care givers, legal advisors and any support agencies.

2.4.Juvenile offenders shall be given the opportunity to have access to educational, vocational, religious, cultural and recreational activities.

2.5.Juvenile’s offenders shall be allowed to work taking into consideration the nature of work that is not intended to abuse their right as minors.

2.6.All records such as legal, medical and records of disciplinary proceedings on juvenile offenders shall strictly confidential.

2.7.The juveniles’ right to privacy shall be respected at all stages in order to avoid harm being caused to him or her by undue publicity or by the process of labouring.

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SUBJECT: PRISONERS WITH SPECIAL NEEDS Female Prisoners:	NUMBER: PS/R/L – PS015-15	
EFFECTIVE DATE:	REVIEW DATE:	
AMENDS/SUPERSEDES:	APPROVED:	

1. Purpose;

1.1.To outline guidelines for management of female prisoners taking into accounts their special needs as women.

2. Procedures;

2.1.Female prisoners shall be kept in separate and secure facility from male prisoners.

2.2.Female prisoners shall have access to education, industry and recreation.

2.3.Reformation and rehabilitation programmes designed for female prisoners should as much as possible reflect issues impacting on women in society.

2.4.Female prisoners shall have the same access to services in prison as male prisoners.

2.5.Female prisoners shall be supported in establishing and maintaining contact with their children, spouses and other family members.

2.6.Female prisoners shall be searched by only female prison officers.

2.7.As much as possible, all female prisoners should undergo pregnancy test on admission into prison.

2.8.When a female prisoner is confirmed pregnant at the time of admission, special attention must be given to her and she must be separated from other prisoners to ensure her wellbeing and that of the unborn child.

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SUBJECT: PRISONERS WITH SPECIAL NEEDS Female Prisoners:	NUMBER: PS/R/L – PS015-15	
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- 2.9. A copy of the pregnancy test must be placed on her records and all necessary arrangements shall be made for her to receive pre-natal and post-natal care and treatment at a government hospital.
- 2.10. Necessary arrangements shall be made to enable her give birth at a health facility outside the prison.
- 2.11. When a female prisoner gives birth while in prison the basic needs of the prisoner and the child shall be provided including special food, clothing and hygiene kits for the infants.
- 2.12. The birth certificate of the child shall not bear the name of the prison where the mother is incarcerated.

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SUBJECT: CONTROL OF RECORDS	NUMBER: : PS/R/L – PS016-15	
EFFECTIVE DATE:	REVIEW DATE:	
AMENDS/SUPERSEDES:	APPROVED:	

## 1. PURPOSE

1.1.This procedure refers to the records generated and maintained to provide evidence of the effective and efficient legal and justice delivery for offenders and accused persons.

## 2. GENERAL

2.1.Good documentation constitutes an essential part of quality legal and justice system.

2.2.Clearly written procedures prevent errors resulting from spoken communication. A clear documentation permits tracing of activities performed in the dispensation of legal justice.

## 3. PROCEDURES

3.1.Documents must be designed, prepared, reviewed, and distributed with care.

3.2.Documents must be approved, signed, and dated by designated appropriate competent and authorized persons.

3.3.Documents must have unambiguous contents.

3.4.The title, nature, and purpose of each document should be clearly stated and laid out in an orderly fashion and be easy to check.

3.5.Reproduced documents must be concise and legible.

3.6.Documents must be regularly reviewed and kept up-to-date.



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SUBJECT: CONTROL OF RECORDS	NUMBER: : PS/R/L – PS016-15	
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- 3.7. When a document is revised, systems must be put in place to prevent inadvertent use of the superseded documents, so that only current documentation are available for use.
- 3.8. Documents must not be typed. However, where documents require the entry of data, these entries may be made in clear legible handwriting using a suitable indelible medium.
- 3.9. If any correction is made to a document or record, it must be signed or initialled and dated.
- 3.10. The correction must permit the reading of the original information. Where appropriate, the reason for the correction must be stated on record.
- 3.11. Records must be kept at the time that each action is taken and in such a way that all activities concerning the conduct of an activities, and control of documents on activities are traceable.
- 3.12. Records must be stored in a secured place, with access limited to authorized persons.
- 3.13. The storage location must provide sufficient safety, and ensure adequate protection from loss, destruction, or falsification, and from damage due to fire, water, etc.
- 3.14. Records which are critical to regulatory delivery of legal justice or to support essential justice delivery activities must be duplicated on paper, microfilm, or electronically, and stored in a separate, secure location in a separate building from the originals.

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3.15. All documents must be checked for accuracy before approval. If documents are maintained in electronic data processing methods, only authorized persons should be able to enter or modify data in the computer, access must be restricted by passwords or other means, and entry of critical data must be independently checked.

3.16. It is particularly important that during the period of retention, the record / document can be rendered legible within an appropriate period of time.

#### 4. RELATED LAWS

- a. The 1992 Constitution
- b. Prisons Service Decree Act, 1972(NRCD46)
- c. Prisons Standing Orders, 1960
- d. Prisons Regulations L.I. 412/5
- e. Prisons (Declaration of Prisons) Instrument
- f. Prisons (Amendment) Regulation, 1970 (L.I)
- g. Prisons Service Scheme of Service Administration.

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SUBJECT: CONTROL OF PRISONERS RECORDS		NUMBER: PS/R/L – PS017-15
EFFECTIVE DATE:	REVIEW DATE:	
AMENDS/SUPERSEDES:	APPROVED:	

1. Purpose;

1.1.To outline guidelines for effective management and control of prisoners records in the prison.

2. Procedures;

2.1.The relevant records on prisoners shall include the following;

- |  |  |
|--|--|
| a. Admission register/book             | k. Penal Records                               |
| b. Discharge register/book             | l. Computation of Sentence Form                |
| c. Cash/property book                  | m. Supplementary Cash Property Book            |
| d. Medical records/folder              | n. Warrant Deposit Book                        |
| e. Complaints/Grievance book           | o. Warrant Withdrawal Book                     |
| f. Disciplinary proceeding book        | p. Cash/property Deposit & withdrawal Book     |
| g. Incident report                     | q. Prisoners Visitors Book                     |
| h. Assessment report                   |  |
| r. Classification and placement report | j. All correspondence relating to the prisoner |

2.2.A central register shall be created to contain information on the current location of each prisoner’s record.

2.3.A designated member of staff (Reception/Criminal Records Officer) shall be responsible for maintaining prisoners’ records.

2.4.There shall be clear procedures, outlining how records should be updated and used.

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2.5. The register shall indicate when an individual prisoner's record has been issued to any staff members detailing their names, date and time of issue and the reasons of issue.

2.6. The register shall also indicate when the prisoner's record is returned.

2.7. A separate register may be additionally created to record information on:

- a. Released prisoners
- b. Deceased prisoners
- c. Prisoners under disciplinary proceedings
- d. Prisoners on transfer to another station
- e. Prisoners on remand
- f. Foreign Prisoners
- g. Escapees
- h. Prisoners with special needs

2.8. Creation of separate records will enable Prisons Authorities to quickly assess specific information that is required at any given time on prisoners.

2.9. Separate register/records for remands for instance will enable the prison authorities to know when a remand prisoner is due to appear before court.

2.10. Medical information relating to prisoners shall be kept separately from the general records and stored in a separate location at the infirmary or clinic.

2.11. Health personnel within the prison facility shall be responsible for keeping and maintaining medical records.

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- 2.12. The confidentiality of prisoners’ medical records must be protected at all times.
- 2.13. Prisoner’s records shall be kept or stored in a designated office such as reception/ criminal records office and records confidentiality must be safe guarded.
- 2.14. The records office shall be a secured area with controlled access.
- 2.15. The records shall be stored in a cabinet that is protected from fire and water.
- 2.16. The general prisoners records shall be systematically organized such as alphabetical or numerical and clearly label for ease of access.
- 2.17. The records can also be arranged and stored in terms of the length of sentence and category of prisoners such as life and condemn prisoners.
- 2.18. Access to prisoners’ records by persons other than prison officers shall follow the necessary regulations relating to data protection.
- 2.19. When prisoners are transferred to another prison they shall be accompanied by their records including medical records in a sealed envelope to the officer-in-charge of the receiving station.
- 2.20. Inactive records of dead or discharged prisoners shall be kept separately from records in active use.

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SUBJECT: DOCUMENT IDENTIFICATION AND TRACEABILITY	NUMBER: : PS/R/L – PS018-15	
EFFECTIVE DATE:	REVIEW DATE:	
AMENDS/SUPERSEDES:	APPROVED:	

## 1. PURPOSE & SCOPE

1.1. This document provides the policy to maintain identification / traceability and status of records, (and documents), in the course of delivering legal and justice services as well as meeting legal and statutory requirements. It is applicable to all services provided by the institutions in the Legal and Justice Sector.

## 2. PROCEDURES

2.1. The mechanism for maintaining identification and traceability of documents shall be planned and decided by all heads of institutions under the criminal justice in Ghana.

2.2. All institutions shall develop records and documents identification and traceability systems, and it shall be approved by Directors / Heads.

2.3. All needed identification and traceability shall be maintained through the initials of suspects, victims, groups, organizations followed by reference numbers, markings, tagging, colour coding, code numbering etc. to:

2.4. Prevent mix-up during handling, processing and usage

2.5. Ensure that documents meet specifications for identification and traceability

2.6. Enable recalling / other suitable corrections on a case / documents / works activities

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- 2.7.Enable tracing back of documents / process activities to their source wherever required.
- 2.8.Traceability shall enable tracing back the history of a case / documents through its records, markings, tagging, code numbering etc.
- 2.9.Traceability requirements shall include the extent of traceability to be maintained.
- 2.10. It shall be ensured that wherever traceability is a requirement, unique identification is provided to each case / document / activities executed, for which records shall be maintained.
- 2.11. Identification and traceability relating to documents shall ensure that they are kept identified / traceable / filed in well-identified folders / files, so that they are well connected, and retrievable for usage and reference.

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SUBJECT: PRISON SEXUAL ABUSE AND RAPE	NUMBER: PS/R/L – PS019-15	
EFFECTIVE DATE:	REVIEW DATE:	
AMENDS/SUPERSEDES	APPROVED:	

## 1. PURPOSE

1.1.To establish measure to ensure and protect the safety of inmates against sexual violence and offences that will endanger the health, lives and security of offenders/ inmates.

## 2. SCOPE

2.1.This standard operating procedure (SOP) applies to all offenders incarcerated under the Prison Service jurisdiction, and all Prison Service employees, volunteers, contractors, and vendors.

## 3. POLICY

3.1.Prison rape and sexual activity can seriously reduce the prisons Service’s ability to fulfil its mission to protect the public. It is the policy of the Ghana Prisons Service to ensure that the dignity and safety of offenders is adequately and legally protected during incarceration.

3.2.The consequences of prison rape and sexual activity include the following:

3.3.Victimization of vulnerable individuals such as the mentally ill and youthful offenders.

3.4.The spread of disease such as human immunodeficiency virus (HIV), acquired immunodeficiency syndrome (AIDS), hepatitis and tuberculosis.

3.5.Increase risk of the victims of prison rape committing crimes when they are released.

3.6.Causes severe and sometimes irreparable psychological, emotional and physical effects to victims.



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- 3.7.Increase risk of homicide and other violence against offenders and staff.
- 3.8.Increase risk of insurrection and riot
- 3.9.Reduced offenders’ ability to successfully transition to the community and a law abiding life style when release.

4. RESPONSIBILITY

- 4.1.The block masters/yardmasters are responsible for ensuring the procedures in this document are followed and for submitting a report regarding the incidence of rape, sexual assault, and sexual activity each month to the Officer in-charge of the prison facility concerned.
- 4.2.All staff shall be responsible for the detection, prevention, and reporting of Prison rape, sexual assault and sexual activity.
- 4.3.The Officer in charge shall then report to the appropriate authority.

5. PROCEDURES

- 5.1. Warning signs of rape and sexual abuse to include reluctance of offenders to talk with staff and the prevention of offenders by other inmates / offenders from interacting with Prisons officers should be posted on inmates’ notice Board in the yard /block.
- 5.2. Prisons authorities should prevent gang activities, eliminate drugs and other contrabands eliminate ‘offender only ’areas, conduct random cell/block search, maintain open communication with offenders, and provide direct staff supervision of the offender population.

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SUBJECT:PRISON SEXUAL ABUSE AND RAPE	NUMBER:PS/R/L – PS019-15	
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5.3.Prisons authorities should create and promote an environment safe from sexual misconduct, including prohibiting offenders from dressing or displaying the appearance of the opposite gender , especially, male offenders displaying feminine or effeminate appearance , and female offenders displaying masculine appearance including :

- a. Hairstyles
- b. Shaping eyebrows
- c. Face makeup
- d. Undergarments
- e. Jewelry
- f. Gender opposite clothing
- g. Preventing offenders from watching nude pictures.

5.4.Unit supervisors/ designees/block masters should routinely discuss safety with at –risk offenders (mentally ill, youthful offenders, and those who appear to be potential targets for sexual predators) in a safe setting away from other offenders.

5.5. The disclosure of information on sexual assault and sexual activity should be limited to only those in authority who need to know for decision making, investigation, and prosecution. (Staff members must be forbidden from talking openly about such issues).

5.6.Matters of these, staff members are required to immediately address inappropriate comments such as sexual taunting or teasing.

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- 5.7.All offenders must be educated on how to report rape, sexual abuse / assault or sexual activities during the reception / induction process.
- 5.8.Offenders must be educated about the best, safest and quickest method of reporting sexual offences to staff members, including:
- 5.9.Reporting it immediately to an officer.
- 5.10. Making a medical concern to the block master and reporting it to him during sick call.
- 5.11. Offenders who are not victims, but are aware of a rape or sexual activity may report using any of the methods mentioned above,
- 5.12. Offenders who report sexual offences must remain anonymous but must identify the victim and perpetrators to the concerned authority.
- 5.13. In the case of sexual abuse and rape the officer on duty shall ensure that the victim and the perpetrators are safe.
- a. Ensure that the victim does not shower, eat or drink until after evidence is collected by an investigator.
  - b. Immediately contact the shift in charge.
  - c. If the medical emergency exists, ensure that the victim receives medical attention.
  - d. *Secure the area as crime scene*
  - e. Collect the alleged perpetrator’s and victim’s clothing and keep it until it can be turned over to the law enforcement agency.
  - f. Ensure that the perpetrator and victim are provided with clothing.

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- g. Contact local law enforcement and request for immediate investigation.
  - h. Ensure that the staff members involved complete reports before that they leave the facility.
  - i. Ensure that both the victim and perpetrator write their statements.
- 5.14. The block master should complete and submit report on all statistics, including any that were suspected but not substantiated to the officer-in-charge
- 5.15. If a staff member detects or learns of sexual activity between offenders the following procedures shall be followed:
- a. Separate, restrict and isolate the offenders
  - b. Report to the shift-in-charge
  - c. A report shall be made to the police
  - d. The station commander conducts a preliminary inquiry to ascertain whether the sexual activity was a rape or sexual assault.
  - e. if it appears that the sexual activity was rape, the shift –in-charge implements the reporting procedure in this standard operating procedure.
  - f. If further investigation is required; place the offenders in appropriate housing, which may include restrictive housing.
  - g. If the evidence indicates that the offenders were engaged in consensual activity, ensure that disciplinary action is taken against both offenders.

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SUBJECT:PRISON SEXUAL ABUSE AND RAPE	NUMBER:PS/R/L – PS019-15	
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AMENDS/SUPERSEDES	APPROVED:	

5.16. Contact a designated mental health professional for management’s recommendation.

5.17. Remind the offenders’ service’s zero-tolerance policy regarding sexual activity and that continued sexual behaviour could result in housing that is more restrictive.

5.18. In case of false allegation of rape, sexual assault, or sexual activity, the case must be referred to law enforcement for prosecution.

5.19. An offender who files a false allegation must be issued with a disciplinary offense report to include a request for restitution when applicable.

## 6. COLLABORATION

6.1.The procedures in this document shall be coordinated with the police prosecution, Economic and organised crime office, office of public prosecutions, Department of Social Welfare, Legal Aid Scheme.

6.2.Cases involving children/juveniles may involve the Department of Social welfare.

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SUBJECT: ADDRESSING OFFENDER GRIEVANCES	NUMBER: PS/R/L – PS020-15
EFFECTIVE DATE:	REVIEW DATE:
AMENDS/SUPERSEDES:	APPROVED:

## 1. PURPOSE

1.1. The purpose of this standard operating procedure (SOP) is to establish measures for the safety, security and good order of Prisons by providing offenders a channel to voice grievances / complaints about policies, division directives, SOPs, employee actions, actions of other offenders, and other incidents occurring within the prison facility.

## 2. SCOPE

2.1. This SOP applies to all staff members and offenders who are under the jurisdiction of the Prisons Service.

## 3. RESPONSIBILITY

3.1. The Heads of the Legal and Remand Sections of the Prisons Facilities are responsible for the effective implementation of this document.

## 4. GENERAL REQUIREMENTS:

4.1. The following problems cannot be grieved:

- a. Sentencing, Court and Parole Decisions
- b. The length of sentence
- c. Problems that are beyond the Prison Service's mandate.

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## 5. PROCEDURES FOR FILING A GRIEVANCE

- 5.1. The aggrieved offender is encouraged to informally resolve the issue with the concerned staff member or other inmate / offender.
- 5.2. Where the grievance involves an unethical behaviour, that behaviour must be documented on a Grievance Report Form.
- 5.3. An offender must not have more than three (3) open grievances, in the system, awaiting response from the prisons authority.
- 5.4. An offender can only raise one specific grievance, at any particular time.
- 5.5. The grievance must be specific and contain information on dates, places, and names.
- 5.6. The offender must first report the grievance to his/her block master/yardmaster, for review to decide if the grievance merits filling the Grievance Report Form.
- 5.7. Where a prisoner is not satisfied with the outcome of the block master's review of his/her case, it must be submitted to the chief officer (Administration)
- 5.8. If the block master decides it is necessary to obtain additional information, a legal or paralegal staff member may interview the offender or request additional written information.
- 5.9. After review of the grievance the block master would decide whether to issue a Grievance Report Form to the offender or not.
- 5.10. The offender must provide a legibly written description of the problem in the Grievance Report Form.

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SUBJECT: ADDRESSING OFFENDER GRIEVANCES	NUMBER: PS/R/L – PS020-15
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- 5.11. A Grievance Report Form must be submitted within 72 hours after the incident, unless the review officer decides to extend this time limit.
- 5.12. The offender must suggest a solution to the issue on the Grievance Report Form for consideration by the Grievance Review Committee.
- 5.13. The offender must sign the Grievance Report Form prior to submission to the block master.
- 5.14. The block master/yardmaster would determine if the Grievance Report Form is completed correctly, or otherwise return it to the offender for appropriate corrections.
- 5.15. Within 14 days of receiving notification from the block master/yardmaster the Grievance Review Committee shall:
  - 5.16. Review the grievance as needed,
  - 5.17. Apply any applicable rules, policies, directives, SOPs, etc.
  - 5.18. Grant, deny, or modify the offender’s suggested solution to the problem.
- 5.19. When the grievance process has been exhausted, the case shall be closed and a copy of the grievance report is filed for at least 2 years.
- 5.20. A written confidential grievance decisions report shall be communicated to the offender in a language he/she understands and delivered to the offender.



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## 6. COLLABORATION

6.1. The procedures in this document shall be coordinated with the Police Prosecution, Economic and Organized Crime Office, Office of Public Prosecutions, Department of Social Welfare, Legal Aid Scheme.

6.2. Cases involving children / juveniles may involve the Department responsible for Social Welfare.

## 7. REFERRAL MECHANISMS

- a. Accompany person
- b. Email
- c. Written Notice
- d. Telephone

## 8. COMMUNICATION MECHANISMS WITH COLLABORATING INSTITUTIONS

- a. Email
- b. Written Notice
- c. Telephone

GHANA PRISONS SERVICE		Page 1 of 2
SUBJECT: EXTERNAL OVERSIGHT MECHANISM/EXTERNAL MONITORING INSPECTION AND REDRESSING GRIEVANNCES		NUMBER: PS/R/L – PS021-15
EFFECTIVE DATE:	REVIEW DATE:	
AMENDS/SUPERSEDES:	APPROVED:	

## 1. PURPOSE

- 1.1. The purpose of this procedure is to provide independent, fair and transparent process and procedures for channelling and redressing prisoners' complaints and request
- 1.2. External independent inspection highlights abuses, protects prison staff from
- 1.3. Unfounded criticism strengthens the hand of staff who wants to resist involvement in brutality and helps keep prison conditions in the public eye.

## 2. SCOPE

- 2.1. This procedure is applicable to all prison environments.

## 3. PROCEDURES

- 3.1. Nationally mandated and international bodies shall be given access to inspect periodically the management, treatment and conditions of all prisons.
- 3.2. A nationally mandated body which has the intention of visiting the prisons shall notify the Director General who will also inform the Officers-in-Charge of the various prisons.

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SUBJECT: EXTERNAL OVERSIGHT MECHANISM/EXTERNAL MONITORING INSPECTION AND REDRESSING GRIEVANNCES	NUMBER: PS/R/L – PS021-15	
EFFECTIVE DATE:	REVIEW DATE:	
AMENDS/SUPERSEDES:	APPROVED:	

- 3.3. Any international body visiting the prisons shall seek clearance from the appropriate authority.
- 3.4. The visiting body on appointment shall first meet the officer -in- charge of the prison to be visited.
- 3.5. All inspection bodies are authorised to visit the prisons on any day during working hours but due notice of each intended visit to the officer- in- Charge.
- 3.6. It is the duty of the visiting body to see every prisoner and to listen to any complaints which may be laid before them.
- 3.7. They shall investigate such complaints where necessary.
- 3.8. The visiting bodies shall also inspect prisoners' accommodation, health, food, sanitation, safety, the general security of the prison and working environment of officers among others.
- 3.9. They shall inspect all books and records of the prison and bring to the notice of the officer- in -charge any observation during the inspection for redress.
- 3.10. Inspection bodies shall submit their report, findings and recommendations on Prison Form 97(for reports of visiting committees) after each visit to the Director General/ Government/ Prisons Service Council for necessary action.

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SUBJECT: DEATH OF AN OFFENDER IN PRISON CUSTODY	NUMBER: PS/R/L – PS022-15
EFFECTIVE DATE:	REVIEW DATE:
AMENDS/SUPERSEDES:	APPROVED:

## 1. PURPOSE

1.1.The purpose of this document is to establish standardized guidelines and requirements for addressing the death of an offender within Prisons facility.

## 2. SCOPE

2.1.This SOP is applicable to all prison officers.

## 3. RESPONSIBILITY

3.1.Facility heads or designees are responsible for implementing this SOP and ensuring that staff members adhere to the guidelines provided in this document.

3.2.Facility heads or designees shall ensure that when applicable medical staff/ personnel provide medical data required for death certificates.

## 4. PROCEDURES

4.1.When an offender is found to be deceased, the officer- in -charge must immediately alert the emergency situation to the headquarters.

4.2.Secure the scene and contact law enforcement.

4.3.Post a staff member at the scene and ensure that a staff member remains with the body until it is transported off site.

4.4.Inform the police to come to the scene, identify, confirm and convey the body to the mortuary.

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SUBJECT: DEATH OF AN OFFENDER IN PRISON CUSTODY	NUMBER: PS/R/L – PS022-15
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AMENDS/SUPERSEDES:	APPROVED:

- 4.5. Contact the coroner.
- 4.6. Identify and document any witnesses of the death.
- 4.7. Ensure that staff remove, inventory, and secure the deceased offender's property.
- 4.8. Determine if the deceased offender had next of kin and inform them accordingly and document the date and time of each contact.
- 4.9. Notify the deceased offender's next of kin of where the body may be claimed.
- 4.10. If the deceased offender had property, arrange for pick up or delivery to the next of kin.
- 4.11. If the deceased offender had victims who had requested notifications of the offender's release or death, the Head of the Facility will make the notifications.
- 4.12. If the offender is a foreign national, contact the nearest consulate representing the offender's country of origin, and document the date and time of each contact.
- 4.13. Where the body is unclaimed after 30 days in the mortuary, the police is informed for the identification and burial of the dead body.
- 4.14. After the burial of the body the action taken is reported to headquarters with all the relevant documents such as death certificate, coroner's report, burial permit, etc.

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SUBJECT: DEATH OF AN OFFENDER IN PRISON CUSTODY	NUMBER: PS/R/L – PS022-15
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AMENDS/SUPERSEDES:	APPROVED:

4.15. Unclaimed property of prisoners who have died or escaped should be sold after the expiration of one year, if the articles are of so small a value that it is not worthwhile tracing the owners; and the proceeds should be paid to general revenue. The Superintendent or Officer-in-Charge shall report such cases to Headquarters forwarding a detailed list of the articles, with a view to action being approved as aforesaid. (See Standing Order No.49).

4.16. Disposal of Deceased Prisoner’s Property

- a. All property of a deceased prisoner, including cash and valuable property may be handed over to his next of kin on the production of Affidavit. All establishments shall keep a “Deceased Prisoner’s Cash and Valuable Property Book” and the “Prisoner’s Property Book”. The Affidavit shall be affixed to the relevant page of the “Deceased Prisoner’s Cash and Valuable Property Book”.
- b. Unclaimed property of deceased prisoners, including valuable property, but excluding cash property, shall be disposed of in accordance with Standing Order No. 49. Unclaimed cash property shall be retained for a period of five years and then paid to Revenue. A report of such payments to Revenue shall be forwarded to the Director of Prisons quoting the Treasury Counterfoil Receipt number and date. (See Standing Order No. 597 (b)).

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## 5. COLLABORATION

- 5.1. The procedures in this document shall be coordinated with the Police Prosecution, Economic and Organized Crime Office, Office of Public Prosecutions, Public Coroner, Department of Social Welfare, Legal Aid Scheme.
- 5.2. Cases involving children / juveniles may involve the Department of Social Welfare.

## 6. REFERRAL MECHANISMS

- a. Accompany person
- b. Email
- c. Written Notice
- d. Telephone

## 7. COMMUNICATION MECHANISMS WITH COLLABORATING INSTITUTIONS

- a. Email
- b. Written Notice
- c. Telephone

GHANA PRISONS SERVICE	Page 1 of 2
SUBJECT: STANDARD OPERATING PROCEDURES APPLICATION / USAGE AUDITING	NUMBER: PS/R/L – PS023-15
EFFECTIVE DATE:	REVIEW DATE:
AMENDS/SUPERSEDES:	APPROVED:

## 1. PURPOSE

1.1.The purpose of this procedure is to provide a planned and documented method for carrying out internal audits of the use of the SOPs.

## 2. SCOPE

2.1.This procedure is applicable to all Standard Operating Procedures (SOPs).

## 3. PROCEDURES

3.1.The Programme Management Committee (PMC) members are to ensure the implementation of this procedure and are responsible for maintaining the audit schedules and audit reports.

3.2.The PMC members are responsible for conducting internal standard operating procedures (SOPs) application / usage audits.

3.3.Audits shall ensure that records are maintained in accordance with Control of Records Procedure.

3.4.Audits shall be conducted with the SOPs Application / Usage Log PS/R/L – SF023-15 to determine how often the processes defined in the SOPs are applied in the delivery of legal and justice services.

3.5.During audit, a copy of the previous completed report shall be reviewed for any areas of concern noted at that time. The audit will then be conducted, recording clearly all the audit findings and observations on the Audit Report.



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SUBJECT: STANDARD OPERATING PROCEDURES APPLICATION / USAGE AUDITING	NUMBER: PS/R/L – PS023-15
NUMBER: :	PS/R/L – PS009-15
EFFECTIVE DATE:	REVIEW DATE:
AMENDS/SUPERSEDES:	APPROVED:

3.6. Reports requiring action shall be discussed with the relevant persons and actions agreed and documented. Recorded actions will clearly detail what is to be done, who is responsible and the times scale for completion to ensure that the issues are resolved and recurrence of a similar problem is prevented.

3.7. The responsible PMC members will monitor the actions and review completion on the agreed dates. Once satisfied that the actions have been effectively implemented the report is signed off and filed.

3.8. The Internal SOPs Auditor shall make his / her report available for Directors / Managers' review.

#### 4. RELATED DOCUMENTS

4.1. SOPs Application / Usage Log Form (Form PS/R/L – SF023-15)

SOPs APPLICATION / USAGE LOG FORM

Form No.: PS/R/L – SF023-15

Case Number	Department	SOP Name & Number	Comment on Case & SOP Effectiveness Status	Date SOP was used / Applied	Name & Signature

