

PRISON PROCEDURES

1. Prisoner Admission
2. Prisoner Classification
3. Separation of prisoners
4. Prisoner files
5. Prisoner uniform and cell equipment
6. Provision of food for prisoners
7. Religious support for prisoners
8. Prison visits
9. Prisoner discipline
10. Prisoner health care
11. Prisoner work, education and vocational training
12. Prisoner requests and complaints
13. Prisoner Letters and Parcels
14. Prisoner property
15. Emergency procedures
16. Prisoner Escape
17. Hostage and riots incidents
18. Incident reporting
19. Searching of Prisons, prisoners and visitors
20. Prisoner death in custody
21. Use of physical force and restraints
22. Use of Firearms
23. Prisoner transfer and escort
24. Prison security
25. Radio communication
26. Use of Prison vehicles
27. Amnesty and sentence reduction (and conditional release)
28. Prisoner Release
29. Official prison inspections
30. Staff discipline (+ sub-decree on disciplinary procedure for civil servants)
31. Prison rules
32. Prison rosters
33. Prison Routine
34. Pregnant women and children in prison
35. Media contact
36. Prison officer training and development
37. Prison trust account
38. Monthly prison activity report
39. Prison industry and farming

KINGDOM OF CAMBODIA

NATION RELIGION KING

Ministry of Interior
General Direction of Administration
Prisons Department

PRISON PROCEDURES No. 1

Subject:	Prisoner Admission
Reference:	Proclamation on Administration of Civilian Prisons - No. 217, 31 March 1998, Ministry of Interior
Date of Issue:	20.5.03
Date of next review:	12 months from issue.

1 Objective

To outline procedures for the admission of prisoners.

2 Preamble

- 2.1 Prisoners will normally be admitted to prisons between the hours of 8.00am and 4.00pm, unless in special circumstances, prior instruction have been given by the Head of the Prison Department.
- 2.2 Prisoners must be at least 13 years of age and accompanied by the appropriate legal documentation authorising imprisonment.

3 Procedure

- 3.1 The Chief of Administration must ensure that when the prisoner is admitted to prison lawful detention warrant, judgement or adjudication from a competent court is checked. In the cases of CCI, CC2 and PJ Prison, supporting documentation will be issued by the Prisons Department that confirms the detention warrant of judgement is correct.
- 3.2 In the event that the detention warrant, judgement or adjudication does not satisfy legal requirements, the Chief of Administration will advise the Prison Chief and the prisoner is to be returned to the custody of the delivering officers.
- 3.3 The admitting officer(s) will ensure all prisoners are searched and a medical examination conducted of each prisoner. Any injuries sustained prior to admission, must be photographed (where possible), reported to the Prison Chief and recorded on the admission documentation prior to being placed in a cell..
- 3.4 The admitting officer(s) will ensure that all prisoner personal effects are recorded and a receipt issued to the prisoner (refer Procedure No. 14).
- 3.5 The admitting officer(s) will ensure that any medication brought into the prison is approved by the health care provider.
- 3.6 The Deputy Chief, Building Supervision, will ensure that an official register of prisoner admissions is maintained, with the following information recorded:

- a) Name and address of prisoner
 - b) Date and place of birth
 - c) Gender
 - d) Nationality
 - e) Religion
 - f) Offence
 - g) Date of arrest
 - h) Name of issuing officer of warrant
 - i) Date and place of arrest warrant
 - j) Date of final judgement
 - k) Date of admission to prison
 - l) Date of release from prison
 - m) Length of sentence and any other sentence details, including details of multiple sentences, amnesty, etc.
 - n) Distinguishing marks.
- 3.7 Every prisoner must be interviewed by the admitting officer within 24 hours of admission and the following details included on the personal file cover:
- a) Details as recorded in the Admissions Register;
 - b) Welfare and/or medical needs of the prisoner;
 - c) Dietary requirements;
 - d) The prisoner's next of kin;
 - e) Details of surrendered personal property, including money, valuables, and medication;
 - d) Prisoner photograph (head and shoulders, front view)
 - e) Prisoner thumb print
 - f) Education and skill level
- 3.8 The interviewing officer will assist the prisoner with the following:
- a) Facilitate contact with a lawyer if requested,
 - b) Allow the prisoner to inform the family of relative(s) of his/her imprisonment;
 - c) In the case of foreign prisoners facilitate contact with the appropriate embassy or consulate;
 - d) Provide the prisoner with the rules of the prison and information with regard to prisoner rights, including the process for lodging complaints.
 - e) Advice with regard to appeal rights.
- 3.9 The interviewing officer will provide the prisoner with the required items of uniform and cell equipment, in accordance with Prison Procedure No. 5
- 3.10 All unconvicted prisoners will be classified as High Security.
- 3.11 All convicted prisoners will initially be classified as High Security until reviewed by the Classification Committee (refer Prison Procedure No. 2).
- 3.12 The prisoner will be allocated a cell and escorted by Building Supervisor Officer(s).

Head of Prison Department



Mr Somkol Sokhan

KINGDOM OF CAMBODIA

Ministry of Interior
General Direction of
Administration
Prisons Department

NATION RELIGION KING

PRISON PROCEDURE No. 2

Subject:	Prisoner Classification
Reference:	Proclamation on Administration of Civilian Prisons - No. 217, 31 March 1998, Ministry of Interior, Article 4, Sections 2(a)&(b) and 7 Prisoner Classification Manual
Date of Issue:	20.5.03
Date of next review:	12 months from issue.

1 Objective

- 1.1 To outline procedures for the classification of all convicted prisoners;
- 1.2 To provide opportunities for prisoners to participate in incentive based resocialisation, work and education programs prior to release that assist in rehabilitation.

2 Scope

This procedure applies to all staff and prisoners

3 Preamble

- 3.1 All unconvicted prisoners are considered to be high security
- 3.2 All convicted prisoners, prior to classification are considered to be high security
- 3.3 The role of the Classification Committee is to designate security ratings to all convicted prisoners, taking into consideration the following security rating criteria and requirements:
 - a) A **High Security** rating means that strict security is required for prisoners who are considered high escape risks or who threaten the good order, security and management of the prison. Prisoners classified with a High Security rating will be required to remain in a high security compound. High Security prisoners will not be permitted to be outside the security compound, except under close escort for specific, approved purposes.
 - b) A **Medium Security** rating is required for prisoners who are to be considered a lesser security risk, however still require strict supervision. A Medium Security prisoner can be supervised outside a secure compound for work purposes if geographical and climatic conditions permit.

- c) A **Low Security** rating provides for the limited supervision of those prisoners who have proved themselves to be trustworthy. Low Security prisoners are permitted to work outside secure areas of the prison and participate in approved programs outside the prison. Low Security Prisoners can be assigned to undertake general and specific work duties and may be considered for low security accommodation areas where available, where there is an emphasis on trust, self care and responsibility and less restrictive routines apply.

3.4 The Prison Chief shall form a Classification Committee that will comprise of:

- a) Prison Chief
- b) Deputy Chief of Prison (Building Supervision)
- c) Deputy Chief of Prison (Security)
- d) Prison Health Care Officer.
- e) Any additional relevant officer nominated by the Prison Chief.

3.5 The Prison Chief will ensure the Classification Committee meets every two weeks.

3.6 The Prison Chief will ensure that all convicted prisoners are classified within two weeks of admission or being convicted.

3.7 The Classification Committee will, when determining a classification of a prisoner, consider the following:

- (a) type of offence(s);
- (b) circumstances of offence(s);
- (c) criminal history (previous record of offences, particularly similar offences, and offences committed 'with violence';
- (d) protection requirements;
- (e) location of co-offenders;
- (f) alliances with other prisoners;
- (g) institutional behaviour and record of discipline;
- (h) reasons for transfer from other prisons;
- (i) prisoner's family situation (conflict or situations which cause anxiety, illness or death of family members);
- (j) prisoner's health and physical fitness in relation to particular work;
- (k) need to attend education and awareness programs to prevent further crime (eg conflict resolution, drug and alcohol awareness, literacy and numeracy);
- (l) prisoner commitment to rehabilitation programs which may include work, education or vocational training;
- (m) work and education skills;
- (n) age of prisoner and capacity to undertake specific work/education programs.

3.7 All convicted classified prisoners will be reviewed by the Committee at least once every 3 months.

3.8 Any convicted prisoner may apply to have their classification reviewed by the Committee.

3.9 If the application is refused the prisoner may not re-apply for a further six months,

3.10 The Prison Chief will report monthly on the activities of the Classification Committee to the Head of Prisons in accordance with Prison Procedure No. 38. The report will contain the number of prisoner classified in that month and the outcome of security classifications.

4 Procedure

4.1 The Deputy Chief of Prison (Building Supervision) will ensure that all convicted prisoners, upon admission to the institution, are placed on the classification list.

4.2 The Deputy Chief of Prison (Building Supervision) will ensure, on a daily basis, that any remanded prisoners who have been sentenced are identified and placed on the classification list.

4.3 The Deputy Chief of Prison (Building Supervision) will forward to the Prison Chief, the list of prisoners to be classified one (1) week prior to the classification meeting.

4.4 The Prison Chief will distribute the Classification list to all other members of the Classification Committee as per para 3.4 above.

4.5 The Prison Chief will schedule a classification meeting each fortnight.

4.6 The Deputy Chief of Prison (Building Supervision) will ensure that the following information is available for the classification meeting:

- ◆ The Prisoner's file;
- ◆ Other relevant written reports (eg discipline, medical, etc)
- ◆ The age and gender of the prisoner;
- ◆ The offence for which the prisoner has been sentenced;
- ◆ The circumstances of the offence;
- ◆ Any previous convictions;
- ◆ The prisoner's attitude and behaviour;
- ◆ Known associates of the prisoner in the prison;
- ◆ The prisoner's skills and training;
- ◆ The prisoner's needs, which may include medical, psychiatric, referral to counselling;
- ◆ Level of family support
- ◆ The prisoner's preference with regard to work location;
- ◆ The current security assessment.
- ◆ Interview of the prisoner.

4.7 The nominated minute taker at the Classification Committee meeting will record the outcomes of the meeting in accordance with the Classification Manual Appendix A and the Prison Chief will sign the document.

4.8 The Prison Chief will ensure that the prisoner is advised of the outcome within 24 hours

- 4.9 The Deputy Chief of Prison (Building Supervision) will ensure that the Classification Committee's decision is recorded on the prisoner's personal file.
- 4.10 The Deputy Chief of Prison (Building Supervision) will ensure that all classified prisoners are placed on the 3 monthly review list.

Head of Prison Department



Mr Somkol Sokhan

3

KINGDOM OF CAMBODIA
NATION RELIGION KING

CLASSIFICATION MANUAL

Ministry of Interior
General Direction of Administration
Prisons Department

CLASSIFICATION OF PRISONERS

Table of Contents

1. Introduction	3
2. Authority.....	3
<i>2.1 Prakas.....</i>	<i>3</i>
3. Classification Committee	3
<i>3.1 Classification Committee Membership</i>	<i>3</i>
<i>3.2 Role and Function of Classification Committees.....</i>	<i>4</i>
<i>3.3 Issues to be Considered by Classification Committees.....</i>	<i>4</i>
<i>3.4 Classification Committee Meetings.....</i>	<i>5</i>
3.4.1 Frequency of Meetings	5
3.4.2 Recording of Meetings	5
3.4.3 Reporting of Meetings.....	5
3.5 Classification Process.....	5
3.6 Classification Reviews	6
3.7 Deputy Chief of Prison (Building Supervision).....	7
4. Security Ratings.....	7
4.1 High Security	7
4.2 Medium Security.....	7
4.3 Low Security	8
4.4 Escape Criteria.....	8
4.5 Remand Prisoners	8

1. Introduction

The rehabilitation of prisoners relies largely on the opportunities provided by prisons for participation in resocialisation, work and education programs, prior to release. Such programs are instrumental in providing prisoners with the necessary skills to return to the community as law abiding and productive members of society, thus significantly reducing the incidence of repeat offending. The provision of these incentives through the classification system will contribute to the achievement of these aims.

Appropriate classification of prisoners enhances the security and good order of the prison;

The regular classification of prisoners provides a mechanism with which to:

- ✦ Implement the requirements of Prakas with regard to the protection of the community and rehabilitation of prisoners;
- a Provide impartial advice to the Prison Chief to enable him/her to make informed decisions regarding the appropriate security rating for each prisoner,
- ✦ Provide meaningful activity resulting in improved self-esteem, positive attitude and behaviour and skills transference which assists with re-integration into the community;
- ✦ Utilise prisoner labour to increase productivity with a view to providing food for prisoners, income for the institution and institutional maintenance.

2. Authority

24 Prakas

Prakas 127, Article 4, Sections 2(a)&(b)

3. Classification Committee

34 Classification Committee Membership

The Classification Committee membership will consist of the following:

- 4 Prison Chief;

- ◆ Deputy Chief of Prison (Building Supervision);
- ◆ Deputy Chief of Prison (Security)
- ◆ Prison Health Care Officer;
- ◆ Any additional relevant officer nominated by the Prison Chief.

3.2 Role and Function of Classification Committees

The role and function of Classification Committee, are to:

- (a) Make a determination with regard to a prisoner's suitability for a particular security rating, accommodation location, work and education;
- (b) review three monthly, in accordance with specified procedure, security ratings of all convicted prisoners;
- (c) interview prisoner when required;
- (d) consider all reports and documentation submitted to the Committee in relation to classification of a prisoner;
- (e) interview prisoners who, due to inappropriate behaviour, require a review of their security classification;
- (f) ensure that all prisoners who are undergoing classification or review are made fully aware of the classification process and in particular their obligations and responsibilities.

3.3 Issues to be Considered by Classification Committees

Classification Committees must be aware of and take into account the following criteria when considering the security rating of a prisoner:

- (a) type of offence(s);
- (b) circumstances of offence(s);
- (c) criminal history (previous record of offences, particularly similar offences, and offences committed 'with violence';
- (d) protection requirements;
- (e) location of co-offenders;
- (f) alliances with other prisoners;
- (g) institutional behaviour and record of discipline;

- (h) reasons for transfer from other prisons;
- (i) prisoner's family situation (conflict or situations which cause anxiety, illness or death of family members);
- (j) prisoner's health and physical fitness in relation to particular work;
- (k) need to attend education and awareness programs to prevent further crime (eg conflict resolution, drug and alcohol awareness, literacy and numeracy);
- (l) prisoner commitment to rehabilitation programs which may include work, education or vocational training;
- (m) work and education skills;
- (n) age of prisoner and capacity to undertake specific work/education programs

3.4 Classification Committee Meetings

3.4.1 Frequency of Meetings

Meetings of the Classification Committee will occur fortnightly, chaired by the Prison Chief. Meetings will be conducted in accordance with para. 3.5.

3.4.2 Recording of Meetings

Minutes (Attachment A) must be recorded at all meetings, detailing all particulars relating to the classification of each prisoner as per the attached *Prisoner Classification Report* (Appendix B)

3.4.3 Reporting of Meetings

The Prison Chief will provide a monthly report of the Classification Committee to the Head of Prisons in accordance with Prison Procedure No. 42..

3.5 Classification Process

- a) All convicted prisoners, including juveniles and females must be classified within two (2) weeks of admission. Unconvicted prisoners are excluded from the classification process.
- b) The Deputy Chief of Prison (Building Supervision) will ensure that a list of prisoners is prepared for the classification meeting.
- d) The Officers in Charge of sections where a prisoner resides, is working or is attending an education program, will provide either a verbal or written report of the prisoner's progress.

e) The following additional documentation and information will be considered at the meeting:

- ◆ The Prisoner's file;
- ◆ Other relevant written reports (eg discipline, medical, etc)
- ◆ The age and gender of the prisoner;
- ◆ The offence for which the prisoner has been sentenced;
- ◆ The circumstances of the offence;
- ◆ Any previous convictions;
- ◆ The prisoner's attitude and behaviour;
- ◆ Known associates of the prisoner in the prison;
- ◆ The prisoner's skills and training;
- ◆ The prisoner's needs, which may include medical, psychiatric, referral to counseling;
- ◆ Level of family support
- ◆ The prisoner's preference with regard to work location;
- ◆ The current security assessment.
- ◆ Interview of the prisoner.

f) A member of the Classification Committee is to be delegated the responsibility to record minutes of meetings which will include the discussion and decision by the Committee.

g) The Prison Chief is to ensure that the prisoner is advised within 24 hours of his/her security rating.

3.6 Classification Reviews

- a) All convicted and classified prisoners will be reviewed by the Classification Committee once every three months.
- b) Any changes to the circumstances and/or recommended security rating of the prisoner are to be documented on the *Prisoner Classification Report*.
- c) The Committee's decision regarding a change in the prisoner's security rating is to be recorded on the *Prisoner Classification Report*, together with the reason(s) for the decision.
- d) The Prison Chief is to ensure that the prisoner is advised within 24 hours of the change in his/her security rating if applicable

3.7 Deputy Chief of Prison (Building Supervision)

The Deputy Chief of Prison (Building Supervision) plays an important role in the collation of information relating to prisoners and the documentation of classification details. The duties of this officer are as follows:

- (a) establish dates of Classification Committee Meetings each fortnight;
- (b) maintain a list of prisoners to be classified and reviewed and allocate review dates;
- (c) ensure Prisoner personal files are accurately maintained, updated and available for Classification Committee Meetings;
- (4) ensure that any details relating to escape, including the sentence received as a result are included in prisoners' file;
- (e) ensure that all necessary information (as per 3.5(e) above) is available at the Classification Committee meeting;
- (f) prepare the agenda for each Classification Committee Meeting, which includes a list of all prisoners to be classified and reviewed;
- (g) distribute the agenda to each Classification Committee member one week prior to the Classification meeting.

4. Security Ratings

4.1 High Security

A **High** Security rating means that strict security is required for prisoners who are considered high escape risks or who threaten the good order, security and management of the prison. Prisoners classified with a High Security rating will be required to remain in a high security compound. High Security prisoners will not be permitted to be outside the security compound, except under close escort for specific, approved purposes, e.g. court, hospital or transfer to another prison.

4.2 Medium Security

A **Medium Security** rating is required for prisoners who are to be considered a lesser security risk, however still require strict supervision. A medium security prisoner can be supervised outside a secure compound for work purposes.

4.3 Low Security

A *Low Security* rating provides for the limited supervision of those prisoners who have proved themselves to be trustworthy. Low Security prisoners are permitted to work outside secure areas within the prison property and participate in approved programs outside the prison. Low Security Prisoners can be assigned to undertake general and specific work duties and may be considered for low security accommodation areas where available, where there is an emphasis on trust, self care and responsibility and less restrictive routines apply.

4.4 Escape Criteria

Prisoners who have one escape recorded during a current sentence will be classified at high security but may be considered for low security by the Classification Committee after serving 75% of the sentence, with the approval of the Head of Prisons.

Prisoners who have more than one escape recorded during a current sentence will remain at high security for the remainder of the sentence.

4.5 Remand Prisoners

All remand prisoners will be classified at high security.

KINGDOM OF CAMBODIA

NATION RELIGION KING

Ministry of Interior
General Direction of
Administration
Prisons Department

PRISON PROCEDURE No. 3

Subject:	Separation of Prisoners
Reference:	Proclamation on Administration of Civilian Prisons - No. 217, 31 March 1998, Ministry of Interior, Article 4, Section 3.
Date of Issue:	20.5.03
Date of next review:	12 months from issue.

1 Objective

To outline procedures for the separation of prisoners within the prison

2 Scope

This procedure applies to all staff and prisoners.

3 Preamble

- 3.1 Male and female prisoners must be accommodated separately.
- 3.2 Prisoners under the age of 18 years must be accommodated in separate facilities to older prisoners
- 3.3 Where facilities permit, the following separation of prisoners will occur:
 - a) Convicted from unconvicted prisoners
 - b) Prisoners who have escaped from prison, or acted contrary to the security and good order of the prison;
 - c) Prisoners convicted of serious crimes from minor offenders;
 - d) Prisoners diagnosed with a physical or mental illness or injury where there is a risk to their health or that of other prisoners;
 - e) Prisoners who may be vulnerable to abuse from other prisoners.

4 Procedure

- 4.1 If a prisoner is separated in accordance with Para. 3.3(b) above, the Prison Chief must ensure that:
 - i) a written report in accordance with **attached** form (Attachment 3-i) is forwarded to the Head of the Prisons Department, stating the name of the prisoner and reason

for separation;

- b) the Prison Chief or delegate and the health care provider visits the prisoner each day and assesses whether the terms of the separation be amended in accordance with the prisoner's physical or mental health;
- c) a written report (Attachment 3-ii) is forwarded to the Head of the Prisons Department when a prisoner is removed from separation, stating the name of the prisoner and reason why their separation is no longer required

4.2 In addition to the daily inspections conducted as per 4.1(b) above, the Prison Chief, Building Supervisor and Health Provider will conduct a formal review of prisoners separated in accordance with 3.3(b)&(c) every 30 days to assess the ongoing need for separation.

4.3 At the completion of the 30 day separation review, the Prison Chief will submit a report detailing the findings (Attachment 3-iii), which is to be forwarded to the Head of Prison Department.

4.4 The Prison Chief will ensure that all prisoners separated in accordance with para 3.3(b),(d)&(e) are provided with a minimum of one (1) hour of exercise per day.

4.5 If a prisoner is placed in separate accommodation in accordance with Para 3.3(d) above, the health care provider is to ensure that the prisoner is medically assessed each day, to determine if the separation should continue.

4.6 In the event that a female prisoner with a child is separated for health reasons, the Prison Chief will consult with the Health Provider to determine the capability of the mother to care for the child.

4.7 If the Health Provider is of the opinion that the mother is unable to care for the child, the Prison Chief will facilitate alternative arrangements for placement of the child with relatives in the first instance or a suitable foster mother within the prison.

4.8 The Prison Chief will facilitate alternative arrangements for placement of a child of a female prisoner separated for any other reason, with relatives in the first instance or a suitable foster mother within the prison.

4.9 The Prison Chief will ensure that the rights of all separated prisoners are observed in accordance with Prakas 217.

Head of Prison Department



Mr Somkoi Sokhan

KINGDOM OF CAMBODIA

NATION RELIGION KING

Ministry of Interior
General Direction of
Administration
Prisons Department

PRISON PROCEDURE No. 4

Subject:	Prisoner Files
Reference:	Proclamation on Administration of Civilian Prisons - No. 217, 31 March 1998, Ministry of Interior
Date of Issue:	20.5.03
Date of next review:	12 months from issue.

1 Objective

To outline procedures for the administration of prisoner files.

2 Scope

This procedure applies to all staff.

3 Preamble

- 3.1 A personal file must be maintained for each prisoner in the institution. All documentation relating to the prisoner, with the exception of medical reports, is placed on the prisoner's file. Medical reports must be placed on a medical file.

4 Procedure

- 4.1 The Deputy Chief of Prison (Building Supervision) is to ensure that a personal file is raised for each prisoner within 24 hours of admission.
- 4.2 Upon initially raising a personal file, the interviewing officer will ensure that all relevant sections on the front of the prisoner file are completed and a photograph of the prisoner attached to the inside cover.
- 4.3 In the event that the prisoner has transferred from another prison, the Deputy Chief of Prison (Administration) is to ensure that the personal file accompanying the prisoner from the transferring prison is forwarded to the admitting officer for updating during the admission process.
- 4.4 All subsequent information pertaining to the prisoner, including behaviour, work status and classification is to be updated in the prisoner file as it becomes available.
- 4.5 The Prison Chief will ensure that prisoner files are kept in a secure location at the prison. Prisoner files shall not be removed from the prison for any purpose other than the transfer of a

prisoner or for filing at the Prisons Department

- 4.6 If a prisoner's file is lost or accidentally destroyed a written report is forwarded to the Head of the Prisons Department, detailing the circumstances surrounding the loss or destruction of the file. A new file is to be raised for the prisoner marked **"COPY"**, which is to contain as much of the original information as can be obtained from other prison records, the Judicial Police and Courts.
- 4.7 Access to the information contained in a **prisoner's** file shall be restricted to the Head of the Prisons Department, Prison Chiefs, Deputy Prison Chiefs and authorized Prison Officers and officials.
- 4.8 Any Prison Officer or official who obtains information from a prisoner's file without authorisation will be disciplined by the Prisons Department.
- 4.9 A prisoner may be granted permission to view information contained in **his/her** personal file, unless the Head of **the** Prisons Department or Prison Chief considers that the information may endanger the safety of another person (may if at the security and good order of the prison.
- 4.10 In the event of a prisoner transfer, the Officer in Charge of the transfer will ensure that a prisoner's personal file and medical reports accompanies the prisoner to the destination prison.
- 4.11 The Deputy Chief of Prison (Building Supervision) will ensure that upon the release or death of a prisoner, the prisoner's personal file and any medical reports are forwarded to the Prisons Department for filing.

Head of Prison Department



Mr Somkol Sokhan

KINGDOM OF CAMBODIA

NATION RELIGION KING

Ministry of Interior
General Direction of Administration
Prisons Department

PRISON PROCEDURE No. 5

Subject:	Prisoner Uniforms and Cell Equipment
Reference:	Proclamation on Administration of Civilian Prisons - No. 217, 31 March 1998, Ministry of Interior, Article 4, Section 8 Sub-Decree No. 11, dated 12 August 1985, of the Council Minister, Chapter 3, Articles 11-17.
Date of Issue:	20.5.03
Date of next review:	12 months from issue.

1 Objective

To outline procedures for the issue of uniforms and equipment to prisoners.

2 Scope

This procedure applies to all staff and prisoners

3 Preamble

- 3.1 Prisoners are to be provided with the uniform items appropriate to climatic conditions and cell equipment for the duration of their incarceration that are to be maintained in good condition and replaced when necessary.

4 Procedure

- 4.1 Admitting officers are to ensure that when a prisoner is admitted to prison, he/she is provided with the following uniform items and cell equipment.

- two blue cotton shirts with a white stripe around the collar;
- two pair of blue cotton trousers with a white stripe down each outside leg;
- one pair thongs;
- one kramas;
- two pair of blue cotton shorts;
- female prisoners are also to receive one sarong;
- one mosquito net;
- one sleeping mat;
- one blanket;
- one pillow;
- one urinal pot, if prisoners do not have access to toilets when secured;
- one rice bowl;
- one plate;

- one plastic water bottle, if prisoners do not have access to drinking water when secured;
 - one spoon;
 - one piece of soap, tube of toothpaste, toothbrush and comb;
 - female prisoners are to receive female hygiene items.
 - plastic sheet for protection from weather.
- 4.2 Additional items which may be necessary to counter climatic conditions (ie, blankets, warm clothing, etc) will be provided where appropriate.
- 4.3 The Prison Chief may give approval for prisoners to wear their own clothing if it is clean and suitable and does not interfere with the good order and security of the prison. Prisoners may wear their own clothing either in the prison or during their court hearing.
- 4.4 All issued uniform items and cell equipment is to accompany a prisoner when transferred to another prison.
- 4.5 Prisoners are to maintain all issued items of uniform and cell equipment in good condition. Items are to be kept clean and must not be altered or deliberately damaged.
- 4.6 Prisoners who deliberately damage any item issued by the prison will be disciplined in accordance with Prison Procedure No. 9.
- 4.7 Prison Chiefs are to ensure that sufficient quantities of prisoner uniform items and cell equipment are kept at the prison.
- 4.8 The Deputy Chief of Prison (Administration & Logistics) will ensure that uniform and equipment items are to be replaced when they become worn out, damage beyond repair or infested with vermin. Items infested with vermin are to be burnt.
- 4.9 Items of prisoner uniforms, cell equipment or other items provided by the Prisons Department or donated by a Non-Government Organization or other sources, are not to be sold, exchanged or given away.
- 4.10 The Deputy Chief of Prison (Building Supervision) will conduct weekly inspections of all prisoner issued items and provide a report to the Prison Chief.

Head of Prison Department



Mr Somkol Sokhan

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NATION RELIGION KING

Ministry of Interior
General Direction of
Administration
Prisons Department

PRISON PROCEDURE No. 6

Subject:	Provision of Food for Prisoners
Reference:	Proclamation on Administration of Civilian Prisons - No. 217, 31 March 1998, Ministry of Interior, Article 4, Section 9. Sub-Decree No. 11, dated 12 August 1985, of the Council Minister, Chapter 2, Articles 5-9
Date of Issue:	20.5.03
Date of next review:	12 months from issue.

1 Objective

To outline procedures for the provision of food to prisoners.

2 Scope

This procedure applies to all staff and prisoners

3 Preamble

3.1 All prisoners must be provided with food of nutritional value and which is adequate to maintain their health and wellbeing. The Prison Chief will determine the times at which meals will be provided, but generally should be at 10:30 am and 4:30 pm each day.

3.2 Clean drinking water is to be provided at all times.

4 Procedure

4.1 Prison Chiefs are to ensure that prisoners receive at least two meals every day, which includes the following minimum food allowance:

Rice	550 grams
Fresh or salt fish or meat	150 grams
Vegetables	150 grams
Cooking oil	10 ml
Salt or fish sauce	10 grams
Soup ingredients	20 grams

4.2 The Prison Chief is to ensure that sufficient fuel necessary for the cooking of food is made available.

4.3 Prisoners who are engaged in physical labor are to be provided with additional food as

determined by the Prison Chief

4.4 All prisoners will receive double rations on the following festival days:

- Khmer New Year
- Liberation Day (7 January)
- Pchum Ben Day
- New Years Day (1 January)

4.5 Prisoners who have children in prison are to be provided with food suitable to maintain the health and wellbeing of the child as prescribed in the Prison Health Manual.

4.6 Female prisoners who are nursing an infant may receive additional food if recommended by the health care provider as prescribed in the Prison Health Manual.

4.7 Prison Chiefs are to ensure that prisoners are provided with pork, beef, chicken or duck as a replacement for fish, at least once each week.

4.8 The Prison Chief is to ensure that prisoners are provided with food appropriate to special dietary needs where:

- a) the health care provider considers that such food is necessary for medical reasons,
- b) the prisoner's religious beliefs prohibit the consumption of certain food items.

4.9 Where possible, the Prison Chief should make land available for the production of food for the prison.

4.10 Produce grown or raised within the prison shall be utilised to supplement prisoner diets either by consumption, exchange or sale. The sale or exchange of food items must be recorded by the Deputy Chief of Prison (Administration) in a register kept for that purpose.

4.11 The Prison Chief may request donations of food for prisoners from non-government organisations or other charitable organisations.

4.12 Prison Officers may permit prisoners to receive food from outside the prison, either purchased at their expense or provided by visitors. All food brought into the prison must be inspected by a prison officer before it is given to the prisoner. Food not permitted must be returned to the provider and the Prison Chief notified of the reason.

4.13 The Prison Chief will submit requests to the Prisons Department on a monthly basis for the provision of money to purchase food for prisoners.

4.14 The Prison Chief is ensure that sufficient cooking utensils and equipment are provided for the cooking of food in prison.

Head of Prison Department



Mr Somkol Sokhan

KINGDOM OF CAMBODIA

Ministry of Interior
General Direction of
Administration
Prisons Department

NATION RELIGION KING

PRISON PROCEDURE No. 7

Subject:	Religious Support for Prisoners
Reference:	Proclamation on Administration of Civilian Prisons - No. 217, 31 March 1998, Ministry of Interior, Article 16.
Date of Issue:	20.5.03
Date of next review:	12 months from issue.

1 Objective

To outline procedures for the provision of religious support to prisoners.

2 Scope

This procedure applies to all staff and prisoners.

3 Preamble

- 3.1** All prisoners are entitled to practice the religion of their choice and be provided access to the appropriate materials in order to do so.

4 Procedure

- 4.1** Admitting Officers are to ensure that prisoners' religious beliefs, if any, are recorded in the relevant prison registers and the prisoner's file during the admissions process.
- 4.2** Prisoners may practice the religion of their choice individually, or as a group if the Prison Chief considers that it does not affect the security and good order of the prison.
- 4.3** Prisoners are permitted to have access to articles, religious books and any other religious artefacts, icons or materials necessary for the practice of their religion, providing it does not affect the security and good order of the prison.
- 4.4** Special dietary needs of prisoners whose religion stipulates particular requirements will be recognised (refer Prison Procedure 6).

- 4.5 With the written approval of the Head of the Prisons Department, non-government organizations may visit the prison to give religious advice and support to prisoners and conduct religious services. The frequency and purpose of such visits are to be agreed beforehand by the Prisons Department and the organisation. A copy of the approval is to be forwarded to the Prison Chief.
- 4.6 The Prison Chief will invite Buddhist monks or priests to conduct religious ceremonies for prisoners in the prison, particularly during Buddhist religious holidays or national religious festivals.
- 4.7 Prisoners must not be compelled to receive religious teachings or advice against their will.

Head of Prison Department



Mr Somkol Sokhan

KINGDOM OF CAMBODIA

Ministry of Interior
General Direction of
Administration
Prisons Department

NATION RELIGION KING

PRISON PROCEDURE No. 8

Subject:	Prison Visits
Reference:	Proclamation on Administration of Civilian Prisons - No. 217, 31 March 1998, Ministry of Interior, Article 4, Section 10.
Date of Issue:	20.5.03
Date of next review:	12 months from issue.

Objective

To outline procedures for conducting visits in the prison.

2 Scope

This procedure applies to all staff, prison visitors and prisoners.

3 Preamble

- 3.1 All prisoners have the right to receive visits from families or friends for at least one hour each week at times designated by the Prison Chief.
- 3.2 Foreign prisoners are entitled additional visits by representatives of their Embassy or Consulate during normal business hours with prior approval to the Prison Department.
- 3.3 Prisoners who are nationals of states without diplomatic or consular representation in Cambodia, refugees or stateless persons, shall be entitled to receive visits from the diplomatic representative of the state which takes charge of their interest, or from the representative of an international or national agency or organisation whose task it is to protect such persons.
- 3.4 Prisoners have the right to receive visits from his or her lawyer in an official capacity as a legal representative, during business hours. The Prison Chief will ensure that facilities are made available that provide for confidentiality when interviews are being conducted between a prisoner and his/her lawyer. Communications and consultations will be subject only to reasonable conditions to ensure security and good order of the prison.
- 3.5 A person under the age of 18 years is not permitted to visit a prisoner unless:
 - a) The visitor is accompanied by an adult; or
 - b) Special circumstances exist where approval has been granted by the Prison Chief,
- 3.6 All visits must be under the supervision of prison guards

4 Procedure

4.1 Family Visits

- a) The Prison Chief will:
 - determine the day(s), time(s) and duration of prison visits;
 - assign prison officers to supervise visits;
 - determine the number of adults who may visit a prisoner at any one time;
 - post visiting times and visiting rules in visit areas.
- b) All visitors will complete an Application to Visit Prisoner form (Attachment 8-i) upon arrival at the prison.
- c) Each application must be forwarded to the Deputy Chief of Prison (Administration) for notification and then the Prison Chief for approval.
- d) All family visits will subsequently be recorded in the Register of Visits (Attachment 8-ii).
- e) Prisoners may receive visits where physical contact is permitted between the prisoner and the visitor (contact visits).
- f) As a result of security concerns or disciplinary action, the Prison Chief may direct that a prisoner receive only visits where no contact is permitted (non-contact). The period for non-contact visits shall be determined by the Prison Chief. Details of the reasons for directing non-contact visits are to be recorded in the prisoner's file and the Register of Visits.
- g) Additional or prolonged visits may be approved by the Prison Chief if:
 - Compassionate grounds exist;
 - A prisoner is experiencing a crisis in his/her family;
 - A visitor has traveled a long distance.
- h) Permission may be sought from the Prison Chief or delegate for visitors to bring into the prison, articles approved in accordance with Prison Procedure No. 14. If permission is granted, such items are to be searched and recorded in the Register of Visits prior to handing to the prisoner and subsequently recorded in the Prisoner Property Register in accordance with Prison Procedure No. 14.
- ij) The Officer in Charge of visits may refuse entry to any visitor who is intoxicated or suspected of being intoxicated, under the influence of an unknown substance or is abusive or displaying unruly behaviour.
- j) The Prison Chief may ban a visitor from visiting a prisoner if the Prison Chief considers that the visitor is a threat to the security and good order of the prison. The length of time that a visitor may be banned is to be determined by the Prison Chief and a report forwarded to the Head of the Prisons Department stating the names of the visitor and prisoner, the reason for and the length of the ban. A record of banned visitors is to be maintained at the prison (Attachment 8-iii).

- k) The Prison Chief may approve visits to prisoners admitted to hospital. Such visits are to be conducted during the hospital's normal visit hours and recorded in the Register of Family Visits.
- l) Visitors will be searched if the Prison Chief considers it necessary for the security and good order of the prison. Searching of visitors is to be conducted in accordance with Prison Procedure No. 17.
- m) All prisoners will be searched before and after all visits in accordance with Prison Procedure No. 17.
- n) The collection of goods or money from visitors by any prison official for the privilege of visiting a prisoner is expressly forbidden. Any prison official found to be conducting this practice will be subject to disciplinary procedures in accordance with the Co-Statute for the Civil Servants of the Kingdom of Cambodia, Chapter 5.

4.2 Official Visitors

- a) The following persons are deemed to be official visitors to a prison:

- A representative of the King;
- A member of the National Senate;
- A member of the National Assembly;
- Minister of Interior
- Minister of Justice;
- Authorized persons of the Minister of Interior;
- A Prosecutor;
- A Judge;
- Provincial/Municipal Governors;
- Any other person(s) or organisation(s) authorised in writing by the Head of the Prisons Department.

- b) In the interests of protocol, safety and security, official visitors should give prior notification to the Head of the Prisons Department of an intention to visit a prison so that appropriate arrangements can be made for the visit.
- c) An Official Visitor Register (Attachment 8-iv) is to be maintained at the prison and all official visits recorded.
- d) An Official Visitor will provide information to the Prison Chief concerning the result of the visit either verbally, in writing or both.

- e) The Prison Chief will prepare a report of the official visit and forward to the Head of Prison Department in addition to a copy of any written report provided by the official visitor.

Head of Prison Department



Mr Somkol Sokhan

KINGDOM OF CAMBODIA

Ministry of Interior
General Direction of
Administration
Prisons Department

NATION RELIGION KING

PRISON PROCEDURE No. 9

Subject:	Prisoner Discipline
Reference:	Proclamation on Administration of Civilian Prisons - No. 217, 31 March 1998, Ministry of Interior
Date of Issue:	20.5.03
Date of next review:	12 months from issue.

1 Objective

To outline procedures for the administration of prisoner discipline and to list those actions which are a breach of prison discipline.

2 Scope

This procedure applies to all staff and prisoners

3 Preamble

3.1 A breach of prison discipline will have occurred if a prisoner:

- a) assaults or maliciously threatens another person;
- b) instigates, encourages or participates in a riot;
- c) escapes, attempts to escape or conspires with others to escape from custody;
- d) acts in a disruptive, abusive or indecent manner, whether by language or conduct;
- e) engages in gambling or trafficking in unauthorised articles or substances;
- f) has in his/her possession an article or substance -
 - I. not issued or authorised by a member; or
 - II. not prescribed by a medical officer or medical practitioner;
- g) takes or uses alcohol, a drug of dependence or an unauthorised substance that has not been issued to the prisoner;
- h) Inflicts or has inflicted tattoos on any part of his/her body or that of another prisoner

- i) sends or receives a letter or parcel containing an article that the prisoner knows to be an authorised article or substance;
- j) acts in a way that is prejudicial to or threatens prison property;
- k) without the direction or permission of a prison officer:
 - I. is in a place where he/she is not required or permitted to be; or
 - II. leaves the place where he/she is required to be;
- l) refuses to work or works in a careless or negligent way;
- m) disobeys a lawful instruction of a prison officer;
- n) commits an act or omission that is contrary to the good order, management or security of the prison;
- o) repeatedly behaves in a way that is prejudicial to the good order and management of a correctional institution;
- p) prevents or hinders a prison officer or other authorized person from carrying out their duties.

3.2 The Prison Chief will ensure that:

- a) the collective punishment of prisoners does not occur;
- b) prisoners are not disciplined twice for the same breach of discipline;
- c) prisoners are not disciplined before they are advised of the offence(s) alleged and a determination made with regard to the action to be taken;
- d) prisoners are not to be subjected to shackling, solitary confinement, corporal punishment, placement in a dark cell, reduced food or water, sensory deprivation or any cruel, inhumane or degrading treatment as a form of discipline.
- e) Prisoners are provided with an interpreter if necessary
- f) Prisoners are not to be used to discipline other prisoners

4 Procedure

4.1 Where an officer reports a prisoner the following procedures will be followed:

- a) the prisoner will be informed by the Building Supervisor Officer;
- b) the Prison Officer will report the incident in writing to the Deputy Chief of Prison (Building Supervision);

4.2 The Deputy Chief of Prison (Building Supervision) will ensure that a full investigation is conducted which will include:

- a) Documenting all details of the complaint;
- b) Obtaining statements from witness;
- c) Viewing any physical evidence of the incident; and
- d) Obtaining a statement from the accused prisoner.

- e) The prisoner may acknowledge the statement by signature or thumb print.
- 4.3 The Deputy Chief of Prison (Building Supervision) will ascertain, following the above procedure, whether there is a case to answer, document the findings on the Prisoner Breach of Discipline form (Attachment 9-i) and forward to the Prison Chief.
- 4.4 Upon receiving a report of an alleged offence, the Prison Chief will:
- a) if satisfied that the offence is of trivial matter, refer the charge back to the Officer to be dealt with in accordance with para 4.7 below.
 - b) if the matter is of a serious nature, act in accordance with para 4.8 below,
- 4.5 The Deputy Chief of Prison (Building Supervision) will advise the prisoner of the outcome of the investigation and record the advice on the Prisoner Breach of Discipline form.
- 4.6 All prisoner disciplinary decisions, including directions to pay for damage, are to be recorded on the Prisoner Breach of Discipline form and a copy placed in the offending prisoner's personal file.
- 4.7 If a breach is proven and is of a minor nature, the Prison Chief may discipline the prisoner by:
- a) A caution;
 - b) A reprimand
 - c) Withdrawal of one or more of the detainee's privileges for a period not exceeding 14 days for each offence committed, but not exceeding in total 30 days
 - d) Confining the prisoner to a cell for a period not exceeding three (3) days, with access to the open air under supervision for one (1) hour each day.
- 4.8 If a breach is proven and is of a serious nature, the Prison Chief may:
- a) Reclassify the prisoner to a higher security rating;
 - b) Remove or change the prisoner's work placement;
 - c) Discipline the prisoner as per 3.2(c)&(d) above;
 - d) Refer the matter to the Judicial Police in order to prepare the casefile and submit to the Court.
- 4.9 If a breach involves damage to property, the Prison Chief may direct that the prisoner pays for all or part of the damage.
- 4.10 If a prisoner is of the belief that he/she has wrongly been found guilty of breaching prison discipline, the prisoner may submit a written request to the Head of Prisons Department for the matter to be reviewed.

Head of Prison Department

Mr Somkol Sokhan

KINGDOM OF CAMBODIA

Ministry of Interior
General Direction of
Administration
Prisons Department

NATION RELIGION KING

PRISON PROCEDURE No. 10

Subject:	Prisoner Health Care
Reference:	Proclamation on Administration of Civilian Prisons - No. 217, 31 March 1998, Ministry of Interior, Article 4, Section 27 (a),(b)&(c) Prisoner Health Manual
Date of Issue:	20.5.03
Date of next review:	12 months from issue.

1 Objective

To outline procedures for the provision of health care to prisoners

2 Scope

This procedure applies to all staff and prisoners.

3 Preamble

- 3.1 The Prison Chief is to ensure that an appropriate area of the prison is made available to health care providers for the purpose of providing *medical* services to prisoners and staff. The area is to be secure and must provide secure and appropriate storage for medical supplies and records.
- 3.2 The Prison Chief will provide the services of a health care provider who shall be responsible for:
 - Attending to prisoner health needs;
 - Attending to medical emergencies;
 - Conducting medical examinations of prisoners;
 - Monitor health and hygiene standards.

4 Procedure

- 4.1 The prison health care provider is responsible for the maintenance of medical records in the prison in accordance with the Prison Health Manual.

- 4.2 The prison health care provider is responsible for the distribution and administration of medication and will maintain a record of such on a prisoner's medical file.
- 4.3 In conjunction with the Ministry of Health, NGOs and in accordance with the Prison Health Manual, the prison health care provider will conduct health education programs to prisoners and staff. These shall include:
- Personal hygiene;
Prison hygiene;
 - Communicable diseases;
 - Drug education
 - Pre and post natal.
- 4.4 The prison health care provider will ensure that all new arrivals at the prison are medically examined within 24 hours of admission and a medical file commenced for each prisoner.
- 4.5 Each prisoner's medical condition will be documented and placed in the prisoner's medical file.
- 4.6 The Deputy Chief of Prison (Building Supervision) will ensure that a sick parade is conducted by prison officers each morning. All prisoners reporting sick will be recorded in the Prison Sick Report Book and a list forwarded to the health care provider.
- 4.7 All prisoners reporting sick will be escorted to the health clinic
- 4.8 Upon assessing the condition and medical needs of the prisoner, the health care provider will administer the necessary treatment, prepare a health management plan to suit the specific medical needs of the prisoner in accordance with the Prison Health Manual and record all details in the prisoner's medical file.
- 4.9 The health care provider will attend the prisoner on a daily basis whilst his/her condition continues. All follow up visits and subsequent treatment will be recorded in the prisoner's medical file.
- 4.10 In the event that the prisoner requires hospitalisation, the health care provider will advise the Prison Chief immediately, who will facilitate the transfer of the prisoner to hospital, accompanied by the prisoner's medical file. The health care provider will follow up the progress of the prisoner on a daily basis.
- 4.11 The Prison Chief will advise the Prosecutor and the prisoner's family where possible, in the event that a prisoner is hospitalized.
- 4.12 The Prison Chief will facilitate the necessary security arrangements for monitoring prisoners in hospital in accordance with Prison Procedure No. 21.
- 4.13 The health care provider will, in conjunction with the Deputy Chief of Prison (Building Supervision), conduct a weekly hygiene inspection of the prison and provide a report to the Prison Chief (Attachment 10-i).

- 4.4. The prison health care provider will complete and forward to the Prison Chief a written monthly summary of health activities in the prison, as prescribed in Prison Procedure No. 38.

Head of Prison Department



Mr Somkol Sokhan

KINGDOM OF CAMBODIA

Ministry of Interior
General Direction of
Administration
Prisons Department

NATION RELIGION KING

PRISON PROCEDURE No. 11

Subject:	Prisoner Work, Education and Vocational Training
Reference:	Proclamation on Administration of Civilian Prisons - No. 217, 31 March 1998, Ministry of Interior, Article 4, Section 15 (a)-(h). Prison Procedure No. 2 (Classification) Classification Manual.
Date of Issue:	20.5.03
Date of next review:	12 months from issue.

1 Objective

To outline procedures relating to work, education and vocational training for prisoners.

2 Scope

This procedure applies to all staff and prisoners

3 Preamble

3.1 To provide meaningful work, educational and vocational training programs aimed at providing and improving skills, quality of life within the prison and rehabilitation in preparation for their return to the community, will be provided to prisoners.

3.2 The following prisoners will not be directed to work:

- Unconvicted prisoners;
- Pregnant women 90 days prior to delivery;
- Female prisoners 90 days post delivery;
- Prisoners with severe mental or physical disabilities;
- Prisoners who are ill or injured;
- Ageing prisoners.

3.3 Prison Chiefs will ensure that prisoners are given one (1) day of rest every week.

3.4 Prisoners will not be directed to work for any private benefit.

4 Procedure

4.1 Prisoner Work

- a) All convicted prisoners will be assessed for work by the Prison Classification Committee within three (3) weeks of sentencing as prescribed in Prison Procedure No. 2.
- b) Prisoners who possess particular skills or qualifications should be placed in areas where their skills can be utilised.
- c) Prisoners who work shall receive additional benefits as prescribed by the Head of Prison Department.
- d) The Deputy Chief of Prison (Building Supervision) will ensure that the work performance of each prisoner is recorded in the prisoner's personal file each month, so that it may be considered when classifying a prisoner or submitting requests for sentence reduction or amnesty.
- e) The Prison Chief will, where possible provide work opportunities for growing produce to supplement prisoner rations.
- f) Location and type of work should be appropriate to the security classification of the prisoner. Prisoner who are classified high security, will not be directed to work outside the secure compound as prescribed in the Prisoner Classification Manual.
- g) Any prisoner refusing to work will be subject to disciplinary action in accordance Prison Procedure No. 9.

4.2 Education and Vocational Training

- a) The Prison Chief will ensure that numeracy and literacy training is conducted for all prisoners, with a particular focus on prisoners under 18 years of age.
- b) The Prison Chief will ensure that prisoners who have been identified as possessing skills appropriate for the delivery of education and/or vocational training programs are utilized.
- c) The Prison Chief will develop contacts with local NGO groups in order to encourage the delivery of education and vocational programs.
- d) Where an NGO group wishes to deliver programs, application must be made by the Prison Chief to the Head of Prisons Department and will contain the following information:
 - Name(s) of person(s) conducting the program;
 - Qualifications of person(s) conducting the program;
 - Dates, times, duration and aims of the program.
- e) Upon approval for an NGO group to deliver education or vocational programs, every effort will be made to ensure the success of the program by cooperating fully with the NGO group in providing access to prisoners.

- f) The Prison Chief will ensure that all participation by prisoners in education and vocational programs will be recorded in the prisoner's personal file.

Head of Prison Department



Mr Somkol Sokhan

KINGDOM OF CAMBODIA

Ministry of Interior
General Direction of
Administration
Prisons Department

NATION RELIGION KING

PRISON PROCEDURE No. 12

Subject:	Prisoner Requests and Complaints
Reference:	Proclamation on Administration of Civilian Prisons - No. 217, 31 March 1998, Ministry of Interior, Article 4, Section 7.
Date of Issue:	20.5.03
Date of next review:	12 months from issue.

1 Objective

To outline procedures for prisoners lodging requests of complaints.

2 Scope

This procedure applies to all staff and prisoners.

3 Preamble

- 3.1 All Prisoners have the right to make requests or complaints to the Prison Chief and all prisoners shall be advised of their rights either verbally or in writing in accordance with Praka 217, Article 4, Section 7.

4 Procedure

- 4.1 The Deputy Chief of Prison (Building Supervision) will ensure that upon admission, all prisoners will be informed of the appropriate manner in which they can lodge complaints and requests (Attachments 12-i and 12-ii)
- 4.2 The Deputy Chief of Prison (Building Supervision) will ensure that the appropriate forms and writing equipment are available to prisoners at all times for the purpose of lodging requests or complaints.
- 4.3 The Prison Chief will ensure that all requests and complaints are dealt with in a timely manner.
- 4.4 The Deputy Chief of Prison (Building Supervision) will ensure that requests or complaints received from prisoners and any action taken, are recorded on the appropriate request form and placed in the prisoner's personal file.

- 4.5 In addition to the above, a prisoner may make a complaint or request directly to any official visitor to the prison (refer Prison Procedure No. 8).
- 4.6 Foreign prisoners shall be permitted to make written requests or complaints to their Embassy or Consulate or other authorised organisation representing their country or interest.

Head of Prison Department



Mr Somkol Sokhan

KINGDOM OF CAMBODIA

Ministry of Interior
General Direction of
Administration
Prisons Department

NATION RELIGION KING

PRISON PROCEDURE No. 13

Subject:	Prisoner Letters and Parcels
Reference:	Sub-Decree 11, Chapter 4, Article 18 Proclamation on Administration of Civilian Prisons - No. 217, 31 March 1998, Ministry of interior, Article 4, Sections 7 and 12.
Date of Issue:	20.5.03
Date of next review:	12 months from issue.

1 Objective

To outline procedures for for prisoners to send and receive letters and parcels.

2 Scope

This procedure applies to all staff and prisoners.

3 Preamble

3.1 All prisoners have the right to send and receive letters and parcels.

4 Procedure

4.1 The Prison Chief must ensure that sufficient writing paper, pens, pencils, envelopes and postage stamps are made available to prisoners who do not possess same, for the purpose of letter writing.

4.2 A prisoner may send letters to the Minister, General Direction of Administration, Head of Prisons, members of the Judiciary and/or legal representative, through the Prison Chief at any time.

4.3 The Deputy Chief of Prison (Building and Supervision) will ensure that outgoing prison mail is delivered promptly to the Deputy Chief of Prison (Administration).

4.4 The Deputy Chief of Prison (Administration) will ensure all mail is posted within 24 hours of receipt.

4.5 The Deputy Chief of Prison (Administration) will ensure that all mail received is delivered to prisoners within 24 hours of receipt.

- 4.6 The prisoner will return outgoing letters unsealed to the Deputy Chief of Prison (Building Supervision) with the exception of letters to the prisoner's legal representative, which may be sealed.
- 4.7 The Deputy Chief of Prison (Building Supervision) may inspect letters for contraband, other than those to the prisoner's lawyer, prior to sealing. No inspection or other interference with mail to lawyers is permitted.
- 4.8 The Deputy Chief of Prison (Building Supervision) or Deputy Chief of Prison (Security) will notify the Prison Chief of any contraband items discovered in prisoner mail. In the event that any item or written content represents a threat to prison security, the Provincial and Municipal Prosecutors and Police will be advised for the purpose of further investigation. The Head of Prisons Department will be advised.
- 4.9 All incoming and outgoing prisoner mail will be recorded in a Prisoner Mail Register, with the following details included:
- Date received or sent;
 - Name of prisoner;
 - Name of sender
 - Name and address of recipient;
 - Whether the item has been inspected and why.
- 4.10 Mail, including legal documentation, educational material and other printed material may be retained by a prisoner, or placed in the prisoner's property.

Head of Prison Department



Mr Somkol Sokhan

KINGDOM OF CAMBODIA

Ministry of Interior
General Direction of
Administration
Prisons Department

NATION RELIGION KING

PRISON PROCEDURE No. 14

Subject:	Prisoner Property
Reference:	Proclamation on Administration of Civilian Prisons - No. 217, 31 March 1998, Ministry of Interior
Date of Issue:	20.5.03
Date of next review:	12 months from issue.

1 Objective

To outline procedures for the management of prisoner property.

2 Scope

This procedure applies to all staff and prisoners.

3 Preamble

3.1 Prisoners are permitted to keep a limited amount of personal property in their possession in accordance with the following list:

- Items of clothing (ie T-shirts, trousers, shorts, jumper, jacket, socks, thongs, , underwear, hat/cap)
- Books
- Eye glasses (prescription)
- Sunglasses
- Legal papers
- Private papers
- Musical equipment
- Photographs
- Towels
- Religious jewellery
- Watch
- Plastic water bottle
- Writing material (ie pen, pencil, paper, postage stamps)

3.2 The amount of property that a prisoner retains will be determined by the Prison Chief.

- 3.3 Property in excess of the amount permitted in cells by the Prison Chief will be stored in a secure storage area.
- 3.4 The Prison Chief may permit prisoners to wear their own clothing in prison and to Court if it is appropriate, clean and in a reasonable state of repair and does not interfere with the security and good order of the prison.

4 Procedure

- 4.1 The Deputy Chief of Prison (Administration) will ensure that upon admission of a prisoner, all property belonging to the prisoner is clearly labeled with the prisoner's name and recorded in the Prisoner Property Register.
- 4.2 The Deputy Chief of Prison (Administration) will ensure that all money belonging to the prisoner is counted and valuable items documented in the prisoner's presence and recorded in the Prisoner Property Register. All monies and valuables must be securely stored.
- 4.3 The maximum amount of money permitted for each prisoner to store in prison property is 20,000 Reils unless special circumstances exist which require a prisoner to exceed that amount and it is approved by the Prison Chief.
- 4.4 A receipt will be issued for all property and money that the prisoner will sign or mark to indicate that all items have been correctly recorded. The prisoner will be issued with a copy of the receipt.
- 4.5 A prisoner property sheet (Attachment 14-i) will be completed detailing all property belonging to the prisoner which is then placed in the prisoner's personal file. The prisoner property sheet is to be updated when property is removed from or brought into the prison.
- 4.6 A prisoner may request that items of property or money are handed to family members or nominated visitors.
- 4.7 Any medication found in the possession of a prisoner is to be removed and given to the health care provider.
- 4.8 Any items of prisoner property that is infested with vermin will be destroyed and the prisoner notified. This action is to be recorded in the Prisoner Property Register.
- 4.9 Property belonging to a prisoner who is transferred from another prison will be checked against the property card contained in the prisoner file and the property recorded in the Prisoner Property Register.
- 4.10 Property belonging to a prisoner who is being transferred to another prison will accompany the prisoner to the destination prison. The Deputy Chief of Prison (Administration) will ensure that the property sheet is correct at the time of transfer.
- 4.11 The Deputy Chief of Prison (Building Supervision) will ensure that upon release from prison, all property is checked and accounted for and returned to the prisoner. The prisoner will sign or mark the Prisoner Property Register to indicate the return of property.

- 4.12 In the event that a prisoner dies whilst in custody, the Deputy Chief of Prison (Building Supervisor) will ensure that the prisoner's property is handed to the family of the deceased prisoner.
- 4.13 The Prison Chief will investigate all allegations of loss, damage, theft or destruction of personal property belonging to a prisoner.
- 4.14 The Prison Chief will document the findings of the investigation and determine the amount of compensation that may be paid. The prisoner will be advised of the outcome of the investigation. A copy of the report will be placed in the prisoner's personal file and a copy forwarded to the Head of Prison Department.

Head of Prison Department



Mr Somkol Sokhan

KINGDOM OF CAMBODIA

NATION RELIGION KING

Ministry of Interior
General Direction of
Administration
Prisons Department

PRISON PROCEDURE No. 15

Subject:	Emergency Procedures
Reference:	Proclamation on Administration of Civilian Prisons - No. 217, 31 March 1998, Ministry of Interior, Article 3, Sections 1&2
Date of Issue:	20. 8. 03
Date of next review:	12 months from issue.

1 Objective

To outline procedures for managing emergencies

2 Scope

This procedure applies to all staff and prisoners.

3 Preamble

3.1 An emergency is defined as any of the following:

- Fire;
- Flood;
- Earthquake;
- Storm;
- Any other natural disaster.

3.2 The Prison Chief will ensure that all prison management and staff are provided with emergency training every six (6) months.

3.3 The Prison Chief will develop a Prison Rule describing local emergency procedures in accordance with this procedure, which include the following:

- designated secure evacuation areas;
- location of fire fighting equipment;
- access points for emergency vehicles;
- location of emergency command area.

4 Procedure

- 4.1 The Prison Chief will ensure that an appropriate method of raising an alarm in the event of an emergency is installed in a prominent position at the prison (bell, alarm, siren, whistle).
- 4.2 In the event of an emergency, the first Prison Officer on the scene will raise the alarm and advise the Prison Chief of the emergency.
- 4.3 The Prison Chief or delegate will ensure that:
 - a) all prisoners are secured in cells or an alternative safe location and counted;
 - b) all visitors are removed from the prison or directed to a safe area
 - c) all gates and doors are secured unless there is a safety risk;
 - d) perimeter security is increased;
 - e) the municipal or provincial police or fire brigade is notified and assistance requested if necessary;
 - f) the Prosecutor, 2nd Governor, Head of Prison Department and Police Commissioner are notified.
- 4.4 All prisoner movement must be restricted throughout the duration of the emergency.
- 4.5 In the event of fire Prison Officers will attempt to extinguish the fire, however they should not place themselves or others at risk.
- 4.6 The Prison Chief will conduct an investigation into the cause of the fire.
- 4.7 Prisoners will be counted and returned to their cells or an alternative secure area as soon as the emergency situation is resolved.
- 4.8 The Prison Chief will ensure that medical staff tend to all injured people and if necessary, facilitate their transport to hospital.
- 4.9 At the conclusion of the incident the Prison Chief is to prepare a report in accordance with prison procedure No. 18 and include the action taken, the extent of any permanent damage to the prison and the extent of any injuries to any persons. In the case of a fire, the Prison Chief will also include the findings of the investigation into the cause of the fire. This report must be submitted to the Head of the Prisons Department within 5 days.

Head of Prison Department



Mr Somko! Sokhan

KINGDOM OF CAMBODIA

Ministry of Interior
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Administration
Prisons Department

NATION RELIGION KING

PRISON PROCEDURE No. 16

Subject:	Prisoner Escape
Reference:	Proclamation on Administration of Civilian Prisons - No. 217, 31 March 1998, Ministry of Interior, Article 23, Sections (a) and (d)
Date of Issue:	20.5.03
Date of next review:	12 months from issue.

1 Objective

To outline procedures in the event of prisoner escape or attempted escape.

2 Scope

This procedure applies to all staff and prisoners.

3 Procedure

- 3.1 A Prison Officer who discovers or ~~observes~~ an escape or attempted escape must immediately ensure that the alarm is sounded and the Prison Chief advised.
- 3.2 If a prisoner or prisoners escape from a work group outside the prison the officer responsible for the work group is to immediately return the remaining prisoners to the prison and report the incident to the Prison Chief.
- 3.3 If a prisoner or prisoners escape while on escort outside the prison the officer supervising the escort is to immediately return to the prison or to the nearest Police Post with the remaining prisoners and then report the incident to the Prison Chief upon arrival at the prison.
- 3.4 In the event of an escape or attempted escape, the Prison Chief or delegate must immediately:
 - a) secure the breached area to ensure no further escapes and remove all non-essential personnel;
 - b) secure all prisoners and conduct a roll call;
 - c) notify and request assistance of local Police and Gendarmerie of the escape and provide necessary prisoner information;
 - d) ensure that all duty staff are accounted for;
 - e) notify the Provincial Governor and Prosecutor;

3.6 The Prison Chief will complete an incident report in accordance with Prison Procedure No. 22 and forward to the Head of Prisons Department within 24 hours of the escape/attempted escape.

3.7 The Prison Chief will conduct an investigation into the escape/attempted escape and forward the report with findings and recommendations for any action necessary, to the Head of Prisons Department within 5 days.

3.8 The use of firearms will occur only in accordance with Prison Procedure No. 22

Head of Prison Department



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NATION RELIGION KING

PRISON PROCEDURE No. 17

Subject:	Hostage and Riot Incidents
Reference:	Proclamation on Administration of Civilian Prisons - No. 217, 31 March 1998, Ministry of Interior
Date of Issue:	20.5.03
Date of next review:	12 months from issue.

1 Objective

To provide guidelines for the management of hostage and riot incidents in prisons

2 Scope

This procedure applies to all staff. It must not be distributed to prisoners.

3 Procedure

- 3.1 In the event of a hostage or riot incident occurring, the Prison Chief is to assume responsibility for the incident operation, advise the local Police and Gendamerie for the purpose of providing external perimeter security and nominate an appropriate officer as negotiator if necessary.
- 3.2 The Prison Chief or delegate will advise the Prison Director, Provincial Governor and the Provincial Police Commissioner.
- 3.3 The incident scene is to be secured and all prisoners not involved removed from the area.
- 3.4 All prisoners normally accommodated within the area, but not involved in the incident, are to be secured in an alternative area.
- 3.5 All visitors are to be removed from the prison.
- 3.6 The Prison Chief will appoint an officer to maintain prison services for the duration of the incident.
- 3.7 The Prison Chief will nominate a minimum number of staff to remain as close to the area as is safely possible to observe the situation and record all relevant details including:
 - Initial actions by prisoners or other persons
 - Demands made

- Time lines or deadlines given;
 - Identity of offender(s), including spokesperson(s)
 - Identity of other persons
 - Number of offenders
 - Number of hostage(s) if applicable
 - Chronological sequence of events
 - Locations if known, of individuals within the incident scene
 - Any weapons used
 - Attitudes and behaviour of the offender(s)
 - Physical/medical condition of other person(s)
- 3.8 A count of all prisoners is to be undertaken, the identity of those prisoners not involved in the incident recorded.
- 3.9 The offenders involved in the incident are not to be provided with any items and in the event of a hostage situation, orders or directions from any hostage(s) or hostage taker(s) are not to be acted upon. Exchange of any hostage(s), provision of additional hostage(s) or release of hostage taker(s) must not occur.
- 3.10 The Prison Chief will ensure that medical staff tend to all injured people and if necessary, facilitate their transport to hospital.
- 3.11 The Prison Chief will ensure that normal operation of the prison is resumed as soon as possible after the resolution of the incident.
- 3.12 The Prison Chief will provide a full report on the incident to the Head of Prison Department and Provincial Governor within 24 hours of resolution.
- 4.7 The Prison Chief will ensure that an operational debrief is conducted within five (5) days of the incident occurring.

Head of Prison Department



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NATION RELIGION KING

PRISON PROCEDURE No. 18

Subject:	Incident Reporting
Reference:	Proclamation on Administration of Civilian Prisons - No. 217, 31 March 1998, Ministry of Interior, Article 4, Section 21.
Date of Issue:	20.5.03
Date of next review:	12 months from issue.

1 Objective

To outline procedures for the reporting of incidents to the Prisons Department.

2 Scope

This procedure applies to all staff.

3 Preamble

3.1 Incidents that occur in prison are defined as the following:

- escape or attempted escape of a prisoner/s from any location;
- prisoner unrest/riot;
- death of a prisoner;
- death of a Prison Officer whilst on duty;
- serious injury to a prisoner, or Prison Officer whilst on duty;
- assault by a prisoner on any other person;
- assault by a Prison Officer on a prisoner;
- a fire which causes damage to prison property or injury to any person;
- a natural disaster or any other event which results in the evacuation of prisoners;
- attack or threat to the prison from outside.
- action by a prisoner or Prison Officer which may result in criminal charges;
- any incident involving a Prisons Department vehicle or any vehicle hired by the Prisons Department or damage to a prison vehicle.
- detection of drugs, alcohol, poisonous substances or weapons on a prisoner or a visitor to the prison;
- any other event that poses a serious threat to staff or the security and good order of the prison

4 Procedure

4.1 When an incident occurs the Prison Chief will immediately notify the Head of the Prisons

Department.

- 4.2 The Prison Chief will submit a written report (Attachment 18-i) to the Head of the Prisons Department, the Provincial Governor and the Prosecutor within five (5) days of the incident occurring and include the following information:

the type of incident:

- the location of the incident;
- the time and date of the incident;
- the names of any prisoners, Prison Officers and any other persons involved;
- details of how the incident occurred, what happened and the suspected cause of the incident;
- details of any investigation conducted by the Prosecutor or municipal or provincial Police;
- details of any injuries to prisoners, Prison Officers or other people;
- details of any damage to prison property and the estimated time and cost of repair;
- details of any action being taken against prisoners, Prison Officers or other persons as a result of the incident;
- photographs, drawing or maps relating to the incident;
- comments on what action is being taken, or may be taken to prevent similar incidents occurring

- 4.3 If a serious incident occurs which requires investigation by the Prosecutor or municipal or provincial Police, the Prison Chief must ensure that the scene and any evidence is preserved and no person enters the area where the incident occurred until the Prosecutor or Municipal or Provincial Police give approval to do so.

- 4.4 Prison Chiefs are to ensure that copies of all incident reports are kept at the prison

Head of Prison Department



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Prisons Department

NATION RELIGION KING

PRISON PROCEDURE No. 19

Subject:	Searching of Prisons, Prisoners and Visitors
Reference:	Proclamation on Administration of Civilian Prisons - No. 217, 31 March 1998, Ministry of Interior, Article 24, Section (a) to (d)
Date of Issue:	20.5.03
Date of next review:	12 months from issue.

1 Objective

To outline procedures for

2 Scope

This procedure applies to all staff.

3 Preamble

3.1 For the purpose of this Procedure, searching shall fall into the following categories:

- prisoner and visitor rub down
- prisoner accommodation
- vehicles
- perimeters
- workshops/gardens/kitchen
- all other prison buildings
- articles introduced by visitors

3.2 Searches of prisoners, visitors and areas in the prison are to be conducted to ensure the safety and security of the prison by:

- preventing prisoners from having weapons and other dangerous items;
- detecting possible escape attempts and breaches of security;
- discouraging theft among prisoners;
- minimizing damage to prison property
- preventing the introduction of banned items as described in Attachment 19-i, Banned Items.

4 Procedure

4.1 Prison - external

4.1.1 The Deputy Chief of Prison (Security) will ensure that the following areas are searched prior to unlock in the morning on a daily basis:

- Adjacent garden areas;
- Area adjacent to the outside prison wall;
- Area adjacent to the inside prison wall;
- All bars are tapped;
- All external walls and roofs are observed for signs of disruption;
- All external doors and locks;
- All prison vehicles;
- External lighting.

4.1.2 Upon completion of the above checks, the Deputy Chief of Prison (Security) will notify the Prison Chief of any security concerns.

4.1.3 The Prison Chief will ensure that any outstanding security concerns are resolved prior to unlocking prisoners.

4.1.4 The Deputy Chief of Prison (Building Supervision) will not unlock prisoners until directed by the Prison Chief.

4.2 Prison –internal

4.2.1 The Deputy Chief of Prison (Building Supervision) will ensure that the following internal building searches are conducted on a weekly basis:

- All cell blocks;
- Areas adjacent to cell blocks, including showers, toilets, storage areas, recreation areas, workshop areas, kitchen/food preparation areas and health centre;
- Water and sewerage supply;
- All bed spaces and bedding;
- All bars are tapped;
- All internal walls, floors, ceilings and roofs are observed for signs of disruption;

4.2.2 The Deputy Chief of Prison (Building Supervision) will directed additional searching in circumstances where there is suspicion that a security breach has or is likely to take place.

4.3 Prisoners

4.3.1 All prisoners will be searched:

- When being admitted to the prison;
- Before and after visits;
- When leaving and returning to and from the prison under escort;
- When leaving and returning to and from the prison for work;
- When an officer suspects that the prisoner is in possession of a banned item;

- When directed by the Prison Chief.

- 4.3.2 Prison officers will search by passing hands over the prisoner's clothing and by checking the prisoner's hair and footwear. Under no circumstances will prisoners be directed to remove any clothing apart from footwear.
- 4.3.3 Two prison officers of the same gender as the prisoner will conduct prisoner searches.
- 4.3.4 If a prisoner refuses to be searched the Prison Chief will be advised and the prisoner kept under constant observation. The Prison Chief may order the use of minimal force in order to conduct the search.
- 4.3.5 All prisoner property will be searched upon entering and leaving the prison in accordance with Prison Procedure No. 14.

4.4 Visitors

- 4.4.1 The Deputy Chief of Prison (Security) will ensure that searches are conducted all visitor and their possessions. All visitors are to be advised of the purpose of the search.
- 4.4.2 The visitor is not to be directed to remove any items of clothing other than footwear and the search will be conducted by two officers of the same gender as the visitor.
- 4.4.3 Prison Officers will conduct searches of visitors by passing their hands over the visitor's outer clothing and hair and checking footwear and items brought into the prison.
- 4.4.4 If a visitor refuses to submit to a search, the Deputy Chief of Prison (Security) will refuse the person's entry to the prison and advise the Prison Chief, who will subsequently submit a written report to the Head of the Prisons Department.
- 4.4.5 The Prison Chief will ensure that the Banned Items List (Attachment 19-i) is posted in an area accessible to visitors outside the prison.

4.5 Vehicles

- 4.5.1 The Deputy Chief of Prison (Security) will ensure that all vehicles, including motorised, horse or oxen drawn and carts, entering and leaving the prison, and all goods being carried therein, will be searched.

4.6 Search Register

- 4.6.1 The Deputy Chief of Prison (Security) will ensure that all searches are recorded in the Search Register (Attachment 19-ii)

Head of Prison Department



Mr Somkol Sokhan

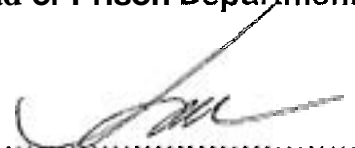
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Banned Items List

Firearms of any description
Explosives, explosive devices
Prohibited drugs and drug implements
Alcohol
Unauthorised chemicals or fuels.
Weapons including knives, spears, axes, machetes etc
Ammunition
Rockets, mines or grenades
Ladders, ropes or unauthorised tools
Cameras, video cameras, tape recorders
Two way radios
Mobile telephones

Head of Prison Department



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NATION RELIGION KING

PRISON PROCEDURE No. 20

Subject:	Prisoner Death in Custody
Reference:	Proclamation on Administration of Civilian Prisons - No. 217, 31 March 1998, Ministry of Interior, Article 4, Section 11
Date of Issue:	20.5.03
Date of next review:	12 months from issue.

1 Objective

To outline procedures in the event of a prisoner death in custody

2 Scope

This procedure applies to all staff.

3 Preamble

3.1 A prisoner is deemed to have died in custody if the death occurs in the following places:

- In a prison;
- During transfer between prisons;
- In hospital;
- In or on the way to or from court.

3.2 All deaths that occur in prison shall be considered suspicious until the Prosecutor states otherwise.

4 Procedure

4.1 In the event of death of a prisoner in Prison the Prison Chief will:

- ensure that the area where the body is found is secured by removing all personnel and prisoners from immediate area;
- ensure that exit and entry points to the scene are established;
- appoint an officer to control access to and from the scene;
- ensure that any prisoner who may have witnessed the death or events prior to or immediately after the death is isolated;

- advise the medical staff and the Prosecutor;
 - advise the Provincial Municipal Governor;
 - advise the Head of Prisons;
 - complete an incident report in accordance with Prison Procedure No 18 and include the following details:
 - the name, age and last known place of residence of the deceased prisoner;
 - the place of death;
 - the time and date of death;
 - the cause of death, if known;
 - the location of the deceased's body;
 - the circumstances leading to the death and if the death is suspicious, the name of the Prosecutor investigating the death;
 - the deceased prisoner's date of admission to prison and the reason for imprisonment;
- 4.2 If a prisoner dies in hospital, the Prison Chief shall advise the Prosecutor and Head of the Prisons Department. If the Prosecutor considers that the death is suspicious he/she is responsible for advising the Municipal Forensic Police.
- 4.3 The Prison Chief will ensure that the next of kin or other appropriate person is notified as soon as possible and that arrangements are made for the burial or cremation of the body. In the event that the next of kin is unable to facilitate removal of the body, the Prison Chief will make the appropriate arrangements and ensure that the ashes of the deceased are retained for collection by the next of kin.
- 4.9 The Prison Chief will ensure that the next of kin or appropriate person is provided with as much information as possible about the death;
- 4.5 The Prison Chief will ensure that personal property belonging to the deceased is returned to the next of kin or appropriate person as soon as possible, in accordance with Prison Procedure No. 14 (Prisoner Property). If the prisoner was a foreign national, the personal property must be forwarded to the relevant Embassy or Consulate through the Ministry of Foreign Affairs.
- 4.6 Within three (3) days after the death of a prisoner, the Prison Chief shall submit a written report of the death to the Head of the Prisons Department, the Births and Deaths Registration Officer and the family of the deceased prisoner:
- 4.7 If the deceased prisoner is a foreign national, the Prison Chief must advise the Head of the Prisons Department. The Head of the Prisons Department must then inform the relevant Embassy.
- 4.8 The Prison Chief will ensure that the Death Certificate is forwarded to the Head of Prisons as soon as it is issued and made available.

- 4.9 The Prison Chief will mark the deceased prisoner's personal file with "Died in Custody". Copies of all reports pertaining to the prisoner are to be placed on the prisoner's file which is then to be forwarded to the Prisons Department for secure storage.

Head of Prison Department



Mr Somkol Sokhan

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Prisons Department

NATION RELIGION KING

PRISON PROCEDURE No. 21

Subject:	Use of Force and Restraints
Reference:	Prison Administration of Civilian Prisons - II 217 31 M h 1998. Ministry of Interior, Article 4. Sections 23(a), 25(a) to (c)
Date of Issue:	20.5.03
Date of next review:	12 months from issue.

1 Objective

To outline procedures for the use of physical force and restraints by prison staff.

2 Scope

This procedure applies to all staff.

3 Preamble

- 3.1 A Prison Officer may use reasonable physical force to minimise damage and injury and respect and preserve human life, only where it is believed that no other means of restraint is available. Physical force used must be the minimum necessary to secure the situation.
- 3.2 Handcuffs and batons are the only instruments of restraint which may be used on prisoners. Instruments of restraint must never be utilised as a form of punishment or torture.

4 Procedure

4.1 Use of Physical Force

- 4.1.1 A Prison Officer may use minimum physical force in accordance with 3.1 above in the following circumstances:

- To prevent any act which is threatening the safety or welfare of any person.
To restrain violent prisoners;
To restrain prisoners who are fighting;
- In self-defense;
- To restrain prisoners who fail to comply with lawful orders

4.1.2 Where physical force is used, the Prison Chief will ensure the following:

- Medical assistance is provided if necessary;
- An incident report is completed by the officers involved, in accordance with Prison Procedure No. 18;

4.1.3 The Prison Chief will ensure that all staff are regularly and adequately trained in the appropriate use of physical force.

4.2 Use of Instruments of Restraint

4.2.1 Handcuffs are only to be used when authorised by the Prison Chief in the following circumstances:

- attending court cases;
- transporting to/from hospital;
securing a prisoner in hospital;
- transporting to/from police stations;
- to prevent an escape or injury to any person

4.2.2 When being escorted outside the prison, prisoners may be handcuffed together. If only one prisoner is being escorted, the prisoner should be handcuffed to a Prison Officer.

4.2.3 The escorting Prison Officer must check the security of the handcuffs regularly, to ensure that they have not been interfered with and that the blood circulation of the prisoner is not restricted.

4.2.4 Where a prisoner has been restrained to prevent self harm, the Deputy Chief of Prison (Building Supervision) and the Health Care officer will examine the prisoner every 30 minutes to:

- Ensure that the handcuffs are secure;
- Ensure that the prisoner's health has not been compromised;
- Assess the need for continuation of the restraint.

4.2.5 The Deputy Chief of Prison (Security) will ensure the following:

- Handcuffs are checked weekly to ensure they are in good working order;
All handcuffs are stored in a secure location when not in use.
- All handcuffs are inspected and accounted for each week and checked prior to issue.
- All handcuff keys are inspected and accounted for each week.
- Spare handcuff keys are kept in a separate secure location;
- The Restraint Issue Register (Attachment 21-i) is completed when handcuffs are issued.

4.3 Batons

4.3.1 Batons may only be authorized for issue by the Prison Chief and their use will be in accordance with 3.1 and 3.2 above.

4.3.2 The Deputy Chief of Prison (Security), will ensure the following:

- All batons are kept in a secure location;
 - Each baton is numbered;
- A record of issue and authority is maintained on the Restraint Issue Register.

Head of Prison Department



Mr Somkol Sokhan

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NATION RELIGION KING

PRISON PROCEDURE No. 22

Subject:	Use of Firearms
Reference:	Proclamation on Administration of Civilian Prisons - No. 217, 31 March 1998, Ministry of Interior, Article 4, Section 23, (a) to (d)
Date of Issue:	20.5.03
Date of next review:	12 months from issue.

1 Objective

To outline procedures for the use and storage of firearms

2 Scope

This procedure applies to all staff

3 Preamble

- 3.1 Departmental firearms and ammunition only will be issued to Prison Officers. Use of privately owned firearms is not permitted.
- 3.2 The Prison Chief will ensure that all Prison Officers are appropriately trained in the use of firearms and refresher training is provided every six (6) months.
- 3.3 Firearms will only be issued to Prison Officers who have successfully completed firearms training.
- 3.4 A firearm is to be discharged only as a last resort, when all other non-lethal means have been exhausted, in self defence or in the defence of others, and in only the following circumstances
 - where there is an imminent threat of death or serious injury to staff or other prisoners; or
 - to prevent a serious crime involving a grave threat to life;
 - to prevent escape and only when less extreme means are insufficient to achieve this objective.

4 Procedure

- 4.1 The Prison Chief must ensure that a secure building/room is provided to store firearms and ammunition.
- 4.2 The Deputy Chief of Prison (Security) will ensure that all firearms are stored securely within the prison and the serial number, make, year of manufacture and condition of each firearm recorded in the Firearms Register.
- 4.3 The Deputy Chief of Prison (Security) shall maintain a register of all prison officers trained in the use of firearms.
- 4.4 The Deputy Chief of Prison (Security) will ensure that all officers required to use firearms have completed and qualified in the firearm refresher course, every 6 months.
- 4.5 The Deputy Chief of Prison (Security) shall maintain a Firearms Issue Sheet (Attachment 22-i) which includes the following:
 - purposes for which firearms have been issued;
 - the name and signature of the prison officer to whom the firearm has been issued;
 - date and time of issue and return of the firearm;
 - serial number of the firearm;
 - amount of ammunition issued and returned;
 - name and signature of the correctional officer issuing the firearm.
 - name and signature of officer receiving returned firearms.
- 4.6 Prison Officers must not carry firearms within the secure perimeter while prisoners are not secured unless authorised by the Prison Chief.
- 4.7 The Prison Chief may authorise the issue of firearms and ammunition to Prison Officers in the following circumstances:
 - when escorting prisoners to Court or hospital;
 - when patrolling outside the prison walls during daylight hours;
 - when transferring prisoners between prisons;
 - when working in towers;
 - during emergencies.
- 4.8 Prison Officers who are issued with a firearm are to check that the firearm and ammunition is in good working order and condition before signing the firearms register.
- 4.9 Prison Officers who are issued with a firearm shall:
 - Inspect the firearm and ammunition for defects and if found, report them immediately to the Deputy Chief of Prison (Security);
 - keep the firearm in their possession at all times;

- carry the firearm in a safe manner and take all necessary precautions to prevent accidents or damage; ie
 - Ensure that the safety catch is on at all times
 - Pointing to the ground when walking,
 - Held across the chest when running,
 - Held above the head when travelling through water
 - Store ammunition separately.
 - ensure that no prisoner or unauthorised person gains access to the firearm or any ammunition;
 - ensure that prisoners do not approach within 5 metres.
- 4.10 A Prison Officer who discharges a firearm must provide an incident report to the Prison Chief in accordance with Prison Procedure No. 18 (Incident Reporting) and include the following details:
- the place, time and reason the firearm was used and the number of bullets fired;
 - the events leading up to the use of the firearm;
 - a description of the incident and reasons for the use of the firearm;
 - action taken after the firearm was used;
 - names of all persons involved in the incident;
 - any injury or damage caused.
- 4.11 If the use of a firearm causes injury to any person, the Prison Chief must ensure that assistance and medical aid is provided to the injured person(s), as soon as possible.
- 4.12 The Prison Chief shall report to the Head of the Prisons Department when a Prison Officer has discharged a firearm for any reason, other than during training.
- 4.13 If the use of a firearm has caused injury or death to any person, the Prison Chief must report the incident to the Police Commissioner, Provincial Municipal Prosecutor, Second Deputy Governor and to the Head of the Prisons Department.
- 4.14 Prison Officers living on prison property must not keep privately owned firearms or ammunition on prison property.

Head of Prison Department



Mr Somkol Sokhan

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NATION RELIGION KING

PRISON PROCEDURE No. 23

Subject:	Prisoner Transfer and Escort
Reference:	Proclamation on Administration of Civilian Prisons - No. 217, 31 March 1998, Ministry of Interior, Article 4, Section 5 (a) to (f), (h) and (i), Section 25 (a) to (c)
Date of Issue:	20.5.03
Date of next review:	12 months from issue.

1 Objective

To outline procedures for the escorting of prisoners outside prisons.

2 Scope

This procedure applies to all staff and prisoners.

3 Preamble

- 3.1 'Escort' means the movement of a prisoner or prisoners outside a prison to another location, which will include transfer to another prison, appearance in court and transfer to hospital.
- 3.2 Prisoners under escort will be moved with dignity to ensure that their movement occurs without unnecessary physical hardship. The following conditions will apply:
- Prisoners will be provided with clean drinking water;
 - Prisoners will not be left in the rain or hot sun;
 - Prisoners are allowed to use a toilet when ever possible within security constraints;
- 3.3 Prisoners will not be permitted to:
- to speak to civilians whilst under escort;
 - have any unauthorised property or item;
- 3.4 Armed prison officers will comply with Prison Procedure No. 22.

3.5 The number of escorting officers will be commensurate with the security rating of the prisoner, ie:

- High Security Two Officers, one armed, prisoner handcuffed to the unarmed escorting officer.
- Medium Security Two Officers, prisoner handcuffed.
- Low Security One Officer, handcuffs carried by escorting officer.

4 Procedure

4.1 Court Escorts

4.1.1 The Deputy Chief of Prison (Security) will ensure the following:

- That the appropriate documentation has been received from the Courts;
- All prisoners are searched prior to departure;
- The details of the prisoner being escorted are registered at the front gate;
That the prisoner(s) are appropriately secured with handcuffs;
- That the appropriate level of security is provided for the escort in accordance with the prisoner's security rating.
- That the prisoner is permitted to wear civilian clothes (if available) to court.

4.1.2 The escorting officer is to ensure the following:

- The appropriate documentation accompanies the prisoner;
- That the appropriate security is maintained for the duration of the escort;
That the Officer in Charge of the Court is notified upon arrival;
- That the security of the prisoner is maintained whilst in the Court building;
- Handcuffs will be removed prior to the prisoner entering court unless directed otherwise by the Judge.
- The prisoner will be searched immediately upon return to the prison;

4.2 Hospital Escorts

4.2.1 The Deputy Chief of Prison (Security) will ensure the following:

- All prisoners are searched prior to departure;
- The details of the prisoner being escorted are registered at the front gate;
- That the prisoner(s) are appropriately secured with handcuffs;
- That the appropriate level of security is provided for the escort in accordance with the prisoner's security rating.

4.2.2 The escorting officer is to ensure the following:

- The appropriate documentation accompanies the prisoner;
- That the appropriate security is maintained for the duration of the hospital visit with one officer remaining with the prisoner at all times;
- That the Consulting Doctor is notified upon arrival at the hospital;
That the security of the prisoner is maintained whilst in hospital;
- Handcuffs will be removed prior consultation with the doctor and when the escorting officer is satisfied as to the security of the area.
- Upon completion of the consultation the prisoner is secured, medication is collected (if required) and the prisoner returned to the prison;
- The prisoner will be searched immediately upon return to the prison;

4.2.3 In the event that the prisoner is admitted to hospital for a period exceeding one (1) day, the escorting officer(s) will ensure that the Prison Chief is notified.

4.2.4 In the event of 4.2.3 above, the Deputy Chief of Prisoner (Security) will ensure that the appropriate level of security is maintained in accordance with the security rating of the prisoners for the duration of the hospital stay. High and medium security prisoners will be secured to the bed.

4.2.5 Persons visiting the prisoner will be dealt with in accordance with Prison Procedure No. 8.

4.3 Transfer Between Prisons

4.3.1 The Prison Chief will ensure that the appropriate Departmental documentation has been completed prior to the transfer of any prisoner from one prison to another.

4.3.2 The Deputy Chief of Prison (Security) will ensure the following prior to the transfer of a prisoner:

- The prisoner is searched prior to the transfer taking place;
- The appropriate documentation accompanies the prisoner, which includes the order for transfer, prisoner personal file, prisoner medical file and classification documentation;
- The prisoner's personal property accompanies the prisoner in accordance with Prison Procedure No. 14.
- The prisoner is removed from the prison count;
- That the appropriate level of security is provided for the transfer.

4.3.3 The escorting officer will:

- Search the prisoner prior to the escort
- Collect the appropriate documentation and prisoner property as described in 4.3.2.
- Ensure that the appropriate security is maintained for the duration of the escort;
Hand over all documentation pertaining to the prisoner to the receiving prison and obtain receipt for same.
- Return the receipt to the originating prison.

4.4 In the event that a vehicle breaks down or there is an escape whilst escorting or transferring a prisoner, the escorting officer will secure the prisoners and notify the nearest police station. Upon return to the prison, the escorting officer will complete an incident report in accordance with Prison Procedure No. 18.

Head of Prison Department



Mr Somkol Sokhan

KINGDOM OF CAMBODIA

Ministry of Interior
General Direction of
Administration
Prisons Department

NATION RELIGION KING

PRISON PROCEDURE No. 24

Subject:	Prison Security
Reference:	Proclamation on Administration of Civilian Prisons - No. 217, 31 March 1998, Ministry of Interior, Article 3.
Date of Issue:	20.5.03
Date of next review:	12 months from issue.

1 Objective

To outline procedures for maintaining the general security of prisons and prisoners.

2 Scope

This procedure applies to all staff.

3 Preamble

3.1 Prison Officers are to maintain a high level of supervision and observation of prisoners at all times. Prison Officers are to look for and report any unusual or suspicious actions by prisoners.,

3.2 Prison Officers are to be alert at all times whilst on duty.

4 Procedure

4.1 Key and Lock Control

4.1.1 Prison Officers must ensure that prisoners do not have access to prison keys or locks at any time.

4.1.2 The Prison Chief will ensure that a Lock and Key Register (Attachment 24-i) is established and a Daily Lock and Key Issue Sheet (Attachment 24-ii) is maintained.

4.1.3 The Deputy Chief of Prison (Building Supervision) will maintain the Lock and Key Register.

4.1.4 The Deputy Chief of Prison (Building Supervision) will ensure that all locks and keys that are issued on a daily basis are registered in the Daily Lock and Key Issue Sheet.

- 4.1.5 Any keys issued to Prison Officers that are not required must be returned immediately to the Deputy Chief of Prison (Building Supervision).
- 4.1.6 The Deputy Chief of Prison (Building Supervision) must ensure that all keys are kept in a secure location that is inaccessible to prisoners. Duplicate keys are to be securely stored in a separate location.
- 4.1.7 Prison Officers must immediately report any lost or damaged key or lock to the Deputy Chief of Prison (Building Supervision).
- 4.1.8 The Prison Chief shall ensure that all locks are maintained in a useable condition and oiled regularly.

4.2 Prison Entry Security

4.2.1 Front Gate Prison Officers will ensure that:

- All persons wishing to enter or leave the prison are identified and authorised;
- All authorised low security prisoners are permitted outside the prison walls to work;
The prison gate remains secure at all times;
- The identities of all prisoners being admitted, discharged or on escort are recorded;
- All prisoners entering and leaving the prison are searched.

4.3 Movement control

4.3.1 The Deputy Chief of Prison (Security) will ensure that a Daily Prisoner Record Book is maintained and the following recorded:

- daily number of prisoner admissions, releases, transfers, and other movement to and from the prison recorded;
- the names of prisoners attending court;
- the names of prisoners in hospital;
the number and names of prisoners by cell location;
- the total number of prisoners;
- the names of prisoners allocated to work outside the prison and the name(s) and signature of officer(s) responsible;

4.3.2 Before a prisoner is taken outside the prison walls, the nominated Prison Officer must ensure that all the above details are recorded in the Prisoner Daily Record Book.

4.3.3 All escorts will be undertaken in accordance with the provisions of Prison Procedure No, 23.

4.3.4 The Prison Chief will check and sign the Daily Prisoner Record Book each day.

4.4 Tool Control

- 4.4.1 The Deputy Chief of Prison (Security) will ensure that all tools are issued with a serial no. and a register of tools is maintained. (Attachment 24-iii).
- 4.4.2 The Prison Chief is to ensure that all tools used in workshops, gardens and kitchens are securely stored when not being used.
- 4.4.3 The Deputy Chief of Prison (Security) will ensure that the issue of tools is recorded on the Daily Tools Issue Sheet (Attachment 24-iv) and that all issued tools are returned and accounted for at the end of each day.
- 4.4.4 Prison Officers who supervise prisoners in workshops, gardens and kitchens are to check the list of tools before giving any work tool to prisoners and then count and secure all tools at the conclusion of work, before allowing prisoners to leave the work area. Prison Officers are only to issue tools necessary for prisoners to do the work required.
- 4.4.5 In the event that a tool or tools are missing at the conclusion of work, the Deputy Chief of Prison (Security) will ensure that:
- Prisoners are not permitted to leave the work area
 - A thorough search of the work area and prisoners is carried out;
 - The Prison Chief is advised if the tool is not found.
- 4.4.6 Prison Officers must report any broken or damaged tools to the Prison Chief.
- 4.4.7 Tools that belong to a Prison Officer, may only be used in the prison with the approval of the Prison Chief

Head of Prison Department



Mr Somkol Sokhan

KINGDOM OF CAMBODIA

Ministry of Interior
General Direction of
Administration
Prisons Department

NATION RELIGION KING

PRISON PROCEDURE No. 25

Subject:	Radio Communication
Reference:	Proclamation on Administration of Civilian Prisons - No. 217, 31 March 1998, Ministry of interior.
Date of Issue:	20.5.03
Date of next review:	12 months from issue.

1 **Objective**

To outline procedures for the use of portable hand-held radios.

2 **Scope**

This procedure applies to all staff.

3 **Procedure**

- 3.1 The Prison Chief will ensure that the radio system and handheld radios are in operating order.
- 3.2 The Deputy Chief of Prison (Security) will be responsible for:
 - issue and recording of all handheld radios;
 - ensuring that the batteries are fully charged;
 - maintaining a Maintenance Register (Attachment 25-i) for each unit;
 - safe storage of the handheld radios when not in use;the return and re-issue of radios to following shifts.
- 3.3 The Deputy Chief of Prison (Security) will monitor ensure that all radio transmission is restricted to Prisons Department business.
- 3.4 When using radios, prison officers are to:
 - be brief;
 - be accurate;
 - transmit in slightly slower than normal speech;

- keep messages simple and explicit;
- hold the microphone approximately 2-4cm from the mouth when speaking;
not speak directly into the microphone – speak across the microphone;
not shout into the microphone as the message will become distorted and clarity will be lost.

3.5 All officers in receipt of radios will ensure the following:

- that batteries are fully charged;
- the radio is in good working order;
- test calls are conducted;

3.6 The Deputy Chief of Prison (Security) will ensure that upon receipt of an emergency transmission, all radio traffic is monitored and restricted to management of the emergency.

Head of Prison Department



Mr Somkol Sokhan

KINGDOM OF CAMBODIA

Ministry of interior
General Direction of
Administration
Prisons Department

NATION RELIGION KING

PRISON PROCEDURE No. 26

Subject:	Use of Prison Vehicles
Reference:	Proclamation on Administration of Civilian Prisons - No. 217, 31 March 1998, Ministry of Interior, Article 3 Sections 1 and 2
Date of Issue:	20.5.03
Date of next review:	12 months from issue.

1 Objective

To outline procedures for the use, control and maintenance of prison vehicles.

2 Scope

This procedure applies to all staff.

3 Preamble

- 3.1 Only authorised Prison Officers with a current driver's license are to drive prison vehicles.
- 3.2 Prison vehicles are only to be used for official Prisons Department business.
- 3.3 Prison staff are not permitted to drive Prison Department vehicles whilst under the influence of alcohol or medication.

4 Procedure

4.1 The Deputy Chief of Prison (Administration or Logistics) will ensure that:

- a record of all Departmental motor vehicles within the prison is maintained, detailing type, make, model and year of manufacture, condition and passenger capacity of the vehicle;
- all prison vehicles are serviced regularly and maintained in a roadworthy condition;
- all prison vehicles have current motor vehicle registration;
- all prison vehicles are housed in a secure area when not in use;
- a vehicle log is maintained for each vehicle;
- the vehicle log book is signed weekly.
- sufficient fuel is available.

- vehicles are used for authorised purposes only.
- prison vehicles are allocated on the basis of the priorities of prison business.

4.2 All prison staff using a Departmental vehicle will:

- Complete the Departmental Vehicle Log (Attachment 26-i) each time a vehicle is used;
- Check the vehicle prior to each use (eg tyres, fuel, oil, water and general condition);
- Report to the Deputy Chief of Prison (Administration or Logistics) any defects found;
- Drive the vehicle in a safe and proper manner.
- Not use a Departmental vehicle for private or unauthorised purposes.
- Ensure that the vehicle is cleaned after use.

4.3 If a prison vehicle is involved in an accident resulting in damage to the vehicle or injury to any person, the driver must:

Advise the local police;

- Advise the Prison Chief;

Complete a Vehicle Accident Report (Attachment 26-ii) and forward to the Prison Chief.

Head of Prison Department



Mr Somkol Sokhan

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Ministry of Interior
General Direction of
Administration
Prisons Department

NATION RELIGION KING

PRISON PROCEDURE No. 27

Subject:	Amnesty and Sentence Reduction
Reference:	Royal Decree No 28 Proclamation on Administration of Civilian Prisons - No. 217, 31 March 1998, Ministry of Interior, Article 4, Section 20, (a) and (b). Constitution of the Kingdom of Cambodia. UNTAC Law
Date of Issue:	20.5.03
Date of next review:	12 months from issue.

1 Objective

To outline procedures for applying for amnesty, sentence reduction and conditional release for sentenced prisoners.

2 Scope

This procedure applies to all staff and prisoners.

3 Preamble

3.1 Only sentenced prisoners will be eligible to be recommended for amnesty, sentence reduction or conditional release.

3.2 Prisoners who are sentenced for non-payment of compensation are not eligible for amnesty.

4 Procedure

4.1 Amnesty

4.1.1 The Constitution of the Kingdom of Cambodia gives the King the power to grant partial amnesty, by which a convict's sentence of imprisonment, or a complete amnesty, which sets aside a convict's sentence of imprisonment completely.

4.1.2 The Prison Chief will submit a list of sentenced prisoners recommending amnesty six (6) weeks prior to the following traditional feasts.

- Pisak Bochea
- Tang Tok

- Happy Khmer New Year.

4.1.3 The Prison Chief is to ensure that an assessment of the prisoner's behaviour and work performance and security rating accompanies the application.

4.1.4 The Prison Chief will ensure that all prisoners being recommended for Amnesty have served at least two thirds of a sentence or 15 years of a life imprisonment.

4.1.5 Amnesty, without a time limit, may be granted by the King to any prisoner who is:

- who is suffering from an incurable disease, or
- who is so ill or old that the prisoner is likely to die if he/she remains in prison.

4.1.6 In the case of 4.1.5 above, the application should include a report from the medical officer.

4.1.7 The Chief of National Correctional Centres will forward the amnesty list for Nationally convicted prisoners to the Head of Prisons and retain a copy at the Correctional Centre. Where a prisoner is convicted by a Provincial or Municipal Court, an amnesty list will be forwarded to the originating Provincial Municipal Court and a copy retained at the prison.

4.1.8 The Prisons Department shall forward the list of recommended prisoners to the Ministry of Justice.

4.2 Sentence Reduction

4.2.1 Prisoners who have served one third of their sentence or seven years of a life imprisonment may be recommended for sentence reduction. Prisoners with a previous criminal record will not be recommended for sentence reduction.

4.2.2 The Prison Chief will submit a list of sentenced prisoners recommending sentence reduction six (6) weeks prior to the following traditional feasts.

- Pisak Bochea
- Tang Tok
- Happy Khmer New Year.

4.2.3 A prisoner may only be granted a sentence reduction once each year.

4.2.4 The Prison Chief is to ensure that an assessment of the prisoner's behaviour and work performance and security rating accompanies the application.

4.2.5 The Chief of National Correctional Centres will forward the sentence reduction list for Nationally convicted prisoners to the Head of Prisons and retain a copy at the Correctional Centre.

4.2.6 Where a prisoner is convicted by a Provincial or Municipal Court, a sentence reduction list will be forwarded to the originating Provincial Municipal Court and a copy retained at the prison.

4.2.7 The Prisons Department shall forward the list of recommended prisoners to the Ministry of Justice.

4.2.8 The amount of sentence reduction to which eligible prisoners may be entitled is as

follows. For a sentence of imprisonment of:

- between 1 year and 10 years, may be reduced by 6 months;
- between 10 years and 15 years, may be reduced by 9 months;
- between 15 years and 20 years, may be reduced by 12 months;

4.2 Life imprisonment may be reduced for the first time to 20 years and such prisoners may be eligible for further sentence reduction.

Head of Prison Department



Mr Somkol Sokhan

KINGDOM OF CAMBODIA

Ministry of Interior
General Direction of
Administration
Prisons Department

NATION RELIGION KING

PRISON PROCEDURE No. 28

Subject:	Prisoner Release
Reference:	Proclamation on Administration of Civilian Prisons - No. 217, 31 March 1998, Ministry of Interior, Article 4, Section 4, (a) to (e).
Date of Issue:	20.5.03
Date of next review:	12 months from issue.

1 Objective

To outline procedures for the release of prisoners from prison.

2 Scope

This procedure applies to all staff

3 Procedure

3.1 The Prison Chief is to ensure that a prisoner is released immediately:

- upon completion of their sentence; or
- upon the granting of bail, conditional release; or
upon the granting of full reduction of sentence; or
- upon acquittal; or
- upon the granting of full amnesty.

3.2 Where a prisoner is incarcerated in a National Prison, a release order from the court is to be sent to the Prison Department for the preparation of release letter, which is to be signed by the Head of the Prisons Department.

3.3 Where a prisoner is incarcerated in a Municipal or Provincial Prison, a release order from the Prosecutor is to be sent to the Prison Chief.

3.4 The Prison Chief must provide one release letter to the prisoner being released and retain one release letter at the prison.

3.5 The Admissions and Discharge Officer will ensure the following:

- All of the prisoner's property is returned and accounted for in accordance with Prison

Procedure No. 14;

The prisoner is searched;

The prisoner's personal file is marked 'Released' and dated;

The prisoner is removed from the prison count and cell location book;

- 3.6 The Prison Chief will upon the release of a prisoner who has been in prison for a period exceeding one (1) year, will provide the prisoner with civilian clothing, shoes, Krama and up to 30,000 Riel for food and travel.
- 3.7 The Prison Chief is to ensure that where a prisoner is to be deported the prisoner is handed to the appropriate authority on the due date with the signed letter of authority from the relevant legally constituted court.

Head of Prison Department



Mr Somkol Sokhan

KINGDOM OF CAMBODIA

NATION RELIGION KING

Ministry of Interior
General Direction of
Administration
Prisons Department

PRISON PROCEDURE No. 29

Subject:	Official Prison Inspections
Reference:	Proclamation on Administration of Civilian Prisons - No. 217, 31 March 1998, Ministry of Interior Article 4, Section 26 (a) to (e)
Date of Issue:	20.5.03
Date of next review:	12 months from issue.

1 Objective

To outline procedures for facilitating official prison inspections.

2 Scope

This procedure applies to all staff.

3 Preamble

- 3.1 The inspection of prisons is carried out to ensure they are being properly administered and operated in accordance with the Constitution, Laws (which require the application of the Standard Minimum Rules for the Treatment of Prisoners), Decrees, Sub-decrees, Proclamations and Circulars.
- 3.2 The following persons and organisations are permitted access to prisons for purpose of inspection:
 - Representative of the King;
 - Member of the National Assembly;
 - Member of the Senate;
 - The Minister of Interior or representative;
 - The Minister of Justice or representative;
 - Judges and Prosecutors;
 - Provincial Governors;
 - Non-Government Organisations as approved by the Head of Prisons
 - Prisons Department officials;

4 Procedure

- 4.1 All of the above officials should give prior notification to the Head of the Prisons Department of an intention to visit a prison in order that appropriate arrangements can be made for their visit.
- 4.2 Following any inspection, the senior person of the inspection group should advise the Prison Chief of their findings, and where appropriate recommend any changes that may be required. A written report of those findings and recommendations should be forwarded to the Head of the Prisons Department.
- 4.3 Officials from Non-Government Organisations that provide support services to prisoners and prison administrators may inspect a prison with the prior authorisation of the Head of the Prisons Department.
- 4.4 All Non-Government Organisations wishing to inspect a prison will forward in writing to the Head of Prisons, a request that will contain the following details:
- Name of organisation and prison to be inspected;
 - Name of requesting person;
 - Purpose of the inspection;
 - Names of participants of inspection team;
 - Proposed dates and times of inspection;
 - Any special needs or requirements, eg interview of prisoner(s) and prison personnel, photographs, review of any specific records.
- 4.5 The Head of Prisons shall, upon receipt of the application, consider the application and respond to the Non-Government Organisation in writing of the decision.
- 4.6 The Head of Prisons may approve the request with special conditions, provisions and/or responsibilities.
- 4.7 In cases where a prisoner is to be interviewed, the prisoner shall be kept in sight by a prison officer at all times to ensure safety and security.
- 4.8 Inspection groups shall comply with the reasonable directions of Prison Officers or officials.
- 4.9 At any time a Prison Chief may temporarily remove a person whom they consider is creating, or may create, a safety or security risk to themselves or others within the prison. In such cases the Prison Chief shall immediately advise the Head of the Prisons Department and shall submit a written report within seven (7) days.
- 4.10 The Head of Prisons is the only person who may amend, cancel or suspend inspection visits by Non-Government Organisations.
- 4.11 The Prison Chief will ensure that:
- The identity of the person(s) authorised to inspect the prison is validated;
 - Appropriate security is provided for the duration of the inspection;

- Provide the necessary assistance to the inspection team to ensure compliance with the Head of Prison's authorisation.
- 4.12 The Head of prisons will arrange for each prison to be inspected on an annual basis by Prison Department Officials. Officials conducting such inspections are to submit a written report to the Head of Prisons Department within 3 working days of completing such inspections.

Head of Prison Department



Mr Somkol Sokhan

KINGDOM OF CAMBODIA

Ministry of Interior
General Direction of
Administration
Prisons Department

NATION RELIGION KING

PRISON PROCEDURE No. 30

Subject:	Staff Discipline
Reference:	Royal Decree 500/097 Sub-Decree No. 10 Proclamation on Administration of Civilian Prisons - No. 217, 31 March 1998, Ministry of Interior, Article 3, Section 5.
Date of Issue:	20.5.03
Date of next review:	12 months from issue.

1 Objective

To outline procedures for the administration of discipline for Prison Staff in accordance with the Disciplinary Procedures for Civil Servants (Appendix A)

2 Scope

This procedure applies to all staff.

3 Preamble

- 3.1 All Prison Officers working in the Prisons Department are under the direct supervision and control of and are directly responsible to the Prisons Department.
- 3.2 Prison Officers shall perform their prison duties to a standard that ensures the security of the prison and the safety and security of prisoners, other Prison Officers, and visitors to the prison.

4 Procedure

4.1 Prison Officers must not:

Use Prisons Department property or prisoners for private purposes without approval of the Prison Chief;

- Deliberately make a false or misleading statement or report about another officer, official, prisoner or other person;
- Deliberately damage, alter, misuse or remove any item of Government property;
- Accept or demand money or items or purchase any item from a prisoner or sell any item to a prisoner, without the approval of the Prison Chief;

- Use harsh or abusive language when speaking to prisoners, or threaten or humiliate prisoners;
- Discipline a prisoner, without the approval of the Prison Chief;
- Talk about prison security, operation or management with, or in the presence of prisoners;
- Keep any item confiscated from a prisoner or visitor;
- Leave unsecured, in any part of the prison, any item or piece of equipment which may be used by prisoners to disrupt the security and good order of the prison;
- Act in an irresponsible or negligent manner with property belonging to the Prisons Department or a prisoner;
- Fail to return any items of equipment issued to them in the course of their duties, or remove any key from a prison, or leave security keys unattended, or permit a prisoner to have a key, or fail to immediately report the loss of any key;
- Fail to report an incident or tell their Prison Chief of any information obtained in the course of their duties, which may affect the security and good order of the prison;
- Engage in any sexual activity with a prisoner;
- Fail to take reasonable action to prevent a prisoner from committing an offence or breach of Prison Procedure or rules;
- Be absent from their place of duty without the approval of the Prison Chief;
- Use a firearm in contravention of Prison Procedure No. 22.
- Provide a benefit to a prisoner, unless approved by the Prison Chief;
- ~~Due to negligence, corruption or intentional disregard of his or her duties allows any prisoner to escape from the prison or lawful custody;~~
Commit an act that violates the good order and security of the prison.
- Demand money or other items from the visitors
- Contravene any provision of the Law on Co-Status of Civil Servants of Kingdom of Cambodia

4.2 In the event that a prison staff member contravenes any of the above, the Prison Chief will:

- Request a report from the alleged offender and the relevant Deputy Chief of Prison;
- After consideration of the report, warn, reprimand or prosecute under the provisions of the Law on Co-Status of Civil Servants of Kingdom of Cambodia, or refer to the police;
- Document findings on the Report on Prison Officer (Attachment 30-i) and ensure that a copy of the report is placed on the persons file.
- Provide a report to the Head of Prisons.

- 4.3 Where a breach of discipline is committed by any prison staff member, the Disciplinary Procedure for Civil Servants (Sub-Decree 10) will be instituted.

Head of Prison Department



Mr Somkol Sokhan

KINGDOM OF CAMBODIA

Ministry of Interior
General Direction of
Administration
Prisons Department

NATION RELIGION KING

PRISON PROCEDURE No. 31

Subject:	Prison Rules
Reference:	Proclamation on Administration of Civilian Prisons - No. 217, 31 March 1998, Ministry of Interior, Article 3 Section 2.
Date of Issue:	20.5.03
Date of next review:	12 months from issue.

1 Objective

To outline procedures for amending and creating prison rules

2 Scope

This procedure applies to all staff.

3 Preamble

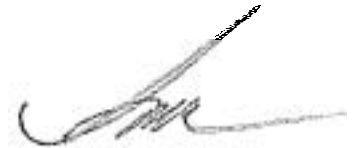
- 1 The Prison Chief shall be responsible for the drafting rules for the prison. Prison Rules must conform with the Constitution of Cambodia, Proclamation on Administration of Prisons, policies of the Ministry of the Interior and Prisons Department and Prison Procedures.

4 Procedure

- 4.1 The Prison Chief is to ensure that all prison rules are approved and signed by the Head of the Prisons Department before they are issued.
- 4.2 Whenever a new prison rule is drafted or amended the Prison Chief is to forward the rule with a recommendation for approval to the Head of the Prisons Department.
- 4.3 Whenever a prison rule is to be cancelled the Prison Chief shall forward the rule and a report stating why to the Head of the Prisons Department for consideration.
- 4.4 The Prisons Department must retain a copy of all Prison Rules for each prison
- 4.5 The Prison Chief is to ensure that all Prison Officers are informed of the contents of prison rules and that sufficient copies of the rules are made available in the prison. If the rule applies to prisoners or visitors, the Prison Chief is to ensure that all prisoners and visitors to the prison are informed of the rule if this does not jeopardise prison security.

- 4.6 The Prison Chief is to ensure that all Prison Officers are informed whenever a new rule is approved or a current rule is amended or cancelled.
- 4.7 Prison Chiefs are to ensure that when they write a Prison Rule, the rule:
- is reasonable and logical;
 - the format is the consistent with Prison Procedures;
 - allows for local conditions;
 - contains the name of the rule, the name of the prison and the date when any rule is approved. .
 - Contains the signature of the Prison Chief and the Head of Prisons.

Head of Prison Department



Mr Somkol Sokhan

KINGDOM OF CAMBODIA

Ministry of Interior
General Direction of
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Prisons Department

NATION RELIGION KING

PRISON PROCEDURE No. 32

Subject:	Prison Rosters
Reference:	Proclamation on Administration of Civilian Prisons - No. 217, 31 March 1998, Ministry of Interior, Article 3, Sections 1 and 3.
Date of Issue:	20.5.03
Date of next review:	12 months from issue.

1 Objective

To provide procedures and guidelines for the preparation and implementation of prison rosters

2 Scope

This procedure applies to all staff.

3 Preamble

3.1 The principles of dynamic security will be applied when rostering staff. These are:

- Flexible and proactive rostering;
No fixed posts;
- Proactive management of prisoners

3.2 Prison rosters must provide for the efficient and effective allocation of prison officers over a twenty four (24) hours period seven (7) days per week on a rotating basis.

4 Procedure

4.1 The Deputy Chief of Prison (Administration) will ensure that:

- A rotating roster is prepared which contains officers names and shifts to be worked and displayed in a place that is accessible to all staff;
- The appropriate number of staff are rostered on duty over a 24 hour period to satisfy the security requirements of the prison.
- The appropriate number of female staff are rostered to supervise female prisoners;
- Each prison officer has four (4) days off in each fortnightly period;
- Each prison officer works an eight (8) hour shift ten (10) days each fortnight;

- 4.2 Prison Officers seeking a change of shift will request permission from the Prison Chief.
- 4.3 In the event that the prison experiences a shortage of staff for any reason and which affects the security of the Prison, the Prison Chief may request assistance from the Provincial or Police Commissioner to provide external security for the prison.
- 4.4 It is the responsibility of prison officers to ascertain their rostered shifts. Prison officers who do not commence their shift without an adequate reason (ie illness) will be subjected to disciplinary action in accordance with Prison Procedure No 30.

Head of Prison Department



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NATION RELIGION KING

PRISON PROCEDURE No. 33

Subject:	Prison Routine
Reference:	Proclamation on Administration of Civilian Prisons - No. 217, 31 March 1998, Ministry of Interior, Article 3, Section 2.
Date of Issue:	20.5.03
Date of next review:	12 months from issue.

1 Objective

To provide guidance on the design and operation of prison routines.

2 Scope

This procedure applies to all staff and prisoners.

3 Preamble

- 3.1 Prison routines will vary from prison to prison due to size, mix of prisoner population, location, security classifications of prisoners, work availability for prisoners, number of visitors and climate.

4 Procedure

- 4.1 The prison routine must meet the needs of the prison and include:

- Meals;
- Ablutions;
- Visits;
- Work;
- Prisoner education programs;
- Prisoner rehabilitation programs;
- Medical treatment;
- Recreation.

- 4.2 The Prison Chief will ensure that all prisoners receive their minimum out of cells time in accordance with Prison Procedure No. 2 (Classification).

4.3 The Prison Chief will ensure that the prison routine is documented as follows:

- Unlock times;
- Lockup times;
- Meal times;
- Medical visits;
- Visit days and times;
- Prisoner work times;
- Prisoner educational and vocational training;
- Prisoner recreation times;
- Prisoner ablutions;
- Cell checks and inspections;

Head of Prison Department



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NATION RELIGION KING

PRISON PROCEDURE No. 34

Subject:	Pregnant Women and Children in Prison
Reference:	Sub-Decree 11, Articles 6, 9, 10 & 13 Proclamation on Administration of Civilian Prisons - No. 217, 31 March 1998, Ministry of Interior, Article 4, Section 18 (a) to (c) Prison Health Manual
Date of Issue:	20.5.03
Date of next review:	12 months from issue.

1 Objective

To provide procedures for the management and care of pregnant women and their children in prison.

2 Scope

This procedure applies to all staff.

3 Preamble

- 3.1 Opportunities will be provided for a mother to exercise and develop her parental responsibilities, duties and skills to maximise the potential for the child's proper development and reduce the likelihood of the mother re-offending.
- 3.2 Children may live with their mother in prison until they are six year of age when it is considered that it is in the best interest of the child.

4 Procedure

- 4.1 The Prison Chief must ensure that appropriate measures are taken to ensure the health and welfare of a prisoner and child during pregnancy, and during and after childbirth. This includes:
 - A balanced diet (including when breastfeeding);
 - Medical assistance;
 - Opportunity to give birth in hospital;
 - Appropriate clothing for the baby.

- 4.2 The Prison Health Worker must monitor a pregnant prisoner's health monthly during the first trimester, fortnightly during the second trimester and weekly during the third trimester. Any serious medical concerns will be reported to the Prison Chief who must ensure that medical treatment is provided when necessary.
- 4.3 Pregnant women will not be directed to work two (2) months prior to and three (3) months post delivery.
- 4.4 When a prisoner gives birth inside the prison, a Prison Health Worker will attend the birth.
- 4.5 If a prisoner gives birth inside the prison the place of birth shall not be recorded as a prison on the child's registration of birth.
- 4.6 While a child or children are accommodated with the mother in prison the mother is responsible for the care and safety of such children.
- 4.7 When allocating work duties, the Prison Chief will ensure that the children's mother has sufficient time to adequately provide for the care and safety of the child/ren.
- 4.8 The Prison Chief will ensure that children residing in prison are provided with:
- Medical care in accordance with the Prison Health Manual;
 - Suitable clothing;
 - Balanced diet;
 - Opportunities for physical and educational development;
- 4.9 The Prison Chief will liaise with **Non-Government Organisations and relevant Ministries** to facilitate the requirements as per Para 4.8 above.
- 4.10 When a prisoner is unable to adequately care for her child/ren in the prison for any reason, the Prison Chief, after making reasonable efforts to assist the prisoner in giving adequate care, must arrange with the appropriate Ministry or family member, for the children's care outside the prison.
- 4.11 In the event that a child is removed from the prison, the Prison Chief will provide a comprehensive report to the Head of the Prisons Department.
- 4.12 A child **accommodated** in the prison may **leave** and return to the prison with the approval of the Prison Chief in **the** company of an approved person. Every effort will be made to ensure that the child has regular contact **with** family members.
- 4.13 Children of prisoners may be searched by a female Prison Officer or Health Care Provider in the company of their mother.
- 4.14 When a child reaches the age of 6 years, the Prison Chief will facilitate the removal of that child from the prison. A suitable care provider will be nominated in consultation with the mother and family members and/or relevant Ministry representatives.

4.15 In the event of a child dying while accommodated in the prison, the Prison Chief will act in accordance with Prison Procedure No. 20.

Head of Prison Department



Mr Somkol Sokhan

KINGDOM OF CAMBODIA

NATION RELIGION KING

Ministry of Interior
General Direction of
Administration
Prisons Department

PRISON PROCEDURE No. 35

Subject:	Media Contact
Reference:	Proclamation on Administration of Civilian Prisons - No. 217, 31 March 1998, Ministry of Interior
Date of Issue:	20.5.03
Date of next review:	12 months from issue.

1 Objective

To outline procedures for contact with the media.

2 Scope

This procedure applies to all staff and sentenced prisoners.

3 Preamble

- 3.1 No information, or access to the prison or prisoners is to be provided to any person employed in the media without prior approval from the Head of the Prisons Department.
- 3.2 Access by the media to remand prisoners will not be permitted.

4 Procedure

- 4.1 The Prison Chief will forward all requests from the media for access to or information concerning the Prisons Department, prison or prisoners to the Head of the Prisons Department.
- 4.2 The Prison Chief will initiate disciplinary action in accordance with Procedure No. 30 if a Prison Officer knowingly provides access to or information concerning the Prisons Department, prison or prisoner to a member of the media without prior approval from the Head of the Prisons Department.
- 4.3 If approval is provided by the Head of the Prison Department for a Prison Officer to be interviewed by the media, he/she will not provide any information that may compromise the security of the prison, discuss any specific prisoner or prisoner's case, or comment on prison policy.
- 4.4 The Prison Chief will not permit the photographing of any prisoner by the media that will identify him/her without the authority of the Head of Prisons.

- 4.5 The Prison Chief will ensure that prisoner interviews with the media will be conducted in the presence of his/her lawyer if possible.

Head of Prison Department



Mr Somkol Sokhan

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Ministry of Interior
General Direction of
Administration
Prisons Department

NATION RELIGION

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PRISON PROCEDURE No. 36

Subject:	Prison Officer Training and Development
Reference:	Proclamation on Administration of Civilian Prisons - No. 217, 31 March 1998, Ministry of Interior, Article 3 Section 2 (a) to (e)
Date of Issue:	20.5.03
Date of next review:	12 months from issue.

1 Objective

To outline procedures and guidelines for the training and development of Prison Officers.

2 Scope

This procedure applies to all staff.

3 Preamble

- 3.1 The Prison Chief will ensure that all Prison Officers are provided with the appropriate training and development opportunities to maintain the skills and knowledge necessary to undertake their daily duties in an efficient and effective manner.

4 Procedure

- 4.1 The Prison Chief will ensure that all new staff undergo an orientation program to familiarise them with the Prison, Prakas, Prison Procedures, Prison Rules and the Prison Routine.
- 4.2 The Prison Chief will ensure that all staff receive regular updates with regard to new procedures, revised procedures and new laws which impact upon prison operation.
- 4.3 The Deputy Chief of Prison (Administration) will maintain records of all training conducted at the prison, which shall include:
- Type of training;
 - Date of training;
 - Duration of training;
 - Name of trainer;
 - Names of participants.

- 4.4 The Prison Chief will ensure that the information as per Para 4.3 above is included in the Monthly Prison Activity Report in accordance with Procedure No. 38.
- 4.5 In the event that the Prison Chief considers that there are additional or specific training needs, he/she will forward a request to the Head of Prisons Department.
- 4.6 The Prison Chief will ensure that all staff receive regular physical fitness training (eg martial arts).
- 4.7 Non-Government Organisations who wish to provide staff training, will forward a request to the Head of Prisons Department, outlining:
- Name of organisation;
 - The syllabus;
 - Date of training;
 - Duration of training;
 - Resources required.

Head of Prison Department



Mr Somkol Sokhan

KINGDOM OF CAMBODIA

Ministry of interior
General Direction of
Administration
Prisons Department

NATION RELIGION KING

PRISON PROCEDURE No. 37

Subject:	Prison Trust Account
Reference:	Proclamation on Administration of Civilian Prisons - No. 217, 31 March 1998, Ministry of Interior, Article 3, Section I. Prisons Department Strategic Plan, 2003-2007 Prisons Department Rehabilitation Policy
Date of Issue:	20.5.03
Date of next review:	12 months from issue.

1 Objective

To outline procedures for the withdrawal, receipt and recording of Prison Trust Account Monies.

2 Scope

This procedure applies to all staff.

3 Preamble

- 3.1 The Prison Trust Account is to be used for the purpose of developing and sustaining Prison Industries in order to provide meaningful work for prisoners, supplement prison incomes and provide improved prisoner nutrition.
- 3.2 Money from the Prison Trust Bank Account must only be used to purchase raw materials, goods, livestock and feed, seeds or plants or to repair or maintain equipment or machinery used for the production of goods or items.

4 Procedure

- 4.1 A Bank Account is to be opened on behalf of each prison entitled the Prison Trust Account. At least two signatories are to authorise the withdrawal of money from the Prison Trust Bank Account. Authorised persons are the Head of the Prisons Department and the Prison Chief.
- 4.2 The Prison Chief will submit an application to the Head of the Prisons Department requesting funds for industry activities in accordance with the Prison's Prison Industry Plan. The application must state the purpose, quantity and estimated cost of the goods or materials, in addition to the projected income, sustainability and viability of the activity (Attachment 37-i).
- 4.3 Upon receipt of approval from the Head of the Prisons Department, the Prison Chief will:

- Facilitate the ordering of the requested goods/materials by the Deputy Chief of Prison (Administration & Logistics);
Obtain an invoice/statement from the supplier;
 - Submit the invoice/statement to the Head of Prisons Department for withdrawal of monies from the Prison Trust Account;
 - Upon receipt of monies, pay the supplier;
 - Obtain receipt for payment and delivery/pick up of goods and forward to the Head of Prisons Department.
- 4.4 The Deputy Chief of Prison (Administration) will ensure that any money received on behalf of the Prison for the sale of finished goods or products made or produced by the prison must be paid into the Prison Trust Bank Account and recorded in the Monthly Prison Activity Report in accordance with Prison Procedure No. 38.
- 4.5 A receipt must be obtained from the purchaser for the sale of goods or. The receipt is to be submitted to the Head of the Prisons Department with the money to be deposited into the Prison Trust Bank Account.
- 4.6 Details of produce grown by prison industries and supplied to the prison kitchen will be included in the Monthly Prison Activity Report in accordance with Prison Procedure No 38.
- 4 A total of **25% of the profit derived from the sale of goods produced by the prison** may be withdrawn from the Prison Trust Bank Account to provide payments to prisoners employed in prison industries. A minimum of 1000 Riels to a maximum of 2000 Riel is to be paid to a prisoner for each day the prisoner is working and the amount recorded on the Prisoner Wages Register (Attachment 37-ii). Prison Industry wages will be returned to the prisoner upon release. A prisoner may only draw on prison industry wages prior to release with the approval of the Prison Chief. In the event of a prisoner's escape all monies held on behalf of the prisoner are to be paid back into the Prison Trust Bank Account. In the event that a prisoner dies in custody all monies held on behalf of the prisoner may be used for payment for the funeral.
- 4.8 A total of 25% of the profit derived from the sale of goods produced by the prison may be withdrawn from the Prison Trust Account to supplement prison operating costs as determined by the Head of Prisons Department. See example below:

Prison receives an order to make 10 wooden beds. Agreed price is 40,000 Riels per bed. Total 400,000 Riels	
Prison buys timber and nails at a cost of 200,000 Riels.	
Cost of miscellaneous items including transport 30,000 Riels.	
Labour not costed.	
Cost of beds	230,000 Riels
Sale of beds	400,000 Riels
Profit	170,000 Riels
Therefore 42,500 Riels (25% of the profit) can be used to pay prisoners making the beds and 42,500 Riels used to offset operating costs of the prison. The remaining 85,000 Riels (50% of the profit) is available as capital for other industry requirements.	

- 4.9 The Prison Chief is to record all transaction's in the Prison Trust Account ledger (Attachment 37-iii). The Prison Trust Account ledger is to be secured by the Prison Chief at the prison and can be used to confirm Prison Trust Bank Account transactions are correct.
- 4.10 The maximum amount that may be withdrawn by each prison in any one day from the Prison Trust Bank Account is 500,000 Riels. However a special request for larger amounts may be forwarded to the Head of Prisons for consideration, with appropriate justification.

Head of Prison Department



Mr Somkol Sokhan

KINGDOM OF CAMBODIA

Ministry of Interior
General Direction of
Administration
Prisons Department

NATION RELIGION KING

PRISON PROCEDURE No. 38

Subject:	Monthly Prison Activity Rep
Reference:	Proclamation on Administration of Civilian Prisons - No 217, 31 March 1998, Ministry of Interior, Article 3, Section 1
Date of Issue:	20.5.03
Date of next review:	12 months from issue.

1 Objective

To outline procedures for the regular submission of reports on prison activities.

2 Scope

This procedure applies to all staff.

3 Preamble

- 3.1 The Monthly Prison Activity Report provides statistical and performance information to assist in the budget and planning process for the Prisons Department.

4 Procedure

- 4.1 The Prison Chief will complete the Monthly Prison Activity Report (Attachment 38-I) for the preceding month and ensure that it is forwarded to the Head of Prisons within seven (7) days of the completion of the month.
- 4.2 Provincial/Municipal Prison Chiefs will, in addition to the above, forward a copy of the Monthly Prison Activity Report to the Second Deputy Governor.
- 4.3 The Prison Chief will compile an Annual Report based on the Monthly Prison Activity Report and forward as per Paras 4.1 and 4.2 above.

Head of Prison Department



Mr Somkol Sokhan

Ministry of Interior
General Department of Prison

KINGDOM OF CAMBODIA
Nation Religion King

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Subject:	PRISON INDUSTRY AND FARMING	Prison Procedure No. ##
Prakas:	217 dated 31/03/1998 Article 4.15 & 4.19 on the work and programs for prisoners	
Date of Issue:	2008	
Date of next review:	(12 months hence)	

1. OBJECTIVE

To manage productive work at the Correctional Centers and Provincial/Municipal prisons in a transparent way in order to effectively enhance the quality of implementing prisoner rehabilitation program whilst protecting the interests of staff and prisoners who participate in vocational training by developing labour skills that can be used in the community.

2. SCOPE

This procedure applies to all prison staff and prisoners.

3. PREAMBLE

- 3.1 Prisoners are provided with the opportunity to develop skills to utilise in the labour market upon release from prison.
- 3.2 Prison guards must respect prisoner human rights and ensure appropriate working conditions for prisoners in prison industry and farming.
- 3.3 Prison Industry must have staff with expertise in managing and supervising work activity to reflect standards of good practice.
- 3.4 General income to support the living condition and prison operational cost.

4. PROCEDURE

- 4.1 All convicted prisoners under age of 60 years must participate in rehabilitation programs. All convicted prisoners over the age of 60 years may participate on a voluntary basis.
- 4.2 All Correctional Centers and Provincial/Municipal Prisons (if applicable) must:

Develop a plan for prison industry and farming and ensure the appropriate resources for providing employment to prisoners.

Develop mechanisms for managing prison industry and farming and nominate staff to be in charge for prison industry and farming

- Nominate a Deputy Chief to lead the employment and establish mechanisms for managing prison industry and farming.
- Use the prisoner committee to assist to facilitate security and safety in implementing prison industry and farming program.
- Establish a reporting system from bottom up through the prisoner committee.
- Establish contact with garment factory or local enterprise to be able to explore the appropriate industry for the prison to provide opportunities for the current labour market and the practical needs of prisoners returning to the local area.
- Develop and implement a manual to control the quality of the products.
- Ensure safety and welfare standards in employment of prison industry and farming.
- Establish an accounting system to appropriately manage income and expense of prison industry and farming.
- Meet regularly with garment factory/ enterprise/ prison staff & prisoners involved in industry to be able to review and develop new plans.

4.3 Staff in charge of the prison office of corrections must ensure:

- Mechanisms are implemented by deploying an officer in charge for each section in conjunction with the prisoner committee to manage prison industry and farming.
- To provide a daily report on the productive work and other needs related to prison industry and farming.
- That a schedule for renovation and maintenance of infrastructure and machines of prison industry and farming is established.
- That opportunity will also be provided to prisoners participating in prison routines such as cooking, hygiene, renovation, maintenance, education, vocation skills for them to increase skills as notified in the procedure 11 and 33.
- To coordinate with NGOs and service providers to provide the education and vocation skills following the rehabilitation programs in the Correctional Centers and Municipal/Provincial prisons.
- A schedule is developed for prisoners in prison industry and farming to have a rest period during the day and a weekend rest day.

4.4 Working conditions

Responsible officer must inform and instruct the prisoner about rights and obligations of employment before being allowed to work in prison industry and farming:

- The prisoner must work a minimum of 6 hours per day including travel back and forth to workplace but this excludes a lunch break
- Work days are between Monday and Friday with one extra day scheduled for work meeting. For those working in services and farming, work during

weekends or holidays may be necessary and this time of working is classed as a usual working day

- The prisoner is permitted to have a day off work based on an appropriate request. For example, sickness, in hospital, attending court.
- The prisoner is allowed visits with family and the lawyer during employment hours without cutting the daily wage.
- Prisoners who have chronic sickness or mental disorders as instructed by medical staff are not required to work.

4.5 Income from Prison Industry and Farming

The income earned from prison industry and farming is divided into four distributions:

- To support the staff and prisoners directly involved in the production work including prisoners who provide daily services is allocated 60%.
- As reward and incentive for prisoners who present with good achievement in employment is allocated 10%.
- To support daily prison operation is allocated 10%.
- To support for the expansion of industry and farming included to Provincial Municipal is 14% and 6% for administration service.

4.6 Prisoner are not allowed to work due to reasons below

- Not satisfactory behaviour toward work
- Physical strength and skill not appropriate to work
- Failure to work
- Careless or fail to respect/follow the safety procedures during work
- Lazy and incompetent

These prisoners will not be allowed to work for a period of 2 weeks or until the prisoner committee reviews their behaviour and considers it appropriate for them to return back to work.

4.7 Transfer and Release

Prison staff in charge of a group of prisoners employed in prison industry and farming shall prepare the audit of individual prisoner wages 3 days before prisoner transfer or release. Staff shall report details to the Deputy Chief, the Chief of Office and the Chief of Section. From date of notification until date of transfer or release the prisoner will receive wage based on daily rate.

4.8 Safety and health standards

- The staff in charge must inform the prisoner of rights and obligations in regards to safety and health standards as part of the induction to work.
- Staff shall provide training on the safety and health standards to the prisoner at the commencement of employment.
- Staff in charge must record details in the prisoner file for those trained

- Staff must record and report about incidents or accidents that occur in the workplace.

4.9 Staff in charge of prison industry and farming shall have the following tasks

- Inform new prisoners of rights, obligations and standards about prison industry and farming.
- Establish and maintain employment and vocation training register
Participate in assessment with prisoner committee to ensure that prison industry and farming meet requirements of prisoner
- To provide comments on the opportunities for prisoners to develop other skills.
- To inform/introduce internal rules such as no smoking areas, restricted areas, time prisoner parade come together, time for parade, area for parade, time for breaks, time for lunch.
Record and maintain a register of working hours and rate of prisoner wage.
- Maintain register for income and expense of individual prisoner;

Phnom Penh dated 31 March 2008

General Director

G. Heng Hak