

Office: LA UNION PROVINCIAL JAIL
Service: Handling of visitors
Who may avail the service: Immediate family members of the inmate, relatives and friends
Service Schedule: Tuesdays to Thursdays 8:00AM-5:00PM (allowed visiting time 10 minutes only)
 Saturdays and Sundays 9:00AM-4:00PM (allowed visiting time 9AM-4PM)
Requirement/s: Valid Identification Card
Fee/s: None
Service Duration: 14 minutes and 30 seconds

How to avail of the service:

STEP	CLIENT	ACTION OFFICER	DURATION OF ACTIVITY	PERSON-IN-CHARGE	FEES	FORM
1	Visitor will present a valid ID	Validate ID, interview visitor, log the required information and stamp visitor.	1 minute	Shift-in-Charge/Sergeant of the Guards	None	Logbook
2	Submit self for inspection of personal belongings	Search and inspect the personal belongings of the visitor or any item intended to the inmate and check the presence of contraband. Items considered as contraband will be temporarily kept at the Information Desk and to be returned after the termination of the visit.	3 minutes	Shift-in-Charge/Sergeant of the Guards or Post 1 Guard	None	
	During Saturdays and Sundays: Listen in the briefing on the conduct of the strip body search and undergo strip body search	Explain strip search procedure. Conduct strip search procedure in an enclosed open space.	30 seconds 5-10 minutes	Shift-in-Charge/Sergeant of the Guards Lady Guard for female visitor/Male guard for male visitor	None	

		<ol style="list-style-type: none"> 1. Direct the visitor to remove his/her clothing and hand it to the searcher for inspection; 2. Clothing must be examined by touch; 3. Hold his/her hand in front of his/her body with fingers spread; 4. Turn his/her hands over showing the officer each side; 5. Raise his/her arms over head allowing the officer to view the visitor's underarm; 6. Shake out his/her hair; 7. Have the subject lift his/her feet so that the soles and spaces between toes can be examined carefully; <p>After completion of the search, the officer shall return the clothing to the subject and allow the subject to redress.</p>				
3	<p>Tuesdays- Thursdays: Proceed to the visitors area.</p> <p>Note: Ten (10) minutes will be given to the visitor and to the inmate being visited</p>	Monitor and supervise the visitor with the inmate imposing the 10 minutes allowable time	10 minutes	Shift-in-Charge/Sergeant of the Guard	None	

	<p>During Saturdays and Sundays: Proceed to the detention Cell</p> <p>Note: Allowed time is from 9:00AM to 4:00PM only</p>	Allow visitor to enter the detention cell of the inmate to be visited.	420 minutes	Shift-in-Charge/Sergeant of the Guard	None	
4	Proceed to the exit and present stamp for verification.	Log the time out of the visitor	30 seconds	Shift-in-Charge/Sergeant of the Guard	None	Logbook
End of Transaction						

Allowable period for extension due to unusual circumstances:

10-15 minutes if two (2) or more visitors are logged at the same time

Service: Issuance of Certificate of Detention
Who may avail the service: Inmate, family of the inmate, counsel, Philippine National Police or other lawful agencies
Service Schedule: Monday-Friday 8:00AM-5:00PM
Requirement/s: Verbal/written request
Fee/s: None
Service Duration: 30 minutes

How to avail the service:

STEP	CLIENT	ACTION OFFICER	DURATION OF ACTIVITY	PERSON-IN-CHARGE	FEES	FORM
1	Accomplish and Submit Certification of Detention Request Form	Receive accomplished request form	1-2 minutes	Administrative Officer/Records Officer	None	Certification of Detention Request Form
2	Proceed to waiting area and wait for name to be called.	Verification of inmates' record as to the following: -Date of Commitment/release -Crime charge/Criminal Case No. -Court	10-15 minutes	Administrative Officer/Records Officer	None	
3		Prepare and endorse the approval of Certificate of Detention.	7-10 minutes	Administrative Officer/Records Officer	None	Certificate of Detention
4		Approve Certificate of Detention	2 minutes	Provincial Jail Warden	None	Certificate of Detention
5	Receive Certificate of Detention	Release Certificate of Detention to requesting party	30 seconds to 1 minute	Acting Record Officer	None	Certificate of Detention
End of Transaction						

Allowable period for extension due to unusual circumstances: 20-30 minutes for files/record kept number of years ago
 Two or more requests

Service: Releasing an inmate
Who may avail the service: Family or counsel of inmate/s due for release; inmate to be released
Service Schedule: Monday-Friday 8:00AM-5:00PM
Requirement/s: Release Order issued by the concerned court, Certificate of Non-Pending Case/Court Clearance
Fee/s: None
Service Duration: 46 minutes and 30 seconds
How to avail of the service:

STEP	CLIENT	ACTION OFFICER	DURATION OF ACTIVITY	PERSON-IN-CHARGE	FEES	FORM
1	Present pertinent documents for release	Receive pertinent documents for the release of an inmate/s and endorse to the Administrative Division.	30 seconds	Shift-in-Charge/Sergeant of the Guards	None	Release Order Certificate of Non-pending Case/Court Clearance
2		Receive, review and process documents for the release of the inmates. Prepare Certificate of Discharge and Inmate's Property Receipt Form, if any.	10-15 minutes	Administrative Officer/Records Officer	None	Certificate of Discharge
3	Inmate is escorted to the jail clinic for physical assessment	Conduct physical assessment and evaluation of the inmate.	5-10 minutes	Jail Nurse	None	Inmate's Health Form
4	Proceed to the waiting area for the Certificate of Discharge	Process and recommend approval of the Certificate of Discharge.	5 minutes	Records Officer Sergeant of the Guards/ Shift-in-Charge	None	Certificate of Discharge
5		Approve and signs the Certificate of Discharge/ release of the inmate.	5 minutes	Provincial Jail Warden	None	Certificate of Discharge

6	Receives the Certificate of Discharge. Immediate family members will affix his/her signature on the Certificate of Discharge signifying that he duly received the inmate in good physical condition.	Release the inmate to his/her immediate family. Log the needed details and release the inmate.	5-10 minutes	Shift-in-Charge/ Sergeant of the Guard on Duty/ Records Officer	None	Certificate of Discharge/ Logbook
End of Transaction						

Allowable period for extension due to unusual circumstances:

Service: Receiving an inmate
Who may avail the service: Philippine National Police, Philippine Drug Enforcement Agency and other lawful agencies, incoming inmate
Service Schedule: Monday to Sunday (24 hours)
Requirement/s: Commitment Order issued by a competent court
 Medical Certificate taken within 24 hours prior admission
Fee/s: None
Service Duration: 12 minutes for committing entities;
 60 minutes for the incoming inmate

How to avail of the service:

STEP	CLIENT	ACTION OFFICER	DURATION OF ACTIVITY	PERSON-IN-CHARGE	FEEES	FORM
1	Committing entity presents pertinent documents	Receive pertinent documents for the commitment of an inmate/s and endorse to the Administrative Division	30 seconds	Shift-in-Charge/Sergeant of the Guards	None	Commitment Order Medical Certificate
2		Receive and review pertinent documents for commitment and record entry of incoming prisoner.	30 seconds	Records Officer	None	Commitment Order Medical Certificate
3	Escorts incoming inmate to the jail clinic for physical examination	Conduct physical assessment and evaluation	10 minutes	Jail Nurse	None	Medical Certificate Inmate's Health Form
4	Committing entity receives the copy of pertinent documents and leave.	Return the receiving copy to the client after the physical assessment and evaluation of the inmate	1 minute	Records Officer	None	

5	Incoming inmate undergo the jail booking process	Booking of prisoner -Accomplish the Jail Booking Sheet; -Photograph and take fingerprint profile; -Check for any birthmarks, tattoos and notable scars; -Facilitate the signing of the Detainee's Manifestation and appraise the inmate of the provisions of Art 29 of the RPC as amended by RA No. 10592. -Preparation of Inmate's Property Receipt Form, if any	15-20 minutes	Administrative Staff/ Administrative Officer/ Records Officer	None	Jail Booking Sheet Detainee's Manifestation
6	Incoming inmate undergo orientation on jail rules and regulations	Orientation of jail rules and regulation. Assign a detention cell for the newly committed inmate. Endorsement of the Jail Booking Sheet for approval of the Provincial Jail Warden.	20 minutes	Assistant Provincial Jail Warden	None	Inmate Orientation Sheet
7	Proceed to the designated detention cell	Review and approval for the commitment of the new inmate	10 minutes	Provincial Jail Warden	None	Jail Booking Sheet

Allowable period for extension due to unusual circumstances: 15 – 20 minutes extension in case of two or more inmates are being committed

