

A Prison Evaluation Checklist for Post-Conflict Settings



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Introduction

This prison evaluation tool has been developed under the auspices of the Global Focal Point for the Police, Justice and Corrections Areas in the Rule of Law in Post-conflict and other Crisis Situations. It can be used not only to establish a baseline, but also to facilitate the periodic evaluation of prison systems in post-conflict settings. It incorporates a methodology for the collection of essential information on the operational, managerial and administrative aspects of a prison system, and for the assessment of compliance with key international norms and standards, in particular the Standard Minimum Rules for the Treatment of Prisonersⁱ. By highlighting areas requiring immediate attention and support, the use of this tool may contribute to national priority setting in the immediate aftermath of conflict, help inform and prioritize international assistance programmes and monitor respective progress over time.

This checklist has been specifically developed for use in post-conflict settingsⁱⁱ. Designed to be a practical, ready-to-use tool in a checklist format, it focuses on data that is relatively easily accessible. In order to promote its use by national authorities and to gather relevant information within a short time-frame under challenging circumstances, the methodology for collecting information is deliberately limited to observations during prison visits and interviews mainly with prison staff and prisoners.

Unlike other tools, the Prison Evaluation Checklist does not include public and expert surveys or other more elaborate means of evaluation. It is therefore not intended to replace the need for more comprehensive assessments of prison systems, which should take place at the earliest possible stage of United Nations involvement, utilizing tools specifically designed for this purpose, in particular the UNODC Criminal Justice Assessment Toolkitⁱⁱⁱ and the United Nations Rule of Law Indicators^{iv}. However, the use of this checklist can complement and be used alongside other more comprehensive assessment and measuring efforts.

How to Use This Checklist

This checklist is designed to be used by United Nations personnel, preferably on an annual basis, in collaboration with the national prison authorities, in particular the unit in charge of administrative inspections/internal auditing. Other resident United Nations entities with expertise in the field of prison management and reform should be invited to participate in the evaluation, as appropriate. The responsibility for undertaking regular evaluations should progressively be assumed by national authorities.

The checklist consists of two parts: (i) A form for individual prisons (Template 1) and (ii) A form on the prison system as a whole (Template 2). The essential principles under each thematic category are drawn from relevant international standards and best practices and should serve as guidance to the user on the overall objective of prison reform in each thematic area.

United Nations personnel, together with national counterparts, may evaluate individual prisons using **Template 1** through visits to the prison and interviews with the prison director and prison staff. Upon approval by the national authorities, users are encouraged to take photographs of the prison facilities to illustrate the state of the prison and rehabilitation facilities.^v These photographs, a map of the prison, if available, and any other supporting documents should be attached to the completed Template 1. If an area within the prison facility cannot be visited, this should be duly noted. Compliance with the respective standard/best practice should then be evaluated by surveying prison staff with regard to prison procedures and by verifying information

with groups of prisoners^{vi} and/or the families of prisoners, ex-prisoners, human rights and inspection bodies as well as relevant NGOs, if possible. When interviewing prisoners, utmost care must be taken not to generate individual expectations or to put them at risk. When completing the section on health/mental health, the team should, where feasible, include a medical officer.

Template 2 provides the outline for a report on the prison system as a whole. In addition to a table for general information on the prison system, it comprises two parts:

- 1) Part I requires the user to evaluate the policy, legislative and regulatory framework as well as the institutional organization of the prison system. This should be undertaken in collaboration with representatives from the national prison administration's headquarters.
- 2) Part II should be completed by summarizing the findings of evaluating individual prisons in each of the corresponding categories in template 1 (e.g. infrastructure, staff, finance and budgeting, etc.). Users should highlight which categories need urgent attention throughout the country, describing which key requirements are not met in most prisons. Users should also highlight particularly urgent needs in specific prisons. The completed forms on all individual prisons, as well as pictures taken during the evaluation visits, as applicable, should be attached.

The report should identify potential partners to provide the resources and expertise required to address the issues identified in its findings, as needed, as well as appropriate follow-up mechanisms. It may be shared with other relevant international stakeholders, subject to approval by the relevant national authorities.

Both templates may be adjusted to the prevailing circumstances of the host country, bearing in mind that the requirements represent the minimum conditions, which are deemed acceptable by the United Nations.

ⁱ Other international principles, standards and norms relevant for the management of prisons and the treatment of prisoners include: the UN Declaration of Human Rights (1948); the UN Declaration on the Protection of All Persons from Being Subjected to Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment (1975); the UN Safeguards Guaranteeing Protection of the Rights of Those Facing the Death Penalty (1966); the Code of Conduct for Law Enforcement Officials (1979); the Standard Minimum Rules for the Administration of Juvenile Justice (1985); the Body of Principles for the Protection of All Persons under Any Form of Detention or Imprisonment (1988); the Basic Principles for the Treatment of Prisoners (1990); the UN Guidelines for the Prevention of Juvenile Delinquency (1990); the Basic Principles on the Use of Force and Firearms by Law Enforcement Officials (1990); the UN Rules for the Protection of Juveniles Deprived of their Liberty (1990); the International Code of Conduct for Public Officials (1996); the UN Guidelines for Action on Children in the Criminal Justice System (1997); the UN Principles on the Effective Investigation and Documentation of Torture and Other Cruel, Inhuman or Degrading Treatment or Punishment (2000); and the UN Rules for the Treatment of Women Prisoners and Non-custodial Measure for Women Offenders (2010).

ⁱⁱ Note (DPKO): This checklist should be used as a technical tool, which may be developed into official guidance provided by the Departments of Peacekeeping Operations (DPKO) and Field Support (DFS) upon finalization of a pilot phase.'

ⁱⁱⁱ Available at <http://www.unodc.org/unodc/en/justice-and-prison-reform/Criminal-Justice-Toolkit.html> The Criminal Justice Assessment Toolkit is a standardized and cross-referenced set of practical tools designed to enable United Nations agencies, government officials engaged in criminal justice reform, as well as other organizations and individuals to conduct comprehensive assessments of criminal justice systems; to identify areas of technical assistance; to assist agencies in the design of interventions that integrate United Nations standards and norms on crime prevention and criminal justice; and to assist in training on these issues.

^{iv} Available at http://www.un.org/en/events/peacekeepersday/2011/publications/un_rule_of_law_indicators.pdf. This tool is designed to assess the police, justice and corrections sectors against a range of indicators with regard to performance, integrity, transparency, accountability and the treatment of members of vulnerable groups, including through the use of surveys.

^v Taking into consideration the DPKO/DFS/DPA Guidelines on the Taking and Publication of Images of Persons in Custody, available at: <http://peacekeepingresourcehub.unlb.org/PBPS/Pages/Public/viewdocument.aspx?id=2&docid=1440>.

^{vi} It is recommended that United Nations personnel not seek or hold private, individual interviews with prisoners. Private interviews generate expectations, and some information given by a prisoner may put him or her at risk. Information about matters such as treatment and application of safeguards in practice should be sought from alternative sources.

Template 1

*[Insert national flag or logo of the national prison service and/or of the United Nations]**

Evaluation of the Prison in [...]

[Insert date]

Reporting Period: from JJ/MM/YY to JJ/MM/YY

This checklist evaluates the prison in [...] against key provisions in relevant international standards and good practice in order to provide accurate and up-to-date information on the needs of the prison as well as to highlight areas requiring attention, assistance and support. The results of this review are supposed to contribute to national priority setting and to inform international assistance programmes.

Rating system:

Yes	In place/fully implemented
Mostly	Mostly in place/partially implemented (please provide explanation)
Partially	Partially in place/partially implemented (please provide explanation)
No	Not in place/not implemented (please describe corrective action or make recommendations)

..... NAME Prison Director NAME OF THE PRISON* Name Job title UNITED NATIONS MISSION/AGENCY*
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* Depending on whether this checklist is used for prison evaluations undertaken by United Nations personnel without direct involvement of national counterparts, together with national authorities, or by the national prison service without the involvement of the United Nations.

General Information on the Prison

Budget, Capacity and Occupancy <i>[include date]</i>			
Budget allocated to the prison (in US\$) and percentage of the national budget for prisons	<i>no.</i>	%	
Official capacity and number of prisoners ²	<i>no.</i>	<i>no.</i>	
Overall occupancy rate ³	%		
Official capacity for adult male prisoners and number/percentage of adult male among all prisoners	<i>no.</i>	<i>no.</i>	%
Occupancy rate (adult male prisoners)	%		
Official capacity for adult women prisoners and number/percentage of women among all prisoners	<i>no.</i>	<i>no.</i>	%
Occupancy rate (adult women prisoners)	%		
Official capacity for children (under age of 18) and number/percentage of children among all prisoners	<i>no.</i>	<i>no.</i>	%
Occupancy rate (children – under the age of 18 years)	%		
Official capacity for girls and number/percentage of girls among children in prison	<i>no.</i>	<i>no.</i>	%
Prison Population <i>[include date]</i>			
Number and percentage of convicted among all prisoners	<i>no.</i>	%	
Number and percentage of pre-trial detainees among all prisoners ⁴	<i>no.</i>	%	
Average time spent in custody of pre-trial detainees (calculated for the period of the past year)	<i>weeks/months</i>		
Number and percentage of prisoners (among all) held without commitment order	<i>no.</i>	%	
Number and percentage of prisoners (among all) with mental disabilities	<i>no.</i>	%	
Number of women in pre-trial detention and percentage of women among pre-trial detainees	<i>no.</i>	%	
Number of children in pre-trial detention and percentage of children among pre-trial detainees	<i>no.</i>	%	
Number of children accompanying a parent in prison facilities	<i>no.</i>		
Space Allocation <i>[include date]</i>			
Total cell space (all cells combined – measured wall-to-wall)	<i>m²</i>		
Average cell space per prisoner	<i>m²</i>		
Prison Staff and Prisoner/Staff Ratio <i>[include date]</i>			
Total number of prison officers (including administrative, specialized and support staff)	<i>no.</i>		
Total number of health/medical staff	<i>no.</i>		
Total number of operational/security officers	<i>no.</i>		
Ratio of prisoners per operational/security officers	<i>X / 1 staff</i>		
Total number and percentage of staff that have received prison-specific induction training	<i>no.</i>	%	
Number/percentage of specialized staff (registrars, medical, etc.) that has received specialized training	<i>no.</i>	%	
Total number and percentage of literate among all staff	<i>no.</i>	%	
Safety and Health			
Number of prisoner deaths during the reporting period	<i>no.</i>		
Number of prisoner injuries requiring medical attention during the reporting period	<i>no.</i>		
Number of prisoner illnesses requiring medical attention during the reporting period	<i>no.</i>		
Basic Needs and Sanitation			
Average number of meals per prisoner per day	<i>no.</i>		
Total number of toilet facilities and number of prisoners per toilet	<i>no.</i>	<i>no.</i>	
Total number of shower and bathing facilities and number of prisoners per shower	<i>no.</i>	<i>no.</i>	

² The term 'prisoner' refers to all persons held in the prison, including adults and children, during the investigation of a crime, while awaiting trial, after conviction and before sentencing, and after sentencing.

³ The occupancy rate is determined by calculating the ratio of the number of prisoners present on a given day to the number of places specified by the official capacity.

⁴ The term 'detainee' is used for prisoners for which a final judicial decision has not yet been made.

Overview

[Please provide a brief narrative of the state of the prison and its most urgent needs. If a similar assessment has been conducted before, please refer to earlier reports and assess progress over time.]

Evaluation of the prison in [...]

Key Requirements as per International Standards and Best Practice	Rating (Yes, Mostly, Partially, or No)	Explanatory Comments <i>Please provide further explanatory comments, in particular in case of partial implementation of a requirement</i>	Strategies <i>Please describe corrective strategies and any action under way; in case of no such action or if corrective strategies are insufficient, please provide a recommendation</i>
Prison Infrastructure			
Essential Principle			
<ul style="list-style-type: none"> Prison premises and processes shall meet requirements of security, safety, sanitation, cleanliness, and suitability for detention and imprisonment. 			
1			
2			
3			
4			
5			
Prison Staff			
Essential Principles			
<ul style="list-style-type: none"> Prison services should be systematically developed with a view to sustaining and improving prison staff capacity in line with the specific skills required of a prison officer. Capacity-building measures for women staff should include access to senior positions with key responsibility for the development of policies and strategies. 			
6			
7			
8			
9			
10			
11			
12			

⁵ While the appropriate amount of space cannot be assessed by a simple measure of space alone, the International Committee of the Red Cross recommends these specifications as the minimum space needed for a prisoner to sleep undisturbed, store personal property and move around (for further details, see: International Committee of the Red Cross (2012): Water, Sanitation, Hygiene and Habitat in Prisons – Supplementary Guidance, chapter 3. Living Quarters and Capacity).

13	Prison staff are provided with a sufficient supply of uniforms.			
Finance and Budgeting				
Essential Principles				
<ul style="list-style-type: none"> The basic expenses of prisons should be covered by the state budget at all times, including staff wages and those expenses required to address the basic needs of prisoners. Adequate accounting should be maintained by trained staff to record prison expenses and inform future budgets. 				
14	The prison administration has sufficient funds at all times for paying staff wages and food, drinking water and medical supplies for all prisoners.			
15	The prison comprises of adequate budgeting and accounting expertise.			
16	Planned expenses are matched by planned income and the director of the prison regularly reports to the national headquarters about expenses against budgeted funds.			
17	If the overall budget is insufficient, initiatives are in place to generate extra-budgetary financial and non-financial resources for the prison (e.g. agricultural projects, prison industries, etc.).			
Admission				
Essential Principles				
<ul style="list-style-type: none"> No person must be deprived of his or her liberty unlawfully or arbitrarily. Prisons should have in place effective administrative policies and systems for the admission of prisoners and the management of prisoner files. Different categories of prisoners should be kept in separate institutions or parts of institutions. 				
18	All individuals are received in prison with a valid commitment order.			
19	Prisoners are provided, at their time of admission, with information about the regulations, which apply to them, including on their rights and obligations, complaints and disciplinary procedures.			
20	A detailed file is kept of all prisoners, including identity information and information related to the prisoner's detention or imprisonment (admission date, expected release date, next court date, etc.).			
22	Prisoners are classified and separated according to sex, age, criminal record, legal reason for their detention, security categorization and necessities of their treatment.			
Basic Needs, Sanitation and Hygiene				
Essential Principle				
<ul style="list-style-type: none"> The prison system shall not aggravate the suffering inherent to depriving individuals from their liberty. 				
22	The prison administration provides prisoners with food of wholesome quality and sufficient nutritional value.			
23	Clean drinking water is available to prisoners whenever needed.			
24	Prisoners are allowed to receive food from their visitors.			
25	All parts of the prison are properly maintained and kept clean.			
26	Every prisoner is provided with clean bedding and clothing.			

27	Toilets are working, clean and accessible whenever needed.			
28	Adequate bathing or shower installations are in place and accessible as frequently as necessary for general hygiene considering the prevalent climate, but at a minimum once a week.			
29	Prisoners are provided with water and with such toilet articles as are necessary for health, cleanliness and proper care of hair, teeth, and body.			
30	Every prisoner who is not employed in outdoor work is permitted at least one hour in the open air daily and allowed to exercise.			

Health Services

Essential Principles

- All prisoners should have access to the health services available in the community without discrimination on the grounds of their legal situation ('equivalence of care').
- Prison authorities shall assume the responsibility to promote the physical and mental health and well-being of prisoners in close collaboration with national health authorities.

31	The prison administration maintains medical files of all prisoners separately from the general files (e.g. in a health centre) as well as a record of illnesses and number and causes of deaths in custody.			
32	As soon as possible upon admission, all prisoners are given a medical examination by a physician or a fully qualified nurse.			
33	Qualified healthcare staff visits all prisoners in need of medical attention on a daily basis.			
34	Every prisoner has access to qualified specialist health care, including dental and psychiatric care.			
35	Healthcare services are provided free of charge.			
36	No medical test is performed without the consent of the prisoner.			
37	Sufficient medical supplies are available in the prison, and are administered in line with national health policies.			
38	Qualified healthcare personnel regularly inspect the suitability of food, hygiene, drinking water, cleanliness, sanitation, heating, lighting, ventilation, clothing, bedding and opportunities for exercise.			
39	The special health needs of women, children, babies and the elderly are provided for.			
40	Sick prisoners who cannot be treated in the prison are transferred to a civilian hospital or a specialist prison hospital.			
41	Terminally ill prisoners are granted compassionate release if respective support in the family or community is available.			

Security, Order and Discipline

Essential Principles

- All prisoners are to be treated with respect for the inherent dignity and value of the human person.
- Discipline and order shall be maintained with firmness, but with fairness and in accordance with stipulated and clear rules and regulations.
- Prison management and staff should implement a healthy balance between positive encouragement and discipline.

42	There is a privilege system in place to encourage good conduct, develop a sense of responsibility, and secure the interest of prisoners.			
43	Disciplinary punishment is executed in accordance with the law, prison regulations and standing orders defining: <ul style="list-style-type: none"> • The conduct constituting a disciplinary offence; • The types and duration of punishment that may be inflicted; • The authority competent to impose such punishment. 			
44	There is no corporal punishment, punishment by placing in a dark cell, or any other form of inhuman or degrading treatment or punishment.			
45	The use of solitary confinement as a disciplinary punishment is a measure of last resort and, if imposed, is applied for as short a time as possible. It is not used in the case of children in prison, pregnant women, women with infants and breastfeeding mothers, or prisoners with mental disabilities.			
46	No prisoner is subjected to disciplinary procedure unless he or she has been informed of the alleged offence and given a proper opportunity to present a defense.			
47	Prisoners who are subject to disciplinary action have the possibility to appeal to a higher authority.			
48	No prisoner is punished twice for the same offence.			
49	No prisoner is employed in any disciplinary capacity or is allowed to have coercive power over other prisoners.			
50	The use of force by prison officers is governed by prison regulations and/or standing orders.			
51	Staff performing duties which bring them into direct contact with prisoners are not armed.			
52	Instruments of restraint, including, but not limited to, handcuffs and strait-jackets, are never used as punishment.			
53	Chains or irons are not used as instruments of restraint.			
54	The use of other instruments of restraint are governed by prison regulations and/or standing orders, and are only used to: <ul style="list-style-type: none"> • Prevent escape during a transfer; • On medical grounds by direction of the medical officer; • By order of the prison director if other methods of control fail to prevent a prisoner from injuring him/herself or others. 			
55	Vehicles used for the transfer or transport of prisoners are in well-maintained condition, including sufficient ventilation and light.			

Prisoner Complaints, Inspections and Investigations

Essential Principles

- Prisoners should be able to resort to a set of formal and open procedures for complaints, without any fear of recrimination and in confidentiality, if so requested.
- No exceptional circumstances whatsoever may be invoked as a justification of torture and other cruel, inhuman or degrading treatment or punishment. Prison administrations

and other competent bodies are required to initiate prompt and impartial investigations whenever it appears that an act of torture or other ill-treatment has been committed.				
56	Prison regulations and legislation are widely available to prison staff and prisoners.			
57	Prisoners have the opportunity to make requests or complaints, on a regular basis, to the Prison Director or the officer representing the Director, including against prison staff.			
58	Prisoners are allowed to make a request or complaint, without censorship, to national judicial or other appropriate authorities.			
59	Every request or complaint is properly dealt with and replied to without undue delay, and in confidentiality, if so requested.			
60	Effective mechanisms are in place to prevent retaliation against prisoners who make requests or complaints.			
61	All cases of escapes, attempted escapes, riots, and serious disturbances are duly recorded and investigated.			
62	Prisons are inspected regularly by qualified and experienced inspectors from a competent authority separate from the prison administration.			
63	Other relevant organizations (e.g. the International Committee of the Red Cross or designated civil society organizations, as applicable) are allowed to regularly visit the prison to monitor the human rights situation.			
64	Prisoners have the right to communicate freely and confidentially with inspectors.			
65	The recommendations resulting from inspections and investigations are properly recorded and followed-up on.			
66	A thorough, prompt and impartial investigation of all deaths in detention and all suspected cases of torture and other ill-treatment in prisons is conducted.			

Prison Work and Rehabilitation Programmes

Essential Principles

- The purpose of a prison regime is to support prisoners in leading law-abiding and self-supporting lives after their release.
- Work should be assigned, and other rehabilitative services should be offered, to prisoners based on an individualized assessment of their capacities, needs and dispositions.
- The organization and methods of work should resemble those of similar work outside of the institutions as closely as possible.
- Recreational and cultural activities should be offered in prison for the benefit of the physical and mental health of prisoners.

67	All sentenced prisoners are required to work, subject to their physical and mental fitness as determined by the institutions' medical/health service.			
68	Prisoners do not perform work of an afflictive nature. Work conditions are safe, and do not constitute any health risks.			
69	Working prisoners have at least one rest day a week and sufficient time for education and other activities.			
70	Inmate work aims at preparing the prisoners' ability to lead self-supporting lives after their release.			
71	Working prisoners receive equitable remuneration for the work they perform.			

71	Prisoners are allowed to spend at least part of their earnings on approved articles for their own use and to send part of their earnings to their family.			
72	The prison offers vocational training for prisoners, and efforts are made to encourage prisoners to participate in such vocational training activities.			
73	Where possible, the prison offers farming facilities and/or animal husbandry.			
74	All prisoners have access to education (including literacy programs), which is integrated, into the regular educational system of the respective country to the maximum extent possible.			
75	The necessary funds, equipment, and teaching staff are available to enable educational programs, and efforts are made to encourage participation.			
76	Recreational and cultural activities are offered to inmates on a regular basis.			
77	Education of children and illiterate prisoners is compulsory.			
78	All prisoners have access to a library within the institution, which is adequately stocked with both recreational and instructional books.			
79	Prisoners have access to a qualified representative of their religion and to books of religious observance and instruction.			
80	Community agencies are enlisted to assist the staff of the institution in the task of supporting the rehabilitation and reintegration of prisoners.			

Contact With the Outside World

Essential Principles

- The treatment of prisoners shall emphasize not their exclusion from the community, but their continuing part in it.
- Special attention shall be paid to the maintenance and improvement of relations between prisoners and their family, which are desirable in the best interest of both.
- No one shall be subject to arbitrary interference with his or her privacy, family or correspondence.

81	Taking into account their individual preference, prisoners are kept in prisons reasonably near their place of residence or place of social rehabilitation.			
82	Prisoners are able to promptly contact their person of choice to inform him/her about their detention and the place of detention, including, in the case of foreign prisoners, diplomatic and consular representatives.			
83	All prisoners have the possibility to receive visits and to correspond with any person of their choice, subject only to conditions established by law. Visits are sufficiently frequent and of reasonable length.			
84	Prisoners are allowed to use official telephones, under appropriate supervision, to contact family and friends.			
85	Assistance is provided to illiterate prisoners to write and read correspondence.			
86	Prisoners are informed promptly of the death or serious illness of any near relative. The closest relative or any other designated person is informed immediately of the transfer, death, injury, or any serious illness of a prisoner.			
87	Correspondence and visits with legal representatives are unrestricted and confidential.			

Pre-Trial Detention (as applicable)

Essential Principle

- Pre-trial detainees are presumed to be innocent, and should therefore benefit from a special regime while in detention.

88	Pre-trial detainees are detained in separate prisons or in entirely separate blocks from convicted prisoners. Children in pre-trial detention are detained separate from adult pre-trial detainees.			
89	Upon admission, pre-trial detainees are allowed to immediately inform their family of their detention.			
90	Pre-trial detainees are granted access to their legal counsel without delay.			
91	Pre-trial detainees who cannot afford a lawyer have access to free legal aid, and are informed of respective mechanisms by prison staff.			
92	Pre-trial detainees are offered the opportunity to work and are paid accordingly, but are not required to do so.			
93	Pre-trial detainees are allowed to be visited and treated by their own doctor and/or dentist at their own expense.			
94	Pre-trial detainees are allowed to wear their own clothing or different prison uniforms from convicted prisoners.			
95	Pre-trial detainees are allowed to have food procured from the outside at their own expense via the prison administration or their family/friends.			

Women Prisoners (as applicable)

Essential Principles

- The treatment and services made available to women prisoners and girls in prison should reflect their distinctive and gender-specific needs.
- Prison administrators should develop and implement clear policies and regulations on the conduct of prison staff aimed at protecting women prisoners and girls in prison from any gender-based discrimination, physical, sexual or verbal violence, abuse and harassment.
- Decisions on whether to allow children to stay with their mothers in prisons are based on the best interest of the child.

96	Men and women are detained in separate prisons or entirely separate blocks.			
97	Women prisoners are attended and supervised only by women officers. The parts within the prisons set aside for women are under the authority of women officers.			
98	All staff assigned to work with women prisoners receive training relating to the gender-specific needs of women prisoners, including women's (mental) health.			
99	No male staff is allowed to enter the parts within the prisons set aside for women, unless accompanied by a woman officer.			
100	Women prisoners have access to work programmes and vocational training, which take account of gender-specific needs.			
101	Women prisoners who have psycho-social support needs have access to appropriate services, in particular in case of prior mental or sexual abuse.			
102	Prisons have facilities for pre-natal and post-natal care and treatment.			

103	Provisions are taken for children to be born outside prisons. If a child is born in any prison, this fact is not recorded on the birth certificate.			
104	Women prisoners' contact with their families, in particular children, is facilitated by all reasonable means and takes place in a friendly environment, which allows for open contact between mother and child.			
105	The special hygiene and health needs of women are adequately provided for, including sanitary towels provided free of charge.			
106	A women physician/nurse is available for medical treatment or examinations of women prisoners upon request.			
107	Discipline and punishment takes into account the specific needs and vulnerabilities of women, in particular the following: <ul style="list-style-type: none"> • Disciplinary sanctions for women prisoners exclude a prohibition of family contact, especially with children; • Close confinement or disciplinary segregation as a punishment are not applied to pregnant women, women with infants and nursing mothers; • Instruments of restraint are never used on pregnant women. 			
Detained or Imprisoned Children (as applicable)				
Essential Principles				
<ul style="list-style-type: none"> • A child is every person under the age of 18. The age limit below which a child must not be deprived of his or her liberty should be determined by law. • The deprivation of liberty of children should be a measure of last resort, and be applied only for the minimum necessary time period. • If detained or imprisoned, children must be protected from violence, harmful influences and risk situations. The best interest of the child should always be of paramount importance. 				
108	Children are detained in a separate prison or in an entirely separate block from adult prisoners. Girls are separated from boys.			
109	Measures are taken to protect children (deprived of their liberty) from all forms of physical, sexual or mental violence, injury or abuse, neglect, maltreatment and exploitation.			
110	Children (deprived of their liberty) are never subjected to solitary confinement or corporal punishment.			
111	All children of compulsory school age attend education programmes delivered by qualified teachers, which are integrated with the education system of the country.			
112	All children above compulsory school age who wish to continue their education are permitted and encouraged to do so.			
113	All children have access to suitable vocational training and equitably remunerated work, whereby all protective standards concerning child labor and young workers apply.			
114	All children receive physical and recreational training during the period of exercise in the open air, weather permitting, for at least one hour per day.			

Prisoners with Mental disabilities (as applicable)

Essential Principle

- Prison staff should be made aware of the special needs of prisoners with mental disabilities, and ensure that they are provided with appropriate support.

115	Prisoners diagnosed with serious or acute mental illness are relocated to appropriate health institutions promptly.			
116	Other cases of mentally unstable prisoners are put under special supervision of a trained medical officer.			
117	The prison's healthcare service provides for emergency psychiatric treatment by qualified healthcare staff for those in need.			

Other Comments

In the space below, please provide any other observations or comments not referred to in this template.

Summary of Findings and Recommendations

[Please provide a summary of the state of the prison highlighting its most urgent needs. If a similar assessment has been conducted before, please refer to earlier reports and assess progress over time.]

Template 2

*[Insert national flag or logo of the national prison service and/or of the United Nations]**
]

Evaluation of the Prison Administration in [...]

Report

[Insert date]

Reporting Period: from JJ/MM/YY to JJ/MM/YY

This report is based on information gathered in individual prisons throughout *[country]* and provides information on the central prison administration. It provides up-to-date information on needs and highlights areas requiring attention, assistance and support, thereby contributing to national priority setting and informing international assistance programmes.

Rating system:

Yes	In place/fully implemented
Mostly	Mostly in place/partially implemented (please provide explanation)
Partially	Partially in place/partially implemented (please provide explanation)
No	Not in place/not implemented (please describe corrective action or make recommendations)

..... NAME Head of Prison Administration NAME OF THE PRISON Name Job title UNITED NATIONS AGENCY
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* Depending on whether this tool is used for prison evaluations undertaken by United Nations personnel without direct involvement of national counterparts, together with national authorities, or by national authorities without the involvement of the United Nations.

General Information on the Prison System

Budget, Capacity and Occupancy Rate <i>[include date]</i>		
Total budget allocated for the prison service (in US\$) and percentage of overall national budget	<i>no.</i>	%
Total number of prisons ⁷ excluding police detention facilities	<i>no.</i>	
Total national prisoner capacity of the national prison system and total number of prisoners	<i>no.</i>	<i>no.</i>
Ratio of prisoners per capita	<i>X / 100,000</i>	
Overall Prison Population <i>[include date]</i>		
Total number and percentage of convicted among all prisoners	<i>no.</i>	%
Number and percentage of pre-trial detainees ⁸ among all prisoners	<i>no.</i>	<i>no.</i>
Average time spent in custody of pre-trial detainees calculated over the period of the last year	<i>weeks/months</i>	
Number and percentage of prisoners held without commitment order among all prisoners	<i>no.</i>	%
Number and percentage of women among prisoners	<i>no.</i>	%
Number of women in pre-trial detention and percentage of women among pre-trial detainees	<i>no.</i>	%
Number and percentage (among all) of mentally-ill prisoners	<i>no.</i>	%
Number and percentage of children (under the age of 18) among all prisoners	<i>no.</i>	%
Number and percentage of girls among children in prison	<i>no.</i>	%
Number and percentage of children among pre-trial prisoners	<i>no.</i>	%
Number of children accompanying a parent in prison facilities	<i>no.</i>	
Space Allocation		
Total cell space (all prisons combined – measured wall-to-wall)*	<i>m²</i>	
Average cell space per prisoner*	<i>m²</i>	
Prison Staff and Prisoner/Staff Ratio <i>[include date]</i>		
Total number of prison officers (including administrative, specialized and support staff)	<i>no.</i>	
Total number of health/medical staff	<i>no.</i>	
Total number of operational/security officers	<i>no.</i>	
Ratio of prisoners per operational/security officer	<i>X / 1 staff</i>	
Total number and percentage of staff among all prison officers that have received specialized training	<i>no.</i>	%
Number and percentage of specialized staff (registrars, medical, special interventions, etc.) that have received specialized training among all prison officers	<i>no.</i>	%
Total number and percentage of literate staff	<i>no.</i>	%
Safety and Health		
Number of prisoner deaths during the reporting period	<i>no.</i>	
Number of prisoner injuries requiring medical attention during the reporting period	<i>no.</i>	
Number of prisoner illnesses requiring medical attention during the reporting period	<i>no.</i>	
Basic Needs and Sanitation		
Average number of meals per prisoner per day*	<i>no.</i>	
Number of toilet facilities and ratio per prisoner*	<i>no.</i>	%
Ratio of shower and bathing facilities per prisoner*	<i>no.</i>	

⁷ The term “prison” refers to all institutions under the authority of the prison administration where persons are deprived of their liberty. These may include penal, correctional and psychiatric institutions, and may be either publicly or privately financed.

⁸ The term ‘detainee’ is used for prisoners for which a final judicial decision has not yet been made.

* Please refer to individual prison evaluations for details, as this data may vary significantly from prison to prison.

Part I: Evaluation of the Central Prison Administration in [country]

Key Requirements as per International Standards and Best Practice	Rating (Yes, Mostly, Partially, No)	Explanatory Comments <i>Please provide further explanatory comments, in particular in case of partial adherence to a requirement</i>	Strategies <i>Please describe corrective strategies and action under way: in case of no such action or where corrective strategies are insufficient, please provide a recommendation</i>
Legal and Policy Framework			
Essential Principle			
<ul style="list-style-type: none"> A legal and policy framework, based on principles of fairness and non-discrimination as well as in recognition of the rights and interests of prisoners, should be an integral part of the functioning of a prison system. 			
A	A legal framework in the form of relevant national laws (Prison Act, Probation Act, Criminal Code, Criminal Procedure Code, etc.) is in place.		
B	A code of conduct as well as accountability procedures for prison staff are in place.		
C	A statement of purpose/mission is in place for the prison service, which is understood by all staff.		
D	Prison regulations and/or standard operating procedures are in place which provide practical guidance on key issues in accordance with primary legislation, including, at a minimum, admission, classification, visits, complaint mechanisms, inspection and monitoring, use of force by prison officers, disciplinary offences and punishment, health/medical services and prison work.		
E	A classification system is in place which divides prisoners into different classes based on their sex, age, criminal record, legal reason for their detention, security categorization, capacities, individual needs and dispositions in order to provide for their safe custody and for individualized treatment.		
Finance and Budgeting			
Essential Principles			
<ul style="list-style-type: none"> The national budget of a country should allocate adequate funds for covering the expenses of its prison system. The basic expenses of prisons should be covered at all times, including staff wages and those expenses required to address the basic needs of prisoners. Adequate accounting, both at the regional and national level, should be maintained by trained staff to record prison expenses and inform future budgets 			
F	The prison administration has sufficient funds at all times for paying staff wages and food, drinking water and medical supplies for all prisoners, as well as all other operational costs.		
G	The central prison administration comprises of adequate budgeting and accounting expertise (proper record of the prisons' expenses, development of accurate and realistic budgets, etc.).		
H	The national prison budget is balanced (planned expenses are		

	covered by planned income).			
I	Prisons in urban and rural areas are equally considered in the context of budgetary allocations.			
J	If the national budget is insufficient, the central prison administration promotes initiatives to generate extra-budgetary resources, such as agricultural projects, prison industries, etc.			
K	Prison directors report to the central prison administration regularly about expenses against budgeted funds and shortcomings in the budget.			

Complaints, Investigation, and Inspections

Essential Principles

- Prisoners should be able to resort to a set of formal and open procedures for complaints, without any fear of recrimination and in confidentiality, if so requested.
- No exceptional circumstances whatsoever may be invoked as a justification of torture and other cruel, inhuman or degrading treatment or punishment. Prison administrations and other competent bodies are required to initiate prompt and impartial investigations whenever it appears that an act of torture or other ill-treatment has been committed.

L	The central prison administration exercises effective control, oversight and accountability over all prisons and prison staff (monitoring/reporting, internal audit system and/or regular visits of the director and/or his or her representative to individual prisons).			
M	Effective mechanisms are in place that allow the central prison administration to receive requests and complaints from prisoners in anonymity.			
N	The central prison administration has a complete record of recommendations resulting from inspections and investigations, including respective follow-up measures.			
O	The central prison administration initiates thorough, prompt and impartial investigation of all cases of death in detention and all suspected cases of torture and other ill-treatment.			
P	Investigators involved in alleged cases of torture or other ill-treatment are independent of the suspected perpetrators or the agency they serve.			

Prison Work, Rehabilitation and Reintegration Programmes

Essential Principles

- The purpose of a prison regime is to support prisoners in leading law-abiding and self-supporting lives after their release.
- Work should be assigned, and other rehabilitative services should be offered, to prisoners based on an individualized assessment of their capacities, needs, and dispositions.
- The organization and methods of work should resemble those of similar work outside institutions as closely as possible.
- Recreational and cultural activities should be offered in prison for the benefit of the physical and mental health of prisoners.

Q	The central prison administration is engaged in efforts to establish or strengthen cooperation schemes with line ministries relevant for the rehabilitation and social reintegration of prisoners (Health, Social Affairs, Education, Labor/Work, etc.).			
R	Community agencies are enlisted wherever possible, to assist the staff of the institution in the task of supporting the rehabilitation and			

	social rehabilitation of prisoners.			
S	The prison administration operates programmes aimed at preparing prisoners for their release and facilitating their reintegration.			
Human Resources				
Essential Principles				
	<ul style="list-style-type: none"> Prison services should be systematically developed with a view to sustaining and improving prison staff capacity in line with the specific skills required of a prison officer. Staff should be trained as prison personnel when they initiate their duties, and throughout their tenure. Staff should endeavor to establish a positive atmosphere in their professional relationship with prisoners. Women staff should receive equal access to training and career opportunities as male staff. Capacity-building measures for women staff should include access to senior positions with key responsibility for the development of policies and strategies. 			
T	The administration of the prison service is civilian.			
U	The prison administration provides for the careful selection and recruitment of every grade of the personnel with regard to integrity, humanity, professional capacity and personal suitability.			
V	All personnel are appointed on a full-time basis as professional prison officers and have civil service status, with security of tenure subject only to good conduct, efficiency, effectiveness, integrity and physical fitness.			
W	The prison administration encompasses a sufficient number of female officers.			
X	Staff wages are adequate and paid on time.			
Y	<p>A training curriculum specific to prison personnel is available and implemented, which includes both obligatory entry-level training for newly recruited staff and in-service training courses, the latter being offered at regular intervals. These training courses include:</p> <ul style="list-style-type: none"> Prison security Ethical standards Social reintegration Incident management Human rights in prisons Interpersonal skills First aid 			
Z	<p>Specialized training is available for officers that work in special sections or in particular functions, including on:</p> <ul style="list-style-type: none"> Health Prisoner file management Treatment of children, women and other groups of prisoners with special needs, as applicable Special interventions (e.g. related to riots) Investigating major prison incidents 			

Part II: Compilation of Information Gathered in Individual Prisons

Summary of Findings of Evaluating Individual Prisons

Please summarize the findings of evaluating individual prisons in each category (e.g. infrastructure, staff, finance and budgeting, etc.). Please highlight which categories need urgent attention, describing which key requirements listed in template 1 are not met in any or almost any prison. Please refer to specific prisons (e.g. "Prison security was inadequate throughout the country. In particular the prisons in [...] need urgent attention in terms of [...]" or "Key requirement 3 (adequate cell space) was only in place in 2 prisons: [...]").

Strategies and Resources

Please describe strategies and action under way, as well as resources allocated to address identified needs. Where no such strategy or action exists, please provide a recommendation and outline the required resources as well as strategies for resource mobilization.

Prison Infrastructure

Essential Principle

- Prison premises and processes shall meet requirements of security, safety, sanitation, cleanliness, and suitability for detention and imprisonment.

Prison Staff

Essential Principles

- Prison services should be systematically developed with a view to sustaining and improving prison staff capacity in line with the specific skills required of a prison officer.
- Capacity-building measures for women staff should include access to senior positions with key responsibility for the development of policies and strategies.

Finance and Budgeting

Essential Principles

- The basic expenses of prisons should be covered by the state budget at all times, including staff wages and those expenses required to address the basic needs of prisoners.
- Adequate accounting should be maintained by trained staff to record prison expenses and inform future budgets.

Admission

Essential Principles

- Prisons should have in place effective administrative policies and systems for the admission of prisoners and the management of prisoner files.
- Different categories of prisoners should be kept in separate institutions or parts of institutions.

Basic Needs, Sanitation and Hygiene

Essential Principle

- The prison system shall not aggravate the suffering inherent to depriving individuals from their liberty.

Health Services

Essential Principles

- All prisoners should have access to the health services available in the community without discrimination on the grounds of their legal situation ('equivalence of care').
- Prison authorities shall assume the responsibility to promote the physical and mental health and well-being of prisoners in close collaboration with national health authorities.

Security, Order and Discipline

Essential Principles

- All prisoners are to be treated with respect for the inherent dignity and value of the human person.
- Discipline and order shall be maintained with firmness, but with fairness and in accordance with stipulated and clear rules and regulations.
- Prison management and staff should implement a healthy balance between positive encouragement and discipline.

Prison Work and Rehabilitation Programmes

Essential Principles

- The purpose of a prison regime is to support prisoners in leading law-abiding and self-supporting lives after their release.
- Work should be assigned, and other rehabilitative services should be offered, to prisoners based on an individualized assessment of their capacities, needs and dispositions.
- The organization and methods of work should resemble those of similar work outside institutions as closely as possible.
- Recreational and cultural activities should be offered in prison for the benefit of the physical and mental health of prisoners.

Contact With the Outside World

Essential Principles

- The treatment of prisoners shall emphasize not their exclusion from the community, but their continuing part in it.
- Special attention shall be paid to the maintenance and improvement of relations between prisoners and their family, which are desirable in the best interest of both.
- No one shall be subject to arbitrary interference with his or her privacy, family, home, or correspondence.

Prisoner Complaints, Inspections and Investigations

Essential Principles

- Prisoners should be able to resort to a set of formal and open procedures for complaints, without any fear of recrimination and in confidentiality, if so requested.
- No exceptional circumstances whatsoever may be invoked as a justification of torture and other cruel, inhuman or degrading treatment or punishment. Prison administrations and other competent bodies are required to initiate prompt and impartial investigations whenever it appears that an act of torture or other ill-treatment has been committed.

Pre-Trial Detention

Essential Principle

- Unconvicted prisoners are presumed to be innocent, and should therefore benefit from a special regime while in detention.

Women Prisoners

Essential Principles

- The treatment and services made available to women prisoners and girls in prisons should reflect their distinctive and gender-specific needs.
- Prison administrators should develop and implement clear policies and regulations on the conduct of prison staff aimed at protecting women prisoners and girls in prison from any gender-based discrimination, physical, sexual or verbal violence, abuse and harassment.

Detained or Imprisoned Children (as applicable)

Essential Principles

- A child is every person under the age of 18. The age limit below which a child must not be deprived of his or her liberty should be determined by law.
- The deprivation of liberty of children should be a measure of last resort, and be applied only for the minimum necessary time period.
- If detained or imprisoned, children must be protected from violence, harmful influences and risk situations. The best interest of the child should always be of paramount importance.

Prisoners with Mental disabilities

Essential Principle

- Prison staff should be made aware of the special needs of prisoners with mental disabilities, and ensure that they are provided with appropriate support.

Other comments

In the space below, please provide any other observations or comments not referred to in this template.

Summary of Findings and Recommendations

[Please provide a brief narrative of the state of the prison sector, highlighting the functional areas that need most urgent attention, as well as particularly pressing needs in specific prisons. Please provide a list of key recommendations. If a similar assessment has been conducted before, please refer to earlier reports and evaluate progress over time. If possible, a map of the country showing all places of detention (except police detention facilities) should be attached to this report.]