

**CSS 212: CORRECTIONAL REPORTS AND RECORDS-Dr. J.J. OLORUNMOLA,
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CORRECTION

What is correction? Correction means change or to rectify an error or inaccuracy. The action or process of changing something or somebody that is wrong; (Definition from Oxford English Dictionary)

What is correction in relationship to correctional service/ centres? It means amendment, rectification, rebuke or even punishment, a bringing into conformity with a standard; to rid offenders of their anti-social behavior that brought them in conflict with the law.

Admission process at the Gate: The process of admission of inmates into jail houses begins from the gate lodge of CORRECTIONAL/CUSTODIAL CENTRES concerned. The office who brings in an inmate with the Correctional/Custodial Centre must accompany him/her with a commitment warrant which is legal paper (authority) issued by a legal entity (a court of competent jurisdiction/a military tribunal etc). The first port of contact therefore, is the gate

lodge where the officer of the law bringing into the Correctional/Custodial Centre will first meet with the correctional.

Gate keeper: The gate keeper must ensure that the person brought in is the person named in the admission warrant by, observing the following relevant points/features on the warrant to make sure that the warrant is valid. Each admitted inmate is searched and entered into the gate book/record.

ADMISSION PROCESS IN THE RECORD OFFICE.

Upon entry into the record office which is normally attached to the gate lodge or not too far from it, the gate keeper submits the admission warrant to the records officer and hands over the inmate as well. The inmate is searched again, for any prohibited items after which his wristwatch, shoe's, belts, handsets, writing materials (biro, exercise books etc), chains and any other valuable are collected and recorded and then kept in special store meant for that purpose. These items are meant/must be released back to the inmate upon release from custody. The records officer makes his own entry into his records/books and weighs the inmate check his/her property and keeps custody of the property. The inmate is then sent to the chief warden officer to be sent or allocated to cell.

Admission Board

Next is the admission process: The inmate face the admission board which must be constituted and the inmate made to appear before it not late than 24hours (normally) after arrival at the custodial centre. Admission board or reception board is the concluding of admission but the beginning by the inmate's process of reformation, rehabilitation and reintegration (RRR).

The composition of the admission board is as follows:

1. The superintendent in-charge of the Correctional/Custodial Centre or his second in command (2 1/c)
2. The medical officer
3. The record officer
4. The welfare officer
5. The chief warder
6. The yard master (probably)

At the admission board the CORRECTIONAL/CUSTODIAL CENTRES/inmate is interviewed, classified, allotted into workshop and cell appropriately. His health status, nature of crime, his standing whether is awaiting trial, on remand, convicted or detainees will be taken into consideration.

Correctional Reports and Records.

Upon the completion of the admission process, the inmate's RRR (Reformation, Rehabilitation and Reintegration) commences. In order to achieve RRR, Some reports, and records in form of books, forms and other documents are necessary and germane.

Correctional Reports:

It is important the criminologists should be able to identify the elements of writings that are important for communication as well as identify the major types of reports used in, local, state and federal agencies who are involved in the business of corrections.

REPORT WRITING RULES

- (i) Print your heading or title in block letters only
- (ii) Use black ink or typewritten report only
- (iii) Active voice:
 - a. Always identify who does what action
 - b. Try and identify voice notes by attaching names to actions
- (iv) If you are the first person to speak, use the word "I"
- (v) Past tense: It already happened. Use the correct verb tense
- (vi) Chronological order: Write the events as they occur serially
- (vii) Use correct or the right departmental form

(viii) Identify all persons mentioned in the reports

- a. Suspect
- b. Victims
- c. Witnesses
- d. Officers and staff

. CONTENT OF REPORTS

- i. WHO: Suspect, witness, victim- use full name
- ii. WHAT: Type of incident, elements of the crime
- iii. WHEN: Times
- iv. WHERE: Physical locations
- v. WHY: Motive or reason
- vi. HOW: means of weapons
- vii. ACTION TAKEN: What did you do?

Identify the elements of writing that are important for communication

ORGANISATION AND DEVELOPMENT OF THE REPORT

- 1. Use of notes
 - a. Basis for the report
 - b. Better than memory, it will stand test of time

Inclusion of relevant information:

Types of information:

- (a) Suspects
- (b) Victims
- (c) Witnesses
- (d) Dates and times
- (e) Locations
- (f) Case/Report number
- (g) List of evidence (Marked exhibits)
- (h) Types of incident

Anticipation of possible defenses that might be asserted by an inmate/suspect

Always complete reports professionally. Let the department and the public know that you are an expert.

a. Do not use:

- (i) Slang: Street Language
- (ii) Jargon: Specialized vocabulary others would not understand
- (ii) Abbreviation (acronyms) : Use standard only

Your report must be factual

- a. The basic purpose of any police/law enforcement officers operational report is to record the fact and not fallacy
- b. A fact is a statement that can be proven
- c. Do not include opinions in your report.

USE THE “ACTIVE PERSON”.

1. If the subject performs the action, the sentence is “ACTIVE”

If the subject does not perform the action, the sentence is “PASSIVE”

Examples:

ACTIVE: The boy stoned the girl

PASSIVE: The girl was stoned by the boy

ACTIVE: The speeding car struck the wall

PASSIVE: The wall was struck by the speeding car

ACTIVE: The mother beat the child

PASSIVE: The child was beaten by the mother

ACTIVE: Joshua won the first three rounds

PASSIVE: The first three round were won by Joshua

Use proper grammar, punctuation, spelling and word choice.

1. Grammar

a. Most grammatical errors are very serious and can destroy the credibility of the writer

2. Spelling and Punctuation:

a. A well written report is mechanically correct- it follows the rules for spelling, capitalization and punctuation

b. A mechanically poor report leaves a poor impression of its author or writer

Identify, in order of importance, an approach to reviewing common writing errors.

Is the description of the incident accurate?

1. A well written report must be accurate; it should be specific
2. Details of a report should be both factual and accurate

Are all the elements of the incident articulated appropriately?

1. Be concise-explicit
2. Be complete- include all essential information

Is the report well organized

1. Organize your information
2. Report it in chronological order in arranged paragraphs

Are all the necessary information included?

- i. Who, what , when, where, why, how and what action was taken

Are all the conclusions supported?

In your report, be certain to describe the actions on which you base your conclusion.

Is the report relatively free of surface errors?

Law enforcement/Correctional Reports- Legal definition – These refers to any written communication on any departmental form

(copies of various samples of forms/ books will be made available during the course of this lecture).

Identification of four major types of reports used in Local, State and Federal correctional services.

1. Incident Reports

- a. Most common departmental form- documents of most occurrences, situations
- b. Documentation of actions
- c. Information captured for legal action

2. Discipline Reports.

- a. Documents on inmates' behavior
- b. Used for administrative justification
- c. Information for classification
- d. Causes of action for disciplinary hearings

3. Crime Reports

- a. Agency policy on who completes must be followed
- b. Used by outside agencies
 - i. Attorney's office (states & federal prosecution FCT/Nigeria)
 - ii. Defense attorney or counsels (Defence Lawyers)

4. "Use of force reports"

- a. Agency policy on who completes must be followed
- b. Documentation of actions
- c. Information must be captured for legal action

5. Supplement reports

- a. For follow up information
- b. New information developed

Other documentation considered on report are:

- a. Telephone message forms
- b. Inter office memos
- c. Property receipts

All the above are considered important and discoverable in courts.

Proof reading and revision technique related to improving the content of correctional reports:

- a. Put yourself in the readers' shoes

Would the reader know what you are saying?

- b. Have a fellow officer or staff read the report and evaluate it

Ask if the reader understands what happen

Intended Audience/uses/purposes :

- i. Used by others

- a. Attorneys (Prosecution)
- b. Attorneys (Defense)
- c. Judges
- d. Civil society

Departmental :

- e. Officers evaluations are based on reports/report writing
- f. Good/bad reports are used as training materials
- g. Officers use report in court to refresh memories
- ii. Data Collection
 - a. To identify crime trends
 - b. Classified information can be collected from reports
 - c. Used to assess departmental needs and equipment
 - d. Reports provide information in preparation for legal action

REPORT making:

Identifying the possible suspects:

- a. If you arrive when the crime is in progress it is easier
- b. If action has been completed before your arrival
 - 1. Consider everybody present as a possible suspect or witness
 - 2. Examine hands for:
 - a. Blood
 - b. New cuts
 - c. Clammy or sweaty

- 3. Examine clothing
 - a. Is it indicating scuffle?
 - b. Blood stains
 - c. Damage

- 4. Observe physical state
 - (a) Out of breath
 - (b) Sweating
 - (c) Anger
 - (d) Fear
 - (e) Nervousness

Separate anyone displaying the above signs for interview/
interrogation dealing with victims

- a. Note with victim's:
 - i. Physical positioning upon arrival

- ii. Clothing

- iii. Visible wounds

- b. If the victim is dead

- i. Always treat as a crime scene

- ii. Protect the total crime scene

- c. If the victim is alive and able to move about

- i. Direct out of scene

- ii. Have them seen by medical officers/staff

If the victim is alive and needs medical attention:

- 1. Leave them alone

- 2. Give first aid if needed

- 3. Direct medical staff in and out of the scene disturbing Him as little as possible

3. Establishing a crime scene perimeter

- a. Definition of crime scene perimeter: This is your best estimate of the total scope of the scene of the crime. It is a lone whether real or imagined that surrounds all the apparent evidence of a crime.

- b. The perimeter will vary depending on the type of crime

- c. Define what you think the perimeter should be to include all obvious evidences.

- d. If in doubt, it is always better to start with a perimeter that is too big and reduce it than one that is too small and trying to salvage damaged evidence outside it
- e. Once perimeter is established, search outside it.
 - i. Look to see if there is evidence that the crime occurred elsewhere
 - ii. E.g. A person could be assaulted and battered in one place and staggered and fell where you found him/her

Things to look for:

- a. Blood stains
- b. Body fluids
- c. Clothing
- d. Foot wear
- e. Weapons
- f. Fingerprints
- g. Personal property
- h. Hair

4. Crime Scene Preservation:

- a. Always enter and exit crime scene along the same path to disturb the scene as little as possible

- b. If the scene is disturbed, remember how it was disturbed and make its record in your note.
- c. Totally secure the scene
 - 1. Erect barricades
 - 2. Use crime scene tape
 - 3. Post guards (create bit for guards)
 - 4. If it is a cell, close and stand guard
 - 5. If it is a room with more than one entrance, secure all but one and stay in the room to prevent accidental entry
 - 6. No one should enter a crime scene unless his/her presence is necessary and required.
 - 7. There should only one point of only and exit the crime scene

Document the incident:

- a. Take good notes
- b. Drawing a diagram is a very good way to dog the memory
- c. Record specifics when documenting inmate's actions, statements, emotional state etc.

Document:

- i. Everything you did
- ii. Everything you directed others to do

iii. Who (all) that were at the scene of crime

Finally write your reports by following report – writing rules

CORRECTIONAL SERVICE FORMS AND BOOKS: These are operational documents kept and used by the Correctional service on various subject matters that relate to the day-to-day running of the CORRECTIONAL/CUSTODIAL CENTRES. These documents are strictly restricted to the Correctional service. Correctional service forms and books are kept by different offices in the CORRECTIONAL/CUSTODIAL CENTRES. These include:

The superintendent's office, the records office, the chief warders office, the gate lodge, the welfare office and the medical unit. The superintendent in-charge oversees the maintenance and safekeeping of all the books and forms in the CORRECTIONAL/CUSTODIAL CENTRES. CORRECTIONAL SERVICE form is often abbreviated C.F.(now C.F) The Job of Correctional officers is quite challenging because they work with very sensitive documents. These books and forms must be properly secured. When not in use, they should be kept under lock to avoid unnecessary abuse.

Types of recording keeping required in correctional settings and its requirement

- a. Types of record keeping in correctional setting may include:
 - i. Safety checks; iron bars, burglars proofs etc
 - ii. Restraints device checks, hand cuffs, gang chains, D, Locks, leg iron etc
 - iii. Suicide watch
 - iv. Arms/ammunition
 - v. Tear gas
 - vi. All other security gadget
 - vii. Inmates, properties records
 - viii. Inmates beds and beddings, mattress, beds, blankets
 - ix. Kitchen items (cutlery), pots, plates, , gas cylinders etc.
 - x. All staff accoutrements
 - xi. All other institutional building structures & infrastructures
- A. Information in each of the major type of record keeping required in a correctional setting include:
 - 1. Individuals name
 - 2. Date of birth
 - 3. Booking number
 - 4. Date
 - 5. Location of placement
 - 6. Reason for placement

7. Time logged for each safety check
8. Individual's activity at time of safety check
9. Name of officer that conducted the safety (iron rod/check testing)
10. Searching at various time
11. Search parties (Names)
12. Report of searching

To be on the safe side as people working in a peculiar environment, it is important for us to know and be able to identify these forms and books and their uses. We must not neglect the fact that some of these documents could be forged. CORRECTIONAL/CUSTODIAL CENTRES form 28 (warrant of release) is an example of documents that could be forged to release a person from the CORRECTIONAL/CUSTODIAL CENTRES. Other CORRECTIONAL SERVICE documents that could easily be altered include book 53 convicted prisoners register, book 90 handing over notes; book 66 particulars of long term LONG TERM INMATES and book 16 the gate book. Prisoners should on no account be allowed to have access to these books and forms.

Some of the forms and books are described below:

NUMBER TITLE AND USE

C.F. 1 **Monthly State:** Used for rendering monthly returns of inmates

C.F. 1A **Additional Information to Monthly State:** Used for the rendering of additional information on monthly returns of inmates.

C.F.5 **Warrant for transfer:** This form is used by transmitting officer to the receiving CORRECTIONAL/CUSTODIAL CENTRES during transfer of prisoners. The form specifically commands the transmitting officer to deliver the bodies of the said prisoners into custody of a competent officer in his CORRECTIONAL/CUSTODIAL CENTRE who will in turn convey them safely to the specified destination and deliver them to the proper authorities appointed to receive the transferred prisoners.

Form '5' in part specifies that "for so doing", (i.e for transferring the prisoners in question from his CORRECTIONAL/CUSTODIAL CENTRES), this form (5) shall be sufficient as warrant. This form is usually signed or endorsed by the State controller or the zonal co-coordinator in charge of zone.

5A **Warrant for Transfer:** This form is to be obtained by the receiving officer to receive and accommodate the transferred prisoners without question..

This form (5A) shall be sufficient authority for receiving the said persons (i.e prisoners) in the CORRECTIONAL/CUSTODIAL CENTRES therein named and for the terms of prisoners or herein specified. This form is

also signed or endorsed by the State controllers or the Zonal Co-ordinator.

C.F.6 Warders Service Sheet:- Contains relevant information about an officer on enlistment.

C.F. 10 CORRECTIONAL/CUSTODIAL CENTRES Journal: This is the book where prisoners daily activities in the yard are recorded.

C.F.11 Daily State Journal: This book contains a daily summary/classifications of all classes of inmates

C.F Unconvicted prisoners Register: This book contains particulars and relevant information about awaiting inmates

C.F. 14 Hospital Register: Contains relevant information about inmates referred from the CORRECTIONAL/CUSTODIAL CENTRES to outside hospital and those treated for various ailments in CORRECTIONAL/CUSTODIAL CENTRES clinic.

C.F. 15 Locking up Register: Contains records of lock-up figures of inmates from day to day in the CORRECTIONAL/CUSTODIAL CENTRES

C.F. 16 Gate Books: Contains details about movements of staff, prisoners, visitors and goods in and out of the CORRECTIONAL/CUSTODIAL CENTRES. It is maintained by the gatekeeper.

C.F. 18 Application for Remission of Sentence: The form for this application contains specific information about each of the inmates applying for remission of sentence. The particulars include. Place of trial, nature of court sentence, date of commencement of sentence, expiry date, amount served, conduct in CORRECTIONAL/CUSTODIAL CENTRES, name of judge, offence, age on conviction, name of inmate, state of health and the place where he/she is undergoing sentence. Remission of sentence is normally based on good conduct, hard work and discipline. It is awarded to a prisoner serving a sentence, which exceeds one month.

A prisoner serving a life sentence or detention “During Pleasure” cannot earn remission in the normal way but will be subject to special instructions on the result of a periodical review of his or her sentence. Form 18 is specifically meant for this category of inmates.

C.F. 26 Visitors Book: This book contains details about visits of important dignitaries or visitors to the CORRECTIONAL/CUSTODIAL CENTRES. This book is usually signed by any important visitor that visits the CORRECTIONAL/CUSTODIAL CENTRES officially for any purpose. The visitor will write his name, address, purpose of visit and make comments.

C.F. 30 Annual returns of flogging (order of court). This document contains records of flogging instructed by the court of law for a particular year (Jan- Dec).

C.F. 31 Annual returns of flogging : When a prisoner is flogged for contravening CORRECTIONAL/CUSTODIAL CENTRES regulations, it is recorded in this document and report of such compilation is rendered on annual returns book (Jan- Dec)

C.F. 32 A monthly return of flogging (order of court) the contents of this form is similar to pf. 30, except that pf. 32 is rendered on monthly basis.

C.F 33 Monthly returns of flogging (prisoners) this is similar to pf. 31. it is rendered on monthly basis.

Gen 60- Refers to records of service of Correctional service staff. As soon as a staff is recruited or employed into the service, he is made to fill form 60 for records purposes.

C.F. 91 This is the inspection notes. When nay senior officer comes to the yard on routine inspection, he records his observations and comments in this book. The book is always kept at the gate lodge.

C.F. 80 Staff service book. It contains service records and experience of the staff.

C.F. 34 **Gate Keepers Permit Book:** This book contains details of staff that are permitted to go out of the yard during working hours. It reflects the time of going out and the time returned.

C.F. 50 **Report of Escaped prisoners:** This form is used to report prisoners escape. The form contains name and number of prisoners,

date of escape, height, town/village, occupation prior to conviction, race/tribe, marks or scars and any physical peculiarity. This form is used to notify the following people when escape occurs in Custodial Centre.

1. The police (2) Registrar of crimes
2. Controller of Correctional service in charge of State command
3. Controller General of Correctional Service.

C.F 64 Periodical Review of Long Term PRISONERS: This form is specifically used for prisoners serving 10 years upwards. The form contains name of court, years already served, mental and bodily condition (with particular reference to the effect of Corrections upon his health). Attitude towards his offence, conduct, and industry, and other relevant remarks.

C.F. 66 Particulars of Long Term prisoner: This form is filled in respect of every prisoner with sentence of 10 years upwards and transmitted together with copies of the relevant warrants and orders to reach the headquarters within one calendar month of the date of admission. It contains date of admission, convicts name and number, sentence, date of sentence, crime/offence, age on admission, when to attain age of 50 years 1st review, 2nd review, 3rd review and 4th review.

C.F. 69 Chief Warders Daily Reports: Here, the Chief Warden gives a concise account of his activities in the yard on daily basis. He makes

relevant observations about security and renders useful advice where necessary.

C.F. 96 Charge Sheet: Issued to warders when an offence is committed.

This form is normally issued before adjudication

C.F. 123 Route Form: This is used during escort duty assignment, when unpleasant situations arise.

C.F. 124 Body pass issued to the police when they deliver inmates to the CORRECTIONAL/CUSTODIAL CENTRES. It is also issued to the warder in-charge escort when prisoners are transferred from one CORRECTIONAL/CUSTODIAL CENTRE to another CORRECTIONAL/CUSTODIAL CENTRE.

Cap. 366 Contains the regulations and operational guidelines for the CORRECTIONAL SERVICE.

Note:

It is very sad to note that some of these forms and books are not available for use in some of our CORRECTIONAL/CUSTODIAL CENTRES these days.

Officers in-charge CORRECTIONAL/CUSTODIAL CENTRES lacking some of these documents often resort to improvising.

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- **SUPERINTENDENT OF CORRECTIONAL/CUSTODIAL CENTRES JOURNAL**

This is a CORRECTIONAL/CUSTODIAL CENTRE book in which the officer in-charge summarizes or reports the daily activities of the CORRECTIONAL/CUSTODIAL CENTRE . It is a brief report of what actually take place inside and around the CORRECTIONAL/CUSTODIAL CENTRE perimeter wall, final lockup and signature are essential inclusions. These information are usually obtained from the daily State (Book 11). The report is written every morning against the previous day.

Example:

WEDNESDAY 16TH DECEMBER, 2009

ON this day all staff mounted and dismounted from their various beats without complaint. The Superintendent of CORRECTIONAL/CUSTODIAL CENTRE (name inclusive) paid a courtesy visit on the paramount ruler of Omu-Aran.

Inspection was carried out peacefully. Cells A and B of Block D were searched and nothing dangerous was found or the following items found:
All other daily routine was observed in line with CORRECTIONAL SERVICE practice. Meals were prepared and served.

Open Out_____

Admission:_____

Acquittal: _____

Final Lockup: _____

Signature/Date: _____

Hint: Any unusual happening like the courtesy visit can be entered in red if you so desire to mark its importance. Note that Discharges and Acquittals are entered in red while open out, admissions and final lockup are entered in blue.

- **VISITORS BOOK (BOOK 26)**

The visitors book is kept for important personalities visiting the CORRECTIONAL/CUSTODIAL CENTRES. It contains their observations include, the CGCS, ACG (Zonal coordinator), CCS, etc or other top uniformed or government functionaries, or NGOs who visit the CORRECTIONAL/CUSTODIAL CENTRES from time to time. Such visits may be for the purpose of inspection or familiarization.

Each page is shown as follows:

Date	Hour of Visit From ____ to ____	Name	Rank of Officer	Trade or profession	Remark: Station/ Object of visit

- **GATE BOOK (CORRECTIONAL/CUSTODIAL CENTRES BOOK 16)**

This is a CORRECTIONAL/CUSTODIAL CENTRE Book kept and maintained by the gate keeper. Another name for this “Gate Book is Staff Daily Attendance

Register. This record shows how many staff that are actually present on duty in a particular shift. It is a roll call sheet for staff on a day-to-day basis. It also shows the beat manned by a particular staff on duty. All staff are entered according to the section they belong, beginning with the superior officers.

Section (i) Superior officers

(ii) Gate keepers

(iii) Subordinate officers

(iv) Medical officer

(vi) Patrol duty

(vii) Night duty

This must be done on every day of the month. The book contains seven columns as follows:

Serial No	Rank	Name	Allocation	Time in	Time out	Remarks

Under the remarks column, all information about who entered the CORRECTIONAL/CUSTODIAL CENTRES, what went out, including all new admissions and discharges are recorded.

The concluding entries in the column usually contain the summary as follows:

Summary (in red)

Open out (in blue)

Admission (in blue)

Discharges (in red)

Acquittal (in red)

Total lockup (in blue)

- ***CHIEF KEEPER'S DAY REPORT (CORRECTIONAL/CUSTODIAL CENTRES BOOK 69)***

This is the same as Chief Warders Journal. The Keeper summarizes and notes important issues in red. The report begins with the following entries

Date

Open out (in blue)

Admission (in blue)

Acquittal (in red)

Total lockup (in blue)

Underneath, he can then summarize his observations of the day's duty indicating the number of superior officers and subordinate staff who were present on duty and finally his signature.

OPEN ARREST AND CLOSE ARREST BOOKS

These two important books fall under staff punishment books, (and are maintained by the superintendent for effective staff discipline. There are extant rules empowering the superintendent to place an erring staff either

on open or close arrest, pending the outcome of an investigation on an offence committed by one or group of some staff.

Example A (Open Arrest)

Consequent upon the power conferred on me by section 15 Regulation 84 of Cap 366 LFN 1990, the following junior Staff are/is hereby placed under open arrest, pending the submission of the panel of investigation report to me, on the offence of..... coemitted at The affected staffs are/is (1)..... (2) etc. The affected staff should be reporting at the gate lodge individually or collectively (if more than one) everyone hour from 6am- 6pm every day until further notice. They/he are/is to sign this book every hour at the gate lodge.

1. 2i/c Read and note
2. Keeper Read and note
3. Gate keeper read and note

Signature of office in-charge

The book is maintained in four columns as follows:

E	E	E	N

Example (B) (Close Arrest)

Consequent upon the power conferred on me by the section 15 Regulation 84 of Cap 366 LFN (Laws of Federal Republic of Nigeria) 1990, the under

named staff are hereby placed on close arrest with effect from till further notice until their/his case(s) of is/are fully investigated.

They are:

Signature of Officer in-charge

1. 2 i/c Read and note
2. keeper read and note
3. Gate keeper read and note

The book is maintained in five columns as follows:

DATE	NAME	SIGNATURE	TIME	REMARKS

It is important to note the slight difference in the application of the two books. In open arrest, the offender signs hourly at the gate lodge and leaves, while in close arrest the offender signs once and remain inside the yard, but must be allowed access to his family members. In the remarks column, the gate keeper records all persons who visited the offender, their purposed of visit and any other important information in connection with the close arrest.

- **DAILY STATE (CORRECTIONAL/CUSTODIAL CENTRES BOOK II)**

The daily State journal as the name implies shows inmates disposition on a day-to-day basis. It shows at a glance the classification of inmates in the

CORRECTIONAL/CUSTODIAL CENTRES in each day. It is an important document required when preparing ration bills at the end of each month.

The total entries in the daily state each day must agree with the final lockup of the day. A total of which from day one to the last day of the month, gives us the number of inmates fed for each month.

A typical daily are additions, while entries in red are subtractions. Thus, all admissions will be entered in blue while discharges and acquittal will be entered in red.

It is usually maintained or kept by the Records Officer.

Example of a Daily State Sheet

DAILY STATE

ADMISSION OF ALL CLASES OF PRISONERS(CORRECTIONAL/CUSTODIAL CENTRES BOOK 53)

All classes as the name implies is used for recording all types or classes of inmates who are admitted into the CORRECTIONAL/CUSTODIAL CENTRES both male and female. In other words, it is a register containing the particulars of all inmates admitted into the CORRECTIONAL/CUSTODIAL CENTRES. It gives us a general information on inmates where they are categorized and separated.

The book is maintained by the records staff and contains fourteen columns as follows:

SECTIONAL/CUSTODIAL CENTRES No.		Case No.		Admitted	Place	Length of Sentence					Prison		

All prisoners numbers for a particular year have the same alphabets attached, because one alphabet is used for a year. So, you find serial numbers such as G24, G25, G26 etc

The following are samples of some NCoS FORMS:

Receipt for inmate

A 706050 C.F. 124

Original Receipt for inmate

Name.....
 Received from.....
 Sentence
 Offence.....
 Court.....
 Case No.....
 Time.....Date.....Place.....CORRECTIONAL/CUSTODIAL CENTRES

.....

Signature i/c Records

.....

**JUDICIAL (N.N) FORM 36
KWARA STATE OF NIGERIA**

In the court of.....
Case No.....

Between
complainant

.....Defenda
nt

ORDER TO PRODUCE PRISONER

To the keeper of the CORRECTIONAL/CUSTODIAL CENTRES
at.....

Whereas A Prisoner in custody is required

to be produced before the Court

You are hereby required to produce the said prisoner before theCourt
at.....

on the day ofat o' clock

issued at on the day of 20.....

.....

Signature or Seal

**JUDICIAL FORM 25
SECTION 255- C.P.C
KASHINA 255- C.P.C
KWARA STATE OF NIGERIA**

In the court of.....
Case No.....

Between complainant

.....Defendant

WARRANT OF COMMITMENT TO CORRECTIONAL/CUSTODIAL CENTRES ON REMAND

Name of Accused	Race or Tribe	Residence	Occupation

To the officer in-charge of the CORRECTIONAL/CUSTODIAL CENTRES at
.....

WHERE AS the above named person has been arrested and brought before me,
accused of the offence of

..... (State the offence concisely with time and
place)

you are hereby authorized and required to receive him and detain him in custody
until further order, provide that

If no further order has been made as to his disposal before the....day of.....next, you shall

Bring him before me with this warrant for an order as to his disposal,

DATED this.....day of 20

.....
Signature and Seal

JUDICIAL (NR) FORM 25
SECTION 302- C.P.C
KWARA STATE OF NIGERIA

The court
of.....

Case No.....

Between complainant
.....Defendant

WARRANT OF COMMITMENT TO CORRECTIONAL/CUSTODIAL CENTRES AFTER SENTENCE OF IMPRISONMENT

Name of CORRECTIONAL/CUSTODIAL CENTRES	Race or tribe	Residence	Offence	Court awarding sentence	Particulars of sentence

On the official in charge of the CORRECTIONAL/CUSTODIAL CENTRES at
.....

WHEREAS on theday of20.....the above-named CORRECTIONAL/CUSTODIAL CENTRES was convicted of the above-stated offence for offence) and sentenced to state punishment fully and distinctly and date of commencement of sentence)

This is to authorize and require you to receive him into your custody together with this warrant and to carry out the said sentences) of imprisonment according to law.

DATE thisday of.....20.....

.....
Signature of seal

(8) LOCKING UP BOOK (CORRECTIONAL/CUSTODIAL CENTRES BOOK 15)

The lockup book is a register containing information on daily inmates lockup, that is, the number of inmates in each cell, total admissions discharges and final lockup figures at the close of each day.

The in-charge Patrol Duty who does the final lockup writes the report The book is maintained by the 'Keeper' of the CORRECTIONAL/CUSTODIAL CENTRES who is in-charge of all subordinate staff. It contains four columns as follows:

WARD	NOS	DETAILS	REMARKS
A1	33	Open out	142
A2	32	Admission	-
A3	33	Discharges (in red)	2
C1	9	Released on bail (in red)	-

C2	8	Acquittal (in red)	-
C3	9	Released on F/paid (in red)	-
C4	10	Transferred (in red)	-
FEMALE	4		-
SINGLE/CELL	2		
TOTAL	140		140

PATRON DUTY OFFICERS (in red)

Example:

IP Police Erefaa and 7 others

NIGHT DUTY OFFICERS (in red)

IP S Munonye and 8 others

I certify that both patrol and night duty officers were all present on duty

.....

i/c Patrol Duty

ORIGINAL EXTRACT

CORRECTIONAL/CUSTODIAL CENTRES Bk 15

Date: _____

_____ 196__

Location	No.	Detail	No.
A. Ward I	35	Location last night	210
B. Ward II	34	Since admitted	-
C. Ward III	33	Since discharged	-
CC. Ward I	29	Since executed	-
d. Ward II	33	Since transferred ...	-
e. Ward III	31		-
Single Cell Ward	8	Locked this night + 1 lodger	210
Female Ward ...	6		
H. Ward ...	-		
I. Ward	-	Offers for night duty: _____	
		Others	
K. Ward ...	-		

Hospital Ward	-	Patrol: _____ A. L. Wigid J.. A. J. Amang & 10 others
Out-CORRECTIONAL/CUSTODIAL CENTRES		
Total	210	

I certify that I examined the officers for night duty and found them present and correct.

Signature of Senior Native Officer

Counter Signature Chief Warder
Total and last locking must be in agreement

HANDING/TAKING OVER BOOK 90

Each beat created in and outside the yard has a handing and taking over register. Every staff handing over a beat on dismounting should write a report in this register. The report contains information on the number of inmates in that cell or the condition of keys and lock and other security gadgets in his custody, what took place at the beat and what items or equipments he/she is handing over to the next person. All must be clearly stated. The particulars of the handing/taking over staff are important and should not be omitted. The following are examples of such beats.

11. Female yard
12. Sentry
- 13 .Officer in-charge quarters
14. Wards and cells
15. Gated lodge etc

PATROL DUTY OFFICERS REPORT

By 2:30pm I (IP) took over "C" block from the morning duty officer (PA 1) correctly. Also at about 7:55pm that same beat was handed over to in-charge "C" block on night duty (IP) correctly and without complaint.

.....
Handing Over Officer

.....
Taking Over Officer

.....
Keeper

.....
Officer in-charge

This has to be done during the three shifts. Staff are advised to read and sign such reports before handing or taking over to avoid inheriting problems or being recalled after handling over.

(10) TASTING (FOOD) REPORT BOOK

Meals prepared for inmates must be tested by the officer in-charge in the morning and afternoon and a report of it's conduciveness made in this register. The officer in-charge can delegate this function occasionally. In his company during this tasting exercise are usually the keeper, the cook warder and the catering officer in a CORRECTIONAL/CUSTODIAL CENTRES where there is one. It is necessary to co-opt the caterer for necessary advice and amendments where the need arises. Because the major purpose for tasting is to be sue that the right quantity and quality is given to inmates, as well as to ascertain the hygiene condition under which it is prepared and served. Example:

I, and the tasted afternoon meal prepared for the inmates and found it palatable and prepared under good hygiene condition and I confirmed it fit for human consumption.

.....
Keeper

.....
Tasting officer

.....

Officer in-charge

YARD MASTER SECURITY REPORT BOOK

(Testing of rod and Iron bars, etc)

Among the duties of the Yard Master who is responsible for the internal control of the movements of inmates is to observe the condition of the rods, iron bars, expanded metal and other security gadgets fixed at the cell doors and window on daily basis and to make a report in this register. His report gives the authority an insight on the security situation of the wards and cells. Example:

21/12/2009

At about 6:30am, I (PIP) tested the rods and iron bars etc in A, B, C wards. Single cell and female yard respectively also at about 2:00pm and found them in good condition before dismounting from duty at about 2:30pm

.....

.....

Keeper

Yard Master

.....

Officer in-charge

DUTY ROSTER REGISTER

This is a register containing the draft of weekly duty roster. It is a drafted schedule of the week duty allocations to all staff on duty. It also shows those on off duty and on annual leave.

This has to be passed to the officer in-charge into sheets, after his observations and amendments have been taken care of.

The register is maintained by the keeper's clerks in the keepers office. It contains four columns as follows:

Serial No.	Ranks	Names	Allocation
1	IP	Ipeghan Sunday	CP's orderly etc

The names of staff are entered into sections as in the Gate Book. Example:

1. Senior Officers
2. Gate Keepers
3. subordinate staff
4. Medical Staff
5. Sectional Duty Officers
6. Patrol Duty staff
7. Night duty staff
8. Feeders/checker
9. Staff on course
10. Staff on annual leave
11. Staff on off duty

(13) RATION REGISTER

This register otherwise known as daily weight book contains information on the daily weights of the food items as inmates ration. It shows in details the total

quantity of food items used each day in Kilograms (kg) depending on the open out and final lockup. It is maintained by the ration clerk. The number of columns in the book depends on the types of food items supplied. Because the food items supplied may differ from locality to locality, but must be the one recommended as shown PF/13A. An example of the ration book for a CORRECTIONAL/CUSTODIAL CENTRES in the South Zone for instance will contain the following food items and columns.

14/09	13/09	Date
Mon	Sun	Day
136	136	Open out
-	-	Admission
3	-	Discharge
134	136	Fed
4.120	24 480	Beans 180gms
1,200	1224	Egusi 9 (melon)
36,720	36726	Garri 270
8,040	8160	Fish 60
12,060	12,240	Green 90
16,000	16,120	Tomatoes 120
6,030	6,120	Onion 45
10,050	10,200	Palm oil 75
1.206	1.224	Pepper 9
No rice	32.640	Rice 240
8.040	8.160	Salt 60
		Sing (DCP)

The Officer in-charge station signs at the end of each month on the signature column.

Above is a specimen of PF13A.

RATION CHART

The daily ration of each inmate is to be computed according to the weighted scale i.e. the ration chart. Quantities of recommended food items, are laid out in the approved chart, through which correct quantities are

weighted and received from food contractors. Using the chart shown in this section.

REQUISITION FOR STORES (CORRECTIONAL/CUSTODIAL CENTRES BOOK 38)

This is the keepers stores requisition register. It is used for the issues of stores for inmates use as requested by the keeper, to the officer charge station. Items of stores available in the superintendent's store are usually issued on request to the inmates through the keeper. The register contains three columns as follows:

DATE	REQUISITION OF ITEMS	REMARKS
5/2009	One carton of soap 10 feed pans 5 sleeping mats	Approved Stores Issues accordingly Sign/Date

The officer approving is usually the in-charge station

SEARCH BOOK

The search book as the name implies is used in recording information on searches in the CORRECTIONAL/CUSTODIAL CENTRES. The importance of searching cannot be over emphasized, therefore the maintenance of this register is of outmost importance. It is maintained by the Keeper and contains the following columns as shown below.

DATE	AREA SEARCH	ARTICLE SEARCH	OFFICER IN-CHARGE SEARCHING	OFFICER AUTHORIZING INSTRUCTION
1/2009	A3	3 iron spoon,	PIP and 7	Keeper

		1 razor, 1 knife PIP and 7 others	Others	Destroy searched out items By burning or burying etc The next should be on at..... Sign
--	--	--------------------------------------	--------	--

LOCATION OF GANG BOOK

The gang book is used for allocation of convicts to gangs(duty group) each morning. A gang in CORRECTIONAL/CUSTODIAL CENTRES parlance is a group of inmates officially sent out for labour under the escort of a CORRECTIONAL/CUSTODIAL CENTRES Staff. The register, therefore must contain the particulars of the inmates being sent out, the name of the escort and the officer authorizing the movement. It must be seen and signed by the officer in-charge or his designated representative every morning before the gangs are passed. The book is maintained by the keeper and contains eight columns as shown below

Date	Gang	Inmate Names	Reg. No	EDR	Officers i/c gang	Signature of i/c	Remarks
8/10/2009	Barracks	Johnson F.	E27	26/1/10	F Atubo	Signed	Approved Date
		Ebere E	D11	17/11/10	And Ed		
		Godbless R	E18	4/1/10	Ikpoki		
		Ogema R	B316	25/6/10	escort		

COURT DUTIES BOOK

The court duties register is used for allocation of court escorts duties each morning, according to the number of inmates and courts. It is maintained by the officer in-charge court duties or the records officer. It contains nine columns as shown below:

S/N	Inmate Name	Charge No.	F/NO	Ranks	Officer name	Station	Signature	Remarks
-----	-------------	------------	------	-------	--------------	---------	-----------	---------

20-4-2009								
A.T.M. TO HIGH COURT I PORT HARCOURT								
B462	UKWARE ERIC	HC1/4/09		ASP II	CLIFFORD SAMPSON	PIH	Signed	R
B 153	OPARA SUNDAY	HC1/9/15						R
A 077	EDMOND ETU	HCI/25/3 0						Acq.
A.T.M. TO MAGISTRATE COURT OKRIKA								
C42	EBAM TORU	MOK/44'		IP	AMINA KILIKILI	PIH	Signed	R
C43	PHILIP KURO	MOK/54'						R
A96	EBERE TAMUMO	MOK/75						R

The in-charge escort which is usually the most senior of the team signs on the signature column. On the remarks column every inmate must be accounted for, either R for returned, Acq, for acquittal, etc.

LONG TERM AND SHORT TERM REGISTER CORRECTIONAL/CUSTODIAL CENTRES BOOK 49 AND 53A

These two register will be taken together because they serve the same purpose, though maintained separately. The long term register (Bk 40) contains information on all convict serving jail terms of 3 years and above while the short term (Book 53A) is for those serving below 3 years. The entries are the same in both register and are maintained by the records officer. The entries are written in blue while the subheads are written in red. The following are the usual entries that are commonly found in these registers.

Volume and page usually at the top of the page e.g. (Vol. 1 page 4). The volume is the number of the book used for ease of reference.

PRI/No. _____ Name _____

CORRECTIONAL/CUSTODIAL CENTRES _____

Date _____ of _____ conviction

Court

Crime

Sentence

Age

Discharge _____ without _____ Rem

Discharge _____ with _____ Rem

Previous _____ conviction

Employment _____ before _____ conviction

Where

Usual place of residence

Native

Race:

Height

Weight

Admitted

Admitted him as officer in-charge records)

Physical appearance

Punishment

Corporal

Medical

Properties/Cash

General Next of kin

Transfer

Discharged

Due discharge

Superintendent Signature and Date

SUMMARY OF List of CORRECTIONAL/CUSTODIAL CENTRES books and forms
in current use (as at May, 2022)

No.	Title
1	Monthly State.
1A	Additional Information of Superintendent
1A	Extract: Observation of Superintendent
2	INMATES Labour Return
3	Information for annual report and blue book return
4	Contract Agreement
5	Warrant for Transfer of INMATES: Transmitting Officer Form

- 5A Warrant for Transfer of INMATES : Receiving Officers Form
- 6 Warders Service Sheet (Non Pensionable)
- 7 Diet Register
- 9 Earning Register
- 10 CORRECTIONAL/CUSTODIAL CENTRES Journal
- 11 Daily State Journal
- 12A Un-convicted Inmates Register
- 13 Ration Requisition Slip
- 14 Hospital Register
- 15 Locking up Register
- 16 Gate Book
- 17 Staff Appointment Return
- 18 Application for Remission Sentence
- 19 Superintendent of inmates Admission Register
- 20 Labour Requisition Book
- 21 Bill Book
- 26 Visitors Book
- 28 Warrant of Release
- 29 inmates Diet Scale S.P. (Southern CORRECTIONAL/CUSTODIAL CENTRES)

- 29A inmates Diet Scale N.P. (Northern CORRECTIONAL/CUSTODIAL CENTRES)
- 29B Rations Ready Reckoner
- 30 Annual Returns of Floggings : Order of Court
- 31 Annual Returns of Floggings : CORRECTIONAL/CUSTODIAL CENTRES Offence
- 32 Monthly Returns of Floggings : Order of Court
- 33 Monthly Returns of Floggings : CORRECTIONAL/CUSTODIAL CENTRES Offence
- 34 Gate Keepers Permit Book
- 38 Requisition for Stores
- 40 Record of Long term inmates
- 41 Monthly Return of Punishment: African Subordinate Staff
- 45 Roll of inmates Trained to Truce
- 46 Discharge Certificate Non Pensionable Wardress
- 47 Statement of Ration: S.P.
- 47A Monthly Statement of Rations : S.P.
- 50 Report on Escape inmates
- 51A Monthly Analysis of Expenditure
- 53 Record of Short term inmates
- 54 Reengagement of Warders

- 55 Return of Stores Received From Brown Agent
- 56 Daily Statement of Rations : N.P.
- 56A Monthly Statement of Rations : N.P.
- 57 Agreement Form : Wardress
- 58 Names and Addresses of Next of Kin
- 59 Certificate of Service
- 60 Classification of Criminals
- 61 Return of Untried Persons and Remand
- 62 Tender for the Supply of CORRECTIONAL/CUSTODIAL CENTRES
Rations : S.P.
- 62A Tender for the Supply of CORRECTIONAL/CUSTODIAL CENTRES
Rations : N.P.
- 6 3 Nominal Rolls of CORRECTIONAL/CUSTODIAL CENTRE for Review
- 64 Periodical Review of Long term inmates
- 65 Particulars of Lunatics
- 66 Particulars of Long term inmates
- 67 Medical Report of Lunatics
- 68 Inquisition: Judicial Execution
- 69 Chief Keepers Day Report
- 72 Persons Admitted – Enugu Industrial School
- 73 Previous History Sheet: Enugu Industrial School.

- 74 Particular of Juveniles into CORRECTIONAL/CUSTODIAL CENTRES
During The Month.
- 75 Cell Card.
- 76 Warrant Backing Slip.
- 77 Inmates Property Envelopes
- 78 Impress Account Book.
- 81 Monthly List of inmates to be Discharged
- 82 Judgment Debtor Cash Book
- 82A Deposit In Respect of Judgment Debtor
- 82B Withdrawal of Deposit In Respect of judgment debtor
- 83 Certificate of Removal of a Sick inmates to a General Hospital
- 84 Government Passenger Warrant
- 84A Government Goods Warrant
- 85 Requisition for Non Imported Articles for Workshop Order
- 86 Particulars of Additional Information to
CORRECTIONAL/CUSTODIAL CENTRES Annual Report for
the Year
- 87 Extract from inmates Record Sheet
- 88 Warders Training Report
- 89 Application for Employment
- 90 Handing Over Notes

91	Inspector Notes
92	Pro-Former "A"
93	Motor Vehicle Maintenance – Log Book
94	Application for Leave
95	Efficiency Report
96	Charge Statement
97	Return under Colonial Rg. 155 Capital Offences
98	Deposits inmates Cash Property Monthly Return
98A	Deposits inmates Cash Property Twice a Year of Return
99	Visiting Pass
100	Service Card
101	Casualties during The Month
102	After Care Officers Case Card
103	Monthly Return of Passenger Light Insurance
104	Inmate Letter Card
105	Convicts Petition
106	Warders Uniform : Record of Issue
107	Appendix "B" (Senior Staff)
107B	Schedule
108	Transport Requisition Book
109	Motor Vehicle Advance

109A	Bicycle Advance
109B	Refund Bicycle Advance
110	Ledger Account : inmates
110A	Cash Book — Deposit and Withdrawals
110B	Cash Book — Unconvicted inmates
112	Approved Application for Bicycle Advance
113	Used Restraining Gear During The Month
114	Particulars to Accompany Application (Recruit Warders)
116	Charge Against Convict
124	Body Receipt

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