BUREAU OF JAIL MANAGEMENT AND PENOLOGY

STANDARD OPERATING PROCEDURE BJMP-DO-SOP-021, January 19, 2018

Read online (full-text search, related cases, audio case brief): https://batas.org/library/e83535376ab5/

Date Filed: 19 January 2018

I. REFERENCES

1. Republic Act 6975 as amended by RA. No. 8551 otherwise known as “Department of the Interior and Local Government Act of 1990”;

2. Republic Act No. 10121 otherwise known as “Philippine Disaster Risk Reduction and Management Act of 2010”;

3. BJMP Manual Revised 2007 as Amended; and

4. Policy on Mainstreaming Disaster Risk Reduction and Management (DRRM) in BJMP, Providing a National Framework, and Creating for this Purpose DRRM Committees in the NHQ, Regional and Jail Levels.

II. RATIONALE/BACKGROUND

Natural and man-made disasters are becoming more frequent nowadays and the unpredictability of these occurrences may cause damages to the facilities and may sometimes cost the life of jail officers and/or persons deprived of liberty (PDL) if not properly managed beforehand. During these situations, the Bureau will activate its alert system to maximize the number of personnel in the field. As a practice, the order to raise alert status emanates from the National Headquarters, thus, Regional Offices would usually rely upon it.

Some of these situations are perceivable at the regional or jail levels prior to its occurrence, thus, regions or jail units may heighten their alert status without relying on the order from higher office/s. Timeliness is very crucial during these situations since the number of personnel in the field is vulnerable, thus, inmates and lawless elements may take advantage of any situation and any hostile plans could be carried out easily.

Proper notification of the situation for the purpose of monitoring and prompt action of the top management at any level is also vital and important in dealing with crisis.

Thus, this policy is set forth to enhance precautionary measures, preparedness of personnel, prevention of loss of lives and properties, reduction of jail crises, establishment and maintenance of the smooth flow of communication during critical situations and to strengthen the role of the Regional Directors and Jail Wardens in raising alert status.

III. OBJECTIVES

1. To provide comprehensive guidelines in raising alert status that aim to strengthen the security of jail facilities during normal and crisis situations;

2. To build a disaster resilient jail, institutionalize arrangements and measures to reduce incidents, and enhance

preparedness and response capabilities in all BJMP-manned jail facilities; and

3. To apply effectively the standard management principles of planning, organizing, delegating, coordinating, staffing and evaluating of critical situations.

IV. SCOPE

This policy covers personnel in the National Headquarters, Regional Offices and all BJMP-manned jails.

V. DEFINITION OF TERMS

Alert Status - refers to the level of readiness of the agency, offices or field units in the prevention and/or dealing with actual or imminent dangers brought by man- made or natural disasters. Alert status is classified into three levels, as follows:

- White Alert Status - refers to first alert level for normal operations/ situations.

- Blue Alert Status - refers to a higher level of alert status which requires 50% attendance of personnel. It is the second stage of alert level during which emergency preparations are carried out according to plan as reflected in the Incident Management System (IMS).

- Red Alert Status - refers to the highest level of alert which requires a 100% attendance of personnel. It is the final stage of alert in which an impending disaster or enemy attack appears imminent. Personnel are required to stay in an office/jail for 24-hour monitoring to immediately respond to critical incident/s, or in anticipation of a possible emergency situation. It includes, but is not limited to, planning, coordinating dissemination of information and activation of OPLANs.

Coordination - refers to exchange of information to inform, integrate, synchronize and de-conflict operations. It also includes, but is not limited to, coordination with inter-unit and allied agencies.

Crisis - is any event that is ongoing or is expected to take place that may lead towards an unstable and dangerous situation affecting an individual, group, community, or whole society, or is a turning point in the progress of an affair or a series of events.

Disaster - a situation and process involving a hazardous event which has negative consequences particularly damage to properties, livelihood disruption and/or casualties.

Emergency - an actual threat to an individual's life or to public health and safety, or sudden occurrence of unfortunate events needing immediate response.

Field Level 1 Incidents - it includes but is not limited to, assault on another individual, contraband seizures, personnel arrest, personnel misconduct, and suicide or verbal threat.

Field Level 2 Incidents - incidents of exceptional significance that will likely draw media attention such as, but not limited to; escape, riot, noise barrage, disasters and other major jail incidents or death of inmates by reasons thereto.

Jailbreak - the escape from jail by two (2) or more PDL by the use of force, threat, violence or deceit or by breaching security barriers by varied means such as scaling the perimeter fence, tunneling and burning or destroying the facility or a portion of the facility with or without the aid of a jail officer/s or any other person.

Jail Escape - it is an act of leaving from jail of a PDL through unofficial and illegal ways without any legal orders from the authorities.

Bar review courses, mock exams and a study planner that keeps you on pace - batas.org

Jail Incident - any untoward or uncommon actions, events, or conditions such as jail break, riot, noise barrage, stabbing or assault inside the jail perpetrated by any person, which may or may not have been dependent on another action of grave or serious consequences such as escape, injury, death, fire, flood, earthquake or other calamities which affect the jails.

Lockdown - an emergency protocol ordered by jail authorities to protect the PDL, visitors and personnel inside the facility before, during and after jail incident.

Overpowered Jail Facility - is a situation where PDL, whether in whole or in part, control the facility.

VI. GENERAL GUIDELINES

- The authority to issue order concerning alert status shall be vested upon the Directorate for Operations (DO) with the approval of the Chief, BJMP or by the Operations Division of Regional Office with the approval of Regional Director. At jail level, the Jail Warden has the full authority to issue said order.

- Duration of alert status shall be dependent upon the situation in the field. The Directorate for Operations or Operations Division or the Jail Warden, as the case may be, shall exercise wide latitude of discretion as the circumstances may warrant in lifting or extending the duration of alert status.

- Order of alert status must specify the alert level, its duration (in case with fixed period), area of coverage, relevant information and the actions to be taken by the concerned office/jail or personnel.

- Red alert status shall be automatically observed in a particular jail/s in the instances of field level 2 incidents and/or as directed by higher authorities, and in field level 1 incidents if circumstances may warrant.

- Alert status for an incoming calamity shall be declared at the earliest possible time to give the heads of offices or personnel ample time to prepare and carry-out plans of action and enhance readiness for extreme situations.

- Upon recommendation and approval of the Chief, BJMP, the Directorate for Intelligence may also issue order of alert status to a particular region/s in cases of threat or attacks by lawless elements and/or terrorist group/s.

- The Regional Office shall notify the Directorate for Operations of the alert status raised within their level, the reasons thereto and the threat assessment, if any. The same procedure shall be observed by the Jail Wardens at their level.

- Regional offices and jail units shall ensure that the fastest means of communication are always available such as, but not limited to radio, telephone, facsimile, electronic mail (e-mail) and short messaging system (SMS) using cellular phones or the issued satellite phone if any, so that vital information can reach the higher office the soonest possible time.

- An alert status indicator (circle chart) containing red, blue and white colors with arrow indicating the alert level shall be displayed in any conspicuous area in the National Headquarters and respective Regional Offices and jails.

VII. RAISING OF ALERT STATUS

A l ert
Status

Scop e of Al ert St at u s

Nat i onal Level

Study hands-free: podcast-style lessons with read-along highlighting - batas.org

Reg ional Level

Jail Level

W h i te
A lert

Normal Situation

Normal Situation

Normal Situation

B l ue
A l ert

- Pronouncement/ l aunchi ng of count ri es wit hin t he Asia Pacific on

Chem i cal/ Bi ol ogi cal/ Radi ol ogi cal/ Nucl ear Expl osi ve Test whi ch will li kely pass t he PAR;

- Forecast of i ncomi ng di sast ers; and,

- Ot her events when sit uati on may warr ant

- Marti al l aw in adj acent i sl ands or regi ons;

- Host age t aki ng in

ad j acent j ail/ s;

- Escape of hi gh ri sk/ hi gh profile inmate; and,

- Ot her events when t he sit uati on may warr ant.

- Ri ot/ Noi se Barrage/ Host age t aki ng and j ail

d i st urbances in ot her j ails wit hin t he region; and,

- Other events when sit uati on may warrant

Re d
A l ert

Natura l D i sasters

- Eart hquake with massi ve i mpact;

- Typhoon or weat her di st urbances and Fl oodi ng

Man-mad e D isasters

- Nati onal

Emergenc i es/ Marti al La w

(na ti onwi de);

- Seri es of bombi ngs in diff erent parts of t he

Ph ili ppi nes;

- Threat on t error att acks;

and,

- Cyber-att acks on communi cati on syst em;

Othe r C i rc u msta n ce s

e . g. Yul eti de season, Holy

Week & other events when sit uation may warrant.

- Mass j ail break within

t he region;

- Overpowered j ail f acilit y;

- Armed confli ct wit hin t he regi on or adj acent regi on/ s;

- I nt ense eart hquake and fl oodi ng aff ecti ng t he regi on/ s;

- Tsunami W arni ng;

- Si ege or Att ack by

l awl ess el ements or t error att acks;

- Epi demic out break

w it hin t he regi on and/ or in t he adj acent regi ons;

- Typhoon or weat her

d i st urbance di rectly aff ecti ng t he regi on;

- Fi re i nvol vi ng 3 or more

Bar review courses, mock exams and a study planner that keeps you on pace - batas.org

f aciliti es;

- Drought aff ecti ng t he regi on/ i nsuffi ci ency of

f ood suppli es f or PDL;

- Ot her events when sit uati on may warrant

In respecti ve j ail s:

- Jail Escape;

- Host age Taki ng;

- Rescue;

- Fi re;

- Fl ash fl ood;

- Ri ot;

- Noi se barrage;

- Att empt ed rescue;

- Transf er of f acility

(OPLAN LIPAT BAHAY) ;

- Hunger st ri ke;

- Epi demic out break;

and,

- Ot her event when sit uati on may warr ant

VIII. LIFTING/LOWERING OF ALERT STATUS

An alert status with fixed period shall be lifted automatically upon its prescription without a need for subsequent order unless extended by the issuing office for some valid reason/s. An alert status of indefinite period shall only be lifted after reaching the state of normalcy or if there is lessening of security/safety risks, and shall only be lifted by an official order from the issuing office.

The level of alert status may also be lowered from red alert to blue alert dependent upon the situation in the field subject to the recommendation of the Directorate for Intelligence/Directorate for Operations or by the Regional Directors if the order of alert status emanates from the NHQ. The lowering of alert status within the scope of the regions, shall be upon the recommendation of the Regional Intelligence Division/Operations Division of Regional Office or by the jail units, while Jail Wardens have the full authority to lower the alert status within their respective level.

IX. SPECIFIC GUIDELINES/TASKING

Directorate for Operations

- Disseminate the order raising the alert status nationwide;

- Direct all STAR Team members to immediately report at the National Headquarters and respective Regional Offices for immediate deployment to the threatened areas as needed;

- Monitor preparedness activities undertaken by jail units such as but no limited to, updating/upgrading and regular 'conduct of dry run of OPLANs, installation of security equipment, repair of facilities' weak points and their compliance to incident/disaster requirements in disaster-stricken areas;

- Monitor weather advisory from PAG-ASA and/or PHIVOLCS in case of other calamities;

- Gather reports from respective jails including initiatives on preparedness actions such as pre-emptive evacuation, prepositioning of resources and others;

- Provide the Command Group with the situational report, spot or incident report for information and reference;

- Prepare situational report, spot or incident report to be submitted to DILG if necessary;

- Monitor all DRRMC strategies employed in jails;

- Coordinate with other national agencies to advocate the objectives set in BJMP Memorandum Circular No. DPD-MC-23 re: Disaster Risk Reduction and Management;

- Coordinate actively with the DILG which represents the convention/meetings;

- Prepare other plan of actions; and

- Perform other task/s as directed by the Chief, BJMP.

Directorate for Intelligence/Regional Intelligence Division

- Coordinate or establish linkages with government agencies and other line agencies/organization;

- Conduct regular assessment/evaluation, review and monitoring of different threat groups to include their activities;

- Expand networks on intelligence gathering particularly in areas of new technology, routing, and concealment methods employed by enemies;

- Conduct risk and threat assessment at the national and regional level, the result of which shall be used to drive the entire security planning preparations of all jail units/offices at all levels and recommend to the DO the need for heightened alert level;

- Perform other task/s as directed by the Chief, BJMP.

Directorate for Investigation and Prosecution/Regional Investigation and Prosecution Division

a. Conduct investigation and file appropriate charge/s against erring BJMP personnel; and

b. Perform other tasks as directed by the Chief, BJMP.

Legal Service Office

a. Determine the legal issues and its intricacies in the declaration of alert status and its consequent extension as

Turn this case into an audio lecture - facts, issues, ruling and doctrine - at batas.org

warranted by the circumstance;

b. Assist the jail units or the Regional Offices in addressing impediments in consonance with the alert level raised and actions related thereof;

c. Perform other task/s as directed by the Chief, BJMP.

Directorate for Logistics/Regional Logistics Division

a. Provide logistical support to tasked offices/units;

b. Mobilize resources for response and information management, including communications, during disasters and other incidents; and

c. Perform other task/s as directed by the Chief, BJMP.

Community Relation Service Office

a. Coordinate with the Directorate for Operations or with the Command Group prior to the release of information to media, and/or during press conferences;

b. Prepare relevant materials or information for meetings, briefings or press conferences; and

c. Perform other task/s as directed by the Chief, BJMP.

Operations Divisions

- Disseminate the order of alert status to all jail units;

- Monitor actions taken by the jail units;

- Coordinate with allied agencies (PNP, AFP and etc.);

- Actively participate in Regional Disaster Risk Reduction Management Council meetings;

- Submit situational reports to the Directorate for Operations every four (4) hours or as necessary until the conclusion of the incident or alert declaration;

- Send SMS advisory to jail units on threats, weather updates and other operational matters;

- Prepare documentation of all jail incidents or disasters and submit consolidated reports;

- Submit consolidated reports after the incident or calamities to the Directorate for Operations; and

- Perform other task/s as directed by the higher office.

Jail Units

- Disseminate the declaration of blue alert or red alert status of the National Headquarters or Regional Office to all personnel;

- Conduct jail information and education;

- Conduct dry run of OPLANs and/or activate the same, if circumstances, warrant;

- Automatic cancellation/disapproval of leave of absence;

- Coordinate with friendly forces;

- Ensure attendance of personnel in accordance with the alert status declared; g. Conduct security and facility

Bar review courses, mock exams and a study planner that keeps you on pace - batas.org

assessment to be led by the Jail DRRM Committee including coordination with the local DRRMC by the designated

- Jail DRRM Officer and monitoring of advisory from PAG-ASA or PHIVOLCS;

- Ensure availability of service vehicles and prepare emergency equipment;

- i. Ascertain the availability of communication system;

- Submit situational report every four (4) hours or as necessary to the Operations Division or spot/incident reports within the prescribed period as provided in this policy;

- Intensify intelligence, counter intelligence and jail operations to preempt/prevent lawless activities;

- Alert Special Tactics and Response Team or adjacent jail personnel to respond in case of emergency; and

- Perform other pre-cautionary measures as applicable.

X. REPORTING SYSTEM

Field level 2 incident reports should be reported immediately by the Jail Warden to the Operations Division of the Regional Office through phone followed by fax within one (1) hour from occurrence while field level 1 incident reports such as assault on another individual, verbal threat or suicide and the like shall be faxed within three (3) hours or sent through e-mail.

Likewise, level 2 incident reports from jail units shall be immediately dispatched by the Operations Divisions of regional offices to the Directorate for Operations upon receipt of said jail report. If incident is urgent in nature, it may also be reported by phone followed by official reports, thru fax/e-mail within one

(1) hour from receipt of the report from jail. These reports, other than investigation reports, must contain the 5Ws and 1H, in a memorandum type and the action/s taken must be indicated therein.

XI. JAIL INCIDENT MONITORING AND EVALUATION

1. National Jail Incident Monitoring and Evaluation Committee (NJIMEC) is hereby created to be composed of the following:
Chairperson : Deputy Chief for Operations.
Vice-Chairperson : Directorate for Operations
Member : Directorate for Personnel and Records Management
Member : Directorate for Inmates Welfare and Development
Member : Directorate for Logistics
Member : Directorate for Intelligence
Member : Directorate for Comptrollership

The NJIMEC shall monitor and assess major incidents or crisis in the field and gather necessary information as basis for action/s of the top management especially in the utilization of resources and for the information of the SILG.

2. Regional Jail Incident Monitoring and Evaluation Committee (RJIMEC) is also created to be composed of the following:

Chairperson : Assistant Regional Director for Operations
Vice-Chairperson : Chief, Operations Division
Member : Chief, Personnel and Records Management

Study hands-free: podcast-style lessons with read-along highlighting - batas.org

Member : Chief, Inmates Welfare and Development Division
Member : Chief, Logistics Division
Member : Chief, Comptrollership Division
Member : Chief, Regional Intelligence Division

The RJIMEC is tasked to monitor and evaluate the situation in the field during and after incidents to validate and gather relevant information needed in the report for the National Headquarters, and to determine the efficiency and effectiveness of jail facilities in responding to critical situations.

XII. PENALTY CLAUSE

Faithful compliance with the provisions of this policy is hereby mandated. Any violations hereof shall be dealt with in accordance with the 2017
Comprehensive BJMP Administrative Disciplinary Machinery and any major incident which occurs during the height of Alert Status shall be considered as aggravating circumstance in the administrative aspect of the case.

XIII. SEPARABILITY CLAUSE

If any parts hereof are declared invalid or unconstitutional, the remaining part of the provisions not otherwise affected shall remain valid and subsisting.

XIV. REPEALING CLAUSE

All circulars or issuances which are inconsistent with this policy are hereby
rescinded or modified accordingly.

XV. EFFECTIVITY

This Circular shall take effect after fifteen (15) days from filing a copy thereof at the University of the Philippines Law Center in consonance with Sections 3 and 4, Chapter 2, Book VII of Executive Order No. 292, otherwise known as “The Revised Administrative Code of 1987.”

Approved:

(SGD) J/DIR DEOGRACIAS C. TAPAYAN, CESE
Chief, BJMP

ABOUT BATAS.ORG

Study smarter at BATAS.org

The Philippine bar review and law-school companion built around how your brain actually remembers.

The complete Philippine law library - free for everyone.

More than 100,000 Supreme Court decisions, Republic Acts, and executive issuances - full-text searchable, browsable by category and year, and always free. No paywall, no login. This PDF came from it.

Audio case-brief lectures.

Any decision becomes a podcast-style lecture - facts, issues, ruling, and doctrine - with read-along highlighting and a hands-free presentation mode. Study while commuting, working out, or resting your eyes.

Bar review built on the science of memory.

Complete, sequenced courses for all eight bar subjects, narrated like podcasts and reinforced with retrieval practice and spaced review - the study techniques with the strongest evidence behind them.

The full law-school curriculum.

One subscription unlocks the entire J.D. curriculum - every subject, every lesson, with your progress tracked down to the paragraph so you can pick up exactly where you left off, on any device.

Mock exams that tell you where you stand.

Timed multiple-choice exams graded instantly, with per-subject score breakdowns and focus suggestions that point you at your weakest topics first.

A study planner that keeps you on pace.

Set your schedule and BATAS tells you every day whether you are on track for bar day - and exactly which lesson to take next.

Start free at https://batas.org

The law library is free forever - and your first lesson is one click away.

The text of this document is an official public record and remains in the public domain. Formatting, presentation, and compilation © 2026 batas.org.

Downloaded free from the batas.org Law Library. Share it freely - the library is free for every law student, bar reviewee, and practitioner.