

ONE JUDGE ONE JAIL

INSPECTION TOOLKIT



Judicial Inspection and Reporting Tool

IDENTIFYING INFORMATION	
Name and position of judicial officer / parliamentarian	
Name of persons accompanying judicial officer	
Name of prison	
Location of prison	
Type of facility (remand, sentenced, juvenile, male, female)	
Approved accommodation capacity of prison	
Number of inmates / detainees actually accommodated in prison	
Number of prison staff and personnel	
Names (and positions) of accompanying DCS personnel	
Date of visit	
Duration of visit	

ADMISSIONS AREA

	YES/NO	RECORDS AVAILABLE	COMMENTS
Are all inmates being assessed upon admission?			
Do all inmates undergo a medical examination upon admission?			
Are inmates housed according to their assessment?			
Are the following considerations taken into account during the assessment: (tick all that apply)			
<input type="checkbox"/> security classification <input type="checkbox"/> health needs <input type="checkbox"/> educational needs <input type="checkbox"/> social and psychological needs <input type="checkbox"/> religious needs <input type="checkbox"/> needs regarding reintegration into society <input type="checkbox"/> work allocation <input type="checkbox"/> specific development programme needs		<input type="checkbox"/> inmate has been convicted of a sex crime <input type="checkbox"/> inmate has been a victim of sexual assault <input type="checkbox"/> mental illness <input type="checkbox"/> physically disabled <input type="checkbox"/> elderly or younger than fellow inmates <input type="checkbox"/> sexual preference <input type="checkbox"/> gender identity <input type="checkbox"/> first-time offender	
Further comments/observations?			

MEDICAL WING

	TOTAL NUMBER	NUMBER PRESENT ON DAY OF VISIT	OBSERVATIONS / COMMENTS
Doctor			
Nurse			
Dentist			
Beds			
Inmates			

	COMMENTS
Are condoms freely available?	
Are there sufficient stocks of essential medicines (ART and TB medication)?	
What is the average waiting period experienced by inmates in need of medical attention?	
Are there medical staff vacancies?	
Have inmates ever been denied access to health care services and/or medication?	
Do pregnant inmates have access to pre-, intra-, and post-natal care?	
Do inmates have access to termination of pregnancy services?	
Further comments/observations?	

KITCHEN/EATING AREA	
	COMMENTS
Rate the cleanliness and hygiene of the kitchen on a scale of 1 to 10 (1 being poor, 10 being very hygienic)	
How many meals do inmates receive per day, and at what times are they served?	
What food comprises the meals?	
How does the food taste?	
Do male, female, and children inmates receive different meals?	
What is the capacity of the eating area (i.e. how many inmates)?	
Are all inmates issued clean eating utensils?	
Further comments/observations?	

EXERCISE

	COMMENTS
How frequently and for how long are inmates allowed to exercise?	
Have inmates ever been denied exercise? If so, for what reason and how frequently does this occur?	
Where does exercise take place?	
Is there any exercise equipment (e.g. soccer goal posts, soccer balls)?	

Further comments/observations?

SAFETY AND SECURITY

	YES/NO	COMMENTS
Is the perimeter fence secure and in good order?		
Are the access gates to secure areas functioning effectively?		
Are the electric fences switched on?		
Is the CCTV fully functional? If not, for how long has it not been functioning?		
Were you, and are other visitors, searched upon entry to the prison?		
Are prison personnel and staff searched upon entry to the prison?		
What percentage of prison cells have been searched in the last 30 days?		
Have any inmates escaped and/or attempted to escape in the past 12 months?		
Have there been any assaults (inmate on correctional official; correctional official on inmates; and inmate on inmate) reported in the past 12 months?		
Have there been any dangerous weapons seized in the past 12 months?		
Do staff members feel secure and sufficiently supported in their day to day duties?		
What is the staff to inmate ratio?		
Any other comments/observations?		

REMAND DETAINEES

INSPECT TWO TO THREE RANDOMLY SELECTED COMMUNAL CELLS.

	NUMBER	COMMENTS
Designed capacity: number of beds		
Actual capacity: number of inmates		
Custodial staff overseeing cell		
Ablution facilities (shower, basin, toilet)		
Windows		
	YES/NO	COMMENTS
Every inmate has complete outfit of clothing and bedding (including sheets and blankets)		
Clothing and bedding is appropriate/sufficient for climatic conditions		
Private clothing for court proceedings is available for those who require it		
Inmates have adequate access to cleaning materials		
Ablution facilities have hot and cold running water, sufficient drainage		
Ablution facilities are screened off, to ensure privacy		
Lights in the cell are functional and unbroken		
There is sufficient light in the cell, whether artificial or natural		

Inmates have access to reading materials		
There are only remand detainees in the cells, no sentenced inmates		
Female, male, juvenile, and child remain detainees are detained separately		
Inmates are allowed to exercise for at least one hour per day		
General comments:		
Hygiene, cleanliness, smell		
Overcrowding		
Ventilation (windows)		
Lighting		
Physical appearance of inmates		
Frequency of exercise		
Reports of ill-treatment		
Further comments/observations?		

FEMALE INMATES (ADULT, SENTENCED)

INSPECT TWO OR THREE RANDOMLY SELECTED COMMUNAL CELLS:

	NUMBER	COMMENTS
Designed capacity: number of beds		
Actual capacity: number of inmates		
Custodial staff overseeing cell		
Ablution facilities (shower, toilet, basin)		
Windows		
	YES/NO	COMMENTS
Every inmate has complete outfit of clothing and bedding (including sheets and blankets)		
Clothing and bedding is appropriate/sufficient for climatic conditions		
Private clothing for court proceedings is available for those who require it		
Inmates have adequate access to cleaning materials		
Lights in the cell are functional and unbroken		
There is sufficient light in the cell, whether artificial or natural		
Ablution facilities have hot and cold running water		
Ablution facilities are screened off, to ensure privacy		
Inmates have access to feminine hygiene products		

Inmates have access to reading materials		
Locks on doors and gates do not correspond to those of the male section		
Keys are permanently in the possession of a female DCS correctional officer		
There are only female inmates in the cells, no trans men or juvenile inmates		
Inmates are allowed to exercise for at least one hour per day		
General comments:		
Hygiene, cleanliness, smell		
Overcrowding		
Ventilation (windows)		
Lighting		
Physical appearance of inmates		
Frequency of exercise		
Reports of ill-treatment		
Further comments/observations?		

MALE INMATES (ADULT, SENTENCED)

INSPECT TWO TO THREE RANDOMLY SELECTED COMMUNAL CELLS:

	NUMBER	COMMENTS
Designed capacity: number of beds		
Actual capacity: number of inmates		
Custodial staff overseeing cell		
Ablution facilities (shower, toilet, basin)		
Windows		
	YES/NO	COMMENTS
Every inmate has complete outfit of clothing and bedding (including sheets and blankets)		
Clothing and bedding is appropriate/sufficient for climatic conditions		
Private clothing for court proceedings is available for those who require it		
Inmates have adequate access to cleaning materials		
Ablution facilities have hot and cold running water		
Ablution facilities are screened off, to ensure privacy		
Inmates have access to reading materials		
There are only male inmates in the cells, no female or trans women inmates, juvenile males or children		
Inmates are allowed to exercise for at least one hour per day		

General comments:	
Hygiene, cleanliness, smell	
Overcrowding	
Ventilation (windows)	
Lighting	
Physical appearance of inmates	
Frequency of exercise	
Reports of ill-treatment	
Any other comments/observations?	

CHILDREN IN DETENTION

CHECK TWO TO THREE RANDOMLY SELECTED COMMUNAL CELLS:

	NUMBER	COMMENTS
Designed capacity: number of beds		
Actual capacity: number of inmates		
Custodial staff overseeing cell		
Ablution facilities (shower, toilet, basin)		
Windows		
	YES/NO	COMMENTS
Every child has complete outfit of clothing and bedding (including sheets and blankets)		
Clothing and bedding is appropriate/sufficient for climatic conditions		
Private clothing for court proceedings is available for those who require it		
Children have adequate access to cleaning materials		
Ablution facilities have hot and cold running water		
Ablution facilities are screened off, to ensure privacy		
Children have access to reading materials		
There are only children in the cells, no adult or juvenile inmates		

Children have access to educational programmes		
Children are permitted to receive visits from family, legal representative, social workers		
General comments:		
Hygiene, cleanliness, smell		
Overcrowding		
Ventilation (windows)		
Lighting		
Physical appearance of children (any signs of physical injury or psychological trauma)		
Frequency of exercise		
Reports of ill-treatment		
Any other comments/observations?		

CONTACTS

LIST OF RELEVANT SOUTH AFRICAN NGOS:

Sonke Gender Justice

www.genderjustice.org.za

Cape Town
4th Floor Westminster House,
122 Longmarket Street, 8001,
Cape Town, South Africa
Tel: +27 (0)21 423 7088

Johannesburg
Stevensons Building, 3rd floor,
62 Juta Street, 8001
Braamfontein, Johannesburg, South Africa

Bushbuckridge Satellite Office
Agincourt Health Centre
Bushbuckridge Local Municipality
Mpumalanga, South Africa
tel: +27 (0)13 795 5076

Gugulethu Satellite Office
NY1 Clinic
Opposite Gugulethu Mall
tel: +27 (0) 21 633 3140

Just Detention International – South Africa

<https://southafrica.justdetention.org>

Norwood Place, 2nd Floor
66 Grant Avenue
Norwood, 2192
Johannesburg, South Africa
Tel: +27 (0)11 483 0989

SECTION27

<https://section27.org.za>

First Floor, Heerengracht Building
87 De Korte Street
Braamfontein
Johannesburg, 2017
Tel: +27 (0)11 356 4100

NICRO

<http://www.nicro.org.za>

Cape Town (National Head Office)
4, Buitensingel Street,
Cape Town 8000
Tel: 021 422 1690

Mitchell's Plain
2 Palestrina Street,
Mitchells Plain, 7785
Cape Town, South Africa
Tel: 021 397 6060 / 021 397 3796

East London
18 Muller Street
Southernwood
East London, 5200
Tel: 043 722 4123

Port Elizabeth
Cr Bird & Deare Street Minerva Mansions Central Port
Elizabeth 6001
Tel: 041 582 2555

Durban
G 14 Wheeler House, 40 Linze Road,
Greyville, 4023
Tel: 031 309 8333/6/9

Empangeni
Block C, 7 Pearce Crescent,
Empangeni, 3880
Tel: 035 772 1574

Pietermaritzburg
Atlas House, 171 Jabu Ndlovu Street (formerly Loop
Street), PMB
Tel: 033 345 4425

Nelspruit
20 Ferreira Street, Volante House, 1st and 2nd Floor
Nelspruit (Mbombela), 1200
Tel: 013 755 3540 / 013 755 3745

Eerstehoek
9 Police Station road, Eerstehoek Magistrate court, Office
no B77, Elukwatini, 1192
Tel: 017 883 1283

Polokwane
No 28 Jorrison Str (between Biccard & Voortrekker streets)
Polokwane 0700
Tel: 015 297 7538

Vaal
No. 9A Kruger Ave, Old Mutual Building, 2nd Floor
Vereeniging. 1930
Tel: 016 422 2233 / 016 421 2450

Germiston
175 Meyer street, United House, 3rd Floor, Germiston, 1400
Tel: 011 873 6976

Pretoria
Room 544 5th Floor Van Erkom Building 217 Pretorius
Street Pretoria Central 0001
Tel: 012 326 8115

Soweto
NICRO Soweto Centre, 752 Elias Motsoaledi Road, Mofolo
South, Soweto, 1852
Tel: 011 986 1021/7

Bloemfontein
No 12 Tannery Road, Hamilton, Bloemfontein 9300
Tel: 051 435 5193

Kimberley
9C, Roper Street, Kimberley, 8300
Tel: 053 831 1715

Centre for Applied Legal Studies (CALS)

<https://www.wits.ac.za/cals/>

First Floor, DJ du Plessis Building
West Campus
University of the Witwatersrand
Braamfontein, Johannesburg
Tel: +27 11 717 8600

Lawyers for Human Rights (LHR)

<http://www.lhr.org.za>

Cape Town
4th Floor, Vanani Chambers,
33 Church Street,
Cape Town
Tel: 021 424 8561

Durban
Room S104, Diakonia Centre
20th Diakonia Avenue (formerly St. Andrews Street)
Durban
4001
Tel: 031 301 0531

Johannesburg
4th Floor Heerengracht Building,
87 De Korte Street corner Melle Street,
Braamfontein
Tel: (011) 339 1960

Musina
18 Watson Avenue
Musina
0900
Tel: +27 (15) 534 2203

Pretoria
Kutlwanong Democracy Centre,
357 Visagie Street,
Pretoria, 0002
Tel: (012) 320 2943

Upington
Room 110 & 111
Rivercity Centre
Corner Scott and Hill Streets
Upington
Tel: 054 331 2200

African Criminal Justice Reform (ACJR) (formerly Civil Society Prison Reform Initiative (CSPRI))

<http://cspri.org.za>

Community Law Centre
New Social Sciences Building
University of the Western Cape
Modderdam Road
Bellville, Cape Town
Tel: +27 21 959 2950/2951

Childline South Africa

www.childlinesa.org.za

Durban (National head office)
24 Stephen Dlamini Road,
Musgrave, Durban, 4000
Tel: (+27)-(0)31-201 2059

Childline Eastern Cape
Tel: (+27)-(0)43 722 1382
P. O. Box 11127, Southernwood, 5213
Email: adminec@childlinesa.org.za

Childline Free State
Tel: (+27)-(0)51-4303311
PO Box 1011, Bloemfontein, 9300
Email: reception@cwcl.org.za
Web: www.childwelfarebfn.org.za

Childline Limpopo
Tel: (+27)-(0)15-2956449
17 Hans van Rensburg St, Polokwane
Email: childliner.cl@telkomsa.net
Web: no site available as yet

Childline Mpumalanga
Tel: (+27)-(0)13-7522770
PO Box 40017, The Village, 1218
Email: Phumzile@childlinempu.org.za
Web: www.childlinempu.org.za

Childline North West
Tel: (+27)-(0)18-2974411
2nd Floor, Jankra Building, Potchefstroom
Email: alicecarnell@telkomsa.net
Web: no site available as yet

Childline Northern Cape
Tel: (+27)-(0)53-8325962
6 York Street, Kimberley, 8301
Email: administration@childlinenc.org.za

Childline Western Cape
Tel: (+27)-(0) 21-461 11 13
56 Roeland Street, Cape Town, 8001
Email: childline@lifelinewc.org.za
Web: www.lifelinewc.org.za

Childline Gauteng
Tel: (+27)-(0)11-6452000
PO Box 32453, Braamfontein
Email: admingauteng@childline.org.za
Web: www.childlinegauteng.co.za

SUB OFFICES:

Katorus: Katlehong Resource Centre,
824 Ramokunopi West, Katlehong.

Soweto/Pfunanani: Chris Hani / Baragwanath,
Old Potchefstroom Road, Soweto

Thembisa: Rabasotho Community Centre,
2 Qaqa Street, cnr. Andrew Mapheto Drive,
Thembisa

Sebokeng: Moshoeshoe Road, Sebokeng.

Orange Farm: 14356 Main Road Ext. 8B, Orange Farm.

Diepsloot: Winds of Life Community Centre,
6 Peach Road, Ext. 6, Diepsloot.

Childline KwaZulu Natal
Tel: (+27)-(0)31-3120904
P O Box 37875, Overport, 4067
administration@childlinekzn.org.za
www.childlinekzn.org.za

SUB OFFICES:

Pietermaritzburg: 383 Bulwer Street
Umlazi: Prince Mshiyeni Hospital, Comfort Zone
Kwa Mashu: Kwa Mashu Police Station
Chatsworth: Chatsworth Crisis Care Centre
Port Shepstone: 1 Voortrekker Place
Outer West: Mobile Unit in Other West / Pinetown areas
Ndwedwe: Ndwedwe Justice Centre, Ndwedwe
Inanda: Mobile Unit in Inanda

Gender, Health & Justice Research Unit (GHJRU)

<http://www.ghjru.uct.ac.za>

University of Cape Town Faculty of Health Sciences
Falmouth Building Entrance 1, Level 1
Anzio Road
Observatory, 7925
Cape Town
Tel: (021) 406-6946

Treatment Action Campaign (TAC)

<http://www.tac.org.za>

85 Main Street
Johannesburg
2001
South Africa
Tel: +27 21 422 1700

Wits Justice Project

<http://www.witsjusticeproject.co.za>

Private Bag x 3
Wits University, Johannesburg
2050
Tel: 011 717 4028

Young in Prison South Africa

<http://www.younginprison.org.za>

Cape Town (Head Office)
312 Victoria Road
Salt River
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Tel: +27 (0)21 448 5275

Johannesburg
Suite 406
Mansion House
132 Albertina Sisulu Road
Johannesburg 2000
Tel: +27 (0)11 333 1586

Zonkizizwe Odds Development

<https://www.facebook.com/Zonkizizwe-Odds-Development-183929138682324/>

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Footballers for Life

<http://footballers4life.org>

11th Floor, 25 Owl St, Cnr Owl St & Stanley Ave,
Auckland Park
Johannesburg
Tel: 011 482 8847

African Policing Civilian Oversight Forum (APCOF)

<http://apcof.org>

Suite 103- 105A, Building 17, Waverley Business Park,
Wyecroft Road,
Mowbray, Cape Town, 7925
Tel: +27 21 447 2415