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	TOPIC <b>COUPON IN JAIL COMMISSARY TRANSACTIONS</b>	ISSUE NO. 1
	SUB-TOPIC <b>PRESCRIBES THE GUIDELINES AND PROCEDURES IN THE PROPER USE OF COUPON IN JAIL COMMISSARY TRANSACTIONS</b>	REVISION NO. 0
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**1.0 REFERENCES**

- A. BJMP RO-VII Memorandum Re: *Use of Coupons as Legal Tender in Jail Commissary Transactions* dated May 6, 2019;
- B. BJMP SOP NO. 2004-02 Re: *Control of Contraband and Physical Evidence* dated 14 November 2004; and
- C. BJMP-DI-SOP-014 Re: *Revised List of Authorized Personal Properties of Inmates* dated January 18, 2017.



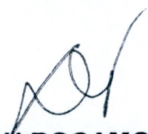

**2.0 RATIONALE**

Persons Deprived of Liberty (PDL) may have money from what they themselves bring into jails, what is sent to them by family or friends or what they earn in jail through livelihood programs. Being able to spend and manage their money, including weekly budgeting and making decisions about what to buy, provides PDL with some preparation for life outside jail.

However, there is a limit set for the allowable amount of money in the possession of PDL to prevent the possibility of engaging in illegal activities and proliferation thereof. BJMP-DI-SOP-014 allows PDL to possess money not exceeding one thousand pesos (P1,000.00) per week at any one time.

Establishing money or cash substitute in jails and prisons is not new. The use of Electronic Card (EC) or Canteen Order (CO) to purchase items in jail or prison canteens is being implemented in some jails in the United States of America and United Kingdom (Her Majesty Inspectorate of Prisons, *Life in prison: Earning and Spending Money*, January 2016, Victory House, England).

In the UK, the issuance of EC or CO thrives in prisons which do not allow PDL to handle cash while in prison. The issuance of EC or CO is done by a private third party or the canteen in a special kind of deposit. While in some jails in the USA, PDL are not allowed to possess cash. The cash are stored in an account under the Prison Commissary which are used by the PDL in the purchase of items. (Federal Bureau of Prisons, *BOP: Inmate Money*, September 2013). In both the UK and the USA, prisons set a maximum limit of amount that can be spent per month by PDL

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TOPIC  
**COUPON IN JAIL COMMISSARY  
TRANSACTIONS**

SUB-TOPIC  
**PRESCRIBES THE GUIDELINES AND  
PROCEDURES IN THE PROPER USE OF  
COUPON IN JAIL COMMISSARY  
TRANSACTIONS**

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The implementation of the coupon system in jails under BJMP RO-VII is a good development towards cash-less transaction by PDL in jails. The role of Jail Commissary shall include the conversion of money to coupon within the allowable limit, in the name of the Jail Commissary for exclusive use by PDL in purchasing items solely from the Jail Commissary.

### 3.0 OBJECTIVES

- 3.1 To establish a uniform policy on the use of coupon system in jails;
- 3.2 To set forth the conditions in effecting substitution of money to coupon;
- 3.3 To imbibe to the PDL the importance of budgeting in preparation for life outside jail.

### 4.0 SCOPE

All the provisions in this Memorandum Circular (MC) shall be applicable to all jails under the Jail Bureau.

### 5.0 DEFINITION OF TERMS

For purposes of this MC:

- A. Commissary – a store within a jail or correctional facility from which PDL may purchase products for hygiene and other daily needs authorized by the jail or correctional authorities.
- B. Coupon – a voucher entitling the holder to use the instrument as means of exchange to purchase items from commissary based on the face value and within a specified period or date.

### 6.0 PROCEDURE/ DETAILS/ GUIDELINES

#### 6.1 General Guidelines

- 1. A Jail Commissary must be established in jails which must have a deposit mechanism to store cash by PDL which must not exceed P1,000.00 per week.
- 2. A jail which does not have a Jail Commissary inside the jail cannot receive cash from PDL for deposit.
- 3. Only the person in charge of the Jail Commissary is authorized to issue coupon in the name of the Jail Commissary to the PDL.
- 4. Money or cash possessed by PDL shall be considered as contraband in jails with Jail Commissary.



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**6.2 Specific Guidelines on PDL**

1. A PDL shall deposit his cash/money, not exceeding P1,000.00, to the person in-charge of the Jail Commissary. The amount used to purchase items from the store under the Jail Commissary shall be deducted from the amount deposited by the PDL.
2. Any amount in excess of P1,000.00 shall be confiscated and turned over to his immediate family or duly authorized representative.
3. The person in-charge of the Jail Commissary shall issue a coupon with face value of the cash/money deposited for storage.
4. The issued coupon is personal to the PDL and cannot be transferred or negotiated.
5. The coupon shall be valid for one (1) month with subsequent security features. The 1-month validity of the coupon shall be expressly and conspicuously shown on the coupon.
6. Unused coupons shall be surrendered to the person in-charge of the Jail Commissary.
7. Unused coupons can only be encashed upon the PDL's release or transfer.
8. The amount used to purchase items from the store under the Jail Commissary shall be deducted from the amount deposited by the PDL.
9. The person in-charge shall keep a full record of the deposit and the used and unused coupons.

**6.3 Specific Guidelines on Visitors**

1. Visitors of PDL who want to give cash, not exceeding P1,000.00, to PDL shall deposit the amount before the person in-charge of the Jail Commissary.
2. The person in charge of the Jail Commissary shall issue a coupon to be given exclusively to the PDL with face value of the cash/money deposited in the account of the PDL.
3. Giving of money or cash to PDL by any person (such as visitor, BJMP personnel, etc.) in jails with Jail Commissary shall be considered a violation of jail rules and regulations on the part of the visitor.
4. The person in charge shall keep a full record of the deposit made by visitors for PDL.



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## 7.0 MONITORING AND EVALUATION

The Directorate for Intelligence and Directorate for Operations shall conduct program monitoring and evaluation based on reports submitted and actual observation of this MC.

## 8.0 SEPARABILITY CLAUSE

In the event that any provision or part of this policy be declared unauthorized or rendered invalid by a competent authority, those provisions not affected by such declaration shall remain valid and effective.

## 9.0 REPEALING CLAUSE

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

## 10.0 EFFECTIVITY

This Memorandum Circular shall take effect fifteen (15) days from the filing thereof with the U.P. Law Center – Office of the National Administrative Register in accordance with Sections 3 and 4, Chapter II, Book VII of Executive Order No. 292 otherwise known as the “Administrative Code of 1987.”

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