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CORDS

PUBLIC SAFETY



ORGANIZATION AND OPERATION OF CORRECTION CENTERS

REPUBLIC OF VIETNAM

F O R E W O R D

This booklet is an English translation of the Republic of Vietnam, Office of the Prime Minister Arrete No. 424 - ND/VN which was signed April 24, 1972.

It is a comprehensive listing of new and updated regulations and policies governing the organization and operation of the Correction Centers in the Republic of Vietnam.

This English translation of Republic of Vietnam, Office of the Prime Minister Arrete No. 424 was developed from updating Decrees and Laws which have existed in Vietnam and Indo-China since May 17, 1916. Many of the new regulations and policies were obtained from data in the American Manual of Correctional Standards, issued by the American Correctional Association. The Arrete was originally drafted in 1970 by personnel of the Republic of Vietnam, Ministry of Interior, Directorate of Corrections and staffed through the Republic of Vietnam, Ministries of Justice, Defense, Finance, Education, Social Welfare and Labor before it was approved by the Prime Minister.

<u>CHAPTER</u>	<u>TITLE</u>	<u>PAGE</u>
I	DEFINITION OF TERMS	2
II	HOUSING	3
III	OPERATION OF CORRECTION CENTERS	8
IV	PRISONER LABOR SYSTEM	20
V	DISCIPLINE AND SECURITY	23
VI	PRISONER IN AND OUT MOVEMENTS	29
VII	MANAGEMENT PROCEDURES FOR PRISONER MONEY AND PERSONAL ITEMS	33
VIII	SANITATION, MEDICAL, FOOD AND CLOTHING PROBLEMS	37
IX	CONTACT BETWEEN PRISONERS AND OUTSIDE PERSONS	46
X	PRISONER RE-EDUCATION	50
XI	SPONSORSHIP FOR PRISONERS	54
XII	ARRETE IMPLEMENTATION	57

REPUBLIC OF VIETNAM
OFFICE OF THE PRIME MINISTER

-3-

No. 424 - ND/NV

THE PRIME MINISTER

- Considering the Constitution of the Republic of Vietnam dated April 1, 1967;
- Considering Decree #394 - TT/SI, dated September 1, 1969 and the subsequent documents fixing the composition of the Government;
- Considering the Reformed Criminal Code Law and Hoàng Việt Criminal Code;
- Considering Chief of State Decree #5 dated April 19, 1951 and Decree-Law #013/67 dated June 1, 1967 changing the tariff of fines;
- Considering Decree-Law No. 004/65 dated July 19, 1965 and subsequent documents fixing especially severe sanctions against a number of crimes committed during the state of war period;
- Considering Chief of Staff Decree #15 dated July 8, 1952 and subsequent documents promulgating the Vietnam Labor Code;
- Considering the Decree-Law #030/67 dated July 31, 1967 fixing the conditions, procedures and validity of extradition;
- Considering Law #007/68 dated September 3, 1968 modified and supplemented by Law #010/71 dated June 29, 1971 fixing the organization and operation of the Supreme Court;
- Considering Chief of State Decree #27 dated September 2, 1954 establishing and organizing the Court of Cassation;
- Considering Chief of State Decree #4 dated October 18, 1949 and subsequent documents fixing the organization of the Judiciary;
- Considering Law #11/58 dated July 3, 1958 establishing and organizing the Juvenile Courts;
- Considering Chief of State Decree #8 dated May 14, 1951 promulgating the Code of Military Justice;
- Considering Decree-Law #11/62 dated May 21, 1962 and subsequent documents on the establishment of Front Military Courts;

- Considering Presidential Decree #57-a dated October 24, 1956 and subsequent documents on the reorganization of the Administration;
- Considering Decree dated October 25, 1914 on the application in Indo-China of penalties involving loss of freedom except banishment;
- Considering Decree #148-SL/AN dated October 11, 1967 fixing the correctional system;
- Considering the joint Ministry of Justice and Ministry of Interior Decree #83-TP/NV dated February 10, 1968 and subsequent Decrees on the classification of the Correction Centers;
- Considering Decrees dated May 17, 1916 fixing the rules for the prisons in Indo-China and on Con Son Island.
- Considering the suggestions of the Ministries of Justice, Defense, Finance, Education, Health, Social Welfare, and Labor;
- Considering the proposal of the Ministry of Interior;

DECREES

ARTICLE 1: The organization and operation of Correction Centers is prescribed as follows:

CHAPTER I: DEFINITION OF TERMS

ARTICLE 2: Terms used in this Decree are defined as follows:

- Sentenced Prisoner: A person sentenced to imprisonment by a court.
- Internee: A person confined in a Correction Center through a decision of the Prime Minister.
- Defendant: A person detained in a Correction Center by order of a competent official waiting for decision of the Court.
- Suspect: A person detained waiting for decision of the Prime Minister.
- Prisoner: Any person detained in a Correction Center whether a sentenced prisoner, internee, defendant, or suspect.
- Center: A short word for Correction Center.

CHAPTER II: HOUSING

SECTION 1: Types of Correction Centers

ARTICLE 3: Correction Centers consist of two types which are both under the control and management of the Ministry of Interior:

- Local Correction Centers which are also under the control of the Province or City Administration like other local services;
- National Correction Centers which are independent from Capital, City or Province Administrations but are under direct control of the Directorate of Corrections.
- As for the prisoner treatment and sentence execution, the Correction Centers are under the control of the Local Prosecutor and Prosecutor General Offices.

ARTICLE 4: A Local Correction Center receives:

- Defendants and suspects who are committed by a written order of one of the following authorized officials: Prosecutor, Examining Magistrate, City or Province Chief, or a Government Commissioner at Military Court.
- Convicts and internees who are not included in the dangerous category, or who are sentenced to two years' imprisonment and downwards or who have two years and downwards remaining to serve, or who are interned by MOI for any period of time.

ARTICLE 5: National Correction Centers receive the following categories of prisoners:

- Defendants and suspects committed by a written order of the Prosecutor, Examining Magistrate of Saigon Court of First Instance, Government Commissioner at Saigon, Military Court, Saigon Mayor and other officials whom the laws and regulations in force authorized to sign Commitments within the Saigon capital.
- Sentenced prisoners and internees are not to be confined at Local Correction Centers.
- Prisoners transferred from Local Correction Centers by order of the Ministry of Interior, Directorate of Corrections or by the Court in charge.
- Foreign criminals.

The distribution of prisoners at National Correction Centers is under the competence of the Directorate of Corrections.

SECTION 2: Procedure of Housing

ARTICLE 6: In principle, defendants and suspects must be confined separately in each cell.

Especially the following categories must be isolated:

- Violators of discipline
- So proposed by a doctor
- So prescribed in the commitment paper
- Defendant and the suspected accomplice

ARTICLE 7: The following prisoners must be housed in each separate section or cell:

- Males
- Females
- Juveniles
- Defendants
- Suspects
- Internees
- Sentenced Communist prisoners
- Detainees on grounds of a Police or Administrative measure.

ARTICLE 8: Defendants and suspects are authorized to wear their own clothes if they have enough to change. They may ask their relatives to send more clothes. They also may ask the Center to issue clothes if it is likely that their own clothes will suffer damage while at work.

ARTICLE 9: Defendants and suspects are not forced to work, but they may be assigned to work upon their own request.

ARTICLE 10: Permission to visit defendants and suspects, issued by the competent authority, is valid until there is a definite sentence or decision.

ARTICLE 11: Correction personnel, including those who volunteer to cooperate with this branch, are forbidden to cause direct or indirect influence on defendants and suspects in selecting defense counsel or defense way.

In order to make the choice easy, a list of lawyers in the local area must be posted at the Correction Center.

ARTICLE 12: Procedures regarding correspondence between the lawyer and the accused and suspects as well as visits by the former are prescribed in Chapter IX.

ARTICLE 13: A prisoner may have permission to go out of the Center in the following cases:

1. His father or mother, wife, husband, children, blood brothers or sisters are seriously sick or dead.
2. He has to attend tests or interviews at an enterprise wanting his employment.
3. He has to attend formal education or professional examinations.
4. He is recommended by the Center's doctor for medical examination or hospitalization in a specialized public hospital. Authority to give permission to go out of the Center belongs to the Directorate of Corrections or the agency in charge depending on whether they are sentenced or unsentenced prisoners.

ARTICLE 14: Absence from the Center may not exceed the time limit from 0600 to 1800 hours of the same day and the location must be within the Center's jurisdiction except for the first and fourth cases of Article 13 described above which will be developed in Chapter IX, Section 4.

ARTICLE 15: Jailers of the Center are in charge of escorting and guarding a prisoner while on an authorized visit outside of the Center and within the Center's jurisdiction.

SECTION 3: Isolation and Restraint Measures

ARTICLE 16: A prisoner may be isolated for reasons of security, health, and investigation secrecy. Isolation for security reasons is decided by the Center Warden but the isolation length may not exceed 30 days.

Isolation for health reasons is decided by the Center Doctor.

Isolation for secrecy of investigation is decided by the investigation agency.

If necessary, the Doctor can recommend the isolation cease.

ARTICLE 17: Isolation is not a punishment. The prisoner may smoke cigarettes, come to Canteen, write letters, or be visited and fed by relatives according to conditions fixed for prisoners of the same category.

ARTICLE 18: The Center must not use restraint devices such as shackles, tear gas or binding to punish a prisoner unless ordered by the Warden for a fighting or violent prisoner, and there is no other way to control him for the purpose of saving him and other people from danger or injury.

The restraint should not last longer than necessary.

ARTICLE 19: As far as prevention of escape is concerned, a prisoner must be handcuffed or sometimes shackled during transfers, on labor detail outside of the Center, or when there is no other way to guard them more effectively. However, in front of the Court the prisoner must be completely free from restraint devices.

ARTICLE 20: Personnel of the Center are authorized to use organic equipment against a prisoner for legitimate self defense, or against a prisoner who is trying to escape, sabotage, or do hard to the health or the body of others and does not immediately obey their order to stop.

Personnel of the Center are also authorized to use this equipment in case a prisoner resists with violence or non-violence a directive given by the Warden or his staff.

However, the use of the above said equipment in such cases should take place only when extremely needed.

SECTION 4: Classification of Prisoners With Long Sentences.

ARTICLE 21: Prisoners with a long sentence are those still having to stay in custody for more than one year for one or more crimes, after the sole verdict or final verdict becomes definitive or after the decision for internment is delivered.

ARTICLE 22: The classification of prisoners with a long sentence is aimed at determining the appropriate Correction Center for each prisoner based on age, previous sentence, crimes, health condition... and applying appropriate Correction procedures.

The Correction Directorate relies on the documents and comments of the judging agencies and Correction Centers concerned to make the classification.

ARTICLE 23: The office of Public Prosecutor, the judging agencies or MOI must send to local Correction Centers the following documents:

- Partial duplicate of sentence order or decision for internment.
- Personal biographical data sheet recording identity, occupation, family status, education background, conduct, religion, previous crimes, factors for aggravation and mitigation of the crime.
- Duplicate of investigation report on personality and material, family and social status, if any.
- Duplicate of report of medical examinations, if any.
- A detailed report of facts constituting the crime.

The above mentioned documents must be forwarded to the Center within three months from the day the verdict becomes definitive, except for the internment decision which must be sent within the date fixed by MOI.

ARTICLE 24: Based on the documents defined in ART. 23 and personal remarks, the Warden of the Center reports to the Director of Corrections essential details aimed at facilitating the classification of prisoners with a long sentence. Depending on circumstances, the Directorate will decide whether the prisoner must stay or be evacuated to another Center.

ARTICLE 25: Enclosed with the above report is the investigation report of the prisoner's social status before he was apprehended. This investigation is made by the Center within the scope of the prisoner's family, school, occupation and through contacts with his acquaintances.

SECTION 5: Assignment of Prisoners.

ARTICLE 26: The assignment and selection of prisoners in each Correction Center rests with his Warden.

ARTICLE 27: The Warden has the duty to make a report to the Directorate of Corrections in case the number of prisoners exceeds the capacity of the Center.

ARTICLE 28: Considering the report mentioned in ART. 27, the Director of Corrections decides necessary transfers.

CHAPTER III: OPERATION OF CORRECTION CENTERS

SECTION I: Organization

ARTICLE 29: Every Correction Center is divided into the following areas:

Administrative area, medical area, mess area, vocational training area, recreation area, confinement area subdividing into sections for non-Communist, Communist, military, female offenders, juvenile delinquents, discipline cells, rooms for children with mother, and an area of worship of different religions.

ARTICLE 30: Each Correction Center is built according to a model plan. As to those already built or a case wherein the land does not match the plan, the following basic principles must be followed:

1. In each confinement area, the defendants and suspects must be separated from the sentenced prisoners and internees.
2. Offices and dispensaries should be away from the kitchen and vocational training areas.

ARTICLE 31: Besides the areas mentioned in ART. 29, if there is much excess land, animal husbandry and cultivation areas will be set up.

SECTION 2: Manpower

A. Office of the Warden

a. Warden.

ARTICLE 32: Each Correction Center is under the management of a Warden and one or two Deputy Wardens.

ARTICLE 33: The authority of the Warden encompasses the whole Correction Center. Therefore he has the following duties:

- Manage personnel, materials and accounting.
- Implement correction policy.
- Apply the Center's internal regulations.
- Maintain security and order.

ARTICLE 34: To complete the above tasks, the Warden carries out all principles and instructions of the DOC; supervises, follows up and controls the activities of his personnel; coordinates with other agencies; makes reports on work progress with strengths, weaknesses and obstacles; and recommends work plans and constructive initiatives.

The Warden must be constantly well aware of the situation of personnel, prisoners, the operation and the defense system of the center.

b. Deputy Warden

ARTICLE 35: The Deputy Warden assists the Warden to manage the Center and takes his place during his absence.

ARTICLE 36: The Deputy must live in the perimeter of the Center.

ARTICLE 37: The Deputy directly maneuvers the personnel of the Center and manages in detail every activity of the Center. He is responsible to the Warden, especially for the following tasks:

- Preparation of daily or weekly personnel assignment lists and control of their application.
- * Daily or weekly inspections of jailers' weapons.
- Supervision of food and drink for prisoners as to quantity and quality.
- Checks on the Center population counts.
- Regular inspections of installations, offices, rooms, electric system, and recommendations of necessary security measures.

B. Jailer Section.

Chief of Jailer Section.

ARTICLE 38: The position of Chief of Jailer Section is assigned to a member of Warden or Chief Jailer rank to follow-up, supervise and control the functions of other Chief Jailers and Jailers and to be responsible for maintaining security and order at the Center.

The Warden may delegate authority to the Chief of Jailer Section over a number of activities.

Chief Jailers and Jailers

ARTICLE 39: Chief Jailers and Jailers have the responsibility to guard the area designated to them.

Chief Jailers and Jailers must obey the orders of the Warden, Deputy Warden and the Chief of Jailer Section, and carry out the Center's internal regulations and instructions regarding official business.

Every violation must be immediately reported to the Deputy Warden.

Jailers should always watch over prisoners and bear the responsibility for every violation of internal regulations committed by prisoners, such as damage to the center, clothes, and working tools, etc.

ARTICLE 40: Chief Jailers and Jailers must wear uniforms during working hours and after working hours if they stay within the Center.

ARTICLE 41: Jailers must not leave assigned guard posts even for a while without permission of the Warden or Deputy Warden.

ARTICLE 42: Jailers may not contact prisoners except on official business.

ARTICLE 43: Sections reserved for female prisoners are under the charge of female jailers. Male jailers only have to maintain security and order at outer perimeters and when these prisoners are escorted out of the Center.

ARTICLE 44: Only the Warden, Deputy Warden, Chief of Jailer Section and the physician are authorized to enter the female prisoner sections. Other personnel are not allowed to do so unless they have special instructions from the above officials.

In special cases where a male jailer receives an instruction from the Warden to enter a female section, he must hand over the instruction to the responsible female jailer right away. Besides, when he goes into the female section he must be serious and not get in touch with a female prisoner, save on official business.

ARTICLE 45: Jailers have no right to punish a prisoner. If a prisoner makes some infraction, the jailers must report it to the Warden thru the Deputy Warden.

ARTICLE 46: Jailers must know how to use weapons but are not permitted to carry them inside the confinement area except upon special order of the Warden. They can only carry weapons outside the Center, at watchtowers and only use them for self-defense or whenever there is a riot.

When a jailer sees an escaping prisoner who begins to run away and fails to stop after the jailer has delivered three shots into the air, the jailer can then shoot at the escaping prisoner's legs.

ARTICLE 47: Jailers are granted houses inside or outside the Center. Whether living inside or outside the Center, they may not receive at their houses either the prisoners or their families.

Jailers living inside the Center may not receive at their house from 2000 to 0600 hours anybody from outside if not authorized by the Warden.

Nobody in jailers' families may go into the yard, the shops, the dispensary, the dormitories or any other places where there are prisoners.

If the jailers' relatives living inside the Center disturb the order or do not respect the internal defense discipline, the Warden may expel them.

C. Correctional Section.

ARTICLE 48: The Correctional Section consists of correction supervisors and workers and detached personnel from different branches with the duty of probing the prisoners' psychology and the causes leading to crimes in order to re-educate them in accordance with the correction and vocational programs in three operations:

- Organizing educational sessions for the prisoners;
- Following up their conduct and their level of receptiveness;
- Organizing information and theatrical entertainment sessions for them.

ARTICLE 49: The Correctional Section is in charge of:

- Political indoctrination;
- Vocational training;
- Civic education;
- Moral education;
- Mass education;
- Supplementary general education;
- High school education;

The training programs, schedules, organization and guiding methods must be approved by the Warden.

ARTICLE 50: Special attention must be paid to three principal aspects in following up the conduct and level of receptiveness:

- Attitude of the prisoners toward training and daily activities;
- Their daily conduct;
- Their achievements;

ARTICLE 51: Responsibilities of the Correctional Section are divided as follows:

1. Chief of Correctional Section:

- Is responsible to the Office of the Warden and DOC for political, cultural, moral and physical education;
- Controls the activities of subsections;
- Contacts the Wardenry and coordinates with the Jailer Section over problems pertaining to Correctional operations.

2. Deputy Chief of Correctional Section:

- Assists the Chief of Correctional Section in the above operations and substitutes for him when he is absent.

3. Reformation Sub-Section:

- Collects and prepares training documents, organizes training sessions on: Religious doctrines, politics, general education and civic education;
- Provides recreation and theatrical entertainment;
- Follows up the conduct and level of receptiveness of the prisoners.

4. Vocational Training Sub-Section.

- Takes charge of vocational training and provides the prisoners with workshops.

ARTICLE 52: The Correctional Section personnel must obey the internal regulations of the Center and must be under the control of the Wardenry as regards security, administrative, and technical aspects.

D. Technical Section.

ARTICLE 53: The Technical Section consists of two Sub-Sections:

1. Population Sub-Section responsible for:

- Establishing and keeping books on commitments and releases as well as other books stipulated in Articles 66, 68 and 69.
 - Setting up dossiers and personal history sheets on prisoners.
 - Following up the prisoners' status (release, transfer, death, confinement extension, etc.)
 - Making daily and periodic reports on the number of prisoners.
2. Security Sub-Section in charge of:
- Checking mail, parcels and visits;
 - Providing order and security;
 - Organizing intelligence and security in sections and cells;
 - Receiving and distributing prisoner labor;
 - Escorting prisoners on Court appearance or transfer;
 - Fire prevention.

E. Health and Social Welfare Section:

ARTICLE 54: The Health and Social Welfare Section consists of two sub-sections:

1. Health Sub-Section responsible for:
- Securing hygiene in the Center;
 - Preventing diseases and treating the prisoners' diseases;
 - Supplying medicines.
2. Social Welfare Sub-Section responsible for:
- Consoling and helping the prisoners;
 - Making liaisons between prisoners and their families;
 - Contacting charitable institutions to ask assistance for the prisoners;
 - Giving support to ex-prisoners.

Activities of this subsection are stipulated from ARTICLE 300 to ARTICLE 310, Chapter XI.

F. Management Section.

ARTICLE 55: The Management Section consists of two Sub-Sections:

- a. Administrative Sub-Section takes charge of general administration, monthly reports, public relations, filing system, etc.
- b. Accounting Sub-Section is responsible for general accounting, material accounting, payroll and allowances for personnel, food distribution, snack-bar running, funds of the Center, money and personal properties deposited by the prisoners.

G. Guard of the Center.

ARTICLE 56: Each Correction Center may have a guard force detached either by ARVN or the NP to maintain security and order in the Center.

- The guard strength for each Correction Center will be decided by a combined MOD-MOI and ARVN/JGS Committee.
- The guard force is responsible for the outside security of the Center (to stop all attacks and sabotages from outside).
- The guard force coordinates with the Jailer Section to maintain order inside the Center if so requested by the Wardenry.
- The guard force is under the direct command of the guard force Commander and under the Warden's control.
- The guarding soldiers or policemen must report immediately to their Commander any happening which may be detrimental to the safety of the Center, so that the Commander can inform the Warden in time for coordinated counter-measures.
- The Office of the Warden must report to competent authorities any illegal absence of the soldiers or policemen guards. Therefore, the guard Commander must inform the Warden on the daily guard strength status.
- The Warden can control watch-towers and suggest punitive measures to the guard Commander against negligent and undisciplined guards.

ARTICLE 57: Each area of the Center must have a bell alarm system connected with the Offices of the Warden and of the Deputy Warden so that the area Jailer can inform immediately the Warden and the Deputy Warden when an emergency takes place.

ARTICLE 58: By night there must be lit lamps in dormitories, corridors, confinement areas, patrol alleys, watchtowers, and personnel's houses. The lights in dormitories and corridors must be installed outside the iron bars, out of the prisoners' reach.

H. General Provisions for Personnel of the Center.

ARTICLE 59: Under the guidance of the Wardenry, all personnel of the Center must implement the correction policy with unanimity.

ARTICLE 60: All personnel of the Center may not:

- Maltreat or insult a prisoner;
- Use obscene language to a prisoner;
- Have intimate relationships with a prisoner;
- Directly or indirectly receive any gift or borrow money from a prisoner;
- Buy or sell anything for a prisoner;
- Eat or drink with a prisoner or a relative or friend visiting him;
- Help or condone illegal correspondence and other communications between a prisoner and another prisoner or an outside person, or introduction of contraband into the Center;
- Directly or indirectly influence a defendant or suspect in their legal defense or in the selection of defense lawyers;
- Incite or help a prisoner to avoid a transfer, or help him to get a work assignment inside or outside the center though prohibited by law;
- Get drunk while on duty.

Those personnel who violate the above prohibitions shall be subject to disciplinary action and may be prosecuted.

ARTICLE 61: Any jailer who, by negligence, lets a prisoner escape shall be not only administratively punished but also prosecuted.

ARTICLE 62: Nobody may be absent without permission from the Warden. The Warden may grant a member up to five days of leave.

SECTION 3: Inspection of Correction Centers.

ARTICLE 63: Correction Centers are subject to inspections by:

- Ministry of the Interior;
- Directorate of Corrections;
- Prosecutor General's Office;
- Local Prosecutors;
- Government Commissioner at Military Court for Military Prisoners.

ARTICLE 64: In exceptional cases, a finance or treasury inspector may come and audit the accounting books of the Center.

ARTICLE 65: Except in special cases, at least four inspections per year must be conducted of the operation of each Center by a DOC inspector.

One of the four inspections must be reserved for the control in detail of accounting books and budget situations.

On each inspection, the inspector has to sign in books specified in ART. 68, 70 and 71, especially in the commitments book. The observations and instructions of this official must be noted in a special book designed for this purpose.

ARTICLE 66. At each locality, a Center Patronage Council is established and placed under the chairmanship of the Province Chief or City Mayor consisting of the following members, designated for a two year term by a decision of the Province Chief or City Mayor:

- The local prosecutor or his representative;
- A member of the Province or City Council;
- A representative of a prisoner patronage agency;
- A representative of a charitable agency which pays regular interest in correctional and after-care problems.

The Warden, his staff as well as all persons who regularly cooperate with the Center cannot participate in the Council.

ARTICLE 67: The Council advises on sanitation, security, health, feeding, work, discipline, order, culture and reeducation of the prisoners.

The Council reports its observations and suggestions to the Minister of Interior, having no right to decide what action is to be taken.

SECTION 4: Books and Dossiers on Prisoners

A. Commitments Book

ARTICLE 68: Each Center must keep a commitments book of which each page must be numbered, and the first and last pages must be signed and stamped by the Director of Corrections.

Besides notes involving detainment and release, other details must be recorded in the book to prevent fraud such as prisoner bio-data, modifications regarding the detainment or administrative status of prisoners while in the Center or at the time of release.

This book must be presented to administrative and judicial authorities for control upon their visit or inspection.

ARTICLE 69: The commitments book must not be moved out of the Center. However, in the two following cases, it may be moved from the Center to the hospital for necessary processing but the Warden has to report this to DOC immediately:

- Due to poor health, a prisoner must be hospitalized immediately after his arrival at the Center.
- A prisoner is released while he is receiving treatment at the hospital.

B. Other Books.

ARTICLE 70: Besides the commitments book and accounting books, the Warden or the Chief of Jailer Section is authorized to keep the following books:

- Court appearance book recording the date and time a prisoner has to appear before the Court;
- Book recording prisoners' names by alphabetic order;
- Book on caveats and appeals;
- Book on monthly releases;
- Parole book;
- Book for control by counts and by serial numbers;
- Book recording prisoners' requests sent to the authorities;

- Book on punishments and rewards;
- Inspection Book;
- Book of Mission Orders;
- Book on prisoners' in and out movements;
- Book on special exits.

ARTICLE 71: The book on caveats and appeals is a counterfold book to record such actions taken by the prisoners.

When a prisoner makes an appeal, the Warden or his authorized official must hand over to the appealing prisoner the detached part of the book page containing the prisoner's declaration; the stub must contain the declaration date and signature of the prisoner, and the date of submission of the declaration to the competent authorities.

ARTICLE 72: It is the Warden's prerogative to consider providing a related agency with partial or full duplicates of a prisoner's records available in the Center.

C. Prisoner Dossiers

ARTICLE 73: Individual dossiers for each prisoner must be set up by the Center. Each dossier, including documents specified in ART. 23, 24 and 25, must accompany its prisoner every time he is transferred to another Center.

Prisoner dossiers are classified documents. Besides the Warden, only responsible officials may have access to their assigned dossiers.

ARTICLE 74: Regarding a felon, the dossier consists of:

On judicial aspect, provided by the Court in charge:

- Partial duplicate of the sentence;
- Personal record in which are noted the offender's bio-data, occupation, family status, health condition, social status, educational background, conduct, previous offenses, incriminating factors, and documents that may aggravate or extenuate the crime. Within three months from the date the sentence becomes definitive or the date of commitment, the personal record must be sent to the Center in which the offender is confined.

On Correctional aspect provided by the Center:

- Observation slip of the Warden regarding the prisoner's behavior and attitude during the imprisonment period towards correction measures.
- List of administrative decisions as well as punishments and rewards concerning the prisoners;
- Record made by the physician regarding the prisoners' health condition;
- Documents in connection with ART. 302 and 303 below compiled by the Center's Social Welfare Section;
- Documents regarding the results of investigations and examinations of the personal character, health condition, psychology, moral condition, family status, social status, and the standard of living of the prisoner which are obtained in the preliminary interrogation or will be obtained during the imprisonment period.

ARTICLE 75: Regarding a misdemeanor offender, the dossier will be gradually set up, based on documents provided by related agencies.

ARTICLE 76: Regarding a felon, one year after the expiration date of sentence, or the prisoner's death or escape, all the related dossier must be sent to DOC.

ARTICLE 77: Regarding a misdemeanor offender, after the sentence expiration date, or the prisoner's death or escape, the dossier is kept for a period of 30 years at the Records Section of the last Correctional Center in which the prisoner has lived. Exceeding that time limit, the dossier will be sent to the DOC.

SECTION 5: Requirements for Visits by Private Citizens.

ARTICLE 78: Outside persons who want to visit the Center must request a special permit from the Ministry of Interior, Directorate of Corrections or responsible authorities in the province.

ARTICLE 79: A relative or defense lawyer who wants to contact a prisoner has to follow the conditions fixed in Chapter IX.

ARTICLE 80: Only the closest relatives are authorized to visit, by order of priority as follows: legitimate spouse, children, parents, brothers or sisters, etc.

In case a priority relative cannot come, he may authorize another relative to substitute for him using a qualified written statement.

CHAPTER IV: PRISONER LABOR SYSTEM

SECTION 1: Categories of Prisoner Subject to Labor.

ARTICLE 81: Except death sentence prisoners, prisoners under a liberty depriving sentence for a felony or misdemeanor and internees may only be exempted from work on grounds of old age, disability or poor health.

Any insubordinations or infractions against labor instructions are subject to disciplinary measures.

ARTICLE 82: Defendants, appealing prisoners, or petty offenders are exempted from labor. However, they may volunteer to work in accordance with requirements provided in ART. 86 and subsequent ARTICLES.

ARTICLE 83: However, chores in the Center such as sanitation, cooking, maintenance of materials, etc. can be entrusted to all prisoners except those who are excused by old age, disability or poor health.

SECTION 2: Work Assignment

ARTICLE 84: No official or employee of the Center is allowed to use prisoners to work for his own business.

ARTICLE 85: The Center is not allowed to use prisoners to drive vehicles and motorized boats or sampams.

ARTICLE 86: Compulsory prisoner workers must be entrusted with work of public benefit enough to occupy a full working day.

ARTICLE 87: The nature of work depends on the detainment policy, requirements of the Center, conveniences at the work sites, and on the moral, physical and technical capabilities of the prisoners as well.

ARTICLE 88: In order to help the prisoners become familiar with working conditions after their release, the methods of organization and implementation of the work reserved for them in the Center must be similar to those applied in work sites outside the Center.

SECTION 3: Work Sites

ARTICLE 89: When required by the nature of work, or when there is no separate piece of work for each prisoner to do in his cell, many prisoners may gather to do the same work, but this may only occur in the working period.

ARTICLE 90: Work sites for prisoners can be either outside or inside the Center. An outside work site must be a government administered one or an industrial or handicraft shop having a legal personality.

ARTICLE 91: A work site in which a great number of prisoners work must have all sanitary conditions necessary for their health and must be kept clean.

A work site must also be provided with an arrangement favorable to the prisoners' safety: machinery, drives, tools and instruments must be installed in the safest way.

ARTICLE 92: When the Center has a vocational training shop, the Warden assigns an officer as shop supervisor to manage it, control the application of shop regulations, maintain order when prisoners are working in the shop, open and close the shop doors by himself, keep keys, maintain machines and instruments.

A number of foremen, selected among prisoners working in the shop, have to assist the shop supervisor to manage all shop operations and maintain discipline. The foremen performing their duties well may receive one or more rewards mentioned at ARTICLE 115.

ARTICLE 93: The Shop Supervisor is eligible to a remuneration from the paid services fund or some products obtained by the Center.

The amount of remuneration is fixed by the Center, but must be approved by the Directorate of Corrections.

ARTICLE 94: The Shop Supervisor may suggest to the Warden removal of those prisoners who lack ability, are lazy, or are undisciplined while they are working or on apprenticeship.

SECTION 4. Working Conditions

ARTICLE 95: Prisoners' worktime in the Center is fixed by the Warden and approved by DOC.

Work schedules must provide time for rest and recreation.

ARTICLE 96: Work time for prisoners working outside the Center is fixed by the work site supervisor or chief of the agency receiving the prisoners' services after consultation with the Warden.

In both cases, working hours cannot exceed eight hours per day or 48 hours per week.

ARTICLE 97: Prisoners may be off duty on Sundays and official holidays. But in emergency cases, the Warden may compel them to work on above said days and give them compensatory leave in equivalent time.

ARTICLE 98: Prisoners are selected to work outside the Center when they meet the following conditions:

- Being judged, after re-classifications, as quite repentant with high receptiveness and good behavior.
- Having only less than three months to serve. This period of time can be increased or decreased by MOI depending on each type of prisoner and the security condition in the country.

ARTICLE 99: Prisoners are selected for apprenticeship in vocational shops when they meet the following conditions:

- The time remaining to serve must be at least equivalent to the time needed for complete apprenticeship plus six other months.
- Having ability and educational level suitable for the training area;
- Not being a dangerous element.

ARTICLE 100: The Center may only provide payable services to private firms, factories, individuals, or government agencies when there is complete voluntariness on the part of the prisoner workers. These prisoners are eligible for remunerations according to their output and the rates fixed by DOC based on request of the Center.

ARTICLE 101: Penal servitude prisoners in Con Son Correction Center are not eligible for remunerations except when they have to do very hard chores. These types of work and rates of remuneration are fixed by the Center and approved by DOC. They should be recorded in the regulations of the Center.

ARTICLE 102: Except work in group activities in the Center, the labor code provisions on prevention of and compensation for labor accidents and professional diseases apply to prisoners working inside or outside the Center, or plying their trade at vocational shops.

ARTICLE 103: The Jailers in charge of prisoners working outside the Correction Center may suggest to the Warden to remove those who are lazy or undisciplined from permission to work outside the Center.

If two Jailers have the same judgment on a prisoner, the Warden has to cancel such a permission.

ARTICLE 104: In payable services the Jailers in charge of prisoners working outside the Center are remunerated as the Shop Supervisor mentioned in ARTICLE 93.

CHAPTER V: DISCIPLINE AND SECURITY

SECTION 1: Internal Police

ARTICLE 105: Each prisoner is subject to rules that govern all the others in the same category.

In this police system, there is no distinction between races, languages, religions, nationalities, political tendencies, or social status.

ARTICLE 106: Order and discipline must be closely observed but not unnecessarily overstrict to prejudice the maintenance of good security and organization of the collective life.

ARTICLE 107: Prisoners must obey the Center authorities implementing internal regulations.

ARTICLE 108: Prisoners may not be entrusted with an authoritative or disciplinary responsibility.

ARTICLE 109: Shouting, singing, calling out, noisy gatherings by prisoners and, in general, any individual or collective prisoner actions that disturb order are forbidden.

ARTICLE 110: All offerings, exchanges, trades, bargainings and all illicit contacts or liaisons by secret code among the prisoners are forbidden.

All games that may thwart the common security and order also are forbidden.

ARTICLE 111: The internal regulations of each Center must contain a time table showing clearly the hours for rising, sleeping, eating, strolling, working, and switching off the lights, etc.

The time table must also provide prisoners with time for bath, rest, minimum interval of six hours between lunch and dinner, and the night confinement in dormitories or solitary cells must not exceed 12 consecutive hours.

SECTION 2: Penalties and Rewards

Sub-Section 1: Penalties

ARTICLE 112: Penalties are decided by the Warden based on suggestion by the Deputy Warden and the Chief of Jailer Section. However, the withdrawal of a measure imposed by a judicial agency may only be made by the very agency itself. In principle, prisoners should be notified about their infringements and given right to explanations. In emergency cases, prisoners who commit grievous wrongs may be confined in the disciplinary area waiting for penalty decision.

ARTICLE 113: Penalties on prisoners include:

1. Reprimand.
2. Full or partial withdrawal of rewards or privileges already acquired.
3. Reduction of rations, rice and soup excluded, up to three consecutive days.
4. Prohibition of use of cigarettes or purchase of drinks from snack bar and receiving of supplies from outside for a period.
5. Solitary confinement, i.e., isolation in a cell, plus feeding reduced to cooked rice all alone for three days per week and prohibition of smoking, reading, letter writing, family supplies and visits with lonely strolls in the playground only half an hour a day. Such penalties are decided by the Warden for a maximum duration of 30 days and may be stopped any time the examining physician finds that their continuation will hurt the prisoner's health.
6. Transfer to another Center as designated by DOC.

Sub-Section 2: Rewards.

ARTICLE 114: Rewards are announced the same way as penalties. Rewards such as mitigations, pardon, parole, discontinuance of sentence will, depending on circumstances, be processed by MOI, MOJ or MOD.

ARTICLE 115: Besides the rewards provided by ARTICLE 114, prisoners may also be granted:

1. Transfer to another Center as desired.
2. Permission for more letter writing or supplies and visits by relatives than usual.
3. Talks with relatives in a room without separating screens.
4. Attendance at or participation in recreation activities.

5. Book procurement through censorship before reception and use of some personal items such as watches, fountain pens.
6. Work for personal interests.

ARTICLE 116: Penalty and reward announcements should be shown in the book mentioned in Article 70 and kept by the Deputy Warden or the Chief of Jailer Section.

SECTION 3. Regulations of the Center

ARTICLE 117: Besides the general provisions in this Chapter, each Center has its own internal regulations set up by its Warden and approved by DOC.

Such internal regulations stipulate time tables for daily activities as well as details on prisoners' duties and rights.

ARTICLE 118: This chapter with all its articles and the Center's Internal Regulations must be made known to prisoners, while articles concerning third parties and disciplinary decisions must be posted for third parties.

Therefore, extracts of the above must be posted in the confinement area and waiting rooms for visitors.

ARTICLE 119: Generally speaking, on arrival at the Center, each prisoner must be informed of the fundamental articles of this Chapter as well as the Center Internal Regulations, with emphasis on disciplinary rules, relations with family, lawyers, administrative and judicial agencies, and his rights and duties.

Upon the prisoners' request, copies of the above articles must be handed to him for perusal.

SECTION 4: Prisoner Complaints

ARTICLE 120: Every prisoner may present his ideas and grievances to the Warden who will receive him if he can show good reasons. He may also request personal talks with officials who come to visit or inspect the Center.

ARTICLE 121: In case an administrative decision prejudices a prisoner, he may complain to the Director of Corrections if it is taken by the Warden or to the Interior Minister if it comes from DOC.

However, every decision within the scope of laws or regulations at ministerial level takes immediate effect in spite of the above right to complain.

ARTICLE 122: Collective complaints, ideas, or petitions are forbidden. Not only are they disapproved but they bring disciplinary measures against prisoners who initiate them.

SECTION 5: Security and Order of the Center

ARTICLE 123: The Warden must strictly carry out all instructions concerning the maintenance of order and security in his Center.

He is responsible for incidents or escapes occurring through his negligence or failure to comply with regulations.

Sub-Section 1 - General Provisions.

ARTICLE 124: The Staff of the Center is responsible for the inside security. However, when it cannot cope with a serious emergency, the Warden has to request the local Police help and report immediately to the Director of Corrections and the Province Chief or Mayor. The same measure is to be applied in case of an outside attack or threat.

The procedures for requisitioning the forces to maintain order and for their intervention are fixed by a circular and clearly defined in the Center Defense Plan.

ARTICLE 125: The Center personnel must be armed in cases deemed necessary by the Office of the Warden.

Officers in charge of confinement areas must not be armed, except when there is an explicit order from the Warden in special circumstances and for a definite intervention.

ARTICLE 126: All precautions are to be provided against escapes, especially the arrangement of facilities, the shutting and blocking up of doors and passageways, the clearing of patrol corridors, and the development of the lighting system. All arrangements or constructions impairing the security of walls and fences are forbidden.

ARTICLE 127: Jailers have to make frequent and careful inspections of prisoners' rooms, cells, working areas or hangouts. Doors, other openings and iron bars must be inspected every day.

ARTICLE 128: Prisoners must be placed under permanent guard.

In the night, dormitories remain lighted provided that the light is not so bright that it impedes sleeping. Without important events, no one is authorized to go into prisoners' dormitories, even individual sleeping rooms.

If necessary, at least two officers must go into a dormitory for intervention.

ARTICLE 129: Prisoners are subjected to roll call at reveille, before bedtime and at two varying other times of day.

ARTICLE 130: After bedtime, jailers must go the rounds according to a schedule decided and changed every day by the Chief of Jailer Section.

ARTICLE 131: Prisoners are not permitted to keep items, medicines, or any substances with which they can attempt suicide or resort to violence, mutiny or escape. Neither are they allowed to keep working tools in the dormitory and outside working hours.

For security reasons, the Chief of Jailer Section may temporarily seize during nighttime any articles the prisoners are usually allowed to keep with them, including clothes.

ARTICLE 132: The sending of money, letters, or objects to and from the Center is only considered legal when it is consistent with the stipulations of this ministerial order and the Center's internal regulations, or when it is permitted by the Warden.

In any circumstances, money, letters, or objects are subject to the control of the Center.

Any sendings of money, letters or objects from and to prisoners found in violation of the above-mentioned stipulations have to be reported to the Warden, or to the Director of Corrections, if necessary.

ARTICLE 133: Prisoners are liable to a proper number of searches as fixed by the Warden.

Especially, each prisoner must be searched upon arrival at the Center and each time he is escorted out of or back to the Center. The search can also be made before and after a relative's visit.

Each prisoner may be searched only by an officer of his sex.

ARTICLE 134: Every day, the Chief of Jailer Section must write down on the daily work book of each jailer his assignment for the following day: the areas to inspect, the number and time of rounds, the prisoners under his supervision or tasks he has to perform.

Special instructions are also given in this book, for example, for exceptional attention to be paid to dangerous prisoners.

Sub-Section 2 - Requirements for Entrance into Confinement Areas.

ARTICLE 135: Except the officials mentioned in Chapter III and responsible employees of the Center, nobody may go into the confinement areas without written authorization from DOC to MOI.

If not specifically stated in the permit, a permit holder may not contact any prisoners, even in the presence of a staff member. Photographing or filming of facilities inside the Center and tape recording of occurrences in there are strictly forbidden unless there is a permit from MOI.

ARTICLE 136: Any stranger who wants to go into the Center has to show his ID Card and evidence of his capacity. Identification papers not issued by the Center or an agency having authority over it must be held by the Center upon his admission and returned upon his departure.

ARTICLE 137: Each Center must have a daily book to register all comings and goings with each subject's name, capacity, time of arrival and departure, and reason for the activities. The book does not record the names of personnel and relatives living in the Center.

Sub-Section 3 - Emergencies

ARTICLE 138: All important emergencies related to order, discipline or security of the Center must be reported right away by the Warden to the Province Chief or Mayor, the Public Prosecutor and the Director of Corrections.

If an emergency concerns a civilian defendant, it must be reported by the Center to the judicial agency concerned. If it concerns a military prisoner, report is made to the Government Commissioner at the Military Court.

ARTICLE 139: If a prisoner commits a felony or a misdemeanor in the Center, the Warden has to report it to the Public Prosecutor directly and without delay.

ARTICLE 140: All escapes must be reported right away to the Police Headquarters and to the Officials mentioned in ARTICLE 138.

All escape attempts have also to be reported to the same Officials.

ARTICLE 141: Upon a prisoner's death in the Center, the Warden must immediately report it to the Province Chief or Mayor, the Public Prosecutor and the Director of Corrections and at the same time, inform the prisoner's relatives by telegram in order that they can come to pick up the corpse within 48 hours from the hour of the telegraphic communication. The Warden must also immediately notify the Police Headquarters for record making and the Public Health Service for examination. The Police record and the medical examination record must then be sent to the Public Prosecutor.

After 48 hours, if the corpse is not picked up by the relatives, it will be buried by the Center. The Warden will declare the prisoner's death in the presence of a Judicial Police Officer. Death certificate copies will be respectively sent to the agency handling his case or the Court that sentenced him, and to the Administration of his native place for informing the prisoner's relatives and for eradicating his name on the vital statistics register.

Only the number of the building and the name of the street in which the Correction Center is located may be recorded in the death certificate.

CHAPTER VI: PRISONER IN AND OUT MOVEMENTS

SECTION 1: Admissions and Releases

ARTICLE 142: Each prisoner is detained in a waiting room from the moment of arrival to the moment of assignment to a cell. He is submitted to a search, to the procedure of booking, weighing, height measuring, and all needed sanitary measures.

ARTICLE 143: On the day of arrival at the Center, or at the latest, on the following day, a prisoner will be called on by the Warden, or by one of his staff. The prisoner will be given medical examination promptly. He may, when possible, be visited by a Social Welfare man and by a priest of his religion.

ARTICLE 144: The Center must make weekly reports of commitments and releases to DOC, the Province Chief or Mayor, and the Public Prosecutor.

ARTICLE 145: At the expiration date of the sentence, each prisoner is given a release certificate.

The release certificate includes his identity, physical description, necessary addresses (social welfare agency, sponsoring agency or individual, employment agency), money, personal items, and clothing in his possession.

The released person must be cautioned to keep carefully the release certificate to justify the legal status of his freedom.

The procedure for releasing a prisoner will be stipulated in a separate document.

ARTICLE 146: When many prisoners are to be released on the same day, arrangements have to be made by the authorities of the Center so that they cannot meet each other in the Center's office, or at its entrance gate. However, in the application of this principle, a person should not be forced to leave the Center after midday.

SECTION 2: Transfers and Outdoor Work Escorts.

ARTICLE 147: To transfer a prisoner is to have him escorted by a losing center to another center. The transfer cannot be considered an interruption of the imprisonment period.

ARTICLE 148: An outdoor work escort is an escort of prisoners out of the Center for works of a compulsory or essential nature that cannot be done inside, and then back to the Center.

Sub-Section 1: General Provisions.

ARTICLE 149: All orders concerning prisoner transfers and outdoor work escorts must be enforced without delay except in case of absolute infeasibility or in special circumstances which must be reported right away by the Warden to the ordering authorities.

The special circumstances must include the one in which the Doctor makes a negative recommendation by reason of a prisoner's health and the one in which a prisoner is still under the consideration of a judicial agency or the court appearance period as a witness.

ARTICLE 150: Transfers or outdoor work escorts should not be carried out without a written order from a competent authority. This written order must be sent to the Center in its original or in a certified copy. The Warden has to check carefully the authenticity of this order.

ARTICLE 151: All preventive measures must be provided against escapes and other emergencies that could occur during prisoner transfers or outdoor work escorts.

Prisoners to be transferred or assigned to outdoor works must be searched thoroughly before they are escorted out. Under the direction of the escort head they may be handcuffed.

When there is a dangerous prisoner who must be closely guarded, the Warden will give the escort head necessary instructions concerning this prisoner.

ARTICLE 152: Prisoners are not allowed to communicate with a third party when they are on transfer or outdoor work escort.

All measures have to be provided against public curiosity or any form of publicity.

ARTICLE 153: To implement the aforementioned articles as well as for security reasons all prisoner transfers or outdoor work escorts must be prepared and carried out carefully and secretly, especially as to schedule, prisoner biographical data, transportation means, itinerary and destination.

However, after their arrival at the new Center, the transferred prisoners are allowed to inform their families or persons eligible for visits of their new place.

Sub-Section 2. Transfers

A. Transfer Authorities

ARTICLE 154: Transfers of defendants are carried out on order of a competent judicial agency.

Police officers take charge of the security of these transfers.

ARTICLE 155: Transfers of sentenced prisoners, interneees, or suspects are decided by DOC. The security of these transfers is assured by the Center Jailers.

ARTICLE 156: When the presence of a transferred prisoner is no longer necessary in the new center, the Warden of this center must report it to DOC or to the agency handling the case for his return to the old Center. The return will be effected by the personnel who handled the transfer before.

ARTICLE 157: A prisoner should not be transferred if he is being prosecuted or may be needed for testimony in Court.

The public prosecutor will inform the center and the official who issues the transfer order of the date when the prisoner may be transferred.

ARTICLE 158: To escort a defendant or a suspect out for medical treatment or for transfer to another Center, the Wardenry must have approval of the agency handling the case.

B. Organization and Conduct of Administrative Transfers

ARTICLE 159: Each Correction Center has an escort team under the direct supervision of the Deputy Warden and with the responsibility for carrying out transfer orders.

ARTICLE 160: The Director of Corrections is responsible for organizing and carrying out transfers under administrative authority.

ARTICLE 161: Transfers may be carried out on land, water or by air, depending on the number of transferees, the types of prisoners, their health, the length of itinerary, and the degree of emergency.

Every measure must be planned so that the prisoners may have necessary conveniences and sanitary facilities.

ARTICLE 162: Expenditures on transfers are covered by DOC. No prisoner is allowed to be transferred by his own means and money.

The number of personnel necessary for each escort is decided by DOC, depending on the number of transferees, means of transportation, and length of itinerary.

Escort officers are assigned by the Warden.

ARTICLE 163: During the transfer prisoners must wear the Center uniforms.

ARTICLE 164: The Warden must hand to the escort head a copy of the verdict or of the commitment and other documents of each prisoner's dossier as well as his personal items and jewelry. Money must be sent by Post. The weight and volume limits of the personal items will be defined by a circular.

C. Special Transfers

ARTICLE 165: Extraditions are considered as special transfers. When a foreign country transfers to Vietnam any person for temporary detention in a Correction Center in a border province or in a seaport or airport, the Warden must inform DOC right away so that the concerned person may soon be transferred by DOC to the place where he has to serve this sentence or to be tried. DOC also gives instructions necessary for escorting to a frontier, seaport or airport any person approved by the Vietnamese government for extradition.

ARTICLE 166: Frontier bound escort procedures concerning court sentenced foreigners or implementation of deportation arretes is not within DOC's responsibility including cases in which a concerned person receives such a penalty as soon as he leaves a Center.

ARTICLE 167: Transfers of minors in temporary consignment at a Correction Center to a reformatory or to a person receiving them are not the responsibility of DOC either.

Sub-Section 3. Outdoor Work Escorts.

ARTICLE 168: A competent agency ordering an outdoor work escort must give instructions necessary for escorting the prisoners back to the Center.

Each outdoor work escort must be effected in the shortest time possible and within a day, except when a prisoner is being hospitalized. If the outdoor work lasts for many days, the prisoners must be escorted back to the Center each afternoon.

ARTICLE 169: When a prisoner must go to a Court in whatever capacity or for whatever reasons, the summons must be signed by the Public Prosecutor if the case is not within the competence of an Examining Magistrate.

In this case, police officers take charge of escorting the prisoner.

ARTICLE 170: Because of interrogation requirements, Judicial Police officers may request an out of the center loan of some prisoner provided they take charge of safekeeping and escorting the prisoner back to the Center within the same day. If the offender is still under the handling of a judicial agency, this loan must have approval of the agency.

CHAPTER VII: MANAGEMENT PROCEDURES
FOR PRISONER MONEY AND PERSONAL ITEMS

Section 1. General Principles

ARTICLE 171: Prisoners are not allowed to keep money, jewelry, or valuables except a wedding ring.

ARTICLE 172: Prisoners are authorized to manage their own property on the outside of the Center and within their civil rights. However, the management may only be made through a proxy who should not be a member of the Correction branch.

The proxy testimonial may be made at the Center by a notary if he is authorized to enter the Center. The authorization may be from:

- The Public Prosecutor of the Investigating Magistrate in case of a defendant.
- The Province Chief or Mayor in case of a sentenced prisoner or internee at a local correctional center.
- Director of Corrections if the sentenced prisoner or internee is at a National Correction Center. If a notary is not available, the proxy testimonial may be made by the prisoner himself with his signature certified by a competent administrative official invited by the Center.

ARTICLE 173: Money and personal items which a prisoner brings to the Center on his first arrival must be deposited at the Warden's office. These possessions must be returned to the owner upon his release or his transfer to another center.

ARTICLE 174: When a prisoner dies, such possessions will be disposed by the judicial agency concerned according to the current Laws and Regulations whether or not the prisoner has an heir who ask to receive them.

Such possessions of an escapee will also be disposed by the judicial agency concerned.

ARTICLE 175: In regards to a suspect waiting for internment decision, the authorization power mentioned in ARTICLES 172, 184, 189 and 190 goes to the Province Chief or Mayor if the suspect is at a Local Correction Center and to the Director of Corrections if he is at a National Correction Center.

SECTION 2. Deposited Money

ARTICLE 176: The deposit money of a prisoner includes all the money recorded in his account at the Center of his confinement.

If a prisoner does not ask to deposit his money in a third party or any agency, all the money he has with him on first arrival at the Center must be immediately consigned to the Center.

The Center must open a deposit account for every prisoner and must not refuse deposit of any amount of money, however important it could be. All regular deposits and withdrawals during each depositor's stay in the Center must be credited and debited in his account.

ARTICLE 177: The Center is only authorized to keep a maximum amount of common deposit of ten thousand piasters if it is a Local Center and of fifty thousand piasters if it is a National Center.

All the remaining deposit money must be put into an account without benefit at a treasury named "Prisoners' account."

ARTICLE 178: According to conditions and limits fixed in this procedure, each prisoner may decide on his deposit and may personally withdraw the remaining sum upon his separation from the Center.

ARTICLE 179: On behalf of each prisoner, the Warden pays all fines and court costs in pursuance of court disposition and as requested by the Director General of Treasury in Saigon or by the Chief of Treasury in the province or city.

ARTICLE 180: Every deposit account is divided into three parts:

- Immediate expense money;
- Reserve money;
- Guarantee money;

The Immediate Expense money is the money a depositor prisoner may spend in accordance with its regulations, or if specially authorized, deposit outside the Center.

In case the prisoner is released, dies or successfully escapes, this money is naturally drawn out to pay the Treasury for fines.

The Reserve Money is for the prisoner to spend when he is released and during the time of unemployment, or while on the way back home. The reserve money is not to be used for any matter during the time of the prisoner's confinement.

The Guarantee Money is first used to pay the state for all fines and court costs in pursuance of court disposition. Whenever all debts to the Treasury have been paid off, the remainder of the guarantee money is used to compensate for civil injuries.

The prisoner who owns the Account is not authorized to use his guarantee money for any purpose.

ARTICLE 181: All the money of a prisoner, if not subject to payment to the Treasury or to the plaintiff must be considered immediate expense deposit including other money gained by the prisoner from any jobs he performs at the Correction Center.

ARTICLE 182: The remuneration deducted from the value of a prisoner's job is allotted as follows:

- $\frac{1}{2}$ to the immediate expense money;
- $\frac{1}{4}$ to the reserve money;
- $\frac{1}{4}$ to the guarantee money;

The quarter ($\frac{1}{4}$) allotted to the guarantee money will be put into the immediate expense money if all fines, court costs, and compensations have been completely liquidated.

ARTICLE 183: The money of a prisoner may only be deposited with the Center on condition that it be divided up as the remuneration mentioned above.

ARTICLE 184: All contributions and payments outside the center on the immediate expense money not only need the request or the approval of the related prisoner but should have the explicit approval of the judicial agency concerned if he is a defendant or of the Center Warden if he is a sentenced prisoner or internee.

ARTICLE 185: The Minister of Interior or a qualified official has the right to take a sum out of the immediate expense money to compensate for damage purposely caused by the related prisoner.

A Committee, including the Warden, the deposit funds manager and a Representative of the prisoners, decides on these deductions. If necessary, an expert will give the committee his recommendations.

ARTICLE 186: Upon a prisoner's transfer the Warden must send, by postal money order, all the money of the concerned prisoner to the new center.

ARTICLE 187: When released, a prisoner may get at the same time the remainder of his money deposit and all papers evidencing the enforcement of fines upon him, if any.

SECTION 3. Personal Items

ARTICLE 188: Prisoners are not authorized to carry into the Center any objects which the Office of the Warden deems unnecessary to them or dangerous to it.

Upon arrival at the Center, each prisoner's personal belongings must be entrusted to the staff and recorded in a special register for easy return to him on the day of his release or transfer to another center.

If a prisoner carries medicines along with him, the physician of the Center will determine the use of these medicines for him.

The above mentioned register must be numbered on every page, and signed by the Warden on the first and last pages.

ARTICLE 189: Jewels and valuables are registered into the book mentioned in Article 188 with the following details:

- Name of items;
- Quality, weight, estimated value, or invoice value, if produced;
- Other characteristics.

This recording must be acknowledged by the property owner's signature (or fingerprints) and visaed by the Warden. It must not be erased.

These items may be returned to the prisoner's family if so requested by him. If he is still under investigative detention, this return must have approval of the judicial agency concerned.

If any loss happens in the center, the owner or the inheritor will be compensated accordingly except in circumstances beyond its control to be determined by the judiciary agency concerned.

ARTICLE 190: The Correction Center may refuse to keep jewels and valuables of a new prisoner on the grounds they are precious, important, cumbersome or subject to damage by time.

In this case, the prisoner's property is temporarily registered, and the prisoner is requested to send it home, or entrust it to a notary, or put it to public sale, if the property is worth over ten thousand piasters (VN\$ 10,000.00). Expenses on sending, keeping and selling are covered by the prisoner.

As for a defendant, the bringing of such items out of the Center must have permit of the judicial agency concerned.

ARTICLE 191: A prisoner's clothes and personal items must also be registered, washed, disinfected and stored to be returned to him when he is released or transferred to another center.

ARTICLE 192: Depending on circumstances, the Warden must inform the Public Prosecutor or the agency handling the case of the sum of money and individual items carried in by a prisoner or sent from the outside to him.

When the nature, importance, or source of such money and items is suspicious, they must be held back or confiscated.

ARTICLE 193: When a prisoner is released, all his jewels, clothes and individual items must be returned to him. If he refuses to receive them, either he or the Wardenry must state the reason of the refusal in the Register mentioned in Article 188, and the interested prisoner must sign on for acknowledgment. The Office of the Warden must report this to the Minister of Interior for decision and send a copy of the report to the concerned prosecutor.

If a prisoner is transferred to another center, all his belongings must be entrusted to the escort who must sign in the register, if these objects are not too heavy and cumbersome. Otherwise, they will be sent through the Post Office to the new correction center at the expense of the prisoner, or if he agrees, they will be sold or entrusted to a third party.

CHAPTER VIII: SANITATION, MEDICAL, FOOD AND CLOTHING PROBLEMS

SECTION 1. Sanitation

ARTICLE 194: In the maintenance of sanitation in the Center, attention must be paid to the following points:

- Equipment and maintenance of facilities;
- Operation of medical units and organization of work;
- Application of regulations on personal hygiene, confinement room sanitation, and calisthenics.

Sub-Section 1. Confinement Room Sanitation

ARTICLE 195: Confinement rooms must be provided with adequate conditions of sanitation as to air capacity, light and ventilation.

ARTICLE 196: In all facilities for prisoners, windows must be relatively wide so that prisoners can read and work under natural light. Windows must be made in places where fresh air can get in.

Lights must be bright enough for prisoners to read or work without injuring their eyes.

The dispensary must be clean, neat and appropriate to the Center population.

ARTICLE 197: Every prisoner must constantly keep clean the place where he lives and sleeps.

All vocational shops, dining rooms, dormitories, passage ways, playgrounds, other common facilities, and offices in the Center must be daily cleaned by prisoners.

Sub-Section 2. Personal Hygiene

ARTICLE 198: The food given to prisoners must be nutritious, well cooked and cleanly served.

ARTICLE 199: Prisoners must keep in good condition and wash every day all clothes issued to them by the center. If the Center has enough funds, clothes must be suitable to each season. When returned, these clothes must be washed cleanly and, if necessary, sterilized before being issued to other prisoners.

ARTICLE 200: The observance of personal hygiene is compulsory to all prisoners.

Upon the admittance of a prisoner to the Center, if possible, it is advisable to provide him with a towel, a tooth brush, and tooth paste.

Necessary time and accommodation should be granted prisoners in order that they can take care of their personal hygiene everyday.

ARTICLE 201: Male prisoners should shave every time they are escorted out of the Center and should have their hair cut once every month.

ARTICLE 202: When a prisoner is first admitted to the Center, it is recommended that he be authorized to bathe and change into clean clothes.

They should be allowed to bathe daily unless it is prevented by the doctor.

Sub-Section 3. Calisthenics

ARTICLE 203: In the internal regulations of the Center, there should be some time in the daily schedule for calisthenics, especially regarding prisoners who rarely work outside of the Center.

Prisoners should be permitted to take a one hour walk everyday in the yard or in the corridor, except those prisoners who are exempted from such a walk on order of the doctor.

Isolated prisoners, however, are only authorized to take a walk for half an hour.

ARTICLE 204: If possible, the Center should organize sports or athletic games. The time allocated for these games should be included in the walking time mentioned in the above Article.

Such games should be conducted under the control of the Center's physician.

ARTICLE 205: Except when exempted by the doctor, all sentenced prisoners and internees under 30 or under 40 years old not having to work or only having to work inside confinement rooms are compelled to do collective calisthenics daily.

Prisoners who are older or younger than the ages mentioned above may also participate in such exercises if they so request in writing.

Segregated or isolated prisoners are excluded from such exercises.

Due to order and security reasons, the Warden of the Center can reject any prisoner from these exercises.

Only those prisoners who regularly do these exercises may participate in athletic or sports drills.

SECTION 2. - Medical Program.

Sub-Section 1 - Medical Organization

ARTICLE 206: Each Center should have one or two doctors to look after the health of prisoners. These physicians are either recruited by the Ministry of Interior or detached from the Ministry of Health to work on a full-time or part-time basis.

ARTICLE 207: Each Center should have full-time working nurses to take care of its dispensary. The quantity of other nurses is based on the number of prisoners. Nurses and medical personnel assist the Center's physician and execute his instructions.

ARTICLE 208: Each Center should have a Dispensary. If possible, the following facilities should be provided at the Dispensary:

- Diagnosis room;
- Severe diseases room;
- Contagious diseases room;
- Disabilities room;
- Drugstore;
- Maternity room;

ARTICLE 209: It is advisable that the Center provide sick prisoners with physical conditions and diets suitable for the sick condition of each individual.

ARTICLE 210: Inoculation against contagious diseases should be given yearly to prisoners.

Clothes, blankets and sleeping mats of prisoners who died of contagious diseases as well as their places of confinement should be sterilized.

ARTICLE 211: The findings of each medical examination or tooth examination and the physician's remarks concerning the health status of each prisoner and the treatment procedure should be put in his medical record.

This medical record is maintained at the Dispensary and may only be handled by the medical staff. Upon the prisoner's transfer to another center this record should be forwarded to the new center together with the type of dossier mentioned in ARTICLE 73.

ARTICLE 212: Every year, upon the request of the Ministry of Interior, specialists from the Ministry of Health will visit Correctional Centers to inspect the management of medical facilities and the application of sanitation principles.

Sub-Section 2: The Role of the Correctional Center Physician.

ARTICLE 213: The Center personnel may also be examined and treated when in sickness.

ARTICLE 214: It is the responsibility of the Center's physician to supervise the application of prescribed principles concerning common sanitation and personal hygiene. He, therefore, should constantly visit various facilities and organizations of the Center, or at least once every month in order to timely report any deficiencies and corrective measures to the Warden.

ARTICLE 215: The Center's physician has the responsibility for looking after the physical and mental health of the prisoners. Consequently, medical examinations should be conducted in the following situations:

1. Upon the admittance of each prisoner;
2. When sickness is noted in a prisoner or reported by him;
3. When a prisoner is confined in a disciplinary cell or solitary cell (at least twice a week);
4. Upon request of a prisoner wishing exemption from labor, transfer, calisthenics, or wishing a special diet;
5. When necessary to see whether or not an intended transferee should temporarily remain at the Center due to medical reasons, or if special measures are needed for his transportation.

If the physician notes that a prisoner may be affected physically or mentally by the length of confinement or method of confinement, he should report it to the Warden.

ARTICLE 216: The physician should come to the Center to give medical examination for prisoners daily.

ARTICLE 217: Results of each medical examination and treatment procedures should be entered in the Medical Examination Book which is signed by the physician.

ARTICLE 218: When requested by the Warden or a judicial agency, the physician will issue Certificates concerning the health status of prisoners with directions necessary for the classification, correctional procedures and after care support. No health certificate should be issued to prisoners or their relatives, except certificates or documents necessary for them to obtain benefits from the Professional Compensation Funds or Professional Illness.

ARTICLE 219: At the end of each year, the physician should prepare an overall report concerning the health status of the prisoners.

This report should be submitted to the Warden for consideration before it is forwarded to DOC.

Sub-Section 3: Medical Treatment of Sick Prisoners

ARTICLE 220: Sick prisoners are provided with free medical treatment and necessary medicines. Except medical surveys required by a Judicial agency and cases authorized by the Minister of Interior, prisoners are not permitted to choose any outside doctor for their treatment or medical examination, although the expenses are to be covered by them.

ARTICLE 221: When it is deemed necessary, the physician will decide on hospitalization of sick prisoners at the Center's dispensary.

In every situation, the medicare or administration of medicines to sick prisoners should be handled or directly supervised by nurses.

ARTICLE 222: In case a prisoner is affected with a contagious disease, or when it is noted by the physician that there is a shortage of treatment facilities at the Center, the person concerned will be sent to an appropriate hospital.

ARTICLE 223: Except special cases authorized by the Ministry of Interior, prisoners are not permitted to be hospitalized at a private hospital, even if the expenses are to be paid by themselves. Guards of sick prisoners at a public or private hospital (if any) will be manned by the Police.

ARTICLE 224: Except emergencies, the Center should request the approval of DOC before it evacuates a sick prisoner to a hospital.

As far as defendants and suspects are concerned, an approval from the handling agency is needed in addition to that of DOC.

ARTICLE 225: Before evacuating a sick prisoner to a hospital, the Center should contact the Police department and request it to take charge of his guard.

To insure that this type of guard is effectively carried out without hindrance to the hospital, a room equipped for sick prisoners should be made available at each public hospital in the community.

ARTICLE 226: During hospitalization, a sick prisoner continues to be guarded and is not authorized to make contact or liaison with anybody.

ARTICLE 227: The duration of the hospitalization of a prisoner should be kept at a minimum. The Center's physician, therefore, should constantly have contact with the treating physician at the hospital to ascertain the patient's progress and ask for his release from hospital as soon as there is indication that he can be further treated at the Center.

ARTICLE 228: When it is necessary for a prisoner to undergo a surgical operation, he should prepare a pledge accepting any consequence of such an operation except that he is not able to express his will.

As far as a juvenile prisoner is concerned, this pledge should be prepared by a relative or custodian except cases of emergency.

ARTICLE 229: In case a prisoner goes on a hunger strike for a prolonged period of time and if his life is threatened, compulsory feeding will be determined and controlled by the physician. In this case, the Warden should constantly watch the development of the situation and report it to DOC daily.

Sub-Section 4. Specialized Medical Examination

ARTICLE 230: Specialized Medical Examination is also provided free of charge to all prisoners, including attachment of orthopedic devices necessary for their health.

However, medical examinations and surgical operations which are not urgent or not absolutely necessary, or purchases of false teeth and special eye glasses should be paid for by the prisoners and should have DOC approval, except treatments of accident injuries and professional illnesses prescribed in the Labor Code.

ARTICLE 231: Each Correctional Center should have a Dental Surgeon who is hired by MOI or detached from the Health Ministry. The dentist works on a full time or part time basis, depending on the number of prisoners at the Center and on the contract between him and the Ministry concerned. He should, however, come to work at least twice a month and upon request of the Warden as an emergency arises.

ARTICLE 232: In the initial general medical examination of a prisoner first admitted to the Center, if he is found by the physicians as affected with a contagious disease, he should be held in the Contagious Diseases Room at the dispensary. In the absence of such a room, he should be sent to a specialized or public hospital for specialized treatment.

ARTICLE 233: In the initial general medical examination of a prisoner first admitted to the Center, he should be given a T.B. cutaneous-reaction test, have his chest X-rayed, and treated if he has T.B. Every year the Center should request the Anti-Tuberculosis Institute or the Public Health Service to provide all prisoners with chest X-rays. A prisoner affected with T.B. should be held in the Contagious Diseases Room at the dispensary. If this room is not available, the person concerned should be sent to a local specialized or public hospital for treatment.

ARTICLE 234: Prisoners determined as mentally ill should be sent to a mental Asylum for treatment.

Sub-Section 5: Maternity Assistance

ARTICLE 235: Female prisoners who are pregnant or have little children living with them are granted an appropriate course of treatment, depending on the resources of the Center. They are, for instance, exempted from long and heavy work, and provided with milk to feed their babies. The health of each woman and her child, or even her fetus, is looked after by the physician.

ARTICLE 236: When the parturition day of a pregnant prisoner draws near, she is transported to a hospital or maternity clinic, unless it is confirmed by the Center physician that the delivery can take place at the Center.

The lying-in woman and her infant will be returned to the Center when their physical conditions permit.

If the delivery takes place at the Center, only the address of the Center (i.e. the name of the street and the number of the real estate on which the Center is located) is registered in the birth certificate.

ARTICLE 237: Each pregnant prisoner is exempted from working during eight weeks, including the period before and after the delivery.

This exemption period can be extended to a maximum of 12 weeks if the doctor testifies that the health status of the woman requires so.

ARTICLE 238: The child of a female prisoner may live with his/her mother until he/she is three years old. Near the end of this age limit, the Center should prepare to send him/her to a more suitable location (a relative or a charitable institution), with the consent of the mother. In case a nursery is established at the Center, or if an orphanage is not available in the community, the child is authorized to remain at the Center until he/she is six years old. If the period of confinement of the mother does not expire at the end of this age limit, the Center should submit a report to DOC for decision.

SECTION 3. Food and Clothes

ARTICLE 239: The food and drink system for prisoners is established by the Ministry of Interior.

Prisoners eat lunch and dinner everyday. They have rice soup for breakfast.

ARTICLE 240: Unless prohibited for disciplinary reasons, prisoners are allowed to purchase additional food at the Center canteen with the money they deposited in the Center in accordance with regulations prescribed by the Warden.

ARTICLE 241: Prisoners are allowed to receive food sent to them by their families in compliance with a schedule fixed by the Warden.

Food should be contained in a rattan, bamboo or nylon basket and wrapped in white sheets of paper or nylon. It should not be contained in bottles, cans or boxes made of sharp metal.

ARTICLE 242: Food that prisoners are allowed to buy at the canteen or receive from their families should be cooked food.

ARTICLE 243: The prices of food items available at the canteen should be posted for the information of prisoners. These prices are monthly or quarterly fixed by the Warden.

ARTICLE 244: Individuals who are detained because of failing to pay court costs for felonies, misdemeanors or minor offenses are considered as other prisoners in matters concerning food and drink.

ARTICLE 245: Except when prohibited for discipline or health reasons, prisoners are allowed to smoke cigarettes. However, the quantity of cigarettes that they may buy at the canteen is determined by the regulations of the Center.

The internal regulations will fix when and where they are allowed to smoke cigarettes.

ARTICLE 246: Those who are imprisoned for over ten days are compelled to wear prisoner clothes, unless the doctor of the Center exempts them from wearing these clothes because of sickness.

Defendants, suspects, and those who are imprisoned for under ten days are not compelled to wear prisoner clothes, but they may ask to wear them.

ARTICLE 247: The Ministry of Interior determines the design for prisoner clothes. Prisoners' own clothes will be kept by the Center upon their arrival.

ARTICLE 248: The Warden may allow prisoners to wear extra clothes for sanitation or health reasons provided that the design of prisoner clothes is not altered.

CHAPTER IX: CONTACT BETWEEN
PRISONERS AND OUTSIDE PERSONS

ARTICLE 249: In order to facilitate prisoners' reunion with their families upon their release, the Correctional Center pays special attention to the maintenance and development of the relationships between prisoners and their families.

SECTION 1: Visits

ARTICLE 250: The authority to issue permits for visits to a defendant or suspect rests with the agency handling the case. As for a sentenced prisoner or an internee this authority goes to the Center Warden.

The effect of this type of permit may be permanent or restricted to a definite number of visits.

ARTICLE 251: Each prisoner is allowed to receive his spouse, parents, children, brothers and sisters of the same blood, or his guardian.

Besides the above mentioned persons, he is permitted to receive special visits by other people, if there are legitimate reasons to do so.

ARTICLE 252: The visit room is equipped with wire mesh screen to separate prisoners from visitors.

Sick prisoners who cannot move may have special permission to be visited at the dispensary.

ARTICLE 253: When a visit is permitted, a jailer must be present at the visit room or at the contact place. This official is authorized to listen to conversations.

ARTICLE 254: Prisoners and their visitors must speak Vietnamese. If they cannot speak Vietnamese, a Center member who can speak their language must be assigned to control them. When such an official is not available, the visit is only permitted when the authorization specifically indicates in which language they will talk to each other.

ARTICLE 255: The jailer supervising a visit may stop the conversation when the visit time is over, and forbid deliveries of money, letters or anything else if not allowed before by the Warden.

The authorized officials issuing visiting permits must receive reports of every suspicious attitude of the visitors for possible permit cancellation or suspension.

ARTICLE 256: All visiting permits shown to the Warden must be executed by him except in case of suspension due to isolation of a prisoner or of need for checking with a permit issuing official.

ARTICLE 257: Frequency and duration of visits will be fixed in the regulations by the center. For Con Son Island visit frequency and duration will be decided by DOC.

ARTICLE 258: In each visit, the relatives are allowed to give food and articles which are not forbidden by the Center regulations.

ARTICLE 259: As for an accused or a suspect, he may receive supplies only and may not contact his visitors unless he has written permission from the agency handling the case.

ARTICLE 260: While carrying on his job, a defending lawyer showing a qualified permit may contact his prisoner in a separate room at a fixed time. Members of the Center may stand outside and look in but far enough as not to catch the conversation between the lawyer and the prisoner.

SECTION 2: Liaison By Mail

ARTICLE 261: Each prisoner is allowed to write to his spouse, parents, children, brothers and sisters of the same blood or his guardian and those who have permanent visiting permits.

For some legitimate reasons, the Warden may permit a prisoner to exchange correspondence with persons other than the fore-mentioned persons.

ARTICLE 262: The correspondence exchanged between a prisoner and an outside person must be clearly written without any sign of secret code.

It may only contain information concerning the prisoner's individual matters. It may not mention political problems or contain any proof, threat, or accusation or anything against good morals and customs.

ARTICLE 263: The in and out correspondence of prisoners is checked by the Center except the one exchanged between a defending lawyer and his prisoner.

ARTICLE 264: In the internal regulations are stipulated days and times for prisoners to write, the number and length of correspondence to be sent out or received.

The Warden may allow a prisoner to send and receive extra correspondence as a means of reward or because of special circumstances.

ARTICLE 265: Foreign language correspondence must be translated for control. This kind of correspondence is therefore limited in quantity and content.

SECTION 3: Maintenance of Family Relationships

ARTICLE 266: Prisoners are allowed to keep their marriage rings and family pictures.

ARTICLE 267: Prisoners may send the immediate expense money from their deposit to their family provided they are authorized by the Warden and approved by the agency handling their case.

ARTICLE 268: Except when punished for disciplinary reasons, each prisoner may request permission to receive money support from those who have permanent visiting permits.

These items of support must be governed by ARTICLES 173 and 182 about deposited money.

ARTICLE 269: Prisoners are allowed to receive food and items supplied by their relatives who have permanent visiting permits. The frequency and conditions of supplies are stipulated in the internal regulations of the Center.

ARTICLE 270: Sending and receiving packages is not allowed to all prisoners except the reception of food and common items mentioned above.

Exceptions to the above mentioned policy may be made by the Warden regarding clothing, formal education, textbooks and religious items and documents.

SECTION 4: Special Visits Outside the Center for Family Reasons

ARTICLE 271: A prisoner who would like to get married while in confinement must ask for permission to undergo necessary procedures and, if required, will be escorted out of the Center.

In this case, a defendant or a suspect must ask for permission from the agency handling his case, and a sentenced prisoner or an internee from DOC.

ARTICLE 272: Each prisoner is allowed to visit a seriously sick or dead relative (relative mentioned here may be his father or mother, spouse, child, blood sister or brother).

In this case, the visit permit will take a maximum effect of three days for every place throughout the nation.

ARTICLE 273: If the expiration date of sentence of a prisoner is known for sure and if there is a sponsor to stand for, during the last three months of the sentence, the prisoner is allowed to be absent 24 hours from the Center every week to visit his relatives at the local areas and to look for a job for his future living.

SECTION 5: Other Cases Of Liaison

ARTICLE 274: In the event a prisoner dies or suffers from a virulent disease or grave accident, his family must immediately be so informed.

For that reason, as soon as a prisoner is admitted to the Center he should make known the address and name of persons with whom to make contact when it is necessary.

The related chaplain, social worker(s) and sponsor(s) must also be informed of such facts.

ARTICLE 275: The documents pertaining to the detention place, conditions of health, punishment, or date of release of a prisoner must be provided by the Correctional Center concerned and only to Administrative and Judicial Agencies authorized to obtain them.

To release the fore-mentioned details to a private individual, there must be approval of the Warden and, if necessary, of the agency handling his case as well as his definite concurrence.

Failing this concurrence, anyone who has good reasons to ascertain such information may, however, submit a request for it to the agency having handled or judged the prisoner.

ARTICLE 276: If requested by a prisoner while in confinement, or upon release, or at some time later, a certificate will be given him specifying the length of his presence at the Center but reasons for this presence as well as comments on him will not appear on the certificate.

ARTICLE 277: Dissemination in any form of materials composed by a prisoner must have permission of the Minister of Interior. The drafts of these works may be maintained for return to the author when he is released.

This item has nothing to do with the internal or external distribution of news bulletins or newsletters prepared by prisoners with the approval and control of the Office of the Warden.

ARTICLE 278: The Center may allow prisoners to read newspapers and listen to radio broadcastings within the conditions and restrictions defined by DOC concerning the maintenance of security and order in the Center.

CHAPTER X: PRISONER RE-EDUCATION

SECTION 1: Vocational and Cultural Education

ARTICLE 279: Prisoners of all types according to their degree of knowledge have to attend training courses or improve their cultural and professional skills in order to facilitate their re-adaptation to society after they have been released.

For the support of this program, all facilities and actions at the Correctional Center must tend directly or indirectly to development of culture and professional skills for prisoners, especially young prisoners.

ARTICLE 280: The primary education program is uniformly and compulsorily applied at all Correction Centers.

Besides, according to the needs based on the classification of prisoners and the capability of the Correctional Center, literacy classes, Junior or Senior High School classes as well as foreign language classes may also be organized.

ARTICLE 281: Education is compulsory for all prisoners of Vietnamese citizenship under 30 years old, being illiterate or unable to read and write Vietnamese fluently.

Other prisoners who are illiterate or who can read and write Vietnamese but are willing to attend higher classes at the Center may be admitted in accordance with the capacity of the classes, but with the condition that this does not hinder labor details inside or outside the center.

ARTICLE 282: Prisoners either having already a professional skill or not, who would like to learn a new skill in some class available at the Center may be trained until perfection after a test to show whether they are able to learn it.

Prisoners who would like to practice or teach their trade at some Vocational Training Shop of the Center may be accepted in accordance with the local situation. If the works of such prisoners generate profits, they will enjoy fees as stipulated in ARTICLE 100.

ARTICLE 283: Prisoners also may attend a vocational or cultural correspondence training course which is organized outside the Center by a public or private school if they are allowed to do so by DOC based on suggestion from the Warden.

ARTICLE 284: According to the local situation and the number of prisoner candidates in the academic year, the Correctional Center can coordinate with the local agencies concerned in order to organize one or many cultural examination rooms for prisoner candidates inside of the Center, or they will be sent to attend the Examination Centers outside the Correctional Center if the conditions on security are assured.

If many prisoners wish to learn a specialized or technical trade, the Center may coordinate with the local agencies concerned in order to organize training courses and completion examinations.

ARTICLE 285: In accordance with Article 13, prisoners may also request to go out of the Center at day time to attend cultural and vocational examinations. Requests for this purpose must be submitted through administrative channels to DOC with certificates indicating that they have been listed on the candidate lists and testified by the Center's Office of the Warden as qualified to attend the examinations.

ARTICLE 286: Prisoner candidates attending examinations outside the Center may be or may not be subject to normal transfer security measures (while on movement to and from the examination places).

SECTION 2. Civic Education and Recreation

ARTICLE 287: Parallel to the cultural and vocational education, civic education should be held for prisoners of all types.

Civic education at the Correctional Center has the following goals:

- Development of the sense of responsibility, discipline and morals as well as the knowledge of civic rights and duties.
- Correction of wrong thoughts which may create acts harmful to social order and security, and simultaneously shedding of light on our just cause.

ARTICLE 288: Depending on the type of prisoners to be trained, criminal or communist, the Correctional Center applies an appropriate civic education program with one or both goals mentioned in ARTICLE 287 in view.

ARTICLE 289: Classes of civic education, regardless of the emphasis on any objective mentioned in ARTICLE 287 and regardless of their being conducted in the form of group discussions, or briefings, or lecture sessions, shall all be organized according to the method of ideological guidance of prisoners as separate individuals and as groups. This method consists of three steps.

- Study by separate individuals;
- Group discussions;
- Answers in plenary sessions;

This method is intended to help the prisoners to understand easily education materials given them as well as to participate directly in answering questions in order to seek ways to overcome problems arising from their own psyche or external conditions which might be causes of criminal activities.

ARTICLE 290: With this method of ideological guidance, the prisoners will be encouraged to speak out what they feel and to express their own opinions on subjects put in discussions with a view to reaching accurate observations and suitable decisions for immediate and future application. In this circumstance, the role of Correction supervisors or workers is to guide debating sessions so as to provide rapid arrival at such observations and decisions.

ARTICLE 291: Depending on local circumstances, sports such as table tennis, volley ball, basket ball, and soccer, etc....should be organized by Correction Centers.

Correction Centers may organize matches between prisoner teams of a Correction Center, or between prisoner teams of different Correction Centers, or between prisoner teams and non-prisoner teams.

Matches may be organized within a Correction Center or, if deemed possible by the Warden, on an outside public stadium where the prisoner players can be safely guarded.

ARTICLE 292: Depending on the regulations of the Center, the prisoners are authorized to pursue some sound hobbies that benefit their mental and physical conditions.

ARTICLE 293: Each Correction Center should establish a library with many kinds of books and newspapers so that prisoners can borrow and read there or in their confinement rooms during hours as prescribed by the Warden.

Prisoners are authorized to receive or order books, newspapers, or magazines published outside the Center. But the Center staff has to read these first in order to determine whether they can be read or kept by the prisoners.

ARTICLE 294: Prisoners will be encouraged to take part in the theatrical group of the Center to promote artistic skills, sound entertainment and national characteristics with songs, dances, music, drama, prose, poetry, painting, and sculpture, etc.

Presentations of stage activities and art products of prisoners must be sponsored by the Center in order to take place periodically and continuously.

ARTICLE 295: Correction Centers may receive or combine with private theatrical troupes, charities, religious missions, or government agencies to entertain and educate prisoners with stage performances, boxing matches or movie shows, etc.

ARTICLE 296: Schedules and topics for radio, television and public address system sessions, and categories of prisoners to attend these sessions will be set by the Correction Centers.

SECTION 3. Moral Protection

ARTICLE 297: Prisoners of all categories have complete freedom of creed. Correction Centers, depending on resources available and circumstances, are to strive to create favorable conditions in order that prisoners can easily choose, observe and maintain their religion, and can make contacts of a purely religious nature with chaplains as well as with other spiritual leaders.

Assistance for exercise of freedom of creed must be provided equally to every prisoner, and religious discrimination acts must be strictly avoided.

ARTICLE 298: Correction Centers have to establish worship facilities, designate sites for ceremonies, and invite priests from important religions to conduct ceremonies and preach for religious prisoners at the Correction Centers.

ARTICLE 299: The priests may, with approval of the Warden, deliver sermons before the prisoners. They may also advise and console the prisoners as a group or as separate individuals, including those in disciplinary isolation cells, through simple conversation, private contacts, or correspondence.

CHAPTER XI: SPONSORSHIP FOR PRISONERS

SECTION 1. Social Welfare Personnel

ARTICLE 300: Social Welfare Personnel (male or female Social Specialists, Assistants and Workers or Correction Supervisors and Workers) have to increase the morale of the prisoners in support of Correctional Tasks and, at the same time, prepare for their readaptation to the normal society after release.

ARTICLE 301: Social Welfare activities are financed by the Social Welfare Fund of the Correction Center and under a procedure to be stipulated in a separate Arrete.

ARTICLE 302: In the first days after a prisoner's arrival at the Correction Center, responsible Social Welfare personnel must contact him to know about his offense and his moral and material conditions. As for a defendant or a suspect, any contact with him must have prior approval from the Warden and prior concurrence from the agency handling his case.

ARTICLE 303: Social Welfare personnel have to constantly support the morale of the prisoners through visits, consolation, advice, assistance in clothing and commodities, and particularly to help them maintain and develop their relationships with their families.

ARTICLE 304: Social Welfare personnel have to make contacts with:

- Government and private Social Welfare agencies and Charities to request assistance in cash and in kind;
- Prisoners of the same Correction Center and former sentenced prisoners in the same area where the Correction Center is located, directly or through correspondence.

When on field duty at different locations, the Social Welfare personnel have the right to reimbursement of transportation expenses if no government vehicles are provided.

ARTICLE 305: Social Welfare personnel have to operate in close cooperation and coordination with the prisoner sponsors.

ARTICLE 306: In order to prepare for a release, Social Welfare personnel have to make known to the soon-to-be-released prisoner what and where paper procedures should be fulfilled; where to apply for work; or where alms houses, old people's houses, and hospitals are; or recommend him directly to one of these places if really needed by him.

ARTICLE 307: On release day, if possible, the Correction Center provides a poor released prisoner with clothes, personal items, foodstuffs and pocket money enough for one week, plus a transportation requisition if he is to go home by train or by car or ship. As regards a sick released prisoner, the Social Welfare personnel have to process him for additional treatment at a hospital.

ARTICLE 308: Social Welfare personnel have to take charge of after-care, i.e., to follow up the life of former prisoners in order to be in time for assistance or for prevention of possible relapse. To carry out this duty, they have to:

- Seek employment for former prisoners;
- Visit them at home and conduct secret investigations about their profession, activities, and behavior, if they live in the same locality.
- Encourage them to join professional and social welfare associations;
- Forward name lists and bio-data of prisoners having served their sentence to:
 1. The Directorate of Corrections;
 2. The Correction Centers in the provinces where former prisoners reside;
 3. The Social Welfare, and Chieu Hoi Services in the provinces so that they will monitor, assist, and guide former prisoners in their adjustment to their communities.

ARTICLE 309: While on duty, Social Welfare personnel perform all tasks in such a way as not to jeopardize the security and order of the Correction Center, and have to keep secret any information related to prisoners. For the common interest, however, Social Welfare personnel may, when requested and having prior approval from the Warden, provide materials necessary for the prisoner classification, correctional activities and post-release services.

Social Welfare personnel must, under any circumstances, maintain a gentle attitude towards prisoners and strictly observe the regulations and discipline of the Correction Center.

ARTICLE 310: During working hours Social Welfare Personnel may operate in confinement areas and dispensaries only, and not in Disciplinary cells and the Vocational Area. When entering a male prisoner area, female Social Welfare personnel must be guided by a male jailer and the other way round.

The Correction Center Warden may arrange a separate office for Social Welfare Personnel and sponsors to make contacts with prisoners, should the aforementioned procedure be considered inconvenient.

SECTION 2: Sponsors

ARTICLE 311: Sponsors are private citizens who volunteer without pay assistance for a Correction Center in services of a purely social nature aimed to increase the morale of the prisoners and prepare their return to normal life after release.

ARTICLE 312: Sponsors are selected and invited by the Correction Center from among charitable people and certificates for accepted sponsors are issued by the Directorate of Corrections. Sponsors may operate without time limit but their certificates may be withdrawn.

ARTICLE 313: Sponsors have to observe not only the regulations prescribed for Social Welfare personnel but also the following obligations:

- Sponsors may only make personal contacts with prisoners in the office reserved for Social Welfare personnel;
- Sponsors have to inform Social Welfare personnel of their performance for insertion in periodic reports;
- Sponsors have to cooperate closely with Social Welfare personnel in the spirit of common benefit;

- Sponsors have no right to bring mail, newspapers, or commodities in and out of the Correction Center for the prisoners without the control of the Correction Center.
- Sponsors must abstain from saying any words and showing any attitudes or manners that may directly or indirectly encourage prisoners to break the discipline of the Center;
- Sponsors must not deliver a speech, or disclose in whatever form their observations on the Correction Center or any details concerning prisoners;
- Sponsors must not talk about politics, and must accomplish their duties in such a manner as not to harm the good operation of the Correction Center.

ARTICLE 314: Sponsors may send letters to prisoners, thru the Warden's control channel, with a view to furnishing family news, morale support, and advice on self re-education. Prisoners may send replies to their sponsors in the same manner as above. Letters in exchanges of this nature are not charged to the quantity of letters authorized monthly to the prisoners.

CHAPTER XII: ARRETE IMPLEMENTATION

ARTICLE 315: All previous provisions contrary to this Arrete are cancelled.

ARTICLE 316: The Deputy Prime Minister, Ministers of State, Ministers, Deputy Ministers and Commander of National Police are charged, each according to his mission, with the execution of this Arrete.

This Arrete will be published in the RVN Official Gazette.

Saigon, April 24, 1972

Signed: TRAN THIEN KHIEM

Duplicated Copy
Director of Cabinet

Stamped and signed:

TRUONG THOI LAI

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