DETENTION INSPECTION REPORTS: DEVELOPMENT PROCESS

Section 33(e) - Ombudsman Act 2013

PLANNING

Office to draft up an Detention Inspection Plan. The Plan must cover the following:
- Schedule / Dates
- Summary of previous report findings highlighting key issues
- Mandate to conduct inspection
- National and international standards regarding detention and human rights
- Areas of focus
- Programme
- Running Sheet/ roles
- Interview groups
- Follow-up

INSPECTION

Inspections are to be conducted either with or without notice. It is important that inspections are comprehensively conducted and facilities assessed against national and international standards e.g. Mandela Rules to see areas that could be improved.

During inspections it is required that interviews of both correction staff and prisoners/detainees are conducted in confidence and safely. Safety measures for staff also need to be observed at all times while on detention facility premises.

REPORT WRITING

Draft Report based on inspection results, interviews of correction staff and prisoners/ detainees. The Report must make reference to both international and national standards pertaining to detention in making assessment. Recommendations made based on findings for the State to consider and implement.

SHARE &PUBLICIZE FINDINGS

First draft is disseminated to Samoa Police and Correction Services (SPCS) for comments before its finalized. After finalization, report to be sent to the Commissioner of SPCS (copying the responsible Minister) for a response regarding recommendations that it will 'support' and those that it will 'note' with commentary and reasons provided especially for the latter (Response). It is important that recommendations are implemented as soon as possible and where feasible and practical. The *Response* to be attached to the Final Report.

The Report must be published on the Office's website and its social media forums for public viewing and information.

FOLLOW-UP

Office to follow-up on recommended actions for SPCS from previous reports and record progress.