



Bureau of Corrections

PREPARATION OF INITIAL CLASSIFICATION WORK INSTRUCTION

Document Reference Code
BUC-AAR-WI-004


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01/05/2018

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REVISION HISTORY AND APPROVAL

Rev.	Date	Nature of Changes	Approved By
0		Original issue.	Dr. Cynthia N. Andrada, RP, RGC

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1. PURPOSE

To maintain work instruction in the preparation for inmate's Initial Classification

2. SCOPE

This work instruction is applicable to inmates admitted at the ARPDMD and deliberated by the ARPDMD Classification Board

3. DEFINITION OF TERMS, ACRONYMS

ARPDMD Classification Board	<ul style="list-style-type: none"> A committee composed of a chairman and members tasked to perform the initial classification of inmates
Classification	<ul style="list-style-type: none"> A process of deliberating inmate's security
Diagnostic Report	<ul style="list-style-type: none"> Reports submitted by various diagnostic sections
DF	<ul style="list-style-type: none"> Disposition Form
CMR	<ul style="list-style-type: none"> Case Management Record
ICB	<ul style="list-style-type: none"> Initial Classification Board
ICBM	<ul style="list-style-type: none"> Initial Classification Board Member
COG	<ul style="list-style-type: none"> Commander of the Guard
DG	<ul style="list-style-type: none"> Director General Head of BuCor
ODG	<ul style="list-style-type: none"> Office of the Director General
Monthly Time Table	<ul style="list-style-type: none"> Schedule of classification every month
Classification Schedule	<ul style="list-style-type: none"> List of classified and on appeal inmates with their corresponding time served in prison, due for initial classification

4. DETAILS

Item No.	Activities	Responsibility	Interface
1	Classification Schedule 1.1. The Classification Schedule is distributed to the Chiefs of the Section as reference and guidance for the Initial	Chief, Case Coordination	



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Item No.	Activities	Responsibility	Interface
	Classification meeting. For efficiency, the Initial Classification Board Meeting (ICBM) for inmates shall be organized in manageable batches of fifty (50) PDLs		
2	PDL Assembly 2.1. A day before the ICBM, the Chief, Case Coordinator furnish a copy of initial classification schedule to Chief, Overseer and to the Commander of the Guards 2.2. The Overseer Personnel assembles the PDLs and the Case Coordination Personnel assist the overseer personnel to lead the group of inmates as they proceed to the Multi-Purpose Hall to attend ICBM.	Overseer Personnel	
3	ARPDMD Initial Classification Board (ICB) 3.1. The ARPDMD ICB is tasked with the following; 3.1.1. Determining the PDL's security classification; and 3.1.2. Confirmation of recommended Reformation Programs 3.2. The ARPDMD ICB shall be composed of the	Chairman, Initial Classification Board Members, Initial Classification Board	



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Item No.	Activities	Responsibility	Interface
	<p>following members:</p> <p>3.2.1. Chief, ARPDMD</p> <p>3.2.2. Heads of the various ARPDMD sections; and</p> <p>3.2.3. Chief Overseer, ARPDMD.</p> <p>3.3. The ARPDMD Classification Board shall meet periodically.</p>		
4	<p>PDL's Security Classification</p> <p>4.1. Classification of PDLs according to security risk shall comply with the procedures and work instructions defined under <i>Security Classification of Inmates</i> (BuCor Om Book 1: Security and Safekeeping, Chapter 3, Section</p> <p>4.2. The categories of which are: Maximum, Medium, and Minimum.</p>	<p>Chairman, Initial Classification Board</p> <p>Members, Initial Classification Board</p>	
5	<p>Minutes of the Meeting</p> <p>5.1 The Minutes of the Meeting of the ARPDMD Classification Board shall include the following:</p> <p>5.1.1. List of PDLs and recommended security classification, recommended reformation programs; and</p> <p>5.1.2. The Minutes should be duly</p>	<p>Chief, Case Coordination Section</p>	



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Item No.	Activities	Responsibility	Interface
	<p>signed by all members of the Classification Board.</p> <p>5.2. The Disposition Form (DF) and the Minutes should be submitted to the DG.</p> <p>5.3. A copy of approved Minutes shall be kept on file by the Chief, Case Coordination Section.</p> <p>5.4. Approval of the Minutes of Meeting by the DG should be no later than two (2) days upon receipt from the RDC.</p> <p>5.5. Transmittal of the original approved minutes from the ODG to the Chief, ARPDMD should be completed no longer than two (2) days from approval.</p>		