



Republic of the Philippines  
Department of Justice  
BUREAU OF CORRECTIONS  
Muntinlupa City

## RECEPTION AND DIAGNOSTIC CENTER



**STANDARD OPERATING MANUAL**



**Republic of the Philippines  
Department of Justice  
BUREAU OF CORRECTIONS  
Muntinlupa City**



## **MESSAGE**

The Reception and Diagnostic Center plays a critical role in the success of Bucor's rehabilitation efforts. Since it is the receiving facility of convicts committed to the Bureau of Corrections for safekeeping and rehabilitation, the precision of its psychological diagnosis and initial classification essentially influences the success of an inmate's rehab plan once he is transferred to any of the operating institutions. Thus, a manual for RDC operations is indispensable if only to ensure that the same standards and protocols are observed by in the different prison and penal farms.



This Manual is a compilation of existing RDC policies and guidelines, rules and regulations, standard operating procedures and internationally accepted practices in inmate assessment and classification. Strictly and faithfully observed, it will significantly contribute to the achievement of the Bureau's mandate of effective rehabilitation and bring about the desired level of professionalism and consistency in the processing of newly received inmates.

I would like to congratulate Dr. Edilinda Garcia-Patac, Chief, Reception and Diagnostic Center, and her staff for their efforts in making this manual possible.

16 May 2005, Muntinlupa City.

**ATTY. VICENTE G. VINARAO**  
Major General, PNP (Ret), MNSA  
Director



Department of Justice  
**BUREAU OF CORRECTIONS**  
**RECEPTION AND DIAGNOSTIC CENTER**  
Muntinlupa City

## **FOREWORD**

The primary goal of this RDC Manual is to achieve consistency in the organization and functions of the Center in receiving, diagnosing/classifying and rehabilitating newly committed national prisoners. It has long been desired that implementing guidelines and policies, which are key factors in the administration of the Center be compiled together in the form of a Manual to assist BuCor Employees and all others who will have interest on the process inmates undergo.

With my administration, each RDC personnel exerted effort in realizing the vision of the Center in the orientation and initial treatment of newly received inmates. Furthermore, we are committed to continually improve our current program in order to respond to the changing needs of the inmates.

May this Manual be the reference and guide in carrying out discipline and course of actions in managing the Center, consistent with the philosophy and objectives of the Bureau of Corrections.

April 2005.

**EDILINDA GARCIA-PATAC, M.D., M.H.S.A.**  
Chief, RDC

## **BRIEF HISTORY**

The Reception and Diagnostic Center (RDC) is a separate facility of the Bureau of Corrections created through the issuance of Administrative Order no. 8, series of 1953 of the Department of Justice. It was patterned after the reception facilities of the California State Prison.

The first RDC facility was created in Building no. 9 of the Maximum Security Compound of the New Bilibid Prison (NBP), Muntinlupa City. In a move to isolate the facility from the troubled maximum security wing then experiencing violence in 1973, RDC was relocated to Building no. 7, formerly referred to as Metro Jail of Medium Security Compound of Camp Sampaguita, NBP. To further insulate the newly received inmates from gang related exposures, the Center was transferred to the previous military command post adjacent the Medium Security facility where it is presently situated.

## **OBJECTIVES**

The RDC is an independent institution tasked to receive, study, classify all national prisoners committed by final judgment to the National Penitentiary.

The success of all prisons' rehabilitation process depends on how the RDC tackles the necessary orientation, diagnosis and treatment program of the newly arrived inmates. It is during the 60-day period, the critical initial contact between prisoner & his new environment that the primordial functions pertaining to care & treatment are exhaustively being carried out by the specialist staff. By the time the inmate is ready for transfer to any of the operating penal institutions, he has overcome all his fears and prejudices, has attained considerable adjustment, and is prepared to cooperate in the implementation of his treatment program.

RDC also performs the following :

1. Provides the Director of Corrections with a regular update on matters pertaining to care and treatment of prisoners.
2. Serves as training center for special studies of behavioral science students.
3. Coordinates the functions and activities of the receiving centers penal farms and take care of the training of the personnel complement of this Center.

## **MISSION**

Custody (Safekeeping) and Rehabilitation of National Offenders.

## **VISION**

Modern corrective service that is humane, productive and restorative.

## ORGANIZATIONAL CHART

The RDC Organizational Chart as follows:



## STAFFING PATTERN

The Center is headed by the Inmate Guidance Chief or Chief, RDC who directs and supervises highly trained civilian and custodial staff whose tasks are interrelated in achieving the goals of the Center.

Included in the plantilla of the Center are:

Item	No. of Personnel
(Civilian Personnel)	
1. Inmate Guidance Chief	1
2. Medical Specialist I	1
3. Education Supervisor I	1
4. Inmate Guidance Officer II	1
5. Psychologist II	1
6. Sociologist II	1
7. Psychologist I	4
8. Sociologist I	2
9. Social Welfare Officer I	2
10. Teacher I	1
11. Labor & Employment Assistant	1
12. Clerk III	1
13. Clerk I	6
(Custodial Personnel)	
1. Security Officer I	2
2. Prison Guard III	1
3. Prison Guard II	7
4. Prison Guard I	22



## **FUNCTIONS**

### **1. Administrative Service**

- a. Submits Statistical Records of admitted inmates
- b. Coordinates with other departments regarding official business
- c. Submits monthly Attendance Report
- d. Files incoming/ outgoing communications of the Center and other official documents.
- e. Provides RDC sections with needed supplies.

### **2. Diagnosis & Care Service**

- a. Case Coordination Section
  - Studies, analyzes, prepares and interviews inmates to gather pertinent information.
  - Provides guidance and counseling for inmates having personal, social and emotional conflicts.
  - Consolidates records/ reports of the different sections of RDC.
  - Prepares the minutes of the Staff Classification meeting for approval of the BuCor Director.
  - Disseminates information to newly arrived inmates relevant to their security classification and rehabilitation program.
  - Forwards Institutional Case Summary Report & Inmate Data Sheet and the recommended treatment program of inmates to their respective implementing institution.
  - Interviews, studies, prepares and submits Institutional Case Summary Report and Inmate data Sheet of affirmed Death Convicts for review of the Presidential Conscience Committee, Office of the President of the Philippines.

b. Education Section

- Conducts interviews and prepares reports on the educational achievement of each inmate.
- Submits Educational Achievement Test results which determines the spelling, reading and arithmetic skills of newly arrived inmates.
- Recommends educational opportunities best suited for the inmates based upon the Achievement Test result, I.Q. Level, age and Educational background.
- Disseminates information to newly arrived inmates regarding their educational opportunities in prison.
- Provides guidance and counseling for inmates having personal, social and emotional conflicts.

c. Psychology Section

- Submits Psychological Report consisting of I.Q., aptitude and personality profile of newly arrived inmates, those due for Executive Clemency and affirmed Death Convicts.
- Recommends work assignment to newly arrived inmates based on their psychological condition.
- Disseminates information to newly arrived inmates regarding their personality make-up and at the same time teach them how to handle their emotions in stressful situations.
- Provides guidance and counseling for inmates having personal, social and emotional conflicts.

d. Sociology Section

- Submits Social Case History of newly arrived inmates and affirmed death convicts
- Recommends work assignment to newly arrived inmates based on their sociological background.

- Disseminates information to newly arrived inmates regarding their opportunities, rehabilitation programs and para-legal services being offered by the institution.
- Provides guidance and counseling to inmates with personal, social and emotional conflicts.

e. Vocational Section

- Submits Vocational Report consisting of suitable work assignments and skill training based on aptitude, interest and experience of newly arrived inmates.
- Recommends work assignment to newly arrived inmates.
- Disseminates information to newly arrived inmates on work placement, livelihood programs and vocational training being offered by the BuCor.

f. Medical / Psychiatric Sections

- Submits, as part of the Institutional Case Summary Report, thorough medical history , physical, neurological and mental status examination of newly arrived inmates and affirmed death convicts.
- Maintains physical and mental health of resident inmates.
- Recommends work assignment to newly arrived inmates based on their physical and mental condition.
- Disseminates information to newly arrived inmates regarding Health Services offered by the Bureau.
- Obliterates gang marks of newly arrived inmates.
- Provides guidance and counseling.

### 3. Rehabilitation Service

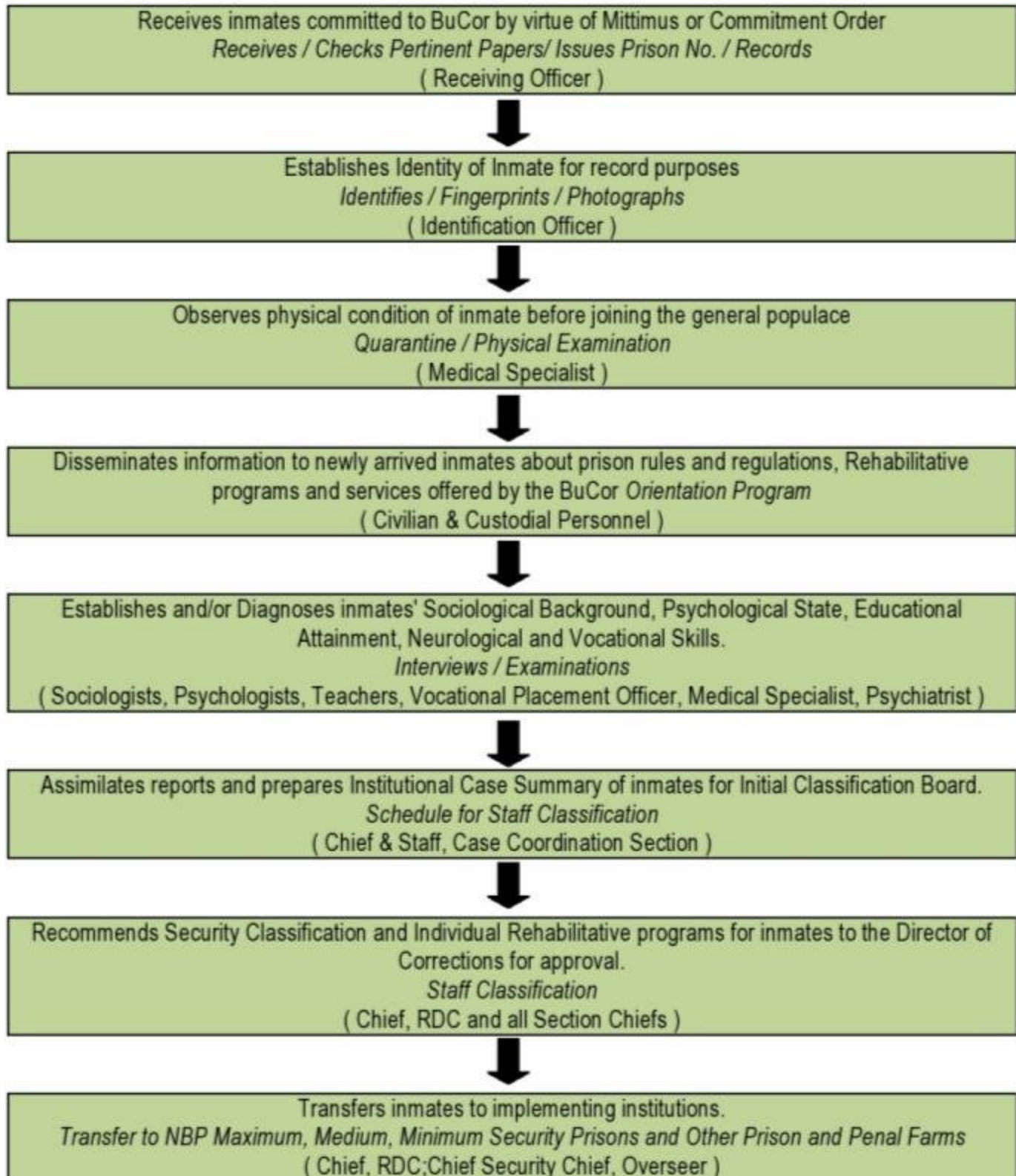
- Provides guidance and counseling to inmates with personal, social and emotional conflicts.

- Provides services to uplift spirituality of the inmates
- Provides recreation programs to inmate residents.
- Oversees Behavior Modification Program (Therapeutic Community ) for inmate residents.
- Assists inmates needing para-legal services
- Facilitates Juvenile Program for Youth Offenders
- Facilitates Skills Development & Livelihood Program
- Facilitates Non-Formal Education for resident inmates
- Operates the Center's Inmate Post Exchange (IPX) , a Bureau managed convenience store which aims to provide inmates with affordable essential items (i.e. rice, soap, canned goods, etc.)
- Maintains beautification and cleanliness of the RDC Buildings and grounds.
- Provides satisfactory visiting program for inmates' visitors.

#### **4. Custodial / Security Service**

- Facilitates acceptance of inmates committed by the different courts to the NBP.
- Provides security and maintains peace and order for resident inmates.
- Implements discipline among resident inmates.
- Maintains records of newly arrived / resident inmates and submits required reports to different departments.
- Provides supplies needed by resident inmates.
- Provide secure mailing services to inmates.
- Recommends security classification of newly arrived inmates based on their crime and sentence.
- Facilitates transfer of inmates to different camps/ implementing institution.

## WORKFLOW



## **RDC IMPLEMENTING GUIDELINES**

RECEPTION FACILITIES IN PENAL INSTITUTIONS. Pursuant to BuCor Manual (Part II, Chapter I, Section 1.) There shall be a Reception and Diagnostic Center (RDC) in every prison which shall receive, study and classify inmates and detainees committed to the Bureau. The RDC Main office is situated in the New Bilibid Prison, Camp Sampaguita. Upon reception, RDC proceeds with the following admission procedures for the newly arrived inmate.

1. Quarantine Procedures - Upon admission at the RDC, an inmate shall be placed in quarantine for at least five (5) days during which he shall be —

a. given a physical examination to determine any physical illness or handicap or mental ailment and to segregate those suspected of having an infectious or contagious disease. If found sick, the inmate shall immediately be confined in the prison hospital.

b. Oriented with prison rules; and

c. Interviewed by a counselor, social worker or other program staff officers. The interview shall be conducted in private.

The Quarantine facility is a separate prison cell within the reception area where newly arrived inmates are grouped and segregated from the rest.

The Quarantine facility shall be secured at all times and food rations are brought to the area. During this period, the inmate undergoes the initial institutional observation.

2. Diagnostic Period - The inmate shall remain in the Reception and Diagnostic Center for a period not exceeding fifty-

five (55) days where he shall undergo psychiatric, psychological, sociological, vocational, educational and religious and other examinations. The results of said examination shall be the basis for the inmate's individualized treatment program. Thereafter, he shall be assigned to a prison facility as may be recommended by the Chief of the RDC.

3. Inmate Record System- RDC shall keep a complete record of an inmate which shall include the inmate's personal circumstances, a brief personal , social and occupational history, the result of the intake interview, and initial security classification.

For purposes of study and safekeeping, the inmate at RDC are reckoned within the maximum security category regardless of their respective sentence and condition.

### ADMISSION PROCEDURES.

1. An inmate shall be admitted in RDC upon presentation of the following documents.

- a. Mittimus/Commitment Order of the court - The mittimus/commitment order shall bear the signature of the judge and the seal of the court attested by the clerk of court.
- b. Information and Court decision of the case;
- c. Certification of Detention, if any; and
- d. Certification that the case of the inmate is not on appeal.

As basis for identification of the newly received prisoners, receiving officers of RDC requires the submission of

Provincial Form 45 and other appurtenant references including certification and authority of escorting units or related orders.

2. Registration Book. The facility shall keep a bound registration book wherein all commitments shall be recorded chronologically. The register shall contain the following entries.

- a. Name of the inmate
- b. Reason/basis for commitment and the authority thereof.
- c. Sentence
- d. Date and hour of admission, and
- e. Date and hour of discharge or transfer and basis therefore

The facility prepares an assignment card / envelop where data reflected similar to the prison record is maintained. Said document accompanies the inmate wherever he will be transferred later.

3. Admission Facility. After registration, the inmate shall be photographed, front and side view, fingerprinted and assigned a permanent prison number. The admission of an inmate shall be made in an area that is physically separated from the general prison population.

4. Inmate Personal Effects. Upon admission, the inmate shall be searched thoroughly. He shall be allowed to retain in his possession only such articles as are authorized. A list of all articles taken from the inmate shall be entered in the inmate's record and receipted for by the guard in charge thereof. All articles taken from the inmate shall be returned to him upon his



discharge unless previously disposed of at the inmate's request or ordered condemned after a lapse of two (2) years in the facility where the inmate will be transferred.

a. Rule on Grooming. A newly admitted inmate is provided with a set of prison uniforms which he must wear at all times. His haircut is regulation crew cut. He must be clean shaven at all times.

b. Rule on Drugs/Medicine. A newly received inmate must surrender any drug in his possession. Only those which the medical officer allows or prescribes should be in his possession.

c. Rules on articles for safekeeping. Only articles issued by the institution are allowed to be used by the inmate. Anything not issued and authorized are to be surrendered for safekeeping or for disposal.

d. Rule on Unauthorized personal items. A newly received inmate is not allowed to bring in electrical equipments like television sets, cellphone or other communication gadgets, radio cassettes, video players, electric fans and similar items. Those used as communal items for the community must be approved by the Chief, RDC. In no case shall an inmate be allowed to bring in luxurious items such as air conditioners, carpets, sofas, beds, sleeping mattresses, washing machines and the like.

ORIENTATION PROCEDURES. The newly received inmate shall be grouped and organized into a class for purposes of institutional orientation. As such, they shall undergo the following;

1. Compulsory Orientation Classes. Heads of sections in RDC are designated to formulate and provide lectures to groups of newly received prisoners highlighting the expectations of a disciplinary regime and the various modes in the computation and understanding of their respective sentences/penalties.

2. Groupings and Screening Processes. Newly received inmates are grouped during the period of quarantine. Screening is also applied specially with respect to their categories - like minors, aged, disabled and related behavioral category.

3. Identification process. All newly received inmates shall undergo the regime of identification. Officers of the Identification unit shall immediately exact the fingerprints and mug photograph of the inmate for purposes of integrating the file into the respective prison record of the inmate. The identification process is conducted within the period of 24 hours upon the official admission of the inmate.

4. Inmate personal grooming. All newly received inmates are compelled to observe and abide with all hygienic practices including the wearing of uniforms and identification cards or related codes.

#### DIAGNOSTIC PROCEDURES:

1. Psychology/Psychiatric Testing. A battery of psychological examinations is given to the newly received inmate to determine his intelligence quotient (I.Q.), aptitude and personality traits which are analyzed and used as basis for the formulation of the treatment program. Disturbed inmates are provided with immediate guidance counseling while those confirmed with

derangement are referred for psychiatric observation and segregation.

2. Vocational/Education Aptitude Examination. Aptitude tests are given to the newly received inmate to determine the area where he may be introduced as far as skills acquisition and development are concerned. Findings made are integrated in his record and used as basis for the operating institution in formulating the training component of his adjustment.

3. Religious Counseling. All newly received inmates are exposed to various religious and spiritual formation seminars to promote value formation and discipline.

4. Sociological Record. The newly received inmate is interviewed individually to determine his social and societal role prior to the commission of his offense. The data gathered will form part of his background attributes.

5. Case Study. This is the summary of findings based on series of tests results and interviews made to all newly received inmates. This is the document referred to in the formulation of an individual treatment plan and the base reference for the initial classification of the newly received inmate.

### INITIAL CLASSIFICATION PROCEDURES

1. RDC Classification Board. The RDC Board deliberates regularly after a listing of a group of newly received inmates has been forwarded after the 60 day period for purposes of classification.

2. Membership. The RDC Classification Board is composed of the following:

Chairman:	Chief, RDC
Secretary :	Chief, Case Coordination Section
Members:	Chief, Security/ Custodial Section
	Chief, Education Section
	Chief, Psychology Section
	Chief, Sociology Section
	Chief, Vocational Section
	Chief, Religious Section
	Chief, Medical Section

The Chief, RDC recommends to the Director the minutes of the deliberation of the Board. Once the Minutes are approved, the necessary transfer orders of the inmates are effected.

3. How inmates are classified initially. After the designated period, the newly received prisoners are classified according to the following security status:

- Maximum - those having minimum sentence of 20 years and above, with pending cases, recidivist, ex-convicts, parole violators, those with life imprisonment, those considered high security risk, death convicts.

- Medium - those having minimum sentence below 20 years; those whose age is 65 and above having minimum sentence of 20 years and above.

· Minimum - those with time of one year or less to be served before expiration of maximum sentence; those whose age is 65 and above and having minimum sentence below 20 years.

TRANSFER OF CLASSIFIED PRISONERS. After a period of 60 days and application of recommended treatment plan by the Chief, RDC and approved by the Director of Corrections, the inmate is prepared to assume the classification designation. Those classified to the respective security status are transferred to the operating institution where the inmate serves his time and conduct the rehabilitation program designed for him.



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