



Annex E
CVA Risk Assessment Guide

Activity	Responsible unit/person	Objective	Risk factors	Likelihood of occurrence	Significance of risk	Control activities/ Standards	Assessment/ areas for improvement
CVA Area 1: Admission, Confinement and Treatment of Inmates							
1. Admission and Confinement of Inmate							
a. Admission of inmate							
a.1. Turnover of living inmate	BJMP Officers/ Provincial Jail Officers	To transfer custody of national prisoner / inmate sentenced for 3 yrs. and 1 day to Life Imprisonment from BJMP/Provincial Jail to BuCor;	Gift-giving/ bribery by inmate and/or his relatives in exchange for privileges; Connivance of prison officials with inmate, his relatives and/or BJMP officials in exchange for privileges;	Medium	Low	Inmates are not committed if there is no Commitment Order; Provisions in the Operating Manuals of BuCor and BJMP regarding turnover of inmates; Court decisions / orders; Commitment Order itself;	Prison Superintendent or his representative should be present during the turnover of inmate;
a.2. Inmates are searched for contrabands	Gate Officers	To confiscate contrabands and weapons that may cause injury to persons;	Abuse in discretion by gate guard or Receiving Officer; Fellow inmates, who are not accountable officers, are made to do the searching instead;	Low	High (may cause damage to life, in case of lethal weapons, of other inmates and undermine the rehabilitation of erring inmate); May also pose serious security risks in case of cellphones;	Inmate and his belongings will be searched again upon entry to quarantine; Administrative Case under RA 6713 and the Operating Manual can be charged against erring officers; Random searching of dormitories;	A system of incentives may be established by the BuCor to motivate prison guards to search inmates more thoroughly; the BuCor may also want to invest on high-technology searching equipment; Strict adherence to the Operating Manual with regard to searching of inmates;

<p>a.3. Receipt of Commitment Order and other documents</p>	<p>Reception and Diagnostic Center (RDC) - Receiving Officer</p>	<p>To transfer custodianship of national prisoner / inmate (3 yrs. and 1 day to Life Imprisonment) from BJMP to BuCor; To assume safekeeping of the inmate's records, which includes the Mittimus / Commitment Order of the court, information and Court decision in the case, certification of detention, and certification that the case of the inmate is not on appeal; To acquire information regarding the inmate and the punishment / penalty meted by the court.</p>	<p>The Commitment Order/ name/ identity of the inmate may not be correct; The inmate might not be a national prisoner;</p>	<p>Low</p>	<p>Medium</p>	<p>Inmate is made to thumbmark all transfer documents page by page; Receiving Officer stamps all transfer documents with "received" page by page;</p>	<p>Strict compliance with the Operating Manual; Inmate may admit false information in his documents during interviews with the RDC;</p>
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