

FREQUENTLY ASKED QUESTIONS ABOUT CIDMS

1. What is CIDMS?

CIDMS stands for Case Information Database Management System (CIDMS). It is a Local Area Network (LAN) / stand-alone case management system specifically designed for investigators in managing case files/folders.

2. What are the objectives of CIDMS?

The objectives of CIDMS are to easily access and manage case files/folders, to have a systematic recording by digitizing case files/folders, to cross-reference various cases, to serve as backup in case of loss, fire, flood, calamity or disaster and to avoid voluminous hard copy of records stored at the office.

3. What is the difference between Crime Incident Reporting and Analysis System (CIRAS) and CIDMS?

The CIRAS is the enhanced e-Blotter & Geographical Information System (GIS) which contains the initial report and updates of all reported incidents/crimes. It is being used by the desk officer, crime registrar and analyst in crime reporting and analysis.

The CIDMS, on the other hand, contains the data of case folders (all cases subjected to full-blown investigation including unsolved cases and cases that reached the prosecutors or courts) and complete history of the case. It is being used by Investigators-On-Case (IOC) in case management.

4. What is the recommended minimum hardware and software requirement of CIDMS?

- Intel Core i3 processor or equivalent or higher
- 2 gigabytes RAM memory or higher
- 160 gigabytes hard disk space or higher
- Windows 7 Operating System or higher
- High speed Flatbed scanner (for scanning case folders in pdf format)

5. What data is encoded into the CIDMS?

Content of the entire Case folders (all cases subjected to full-blown investigation either cleared, solved or unsolved and either it has already reached or is yet to reach the prosecutor's office or court of law).

6. What is the order of priority with respect to cases that will be encoded into the CIDMS?

- a. Task Force USIG (TF USIG) cases (Killings of Activist and Media Practitioners, Death of Foreign Nationals, Labor-Related Killings and Enforced Disappearances)
- b. Task Force Judges, Prosecutors and IBP Lawyers (TF JPL) cases
- c. Task Force Elected Government Officials (TF EGO) cases
- d. Drug related cases
- e. Election-Related Incidents (ERIs)
- f. Illegal logging related cases
- g. Illegal mining related cases
- h. Torture cases
- i. Committee on Legal Action (COLA) cases
- j. Other Heinous and Sensational cases
- k. All other cases subjected to full-blown investigation

7. How many cases need to be encoded into the CIDMS per day?

A minimum of two (2) cases (case folders) per day

8. What type of file must only be attached into the e-Docs portion of CIDMS?

Ideally, all types of document files (word, excel, power point, pdf), picture files (jpeg, bitmap, etc), video files and audio files can be attached to the CIDMS.

However, only PDF files should be attached to reduce the size of the files, save space and speed-up the attaching process.

9. Who is the end-user/main user of the CIDMS?

The IOC

10. Who are the personnel needed to be trained in the use of CIDMS?

- IOC as end-user/main user
- Chief, Investigation as supervisor
- Crime Registrar for continuity
- IT Officer/PNCO for technical assistance in the cascading

11. What Offices are primarily responsible (OPR) in the implementation and cascading of CIDMS?

- NHQ – DIDM
- PRO – RIDMD
- DISTRICT/CPO/PPO – DIDMD/CIDMD/PIDMB
- CPS/MPS/STN – IDMS

12. What is the task of the IT Officers/PNCOs in the implementation and cascading of CIDMS?

Their task is only limited to providing technical assistance when requested by the RIDMD/DIDMD/CIDMD/PIDMB/IDMS. Hence, no IT Officer/PNCO shall cascade the CIDMS without the request for technical assistance and presence of the OPR.

13. Where can we lodge any inquiries on the investigation and technical aspect of CIDMS?

Investigation Aspect:

- NHQ – DIDM
- PRO – RIDMD
- DISTRICT/CPO/PPO – DIDMD/CIDMD/PIDMB
- CPS/MPS/STN – IDMS

Technical Aspect:

- NHQ – DIDM (NUP Jason Tacorda at 0906-379-9263 (globe), (02) 7230401 local 3650 or email at jason.tacorda@didm.pnp.gov.ph or jasontacorda88@yahoo.com)
- PRO – Regional IT Officer/PNCO

14. Is there any plan to come-up with a web-based (internet) version of the CIDMS?

YES, currently the web-based version of the CIDMS is being developed by ITMS. Once finalized, encoded data on the LAN/stand-alone CIDMS will be integrated and stored in a centralized server to be used by the web-based CIDMS. This will simplify the installation, cascading, integration, cross-referencing, enhancement and maintenance of CIDMS since it will be available and accessible thru the internet 24/7.