



Republic of the Philippines
Department of the Interior and Local Government
NATIONAL POLICE COMMISSION
NATIONAL HEADQUARTERS PHILIPPINE NATIONAL POLICE
OFFICE OF THE CHIEF, PNP
Camp Crame, Quezon City

SUBJECT : Letter of Instruction 02/10
(Project on Enhancing the Procedure for Collection and Application of Fingerprints)

TO : See Distribution

DATE :

1. REFERENCES:

a. Project to Build-up the Operation of Automated Fingerprint Identification System;

b. LOI 03/09 (Procedure in the Submission of Tenprint Cards and Latent Prints to the PNP Crime Laboratory for Encoding in the AFIS);

c. LOI 04/09 (Guidelines on Utilization of AFIS "HIT"/Identical Results and Investigation Procedure) dated November 25, 2009; and

d. Minutes of Meeting between the Japanese Detailed Planning Survey Team and the Authorities Concerned of the Government of the Republic of the Philippines on the Japanese Technical Cooperation for the Project to Enhance the Operation of AFIS.

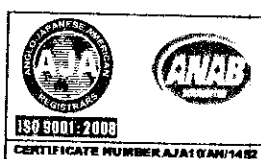
2. PURPOSE:

This Letter of Instruction (LOI) sets forth the enhanced procedure to ensure that the fingerprints of all arrested suspected criminals are properly taken during "booking" and that latent prints collected by the police investigators from the crime scene are submitted to the PNP Crime Laboratory for AFIS registration, inquiry and reference.

3. SITUATION:

As a background, the Japanese Government donated the AFIS to the PNP under its General Grant Aid Program. It was installed in December 2003 and became fully operational in July 2004 with the PNP Crime Laboratory as the direct beneficiary of the AFIS project through the JICA. The aim of the project is to speed up the identification of criminal offenders through the use of fingerprints for the early solution of crimes and administration of justice.

Statistics show that from January to April of 2010, a total of 1,183 crime incidents were recorded in Eastern Police District area, of which, 713 cases were solved but only an approximate number of 180 accomplished tenprints taken from arrested suspects were submitted to the EPD CLO. This shows that the potential of the AFIS was not fully utilized. In order to achieve higher crime solution efficiency through the use of fingerprints as the most expeditious mode of identifying wanted criminals, the capability of the AFIS must be maximized.



4. MISSION:

The Eastern Police District, NCRPO and PNP CL, concurrent with their respective mission and functions, shall establish more stern guidelines for the strict implementation of this LOI in order to ensure the accurate and timely submission of tenprints and latent prints as well as to launch a systematic approach by utilizing properly and effectively the scientific aspect of investigation with the proper use of AFIS "HITS" combined with the expertise and technical capabilities of investigators in the field.

5. OBJECTIVES:

- Project;
- a. To assign the Eastern Police District as the Model Police District for this Project;
 - b. To establish a mandate, procedure and regulatory measures in the collection and delivery of tenprints and latent prints information from the police stations and CLO of the Model Police District to PNP CL;
 - c. To provide technical and logistical support to police stations and CLO in the Model Police District in the collection and delivery of tenprints of suspects and latent prints lifted from the crime scene;
 - d. To conduct seminars and on-the-job training on fingerprint photography, encoding, latent and tenprints inquiry and tracing other crimes committed by identified suspects;
 - e. To monitor the progress of collection and delivery of fingerprint information from police stations and CLO in the Model Police District to PNP CL;
 - f. To formulate guidelines, strengthen and speed up the investigation process through the use of AFIS "HITS";
 - g. To summarize the results and lessons of the activities of the Model Police District and formulate an action plan to disseminate the operation nationwide;
 - h. To plan and implement internal Skill Development Program for current and newly recruited AFIS operators in the PNP CL; and
 - i. To update statistics of fingerprint data processed by AFIS on a weekly basis.

6. DEFINITION OF TERMS:

For purpose of uniformity, the following terms shall be operationally defined and used:

- a. Fingerprint – the most positive means of identification of persons. It is the reproduction on some smooth surfaces of the pattern or design formed by the ridges on the inside of the end joint of the finger or thumb.
- b. Tenprint – rolled and simultaneous taking of fingerprint using ink.
- c. Latent Prints – are markings or prints found at the crime scene usually rather indistinct, left by oily matters or perspiration exuded from the fingertips, palms or sole of the foot upon any substance which the fingers/palms/sole of the foot may have touched.
- d. Fingerprint Technician – refer to the trained and certified fingerprint technician responsible in the processing and collection of fingerprints taken from arrested suspected criminal offenders.
- e. Fingerprint Examiner - is a title given to a licensed criminologist who has undergone and completed the required training in the Science of Fingerprints (Fingerprint Identification) and passed other qualifications in accordance to its standards, and whose work is not limited only to examination, identification, preparation of reports but also in testifying and in convincing the court that he/she is a qualified expert witness in the said field of expertise.

- f. AFIS – an acronym for Automated Fingerprint Identification System. A computerized system for digitizing, matching, storing and retrieving fingerprint images and textual information.
- g. AFIS Registration – the process of encoding fingerprint images and information into AFIS database. There are two kinds of registration: The Tenprint Registration (TR) and Latent Print Registration (LR).
- h. Tenprint Card - another term for fingerprint cards.
- i. AFIS Database- a collection of fingerprint images (latent and tenprint) and textual information arranged for computer retrieval.
- j. AFIS HIT Result – the order in which the candidates are listed on the screen is determined by how frequently a tenprint key number appears on the merged candidate list not by score.
- k. Crime Scene – a location where an alleged illegal act took place and comprises the area from which most of the physical evidence is retrieved by trained law enforcement personnel, crime scene investigators (CSIs) or in rare circumstances, forensic scientists.
- l. Hit – is the term used if the findings of an AFIS examiner/operator matched the search print and the file print.

ABBREVIATIONS:

- | | | |
|----|----------|---|
| a. | TDIDM - | The Director for Investigation and Detective Management |
| b. | RIDMD- | Regional Investigation and Detective Management Division |
| c. | NCRPO- | National Capital Region Police Office |
| d. | EPD - | Eastern Police District |
| e. | DIDMD- | District Investigation and Detective Management Division |
| f. | PNP CL- | Philippine National Police Crime Laboratory |
| g. | EPD CLO- | Eastern Police District Crime Laboratory Office |
| h. | CIU- | Criminal Investigation (under the functional grouping of the DIDMD) |
| i. | FPID- | Fingerprint Identification Division |
| j. | CPS- | City Police Station |
| k. | COP- | Chief of Police |
| l. | SIDMS- | Station Investigation and Detective Management Section |

7. EXECUTION:

a. Concept of Operation

The EPD, NCRPO, in close coordination with PNP CL, shall ensure the processing and collection of tenprints of all arrested suspected criminal offenders by the designated Fingerprint Technician during "booking" and subsequent submission to Crime Laboratory for AFIS registration and inquiry.

Latent prints lifted by SOCO team shall be transmitted to PNP CL for immediate registration and inquiry to the AFIS.

PNP CL shall ensure that all AFIS "HIT"/identical result shall be transmitted to the concerned police units (copy furnished DIDM) which shall ensure that concerned CPS utilizes the data to file the necessary charges against the identified suspect/s.

b. Procedure in the Submission of Processed and Collected Tenprints

1) District Criminal Investigation Units shall follow the procedure as indicated in Annex A; and

2) Station Investigation and Detective Management Branch/Criminal Investigation Unit shall follow the procedure as indicated in Annex B.

c. Procedure to be followed by CPS and EPD CLO in the Collection and Submission of Latent Prints Lifted from Crime Scene by Crime Scene Investigator/SOCO Team Fingerprint Expert. (See Annex "A")

d. Tasks

1) TDIDM

a) Designated as Project Director;

b) The Chief, Research and Analysis Division, DIDM shall account for the number of tenprints submitted versus the number of arrested suspected criminals and latent prints lifted from the crime scene;

c) The Chief, Case Monitoring Division shall consolidate/monitor the investigation of cases utilizing the AFIS "HIT" results/Dactyloscopy Reports and the development of such cases including the arrest of suspect/s; and

d) Perform other tasks as directed.

2) Director, Crime Laboratory

a) Designated as Project Manager;

b) Accept and process all accomplished tenprints from EPD CLO for subsequent registration and inquiry and to the AFIS **every Monday**;

c) Accept all requests for latent prints examination/identification;

d) Process lifted/collected/gathered latent prints from the scene of the crime;

e) SOCO Team to submit lifted latent prints to FPID, CL for subsequent AFIS inquiry and registration **within three (3) days**;

f) Account and maintain a record of all latent prints lifted/collected/gathered in the crime scene;

g) Provide the requesting police units of AFIS "HIT" result and Dactyloscopy Report copy furnished DIDM;

h) The Chief, FPID, CL shall immediately notify the concerned field units of AFIS "HIT" result from recently submitted tenprints with all pertinent details;

i) To provide procedures on the chain of custody of processed tenprints and latent prints; and

j) Perform other tasks as directed.

3) **Regional Director, NCRPO (through DD, EPD)**

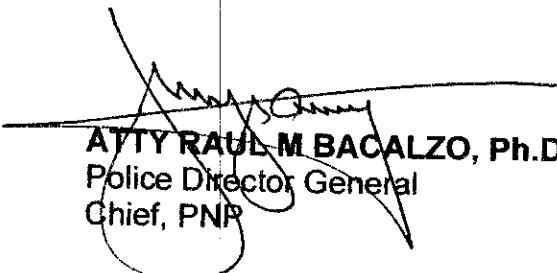
- a) Designate Eastern Police District (EPD) as the Office of Primary Responsibility of this Project.
- b) Account for the number of tenprints submitted to PNP CL versus the number of arrested suspects as reflected on the crime statistics criminal offenders;
- c) Supervise the collection of all tenprints taken from arrested suspected criminal offenders;
- d) Account and identify all EPD personnel who had undergone training on the processing of fingerprints;
- e) Ensure that all AFIS "HIT" cases should be acted upon by concerned CPS by filing appropriate charges against the suspect/s using the Dactyloscopy Report as evidence and the development of such cases including the arrest of suspect/s;
- f) Conduct periodic review on the implementation of this LOI; and
- g) Perform other tasks as may be directed.

8. **COORDINATING INSTRUCTIONS:**

- a. Police Operational Procedures and other applicable SOPs in the conduct of operation must be strictly observed at all times;
- b. Respect for Human Rights is paramount;
- c. Applicable administrative sanctions shall be imposed for non-compliance with this LOI in conformity with the Doctrine of Command Responsibility; and
- d. Director, Crime Laboratory and District Director, EPD will submit their respective **IMPLANS** to DIDM in consonance with this LOI **NLT seven (7) days upon its effectivity.**

9. **EFFECTIVITY:**

This Letter of Instruction shall take effect immediately upon approval.


ATTY RAUL M BACALZO, Ph.D.
Police Director General
Chief, PNP

Distribution:

RD, NCRPO
D, CL
DD, EPD, NCRPO

Copy furnished:

TDCA
TDCO
TCDS
D, D-Staff
Program Advisor to the CPNP, JICA