



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

TO : See Distribution

DATE :

1. REFERENCES:

- a. Project to Build-up the Operation of AFIS;
- b. PNP NHQ Memorandum Circular Nr 2006-005;
- c. Memo from TDIDM dated August 27, 2008, Subject: Collection of Tenprint Cards for Encoding into the Automated Fingerprint Identification System of the PNP Crime Laboratory;
- d. Memo from TDIDM dated December 23, 2008, Subject: Submission of All Available Fingerprint Taken from the Suspects and Other Individuals; and
- e. PNP "Anti-Crime Capability Enhancement Program."

2. PURPOSE:

This LOI sets forth the procedures in the submission of tenprints taken from the arrested suspected criminals during "booking" and latent prints collected by police investigators from the crime scene to the PNP Crime Laboratory for AFIS registration, inquiry, and reference.

3. SITUATION:

The Japanese Government donated the Automated Fingerprint Identification System (AFIS) worth Y975,000,000.00 under its General Grant Aid Program in July 2004. The AFIS can speed up the identification of criminal offenders with the use of fingerprints for the early solution of crimes and administration of justice.

At present, there are 527,450 tenprints in the AFIS data base, 195,432 of which are criminal and 332,018 non criminal. A total of 12,103 latent prints are also encoded.

The PNP, however, needs to improve the current number of tenprints and latent prints encoded in the AFIS in order to maximize its potential in providing an expeditious and highly accurate mode of identifying wanted criminals through the use of fingerprints and thus help achieve a higher crime solution efficiency.

4. MISSION:

The PNP concurrent with its missions and functions shall institutionalize the processing of tenprints and latent prints and cause its timely submission to the PNP Crime Laboratory for AFIS registration, inquiry and reference.

5. OBJECTIVES:

a. To ensure proper processing of tenprints of all arrested suspected criminals during their "booking" at the Police Stations and other PNP offices/units;

b. To ensure that latent prints are properly lifted from the crime scene or from recovered evidence where the nature of the case is neither "sensitive" nor "sensational"; and

c. To ensure timely submission of the processed tenprints and latent prints to the nearest PNP Crime Laboratory unit which will in turn transmit same to Headquarters PNP Crime Laboratory for encoding into the AFIS.

6. EXECUTION:

a. Concept of Operation

The DIDM shall be the Office of Primary Responsibility for the smooth implementation of this Letter of Instruction.

b. Procedure for Submission of Tenprints / Latent prints

1) National Capital Region Police Office (NCRPO)

The NCRPO will follow the procedure indicated in **Annex A**;

2) Police Regional Offices (PROs) 1-13, CAR, ARMM

All the PROs will follow the procedure indicated in **Annex B**; and

3. National Operational Support Units (NOSUs)

The CIDG, MG, AVSEG, IG, SAF, HPG will follow the procedure indicated in **Annex C**.

c. Tasks

1) **TDIDM**

a) Designated as Overall Supervisor of this LOI;

b) The Chief, Research and Analysis Division, DIDM shall account for the number of tenprints submitted to the PNP Crime Laboratory versus the number of arrested suspected criminals and latent prints lifted from the crime scene or recovered evidence on a monthly basis;

c) Conduct periodic review in the implementation of this LOI;

and

d) Perform other tasks as directed.

2) RD, NCRPO

a) Account for the number of tenprints submitted to the PNP Crime Laboratory versus the number of arrested suspected criminals on a monthly basis;

b) Account for all latent prints lifted by police investigators from the crime scene or recovered evidence where the nature of the case is neither "sensitive" nor "sensational";

c) Ensure timely submission by Police Stations of tenprints taken from arrested suspected criminals and latent prints lifted from the crime scene or recovered evidence to the Police Districts and their subsequent turn-over to the District Crime Laboratory Offices (DCLOs) of the PNP Crime Laboratory; and

d) Perform other tasks as directed.

3) RDs, PROs 1-13, CAR, ARMM

a) Account for the number of tenprints submitted to the PNP Crime Laboratory versus the number of arrested suspected criminals on a monthly basis;

b) Account for all latent prints lifted by police investigators from crime scene or recovered evidence where the nature of the case is neither "sensitive" nor "sensational";

c) Ensure timely submission by Police Stations of tenprints taken from arrested suspected criminals and latent prints lifted from the crime scene or recovered evidence to the Police Provincial Offices / City Police Offices and its subsequent turn-over to the Provincial Crime Laboratory Offices (PCLOs); and

d) Perform other tasks as directed.

4) Directors, CIDG, MG, AVSEG, IG, SAF, HPG

a) Account for the number of tenprints submitted to the PNP Crime Laboratory versus the number of arrested suspected criminals on a monthly basis;

b) Account for all latent prints lifted by police investigators from recovered evidence;

c) Ensure timely submission by respective Regional and Provincial Offices of tenprints taken from arrested suspected criminals. For HPG, latent prints lifted from recovered carnapped vehicles shall be submitted to the Regional/Provincial Crime Laboratory Offices; and

d) Perform other tasks as directed.

5 Director, Crime Laboratory

- a) Prepare to accept all tenprints and latent prints submitted by PROs and NOSUs;
- b) Cause the immediate encoding of all submitted tenprints and latent prints to the AFIS for registration, inquiry, and reference;
- c) Submit monthly report regarding tenprints and latent prints submitted by PROs and NOSUs to DIDM (Attn: Chief, Research and Analysis Division) copy furnished Directorate for Operation;
- d) PNP Crime Laboratory to immediately furnish concerned police offices/units results of AFIS inquiry; and
- e) Perform other tasks as directed.

7. COORDINATING INSTRUCTIONS:

- a. Police Operational Procedures and other applicable SOPs in the conduct of police operation must be strictly observed at all times; and
- b. All tasked offices/units to provide tenprints for the use of their investigation.

8. EFFECTIVITY:

This Letter of Instruction shall take effect immediately upon approval.



JESUS A VERZOSA, CEO VI
Police Director General
Chief/ PNP

CPNP Ltr 09 S036314



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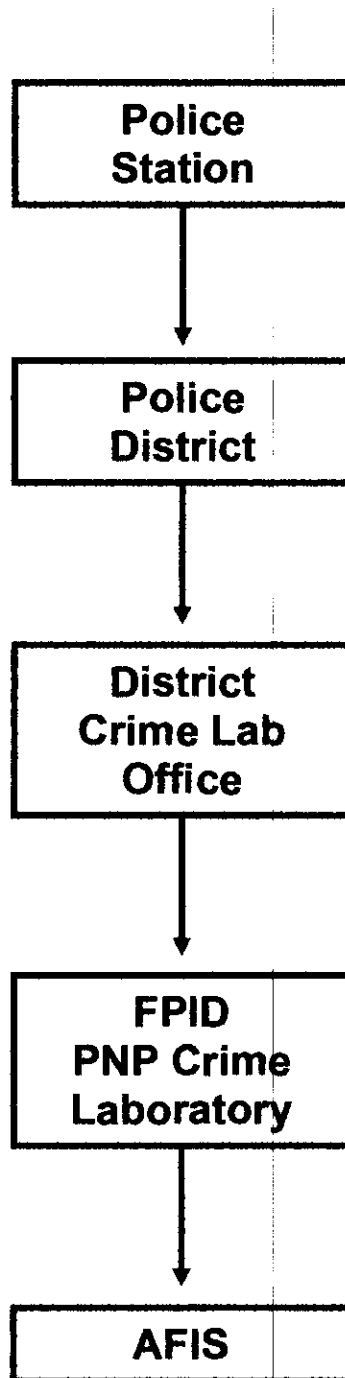
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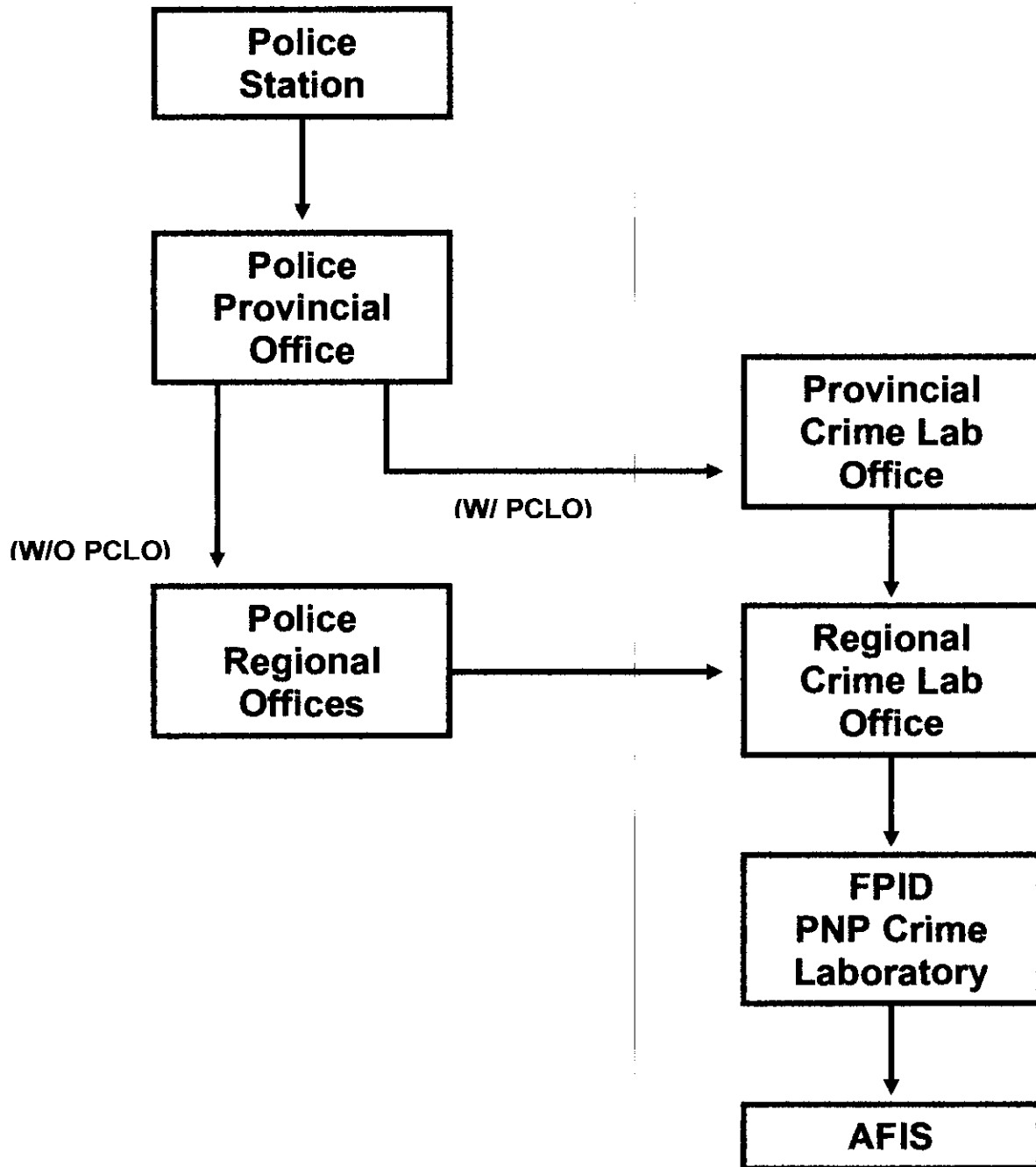
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SUBMISSION OF TENPRINT CARDS/LATENT PRINTS
(NCRPO)



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(Police Regional Offices)



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(National Operational Support Units)**

