



Republic of the Philippines
Department of the Interior and Local Government
National Police Commission
NATIONAL HEADQUARTERS, PHILIPPINE NATIONAL POLICE
DIRECTORATE FOR INVESTIGATION AND DETECTIVE MANAGEMENT
Camp Crame, Quezon City

MEMORANDUM

FOR : Chief, PNP

THRU : TDCA _____
TDCO _____
TCDS _____
TDHRDD _____

FROM : TDIDM

SUBJECT : Conversion of Criminal Investigation and Detective Development Course(CIDDC) into Criminal Investigation Course(CIC) and Realignment of CIDDC Funds for the Conduct CIC and Training of Trainers(TOT) for CIC

DATE : July 29, 2010

1. Reference:

- a. NAPOLCOM Resolution Mem Cir Nr 97-032 dat Feb 26, 1997 re Enhancement of Investigation Function of the PNP through the implementation of an Investigation and Detective Management Program.
- b. Training Dir Nr 2001-13 dtd June 29, 2001 re Criminal Investigation and Detective Management Course;
- c. Training Dir Nr 2003-09 dtd Feb , 2003 re Criminal Investigation and Detective Development Course (Revised);
- d. Training Dir Nr 2006-54 dtd July, 2006 re Criminal Undercover Operation and Management Course;
- e. Training Dir dtd March 28, 2008 re Counter Terrorism Investigation and Management Course; and
- f. TDIDM Memo dtd re Conviction Rate New Gauge for PNP Skills”, the SILG’s Yardstick in Measuring the efficiency and effectiveness of the Police Force published by Philippine Daily Inquirer dated July 15, 2010.

2. In line with SILG’s guidance on using conviction as one of the gauge for measuring the efficiency and effectiveness of PNP’s investigation of crime incidents, it is imperative that the DIDM lay out plans to address the areas that need immediate attention.

3. One of the areas that needs attention is the **lack of competent and effective field investigators** who possess the skills and the right attitude to work on a case and pursue it until the case is resolved by the courts.

4. Records at the DIDM show that as of December 2009, out of the 6,834 PCO/PNCO’s who are assigned as investigators at the PRO’s, 3,292 or about **48% have not undergone a basic investigation course.**

5. The School for Investigation and Detective Development Division(SIDD) of DIDM currently programs two(2) Criminal Investigation and Detective Development Courses(CIDDC) per quarter for about 100 PNCO's thus churning out only about eight courses for **400 graduates per year**. A regular CIDDC Course takes **eight(8) weeks** and has a budget of **P124,000.00 per course**.

6. However, records of SIDD also show that about **90%** of the PNCOs who attend CIDDC courses conducted here at Camp Crame are either NHQ-based personnel or come from Luzon PRO's while less than **10% come from Visayas or Mindanao**.

7. Considering that there are 1,700 police stations nationwide, just requiring each station to have at least two(2) formally and adequately trained investigators would mean training 3,400 personnel. Mathematically, it would take SIDD eight(8) years to achieve this.

8. It is apparent that there is a need to revise the training program of the SIDD. The DIDM conducted a thorough review of the CIDDC vis-a-vis the current thrust of the PNP to raise the standards of its investigative capability and have realized that the CIDDC Course being conducted by the SIDD is inadequate to meet the PNP's immediate need for thousands of trained investigators (partly because of its duration). The review have also shown that the CIDDC Course which incorporates investigation and detective work in one course does not encourage or support a dynamic and progressive investigative specialization for investigators. Furthermore, the conduct of the course in Camp Crame is not responsive to the need of the field units particularly as each region may have cultural peculiarities and makes it financially difficult for PNCOs coming from Visayas and Mindanao to attend. And although some regional offices do conduct CIDDC, there is no standard training package to ensure uniformity of the conduct of training as well as training materials and methods of instructions, thus, sacrificing quality standards.

9. Against this backdrop, DIDM believes that there is a need to regionalize the conduct of the courses so that if each PRO were to conduct one Criminal Investigation Course per quarter, the PNP would technically be able to produce 3,400 trained investigators in just one year. There is also a need to standardize the conduct of training by producing a Standard Training Package(STP) and a Training of Trainers(TOT) to ensure uniformity and quality. Most importantly, there is a need to convert the current CIDDC into a course of shorter duration of six(6) weeks, one that would be considered as basic investigation(Criminal Investigation Course) and which could be conducted by the regional offices or NSUs.

10. In view thereof, this Directorate recommends the following proposals:

- a. Convert the CIDDC to Criminal Investigation Course in order to give a more detailed and comprehensive module focusing on basic criminal investigation, crime scene security, evidence handling, witness processing, case build-up, case review, victim/suspect profiling, preparation of case folder, filing of cases, arrest and search and actual court examination practices;
- b. Conduct of Training of Trainers (TOT) for CIC purposely for devolving the CIC to the PROs but following the Standard Training Package for CIC. This TOT aims to institutionalize the conduct of CIC by every PRO for a minimum of at least one (1) course every quarter which will produce 850 investigation trained personnel for every quarter or 3,400 personnel in a year. This number will be further increased when the conduct of CIC will be adopted at the Provincial/City Police Offices nationwide;
- c. Realignment of available funds intended for two (2) classes of CIDDC into one (1) class of CIC and one class (1) of TOT for CIC;
- d. The PROs will be required to conduct at least one (1) CIC every quarter with an objective to at least assigned two (2) investigation trained police officers in every police station; and

- e. Approval of attached Training Directive and Program of Instructions for CIC and TOT for immediate implementation.
6. For approval of para 5.


ARTURO G CACDAC JR, CEO VI
Police Director

CC: PNPTS

TRAINING DIRECTIVE
NUMBER _____

TRAINING OF TRAINERS ON
CRIMINAL INVESTIGATION COURSE
(Series 2010)

I REFERENCE:

A. NAPOLCOM Resolution 97-032 dated February 24, 1997, entitled “Enhancing the investigative function of the Philippine National Police (PNP) through the implementation of an Investigation and Detective Management Program”;

B. Training Directive Number 2003-09 dated February 19, 2003, Criminal Investigation and Detective Development Course (Revised); and

C. Integration Transformation Program.

II PURPOSE:

In line with the intention of the Chief, PNP to ensure that every PNP uniformed field personnel be investigation trained, this TOT is initiated to ensure uniformity in the conduct of investigation courses in every Police Regional Office.

The Training of Trainers on Criminal Investigation Course (Series 2010) shall standardize the Training Program on investigation and institutionalize the teaching methods, reference materials, visual aids, module outlines and syllabus based on investigative requirements prescribed in Program of Instruction to be followed by the Police Regional Offices.

The participants in this Training of Trainers shall be the PCOs assigned or willing to be assigned in RIDMD, with the rank of PSINSP to PSUPT, who shall be designated as the Course Director with the minimum of one (1) year and responsible in ensuring the conduct of Criminal Investigation Course at least once every quarter.

III OBJECTIVES:

A. To equip the participants of the knowledge on the different methods of teaching, theories of learning, test development and evaluation and applied statistics to enhance their teaching capabilities pertaining to investigation;

B. To encourage the participants to apply the different teaching/presentation techniques, visual aids preparation, practical exercises and to prepare lesson plan in each subject matter on laws, procedures and jurisprudence;

C. To enhance the knowledge of the participants on the relevance of crime scene processing, evidence collection, markings and preservation, witness processing which includes the preparation of case folders complete with documentary evidence for filing of cases; and

D. To provide the participants with reference materials, lesson plans and other teaching materials to be used in their conduct of CIC in their respective PROs in order that their investigators will qualify to become eligible for the positions provided in MC No 2005-009 dated July 7, 2005 re IDEA.

IV. CONDUCT OF TRAINING:

A. Methodology:

This course will employ the following training methods:

1. Academic Phase – Lectures, Demonstration, Role Playing, Simulation of Different Scenarios;
2. Practical Exercises – preparation of course outlines, lesson plans and other activities to be undertaken pertaining to the course; and
3. Film Showing.

B. Course Duration:

This is a thirty (30) days training or an equivalent of 240 hours.

C. Training Venues:

The training shall be conducted at the PNP TS, Camp Crame, Quezon City.

D. Participants:

1. The minimum rank of the participants shall be PSINSP to PSUPT;
2. The participants shall be the Course Directors of the CIC to be conducted in their respective PRO for a minimum of at least one (1) year or until there are others who are equally trained personnel for the purpose;
2. The participants from every PRO should be the duly recommended by the RD, PRO; and
3. All applicants should possess fluency in communication, basic background in investigation and administrative proficiency.

V. ADMINISTRATIVE INSTRUCTION:

A. The PNP TS shall have the overall supervision said training. The Director, DIDM shall provide support thru the Chief, School for Investigation and Detective Development who shall have administrative control over the participants and shall be responsible for the conduct, control and supervision of the training at the said school;

B. The DPRM shall issue appropriate orders to the participants and training staff which shall be the basis for the grant of Training Subsistence Allowance (TSA) and instructors Duty Pay (IDP), respectively;

C. The RDs, PROs thru C, RIDMD and C, RPHRDD shall recommend at least three (3) participants (Male PCOs) with the rank of PSINSP to PSUPT, who shall be screened by the Division Chiefs of DIDM;

D. All the recommended participants shall be the Course Directors of the CIC to be conducted in their respective PRO regardless of their designation within the PRO for at least one (1) year and shall not be relieved from said PRO for the same period or until an equally trained personnel are available to take over the same duty;

E. Appropriate certificates shall be awarded to participants who have successfully completed and satisfied all the requirements of the course; and

F. An after opening and closing reports shall be submitted to CPNP (Attn: TDHRDD) within five (5) days after the activity.

DANILO Q ABARZOSA
Police Chief Superintendent
The Director,
Human Resource and Doctrine
Development

Inclusion:

Program of Instruction (POI)

TRAINING DIRECTIVE
NUMBER _____

CRIMINAL INVESTIGATION COURSE
(Series 2010)

I REFERENCE:

A. NAPOLCOM Resolution 97-032 dated February 24, 1997, entitled “Enhancing the investigative function of the Philippine National Police (PNP) through the implementation of an Investigation and Detective Management Program”;

B. Training Directive Number 2003-09 dated February 19, 2003, Criminal Investigation and Detective Development Course (Revised); and

C. Integration Transformation Program.

II PURPOSE:

The current situation demands for more investigation trained police officers in the field police units. The Criminal Investigation Course (CIC) aims to provide a more detailed and comprehensive module focusing on basic criminal investigation, current laws and jurisprudence, crime scene security, evidence handling, witness processing, case build-up, case review, victim/suspect profiling, preparation of case folder, filing of cases, arrest and search and actual court examination practices.

The participants in this CIC shall be the PNCOs assigned or willing to be assigned in investigation units/offices/desks to augment the insufficient number of trained investigators in the field.

III OBJECTIVES:

A. To equip the participants of the knowledge on the recent laws, procedures and jurisprudence in order to properly carry out their duties as frontline law enforcers;

B. To enhance the knowledge of the participants on the relevance of crime scene processing, evidence collection, markings and preservation, witness processing, victim/suspect profiling and case build-up which includes the preparation of case folders complete with documentary evidence for filing of cases; and

C. To provide the participants an actual experience in crime scene preservation, witness processing and taking of sworn statements, actual court practices, actual application of search warrant.

D. To provide the participants with manuals, reference materials, and other investigative tools as their guide in the performance of their duties as investigators.

IV. CONDUCT OF TRAINING:

A. Methodology:

This course will employ the following training methods:

1. Academic Phase – Lectures, Demonstration, Role Playing, Simulation of Different Scenarios;

2. Practical Exercises – preparation of course outlines, lesson plans and other activities to be undertaken pertaining to the course; and

3. Actual Court Practices.

B. Course Duration:

This is a thirty (30) days training or an equivalent of 240 hours.

C. Training Venues:

The training shall be conducted at the PNP TS, Camp Crame, Quezon City.

D. Participants:

1. The minimum rank of the participants should be PO1 with at least 2 years in service and assigned in investigation unit /desk of any line offices;

2. The participants should be actually assigned or projected to be assigned in the investigation office of the recommending unit and shall serve in such unit for at least five (5) years as investigator;

3. The participants must be physically and psychology fit to undergo training and no pending administrative or criminal cases; and

4. The participants should possess fluency in communication and pass the qualifying examination and interview which shall be conducted by SIDD.

V. ADMINISTRATIVE INSTRUCTION:

A. The PNP TS shall have the overall supervision said training. The Director, DIDM shall provide support thru the Chief, School for Investigation and Detective Development who shall have administrative control over the participants and shall be responsible for the conduct, control and supervision of the training at the said school;

B. The DPRM shall issue appropriate orders to the participants and training staff which shall be the basis for the grant of Training Subsistence Allowance (TSA) and instructors Duty Pay (IDP), respectively;

C. The RDs, PROs, Dirs, NSUs shall recommend their participants subject to the screening process of the SIDD;

D. All the recommended participants shall be the Course Directors of the CIC to be conducted in their respective PRO regardless of their designation within the PRO for at least one (1) year and shall not be relieved from said PRO for the same period or until an equally trained personnel are available to take over the same duty;

E. Appropriate certificates shall be awarded to participants who have successfully completed and satisfied all the requirements of the course; and

F. An after opening and closing reports shall be submitted to CPNP (Attn: TDHRDD) within five (5) days after the activity.

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The Director,
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Inclusion:

Program of Instruction (POI)