



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

TF USIG 10_
MEMORANDUM

TO : All RDs, PROs 1-13, ARMM, NCR & COR; D, CIDG; D, CL

FROM : TADIDM/TF USIG Commander

SUBJECT : **Required Contents of Report on TF USIG Cases**

DATE : **NOV 08 2011**

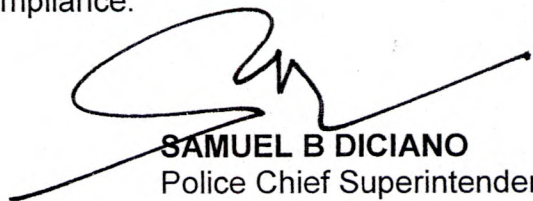
1. References:
 - a. LOI TF USIG;
 - b. SOP No. 02/11 in the Creation and Activation of Special Investigation Task Group to Handle Heinous and Sensational Crimes; and
 - c. Field Manual on Investigation of Crimes of Violence and other Crimes.

2. This pertains to the submission of reports on crime incidence particularly on the killings of militants/activists, labor unionists, foreign nationals and media practitioners. It has been observed by this Directorate that some of the report submitted only contains the basic information which lacks the necessary data for the information of the C, PNP and **H.E. President Benigno S Aquino III**.

3. In view thereof, aside from submitting promptly the basic information of the incident, you are also required to include the **initial actions taken** by the PNP on its effort to solve the case. The following are among the list of possible initial actions that should be taken by PNP units concerned and should be included in your initial report for reference:
 - Flash alarm was disseminated to adjacent police station and dragnet operations were conducted;
 - Investigators were immediately dispatched to the crime scene;
 - SOCO Team was dispatched to conduct crime scene processing;
 - Autopsy was conducted on the victim's body;

- Special Investigation Task Group (SITG) was activated to particularly focus on the investigation of the case;
- Interview were conducted with the victim's family, colleagues and co-employees/management to solicit possible information;
- Coordinated with the media company for the review of the radio programs or news articles of the victim to determine possible leads or motive of the killing;
- Threatening text message/s received by the victim were examined and coordination with the Telecommunication Companies were undertaken to determine the owner of the mobile number;
- The victim's cellular phone was submitted to CIDG for digital forensic examination;
- House to house canvassing was conducted to locate possible witness/es;
- The recovered empty shells and slugs were submitted to Crime Laboratory for ballistic examination and crossmatching with other similar incidents in the area;
- Facial Composite sketch/illustration of suspect/s was taken based on account of witness/es;
- CCTV footages are being analyzed for possible identification of the suspect;
- Coordinated with the LTO on the verification of the license plates of the vehicles used by the suspect; and
- The local prosecutor was invited to be a member of the SITG (Reference: Administrative Order 181).

4. For guidance and strict compliance.


SAMUEL B DICIANO
Police Chief Superintendent