

Republic of the Philippines
Department of the Interior and Local Government
NATIONAL POLICE COMMISSION
Makati City

MEMORANDUM CIRCULAR NO. 2013-002

PROFESSIONALIZING THE PHILIPPINE NATIONAL POLICE FIELD INVESTIGATION SERVICE THROUGH THE IMPLEMENTATION OF A CERTIFICATION PROGRAM FOR FIELD INVESTIGATORS OF THE PHILIPPINE NATIONAL POLICE AND PROMULGATING GUIDELINES FOR THE PURPOSE

WHEREAS, Section 14 of R.A. No. 6975, as amended, provides that the National Police Commission (NAPOLCOM) shall exercise administrative control and operational supervision over the Philippine National Police (PNP);

WHEREAS, the PNP is the primary agency tasked to enforce all laws and ordinances relative to the protection of lives and properties, maintain peace and order and ensure public safety, investigate and prevent crimes, effect the arrest of criminal offenders, bring offenders to justice and assist in their prosecution, among others;

WHEREAS, in the course of carrying out of its functions, the PNP performs one of the core police functions which is to investigate crimes;

WHEREAS, to further enhance the investigative capability of police officers, there is a need to adopt a Certification Program for Field Investigators of the Philippine National Police;

WHEREAS, the Certification Program is aimed at upgrading the level of competence and qualifications of PNP Field Investigators;

WHEREAS, the said program prescribes a set of qualification standards in terms of education, training, work experience, eligibility or license, and appropriate communication skills that must be complied by a field investigator before he/she is certified as either Police Investigator, Police Detective or Case Manager;

WHEREAS, the PNP adopted a Ladderized Investigative Training Program in the field of investigation in order to upgrade the level of competence and skills of its field investigators and ensure that they meet the training requirement of the Certification Program, to wit:

- a. Criminal Investigation Course (CIC)
- b. Police Detective Course (PDC)
- c. Investigation Officer Basic Course (IOBC)
- d. Investigation Officer Management Course (IOMC)

WHEREAS, after review of the said proposal, the Commission finds the same to be in order;

NOW, THEREFORE, the Commission, pursuant to its constitutional and statutory mandate to administer and control the PNP, **HEREBY APPROVES, AS IT HEREBY APPROVES**, the Certification Program for Field Investigators of the Philippine National Police (PNP) and promulgates the following guidelines to govern its implementation:

I. PURPOSE

This Memorandum Circular provides for the implementation of a Certification Program for Field Investigators of the Philippine National Police (PNP), Composition of the Investigation and Detective Certification Board, the ladderized standard operation procedure (SOP) for the Certification Process, and the Investigative Training Program.

II. DEFINITION OF TERMS

- a. Certification – refers to a document issued by the Chief, Philippine National Police or his duly authorized representative indicating therein that the field investigator has met the criteria or standards established under this NAPOLCOM circular.
- b. Police Investigator – is a PNP uniformed personnel both Police Commissioned Officer (PCO) and Police Non-Commissioned Officer (PNCO) conferred with the appropriate certification to investigate with care and accuracy, by conducting a step-by-step examination, through patient inquiry and meticulous observation, data and other pertinent matters to support crime theories and establish relevant facts to aid in identifying the offense and the criminal offender, locating him, and providing evidence of his guilt leading to the successful filing and prosecution of the offense. Subject should be a graduate of the Criminal Investigation Course (CIC) for PNCO and the Investigation Officers Basic Course (IOBC) for PCO.
- c. Police Detective – a PNP uniformed personnel who was previously certified as Police Investigator but was able to complete 18 units of a Master Degree, completed the Police Detective Course (PDC), and acquired the requisite experience relating to investigation of cases and appearance in court duties to support the successful filing and prosecution of an offense.
- d. Case Manager – is a PCO who is previously certified as Police Investigator (PCO Category) but was able to complete a Master Degree, completed the Investigation Officers Management Course (IOMC), recorded the number of required investigation and prosecution of cases.
- e. First Responder – refers to a PNP personnel who is the first person to arrive at an emergency or crime scene by virtue of his/her designation as a member of the beat patrol, bike patrol, motorcycle patrol and mobile patrol. He/she has been in the police service for five (5) years or less.
- f. Sensational Crimes – refer to crimes that attract national/international public attention/scrutiny which are directed/committed against elected government officials, government officials appointed by the President, judges, prosecutors, IBP lawyers, media practitioners, militant party list members/leftist activists, foreign nationals, religious leaders, and movie and television personalities.
- g. Major Crimes – (based on NAPOLCOM Memorandum Circular No. 94-022) refer to crimes which are serious/heinous in nature as defined in the Revised Penal Code such as shooting, bombing, strafing, kidnapping, robbery, assault, murder, and other violent overt acts, or an offense punishable under special law, committed in a manner that is revolting or shocking to the common sensibilities of man, whether deliberately sought or not.

III. POLICIES

- a. Only police personnel who are criminology graduates and with valid license issued by the Professional Regulation Commission (PRC) shall be eligible for certification under this program.
- b. Police personnel who are not graduates of BS Criminology or LLB shall qualify for certification as Police Investigators giving consideration to the work experience and training as required under this Memorandum Circular. He/she, however, could apply for certification as police detective if he/she obtains a Bachelors Degree in Criminology and has complied with the other criteria for Police Detective as specified under this Memorandum Circular.
- c. A PCO who is certified as Police Investigator (PCO Category) may apply for certification as Police Detective provided he/she complies with the criteria for same. This certification as Police Detective, however, is not a prerequisite for securing a certification as Case Manager.
- d. The first members of the Certification Board shall be issued an Honorary Certification as Police Investigator (PCO) upon approval of the program.
- e. All qualified members of the PNP assigned in the field of investigation shall apply for the certification program within six (6) months upon approval by NAPOLCOM of this Memorandum Circular.
- f. PNP personnel certified as Police Detective and Case Manager shall be entitled to receive Specialist Pay pursuant to NAPOLCOM Resolution No. 91-18 dated October 21, 1991.
- g. PNP personnel certified as Police Detective shall be authorized to use a Police Detective Badge.
- h. The Program of Instructions (POI) for the training, which forms part of this Memorandum Circular, should be subject to review and approval by the Commission which may revise it based on future developments to maintain responsiveness to the existing standards of training.

IV. CRITERIA FOR CERTIFICATION

A. POLICE INVESTIGATOR (PNCO CATEGORY)

INVESTIGATOR		
Education		BS Degree
Training		Must undergo/taken Criminal Investigation Course (CIC)/Have taken Criminal Investigation and Detective Development Course (CIDDC)
Experience	Minimum of 2 years as First Responder	Minimum of 5 years as Investigator/Filed at least 30 cases (minimum) with status
Eligibility		
Communication Skills		Must pass the initial screening and evaluation of his/her Chief of Police/Superior

B. POLICE DETECTIVE

DETECTIVE		
Education		Earned at least 18 units MS Criminology/LLB Graduate
Training		Must undergo/taken Police Detective Course (PDC)
Experience	Minimum of at least 10 years as Investigator, and assigned in the Investigation Office/Unit	Has handled at least 60 cases (minimum). Has filed at least 10 cases which eventually led to the arrest of a suspect by virtue of Warrant of Arrest. At least one (1) case filed which resulted to a conviction with punishment of at least 6 years and 1 day imprisonment. Has solved at least 3 major/sensational cases and caused the preparation of at least 5 Search Warrants. Must made at least one (1) Cold case (capital offense).
Eligibility	Board Passer (Criminologist exam)	Licensed Criminologist
Communication Skills		

C. POLICE INVESTIGATOR (PCO CATEGORY)

INVESTIGATOR		
Education		BS Degree/LLB Graduate
Training		Must undergo/taken Investigation Officers Basic Course (IOBC)
Experience	Minimum of at least 7.5 years as Investigator and assigned in the Investigation Office/Unit	Filed at least 60 cases (minimum) with status (sensitive cases). Has conducted at least eight (8) hours of lecture on investigation (Instructor's Duty on Investigation Training). Has caused the preparation of at least 5 Search Warrants. Has at least conducted an autopsy report.
Eligibility	Board Passer (Criminologist exam)	Licensed Criminologist
Communication Skills		

D. CASE MANAGER

CASE MANAGER		
Education		MS in Criminology/LLB Graduate
Training		Must undergo/taken Investigation Officer Management Course (IOMC)
Experience	Minimum of at least 10-15 years as Investigator (residency and actual management and supervision of cases filed)	At least 3 years as Case Manager. Has managed and filed cases that led to the solution of at least 25 cases. Has conducted at least 5 case studies of a major case. Must made at least 5 cold cases (capital offense). Has conducted at least eight (8) hours of lecture on investigation (Instructor's Duty on Investigation Training).
Eligibility	Board Passer (Criminologist exam)	Licensed Criminologist or at least Bar Passer
Communication Skills		

V. CERTIFICATION BOARD

The following shall compose the Certification Board under this program.

Chairman	- The Deputy Director for Investigation and Detective Management
Vice Chairman	- Executive Director, DIDM
Member	- Chief, SIDD, DIDM
Member	- Chief, RAD, DIDM
Member	- DDO, CIDG
Secretariat	- Research and Analysis Division, DIDM
Legal Officer	- Legal Officer of DIDM

VI. PROCEDURES

- a. The investigator submits his/her application to his/her immediate supervisor/COP which has jurisdiction over his/her investigative duties.
- b. The COP, or Chief, Investigation Section/Unit conducts initial assessment of the applicant and validates all submitted documents pertaining to investigation and detective education, training, experience, eligibility and communication skills.
- c. The application is then endorsed to the Secretariat (Attn: RAD, DIDM) which shall determine if the applicant is fit for deliberation by the Certification Board and then recommends the conduct of Board deliberation.
- d. Certification Board convenes, evaluates, deliberates and submits recommendation to TDIDM.
- e. The Director, DIDM indorses the Certificate for approval/signature of the Chief, PNP or his duly authorized representative.

VII. REVOCATION OF CERTIFICATION

- a. The revocation or suspension of the License of the Certified Police Investigator, Police Detective and Case Manager by the Professional Regulation Commission, if found guilty of malpractice, incompetence, unprofessional conduct, serious ignorance or gross negligence in the practice of his/her profession shall result in the automatic revocation or suspension of the certification by the Certification Board.
- b. Further, the suspension or dismissal of the Police Investigator, and Police Detective or Case Manager from the police service, shall result in the automatic revocation or suspension of the certification by the Certification Board and shall henceforth be disqualified from receiving any of the benefits specified in this Resolution.

VIII. REISSUE OF REVOKED CERTIFICATE

- a. The lifting of the revocation or suspension of license by the Professional Regulation Commission (PRC) shall automatically cause the re-issuance of the revoked certificate by the Certification Board.
- b. The lifting of the suspension from the police service or revocation/cancellation of the dismissal order of the certified investigator, detective or case manager shall be a basis for the Certification Board to assess the re-issuance of the revoked certificate.

All Memorandum Circulars or issuances or any part thereof, which are inconsistent with this Memorandum Circular are repealed or amended accordingly.


This Circular shall take effect after fifteen (15) days from the filing of a copy hereof at the University of the Philippines Law Center in consonance with Sections 3 and 4 of Chapter 2, Book VII of Executive Order No. 292, otherwise known as "The Revised Administrative Code of 1987", as amended.


APPROVED this 19th day of MARCH, 2013 in Makati City, Metro Manila, Philippines.



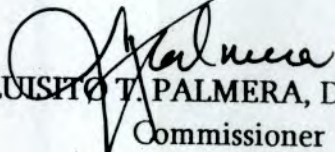
MAR ROXAS
Secretary, DILG and
Chairman, NAPOLCOM

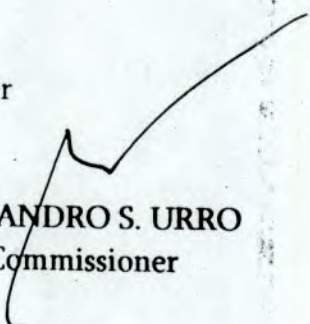


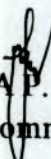

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EDUARDO U. ESCUETA
Commissioner

Vice Chairman and Executive Officer

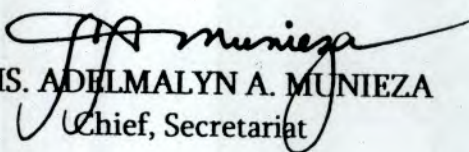

LUISITO T. PALMERA, DPA, CESE
Commissioner


ALEJANDRO S. URRO
Commissioner


CONSTANCIA P. DE GUZMAN, Ph.D.
Commissioner


NICANOR A. BARTOLOME, Ph.D., CSEE
Commissioner

Attested by:


MS. ADELMALYN A. MUNIEZA
Chief, Secretariat