MEMORANDUM

FOR : CPNP
THRU : TDCA
TDCO
TCDS

FROM : TDIDM

SUBJECT : PNP Investigator's Handbook for "New Normal"

DATE : June 4, 2020


2. This pertains to the memorandum from TCDS regarding the prioritization of the adjustments to be made on the DIDM Investigation Manual and the crafting of a PNP Investigator's Guide to serve as an "Idiot Guide" for Investigators.

3. In this connection, attached is the draft PNP Investigator's Handbook for "New Normal" (See Tab "A") and the Investigator's Idiot Guide (See Tab "B") for the approval of the CPNP.

4. Further, attached is the proposed message of CPNP for the said handbook (See Tab "C").

5. Respectfully submitted for approval and signature of the CPNP.

ELMO FRANCIS O. SARONA
Police Major General

Attachments:
Tab "A": PNP Investigator's Handbook for New Normal
Tab "B": Investigator's Idiot Guide vis-a-vis "New Normal"
Tab "C": Message of the Chief PNP for the PNP Investigator's Handbook for "New Normal"
MESSAGE

During this trying times when the Corona Virus Disease (COVID-19) outbreak is putting the health of the population at risk, it is but imperative to consider reconstructing the processes of the Philippine National Police (PNP) in order to protect the lives of both its personnel and the public.

Anchored on its commitment to protect the people, the PNP needs to adopt a new set of guidelines in accordance with health protocols to continually execute its functions amidst the current situation.

This is the very reason that I personally instructed Team DIDM under the leadership of PMGEN ELMO FRANCIS O SARONA, The Director for Investigation and Detective Management, to craft the “PNP Investigator’s Handbook for the ‘New Normal’” which contains the basic General Principles of Investigation and the General Investigative Procedures to serve as a “Go-To Guide” for all investigators who respond to crime incidents in the life of the “New Normal.”

More importantly, this handbook will align the PNP investigative functions with the guidelines set by the prosecution, courts and other pillars of the criminal justice system, and other concerned government agencies during this “New Normal.”

With this, I commend the men and women of Team DIDM for the hard work they have rendered in crafting this publication. Notably, the DIDM being the investigative arm of the PNP, taking the lead in the management and supervision of the investigative functions of the PNP has showed adaptability to the challenges of COVID-19 in the execution of its investigative functions in the world of the “New Normal.”

Likewise, I encourage everyone in the PNP to take part of making the translation of our shared vision into a more efficient and more effective execution of our mandated tasks during these challenging times.

We are all in this together, and together we will heal as one!

Mabuhay tayong lahat!

ARCHIE FRANCISCO F GAMBOA
Police General
Chief PNP
MESSAGE

With the Philippine National Police (PNP) adapting to the 'new normal' situation amid the threat of the Corona Virus Disease (COVID-19), this Directorate has crafted this PNP Investigator's Handbook for "New Normal" as guide to our police investigators responding to crime incidents in the life of the "New Normal".

The rapid spread of the virus worldwide and uncertainties as to its evolution, demand a proactive response from the PNP since we play a crucial role, by contributing to the effort to prevent and control the disease, promoting safer communities by maintaining peace and order, and fighting criminals who see the outbreak as an opportunity to increase – or diversify – their activities.

With our police personnel routinely running into dangerous situations to protect our communities, this Investigator's Handbook is intended as part of a response strategy to the outbreak in line with existing investigative manuals, Omnibus guidelines, protocols and the recently signed Investigative Directive No. 2020-03, entitled: "Protocols on Investigative Processes, Systems and Activities vis-à-vis "New Normal": caused by Covid-19 Pandemic".

This Investigator's Handbook also aims to ensure the health and safety of the general public and the PNP personnel themselves while performing police functions; ensure the continuance of investigative and detective services; and align the PNP investigative functions with the COVID-19 related guidelines and issuances set by the prosecution, courts and other pillars of the criminal justice system, and other concerned government agencies.

It outlines the basic principles of general investigation including the handling of women and children concerns, cybercrime investigation, forensic investigation, crime research and analysis, case management, training, information technology matters, National Police Clearance System (NPCS) generation, inter-agency coordination, and other mainstreaming activities during the COVID-19 pandemic.

I commend our Team DIDM for coming up with this equally important Handbook as part of its best practices during this "New Normal". We will get through this crisis by building resilience for police investigators in the face of COVID-19.

Together, we will heal as one!

ELMO FRANCIS O SARONA
Police Major General
The Director for Investigation and Detective Management
ACKNOWLEDGEMENTS

The handbook requires patience and collective efforts to make it responsive to the needs of the field investigators and demands of the ever-changing nature of the crime situation in the country.

This Investigator’s Handbook for “New Normal” would not have been made possible without the leadership of the Command Group and staff of DIDS headed by PMGEN ELMO FRANCIS O SARONA, the Director for Investigation and Detective Management, PBGEN FLYNN E DONGBO, the Deputy Director and PBGEN BENJAMIN C VILLASIS, JR, the Executive Officer of this Directorate, who provided the much needed direction and guidance in the consolidation of all the necessary materials and the final crafting of this Manual.

Also, recognized are the efforts of PCOL NOEL R SANDOVAL, C, CRAC; PMAJ MARK ANTHONY R ANINGALAN, C, SSS-CRAC; and NUP Rosalyn Ann T Domingo in painstakingly researching and drafting this Manual.

Lastly, it is noteworthy to mention the assistance and support extended by the members of the Technical Working Group composed of PNP Officers and their respective staff in the crafting of this handbook.

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CHAPTER 1

OVERVIEW

The Philippine National Police as the premier law enforcement agency of the country is committed to its mandate of maintaining peace and order throughout the country. With this, the organization is regularly adjusting its policies to meet the demands of the current global trends and environment.

At present, the world is facing a global COVID-19 pandemic that has forcefully altered our way of life. It has affected the world in such a way that all existing policies and procedures must be adjusted to protect everyone's health from being infected by the virus as well as to prevent its proliferation.

Hence, it is imperative to develop a PNP Investigator's Handbook in accordance with the "New Normal" so as not to hamper the investigation function of the organization. Moreover, this handbook is an incorporation of procedures and protocols based on health standards to the Revised PNP Criminal Investigation Manual which shall serve as a handbook of all investigators to guide them in the proper execution of investigation processes.
1.1 Purpose

This handbook serves as a guide for investigators on the field in all aspects of police investigation vis-à-vis "New Normal" brought about by COVID-19 Pandemic. This was designed to adapt to the current trends in the conduct of investigation which fuses the health and safety protocols set forth by the Department of Health (DOH).

1.2 General Guidelines and Applicability

This shall be applicable to all units/offices with investigative functions. The general investigation procedures and protocols as embodied in the Criminal Investigation Manual (Revised 2011) as well as in the existing and applicable procedures and protocols of the PNP Crime Laboratory (PNP CL), PNP Anti-Cyber Crime Group (PNP ACG), PNP Criminal Investigation and Detection Group (PNP CIDG), and PNP Women's and Children Protection Center (PNP WCPC), and other existing applicable investigative procedures and protocols shall be followed and executed but with adjustments vis-à-vis the requirements in the following factors under the "New Normal":

a. Adherence to the minimum health standards;
b. Usage of information and communications technology;
c. Revised deployment and work scheme;
d. Enhanced physical infrastructure of workplace; and
e. Required new equipment and funding.

1.3 Structure

This handbook sets out the definition of terms and standard operating procedures to PNP's implementation of the Revised PNP Criminal Investigation Manual in consideration of "New Normal" protocols. This Handbook also contains relevant annexes.

1.4 Coverage

This handbook shall cover all investigation processes being conducted by the PNP.

1.5 Definition of Terms:

a. Information and Communications Technology (ICT) - is an umbrella term that includes any communication device, encompassing radio, television, cell phones, computer and network hardware, satellite systems, as well as the various services and appliance with them such as video conferencing and distance learning.
b. Knowledge Competency - in depth understanding of the subject matter.
c. Minimum Health Standards - refer to the guidelines set by the DOH, as well as sector-relevant guidelines issued by
government agencies to aid all sectors in all settings to implement non-pharmaceutical interventions (NPI), which refer to public health measures that do not involve vaccines, medications, or other pharmaceutical interventions, which individuals and communities can carry out in order to reduce transmission rates, contact rates, and the duration of infectiousness of individuals in the population to mitigate COVID-19.

These are the minimum levels to be attained in the provision of health services such as but not limited to practicing physical distancing, handwashing, disinfection, wearing of PPEs such as face mask, hand gloves, face shield, and the like.

d. Modified Duty Rotation – is the modification of current duty scheme to remain compliant with the policies set forth by the organization i.e. 14-day or 50/50 and work from home duty scheme.

e. New Normal – refers to the emerging behaviors, situations, and minimum public health standards that will be institutionalized in common or routine practices and remain even after the pandemic while the disease is not totally eradicated through means such as widespread immunization. This includes

actions that will become second nature to the general public as well as policies such as bans on large gatherings that will continue to remain in force.

f. Personal protective equipment (PPE) - is protective clothing such as but not limited to face mask, face shield, gloves, or other garments or equipment designed to protect the wearer's body from COVID-19 infection.

g. Room or Workspace Compliant to Health Standards – A workplace that observes the minimum health standards prescribed by the Department of Health such as but not limited to putting up of plastic or acrylic protective barrier in the offices or workplace, foot bath in the entrances, hand washing area, thermal or body temperature scanner.

h. Virtual Investigation – An investigation conducted through the internet. It involves the use of investigation software and other computer-based paraphernalia.
CHAPTER 2

Organizational Structure

2.1 INVESTIGATION TEAM: ORGANIZATION AND EQUIPMENT

All investigators in PROs, CIDG, ACG, WCPC and other police units must be a graduate of prescribed investigation course with a rank of at least PCpl (pre-requisite to assignment) and should have undergone seminar/orientation on proper observance of minimum health standards and proper use of personal protective equipment to address the threat of COVID-19 infection.

a. Composition:
   - Team Leader;
   - Investigator/recorder;
   - Photographer;
   - Evidence custodian; and
   - Composite Illustrator/Artist

b. Equipment of the investigator:
   - COVID-19 Personal Protective Equipment (PPE);
   - Extra PPE (for Victim, Suspect and Witness)
   - Police line;
   - Video camera;
   - Voice recorder;
   - Facemask;
   - Camera;
   - Measuring device;
   - Gloves;
   - Flashlight;
   - Fingerprint kit;
   - Evidence bag;
   - Evidence tag;
   - Evidence bottles/vials; and

c. Investigator's tickler:
   - Investigator's checklist;
   - Anatomical diagram form;
   - Evidence checklist; and
   - Turn-over receipt
CHAPTER 3

Procedures

3.1 Receipt of walk-in/call/online complainants observing minimum health standards

a. Observe minimum health standards;
b. Monitor body temperature of the complainant;
c. Provide face mask or appropriate PPE if necessary;
d. For online complaints, follow the procedures in “e-ReklaMo”;
e. Record the time it was reported;
   1) Get the identity of the caller/complainant;
   2) Get the place of the incident;
   3) Get the nature of the incident;
f. Get the contact number of victim/s;
g. Record a brief synopsis of the incident;
h. Direct the nearest mobile car/beat patrollers or the nearest police precinct to act as first responder equipped with “police line” to secure the place of incident; and
i. Inform the duty investigator (preferably one team of investigators);

3.2 Duties of the First Responder while observing minimum health standards

a. Proceed to the crime scene to validate the information received;
b. Always consider the area as COVID-19 infected which requires necessary health and safety precautions;
c. Record the exact time of arrival and all pertinent data regarding the incident in his issued pocket notebook and notify the TOC;
d. Cordon off the area and secure the crime scene with a police line;
e. Check whether the situation still poses imminent danger and call for back up if necessary;
f. Identify possible witnesses, provide facemask and appropriate PPE if necessary and conduct preliminary interview strictly adhering to the minimum health standards and ensure their availability for the incoming investigator-on-case;
g. Arrest the suspect/s if around. Provide facemask and appropriate PPE if necessary and strictly adhere to the minimum health standards. In instances wherein the suspect/s is fleeing, make appropriate notification for dragnet operations;
h. Prepare to take the “Dying Declaration” of severely injured persons strictly adhering
to the minimum health standards with the following requisites:
1) That death is imminent, and the declarant is conscious of that fact;
2) That the declaration refers to the cause and surrounding circumstances of such death;
3) That the declaration relates to facts which the victim is competent to testify to; and
4) That the declaration is offered in a case wherein the declarant's death is the subject of the inquiry. (Section 37, Rule 130 of the Rules of Court).

i. Evacuate the wounded to the nearest hospital using emergency services adhering to the minimum health standards;

j. Account for the killed, wounded, and arrested persons for proper disposition;
k. Conduct initial investigation;
l. Brief the investigator-on-case upon arrival observing physical distancing and turn over the crime scene; and
m. Conduct inventory on the evidence taken at the crime scene; Inventory receipt should be properly signed by the first responder, SOCO and the investigator.

3.3 Duties and responsibilities of the Investigating Team while observing the minimum health standards

a. The Investigating Team shall ensure that the minimum health standards and other safety precautions shall be strictly observed in the conduct of investigation;
b. Consider the area as COVID-19 infected which requires necessary health and safety precautions;
c. Take full control of the crime scene to include the conduct of crime scene search; taking of photographs; making sketches; lifting of fingerprints; markings of physical evidence; (Chain of custody) the transmittal of evidence to crime laboratory; interview of witnesses; gathering and evaluation of evidence; follow-up of the case and the documentation and filing of appropriate charges in court;
d. Establish a command post compliant to the minimum health standards in the immediate vicinity of the crime scene;
e. Designate a holding area in the immediate vicinity of the crime scene (for the media, VIP's, and other personalities present);
f. Conduct case conference with the first responder, SOCO, other law enforcers and rescue personnel through video conferencing with the use of available web conferencing solutions such as but not
limited to Zoom, Webex, Viber, Google Meet, and others;
g. Note any secondary crime scene (if situation requires); and
h. Release the crime scene after investigation.

3.4 Crime Scene Processing while observing the minimum health standards

a. Upon arrival at the crime scene:
1) Consider the area as COVID-19 infected which requires necessary health and safety precautions;
2) Receive the crime scene from the first responder;
3) Record time/date of arrival at the crime scene, location of the scene, condition of the weather, condition and type of lighting, direction of wind and visibility;
4) Photograph and/or video the entire crime scene;
5) Before entering the crime scene, all investigators must put on surgical gloves;
6) Before touching or moving any object at the crime scene in a homicide or murder case, determine first the status of the victim, whether he is still alive or already dead. If the victim is alive, the investigator should exert effort to gather information from the victim himself regarding the circumstances of the crime, while a member of the team or someone must call an ambulance from the nearest hospital. Before removing the victim, mark, sketch and photograph his/her relative position. Only a coroner or a medical examiner shall remove the dead body unless unusual circumstances justify its immediate removal;
7) Designate a member of the team or ask other policemen or responsible persons to stand watch and secure the scene, and permit only authorized persons to enter the same;
8) Identify and retain for questioning the person who first notified the police, and other possible witnesses;
9) Determine the assailant through inquiry or observe him if his identity is immediately apparent. Arrest him if he is still in the vicinity; and
10) Separate witnesses to get independent statements.

b. Recording

The investigator begins the process of recording pertinent facts and details of the investigation the moment he arrives at the crime scene. (He should record the time when he was initially notified prior to his arrival). He also writes down the identification of persons involved and what he initially saw.
He also draws a basic sketch of the crime scene and takes the initial photograph (if a photographer is available, avail his services). This is to ensure that an image of the crime scene is recorded before any occurrence that disturbs the scene. As a rule, do not touch, alter or remove anything at the crime scene until the evidence has been processed through notes, sketches and photograph, with proper measurements.

c. Searching for evidence

1) Each crime is different, according to the physical nature of the scene and the crime or offense involved. Consequently, the scene is processed in accordance with the prevailing physical characteristics of the scene and with the need to develop essential evidentiary facts peculiar to the offense. A general survey of the scene is always made, however, to note the locations of obvious traces of action, the probable entry and exit points used by the offender(s) and the size and shape of the area involved;

2) In rooms, buildings, and small outdoor areas, a systematic search of evidence is initiated (In the interest of uniformity, it is recommended that the clockwise movement be used.) The investigator examines each item encountered on the floor, walls, and ceiling to locate anything that may be of evidentiary value;

3) Extra precaution must be exerted in handling fragile evidence that may be destroyed or contaminated;

4) If any doubt exists as to the value of an item, treat it as evidence until proven otherwise;

5) Ensure that the item or area where latent fingerprints may be present is closely examined and that action is taken to develop the prints;

6) Carefully protect any impression of evidentiary value in surfaces conducive to making casts or molds. If possible, photograph the impression and make a cast or mold;

7) Note stains, spots and pools of liquid within the scene and treat them as evidence;

8) Treat as evidence all other items, such as hairs, fibers, and earth particles foreign to the area in which they are found; for example, matter found under the victim's fingerprints;

9) Proceed systematically and uninterruptedly to the conclusion of the processing of the scene. The search for evidence is initially completed when, after a thorough examination of the scene, the rough sketch, necessary photograph and investigative notes have been
completed and the investigator has returned to the point from which the search began;

10) Further search may be necessary after the evidence and the statements obtained have been evaluated;

11) In large outdoor areas, it is advisable to divide the area into strips about four (4) feet wide. The policeman may first search the strip on his left as he faces the scene and then the adjoining strips;

12) It may be advisable to make a search beyond the area considered to be the immediate scene of the incident or crime. For example, evidence may indicate that a weapon or tool used in the crime was discarded or hidden by the offender somewhere within a square-mile area near the scene;

13) After completing the search of the scene, the investigator examines the object or person attacked by the offender. For example, a ripped safe, a desk drawer that has been pried open or a room from which items have been stolen, would be processed after the remainder of the scene has been examined for traces of the offender; and

14) In a homicide case, the position of the victim should be outlined with a chalk or any other suitable material before the body is removed from the scene. If the victim has been pronounced dead by a doctor or is obviously dead, it is usually advisable to examine the body, the clothing, and the area under the body after the remainder of the scene has been searched. This is to enable the policeman/investigator to evaluate all objects of special interest in the light of all other evidence found at the scene.

d. Collection of Evidence

This is accomplished after the search is completed, the rough sketch finished, and photographs taken. Fragile evidence should be collected as they are found. All firearms (FAs) found to have tampered serial numbers (SNs) shall be automatically subjected to macro etching at the Philippine National Police Crime Laboratory (PNP-CL). A corresponding request to the Firearms and Explosives Office (FEO) must be made for verification purposes.

e. Markings of Evidence

Markings of evidence is necessary to ensure that the items can be identified by the collector at any time in the future. This precaution will help immeasurably to establish the credibility of the collector’s report or testimony and will effectively avoid
any suggestions that the item has been misidentified.

Any physical evidence obtained must be marked or tagged before its submission to the evidence custodian.

The investigator should place his/her initials, and the date and time of discovery on each pieces of evidence for proper identification. Items that could not be marked should be placed in a suitable container and sealed.

f. Markings on the specimen must at least contain the following:

1) Exhibit Case Number;
2) Initials and or signature of the collecting officer; and
3) Time and date of collection.

Note: It is also important to note the place or location where the evidence was collected.

g. Evaluation of Evidence

Each item of evidence must be evaluated in relation to all the evidence, individually and collectively. If necessary, these pieces of evidence must be subjected to crime laboratory examination. Example: firearms for ballistic examination, hair strands, etc.

h. Preservation of Evidence

It is the investigator’s responsibility to ensure that every precaution is exercised to preserve physical evidence in the state in which it was recovered/obtained until it is released to the evidence custodian.

i. Inventory of seized/confiscated evidence.

All evidence must be recorded in accordance with the provision of RA 9165 and other existing laws, rules and regulations.

j. Releasing of Evidence

All collected evidence can only be released upon order of the court or prosecutor, as the case maybe.

k. Chain of Custody

A list of all persons who came into possession of an evidence must be duly recorded. Every person who handled or examined the evidence and where it is surrendered must always be accounted for.
Also, continuity of possession, or the chain of custody must be established whenever evidence is presented in court as an exhibit. Adherence to standard procedures in recording the location of evidence, marking it for identification, and properly completing evidence submission forms for laboratory analysis is critical to chain of custody.

As a rule, all seized evidence must be in the custody of the evidence custodian and deposited in the evidence room or designated place for safekeeping.

1) Transmittal of Evidence to Crime Laboratory

Proper handling of physical evidence is necessary to obtain the maximum possible information upon which scientific examination shall be based, and to prevent exclusion as evidence in court. Specimens which truly represent the material found at the scene, unaltered, unspoiled or otherwise unchanged in handling will provide more and better information upon examination. Legal requirements make it necessary to account for all physical pieces of evidence from the time it is collected until it is presented in court. With these in mind, the following principles should be observed in handling all types of evidence:

a) The evidence should reach the laboratory in same condition as when it was found, as much as possible;

b) The quantity of specimen should be adequate. Even with the best equipment available, good results cannot be obtained from insufficient specimens;

c) Submit a known or standard specimen for comparison purposes;

d) Keep each specimen separate from others so there will be no intermingling or mixing of known and unknown material. Wrap and seal in individual packages when necessary;

e) Mark or label each of evidence for positive identification as the evidence taken from a particular location in connection with the crime under investigation; and

f) The chain of custody of evidence must be maintained. Account for evidence from the time it is collected until it is produced in court. Any break in this chain of custody may make the material inadmissible as evidence in court.
I. Release of Crime Scene

1) Ensure that appropriate inventory has been provided;
2) Release the scene with the notion that there is only one chance to perform job correctly and completely;
3) Release is accomplished only after completion of the final survey and proper documentation of evidence, witness/es, victim/s and suspect/s; and
4) If the crime scene is within a private property, the same must be released to the lawful owner witnessed by any barangay official. In case of government facility, it should be released to the administrator.

3.5 WCPC Investigation and Assistance

In cases wherein investigation involves women and children, especially violation of Anti-Violence Against Women and Children (RA 9262) and Human Trafficking (RA 9208 as amended by RA 10364), the WCPC shall conduct investigation and/or provide assistance in handling the rescued victims.

The WCPC investigators shall follow the health and safety protocols set by health authorities, and the applicable factor and configurations under the “New Normal”.

3.6 Anti-Cybercrime Group Assistance

In cases wherein investigation and gathering of evidence required special processing particularly the violation of Anti-Cybercrime Law (RA 10175) and other crimes committed through and with the use of Information and Communication Technology, the Cybercrime Response Team of the Anti-Cybercrime Group shall be requested.

The Cybercrime response team shall follow the health and safety protocols set by health authorities, and the applicable factor and configurations under the “New Normal”.

3.7 Special SOCO Procedures

In cases where the evidence gathered needs special processing due to significant or sensational cases, the specialists from the Crime Laboratory shall be requested.

a. In bombing cases, the EOD personnel should first clear the area and declare it “secured” prior to entry of the SOCO;

b. The former, before entering the crime scene, must submit to the latter for swabbing. All evidence collected must be pre-cleared by the EOD prior to documentation;

c. In suspected or reported chemical, biological, radiological, or nuclear (CBRN) situations, the IOC shall directly coordinate with the PNP CBRNE Team
before the conduct of the SOCO. In the absence of the PNP CBRNE Team, in the place where the suspected CBRNE situation exists, coordination shall be made to the Special Rescue Team of the Bureau of Fire Protection before the conduct of the crime scene investigation;

d. In mass victim situation, the Regional/District SOCO who has jurisdiction over the area, in addition to their function, shall act as the FR to the Interim Disaster Victim Identification Task Group (IDVI TG) of the PNP Crime Laboratory. The IDVI TG shall immediately assess the forensic specialists needed to be deployed at the crime scene and relay the requirements to the PNP Crime Laboratory Headquarters;

e. The IAS has motu proprio authority to direct all operating units involved in the police operation to submit their respective personnel for forensic examination, their service firearms for ballistic tests, and other pieces of evidence involved to expedite the investigation of the case;

f. In pandemic situations, crime scene processing/ Field Laboratory Works will depend on the status of the suspects/victims, and the requested assistance from IOCs;

g. For crime scenes with dead subject/s, the IOC should first assess and decide if SOCO response is necessary;

1) If SOCO presence is necessary, the Team shall coordinate with the IOC upon arrival at the crime scene. The need for information as to the health status prior to death is necessary as this shall be the basis for further actions on the part of SOCO and the Medico-Legal. The conduct of processing shall be determined using a Decision Marker Tool (DMT) enumerated as follows:

a) Is the victim considered to be suspected/ probable or confirmed infected?

b) Did the victim have history of travel to places/countries with infection?

c) Did he/she have history of symptoms of the infection before death?

2) Is there an obvious absence of violent death indicators? (for found dead bodies)? If the background information is available and the afore-stated questions are answered in the affirmative, no SOCO shall be conducted. This shall be with concurrence of the IOC and the nearest kin and documented by a certification re cancelled SOCO;

3) Autopsy procedure may be waived, and a postmortem certificate may be issued in its place. However, if the family and/or IOC decides to pursue
the procedure, the cadaver shall be embalmed first and the conduct of the autopsy shall be done after 5 hours;

4) If any background information is not available to answer the DMT list, especially if the cadaver is unidentified, SOCO is mandatory. Extreme caution shall be exercised with a minimum number of Team members donned with PPEs entering the death scene and conducting only basic CS processing;

5) Autopsy shall be conducted 5 hours after embalming the cadaver; and

6) Decontamination of the Team members and the SOCO vehicle shall follow.

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For apprehended live suspects, Crime laboratory can be requested for the conduct of Physical Examination, Drug Test, UV and Polygraph and other forensic examination depending on the nature of the case and as deemed necessary by the IOC;

1) CL shall maintain the no-mask no entry policy;

2) Body temperature shall be taken prior to entry to CL premises;

3) Suspects shall be temporarily isolated (but well-guarded) in an identified CL
holding area while the IOCs are submitting letter requests and other documents;
4) For procedures requiring closer body contact, the CL personnel shall wear additional protective suits (PPEs) in addition to masks and face shields; and
5) Areas where the suspects are held shall be decontaminated.

3.8 Investigation of Suspects

a. Procedures when arrest is made:
1) Secure the person arrested (handcuff at the back);
2) Provide face mask and appropriate PPE for the arrested person if necessary;
3) Inform the arrested person on the cause of his arrest and his rights as provided for in the Constitution;
4) Conduct thorough search for weapons and other illegal materials against the suspect/s;
5) Use reasonable force in making arrest;
6) Confiscated evidence shall be properly documented and marked; and
7) Bring the arrested person, observing health and safety protocols to the Police Station for investigation.

b. Booking procedures of the Arrested Person/Suspect
1) The arrested suspect, while observing minimum health standards, shall be fingerprinted, photographed, and subjected to medical examination to include liquor, and Rapid Antibody Test and/or RT-PCR Test for COVID-19; and
2) Conduct record check.

c. Taking of Sworn Statements of Suspects

The taking of sworn statements of suspects and the execution of a suspect's 'WAIVER' as stipulated in Art 125 of the RPC shall always be done in the presence of his chosen counsel or any independent counsel. This shall be done in an improved investigation room, preferably with acrylic/plastic barriers and conducive for physical distancing.

d. Taking of Sworn Statement/s of the Witnesses

1) Sworn Statement or Affidavit of complainant/s and witness/es must be taken immediately by the investigator-on-case observing physical distancing and minimum health standards;
2) Affidavit of Arrest of arresting officers must be taken immediately not later than 24 hours;
3) In Inquest cases, the investigator-on-case and the arresting officer/s shall observe Art. 125 of the RPC.

3.9 Preparation of Reports and Filing of Charges

The Investigator-On-Case shall submit the following:

1) Spot Report shall be submitted to HQ within the prescribed period;
2) Progress Report;
3) After Operation Report;
4) Final Report after the case is filed before the prosecutor's office/court; and
5) Accomplishment Report.

e-Inquest shall be utilized by the PNP pursuant to the provisions of DOJ Office Order dated March 27, 2020 with subject “Procedures for the Conduct of Electronic/Online Inquest Proceedings (e-Inquest) during the Public Health Emergency.

Online Filing of Complaint or Information, and Posting of Bail shall be utilized by the PNP pursuant to the provisions of the Supreme Court Administration Circular No. 33-2020 dated March 31, 2020 with subject “Online Filing of Compliant or Information and Posting of Bail Due to Raising Cases of COVID-19 Infection.” For other relevant Supreme Court issuances relative to the COVID-19 crisis, visit http://SC.judiciary.gov.ph/covid-19-issuances/.

3.10 Follow-up of Case

The investigator shall conduct police operation to identify and apprehend suspect/s based on the results of the initial investigation conducted. He shall strictly adhere to minimum health standards and other applicable factors or configurations under the “New Normal”.

3.11 Attendance to Court Duties

The investigator-on-case and arresting officers shall endeavor to ensure their attendance during court hearings while COPs/Heads of Units shall supervise and ensure the attendance of witness/es. He shall ensure the strict observance of physical distancing and other minimum health standard protocols.

3.12 Handling of Persons Under Police Custody (PUPC)

The Head of Unit/Custodial Supervisor/Custodial Officer shall ensure the
health safety of PUPC by adhering to the minimum health standards of the DOH. Before a PUPC be detained in a custodial facility, he/she must undergo a thorough medical check-up that includes COVID-19 diagnostic test in coordination with the Local Government Unit or health authority. If a PUPC was declared to be a suspected, possible or a confirmed case of COVID-19, he/she must be referred to health authority for necessary medical attention. Prior the release from a PNP custodial facility, the subject PUPC must undergo another thorough medical check-up that includes COVID-19 diagnostic test.

3.13 Handling of Rescued Victims

The head of office/team leader shall ensure that rescued victims of crimes, especially those of violence against women and children, shall be properly taken care of. Applied protocols in handling rescued victims shall be adjusted to applicable factors and configurations under the new normal, such as but not limited to provisions of PPEs, adherence to the minimum health standards and enhancement of workplace.

3.14 Application of Search Warrant

The application of search warrant procedure shall follow the same procedures and guidelines set by the Court adhering to the minimum health standards and applicable factors and configurations under the “New Normal”.

3.15 Implementation and Operation of NPCS

NPCS enabled Police Station catering the applicants for National Police Clearance, which are vulnerable to COVID-19 disease shall follow strict adherence to the minimum health standards, improved workspace compliant to health standards, and other applicable factors and configurations under the “New Normal”.

3.16 Other Functions under Investigation Units or Offices

The applicable factors and configurations as stated in this handbook shall be strictly observed in all other functions under the investigation units or offices such as but not limited to:

1) Crime Research and Analysis;
2) Managing and maintenance of Next Generation Investigation Solutions (NGIS);
3) Case Management;
   1) Case Review and Evaluation;
   2) Case Validation;
   3) Case Monitoring;
   4) Conduct of Investigation Training;
5) Conduct of Pre-charge Investigation; and
6) Inter-agency Coordination

All other functions that were not covered by this handbook and internal in nature to PNP units with investigative functions shall likewise adhere to applicable factors and configurations under the “New Normal.”

TECHNICAL WORKING GROUP
PNP Investigator’s Handbook for “New Normal”

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