MEMORANDUM

FOR: C. PNP  [Redacted]
THRU: TCDS  [Redacted]
FROM: TDIDM  [Redacted]
SUBJECT: SOP on Booking of Arrested Suspects
DATE: SEP 02, 2011

1. References:
   a. PNP Criminal Investigation Manual 2010;
   b. Police Operational Procedures dated March 2010;
   c. RA 7438 (An Act defining certain rights of person arrested, detained or
under custodial investigation as well as the duties of the arresting, detaining and
investigating officers, and providing penalties for violations thereof);
   d. RA 9262 (An Act defining violence against women and their children,
providing for protective measures for victims, prescribing penalties thereof, and for other
purposes);
   e. LOI 03/09 (Procedure in the Submission of Tenprints and Latentprints to
the PNP Crime Laboratory for Encoding in the AFIS); and
   f. LOI 02-2011 (Procedure for Collection of Tenprints of All Booked Suspects
at Police Stations Nationwide).

2. It has been observed that although there is an existing PNP booking sheet as
provided for in the PNP Criminal Investigation Manual, there is no established standard
procedure being followed in the booking of the suspects. As a result, lapses often occur
such as the failure to submit the suspect for medical examination at a government
hospital as required under RA 9745 “Anti-Torture Act” or forgetting to take suspects’
mug shots or tenprints or omitting important data on personal information of the arrested
suspects which may be vital in the conduct of the investigation.

3. The absence of an SOP allows arresting officers to set their own procedures
without fear of being held accountable and thereby provides them an opportunity to
perhaps extort money or, worst, commit abuses or violate the rights of the suspect.
Moreover, the absence of an SOP also results in different procedures in the taking of the
mug shots as well as in the use of different types and entries in the identification board
used in the mug shots. An inspection of mug shots in the PNP file will show that
there is no standard backdrop which will indicate the height of the suspect. Also in
some cases, the valuables of the arrested suspects such as jewelries are lost because
there is no procedure in the inventory, turn-over and identification or description of the
suspect’s personal property.

4. The booking process should include among others the following:
   - the recording of the arrest made in the police blotter
   - the pat down or strip search on the suspect
   - the medical examination of the suspect
   - the taking of the suspect’s personal information
the taking of the **fingerprints** or **tenprints**;
the taking of photograph or **mug shots**, and
the **lock-up** of the suspects.

5. Against this backdrop, the DIDM formed a TWG composed of investigators from NCRPO and CIDG, selected Chiefs of Police, representatives from the HRAO, LS and DIDM who have formulated an SOP.

6. The following are the intent and purpose of the SOP on Booking of Arrested Persons:

   a. To set the **standard procedure** in the booking of arrested suspects which shall be observed by all PNP units down to the police stations and **institutionalize** the procedure;

   b. To **delineate the functions and responsibilities** of the personnel at the police station who shall be involved in the booking of the suspects: the **arresting officer**, **desk officer or duty officer**, **duty investigator**, **fingerprint technician**, **property custodian and jailer**;

   c. To establish the systematic **sequence of activities** that shall be conducted after the arrest of the suspect and thereby identify the **accountabilities** of each responsible PNP personnel;

   d. To set the **standard forms** that shall be required to be accomplished by the key personnel such as the arresting officer, investigator, desk officer/duty officer, property custodian, fingerprint technician and jailer and which shall henceforth become an integral part of the **PNP Booking Forms** (PNP-BF);

   e. To minimize the mistakes or oversights committed during the booking of suspects and ensure that the **rights of the suspects** are respected;

   f. To ensure that all arrests made by the police are properly recorded and **documented** and further ensure that all important data are obtained and recorded relative to the arrest of the suspects;

   g. To set the **standard procedures** in taking the **mug shots** of the suspects using the **Standard PNP Mug Shot Backdrop** and **Mug Shot Identification Board**, as well as to standardize the information that shall be printed in the mug shot identification board/sheet;

   h. To standardize the inclusion of the **tenprint** card as an integral part of the PNP Booking Forms (PNP-BF) to ensure that the tenprints of all arrested suspects are collected and eventually submitted to the PNP Crime Laboratory for cross matching through the use of the **AFIS** (Automated Fingerprint Identification System); and

   i. To ensure that the booking of **women and children suspects** are handled by the (WCPD) Women and Children Protection Desk officers in accordance with RA 9262 "confidentiality clause."

7. Amend the above, recommend approval and signature on the attached SOP on Booking of Arrested Suspects.

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**ARTURO G. CACDAC JR., CEO VI**
Police Director
BOOKING OF ARRESTED SUSPECTS

I. REFERENCES:

A. PNP Criminal Investigation Manual 2010;
B. Police Operational Procedures dated March 2010;
C. RA 7438 an act defining certain rights of person arrested, detained or under custodial investigation as well as the duties of the arresting, detaining and investigating officers and providing penalties for violations thereof;
D. RA 9262 an act defining violence against women and their children, providing for protective measures for victims, prescribing penalties thereof, and for other purposes;
E. LOI 03/09 Procedure in the submission of tenprint cards and latent prints to the PNP Crime Laboratory for encoding in the AFIS; and
F. LOI 02-2011 Procedure for collection of tenprints of all booked suspects at police stations nationwide.

II. PURPOSE:

For the purpose of this SOP, the booking of arrested suspects shall refer to the investigative process that is undertaken to record and document the information surrounding the arrest of the suspect and shall include among others the following:

- the recording of the arrest made in the police blotter;
- the pat down or strip search on the suspect;
- the medical examination of the suspect;
- the taking of the suspect’s personal information;
- the taking of the fingerprints or tenprints;
- the taking of photograph or mug shots; and
- the lock-up of the suspects.

It has been observed that although there is an existing PNP booking sheet as provided for in the PNP Criminal Investigation Manual, there is no established standard procedure being followed in the booking of the suspects. As a result, lapses often occur such as the failure to submit the suspect for medical examination at a government hospital as required under RA 9745 “Anti-Torture Act” or forgetting to take suspects’ mug shots or tenprints or omitting important data on personal information of the arrested suspects which may be vital in the conduct of the investigation.
The absence of an SOP allows arresting officers to set their own procedures without fear of being held accountable and thereby provides them an opportunity to perhaps extort money or, worst, commit abuses or violate the rights of the suspect. Moreover, the absence of an SOP also results in different procedures in the taking of the mug shots as well as different types and entries in the identification board used in the mug shots. An inspection of mug shots in the PNP file will show that there is no standard backdrop which will indicate the height of the suspect. Also in some cases, the valuables of the arrested suspects such as jewelries are lost because there is no procedure in the inventory, turn-over and identification or description of the suspect’s personal property.

Against this backdrop, the following are the intent and purpose of this SOP:

A. To set the standard procedure in the booking of arrested suspects which shall be observed by all PNP units down to the police stations and institutionalize the procedure;

B. To delineate the functions and responsibilities of the personnel at the police station who shall be involved in the booking of the suspects: the arresting officer, desk officer or duty officer, duty investigator, fingerprint technician, property custodian and jailer;

C. To establish the systematic sequence of activities that shall be conducted after the arrest of the suspect and thereby identify the accountabilities of each responsible PNP personnel;

D. To set the standard forms that shall be required to be accomplished by the key personnel such as the arresting officer, investigator, desk officer/duty officer, property custodian, tenprint technician and jailer and which shall henceforth become an integral part of the PNP Booking Forms (PNP-BF);

E. To minimize the mistakes or oversights committed during the booking of suspects and ensure that the rights of the suspects are respected;

F. To ensure that all arrests made by the police are properly recorded and documented and further ensure that all important data are obtained and recorded from the arresting officers and the suspects;

G. To set the standard procedures in taking the mug shots of the suspects using the Standard PNP Mug Shot Backdrop and Mug Shot Identification Board, as well as standardizing the information that shall be printed in the mug shot identification board/sheet;

H. To standardize the inclusion of the tenprint card as an integral part of the PNP Booking Forms (PNP-BF) to ensure that the tenprints of all arrested suspects are collected and eventually submitted to the PNP Crime Laboratory for cross matching through the use of the AFIS (Automated Fingerprint Identification System);

I. To ensure that the booking of women and children suspects are handled by the (WCPD) Women and Children Protection Desk officers in accordance with RA 9262 "confidentiality clause."
III. SCOPE OF APPLICATION:

This SOP is issued to guide all PNP personnel in the proper procedure in booking of arrested suspects. It shall apply in the booking of all suspects arrested with or without the virtue of Warrant of Arrest. This SOP therefore is limited to the booking process and does not include the other investigative procedures such as the taking of affidavits of the arresting officer and witness and the filing of the case as these are not prerequisites for booking of the suspects although these should be undertaken after the suspects are placed in the lock-up cell.

IV. DEFINITION OF TERMS:

The following terms are defined for a better understanding of the SOP:

A. AFIS (Automated Fingerprint Identification System) – Is the PNP Crime Laboratory’s computerized system that captures, matches, compares, identifies and verifies stored digitized fingerprints;

B. Arresting Officer (AO)- A police officer who is taking a person into custody in order that the said person may be bound to answer for the commission of an offense;

C. Arrest and Booking Sheet- It refers to the PNP booking sheet no. 2 which shall be prepared by the arresting officer and duty investigator. (pro forma can be downloaded through didm.pnp.gov.ph)

D. Booking - Shall refer to the process that is undertaken to record and document the information surrounding the arrest of the suspect and shall include among others the following: the recording of the arrest in the police blotter; the pat down search, medical examination, taking of the suspect’s personal information, taking of the fingerprints or tenprints, taking of photographs or mug shots, and the lock-up of the suspects;

E. Desk Officer (DO)- Is the duty PNCO in the police station detailed for the recording into the police blotter complaints and reports of crime incidents and dispatches; he is also responsible for initially attending to requests for police assistance;

F. Duty Investigator (DI) – Shall refer to any PNP personnel who is duly designated or assigned to conduct the inquiry of the crime by following a systematic set of procedures and methodologies for the purpose of identifying witnesses, recovering evidence and arresting and prosecuting the perpetrators;

G. Fingerprint Technician - The officially designated PNCO who is formally trained in obtaining the standard tenprints of the arrested suspects pursuant to LOI 02-2011 (Procedure for Collection of Tenprints of All Booked Suspects at Police Stations Nationwide);

H. Medical Examination of Arrested Suspects, Request Form – It is part of the standard PNP Booking Form which shall be prepared by the Desk Officer addressed to a government hospital requesting the duty physician to examine the arrested suspects identified in the form to determine their physical condition and alcohol or drug use as the case may be. The form shall be signed by the Officer on
Duty (OD) but in his absence may be signed by the Desk Officer. (pro-forma can be downloaded through didm.pnp.gov.ph)

I. Mug Shot (or booking photograph) – It is a photograph of the suspect taken after one is arrested. The purpose of the mug shot is to allow law enforcement agency to have a photographic record of the arrested individual to allow for identification by victims and investigators. They may be compiled into a mug book or rogues gallery in order to help determine the identity of a criminal. In high-profile cases, mug shots may also be published by the media. The mug shot shall be taken in four (4) manners: front-view half body; left-side view half body; right-side view half body; front-view whole body. It shall be printed in 4R size and attached or printed on the Mug Shot Sheet of the PNP-BF. If a digital camera is used, the camera should have a resolution of not less than 5 Mega Pixel (MP). (pro forma can be downloaded through didm.pnp.gov.ph)

J. Mug Shot Backdrop (MSB), Standard PNP- A white tarpaulin measuring about 3½ ft x 7½ ft printed with height measurement indicated in feet and in meters and superimposed with PNP logos which shall be used as the standard backdrop in the taking of mug shots of arrested suspects; (pro forma can be downloaded through didm.pnp.gov.ph)

K. Mug Shot Identification Board (MSIB), PNP - A board made of ¼” plywood measuring 13” x 6” with a four (4)-inch wooden handle where the sheet of white paper containing the printed information on the identity of the suspect will be attached. The information shall be in capital letters either computer-printed with the letters set in bold Arial, font size 90, line space 95pt. (pro-forma available at the DIDM website) or handwritten using a bold size marking pen. The white bond paper board sheet shall have four (4) lines and shall contain the standard information in the following order: 1st and 2nd lines - family name, first name, middle name, alias/es if any; 3rd line - the crime committed and criminal case number if the suspect was arrested with warrant; 4th line – date of arrest. The MSIB shall be held by the suspect 1 inch in front of his chest during the taking of the photographs with the top edge of the MSIB no less than 6 inches below his chin; (pro forma can be downloaded through didm.pnp.gov.ph)

L. Officer on Duty (OD)– Is the Police Commissioned Officer (PCO) who is detailed on duty at the station/office during a specified period of time and represents the Chief of Police during the latter’s absence;

M. PNP Booking Forms (PNP-BF) - Is the set of standard forms that shall be required to be accomplished by the arresting officer, investigator, desk officer/duty officer, property custodian, fingerprint technician and jailer in the booking of a suspect; it includes the following form: PNP arrest and booking sheet, request for medical examination of arrested suspect form, mug shot form, turn-over of arrested suspect form and suspects personal property receipt form.

N. Police Blotter – The daily written records of events (such as arrests) in a police station. A record or log where all types of police dispatches shall be recorded containing the five “W”s (WHO, WHAT, WHERE, WHEN AND WHY) and one “H” (HOW) of an information. Complaints and reports of crime incidents are also recorded here;

O. Property Custodian: The Property Custodian is a designated individual who has the authority and responsibility for the immediate physical custody of all personal property under their control and within their custodial area. He is the person designated to receive, store, issue properties, attach identification tags or labels to
property according to type of object and keep records of incoming and outgoing properties;

P. Rogues Gallery (or rogues' gallery) / mug shot book - is a police collection of mug shots and pictures or photographs of criminals and suspects kept for identification purposes. The term is also used figuratively to refer to the line-up of 'mug shot' photographs that might be displayed in the halls of a dormitory or workplace;

Q. Suspect – Individual who is pointed to by the victim and/or witness to have committed the crime in issue. Subject person is not considered as a criminal unless otherwise his/her conviction is pronounced by the court;

R. Tenprint – Refers to the set of fingerprints designated with the numbers 1 to 10 as follows: 1- right thumb; 2- right index finger; 3- right middle finger; 4- right ring finger; 5- right little finger; 6- left thumb; 7- left index finger; 8- left middle finger; 9- left ring finger; 10- left little finger;

S. Tenprint Card – Refers to the standard PNP Crime Laboratory Form No. 452-038 where the set of tenprints as well as other data are recorded. These cards are the ones used in storing digitized fingerprints into the AFIS;

T. Jailer/Duty Jailer (DJ) - Is the duty PNCO of the station who is in-charge of the lock-up cell and assumes custody of the arrested suspect inside the cell while awaiting for commitment order from the court for turn-over to the BJMP/jail;

U. Victim – The aggrieved party;

V. WCPD Officer – The female PNCO specialist who is trained and designated to attend to women and children who may either be victims or suspects in a criminal incident;

VI. POLICIES AND GUIDELINES:

The following policies and guidelines shall be adhered by all PNP personnel involved in the Booking of arrested suspects:

A. General Policy:

After arrest, a criminal suspect is taken into police custody and "booked," or "processed." During booking, the following procedures shall be performed by designated police officers:

1. Record the arrest made in the Police Blotter;
2. Conduct pat down or strip search of the suspect;
3. Submit the suspect for medical examination;
4. Take the criminal suspect's personal information (i.e., name, date of birth, physical characteristics, etc.);
5. Record information about the suspect's alleged crime;
6. Perform a record search of the suspect's criminal background;
7. Fingerprint and photograph the suspect;
8. Take custody of any personal property carried by the suspect (i.e., keys, purse), to be returned upon the suspect’s release; and
9. Place the suspect in a police station lock-up/holding cell or local jail.
B. Specific Functions, Responsibilities and Procedures:

The following are the functions, procedures and responsibilities of the different personnel during the booking of arrested suspects:

1. Arresting Officer (AO):

   a. Upon arrest, the Arresting Officer (AO) shall immediately bring the suspects to the police station and present the suspects to the Desk Officer (DO);

   b. The AO shall ask the Desk Officer to record in the police blotter the circumstances of the arrest as well as the identity of the suspects and names of Arresting Officers. This procedure of assigning a blotter number to the arrest of the suspects signifies that the police station has officially taken cognizance of the arrest. The AO shall sign in the blotter entry;

   c. The AO and the DO shall thereafter conduct a more thorough pat down search of the suspects. Any deadly weapon or contrabands found and confiscated shall also be recorded in the blotter. When women or children are among those arrested, the DO shall task the duty WCPD officer to conduct the pat down. A strip search may be conducted as the situation demands but only with the authority of the COP of the Officer on Duty. A strip search, if conducted, will be so indicated in the blotter;

   d. After the pat down, the AO shall request the Desk Officer to prepare PNP Booking Form-1 “Request for Medical Examination of the Suspect”;

   e. The AO shall receive the accomplished medical examination request form and then shall be responsible for bringing/escorting the suspects to the government hospital referred to in the request form for the examination of the suspects;

   f. The AO shall receive the Medical Examination results from the government physician and then he shall bring back the suspects to the police station and turn-over the suspects and the results of the medical examination to the Duty Investigator (DI); and

   g. The AO will obtain PNP Booking Form -2 “Arrest and Booking Sheet” and refer it to the Duty Investigator so that both of them will accomplish the form, diligently providing all the information required in the form. The copy of the Arrest and Booking Form shall form part of the Case folder and kept at the Investigation Section at the police station.

2. Desk Officer (DO):

   a. Upon presentation by the Arresting Officer (AO) of the arrested suspects to the Desk Officer, the Desk Officer (DO) shall log and record the details of the arrest made and assign a blotter entry number to the entry. The entry shall include the name of the arresting officer and information as to the identity of the suspects and shall contain the five (5) “W’s and one (1) “H” (Who, What, Where, When, Why and How) of an information as well as the name of the government hospital to where the suspects will be referred to for medical examination;

   b. After recording in the police blotter, the Desk Officer together with the AO shall conduct a redundancy pat down search of the suspects. This procedure is necessary to ensure that the suspects do not carry any deadly weapons or contrabands when they are referred to a government hospital for medical
examination. Any weapons or contrabands or any other items confiscated or taken in custody during the pat down shall likewise be recorded in the blotter. (If the suspect is a woman or child, the Desk Officer shall call for the duty WCPD officer who shall conduct the search);

c. The Desk Officer shall then prepare or accomplish PNP Booking Form (PNPBF) -1 Request for Medical Examination of the Arrested Suspect. The Desk Officer shall have the police station Officer on Duty (OD) to sign the request form, but in the absence of the OD, the Desk Officer may sign the request form himself;

3. Duty Investigator (DI):

a. After medical examination, the Arresting Officer shall refer the suspects and the case to the Duty Investigator (DI). The DI and the AO shall accomplish PNP Booking Form-2 "Arrest and Booking Form" and ensure that a copy of the results of the medical examination is attached to the booking form;

b. The DI shall obtain personal information from each suspect and accomplish PNPBF-2 with the help of the AO. The PNPBF-2 booking sheet should contain among others the personal circumstances of the suspect. Likewise, the initial determination of the nature of the offense is included in the booking sheet. The last part of the booking sheet refer to the medical history or information known of the suspect, this part should not be confused with the medical certification issued by a doctor upon his arrest which shall be attached in the PNP Booking Form-2A "Medical Examination Report Sheet" of the booking sheet form;

c. The DI shall conduct record check to determine if the arrested suspects have previous or existing cases and/or standing warrant of arrest;

d. The Duty Investigator shall not process suspects brought by the Arresting Officers who have not undergone a medical examination in a government hospital;

e. The DI shall ensure that Mug Shots or the photographic portrait of the suspects are taken in four (4) different methods in accordance to the procedures. The 4R mug shots shall be attached or printed in the PNP Booking Form-2B "Mug Shots of Suspects";

f. The Duty Investigator shall prepare a Turn-over Receipt Form (from Investigator to the Jailer) and shall be known as PNP Booking Form-3. The Jailer of the Station will now take responsibility of the suspect. If it is necessary that the arrested person will be placed in the lock-up cell, a complete body frisking of the suspect by pat down type search for any concealed weapon must be done. Strip search shall be conducted if necessary. On body search of arrested male suspect, it is typically not required to use same sex pat down searches, but it is wise. When it comes to women and children, the WCPD officer who is familiar with woman and children protection duties will conduct the search. Search is done to ensure that no prohibited object will be brought inside the lock-up cell particularly sharp objects that can be used to hurt other prisoners and ropes that might be used for entangling;

g. All personal valuables of the suspect that are not allowed to be brought inside the lock-up cell will be collected by the Investigator and shall be turned-over to the police station Property Custodian. The Investigator shall prepare a Suspect’s Personal Property Receipt Form (SPPRF) and shall be called as PNP Booking Form 4 where the suspect’s personal property shall be reflected.
h. The DI shall also be responsible for ensuring that the suspects' fingerprints or tenprints are taken by the Fingerprint Technician using both the tenprint card and the PNPBFT-2. Only a trained Fingerprint Technician shall be allowed by the DI to take the tenprints of the suspects using the standard PNP Crime Laboratory Form No. 452-038 to ensure that this will be readable by the AFIS. The tenprint card is considered as an integral part of the booking form and shall be known as PNP Booking Form -2C “Tenprint Card”;

i. The DI must always inform the Desk Officer of the status of the case and the suspect so that updates will be entered in the police blotter;

j. The Investigator shall be responsible for preparing the necessary documents such as: affidavit of complaint; affidavit of witness; booking and arrest report; photo copy of recovered evidence if any; and a letter of case referral to the Prosecutor’s Office that should be signed by the Station Commander or police station Officer on Duty with the former’s unavailability.

C. STANDARD FORMS:

a. PNP Booking Form 1- Medical Examination of Arrested Suspects, Request Form- This form shall be prepared by the Desk Officer or the Duty Officer as the official request for the medical examination of the arrested suspects at a government hospital for the conduct of medical examination. (Annex A)

b. PNP Booking Form 2 – Arrest and Booking Sheet- This form will be accomplished by the Arresting Officer and Duty Investigator detailing all the necessary information on the suspect as such, the personal circumstances and the nature of his arrest (Annex B)

c. PNP Booking Form 2A- Medical Examination Result Sheet- This form is where the result of the medical examination will be attached. (Annex C)

d. PNP Booking Form 2B- Booking Mug Shots – This form shall contain the size 4R photographs of the arrested suspect taken in four manners such as: left side half body, right side half body, front half body and front whole body against the standard PNP Mug Shot Backdrop and with the suspect holding the mug shot/identification board (MIB). (Annex D)

e. PNP Booking Form 2C-Tenprint Sheet- This form will contain a copy of the PNPCCL Form NR 452 038. The Investigator will supervise the Fingerprint Technician in taking of the tenprints of the arrested suspect. (Annex E)

j. PNP Booking Form 3- Turn-over Receipt Form- This form will be accomplished by the Duty Investigator and will be acknowledged by the Duty Jailer indicating the proper turn-over of custody of the arrested suspect. (Annex F)

k. PNP Booking Form 4- Suspect's Personal Property Receipt Form (SPPRF)- This form shall contain the list of all personal valuables of the suspect that is not allowed to be brought inside the lock-up cell and collected by the Investigator (properly itemized and described) and turned-over to the Property Custodian for safe keeping. (Annex G)
VI. PENAL CLAUSE:

Any violation of this SOP shall be dealt with administratively as may be warranted by evidence. All Unit Commanders shall be included in the investigation under the principle of command responsibility. If evidence further warrants, criminal complaints shall also be filed against those who may have committed acts or omissions contrary to the Revised Penal Code or any special penal statutes.

VII. REPEALING CLAUSE:

Any issuance, memoranda, rules and regulations issued by the PNP inconsistent herewith are deemed repealed or amended accordingly.

X. EFFECTIVITY:

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

ATTY RAUL M BACALZO, Ph.D.
Police Director General
Chief, PNP

Distribution:
D-Staffs
All RDs, PROs
All Dirs, NSUs

Copy furnished:
Command Group

Annexes:
1. PNP Booking Form 1- Medical Examination of Arrested Suspects, Request Form- Annex A
2. PNP Booking Form 2- Arrest and Booking Sheet- Annex B
3. PNP Booking Form 2A- Medical Examination Result Sheet- Annex C
4. PNP Booking Form 2B- Booking Mug Shots- Annex D
5. PNP Booking Form 2C- Tenprint Sheet- Annex E
6. PNP Booking Form 3- Turn-over Receipt Form-Annex F
7. PNP Booking Form 4- Suspect’s Personal Property Receipt Form (SPPRF)- Annex G
PNP BOOKING FORM - 1 "Medical Examination of Arrested Suspects, Request Form"

Republic of the Philippines
Department of the Interior and Local Government
PHILIPPINE NATIONAL POLICE

Date:

Request for Medical Examination of Arrested Suspect/s

The Duty Physician:

Sir/Madam:

Respectfully request for the Medical Examination of the following suspects who were arrested by personnel of this Office on ____________ 20__:

a. ___________________________ sex_

b. ___________________________ sex_

c. ___________________________ sex_

d. ___________________________ sex_

e. ___________________________ sex_

Please furnish the arresting officer/escort officer, (Rank/Name) __________________ a copy of the result of the Medical Examination for our reference.

Rest assured of our continuous support on matters of mutual interest. Thank you.

For the Chief of Police:

______________________________
Rank/Name/Signature of the Desk or Duty Officer

REF: (BLOTTER ENTRY NR: __________________)

Rank/Name/Signature of the Arresting Officer
PNP Booking Form - 2A "Medical Examination Result Sheet"
Republic of the Philippines
Department of the Interior and Local Government
PHILIPPINE NATIONAL POLICE

MEDICAL EXAMINATION RESULT

BLOTTER ENTRY NR: __________

(Attach Medical Certificate)

NAME OF ARRESTING OFFICER/S: ___________________________ ___________________________ UNIT:
_________________________ ___________________________ UNIT:
_________________________ ___________________________ UNIT:

MEDICAL EXAMINATION CONDUCTED AT: ___________________________ ON: ___________________________
PNP Booking Form 2B

BOOKING MUG SHOTS

NAME OF SUSPECT: ____________________________

(Family) (First) (Middle)

Blotter Entry Nr: ____________________________

FRONT VIEW
(Half Body Shot)
4R Picture Size

LEFT SIDE VIEW
(Half Body Shot)
4R Picture Size

RIGHT SIDE VIEW
(Half Body Shot)
4R Picture Size

FRONT VIEW
(Hull-Body Shot)
4R Picture Size

(Pro Forma available at didm.pnp.gov.ph)
DELA CRUZ, JUAN y SANTOS
MURDER – CC #1234
AUGUST 5, 2011

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**APPREHENSION DATA**

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| District | Barangay / Zone | Police Station No. | | | | | | | |

| Business Address / Company / School | | | | | | | | |

| Signature of Person Fingerprinted | | | | | | | | |

| Name & Signature of Official Taking Fingerprint | | | | | | | | |

| Court / Final Disposition | | | | | | | | |

**CRIMINAL HISTORY**

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<tr>
<td>Arresting Officer</td>
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<tr>
<td>Identifying Marks</td>
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<th>Remarks</th>
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**IMPORTANT:** (Type or print all information)

- Republic of the Philippines
- HEADQUARTERS PHILIPPINE NATIONAL POLICE
- CRIME LABORATORY
- Camp Crame, Quezon City
Booking Form- 2C "Tenprint Card"

Tenprint Card (AFIS)
PNP Booking Form- 3 “Turn-over of Arrested Suspect/s Form” (Annex E)

Republic of the Philippines
Department of the Interior and Local Government
PHILIPPINE NATIONAL POLICE

TURN-OVER OF ARRESTED SUSPECT

BLOTTER ENTRY NR: __________ Date __________

This is to certify that the following arrested suspect/s identified as indicated:

Name: __________________________________________
Address: _________________________________________
Sex: ____________________ Age: _______ DOB: _______ POB: _______

Name: __________________________________________
Address: _________________________________________
Sex: ____________________ Age: _______ DOB: _______ POB: _______

Name: __________________________________________
Address: _________________________________________
Sex: ____________________ Age: _______ DOB: _______ POB: _______

Name: __________________________________________
Address: _________________________________________
Sex: ____________________ Age: _______ DOB: _______ POB: _______

Who was/were arrested on _______ 20 _______ at (time/date).

This further certifies that the arrested suspect/s have been examined by Dr. ______________________ on _______ _______ at _______.

Rank/Name/Signature of Duty Investigator

Rank/Name/Signature of Arresting Officer

Received By:

Rank/Name/Signature of Duty Jailer

Time/Date: ______________________
PNP Booking Form – 4 “Suspects Property Receipt”
Republic of the Philippines
Department of the Interior and Local Government
PHILIPPINE NATIONAL POLICE

Suspect’s Personal Property Receipt Form

Date

This is to certify that the suspect’s personal properties/valuables as properly itemized and described below was received for safe keeping. The items are as follows:

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Items Detailed Description with Brand Name, Serial Number and other identifiable characteristics</th>
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</table>

Turned over by: ___________________________ Received by: ___________________________
Time/Date: ___________________________ Time/Date: ___________________________

Suspect’s acknowledgement (name and signature over printed name):

____________________________________

Witnessed by: ___________________________
Time/Date: ___________________________
BOOKING OF ARRESTED SUSPECTS FLOW CHART

SUSPECT IS ARRESTED

ARRESTING OFFICER BRINGS THE SUSPECT TO THE POLICE STATION

DESK OFFICER ENTERS INTO THE BLOTTER THE ARREST AND PREPARES REQUEST FOR MEDICAL EXAMINATION OF SUSPECTS

ARRESTING OFFICER BRINGS SUSPECTS TO THE GOVERNMENT HOSPITAL FOR MEDICAL EXAMINATION

ARRESTING OFFICER BRINGS BACK SUSPECTS TO STATION AND ACCOMPLISHES ARREST AND BOOKING FORMS

ARRESTING OFFICER REFERS THE SUSPECTS TO THE DUTY INVESTIGATOR

DUTY INVESTIGATOR ASSISTS PREPARATION OF BOOKING FORMS AND TAKES THE TENPRINTS AND MUG SHOTS

DUTY INVESTIGATOR TURNS OVER THE SUSPECTS TO THE DUTY JAILER

DUTY JAILER TAKES CUSTODY OF THE SUSPECTS AND PLACE THEM IN THE LOCK-UP CELL