



Republic of the Philippines
National Police Commission

**NATIONAL HEADQUARTERS, PHILIPPINE NATIONAL POLICE
DIRECTORATE FOR INVESTIGATION AND DETECTIVE MANAGEMENT**

Camp BGen Rafael T Crame, Quezon City



B-01-1019-2018

MEMORANDUM

FOR : Chief, PNP

THRU : TDCA

DEC 5 8 2018
: TDCO

: TCDS

FROM : TDIDM

SUBJECT : **Guidelines and Procedures in Reporting Crime Incidents**


DATE : October 24, 2018

1. Reference: Draft memorandum circular from this Directorate entitled, "Guidelines and Procedures in Reporting Crime Incidents".

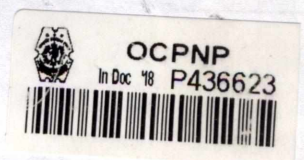
2. This has reference to the issue of recording and accounting of crime incidents. As this problem has caused complexities in crime analysis, this Directorate created a Technical Working Group to formulate a new policy that aims to address comprehensive guidelines in reporting and recording crime and non-crime incidents with the end in view of the implementing standard procedures.

3. Attached is the draft PNP memorandum circular entitled, "Guidelines and Procedures in Reporting Crime Incidents", for your review.

4. For the signature of the Chief, PNP.


ELMO FRANCIS O SARONA
Police Director

Incl:
a/s





Republic of the Philippines
NATIONAL POLICE COMMISSION
NATIONAL HEADQUARTERS, PHILIPPINE NATIONAL POLICE
OFFICE OF THE CHIEF, PNP
Camp BGen Rafael T Crame, Quezon City

PNP MEMORANDUM CIRCULAR
NUMBER 2018-050

JAN 07 2019

GUIDELINES AND PROCEDURES IN REPORTING CRIME INCIDENTS

1. REFERENCES:

- a. PNP Memorandum Circular No. 2014-009 on Crime Incident Recording System;
- b. Standard Operating Procedure No. 2012-001-Incident Recording System (Procedure in Recording Incident Reports in the Police Blotter) dated March 26, 2012;
- c. Letter of Instructions 02/09-UNIT CRIME PERIODIC REPORT (UCPER);
- d. NAPOLCOM Resolution No. 92-39 entitled "*Resolution Adopting a New Crime Reporting Format for the Law Enforcement Pillar*,"
- e. E.O. 386 series of 1989 entitled "*Establishing a National Crime Information System*,"
- f. Revised Katarungang Pambarangay, Supreme Court Administrative Circular No. 14-93, dated July 15, 1995; and
- g. Revised Penal Code of the Philippines.

2. RATIONALE:

This Memorandum Circular (MC) provides a more stringent and comprehensive guidelines and procedures in reporting and recording crime incidents with the end in view of implementing standard procedures to be followed by **all police units nationwide with criminal investigative functions**.

3. SITUATION:

The Philippine National Police (PNP) as the primary law enforcement agency in the country is committed to attain a peaceful, safe and progressive environment suitable for growth and development. Towards this end, the LOI 02/09 Unit Crime Periodic Report (UCPER), a uniform procedure of reporting and recording of crime incidents was established in April 22, 2009 to generate a credible crime statistics which served as the basis in planning, policy formulation, deployment of resources, and budgeting.

Unfortunately, during the conduct of nationwide validation by the Directorate for Investigation and Detective Management (DIDM) in 2013 to 2014, several dysfunctions were noted specifically the high numbers of crimes that were not accounted from the police blotter books. This rendered the crime statistics

inaccurate and not reflecting the true crime environment. Some investigators are confused in counting and classifying crimes; crime incidents were being referred to the barangay justice system even though they are not within the jurisdiction of the Katarungang Pambarangay among others.

In order to establish a uniform procedure for crime recording, the DIDM developed the PNP Crime Incident Recording System (CIRS) known as the e-Blotter System on September 6, 2011. It was adopted by all units of the PNP mandated that all incident reports shall be entered to the system. However, it was only a stand-alone system.

In May 2015, a web-based CIRS was developed. The stand-alone system became an in-house web development system and CIRS was renamed into "e-Blotter System." In order to have better analysis of the encoded crime incidents, e-blotter was further enhanced to include graphs, crime maps, crime clock, etc. and was later called the Crime Information, Reporting and Analysis System (CIRAS).

The core objective of the CIRAS is to serve as a scientific management tool for efficient and effective prescription of police intervention. It specifically serves as a crime database and can identify crime hot spots along with other trends and patterns; and use of spatial (space) and time series analysis; generate graph/data in just a matter of minutes; establish comprehensive, adequate and timely information on crimes from manual and antiquated to computerized and integrated crime reporting system; interface with the Case Information Database Management System (CIDMS), e-Rogues Gallery and the e-Warrant System; overlay other data sets - localities, AORs, critical facilities and structures. It also provides a logical basis for troop deployment and movement, and builds a robust Information Technology infrastructure to support the entire system.

During the conduct of the project "*Imbestigatour 2017*," the DIDM has concluded that the UCPER and CIRAS data never reconciled due to reasons that need to be properly addressed.

4. PURPOSE:

a. To revise the existing policy in recording crime incidents under Letter of Instructions (LOI) 02/09 UCPER and introduce salient provisions that will treat several lapses noted in the past; and

b. To deliver well-guided procedures in reporting, identifying, recording and counting of crime incidents that start from the time a complainant or reporting person relays his information or lodges complaint in all investigating offices/units of the PNP.

5. DEFINITION OF TERMS:

For purposes of uniformity, the following terms shall be operationally defined and used:

- a. **Attempted Felony** – when the offender commences the commission of a felony directly by overt acts, and does not perform all the acts of

execution which would produce the felony by reason of some causes or accident other than his own spontaneous desistance;

- b. **Barangay Cases** - cases which are cognizable by the Revised Katarungang Pambarangay Law pursuant to Supreme Court Administrative Circular No. 14-93 dated July 15, 1995;
- c. **Children in Conflict with the Law (CICL) Cases** – cases involving crimes committed by minors which are initially taken cognizance of, by the police but later referred to other government agencies for counselling diversion program, as provided by RA No. 9344 (Juvenile Justice Welfare Act);
- d. **Clearance Efficiency (CE)** - the efficiency of the police expressed in percentage as to the number of crime cleared by the police out of the total number of crime incidents that are recorded into the police blotter for a given period of time. The CCE shall include only those handled by the police station.

Peace and Order (PO) CCE:

$$POCCE = \frac{\text{Crime Cleared}}{\text{Total POI (Peace and Order Index)}} \times 100\%$$

Public Safety (PS) CCE:

$$PSICCE = \frac{\text{Crime Cleared}}{\text{Total PSI (Public Safety Index)}} \times 100\%$$

- e. **Complex Crime** – refers to the following:

- 1) **Complex Crime Proper**– one where the offender has to commit an offense as means for the commission of another offense.
- 2) **Composite Crime (Special Complex Crime)** - is one composed of two or more crimes, but is specifically defined, treated and punished under the Revised Penal Code (RPC) as a single indivisible offense. This includes:
 - a) Rape with Homicide (5th Para of Art 266-B of RPC)
 - b) Kidnapping with Homicide (last Para of Art 267 of RPC)
 - c) Kidnapping with Rape (last para of Art 267 of RPC)
 - d) Robbery with Homicide (Art 294 of RPC)
 - e) Robbery with Serious Physical Injury (Art 294 of RPC)
 - f) Robbery with Rape (Art 294 of RPC)
 - g) Robbery with Arson (Art 294 of RPC)
 - h) Arson with Homicide (Art 320 of RPC)

- 3) **Compound Crime**- one where a single act produces two or more grave or less grave felonies.
- f. **Continuing Crime** - one consisting of series of acts such as when an offender performs all the material ingredients of a crime and remains to be continuously committing the crime even when moved or transported in different territorial jurisdiction.
- g. **Crimes** - acts or omissions that are violations of the RPC and offenses which are violation of Special Laws;
- h. **Crime cleared** – a crime shall be considered cleared when at least one of the offender(s) has been identified, there is sufficient evidence to charge him, and he has been charged before the prosecutor's office or any other court of appropriate jurisdiction.
- i. **Crime Information, Reporting and Analysis System (CIRAS)** – formerly the e-Blotter system that sets a standard procedure by which all crime incidents reported to the police stations are electronically stored in a database. The system does not only facilitate crime documentation and data storage but also presents quick, fast and reliable transmission of crime information from a particular police station to the National Headquarters at Camp BGen Rafael T Crame, Quezon City.
- j. **Crime Rate (CR)** – is the number of crime incidents in a given period of time for every 100,000 inhabitants of an area. Further, Crime Rate per se refers to the Peace and Order Index. The following are the crime rate categories and their corresponding formula:

Peace and Order Crime Rate (POCR):

$$POCR = \frac{\text{Total POI}}{\text{Population}/100,000}$$

Public Safety Crime Rate (PSCR):

$$PSCR = \frac{\text{Total PSI}}{\text{Population}/100,000}$$

The Average Monthly Peace and Order Index Crime Rate (AMPOCR) is used as a measure with this formula:

$$AMPOCR = \frac{\text{Total POI}}{\text{Population}} \times \frac{(100,000)\text{Constant}}{\text{Nr of Months}}$$

While the Average Monthly Public Safety Crime Rate (AMPSICR) with this formula:

$$AMPSCR = \frac{\text{Total PSI}}{\text{Population}} \times \frac{(100,000)\text{Constant}}{\text{Nr of Months}}$$

- k. **Crime Solution Efficiency (CSE)** - the efficiency of the police expressed in percentage on the number of cases solved by the police out of the total number of crime incidents that are recorded into the police blotter for a given period of time. The CSE shall include only those cases handled by the police station.

There will be two (2) categories for CSE, the Peace and Order Crime Solution Efficiency (POCSE)

$$POCSE (\%) = \frac{\text{Crime Solved}}{\text{Total POI}} \times 100$$

And, the Public Safety Crime Solution efficiency (PSICSE)

$$PSCSE (\%) = \frac{\text{Crime Solved}}{\text{Total PSI}} \times 100$$

- l. **Crime Solved** - a crime shall be considered solved when the following elements concur: the offender has been identified; there is sufficient evidence to charge him; the offender has been taken into custody; and the offender has been charged before the prosecutor's office or court of appropriate jurisdiction. Furthermore, a case is considered solved under the following circumstances: (National Police Commission Memorandum Circular Number 94-017 provides that "-x-x-")

1) A case shall be considered solved when the following elements concur:

- a) The offender has been identified;
- b) There is sufficient evidence to charge him;
- c) The offender has actually been taken into custody; and
- d) The offender has actually been charged before the prosecutor's office or court of appropriate jurisdiction.

2) A case shall also be considered solved when some elements beyond police control prevent the arrest of the offender, such as when the victim refuses to prosecute after the offender is identified or the offender dies or absconds.

3) The arrest of one offender can solve several crimes or several offenders may be arrested in the process of solving one crime.

- m. **Date Committed** - is the date, month and year when the crime incident was committed. For instance, June 28, 2017, a robbery incident happened and the complainant just reported the incident on July 1, 2017. June 28, 2017 is the date when the crime was committed.
- n. **Frustrated Felony** – when the offender performs all the acts of execution which would produce the felony as a consequence but which, nevertheless, do not produce it by reason or causes independent to the will of the perpetrator;
- o. **Incident Record Form (IRF)** – is the output of CIRAS. It contains the data of the complainant, victim, suspect, case details and the narrative of the incident. The entries in the IRF shall be entered and recorded into the Police Blotter. A copy of the IRF shall also form part of the case folder and shall serve as a documentary evidence of the case;
- p. **Index Crimes** – refer to the **CONSUMMATED** seven (7) focus crimes and eight (8) special complex crimes as defined by the Revised Penal Code.
- 1) **Murder**
 - 2) **Homicide**
 - 3) **Physical Injuries**- including Less and Serious Physical Injuries
 - 4) **Rape**
 - 5) **Robbery**
 - 6) **Carnapping of Motor Vehicles**
 - a) Four wheeled (or up) Vehicle
 - b) Motorcycle (2-3 wheeled)
 - 7) **Theft**
 - 8) **Eight (8) Special Complex Crime (composite crimes)**
- q. **Late Reported Crime Incidents** - Refer to crime incidents which are not reported within the date of its occurrence.
- r. **Multiple Crime** – one where the acts that are done are wholly different, not only in the crimes that are being committed one after another, but also because they are directed against separate individuals not related to each other, the crimes to be recorded are the individual and separate crimes that are committed.
- s. **Municipal/City/Provincial Ordinance-** is a law enacted by a municipal body, such as a city council or provincial council;
- t. **Non-Index Crimes** – are violation of Special Laws and RPC that are **NOT** categorized as index crimes. **EXCLUDED** herein are Reckless Imprudence, Vehicular Incidents, and Other Quasi-Offenses under the provision of RPC.

- u. **Other Quasi-Offenses** – are culpable felonies as a product of negligence, imprudence, lack of skill and/or lack of foresight punishable under Art 365 of the RPC other than vehicular incidents.
- v. **Peace and Order Index (POI)** – an index which categorizes crime incidents that reflect the true essence of crime, peace and order situation of a particular community. This comprises the totality of Index and Non-Index Crimes.
- w. **Police Blotter** – an official logbook, colored blue with hard bound cover that contains the daily register of all crime incident reports, official summary of arrests and other significant events/activities reported in the police station. Relatedly, a separate pink blotter book for WCPD to record all cases involving violence against women and children and those cases involving a child in conflict with the law that fall under the mandate of WCPDs;
- x. **Population** - refers to the density of inhabitants in a given area. The figure to be used is the medium assumption as per the records from the Philippine Statistics Authority (PSA);
- y. **Public Safety Index (PSI)** – an index which categorizes incidents and culpable felonies that reflect the public safety situation of a particular community. This comprises the totality of vehicular incidents and other quasi-offenses punishable under the RPC.
- z. **Reporting Person** – refers to the victim, complainant, witness, police officer or any concerned person who conveyed information to the police pertaining to an incident which requires police intervention;
- aa. **Total Crime Incidents (TCI)** – pertains to the number of crime incidents committed in a given area over a period of time that are reported and recorded in the police blotter. It does not include crime incidents that are reported to the barangays and Other Law Enforcement Agencies (OLEA);

$$TCI = Total POI + Total PSI$$

- bb. **Violence Against Women and their Children (VAWC)** – any act committed by any person against a woman who is his wife, former wife or against a woman with whom the person has or had a sexual or dating relationship or with whom he has a common child, or against her child which results in physical, sexual, psychological harm or suffering including threats such acts, battery, assault, coercion, harassment or arbitrary deprivation of liberty.
- cc. **Women and Children Protection Desk (WCPD)** – an office that is provided in all police stations which addresses all incidents and concerns pertaining to women and minors such as abuses committed against them. This includes violations of RA No. 9262 (Violation

Against Women and their Children) RA No. 7610 (Anti-Child Abuse Law), treatment of offending minors(Children in Conflict with the Law) and RA No. 9344 (Juvenile Justice and Welfare Act) and all other laws which may be promulgated relative to their mandate.

6. GUIDELINES:

a. General Guidelines:

As a general rule, all incidents reported by the victims, witnesses or any reporter or complainant must be recorded in the police blotter. All entries in the Police Blotter must satisfy the essential elements of investigation which shall answer the five W's (What, Who, When, Where, Why) and one H (How).

- 1) All investigating units of the PNP shall be equipped with computer workstations with enough, workable, and reliable internet connectivity and should be used solely for DIDM e-projects.
- 2) The adoption of a uniform, accurate, and standard crime incidents recording shall require the unconditional commitment of the Chief of Police/Station Commanders, and the Directors of PPOs, CPOs, PROs and NOSUs. The Investigation and Detection Management (IDM) Officers shall continuously ensure that the recording of crime incidents is clearly articulated at all levels of command throughout the organization.
- 3) All investigation police offices/units shall seek to gather, collate, and employ the use of CIRAS in recording all crime related incidents to establish timely, accurate, and true picture of the crime situation in the AOR and continuously update the status of cases of the same.
- 4) A court liaison officer shall be designated by the COP to gather and collate all criminal cases directly filed within its jurisdiction by a private complainant in the prosecutor's office or court and shall submit them to the crime registrar for integration into the CIRAS.
- 5) A technically trained and qualified Crime Registrar shall be permanently assigned in all police stations and IDM offices. Said Crime Registrar shall be primarily responsible in the encoding, preparation, consolidation, and maintenance of crime data files, and shall ensure the continuity and standard implementation of gathering, identifying, and recording of crime incidents.
- 6) The investigator must ensure the accuracy and completeness of the report of the crime incident. Also, the Chief of Investigation Section must ensure that the entries in CIRAS are complete including the narrative of the incident which shall answer the 5 W's and 1H.

- 7) Chief of Police and the Chief, IDM Section shall ensure the compliance of the procedures in this MC. They shall also be responsible for proof reading and checking of grammar in the reports under CIRAS.
- 8) **Unauthorized Access** into or interference in the CIRAS to corrupt, alter, steal, utilize for personal consumption or destroy its content using a computer or other similar information and communication devices, without the knowledge and consent of DIDM, including the introduction of computer viruses and the like, resulting in the corruption, destruction, alteration, theft or loss of electronic data messages or electronic document in the CIRAS **shall be considered a criminal and administrative liability.**

The following shall prescribe the guidelines in the identification, reporting, recording, and counting of crime incidents for purposes of obtaining an accurate data:

9) **Reporting of Crime Incidents**

- a) All reported incidents whether through walk-in, short messaging system (SMS) or any means shall be entertained by the desk officer and shall be validated by the designated investigator.
- b) Initial interview shall be conducted by the Desk Officer to the reporting person and subsequently turns him/her over to the duty investigator or the IOC.
- c) Reported incidents shall be counted as crimes after validation by the Investigating Officer that there is an incident constituting a crime.
- d) In cases where the incident was reported late to the police, the investigator, in coordination with the crime registrar, shall take note of the adjustment in the records to ensure that the incident shall be recorded on the date of its commission.

10) **Recording of Crime Incidents**

As a general rule, recording of crime incidents shall be in accordance with the provisions of the **Revised Penal Code and Special Laws.**

- a) **Violations of local ordinances** in the provincial, city, municipal and barangay shall not be counted due to its non-applicability nationwide and the same is not considered as crimes.

- b) **Frustrated and Attempted Index Crimes** shall be recorded as it is, i.e. Attempted Murder shall be recorded as Attempted Murder and Frustrated Murder shall be recorded as Frustrated Murder based on the Revised Penal Code (RPC).
- c) **In cases of found dead body of a person as possible result of a crime**, the incident shall be initially treated either murder or homicide based on the presence of pieces of evidence and/or elements indicating the crime committed, to be updated later as murder, homicide or non-crime incident through the result of the final investigation.
- d) **Incident of reported missing person** who was not located after 24 hours and missing children shall be recorded initially as non-crime. However, if such missing person or missing child is believed to be a victim of violence and crime like kidnapping, abduction, enforced disappearance, human trafficking and others, then it shall be recorded accordingly.
- e) **Cattle Rustling under LOI UCPER 02/09** shall now be delisted from the category of Index Crime and shall be treated as Non- Index Crime. Owing to the advancement in technology and with the introduction of various modern farm implements, the carabao/cattle has ceased to become an indispensable "*beast of burden*" among farmers which is now considered as mere livestock used as source of meat in the cattle industry. As observed, the number of theft committed on cattle has decreased for the past years.
- f) **RA No. 9165 otherwise known as "Comprehensive Dangerous Drugs Act of 2002"** shall be treated and included under the Non-Index Crime category, as provided in the definition of Non-Index Crimes.
- g) **Suicide** shall not be counted as a crime considering that it is not considered as such under the RPC and other special laws. Other offenses that are considered self-inflicted in nature shall not be recorded as crime incident due to the absence of viable complainant and competent witness.
- h) **Parricide and Infanticide** shall be recorded as it is and be counted in the category of murder.

11) **Complex Crime**

- a) For **compound crime**, the grave and less grave felonies as the result of the single act shall be recorded.

Example of compound crime: Murder and Frustrated Murder
– Mr. A with intent to kill threw a hand grenade to Mr. X and

Mr. Y who were attending a meeting. As a result, Mr. X died on the spot while Mr Y survived despite sustaining fatal injuries. The crime of Murder and Frustrated Murder shall be recorded.

For **complex crime proper**, the crime to be recorded shall be the one primarily intended by the suspect to commit, and not the crime which was used as a means to commit the other.

Example of complex crime proper:

- Forcible Abduction with Rape – the victim was abducted as a means for the commission of the crime of rape. The crime of rape which is the one primarily intended by the suspect to commit shall be recorded.
- Estafa thru Falsification – the suspect committed falsification as a means to commit estafa. The crime of estafa which is the one primarily intended by the suspect to commit shall be recorded.

b) For **composite crime(special complex crime)**, the same shall be recorded as follows:

- 1) Rape with Homicide (5th para of Art 266-B of RPC)
- 2) Kidnapping with Homicide (last para of Art 267 of RPC)
- 3) Kidnapping with Rape (last para of Art 267 of RPC)
- 4) Robbery with Homicide (Art 294 of RPC)
- 5) Robbery with Serious Physical Injury (Art 294 of RPC)
- 6) Robbery with Rape (Art 294 of RPC)
- 7) Robbery with Arson (Art 294 of RPC)
- 8) Arson with Homicide (Art 320 of RPC)

12) For **multiple crimes**, the number of crimes to be recorded shall be based on the separate and distinct crimes committed and several victims offended.

Example: "A", robbed a convenience store. In order to facilitate his escape, he carnapped a car at the parking lot. While being chased by a mobile car, he ran over a crossing pedestrian who died on the spot. The next day, "A" was cornered by the police in an abandoned warehouse thus, held hostage an elderly woman inside. As such, he committed the following crimes: robbery, reckless imprudence resulting in homicide, carnapping and serious illegal detention.

13) **Rape** shall be recorded based on how many times the rape was committed against the victim regardless of the number of the perpetrator/s.

- 14) For **continuing crime**, the incident should be recorded as a single crime by the Police Unit with the territorial jurisdiction that first took cognizance of the crime.

Example: Robbery of a Bus – A robbery incident transpired inside a bus while traversing Mandaluyong, San Juan and Quezon City. As a continuing crime, the said robbery incident shall be recorded by the Police Unit with the territorial jurisdiction which first took cognizance of the case. If by any cause the Quezon City Police first took cognizance of the crime, then the same shall acquire jurisdiction and record the incident.

- 15) In case an act violates more than one law, all the laws violated shall be recorded.

Example: Jorgia is a pick-pocket. As a punishment for the several thefts committed by Jorgia, she was beaten heavily by Van, a law enforcer. Jorgia was hospitalized for 3 months because of the beating she suffered. As a result, Van violated Article 263 of the RPC (Serious Physical Injuries) and the Anti-Torture Law. Thus, Physical Injury and violation of the Anti-Torture law will be recorded.

- 16) Quasi offenses such as Reckless Imprudence other than vehicular traffic incidents shall be recorded in the CIRAS and categorized under Public Safety Index.
- 17) **Service of warrant** should not be counted as crime but instead an update of that specific case and the same shall be reflected in the CIDMS and e-Wanted Person Information System (e-WPIS/e-Warrant). By updating the status of the arrested suspect, the subject crime of the warrant of arrest will be updated/counted as solved.
- 18) In a **Police/Military or any law enforcement agencies operations** wherein government troops/personnel were killed in action (KIA) by enemy forces, a Homicide or Murder case could be counted against the identified perpetrators depending on the result of the investigation. If an enemy force attacked police/military or government troops and the member of the latter was/were killed, a murder case shall be counted against them. Further if the suspect died during an armed encounter, it shall be recorded but not be counted in the CIRAS on the ground of the presumption of regularity in the performance of duty.
- 19) **Barangay Cases-** Incidents initially reported to the police station but referable and within the jurisdiction of the Katarungang Pambarangay for conciliation and arbitration shall not be recorded in the CIRAS. However, if the parties failed to settle at the barangay and were referred back to the Police with a Certificate to File Action,

the Police Station shall then take cognizance of the case and include it in the CIRAS of the station. The crime registrar shall advise the designated liaison officer to delist the case from the record of the Barangay. (Please see attached cases cognizable by Katarungang Pambarangay).

To determine the status of the crime incidents referred to the barangay, the designated liaison officer shall collate and classify such into three categories, namely: **Amicably Settled, Under Conciliation and Referred to the Police with Certificate to File Action**, and submit same to the Crime Registrar on a weekly basis.

20) **Cases Reported and Investigated by OLEA**

- a) Arrests made by police officers for violation of Special Laws being enforced also by OLEA (e.g. environmental laws, fisheries laws and others) shall be recorded in the CIRAS.
- b) Cases referred to OLEAs which did not entail any police intervention shall **NOT** be encoded in the CIRAS.

21) **Cases Involving Women and Children**

- a) Cases under the jurisdiction of the Women and Children Protection Desks (WCPDs) such as violations of RA No. 9262 (Violence Against Women and their Children), RA No. 7610 (Anti-Child Abuse Law), RA No. 9208, as amended by RA No. 10364 (Anti-Trafficking in Persons Act), RA No. 9344 (Juvenile Justice and Welfare Act), as amended by RA No. 10360 (Violence Against Children), and Gender-Based Violence (GBV), although treated with utmost confidentiality as provided by law, shall be included in the recording into the CIRAS using WCPC account and categorized as Non-Index Crimes.
- b) Incidents initially reported to the police station but were referred to DSWD for diversion program as required by law, taking cognizance of its nature and peculiarity shall be retained in the records of the police and included in the CIRAS of the investigating unit. The crime committed by the child/minor shall be recorded in the CIRAS through the WCPC account even if the child was referred to DSWD for diversion program.
- c) WCPD cases involving Violence Against Women and their Children (VAWC), Children in Conflict with the Law (CICL) and other cases where the law requires non-disclosure of information shall be recorded into the PINK BLOTTER. The unauthorized disclosure shall be a violation of RA 9344. For CICL cases which were initially taken cognizance by the police but were later referred to other government agencies for counselling diversion program as required by law, shall be retained in the records of

the police and included in the crime volume integrated into the CIRAS.

- d) Upon the death of the victim (minor/child or woman) in a case handled by the WCPD, the case shall be turned over to the station's Investigator, including its case folder who will handle the case based on the circumstances surrounding the death of the victim and shall be under the general investigation to be assisted by the WCPD Investigator.
- e) Criminal Cases investigated by WCPD officers who are detailed/assigned to the different Women and Children Protection Units (WCPU) in the different Department of Health (DOH) and LGU-maintained hospitals will be reported to the police unit/office where the WCPC officer is assigned and shall be encoded in the CIRAS.

22) **Cases Involving Traffic Violations and Traffic Incidents**

- a) All traffic violations under the Land Transportation and Traffic Code (RA No. 4136) and other Special Laws shall be recorded in the CIRAS.
- b) **Vehicular Incident** shall be recorded in CIRAS regardless of the resulting consequences and outcome (death, injury or damage to property like **Reckless Imprudence resulting in Homicide, Reckless Imprudence resulting in Physical Injury and Reckless Imprudence resulting in Damage to Property**). If the incident resulted in multiple victims, crime shall be counted as one, based on the resulting effect, example **Reckless Imprudence resulting in Multiple Physical Injury**.
- c) Traffic cases in violation of provincial, city, or municipal ordinances shall not be recorded in the CIRAS.

23) **Cases Investigated by National Operational Support Units**

All crime incidents reported and investigated by NOSUs shall be recorded and encoded in the CIRAS.

24) The reporting and recording of cases of missing person shall be pursuant to PNP MC 2016-033 dated June 1, 2016 "*Guidelines in the Recording, Monitoring and Investigation of Missing and Found Persons, and Identification of Human Remains*"

- a) All cases initially investigated and confirmed missing person shall be encoded in the CIRAS.
- b) The Women and Children Protection Center (WCPC) shall have operational control over the Women and Children Protection

Desks (WCPD) nationwide in cases that fall under their area of expertise. This means that missing/found children, such as but not limited to those that are initially investigated as victims of domestic abuse or human trafficking, shall be reported and coordinated with WCPC.

- c) Found dead bodies of women and children, or found unidentified human remains believed to be women and/or children shall fall under the general investigation of the discovering unit and shall be recorded in the CIRAS based on para 20(b) above.

b. Responsibilities:

1) **Directorate for Investigation and Detective Management (DIDM)**

- a) Responsible for the efficient and effective implementation of this MC;
- b) Evaluate and validate the crime reporting performance of all Police Regional Offices and NOSUs nationwide and institute appropriate measures to ensure religious compliance;
- c) Collate, analyze and interpret the crime data that will be generated by CIRAS;
- d) Prepare periodic assessment of crimes for the consumption of the C, PNP, Command Group and other law enforcement agencies concerned;
- e) Improve, adjust the CIRAS and amend rules and procedure if necessary and use this MC as a reference for policy formulation; and
- f) Conduct National Validation once a year to check, ensure and maintain the integrity and accuracy of the data being generated by the CIRAS.

2) **Directorate for Operations (DO)**

- a) Coordinate with other law enforcement agencies, through the National Law Enforcement Coordinating Committee (NALECC), to make available to Police Units crime incidents that have come to their attention as a result of its initiated operations or lodged by the victim/complainant;
- b) Assist the DIDM in the implementation of this MC; and
- c) CIRAS can be used as basis for troop deployment, police operation, other policies that affect operational matters and policy formulation.

3) **Directorate for Comptrollership (DC)**

Provide financial support for the smooth implementation of this MC.

- 4) **Directorate for ICT Management (DICTM)**
 - a) Assist the DIDM in developing a robust program on the CIRAS, CIDMS, warrant, rogues, e-Subpoena and NPCCS;
 - b) Perform systems audit to enhance output generation; and
 - c) Provide continuous technical support and update in the implementation of CIRAS, CIDMS, e-Warrant, e-Rogues, e-Subpoena and NPCCS.
- 5) **Directorate for Police Community Relations (DPCR)**
 - a) Disseminate this policy guidelines to other stakeholders and agencies with law enforcement functions;
 - b) Establish rapport with other stakeholders for their cooperation in the submission of the required crime data; and
 - c) CIRAS generated data can be used as basis for policy formulation affecting community relations.
- 6) **Police Regional Offices**
 - a) Conduct validation every 1st week of the month for counterchecking and maintenance of integrity of data being encoded;
 - b) Designate a liaison officer to collect crime data from OLEAs;
 - c) Liaise with DIDM on crime data required at the Regional level;
 - d) Conduct crime trend analysis to serve as operational guidance to its lower units;
 - e) Monitor compliance and follow-up lower units;
 - f) Validate, monitor and supervise the CIRAS in the PPOs/DOs/CPOs and CPS/MPS/PS levels;
 - g) Ensure the accuracy of the report submitted; and
 - h) Designate a Crime Registrar who shall be responsible for the maintenance and consolidation of CIRAS from lower units.
- 7) **Provincial Police Offices/District Offices/City Police Offices**
 - a) Ensure the accuracy and integrity of data encoded by lower units;
 - b) Conduct a monthly crime trend analysis for the consumption at the provincial, district or city levels;
 - c) Liaise with RIDMDs for crime data required at the provincial, district or city levels;
 - d) Ensure the accuracy of the report submitted by CPS/MPS/PS;
 - e) Designate a Crime Registrar who shall be responsible for the monitoring of CIRAS; and
 - f) Monitor compliance of lower units.
- 8) **Chiefs of Police/Station Commanders**
 - a) Supervise, monitor and ensure the proper encoding of all incidents in the CIRAS;
 - b) Maintain data for own interpretation and planning;
 - c) Designate Crime Registrars who shall be responsible for the maintenance and encoding of crime data in its area of responsibility;

- d) Supervise the Chief, Investigation and Detective Management Branch (C, IDMB) and Crime Registrar in encoding crime incidents to CIRAS;
- e) Ensure that crime incidents are encoded in CIRAS within 24 hrs after they have been reported/occurred;
- f) Designate a Court Liaison Officer who shall be responsible for the collection of all cases filed by private counsel/complainant before the Courts and the Prosecutor's Office;
- g) Direct the liaison officer to collect cases handled by the barangay and OLEA; and
- h) Certify to the correctness and accuracy of the data contained in the CIRAS.

9) Chiefs, Investigation and Detective Management Sections/Branches/Divisions

Ensure that the crime incidents have been encoded within 24 hours after they have been reported or occurred and entries of data into the CIRAS are accurate in accordance with the flow of the incident recording process. The data submitted must indicate whether the incident was recorded in the barangay blotter or other law enforcement agencies.

10) Crime Registrars

- a) Properly encode the entries to the CIRAS;
- b) Exercise confidentiality and integrity in the handling and storage of all crime data;
- c) Ensure proper turnover of data and documents;
- d) Make an accurate periodic statistical and graphical interpretation/analysis of crime data;
- e) Certify to the correctness and accuracy of the data contained in the CIRAS; and
- f) Make sure that crime incidents are encoded within 24 hours after they have been reported/occurred.

11) National Operational Support Units

Crime incidents investigated and filed by NOSUs shall be properly encoded and recorded by them in their CIRAS

7. ADMINISTRATIVE SANCTION:

The following persons shall be held liable based on the prescribed guidelines:

a. Crime Registrars

- 1) Failure to encode/late encoding, false reporting, deliberate erroneous encoding/counting of crime incidents, and intentional manipulation of reported crimes as reflected in the police blotter, and deliberate under-reporting of crime statistics to higher office

shall cause the conduct of Pre-Charge Investigation and administrative relief, if warranted; and

- 2) Other acts/omissions in violations of PNP existing policies in connection with the proper implementation of this MC.

b. Chiefs of IDM Sections of CPS/MPS/PS

- 1) Failure to supervise his Crime Registrar which resulted in non-encoding/late encoding, false reporting, erroneous encoding and counting of crime incidents, and intentional manipulation of reported crimes as reflected in the police blotter, and deliberate under-reporting of crime statistics to higher office shall cause the conduct of pre-charge and administrative relief, if warranted;
- 2) Failure to report false reporting, erroneous counting of crime incidents, intentional manipulation of reported crimes as reflected entered in the police blotter, and deliberate under reporting of crime statistics to higher office shall cause the conduct of pre-charge and administrative relief, if warranted; and
- 3) Other acts/omissions in violations of PNP existing policies in connection with the proper implementation of this MC.

c. Chiefs of Police of CPS/MPS and Station Commanders

- 1) Failure to supervise his Crime Registrar and/or Chief of Investigation Section which resulted in non-encoding/late encoding, false reporting, erroneous counting of crime incidents, intentional manipulation of reported crimes as reflected in the police blotter, and deliberate under-reporting of crime statistics to higher office shall cause the conduct of pre-charge and administrative relief, if warranted;
- 2) Failure to encode/late encoding, false reporting, erroneous counting of crime incidents, intentional manipulation of reported crimes as reflected in the police blotter, and deliberate under-reporting of crime statistics submitted to higher office shall cause the conduct of Pre-Charge Investigation and administrative relief, if warranted; and
- 3) Other acts/omissions in violations of PNP existing policies in connection with the proper implementation of this MC.

- d. Chiefs IDMBs, CPOs/PPOs and Chiefs, RIDMDs.** Failure to supervise the consolidation and submission of accurate (i.e., erroneous and false reporting) report of crime incidents/statistics from the Stations or CPOs/PPOs shall cause the conduct of Pre-Charge Investigation and administrative relief, if warranted.

- e. **District/Provincial Chiefs/Officers of NOSUs.** Failure to supervise and submit an accurate report on crime incidents and statistics shall cause the relief of the District/Provincial Chiefs/Officers.
- f. **Regional Chiefs of NOSUs.** Failure to supervise and submit an accurate report on crime incidents/statistics shall cause the relief of the Regional Chief concerned.
- g. **NOSU Directors.** Failure to supervise and submit an accurate report on crime incidents/statistics shall cause the relief of the NOSU Directors concerned.
- h. **City Directors.** The relief of two Station Commanders due to failure to supervise, false reporting or erroneous counting, late encoding and under-reporting of crime statistics shall cause the relief of the City Director concerned.
- i. **Provincial Directors.** The relief of three Municipal/Component City Chiefs of Police due to failure to supervise false reporting or erroneous counting, late encoding and under-reporting of crime statistics shall cause the relief of the Provincial Director concerned.
- j. **District Directors.** The relief of three Station Commanders of numbered Police Stations in QCPD and MPD and relief of two Chiefs of Police of Municipal/Component City Police Stations in EPD, SPD, and NPD due to failure to supervise, false reporting or erroneous counting, late encoding and under-reporting of crime statistics shall cause the relief of the District Director concerned.
- k. **Regional Directors.** The relief of two Provincial Directors/Component City Directors or relief of two (2) District Directors in NCRPO, due to failure to supervise false reporting or erroneous counting, late encoding and under-reporting of crime statistics shall cause the relief of the Regional Director concerned.

Filing of appropriate administrative charges pursuant to National Police Commission Memorandum Circular 2016-002 shall also be made against the erring uniformed personnel for violating any provisions of this MC. On the other hand, the filing of appropriate charges against erring non-uniformed personnel for violating any provisions of this MC shall be made pursuant to Rules on Administrative Cases in the Civil Service.

8. REPEALING CLAUSE

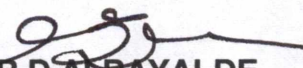
Any provision of issuances, memoranda, rules and regulation in relation to reporting and accounting of crime incidents issued by the PNP which are inconsistent herewith are deemed repealed or amended accordingly.

9. EFFECTIVITY:

This MC shall take effect after 15 days from filing a copy thereof 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.

10. For guidance and strict compliance.




OSCAR D ALBAYALDE
Police Director General
Chief, PNP

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Ds, NOSU

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Attachments:

Annex "A" - Crime Incident Reporting Conceptual Framework
Annex "B" - Revised Katarungang Pambarangay
Annex "C" - Flowchart of CIRS