



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-22-084

MEMORANDUM

FOR : CPNP

THRU : TDCO

TCDS

FROM : TDIDM

SUBJECT : **Proposed PNP Memorandum Circular (MC) re Jurisdictional Crime Scene Processing of Robbery and Theft Incidents**

DATE : May 8, 2019

MAY 27 2019
DATE
APPROVED / DISAPPROVED
CPNP

CPNP A Doc '19 A043277
A043277

1. References:

- LOI 01-2012 "Project Enhancing the Procedure for Collection, Submission and Application of Latent Prints as well as Utilization of AFIS "HITS"/Identical Results in the NCRPO";
- SOP No. 2011-003 entitled "Conduct of Crime Scene Investigation"; and
- CN No. 01-06 entitled "Scene of the Crime Operation (SOCO) Manual".

2. This pertains to the proposed Memorandum Circular (MC) that aims to standardize and provide comprehensive jurisdictional guidelines in crime scene processing of Robbery and Theft incidents by all investigation units. Through the proposed MC, trained investigators will be authorized to process crime scenes, which will expedite the conduct of the investigation and lessen the workload being handled by PNP CL.

3. In view of the foregoing, attached is the said draft MC regarding the Jurisdictional Crime Scene Processing of Robbery and Theft Incidents.

4. Respectfully submitted for your approval of the aforesaid MC.

ELMO FRANCIS O SARONA
Police Major General

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In Doc '19 P445807



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

MAY 27 2019

MEMORANDUM CIRCULAR

NO.: 2019-023

**JURISDICTIONAL CRIME SCENE PROCESSING
OF ROBBERY AND THEFT INCIDENTS**

1. REFERENCES:

- a. LOI 01-2012 "Project Enhancing the Procedure for Collection, Submission and Application of Latent Prints as well as Utilization of AFIS "HITS"/Identical Results in the NCRPO";
- b. SOP No. 2011-003 entitled "Conduct of Crime Scene Investigation"; and
- c. CN No. 01-06 entitled "Scene of the Crime Operation (SOCO) Manual".

2. RATIONALE:

This Memorandum Circular (MC) provides standardized guidelines and procedures to be undertaken by concerned PNP units in Crime Scene Processing of Robbery and Theft incidents.

3. SITUATION:

Crime Scene Processing is one of the most vital stages of criminal investigation. This process oftentimes determines the outcome of the investigation. For the past years, the PNP Crime Laboratory SOCO personnel have been processing crime scenes of Robbery and Theft incidents where the amount involved is Php200,000 and above. This, among others, contribute to the already colossal amount of workload handled by limited number of experts involved in crime scene processing.

One of the identified factors which largely contributes to the inefficient processes is the varying policies being followed in different Regions and areas. These conflicting provisions cause confusion to PNP investigators.

In order to resolve the issue, several initiatives were implemented to aid the PNP Crime Laboratory SOCO in the delivery of their services, one of which is the inclusion of crime scene processing in the modules of Criminal Investigation Course (CIC) and Investigation Officers Basic Course (IOBC) to capacitate the investigators in gathering vital forensic evidence and information.

Furthermore, to remain consistent with the commitment of the PNP to deliver policing services expeditiously and to ease out the workload handled by the limited number of SOCO personnel, the Directorate for Investigation and Detective

Management authorized graduates of IOBC or CIC to conduct crime scene processing.

4. PURPOSE:

This MC aims to set the guidelines and procedures in Crime Scene Processing of Robbery and Theft incidents involving the amount of Php200,000.00 and up.

The implementation of a policy for jurisdictional crime scene processing is geared towards efficient police service, specifically to:

- a. Standardize crime scene processing across jurisdictions nationwide; and
- b. Ensure the expeditious conduct of Crime Scene Processing for all Robbery and Theft incidents by authorizing trained PNP investigators to process crime scenes involving less than Php200,000.00.

5. DEFINITION OF TERMS:

- a. Automated Fingerprint Identification System - a type of biometric system that uses digital imaging to capture a fingerprint, which then can be compared to a database of fingerprint records.
- b. Crime Scene - a venue or place where the alleged crime/incident/event has been committed.
- c. Crime Scene Processing - includes the application of diligent and careful methods by an investigator/policeman to recognize, identify, preserve and collect fact and items of evidentiary value that may assist in reconstructing that which actually occurred.
- d. Heinous Cases - cases involving crimes directed against politicians, elected government officials, government officials appointed by the President, judges, prosecutors, IBP lawyers, media practitioners, militant party list members/leftist activists, foreign nationals, and other persons through shooting, bombing, strafing, assault, and other violent overt acts resulting in their death or incapacitation.
- e. Trained Investigators - refer to PNP investigators who have completed either the CIC or IOBC.
- f. Robbery - a crime committed by taking a property unlawfully from a person or place by force or threat of force.
- g. Sensational Cases - cases involving crimes committed against politicians, elected government officials, government officials appointed by the President, judges, prosecutors, IBP lawyers, media practitioners, militant party list members/leftist activists, foreign nationals, and other

persons through shooting, bombing, strafing, assault, and other violent over acts resulting in their death or incapacitation that attract national or international public attention or scrutiny.

- h. Theft - a crime committed by taking a property of another without the latter's consent, with intent to gain but without violence, against, or intimidation of persons nor force upon things.

6. GUIDELINES:

a. General Guidelines

- 1) Processing of Crime Scene shall be in accordance with the existing Standard Operating Procedures (SOP) of Crime Scene Investigation (SOP No. ODIDM-2011-003); and
- 2) Processing of Crime Scenes of Crimes Against Property falling under robbery and theft as defined by the Revised Penal Code shall be handled by the local police station regardless of the amount involved, except in the following which will be processed by SOCO personnel:
 - a) Sensational, heinous and high-profile cases;
 - b) Commercial and industrial establishment, to include banks, pawnshops and the likes;
 - c) Involving government officials, foreign nationals, and persons holding significant positions in their field; and
 - d) Inside or within the vicinity of significant places such as Office of the President, churches, museum, government offices, and the like.

b. Responsibilities:

1) DIDM

- a) Designated as the Office Primary Responsible in the implementation of this MC;
- b) Supervise the proper implementation of this MC and oversee the degree of compliance by CL and police stations;
- c) Conduct a periodic review on the implementation of this MC; and
- d) Perform other tasks as directed.

2) CL

- a) Conduct Crime Scene Processing to all Robbery and Theft cases falling under the categories enumerated under item 4.b. of this MC;

- b) Receive latent prints submitted by relative PNP units;
 - c) Conduct continuous monitoring and evaluation of the training of investigators, number of latent prints, and standard fingerprints collected and submitted to the NHQ-CL; and
 - d) Perform other tasks as directed.
- 3) ALL PROs
- a) Ensure that all Chiefs of Police and investigators have appropriate investigation training (IOBC for PCOs, CIC for PNCOs and their equivalents) pursuant to DIDM Investigative Directive No. 2017-16;
 - b) Conduct training/refresher course for Crime Scene Processing in coordination with the CL;
 - c) Ensure that all Forensic Kits are operable for Crime Scene Processing;
 - d) Ensure that all designated investigators submit all lifted latent prints immediately to Regional Crime Laboratory Office (RCLO) or NHQ-CL, as the case may be, for encoding and verification into the AFIS; and
 - e) Perform other tasks as directed.

7. COORDINATING INSTRUCTIONS:

- a. The Criminal Investigation Manual and SOP 2011-003 in the conduct of crime scene investigation must always be strictly observed;
- b. The Investigator-on-Case (IOC) shall conduct the Crime Scene Processing of all Robbery and Theft incidents to be supervised by their unit commanders;
- c. Respect for Human Rights is paramount; and
- d. Lateral and vertical coordination with concerned units/offices is authorized and highly encouraged.

8. ADMINISTRATIVE SANCTION:

Violation of or failure to implement guidelines set forth by this MC shall cause the filing of appropriate administrative charges to all concerned PNP personnel pursuant to NAPOLCOM Memorandum Circular Number 2016-002.

9. REPEALING CLAUSE:

All existing PNP issuances in conflict with this MC are deemed repealed, amended, or rescinded accordingly.

10. EFFECTIVITY:

This Memorandum Circular shall take effect 15 days from the filing of a copy thereof at the UP Law Center in consonance with Sections 3 and 4 of Chapter 2, Book VII of Executive Order 292 otherwise known as the "Revised Administrative Code of 1987," as amended.




OSCAR D ALBAYALDE

Police General
Chief, PNP

MAY 27 2019

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