

Republic of the Philippines Department of the Interior and Local Government National Police Commission

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

Camp Crame, Quezon City

**MEMORANDUM** 

**FOR** 

**CPNP** 

**THRU** 

0 8 2012 TÁDCA

TAD'CO

**TACDS** 

**FROM** 

**TADIDM** 

APPROVED / DISAPPROVED PNF

h Doc 12 P280238

OCT n 9 2012

**SUBJECT** 

Amendment to SOP 01411 re: Procedures in the Creation and

Activation of Special Investigation Task Group (SITG) to

Handle Heinous and Sensational Crimes

DATE

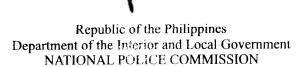
OCT 05 2012

- 1. Reference: SOP 01411 dated Jan 26, 2011 re Procedures in the Creation and Activation of Special Investigation Task Group (SITG) to Handle Heinous and Sensational Crimes.
- 2. This has reference to the implementation of the SITGs from the time of inception of SOP Number 01411 by the various PROs. Based on the collated data from the different PROs, it appears that majority of the cases were either pending investigation or filed in Prosecution Offices; however, the SITG cases remain unresolved. Premised on the Unit Crime Periodic Report (UCPER), the filing of cases without the suspect being arrested will be considered as cleared. On the other hand, if the case is filed with the arrest of at least one of the suspects, the case is considered as solved. It must be noted that the monitoring of SITGs underscores the status of the cases which includes among others the number of filed cases, status of the cases, status of suspects/accused, and if the case has been resolved either resulted to conviction or dismissal.
- 3. In view of the above and the guidelines laid down in the SOP, the SITG is created to spearhead and coordinate the investigative and prosecutorial efforts of the to facilitate the speedy resolution and successful prosecution of heinous/sensational cases vis-a-vis eventual conviction of the perpetrators. Further, there is no provision in the said SOP which provides the specific number of days within which the case has to be solved. Consequently, some cases are still pending for so long which is contrary to the very purpose why the SITG was created.
- 4. In this regard, this Office recommends the following to be strictly observed:
- Upon the creation of the SITG, a "Case Investigation Plan" (CIPLAN) should be made to serve as a guide and to record the conduct of investigation. This will include the journal of the case which pertains to the daily progress on what has been done and accomplished in the investigation of the case. It shall include the minutes of case conferences and coordination with other units/offices. (Attached is the format for CIPLAN). This will also be the basis for funding SITG activities.

- b. The SITGs shall have a period of six (6) months to resolve the case from the time of its cognizance. Progress reports should be submitted and monitored based on the CIPLAN. (See attached format guide)
- c. The extension of the SITG can be considered based on the manifestation of the Regional Director to TDIDM (Attn: C, CMD) as a result of his/her evaluation that the case could be resolved in a certain period of time, but in no case shall exceed one (1) month.
- d. If the case has been solved, the SITG shall be deactivated immediately. The SITG Commander shall also inform TDIDM (Attn: C, CMD) regarding its deactivation.
- e. Once the warrant of arrest has been issued, the RIDMD concerned shall ensure that it will be served immediately. Further, the RIDMD shall ensure that the Unit Commander handling the case shall ensure the attendance of witnesses when directed by the Court or Prosecutor.
- f. The RIDMD shall submit a monthly progress report on all SITG cases filed in Court or Prosecutor's Office to TDIDM (Attn: C, CMD).
- g. If the SITG failed to solve the case within six (6) months or after the extension of time, it will be considered as a "cold case." Hence, the SITG shall be deactivated under obligation to ensure that all documents, pieces of evidence and any other related materials are accounted and secured.
- h. The SITG shall also be deactivated after a six months period if and only the case remains cleared.
- i. All the records of cold cases and cleared cases including the pieces of evidence gathered shall be officially turned over to the Regional Criminal Investigation and Detection Unit (RCIDU), CIDG in the respective PROs for the continuation of the investigation. Likewise, chain of custody of evidence shall be strictly observed.
- j. Concerned RCIDU, CIDG shall submit to TDIDM (Attn: C, RAD) a modified CIPLAN or new CIPLAN in the conduct of a follow up investigation on all cases that were turned over to them.
- k. Progress reports on all "cold cases" that were turned over to RCIDU, CIDG shall be submitted to RIDMD (copy furnished DIDM). The latter shall monitor and periodically evaluate the cases being investigated by CIDG and make appropriate assessments for its final disposition.
- 5. All SITG Commanders shall adopt the foregoing procedures as stated above immediately upon approval.
  - 6. Attached is the proposed SOP for your approval.

FRANCISCO DON C MONTENEGRO, Ph.D.

Police Chief Superintendent



## NATIONAL HEADQUARTERS PHILIPPINE NATIONAL POLICE OFFICE OF THE CHIEF, PNP

Camp Crame, Quezon City

NOV 1 2 2012

## STANDARD OPERATING PROCEDURE NUMBER 2012 - 003

## Procedures in the Investigation of Heinous and Sensational Crimes

#### 1. REFERENCES:

- a. PNP Criminal Investigation Manual (Revised) 2010;
- b. SOP No. 02/11 re Procedures in the Creation and Activation of Special Investigation Task Group (SITG) to Handle Heinous and Sensational Crimes;
- c. PNP Operational Procedures (Revised) March 2010;
- d. Guidelines and Procedures Pertaining to Violence against Politicians/Elected Government Officials dated May 20, 2009;
- e. Addendum to Guidelines and Procedures Pertaining to Violence Against Politicians/Elected Government Officials dated June 2, 2009;
- f. LOI 01/06 "TF Judges, Prosecutors and IBP Lawyers," dated April 28, 2006;
- g. LOI "Task Force USIG" dated August 20, 2008;
- h. Conduct of Investigation of Media and Militant Killings by SITG dated July 15, 2010;
- i. Executive Order 226 dated February 17, 1995 "Institutionalization of the Doctrine of Command Responsibility x x x at all levels of the PNP x x x"; and
- j. NAPOLCOM Memorandum Circular Nr. 2007-001 "Uniform Rules of Procedure before the Administrative Authorities and the Internal Affairs Service of the Philippine National Police" dated March 6, 2007.

#### 2. PURPOSES:

This SOP sets forth the procedures in the investigation of heinous and sensational cases in order to:

- a. Harmonize the seemingly overlapping and confusing provisions of different LOIs, directives and other issuances pertaining to investigation of heinous and sensational crimes vis-à-vis the creation of SITGs;
- b. Strengthen and synchronize the coordinative mechanism of concerned PNP offices/units in the investigation, monitoring and prosecution of heinous and sensational cases being handled by the PNP;
- c. Define functions and responsibilities among tasked offices/units, and to institute disciplinary actions in accordance with the Doctrine of Command Responsibility, rules and regulations, and other issuances;
- d. Reinforce the PNP Criminal Investigation Manual, PNP Operational Procedures and other investigative references identifying the flow of coordination, responsibility and response on the investigation of cases; and

e. Provide comprehensive procedures in the monitoring of cases, submission of progress reports, turnover of cases from SITG to CIDG and chain of custody of evidence.

### 3. MISSION:

The SITG shall spearhead and coordinate the investigative and prosecutorial efforts of the PNP to facilitate the speedy resolution and successful prosecution of heinous/sensational cases, and eventual conviction of the perpetrators.

### 4. DEFINITION OF TERMS:

The following terms used in this SOP shall be understood to refer as follows:

- a. Case solved- A case shall be considered solved when the following elements concur: 1) the offender has been identified; 2) there is sufficient evidence to charge him; 3) the offender has been taken into custody; and 4) the offender has been charged before the prosecutor's office or court of appropriate jurisdiction.
- b. Cold Case- for this purpose, it is defined as any criminal investigation by a law enforcement agency that the case at hand has not been cleared or solved and which probative investigative leads have been exhausted, however, yielded negative result or progress for six (6) months.
- c. Elected Government Official refers to incumbent elected government official down to barangay councilor.
- d. Heinous/Violent crimes refer to 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. Informant any person who furnishes information directly leading to or proximately resulting in the capture, neutralization or surrender of persons who are suspects/accused in the commission of crimes.
- f. Investigation Plan- serves as a working plan and strategy in the conduct of investigation to come up with a detailed planning, preparation, implementation and monitoring among concerned offices/units for funding and other relevant purposes.
- g. Journal of the Case- pertains to the record of the daily progress of what has been done and accomplished in the investigation of the case to include the minutes of case conferences and coordination with other offices/units.
- h. On-Scene Command Post refers to a temporary area established in the vicinity of a crime scene for the purpose of coordinating all activities or actions relevant to the investigation of the case.
- i. Politicians are persons involved in influencing public policy and decision making in the government. These include people who hold decision-making

positions in the government, and people who seek those positions, whether by means of election, appointment and other means. They may be former/incumbent elected government officials down to barangay councilors.

- j. Sensational Crimes refer to 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 that attract national/international public attention/scrutiny.
- k. SITG refers to the Special Investigation Task Group created whenever a major case or crimes of violence occur. It shall be organized either at the regional or provincial/city police offices, or at the highly-urbanized cities depending on how sensational or heinous the crime was, and/or upon order/direction of the CPNP.
- I. Surveillance is a clandestine form of investigation which consists of keeping any person, place, under physical observation in order to obtain evidence and information pertinent to the purpose of the investigation.
- m. Witness any person who has personal knowledge of the crime or violence committed against politicians/elected government officials/government officials appointed by the President, militants, media practitioners, judges, prosecutors, lawyers, and other victims. Such person may be admitted to the Witness Protection Program of the government.

## 5. POLICIES:

a. Institutionalization of Command Responsibility at all levels of the organization shall be highly observed. As such, the respective Commanders/Supervisors in whose areas of jurisdiction the heinous/sensational crimes transpired are expected to personally and effectively manage their SITGs by closely monitoring, supervising, directing, coordinating, and controlling the overall activities of their subordinates within their areas of jurisdiction. Hence, it shall be the policy of the PNP to empower all Office/Unit Commanders to fully exercise their authority;

## Composition and Organization of SITG:

1. Regional Level (To investigate killings and violence committed against Senators, Congressmen, Governors, Cabinet Secretaries, Undersecretaries, and SC and CA Justices):

SITG Supervisor -

Regional Director

SITG Comdr

**DRDO** 

Asst Comdr

DD/PD, PPO/CD, CPO

Spokesperson

Chief, Regional PIO

Members

Chief, RCIDU (Head of Investigation

Team)

Chief, Regional Intelligence Office

Chief, Regional Legal Office

Chief, Regional Crime Laboratory

COP, CPS/MPS/Station Cmdr

C,RIDMD (Inter Agency Coordinator

and Case Record Officer)

# Investigator-on-Case (Evidence Custodian)

2) <u>District/PPO/CPO Level</u> (Killings and violence committed against Vice Governors, Provincial Board Members, Mayors, Vice Mayors, City/Municipal Councilors, Barangay Chairman and Kagawad, Judges, Prosecutors & IBP lawyers, militants, media practitioners, foreign nationals.

SITG Supervisor

Deputy Regional Director for

Operations (DRDO)

SITG Comdr

DD, PD/PF, PPO/CD, CPO

Asst Comdr

PO/Field Officer, CIDT (Head of

Investigation Team)

Spokesperson

Chief, PIO (District/PPO/CPO)

Members

Provincial/City Legal Officer

Provincial/City Intelligence Officer

Chief, Provincial Crime Lab

- TL.RIO

Chief,PIDMB/CIDMB(Inter Agency

Coordinator and Case Record

Officer)

Investigator-on-Case (Evidence

Custodian)
Chief of Police

- b. Whenever a heinous or sensational crime transpires, SITG shall be immediately organized and be headed by the concerned District Director/Provincial Director/City Director or the Deputy Regional Director for Operations depending on the gravity of the incident and/or upon order/discretion of the CPNP;
- c. It shall be the responsibility of every established SITG to properly manage the assigned case and ensure its resolution by applying the best investigative techniques/practices and utilizing all its available resources; and
- d. CIDG shall assume the responsibility of pursuing the investigation when the case is not solved within six (6) months and already classified as a cold case.

## 6. ORGANIZATIONAL PROCEDURES:

- a. Whenever a serious crime is committed, the concerned Chief of Police (COP) or Station Commander shall immediately assess the situation and communicate to the DD/PD/CD the attendant circumstances and its updates which will be the basis of the DD/PD/CD for recommending to the RD whether or not there is a need to activate a SITG;
- b. Concerned COP or Station Commander shall base his/her assessment and recommendation on the report of the first responders and his assigned investigator-on-case. The creation of a SITG is not necessary for crimes that can be resolved at the said level. Otherwise, a District/PPO/CPO level SITG shall be organized which shall take cognizance of the investigation of heinous and sensational cases initially investigated by the City/Municipal/NCRPO Police Stations;

- c. The Regional Director (RD) shall issue orders organizing the District/PPO/CPO SITG indicating specifically the ranks and names of its personnel complement. It shall be headed by the territorial commander such as the District Director/Provincial Director/City Director of concerned NCRPO District/PPO/CPO;
  - The SITG shall be composed of Investigation Team, Case Record Team, Technical/Legal Support Team, Admin/Logistics Team and evidence team;
  - 2) The Case Record Team shall be headed by the Chief of Investigation and Detective Management Division/Branch/Section who shall be at the same time the Case Record Officer and the Evidence and Record Custodian who shall be responsible in the preservation of evidence;
  - 3) The Investigator-on-Case (IOC) who is part of the Investigation Team shall gather and prepare relevant documents for filing of appropriate case(s) in court, liaison with other law enforcement agencies/government agencies, NG0s/NGAs, and other persons or entities which could possibly help the SITG in the resolution of the case. The IOC shall also be the Evidence Custodian, except for pieces of evidence which need to be submitted to Crime Laboratory, the courts, and other technical agencies for technical examination and analysis; and
  - 4) In cases where the designated Commander or members of the SITG cannot effectively comply with the operational requirements, and/or has "perceived biases" of any kind, the RD shall immediately reorganize the said SITG and designate other officers who are more capable to accomplish the job.
- d. Upon the creation of a SITG, a "Case Investigation Plan" must be made to serve as operating guidelines in the conduct of investigation of heinous and sensational cases. This will include the journal of the case which pertains to the daily progress on what has been done and accomplished in the investigation of the case to include the minutes of case conferences and coordination with other offices/units. This will also be the basis of funding the SITG's activities. (See attached format);
- e. The CPNP may direct/task any operational support unit of the PNP to assist in the investigation. Likewise, he may also order the reorganization of the SITG as he deems it necessary;
- f. The SITG shall be deactivated upon the solution of the particular case being investigated; and
- g. Every SITG shall have six (6) months to resolve a case from the time it takes cognizance of the said case.

## 7. OPERATIONAL PROCEDURES:

The following are the operational procedures to be undertaken by the SITG pertaining to investigations of all heinous/sensational crimes:

a. Investigation starts from the arrival of the First Responder on the ground who shall perform the important tasks as enumerated in the PNP Criminal Investigation Manual 2010 revised, Chapter I, Protocol 3;

- b. Aside from the usual investigative procedures, the SITG shall immediately validate and confirm the affiliations of the victims, conduct press releases on a regular basis and establish an On-Scene Command Post (OSCP) by putting up a tent or similar structures or deploying a Mobile Investigation Van (if available) at/or near the crime scene. The SITG Commander or his deputy who is also a member of the SITG must be present/available in the OSCP at all times:
- The OSCP shall be maintained for as long as necessary and shall only be deactivated or transferred with the clearance and approval of the Regional Director;
- d. The OSCP shall be utilized by the SITG to conduct on-scene or on-the ground investigation. The tent or van of the OSCP shall be marked appropriately as "PNP On-Scene Command Post" and shall also be posted with the mobile phone or contact numbers of the SITG Commander, Assistant Commander and the Investigator-On-Case;
- e. The Police Station which has jurisdiction over the area shall be utilized as alternate OSCP of the SITG;
- f. Follow-up actions and efforts must be undertaken to:
  - 1) Give special focus to ascertaining/establishing motive;
  - 2) Effectively conduct profiling of victims, suspects and witnesses;
  - 3) Proficiently link/matrix analysis and exploit evidence information; and
  - 4) Hold paramount the convenience of witnesses when extracting their statement or affidavit.
- g. The SITG Commander supported by the Investigation Team, Technical Teams, and Case Record. Officer shall prepare the CIPLAN and take notice, prepare, and observe the following (Part IV, PNP Field Manual on Investigation, Chapters 9-13):
  - The Investigation Management System which consists of evidence matrix, resource spreadsheet, standard tactical plan, and major investigation plan;
  - 2) The CIPLAN must be prepared and shall be in the following format (Six Point Plan): Situation, Mission, Execution, Contingency, Administration and Logistics, Command, and Communication (SMECAC);
  - 3) Prepare the Crime Scene Matrix Template which is necessary in the conduct of crime analysis. It can come in tandem with the evidence and resource matrix of the investigation plan;
  - 4) Surveillance must also be done to assess and take decision on competencies needed and allocation of resources;
  - 5) Strengthen the coordinative mechanism in order to:
    - a) Strictly observe the chain of custody of evidence and flow of communications; and

- b) Develop and resolve the issues under investigation through case conference with DOJ and other concerned agencies.
- 6) Initiate case build-up and follow-up investigation;
- Consolidate all the forensic results, testimonial documents and investigation reports as well as the compliances of the members of SITG;
- Initiate the crime matrix analysis in coordination with all members of SITG;
- 9) Initiate the preparation of the case folder with the assistance of other members of SITG;
- 10) File or refer the case to the Department of Justice (DOJ);
- 11) Conduct case review (internal/external) to be done by senior investigators or detectives. It can be seen as a form of risk management that seeks to apply the principle of system audit to reduce recurrence of typical errors. Case reviews shall be in the form of: Informal "Golden Hour" Review (at the early stage of the investigation), Self Inspection (Self-completion of a short pro forma to provide prompt actions and highlight emerging problems), 28-Day Progress Review (assure quality and assist investigators identify investigative opportunities to advance the inquiry), Concluding Reviews (provide overview), Case Development Reviews (Cold Case Review), Detective Case Review (review of their sample solved cases and learn best practices), and Thematic Review (focus upon specific issue);
- 12) All case folders including pertinent documents must be kept by the case record officers, with copies furnished to the evidence custodian of the local police station;
- 13) In case the investigator-on-case is dismissed or retired or separated from the service, all remaining members of the investigation team shall be responsible for the court presentation of the case; and
- 14) Conduct case tracking until the final disposition of the case.
- h. The extension of the SITG can be considered based on the manifestation of the Regional Director to TDIDM (Attn: C, CMD) as a result of his/her evaluation that the case could be resolved in a certain period of time, but in no case shall exceed a one (1) month period;
- i. If the case has been solved, the SITG shall be deactivated immediately. The SITG Commander shall inform TDIDM (Attn: C, CMD) regarding its deactivation;
- j. Once the warrant of arrest has been issued, the RIDMD concern shall monitor the Unit Commander concerned to serve the warrant. Further, the RIDMD shall monitor the Unit Commander handling the case to ensure the attendance of prosecution witnesses when directed by the Court or Prosecutor;
- The RIDMD shall make a monthly progress report on all SITG cases filed in Court or Prosecutor's Office to TDIDM (Attn: C, CMD);

- If the SITG failed to resolve the case within six (6) months period or after the extension of time, it will be considered as a "cold case." Hence, the SITG shall be deactivated under obligation to ensure that all documents, pieces of evidence and any other related materials are accounted and secured;
   m. All the records of cold cases and cleared cases including the pieces of evidence gathered shall be officially turned over to the Regional Criminal Investigation and Detection Unit (RCIDU), CIDG in the respective PROs for the continuation of the investigation. Likewise, chain of custody of evidence must be strictly observed;
  - n. CIDG must submit to TDIDM (Attn: C, RAD) a modified CIPLAN or new CIPLAN in the conduct of follow-up investigations on all cases that were turned over to them;
  - o. Progress report on all "cold cases" that were turned over to CIDG shall be submitted to RIDMD (copy furnished CMD, DIDM). The latter shall monitor and periodically evaluate the case being investigated by CIDG and make appropriate assessment for its final disposition;
  - p. Strengthen the coordinative mechanism in order to:
    - 1. Strictly observe the chain of custody of evidence and flow of communications; and
    - 2. Develop and resolve the issues under investigation through case conference with DOJ and other concerned agencies.
  - q. Initiate case build-up and follow-up investigation;
  - r. All the case folders including pertinent documents must be kept by the case record officers, with copies furnished the evidence custodian of the local police station;
  - s. In case the investigator in-charge is dismissed or retired or separated from the service, all remaining members of the investigation team shall be responsible for the court presentation of the case;
  - t. Conduct case tracking until the final disposition of the case;
  - u. All concerned PNP units are enjoined to exert extra efforts in order to identify, locate or cause the identification and arrest of the culprit(s):
    - 1) They shall immediately organize a dedicated TRACKER TEAM to pursue a particular target personality/suspect;
    - 2) They shall enhance information gathering and intelligence build-up for the identification and apprehension of the suspects;
    - 3) They shall work in close coordination with the NBI, DOJ, and all other law enforcement agencies, as necessary. The SITG must therefore closely coordinate with their respective local prosecutors and ensure that a prosecutor is included as member of the Technical/Legal Support team; and
    - 4) They shall prepare posters of wanted personalities especially those

covered with rewards. Rogue galleries at the city and municipal levels shall also be prepared for this purpose.

v. While the tasked units shall operate on existing logistical and financial allocations, Regional Directors shall also provide logistical and financial support to SITG.

## 9. SANCTIONS:

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.

## 10. REPEALING CLAUSE:

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

## 11. EFFECTIVITY:

This SOP shall take effect fifteen (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".



CPNP Lif '12 S051121

Annex - Blotter Entry Form DISTRIBUTION

D-Staffs All RDs, PROs All Dirs, NSUs

cc: command group

Сору	_ of	Copies
Philippin	ie Natio	onal Police
Date		

#### CIPLAN (Name of CIPLAN like Ruby Rose)

- 1. FACTS OF THE CASE (State the brief narrative of the incident)
- II. OBJECTIVES
  - A. IDENTIFY THE SUSPECT/S IF NOT IDENTIFIED
  - B. GATHER ADDITIONAL PHYSICAL AND TESTIMONIAL EVIDENCE
  - C. PREPARE AN AIRTIGHT CASE AGAINST THE SUSPECTS
  - D. (OTHERS MAY BE INCLUDED IN ORDER TO SUPPORT THE SUCCESSFUL PROSECUTION OF THE CASE)
- III. CONCEPT OF OPERATIONS
  - A. PROFILING OF THE VICTIM/S
  - B. DETERMINATION OF POSSIBLE MOTIVE/S
  - C. IDENTIFICATION AND PROFILING OF THE SUSPECT/S
  - D. INVENTORY AND COLLATION OF PIECES OF EVIDENCE GATHERED
  - E. PROCUREMENT OF TESTIMONIAL EVIDENCE (FROM THE VICTIM if alive, WITNESS/ES, SUSPECT/S IF WILLING WITH THE OBSERVANCE OF RIGHTS OF PERSON UNDER CUSTODIAL INVESTIGATION)
  - E. EVALUATION OF THE PIECES OF EVIDENCE GATHERED
  - G. PREPARATION OF THE CASE FOLDER FOR FILING BEFORE THE PROSECUTOR'S OFFICE.
  - H. FILING OF THE CASE BEFORE THE PROSECUTOR'S OFFICE OR FILING SUPPLEMENTAL PIECES OF EVIDENCE (IF THE CASE HAS BEEN FILED UNDER INQUEST)
  - I. MONITORING
- IV. ADMINISTRATION
  - A. SITG ORGANIZATION
  - B. FINANCES
  - C. SUPPLIES AND EQUIPMENT
  - D. TRANSPORTATION
  - E. COMMUNICATION
  - F. COORDINATION (WITH OTHER GOVT OFFICES AND LAW ENFORCEMENT UNITS/AGENCIES)
- CASE JOURNAL (DOCUMENTATION OF THE DAILY PROGRESS OF THE CASE)

(THIS FORMAT CAN BE MODIFIED IN ORDER TO SUIT THE REQUIREMENTS OF THE SITG)