

**[PNP MEMORANDUM CIRCULAR NO. 2014-009,
April 10, 2014]**

**PNP MEMORANDUM CIRCULAR ON CRIME INCIDENT RECORDING
SYSTEM**

*Adopted: 10 April 2014
Date Filed: 22 April 2014*

1. REFERENCES:

- a. CPNP's Instructions;
- b. E. O. 386 entitled "Establishing a National Crime Information System;
- c. Standard Operating Procedure Number 2012-001 Incident Recording System (Procedure in Recording Incident Reports in the Police Blotter) dated March 26, 2012;
- d. LOI 37/10 (Establishment of PNP Quality Service Lane as a Component of the Model Police Station Project)
- e. NAPOLCOM Resolution No. 92-39 entitled "Resolution Adopting a New Crime Reporting Format for the Law Enforcement Pillar";
- f. R.A. 6975 dated December 13, 1990 as amended by R.A. 8551 dated February 25, 1998; and
- g. Local Government Code of 1991;

2. RATIONALE:

The validation of crime data conducted by the DIDM in CY 2013 revealed a deliberate under-reporting of crime incidents at the police station level and point shaving activities of some PNP Provincial and Regional Offices. Another observation noted is the tedious process that a complainant or a person reporting an incident or crime has to go through to have his complaint recorded in the Police Blotter. Most often, a complainant has to undergo several interviews by the Duty Officer, the Desk Officer, the Duty Investigator, and finally, the Chief Investigator, and even the Chief of Police. In effect, the client who is seeking assistance has to narrate his plight several times in order for his complaint to be entered into the Police Blotter.

Moreover, given the magnitude and volume of incidents reported daily in the police stations, the procedures in recording crimes vary from one police station to another. Stations devise their own recording system which differs from the practice of other stations, thereby resulting in the inaccuracy in recording and reporting of crime incidents.

It is imperative that the PNP adopts a standard procedure on entering data both the Police Blotter and into the CIRS so that the true crime picture shall be determined, and the services offered by the police to the people in recording complaints shall be done in the most efficient, expeditious and accurate manner.

Hence, in order to establish a uniform procedure for crime recording, the Directorate for Investigation and Detective Management (DIDM) developed the PNP Crime Incident Recording System (CIRS) to be adopted by all units in treating reports of crime incidents, arrests, and any other events or activities (CIRS flowchart attached as Annex 'A')

The CIRS sets a standard procedure by which all crime incidents are reported to the police stations and stored electronically in a database system. It is capable of filtering non crime data from the system thereby accounting for a more accurate crime statistics. The system promotes consistency in the recording of crime incidents and provides easy access on crime data nationwide. These crime data shall be the working basis for policies and programs on various anti-criminality measures.

3. PURPOSE:

To provide a uniform procedure in recording crime incidents into an electronic database system in all police stations and offices nationwide.

4. DEFINITION OF TERMS:

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

- a. **Crimes** are acts or omissions which are in violation of the Revised Penal Code or Special laws;
- b. **Crime Incident Recording System (CIRS)** is an electronic database system that facilitates crime documentation and systematic data storage and retrieval. The system presents a quick, fast and reliable transmission of crime information from lower police units and offices of the PNP to the National Headquarters at Camp Crame, Quezon City;
- c. **Crime Registrar** is the PNP personnel in charge of the recording and submission of crime statistics to higher office, who is preferably a Non-Uniformed Personnel. He shall be responsible in the upkeep and maintenance of all crime data;
- d. **Database** shall include all incidents entered and stored into the CIRS. It is a collection of information organized in such a way that a computer program can quickly select desired pieces of data organized by fields, records, and files;
- e. **Desk Officer** is the Duty PNCO in the police station detailed to receive and record complaints and reports of crime incidents and dispatches in the Police Blotter. He is also responsible for initially attending to requests for police assistance;
- f. **Duty Investigator** shall refer to any police officer 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, arresting and prosecuting the perpetrators. He is responsible for the encoding of entries from the IRF to CIRS, to be assisted by the Crime Registrar;
- g. **Incident Record Form (IRF)** is an accountable form to be filled out by a complainant, to be assisted by the QSL Duty Officer, which contains data provided by the former pertaining to the complainant, victim and/or suspect, including the narrative details of the incident. The IRF becomes an official document once it is signed by the investigators and the reporting person in which the information contained shall be recorded in the police blotter,

uploaded to the CIRS, and becomes the first document included in the case folder (New IRF attached as Annex 'B');

- h. **Investigator-on-Case (IOC)** shall refer to any police officer 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;
- i. **Key Responsible Officers** include the Crime Registrars of police stations and investigation units; Chiefs of Investigation of Police Stations, of Police Provincial/City Offices, and Police Regional Offices/NOSUs; Investigators-on-Case; and Chiefs of Police and Station Commanders;
- j. **Police Blotter** is an 18" x 12" blue or pink logbook with hard bound cover that contains the daily register of all crime incident reports, official summary of arrest and other significant events/activities reported in the police station;
- k. **Quality Service Lane (QSL)** is a customer friendly quality service desk manned by a Desk Officer and other designated PNCOs, under the supervision of the Duty Officer of the Police Station, which shall provide the initial point of contact for all concerns or problems of a complainant in the Police Station; and
- l. **Under-Reporting of Crimes** is the deliberate non-submission of crime incidents recorded in the Police Blotters by responsible officers that resulted in the inaccurate and decreased crime statistics in his area of jurisdiction.

5. GUIDELINES:

a. Policies and Principles

The implementation of the CIRS shall be guided by the following principles in gathering and recording crime reports for purposes of obtaining an accurate data for analysis and interpretation that will be used for future planning.

1) The Desk Officer and the Duty Officer of the Quality Service Lane shall at all times accord the client with due respect and courtesy, guide and assist him, and make available the services of the station and ensure that the complainant leaves the office fully satisfied of having availed of such services.

2) Implementation of the CIRS shall ensure the gathering and inclusion of all crime data that are reported in the police station into the System, thereby cutting the discretion of the Desk Officer and the Chief of Police in determining whether or not an incident is supposed to be recorded.

3) The Desk Officer shall initially determine whether the incident shall be considered a crime and endorse the complainant to the Duty Investigator who shall be the Key Responsible Officer in assigning the nature of the crime in accordance with the title as provided in the Revised Penal Code, or Special Laws.

4) All police stations and units with investigative functions shall be equipped with CIRS-installed computers which shall be the source of a nationwide database of crime incidents.

5) A technically trained and qualified Crime Registrar shall be permanently assigned in all police stations and IDM offices who shall be primarily responsible in the preparation, consolidation, and maintenance of crime data

files, ensuring the continuity and standard implementation of gathering, identifying and recording of crime incidents.

6) The use of an Incident Record Form (IRF) shall be implemented in all police stations and offices with investigative functions. The IRF shall be filled out with the data and information being supplied by the complainant and immediately encoded into the computer prior to uploading into the CIRS.

7) The adoption of the CIRS and its uniform application in all police stations and other offices with investigative mandate shall require the unconditional commitment of the Chief of Police, Station Commander, and the Provincial, District, City, and Regional Directors. The IDM Officers shall ensure that the CIRS is clearly articulated throughout the organization and that its usage and application are clearly understood.

b. Execution

1) General Rule:

a) All crime incidents whether reported by the victims, witnesses, or reportees must be recorded by the Desk Officer and Duty Investigator, and eventually uploaded into the CIRS, with the assistance of the Crime Registrar.

b) The Crime Volume of a police jurisdiction shall include all cases recorded in the Police Blotter, cases reported to the barangay, and those from other law enforcement agencies. For the purpose of uploading the incident into the CIRS, a checkbox shall be provided to indicate that the incident was gathered from the barangay or by other law enforcement agencies. In the case of crime incidents which was reported to the police but referred back to the barangay, the report must clearly indicate whether the case is amicably settled, under investigation or referred back to the police with a certification to file action.

2) Procedures:

The following procedures shall govern the actions to be undertaken by key responsible personnel in the uploading of the crime incident into the CIRS:

a) The Desk Officer shall entertain and receive the report from the complainant and initially record the complaint into the blotter book indicating the entry number, date, name, place and nature of the incident. Significantly, the Desk Officer must also indicate in the Police Blotter the name of the investigator to whom the incident was referred to, in which his signature (investigator) shall be affixed, acknowledging the receipt of the said incident.

b) The Desk Officer shall initially determine whether the incident is a crime or not. If the incident involves the commission of a crime, the complainant will be endorsed to the Duty Investigator; otherwise he shall be referred to the Duty Officer who shall address his concern.

c) The Crime Registrar, under the mandatory supervision of the Duty Investigator, shall commence the entry of data into the CIRS, supplying