PHILIPPINE NATIONAL POLICE

STANDARD TRAINING PACKAGE FOR FIELD TRAINING PROGRAM INVESTIGATION PHASE Field Training Officer’s Guide
"Serbisyong Makatotohanan"

PHILIPPINE NATIONAL POLICE
STRATEGIC FOCUS

CODE-P
Competence Organizational Discipline Excellence Professionalism

2013 AND BEYOND TOWARDS THE REALIZATION OF THE
PNP P.A.T.R.O.L Plan 2030

Peace and order Agenda for Transformation and upholding of the Rule-Of-Law

ALAN LA MADRID PURISIMA
Police Director General
Chief, Philippine National Police
PHILIPPINE NATIONAL POLICE

STANDARD TRAINING PACKAGE
FOR
FIELD TRAINING PROGRAM
INVESTIGATION PHASE Field
Training Officer’s Guide
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PHILIPPINE NATIONAL POLICE

Standard Training Package for Field Training Program
Investigation Phase
Field Training Officer’s Guide
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Directorate for Human Resource and Doctrine Development

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MESSAGE

I commend the efforts of the Philippine National Police in the development of this Standard Training Package for Field Training Program with the goal of providing a detailed day-to-day guide to ensure that wherever the FTP is being conducted, the trainees/recruits are provided with quality and standardized training.

This endeavor is a manifestation of the PNP’s commitment towards the attainment of a credible and effective police force. It is through training that the knowledge, skills, and attitudes of every personnel are being molded.

The NAPOLCOM and the PNP will continue to work in synergy towards the achievement of our goals and the improvement of the peace and order situation in the country.

I extend my warmest congratulations to the PNP leadership for its efficient service and proactive effort to address the needs of the organization.

MAR RÓXAS
Chairman, NAPOLCOM
FOREWORD

It is with pride that I commend the men and women of the Philippine National Police involved in crafting this 1st ever Standard Training Package (STP) for Field Training Program (FTP) which will provide our Field training officers (FTOs) an indispensable tool in facilitating the conduct of the FTP. It also includes a police trainees’ guide as reference for our police recruits as they go about the program. The efforts and commitment you shared to accomplish this task is worthy of recognition.

With the implementation of this STP for FTP, the organization is confident that it will be able to produce and develop more competent and effective police officers committed in providing “Serbisyon Makatotohanan” to the community that it swore to serve and protect.

This STP is part of the realization of the competency program under the CODE-P Strategic Initiative.

At the end of it all, everything rests upon us on how we will utilize the knowledge imparted to us and how we will exercise the authority and power vested upon us as police officers and public servants.

ALAN L. MADRID PURISIMA
Police Director General
Chief, PNP

“Serbisyon Makatotohanan”
PREFACE

The Directorate for Human Resource and Doctrine Development (DHRDD) has undergone major developments aimed at improving the quality of training being given to every PNP personnel.

With the CPNP’s directive to improve the Field Training Program (FTP) for PO1, this Directorate, in coordination with the PNP Training Service (PNPTS), initiated the development of a Standard Training Package (STP) for FTP with the help of seasoned Field Training Officers (FTOs) and Regional Special Training Unit (RSTU) Training Managers from the different Police Regional Offices. The inputs provided in the development of this STP were derived from the first hand experiences of the FTOs and Training Managers, thus, making this STP more realistic and attuned to the needs of the police trainees.

The STP is a day-to-day guide for FTOs as well as trainees in the conduct of the FTP to ensure that all the learning objectives are accomplished. The STP for FTP will serve as the “bible” in implementing a uniform and standard training for all police trainees undergoing the Field Training Program. It contains, among others, the program of instruction, training manuscripts, slide presentations, sample scenarios, and test questionnaires that would aid the FTOs in conducting the field training of the police trainees. It also contains the Police Trainees Guide which would serve as the trainee’s reference and manual as they go about the program.

With this Standard Training Package, the DHRDD is hopeful that the FTO could provide better quality training and produce more competent and credible police officers in accordance with the CPNP’s CODE-P Strategic Initiative.

ALEX PAUL NTO MONTEAGUDO
Police Director
TDHRDD
ACKNOWLEDGEMENT

The Standard Training Package for Field Training Program (STP for FTP) could never been crafted if not for the time, effort, and dedication exemplified by the men and women of the Philippine National Police who shared not only their knowledge but also their first hand experiences and expertise in crafting this STP for FTP.

With this, I would like to extend my heartfelt gratitude and appreciation to the people behind this commendable accomplishment.

To the officers and staff of the PNP Training Service (PNPTS) led by PCSUPT VICENTE AREÑO LOOT, Director, PNPTS, for the support and assistance rendered in the development of this STP for FTP;

To PCSUPT LYNDEL ALPUERTO DESQUITADO and PCSUPT MANUEL CESAR ALVAREZ PRIETO, Deputy Director and Executive Officer, Directorate for Human Resource and Doctrine Development (DHRDD) for steering the DHRDD Technical Staff towards the realization of this project;

To the members of the Technical Staff - led by PSSUPT AGUSTIN ESPERANZA SENOT and to PSSUPT JEROME SALE BAXINELA, Head Facilitator, and PSSUPT RANULFO IBÁNEZ DEMIAR for their tenacity and commitment as they carried out all the spadework to ensure the successful implementation of this project.

My greatest appreciation goes out to the members of the Technical Working Groups composed of members of the PNPTS and the Field Training Officers and Regional Special Training Unit Training Managers and particularly to PSUPT PAMELA DESQUITADO BALASABAS, for their strength of purpose as they poured their energy to accomplish this goal.

And to NUP Ivy Anne B. Robrigado and NUP Lei-lani R. David for their diligence in editing and proofreading the STP for FTP.

To PDG ALAN LA MADRID PURISIMA, Chief, PNP, for providing the leadership and inspiration as he continues to steer the PNP towards the fulfillment of its goals and the betterment of the police service.

ALEX PAUL INTO MONTEAGUDO
Police Director &
TDHRDD
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INTRODUCTION

This Field Training Officer’s Guide on Investigation Phase is a compilation of lessons and topics to be presented and taught by the FTO to the Police Trainees (PTs) as they pass through the second phase of the Public Safety Basic Recruit Course under the Field Training Program. This guide comprises selected penal laws being enforced by the PNP and selected rules on criminal procedures as well as the procedures to be undertaken by the new police officers in the conduct of police investigation. Apart from the main topics, this guide is also complemented with the knowledge on how to accomplish the blotter properly and the introduction of Incident Report Form in the evolving world of policing. Likewise, report writing, making of affidavit of arrest, actual experience through observation in different court hearings and fusion of Barangay Justice System was added to complete this package on basic investigation.

On the other hand, PTs will be exposed to different scenarios through simulation exercises, table top exercises and even actual experiences in the field in order to reinforce their knowledge and develop their skills. Through this way, we will produce better PTs who are more effective, credible and capable police officers in the field of investigation.

PHASE INFORMATION

The next eight (8) weeks in the Field Training Program is devoted to the Investigation Phase with eight (8) modules which has been exceptionally designed for the Field Training Officers to be clearly taught to the PTs.

TRAINING GOAL

The goal of this phase is to introduce to the PTs the basic and fundamental knowledge in investigation as one of the law enforcement functions of the Philippine National Police.

TRAINING OBJECTIVES

At the end of this phase, the PTs must be able to:

1. Define their job as the first person to arrive at the crime scene in order to protect, preserve and secure the vital evidence necessary in the investigation of the case.
2. Distinguish what law is applicable for every violation, committed and penalized under the Revised Penal Code and Special Laws as the basic foundation to effectively perform their job as law enforcers in the future.

3. Familiarize the PTs on the proper use of Police Blotter and Incident Report Form (IRF) as an instrument of recording all administrative and operational aspects of the police station.

4. Make a complete and accurate spot report.

5. Prepare their affidavit of arrest as an instrument to support the filing of case in court.

TARGET AUDIENCE

The target audience for this phase is the Police Trainees (PTs) who completed the six (6) months Public Safety Basic Course Recruit (PSBRC).

DURATION

This phase shall run for a total of two (2) months equivalent to eight (8) weeks with 48 days excluding the eight (8) Saturdays with a total of 384 training hours.

POLICE TRAINEE’S MATERIALS

The following are the materials needed by the police trainees for the duration of the Investigation Phase:

- Police Trainee’s Guide
- Other Learning Materials

TRAINING REFERENCES

The following are the training references used in crafting this guide:

- Revised PNP Operational Procedures Manual (December 2013)
- Criminal Investigation Manual (2011)
- Revised Penal Code Book II
- Rules on Criminal Procedures
- Cockfighting Law of 1974
- Republic Act No. 9287 (Illegal Number Games)
- Republic Act No. 9262 (Violence Against Women and their Children)
- Republic Act No. 8353 (Rape Law)
- Republic Act No. 7610 (Anti-child Abuse Law)
- Republic Act No. 9344 (Juvenile and Justice Act of 2006)
- Republic Act No. 9165 (The Dangerous Drug Act of 2002)
- Republic Act No. 7438 (The Rights of Person Arrested, Detained and under Custodial Investigation)
- Presidential Decree No. 1602 (Illegal Gambling Law)
# PROGRAM OF INSTRUCTION (POI)

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<th>COURSE DESCRIPTION</th>
<th>NO. OF HOURS</th>
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<tr>
<td><strong>MODULE I</strong></td>
<td><strong>Orientation and Familiarization</strong></td>
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<tr>
<td></td>
<td>This block of instruction aims to familiarize the Police Trainees (PTs) with the</td>
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<td>organizational structure of the Investigation Section, and learn the duties and</td>
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<td>responsibilities of an investigator in the area of deployment. This block will also</td>
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<td>familiarize them with the territorial jurisdiction of the police station (courts</td>
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<td>and barangays) and other stakeholders.</td>
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<tr>
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<td><strong>Police Blotter and Incident Report Form (IRF)</strong></td>
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<td></td>
<td>This block of instruction will provide PTs with the concept and importance of Police</td>
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<td>Blotter and Incident Report Form (IRF) as the informational record either for</td>
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<td>evidentiary or referral purposes.</td>
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<td><strong>MODULE III</strong></td>
<td><strong>Police Report Writing</strong></td>
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<td>This block of instruction will provide the police trainees with the basic knowledge</td>
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<td>and skills on how to prepare an accurate and good police report.</td>
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<td><strong>Basic Knowledge of Laws Under the Revised Penal Code, Special Laws, and</strong></td>
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<td></td>
<td><strong>Rules on Criminal Procedures</strong></td>
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<td></td>
<td>This block of instruction aims to provide the PTs with the basic knowledge on the</td>
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<td>different laws under the Revised Penal Code (RPC) and selected Rules of Court (ROC)</td>
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<td>which are necessary in the performance of their duties as police officers.</td>
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<td><strong>Basic Roles of First Responder in Crime Scene Investigation Procedures</strong></td>
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<td>The purpose of this block is to provide the PTs with the understanding of the Basic</td>
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<td>Role of the First Responder in Crime Scene Investigation. The PTs will be able to</td>
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<td>enhance their knowledge, skills, and attitudes to aid in the investigation of the</td>
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<td>crime.</td>
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<tr>
<td><strong>MODULE VI</strong></td>
<td><strong>Making a Sworn Statement</strong></td>
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<td></td>
<td>This block of instruction will enable the PTs to provide the students with the</td>
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<td>knowledge on the preparation of personal statement and sworn affidavit.</td>
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<tr>
<td>MODULE VII</td>
<td>COURT DECORUM AND OBSERVATION</td>
<td>This module will enable the PTs to be exposed in actual court proceedings and know the different court rules during trial</td>
</tr>
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<td>BARANGAY JUSTICE SYSTEM</td>
<td>The module will enable the PTs to know the cases that fall under the jurisdiction of the Barangay Justice System and provide instructions on the things to be done during police intervention.</td>
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<tr>
<td>CASE SCENARIO</td>
<td></td>
<td>This module will enable the participants to apply their Knowledge and perform their roles as first responders under the Investigation Phase.</td>
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<tr>
<td>NO. OF HOURS</td>
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# MASTER TRAINING SCHEDULE

**FTO'S NOTE:** The schedule and activities under this phase must be strictly followed.

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<td>Module II</td>
<td>Module IV</td>
<td>Module IV</td>
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<tr>
<td>1:00 PM</td>
<td>5:00 PM</td>
<td>Module I with PE</td>
<td>Module III with PE</td>
<td>Module IV</td>
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## WEEK 2

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## WEEK 3

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<th>DAY18</th>
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<tr>
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<td>5:00 PM</td>
<td>Scenario # 1</td>
<td>Scenario # 2</td>
<td>Scenario # 3</td>
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## WEEK 4

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<td>Scenario # 6</td>
<td>Scenario # 7</td>
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<tr>
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<td>5:00 PM</td>
<td>Scenario # 6</td>
<td>Scenario # 7</td>
<td>Scenario # 8</td>
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<td>Scenario # 10</td>
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**Note:** Times are from 8:00 AM to 5:00 PM, with lunch breaks from 12:00 PM to 1:00 PM.
### WEEK 5

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<tr>
<th>TIME</th>
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<td>1:00 PM</td>
<td>5:00 PM</td>
<td>Scenario #26</td>
<td>Scenario #27</td>
<td>Scenario #28</td>
<td>Scenario #29</td>
<td>Scenario #30</td>
</tr>
</tbody>
</table>
TRAINING PLAN

MODULE I : ORIENTATION AND FAMILIARIZATION

TARGET AUDIENCE : Police Trainees

DAY : 1

VENUE : As appropriate

TIME ALLOTTED : Eight (8) Hours

LEARNING AIDS : Multi-media projector, computer, map, and markers

POLICE TRAINEE’S REQUIREMENTS

: PT’s prescribed uniform (Tamang Bihis)
  : PT’s Guide
  : Notebook/tickler, ballpen, camera

TRAINING REFERENCES : Station’s/Unit’s Investigation Organizational Chart
                      : City/Municipality Map
                      : PNP Manual PNPM-DIDM-DS-9-1

TRAINING GOAL : The purpose of this block of instruction is to familiarize the PTs with the organizational structure of the Investigation Section and learn the duties and responsibilities of an investigator in the area of deployment.

TRAINING OBJECTIVES : After this block of instruction, the PTs will be able to:

T.O. #1 : List the names and designations of key personnel and be familiar with the organizational structure of the police station;

T.O. #2 : Enumerate the duties and responsibilities of an investigator;

T.O. #3 : Locate and familiarize the territorial jurisdiction of the police station with the list of Local Chief Executives in the barangays; and

T.O. #4 : Locate and familiarize the different courts and designated judges and assigned prosecutor.
FIELD TRAINING OFFICER’S GUIDE
on Investigation Phase

**FTO’S NOTE:** Check the appropriate boxes or circles indicated in the daily training schedule.

**DAILY TRAINING SCHEDULE**

<table>
<thead>
<tr>
<th>DAY</th>
<th>TIME</th>
<th>FTO CHECKLIST</th>
<th>ACTIVITIES</th>
<th>REMARKS</th>
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<tr>
<td></td>
<td>4:00 AM</td>
<td>6:00 AM</td>
<td>Invocation: Morning Prayer</td>
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<td>Reveille</td>
<td>☐ Not Completed</td>
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<td></td>
<td></td>
<td></td>
<td>Calisthenics/</td>
<td>☐ As appropriate</td>
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<td></td>
<td></td>
<td>Warm Up Exercises/</td>
<td>Reason(s): __________</td>
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<td></td>
<td>Physical Conditioning</td>
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<td></td>
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<td></td>
<td>Road Run</td>
<td></td>
</tr>
<tr>
<td></td>
<td>6:00 AM</td>
<td>7:30 AM</td>
<td>Personal Necessities/</td>
<td>☐ Completed</td>
</tr>
<tr>
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<td></td>
<td></td>
<td>Cleaning of AOR/Breakfast</td>
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<td>☐ AOR Clean-up</td>
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<td>☐ Personal Hygiene</td>
<td>Reason(s): __________</td>
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<td>☐ Wearing of prescribed uniform</td>
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<td>☐ Prayer before meal</td>
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<td></td>
<td>7:30 AM</td>
<td>8:00 AM</td>
<td>Formation and Rank</td>
<td>☐ Completed</td>
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<td>Inspection</td>
<td>☐ Not Completed</td>
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<td>☐ Daily Personnel</td>
<td>☐ As appropriate</td>
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<td>Reason(s): __________</td>
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<td>☐ Rank Inspection</td>
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<td>☐ Tamang Bihis</td>
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<td>☐ Proper haircut</td>
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<td></td>
<td>☐ Tickler/Ball pen/Hanky</td>
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<td>☐ Handcuff</td>
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<td></td>
<td>☐ Socks</td>
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<td></td>
<td>☐ Buckle</td>
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<td>☐ Moustache</td>
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<td>☐ Fingernails</td>
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*MODULE I*
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<td>a. Complete name of the Chief of the Police Station</td>
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<td></td>
<td>b. Complete name of Investigation section chiefs and</td>
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<tr>
<td></td>
<td>c. Functions of the Investigators:</td>
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<tr>
<td></td>
<td>d. Functions of First Responder</td>
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<td>10:00 AM</td>
<td>Tour inside the Police Station</td>
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<td>□ Situation Map</td>
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<td>□ List of LCE in the Barangay inside the territorial jurisdiction of the PS</td>
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<tr>
<td>10:00 AM</td>
<td>LUNCH BREAK</td>
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<td>□ Availability of the meal</td>
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<tr>
<td></td>
<td>□ Mess kits</td>
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<tr>
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<td>□ Venue for lunch</td>
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<tr>
<td>12:00 NN</td>
<td>LUNCH BREAK</td>
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<td></td>
<td>□ Prayer before meal</td>
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<td></td>
<td>□ Venue for lunch</td>
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<tr>
<td>1:00 PM</td>
<td>FORMATION</td>
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<td>Roll Call Formation/ Attendance in the Afternoon</td>
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<td>Knowledge of Court Branches, Judges and Prosecutor in the Area</td>
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<td>□ Summary of Training activities</td>
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<td>5:00</td>
<td>PM</td>
<td>□ Other Instructions</td>
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<td>PM</td>
<td>□ Closing prayer</td>
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<td>PM</td>
<td>□ Availability of the meal</td>
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<td>7:00</td>
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<td>□ Mess kits</td>
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<td>7:00</td>
<td>PM</td>
<td>□ Supervision on studies</td>
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<tr>
<td>9:00</td>
<td>PM</td>
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<td>PM</td>
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<td>□ Defects Noted</td>
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<td>PM</td>
<td>□ Roll Call Formation/Attendance before Time</td>
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<td>□ for All Personnel to Sleep</td>
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<td>□ (TAPS)</td>
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<td>9:30</td>
<td>PM</td>
<td>□ Issue DR on defects noted</td>
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<td>4:00</td>
<td>AM</td>
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<td>□ Time for All Personnel to Sleep</td>
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<td>□ Sleep (TAPS)</td>
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Module I TRAINING MANUSCRIPT

ORIENTATION AND FAMILIARIZATION

FTO's Note: 1. Start the training day with a prayer to be led by one of the PTs. This should be done on a rotation basis. Same PT will deliver the closing prayer at the end of the lesson/training day.

2. Distribute a copy of the Policeman’s Prayer to all PTs to memorize and internalize.

INTRODUCTION

The purpose of this module is to introduce the PTs to the organizational set-up of the police station specifically the Investigation Section. The opportunity to learn the specific duties and responsibilities of an investigator will provide the PTs with basic knowledge on how to perform their duties as future investigators. The PTs will also be oriented on the territorial jurisdiction of the police station and the location of the Hall of Justice which will be part of their functions as police officers.

Being new in the station for the first time oftentimes becomes a problem for a police officer. It is important that whenever a new police officer comes in, the person should be acquainted with the organizational set-up of the unit. This is to be familiarized with the duties and functions of every sections of the police station. Aside from this, it is also necessary to get to know the different stakeholders in order to develop a good working relationship with them as the officer begins his job as a police officer.

OBJECTIVES

After this block of instruction, the PTs will be able to:

1. List the names and designations of key personnel and be familiar with the organizational structure of the police station;

2. Enumerate the duties and responsibilities of an investigator;

3. Locate and familiarize the territorial jurisdiction of the police station with the list of Local Chief Executives in the barangays; and
4. Locate and familiarize the different courts and designated judges and assigned prosecutor.

ORGANIZATIONAL STRUCTURE

**FTO's Note:**

1. FTO will provide a powerpoint presentation containing the organizational set-up of the police station with the pictures of the key personnel. Present the organizational structure of the police station.

2. The organizational structure presented under this slide is for training purposes only. Show the current set-up of your police station.

(This is a sample script in discussing the organizational structure of your respective police station.)

This is the organizational set-up of Mapalad Police Station located in Del Pilar Street corner Juan Luna Street, Palo, Leyte. There are 30 personnel in this station to include the Chief of Police and 2 non-uniformed personnel.

Our Chief of Police (COP) is PSUPT KIM CUI, a native of Batangas City. He is in-charge of the overall supervision of this unit. Below is SPO4 Dennis Miranda, the Executive Senior Police Officer, he is the alter ego of the COP in dealing with the rank -in-file of this station. There are Three (3) support staff directly under the command of the COP; Administrative Section, Operation and Intelligence Section, and Investigation Section. Administrative Section is headed by PCI WALLY WABINA, the function of his office is to provide all administrative support to the COP. Operation and Intelligence Section is headed by PSI STONE DIMAGIBA, his office provides plan and timely information to support the decision making of the COP, and the Investigation Section, headed by PCI NOMANS LAND, a seasoned investigator. His office is in-charge with the investigation of different cases that falls under the jurisdiction of this police station.

**DUTIES OF AN INVESTIGATOR**

What are the Duties and Responsibilities of an Investigator?

1. Take full control of the crime scene to include the conduct of crime scene search, taking of photographs, making sketches, lifting of fingerprints, markings of physical evidence, chain of custody (the transmittal of evidence to crime
laboratory), interview of witnesses, gathering and evaluation of evidence, case follow-up, and the documentation and filing of appropriate charges in court;

2. Establish a command post in the immediate vicinity of the crime scene;

3. Designate a holding area in the immediate vicinity of the crime scene (for the media, VIPs, and other personalities present);

4. Conduct case conference with the first responder, SOCO, other law enforcers, and rescue personnel;

5. Note any secondary crime scene (if situation requires); and

6. Release the crime scene after investigation.

**DUTIES OF AN INVESTIGATOR AS FIRST RESPONDER**

What are the Duties of an Investigator as First Responder?

1. Proceed to the crime scene to validate the information received;

2. Record the exact time of arrival and all pertinent data regarding the incident in his issued pocket notebook and notify the Tactical Operations Center;

3. Cordon off the area and secure the crime scene with a police line or whatever available material like ropes, straws or human as barricade to preserve its integrity;

4. Check whether the situation still poses imminent danger and call for back up if necessary;

5. Identify possible witnesses and conduct preliminary interview and ensure their availability for the incoming Investigator-On-Case (IOC);

6. Arrest the suspect/s, if around, or in instances wherein the suspect/s is fleeing, make appropriate notification for dragnet operations;

7. Prepare to take the “Dying Declaration” of severely injured persons with the following requisites:

   a. That death is imminent and the declarant is conscious of that fact;
b. That the declaration refers to the cause and surrounding circumstances of such death;

c. That the declaration relates to facts which the victim is competent to testify to; and

d. That the declaration is offered in a case wherein the declarant’s death is the subject of the inquiry. (Section 37, Rule 130 of the Rules of Court).

8. Evacuate the wounded to the nearest hospital using emergency services;

9. Account for the killed, wounded and arrested persons for proper disposition;

10. Conduct initial investigation;

11. Brief the IOC upon arrival and turn over the crime scene; and

12. Conduct inventory on the evidence taken at the crime scene. Inventory receipt should be properly signed by the first responder, SOCO and the investigator.

**FTO's Note:** After the lecture, tour the participants inside the police station to meet the key personnel.

**ACTIVITY #1: Tour Inside the Police Station (PS)**

This activity aims to familiarize the participants with the structure of the building and be able to determine the territorial jurisdiction of the PS through the presentation of the Situation Map.

**Activity Objective**: Identify, locate and familiarize with the territorial jurisdiction of the police station and know the list of Local Chief Executives in the barangays.

**Time required**: One (1) hour

**FTO's Tasks**: 1. Present the Vicinity Map of the City or Municipality and point out the territorial jurisdiction of the Police Station.

2. Provide the participants with the complete list of the Barangay Chairman of each barangay inside the jurisdiction of the Police Station for reference.
**FTO's Note:** Have a name list of the different Punong Barangay in your territorial jurisdiction to include the contact number and exact address of the Barangay Hall for ready reference.

**ACTIVITY: Hall of Justice Tour**

The FTO will bring the participants to the Hall of Justice and get the names of the judges and prosecutors in the area. The PTs must determine the designated court assignment of each judge and prosecutor.

**Activity Objective:** PTs will be familiarized with the present set-up of the Hall of Justice and be able to know the judges and prosecutors of respective court branches.

**Time required:** Three (3) hours and 30 minutes

**FTO's Task:** FTO to make prior coordination with the court administrator regarding the activity prior to dispatch of the PTs to avoid any inconvenience.

**FTO's Note:** During the evaluation, design a short examination to evaluate the learning of the participants. Paper and ballpen are needed for this activity.

**EVALUATION**

The evaluation will be done at the end of the training session to determine the learning progress of the PTs. FTO will give an examination to measure the level of learning of the PTs.

In a piece of paper, the participants will answer the following:

1. 
2. 
3. 

1. 
2. 
3. 
RECAPITULATION

**FTO’s Note:** Call one of the PTs to summarize the activities for the day. End the session by giving instructions in preparation for the activities for the following day.

This is the summary of the training activities for the day. This will test if the PTs were able to remember the previous topics that have been discussed by the FTO.

**FTO’s Note:** Introduce the following topics to be discussed for the following day. Advise the PTs to do advance reading on the following topics:

- a.
- b.
- c.
- d.
- e.
- f.

“He who exercises no forethoughts but makes light of his opponents is sure to be captured by them.”

- Sun Tzu
**MODULE I SLIDES**

**LET US PRAY**

**A POLICEMAN’S PRAYER**

*Help me Lord to be a good and capable police officer.*

*Give me the COURAGE to face the unknown and to act on my convictions.*

*Give me WISDOM to remain above the temptations and frustrations I will meet.*

*Give me the DEDICATION to do the best job I can do.*

**GOAL**

This module aims to provide the participants a better understanding of the duties and functions of the investigator and familiarization with the area of jurisdiction.

**OBJECTIVES**

- Enumerate the duties and functions of the investigator
- Identify the territorial jurisdiction if the city or municipality with regard to its boundaries
- List down the names of court judges and prosecutors with the corresponding court assignment.

**Introduction**

This module introduces Police Trainees with the organizational set-up of the Police Station specially the investigation section. Having the opportunity to learn the specific duties and responsibilities of the investigator will provide the Police Trainees with basic knowledge on how to perform their duties as future investigator.
FAMILIARIZATION ON ORGANIZATIONAL SET-UP OF THE POLICE STATION

DUTIES AND RESPONSIBILITIES OF THE INVESTIGATOR

1. Take full control of the crime scene
   - transmittal of evidence to crime laboratory;
   - interview of witnesses;
   - gathering and evaluation of evidence;
   - follow-up of the case
   - documentation and filing charges in court

DUTIES OF AN INVESTIGATOR AS FIRST RESPONDER

- Proceed to the crime scene to validate the information received;
- Record the exact time of arrival and all pertinent data regarding the incident in his issued pocket notebook and notify the TDC;
- Cordon off the area and secure the crime scene with a police line or whatever available material like ropes, straw or human as barricade to preserve its integrity;
- Check whether the situation still poses imminent danger and call for back up if necessary;
- Identify possible witnesses and conduct preliminary interview and ensure their availability for the incoming investigator-on-case;
- Arrest the suspect/s if around or in instances wherein the suspect/s is fleeing, make appropriate notification for dragnet operations;

- Prepare to take the “Dying Declaration” of severely injured persons with the following requisites:
  - That death is imminent and the declarant is conscious of that fact;
  - That the declaration refers to the cause and surrounding circumstances of such death;
  - That the declaration relates to facts which the victim is competent to testify to; and
  - That the declaration is offered in a case wherein the declarant’s death is the subject of the inquiry (Section 37, Rule 130 of the Rules of Court).
- Evacuate the wounded to the nearest hospital using emergency services;
- Account for the killed wounded and arrested persons for proper disposition;
- Conduct initial investigation; and
- Brief the investigator-on-case upon arrival and turn over the crime scene.
- Conduct inventory on the evidence taken at the crime scene inventory receipt should be properly signed by the first responder, SOCO and the investigator.
TRAINING PLAN

MODULE II : POLICE BLOTTER AND INCIDENT REPORT FORM

- a. Basic Terms Used in Police Report Writing
- b. Importance of Investigative Writing
- c. Requisites of a Good Investigation Report
- d. Basic Types of Investigation Reports

TARGET AUDIENCE : Police Trainees

DAY : 2

VENUE : As appropriate

TIME ALLOTTED : Four (4) Hours

LEARNING AIDS : Laptop Computer, Multi-Media Projector, White board and white board marker

POLICE TRAINEE’S REQUIREMENTS : PT’s prescribed uniform (Tamang Bihis)
PT’s Guide
Sheets of paper, ballpen and pencil

TRAINING REFERENCE : Criminal Investigation Manual (2011)

TRAINING GOAL : The purpose of this block of instruction is to familiarize and provide police trainees with the concept and importance of Police Blotter and Incident Report Form (IRF) as the informational record either for evidentiary or referral purposes.

TRAINING OBJECTIVES : After this block of instruction, the PTs will be able to:

- TO# 1 : Define Police Blotter;
- TO# 2 : Enumerate the contents and details to be entered in the Police Blotter;
- TO# 3 : Cite the procedures in Incident reporting and Filing Out of Incident Record Form; and
- TO# 4 : List the procedures for recording Incident Report in the Police Blotter.
**FIELD TRAINING OFFICER’S GUIDE**

on Investigation Phase

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**FTO’S NOTE:** Check the appropriate boxes or circles indicated in the daily training schedule.

---

**DAILY TRAINING SCHEDULE**

<table>
<thead>
<tr>
<th>DAY</th>
<th>TIME</th>
<th>FTO CHECKLIST</th>
<th>ACTIVITIES</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAY 1</td>
<td>4:00 AM</td>
<td>☐ First Call (4:00AM)</td>
<td>Invocation: Morning Prayer</td>
<td>☐ completed</td>
</tr>
<tr>
<td></td>
<td>6:00 AM</td>
<td>☐ Attention Call (4:05AM)</td>
<td>Reveille</td>
<td>☐ Not Completed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐ Assembly Call (4:15 AM)</td>
<td>Calisthenics/ Warm Up Exercises/ Physical Conditioning Road Run</td>
<td>☐ as appropriate</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐ Accounting (4:20 AM)</td>
<td></td>
<td>Reason(s): __________</td>
</tr>
<tr>
<td></td>
<td>6:00 AM</td>
<td>☐ Distribution of Cleaning Materials</td>
<td>Personal Necessities/ Policing of AOR/Breakfast</td>
<td>☐ completed</td>
</tr>
<tr>
<td></td>
<td>7:30 AM</td>
<td>☐ Designation of AOR</td>
<td>☐ AOR Clean-up</td>
<td>☐ Not Completed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐ Availability and Distribution of breakfast</td>
<td>☐ Personal Hygiene</td>
<td>☐ as appropriate</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>☐ Wearing of prescribed uniform</td>
<td>Reason(s): __________</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>☐ Breakfast</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>☐ Prayer before meal</td>
<td></td>
</tr>
<tr>
<td>DAY 2</td>
<td>7:30 AM</td>
<td>☐ Attendance (7:30-7:40)</td>
<td>Formation and Rank Inspection</td>
<td>☐ completed</td>
</tr>
<tr>
<td></td>
<td>8:00 AM</td>
<td>☐ Rank Inspection (7:40 - 8:00)</td>
<td>☐ Daily Personnel Accounting Report</td>
<td>☐ Not Completed</td>
</tr>
<tr>
<td></td>
<td></td>
<td>☐ Defects Noted</td>
<td>☐ Rank Inspection Tamang Bihis</td>
<td>☐ as appropriate</td>
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<td></td>
<td></td>
<td></td>
<td>➢ Proper haircut</td>
<td>Reason(s): __________</td>
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<td></td>
<td></td>
<td></td>
<td>➢ Tickler/Ball pen/Hanky</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>➢ Handcuffs</td>
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<td>➢ Socks</td>
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<td>➢ Buckle</td>
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<td></td>
<td>➢ Moustache</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>➢ Finger nails</td>
<td></td>
</tr>
<tr>
<td></td>
<td>8:00 AM</td>
<td>☐ Slide presentation</td>
<td>Introduction to Topic</td>
<td>☐ completed</td>
</tr>
<tr>
<td></td>
<td>8:45 AM</td>
<td></td>
<td>Police Blotter and Incident Report Form</td>
<td>☐ Not Completed</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>☐ Invocation Policeman’s Prayer</td>
<td>☐ as appropriate</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>☐ Introduction</td>
<td>Reason(s): __________</td>
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<td></td>
<td></td>
<td>☐ Training Goals</td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td>☐ Objectives</td>
<td></td>
</tr>
</tbody>
</table>
### Topic Presentation and Discussion

- **8:00 AM - 8:45 AM**
  - Available of Learning Aids Required
  - **Availability of Police Blotter**
  - **Definition of Police Blotter**
  - **Contents and details to be entered in the Police Blotter.**

- **8:45 AM - 9:00 AM**
  - Provide the questionnaire to the PTs.

### Evaluation

- **TOPIC DISCUSSION**
  - Availability of Learning Aids Required
  - Procedures in Incident reporting and Filling Out of Incident Record Form.
  - Procedures for recording incident report in the Police Blotter.

- **9:00 AM - 10:00 AM**
  - Availability of Learning Aids Required

### Break Time

- **10:00 AM - 10:15 AM**
  - Supervision

### Evaluation of the Output on Police Blotter Entry and IRF

- **10:15 AM - 11:45 AM**
  - Facilitators Guide
  - Availability of IRF
  - Activity: Table top exercise of shooting incident

### Recap/Summary

- **11:45 AM - 12:00 NN**
  - **Lunch Break**
  - Prayer before meal

### Module II

- **8:00 AM - 12:00 NN**
- **Available of Mess kits**
- **Venue for Lunch**
  - **Completed**
  - **Not Completed**
  - **As appropriate Reason(s):**
Module II

TRAINING MANUSCRIPT

POLICE BLOTTER AND INCIDENT REPORT FORM

**FTO's Note:**

1. Start the training day with a prayer to be led by one of the PTs. This should be done on a rotation basis. Same PT will deliver the closing prayer at the end of the lesson/training day.

2. Allow the participants to discuss the topics enumerated under this module as previously assigned to somebody among the group. FTO should prepare the training materials and equipment needed for this module.

**INTRODUCTION**

This module aims to familiarize and provide police trainees with the concept and importance of Police Blotter and Incident Report Form (IRF) as the informational record either for evidentiary or referral purposes.

The primary purpose is to lay down the standard procedures on how to enter data from IRF to the Police Blotter as performed by every Desk Officer.

This in line with the Quality Service Lane Program of the PNP in order to enhance the police frontline services in all police stations nationwide. Since police blotter is an important part of an investigation, it is a must that everybody knows how to use it properly.

**OBJECTIVES**

At the end of this module, the PTs will be able to:

1. Define Police Blotter;
2. Enumerate the contents and details to be entered in the Police Blotter;
3. Cite the procedures in Incident Reporting and filling out the Incident Record Form; and
4. List the procedures for recording Incident Report in the Police Blotter.
POLICE BLOTTER

A Police Blotter is a record of daily events occurring within the territory/jurisdiction of a given police unit or command. It contains material details concerning the event for legal and statistical purposes. This police blotter is an informational record book that is utilized for evidentiary or referral purposes.

Contents and Details of a Police Blotter

The Police blotter shall be a record book bound with hard covers and shall be 12 inches (12”) by 16 inches (16”) in size.

The front cover of a police blotter shall contain the name or designation of the police force and particular police district/station, together with the designation of the specific police unit or sub-station, the volume or book number, the series number and the period covered.

Report Content


In answering the 5 W's and 1H and the case disposition, all such material details about the event, including the names of the suspects, the victim, the witnesses, if any, the nature of the action or offense, the possible motive, the place, the date and time of occurrence and significant circumstances that aggravate or mitigate the event or the crime should be entered along with the identity of the officer to whom the case is assigned (officer-in-case) and the status of the case.

Incident Entered in the Police Blotter

The following incidents or transactions, among others, are entered in the police blotter:

1. Violations of laws and ordinances reported and/or discovered;
2. All calls in which any member of the PNP is dispatched and/or takes official action;
3. All fire alarms, reports and information received by the stations;
4. Movement of prisoners with corresponding notations on the authority for such movements;

5. Cases of missing and/or found persons, animals and property;

6. Vehicular and other types of accidents which require police action;

7. All personal injuries, bodies found, and suicides;

8. Damage to property;

9. All cases in which a police member is involved;

10. All arrest and returns made; and

11. Miscellaneous cases, general and special orders, violations of rules and regulation, and any other reportable incident that the sub-station/station commander or higher authority desires to be recorded.

**ACTIVITY: Written Examination**

**Activity Objective** : The PTs will be able to enhance their retention skills and be familiar with the definition, content, and details of the Police Blotter.

**Time Required** : 15 minutes

**Mechanics:**

1. The PTs will be given 5 minutes to review the topics discussed in preparation for the written examination.

2. s.

3. for:

   a. ______________________.
b. 

c. 

d. 

e. ), and the status of the case.

f. The following incidents or transactions:

1. 

2. 

3. tions;

4. ;

5. property;

6. ____________

7. ;

8. Damage;

9. All cases in;
10. All

11. __________________________ recorded.

**FTO’s Note:** After the completion of the activity, proceed to the next topic.

### PROCEDURES ON INCIDENT REPORTING AND FILLING OUT THE INCIDENT RECORD FORM

1. **Incident Record Form.** An entry of record in the Police Blotter shall not be done directly to the Police Blotter book. The facts and information of a blotter entry shall at first be recorded in the Incident Record Form or IRF (Annex “B”). Once it is signed and acknowledged by the Desk Officer and the Chief of Police, or his representative, the data that were provided by the complainant or client in the IRF shall be entered and recorded in the Police Blotter book.

2. **Duty of the QSL Officer.** As soon as a client or complainant enters the police station and is ascertained that his purpose is to file a complaint or to request to record a data in the Police Blotter, the Duty Officer of the Quality Service Lane (QSL) must accord the client with due respect and politely ask the person the nature of his transaction. The Incident Record Form (IRF) shall be made available to the client for him to fill out.

3. **Office Space for Clients.** The QSL Duty Officer shall at all times guide and assist the client in filling out the form. In the event that the client is illiterate or incapacitated to fill out the IRF, the QSL Duty Officer shall do the same for him. The Chief of Police of the station shall make available a space in the police station where this process is done, in the privacy outside the scrutiny of kibitzers.

4. **Confidential Reports.** Whenever the subject of the complaint involves confidentiality, as in cases involving protection of women and children, the QSL Duty Officer shall escort the client to the female Duty Investigator of the Women and Children Protection Desk (WCPD) where the filling out of the IRF shall be done. The female police officer of the WCPD may assist the complainant in filling out the IRF, if necessary, with the latter providing the facts and details of the case.
5. **Information on the Reporting Person.** The first item to be filled out in the IRF is the general information about the reporting person. It contains the name, address, occupation, and other general information about the reporting person, whether he is the victim of a crime or not. It is important that this general information be taken. The object of this is to prevent a crime that did not occur, motivated by a client’s desire to later get an extract of the Police Blotter for purposes of an insurance, for example, or to tarnish the personal record of another person by imputing the commission of a crime by such person. The inclusion of his home and work address and contact information will prevent this malpractice and is likewise necessary in the event that a formal inquiry or investigation is subsequently ordered by the Chief of Police.

6. **Data of Suspect.** The next item in the IRF is the data of the Suspect. There are two (2) boxes in this item which should be indicated with a tick mark before answering the data under Suspect. The first is whether there is no suspect or no crime was committed. This is applicable for blotter entries where a client wants to put on official record the loss of his Driver’s License, or Company Identification Card. Once this is checked, proceed to the next item, which is the data of the Victim. The second box, however, should be indicated if there are suspects in the incident. The data of the first suspects on a separate sheet of paper which will then form as an integral part of the IRF.

7. **Completeness and Correctness of Data.** The data in all items on the IRF should be as specific and complete as possible. The information indicated and brought forth in this item will be a very vital tool of the Investigator-on-Case (IOC), which could mean the solution of the crime. The client and/or the QSL Duty Officer is given the opportunity to indicate, as completely as possible, any information and distinguishing features of the suspects in the provided thereon.

8. **Data of the Victim.** The third item on the IRF is the general information about the victim. It contains the name, address, occupation, and other general information about the victim. It is important that this information be recorded. The object of this is for the Investigator to easily locate the victim/complainant during court trials if the case is filed in court.

9. **Narrative of the Incident.** On the second page of the blotter form, the facts of the incidents should be narrated by the complainant. It contains a narrative of what happened, answering the five W’s (Who, What, When, Where, Why) and one H (How) of an information report.
10. **Importance of the Signature.** It is a mandatory requirement that at the end of the narration of every incident, the duty officer who recorded the incident shall place his/her signature and of the complainant certifying the correctness of the narration. Likewise, the last line of the paper should indicate that nothing follows.

11. **Incident Record Transaction Receipt.** After the form is authenticated, an Incident Record Transaction Receipt, cut from the lower end of the IRF, is given to the complainant who confirms that the reporting person had completed a transaction with the police office concerned and reported an incident.

12. **Maintenance of the Official Police Blotter.** For purposes of standardization, all stations should only maintain one official Police Blotter and one official Police Blotter IRF. As such, it is discouraged, and is henceforth unauthorized, that logbook, notebook, or any other materials be used.

13. **Turnover to Police Investigator.** Thereafter, it is the duty of the police officer who is in-charge of the Police Blotter to lodge the complaint to the proper investigator who will handle the case. The investigator should review the complainant on the nature of his complaint and ensure that all entries therein are complete to prevent duplication and relieve the complainant from repeating his narration.

14. **Supporting Documents.** Check the necessary documents in support of the complaint, if needed. If there are documents submitted, the same shall be attached and will form part of the IRF.

15. **Accuracy of Report.** Make sure that all the information gathered is truthful and exact in its documentation.

16. **Amendment to the Report.** In the event that the complainant desires to amend or make supplemental of his complaint, the investigator shall inform the office-in-charge of the blotter to make the necessary corrections and state therein that it amends or supplements the previous report and shall place the signature both of the complainant and the officer-in-charge of the blotter.

**PROCEDURES ON RECORDING INCIDENT REPORT IN THE POLICE BLOTTER**

1. **Recording of the Crime Incident from the IRF to the Police Blotter.**

   After the transaction with the Reporting Person has been concluded, the crime incident report recorded in the IRF, shall be transcribed and entered into
the Police Blotter by the Desk Officer of the police station. For those police stations equipped with the Crime Incident Reporting System, popularly known as the e-Blotter, the designated Crime Registrar will likewise enter the record into the System.

2. Blotter Procedure in a Walk-in Complainant/Reportee Concerning Women’s and Children Concerned Desk (WCPD)
   a. Upon arrival of a walk-in complainant at the police station, the Desk Officer (DO) will courteously greet the complainant/reportee and will ask the same of the nature of his/her complaint.
   b. The DO will make assessment to the complaint/report out of the narration given by the complainant/reportee.
   c. If the complaint will fall under WCPD concern, the DO will assist the victim/complainant directly to the duty investigator of WCPD for proper disposition.
   d. The WCPD investigator will assist the victim/complainant in accomplishing the Investigation Record Form (IRF) thoroughly and will record it in the separate blotter book of WCPD.
   e. After accomplishing the IRF, the WCPD investigator will issue Incident Record Transaction Receipt (IRTR) to the victim/complainant and will proceed to the investigation.
   f. The IRF will be submitted to the personnel in-charge of the Station Investigation Section (SIS) for Crime Incident Reporting System (CIRS).

3. Blotter Procedure of Crime Incident if the Suspect is Arrested
   a. Upon arrival of the arresting officers, arrested suspect/s and complainant/s to the police station, the DO will assess the nature of complaint or what crime/infraction of the law the arrested suspect committed and if there is need for follow-up of the case.
   b. In case there is no need for follow-up, the DO will refer the arrested suspect/s to the fingerprint technicians for booking procedure.
   c. The DO will issue IRTR to the victim/complainant.
d. The DO will refer the case to the duty investigator for investigation including evidence or pieces of evidence for proper disposition.

d. The IRF will be forwarded to the SIS for CIRS.

4. Blotter Procedure for Crime Incident and Emergency Cases

a. The DO will ask the initial data of incident from the duty Station Tactical Operation Center (STOC) for example: fire, dragnet, arrival of VIPs etc. and the initial data will be logged in the blotter book. The information will be relayed to the COP, Officer of the day or Chief of Office concerned and other officers regarding the incident/event.

b. If necessary, the DO will officially dispatch the concerned police personnel such as Special Reaction Unit (SRU)/SWAT, Police Community Precint (PCP) personnel, Follow-up Operatives, investigators etc. logged in the blotter book to respond to a particular police assistance or crime scene.

c. The DO will record all details of the incident that transpired within the area of responsibility of the police station for future reference.

5. Importance of the Police Blotter

The Police Blotter entry reports serve as a permanent record of incidents, events, problems, and occurrences. There are many types of reports each of which serves different functions. A Police Blotter is used to keep informed of activities within the police jurisdiction. It is also used to compile statistical information, identify problems in the community, or identify police training needs. These reports are needed to facilitate investigations, prepare court cases, or defend cases in court.

BASIC GUIDELINES

The narrative written in the IRF shall basically be the record that shall be transcribed in the Police Blotter. While it is in a narrative form, it is prudent, however, to list down some necessary information in the Police Blotter in itemized or outline form. This shall answer the necessary requirements of the five W’s and one H.

1. **Who was involved?** Write down the names of all those who were involved in the incident, victims, suspects, witnesses, and whosoever may be listed as present during the incident, or may not be present, but has knowledge about the incident. There is nothing to lose, but all to gain, if all these persons are listed.
2. **When did it take place?** Be precise, as much as possible, indicating the time and date of the incident.

3. **Where did it take place?** Describe in detail where the incident occurred. e.g. “In the master’s bedroom of a two-storey brick house in 123 Juan Luna Street, Villa San Jose Subdivision, Brgy. San Roque, Nabua, Camarines Sur”.

4. **What happened?** Police reports sometime indicate the crime committed based on the Revised Penal Code (RPC), like Murder or Homicide. In initial reports, which will be subjected to thorough investigation, this is not necessary. In the above example, a report of a “Shooting Incident” may be sufficient. It is the job of the Investigator-on-Case to determine what crime was committed. What is important is to present the detailed circumstances of what happened.

5. **Why did it happen?** The pitfall of coming to a conclusion at this early is always committed by the police responder. The ‘Why’ answers a question, among others, as to the motive of the incident. It is necessary to list down and detail all that were alleged by the victims, suspects, and witnesses.

6. **How did it happen?** The narrative on how the incident happened shall be indicated to show the description of the chronology of events that led to the incident and all the circumstances thereafter. The actions taken during the initial investigation at the scene shall also be included. This shall include the incident, a description of the circumstances prevailing before, during, and after the incident, and all other peculiar details that come to the senses of the trained police responder. There is no limit to what to include in the “How” portion of the narrative.

7. **Affixing Signatures and Contact Details.** As soon as the incident is transcribed in the Police Blotter, the Desk Officer and the Reporting Person shall sign in the Police Blotter. It should be indicated under the name and signature of the Reporting Person his address, home telephone number, mobile phone number, and identification card presented. In the event that the Reporting Person indicates that he does not want his contact details to be recorded in a public record as the Police Blotter, by reason of privacy, the same should not be recorder as a matter of respect to the said person’s rights, but it should, however, be indicated in the IRF.

**FTO’s Note:** Let the PTs review the procedure in filling-out the IRF and the flow of the Blotter Procedures in preparation for their practical exercises.
ACTIVITY: Role Play

Activity Objective: The PTs will be able to enhance their knowledge and skills in filling out the IRF and blotter entry following the procedures in recording incident.

Time Required: 45 minutes

Mechanics: 1. F form.
2. On Blotter.

Scenario Title: “Dead Body Found”

...elements.
Disposition: The investigator.

PROCEDURES: Role Play

Jose and Jojo Agustin:
1. Go
2. Tell
3. here.
3. at
   _______________at about _____________.
4. place.
5. Leave address.

Desk Officer:
1. Greet station.
2. Ask for him.
3. If he the person.
4. Ask circumstances.
5. purpose.
6. witnessed or seen.
7. Record e said.
8. are anything else.
9. If he sign it.
10. Transfer Blotter.
11. Say action of the police.
12. Refer.
RECAPITULATION

Basic knowledge on the proper way of filling out of IRF as well as the procedures for recording incident reports in the Police Blotter is the standard procedures that we are to implement in order to have a uniform and standard procedures on how to enter data in the Police Blotter so it will be done in the most efficient, fast and accurate means.

**FTO's Note:** Choose at least two (2) police trainees to give the recap and what they have learned for the day. Clarify the issues that they did not understand. Introduce the subjects/topics to be discussed for the next day. End the session with a closing prayer.

“Curiosity is one of the most permanent and certain characteristics of a vigorous mind.”
- Samuel Johnson
**INTRODUCTION**

**Purpose**
- lays down the standard procedure on how to enter data of incidents in the Police Blotter done by every Desk Officer.

**Motivation**
- At the end of this module, the police trainees will learn the procedure on how to enter data of incidents in the police blotter.

**TRAINING GOAL:**
- aims to familiarize and provide police trainees with the knowledge on the procedure of police blotter as the informational record book either for evidentiary or referral purposes.

**TRAINING OBJECTIVES:**
At the end of this module, the police trainees will be able to:
- Define what is Police Blotter.
- Identify the contents and details to be entered in the police blotter.
- Identify the procedures in Incident Reporting and Filing Out of Incident Report Form (IRF)
- Determine the procedure for Recording Incident Report in the Police Blotter.

**Police Blotter**
- Police Blotter is a record of daily events occurring within the territories/jurisdiction of a given police unit or command.
- Contains material details concerning the event for legal and statistical purposes.
- An informational record book that is utilized for evidentiary or referral purposes.

**Contents and details to be entered in the Police Blotter**

**Form and size**
- a record book bound with hard covers and shall be 12 inches by 16 inches in size.
- The front cover shall contain the following:
  - name or designation of the police force
  - particular police district/station
  - designation of the specific police unit or sub-station
  - volume or book number
  - series number and the period covered
  - the format for the entries in the inside sheets shall be as depicted.
Contents of Entry

Should answer the following cardinal elements of a police report:

- Who
- What
- When
- Where
- Why
- How

Disposition of the case

In answering 5 W’s and 1H and the case disposition, all material details about the event, including:
- name/s of the suspect/s; victim/s; witnesses, if any
- nature of action or offense; the possible motive
- place, date and time of occurrence
- significant circumstances that aggravate or mitigate the event or;
- the crime should be entered along with the identity of the officer to whom the case is assigned (officer-in-case); and, the status of the case.

Following incidents or transactions, among others, are entered in the police blotter:

- Violations of laws and ordinances reported and/or discovered;
- All calls in which any member of the PNP is dispatched and/or takes official action;
- All fire alarms, reports and information received by the stations;
- Movement of prisoners with corresponding notations on the Authority for such movements;
- Cases of missing and/or found persons, animals and property;
- Vehicular and other types of accidents;
- All personal injuries, bodies found, and suicides;
- Damage to property;
- All cases in which a police member is involved;
- All arrest and returns made; and
- Miscellaneous cases;

Procedures in Incident Reporting and Filing Out of Incident Record Form

- The incident Record Form
- Duty of the QSL Officer
- Office Space for Clients
- Confidential Reports
- Information on the Reporting Person
- Data of Suspect
- Completeness and Correctness of Data

- Data of the Victim
- The Narrative of the Incident
- Importance of the Signature
- Incident Record Transaction Receipt
- Maintenance of the Official police Blotter
- Turnover to Police Investigator
- Supporting Documents
- Accuracy of Report
- Amendment to the Report
Procedure for Recording Incident Report in the Blotter

- Manual Recording of the Crime Incident from the IRF to the Police Blotter
- Importance of the Police Blotter
- Basic Guidelines

Basic Guidelines

- Who was involved?
- When did it take place?
- What happened?
- Why did it happen?
- How did it happen?
- Affixing Signatures and Contact Details.

End of presentation...
TRAINING PLAN

MODULE III : POLICE REPORT WRITING

a. Basic Terms Used in Police Report Writing
b. Importance of Investigative Writing.
c. Requisites of a Good Investigation Report
d. Basic Types of Investigation Reports

TARGET AUDIENCE : Police Trainees

DAY : 2

VENUE : As appropriate

TIME ALLOTTED : Four (4) Hours

LEARNING AIDS : Laptop Computer
                 Multi-Media Projector
                 White board and white board marker

POLICE TRAINEE’S REQUIREMENTS : PT’s prescribed uniform (Tamang Bihis)
                                 PT’s Manual Guide
                                 Extra sheet of paper, ball pen and pencil

TRAINING REFERENCE : Criminal Investigation Manual (2011)
                      International Criminal Investigative Training & Assistance Program PNP 2010

TRAINING GOAL : This block of instruction will provide the police trainees with the basic knowledge and skills on how to prepare an accurate and good police report.

TRAINING OBJECTIVES : After this block of instruction, the PTs will be able to:

TO# 3. 1 : Define the basic terms used in police report writing;
TO# 3. 2 : List down the importance of Investigative Writing;
TO# 3. 3 : Enumerate the requisites of a good Investigation Report; and
TO# 3. 4 : Write samples of a good Spot Report.
**FTO’S NOTE:** Check the appropriate boxes or circles indicated in the daily training schedule.

### DAILY TRAINING SCHEDULE

<table>
<thead>
<tr>
<th>DAY</th>
<th>TIME</th>
<th>FTO CHECKLIST</th>
<th>ACTIVITIES</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4:00 AM</td>
<td></td>
<td><strong>POLICE BLOTTER AND IRF</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>1:00 PM</td>
<td>[ ] Attendance Sheet for roll call formation</td>
<td><strong>FORMATION</strong>&lt;br&gt;Roll Call Formation/Attendance in the Afternoon</td>
<td>[ ] Completed [ ] Not Completed [ ] As appropriate Reason(s): __________</td>
</tr>
<tr>
<td></td>
<td>1:15 PM</td>
<td>[ ] Availability of learning aids Required</td>
<td><strong>INTRODUCTION/OVERVIEW OF THE MODULE</strong> &lt;br&gt;- Present the introduction, goal and objectives&lt;br&gt;- Definition of Basic Terms used in Police Report Writing</td>
<td>[ ] Completed [ ] Not Completed [ ] As appropriate Reason(s): __________</td>
</tr>
<tr>
<td>DAY 2</td>
<td>1:30 PM</td>
<td>Prepare the ff: &lt;br&gt;- 10 Small pieces of paper with the words indicated in each paper to be defined by the PTs&lt;br&gt;- 1 small box</td>
<td><strong>EVALUATION:</strong></td>
<td>[ ] Completed [ ] Not Completed [ ] As appropriate Reason(s): __________</td>
</tr>
<tr>
<td></td>
<td>2:00 PM</td>
<td>[ ] Availability of learning aids</td>
<td><strong>TOPIC DISCUSSION</strong>&lt;br&gt;- Importance of Investigative Writing&lt;br&gt;- Requisites of a Good Investigation Report</td>
<td>[ ] Completed [ ] Not Completed [ ] As appropriate Reason(s): __________</td>
</tr>
<tr>
<td></td>
<td>2:30 PM</td>
<td>[ ] Provide each PTs with paper for the evaluation</td>
<td><strong>EVALUATION</strong></td>
<td>[ ] Completed [ ] Not Completed [ ] As appropriate Reason(s): __________</td>
</tr>
<tr>
<td>Time</td>
<td>Activity</td>
<td>Notes</td>
<td></td>
<td></td>
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<td>--------------------------------------------</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2:45 PM</td>
<td>Availability of learning aids required</td>
<td>☐ Completed</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3:15 PM</td>
<td>Basic Type of Investigation Reports</td>
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<td></td>
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<tr>
<td>3:15 PM</td>
<td>Supervision</td>
<td>☐ Has appropriate Reason(s):</td>
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<td></td>
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<tr>
<td>3:30 PM</td>
<td>Provide the scenario on “Found Dead Body” to PTs (refer to annex-Scenarios)</td>
<td>☐ Has appropriate Reason(s):</td>
<td></td>
<td></td>
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<tr>
<td>4:30 PM</td>
<td>Issues and concerns</td>
<td>☐ Has appropriate Reason(s):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5:00 PM</td>
<td>Open Forum &amp; Guidance</td>
<td>☐ Has appropriate Reason(s):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5:01 PM</td>
<td>Supervision on personal tasking</td>
<td>☐ Has appropriate Reason(s):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6:01 PM</td>
<td>Availability of the meal</td>
<td>☐ Has appropriate Reason(s):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6:06 PM</td>
<td>Mess kits</td>
<td>☐ Has appropriate Reason(s):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7:00 PM</td>
<td>Venue for Dinner</td>
<td>☐ Has appropriate Reason(s):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>7:01 PM</td>
<td>Supervision on studies</td>
<td>☐ Has appropriate Reason(s):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:00 PM</td>
<td>Attendance Sheet</td>
<td>☐ Has appropriate Reason(s):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:01 PM</td>
<td>Defects Noted</td>
<td>☐ Has appropriate Reason(s):</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9:30 PM</td>
<td>Issue DR</td>
<td>☐ Has appropriate Reason(s):</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Module III
TRAINING MANUSCRIPT
POLICE REPORT WRITING

FTO's Note: 1. Start the training day with a prayer to be led by one of the PTs. This should be done in a rotation basis. Same PT will deliver the closing prayer at the end of the lesson/training day.

2. Let the PTs discuss the topics enumerated under this module as previously assigned to somebody among the group. FTO should only be prepare the training materials and equipment needed during this activity.

INTRODUCTION

After learning the specific duties and responsibilities of an investigator, this module will teach the police trainees on how to make a basic police report.

Report writing is a basic duty of a police officer. A successful investigation depends upon the finish product of concerned police officer who considers the timeliness and quality as far as report writing is concerned. This is the primary purpose of this module. This module will help the police trainee on how to prepare a communication in an accurate, concise, clear and complete manner.

OBJECTIVES

After this block of instruction, the PTs will be able to:

1. Define the basic terms used in police report writing;

2. List down the importance of investigative writing;

3. Enumerate the requisites of a good investigation report; and

4. Write samples of the basic types of investigation reports.
DEFINITION OF TERMS

1. **Investigative Reporting** – is an objective statement of the investigator’s findings. It is an official record of information relevant to the investigation which the investigator submits to his/her superior.

2. **Communication** – the use of language, spoken or written, to exchange ideas or transfer information.

3. **Report** – is a detailed account of an event, situation, etc., usually based on observation or inquiry.

4. **Reporting** – is knowingly passing along information to someone else.

5. **Report Writing** – is a communication that lends itself to a useful tool for people in a free society to express their thoughts and ideas and to obtain what they need or want.

6. **Fact** – is anything which either through careful observation or investigation, has been proven to exist as to have happened.

7. **Note Taking** – is defined as a brief notation concerning specific events that are recorded while fresh in your mind and used to prepare a report.

8. **Chronological Order** – is the arrangement of events and/or actions in order by the time of their occurrence.

9. **Investigation** – is the collection of facts to accomplish a threefold aim: to identify the suspect; to locate the suspect; and to provide evidence of his guilt.

10. **Investigator/Officer** – shall refer to any law enforcement personnel belonging to the duly mandated Law Enforcement Agencies (LEA) tasked to enforced RA 9208 such as officers, investigators and agents of the PNP and NBI.

**ACTIVITY: Oral Recitation**

**Activity Objective** : The PTs will be able to be familiar with the basic terms used in police report writing so that as they go along with the discussions and practical exercises. They will learn when and how to use applicable words in the reports.

**Time Required** : 20 minutes
Mechanics: 1. a box.
2. a time.
3. a word.

FTO’s Note: After the completion of the activity, proceed to the next topic.

IMPOR TANCE OF INVESTIGATIVE WRITING

The importance of investigative writing are as follows:

1. They serve as records for police administrators in planning, directing, and organizing the unit’s duties;
2. Reports can be used as legal documents in the prosecution of criminals;
3. Reports can be used by other agencies;
4. Reports can be useful to local media that needs access to public documents;
5. The author of a report should also consider that the (written) work is reflective of the writer’s personality; and
6. Reports can be a basis for research.

Requisites of a Good Investigation Report

A good investigation report contains the following requisites:

1. Accuracy – The report should be a true representation of the facts to the best of the investigators’ ability.
2. Completeness – The question of “when, who, what, where, why and how?” should be answered.
3. Brevity – Irrelevant or unnecessary materials should be omitted.
4. Fairness – The investigator should take the facts as he finds them.

5. Form and Style – The arrangement of the materials presented should be in a manner which will make the report easy to read.

6. Clarity – The language and format of a report are simple and to the point.

7. Specific – Use of specific words that bring the reader close to firsthand experience.

8. Timeliness – Completion of a report promptly.

**ACTIVITY: Written Examination**

**Activity Objective** : The PTs will be able to know the importance and requisites of a good investigation report and apply them when making police reports.

**Time Required** : 20 minutes

**Mechanics** : 1. police trainees.

2. investigation report.

**FTO’s Note**: After the completion of the activity, proceed to the next topic.

**Basic Types of Investigation Report**

The following are the basic types of Investigation Report:

1. **Spot Report** is an immediate initial investigative or incident report addressed to Higher Headquarters pertaining to the commission of the crime, occurrence of natural or man-made disaster or unusual incidents involving loss of lives and damage to properties.

2. **A Progress Report** is an accounting of the actions or series of actions undertaken in relation to an ongoing investigation of a case.
3. After Operation Report is a report that may be rendered after any successful police operation that leads to the arrest of any member or some members of syndicated crime group.

4. Final Report is a thorough, in-depth and lengthy account regarding an investigation into an incident or case as mandated by higher authorities to establish a determination of the truth and/or how far it could be determined based on the facts and circumstances with the appropriate recommendation for the proper course/s of action/s to be made.

ACTIVITY: Table Top Exercise

Activity Objective: The PTs will be able to enhance their knowledge and skills in report writing particularly on Spot Report taking into consideration the requisites of making a good Investigation Report.

Time Required: One (1) hour

Mechanics:

1. 
2. scenario.
3. time for the day.

Time: 3:00 in the afternoon

Date: December 3, 2013

Who: Jose Agustin y Pilar, 18 years old, single, college student
    Jojo Agustin y Pilar 17 years old, single, High School student and both resident of Bo. Maabo, Barangay Pagala-gala, Bucay, Abra.

Where: Riverbank of Abra River located at Barangay Pagala-gala, Bucay, Abra.
Victim: Unidentified female body was found floating along the riverbank of Abra River. The victim was described as light built, fair complexion, age between 14 to 16 years old, clad in a round neck colored white plain t-shirt and maong pants and sporting long black hair.

1. Witnesses told that they were walking beside the aisle of the river to go fishing when they noticed the floating body of the victim.

2. Jose ran towards the river to check the victim’s condition.

3. He brought the victim at the side of the river and learned that the victim was already dead.

4. Jojo proceeded to the office of Bucay Barangay Chairman to report the incident and immediately two barangay tanod responded and cordoned the area while waiting for the arrival of PNP elements.

RECAPITULATION

FTO’s Note: 1. Choose one (1) among the PTs to give the recap and what they have learned for the day. Clarify the issues that they did not understand and give the subjects/topics to be discussed for the next day. End the session with a closing prayer.

2. Give the PTs the topic to be discussed for the following day. These topics will be the subject of the study period. Everybody should be ready to be called and discuss the following topics for the next day. Designate a PT who will render the opening and closing prayer for the next day.

   Study the lessons on Module IV: Laws Punishable under the Revised Penal Code: Direct Assault and Indirect Assault; Physical Injuries; Homicide; Murder; Theft; Robbery; Brigandage; and Acts of Lasciviousness.

   1. Who are liable?
   2. Elements of a Crime
   3. Necessary Evidence
**MODULE III SLIDES**

**MODULE - 3**

**Police Report Writing**

**TRAINING GOAL**

This module aims to provide the police trainees with the basic knowledge and skills on how to prepare a good police report.

**INTRODUCTION**

**Purpose**

- Provide the police trainees on how to make a basic communication on police report.

**Motivation**

- This module will help the police trainees on how to prepare a communication set forth in an accurate, concise, clear and complete manner.

**TRAINING OBJECTIVES**

At the end of this module the police trainees will be able to:

- Define the different terms used in police report writing.
- List down the importance of investigative writing.
- Enumerate the requisites of a good investigation report.
- Write samples of the basic types of investigation reports.

**The Importance of Investigative Writing**

- Serve as records for police administrators in planning, directing, and organizing the unit’s duties.

- Can be used as legal documents in the prosecution of criminals.

- Can be used by other agencies.
The Requisites of a Good Investigation Report

- Accuracy
- Completeness
- Brevity
- Fairness
- Form and Style
- Clarity
- Specific
- Timeliness

The Basic Types of Investigation Report

Spot Report

Blank

Filled Up

Progress Report

Blank

Filled Up

After Operation Report

Blank

Filled Up

Final Report

Blank

Filled Up
End of presentation...
TRAINING PLAN

MODULE IV : KNOWLEDGE ON LAWS UNDER THE REVISED PENAL CODE, SPECIAL LAWS AND RULES ON CRIMINAL PROCEDURES

TARGET AUDIENCE : Police Trainees

DAY : 3

VENUE : Police Station / As appropriate

TIME ALLOTTED : Eight (8) Hours

LEARNING AIDS : Multi-media projector, laptop computer/desktop

POLICE TRAINEE’S REQUIREMENTS : PT’s prescribed uniform (Tamang Bihis)  
                            PT’s Guide  
                            Sheets of paper  
                            Flash Drive  
                            Ballpen and pencil

TRAINING REFERENCE : Police Operational Procedures (2013)  
                        Criminal Investigation Manual 2011  
                        Revised Penal Code (Book II)  
                        Rules on Criminal Procedures

TRAINING GOAL : This block of instruction aims to provide the participants with the basic knowledge on the different laws under the Revised Penal Code (RPC) and selected Rules of Court which are necessary in the performance of their duties as Police Officers.
TRAINING OBJECTIVES: After this block of instruction, the PTs will be able to:

TO# 1: Differentiate the following crimes under RPC: Direct Assault, Indirect Assault, Resistance and Serious Disobedience, Alarm & Scandal, Murder, Homicide, Death or Injuries caused by Tumultuous Affray, Serious Physical Injuries, Less Serious Physical Injuries and Slight Physical Injuries, Kidnapping or Illegal Detention, Robbery, Robbery in an inhabited house or edifice for worship and private building, Brigandage, Theft, Adultery, Concubinage and Acts of Lasciviousness; and

TO# 2: Enumerate the evidence needed to file a case in court.
**FIELD TRAINING OFFICER'S GUIDE**

*on Investigation Phase*

---

**FTO'S NOTE:** Check the appropriate boxes or circles indicated in the daily training schedule.

---

## TRAINING SCHEDULE

<table>
<thead>
<tr>
<th>DAY</th>
<th>TIME</th>
<th>FTO CHECKLIST</th>
<th>ACTIVITIES</th>
<th>REMARKS</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>4:00 AM</td>
<td>6:00 AM</td>
<td>First Call (4:00AM)</td>
<td>Invocation: Morning Prayer</td>
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<td>Attention Call (4:05AM)</td>
<td>Reveille</td>
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<td>Assembly Call (4:15 AM)</td>
<td>Calisthenics/</td>
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<td>Accounting (4:20 AM)</td>
<td>Warm Up Exercises/</td>
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<td>Physical Conditioning</td>
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<td></td>
<td></td>
<td>Road Run</td>
</tr>
</tbody>
</table>

| DAY 3 | 6:00 AM | 7:30 AM | Distribution of Cleaning Materials | Personal Necessities/ Cleaning of AOR/Breakfast | ☐ completed |
|       |       |       | Designation of AOR | AOR Clean-up | ☐ not completed |
|       |       |       | Availability and Distribution of breakfast | Personal Hygiene | ☐ as appropriate |
|       |       |       | | Wearing of prescribed uniform | Reason(s): | |
|       |       |       | | Breakfast | |
|       |       |       | | Prayer before meal | |

|       | 7:30 AM | 8:00 AM | Attendance (7:30-7:40) | Formation and Rank Inspection | ☐ completed |
|       |       |       | Rank Inspection (7:40 - 8:00) | Daily Personnel Accounting Report | ☐ not completed |
|       |       |       | Defects Noted | Rank Inspection | ☐ as appropriate |
|       |       |       | | Tamang Bihis | Reason(s): | |
|       |       |       | | Proper haircut | |
|       |       |       | | Tickler/Ball pen/Hanky | |
|       |       |       | | Handcuffs | |
|       |       |       | | Socks | |
|       |       |       | | Buckle | |
|       |       |       | | Moustache | |
|       |       |       | | Fingernails | |

|       | 8:00 AM | 8:15 AM | Knowledge on Laws under the Revised Penal Code | Introduction to Topic | ☐ completed |
|       |       |       | | Knowledge on laws under RPC | ☐ not completed |
|       |       |       | | | ☐ as appropriate |
|       |       |       | | | Reason(s): | |
### MODULE IV

**Field Training Officer’s Guide on Investigation Phase**

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
</table>
| 8:15 AM - 10:00 AM | Availability of Subject Matter Expert  
- with SME  
- without SME |
| 10:00 AM - 10:15 AM | 15 minutes break |
| 10:15 AM - 12:00 NN | MODULE III (Continuation)  
- Homicide  
- Murder  
- Death or Injuries caused by Tumultuous Affray  
- Serious Physical Injuries  
- Less Serious Physical Injuries  
- Slight Physical Injuries |
| 12:00 NN - 1:00 PM | Lunch Break  
- Prayer before meal  
- Venue for Lunch  
- Mess kits |
| 1:01 PM - 1:15 PM | Attendance Sheet for roll call formation  
- Roll Call Formation/Attendance in the Afternoon |
| 1:15 PM - 3:00 PM | MODULE III (Continuation)  
- Invocation  
- Robbery  
- Robbery in an inhabited house or edifice for worship and private building  
- Brigandage  
- Theft |
<p>| 3:00 PM - 3:15 PM | 15 minutes break |</p>
<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Completed</th>
<th>Not Completed</th>
<th>As Appropriate Reason(s):</th>
</tr>
</thead>
<tbody>
<tr>
<td>3:15 PM</td>
<td>Adultery</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Concubinage</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Acts of Lasciviousness</td>
<td></td>
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<tr>
<td>4:45 PM</td>
<td>Issues and concerns</td>
<td></td>
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<td></td>
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<tr>
<td>5:00 PM</td>
<td>Open Forum</td>
<td></td>
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<tr>
<td>5:00 PM</td>
<td>Guidance</td>
<td></td>
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</tr>
<tr>
<td>4:45 PM</td>
<td>ADMINISTRATIVE ANNOUNCEMENT</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>5:01 PM</td>
<td>Supervision on personal tasking</td>
<td></td>
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<tr>
<td>6:00 PM</td>
<td>PERSONAL TIME</td>
<td></td>
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<tr>
<td>6:01 PM</td>
<td>Availability of the meal</td>
<td></td>
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<tr>
<td>7:00 PM</td>
<td>Mess kits</td>
<td></td>
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</tr>
<tr>
<td>6:01 PM</td>
<td>Venue for dinner</td>
<td></td>
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<tr>
<td>7:01 PM</td>
<td>DINNER TIME</td>
<td></td>
<td></td>
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<tr>
<td>9:00 PM</td>
<td>STUDY TIME</td>
<td></td>
<td></td>
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<tr>
<td>9:00 PM</td>
<td>Supervision on studies</td>
<td></td>
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<tr>
<td>9:00 PM</td>
<td>FORMATION</td>
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<tr>
<td>9:00 PM</td>
<td>Attendance Sheet</td>
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<tr>
<td>9:00 PM</td>
<td>Defects Noted</td>
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</tr>
<tr>
<td>9:00 PM</td>
<td>Issue DR on defects noted</td>
<td></td>
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</tr>
</tbody>
</table>

**FTO's Note:** For the next module, assign a topic for each PT to encourage them to participate in the discussion. The copy of the topic will be given in advance for the PTs to study and understand its contents. Simple understanding of the different provisions of law is enough for this lesson. Each PT should be able to define each law, explain how it is being committed and enumerate the necessary evidence in filing the case in court.
Module IV

TRAINING MANUSCRIPT

KNOWLEDGE ON LAWS UNDER THE REVISED PENAL CODE

FTO's Note: 1. Start the training day with a prayer to be led by one of the participants. This should be done in a rotation basis. Same PT will deliver the closing prayer at the end of the lesson/training day.

2. Prepare a slide showing the different kinds of law mentioned in the Training Objective to be defined or explained by the participants in front of his classmate. Whiteboard or flip chart will be used as alternate tools for presentation. Discuss the first six (6) articles in the morning then give them a 20 minutes break and resume with the other five (5) articles till noon break. Same sequence will be observed at the afternoon session. Tell the class that there will be an examination at the end of the lesson.

INTRODUCTION

This module is designed to provide the participants with better understanding on the provisions of law violated under the Revised Penal Code, Special Laws and Selected Rules on Criminal Procedures. It contains the idea on how these laws are being violated and the step-by-step procedures on how to conduct the proper approach on investigation. This knowledge will serve as a tool for the PTs to effectively carry on with their duties as investigators in the future.

OBJECTIVES

After this block of instruction, the PTs will be able to:

1. Differentiate the following crimes under RPC: Direct Assault, Indirect Assault, Resistance and Serious Disobedience, Alarm & Scandal, Murder, Homicide, Death or Injuries caused by Tumultuous Affray, Serious Physical Injuries, Less Serious Physical Injuries and Slight Physical Injuries, Kidnapping or Illegal Detention, Robbery, Robbery in an inhabited house or edifice for worship and private building, Brigandage, Theft, Adultery, Concubinage and Acts of Lasciviousness; and

2. Enumerate the evidence needed to file a case in court.
HOW ARE CRIMES COMMITTED?

FTO's Note: Give 15 minutes break after the presentation and discussion of the first slide

Article 148 of the Revised Penal Code provides for the elements of Direct Assault.

1. Elements of Direct Assault:
   a. The victim is with authority and directly vested with jurisdiction, i.e., having the power and authority to govern and execute the laws or who is the agent of the person in authority;
   b. The victim was assaulted on occasion or because or by reason of the performance of official business;
   c. The attack made on one of the persons in authority or their agents against one among them is on occasion or by reason of official performance or decision;
   d. The offender has knowledge that the victim is a person in authority or his agent; and
   e. Other analogous acts

2. Aside from these elements, there are two (2) modes of committing Direct Assault, these are:
   a. Without public uprising, by employing force and intimidation to attain the purposes of rebellion or sedition. The first mode of direct assault is sedition without public uprising.
   b. Without public uprising, by attacking, by employing force or seriously intimidating or by seriously resisting any person in authority or any of his agents while engaged in the performance of their duties or on the occasion of such performance.

   An agent of a person in authority is one charged with the maintenance of peace and the protection of life and property. Police Officers, BIR agents, and sheriffs are agents of person in authority.
3. Direct assault becomes qualified when:
   a. Assault is committed with a weapon
   b. Offender is a public officer or employee
   c. Offender lays a hand upon a person in authority

4. Evidence needed to file a crime of direct assault:
   a. Testimonial Evidence – Affidavit of complainant and witnesses
   b. Documentary Evidence – photographs, videos, police reports and other documents
   c. Object Evidence – weapons
   d. Other relevant evidence

Article 149 of the RPC, provides for the elements of Indirect Assault.

1. Elements of Indirect Assault:
   a. A person in authority or his agent is the victim of direct assault.
   b. A person comes to the aid of such authority or his agent.
   c. The offender uses force or intimidation upon such person coming to the aid of the authority of his agent.
   d. Other analogous acts

2. Evidence needed to file a crime of Indirect Assault:
   a. Testimonial Evidence – Affidavit of complainant and witnesses
   b. Documentary Evidence – photographs, videos, police reports and other documents
   c. Object Evidence – weapons
**Article 151 provides for the elements of Resistance and Serious Disobedience.**

1. Elements of Resistance and Serious Disobedience:
   a. Offender seriously resists or disobeys the person in authority or his agent.
   b. The disobedience is the failure or refusal to obey a direct order from the authority or his agent.
   c. The offender must have knowledge that the person arresting him is a peace officer.
   d. The force employed by offender is not deliberate or the offender has no intention to ignore or defy the authority or his agents.
   e. Other analogous acts

   **Persons in authority:** mayor, school superintendent, public and private teachers, fiscal, municipal judge, councilors, and punong barangay.

2. Evidence needed to file a crime of Resistance and Serious Disobedience:
   a. Testimonial Evidence – Affidavit of complainant and witnesses
   b. Documentary Evidence – photographs, videos, police reports and other documents
   c. Object Evidence – weapons
   d. Other relevant evidence

**Article 155 of the RPC provides for the elements of Alarms and Scandals.**

1. Acts under Alarms and Scandals.
   a. Discharge of firearms and rockets calculated to cause alarm.
   b. Charivari or other disorderly meetings offensive and prejudicial to public tranquility.
c. Disturbance of public places.

d. Disturbance caused by inebriated persons in a manner not tumultuous in nature.

2. Evidence needed to file a crime of Alarms and Scandals

a. Testimonial Evidence – Affidavit of complainant and witnesses.

b. Documentary Evidence – photographs, videos, police reports and other documents.

c. Object Evidence – firearms

d. Other relevant evidence

Article 267 of the RPC defines the crime of Kidnapping and Serious Illegal Detention as amended by R.A. 7659.

1. Elements of Kidnapping and Serious Illegal Detention:

   a. Any private individual who shall kidnap or detain another, or in any other manner deprive him of his liberty.

   b. The kidnapping or detention shall have lasted more than three (3) days.

   c. Any serious physical injuries have been inflicted upon the person kidnapped or detained or if threats to kill him have been made.

   d. The person kidnapped or detained is a minor, except when the accused is any of the parents, female or a public officer.

   e. Other analogous acts

   NOTE:

   1. The gravamen of the offense is actual confinement or restraint or deprivation of the victim’s liberty.

   2. Ransom is the money demanded as a condition for the release of a person being deprived of his liberty or any other person, even if none
of the circumstances above is present, kidnapping or serious illegal detention was still committed.

3. The offense of kidnapping connotes transporting the offended party from one place to another while illegal detention focuses on one restrained of his liberty/locomotion without necessarily transporting him from one place to another.

4. Serious Illegal Detention is committed when the illegal detention lasts for 3 days, or the offended party is a) a minor; b) female; or c) public officer even when the detention lasts only for minutes, or committed by simulation of authority, or threats to kill are made and physical injuries are inflicted.

5. When the victim is killed or dies as a consequence of the detention, or is raped or is subjected to future or dehumanizing acts, the maximum penalty shall be imposed.

2. Evidence needed to file a crime of Kidnapping and Serious Illegal Detention:

   a. Testimonial Evidence – Affidavit of complainant and witnesses.

   b. Documentary Evidence – photographs, videos, police reports and other documents.

   c. Object Evidence – Medical records, autopsy, seminal/DNA Test, weapons used and other forensic reports.

   d. Other relevant evidence

   Article 248 of the RPC defines the crime of Murder as the unlawful killing of any person not constitutive of parricide or infanticide.

   1. The act of killing is qualified by the following circumstances:

   a. Treachery (alevosia) taking advantage of superior strength, with the aid of armed men, or employing means to weaken the defense to insure impunity.

   b. In consideration of a price, reward, or promise.
c. By means of inundation, fire, poison, explosion, shipwreck, stranding of a vessel, derailment or assault upon a railroad, fall of an airship, by means of vehicle, or with the use of any other means involving great waste or ruin.

d. On the occasion of any of the calamities enumerated in the preceding paragraph or of an earthquake, eruption of a volcano of any other public calamity.

e. With evident premeditation.

f. With cruelty by deliberately and inhumanly augmenting the suffering of the victim or outraging or scoffing at his person or corpse (as amended by RA 7659).

FTO’s Note: Participants should know that these qualifying circumstances must be alleged in the information, otherwise, they could not be proven as such under the principle of “Non Alegata Non Probate” (What is not alleged cannot be proven.)

2. Evidence needed to file a crime of murder:

a. Testimonial Evidence – Affidavit of complainant and witnesses.

b. Documentary Evidence – photographs, videos, police reports and other documents.

c. Object Evidence – Autopsy, weapons used and other Forensic Reports.

d. Other relevant evidence

Article 249 defines the crime of Homicide as the killing of any person which does not constitute parricide, infanticide or murder and it is not attended by any justifying circumstances.

1. Evidence needed to file a crime of Homicide:

a. Testimonial Evidence – Affidavit of complainant and witnesses.

   Documentary Evidence – photographs, videos, police reports and other documents.
Object Evidence – Autopsy, weapons used and other Forensic Reports.

Article 251 of the RPC provides for the elements of crime of Death Caused or Injuries Inflicted in a Tumultuous Affray.

1. Elements of the Crime:

   a. Tumultuous affray takes place when a quarrel occurs among several persons in tumultuous or confused manner.

   b. The persons killed or wounded with the author thereof incapable of being ascertained but the ones who inflicted serious physical injuries could be identified.

   c. The person is killed but author thereof cannot be identified.

   d. Other analogous acts

2. Evidence needed to file a case:

   a. Testimonial Evidence – Affidavit of complainant and witnesses.

   b. Documentary Evidence – photographs, videos, police reports and other documents.

   c. Object Evidence – Autopsy, weapons used and other Forensic Reports.

   d. Other relevant evidence

Article 263 of the RPC defines the crime of Serious Physical Injuries.

1. Elements of the crime:

   a. The injured person becomes insane, imbecile, impotent or blind.

   b. Injured party loses speech, hearing and smelling power or loses an eye, hand, foot, arm, leg or the use of such member, or becomes incapacitated for work.

   c. Injured persons a) becomes deformed; or b) loses any other member of his body; or c) loses the use thereof; or d) becomes incapacitated to work for more than 90 days.
d. Injured person is incapacitated for more than 30 days but not more than 90 days.

e. The offender has no intent to kill.

2. Evidence needed to file a case:

   a. Testimonial Evidence – Affidavit of complainant and witnesses.
   b. Documentary Evidence – photographs, videos, police reports and other documents.
   c. Object Evidence – Medical examination, weapons used and Forensic reports.
   d. Other relevant evidence

   Article 265 of the RPC defines the crime of Less Serious Physical Injuries as any person who shall inflict upon another physical injuries not described in the preceding articles, but which shall incapacitate the offended party for labor for ten days or more, or shall require medical assistance for the same period, shall be guilty of less serious physical injuries

   1. Elements of the crime:

      a. The period of incapacity for labor is for 10 days not more than 30 days or needs medical attendance for the same period.
      b. The wound requires medical attendance for only 2 days but the injured party was prevented from attending to his ordinary to his regular employment for a period of 29 days, the injuries are less serious. (Trinidad 4 Phil. 152)
      c. Other analogous acts

   2. Evidence needed to file a case:

      a. Testimonial Evidence – Affidavit of complainant and witnesses
      b. Documentary Evidence – photographs, videos, police reports and other documents
      c. Object Evidence – Medical results, weapons used and Forensic reports
      d. Other relevant evidence
Article 266 of the RPC defines the crime of Slight Physical Injuries and Maltreatment.

1. Elements of the Crime:
   a. There is no evidence of actual injury.
   b. The offense is considered ill treatment.
   c. Other analogous acts

2. Evidence needed to file a case:
   a. Testimonial Evidence – Affidavit of complainant and witnesses.
   b. Documentary Evidence – photographs, videos, police reports and other documents.
   c. Object Evidence – medical results.
   d. Other relevant evidence

FTO's Note: Give 15 minutes break after the presentation and discussion.

Article 293 of the RPC defines the crime of Robbery.

1. Elements of the crime:
   a. The personal property belongs to another.
   b. The unlawful taking of that property.
   c. With intent to gain (animus lucrandi).
   d. Violence against or intimidation of any person or force upon things.
   e. The offense can be committed by a band or with the use of firearms on a street, road or alley or by attacking a moving train, street car, motor vehicle or airship or by entering or taking the passenger conveyance by surprise.
f. Other analogous acts

2. Evidences needed to file a case:

   a. Testimonial Evidence – Affidavit of complainant and witnesses

   b. Documentary Evidence – photographs, videos, police reports and other documents

   c. Object Evidence – stolen items, weapons and other devices

**Article 299 defines the crime of Robbery in an Inhabited House or Edifice for Worship and Private Building.**

1. Elements of the Crime:

   a. The culprit must enter the building where the object to be taken is found.

   b. The entrance is affected by any of the following means through an opening not intended for entrance, breaking any wall, roof or floor, outside door or window, using false keys, picklocks or similar tools.

   c. The entrance is not required when the doors (of furniture), wardrobes, chest or sealed furniture are broken or taking such object away to be broken outside the place of robbery.

2. Evidence needed to file a case:

   a. Testimonial Evidence – Affidavit of complainant and witnesses

   b. Documentary Evidence – photographs, videos, police reports and other documents

   c. Object Evidence – stolen items, weapons and other devices

   d. Other relevant evidence

**Article 306 of the RPC defines the crime of Brigandage.**

1. Elements of the crime:

   a. The offense is committed by at least four armed persons.
b. The offenders formed a band for the purposes of committing any or all of the following:

1) robbery in the highway;
2) kidnap for ransom; and
3) attain any other purpose through force and violence.

c. There is a preconceived or intended victim.

d. Other analogous acts

**IMPORTANT:** Persons who profited from the loot are also liable as Aiding and Abetting a Band of Brigands.

2. Evidence needed to file a case:

   a. Testimonial Evidence – Affidavit of complainant and witnesses

   b. Documentary Evidence – photographs, videos, police reports and other documents

   c. Object Evidence – stolen items, weapons and other devices

   d. Other relevant evidence

**Article 308 defines the crime of Theft (Hurto).**

1. Elements of the crime:

   a. Any personal property belonging to another.

   b. The personal property is taken with intent to gain.

   c. The taking is without the owner’s consent.

   d. Absence of or without violence or intimidation of persons or force upon things.

   e. Other analogous acts
IMPORTANT: Theft is consumed when the offender is able to take possession of the thing. Once the thief has full possession of the thing, even if he did not have a chance to dispose the same, the crime of theft is consummated.

2. Evidence needed to file a case:
   a. Testimonial Evidence – Affidavit of complainant and witnesses
   b. Documentary Evidence – photographs, videos, police reports and other documents
   c. Object Evidence – stolen items, weapons and other devices
   d. Other relevant evidence

Article 333 of the RPC provides for the elements of the crime of Adultery.

1. Elements of the Crime:
   a. Adultery is committed by a married woman who engages in sexual intercourse with a man other than her husband.
   b. The man commits adultery if he knew the woman to be married at the time of sexual intercourse.
   c. Other analogous acts

2. Evidence needed to file a case:
   a. Testimonial Evidence – Affidavit of complainant and witnesses
   b. Documentary Evidence – photographs, videos, police reports and other documents
   c. Other relevant evidence

Article 334 defines the crime of Concubinage.

1. Elements of the Crime:
   a. Keeping a mistress in the conjugal dwelling.
b. Having sexual and/or scandalous circumstances with a woman who is not his wife.

c. Cohabiting with her in any other place.

2. Evidence needed to file a case:

   a. Testimonial Evidence – Affidavit of complainant and witnesses

   b. Documentary Evidence – photographs, videos, police reports and other documents

   c. Other relevant evidence

**Article 336 defines the crime of Acts of Lasciviousness.**

1. Elements of the Crime:

   a. The offender commits any act of lasciviousness or lewd design.

   b. Under any of the following circumstances: a) by using force or intimidation; or b) when the offended party is derived of reason or otherwise unconscious; or c) when the offended party is under 12 years old.

   c. The offended party is of either sex.

   d. Other analogous acts

2. Evidence needed to file a case:

   a. Testimonial Evidence – Affidavit of complainant and witnesses

   b. Documentary Evidence – photographs, videos, police reports and other documents

   c. Other relevant evidence

**EVALUATION**

Training evaluation should be done at the end of the training sessions in order to determine the learning progress of the Police Trainees. In this topic, FTO should administer written quiz as provided by this module. It will form part of the daily quizzes of the PTs.
FTO's Note: Provide the PTs the copies of the written examination attached in this module. It should be prepared before the lesson. The answer is also provided for the FTO as guide in checking the output of the PTs.

Time Required: 15 minutes

Test Questions:
1. 
2. 
3. 
4. 
5. 

RECAPITULATION

This is the summary of the training activities for the day. There is a need to mention again all the topics that have been discussed for the whole day to refresh the memories of the PTs before the introduction of new topic/s.

In order to maximize the PTs participation, assign somebody from the group to summarize the topics for the day.

FTO's Note: Introduce the selected topics on Rules Criminal Procedures. This are the lessons to be studied by the PTs during the study period:

1. Information;
2. made;
3. arrest;
4. lawful;
5. arrest;
6. the arrest;
7. arrested;
8. officer;
9. Warrant;
10. warrant;
11. search warrant;
12. Define what is Seizure;
13. items; and
14. filing.

“Be doers of the word and not hearers only, deceiving yourselves.”

- James 1:22
MODULE IV SLIDES

CRIMES PUNISHABLE UNDER THE RPC

Goal:
© to provide the participants with the basic knowledge on different laws under the Revised Penal Code (RPC) which is necessary in the performance of their duties as Police Officers

Objectives:
At the end of the lesson, participants would be able to:

© Differentiate the following crimes: Direct Assault, Indirect Assault, Resistance and Serious Disobedience, Alarm & Scandal, Murder, Homicide, Death or Injuries caused by Tumultuous Affray, Serious Physical Injuries, Less Serious Physical Injuries and Slight Physical Injuries, Rape, Kidnapping or Illegal Detention, Robbery, Robbery in an inhabited house or edifice for worship and private building, Brigandage, Theft, Adultery, Concubinage, Acts of Lasciviousness,

How do crime is being committed under the following instances?
© DIRECT ASSAULT
© INDIRECT ASSAULT
© RESISTANCE and DISOBEDINCE
© ALARM and SCANDAL
© KIDNAPPING AND ILLEGAL DETENTION

Mention the elements of each crime and necessary evidence needed to file a case in court

How do crime is being committed under the following instances?
© MURDER
© HOMICIDE
© Death or Injuries caused by Tumultuous Affray
© Serious Physical Injuries
© Less Serious Physical Injuries
© Slight Physical Injuries

Mention the elements of each crime and necessary evidence needed to file a case in court

How do crime is being committed under the following instances?
© Robbery
© Robbery in an inhabited house or edifice for worship and private building
© Brigandage
© THEFT

Mention the elements of each crime and necessary evidence needed to file a case in court
How do crime is being committed under the following instances?

- Rape
- Adultery,
- Concubinage,
- Acts of Lasciviousness

Summary:

- HOW DO YOU UNDERSTAND EACH LAW?
TRAINING PLAN

MODULE IV : KNOWLEDGE ON LAWS UNDER THE REVISED PENAL CODE, SPECIAL RULES ON CRIMINAL PROCEDURE

TARGET AUDIENCE : Police Trainees

DAY : 4

VENUE : Police Station / As appropriate

TIME ALLOTTED : Eight (8) Hours

LEARNING AIDS : Multi-media projector, laptop computer/desktop

POLICE TRAINEE’S REQUIREMENTS : PT’s prescribed uniform (Tamang Bihis)
PT’s Guide
Sheets of paper
Flash Drive
Ballpen and pencil

TRAINING REFERENCE : Police Operational Procedures (2013)
Criminal Investigation Manual 2011
Revised Penal Code (Book II)
Rules on Criminal Procedures

TRAINING GOAL : This block of instruction aims to provide the participants with the basic knowledge on rules on criminal procedures to guide the PTs in the performance of their duties as police officers.
TRAINING OBJECTIVES: After this block of instruction, the PTs will be able to:

T.O # 1 : Differentiate Complaint from Information;
T.O # 2 : Learn the definition and types of Arrest;
T.O # 3 : Explain the guidelines and procedures when making an arrest;
T.O # 4 : Enumerate the rights of person arrested;
T.O # 8 : Enumerate the duties of the arresting officer;
T.O # 9 : Define and list the requirements and features of a search warrant;
T.O # 10 : Enumerate the procedures in serving search warrant;
T.O # 11 : Identify the instances when warrantless search is lawful;
T.O # 12 : Define what is Seizure;
T.O # 13 : Enumerate the disposition of seize items; and
T.O # 14 : Differentiate how to file cases during inquest and regular filing.
**FTO'S NOTE:** Check the appropriate boxes or circles indicated in the daily training schedule.

### DAILY TRAINING SCHEDULE

<table>
<thead>
<tr>
<th>DAY</th>
<th>TIME</th>
<th>FTO CHECKLIST</th>
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<tr>
<td>Day 4</td>
<td>4:00 AM</td>
<td>6:00 AM</td>
<td>☐ First Call (4:00AM) ☐ Attention Call (4:05AM) ☐ Assembly Call (4:15 AM) ☐ Accounting (4:20 AM)</td>
<td>Invocation: Morning Prayer</td>
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<tr>
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<td></td>
<td>☐ Distribution of Cleaning Materials ☐ Designation of AOR ☐ Availability and Distribution of Bfast</td>
<td>Reveille&lt;br&gt;Calisthenics/ Warm Up Exercises/ Physical Conditioning Road Run</td>
</tr>
<tr>
<td></td>
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<td>7:30 AM</td>
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<td>Formation and Rank Inspection&lt;br&gt;☐ Daily Personnel Accounting Report</td>
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**FIELD TRAINING OFFICER’S GUIDE**
**on Investigation Phase**

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**MODULE IV**
**FIELD TRAINING PROGRAM** 79
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<tr>
<th>Time</th>
<th>Activity</th>
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<th>Practical Exercises</th>
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**Field Training Officer's Guide**

Module IV

**Field Training Program**

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<td><strong>STUDY TIME</strong></td>
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<td>Attendance Sheet, Defects Noted</td>
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Module IV

TRAINING MANUSCRIPT

BASIC KNOWLEDGE ON RULES ON CRIMINAL PROCEDURES

This aims to provide the participants with the basic knowledge on rules on criminal procedures to guide the PTs in the performance of their duties as police officers.

OBJECTIVES

At the end of this block of instruction, PTs will be able to:

1. Differentiate Complaint from Information.
2. Learn the definition and types of Arrest
3. Explain the guidelines and procedures when making an arrest
4. Enumerate the rights of person arrested.
5. Enumerate the duties of the arresting officer.
6. Define and list the requirements and features of a search warrant
7. Enumerate the procedures in serving search warrant
8. Identify the instances when warrantless search is lawful
9. Define what is Seizure
10. Enumerate the disposition of seize items.
11. Differentiate how to file cases during inquest and regular filing.

FTO’s Note: 1. Show the different kinds of law mentioned in the Training Objective to be defined or explained by the PTs in front of the group. Whiteboard or flip chart will be used as alternate tools for presentation. Provide necessary admin requirements during classroom instruction to be determined prior to the presentation of the topics.
2. Start the lesson with a short prayer from the PTs. The assigned PT for the day will also deliver his closing prayer after the training session.

COMPLAINT AND INFORMATION DEFINED

What is a Complaint?

A complaint is defined as a sworn written statement charging a person with an offense, subscribed by the offended party, any peace officer, or other public officer charged with the enforcement of the law violated. (Section 3, Rule 110, Rules on Criminal Procedures)

What is Information?

Information is defined as an accusation in writing charging a person with an offense, subscribed by the prosecutor and filed with the court. (Section 4, Rule 110, Rules on Criminal Procedures)

ARREST DEFINED

Arrest is defined as the taking of a person into custody so he can answer for the commission of an offense.

Who are exempted from Arrest?

1. President of the Philippines;

2. Senators or members of the House of Representatives, while Congress is in session, in all offenses punishable by not more than six (6) years imprisonment; and

3. Diplomatic officials and their domesticcs.

Methods of Arrest:

1. With warrant of arrest – The officer shall inform the person to be arrested of the cause of the arrest and of the fact that a warrant has been issued for his arrest, except when he flees or forcibly resists before the officer has opportunity to inform him or when the giving of such information will imperil the arrest. The
officer need not have the warrant in his possession at the time of the arrest but after the arrest, if the person arrested so requires, the warrants shall be shown to him as soon as practicable.

2. **Without warrant of arrest** – The officer shall inform the person to be arrested of his authority and the cause of his arrest, unless the person to be arrested is then engaged in the commission of an offense or is pursued immediately after its commission or after an escape, or flees or forcibly resists before the officer has opportunity to inform him, or when the giving of such information will imperil the arrest.

**Legality of Arrest**

When is warrantless arrest lawful?

1. When, in the law enforcer’s presence, the person to be arrested has committed, is actually committing, or is attempting to commit an offense.

2. When an offense has in fact just been committed, and the officer has personal knowledge of facts indicating that the person to be arrested has committed it.

3. When the person to be arrested is a prisoner who has escaped from a penal establishment or place where he is serving final judgment or temporarily confined while his case is pending, or has escaped while being transferred from one confinement to another.

4. If a person lawfully arrested escapes or is rescued, any person may immediately pursue or retake him without a warrant at any time and in any place within the Philippines.

5. When the arrest is made by a bondsman for the purpose of surrendering the accused.

6. Where the accused released on bail attempts to leave the country without court permission.

7. Violation of conditional pardon, punishable under Article 159 of the Revised Penal Code as a case of evasion of service of sentence.

8. Arrest following a Deportation Proceeding by the Immigration Commissioner against illegal and undesirable aliens.
“Hot Pursuit” Arrest

A hot pursuit arrest must have the following elements:

1. That an offense has been committed;
2. Offense has just been committed, and
3. That there is probable cause based on personal knowledge of facts or circumstances that the persons to be arrested is the one who committed the crime.

Arrest as a Result of a “Buy-Bust

A “buy-bust” operation is a form of entrapment which has been repeatedly accepted to be valid means of arresting violators of Dangerous Drugs Law. It is a means of catching a malefactor in flagrante delicto. The police officers conducting the operation are not only authorized but duty-bound to apprehend the violator and to search him for anything that may have been part of or used in the commission of the crime. (PP vs. Salazar, Jan. 27, 1997)

How to Effect Arrest?

In general, an arrest is made by an actual restraint of the person to be arrested, or by his submission to the custody of the person making the arrest.

No violence or unnecessary force shall be used in making an arrest, and the person arrested shall not be subjected to any greater restraint than is necessary for his detention. (Sec. 2, Rule 113 of Rules of Court)

In making the Arrest:

1. Use good judgment in connection with the arrest.
2. Assume that the subject is armed and will take your life if given an opportunity.

Arrest on the Street:

1. This should be made from the side or rear of the person to be arrested when possible.
2. Subject should be forced toward a building.
3. Avoid congested areas when possible.

Arrest at Home, Office or Business Establishment:

1. Restrict the subject’s movement. Do not grant request for personal privileges before being searched.

2. Clothing and other things requested should be examined for weapons or items of evidence before turning them over to the subject.

Summoning Assistance for Arrest:

Any officer making a lawful arrest may verbally summon as many as he deems necessary to aid him in making the arrest. Every person so summoned shall aid him in the making of such arrest when he can render such aid without detriment to himself (Sec. 10, ibid)

Procedures in Making Arrest

1. Secure the person arrested (handcuff at the back)
   a. Conduct thorough search for weapons and other illegal materials;
   b. Inform the arrested person of his rights as provided for in the Constitution;

2. Use reasonable force in making arrest;

3. Confiscated evidence shall be properly documented;

4. Bring the arrested person to the Government Accredited Hospital for Medical Examination; and

5. Bring the arrested person to the Police Station for documentation

FTO’s Note: Miranda warning: should be clearly understood by the suspect. As much as possible, translate these rights to a common language applicable to the suspect.
Arrest of Minors (R.A. 9344 “Juvenile Justice Act of 2005”)

When a minor is arrested:

If it is determined that the child taken into custody is 15 years old and below, the authority to have an initial contact with the child has the duty to immediately release the child to the custody of his/her parents or guardian, or in the absence thereof, the child’s nearest relative. Said authority shall give notice to the local social welfare and development officer. If the parents, guardians or nearest relatives cannot be located, or if they refused to take custody, the child may be released to any of the following:

1. Duly registered non-governmental or religious organization;
2. A barangay official or a member of the Barangay Council for the Protection of Children (BCPC); or
3. Local social welfare and development officer.

Detention and Body Search of a Minor:

A Child in Conflict with the Law (CICL) shall only be searched by a law enforcement officer of the same gender and shall not be locked up in a detention cell. However, if detention is necessary, the arresting officer shall ensure that the child shall be secured in quarters separate from that of the opposite sex and adult offenders.

Use of Handcuffs and other Instruments of Restraint:

Unless absolutely necessary, and only after all other methods of control have been exhausted and have failed, shall handcuffs or other instruments of restraint be used. (Sec. 21e, R.A. 9344)

Apprehending officers shall avoid displaying or using any firearm, weapon, handcuffs, or other instrument.

Taking of Statement of the child shall be conducted in the presence of the following:

1. Child’s counsel of choice or in the absence thereof, a lawyer from the Public Attorney’s Office;
2. The child’s parents, guardian, or nearest relative, as the case maybe be; or

3. The local social welfare and development officer (Sec. 22, R.A. 9344)

Points to Consider in Making an Arrest

1. Use of Reasonable Force

   The force to be used must be one that is only necessary to overcome any actual resistance to the arrest (PP vs. Delima, 46 Phil 738). In U.S. vs Mojica, 42 Phil 784, the Supreme Court ruled that a police officer, in the performance of his duty, must stand his ground and cannot, like a private individual, take refuge in flight, his duty requires him to overcome his opponent. The force which he may exert therefore differ somewhat from that which may ordinarily be offered in self-defense. A police officer is not required to afford a person attacking him the opportunity for a fair and equal struggle.

2. Arrest of Suspects on board a Moving Vehicle

   In general, vehicles carrying suspected persons may not be fired upon solely to disable the car. The driver or other occupant of a moving vehicle may be fired upon only if the police has probable cause to believe that the suspects pose an imminent danger of death to the police or other persons, and the use of firearm does not create a danger to the public that outweighs the like benefits of its use. (Rule 8, POP)

3. Rights of the Accused under Custodial Investigation (R.A. 7438)

   a. Any person under investigation for the commission of an offense shall have the right to be informed of his right to remain silent and to have competent and independent counsel preferably of his own choice. If the person cannot afford the services of counsel, he must be provided with one. These rights cannot be waived except in writing and in the presence of counsel.

   b. No torture, force, violence, threat, intimidation, or any other means which vitiate the free will shall be used against him. Secret detention places, solitary, incommunicado, or other similar forms of detention are prohibited.

   c. Any confession or admission obtained in violation of this or Section 17 hereof shall be inadmissible in evidence against him.
d. Right of the attorney or relative to visit the person arrested.

    Any member of the bar shall, at the request of the person arrested or of another on his behalf, have the right to visit and confer privately with such person, in jail or any other place of custody at any hour of the day or, in urgent cases, of the night. This right shall be exercised by any relative of the person arrested to reasonable regulation (Sec. 14, Rule 113)

    Executive Order No. 155, dated March 1987, amending Republic Act No. 857, penalizes any public officer who deprives a person of his right to counsel. The penalty shall be prison correctional or imprisonment of six (6) months and one (1) day to six (6) years.

    R.A. 857 has been repealed by R.A. 7438. The penalty is now a fine of Php6,000.00 or a penalty of imprisonment of not less than eight (8) years but not more than 10 years, or both. The penalty of perpetual absolute disqualification shall be imposed upon the investigating officer who has been previously convicted of a similar offense.

**Duties of Arresting Officer During Arrest**

1. It shall be the duty of the officer executing the warrant to arrest the accused and deliver him without delay to the nearest police station or jail for the recording of the fact of the arrest of the accused.

2. At the time of the arrest, with or without warrant, it shall be the duty of the arresting officer to inform the person to be arrested of the cause of the arrest and the fact that a warrant has been issued for his arrest (Section 7, Rule 113 Revised Rules on Procedure) and in case of arrest without a warrant, it shall be the duty of the arresting officer to inform the person to be arrested of his authority and the cause of the arrest (Section 8, Rule 113 Revised Rules of Criminal Procedure), in the dialect or language known to him, except when he flees or forcibly resists before the officer has the opportunity to so inform him or when the giving of such information will imperil the arrest. The officer need not have the warrant in his possession at the time of the arrest but after the arrest, if the person arrested so requires, the warrant shall be shown to him as soon as practicable.

3. The person arrested, with or without warrant, shall be informed of his constitutional right to remain silent and that any statement he might make could be used against him. He shall have the right to communicate with his
lawyer or his immediate family. It shall be the responsibility of the arresting officer to see to it that this is accomplished.

4. A person arrested without a warrant shall be immediately brought to the proper police station for investigation without unnecessary delay, and within the time prescribed in Article 125 of the Revised Penal Code, as amended (i.e., 12, 18, or 36 hours, as the case may be), shall be subjected to inquest proceedings under Section 7, Rule 112 of the 2000 Rules of Criminal Procedure.

5. No torture, force, violence, threat, intimidation, or any other means which vitiate the free will shall be used against an arrested person. The bringing of arrested persons to secret detention places, solitary confinement (incommunicado) or other forms of detention is prohibited.

6. If the person arrested without a warrant waives his right under the provisions of Art. 125 of the Revised Penal Code the arresting officer shall ensure that he signs a waiver of detention in the presence of his counsel of choice.

7. If the person arrested waives his right against self-incrimination and opts to give his statement, the arresting officer shall ensure that the waiver shall be made in writing and signed by the person arrested in the presence of a counsel of his own choice or a competent and independent counsel provided by the government.

8. When transporting the suspect/s to the police station, be sure that no weapon/s are retained in their possession that could be used against the arresting officer, regardless if the person arrested is a noted criminal or not. It is also a must that the arrested person/s be handcuffed to prevent violence.

SEARCH WARRANT DEFINED

A search warrant is an order in writing issued in the name of the People of the Philippines, signed by a judge and directed to a peace officer, commanding him to search for personal property described therein and to bring it before the court. (Sec. 1, Rule 126)

Requisites for Filing an Application for Search Warrant

All applications for Search Warrant shall be personally endorsed by the Heads of the Agency for the search of places and the things to be seized to be particularly described therein. The application shall be recorded in a log book. The application shall likewise indicate the following data:
1. Office applying for the Search Warrant;

2. Name of officer-applicant;

3. Name of the Subject, if known;

4. Address/place(s) to be searched;

5. Specific statement of things/articles to be seized; and

6. Sketch of the place to be searched.

A search warrant shall be issued only upon probable cause (personal knowledge of facts and not mere hearsay) in connection with one specific offense to be determined personally by the judge. The facts must be sufficient to establish the need for the issuance of the warrant.

**Where to File Search Warrant?**

Under Normal Situation:

An application for search warrant shall be filed with any court within whose territorial jurisdiction a crime was committed.

For compelling reason stated in the application:

With any court within the judicial region where the crime was committed if the place of the commission of the crime is known, or any court within the judicial region where the warrant shall be enforced. If the criminal action has been filed, the application shall only be made in the court where the criminal action is pending (Sec. 2, Rule 126 Rules of Court).

**Requirements of a Search Warrant**

Probable Cause is required for a Search Warrant.

Probable cause means that sufficient facts must be presented to the judge issuing the warrant to convince him that circumstances sufficiently establish the need for the issuance of the warrant.
Significant Features of a Search Warrant

1. Are Things Illegally Seized be Admitted as Evidence?

The fruits of an illegal search are inadmissible as evidence. Any evidence obtained in violation of the right of the people against unlawful searches and seizure shall be inadmissible for any purpose in any proceeding. [Sec 3(2), Art. III, 1987 Constitution.]

2. Are Articles Not Mentioned in the Searched Warrant be Seized?

Generally, articles not included in the search warrant may not be seized. However, articles prohibited by a statute, although not included in the search warrant, may be seized. Thus, if during the progress of a bona fide search for other commodities illegally possessed, whether with search warrant or not, contraband or items declared as illegal per se are discovered, the contraband can be seized. The seizure of goods, the possession of which is forbidden by statute, violates no constitutional right of the accused.

Procedures in the Implementation of a Search Warrant

1. How to Serve a Search Warrant?

A search warrant must be served within ten (10) days from its date thereafter, it shall be void (Sec. 9, Rule 126) in the following manner:

a. The police officer concerned must go to the place indicated in the search warrant and take the things described therein, in the presence of at least one competent witness who is a resident of the neighborhood. If he is refused admittance to the place of search after giving notice of his purpose and authority, he may force himself in to execute the warrant; and if he is detained therein, he may force himself out to liberate himself. (Sec. 6, ibid)

b. The search must be made at daytime, unless otherwise stated. (Sec. 8, ibid)

FTO's Note: The PTs must know that “No search of a house, room, or any other premises shall be made except in the presence of the lawful occupant thereof or any member of his family or in the absence of the latter, two (2) witnesses of sufficient age and discretion residing in the same locality.” (Sec. 8, Rule 126)
c. The officer seizing the property must issue a detailed receipt for the same to the lawful occupant of the premises in whose presence the search and seizure were made, or in the absence of such occupant, must in the presence of at least two (2) witnesses of sufficient age and discretion residing in the same place, leave a receipt in the place in which he found the seized property. (Sec. 11, Rule 126)

(1) In compliance with this procedure, it has been standard practice to issue a RECEIPT FOR PROPERTY SEIZED after a seizure. The receipt is signed by the seizing officer only and two witnesses. A Recent Supreme Court decision, however, declared that such receipt when signed by the accused is in effect an extrajudicial confession of the commission of the offense charge. (People v de las Marinas, G.R. No. 87215, 30 Apr 91; and People v Mauyao, G.R. No. 84525, 6 Apr 92). Consequently, if the accused does not sign such receipt, it may still be used in evidence. Moreover, if the accused did in fact sign the receipt, but he signed it with the assistance of a lawyer of his choice, that act would constitute a valid waiver of his right against self-incrimination.

(2) It must be noted that in the cases cited above, the crime charged is possession of prohibited drugs. Thus, the signature of an accused on the receipt is a declaration against interest and a tacit admission of the crime charged, as mere unexplained possession of prohibited drugs is punishable. The doctrine is therefore not a hard and fast rule as far as the “Receipt for Property Seized” is concerned. If the crime charged is possession of unlicensed firearms, for example, the doctrine would apply. In other cases, it does not apply.

(3) Another document which is made after a search is a CERTIFICATION OF PROPERTY SEIZED. This is signed by the owner of the seized property, and would seem to fall more under the court pronouncement above than the “Receipt for Property Seized” does.

d. As much as possible, during the opening of safes, drawers, cabinets, tables, etc., the lifting of the articles should be done by the owner of the house or his authorized representative, or by immediate members of his family, to preclude any suspicion of theft or planting of evidence.

e. Thereafter, the officer must immediately deliver the things or property seized to the judge who issued the warrant, together with an inventory duly verified under oath. (Sec. 11, ibid.)
f. Things or personal properties not specifically indicated or particularly described in the search warrant shall not be taken;

g. Court approval is necessary to retain seized property. Approval by the court which issued the search warrant is necessary for the retention of the property seized by the police officers and only then will the custody be allowed by the court. In the absence of such approval, the police officers have no authority to retain possession ...and more so, to deliver the property to another agency...(Vide Tambasen v. PP, 246 SCRA 184)

**LAWFUL WARRANTLESS SEARCHES AND SEIZURES**

Warrantless searches and seizures are lawful under any of the following circumstances:

1. When there is consent or waiver. A waiver to be valid, the right must exist, the owner must be aware of such right, and he must have an intention to relinquish it.

2. When evidence to be seized is in “plain view.” The discovery of the evidence must be inadvertent or unintentional.

3. Customs search or searches made at airports/seaports in order to collect duties. This warrantless search is allowed due to urgency.

4. Search of moving vehicles may be made without a warrant because it would be impracticable to secure a warrant before engaging in “hot pursuit.” (Bagista 214 SCRA 63)

5. Routine searches made at or in the interest of national security, such as border checks or checkpoints.

6. Stop-and-search or stop-and-frisk where the search precedes the arrest and is allowed on grounds of reasonable suspicion.

7. Search incidental to a lawful arrest. A person lawfully arrested may be searched for dangerous weapons or anything which may be used as proof of the commission of an offense without a search warrant. (Sec. 12, Rule 126)

**FTO's Note:** PTs must know that “the arrest must precede the search.” The search is limited to body search and to that point within reach or control of the person arrested, or that which may furnish him with the means of committing violence or of escaping or reach for evidence to destroy it. (PP vs. Lua, 70 SCAD 446)
8. Search of Vessels – Search of vessels and aircraft because of their mobility and the relative ease in fleeing the state's jurisdiction (Roldan vs Arca, 65 SCRA 336).

9. Exigent Circumstances – Justice Reynato Puno proposed this exception as a catch-all category that would encompass a number of diverse situations where some kind of emergency makes obtaining a search warrant impractical, useless, dangerous or unnecessary (PP vs. Fernandez, 57 SCAD 481)

**FTO's Note:** PTs must know that “things prohibited by law which were illegally searched and seized does not call for their return to the owner”. (Uy Kheytin vs. Villareal, 42 Phil 886).

### WHAT IS SEIZURE?

Seizure is defined as the confiscation of personal property by virtue of a search warrant issued for the purpose. A search warrant may be issued for the search and seizure of the following personal properties:

1. Subject of the offense;
2. Stolen or embezzled and other proceeds, or fruits of the offense; or
3. Used or intended to be used as the means of committing an offense.

### Items to be Seized

A search warrant may be issued for the search and seizure of the following personal property:

1. Property subject of the offense;
2. Property stolen or embezzled and other or fruits of the offense; or
3. Property used or intended to be used for committing an offense. (Sec. 2, ibid)

The following will be seized at the scene of the raid:

1. Weapons which may be used against the raiding party;
2. Articles which might be used as a means of suicide;
3. Articles which might be used in escaping;

4. Articles which might be used in the commission of the crime; or

5. Proceeds or fruits of the crime (stolen property).

Disposition of Money and Other Valuable Property

The following procedures must be observed for the proper disposition of money and other valuable property:

1. Money should be counted and the serial numbers of the bills noted;

2. Valuables should be sealed in a property envelope in the presence of the owner;

3. Property envelope should show a complete inventory of its contents;

4. The owner should initial the outside of the envelope showing approval of its contents;

5. Raiding officers should sign their names on the outer part of the envelope; and

6. A receipt should be given to the suspect. However, this is qualified by the decision of the Supreme Court declaring as inadmissible in evidence the Receipt for Property Seized, signed by the accused, in cases where mere possession of the items seized is punishable.

Disposition of Articles not Covered in a Search Warrant

The following procedures must be observed in the disposition of articles not covered by a warrant:

1. If the articles are illicit or contraband, the same must be seized.

2. Such articles may be used as evidence to prosecute the person.

3. Non-contraband articles must be returned to the owners or must not be seized in the first place.
INQUEST VS. GENERAL FILING OF CASE

Inquest is defined as an informal and summary investigation conducted by a public prosecutor in criminal cases involving persons arrested and detained without the benefit of a warrant of arrest issued by the court for the purpose of determining whether or not said persons should remain under custody and correspondingly be charged in court.

The provisions of this section were lifted from the text of Department of Justice Circular No. 61 entitled New Rules On Inquest, which refers to the duties and responsibilities of the prosecutor and not of the PNP personnel. Though some of the provisions are necessary for our information, other provisions were reworded to harmonize with the intent of the manual. The purpose of the investigation manual is to guide police personnel on his/her role or sanctions in case of failure to do so. It does not cover those sanctions in cases of neglect or irregularity in the performance of their duties since it has no jurisdiction over them.

Inquest Prosecutor

PNP units shall coordinate with the City or Provincial Prosecutors to ensure efficient inquest proceedings. It shall secure updated list of Prosecutors who are detailed as duty inquest with their names and schedule of assignments. If there is only one Prosecutor in the area, all inquest cases shall be referred to him for appropriate action.

Commencement and Termination of Inquest

The inquest proceedings shall commence upon receipt by the Inquest Officer from the law enforcement authorities of the complaint/referral documents which should include:

1. the Affidavit of Arrest;

2. the Investigation Report;

3. the statement of the complainant and witnesses;

4. other supporting evidence gathered by the police in the course of the latter’s investigation of the criminal incident involving the arrested or detained person; the Inquest Officer shall, as far as practicable, cause the affidavit of arrest and statement/affidavit of the complainant and the witnesses to be subscribed and sworn to before him by the arresting officer and the affiants;
5. the inquest proceedings must be terminated within the period prescribed under the provisions of Article 125 of the Revised Penal Code, as

**REGULAR OR DIRECT FILING OF CASE**

Regular or direct filing of case is defined as the process of filing a complaint or information with the court or office of the prosecutor under the following circumstances:

1. For the offenses where a preliminary investigation is required (where penalty imposed is at least four (4) years, two (2) months and one (1) day without regard to the fine) by filing the complaint with the proper officer for the purpose of conducting the requisite preliminary investigation.

2. For all other offenses, by filing the complaint of information directly with the Municipal Trial Courts and Municipal Circuit Trial Courts, or the complaint with the office of the prosecutor. In Manila and other chartered cities, the complaints shall be filed with the Office of the Prosecutor unless otherwise provided in their charters.

3. When accused lawfully arrested without warrant. - When a person is lawfully arrested without warrant involving an offense which requires a preliminary investigation, the complaint or information may be filed by a prosecutor without need of such investigation provided an inquest has been conducted in accordance with existing rules. In the absence or unavailability of an inquest prosecutor, the complaint may be filed by the offended party or a peace officer directly with the proper court on the basis of the affidavit of the offended party or arresting officer or person.

**EVALUATION**

Training evaluation should be done at the end of the training session to determine the learning progress of the PTs. In this topic, FTO shall administer written quiz as provided in this module. It will form part of the daily quizzes of the PTs.

**FTO’s Note:** Provide the PTs copies of the written examination as attached in this module. It should be prepared before the lesson.
TEST QUESTIONS

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RECAPITULATION

This is the summary of the training activities for the day. There is a need to mention again all the topics that have been discussed for the whole day to refresh the memories of the PTs before the introduction of new topic/s. To maximize PT’s participation, assign somebody to summarize the training session of the day.
FTO's Note: Introduce the selected topics on Special Laws. These are the lessons to be studied by the PTs during the study period:

1. Authority of the PNP personnel to operate drugs;
2. Legal basis on arrest, search, and seizures without warrant during drug operations;
3. Report necessary prior the operation of drug case;
4. Duties of the arresting officer during drug buy bust operation;
5. SOPs during documentation of drugs confiscated during buy bust operation;
6. When cockfighting is allowed and not allowed;
7. Punishable acts by PD 1602;
8. Persons who are liable for R.A. 9287; and
9. Handle cases involving women and children in conflict with the law.

“Give the pupils something to do, not something to learn; and the doing is of such a nature as to demand thinking; learning naturally results.”
- John Dewey
MODULE IV SLIDES

SELECTED RULES ON CRIMINAL PROCEDURES

Goal:
• to provide the participants with the basic knowledge on different selected rules on criminal procedures to guide the participants as he performs his duties as Police Officers

Objectives:
As the end of the lesson, participants would be able to:
1. Define a complaint and how it is being made.
2. Define arrest and how it is being made.
3. Explain when arrest without warrant becomes lawful.
4. Explain how to effect an arrest.
5. Demonstrate the procedures in making the arrest.
6. Demonstrate the rights of persons arrested.
7. Demonstrate the duties of the arresting officer.
8. Define what is search warrant.
9. List the requirements and other features of search warrant.
10. Demonstrate the procedures in serving search warrant.
11. Identify the instances when warrants are or are not useful.
12. Define what is believes.
13. Demonstrate the application of search terms.
14. Demonstrate how to file cases during initial and regular filing.

WHAT IS A COMPLAINT?
WHAT IS AN INFORMATION?

WHAT IS ARREST?
WHO ARE EXEMPTED FROM ARREST
METHODS OF ARREST
• WITH WARRANT
• WITHOUT WARRANT

LEGALITY OF ARREST DURING THE FOLLOWING CIRCUMSTANCES:
WARRANTLESS ARREST
"HOT PURSUIT" ARREST
"BUY-BUST" OPERATION:
How to affect Arrest?
- General
- On the street
- At Home, Office or Business Establishment

Procedures to be undertaken by the Police Officer when arrest is made.
- Security of person arrested
- Use reasonable force in making arrest
- Confiscated evidence
- Medical examination
- Documentation

Different SOPs when minor is:
- Arrested
- Detaining and searching the body
- Use of handcuff
- Taking of statement
- Points to consider when making the arrest

Points to consider when making the arrest.
- Use of reasonable force
- Arrest of suspect/s on board a moving vehicle
- Rights of suspects under custodial investigation

OUTS OF THE ARRESTING OFFICER TO MAKE ARREST
- During execution of warrant
- During warrantless arrest
- Treatment of the arrested person
- Waiver under Art 125
- Waiver against self-incrimination
- Transport of prisoners

SEARCH WARRANT
Search warrant:

- A search warrant is an order in writing issued in the name of the People of the Philippines, signed by a judge and directed to a peace officer, commanding him to search for personal property described therein and to bring it before the court. (Sec 1, Rule 126).

Requisites for filing an application for search warrant:

- Office applying for the Search Warrant;
- Name of officer-applicant;
- Name of the Subject, if known;
- Address/place(s) to be searched;
- Specific statement of things/articles to be seized;
- Sketch of the place to be searched.

Where to file a search warrant

- Normal situation
- Compelling reason

Requirements of search warrant

PROBABLE CAUSE

- Probable cause means that sufficient facts must be presented to the judge issuing the warrant to convince him that circumstances sufficiently establish the need for the issuance of the warrant.

SIGNIFICANT FEATURES IN A SEARCH WARRANT

May Things Sought Be Admitted as Evidence?

- The fruits of an illegal search are inadmissible as evidence. Any evidence obtained in violation of the right of the people against unlawful searches and seizure shall be inadmissible for any purpose in any proceeding. [Sec.3(2), Art. III, 1987 Constitution.]

SIGNIFICANT FEATURES IN A SEARCH WARRANT

May Articles Not Included in the Search Warrant be Seized?

- Generally, articles not included in the search warrant may not be seized. However, articles prohibited by a statute, although not included in the search warrant, may be seized.
- The seizure of goods, the possession of which is forbidden by statute, violates no constitutional right of the accused.
PROCEDURES IN THE IMPLEMENTATION OF A SEARCH WARRANT

How to Serve a Search Warrant?

8. A search warrant must be served within ten (10) days from its date (thereafter, it shall be void) Sec 9, Rule 126.

PROCEDURES IN THE IMPLEMENTATION OF A SEARCH WARRANT

How to Serve a Search Warrant?

8a. The police officer concerned must go to the place indicated in the search warrant and take the things described therein, in the presence of at least one competent witness. If he is refused admittance after giving notice of his purpose and authority, he may force himself in to execute the warrant; and if he is detained therein, he may force himself out to liberate himself (Sec 6, Rule 126).

PROCEDURES IN THE IMPLEMENTATION OF A SEARCH WARRANT

How to Serve a Search Warrant?

8b. The search must be made at daytime, unless otherwise stated. (Sec 8, Rule 126).

PROCEDURES IN THE IMPLEMENTATION OF A SEARCH WARRANT

How to Serve a Search Warrant?

8c. The officer seizing the property must issue a detailed receipt for the same to the lawful occupant of the premises in whose presence the search and seizure were made, or in the absence of such occupant, must in the presence of at least two (2) witnesses of sufficient age and discretion residing in the same place, leave a receipt in the place in which he found the seized property. (Sec. 11, Rule 126).

PROCEDURES IN THE IMPLEMENTATION OF A SEARCH WARRANT

How to Serve a Search Warrant?

8d. As much as possible, during the opening of safes, drawers, cabinets, tables, etc., the lifting of the articles should be done by the owner of the house or his authorized representative, or by immediate members of his family, to preclude any suspicion of theft or planting of evidence.

PROCEDURES IN THE IMPLEMENTATION OF A SEARCH WARRANT

How to Serve a Search Warrant?

8e. Thereafter, the officer must immediately deliver the things or property seized to the judge who issued the warrant, together with an inventory duly verified under oath. (Sec 11, Ibid.)
PROCEDURES IN THE IMPLEMENTATION OF A SEARCH WARRANT

How to Serve a Search Warrant?

1. Things or personal properties not specifically indicated or particularly described in the search warrant shall not be taken;

2. Court approval necessary to retain Seized Property.

- Search of moving vehicles: It would be imperative to ensure a warrant before engaging in "hot pursuit." (People v. Wisdom 1986)

LAWFUL WARRANTLESS SEARCHES AND SEIZURES

- When there is consent or waiver
- When evidence to be seized is in "plain view"
- Customs search or searches made at airports/seaports in order to collect duties
- Search of moving vehicles: It would be imperative to ensure a warrant before engaging in "hot pursuit." (People v. Wisdom 1986)

LAWFUL WARRANTLESS SEARCHES AND SEIZURES

- Routine searches made at or in the interest of national security, such as border checks or checkpoints.
- Stop-and-search or stop-and-frisk, where the search precedes the arrest, and is allowed on grounds of reasonable suspicion.
- Search incidental to a lawful arrest.

A person lawfully arrested may be searched for dangerous weapons or anything which may be used as proof of the commission of an offense, without a search warrant. (Brady v. United States 1933)

LAWFUL WARRANTLESS SEARCHES AND SEIZURES

- Search of Vessels
- Exigent Circumstances

Search of vessels and aircraft because of their mobility and the relative ease in "feeling the vessel's" jurisdiction. (United States v. Mersiowsky 1934)

Exigent Circumstances

Exigent circumstances formed the basis for an exception to a constitutional rule that would otherwise be applicable. The rule of exigent circumstances allows a police officer to enter a dwelling to save a life or to prevent death or serious injury. (United States v. Place 1972)
SEIZURE DEFINED as the confiscation of personal property by virtue of a search warrant issued for the purpose.

ITEMS TO BE SEIZED

@ Property subject of the offense;
@ Property stolen or embezzled and other or fruits of the offense; and
@ Property used or intended to be used for committing an offense.

DISPOSITION OF MONEY AND OTHER VALUABLE PROPERTY

@ Money should be counted and the serial numbers of the bills noted;
@ Valuables should be sealed in a property envelope in the presence of the owner;
@ Property envelope should show a complete inventory of its contents;
@ The owner should initial the outside of the envelope showing approval of its contents;
@ Raiding officers should sign their names on the outer part of the envelope; and
@ A receipt should be given to the suspect. However, this is qualified by the decision of the Supreme Court declaring an inadmissibility to evidence the receipt for Property Seized, signed by the accused, in cases where there possession of the same seized is punishable.

DISPOSITION OF ARTICLES NOT COVERED IN A SEARCH WARRANT

@ If the articles are illicit or contraband, the same must be seized.
@ Such articles may be used as evidence to prosecute the person.
@ Non-contraband articles must be returned to the owners or must not be seized in the first place.

INQUEST and GENERAL FILING OF CASE
INQUEST DEFINED as an informal and summary investigation conducted by a public prosecutor in criminal cases involving persons arrested and detained without the benefit of a warrant of arrest for the purpose of determining whether or not said persons should remain under custody and correspondingly be charged in court.

COMMENCEMENT AND TERMINATION OF INQUEST

The inquest proceedings shall commence upon receipt by the inquest officer from the law enforcement authorities:

1. Affidavit of arrest;
2. The investigation report;
3. The statement of the complainant and witnesses; and

COMMENCEMENT AND TERMINATION OF INQUEST

Other supporting evidence gathered by the police in the course of the latter's investigation of the criminal incident involving the arrested or detained person.

REGULAR OR DIRECT FILING OF CASE

DEFINED as the process of filing a complaint or information with the court or office of the prosecutor.

For all other offenses, by filing the complaint of information directly with the Municipal Trial Courts and Municipal Circuit Trial Courts, or the complaint with the office of the prosecutor, in municipal and other chartered cities, the complaint shall be filed with the Office of the Prosecutor unless otherwise provided in their charters.
When accused lawfully arrested without warrant. - When a person is lawfully arrested without warrant involving an offence which requires a preliminary investigation, the complaint or information may be filed by a prosecutor without need of such investigation provided an inquest has been conducted in accordance with existing rules. In the absence or unavailability of an inquest prosecutor, the complaint may be filed by the offended party or a peace officer directly with the proper court on the basis of the affidavit of the offended party or arresting officer or person.
TRAINING PLAN

MODULE IV : KNOWLEDGE ON LAWS UNDER THE REVISED PENAL CODE, SPECIAL LAWS AND RULES ON CRIMINAL PROCEDURES

TARGET AUDIENCE : Police Trainees

DAY : 5

VENUE : Police Station / As appropriate

TIME ALLOTTED : Eight (8) Hours

LEARNING AIDS : Multi-media projector, laptop computer/desktop

POLICE TRAINEE’S REQUIREMENTS : PT’s prescribed uniform (Tamang Bihis)
PT’s Guide
Sheets of paper
Flash Drive
Ballpen and pencil

TRAINING REFERENCE : Police Operational Procedures (2013)
Criminal Investigation Manual 2011
Revised Penal Code (Book II)
Rules on Criminal Procedures

TRAINING GOAL : This block of instruction aims to provide the participants with the basic knowledge on different Special Laws which are necessary in the performance of their duties as Police Officers.
TRAINING OBJECTIVES : After this block of instruction, the PTs will be able to:

T.O. # 1 : Mention the authority of the PNP personnel to operate drugs;

T.O. # 2 : Define the legal basis on arrest, search, and seizures without warrant during drug operations;

T.O. # 3 : Enumerate the necessary report necessary prior the operation of drug case;

T.O. # 4 : Enumerate the duties of the arresting officer during drug buy-bust operation;

T.O. # 5 : Enumerate the SOPs during documentation of drugs confiscated during buy bust operation;

T.O. # 6 : List when cockfighting is allowed and not allowed;

T.O. # 7 : Enumerate the activities punishable by PD 1602;

T.O. # 8 : List the persons who are liable for R.A. 9287; and

T.O. # 9 : Enumerate how to handle cases involving women and children in conflict with the law.
### FTO's Note:
Check the appropriate boxes or circles indicated in the daily training schedule.

### Daily Training Schedule

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>FTO Checklist</th>
<th>Activities</th>
<th>Remarks</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>4:00 AM</td>
<td>□ First Call (4:00 AM)</td>
<td>Invocation: Morning Prayer</td>
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<td>Calisthenics/</td>
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<td></td>
<td></td>
<td>□ Accounting (4:20 AM)</td>
<td>Warm Up Exercises/</td>
<td>Reason(s):</td>
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<td>Physical Conditioning/</td>
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<td>Road Run</td>
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<td></td>
<td>6:00 AM</td>
<td>□ Distribution of Cleaning Materials</td>
<td>Personal Necessities/ Policing of AOR/Breakfast</td>
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<td>7:30 AM</td>
<td>□ Designation of AOR</td>
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<td>□ Not completed</td>
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<td>□ Availability and Distribution of</td>
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<td>Blast</td>
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<td>□ Attendance (7:30-7:40)</td>
<td>Formation and Rank Inspection</td>
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<td>□ Defects Noted</td>
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<td>Introduction to Topic</td>
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<td>10:00 AM</td>
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<td>Special Laws</td>
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<td>□ Invocation</td>
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<td>Policeman’s prayer</td>
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<td>□ Training Goals</td>
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<td>8:00 AM</td>
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<td>10:15 AM</td>
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<td>11:00 AM</td>
<td>1:00 PM</td>
<td>Availability of Subject Matter Expert</td>
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<td>Cockfighting Law of 1974</td>
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<td>PD 1602</td>
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<td>12:00 NN</td>
<td>1:00 PM</td>
<td>LUNCH BREAK</td>
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<td>Invocation: grace before meal</td>
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Module IV TRAINING MANUSCRIPT SPECIAL LAWS

This block aims to provide the participants with the basic knowledge on the different Special Laws necessary to guide the PTs in the performance of their duties as police officers.

OBJECTIVES

At the end of this module, the PTs will be able to:

1. Mention the authority of the PNP personnel to operate drugs;
2. Define the legal basis on arrest, search, and seizures without warrant during drug operations;
3. Enumerate the necessary report necessary prior the operation of drug case;
4. Enumerate the duties of the arresting officer during drug buy-bust operation;
5. Enumerate the SOPs during documentation of drugs confiscated during buy-bust operation;
6. List when cockfighting is allowed and not allowed;
7. Enumerate the activities punishable by P.D. 1602;
8. List the persons who are liable for R.A. 9287; and
9. Enumerate how to handle cases involving women and children in conflict with the law.
**AUTHORITY TO OPERATE DRUG CASE**

The PNP’s authority to operate drug-related cases is embodied under the following special laws:


2. Paras. (a) to (e) Section 24, R.A. 6975 as amended by R.A. 8551

3. The PNP still possesses authority to conduct anti-illegal drug operations provided that the case shall eventually be transferred to the PDEA based on Supreme Court Decisions in People of the Philippines versus Sta. Maria, G.R. No. 171019, February 23, 2007 and People of the Philippines versus Rashamia Hernandez et. Al., G.R. No. 184804, June 18, 2009. Hence, PDEA deputation is no longer necessary or required for PNP personnel assigned with anti-drug units.

4. The PNP are not prevented from conducting warrantless arrest under Section 5, Rule 113 and search incidental to a lawful arrest under Section 13, Rule 126 of the Rules of Court.

**FTO’s Note:** After the presentation, give the PTs 15 minutes break and resume with another topic on drug cases investigation involving planned operation.
DRUG CASES INVESTIGATION INVOLVING PLANNED OPERATIONS

BUY-BUST OPERATION

1. All warrantless arrest, search and seizures to be undertaken by PNP member/anti-drug units shall be in accordance with Section 5, paragraphs (a) and (b), Rule 113, Section 13, Rule 126 of the Rules of Court, respectively and relevant Supreme Court Decisions.

2. The Team Leader shall see to it that prior reports have been submitted which may include, but not limited, to the following classified reports:
   a. Summary of Information of the Target/s
   b. Special Reports
   c. Surveillance Report
   d. Contact Meeting Report
   e. Development Report

FTO's Note: The PTs must know that the above mentioned reports are needed to be accomplished and submitted prior to the actual planned operation of drug case to be prepared by the team leader of the operating unit.

3. The following shall be strictly observed by the Arresting Officers/Investigator-on-Case during the conduct of Buy-Bust Operations:
   a. Arrested person shall be informed of the nature of his arrest and be apprised of his constitutional rights (Miranda Doctrine);
   b. The dangerous drugs, paraphernalia and equipment as the case may be, shall be immediately seized and taken into custody of the apprehending team;
   c. The seizing officer shall, as far as practicable, conduct the actual physical inventory, take photographs and properly mark the items or articles seized or confiscated in the place of seizure and in the presence of the arrested person or his counsel or representative and representatives from the Department of Justice, media and any elected government officials who shall be required to sign on the inventory and give each a copy thereof.
(Observe the rule on chain of custody and DOJ Department Circular No. 3 in compliance with Prescribed Procedures on the Seizure and Custody of Dangerous Drugs.)

**NOTE:** DOJ Department Circular No. 3 paras. 2 and 3 states that: “All anti-drug operations require physical inventory and photography of seized and confiscated drugs. The mandatory nature of the requirements under Section 21 (1), Article 5 II of R.A. 9165 and its IRR does not distinguish between warrantless seizures and those made by virtue of a warrant. The difference merely lies in the venues of the physical inventory and photography of the seized items. Thus:

(1) In seizures covered by search warrants, the physical inventory and photography must be conducted in the place where the search warrant was served;

(2) In case of warrantless seizures such as a buy-bust operation, the physical inventory and photography shall be conducted at the nearest police station or office of the apprehending officer/team, whichever is practicable; however, nothing prevents the apprehending officer/team from immediately conducting the physical inventory and photography of the items at the place where they were seized.

In case of non-observance of the prescribed procedure, the apprehending law enforcement officers must present an explanation to justify the same, and must prove that the integrity and evidentiary value of the seized items are not tainted. – While lapses in the handling of confiscated evidence in anti-drug operations may be countenanced, these lapses must be duly recognized and explained in terms of their justifiable grounds. The integrity and evidentiary value of the evidence seized must also be shown to have been preserved.

d. The seizing officer shall submit the seized or confiscated items to the nearest PNP Crime Laboratory for examination and analysis;

e. The arresting officer shall bring the arrested suspects to their office for proper custody, documentation and proper disposition;

f. The arrested suspect/s shall be presented to the PNP Crime Laboratory Group (CLG) for physical, medical examination and drug testing;
g. The assigned Investigator-On-Case shall collate the results of the examinations and prepare the appropriate charges and refer the case to the Prosecutor’s Office for inquest proceedings. He shall submit the following:

1. Copy of the Spot Report duly received by PDEA;
2. Copy of the Receipt of the Inventory of items seized/ Confiscated duly verified under oath;
3. Photograph of the scene;
4. Copy of the Receipt of Turn-Over of Evidence;
5. Copy of the Receipt of Turn-Over of the arrested suspect/s;
6. Copy of the request for and results of the Laboratory, Drug Test and Physical/Medical examination on the Drugs and the suspect/s;
7. Copy of the Booking Sheet and Arrest Report;
8. Photographs of the evidence seized and the suspect/s;
9. Copy of the Affidavit of Arrest;
10. Copy of the Affidavit of Seizing Officer;
11. Affidavit of other witnesses, if any; and
12. Others that may be submitted later.

h. The Investigator-On-Case shall thereafter submit a report to the Chief of Office.

i. The Investigator-On-Case shall furnish the PDEA with a complete set of the case folder and regularly update the same with the status of the case.

j. The Chief of Office and the Investigator-On-Case shall maintain a case monitoring system or record of the case and shall ensure the religious presence of the PNP witnesses during court (This is in compliance to PNP MC No. 2008-0801-003 dated August 1, 2008 in relation to NAPOLCOM MC No. 2007-001).
ILLEGAL COCKFIGHTING: Punishable Acts

Article 199 of the Anti-Ilegal Cockfighting Law provides the penalty of arrest or a fine not exceeding Php200.00, or both, in the discretion of the court, upon the following:

1. Any person who directly or indirectly participates in cockfights, by betting money or other valuable things, or who organizes cockfights at which bets are made, on a day other than those permitted by law.

2. Any person who directly or indirectly participates in cockfights, at a place other than a licensed cockpit.

Punishable Acts:

1. Betting money or things of value or representative of value in cockfighting on days not permitted by law;

2. Organizing cockfights at which bets are made on days not allowed by law;

3. Betting money or thing of value or representative of value on cockfights at a place other than a licensed cockpit; and

4. Organizing cockfights at a place other than a licensed cockpit.

IMPORTANT: The spectators in a cockfight are not liable.

COCKFIGHTING LAW OF 1974: When Allowed?

Cockfighting is allowed on the following occasions:

1. During Sundays and holidays in licensed cockpit;

2. During local fiesta not more than 3 days;

3. During provincial, city, or municipal agricultural, commercial or industrial fair, carnival or exposition for the period of 3 days upon resolution of the province, city, or municipality, subject to the approval of the Chief of Police; and

4. During entertainment of foreign dignitaries or for tourist, or for returning Filipinos or balikbayan, or for support of national fundraising campaigns for charitable purposes as may be authorized by the Office of the President,
upon resolution of a provincial board, city or municipal council, in a licensed cockpit or in playgrounds or parks. Privilege shall be one time for a period not exceeding three (3) days within a year.

**COCKFIGHTING LAW OF 1974: When not Allowed?**

Cockfighting is not allowed on the following occasions:

Legal holidays like Rizal Day (December 30), Independence Day (June 12), National Heroes Day (November 30), Holy Thursday, Good Friday, election or referendum day and during registration for such election or referendum.

**P.D. 1602 (ILLEGAL GAMBLING)**

Unless authorized by law, the following activities are punishable under this Act;

1. Cockfighting, jueteng, jai-alai, or horse racing to include bookie operations and game fixing, numbers, bingo, and other forms of lottery;

2. Cara y cruz or pompiang and the like;

3. 7-11 and any game using dice;

4. Black jack, lucky nine, poker and its derivatives, monte, baccarat, cuajo, pangguingue and other card games;

5. Pak que, high and low, mahjong, domino, and other games using plastic tiles and the like;

6. Slot machines, roulette, pinball and other mechanical contraptions and devices;

7. Dog raising, boat racing, car racing, and other form of races;

8. Basketball, boxing, volleyball, bowling, pingpong, and other forms of individual or team contests to include game fixing, point shaving and other machinations; and

9. Banking or percentage game, or any other game scheme, whether upon chance or skill, wherein wagers consisting of money, articles of value or representative of value are at stake or made.
R.A. NO. 9287: An Act Increasing the Penalties for Illegal Number Games, Amending Certain Provisions of Presidential Decree No. 1602, and for other Purposes

1. Illegal Number Games are any form of illegal gambling activity which uses numbers or combinations thereof as factors in giving out jackpots, such as:

   a. **Jueteng** - An illegal numbers game that involves the combination of thirty-seven (37) numbers against thirty-seven (37) numbers from number one (1) to thirty seven (37) or the combination of thirty-eight (38) numbers in some areas, serving as a form of local lottery where bets are placed and accepted per combination, and its variants.

   b. **Masiao** - An illegal numbers game where the winning combination is derived from the results of the last game of Jai Alai or the Special Llave portion or any result thereof based on any fictitious Jai Alai game consisting of ten (10) players pitted against one another, and its variants.

   c. **Last Two** - An illegal numbers game where the winning combination is derived from the last two (2) numbers of the first prize of the winning Sweepstakes ticket which comes out during the weekly draw of the Philippine Charity Sweepstakes Office (PCSO) and its variants.

2. Who are liable under this Act?

   a. **Bettor** ("Mananaya", "Tayador" or variants thereof) - Any person who places bets for himself/herself or in behalf of another person, or any person, other than the personnel or staff of any illegal numbers game operation.

   b. **Personnel or Staff of Illegal Numbers Game Operation** - Any person, who acts in the interest of the maintainer, manager or operator, such as, but not limited to, an accountant, cashier, checker, guard, runner, table manager, usher, watcher, or any other personnel performing such similar functions in a building structure, vessel, vehicle, or any other place where an illegal numbers game is operated or conducted.

   c. **Collector or Agent** ("Cabo", "Cobrador", "Coriador" or variants thereof) - Any person who collects, solicits or produces bets in behalf of his/her principal for any illegal numbers game who is usually in possession of gambling paraphernalia.
d. Coordinator, Controller or Supervisor ("Encargado" or variants thereof) - Any person who exercises control and supervision over the collector or agent.

e. Maintainer, Manager or Operator - Any person who maintains, manages or operates any illegal number game in a specific area from whom the coordinator, controller or supervisor, and collector or agent take orders.

f. Financiers or Capitalist - Any person who finances the operations of any illegal numbers game.

g. Protector or Coddler - Any person who lends or provides protection, or receives benefits in any manner in the operation of any illegal numbers game.

**IMPORTANT:** Any person who allows his vehicle, house, building or land to be used in the operation of the illegal numbers games is also liable.

3. Possession of Gambling Paraphernalia or Materials. - The possession of any gambling paraphernalia and other materials used in the illegal numbers game operation shall be deemed prima facie evidence of any offense covered by this Act.
CRIMES PUNISHABLE UNDER SPECIAL LAWS

Goal:
- to provide the participants with the basic knowledge on different laws under the SPECIAL LAWS which is necessary in the performance of their duties as Police Officers

Objectives:
- To be able to discuss the legality of the drugs found during drug operations.
- To be able to identify the authority of the PNP personnel to operate drug operations.
- To be able to understand the role of the investigator during drug operations.
- To be able to discuss the legal basis for arrest and search and seizure conducted during drug operations.
- To be able to discuss the legality of the drug operations conducted under RA 9165.

Authority to Operate Drug case
Republic Act 9165 and its IRR.
- The PNP still possesses authority to conduct anti-illegal drug operations provided that the case shall eventually be transferred to the PDEA. Deputation is no longer necessary or required for PNP personnel assigned with anti-drug units.

Drug cases investigation involving planned operations
1. All warrantless arrest, search, and seizures to be undertaken by PNP member/anti-drug units shall be in accordance with Section 5, paragraphs (a) and (b), Rule 113, Section 13, Rule 126 of the Rules of Court, respectively and relevant Supreme Court Decisions.

BUY BUST OPERATION
FIELD TRAINING OFFICER'S GUIDE
on Investigation Phase

MODULE IV

DRUG CASES INVESTIGATION INVOLVING PLANNED OPERATIONS

3. The Team Leader shall see to it that prior reports have been submitted which may include but not limited to the following classified reports:

• Summary of Information of the Target/s
• Special Reports
• Surveillance Report
• Contact Meeting Report
• Development Report

BUY BUST OPERATION

DRUG CASES INVESTIGATION INVOLVING PLANNED OPERATIONS

4. The following shall be strictly observed by the Arresting Officer(s) Investigation on Case during the conduct of Buy-Bust Operations:

b) The dangerous drugs, CPECs, paraphernalia and equipment as the case may be, shall be immediately seized and taken into custody of the apprehending team.

BUY BUST OPERATION

DRUG CASES INVESTIGATION INVOLVING PLANNED OPERATIONS

5. The following shall be strictly observed by the Arresting Officer(s) Investigation on Case during the conduct of Buy-Bust Operations:

c) Arrested person shall be informed of the nature of his arrest and be apprised of his constitutional rights (Miranda Doctrine):

BUY BUST OPERATION

DRUG CASES INVESTIGATION INVOLVING PLANNED OPERATIONS

6. The following shall be strictly observed by the Arresting Officer(s) Investigation on Case during the conduct of Buy-Bust Operations:

d) The seizing officer shall, as far as practicable, conduct the actual physical inventory, take photographs and properly mark the items or articles seized or confiscated in the place of seizure and in the presence of the arrested person/or his counsel or representative and representatives from the Department of Justice, NBI and any elected government officials who shall be required to sign on the inventory and given each a copy thereof.

BUY BUST OPERATION

DRUG CASES INVESTIGATION INVOLVING PLANNED OPERATIONS

All anti-drug operations require physical inventory and photography of seized and confiscated drugs.

BUY BUST OPERATION

* 1. In seizures covered by search warrants, the physical inventory and photography must be conducted in the place where the search warrant was served;

BUY BUST OPERATION
FIELD TRAINING OFFICER’S GUIDE
on Investigation Phase

DRUG CASES INVESTIGATION INVOLVING PLANNED OPERATIONS

All seeding operations require physical inventory and
photography of seized and unconfiscated goods.

2. In case of warrantless seizures such as a buy-bust
operation, the physical inventory and photography
shall be conducted at the nearest police station or
office of the apprehending officer/team, whichever
is practicable; however, nothing prevents the
apprehending officer/team from immediately
conducting the physical inventory and photography
of the items at the place where they were seized.

BUY BUST OPERATION

LEGAL COCKFIGHTING

a) The following shall be strictly observed by the Apprehending Officers’/Investigative units during the conduct of buy-bust Operations:

b) The arresting officer shall submit the seized or confiscated items to the nearest PNP Crime Laboratory for examination and analysis.

BUY BUST OPERATION

LEGAL COCKFIGHTING: PUNISHABLE ACTS

* Betting money or things of value or representative
  of value in cockfighting on days not permitted by law;

* Organizing cockfights at which bets are made on
days not allowed by law.

The spectators in a cockfight are not liable.

LEGAL COCKFIGHTING: PUNISHABLE ACTS

* Betting money or thing of value or representative
  of value on cockfights at a place other than a
licensed cockpit; and

* Organizing cockfights at a place other than a
licensed cockpit.

The spectators in a cockfight are not liable.
COCKFIGHTING LAW OF 1974: WHEN ALLOWED

* During local fiesta not more than 3 days
* During provincial, city, or municipal agricultural, commercial or industrial fair, carnival or exposition for the period of 3 days upon resolution of the province, city, or municipality...subject to the approval of the chief of police

COCKFIGHTING LAW OF 1974: WHEN ALLOWED

* During Sundays and holidays in licensed cockpit
* During entertainment of foreign dignitaries or for tourist, or for returning Filipinos or balikbayan, or for support of national fund raising campaigns for charitable purposes as may be authorized by the Office of the President, upon resolution of a provincial board, city or municipal council, in LICENSE COCKFIGHT OR IN PLAYGROUNDS OR PARKS. Privilege shall be one time, for a period not exceeding three (3) days, within a year.

COCKFIGHTING LAW OF 1974: WHEN NOT ALLOWED

* Legal holidays like RIZAL DAY (DEC 30), INDEPENDENCE DAY (JUNE 12), NATIONAL HEROES DAY (NOVEMBER 30), HOLY THURSDAY, GOOD FRIDAY, ELECTION OR REFERENDUM DAY AND DURING REGISTRATION FOR SUCH ELECTION OR REFERENDUM.

PRESIDENTIAL DECREE 1062 Illegal Gambling

Not unless authorized by law, the following are prohibited

* Cockfighting, jueteng, jeai-jeai, or horse racing to include bookie operations and game playing, numbers, bingo, and other forms of lottery
* Card games or pombang and the like
* 7-11 and any game using dice
* Black jack, lucky nine, poker and its derivatives, monte, baccarat, cuaico, panggiging and other card games

PRESIDENTIAL DECREE 1062 Illegal Gambling

Not unless authorized by law, the following are prohibited

* Pak que, high and low, mahjong, domino, and other games using plastic tiles and the like;
* Slot machines, roulette, pinball and other mechanical contraptions and devices;
* Dog racing, boat racing, car racing, and other form of races;

* Basketball, boxing, volleyball, bowling, pingpong, and other forms of individual or team contests to include game playing, point scoring and other machinations
* Banking or percentage game, or any other game scheme, whether upon chance or skill, wherein wagers consisting of money, articles of value or representative of value are at stake or made.
FIELD TRAINING OFFICER'S GUIDE on Investigation Phase

**ILLEGAL NUMBER GAMES.** Any form of illegal gambling activity which uses numbers or combinations thereof as factors in giving out jackpots.

- **Jai Alai.** An illegal numbers game that involves the combination of thirty-seven (37) numbers against thirty-seven (37) numbers from number one (1) to thirty seven (37) or the combination of thirty-eight (38) numbers in some areas, serving as a form of local lottery where bets are placed and accepted per combination, and its variants.

- **Maskara.** An illegal numbers game where the winning combination is derived from the results of the last game of Jai Alai or the Special Live portion or any result thereof based on any fictitious Jai Alai game consisting of ten (10) players pitted against one another, and its variants.

- **Last Two.** An illegal numbers game where the winning combination is derived from the last two (2) numbers of the first prize of the winning Sweepstakes ticket which comes out during the weekly draw of the Philippine Charity Sweepstakes Office (PCSO), and its variants.

- **Bettor ("Mananaya", "Kayador" or variants thereof).** Any person who places bets for himself/herself or in behalf of another person, or any person, other than the personnel or staff of any illegal numbers game operation.

**WHO ARE LIABLE?**
FIELD TRAINING OFFICER’S GUIDE

on Investigation Phase

REPUBLIC ACT NO. 9237: AN ACT INCREASING THE PENALTIES FOR ILLEGAL NUMBERS GAMES, AMENDING CERTAIN PROVISIONS OF PRESIDENTIAL DECREES NO. 1882, AND FOR OTHER PURPOSES

* b) Personnel or Staff of Illegal Numbers Game Operation. - Any person, who acts in the interest of the maintainer, manager or operator, such as, but not limited to, an accountant, cashier, checker, guard, runner, table manager, usher, watchet, or any other personnel performing such similar functions in a building structure, vessel, vehicle, or any other place where an illegal numbers game is operated or conducted.

REPUBLIC ACT NO. 9237: AN ACT INCREASING THE PENALTIES FOR ILLEGAL NUMBERS GAMES, AMENDING CERTAIN PROVISIONS OF PRESIDENTIAL DECREES NO. 1882, AND FOR OTHER PURPOSES

* c) Collector or Agent ("Cubao", "Cobrador", "Cortador" or variants thereof). - Any person who collects, solicits or produces bets in behalf of his/her principal for any illegal numbers game who is usually in possession of gambling paraphernalia.

REPUBLIC ACT NO. 9237: AN ACT INCREASING THE PENALTIES FOR ILLEGAL NUMBERS GAMES, AMENDING CERTAIN PROVISIONS OF PRESIDENTIAL DECREES NO. 1882, AND FOR OTHER PURPOSES

* d) Coordinator, Controller or Supervisor ("Enturado" or variants thereof). - Any person who exercises control and supervision over the collector or agent.

REPUBLIC ACT NO. 9237: AN ACT INCREASING THE PENALTIES FOR ILLEGAL NUMBERS GAMES, AMENDING CERTAIN PROVISIONS OF PRESIDENTIAL DECREES NO. 1882, AND FOR OTHER PURPOSES

* e) Maintainer, Manager or Operator. - Any person who maintains, manages, or operates any illegal numbers game in a specific area from whom the coordinator, controller, or supervisor, and collector, or agent take orders.

REPUBLIC ACT NO. 9237: AN ACT INCREASING THE PENALTIES FOR ILLEGAL NUMBERS GAMES, AMENDING CERTAIN PROVISIONS OF PRESIDENTIAL DECREES NO. 1882, AND FOR OTHER PURPOSES

* f) Financiers or Capitalist. - Any person who finances the operations of any illegal numbers game.

REPUBLIC ACT NO. 9237: AN ACT INCREASING THE PENALTIES FOR ILLEGAL NUMBERS GAMES, AMENDING CERTAIN PROVISIONS OF PRESIDENTIAL DECREES NO. 1882, AND FOR OTHER PURPOSES

* g) Protector or Coddler. - Any person who lends or provides protection, or receives benefits in any manner in the operation of any illegal numbers game.

REPUBLIC ACT NO. 9237: AN ACT INCREASING THE PENALTIES FOR ILLEGAL NUMBERS GAMES, AMENDING CERTAIN PROVISIONS OF PRESIDENTIAL DECREES NO. 1882, AND FOR OTHER PURPOSES

* Possession of Gambling Paraphernalia or Materials. - The possession of any gambling paraphernalia and other materials used in the illegal numbers game operation shall be deemed prima facie evidence of any offense covered by this Act.
TRAINING PLAN

MODULE IV : KNOWLEDGE ON LAWS UNDER THE REVISED PENAL CODE, SPECIAL LAWS AND RULES ON CRIMINAL PROCEDURES

TARGET AUDIENCE : Police Trainees

DAY : 7

VENUE : Police Station / As appropriate

TIME ALLOCATED : Eight (8) Hours

LEARNING AIDS : Multi-media projector, laptop computer/desktop

POLICE TRAINEE’S REQUIREMENTS : PT’s prescribed uniform (Tamang Bihis) PT’s Guide Sheets of paper Flash Drive Ballpen and pencil


TRAINING GOAL : This block of instruction aims to provide the participants with the basic knowledge on different Special Laws which are necessary in the performance of their duties as Police Officers.

TRAINING OBJECTIVES : After this block of instruction, the PTs will be able to:

T.O # 1 : Enumerate the procedures in handling VAWC Cases;

T.O # 2 : Define the crime of Rape under R.A. 8353;

T.O # 3 : Enumerate the procedures in investigating the crime of rape; and

T.O # 4 : Enumerate the procedures for inquest proceedings.
**FIELD TRAINING OFFICER’S GUIDE**

*on Investigation Phase*

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**FTO’S NOTE:** Check the appropriate boxes or circles indicated in the daily training schedule.

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**DAILY TRAINING SCHEDULE**

<table>
<thead>
<tr>
<th>DAY 7</th>
<th>TIME</th>
<th>FTO CHECKLIST</th>
<th>ACTIVITIES</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>4:00 AM</td>
<td>6:00 AM</td>
<td>☐ First Call (4:00AM)</td>
<td>Invocation: Morning Prayer</td>
<td>☐ Completed</td>
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<tr>
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<td>☐ Attention Call (4:05AM)</td>
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<tr>
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<td>☐ Assembly Call (4:15 AM)</td>
<td>Reveille Calisthenics/ Warm Up Exercises/ Physical Conditioning Road Run</td>
<td>☐ As appropriate Reason(s):</td>
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<tr>
<td></td>
<td></td>
<td>☐ Accounting (4:20 AM)</td>
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</tr>
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<td>6:00 AM</td>
<td>7:30 AM</td>
<td>☐ Distribution of Cleaning Materials</td>
<td>Personal Necessities/ Policing of AOR/Breakfast</td>
<td>☐ Completed</td>
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<td>☐ Designation of AOR</td>
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<td>☐ Availability and Distribution of Blast</td>
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<td>☐ As appropriate Reason(s):</td>
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<tr>
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128 | MODULE IV | FIELD TRAINING PROGRAM
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<tr>
<th>Time</th>
<th>Activity</th>
<th>Topic</th>
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<td><strong>TOPIC PRESENTATION AND DISCUSSION</strong></td>
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<tr>
<td></td>
<td></td>
<td>NAWC</td>
<td></td>
</tr>
<tr>
<td>Time</td>
<td>Task</td>
<td>Details</td>
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<td>------------</td>
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<tr>
<td>4:45 PM</td>
<td>Issues and concerns</td>
<td>ADMINISTRATIVE ANNOUNCEMENT</td>
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<td>5:00 PM</td>
<td>Open Forum</td>
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<td>Guidance</td>
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<td>5:00 PM</td>
<td>Supervision on personal tasking</td>
<td>PERSONAL TIME</td>
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<td>Availability of the meal</td>
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<td>6:00 PM</td>
<td>Mess kits</td>
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<td>6:00 PM</td>
<td>Venue for dinner</td>
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<td>6:00 PM</td>
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<td>DINNER TIME</td>
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<td>Invocation: grace before meal</td>
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<td>7:00 PM</td>
<td>Supervision on studies</td>
<td>STUDY TIME</td>
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<td>9:00 PM</td>
<td>Attendance Sheet</td>
<td>FORMATION</td>
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<td>Defects Noted</td>
<td>Roll Call Formation/Attendance before Time to All Personnel to Sleep (TAPS)</td>
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Module IV

TRAINING MANUSCRIPT

INVESTIGATION OF VIOLENCE AGAINST WOMEN AND CHILDREN (VAWC) CASES AND THE CRIME OF RAPE

R.A. 9262 “VIOLENCE AGAINST WOMEN AND THEIR CHILDREN”

Any act or series of acts 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 whether legitimate or illegitimate, within or without the family abode, which results in or is likely to result in physical, sexual, psychological harm or suffering, or economic abuse including threats of such acts, battery, assault, coercion, harassment or arbitrary deprivation of liberty. It includes but not limited to the following acts:

1. Physical Violence
2. Sexual Violence
3. Psychological Violence
4. Economic Abuse

DUTIES OF THE LAW ENFORCER

The following are the duties of the law enforcer:

1. Respond immediately to a call for help or request for assistance or protection of the victim by entering the dwelling, if necessary, whether or not a protection order has been issued, and ensure the safety of the victims;

2. Confiscate any deadly weapon in the possession of the perpetrator or within plain view;

3. Transport or escort the victim to a safe place of her choice or to a clinic or hospital;

4. Assist the victim in removing personal belongings from the house;

5. Assist barangay officials and other government officers and employees who respond to a call for help;
6. Ensure the enforcement of the Protection Orders issued by the Punong Barangay or the courts;

7. Effect the arrest of the suspected perpetrator by virtue of a warrant except that a valid warrantless arrest may be conducted when any of the acts of violence, or when he/she has personal knowledge that any act of abuse has just been committed, and there is imminent danger to the life or limb of the victim; and

8. Immediately report the call for assessment or assistance of the DSWD, Social Welfare Department of LGUs or accredited non-government organizations (NGOs).

PROCEDURES ON INVESTIGATING VAWC CASE

The following must be observed by a police officer in handling VAWC cases:

1. Upon receipt of the complaint from the desk officer, the Women and Children’s Protection Desk (WCPD) officer shall conduct initial investigation and record the incident in the blotter purposely used by WCPD.

2. Refer and accompany the victim to the nearest PNP Crime Laboratory and/or government hospital for appropriate medico-legal examination. It shall be the WCPD officer’s duty to ensure that as far as possible, the examining physician must be of the same gender as the victim, especially in sexual violence cases.

3. In all investigations involving children, the victim shall be accompanied by his/her unoffending parent, guardian, or local social worker.

4. In all investigations involving women other than children in sexual abuse cases, only persons expressly authorized by the victim shall be allowed by the WCPD officer inside a room where police investigations as well as medical/physical examination are being conducted in private.

5. Ensure the confidentiality of identity of the victim and all other parties directly involved with the case under investigation. For this purpose, the WCPD officer must maintain a separate blotter on crimes committed under the Act. Under no circumstances shall any police officer allow media access to information concerning VAWC cases reported to the PNP.

6. Get the sworn statement of the victim to include all the witnesses.
7. After the conduct of police investigation, the WCPD officer shall refer the victim to the social worker of the LGU, any available DSWD shelter, NGOs and other service providers for psychological intervention and other rehabilitation programs.

8. The WCPD officer shall forward the investigation report together with the relevant evidence, including the formal statements of witnesses and results of medico-legal examination, to the prosecutor for filing of appropriate criminal action under the Act.

9. If the victim is found to have manifestations of the Battered Woman Syndrome which is validated by past police records and testimonies from witnesses in interest, the WCPD officer shall inform the punong barangay, the local social worker, or the concerned NGOs, local professional or civic groups in the area for appropriate psychiatric and psychological evaluation which may form part of the evidence to be presented in court.

10. Assist in the application and enforcement of the provisions of the protection order as may be issued by the barangay or the court.

11. Respond, with the assistance of other police personnel, barangay officials, and other parties in interest, to a call for emergency assistance to ensure immediate protection of the victim by entering the dwelling if necessary whether or not protection has been issued.

INVESTIGATION OF CASES UNDER R.A. 8353

1. Under R.A. No. 8353, the crime of rape is classified as crime against persons and it may be committed by and against a man or a woman.

2. When the victim is under 12 years of age, the presence of force, threat, or intimidation is immaterial. This first form of rape may be committed by a man only and against a woman.

3. There is NO issue of consent for child victims under the age of 12 years old. Children under 12 CANNOT give their consent. This is called STATUTORY RAPE.

4. In rape, perfect penetration is not essential; any penetration of the female organ by the male organ, however slight, is sufficient. The entry of the labia or lips of the female organ, even without rupture of the hymen or laceration of the vagina, is sufficient to warrant conviction for consummated rape (Pp v Orito 184 SCRA 105).
5. Any person who, under any of the circumstances mentioned above, shall commit an act of Sexual Assault by:

   a. Inserting his penis into the mouth or anal orifice of another person; or

   b. Inserting any instrument or object (including a finger) into the genital or anal orifice of another person;

   The second form of rape is called rape by sexual assault which may be committed by and against a man or a woman. The gender of the perpetrator and victim is immaterial. The subsequent valid marriage between the offender and the offended party shall extinguish the criminal action or the penalty imposed. There can, however, be no valid marriage between the offender and the victim who is a minor (below 18 years old).

**Procedures When Investigating the Crime of Rape**

The following procedures shall be observed in investigating the crime of rape:

1. Upon receipt of the complaint from the desk officer, the WCPD officer shall conduct initial investigation and record the incident in the blotter purposely used by WCPD.

2. Refer and accompany the victim to the nearest PNP Crime Laboratory and/or government hospital for appropriate medico-legal examination. It shall be the WCPD officer’s duty to ensure that as far as possible, the examining physician must be of the same gender as the victim, especially in sexual violence cases.

3. In all investigations involving children, the victim shall be accompanied by his/her unoffending parent, guardian, or local social worker.

4. In all investigations involving women other than children in sexual abuse cases, only persons expressly authorized by the victim shall be allowed by the WCPD officer inside a room where police investigations as well as medical/physical examination are being conducted in private.

5. Ensure the confidentiality of the identity of the victim and all other parties directly involved with the case under investigation. For this purpose, the WCPD officer must maintain a separate blotter on crimes committed under the Act. Under no circumstances shall any police officer allow media access to information concerning rape cases reported to the PNP.
6. After the conduct of police investigation, the WCPD officer shall refer the victim to the social worker of the LGU, any available DSWD shelter, NGOs and other service providers for psychological intervention and other rehabilitation programs.

7. The WCPD officer shall forward the investigation report together with the relevant evidence, including the formal statements of witnesses and result of medico-legal examination, to the prosecutor for filing of appropriate criminal action under the Act.

Inquest Procedures

If the referral complaint/criminal complaint has been filed for inquest proceedings (respondent is arrested and detained), the respondent and arresting officers must be present during the inquest proceedings and the latter must be ready to answer clarificatory questions that may be propounded by the inquest prosecutor on the circumstances surrounding the arrest. If the inquest prosecutor finds the attached or appended documents in the referral/criminal complaint insufficient, the investigator-on-case must ask for a chance to submit the same if there is still time before the prescribed period expires under Art. 125 of the Revised Penal Code. (Section 5, DOJ Cir. No. 61, New Rules on Inquest).

“Whoever loves instruction loves knowledge, but he who hates correction is stupid.”
- Proverbs 12:1
RA 9262

An Act defining violence against women and their children providing for protective measures for victims, imposing penalties therefore, and for other purposes.

This Act shall be known as the "Anti-Violence Against Women and Their Children Act of 2004."

RA 9262: How committed

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 whether legitimate or illegitimate, within or without the family abode, which results in or is likely to result in physical, sexual, psychological harm or suffering, or economic abuse including threats of such acts, battery, assault, coercion, harassment or arbitrary deprivation of liberty.

Duties of Law Enforcer

a) Respond immediately to a call for help or request for assistance or protection of the victim by entering the dwelling;

b) Confiscate any deadly weapon in the possession of the perpetrator or within plain view;

c) Transport or escort the victim to a safe place of their choice or to a clinic or hospital;

d) Assist the victim in removing personal belongings from the house;

e) Assist barangay officials and other government officers and employees who respond to a call for help;

f) Ensure the enforcement of the Protection Orders issued by the Punong Barangay or the courts;

g) Effect the arrest of the suspected perpetrator by virtue of a warrant except that a valid warrantless arrest may be conducted.

h) Immediately report the call for assessment or assistance of the DBWD, Social Welfare Department of LGUs or accredited non-government organizations (NGO’s).

Procedures on Investigating VAWC

a) Upon receipt of the complaint from the desk officer, the Women and Children’s Protection Desk (WCPO) officer shall conduct initial investigation and record the incident in the blotter purposely used by WCPO.
b) Refer and accompany the victim to the nearest PNP Crime Laboratory and/or government hospital for appropriate medico-legal examination. It shall be the WCPD officer’s duty to ensure that as far as possible, the examining physician must be of the same gender as the victim, especially in sexual violence cases.

c) In all investigations involving children, the victim shall be accompanied by his/her unoffending parent, guardian, or local social worker.

d) In all investigations involving women other than children in sexual abuse cases, only persons expressly authorized by the victim shall be allowed by the WCPD officer inside a room where police investigations as well as medical/physical examination are being conducted in private.

e) Ensure the confidentiality of identity of the victim and all other parties directly involved with the case under investigation. For this purpose, the WCPD officer must maintain a separate ledger on crimes committed under the Act. Under no circumstances shall any police officer allow media access to information concerning VAWC reported to PNP.

f) Get the sworn statement of the victim to include all the witnesses.

g) After the conduct of police investigation, the WCPD officer shall refer the victim to the social worker of the LGU, any available DSWD shelter, NGO’s and other service providers for psychological intervention and other rehabilitation programs.
Procedures on Investigating VAWC

h) The WCPO officer shall forward the investigation report together with the relevant evidence, including the formal statements of witnesses and results of medico-legal examination, to the prosecutor for filing of appropriate criminal action under the Act.

Procedures on Investigating VAWC

i) If the victim is found to have manifestations of the Battered Woman Syndrome which is validated by past police records and testimonies from witnesses in interest, the WCPO officer shall inform the punong barangay, the local social worker, or the concerned NGOs, local professional or civic groups in the area for appropriate psychiatric and psychological evaluation which may form part of the evidence to be presented in court.

Procedures on Investigating VAWC

j) Assist in the application and enforcement of the provisions of the protection order as may be issued by the barangay or the court.

Procedures on Investigating VAWC

k) Respond, with the assistance of other police personnel, barangay officials, and other parties in interest, to a call for emergency assistance to ensure immediate protection of the victim by entering the dwelling if necessary whether or not protection has been issued.

INVESTIGATION OF CASES UNDER RA 8353

Under R.A. No. 8353, the crime of rape is classified as crime against persons and it may be committed by and against a man or a woman.

INVESTIGATION OF CASES UNDER RA 8353

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INVESTIGATION OF CASES UNDER RA 8353

INVESTIGATION OF CASES UNDER RA 8353

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- inserting his penis into the mouth or anal orifice of another person; or
- inserting any instrument or object (including a finger) into the genital or anal orifice of another person;

The second form of rape is called rape by sexual assault which may be committed by and against a man or a woman. The gender of the perpetrator and victim is immaterial. The subsequent valid marriage between the offender and the offended party shall extinguish the criminal action or the penalty imposed. Thus, however, be no valid marriage between the offender and the victim who is a minor (below 18 years old).

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e) Ensure the confidentiality of the identity of the victim and all other parties directly involved with the case under investigation. For this purpose, the WCPD officer must maintain a separate binder on crimes committed under the Act. Under no circumstances shall any police officer allow media access to information concerning WWC reported to PAR.

f) After the conduct of police investigation, the WCPD officer shall refer the victim to the social worker of the LGU, any available DSWD shelter, NGO’s and other service providers for psychological intervention and other rehabilitation programs.

g) The WCPD officer shall forward the investigation report together with the relevant evidence, including the formal statements of witnesses and result of medico-legal examination, to the prosecutor for filing of appropriate criminal action under the Act.
TRAINING PLAN

MODULE IV : KNOWLEDGE ON LAWS UNDER THE REVISED PENAL CODE, SPECIAL LAWS AND RULES ON CRIMINAL PROCEDURES

TARGET AUDIENCE : Police Trainees

DAY : 8

VENUE : Police Station / As appropriate

TIME ALLOTTED : Eight (8) Hours

LEARNING AIDS : Multi-media projector, laptop computer/desktop

POLICE TRAINEE’S REQUIREMENTS : PT’s prescribed uniform (Tamang Bihis)
                                        PT’s Guide
                                        Sheets of paper
                                        Flash Drive
                                        Ballpen and pencil

TRAINING REFERENCE : Police Operational Procedures (2013)
                       Criminal Investigation Manual 2011
                       Revised Penal Code (Book II)
                       Rules on Criminal Procedures

TRAINING GOAL : This block of instruction aims to provide the participants with the basic knowledge on different Special Laws which are necessary in the performance of their duties as Police Officers.

TRAINING OBJECTIVES : After this block of instruction, the PTs will be able to:

T.O. #1 : Define Child Abuse under R.A. 7610
T.O. #2 : Enumerate the types of Child Abuse under R.A. 7610
T.O. #3 : Define CICL under R.A. 9344
T.O. #4 : Enumerate the procedures in handling CICL
T.O. #5 : Enumerate the procedures for inquest proceedings
**FIELD TRAINING OFFICER’S GUIDE**
on Investigation Phase

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**FTO’S NOTE:** Check the appropriate boxes or circles indicated in the daily training schedule.

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### DAILY TRAINING SCHEDULE

<table>
<thead>
<tr>
<th>DAY</th>
<th>TIME</th>
<th>FTO CHECKLIST</th>
<th>ACTIVITIES</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>4:00 AM</td>
<td>6:00 AM</td>
<td>□ First Call (4:00AM) □ Attention Call (4:05AM) □ Assembly Call (4:15 AM) □ Accounting (4:20 AM)</td>
<td>Invocation: Morning Prayer</td>
<td>□ Completed □ Not Completed □ As appropriate Reason(s):</td>
</tr>
<tr>
<td>6:00 AM</td>
<td>7:30 AM</td>
<td>□ Distribution of Cleaning Materials □ Designation of AOR □ Availability and Distribution of Breakfast</td>
<td>Personal Necessities/ Policing of AOR/Breakfast □ Cleaning Take a □ bath ironing of □ Uniform □ Polishing of paraphernalia/ accoutrements □ Breakfast ► grace before meal</td>
<td>□ Completed □ Not Completed □ As appropriate Reason(s):</td>
</tr>
<tr>
<td>7:30 AM</td>
<td>8:00 AM</td>
<td>□ Attendance (7:30-7:40) □ Rank Inspection (7:40 -8:00) □ Defects Noted □ Delinquency Report with defects</td>
<td>Formation and Rank Inspection □ Daily Personnel Accounting Report □ Rank Inspection ► Tamang Bihis ► Proper haircut ► Tickler/Ball pen/Hanky ► Handcuff ► Socks ► Buckle ► Moustache ► Finger nails</td>
<td>□ Completed □ Not Completed □ As appropriate Reason(s):</td>
</tr>
<tr>
<td>8:00 AM</td>
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<td>□ Special laws</td>
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<td>□ Completed □ Not Completed □ As appropriate Reason(s):</td>
</tr>
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<td>Event Description</td>
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</tr>
<tr>
<td>8:00 AM</td>
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<td></td>
<td>○ Lecture</td>
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<tr>
<td></td>
<td></td>
<td>○ Lecture</td>
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<td>10:15 AM</td>
<td>15 minutes break</td>
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<tr>
<td>1:01 PM</td>
<td>FORMATION</td>
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<td>Roll Call Formation/</td>
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| 7:00 PM | Supervision on studies | STUDY TIME
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Module IV

TRAINING MANUSCRIPT

INVESTIGATION OF CASES UNDER R.A. 7610 AND R.A. 9344

INVESTIGATION OF CASES UNDER THE ANTI-CHILD ABUSE LAW (R.A. 7610)

The R.A. 7610 or the “Anti-Child Abuse Law provides for the definition and types of child abuse.

Who is a “Child”?

Under this special law, a child refers to a persons below eighteen (18) years of age or those over but are unable to fully take care of themselves or protect themselves from abuse, neglect, cruelty, exploitation, or discrimination because of physical or mental disability or condition.

What is Child Abuse?

Child abuse is the maltreatment, whether habitual or not, of a child and includes any of the following acts:

1. Psychological and physical abuse, neglect, cruelty, sexual abuse and emotional maltreatment;

2. Any act by deeds or words which debases, degrades or demeans the intrinsic worth and dignity of a child as a human being;

3. Unreasonable deprivation of his/her basic needs for survival such as food and shelter; and

4. Failure to give medical treatment immediately to an injured child resulting in serious impairment of her growth and development or in her permanent incapacity or death (Section 3(b) or R.A. 7610).

Simply stated, child abuse refers to the imposition of physical or psychological injury, cruelty, neglect, sexual abuse, or exploitation of a child (IRR of R.A. 7610).
What are the Types of Child Abuse?

The following acts constitute child abuse:

1. **CRUELTY** refers to any act by word or deed which debases, degrades or demeans the intrinsic worth and dignity of a child as a human being. Cruelty may be in the form of:
   
a. Physical Abuse refers to any act which results in the non-accidental and/or unreasonable infliction of physical injury which includes, but is not limited to, lacerations, fractured bones, burns, internal injuries, severe injury or serious bodily harm.
   
b. Psychological Abuse refers to any harm to a child’s emotional, psychological or intellectual functions which may be exhibited by severe anxiety, depression, withdrawal or outward aggressive behavior, or a combination of said behavior which may be demonstrated by a change in behavior, emotional response or cognition.

2. **CHILD NEGLECT** refers to the failure to provide, for reasons other than poverty, adequate food, clothing, shelter, basic education or medical care so as to seriously endanger physical, mental, social and emotional growth and development. Neglect also includes:
   
a. Abandonment or concealment of child;
   b. Failure to give education commensurate to family’s financial condition;
   c. Causes or permits child’s truancy;
   d. Allows child to possess or carry deadly weapons; and
   e. Allows child to drive without license or with a fake license.

3. **SEXUAL ABUSE** refers to the involvement of children in sexual activities that they do not fully understand and to which they cannot give consent, and which violate social and cultural of behavior. Child sexual abuse includes the employment, use, persuasion, inducement, enticement, or coercion of a child to engage in, or assist another person in engaging in any of the following (IRR of R.A. 7610):
   
a. Sexual intercourse
   b. Lascivious conduct
   c. Molestation
d. Prostitution

e. Incest with children

4. CHILD TRAFFICKING refers to the act or acts of trading and dealing with children including, but not limited to, the act of buying and selling of a child for money, or for any other consideration, or barter.

PROCEDURES ON INVESTIGATING R.A. 7610

1. Upon receipt of the complaint from the desk officer, the WCPD officer shall conduct initial investigation and record the incident in the blotter purposely used by WCPD.

2. Refer and accompany the victim to the nearest PNP Crime Laboratory and/or government hospital for appropriate medico-legal examination. It shall be the WCPD officer’s duty to ensure that as far as possible, the examining physician must be of the same gender as the victim, especially in sexual violence case.

3. In all investigations involving children, the victim shall be accompanied by his/her unoffending parent, guardian, or local social worker.

4. Ensure the confidentiality of identity of the victim and all other parties directly involved with the case under investigation. For this purpose, the WCPD officer must maintain a separate blotter on crimes committed under the Act. Under no circumstances shall any police officer allow media access to information concerning VAWC reported to PNP.

5. After the conduct of police investigation, the WCPD officer shall refer the victim to the social worker of the LGU, any available DSWD shelter, NGO’s and other service providers for psychological intervention and other rehabilitation programs.

6. The WCPD officer shall forward the investigation report together with the relevant evidence, including the formal statements of witnesses and result of medico-legal examination, to the prosecutor for filing of appropriate criminal action under the Act.

List of Evidence to be Attached to the Complaint

The complaint filed to commence a criminal action consists of the following:

1. Preliminary investigation Sheet which should include the complete name and addresses of the offender;
2. Sworn written statement or Sinumpaang Salaysay of the complainant or offended party;

3. Sworn statement of witnesses, if any; and

4. Sworn statement of any peace officer or public officer charged with enforcement of the law violated.

Other Requirements:

1. Such number of copies of the sworn written statements as there are offenders plus two (2) copies for the Office of the Prosecutor;

2. Sworn written statements shall be subscribed and sworn to before the prosecutor, government official authorized to administer oath or in their absence, any notary public; and

3. Certification of subscribing officer that he personally examined the affiants and is satisfied that they voluntarily executed and understood their statements.

Attachments: (The following may be given at a later date and not necessarily at the time of filing of the complaint.)

a. Custodial investigation report

b. Medico–legal Report


d. Psychological/mental examination

e. Extra-judicial confession, if any, executed in accordance with Republic Act. 7438

f. Other documentary and physical evidence such as:

(1) Child’s birth certificate; and

(2) Marriage certificate of the parent and offender, if relevant
Inquest Procedures

If the referral complaint/criminal complaint has been filed for inquest proceedings (respondent is arrested and detained), the respondent and arresting officers must be present during the inquest proceedings and the latter must be ready to answer clarificatory questions that may be propounded by the Inquest Prosecutor on the circumstances surrounding the arrest. If the inquest prosecutor finds the attached or appended documents in the referral/criminal complaint insufficient, the investigator-on-case must ask for a chance to submit the same if there is still time before the prescribed period expires under Art. 125 of the Revised Penal Code. (Section 5, DOJ Cir. No. 61, New Rules on Inquest).

Crime Scene

It is important to conduct a crime scene investigation after interviewing the child. Identify and secure the crime scene(s) to ensure that evidence is not contaminated or destroyed. Limit crime scene access to essential personnel and record identity and information for anyone who enters or leaves. Also, determine whether there is a secondary crime scene.

JUVENILE JUSTICE AND WELFARE ACT OF 2006 (R.A. 9344)

R.A. 9344 or the Juvenile Justice and Welfare Act of 2006 is an act that establishes a comprehensive Juvenile Justice and Welfare System creating the Juvenile Justice and Welfare Council under the Department of Justice, appropriating funds therefor and for other purposes.

CHILD IN CONFLICT WITH THE LAW

A “CHILD IN CONFLICT WITH THE LAW" or CICL, under this Act, is defined as a child who is alleged as, accused of, or adjudged as having committed an offense under Philippine laws. A child is a person below eighteen (18) years of age.

WHEN YOUNG PEOPLE, FIFTEEN YEARS OLD AND BELOW COMMIT VIOLATIONS OF LAW, THEY ARE EXEMPTED FROM CRIMINAL LIABILITY.

A person is 15 years of age on the date of the FIFTEENTH ANNIVERSARY OF HIS/HER BIRTHDAY. They are also exempt from criminal liability if they are above fifteen but below 18 years of age, UNLESS they acted with discernment.

While there is NO CRIMINAL RESPONSIBILITY on the part of the child who is 15 year of age or below, he or she must still be HELD ACCOUNTABLE FOR THE CRIME
THROUGH PROPER INTERVENTION by duty bearers, such as the social worker or the police or both, without necessarily resorting to court proceedings under the Criminal Justice System. Likewise, the civil liability of the crime committed must be charged against the parents/guardians of the minor.

FOR CRIMES PUNISHABLE WITHIN SIX YEARS IMPRISONMENT, including those status offenses as well as crimes that are considered “victimless”, the child shall undergo diversion proceedings to be administered by either the law enforcer, punong barangay or a Local Social Welfare and Development Officer (LSWDO).

FOR CRIMES PUNISHABLE FOR MORE THAN SIX YEARS, WHERE THE CHILD HAS ACTED WITH DISCERNMENT, THE COURT WILL ACQUIRE JURISDICTION, including the administration of appropriate diversion programs.

POLICE TECHNIQUES AND APPREHENSION PROCEDURES OR INITIAL CONTACT

Persons considered having initial contact are the following:

1. First police responders
2. Other law enforcement officers
3. At the time of the initial contact or apprehension, the PNP officer must exercise due diligence and sensitivity in attending to a child who commits an offense or violation of law. The responding police officer has the following options:

   a. If the offense is light, the responding officer shall:

      (1) Provide the child a friendly “payo” or a simple warning not to repeat the act/s he/she had committed;

      (2) Call the unoffending parents or guardians for their proper intervention in the treatment of the child; or

      (3) Refer the CICL directly to the barangay for proper disposition.

   

   FTO's Note: PTs must remember that in all cases, the officer shall take down the facts of the case on his or her tickler.

   

   b. If the offense is less serious or serious, with or without victims, the apprehending officer must:
(1) Take the child into police custody;

(2) Refer the child to the Women and Children Protection Desk Officer or other qualified investigator of CICL cases for proper disposition of the case; and

(3) Exhaust all possible means to locate and notify the parents/guardians of the CICL as well as the social worker for the case management of the child, in cooperation with the investigating officer.

Important: PTs should remember that CICL are to be held accountable for their offenses. R.A. 9344 provides the mechanisms on how to deal with CICL through diversion and other alternative measures adopting the principles of Restorative Justice.

In taking the child into police custody, the police officer shall:

1. Introduce himself or herself as “kuya” or “ate” before the child and show proper identification card as a police officer.

   FTO’s Note: PTs should know when Police Officers can have contact with a CICL, If: The apprehending officer is wearing a vest or jacket while in uniform, said officer must show his nameplate and/or badge; If: The apprehending officer is wearing civilian clothes, said officer must show identification card.

2. Conduct the search of a child in conflict with the law in a friendly, non-degrading, and gender-sensitive manner. A girl child shall only be searched by a law enforcement officer of the same gender.

3. Determine the age of the apprehended child (Note: PNP may seek a Memorandum of Agreement (MOA) with the National Statistics Office (NSO) for immediate coordination/access for the police concerning records involving the CICL.

4. State and explain to the child the following, in simple language or dialect that he/she can understand:

   a. The reason/s for apprehending the child and placing him or her in police custody;
b. The nature of offense that he/she allegedly committed;

c. His/her rights under custodial investigation;

d. Documents showing proof of the child’s age:

(1) Child’s birth certificate;

(2) Child’s baptismal certificate; or

(3) Any other pertinent documents such as but not limited to the child’s school records, dental records or travel papers.

The police may obtain a copy or copies of the above documents from any of the following:

(a) Parents, guardian or relatives of the child;

(b) Local Civil Registrar or the National Statistics Office (for a copy of the birth certificate);

(c) The School the child attends to (for school records);

(d) Local health officer (for medical records); and

(e) Church (for baptismal records).

When the above documents are still pending or cannot be obtained, the police shall exhaust other measures to determine the child’s age by:

(a) Interviewing the child and obtaining information that indicates age (e.g., date of birthday, grade level in school);

(b) Interviewing individuals who may have knowledge of the child’s age (e.g. relatives, neighbors, teachers, classmates);

(c) Evaluating the physical appearance (e.g., height, built) of the child; and

(d) Obtaining other relevant evidence of age.
5. The police may obtain the assistance of the LSWDO and the Barangay Council for the Protection of Children (BCPC) in gathering documents and other relevant information in ascertaining the age of the child.

6. Take the child immediately to the proper medical and health officer for a thorough physical and mental examination.

7. Prevent any possible violence or injury that may be inflicted against the child by any person, including a party that may have interest in the case, inside or outside the police station.

8. Preserve the scene of the crime while awaiting the arrival of the SOCO, and in case a victim is found in the area and in need of medical attention, provide the person with appropriate first aid treatment and bring said victim to the nearest hospital.

9. Prevent public attention on the child’s apprehension and the humiliation of the child.

10. Bring the child immediately to the police station for proper disposition following the apprehension and referral to medical officer.

11. Avoid, as much as possible, the use of firearms, handcuffs, or other instruments of force or restraint unless absolutely necessary and only after all the methods of control have been exhausted and have failed.

12. Whenever handcuffing is necessary, make sure that the face of the child is not exposed in public to avoid embarrassment.

13. Call assistance from the unit in apprehending the CICL who may resist arrest (and in the protection of the victim, as the case may be) as well as in preserving evidence.

14. Ensure that the arrival of the assisting unit/s will not cause any undue harm to the CICL during the apprehension.

15. Police officers are PROHIBITED from:

   a. Locking up the CICL in a detention cell;

   b. Searching a girl child by a police officer of opposite sex;
c. Allowing the child to have contact with adult offenders;

d. Using offensive, vulgar or profane words against the child or any of the parties involved;

e. Committing sexual advances on the child;

f. Committing torture, inhuman or degrading treatment or punishment and other forms of violence and abuse against the CICL;

g. Displaying or using any firearm, weapon, handcuffs or other instruments of force or restraint, unless absolutely necessary and only after all other methods of control have been exhausted and have failed;

h. The apprehending officer must turn over the CICL to the Women and Children Protection Desk (WCPD) Officer or any qualified investigator, who, in turn, shall:

(1) Make a proper receipt from the apprehending officer of the following:

   (a) Certification on whether or not handcuffs or other instruments of restraint were used, and if so, the reason for such;

   (b) Medical certificate;

   (c) Basis for determination of the age of the child;

   (d) Weapons recovered from the CICL, if any; and

   (e) Affidavit of Apprehension (to be provided within 4 hours from the time of apprehension)

(2) Ensure the child’s safety in the police station;

(3) Look for an area in the police station where the CICL may temporarily stay without experiencing any form of threat, fear, or anxiety; and

(4) Notify the child’s parents/guardians, LSWDO, and the Public Attorney’s Office of the child’s apprehension not later than eight (8) hours as required under Section 21, Paragraph I, R.A. 9344.
Interview of a Child

When interviewing a CICL, the following must be observed:

1. Interview with a CICL must be conducted by a WCPD officer or, in the absence of such, a well-trained investigator on CICL cases.

2. The initial interview shall be conducted in a manner which allows the child to participate and to express him/herself freely.

3. The investigating officer, when interviewing the child must:
   a. Explain the purpose of the interview;
   b. Be friendly and non-threatening;
   c. Exercise patience in the management of CICL;
   d. Conduct the interview in a separate room or where the child could feel comfortable and free to express him/herself;
   e. Avoid unnecessary interruptions, distractions and/or participation from non-parties during interview;
   f. Use simple and understandable language in taking the statement of the child during the interview;
   g. Listen to what the child says and take notes of what the child actually said during the interview;
   h. Prepare a written statement that reflects the language used by the child and not the language used by the police officer;
   i. Seek the assistance of the LSWDO in conducting the interview;
   j. Be neutral between parties by using open-ended questions and shall refrain from being judgmental or from lecturing for or against any of the parties present; and
   k. Assure all parties of the confidentiality of the case.
4. The following persons are required to be present during the conduct of the police interview with the CICL:

   a. Child’s parents, guardian, or nearest relative, as the case may be;

   b. Child’s counsel of choice or in the absence thereof, a lawyer from the Public Attorney’s Office (PAO); or

   c. LSWDO

5. The police investigator conducting the interview shall prepare a report containing the following information:

   a. If handcuffs or other instruments of restraint were used and the reason/s for such;

   b. The parents or guardian of a child, or the LSWDO, or the PAO have been duly informed of the apprehension and the details thereof;

   c. Measures taken to determine the age of the child;

   d. The precise details of the physical and medical examination or the failure to submit a child to such examination;

   e. To whom the child was released and the basis for the release; and

   f. Where the case shall be referred, containing the following information:

      (1) The nature of the offense allegedly committed by the child;

      (2) The corresponding imposable penalty for the commission of the offense; and

      (3) Where the case of the child shall be referred to in the event of an assessment that the child acted with discernment as provided in Rule 34, R.A. 9344.

6. All information and documentary evidence shall BE KEPT CONFIDENTIAL by the investigating officer and can only be referred to and discussed with the DSW or LSWDO, and/or the prosecutor, as the case may be.
FTO's Note: PTs must know that even if the child is already handed over to the protective custody of the LSWDO or DSWD personnel, the police shall proceed with the investigation of the case by gathering evidence, interview with victim/s (if any), and other investigative work.

Referral and Coordination

After the initial interview, the investigating officer shall determine if the case of the child will be referred to:

1. LSWDO for intervention, if the child is:
   a. Fifteen (15) years old or below;
   b. Above 15 but below 18 years of age, without discernment; or
   c. Above 15 but below 18 years of age, with discernment, and the crime is victimless with an imposable penalty of not more than six (6) years of imprisonment.

2. Diversion to be initiated by the police, in coordination with the LSWDO, if the child is above 15 but below 18 years of age who acted with discernment and allegedly committed an offense with an imposable penalty of not more than six (6) years of imprisonment.

FTO's Note: PTs must know that, in all cases, the police shall turn over the physical custody of the child to the LSWDO within eight (8) hours from apprehension. The physical custody of the child shall be transferred to the LSWDO even if the investigating officer has not yet exhausted all measures to determine the age of the child and even if the initial investigation has not yet been terminated.

3. In case the child is apprehended at night time or weekend, the investigating officer must look for a safe and temporary placement in the police station, not inside a detention cell and strictly not in the company of adult offenders, while waiting for the arrival of child’s parents/guardians and proper turnover to the LSWDO.
4. The police must provide the CICL his/her basic human necessities while in their physical custody, such as food and water, clothing, medicines for illness, as the case may be, and access to the comfort room.

5. In the absence of the parents/guardians or the LSWDO, temporary physical custody of the child may be given to a duly registered NGO that is licensed and accredited by the DSWD, or a faith-based organization, or a barangay official, or a member of the BCPC.

6. Maintain a directory of partners and other networks in the area for ready reference during referral and coordination of cases involving CICL.

Where the Victim is Also a Child

In cases where the victim is also a child, the investigation officer must:

1. Call the LSWDO to provide assistance and take protective custody of the child victim under R.A. 7610 (Anti-Child Abuse Law);

2. Physically separate the CICL and his or her parents or guardians from the victim and his or her parents or guardians in the police station by interviewing or investigating them in separate rooms;

3. Place the CICL under temporary care of other Child Sensitive investigators or police officers, with appropriate guidance in the management of the CICL;

4. Investigating officer may seek the assistance of other policewomen from other sections to put the CICL under their physical custody while interview with the victim is being conducted;

5. The investigating officer shall not display bias for or against the CICL or the child victim;

6. The investigating officer shall properly advise both parties on the nature of the offense and consequences of the act and on the decisions they may consider concerning the case. The investigating officer may suggest a brief “cooling-off period” prior to the next face-to-face confrontation; and

7. The WCPD Officer will be primarily responsible for the management of cases involving both CICL and child victim.
**FTO's Note:** PTs must know that the CICL and the child victim involved in the offense have distinct moral, psychological and social circumstances, requiring different interventions leading to different results for their recovery and reintegration. For this reason, the police officer tasked with the investigation of cases of children shall have proper training with a deeper understanding and wider appreciation of the psycho-social and moral stages of development of a child (Erickson and Kohlberg Models).

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**Case Confidentiality**

The police investigator, in ensuring the confidentiality of CICL cases, must:

1. Maintain and keep from public view a separate blotter and/or logbook for CICL cases;

2. Ensure that spot reports, investigation reports, and other similar police reports contain DOCUMENT SECURITY classification in order to protect the identity of the CICL. The police shall not disclose any information to the public, particularly the media, that reveals the identity of the CICL and his or her family;

3. Exclude other police officers who have nothing to do with the case from the area where the CICL is being held in custody by the investigating officer;

4. Advise the media to observe the Guidelines for Media Practitioners on the Reporting and Coverage of Cases Involving Children issued by the Special Committee for the Protection of Children under the Department of Justice;

5. Keep the results of the medical examination and other related documents confidential;

6. Print the words “CICL CASE” on the upper right-hand corner of investigation reports and other similar documents to secure legal compliance of individuals and units on the confidentiality of the case;

7. Submit the records of the case, whenever a criminal action is filed with the prosecutor or the judge, in a sealed envelope with the words “CICL CASE” written conspicuously on the upper right-hand corner of the face of the envelope, with appropriate receipts for the documents in second or photo copies enclosed therein.
Diversion

1. The police, whenever appropriate, can conduct diversion proceedings on cases of CICL as an alternative to the filing of criminal action against the CICL.

2. Diversion Proceeding refer to a meeting or series of meetings facilitated by concerned authorities, in particular the police officer, with a view to have the parties involved in the offense come up with an agreement that will benefit the concerned parties, but under no circumstances shall the police compel the parties to agree to settle their case.

3. If the parties decide to settle the case on their own volition, the role of the police will merely be as facilitator. The settlement must be in writing and signed by the parties. The proceedings may be voice recorded, if necessary.

4. The police shall seek the assistance of the LSWDO in the conduct of the diversion proceedings. The LSWDO shall determine if diversion is appropriate in the particular case of the CICL.

5. The following members of the police force are authorized to conduct diversion proceedings:
   a. Chief of Police;
   b. WCPD officer; and
   c. Any police officer designated by the Chief of Police, who has probity, credibility, and in-depth involvement in police community relations and who has undergone training on child rights.

6. The following factors shall be considered to determine if diversion is appropriate:
   a. Nature and circumstance of the offense charged;
   b. Frequency and severity of the act;
   c. Circumstances of the child (e.g. age, maturity, intelligence, etc.)
   d. Influence of the family and environment on the growth of the child;
   e. Reparation of injury to the victim;
   f. Weight of the evidence against the child;
g. Safety of the community; and

h. Best interest of the child.

7. The investigating officer, in the conduct of diversion proceedings, shall:

a. Explain to the CICL and his/her family the objective and value of the diversion as well as the consequences of not undergoing the process;

b. Ask the CICL of the circumstances of the offense, the motives or purpose of the offense and the factors that have led the child to commit the offense;

c. Ask the CICL of his/her personal circumstances including his/her parents, family, peers and educational status;

d. Make the CICL understand the consequences of his/her actions and the corresponding responsibilities; and

e. Make the CICL understand and realize his/her accountability, be remorseful of his/her actions and take on the responsibility in repairing the harm done in lieu of filing a formal case in court.

**FTO's Note:** PTs must know that the guidelines for media practitioners in the reporting and coverage of cases involving children was issued by the Special Committee for the Protection of Children purposely to protect children --- whether victims, offenders and witnesses --- from media coverage using all outlets such as television, radio, newspaper, internet, and other media and communications facilities, equipment and materials.

8. The following diversion programs may be adopted by the police in coordination with the LSWDO:

a. Restitution of property;

b. Reparation of the damage caused;

c. Indemnification for consequential damages;

d. Written or oral apology;

e. Care, guidance and supervision orders;
f. Counseling for the child in conflict with the law and the child’s family;

g. Participation of the child in available community-based programs, including community service;

h. Participation of the child in education, vocation and life skills programs; or

i. Attendance of the child in community sponsored trainings, seminars and lectures on:

   (1) Anger management skills;

   (2) Problem solving and/or conflict resolution skills;

   (3) Values formation; and

   (4) Other skills which will aid the child in dealing with situations which can lead to repetition of the offense.

9. The police shall prepare a written diversion contract based on the prescribed format which shall be signed by the CICL, his/her parents, and social worker with attestation from the concerned police officer.

10. In order for the diversion to proceed, the police must obtain the following conditions:

   a. The child voluntary admits to the commission of the act (such admission shall not be used as evidence against the child);

   b. Diversion program shall proceed and become binding if accepted by the parties (victim/s and offender/s) concerned;

   c. Acceptance shall be in writing and signed by the parties;

   d. LSWDO shall supervise the implementation of diversion program proceedings to be completed within forty-five (45) days; and

   e. The child must present himself/herself to competent authorities for evaluation.

11. Failure on the part of the CICL to comply with the terms and conditions of the contract of diversion, as certified by the LSWDO, will give the offended party the option to institute the appropriate legal action.
12. After signing the diversion contract, the police officer on case shall:

   a. Monitor the progress of the child’s conduct, in coordination with the LSWDO, based on the agreements stipulated under the diversion contract;

   b. Initiate dialogues with concerned Barangay officials, LSWDO, or the parents of the CICL, as may be appropriate, for juvenile delinquency prevention programs in the area and measures aimed at improving the management of cases of CICL;

   c. Develop a data base of reported cases of CICL in the AOR;

   d. Ensure that all records pertaining to the case of CICL are kept confidential;

   e. Make an assessment of the effectiveness of the diversion program initiated by the police on cases involving CICL; and

   f. Perform analogous efforts for the best interest of CICL.

OTHER ISSUES ON CICL

1. What if victim wants to file the complaint but the CICL is exempt from criminal liability?
   a. Explain to the victim the provisions of R.A. 9344 on the age of criminal responsibility of a CICL.

   b. Other than the Diversion Program initiated by the police where civil issues may be discussed between and among the parties, the parents are not precluded from seeking an alternative means to file a separate civil action against the party of the CICL through a lawyer.

2. What if the CICL wants to stay with the police and not with the social worker?
   a. The police investigator should be able to explain properly to the CICL that staying with the police may not provide the child the other important services needed for his or her welfare.

   b. Unless the investigation necessitates the police to retain physical custody over the CICL, the police investigator must bring the said child to the DSWD or local social worker where a more effective intervention can be provided.
3. What if the parents of the victim want to pursue the filing of the case of CICL fifteen years or below?

   a. Initially, the police should explain to the victim and family members the provisions of the law which provides exemption to CICL 15 years and below from any criminal responsibility.

   b. The investigating officer should seek advice from the office of the prosecutor or the social worker in explaining to the aggrieved party that the CICL is exempt from criminal liability;

4. What if the CICL committed the offense in the company of adult offenders?

   a. The investigating officer should ascertain right away if the CICL committed the offense with adults.

   b. CICL shall be handled by the WCPD investigator where proper intervention must be conducted. The adult offenders shall be referred to the regular investigators.

   c. If the adults are parents of the CICL, the officer shall file a separate case of violation of R.A. 7610 against the parents.

   d. If the CICL claims he committed the offense with adults who were not among those apprehended, the police shall pursue the case in collecting evidence and in running after the adult offenders.

5. What if the CICL is a repeat offender or a “recidivist”?

   The police should refer the case to either the social worker to determine whether the child is being neglected in his life or the prosecutor for the next stage of intervention on the child’s repeat offenses. The police may also consult with the prosecutor on the propriety of giving the CICL another chance at life without prejudice to the legal action from aggrieved party/ies.

**EVALUATION**

Training evaluation should be done at the end of the training sessions in order to determine the learning progress of the Police Trainees. In this topic, FTO should administer written quiz as provided by this module. It will form part of the daily quizzes of the PTs.
**FTO’s Note:** Provide the PTs copies of the written examination as attached in this module. It should be prepared before the lesson.

**TEST QUESTIONS**

1. 
2. ?
3. ?
4. ?
5. ?
6. ?
7. C.
8. .
9. .
10. .

**RECAPITULATION**

This is the summary of the training activities for the day. There is a need to mention again all the topics that discussed for the day to refresh the memories of the PTs before the introduction of new topic/s.

In order to maximize the PTs participation, assign one topic per PT to summarize the salient provisions of the Cockfighting Law of 1977, R.A. 1602, R.A. 9165, R.A. 9287, R.A. 9262, R.A. 7610, R.A. 9344.
CHILD ABUSE is the maltreatment, whether habitual or not, of a child and includes any of the following acts:

1. Psychological and physical abuse, neglect, cruelty, sexual abuse, and emotional maltreatment.

2. Any act by words or deeds which degrades, devalues, or dehumanizes the intrinsic worth and dignity of a child as a human being.

CHILD NEGLECT refers to the failure to provide, for reasons other than poverty, adequate food, clothing, shelter, basic education or medical care so as to seriously endanger physical, mental, social, and emotional growth and development.

CHILD TRAFFICKING refers to the act or acts of trading and dealing with children including, but not limited to, the act of buying and selling of a child for money, or for any other consideration, or barrier.

SEXUAL ABUSE refers to the involvement of children in sexual activities that they do not fully understand and to which they cannot give consent, and which violate social and cultural behavior. Child sexual abuse includes the employment, use, persuasion, indirect, enticement, or coercion of a child to engage in, or assist another person in engaging in any of the following (IRR of RA 7613).
C. PROCEDURES ON INVESTIGATING RA 7610

a) Upon receipt of the complaint from the desk officer, the WCPD officer shall conduct initial investigation and record the incident in the blotter purposely used by WCPD.

b) Refer and accompany the victim to the nearest PNP Crime Laboratory and/or government hospital for appropriate medico-legal examination. It shall be the WCPD officer’s duty to ensure that as far as possible, the examining physician must be of the same gender as the victim, especially in sexual violence case.

d) Ensure the confidentiality of identity of the victim and all other parties directly involved with the case under investigation. For this purpose, the WCPD officer must maintain a separate blotter on crimes committed under the Act. Under no circumstances shall any police officer allow media access to information concerning WAWC reported to PNP.

The WCPD officer shall forward the investigation report together with the relevant evidence, including the formal statements of witnesses and result of medico-legal examination, to the prosecutor for filing of appropriate criminal action under the Act.

CRIME SCENE

It is important to conduct a crime scene investigation after interviewing the child. Identify and secure the crime scene to ensure that evidence is not contaminated or destroyed. Limit crime scene access to essential personnel and record identity and information for anyone who enters or leaves. Also determine whether there is a secondary crime scene.

R.A. 9344

Juvenile Justice and Welfare Act of 2006

An act establishing a comprehensive juvenile justice and welfare system, creating the Juvenile Justice and Welfare Council under the Department of Justice, appropriating funds therefor and for other purposes.
FIELD TRAINING OFFICER’S GUIDE
on Investigation Phase

CHILD IN CONFLICT WITH THE LAW

* as a child who is alleged as, accused of, or adjudged as, having committed an offense under Philippine laws. A child is a person below eighteen (18) years of age.

WHEN YOUNG PEOPLE FIFTEEN YEARS AND BELOW COMMIT VIOLATIONS OF LAW, THEY ARE EXEMPT FROM CRIMINAL LIABILITY

* A person is 15 years of age on the date of the FIFTEENTH ANNIVERSARY OF HIS/HER BIRTHDAY. They are also exempt from criminal liability if they are above fifteen but below 18 years of age, UNLESS they acted with discernment.

WHEN YOUNG PEOPLE FIFTEEN YEARS AND BELOW COMMIT VIOLATIONS OF LAW, THEY ARE EXEMPT FROM CRIMINAL LIABILITY

* WHILE THERE IS NO CRIMINAL RESPONSIBILITY ON THE PART OF THE CHILD WHO IS 15 YEARS OF AGE OR BELOW, HE OR SHE MUST STILL BE HELD ACCOUNTABLE FOR THE CRIME THROUGH proper intervention by duty bearers.

WHEN YOUNG PEOPLE FIFTEEN YEARS AND BELOW COMMIT VIOLATIONS OF LAW, THEY ARE EXEMPT FROM CRIMINAL LIABILITY

* FOR CRIMES PUNISHABLE WITHIN SIX YEARS IMPEISONMENT, including those status offenses as well as crimes that are considered “victimless”, the child shall undergo diversion proceedings.

WHEN YOUNG PEOPLE FIFTEEN YEARS AND BELOW COMMIT VIOLATIONS OF LAW, THEY ARE EXEMPT FROM CRIMINAL LIABILITY

* FOR CRIMES PUNISHABLE FOR MORE THAN SIX YEARS, WHERE THE CHILD HAS ACTED WITH DISCERNMENT, THE COURT WILL ACQUIRE JURISDICTION, including the administration of appropriate diversion programs.

POLICE TECHNIQUES AND PROCEDURES

APPREHENSION OR INITIAL CONTACT

* 1. Persons considered having initial contact:
   a) First police responders
   b) Other law enforcement officers.
POLICE TECHNIQUES AND PROCEDURES
APPRHENSION OR INITIAL CONTACT

1. At the time of the initial contact or apprehension, the PNP officer must exercise due diligence and
   sensitivity in attending to a child who commits an
   offense or violation of law. The responding police
   officer, thus, has the following options:

   If the offense is light, the responding officer shall:

   1) provide the child a friendly “papa” or a simple
      warning not to repeat the act/s he/she had
      committed; or

   If the offense is less serious or serious, with or
   without victim, the apprehending officer must:

   1) take the child into police custody;

   2) refer the child to the Women and Children
      Protection Desk officer or other qualified
      Investigator of CIICL cases for proper disposition
      of the case; and

   REMEMBER: Children in conflict with the law are to
   be held accountable for their offenses. RA 9344
   provides, however, the mechanisms on how to deal
   with CIICL through DIVERSION and other alternative
   measures adopting the principles of Restorative
   Justice.

   3) exhaust all possible means to locate and notify
      the parents/guardians of the CIICL as well as the
      social worker for the case management of the
      child, in cooperation with the investigating
      officers.

   4) introduce himself or herself as “kapaligiran” or “atar”
      before the child and show proper identification card
      as a police officer.

   If the apprehending officer is wearing a vest
   or jacket while in uniform, said officer must
   show his nameplate and/or badge.
FIELD TRAINING OFFICER'S GUIDE

on Investigation Phase

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POLICY TECHNIQUE AND PROCEDURE APPREHENSION OR INITIAL CONTACT

3. In taking the child into police custody, the police officer shall:

a) introduce himself or herself as "kuya" or "ote" before the child and show proper identification card as a police officer.

b) The apprehending officer is wearing civilian clothes, said officer must show identification card.

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POLICY TECHNIQUE AND PROCEDURE APPREHENSION OR INITIAL CONTACT

3. In taking the child into police custody, the police officer shall:

b) conduct the search of a child in conflict with the law in a friendly, non-degrading, and gender-sensitive manner. A girl child shall only be searched by a law enforcement officer of the same gender.

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POLICY TECHNIQUE AND PROCEDURE APPREHENSION OR INITIAL CONTACT

3. In taking the child into police custody, the police officer shall:

c) determine the age of the apprehended child (Note: PNP may seek a Memorandum of Agreement (MOA) with the National Statistics Office [NSO] for immediate coordination/access for the police concerning records involving the child);

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POLICY TECHNIQUE AND PROCEDURE APPREHENSION OR INITIAL CONTACT

3. In taking the child into police custody, the police officer shall:

d) state and explain to the child, in SIMPLE LANGUAGE OR DIALECT THAT HE/SHE CAN UNDERSTAND THE FOLLOWING:

1) the reason/s for apprehending the child and placing him or her in police custody;

2) the nature of offense that he/she allegedly committed; and

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POLICY TECHNIQUE AND PROCEDURE APPREHENSION OR INITIAL CONTACT

3. In taking the child into police custody, the police officer shall:

3) Number NCRs under custodial investigation;

4) Documents showing proof of the child's age

(a) Child's birth or Affidavit;

(b) Child's baptismal certificate;

(c) Any other pertinent documents such as but not limited to the child's personal records, school records, or birth papers.

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POLICY TECHNIQUE AND PROCEDURE APPREHENSION OR INITIAL CONTACT

3. In taking the child into police custody, the police officer shall:

4) The police may obtain the above documents from any of the following:

1) Parents, guardian or relatives of the child

2) Local civil registrar or the National Statistics Office (for a copy of the birth certificate);
POLICE TECHNIQUES AND PROCEDURES: APPEARANCE OF INITIAL CONTACT

3. In taking the child into police custody, the police officer shall:

   a) Take the child immediately to the proper medical and health officer for a thorough physical and mental examination;

   b) Whenever handcuffing is necessary, make sure that the face of the child is not exposed in public to avoid embarrassment.

   c) Preserve the scene of the crime while awaiting the arrival of the SOCO, and in case a victim is found in the area and in need of medical attention, provide the person with appropriate first aid treatment and bring said victim to the nearest hospital;

   d) Prevent public attention on the child’s apprehension and the humiliation of the child;

   e) Bring the child immediately to the police station for proper disposition following the apprehension and referral to medical officer;
FIELD TRAINING OFFICER’S GUIDE

on Investigation Phase

POLICE TECHNIQUES AND PROCEDURES APPREHENSION OR ARREST CONTACT
3. In taking the child into police custody, the police officer shall:

n) Avoid, as much as possible, the use of firearms, handcuffs, or other instruments of force or restraint unless absolutely necessary and only after all the methods of control have been exhausted and have failed;

m) Call for assistance from the unit in apprehending the CICL who may resist arrest (and in the protection of the victim, as the case may be) as well as in preserving evidence;

l) Ensure that the arrival of the assisting unit/s will not cause any undue harm to the CICL during the apprehension.

p) Police officers are PROHIBITED from:

1) Locking up the CICL in a detention cell;

2) Searching a girl child by a police officer of opposite sex;

3) Allowing the child to have contact with adult offender;

4) Using offensive, vulgar or profane words against the child or any of the parties involved;

5) Committing sexual advances on the child;

6) Committing torture, inhuman or degrading treatment or punishment and other forms of violence and abuse against the CICL;

7) Displaying or using any firearm, weapon, handcuffs or other instruments of force or restraint, unless absolutely necessary and only after all other methods of control have been exhausted and have failed.

q) The apprehending officer must turn over the CICL to the WOMEN AND CHILDREN PROTECTION DESK (WCPD) officer or any qualified investigator, who, in turn, shall:
FIELD TRAINING OFFICER’S GUIDE
on Investigation Phase

POLICE TECHNIQUES AND PROCEDURES: APPREHENSION OF INITIAL CONTACT

4. Make a proper receipt from the apprehending officer of the following:
   a) Certification on whether or not handcuffs or other instruments of restraint were used, and if so, the reason for such;
   b) Medical certificate;
   c) Basis for determination of the age of the child;
   d) Weapons recovered from the CCL, if any; and
   e) Affidavit of apprehension (to be provided within 4 hours from the time of apprehension).

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POLICE TECHNIQUES AND PROCEDURES: APPREHENSION OF INITIAL CONTACT

4. Make a proper receipt from the apprehending officer of the following:
   a) Affidavit of apprehension (to be provided within 4 hours from the time of apprehension)

   1) Ensure the child’s safety in the police station.

   2) Look for an area in the police station where the CCL may temporarily stay without experiencing any form of threat, fear, or anxiety.

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REFERRAL AND COORDINATION

After the initial interview, the investigating officer shall determine if the case of the child shall be referred to:

1. LWDO for intervention, if the child is:
   a) fifteen (15) years old or below; or
   b) above 15 but below 18 years of age, without discernment;
   c) above 15 but below 18 years of age, with discernment, and the crime is victimized with an incapable penalty of not more than six (6) years of imprisonment.

2. Diversion to be initiated by the police, in coordination with the LWDO, if the child is above 15 but below 18 years of age who acted with discernment and allegedly committed an offense with an incapable penalty of not more than six (6) years of imprisonment.

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REFERRAL AND COORDINATION

2. Diversion to be initiated by the police, in coordination with the LSWDG, if the child is above 15 but below 18 years of age who acted with discernment and allegedly committed an offense with an impossible penalty of not more than six (6) years of Imprisonment.

REMEMBER: In all cases, the police shall turn over the physical custody of the child to the LSWDG within eight (8) hours from apprehension. The physical custody of the child shall be transferred to the LSWDG even if the investigating officer has not yet exhausted all measures to determine the age of the child and even if the initial investigation has not yet been terminated.

5. IN THE ABSENCE of the parents/guardians of the child or the LSWDG, temporary physical custody of the child may be given to a duly registered NGO that is licensed and accredited by the DSWD, or a faith-based organization, or a barangay official, or a member of the BOCPC.

WHERE THE VICTIM IS ALSO A CHILD

1. The investigating officer shall:

   a) call the LSWDG to provide assistance and take protective custody of the child victim under RA 7610 (Anti-Child Abuse Law);

   b) physically SEPARATE the CICL and his or her parents or guardians and the victim and his or her parents or guardians in the police station by interviewing or investigating them in separate rooms;

   c) place the CICL under temporary care of other CHILD SENSITIVE Investigators or police officers, with appropriate guidance for the management of the CICL.
WHERE THE VICTIM IS ALSO A CHILD

2. Investigating officer may seek the assistance of other policemen from other sections to put the CICL under their physical custody while interview with the victim is being conducted;

3. The investigating officer shall not display bias for or against the CICL or the child victim;

WHERE THE VICTIM IS ALSO A CHILD

4. The investigating officer shall properly advise both parties on the nature of the offense and consequences of the act and on the decisions they may consider concerning the case. The investigating officer may suggest a brief “cooling-off period” prior to the next face-to-face confrontation;

WHERE THE VICTIM IS ALSO A CHILD

5. The Women and Children Protection Desk officer shall be primarily responsible for the management of cases involving both CICL and child victim.

REMEMBER: The CICL and the child victim involved in the offense have distinct mental, psychological and social dispositions, requiring different interventions leading to different results for their recovery and reintegration. For this reason, the police officer tasked with the investigation of cases of children shall have proper training with a deeper understanding and wider appreciation of the psycho-social and mental stages of development of a child [Hudson and Kohlberg Models]

OTHER ISSUES ON CICL

1. What if victim wants to file the complaint but the CICL is exempt from criminal liability?

   a) Explain to the victim the provisions of RA 9344 on the age of criminal responsibility of a CICL;

OTHER ISSUES ON CICL

1. What if victim wants to file the complaint but the CICL is exempt from criminal liability?

   b) OTHER THAN THE DIVERSION PROGRAM INITIATED BY THE POLICE WHERE CIVIL ISSUES MAY BE DISCUSSED BETWEEN AND AMONG PARTIES, THE PARENTS ARE NOT PRECLUDED FROM SEEKING AN ALTERNATIVE MEANS TO FILE A SEPARATE CIVIL ACTION AGAINST THE PARTY OF THE CICL THROUGH A LAWYER.

OTHER ISSUES ON CICL

2. What if the CICL wants to stay with the police and not with the social worker?

   a) The police investigator should be able to explain properly to the CICL that staying with the police may not provide the child the other important services needed for his or her welfare;
OTHER ISSUES ON CICL

2. What if the CICL wants to stay with the police and not with the social worker?

b) Unless the investigation necessitates the police to retain physical custody over the CICL, the police investigator must bring the said child to the DSWD or local social worker where a more effective intervention can be provided.

OTHER ISSUES ON CICL

3. What if the parents of the victim want to pursue the filing of the case of CICL fifteen years or below?

a) Initially, the police should explain to the victim and family members the provisions of the law which provides exemption to CICL 15 years and below from any criminal responsibility;

b) The investigating officer should seek advice from the office of the prosecutor or the social worker in explaining to the aggrieved party that the CICL is exempt from criminal liability

OTHER ISSUES ON CICL

4. What if the CICL committed the offense in the company of adult offenders?

a) The investigating officer should ascertain right away if the CICL committed the offense with adults;

b) CICL shall be handled by the WCPD investigator where proper intervention must be conducted. The adult offenders shall be referred to the regular investigators

OTHER ISSUES ON CICL

5. What if the CICL is a repeat offender or a “reidivist”?*

a) The police should refer the case to either the social worker TO DETERMINE WHETHER THE CHILD IS BEING NEGLIGENT IN HIS LIFE or the prosecutor for the next stage of intervention on the child’s repeat offenses. The police may also consult with the prosecutor on the propriety of giving the CICL another chance at life without prejudice to the legal action from aggrieved party/ies.
END OF PRESENTATION
TRAINING PLAN

MODULE V : BASIC ROLE OF FIRST RESPONDER IN CRIME SCENE INVESTIGATION

TARGET AUDIENCE : Police Trainees

DAY : 9

VENUE : Station's Investigation Section / As appropriate

TIME ALLOTTED : Eight (8) Hours

LEARNING AIDS : Multi-media Projector
                  Laptop Computer
                  Projector Screen
                  Flip Charts and Markers

POLICE TRAINEE’S REQUIREMENTS : PT’s prescribed uniform (Tamang Bihis)
                                  PT’s Guide
                                  Notebook / Tickler
                                  Ballpen and Pencil

TRAINING REFERENCE : PNP Manual on First Responder’s
                     PNP Criminal Investigation Manual Revised 2011
                     Crime Scene Investigation ICITAP 2010
                     PNP Police Operational Procedure
                     PNP SOP No. 2011-006 (Title)

TRAINING GOAL : This block of instruction aims to provide the Police Trainees understanding of the Basic Role of the First Responder in Crime Scene Investigation. The Police Trainees will be able to enhance their knowledge, skills and attitudes to aid in investigation of the crime.
TRAINING OBJECTIVES : After this block of instruction, the PTs will be able to:

T.O #5.1 : Define the different terms used in this lesson;
T.O #5.2 : Enumerate the Basic Tools / Equipment of an Investigator;
T.O #5.3 : Basic Investigative Procedures upon receipt of Call. Walk-in Complainants; and
T.O #5.4 : Cite the duties of an Investigator as First Responder.
**FTO’S NOTE:** Check the appropriate boxes or circles indicated in the daily training schedule.

### DAILY TRAINING SCHEDULE

<table>
<thead>
<tr>
<th>DAY</th>
<th>TIME</th>
<th>FTO CHECKLIST</th>
<th>ACTIVITIES</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>DAY 9</td>
<td>4:00 AM</td>
<td>□ First Call (4:00AM)</td>
<td>Invocation: Morning Prayer</td>
<td>□ Completed</td>
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<tr>
<td></td>
<td>6:00 AM</td>
<td>□ Attention Call (4:05AM)</td>
<td>Reveille</td>
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<td></td>
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<td>□ Assembly Call (4:15 AM)</td>
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<td>□ As appropriate Reason(s):</td>
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<td></td>
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<td>□ Accounting (4:20 AM)</td>
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<td></td>
<td>6:00 AM</td>
<td>□ Distribution of Cleaning Materials</td>
<td>Personal Necessities/Policing of AOR/Breakfast</td>
<td>□ Completed</td>
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<td></td>
<td>7:30 AM</td>
<td>□ Designation of AOR</td>
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<td>□ Not Completed</td>
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<td></td>
<td>8:00 AM</td>
<td>□ Availability and Distribution of Breakfast</td>
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<td>□ As appropriate Reason(s):</td>
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<td>7:30 AM</td>
<td>□ Attention (7:30-7:40)</td>
<td>Formation and Rank Inspection</td>
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<tr>
<td></td>
<td>8:00 AM</td>
<td>□ Rank Inspection (7:40-8:00)</td>
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<td></td>
<td></td>
<td>□ Defects Noted</td>
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<td>□ As appropriate Reason(s):</td>
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<tr>
<td></td>
<td>8:00 AM</td>
<td>□ Investigator as First Responder</td>
<td>Introduction to Topic</td>
<td>□ Completed</td>
</tr>
<tr>
<td></td>
<td>10:00 AM</td>
<td></td>
<td>Special Laws</td>
<td>□ Not Completed</td>
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<tr>
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<td>□ Invocation</td>
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<td>□ As appropriate Reason(s):</td>
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<td>□ Policeman’s prayer</td>
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<td>□ Introduction</td>
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<td>□ Training Goals</td>
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<td>□ Objectives</td>
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</tbody>
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**DAY 9**

- **4:00 AM to 6:00 AM:**
  - First Call (4:00AM)
  - Attention Call (4:05AM)
  - Assembly Call (4:15AM)
  - Accounting (4:20AM)

- **6:00 AM to 7:30 AM:**
  - Distribution of Cleaning Materials
  - Designation of AOR
  - Availability and Distribution of Breakfast

- **7:30 AM to 8:00 AM:**
  - Attention (7:30-7:40)
  - Rank Inspection (7:40-8:00)
  - Defects Noted

- **8:00 AM to 8:00 AM:**
  - Investigator as First Responder
  - Introduction to Topic
  - Special Laws
    - Invocation
    - Policeman’s prayer
    - Introduction
    - Training Goals
    - Objectives
<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
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<th>Lecture</th>
<th>Not Completed</th>
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</thead>
</table>
| 8:00 AM    | TOPIC PRESENTATION AND DISCUSSION  
  - Definition of Terms                                                   |           |         |              |
| 10:00 AM   | 15 minutes break                                                          |           |         |              |
| 10:15 AM   | Availability of Subject Matter Expert  
  - with SME  
  - without SME                                                      |           |         |              |
| 12:00 NN   | LUNCH BREAK  
  - Invocation: grace before meal                                      |           |         |              |
| 1:01 PM    | FORMATION  
  - Roll Call Formation/Attendance in the Afternoon                     |           |         |              |
| 1:15 PM    | Availability of Subject Matter Expert  
  - with SME  
  - without SME                                                      |           |         |              |
| 3:15 PM    | 15 minutes break                                                          |           |         |              |
| 3:30 PM    | Availability of Subject Matter Expert  
  - with SME  
  - without SME                                                      |           |         |              |
| 4:45 PM    | TOPIC PRESENTATION AND DISCUSSION  
  - How to Respond to a Crime Scene  
  - Evaluation                                                       |           |         |              |
<table>
<thead>
<tr>
<th>Time</th>
<th>Task</th>
<th>Status</th>
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<tr>
<td>4:45 PM</td>
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<td>4:45 PM</td>
<td>Open Forum</td>
<td></td>
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<td>4:45 PM</td>
<td>Guidance</td>
<td></td>
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</tr>
<tr>
<td>5:00 PM</td>
<td>Supervision on personal tasking</td>
<td>As appropriate</td>
<td>Reason(s):</td>
</tr>
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<td>Availability of the meal</td>
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<td>7:00 PM</td>
<td>Supervision on studies</td>
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<tr>
<td>7:00 PM</td>
<td>Supervision on studies</td>
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<td>Reason(s):</td>
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<td>Defects Noted</td>
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<td>Reason(s):</td>
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<td>Issue DR on defects noted</td>
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<tr>
<td>9:00 PM</td>
<td>TAPS</td>
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<tr>
<td>9:00 PM</td>
<td>TAPS</td>
<td>As appropriate</td>
<td>Reason(s):</td>
</tr>
</tbody>
</table>
Module V

TRAINING MANUSCRIPT

BASIC ROLE OF THE FIRST RESPONDER IN CRIME SCENE INVESTIGATION

**FTO's Note:** Start the training day with a prayer to be led by one of the participants. This should be done on a rotation basis. Same PT will deliver the closing prayer at the end of the lesson/training day. Pray the Police Officer’s Prayer in the morning and Our Father at closing prayer.

**INTRODUCTION**

This module aims to provide the PTs with the understanding on the basic role of a police officer as first responder in crime scene investigation. The PTs will be able to enhance their knowledge, skills, and attitudes to aid them in the performance of their duties as investigators.

One of the requirements to become an effective Police Officer is to have knowledge in investigation. Investigative work could be considered as one of the most challenging and complicated job in law enforcement, new police officers are expected to apply this knowledge in responding to the most common crime incident encountered while performing their role as first responders.

Responding to criminal incident is very crucial for a successful investigation process.

**OBJECTIVES**

After this module, the PTs will be able to:

1. Define the different terms used in this lesson;
2. Enumerate the basic tools/equipment of an investigator;
3. Basic investigative procedures upon receipt of call/walk-in complainant; and
4. Cite the duties of an investigator as first responder.
ACTIVITY: Assembly of Puzzle

This activity will result in defining the important terms to be used in this module by way of solving the puzzle. The participants will use their imagination to come up with the objectives under this topic. They are expected to assemble the puzzle pieces and come up with words and say something about it.

MECHANICS:

1. FTO to present the slides containing pictures of the puzzles to be assembled by the participants within 10 seconds.

2. The participants use their imagination to determine the figures presented in the slides and once they say the words, they have to define it or say something about it.

**FTO's Note:** Give a 15 minute break after the topic discussion.

DEFINITION OF TERMS

The following are the most commonly used terms in this module:

1. First Responder - the first person who arrives and responds at the crime scene.

2. Crime Scene - the place wherein the crime occurred including its immediate surroundings.

3. Crime Scene Investigation (CSI) – is the comprehensive inquiry of a crime by conducting systematic procedure of various investigative methodologies which involves recovery of physical and testimonial evidence for the purpose of identifying the witnesses, and arrest of perpetrator(s) for prosecution. Technically, it commences upon the arrival of the First Responders and conclude with the lifting of the security cordon and release of the scene by the Investigator-on-case.

4. Investigator-on-Case (IOC)/Duty Investigator – refers to any PNP personnel who is duly designated or assigned to conduct the inquiry of the crime by following a systematic set of procedures and methodologies for the purpose of identifying witnesses, recovering evidence and arresting and prosecuting the perpetrators; assumes full responsibility over the crime scene during the conduct of CSI.
5. Scene of the Crime Operation (SOCO) – a forensic procedure performed by trained personnel of the PNP Crime Laboratory through scientific methods of investigation for the purpose of preserving the crime scene, gathering information, documentation, collection, and handling of all physical evidence.

6. Physical Evidence - the pieces of evidence to a particular crime tending to prove the guilt or innocence of an individual including the suspect.

7. Forensic Evidence - the physical evidence of a crime which are commonly found within the crime scene and subject to forensic laboratory examination.

8. Dying Declaration – a statement by a person who is conscious and knows that death is imminent concerning what he/she believes to be the cause of death that can be introduced into evidence during a trial in certain cases.

**BASIC TOOLS OR EQUIPMENT OF AN INVESTIGATOR**

**FTO's Note:** Show video clip and discuss the basic tools/equipment of an investigator and its use. After the video presentation, ask each PT to cite at least basic tool and cite its use.

1. Police line - is used to cordon the crime scene in order to protect it.

2. Markers - placed by the IOC once the evidence is identified.

3. Video camera and tape recorder - are used to view the original condition of the crime scene. Videotaping provides an easily understandable viewing medium that shows the layout of crime scene and location of evidence.

4. Camera - is used in taking photos of the crime scene and physical evidence during crime scene processing.

5. Measuring device (ruler and measuring tape) - is used in measuring the distance of one piece of evidence in relation to other pieces of evidence.

6. Hand gloves, mask and hairnet and eye goggles - are used to protect the evidence from contamination and the IOC from harmful substances.

7. Flashlight - is used during night time to find physical evidence which may be found at the crime scene.
8. Recording materials - (chalk, bond paper, pencil, clip board and permanent marker) are used in sketching of the crime scene.

**BASIC INVESTIGATIVE PROCEDURES UPON RECEIPT OF A WALK-IN COMPLAINANT**

<table>
<thead>
<tr>
<th>FTO's Note:</th>
<th>Discuss the basic procedures in handling a call or walk-in complainant referring to any criminal incidents. Play the video clip for the analysis of the PTs in relation to the lesson. After the video clip presentation, ask questions.</th>
</tr>
</thead>
</table>

The following are the procedures to be observed in handling calls or walk-in complainants:

1. Record the time it was reported;
2. Get the identity of the caller/complainant;
3. Get the nature of the incident;
4. Get the number of victim/s;
5. Record a brief synopsis of the incident;
6. Direct the nearest mobile car/beat patrollers or the nearest police precinct to act as First Responder equipped with “police line” and a camera to secure the place of incident; and
7. Inform the duty investigator (preferably one team of investigators).

**HOW TO RESPOND TO A CRIME SCENE**

<table>
<thead>
<tr>
<th>FTO's Note:</th>
<th>Discuss the duties of an Investigator as First Responder to a crime scene. Play the video clip presentation and evaluate the given scenario.</th>
</tr>
</thead>
</table>
The following are the duties of an investigator when responding to a crime scene:

1. Proceed to the crime scene to validate the information received;

2. Record the exact time of arrival and all pertinent data regarding the incident and then notify the Tactical Operation Center (TOC);

3. Cordon off the area and secure the crime scene with a police line or whatever available material like rope, straw or human as barricade to preserve its integrity;

4. Check whether the situation still poses imminent danger and call for back up if necessary;

5. Identify possible witnesses, conduct preliminary interview and ensure their availability when the IOC arrives;

6. Arrest the suspect if around or in instances wherein the suspect is fleeing, make appropriate notification for dragnet operations;

7. Prepare to take the “Dying Declaration” of severely injured persons;

8. Evacuate the wounded to the nearest hospital using emergency services;

9. Account for the killed, wounded and arrested persons for proper disposition;

10. Conduct initial investigation;

11. Brief the IOC upon arrival and turnover the crime scene;

12. Prepare and submit the CSI Form 1: First Responder’s Report to the IOC and assist the IOC in the investigation; and

13. Conduct an inventory of the evidence taken at the crime scene Inventory receipt should be properly signed by the First Responder, SOCO officer and the IOC.

EVALUATION

Training evaluation should be done at the end of the module in order to determine the learning progress of the PTs. FTO shall administer the test questions as provided in this module. It will form part of the daily quizzes of the PTs.
**FTO's Note:** Provide the PTs with copies of the written examination. It should be prepared before the lesson. Answer keys are provided.

**RECAPITULATION**

This is the summary of the training activities for the day. There is a need to all the topics discussed for the day to refresh the memories of the PTs before the introduction of new topic/s.

**FTO's Note:** Instruct the PTs to study the following lessons to be taken up the following day:

1. The General Investigative Procedures By First Responder At The Crime Scene
2. The Nine (9) Standard Methods Of Recording Investigative Data
3. The Seven (7) Standard Operating Procedure In Booking of Arrested Suspects
4. The Four (4) Requisites of Dying Declaration.

**TEST QUESTION #1**

__________________________ 1. .

__________________________ 2. s.

3. .

4. CSI.
Identify the different tools/equipment of an investigator and its use:

1. cene.
2. 
3. vidence.
4. 

TEST QUESTION #2
5. 

6. 

7. scene.

8. scene.

TEST QUESTION #3 (For Video Clip)

1. ?

Answer: .

2. ?

Answer: .

3.

Answer:

4. ?

Answer: .

TEST QUESTION #4

1. t?

Answer: .
2. ?
   Answer: .

3. ?
   Answer: .

4. ?
   Answer: .

5. ?
   Answer: .

6. ?
   Answer: 

7. ?
   Answer: .

8. ?
   Answer: .

9. ?
   Answer: .

10. ?
    Answer: .
Module V: Basic Role of First Responder in Crime Scene Investigation

Training Goal:
This module aims to provide the Police Trainees understanding of the Basic Role of the First Responder in Crime Scene Investigation. The Police Trainees will be able to enhance their knowledge, skills and attitudes to aid in investigation of the crime.

Introduction:
One of the requirements to become an effective Police Officer is to have some working knowledge in Investigation. As the Investigative work could be considered as one of the most challenging and complicated job in law enforcement, newly appointed Police Recruits are expected to apply this knowledge in responding to the most common crime incident encountered while performing their role as first responders.

Why is this important? Motivation
This is important because of timely Response to criminal incident is very crucial for a successful investigation process.

What will you learn in this module?
After this block of instruction, the Police Trainees will be able to:
- Define the different terms used in this lesson
- Enumerate the Basic Tools/Equipment of an Investigator.
- Enumerate the Basic Investigative Procedures Upon Receipt of Call/Walk-in Complainants.
- Enumerate the Nine (9) Standard Methods of Recording Investigative Data.
- Enumerate the Seven (7) Standard Operating Procedure in Booking of Arrested Suspect.
- Enumerate and explain the Four (4) requisites of Dying Declaration.

Terms Use in Investigation:
- First Responder
- Crime Scene
- Crime Scene Investigation (CSI)
- Investigator-on-Case (IOC)/Duty Investigator
- Scene of the Crime Operation (SOCO)
- Physical Evidence
- Forensic Evidence
- Dying Declaration
First Responder

Crime Scene

Crime Scene Investigation (CSI)

Investigator-on-Case/Duty Investigator

Scene of the Crime Operation (SOCO)

Physical Evidence
**Basic Tools/Equipment of an Investigator:**

- Police line
- Markers
- Video camera and tape recorder
- Camera
- Measuring device (ruler and measuring tape)
- Hand Gloves, mask and hairnet and eye goggles
- Flashlight
- Recording materials (Chalk, bond paper, pencil, clip board and pentel pen)

**Basic Investigative Procedures Upon Receipt of Call/Walk-in Complainants**

- Record the time it was reported.
- Get the identity of the caller/complaint.
- Get the nature of the incident.
- Get the number of victim/s.
- Record a brief synopsis of the incident.
- Direct the nearest mobile car/beat patrollers or the nearest police precinct to act as First Responder equipped with "police line" to secure the place of incident a camera.
- Inform the duty investigator (preferably one team of investigators).

**Chronological Order of the Duties of First Responder:**

- Proceed to the crime scene to validate the information received.
- Record the exact time of arrival and all pertinent data regarding the incident in his issued pocket notebook and notify the TOC.
- Cordon off the area and secure the crime scene with ropes, straws or human as barricade to preserve its integrity.
- Check whether the situation still poses imminent danger and call for back up if necessary.

**Chronological Order of the Duties of First Responder:**

- Identify possible witnesses and conduct preliminary interview and ensure their availability for the incoming investigator-on-case.
- Arrest the suspect/s if around or in instances wherein the suspect/s is fleeing, make appropriate notification for dragnet operations.
- Prepare to take the “Dying Declaration” of severely injured persons.
- Evacuate the wounded to the nearest hospital using emergency services.
- Account for the killed, wounded and arrested persons for proper disposition.
Chronological Order of the Duties of First Responder:

- Conduct initial investigation.
- Brief the investigator-on-case upon arrival and turn over the crime scene.
- Conduct inventory on the evidence taken at the crime scene; Inventory receipt should be properly signed by the first responder, SOCO and the investigator.
TRAINING PLAN

MODULE V : BASIC ROLE OF THE FIRST RESPONDER IN CRIME SCENE INVESTIGATION

TARGET AUDIENCE : Police Trainees

DAY : 10

VENUE : Station's Investigation Section / As appropriate

TIME ALLOTTED : Eight (8) Hours

LEARNING AIDS : Multi-Media Projector, Laptop Computer, Projector Screen, Flip Charts and markers

POLICE TRAINEE'S REQUIREMENTS : PT's prescribed uniform (Tamang Bihis)
PT's Guide
Notebook/tickler, ballpen, and pencil

TRAINING REFERENCE : PNP Manual First Responder’s
PNP Criminal Investigation Manual Revised 2011
Crime Scene Investigation ICITAP 2010
PNP Police Operational Procedure
PNP SOP No. 2011-006 (Title)

TRAINING GOAL : This block of instruction aims to provide the Police Trainees an understanding of the Basic Role of the First Responder in Crime Scene Investigation. To enhance their knowledge, skills and attitudes.
TRAINING OBJECTIVES : After this block of instruction, the PTs will be able to:

T.O.#1 : Enumerate the General Investigative Procedures by First Responder at the Crime Scene;

T.O.#2 : Enumerate the Nine (9) Standard Methods of Recording Investigative Data;

T.O.#3 : Enumerate the Seven (7) Standard Operating Procedure in Booking of Arrested Suspects; and

T.O.#4 : Enumerate and explain the Four (4) Requisites of Dying
**FIELD TRAINING OFFICER’S GUIDE**

**on Investigation Phase**

---

**FTO’S NOTE:** Check the appropriate boxes or circles indicated in the daily training schedule.

---

**DAILY TRAINING SCHEDULE**

<table>
<thead>
<tr>
<th>DAY</th>
<th>TIME</th>
<th>FTO CHECKLIST</th>
<th>ACTIVITIES</th>
<th>REMARKS</th>
</tr>
</thead>
</table>
|     | 4:00 AM  | □ First Call (4:00 AM)  
  □ Attention Call (4:05 AM)  
  □ Assembly Call (4:15 AM)  
  □ Accounting (4:20 AM)  | Invocation: Morning Prayer  
  Reveille  
  Callisthenics/  
  Warm Up Exercises/  
  Physical Conditioning  
  Road Run  | □ Completed  
  □ Not Completed  
  □ As appropriate Reason(s):  
  ______________  
  ______________  
  ______________  |
|     | 6:00 AM  | □ Distribution of Cleaning Materials  
  □ Designation of AOR  
  □ Availability and Distribution of Breakfast  | Personal Necessities/  
  Cleaning of AOR/Breakfast  
  □ AOR Clean-up  
  □ Personal Hygiene  
  □ Wearing of prescribed uniform  
  □ Breakfast  
  ▶ Prayer before meal  | □ Completed  
  □ Not Completed  
  □ As appropriate Reason(s):  
  ______________  
  ______________  
  ______________  |
| DAY 10 | 6:00 AM  | □ Distribution of Cleaning Materials  
  □ Designation of AOR  
  □ Availability and Distribution of Breakfast  | Personal Necessities/  
  Cleaning of AOR/Breakfast  
  □ AOR Clean-up  
  □ Personal Hygiene  
  □ Wearing of prescribed uniform  
  □ Breakfast  
  ▶ Prayer before meal  | □ Completed  
  □ Not Completed  
  □ As appropriate Reason(s):  
  ______________  
  ______________  
  ______________  |
|     | 7:30 AM  | □ Attendance (7:30 AM - 7:40 AM)  
  □ Rank Inspection (7:40 AM - 8:00 AM)  
  □ Defects Noted  
  □ Issue Delinquency Report with defects  | Form and Rank Inspection  
  □ Daily Personnel  
  Accounting Report  
  □ Rank Inspection  
  ▶ Tamang Bihis  
  ▶ Proper haircut  
  ▶ Tickler/Ball pen/Hanky  
  ▶ Handcuff  
  ▶ Socks  
  ▶ Buckle  
  ▶ Moustache  
  ▶ Finger nails  | □ Completed  
  □ Not Completed  
  □ As appropriate Reason(s):  
  ______________  
  ______________  
  ______________  |
|     | 8:00 AM  | □ Availability of Learning Aids  | Introduction to Topic  
  ▶ General Investigative Procedures by First Responder  
  ▶ Invocation  
  Policeman’s Prayer  
  □ Introduction  
  □ Training Goals  
  □ Objectives  | □ Completed  
  □ Not Completed  
  □ As appropriate Reason(s):  
  ______________  
  ______________  
  ______________  |
## Practical Exercise

- **General Investigative Procedures by First Responder at the Crime Scene.**

### Time Table

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
<th>Evaluation</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
<tr>
<td>9:15 AM</td>
<td>Evaluation</td>
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<tr>
<td>9:30 AM</td>
<td>Availability of the meal</td>
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<tr>
<td>9:45 AM</td>
<td>Presentation and Discussion</td>
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<tr>
<td>10:00 AM</td>
<td>Nine (9) Standard Operating Procedures in Booking of Arrested Suspects</td>
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<td>10:30 AM</td>
<td>Evaluation</td>
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<tr>
<td>11:00 AM</td>
<td>Issues and concerns</td>
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<tr>
<td>11:30 AM</td>
<td>Presentation and Discussion</td>
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<tr>
<td>12:00 PM</td>
<td>Availability of the meal</td>
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<tr>
<td>12:15 PM</td>
<td>LUNCH BREAK</td>
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<tr>
<td>1:00 PM</td>
<td>FORMATION Roll Call Formation/Attendance in the Afternoon</td>
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<tr>
<td>1:15 PM</td>
<td>Presentation and Discussion</td>
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<tr>
<td>2:00 PM</td>
<td>Seven (7) Standard Operating Procedures in Booking of Arrested Suspects</td>
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<td></td>
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<tr>
<td>Time</td>
<td>Activity</td>
<td>Evaluation</td>
<td>Notes</td>
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<tr>
<td>2:25 PM</td>
<td>Evaluation</td>
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<td>2:40 PM</td>
<td>Presentation and Discussion</td>
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<td>The four (4) Requisites of Dying Declaration</td>
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<td>2:40 PM</td>
<td>3:45 PM Evaluation</td>
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<tr>
<td>3:45 PM</td>
<td>4:00 PM Evaluation</td>
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<tr>
<td>4:00 PM</td>
<td>Issues and concerns</td>
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<td></td>
<td>Open Forum</td>
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<td></td>
<td>Guidance</td>
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<tr>
<td>4:00 PM</td>
<td>5:00 PM CRITIQUES/RECAP</td>
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<tr>
<td></td>
<td>Closing prayer</td>
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<td></td>
<td>Our Father</td>
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<td></td>
<td>Issues and concerns</td>
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<td>Open Forum</td>
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<td></td>
<td>Guidance</td>
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</tbody>
</table>
Module V

TRAINING MANUSCRIPT

INVESTIGATIVE PROCEDURE

**FTO's Note:**
1. Start the training day with a prayer to be led by one of the participants. This should be done on a rotation basis. The same PT will deliver the closing prayer at the end of the training day. Pray the Policeman’s Prayer in the morning and Our Father at closing prayer.

2. Discuss the General Investigative Procedures by First Responder at the Crime Scene. Then give a mock scenario involving death of a person to the PTs and require them to perform the same according to the procedures. Based on the given scenario, require the PTs to perform the role of First Responder according to the procedures discussed earlier. After the PE, give critiques and facilitate open discussion.

**GENERAL INVESTIGATIVE PROCEDURES BY A FIRST RESPONDER AT THE CRIME SCENE**

The First Responder shall perform duty as stated below. In addition, the FR must check the condition of the victim while the other members of the first responders simultaneously secure the area by putting a police line or any available material (like rope, straw, etc).

1. If the victim is in serious condition:
   a. Bring the victim immediately to the nearest hospital using emergency services;
   b. Photograph and make a sketch of the victim (if the victim is dead); and
   c. Get the dying declaration (if necessary) (Ask three (3) questions:
      (1) Ano ang pangalan mo? Saan ka nakatira? (What is your name? Where do you live?)
(2) Kilala mo ba ang gumawa nito sa iyo? (Do you know the person who did this to you? Or Do you know the suspect?)

(3) Sa pakiramdam mo ba ay ikamaatay mo ang tinamo mong sugat? (Do you think you're going to die with the wounds inflicted on you?)

**NOTE:** However, if there is still a chance to ask more questions, then follow-up questions should be done. The statement, once reduced into writing, shall be duly signed by (or with thumb mark) of the victim.

2. If not in serious condition:

   a. Bring the victim immediately to the nearest hospital using emergency services;
   
   b. Get the identity and other data of the victim; and
   
   c. Get initial interview from the victim.

   **NOTE:** The other members of the first responders will remain at the crime scene to secure the premises.

3. If the suspect is arrested at the scene:

   a. Get the names of the persons who turned-over or arrested the suspect;
   
   b. Isolate the arrested suspect/s and separate them from any probable witness of the incident;
   
   c. Record time the suspect was arrested;
   
   d. Wait for the investigator to interview the suspect; and
   
   e. If the suspect volunteers any statement, take note of the time, location and circumstances of the statements.

**EVALUATION**

Training evaluation should be done at the end of the training session in order to determine the learning progress of the PTs. In this topic, FTO shall ask oral questions after the PTs perform the role play scenario as provided in this module. It will form part of the daily quizzes of the PTs.
FIELD TRAINING OFFICER'S GUIDE
on Investigation Phase

FTO's Note: Provide the PTs with copies of the questions attached in this module. It must be prepared before the lesson. The answers are provided as guide for checking.

TEST QUESTION #1

1. ?
   Answer: .

2. ?
   Answer: .

3. ?
   Answer: .

NINE (9) STANDARD METHODS OF RECORDING INVESTIGATIVE DATA

FTO's Note: Discuss the Nine (9) Standard Methods of Recording Investigative Data. Play the video clip for the analysis of the PTs. Then ask questions.

1. Photographs - are essential to create accurate visual records of the crimes scene before any items are moved or removed.

2. Sketching crime scenes - should be made to indicate exact location of object and its relationship to each other and other objects at the crime scene. Sketches are excellent companion of photographs. The different types of sketches are: Floor plan or “Bird’s Eye View”; Elevation Drawing; Exploded View; Neighborhood View; and Perspective Drawing.

3. Written notes (what you have seen or observed) - Note taking is a constant activity throughout the processing of the crime scene. It indicates a narrative description of the entire crime scene and taking note of everything that has attracted one’s attention.
4. Fingerprints found at the crime scene - when processed, fingerprints will establish the identity of the perpetrator and link a person to the crime.

5. Physical evidence - gathering of physical evidence is accomplished after the search has been completed, the rough sketch finished and the photographs taken. As a general rule, do not touch move any object unless it is properly documented.

6. Plaster cast - is used in developing tire marks and foot and shoe print impression with the use of wax.

7. Tape recording of sounds - an audio storage device that records and plays back sounds including articulated voices, usually using magnetic tape.

8. Video tape recording of objects - videotaping is valuable for showing an overview of the crime scene and should be used in major cases. Videotaping provides an easily understandable viewing medium that shows the layout of crime scene and location of evidence.

9. Written statement of subject/s and witnesses - involves the taking of statements of the subjects and witnesses in accordance with the Rules of Court.

EVALUATION

Training evaluation will be done at the end of the training session in order to determine the learning progress of the PTs. In this topic, the FTO will ask open-ended question as provided by this module. It will form part of the daily quizzes of the PTs.

**FTO’s Note:** Provide the PTs with copies of the questions attached in this module. It must be prepared before the lesson. The answers are provided as guide in checking.

TEST QUESTION #2

1. ?

   **Answer:** C.

2. ?

   **Answer:** .
SEVEN (7) STANDARD OPERATING PROCEDURES IN BOOKING ARRESTED SUSPECTS

**FTO's Note:** Discuss the Standard Operating Procedure (SOP) on the Booking of Arrested Persons based on SOP No. 2011-006. Then play a video clip for analysis of the PTs. After the video clip presentation, ask questions.

The following Standard Operating Procedures must be observed in booking arrested suspects:

1. **Recording of the arrest made in the police blotter.** When a suspect is arrested, the circumstances of his arrest as well as the names of the Arresting Officers should be recorded in the police blotter.

2. **Pat down or strip search on the suspect.** This is to check whether the suspect still has in possession a deadly weapon or any prohibited items.

3. **Medical examination of the suspect.** This is done to determine the physical condition of the suspect and to check whether the person is under the influence of alcohol or drugs.

4. **Taking of the suspect’s personal information** (i.e. name, date of birth, physical characteristics, etc.).

5. **Taking of the fingerprints or ten-prints.** After the conduct of the medical examination on the suspect, the suspect’s fingerprints or ten-prints should be taken by a Fingerprint Technician using the standard ten-print card (PNPCL Form No. 452-038) to ensure that this will be readable by the AFIS machine.

6. **Taking of the photograph or mug shots.** The 4R-size photographs of the arrested suspect taken into four (4) manners: left side half body, right side half body, front half body and front whole body against the standard PNP Mug Shot Back Drop and with the suspect holding the mug shot identification board indicating first the last name, first name and middle initial.
7. **Lock-up of the suspects.** The lock-up of the arrested suspect shall be made after the whole procedure in booking is completed. The Duty Investigator shall prepare a Turnover Receipt Form (PNP Booking Form-3) from the investigator to the jailer. The jailer of the police station will now take responsibility of the suspect.

**EVALUATION**

Training evaluation should be done at the end of the training session in order to determine the learning progress of the PTs. In this topic, the FTO will play a 12-minute video clip, and will ask questions as provided in this module. It will form part of the daily quizzes of the PTs.

**FTO's Note:** Provide the PTs with copies of the questions attached in this module. It must be prepared before the lesson. The answers are provided as guide in checking the output of the PTs.

**TEST QUESTION #3**

1. ?
   
   **Answer:** .

2. ?
   
   **Answer:** !.

3. ?
   
   **Answer:** De

**FTO's Note:** Give 15-minute break after the presentation and discussion.
FOUR (4) REQUISITES OF A DYING DECLARATION

**FTO's Note:** Discuss the requisites of the dying declaration. After discussing the requisites of the dying declaration, instruct the PTs to perform a role-playing activity (mock scenario) where one will act as a victim (declarant) while another will act as the police officer taking the dying declaration. Then ask questions.

In taking the dying declaration of a victim, the following requisites must be observed:

1. Death is imminent and declarant is conscious of that fact;
2. Declaration refers to the cause of the surrounding circumstances of such death;
3. Declaration relates to facts which the victim is competent to testify; and
4. Declaration is offered in a case wherein the declarant is the subject of the inquiry.

**EVALUATION**

Training evaluation will be done at the end of the training session in order to determine the learning progress of the PTs. In this topic, the FTO will instruct the PTs to perform a mock scenario involving a Dying Declaration and ask questions as provided by this module. It will form part of the daily quizzes of the PTs.

**FTO's Note:** Provide the PTs copies of scenario as attached in this module. It should be prepared before the lesson. The answer is also provided as a guide in checking the output of the PTs.

**TEST QUESTION #4**

1. ?

   Answer: .
RECAPITULATION

This is the summary of the training activities for the day. There is a need to mention again the topics discussed for day to refresh the memories of the PTs before the introduction of new topic/s.

FTO’s Note: Gather all the participants and ask what they have learned for the day and clarify vague things, if any. End the session with a closing prayer and provide instruction on what to do for the following training day.

Instruct the PTs to study the following lessons during study period:

1. Affidavit;
2. Parts of an Affidavit; and
3. How to make an affidavit of arrest.

“ A good law without execution is like an unperformed promise.”

- V. Taylor
### MODULE V SLIDES

**The General Investigative Procedures by First Responder at the Crime Scene**

The First Responder shall perform his/her duty as stated below.

**A. If in serious condition:**
- Bring the victim immediately to the nearest hospital using emergency services.
- Photograph and make a sketch of the victim (if the victim is dead).
- Get the dying declaration; if necessary (ask 3 questions)
  - a) Ano ang pangalan at address mo?

**B. If not in serious condition:**
- Bring the victim immediately to the nearest hospital using emergency services.
- Get the identity and other data of the victim.
- Get initial interview from the victim.

**C. If the suspect is arrested at the scene:**
- Get the names of the persons who turned-over or arrested the suspect.
- Isolate the arrested suspects and separate them from any probable witness of the incident.
- Record what time the suspect was arrested.
- Wait for the investigator to interview the suspect.
- If the suspect voluntarily any statement, take note of the time, location and circumstances of the statements.

**The Nine (9) Standard Methods of Recording Investigative Data**

- Photographs
- Sketching crime scenes
- Written notes (what you have seen or observed)
- Developing and lifting fingerprints found at the crime scene.
- Gathering physical evidence
- Plaster cast
- Tape recording of sounds
- Video tape recording of objects
- Written statement of subject(s) and witnesses

**The Seven (7) Standard Operating Procedure in Booking of Arrested Suspects**

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

**The Four (4) Requisites of Dying Declaration**

- Death is imminent and declarant is conscious of the fact.
- Declaration refers to the cause at surrounding circumstances of such death.
- Declaration relates to facts which the victim is competent to testify; and
- Declaration is offered in a case wherein the declarant is the subject of the inquiry.
TRAINING PLAN

MODULE VI  :  MAKING AN AFFIDAVIT OF ARREST (MAKING A SWORN STATEMENT)

TARGET AUDIENCE  :  Police Trainees

DAY  :  11

TIME ALLOTED  :  Four (4) Hours

VENUE  :  Police Station/As appropriate

LEARNING AIDS  :  Multi-media Projector, Computer, Flip charts and markers, and sheets of paper

POLICE TRAINEE’S REQUIREMENTS  :  PT’s prescribed uniform (Tamang Bihis)
                                        PT’s Guide
                                        Notebook/tickler, ballpen


TRAINING GOAL  :  This block of instruction will provide the PTs with the knowledge on the preparation of personal statement and sworn affidavit.

TRAINING OBJECTIVES  :  After this block of instruction, the PTs will be able to:

    T.O.#1  :  Enumerate the different parts of an affidavit of arrest; and

    T.O.#2  :  Fill-up the important details in an Affidavit of Arrest.
**DAILY TRAINING SCHEDULE**

<table>
<thead>
<tr>
<th>DAY</th>
<th>TIME</th>
<th>FTO CHECKLIST</th>
<th>ACTIVITIES</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td>4:00 AM</td>
<td>6:00 AM</td>
<td>☐ First Call (4:00 AM)  ☐ Attention Call (4:05 AM)  ☐ Assembly Call (4:15 AM)  ☐ Accounting (4:20 AM)</td>
<td>Invocation: Morning Prayer  <strong>Reveille</strong>  Calisthenics/  Warm Up Exercises/  Physical Conditioning  Road Run</td>
<td>☐ Completed  ☐ Not Completed  ☐ As appropriate  Reason(s):</td>
</tr>
<tr>
<td>6:00 AM</td>
<td>7:30 AM</td>
<td>☐ Distribution of Cleaning Materials  ☐ Designation of AOR  ☐ Availability and Distribution of Breakfast</td>
<td><strong>Personal Necessities/ Cleaning of AOR/Breakfast</strong>  ☐ AOR Clean-up  ☐ Personal Hygiene  ☐ Wearing of prescribed uniform  ☐ Breakfast  ➢ Prayer before meal</td>
<td>☐ Completed  ☐ Not Completed  ☐ As appropriate  Reason(s):</td>
</tr>
<tr>
<td>7:30 AM</td>
<td>8:00 AM</td>
<td>☐ Attendance (7:30 AM -7:40 AM)  ☐ Rank Inspection (7:40 AM -8:00 AM)  ☐ Defects Noted</td>
<td><strong>Formation and Rank Inspection</strong>  ☐ Daily Personnel Accounting Report  ☐ Rank Inspection  ➢ Tamang Bihis  ➢ Proper haircut  ➢ Tickler/Ball pen/Hanky  ➢ Handcuff  ➢ Socks  ➢ Buckle  ➢ Moustache  ➢ Finger nails</td>
<td>☐ Completed  ☐ Not Completed  ☐ As appropriate  Reason(s):</td>
</tr>
<tr>
<td>8:00 AM</td>
<td>8:10 AM</td>
<td>☐ Making of Affidavit of Arrest</td>
<td><strong>Introduction to Topic</strong>  ➢ Writing of Affidavit of Arrest  ☐ Invocation:  Policeman’s Prayer  ☐ Introduction  ☐ Training Goals  ☐ Objectives</td>
<td>☐ Completed  ☐ Not Completed  ☐ As appropriate  Reason(s):</td>
</tr>
<tr>
<td>Time</td>
<td>Activity</td>
<td>Description</td>
<td></td>
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</tr>
</tbody>
</table>
| 8:10 AM| FTO will present and discuss the  | Presentation and Discussion
|        | different parts of an affidavit  | □ I Parts of an Affidavit                                                   |
| 9:30 AM| of arrest and its content.        |                                                                             |
| 9:30 AM| BREAKTIME                         |                                                                             |
| 9:45 AM| PRACTICAL EXERCISE                |                                                                             |
| 11:45 AM| EVALUATION                        |                                                                             |
| 12:00 NN| LUNCH BREAK                       |                                                                             |
Module VI

TRAINING MANUSCRIPT

MAKING AN AFFIDAVIT OF ARREST

| FTO’s Note: | Start the lesson with a simple prayer to be led by one of the PTs. The assigned PT for the day will also deliver the closing prayer after the training session. |

INTRODUCTION

This block of instruction will provide the PTs with the knowledge in preparing an Affidavit of Arrest. The purpose of this module is to teach the PTs on the importance of an Affidavit of Arrest in establishing the connection between a perpetrator and the commission of a crime. To be able to perform this duty, a police officer must have knowledge and skills in preparing an affidavit. This will make the PTs aware of the police function that they will perform when they become regular police officers.

OBJECTIVES

At the end of this module, the PTs will be able to:

1. Enumerate the different parts of an Affidavit of Arrest; and
2. Fill-up the important details in the Affidavit of Arrest.

PARTS OF AN AFFIDAVIT OF ARREST

The following are the different parts of an Affidavit of Arrest:

1. Affidavit Title – is a simple title at the top of the document stating the deponent’s name or the affiant.
2. S.S. – Scilicet abbreviated as.
3. Affidavit of Fact Statement – the first paragraph of an affidavit states the deponent’s personal info, i.e full name, age, occupation, complete address or residence.
4. Affidavit Footer or Affidavit Signature – an affidavit has to be signed by both the deponent and the person before whom it was sworn. The name of the signing person must be legibly printed beneath the signature.

ACTIVITY: Making an Affidavit

FTO’s Note: Distribute the copies of the scenario to the PTs. Based on the given scenario, the PTs will act as apprehending officers and will be required to make an Affidavit of Arrest. They will be given 60 minutes to complete this activity.

SCENARIO: “Illegal Possession of Firearms”

COMPLAINANT: PO2 Jezrel B. Dumas, of legal age, single and a bonafide member of the Philippine National Police, presently assigned at Butuan City Public Safety Company (BCPSC), Butuan City

APPREHENDING OFFICERS: PO2 Joel P. Yurpo and PO2 Darryl R. Lugto, both of legal age, bonafide members of Philippine National Police and presently assigned at Butuan City Public Safety Company (BCPSC), Butuan City

SUSPECT: SADAM CANDANG MACARIK, 24 years old, married and a resident of Purok 11, Brgy.18 Obrero, Butuan City

FACTS OF THE CASE:

That on or about 9:30 A.M. of February 2, 2014 at Purok 2, Brgy.15 San Ignacio, Butuan City, the suspect was apprehended and confiscated from his possession and control of one (1) unit .38 caliber revolver with serial Nr. 051733, loaded with three (3) pieces ammunitions without pertinent documents.
FIELD TRAINING OFFICER’S GUIDE
on Investigation Phase

ANSWER TO ACTIVITY #1

Republic of the Philippines
City of Butuan.................)S.S.
X-----------------------------X

AFFIDAVIT OF ARREST

We, PO2 Joel P. Yurpo and PO2 Darryl R. Lugto, both of legal ages, bonafide members of Philippine National Police and presently assigned at Butuan City Public Safety Company (BCPSC), Butuan City, after having been sworn to an oath in accordance with the law, depose and say:

That, we arrested the suspect SADAM CANDANG MACARIK, 24 years old, married and a resident of Purok 11, Brgy.18 Obrero, Butuan City for violation of “R.A. 8294 as amended by R.A. 10591 (Comprehensive Firearms and Ammunitions Regulation Act). Apprehension took place on or about 9:30 A.M. of February 2, 2014 at Purok 2, Brgy. 15 San Ignacio, Butuan City.

That, while our team conducted a foot patrol at the above mentioned date, time and place the suspect was walking towards us at more or less 7 to 10 meters. When he saw that we were approaching towards him, suddenly he turned back and ran away.

That, we identified ourselves as police officers and ordered him to stop, but the suspect ignored and continued running that prompted our team to chase him until he was trapped and caught. Then we asked him why he was running away from us? He attempted to draw a gun from his waist. Fortunately, PO2 Lugto was able to hold the suspect’s hand while holding the above firearm. Confiscated from the possession and control of the suspect one (1) unit .38 caliber revolver with serial Nr. 051733 and three (3) pcs. of ammunitions. During apprehension and confiscation he failed to present any legal document for possession of said firearm. Suspect was immediately brought to the Police Station I, Butuan City for proper booking and filing of a case in inquest proceedings.

That, we arrested the suspect and informed his Constitutional Rights of his arrest is without warrant of arrest pursuant to Sec. 5, Rule 113 of the Revised Rules of Criminal Procedure, to wit:

___X___ a. When, in his presence, the person to be arrested has committed, actually committing, or is attempting to commit an offense;
That, we are executing this affidavit to attest the veracity and truthfulness of the circumstances of the warrantless arrest of the suspect.

IN WITNESS WHEREOF, we hereunto affix our signatures this 2nd day of February 2014 at Butuan City, Philippines.

PO2 Joel P. Yurpo  
Affiant

PO2 Darryl R. Lugto  
Affiant

SUBSCRIBED AND SWORN TO before me this ___ day of February 2014 at Butuan City, Philippines.

________________________________________  __________________________________

QUESTION AND ANSWER FORMAT

SWORN STATEMENT OF PO2 JEZREL B. DUMAS GIVEN TO PO2 VIOLETO D. PEPITO JR AT THE OFFICE OF INVESTIGATION SECTION, BUTUAN CITY POLICE STATION 1, BUTUAN CITY AT ABOUT 11:00 AM OF FEBRUARY 2, 2014 IN THE PRESENCE OF SPO3 EULALIO N. DESOYO QUESTIONS AND ANSWERS WERE TAKEN IN VERNACULAR AND THE SAME WERE TRANSLATED INTO ENGLISH LANGUAGE...........

The AFFIANT, after having been informed of his constitutional rights, hereby depose and say:

QUESTION 1 : Do you swear to tell the truth and nothing but the whole truth in this investigation?

ANSWER : Yes, I do.

QUESTION 2 : Please state your name and other personal circumstances.

ANSWER : I am PO2 Jezrel B. Dumas, of legal age, single and a bonafide member of the Philippine National Police, presently assigned at Butuan City Public Safety Company (BCPSC), Butuan City.

QUESTION 3 : What prompted you to execute this Affidavit?
ANSWER : To file a formal complaint against SADAM CANDANG MACARIK, 24 years old, married and a resident of Purok 11, Brgy. 18 Obrero, Butuan City for violation of “R.A. 8294 as amended by R.A. 10591 (Comprehensive Firearms and Ammunitions Regulation Act)."

QUESTION 4 : When and where did the incident happen?

ANSWER : Apprehension took place on or about 09:30 A.M. of February 2, 2014 at Purok 2, Brgy. 15 San Ignacio, Butuan City.

QUESTION 5 : Will you narrate the surrounding circumstances of the incident?

ANSWER : That, while our team conducted a foot patrol at the above mentioned date, time and place suspect (referring SADAM) walking towards us at more or less 7 to 10 meters distance. When SADAM saw the police officers on foot patrol led by PO3 Abbu, Butuan City Public Safety Company (BCPSC), Butuan City Police Office (BCPO), Butuan City approaching towards him, suddenly he turned back and ran away. Thereafter, we identified ourselves as police officers and ordered him to stop, but the suspect ignored and continued running that prompted our team to chase him until he was trapped and caught. Then PO3 Abbu (team leader) asked him why he was running away from us? He attempted to draw from his waists a gun. Fortunately, PO2 Lugto was able to hold the suspect’s hand while holding the above firearm. Confiscated from the possession and control of the suspect one (1) unit .38 caliber revolver with serial Nr. 051733, loaded with three (3) pieces ammunitions.

QUESTION 6 : Did you ask the suspect about the pertinent documents of the said firearm?

ANSWER : Yes, we asked, but he failed to present pertinent document regarding the legality of the possession of said firearm during the apprehension and confiscation.

QUESTION 7 : What happened then?

ANSWER : We immediately brought the suspect to Police Station 1, Butuan City Police Office for proper booking and filing of a case.
QUESTION 8 : I have nothing to more to ask, do you have anything more to say?

ANSWER : None, for the moment.

QUESTION 9 : Are you willing to sign your statement?

ANSWER : Yes, sir.

IN WITNESS WHEREOF, I hereunto affixed my signature this 2nd day of February 2014 at Butuan City, Philippines.

PO2 Jezrel B. Dumas
Affiant

SUBSCRIBED AND SWORN TO before me this 3rd day of February 2014 at Butuan City, Philippines. I hereby certify that I have personally examined the affiant statements and that I am convinced that he had voluntarily executed and understood the same.

“And He said to me, “My grace is sufficient for you, for My strength is made perfect in weakness.”
- 2 Corinthians 12:9
TRAINING PLAN

MODULE VII : COURT DECORUM AND OBSERVATION

TARGET AUDIENCE : Police Trainees

DAY : 11

VENUE : Police Station/As appropriate

TIME ALLOTTED : Four (4) Hours

LEARNING AIDS : Multi-media Projector, White Board, Flip Chart, Extra Bond Paper

POLICE TRAINEE’S REQUIREMENTS : PT’s prescribed uniform (Tamang Bihis)
PT’s Guide
Notebook/tickle, ballpen

TRAINING REFERENCES : Criminal Investigation Manual (2011)
DIDM Criminal Investigation Manual,
www.courts.ri.gov/Public_resources
Philippine Star dated Feb. 24, 2014
By Cecille Suerte Felipe
Testifying in Court by Michelle Aponte Yahoo
Contributor Network

TRAINING GOAL : The purpose of this block of instruction is for the PTs to have a better understanding on the proper court decorum and procedure during trials.

TRAINING OBJECTIVES : After this block of instruction, the PTs will be able to:

T.O. #1 : List the different courthouse rules;

T.O. #2 : Enumerate the different building entrance protocols and prohibited items inside the court; and

T.O. #3 : List the preparations prior to attending court hearing.
**FTO’S NOTE:** Check the appropriate boxes or circles indicated in the daily training plan.

### DAILY TRAINING SCHEDULE

<table>
<thead>
<tr>
<th>DAY</th>
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<th>ACTIVITIES</th>
<th>REMARKS</th>
</tr>
</thead>
</table>
|     | 1:00 PM     | Copy of Courthouse rules, Building entrance protocols, Prohibited items inside court | Briefing presentation  
- Courthouse Rules and building entrance protocols of court branches within AOR  
- Prohibited items in the Hall of Justice court Branches |         |
|     | 1:30 PM     |                                                                                |                                                                           |         |
|     | 1:45 PM     | Coordination with the clerk of court                                          | Courthouse Rules and building entrance protocols of the different court branches |         |
|     | 2:00 PM     |                                                                                |                                                                           |         |
|     | 3:00 PM     | Coordination to the clerk of court with investigator companion                | Preparations prior to attending court hearings  
Field Immersion   |         |
|     | 3:30 PM     | References, Test Question, Answer Sheets                                      | EVALUATION                                                                |         |
|     | 3:30 PM     |                                                                                |                                                                           |         |
|     | 5:00 PM     | Issues and concerns, Open Forum, Guidance                                     | ADMINISTRATIVE ANNOUNCEMENT                                               |         |
|     | 6:00 PM     |                                                                                |                                                                           |         |
Module VII

TRAINING MANUSCRIPT

COURT DECORUM AND OBSERVATION

**FTO's Note:** Start the training day with a prayer to be led by one of the participants. This should be done in a rotation basis. Same PT will deliver the closing prayer at the end of the lesson/training day.

**INTRODUCTION**

The purpose of this module is for the PTs to have a better understanding on the proper court decorum and procedure during trials. This module is more on field immersion wherein PTs are required to attend court hearings to witness actual proceedings. With this, the common errors of an investigator that may cause technicalities could be determined which could result to the dismissal of the case.

It is important for the PTs to learn the proper decorum during court trials, different building entrance protocols, and procedures in the courthouse. This module, will serve as a preparation for them in the future.

**OBJECTIVES**

At the end of the module, PTs will be able to:

1. List down the different Courthouse Rules;
2. Enumerate the different building entrance protocols and prohibited items in the court; and
3. List the preparations needed prior to attending court hearings.

**COURTHOUSE RULES**

As a police officer, it is necessary to learn about the different Courthouse Rules. These courthouse rules must be strictly observed.

1. The use of cell phone camera and video are strictly prohibited in the courthouse.
2. During inclement weather and/or other unusual conditions, information is posted on Court’s website and by media outlets throughout the state, including radio and television.

3. Appropriate dress is required. No shorts, tank tops, or hats are allowed in any courtroom.

4. Children are allowed in the courtrooms as long as they are not disruptive during the proceedings. There is no daycare service at any of the courthouses.

5. No food or beverages are allowed in the building. Ask the court officer if there are exceptions.

**FTO’s Note:** Some policies, rules, protocols may not be applicable to other court branches.

**Building Entrance Protocols in Court**

Certain protocols are being followed when entering the court. These include the following:

1. Building Entrance Protocol – General
   a. All visitors entering the courthouse shall be processed through the metal detectors as follows:
      (1) Place any bags or personal belongings on the x-ray belt or in the container provided for scanning, including purses, watches, jewelry, backpacks, and pocket contents;
      (2) Place overcoats or jackets on the belt of the x-ray machine; and
      (3) Walk through the metal detector.

2. If the metal detector sets off an alert or alarm, an officer may perform another scan using a hand-held wand. The court officer may also conduct a physical search of personal articles to determine the cause of the alert or alarm.

3. Before leaving the security checkpoint, please ensure that you retrieve all personal possession.
4. The court officer will not hold any personal property that is not permitted in the court facility including, but not limited to, electronic recorders, cameras, weapons, knitting needles, or any other item not permitted in this courthouse.

   NOTE: Individuals who refuse to submit to security screening shall not be allowed to enter the courthouse.

Prohibited Items

The following items are prohibited inside a courtroom:

1. No weapons of any type
2. No cutting instruments of any type including knives, scissors or anything with a cutting edge
3. No sharp objects including pointed needles
4. No tools of any type
5. No aerosol sprays or containers including pepper spray
6. No photographic or audio visual equipment of any type including cameras, video, or audio recorder

FTO's Note: After the presentation and discussion, accompany the PTs to the Justice Hall. Coordination must be made with the Hall of Justice prior to the tour to avoid any inconvenience. Tuesday and Thursday shall be the schedule of field immersion.

Preparations Prior to Attending Court Hearing

Preparation actually begins at the crime scene or when conducting initial investigation. Investigator should consider every detail of the case as possible material for future court case. Diligent investigation and preparation is the key to any successful prosecution in a criminal case. In a report obtained by the Philippine Star dated February 24, 2014, 90% of cases filed in court were dismissed due to police negligence based on the PNP Directorate for Investigation and Detective Management (DIDM) and data from the Office of the Court Administrator of the Supreme Court (OCASC). There were lapses committed by police officers that resulted to the acquittal of the accused and dismissal of the case.
Before an Officer can Testify in Court, the Person should:

1. Dress for success – Dress for your court appearance with the same attention to detail you would in going before a promotion board. The prescribed uniformed for police officer who will testify in court is GOA “A”.

2. Practice telling your story – Make an outline or notes of the history of the violence by the dependant. You may take your notes to court to look at if you forget something, but if you read from them, the Judge may order that the dependant be allowed to see them.

3. Be punctual – Be on time. Know exactly what courtroom you are going into.

4. Review all aspects of the case before testifying – Go over your notes the investigator may review statements and statement of witness to refresh one’s memory in case the person forgets some important facts that may be used by the defense to weaken the prosecution.

Investigator Must be in Prescribed Uniform

1. GOA “A” is the prescribed uniform for police officers who will render court duties. The person must observe “Tamang Bihis” when testifying in Court.

2. He Must bring the following:
   a. Case folder – review the case prior attending to court hearing. Some of the important details may be forgotten that may cause some problems during the trial.
   b. Evidence to be presented – must know what evidence to be presented in court.
   c. Investigators notebook – this will serve as reference for some important details regarding the case that was taken during the conduct of investigation.

FTO's Note: Make a research on the different courthouse rules and building entrance protocols to include prohibited items inside the court. Some court may have policies, house rules, building entrance protocols and prohibited items that are not applicable to other branches of court.
EVALUATION

Training evaluation will be done at the end of the training session in order to determine the learning progress of the PTs. The FTO will administer written quiz as provided. It will form part of the daily quizzes of the PTs.

**FTO’s Note:** Provide the PTs the copies of the written examination as attached in this module. It must be prepared before the lesson.

TEST QUESTIONS

1. t?
2. ?
3. ?

RECAPITULATION

The FTO must summarize the activities of the day. Assign one PT to recap what they learned after the activity. End the session with an instruction on the activities to be done the following day.

**FTO’s Note:** These will be the subjects to be reviewed during study period.

1. Define Barangay Justice System (BJS)
2. Enumerate the offenses not covered by the BJS
3. List the laws covered by the BJS
4. Enumerate the jurisdiction of cases under BJS

“He who does not prevent a crime when he can, encourage it.”
- Lucius Annaeus Seneca
CLOSE DECORUM AND OBSERVATIONS

Introduction
It is important for a Police Trainees to learn what are the proper court demeanors, different building entrance protocols and procedures in the courthouse. Participants will have an overview on the actual court proceedings. They will also be familiarized with the role of investigator in court proceedings likewise their importance in the solution of the case.

Training Goal
for the Police Trainees to have a better understanding on the proper court decorum and procedures during trial.

Training Objectives
T.O. # 7.1 List the different courthouse rules
T.O. # 7.2 Enumerate the different building entrance protocols and prohibited items inside the court
T.O. # 7.3 List the preparations prior to attending court hearing

Purpose
➢ Police Trainee will have an understanding of proper court decorum procedures during trial.
➢ This module is more on field immersion
➢ Police Trainee's will be able to determine the common error of investigator.

Courthouse rules
➢ cellular phone use is strictly prohibited in the courtrooms.
➢ proper dress is required.
➢ children are allowed with proper approval from the court.
➢ there is no food beverages allowed.
Building Entrance Protocols of the Court

Note: individual who refuse to submit to security screening shall not be allowed to enter to the courthouse

All visitors entering the courthouse shall be processed through the metal detectors and fulDows:
» place any bags or personal belongings on the x-ray belt or in the container provided
» place overcoats or jackets on the belt or x-ray machine

PROHIBITED ITEMS
> No weapons of any type
> No cutting instruments of any type
> No sharp objects
> No tools of any type
> No aerosol lungs or containers
> No photographic or audiovisual equipment of any type
> Preparations prior to attending court hearings

Preparations prior to attending in court hearings
> Dress for success
> Practice telling your story
> Be punctual - be on time
> Review all aspects of the case before testifying

GOA-A is the prescribed uniform for Police officers

He must bring along with him the following:
» Case folder
» Evidence to be presented
» Investigators notebook
TRAINING PLAN

MODULE VIII : BARANGAY JUSTICE SYSTEM
TARGET AUDIENCE : Police Trainees
DAY : 13
VENUE : Police Station / As appropriate
TIME ALLOTTED : Two (2) Hours
LEARNING AIDS : Multi-media Projector, White Board, Flip Chart, Markers, extra Bond Paper

POLICE TRAINEE’S REQUIREMENTS : PT’s prescribed uniform (Tamang Bihis)
                              : PT’s Guide
                              : Notebook/tickler, ballpen, camera

TRAINING REFERENCE : Local Government Code

TRAINING GOAL : The purpose of this block of instruction is to determine the cases that fall under the jurisdiction of the Barangay Justice System.

TRAINING OBJECTIVES : After this block of instruction, the PTs will be able to:

    T.O. # 1 : Define Barangay Justice System (BJS);
    T.O. # 2 : Enumerate the offenses not covered by the BJS;
    T.O. # 3 : List the laws covered by the BJS; and
    T.O. # 4 : Enumerate the jurisdiction of cases under BJS.
**FIELD TRAINING OFFICER’S GUIDE**

on Investigation Phase

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**FTO'S NOTE:** Check the appropriate boxes or circles indicated in the daily training schedule.

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**DAILY TRAINING SCHEDULE**

<table>
<thead>
<tr>
<th>DAY</th>
<th>TIME</th>
<th>FTO CHECKLIST</th>
<th>ACTIVITIES</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4:00 AM</td>
<td>☐ First Call (4:00AM)</td>
<td>Invocation: Morning Prayer</td>
<td>☐ Completed</td>
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<td></td>
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<td>☐ Attention Call (4:05AM)</td>
<td>Reveille</td>
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<td></td>
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<td>☐ Assembly Call (4:15 AM)</td>
<td>Calisthenics/ Warm Up Exercises/ Physical Conditioning Road Run</td>
<td>☐ Appropriate Reason(s):</td>
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<td>☐ Accounting (4:20 AM)</td>
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<td>6:00 AM</td>
<td>☐ Distribution of Cleaning Materials</td>
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<td>☐ Completed</td>
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<td>☐ Designation of AOR</td>
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<td>☐ Not Completed</td>
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<td>☐ Availability and Distribution of Breakfast</td>
<td></td>
<td>☐ Appropriate Reason(s):</td>
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<tr>
<td></td>
<td>6:30 AM</td>
<td>☐ Breakfast Prayer before meal</td>
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<td></td>
<td>8:00 AM</td>
<td>☐ Daily Personnel Accounting Report</td>
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<td>☐ Rank Inspection</td>
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<td>☐ Not Completed</td>
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<td>☐ Tamang Bihis</td>
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<td>☐ Appropriate Reason(s):</td>
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<td>☐ Proper haircut</td>
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<td>☐ Tickler/Ball pen/Hanky</td>
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<td>☐ Handcuff</td>
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<td>☐ Finger nails</td>
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<td>☐ Issue Delinquency Report with defects</td>
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<td>Time</td>
<td>Duration</td>
<td>Component</td>
<td>Notes</td>
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<td>8:00 AM</td>
<td>8:10 AM</td>
<td><strong>Introduction to Topic</strong></td>
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<td>□ Policeman’s prayer</td>
<td>□ Not Completed</td>
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<td>□ Introduction</td>
<td>□ Reason(s):</td>
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<td>□ Training Goals</td>
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<td>□ Objectives</td>
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<td>8:10 AM</td>
<td>9:30 AM</td>
<td><strong>Presentation and Discussion</strong></td>
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<td>Define what is Barangay Justice System</td>
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<td>□ Enumerate the offenses not covered by the BJS</td>
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<td>□ Enumerate the jurisdiction of cases under BJS</td>
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Module VIII

TRAINING MANUSCRIPT

BARANGAY JUSTICE SYSTEM

FTO's Note: Start the training day with a prayer to be led by one of the participants. This should be done in a rotation basis. Same PT will deliver the closing prayer at the end of the lesson/training day.

INTRODUCTION

The Katarungang Pambarangay or Barangay Justice System is an alternative venue for the resolution of disputes. It is one of the most valuable mechanisms available in administering justice, advancing human rights protection and resolving and/or mediating conflict at the barangay level through non-adversarial means.

Its mandate is to enforce the law and bring justice to the victim. The job of the Police Officers is crucial because without them criminals will continue to take its prey and remain free without paying of their wrong doings.

Police officers play an important role of preserving peace and order and the knowledge on the BJS ensures effective enforcement of justice. It is important because there are some cases that don't need intervention of the court. The BJS offers a cheap and speedy trial of cases without prejudice to the victim and could spare police officers from committing a mistake of bringing offenders directly to jail.

OBJECTIVE

In this module, the PTs will enable to:

1. Define the Barangay Justice System;
2. Enumerate the offenses not covered by the BJS;
3. List the laws covered by the BJS; and
4. Enumerate the jurisdiction of cases under BJS.
KATARUNGAN PAMBARANGAY LAW

Republic Act No. 7160 otherwise known as the Local Government Code of 1991, as amended by Presidential Decree No. 1508, introduced substantial changes not only in the authority granted to the Lupong Tagapamayapa but also in the procedure to be observed in the settlement of disputes within the authority of the Lupon.

Offenses not covered by the Barangay Justice System:

1. Offenses involving government entity;

2. Offenses with maximum penalty of one (1) year and exceeding fine of Five Thousand Pesos (Php5,000.00);

3. Offenses with no private party; and

4. Real properties in different cities or municipalities disputes that need urgent legal action, labor disputes, land disputes and action to annul a judgment upon a compromise.

Venue:

1. If both parties are residents of the same barangay, before the Lupon of the Barangay.

2. Different barangays but in the same municipality, in the barangay of the respondent.

3. If real property is involved, in the place of the real property.

4. If it involves work, in the place of work.

CASES COGNIZABLE BY THE BARANGAY JUSTICE SYSTEM

1. Unlawful Use of Means of Publication and Unlawful Utterances (Art. 154);

2. Alarms and Scandals (Art. 155);

3. Using False Certificates (Art. 175);

4. Using Fictitious Names and Concealing True Names (Art. 178);
5. Illegal Use of Uniforms and Insignias (Art. 179);

6. Physical Injuries Inflicted in a Tumultuous Affray (Art. 252);

7. Giving Assistance to Consummated Suicide (Art. 253);

8. Responsibility of Participants in a Duel if only Physical Injuries are Inflicted or No Physical Injuries have been Inflicted (Art. 260);

9. Less serious physical injuries (Art. 265);

10. Slight physical injuries and maltreatment (Art. 266);

11. Unlawful arrest (Art. 269);

12. Inducing a minor to abandon his/her home (Art. 271);

13. Abandonment of a person in danger and abandonment of one’s own victim (Art. 275);

14. Abandoning a minor (a child under seven (7) years old) (Art. 276);

15. Abandonment of a minor by persons entrusted with his/her custody; indifference of parents (Art. 277);

16. Qualified tresspass to dwelling (without the use of violence and intimidation). (Art. 280);

17. Other forms of tresspass (Art. 281);

18. Light threats (Art. 283);

19. Other light threats (Art. 285);

20. Grave coercion (Art. 286);

21. Light coercion (Art. 287);

22. Other similar coercions (compulsory purchase of merchandise and payment of wages by means of tokens). (Art. 288);

23. Formation, maintenance and prohibition of combination of capital or labor through violence or threats (Art. 289);

24. Discovering secrets through seizure and correspondence (Art. 290);

25. Revealing secrets with abuse of authority (Art. 291);
26. Theft (if the value of the property stolen does not exceed Php50.00). (Art. 309);
27. Qualified theft (if the amount does not exceed Php500). (Art. 310);
28. Occupation of real property or usurpation of real rights in property (Art. 312);
29. Altering boundaries or landmarks (Art. 313);
30. Swindling or estafa (if the amount does not exceed Php200.00) (Art. 315);
31. Other forms of swindling (Art. 316);
32. Swindling a minor (Art. 317);
33. Other deceits (Art. 318);
34. Removal, sale or pledge of mortgaged property (Art. 319);
35. Special cases of malicious mischief (if the value of the damaged property does not exceed Php1,000.00 Art. 328);
36. Other mischiefs (if the value of the damaged property does not exceed Php1,000.00) (Art. 329);
37. Simple seduction (Art. 338);
38. Acts of lasciviousness with the consent of the offended party (Art. 339);
39. Threatening to publish and offer to prevent such publication for compensation (Art. 356);
40. Prohibiting publication of acts referred to in the course of official proceedings (Art. 357);
41. Incriminating innocent persons (Art. 363);
42. Intriguing against honor (Art. 364);
43. Issuing checks without sufficient funds (B.P. 22); and
44. Fencing of stolen properties if the property involved is not more than Php50.00 (P.D. 1612).
EVALUATION

The evaluation will be done at the end of the training session to determine the learning progress of the PTs. The FTO will give an examination to measure the level of learning the participants.

TEST QUESTIONS

1. ?
2. .
3. .

RECAPITULATION

This is the summary of the training activities for the day. This will test if the PTs were able to remember the previous topics that have been discussed by the FTO. Ask the PT to recite what they have been learned from the topics.

Activities starting Day 8 will be purely Scenarios. Each day the FTO will present different scenarios to be performed by the PTs. Each PT will have a role to play and must have to rotate every day to be able to experience every role. At the end of the every role playing, PTs will be required to submit report depending on what skill were used in the scenario.

“It is not enough to do good; one must do it the right way”
- John Marley
TRAINING SCENARIO # 1:
INCIDENT IN A BAR/BEERHOUSE

SKILLS TO BE DEVELOPED : Knowledge on Basic Roles of First Responder

TARGET AUDIENCE : Police Trainees

DAY : 13

VENUE : As appropriate TIME

ALLOTTED : Seven (7) Hours

TRAINING REQUIREMENTS : First Responders Kit
                         Writing materials
                         Blank CSI Form 1"First Responder’s Form

TRAINING REFERENCE USED : SOP 2011-008 (Conduct of CSI)
                         Revised PNP Criminal Investigation Manual of 2010

TRAINING OBJECTIVES : At the end of role playing scenario the police trainees should be able to:

1. Properly Secure the Crime Scene;
2. Develop skill in note taking;
3. Obtain the ante-mortem statement or dying declaration; and
4. Accomplish and fill-up the CSI Form “1” – First Responders Form.

FACTS OF THE CASE:

On May 29, 2007, at about 11:45 p.m while victim Karlo Maralit, 19 years old, male, laborer and a resident of Kamias, Quezon City, while singing at Vivian Karaoke Bar located at # 27 Morato St., Timog Quezon City, was shot to death by Pet Madelo, his neighbor, who is also a customer at the said bar. Initial investigation disclosed that while the victim was singing, suspect complained to the waiter identified as one Pedro
Mendoza, that Karlo Maralit’s rendition was out of tune. Thereafter, suspect shouted at the victim to stop singing but the victim refused and instead continued singing thus prompting the suspect to pull out a .38-caliber revolver and shot the victim several times hitting the latter on the different parts of his body while the suspect fled after the incident.

Mrs. Linda Mendoza, Bar Manager of the said videoke bar immediately called for police assistance and moments later two policemen arrived at the scene of the incident.

INSTRUCTIONS:

Victim: You entered to a Videoke Bar and ordered two bottles of ice cold beer from the waiter. After consuming one bottle of beer, you requested the waiter to hand over the song book for you to select his song of choice and you started singing. While you were singing, suspect (Pet Madeo) shouted at you to stop singing but you ignored him. Suddenly, he shot you several times leaving you severely wounded and gasping for breath asking for help. When the police arrived, they told you of your severe condition nearing death so they extracted your Dying Declaration wherein you revealed your assailant.

Witness #1 Waiter: You were called by the victim to serve two bottles of beer and afterwards you handed-over the song book to the victim.

Suspect: You were already at the bar and already drunk when you heard the victim Karl Maralit singing a song out of tune you complained to the waiter. Then you shouted at the victim to stop singing and when the victim refused to do so, you pulled out your cal.38 revolver and shot the victim several times and fled the scene.

Witness #2 Bar Manager: You were inside the videoke bar supervising the activities when you heard the suspect shouting at the victim. When you heard the shouting, you noticed the victim refused to stop and instead continued singing. You saw the suspect pulled out his cal.38 revolver and shot the victim several times and ran outside the bar.

First Responder: You were conducting patrol when you received a radio call from the Tactical Operation Center (TOC) informing you that a shooting incident transpired at Vivian Videoke Bar located at Morato St., Timog, Quezon City. You were instructed to proceed to the scene of the incident and upon arrival you immediately cordoned off the crime scene and conducted initial investigation. You noticed the victim lying on the floor severely wounded and gasping for breath, prompting you to take his dying
declaration. When the duty investigator arrived you briefed him and turned over the crime scene together with the accomplished CSI Form 1 (First Responders Form) and Dying Declaration.

**Investigator:** You arrived at the scene and coordinated with the First Responder.

**Note:** All Police Trainees shall rotate in the roles to be played, if possible wear appropriate costumes for the role playing.

“Never stop learning; knowledge doubles every fourteen months.”
TRAINING SCENARIO # 2: DOMESTIC VIOLENCE

SKILLS TO BE DEVELOPED: Knowledge on Basic Roles of First Responder

TARGET AUDIENCE: Police Trainees

DAY: 14

VENUE: As appropriate

TIME ALLOWED: Seven (7) Hours

TRAINING REQUIREMENTS: First Responders Kit
Writing materials
CSI Form “1” – First Responders Form

TRAINING REFERENCE USED: SOP 2011-008 (Conduct of CSI)
Revised PNP Criminal Investigation Manual Series 2010

TRAINING OBJECTIVES: At the end of role playing scenario the police trainees should be able to:

1. Develop skills in note taking;
2. Obtain the ante-mortem statement or dying declaration; and
3. Accomplish and fill-up the CSI Form “1” – First Responders Form.

FACTS OF THE CASE:

On or about 10:00 PM of March 12, 2013, Mr. Isko Morena, 35 years old, male, KFC Supervisor, was seen by his neighbor Mario Luigi beating his wife, Jackie Morena inside their residence at Bagumbong Subdivision, Caloocan City. Prior to the incident the couple had a violent confrontation over the alleged extra marital affair by Isko Morena with Vilma Cuneta his alleged mistress. On the aforesaid date, time and place of occurrence suspect arrived from work and while resting in their living room, suspect asked their housemaid, identified as Karyl Curtis, to buy a bottle of hard liquor at a nearby store of Aling Korina. While drinking, her wife came home from playing
mahjong and confronted him about his alleged illicit affair. Suspect got irked prompting him to hit his wife, Jacky Morena, on her head several times with the bottle of gin. As a result, the victim sustained serious injuries on her head causing her to fall on the floor unconscious. Upon seeing his wife in a pool of blood and lying unconscious, suspect ran out of his house and fled the scene of the incident.

INSTRUCTIONS:

**Victim:** You entered your house and saw your husband drinking alone.

**Witness #1 Housemaid:** You were called by your employer Mr. Isko Morena to buy a bottle of hard liquor and you went to Aling Korina’s Store and later brought in the liquor and gave it to your employer.

**Suspect:** You arrived from work and while resting, you ordered your housemaid Karyl Curtis to buy you a bottle of liquor. While drinking, your wife arrived and confronted you about your alleged illicit affair and during the course of confrontation you lost control of yourself prompting you to hit your wife’s head with the bottle of liquor you were holding. When you saw your wife in a pool of blood you ran outside of your house and fled the scene.

**Witness #2 Mario Luigi:** You were inside your house adjacent to the house of Morena’s Family on the aforesaid time and date. While watching the TV you heard the couple quarrelling thus prompting you to peep from your window and saw the incident. You saw also the suspect fled after the incident, subsequently after witnessing what happened you called for police assistance.

**First Responder:** You were conducting patrol when you received a radio call from the Tactical Operation Center (TOC) informing you that there was an incident on domestic violence that transpired at Bagumbong Subdivision, Caloocan City. You were instructed to proceed to the scene of the incident and upon arrival you immediately cordoned off the crime scene and conducted initial investigation. You notice the victim lying on the floor severely wounded and already conscious. When you assessed the victim’s condition you notice the victim in critical condition due to the severe injuries sustained in her head prompting you to immediately take the dying declaration. When the duty investigator arrived you briefed him and turned over the crime scene together with the accomplished CSI Form 1 (First Responders Form) and Dying Declaration.

**Investigator:** You arrived at the scene and coordinated with the First Responder.

**Note:** All Police Trainees shall rotate in the roles to be played, if possible wear appropriate costumes for the role playing.
TRAINING SCENARIO # 3:
STABBING INCIDENT

SKILLS TO BE DEVELOPED : Knowledge on Basic Roles of First Responder

TARGET AUDIENCE : Police Trainees

DAY : 15

VENUE : As appropriate TIME

ALLOTTED : Seven (7) Hours

TRAINING REQUIREMENTS : First Responders Kit
Writing materials
CSI Form “1” – First Responders Form

TRAINING REFERENCE USED : SOP 2011-008 (Conduct of CSI)
Revised PNP Criminal Investigation
Manual Series 2010

TRAINING OBJECTIVES : At the end of role playing scenario the police trainees should be able to:

1. Develop skill in note taking;

2. Obtain the ante-mortem statement or dying declaration; and

3. Accomplish and fill-up the **CSI Form “1” – First Responders Form**.

FACTS OF THE CASE:

On or about 5:00 P.M of March 6, 2014 at Balot Tondo, Manila, Pedro Penduko together with his two colleagues identified as Asyong Salonga and Nardong Putik had a drinking session at the side of the railroad. The three who were already drunk started fond of removing their shirts and kept shouting and creating disturbance among their neighbors. One of the neighbors, identified as Andy Mabini, a Marine Engineer, went out of his house, confronted the group and warned them to stop the annoyance otherwise he will call the police.
Pedro Penduko got irked of the action made by Andy Mabini prompting him to pull out his knife and stabbed Andy Mabini at the chest. The two companions tried to pacify Pedro Penduko but was already too late because they were caught by surprise. Thereafter, the suspect fled after the incident.

INSTRUCTIONS:

**Victim:** While you were inside your house, you heard the group of Pedro Penduko shouting and creating disturbance in your neighborhood prompting you to get out of your house to confront them. You informed them that if they will not stop the annoyance, you will report them to the police.

**Witness #1 Nardong Putik and Asyong Salonga:** You were having a drinking session with your colleagues when Andy Mabini confronted you to stop creating annoyance. You noticed Pedro Penduko drew a knife and stabbed the victim. You tried to stop him but was already too late.

**Suspect Pedro Penduko:** You were having a drinking session with your colleagues when Andy Mabini confronted you to stop creating annoyance. You felt insulted by the action of Andy and lost control of your emotion that prompted you to pull out your knife and stabbed the victim to his chest and fled the scene.

**First Responder:** You were conducting patrol when you received a radio call from the Tactical Operation Center (TOC) informing you that there were drunkards creating trouble along the side of the railroad at Balot Tondo, Manila. You were instructed to proceed to the scene of the incident and upon arrival you conducted initial investigation. You noticed the victim lying on the pavement severely wounded and gasping for breath. When you assessed the victim’s condition you noticed the victim might not survived due to the fatal wound he sustained prompting you to immediately initiate the taking of his Ante-Mortem Statement or Dying Declaration. When the duty investigator arrived you briefed him and turned-over the crime scene together with the accomplished CSI Form 1 (First Responders Form) and Dying Declaration.

**Investigator:** You arrived at the scene and coordinated with the First Responder.

**Note:** All Police Trainees shall rotate in the roles to be played, if possible wear appropriate costumes for the role playing.
TRAINING SCENARIO # 4: BUKAS KOTSE

SKILLS TO BE DEVELOPED: Knowledge on Basic Roles of First Responder

TARGET AUDIENCE: Police Trainees

DAY: 16

VENUE: As appropriate TIME

ALLOTTED: Seven (7) Hours

TRAINING REQUIREMENTS: First Responders Kit
Writing materials
CSI Form “1” – First Responders Form

TRAINING REFERENCE USED: SOP 2011-008 (Conduct of CSI)
Revised PNP Criminal Investigation Manual Series 2010

TRAINING OBJECTIVES: At the end of role playing scenario the police trainees should be able to:

1. Properly secure the crime scene;

2. Develop skill in note taking; and

3. Accomplish and fill-up the CSI Form “1” – First Responders Form.

FACTS OF THE CASE:

On or about 10:00 P.M of February 14, 2014 after going out on a date, Mr. Sam and Kay Concepcion parked their car outside their residence along Luna St., Balibago, Manila. At around pass midnight, suspects identified as Juan Bayona and Waly Soto were seen roaming the immediate vicinity of the Concepcion Residence by Pia Luna Balajadia, the housemaid of the Concepcion Family. The following morning, when Pia Luna was about to check the garbage in front of their gate, she discovered that the window of her employer’s car was already broken. Pia Luna informed the couple...
about what she discovered. The couple went to their car to check it and found out that their laptop and other personal belongings which they left inside the car the night before were already missing.

Upon discovery of the incident, the couple immediately reported the matter to the police station. Moments later, the police arrived at the scene of incident on board a mobile patrol and immediately cordoned off the crime scene.

The following observation were noted by the first responder during the conduct of initial investigation:

- Broken window with suspected dried blood stain.
- Busted streetlight in front of the victim’s residence
- Partially consumed cigarettes
- Partially visible latent print at the rear car window

INSTRUCTIONS:

Victims: While you were sleeping, your housemaid woke you up and informed about broken car window. Both of you went outside to check the items left in your car and found them to be missing. After the discovery, you immediately reported the incident to the police station.

Witness Housemaid: You went to the kitchen to drink water when you noticed two male persons roaming the immediate vicinity of your employer’s residence whom you recognized as Juan Bayona and Waly Soto construction workers working in a nearby residence. You ignored them and went back to your bed. The following morning when you checked the garbage, you discovered that the window of your employers’ car was already broken and you immediately informed them.

Suspects: You were roaming the immediate vicinity of Concepcion Residence at past midnight with the intention of stealing valuable items inside the car which you saw earlier. To avoid being seen, you broke the streetlight in front of the Concepcion Residence and when you had the opportunity, you executed your plan.

First Responder: You were conducting patrol when you received a radio call from the Tactical Operation Center (TOC) informing you that a robbery incident transpired at the Concepcion Residence along Luna St., Balibago, Manila. You were instructed to proceed to the scene of the incident and upon arrival you conducted initial investigation.
When the duty investigator arrived you briefed him and turned over the crime scene together with the accomplished CSI Form 1 (First Responders Form).

**Investigator:** You arrived at the scene and coordinated with the First Responder.

**Note:** All Police Trainees shall rotate in the roles to be played, if possible wear appropriate costumes for the role playing.

“**Weak leadership can wreck the soundest strategy:**
Forceful execution of even a poor plan can often bring victory.”

- Sun Tzu
TRAINING SCENARIO # 5: SALISI

SKILLS TO BE DEVELOPED: Knowledge on Basic Roles of First Responder

TARGET AUDIENCE: Police Trainees

DAY: 17

VENUE: As appropriate

TIME ALLOTTED: Seven (7) Hours

TRAINING REQUIREMENTS:
- First Responders Kit
- Writing materials
- CSI Form “1” – First Responders Form

TRAINING REFERENCE USED:
- SOP 2011-008 (Conduct of CSI)
- Revised PNP Criminal Investigation Manual Series 2010

TRAINING OBJECTIVES:
At the end of role playing scenario the police trainees should be able to:

1. Develop skill in note taking; and

2. Accomplish and fill-up the CSI Form “1” – First Responders Form.

FACTS OF THE CASE:

On May 28, 2012 at around 4:30 PM, Ms. Aida Lucsa, 22 years old, female, accountant, a resident of Talisay St., Pinatubo, Manila, went to a nearby LAX Computer Shop located along Masaya St., Pinatubo, Manila. While inside the place, she ask the computer operator identified as Liza Cornejo to assist her in the computer operation while she put her bag at the left portion of the computer table.

Suddenly, two male customers arrived at the computer store and one of them called the attention of the shop operator and had a conversation with the latter while the other one sat beside Aida Lucsa. When the victim became busy doing computer
works, suspect surreptitiously took the bag of Aida Lucsa. After taking the victim’s bag, suspect went out of the store ahead of the other suspect and both managed to flee.

Upon discovering that her bag was missing, victim immediately reported the incident to the shop owner and reported the incident to the police station. When the responding policemen arrived at the computer shop initial investigation was conducted and during the investigation, suspect’s were identified through the CCTV camera installed inside the shop and later revealed their identities of the two as Henry Lucas and Rolly Mendoza.

INSTRUCTIONS:

Victim: You arrived at the computer shop and asked for assistance to the shop operator. The shop operator assisted you as well as the other customer. When you were about to start operating the computer, you place your bag at the left portion of the table.

Witness Computer Shop Operator: You assisted the victim Aida Lucsa in operating the computer, suddenly one of the suspects called your attention and you had a conversation with him.

Suspects: You were arrived at the store with the intention of taking belongings from the customers inside. You spotted one potential victim and applied your modus operandi. One of you will act as Henry Lucas who will call the attention of the shop operator and will have conversation with her while the other will act as Rolly Mendoza who will sit beside the victim and take her belongings surreptitiously. After taking the belongings of the victim, you (Rolly Mendoza) will go ahead outside the store to be followed by Henry Lucas.

First Responder: You were conducting patrol when you received a radio call from the Tactical Operation Center (TOC) informing you that there was a Theft Incident (Salisi) that transpired at the LAX Computer Shop located along Masaya St., Pinatubo, Manila. You were instructed to proceed to the scene of the incident and upon arrival you conducted initial investigation. When the duty investigator arrived, you briefed him and turned-over the crime scene together with the accomplished CSI Form 1 (First Responders Form).

Investigator: You arrived at the computer shop and coordinated with the First Responder.

Note: All Police Trainees shall rotate in the roles to be played, if possible wear appropriate costumes for the role playing.
TRAINING SCENARIO # 6: AKYAT BAHAY

SKILLS TO BE DEVELOPED : Knowledge on Basic Roles of First Responder

TARGET AUDIENCE : Police Trainees

DAY : 19

VENUE : As appropriate

ALLOTTED : Seven (7) Hours

TRAINING REQUIREMENTS : First Responders Kit
Writing materials
CSI Form “1” – First Responders Form

TRAINING REFERENCE USED : SOP 2011-008 (Conduct of CSI)
Revised PNP Criminal Investigation Manual Series 2010

TRAINING OBJECTIVES : At the end of role playing scenario the police trainees should be able to:

1. Properly secure the crime scene;
2. Develop skill in note taking; and
3. Accomplish and fill-up the CSI Form “1” – First Responders Form.

FACTS OF THE CASE:

On or about 10:00 PM of March 12, 2014 while conducting patrol at the beach front of Shangrila Hotel in Brgy. Manoc-Manoc, Boracay Island, Caticlan two hotel security officers noticed two male persons sneaking out of the window from one of the rooms at the 2nd floor of the said hotel. When the two security officers called their attention, they ran and were chased by the security officers. After a brief chase the suspects were arrested and confiscated from their possession the following items: cellphones, wallet, digital camera and cash amounting to Php 150,000.00.

The two arrested suspects were brought to the nearest police precinct for proper disposition together with the loot. In the course of the initial investigation, suspect
were identified as John Bato and Peter Darak it was also found out that the owner of the stolen items were a certain Mr. Brad Smith and Mrs. Jolina Smith, both Australian Nationals.

After identifying the owners of the stolen items the duty desk officer dispatched two police officers to the hotel to secure the crime scene. Later, the management notified the couple about the incident.

INSTRUCTIONS:

Victims: You are in Boracay island on your honey moon. While you were out of your hotel, you were notified by the hotel manager that your personal belongings were stolen by the suspects. You went back to the hotel to confirm that you are the occupants of the room and some of your personal belonging such as: cell phones, wallet, digital camera and cash amounting to Php 150,000.00 were missing.

Witnesses two Security Officers: You were performing routine duties as security officers within the premises of the Shangrila Hotel in Boracay Island. While conducting roving patrol, you saw two male persons sneaking out from the window of one of the rooms at the 2nd floor and called their attention. Instead of stopping, the two ran prompting you to chase and arrest them. You brought the two arrested suspects to the nearest police precinct for proper disposition.

Suspects: Both of you entered one of the rooms at the 2nd floor and stole the following items: cell phones, wallet, digital camera and cash amounting to Php 150,000.00. After you stole the belongings, both of you sneaked out of the window, however, you were seen by the two security officers and called your attention but instead of stopping, you ran and later collared by them. Both of you were brought to the nearest police precinct together with the loot.

First Responder: You were conducting patrol when you received a radio call from the Tactical Operation Center (TOC) informing you that there was a Robbery Incident (Akyat Bahay) that transpired at the Shangrila Hotel, Boracay Island. You were instructed to proceed to the area to secure the scene of the incident. Upon arrival, you conducted initial investigation. When the duty investigator arrived you briefed him and turned-over the crime scene together with the accomplished CSI Form 1 (First Responders Form).

Investigator: You arrived at the computer shop and coordinated with the First Responder.

Note: All Police Trainees shall rotate in the roles to be played, if possible wear appropriate costumes for the role playing.
TRAINING SCENARIO # 7:
MAULING INCIDENT

SKILLS TO BE DEVELOPED : Knowledge on Basic Roles of First Responder

TARGET AUDIENCE : Police Trainees

DAY : 20

VENUE : As appropriate

TIME ALLOCATED : Seven (7) Hours

TRAINING REQUIREMENTS : First Responders Kit
Writing materials
CSI Form “1” – First Responders Form

TRAINING REFERENCE USED : SOP 2011-008 (Conduct of CSI)
Revised PNP Criminal Investigation
Manual Series 2010

TRAINING OBJECTIVES : At the end of role playing scenario the police trainees should be able to:

1. Properly secure the crime scene;
2. Take the Dying Declaration;
3. Develop skill in note taking; and
4. Accomplish and fill-up the CSI Form “1” – First Responders Form.

FACTS OF THE CASE:

On or about 9:00 PM of February 22, 2014, Manny Pangilinan and his group were drinking in front of the store owned by Ms. Candy Luzon located at Lacson St., Sampaloc, Manila. While the group of Manny were enjoying their drinking session Regie Desalisa happened to pass by in front of the group. Manny called his attention and asked him to drink but he refused. Manny and his group were disappointed and asked Regie to just give them Php 200.00 instead, since they are running out of budget
to buy more drinks. Regie Desalisa refused and said “Wala akong pera brod, kung gusto nyo mamalimos kayo sa Quiapo para may pang inom kayo”. At that moment, Manny stood up and ordered his group to maul him, but it was heard by the owner of the store prompting her to pacify them, but Manny and his group ignored Aling Candy and instead continued mauling him.

Regie Desalisa was hit in the head with a baseball bat by Manny causing him to fall hard on the pavement.

Police officers on board a mobile patrol happened to pass by the area and saw the commotion prompting them to immediately approach. But when the Manny’s group saw them coming they scampered to different directions.

Upon reaching the scene of the incident, the police officers observed the serious condition of Regie Desalisa lying on is back and blood gushing out from his head.

The responding police officers, upon noticing the serious condition of Regie Desalisa, called the Tactical Operation Center to send an ambulance immediately and then they took his Dying Declaration while waiting for the arrival of the ambulance.

**INSTRUCTIONS:**

**Victims:** You were walking along Lacson St., Sampaloc, Manila when your attention was called by a group of drunkards who were having a drinking session in front of the store of Aling Candy. One of them offered you a drink but you refused and commented “wala akong pera brod, kung gusto nyo mamalimos kayo sa Quiapo para may pang inom kayo”. After saying these words, one man stood up and ordered his colleagues to maul you.

**Witness Store Owner:** While you were inside your store, Manny Pangilinan and his group had a drinking session in front of your store when you saw a guy pass by and was called by Manny, the latter offered him a drink when he refused, one man from his group asked for money instead but again he refused. At that juncture, you heard Manny ordered his group to maul him and they did what he instructed them to do.

**Suspects:** You and your companion were having a drinking session in front of the store of Aling Candy when you saw a guy passing by in front of you. You called him and offered a drink but the victim refused. One of your companions demanded from the guy to give your group Php 200.00 instead but still the victim refused. You (Manny) ordered your colleagues to maul the victim and you hit him with the baseball bat. When you saw a mobile patrol approaching you scampered into different directions.
**First Responder:** You were on board a mobile patrol when you happened to see the commotion in front of the store located along Lacson St., Sampaloc, Manila. Upon approaching, you saw them scampering to different direction leaving behind the victim at the pavement.

Upon seeing the serious condition of the victim, you called the Tactical Operation Center (TOC) to send an ambulance for the transportation of the victim to the nearest hospital. When the duty investigator arrived you briefed him and turned-over the crime scene together with the accomplished CSI Form 1 (First Responders Form).

**Investigator:** You arrived at the scene and coordinated with the First Responder.

**Note:** All Police Trainees shall rotate in the roles to be played, if possible wear appropriate costumes for the role playing.

"Men learn while they teach."
- Lucius Annaeus Seneca
TRAINING SCENARIO # 8:
STABBING INCIDENT

SKILLS TO BE DEVELOPED : Knowledge on First Responder’s Role

TARGET AUDIENCE : Police Trainees

DAY : 21

VENUE : As appropriate TIME

ALLOTTED : Seven (7) Hours

TRAINING REQUIREMENTS : First Responders Kit
Writing materials
Blank CSI Form’1”First Responder’s Form

TRAINING REFERENCE USED : SOP 2011-008 (Conduct of CSI)
Revised PNP Criminal Investigation Manual of 2010

TRAINING OBJECTIVES : At the end of role playing scenario the police trainees should be able to:

1. Properly Secure the Crime Scene;

2. Develop skill in note taking;

3. Conduct initial interview to the witness and victim; and

4. Accomplish and fill-up the CSI Form “1” – First Responders Form.

FACTS OF THE CASE:

On March 13, 2014 at around 1:15 AM, at Balacbac, Baguio City, One Marjo Corta Elizar, 27 years old, single, laborer residing at the aforesaid residence was stabbed several times in the different parts of his body. Initial investigation disclosed, while victim and his companions was having a drinking session at Uncle Boks Videoke Bar along Shanum St., Baguio City, Marjo Elizar stared at the other group who were also
inside the bar. One member from the other group noticed Marjo staring at them. At that juncture, one of the member’s identified as Michael Rosas got irked and stood up and confronted them.

During the confrontation, other companions from both groups pacified the two, however, they ignored it. Suddenly, Michael Rosas pulled–out his knife and stabbed Marjo Elizar several times while the other companions scampered and fled the incident leaving the victim in a pool of blood.

**INSTRUCTION:**

**Victim:** You were having a drinking session inside Uncle Boks videoke bar together with some of the companions of the suspects. While you were inside the videoke bar one of the suspects called Marjo Elizar outside the bar and had conversation after which they had a heated argument wherein one of the companions of the suspects brought out a knife and stabbed Mr. Elizar several times

**Suspects:** Marjo Elizar and his companions came out to pacify the commotion but instead another group of individuals came and stabbed Marjo Elizar on his back. Victims were brought by their companions to BGHMC-ER for their medical treatment on their sustained injuries.

**Police Officer:** You are the duty patrol and responded to the crime scene but the suspects and the group of individuals scampered to unknown directions. You will advise the security guards to bring the injured victims to the nearest hospital for medical assistance. You will protect the crime scene and conduct interview with possible witnesses. You will wait for the IOC to arrive and turn over the crime scene.

“He who trusts in his own heart is a fool, but whoever walks wisely will be delivered.”

- Proverb 28:26
TRAINING SCENARIO # 9: PICKPOCKETING

SKILLS TO BE DEVELOPED : Knowledge on Police Blotter and IRF

TARGET AUDIENCE : Police Trainees

DAY : 22

VENUE : As appropriate

TIME ALLOTTED : Five (5) hours

TRAINING REQUIREMENTS : Blotter book (record book will suffice)
IRF Form
Writing Materials

TRAINING REFERENCE USED : Investigation Manual, FTO
Manual, PTs Handout for Investigation Phase

TRAINING OBJECTIVE : At the end of role playing scenario the police trainees will be able to:

1. Enhance their skills in filling-up the Incident Recording Form (IRF) and Blotter Entry.

FACTS OF THE CASE:

On or about 9:30 A.M of March 25, 2014 at Matatag St., Binondo Manila. Suspect Lorna Tapaz, 19 years, single and resident of Sampaloc, Manila went to CCPA Used Clothing Enterprises (Ukay-Ukay) to buy some clothes. She spotted an old man identified as Mr Pedro Mendoza, 59 yrs old, widower and resident of Recto, Manila. Instead of buying clothes, she followed the old man, taking advantage of the situation while victim was busy looking for some clothes to buy. Lorna Tapaz surreptitiously took his wallet that was placed in his right pocket. However, she was caught by the old man’s son who witnessed the incident. Lorna Tapaz was brought to the Police Precinct # 2 in Cogon Market and Police Inspector Celso Ad Castello interrogated her.
INSTRUCTIONS:

**Victim:** You are inside CCPA Used Clothing Enterprises (Ukay-Ukay) to buy some clothes. A female (suspect) approached from behind and surreptitiously took your wallet that was placed at your right pocket.

**Suspect:** You went to CCPA Used Clothing Enterprises (Ukay-Ukay) to buy some clothes. You spotted an old man inside the enterprises as your potential victim. You followed him and taking advantage of the situation, you surreptitiously took his wallet placed at the right pocket. However, after taking the wallet you were caught by his son who happened to be his companion at that time.

**Son as witness:** You accompanied your father to look for some clothes to buy when you caught Lorna Tapaz took your father’s wallet. At that juncture, you and your father brought the suspect at Police Precinct # 2 in Cogon Market.

**Desk Officer:** You are the Duty Desk Officer when the arrested suspect were brought in to the police station. You introduced the Incident Record Form to the complainant for him to fill-up and for subsequent entry in the blotter.

“If you are not curious it is a sign that you are stupid.”

- Dr. Frank Crane
TRAINING SCENARIO # 10: SHOOTING INCIDENT

SKILLS TO BE DEVELOPED : Knowledge on Police Blotter and IRF

TARGET AUDIENCE : Police Trainees

DAY : 23

VENUE : As appropriate

TIME ALLOTTED : Seven (7) Hours

TRAINING REQUIREMENTS : Blotter book (record book will suffice)
Incident Recording Form (IRF)
Writing Materials


TRAINING OBJECTIVE : At the end of role playing scenario the police trainees will be able to:

1. Enhance their skills in filling-up the Incident Recording Form (IRF) and Blotter Entry.

FACTS OF THE CASE

On or about 7:30 PM of March 26, 2014 at Lukban Street, Barangay Alupay, Rosario, Batangas a shooting incident transpired wherein the victim was identified as Juan Dela Cruz, 47 yrs old, married and security guard at Gaisano Mall, Lipa Batangas. On the aforementioned date and time, victim was on duty at the said Mall when his co-security guard identified as Pedro Tayaban, 36 yrs old, married, and a resident of Sta. Teresa, Lemery, Batangas who is under the influence of liquor approached and confronted him due to old grudge which emanated from the scheduling of their duties. Pedro continued to confront the victim but the former continued ignoring the suspect. At that juncture, Perdo Tayaban pulled-out his issued cal.38 revolver and shot Juan Dela Cruz but he failed to hit him prompting the victim to run and call for police assistance from a mobile patrol which happened to be at the area. Suspect managed to escape and fled to unknown direction.
On board in a mobile patrol, victim was brought to the police station for disposition of his complaint against Pedro Tayaban.

**INSTRUCTIONS:**

**Victim:** You are on duty at the Gaisano Mall when the victim confronted you. You just ignored him to avoid confrontation but you immediately noticed the suspect pulling out his issued Cal. 38 Revolver and shot at you but you managed to escape and reported the incident to the police station.

**Suspect:** You were under influence of liquor when you confronted Juan Dela Cruz while on duty at the Gaisano Mall. You had an old grudge that emanated from the scheduling of your duties. Juan Dela Cruz continued ignoring you prompting you to pull-out your issued cal.38 and shot him but you failed to hit him.

**Duty Desk Officer:** You are the Duty Desk Officer when you receive a walk-in complaint from Mr Juan Dela Cruz. You issued an Incident Recording Form (IRF) to the complainant for him to fill-up and for subsequent entry in the police blotter.

**Police Officers on board a mobile patrol:** You were on board a mobile patrol when you saw the victim sought for police assistance. Suspect was nowhere to be found and instead you brought the victim to the police station for disposition.

"Maneuvering with an army is advantageous; with an undisciplined multitude, most dangerous."

- Sun Tzu
TRAINING SCENARIO # 11:
BAG SLASHING

SKILLS TO BE DEVELOPED : Knowledge on Police Blotter and IRF

TARGET AUDIENCE : Police Trainees

DAY : 25

VENUE : Police Station

TIME ALLOTTED : Seven (7) Hours

LEARNING AIDS REQUIRED : Multi-media projector, Laptop computer
Projector screen, Flip charts and markers
Blotter book (logbook)

PARTICIPANT EQUIPMENT REQUIRED : Logbook, paper, and ball pen

TRAINING REFERENCES USED : Criminal Investigation Manual (2011)

TRAINING OBJECTIVES : At the end of role playing scenario the police
trainees should be able to:

1. Make entries on Police Blotter Entry;

2. Accomplish and fill-up the Incident
   Record Form; and

3. Familiarize the application of 5Ws and 1H.

FACTS OF THE CASE:

On March 27, 2014, at about 5:00 p.m. Mrs. Rona Padilla went to the Regional
Office of the Technological Education and Skills Development Authority (TESDA) in
Taguig, Metro Manila for consultation with Atty. Mon Tulfo the Regional Director. After
the meeting, the victim went back to her official station in Caloocan City, where she
was TESDA Camanava District Director. She boarded the Light Railway Transit (LRT)
from Sen. Gil Puyat Avenue to Monumento. While on board the LRT, she noticed an
identified male slashing her handbag using a sharp pointed object. Afraid of her life, she allowed the man to get her important belongings inside the bag until such time the man got off the train at Santolan Station and fled to unknown direction. She reported the incident at the nearest police station.

The Duty Desk Officer, immediately notified the nearest mobile/foot patrol to proceed to the area and informed the duty investigator for record purposes.

**INSTRUCTIONS:**

1. Find a place appropriate to this scenario

2. One of the participants will act as victim

   **Victim:** She visited the office of Atty. Mon Tulfo for consultation. After the meeting, she went back to her official station in Caloocan City, where she was then the Camanava District Director of the TESDA. She boarded the Light Railway Transit (LRT) from Sen. Gil Puyat Avenue to Monumento. While on board the LRT, she noticed an identified male slashing her handbag using a sharp pointed object. Afraid of her life, she allowed the man to get her important belongings inside the bag until such time the man got off the train at Santolan Station and fled to unknown direction. She reported the incident to the desk officer at the nearest police station.

3. One of the participants will act as suspect

   **Suspect:** He boarded the Light Railway Transit (LRT) from Sen. Gil Puyat Avenue to Monumento. While on board, he moved closer to prospective victim. He slowly slashed her handbag using a sharp pointed object. After taking the victim’s belongings, he got off the train at Santolan Station and fled to unknown direction.

   **Desk Officer:** Upon arrival of a walk-in complainant, he courteously greets the complainant and will ask the same of the nature of her complaint. He will make assessment to the report out of the narration given by the victim. If the complaint will fall under WCPD concern, he will assist the complainant directly to the duty investigator of WCPD for proper disposition.

   Others will act as responding Police Officers on Duty.
TRAINING SCENARIO # 12:
ROBBERY HOLD-UP

SKILLS TO BE DEVELOPED : Knowledge on Police Blotter and IRF

TARGET AUDIENCE : Police Trainees

DAY : 26

VENUE : Police Station

TIME ALLOTTED : Seven (7) Hours

LEARNING AIDS REQUIRED : Multi-media projector, Laptop computer, Projector screen, Flip charts and markers, Blotter book (logbook)

PARTICIPANT EQUIPMENT REQUIRED : Logbook, paper, and ball pen

TRAINING REFERENCES USED : Criminal Investigation Manual (2011)

TRAINING OBJECTIVES : At the end of role playing scenario the police trainees should be able to:

1. Develop skills in making Police Blotter Entry when the suspect is arrested;

2. Accomplish and fill-up the Incident Record Form; and

3. Familiarize the application of 5Ws and 1H.

FACTS OF THE CASE:

On March 28, 2014, at about 5:00 PM POI Edilberto C Carpio and other Three (3) Police Officers were on dispatched to conduct mobile patrol at Sector A, Mandaluyong City. While on patrol, their attention was caught by a blue taxi cab with plate number RPG 119 parked along Pioneer St., Mandaluyong, Metro Manila with three persons on board identified as ALLAN, BONG and COY looking if they were on trouble. Their
patrol car was about 20 meters from the taxi when they heard a person shouted for help. Upon noticing the Responding Police Officers, the Two malefactors scampered from the scene. The two were chased and cornered along Sanyo corner Aiwa Streets, Mandaluyong City. The suspects were apprehended and recovered in the possession of “ALLAN” were 9mm pistol bearing SN: MZ67542, One mag for 9mm and 14 live ammunitions while the ROLEX watch and money amounted to PhP 8,140.00 belonging to the taxi driver to include a knife were recovered from “BONG”. The two suspects were brought to the Eastern Police District Station at Meralco Avenue, Pasig, Metro Manila.

INSTRUCTIONS:

Victim: He will board a blue taxi cab with plate number RPG 119 with two other PTs who will act as the suspects. He will act as if they are robbing him. He will shout for help that will cause the patrol car to respond.

Suspects: They will board a blue taxi cab with plate number RPG 119. They will rob the victim inside the taxi. The victim shouted for help. Upon noticing the responding police officers, they will scamper from the scene. They will be chased and cornered by the responding police officers. They will be apprehended and recovered from their possession the valuable items of the victim.

Patrol Officers (Four Police Trainees): They will be dispatched to conduct mobile patrol at Sector A. While patrolling, their attention was caught by a blue taxi parked along the street where the victim and the two suspects were on board. The victim shouted for help. They immediately responded, chased and apprehended the two suspects. They recovered valuable items taken from the victim and the money belonging to the driver. They will bring the suspects to Eastern Police District for proper disposition.

Desk Officer: Upon arrival of the arresting officers, arrested suspects and complainants, the Desk Officer will assess the nature of complaint or what crime/infraction of the law the arrested suspect committed. He will refer the arrested suspects to the fingerprint technicians for booking procedure. He will issue IRTR to the victim/complainant. He will refer the case to the duty investigator for investigation including evidence or pieces of evidence for proper disposition. The IRF will be forwarded to the SIS for CIRS.
TRAINING SCENARIO # 13:
ILLEGAL DRUGS

SKILLS TO BE DEVELOPED : Knowledge on Police Blotter and IRF

TARGET AUDIENCE : Police Trainees

DAY : 27

VENUE : Police Station

TIME ALLOTTED : Seven (7) Hours

LEARNING AIDS REQUIRED : Multi-media projector, laptop computer
projector screen, Flip charts and markers
Blotter book (logbook)

PARTICIPANT EQUIPMENT REQUIRED : Logbook, paper, and ballpen

TRAINING REFERENCES USED : Criminal Investigation Manual (2011)

TRAINING OBJECTIVES : At the end of role playing scenario the police
trainees should be able to:

1. Develop skills in Booking Procedure;

2. Accomplish and fill-up the Incident
   Record Form; and

2. Familiarize with the taking of fingerprints
   and mug shots.

FACTS OF THE CASE:

On April 12, 1999 at about 5:15 p.m. a certain alias “Boy Muslim” was board a
motor vehicle with plate no. UPV 511 traversing the intersection of Luna Ave., cor.
Puyat Ave. violated traffic rules when he crossed the intersection while the red light
is on. Upon signal of the police officers, Boy muslim parked his vehicle at the side of
the road. Officer A accosted Muslim and while talking with each other, Police Officer B
noticed a heated plastic sachet containing crystalline substance believe to be “shabu”
placed on top of the vehicle’s dashboard. As police officers in the field, what will be your courses of action to be undertaken?

INSTRUCTIONS:

One of the participants will act as the suspect

Suspect: He will board a motor vehicle with plate no. UPV 511 and violated traffic rule. Upon signal of the Police Officers, he will park his vehicle at the side of the road. Police Officer A accosted him and while talking with each other, Police Officer B noticed a heated plastic sachet containing crystalline substance believe to be “shabu” placed on top of the vehicle’s dashboard. They will arrest the suspect and bring him at Police Station.

Police Officers A & B: They will stop the motor vehicle of the suspect for traffic violation. Police Officer A will talk with the suspect while Police Officer B will take a look inside the vehicle and will notice heated plastic sachet containing crystalline substance believe to be “shabu” placed on top of the vehicle’s dashboard.

Desk Officer: Upon arrival of the arresting Officers with the arrested suspect, he will assess what crime/infract of the law the arrested suspect committed. He will make Blotter Entry. He will search the suspect for possible contraband item. He will make medical exam endorsement of the suspect signed by him if the Duty Officer is not available. The suspect will be brought to Government Hospital for medical examination. Then the suspect will be brought back to Police Station bringing medical exam result. The Desk Officer will refer the suspect to Duty Investigator for Booking Procedure followed by taking of finger prints and mug shots. The suspect will be turned over to the jail officer for lock up at detention cell.

“I can do all things through Christ who gives me strength…”
- Philippians 4:13
TRAINING SCENARIO # 14:
RAPE

SKILLS TO BE DEVELOPED : Knowledge on Police Blotter/IRF and Booking

TARGET AUDIENCE : Police Trainees

DAY : 28

VENUE : As appropriate

TIME ALLOTTED : Seven (7) Hours

TRAINING REQUIREMENTS : Blotter book (record book will provide)
Booking Sheet
Fingerprint kit (ink/roller)
Writing Materials

TRAINING REFERENCE USED : 
SOP 2009-006, Investigation Manual, FTO Manual, PTs Handout for Investigation Phase

TRAINING OBJECTIVES : At the end of role playing scenario the police trainees will be able to:

1. Enhance their skills on making blotter entry; and

2. Accomplish and fill up booking procedure.

FACTS OF THE CASE:

On March 3, 2014, at about 11:05 PM, Divina was walking alone along Naval St., Brgy Dolores, Taytay, Rizal when suddenly, out of nowhere a man blocked her way and pulled her at the vacant lot. The offended party shouted for help, but the suspect pressed a hunting knife to her throat. Despite of her resistance, the suspect managed to overcome her and succeeded in raping her. After the commission of the crime, the suspect immediately fled while the victim personally reported the incident to the police station. The police officers immediately conducted follow-up operation that lead to the
arrest of the suspect. What courses of actions to be undertaken after the crime was reported at police station?

INSTRUCTIONS:

**Victim:** You are walking down the sidewalk. A stranger blocked your way and pulled you at the vacant lot you tried to struggle and immediately shouted for help, but, the suspect pressed a hunting knife on your throat.

**Suspect:** You are hiding in a dark side of the street and when you saw the opportunity, you blocked the victim and grabbed her and you pulled her into a vacant lot. The lady struggles and tries to shout for help but you pressed a hunting knife to her throat.

You managed to overcome her and succeeded in raping her. Afterwards, you ran towards unknown direction.

You walked to the alley when a police officer spotted you together with the victim they will run after you and you run but turned into an unexpected dead-end alley.

**Police Officer A:** You are on duty as Police Investigator at the station when the duty desk officer turned over to you the case of rape. The victim told you that the suspect has already escaped after the incident. Upon learning the event, you immediately conducted follow-up investigation together with your buddy (Police Officer B) and the victim.

**Police Officer B:** You followed Police Officer A to conduct follow-up investigation in the area of incident together with the victim upon reaching the place of incident, you saw the suspect walking along the alley both of you ran towards the direction of the suspect.

**Police Officer C (The Duty Desk Officer):** The duty desk officer will blotter the incident using the Five (5) W’s and One (1) H and make a request directing the Local Hospital to conduct the medical examination to the victim. And subsequently, turn over the victim to the WCPD section for proper disposition.

**Police Officer D (Booking Procedure):** After the suspect take the Mug Shot, Biographical Profile and other data the Police Officer D will conduct the booking procedure to the suspect.
TRAINING SCENARIO # 15:  
ILLEGAL DRUGS

SKILLS TO BE DEVELOPED : Knowledge on Police Blotter/IRF and Booking

TARGET AUDIENCE : Police Trainees

DAY : 29

VENUE : As appropriate

TIME ALLOTED : Seven (7) Hours

TRAINING REQUIREMENTS : Blotter book (record book will provide)
Booking Sheet
Fingerprint kit (ink/roller)
Writing Materials


TRAINING OBJECTIVES : At the end of role playing scenario the police trainees will be able to:

1. Enhance their skills on making blotter entry; and

2. Accomplish and fill up booking procedure.

FACTS OF THE CASE:

On April 12, 1999 at about 5:15 p.m, Alias “Boy Muslim” was on board a motor vehicle with plate no. UPV-511 headed towards the north direction of the city. Upon reaching at the intersection of Luna Ave., Cor. Puyat Ave. he was apprehended by Patrol Officers on a basis of a report coming from a concerned citizen. During the arrest, Police Officers recovered in his possession the two Php1,000 counterfeited bills, black book containing list of different names to include their Chief of Police,
magazine loaded with five ammunition of cal 45 and shabu. What will be your courses of action to be undertaken in this scenario?

**INSTRUCTIONS:**

**Suspect:** You are travelling on board a motor vehicle with plate no. UPV-511 headed towards the north direction of the city. Upon reaching at the intersection of Luna Ave., Cor. Puyat Ave. The Police Officer apprehended on and recovered in your possession two counterfieted P1,000 bills.

**Police Officer A:** You are on duty as Mobile Patrol together with your buddy along Luna Ave Corner Puyat Ave. when you heard the instruction coming from your station stating that there is suspected person travelling along Luna Ave upon knowing the facts you saw the suspect and block his way and arrest the suspect. After you arrest the suspect you will turn over to the desk office together with the confiscated evidence.

**Police Officer B:** After the suspect stated his personal identification and put the incident into the blotter.

**Police Officer C (Police Investigator):** After the investigator receives the suspect he will make a request to the Crime Lab requesting the examination of confiscated drugs and then take a mug shot biographical profile and Booking Sheet.

“He who does not prevent a crime when he can, encourages it.”
- John Dewey
TRAINING SCENARIO # 16:
BUKAS KOTSE

SKILLS TO BE DEVELOPED : Knowledge on Police Blotter/IRF and Booking

TARGET AUDIENCE : Police Trainees

DAY : 31

VENUE : As appropriate

TIME ALLOTTED : Seven (7) Hours

TRAINING REQUIREMENTS : Blotter book (record book will provide)  
Booking Sheet  
Fingerprint kit (ink/roller)  
Writing Materials


TRAINING OBJECTIVES : At the end of role playing scenario the police trainees will be able to:

1. Enhance their skills on making blotter entry; and
2. Accomplish and fill up booking procedure.

FACTS OF THE CASE:

On March 20, 2014 at about 4:30 AM, Mrs. Alma Moreno parked her car outside their residence along Luna St., Balibago, Manila. On the following morning, she went outside to check her car and discovered that the glass window on the passenger side of her car was already shattered and her valuables like laptop and other personal belongings were missing. Subsequently, the incident was reported to the police station and with the aid of Ka Fidel, a balut vendor, the suspect was identified and follow-up operation was conducted that resulted to the arrest of the suspect.
INSTRUCTIONS:

**Suspect:** You will approach the car of the victim and break the glass window on the passenger’s side of the vehicle. You will cart away laptop and other valuables inside the vehicle.

**Victim:** You will approach your vehicle to check it. You will notice that the glass window is shattered and all of your belongings were missing. You will immediately report it to the police. On your way to the police station, you will meet Ka Fidel, a balut vendor.

**Witness:** You witness the culprit while opening the door of the car on the night of March 20, 2014. You will approach the victim and tell her who the suspect was. You will accompany her to report the incident to the police station.

**Police Officer A:** You are on duty as Mobile Patrol together with your buddy along Luna St., Balibago, Manila, you are directed to conduct follow up operation together with the duty investigator. You will accompany the witness (Ka Fidel) and complainant regarding a “basag kotse” incident. While travelling along Luna st. you saw the suspect, blocked his way and arrest the suspect. After you arrested the suspect, you turned over to the desk office together with the confiscated evidence.

**Police Officer B (Duty Desk Officer):** After the suspect gives his personal identification and put the incident into the blotter the desk officer.

**Police Officer C (Police Investigator):** After the investigator receive the suspect he will make an inventory of the evidence confiscated from the suspect and then take a mug shot biographical profile and Booking Sheet.

“The pioneers and missionaries of religion have been the real cause of more trouble and war than all other classes of mankind.”
— Edgar Allan Poe
TRAINING SCENARIO # 17: RAPE

SKILLS TO BE DEVELOPED: Knowledge on Writing Police Report

TARGET AUDIENCE: Police Trainees

VENUE: As appropriate

DAY: 32

TIME ALLOCATED: Seven (7) Hours

TRAINING REQUIREMENTS:
1. Basic Investigative Kit
2. Record book
3. Writing Materials
4. Props (clothing, bladed weapon, etc)

TRAINING REFERENCE USED: Criminal Investigation Manual 2010

TRAINING OBJECTIVE: At the end of the role playing scenario, the police trainees should be able to prepare a Spot Report.

FACTS OF THE CASE:

On March 3, 2014 at about 11:00 PM, Divina was walking alone along Naval St., Brgy Dolores, Taytay, Rizal when suddenly a man blocked her way and pulled her at the vacant lot. The offended party shouted for help, but, the suspect pressed a hunting knife at her throat. Despite of her resistance the suspect managed to overcome her and succeeded in raping her. After the commission of the crime, the suspect immediately fled, leaving the victim unconscious.

The victim reported to the Taytay MPS after the incident. As Police officer in the MPS what will be your possible course/s of actions to be undertaken in this kind of scenario.
INTRUCTIONS:

Victim: One female police trainee will act as a victim and will be instructed by FTO to walk towards the designated place wherein the incident to happened/ occurred. That the victim while heading towards that place she will be blocked by the suspect and pulled her towards the vacant lot and on this instance, the victim will shout for help but the suspect pressed a hunting knife to her throat and threatened to kill her. Later on the suspect managed to raped her and afterwards, he ran for escape leaving behind the victim unconsciously.

Suspect: One male police trainee will posed as a suspect and he will be instructed by FTO to find a dummy material similar to a hunting knife or a toy knife. Also, the suspect will be required to use any props outfit clothing suited to the rape scenario. That the suspect will stealthily stationed himself at the designated place of incident and waited for the arrival of would be victim. That as the victim passed by, the suspect will suddenly appeared and going to block her way. Then when the victim shouted he pulled her towards the vacant lot and threatened her with a hunting knife pressed upon the victims throat. At this moment suspect managed to rape her and ran for escape leaving behind the victim.

Desk Officer: One male police trainee will act as Desk Officer. He placed himself sitting at a table with ballpen, record book, and a telephone. That as soon as the rape victim arrived, he will offer her a chair and ask her if he could be of any help. On that instance the victim will report to the Desk Officer if telling him what had transpired. Then DO will enter to the record book and afterwards guide the victim in going to the office of the Women and Children Protection Desk for proper disposition.

CWCPD: One female police trainee will act as C,WCPD, her task is to attain the complaint of the rape victim. And upon arrival, of the victim (accompanied by the DO) the C,WCPD immediately comforted her and offer her a chair, water to drink or food and until such time the victim have fully recovered from state of shock, the C,WCPD prepare his writing material and start to interview the rape victim to obtain informations to substantiate the spot report. Afterwards she will accompany the victim in going to the hospital for examination and with coordination of the DSWD.

"Wealth converts a strange land into homeland and poverty turns a native place into a strange land."
— Hazrat Ali ibn Abu-Talib
TRAINING SCENARIO # 18:
SHOOTING INCIDENT

SKILLS TO BE DEVELOPED : Knowledge on Spot Report Writing

TARGET AUDIENCE : Police Trainees

DAY : 33

VENUE : As appropriate

TIME ALLOTTED : Seven (7) Hours

TRAINING REQUIREMENTS : 1. Basic Investigative Kit
2. Record book
3. Writing Materials
4. Props (clothing, bladed weapon, etc)

TRAINING REFERENCE USED : Criminal Investigation Manual 2010

TRAINING OBJECTIVE : At the end of the role playing scenario, the police trainees should be able to prepare a spot report.

FACTS OF THE CASE:

On March 4, 2013 at about 11:00 PM, Karlo Maralit, a 29-year-old male, karaoke singer of “My Way” at Bikini Bar in San Mateo, Rizal, was shot dead by a certain Pet Madelo, the bar’s security guard. The victim was out of tune when the suspect told the victim to stop singing, the guard pulled out a .38-caliber pistol and shot the man. When police officers arrived at the scene, the suspect is gone.

INSTRUCTIONS:

Victim: One of the male Police Trainee will act as a victim, the FTO will require him to provide his own props and or any available materials that would fit to the Bikini Bar setting. And on this instance the victim is going to place himself in a table with chairs and some beers provided thereat and he will then sing the “My Way” song in an out of tune. And now one police trainee who acts as a suspect approach him and requested
to stop singing but he still refused afterwards, hatred altercation ensued and which prompted the suspect got mad and shot the victim to death.

**Suspect:** One of the police trainee will posed as a suspect and will act as a security guard of Bikini Bar. The FTO will require him to have a 38 Caliber revolver or toy gun tucked on his waist. And upon hearing the “My Song” of which seemed to be out of the tune. The suspect approach the singer and requested him to stop it, hatred altercation ensued afterwards. The suspect got mad and pulled out his cal 38 revolver and then shot the victim. However, responding police officers arrived and able to arrested him.

**Witness:** One police trainee will pose as a witness. And at this instance, the witness will call the Police Hotline number and reported the incident transpired at Bikini Bar.

**Desk Officer:** One of the police trainees will pose as a Desk Officer, that upon answering the phone call the FTO will guide him the proper way on how to answer the telephone, at first he will greet the caller with “good evening Ma’am/Sir, this is San Mateo Police Station and PO1 Alimpohas on the line, may I help you” on this instance the caller the Desk Officer will tell the caller to please come down then proceed to an interview the caller and take note the important details of the incident. After which the PTs says thank you Ma’am/Sir, at this very moment Patrol Officer will proceed to the area. The Desk Officer immediately informed the nearest police community precinct so as to respond the reporting incident, after which the Desk Officer will reflect unto the record book the action taken of the Police Community Precinct.

**Father after Complainant:** One Police Trainee will pose as a Father of the complainant and cooperately give some statement to the police investigator handling the case.

“Universal compassion is the only guarantee of morality.”
— Arthur Schopenhauer
TRAINING SCENARIO # 19:
DOMESTIC TROUBLE (VAWC)

SKILLS TO BE DEVELOPED : Knowledge on Making an Affidavit of Arrest
DAY : 34
TARGET AUDIENCE : Police Trainees
TIME ALLOTTED : Seven (7) Hours
VENUE : As appropriate
TRAINING REQUIREMENTS : Format of Affidavit of Arrest
Writing materials
TRAINING REFERENCE USED : PNP Criminal Investigation Manual 2010
TRAINING OBJECTIVE : At the end of the role playing scenario the police trainees should be able to:

1. Make an affidavit of arrest.

FACTS OF THE CASE:

On March 8, 2014 at about 9:00 PM, P01 Jack Jose and P01 Sean King were on patrol along JP Rizal Street, Blueridge, QC. While on patrol they saw Mr Isko Morena, 35 year old, male, a Filipino actor beating his wife Jacky inside their house. As Police Officer what will be your courses of action/s to be undertaken?

INSTRUCTIONS:

Police trainees must form a team composed of one police trainee who will act as the victim, one as the suspect, two as the patrol officers and one as the WCPD Investigator.

Victims: One of the police trainee will act as the wife Jacky who is the victim that was beaten by her husband inside their house located at #69 JP Rizal Street, Blueridge, Quezon City.
**Husband:** One of the police trainee will act as the husband Mr. Isko Morena, 35 years old, male, a Filipino actor who is the suspect of beating his wife inside their house located at # 69 JP Rizal Street, Blueridge, Quezon City.

**Patrol Officers:** Two of the police trainees will act as the patrol officers who are conducting routinary patrol within their area of responsibility upon seeing Mr Isko Morena beating his wife Jacky, they immediately responded to the said house and stop Mr Isko Morena in beating his wife. The two police trainees asked the wife if she is willing to file formal complaint against her husband and the wife said that she is determined to press charge against her husband. The two police trainees will apprehend the husband, appraised his constitutional rights and bring him to the police station and endorsed the matter to the WCPD Investigator along with his wife and subject her for physical and medical treatment. And the two patrollers who are the arresting officers will prepare their affidavit of arrest.

**WCPD Investigator:** One of the police trainee will act as the WCPD Investigator who will put it on record on her pink WCPD Blotter book and prepare medical request of the victim and suspect. The victim will be accompanied by the WCPD Investigator while the suspect will be accompanied by the other duty officers to the nearest clinic or hospital for medical purpose.

> “If we live in such a way that the considerations of eternity press upon us, we will make better decisions.”
> — Spencer W. Kimball
TRAINING SCENARIO # 20: DRUNKARD/SCANDAL

SKILLS TO BE DEVELOPED : Knowledge on Making an Affidavit of Arrest

DAY : 35

TARGET AUDIENCE : Police Trainees

TIME ALLOTTED : Seven (7) Hours

VENUE : As appropriate

TRAINING REQUIREMENTS : Format of Affidavit of Arrest
Writing materials

TRAINING REFERENCE USED : PNP Criminal Investigation Manual 2010

TRAINING OBJECTIVE : At the end of the role playing scenario the police trainees should be able to:

1. Make an affidavit of arrest

FACTS OF THE CASE:

   On January 8, 2012 at around 9:00 PM, Roger Vein Diesel, Australian national, 49 years old, male, was seen walking along Taft Avenue, Makati City carrying two bottles of beer and chasing women passing by the street. A concerned citizen called Police Station 9 of Manila Police District and reported the incident. Immediately, two Police Officers responded to the area and saw a man seated at the middle of the street that resulted to heavy traffic. As police officers who responded the scene, what will be your course/s of action to be undertaken?

INSTRUCTIONS:

   Caller: One of the police trainee will act as the concerned citizen (caller) who informed Station 9, Manila Police District at about 9:00 in the evening of January 8, 2012 that one Roger Vein Diesel, 49 years old, an Australian national who was seen carrying two bottles of beer and chasing women passing by along Taft Avenue, Makati City.
Suspect: One of the police trainee will act as Roger Vein Diesel, 49 years old, an Australian National who is walking and carrying two bottles of beer and chasing women passing by along Taft Avenue, Makati City.

Patrol Officers: Two of the police trainees will act as the patrol officers who responded to the area and upon arrival they saw a man seated on the middle of the street that causes heavy traffic.

Desk Officer: One of the police trainee will act as the Desk Officer who will put it on record on the Police Blotter book and prepare medical request for the suspect which will be accompanied by the other duty officers to the nearest clinic or hospital for medical purpose.

“The Law saith, Where is thy righteousness, goodness, and satisfaction?
The Gospel saith, Christ is thy righteousness, goodness, and satisfaction.”
— Patrick Hamilton
## TRAINING SCENARIO # 21: SNATCHING

**SKILLS TO BE DEVELOPED**: Knowledge on Making an Affidavit of Arrest

**DAY**: 37

**TARGET AUDIENCE**: Police Trainees

**TIME ALLOTTED**: Seven (7) Hours

**VENUE**: As appropriate

**TRAINING REQUIREMENTS**: Format of Affidavit of Arrest Writing materials

**TRAINING REFERENCE USED**: PNP Criminal Investigation Manual 2010

**TRAINING OBJECTIVE**: At the end of the role playing scenario the police trainees should be able to:

1. Make an affidavit of arrest

**FACTS OF THE CASE:**

On March 20, 2014 at around 2:30 PM, Twinkle Twinkle was walking along the street when suddenly from behind, an unidentified male person grabbed her bag but failed to snatch it. Police Officers on patrol saw the incident and they chased the suspect and was eventually arrested. The suspect was brought to the police station for documentation. But the victim is not interested to file a case.

**INSTRUCTIONS:**

**Suspect**: One of the police trainee will act as the unidentified male person (snatcher) who will snatch the bag of Twinkle Twinkle but failed to do so.

**Victim**: One of the police trainee will act as Twinkle Twinkle who was walking on the street at about 2:30 o’clock in the afternoon of March 20, 2014 along Oregon Street, Blumentrit, Manila when suddenly from behind an unidentified male person grabbed her bag but failed to snatch it and the police officers who saw the incident chased the suspect and caught the said man and brought him together with the victim to the
police station but upon reaching at the said station the victim is no longer interested to file a formal complaint against the snatcher.

**Patrol Officer:** Two of the police trainees will act as the patrol officers who conducting routinary patrol who personally witnessed the unidentified male person from behind grabbed the bag of Twinkle Twinkle while walking on the Oregon street of Blumentrit, Manila but the snatcher failed to snatch the bag. The two police trainees introduced their self and chased the suspect and caught him. They will conduct body search and ask to present some identification to show his identity. Upon verification of his identity revealed that his true identity was Juan Lauro Reyes, 40 years old, jobless and a resident of Divisoria, Manila. The two police trainees will apprehend the suspect and apprised his constitutional rights and bring him to the police station and endorsed the matter to the Desk Officer. And the two patrollers who are the arresting officers will prepare their affidavit of arrest even if the complainant is no longer interested to file a formal complaint against the suspect for future reference.

**Desk Officer:** One of the police trainee will act as the Desk Officer who will put it on record on the Police Blotter book and prepare medical request for the suspect which will be accompanied by the other duty officers to the nearest clinic or hospital for medical purpose.

“The true purpose of life is the perfection of humanity through individual effort, under the guidance of God’s inspiration. Real life is response to the best within us. To be alive only to appetite, pleasure, pride, money-making, and not to goodness and kindness, purity and love, poetry, music, flowers, stars, God and eternal hopes, is to deprive one’s self of the real joy of living.”

— David O. McKay
TRAINING SCENARIO # 22:  
STABBING INCIDENT

SKILLS TO BE DEVELOPED: Knowledge on Making an Affidavit of Arrest

DAY: 38

TARGET AUDIENCE: Police Trainees

TIME ALLOTTED: Seven (7) Hours

VENUE: As appropriate

TRAINING REQUIREMENTS: Format of Affidavit of Arrest
Writing materials

TRAINING REFERENCE USED: PNP Criminal Investigation Manual 2010

TRAINING OBJECTIVE: At the end of the role playing scenario the police trainees should be able to:

1. Make an Affidavit of Arrest

FACTS OF THE CASE:

On January 1, 2013 at about 10:45 PM, while Jose, Wally and Vic was having a drinking spree to celebrate the New Year’s Eve, a heated argument ensued between Jose and Wally. Wally drawn the bolo from the scabbard and slashed Jose on the chest causing severe wounds/injuries. Witness Vic, immediately went to the Police Station and reported the incident for assistance. The Duty Desk Officer directed the nearest mobile patrol to proceed to the scene of incident while the duty investigator was likewise notified by the Desk Officer.

INSTRUCTIONS:

Victim: One of the police trainees will act as Jose Villareal y Tuazon aka “Jose”, 41 years old, married, farmer and a resident of Brgy. Kamattele, Mabunga, Bulacan who is the victim while having a drinking spree together with his friends Vic and Wally at on or about 10:45 0’clock in the evening of January 1, 2013 infront of sari sari store owned by Teresa Reyes y Jaralve at Kamattele Street, Mabunga, Bulacan.
Suspect: One of the police trainees will act as Wally De Guzman y Yuna aka “Wally”, 41, years old, married, farmer and a resident of Brgy. Kamattele, Mabunga, Bulacan who is a suspect of a stabbing incident that transpired on or about 10:45 0’clock in the evening of January 1, 2013 in front of sari sari store owned by Teresa Reyes y Jaralve at Kamattele Street, Mabunga, Bulacan.

Witness: One of the police trainees will act as Victor Lopez y Ret aka “Vic”, 41 years old, married, farmer and a resident of Brgy. Kamattele, Mabunga, Bulacan who is the witnessed of the stabbing incident that transpired on or about 10:45 in the evening of January 1, 2013 in front of sari sari store owned by Teresa Reyes y Jaralve at Kamattele Street, Mabunga, Bulacan and personally went to Bulacan Municipal Police Station, Bulacan and reported the stabbing incident to the duty Desk Officer what transpired and revealed the identity of victim and suspect and same ask for police assistance.

Desk Officer: One of the police trainees will act as the Desk officer who recorded the incident that was reported by Victor Lopez y Ret. Upon getting and putting it on record he immediately called the nearest mobile patrol officers on duty to respond the said incident and at the same time he called the duty investigator to accompany Vic to the area.

Patrol Officers: Two of the police trainees will act as the mobile patrol officers who were dispatched and responded at the crime scene that transpired on or about 10:45 in the evening of January 1, 2013 in front of sari sari store owned by Teresa Reyes y Jaralve at Kamattele Street, Mabunga, Bulacan. Upon arrival one of the police trainee will evacuate the injured victim to the nearest clinic or hospital while the other one will secure and cordon the crime scene and conduct initial investigation.

Investigator: One of the police trainees will act as SPO3 Reden Torres Failon who acted as an investigator on case who went to the crime scene with the witness Vic. Upon arrival at the crime scene Vic pinpointed at Wally who is the suspect of the stabbing incident and immediately the investigator with the help of the first responder (police trainee) apprehended the suspect and apprised his constitutional rights and bring him to the police station and endorsed the matter to the Desk Officer. The investigator and one of the police trainee who responded and arrested the suspect will prepare their affidavit of arrest.

“The more objects you set your heart upon, the more thorns there are to tear your peace of mind to shreds.”
— Charles H. Spurgeon
TRAINING SCENARIO # 23:
ILLEGAL COCKFIGHTING

SKILLS TO BE DEVELOPED : Knowledge on Booking and Spot Report Writing

DAY : 39

TARGET AUDIENCE : Police Trainees

VENUE : As appropriate

TIME ALLOTTED : Seven (7) Hours

TRAINING REQUIREMENTS : 1. Record book
                             2. Writing Materials
                             3. Props (clothing, bladed weapon, etc)

TRAINING REFERENCE USED : Criminal Investigation Manual 2010

TRAINING OBJECTIVE : At the end of the role playing scenario, the police trainees should be able to prepare the booking procedure and spot report.

FACTS OF THE CASE:

On July 21, 1960 at about 2:45 PM, Police Officers of Bogo Municipal Police Station led by SPO1 Ramil Matias with three others were patrolling at the Poblacion, Bogo, Cebu when they chanced upon a group of persons while engaged in cockfighting. The Police Officers arrested four suspects and recovered money two fighting cocks, gaff and bet money. The suspects and recovered pieces of evidence were turned over at Bago Municipal Police Station for investigation.

INSTRUCTIONS:

Police Officers: Two Police Trainees will act as Police Officers, they have to walk in a casual manner, roaming around as if patrolling their beat and upon seeing the converging people, they proceed to verify what the people are doing.
That upon arrival, they found out an illegal cockfighting still on progress there and then arrested a bet taker gaffer, judge and including the look-out and while one police trainee will confiscate the gaff, money and two fighting cocks (props and dummy). And brought with them together with the suspects to the police station for proper investigation.

**Desk Officer:** One Police Trainee will act as a Desk Officer, his task is to put on the record of events into a police blotter (using and record book).

The Desk Officer, after obtaining sufficient data will now place the suspects behind bars and will contact the Duty Investigator for proper investigation.

**Fingerprint Technician:** One Police Trainee will act as fingerprint technician. The Desk Officer will refer the arrested suspect to the Fingerprint Technician for booking procedure. The Fingerprint Technician will accomplish the fingerprint and as the data will be given by the suspects. The Fingerprint Technicians will also mug shot the suspects by taking photographs of the left side, right side, front view and whole body shot of corresponding tagging of full name, law violated and data of the crime committed. The fingerprint card will contain the fingerprints of the suspect in rolled procedure of taking fingerprints. Likewise, palm prints will be taken.

― Anthony DeStefano
TRAINING SCENARIO # 24:
DIRECT ASSAULT

SKILLS TO BE DEVELOPED : Knowledge on Booking and Spot Report Writing
DAY : 40
TARGET AUDIENCE : Police Trainees
VENUE : As appropriate
TIME ALLOTTED : Seven (7) Hours
TRAINING REQUIREMENTS : 1. Basic Investigative Kit
                           2. Record book
                           3. Writing Materials
                           4. Props (cane stick)
TRAINING REFERENCE USED : Criminal Investigation Manual 2010
TRAINING OBJECTIVE : At the end of the role playing scenario, the police trainees should be able to prepare a booking procedure and spot report.

FACTS OF THE CASE:

On March 14, 2014 at about 3:00 PM, a Clerk of Court of MTC Branch 44, Manila read a decision in a civil suit case rendered by Judge A. Upon hearing of the verdict, B who was not a party in the case, uttered disrespectful and make contemptuous remarks on the decision of the Judge. The Judge A gave a warning to B in a very loud voice inside the court room and commanded B to get out. B left the court room and upon reaching the door, B looked away from the Judge and said in a threatening manner, “We’ll see,” and B went outside the room. The Judge A went outside the court room after the case to go home. B, without warning attacked Judge A and struck him with a cane stick hitting the Judge’s back and buttocks. B was arrested by two Police Officers in the area who happened to be a government witness of a murder case. After arresting B, what will be your course of action in this scenario?

INSTRUCTIONS:
Judge (A): One Police Trainee will act as Judge and will portray a very angry Judge. The Judge will leave the court room, but he will be assaulted by another participant who will act as B (Suspect). The Judge will file a case against the suspect after the latter’s arrest.

Suspect (B): One Police Trainee who will act as (B) Suspect. B will get angry to the verdict made by the Judge. He will wait for the Judge to come out of the court room and assault the Judge upon seeing him. He will strike the Judge with the use of cane stick. B will be arrested by the Police Officers.

Police Officers: Two Police Trainee will act as the Police Officers who will arrest the unruly suspect. The Police Officers will arrest the suspect upon seeing him beating the Judge. One of the Police Officers will handcuff the suspect by reciting the “Miranda Doctrine” while the other one will seize the weapon used by the suspect. The victim (Judge) will be brought to the nearest government hospital for medical procedures to secure Medico-Legal Certificate. Both parties will be turned over to the Police Station as well of the recovered weapon to be used for investigation. Initially, the case will be recorded into the blotter by the Desk Officer followed by the booking procedure, and thereafter investigation will take the sworn statements of the victim and witness.

Desk Officer: One Police Trainee will act as the Desk Officer. The Desk Officer asks questions to the arresting Officers and the victim (Judge) regarding the nature of complaint. The Desk Officer will assess the incident and will determine the law violated by the suspect. The Desk Officer will refer the suspect to the Fingerprint Technician for booking procedure. The Desk Officer will assist the victim and Police Officers in accomplishing the Incident Record Form (IRF) and will issue the corresponding receipt to the victim. The Desk Officer will blotter the incident and thereafter refers the case to the Duty Investigator.

Clerk of Court: One participant will act as the Clerk of Court and will read the verdict of the criminal case.

Fingerprint Technician: One participant will act as a Fingerprint Technician. The Fingerprint Technician will fill-up the booking and current form thoroughly by asking the data from the suspect. Thereafter, the Fingerprint Technician will get the fingerprint and palm print of the suspect properly using the rolled method through an inking pad. Mug shot will also be taken showing the front, right side, left side and full body shot of the suspect. Proper tagging of the suspect must be observed in mug shot photos by writing the full name and the alias, law violated and the date the crime was committed.
## TRAINING SCENARIO # 25:
### SHOOTING INCIDENT

**SKILLS TO BE DEVELOPED**: Knowledge on Making an Affidavit of Arrest and Spot Report

**TARGET AUDIENCE**: Police Trainees

**DAY**: 41

**VENUE**: As appropriate

**TIME ALLOCATED**: Seven (7) Hours

**TRAINING REQUIREMENTS**: Blotter book (record book will provide)
Booking Sheet
Fingerprint kit (ink/roller)
Forms and Format
Writing Materials

**TRAINING REFERENCE USED**: Investigation Manual, FTO Manual, PTs Handout for Investigation Phase

**TRAINING OBJECTIVE**: At the end of role playing scenario the police trainees will be able to make an Affidavit of Arrest and Spot Report.

### FACTS OF THE CASE:

On March 25, 2014 at about 7:30 PM at Lukban Street, Barangay Alupay, Rosario, Batangas, Diego Silang a security guard of Gaisano Mall, Batangas City was waiting for a passenger jeep to go home from his work when suddenly a suspect riding a blue motorcycle shot the victim. The victim was lying on the pavement but conscious. When the responding Police Officers arrived at the scene, they immediately brought the victim at the nearest hospital. The Police Officers conducted an initial investigation. A certain Glenn Velasco, a cigarette vendor, saw the incident and identified the suspect as Harry Ponce, a co-security guard of the victim. The responding Police Officer called the station and reported the incident. The Chief of Police ordered the conduct of hot pursuit operation against the suspect. During a follow-up operation, they spotted the suspect walking near his house and immediately made an arrest.
INSTRUCTIONS:

Victim: You are waiting for a ride at the sidewalk. The suspect will stop in front of you riding a motorcycle, you saw them pulled out a gun and shot at you. You were hit and fell on the pavement.

Suspect: You are riding in a motorcycle and when you saw the opportunity, you stop in front of the victim who was waiting a ride in the sidewalk, you shot the victim several times and when the victim fell on the ground, you immediately fled away from the scene.

You will go back to your house and gather your belongings and try to flee. Upon reaching a loading station, a Police Officer will summon you and you will comply.

Police Officer A and B: You are on duty as Patrol Officers when you heard a shot from about four blocks away you responded immediately. A bystander informed you that a shooting incident happened and the victim was lying on the pavement.

You will call the station and report the incident and request for back-up.

You will spot the suspect near his house and summon him to stop and make an arrest.

Police Officer A: You will ask for assistance from the Barangay Tanod to bring the victim to the nearest hospital for medical treatment.

You will chase the suspect together with the witness who knows the suspect.

Police Officer C (The Duty Desk Officer): The duty Desk Officer will blotter the incident using the Five (5) Ws and One (1) H and subsequently, turnover the suspect to the investigator for proper disposition.

Police Officer D (Booking Procedure): After the suspect takes the mug shot, biographical profile and other data, you will conduct the booking procedure to the suspect.

Police Officer D: You will also prepare the spot report for submission to the higher headquarters.

Police Officer A and B: You will execute an affidavit of arrest, stating the facts and circumstances the incident.
TRAINING SCENARIO # 26:
PICKPOCKETING

SKILLS TO BE DEVELOPED : Knowledge on Making an Affidavit of Arrest and Spot Report

TARGET AUDIENCE : Police Trainees

DAY : 43

VENUE : As appropriate

TIME ALLOCATED : Seven (7) Hours

TRAINING REQUIREMENTS : Blotter book (record book will provide)
Booking Sheet
Fingerprint kit (ink/roller)
Forms and Format
Writing Materials

TRAINING REFERENCE USED : Investigation Manual, FTO Manual, PTs Handout for Investigation Phase

TRAINING OBJECTIVE : At the end of role playing scenario the Police Trainees will be able to make an Affidavit of Arrest and Spot Report.

FACTS OF THE CASE:

On March 26, 2014 at about 7:30 PM at Matatag Street, Binondo, Manila, Lorna Talong went to CCPA Used Clothing Enterprises (Ukay-Ukay) to buy some clothes. She spotted an old man having plenty of money inside his wallet. Instead of buying clothes, she followed the old man and when she noticed that the old man was busy, she took the wallet inside the pocket of the old man. The Patrol Officer saw the suspect ran towards the market being chased by the victim shouting “Mandurukot, Mandurukot”. The suspect ran towards the Police Officer, then resisted and handcuffed the suspect to make an arrest. The victim is willing to file charges against suspect.
INSTRUCTIONS:

Victim: You are buying some used clothes in an Ukay-Ukay store. The suspect will steal your wallet from your pocket but you will notice it. You will run after the suspect and shout “Mandurukot, Mandurukot”.

Suspect: You are walking around at an Ukay-Ukay Store looking for a victim. When you saw an old man with plenty of money, you saw an opportunity, you will steal the wallet from the victim’s pocket.

The victim notices you. To get off with the situation, you will run away from the store. You will be chased by the victim. It will catch the attention of the Police Officer who will later arrest you.

Police Officer A: You are on duty as Patrol Officer when you heard an old man shouting for “Mandurukot, Mandurukot”. You will act immediately and chase the suspect. You will rested with the suspect and later affect an arrest.

You will bring the suspect to the station together with the complainant and the evidence.

Police Officer B: The duty Desk Officer will blotter the incident using the Five (5) Ws and One (1) H and subsequently, turnover the suspect to the investigator for proper disposition.

Police Officer C: After the suspect takes the mug shot, biographical profile and other data, you will conduct the booking procedure to the suspect.

You will execute an affidavit of arrest, stating the facts and circumstances of the incident.

You will prepare the spot report and other document for filing in court.

“Where the Spirit of God is, there is liberty.”
— Anonymous
TRAINING SCENARIO # 27:
AKYAT BAHAY

SKILLS TO BE DEVELOPED : Knowledge on Making an Affidavit of Arrest and Spot Report

TARGET AUDIENCE : Police Trainees

DAY : 44

VENUE : As appropriate

TIME ALLOTTED : Seven (7) Hours

TRAINING REQUIREMENTS : Blotter book (record book will provide)
Booking Sheet
Fingerprint kit (ink/roller)
Forms and Format
Writing Materials

TRAINING REFERENCE USED : Investigation Manual, FTO Manual, PTs
Handout for Investigation Phase

TRAINING OBJECTIVE : At the end of role playing scenario the Police
Trainees will be able to make an Affidavit of Arrest and Spot Report.

FACTS OF THE CASE:

On April 23, 2014 at about 12:30 AM at 11 balik-balik, Sampaloc, Manila, Edilberto's family returned from an out-of-town to attend a family gathering in Quezon Province. Upon arrival, they noticed that the front door knob was broken. They suspected that there is something wrong. Immediately, they called the police and reported the incident that there might be culprit inside the house. The police immediately responded. Upon arrival the responding police cautiously entered the house and found out that one of the suspects was hiding at the vent of the roof. The Police Officer restrained the suspect and arrested.
INSTRUCTIONS:

**Victim**: When you are arrive at your house, you will notice and suspect that you are a victim of akyat-bahay when you saw the door knob was broken. You will immediately call the police that the suspect/s might still be inside your house.

When the police arrived, you will guide them to your house to check everything. You will notice that the vent was slightly opened so you will tell that to the police.

**Suspect**: You will forcibly enter the house of the victim using a bolt cutter and screwdriver. You will not notice that the owner of the house has already arrived.

You will see the blinker of the police car from the window and that caused you to panic so you will hide at the vent of the roof.

You will be asked by the Police Officer to surrender and they will assure that nothing will happen to you. You will submit yourself with them.

**Police Officer A, B, C, and D**: You are directed by your Chief of Police to respond to an akyat-bahay incident at 11 Balik-Balik, Sampaloc, Manila. Upon arrival at the place, you will approach the victim to check the house if the suspect are still inside their house. You will conduct a short briefing before entering the house. You will enter the house cautiously. When all of the rooms were checked, the owner will approach you and advise that the vent ceiling was slightly open. You will discover that one of the suspects was inside the vent. You will talk to the suspect to come down and nothing assure that bad will happen. The suspect will submit himself peacefully.

**Police Officer B**: The duty Desk Officer will blotter the incident using the Five (5) Ws and One (1) H and subsequently, turnover the suspects to the investigator for proper disposition.

**Police Officer E**: After the suspect takes the mug shot, biographical profile and other data, you will conduct the booking procedure to the suspect.

You will execute a Joint Affidavit of Arrest, stating the facts and circumstances the incident.

You will prepare the Spot Report and other documents for filing in court.

“Your eternal destiny will not be the result of chance but of choice.”
— Randall K. Bennett
TRAINING SCENARIO # 28:
STABBING INCIDENT

SKILLS TO BE DEVELOPED : Knowledge on First Responder, Blotter/IRF, Booking Procedure, Making an Affidavit of Arrest and Spot Report

TARGET AUDIENCE : Police Trainees

DAY : 45

VENUE : As appropriate

TIME ALLOTTED : Seven (7) Hours

TRAINING REQUIREMENTS : First Responders Kit
Blotter book (record book will provide)
Booking Sheet
Fingerprint kit (ink/roller)
Forms and Format
Writing Materials

TRAINING REFERENCE USED : LOI 2011-006 (Basic Role of First Responder) Investigation Manual, FTO Manual, PTs Handout for Investigation Phase

TRAINING OBJECTIVES : At the end of this role playing scenario the police trainees should be able to:

1. Enhance their skills as first responder at the crime scene;
2. Know how to properly accomplish the Incident Record Form and make a blotter entry;
3. Practice their skills on how to make Spot Report;
4. Be able to know how to make an Affidavit of Arrest; and
5. Learn the proper booking procedures.
FACTS OF THE CASE:

On January 1, 2013 at about 10:45 PM at Kamattele Street, Mabunga, Bulacan, Jose Mallorca, Wally Jontiveros and Vic De Laza were having a drinking spree to celebrate the New Year’s Eve when a heated argument ensued between Jose and Wally. Wally drew a the bolo from the scabbard and stabbed Jose on the chest causing severe wounds.

Vic immediately reported the incident to the Police Station for assistance. As Police Officers on duty, what will be your course/s of action to be undertaken? Suppose you arrived at the crime scene immediately after notified, what will you do to the dying victim? If the suspect is arrested what will you do?

INSTRUCTIONS:

Victim: You will tease Wally about his baldness while having a drinking spree inside the residence of Vic. Wally will react and start to say foul words to you.

Suspect: You will say foul words to Jose and start to push him which provokes both of you for possible fight. Vic will pacify the commotion and as to believe that both of you were already settled, all of the sudden you will draw the bolo from your scabbard and repeatedly stab Jose.

Witness: You will try to stop Wally from stabbing the victim but he will repeatedly do the same and threaten you as well. You report the incident to the nearest Police Station.

Witness: Vic will approach you and advise to knock the door of the neighbor for help as he is out of the house for police assistance.

Desk Officer: As Desk Officer you will listen to the witness and start the necessary blotter information. Right then and there you will inform the commander about the event. The Desk Officer shall accomplish an Incident Report Form (IRF).

Station Commander: The Station Commander will immediately dispatch his two personnel to proceed to the crime scene and call the Tactical Operations Center (TOC) for information and take appropriate action as appropriate.

First Responder: You were dispatched to respond to a stabbing incident that was reported by the witness (Vic). Upon arrival at the crime scene, the incident is still on progress. You will arrest the suspect and proceed to the Police Station for booking procedure.
TRAINING SCENARIO # 29:
SHOOTING INCIDENT

SKILLS TO BE DEVELOPED : Knowledge on First Responder, Blotter/IRF, Booking Procedure, Making an Affidavit of Arrest and Spot Report

TARGET AUDIENCE : Police Trainees

DAY : 46

VENUE : As appropriate

TIME ALLOCATED : Seven (7) Hours

TRAINING REQUIREMENTS : First Responders Kit
Blotter book (record book will provide)
Booking Sheet
Fingerprint kit (ink/roller)
Forms and Format
Writing Materials

TRAINING REFERENCE USED : LOI 2011-006 (Basic Role of First Responder)
Investigation Manual, FTO Manual, PTs Handout for Investigation Phase

TRAINING OBJECTIVES : At the end of this role playing scenario the police trainees should be able to:

1. Enhance their skills as first responder at the crime scene;

2. Know how to properly accomplish the Incident Record Form and make a blotter entry;

3. Practice their skills on how to make Spot Report;

4. Equip with the knowledge on how to make an affidavit of arrest; and

5. Learn the proper booking procedures.
FACTS OF THE CASE:

On March 14, 2014 at about 8:30 PM, Kevin Pablo, a 29-year-old male, resident of Mainit Iloigon Benguet, a regular costumer at Virgie’s Bar in Palangdao Building, Lakandula St. Baguio City, was shot to death by a certain Pedro Quina, a costumer at the said bar. The victim who was on Table #8 together with Gina, GRO at Virgie’s Bar were having a drinking spree. The suspect tried to pull Gina from the table but the victim refused to let her go. Pedro draws his 9mm pistol and shot the victim. The responding Police Officers arrived and the suspect was about to leave. He was arrested and was brought to the police station for proper disposition. The victim was pronounced dead on arrival at Baguio General Hospital by attending Physician Dr. Andrew Gonzalez.

INSTRUCTIONS:

Suspect: At the bar you were having a drinking session with your friend Kenneth. You saw Gina on the table of Pablo hugging him sweetly. Kenneth will tease you that you were cheated by Gina, your girlfriend.

Witness: Your friend Pedro was looking for Gina. You saw Pedro was angrily staring at the table of Kevin. You teased him that he was being cheated by Gina, allegedly his girlfriend.

Witness: At the table of Kevin, you are hugging him sweetly. Pedro will approach your table and suddenly he grabbed you for he was jealous of what you are doing with Kevin. You refused to go with him and Kevin stands to stop Pedro. Suddenly Pedro draws his pistol and shot Kevin. You shouted and run outside.

Desk Officer: At the Police Station, you will receive a call from a concerned citizen that there is an ongoing trouble at Palangdao Building Lakandula St., Baguio City. Accordingly, one of the involved persons was armed with 9mm caliber pistol and shot a person. You immediately dispatched two of your investigators to proceed to the area. Police officer on beat was already proceeding to the scene. You also informed your commander about the incident. Make a blotter entry and accomplished properly Incident Record Form prior turn over to the duty investigator.

Responding Officers: You will be dispatched to respond to the scene where an incident is in progress. The suspect is armed and dangerous. At the scene, you will see a man running from the building with a handgun on his right hand. You will stop him and arrest him immediately for the knowledge that he maybe the suspect. At the Police Station, you turn over the case to the duty investigator. Prepare your affidavit of arrest for the filing of the case and booking for the arrested suspect.
**Investigator:** At the police station, responding officers will turn over the suspect of the shooting incident. You will initiate an interrogation and suddenly media arrives at your office to get some information. Prepare your spot report regarding the incident and submit it to the Station commander for signing.

**Media:** You will receive information that an incident happened within the area of responsibility of station 7. You immediately went to the said police station to get some scope for the report. Upon arrival you saw the investigator and a person seating beside him.

"To make a man a saint, it must indeed be by grace; and whoever doubts this does not know what a saint is, or a man."
— Blaise Pascal
TRAINING SCENARIO # 30:
SHOOTING INCIDENT

SKILLS TO BE DEVELOPED : Knowledge on First Responder, Blotter/IRF, Booking Procedure, Making an Affidavit of Arrest and Spot Report

TARGET AUDIENCE : Police Trainees

DAY : 47

VENUE : As appropriate

TIME ALLOTTED : Seven (7) Hours

TRAINING REQUIREMENTS : First Responders Kit
Blotter book (record book will provide)
Booking Sheet
Fingerprint kit (ink/roller)
Forms and Format
Writing Materials

TRAINING REFERENCE USED : LOI 2011-006 (Basic Role of First Responder)
Investigation Manual, FTO Manual, PTs
Handout for Investigation Phase

TRAINING OBJECTIVES : At the end of this role playing scenario the police trainees should be able to:

1. To be able to enhance their skills as first responder at the crime scene;

2. To know how to properly accomplish the Incident Record Form and make a blotter entry;

3. To practice their skills on how to make Spot Report;

4. To be able to equipped the Police Trainees with the knowledge on how to make an affidavit of arrest; and

5. Learned the proper booking procedures how it is done.
FACTS OF THE CASE:

On March 25, 2014 at about 7:30 PM at Lukban Street, Barangay Alupay, Rosario, Batangas, Mr. D is working for Gaisano Batangas as Security Guard. He was waiting for a passenger when suddenly a suspect riding a blue private motorcycle shot him. A certain Glenn Velasco, cigarette vendor, saw the incident and identified the suspect as Harry Ponce, a security guard of the same establishment. The victim was lying on the pavement but conscious. The responding Police Officers arrived and cordoned the crime scene. Some of the station personnel conducted chokepoint to different possible exit point and the suspect was apprehended. What will be your courses of action to be undertaken in this incident?

INSTRUCTIONS:

**Victim**: You are waiting for a passenger jeep.

**Suspect**: You will ride on a motorcycle and pass by in front of Mr. D and pull out the 45 caliber, shoot the victim and shout “Tapos ka na ngayon!”.

**Witness**: Glenn Velasco saw Mr. D was shot by the suspect, immediately hide for cover and run if there is opportunity to ask for help from the Police Station.

**Desk Officer**: As Desk officer, you will listen and blotter the narrated report from the witness. Immediately you informed your commander about the incident. And as per instruction you dispatch two of your colleagues. Blotter the incident upon receipt of the complaint and upon interview of witnesses.

**Station Commander**: The station commander immediately advises the desk officer to inform the Tactical Operation Center for information and appropriate action. The desk officer shall advice and dispatch his two personnel to proceed to the crime scene.

**First Responder**: You were dispatched to respond to a domestic trouble that was reported by a concerned citizen. Upon arrival at the crime scene, the incident is still on progress. Suspect was apprehended and brought to the Police Station for proper disposition. Prepare for your affidavit of arrest and assist the duty investigator in Booking Procedures.

**Arresting Officers**: You will prepare the Affidavit of Arrest and will assist the investigator-on-case the booking of suspect.
TRAINING SCENARIO # 31:
DOMESTIC TROUBLE (VAWC)

SKILLS TO BE DEVELOPED : Knowledge on First Responder, Blotter/IRF, Booking Procedure, Making an Affidavit of Arrest and Spot Report

TARGET AUDIENCE : Police Trainees

DAY :

VENUE : As appropriate

TIME : Seven (7) Hours

ALLOTTED :

TRAINING REQUIREMENTS : First Responders Kit
Blotter book (record book will provide)
Booking Sheet
Forms and Format
Fingerprint kit (ink/roller)
Writing Materials

TRAINING REFERENCE USED : LOI 2011-006 (Basic Role of First Responder)
Investigation Manual, FTO Manual, PTs Handout for Investigation Phase
Police Operational Procedures

TRAINING OBJECTIVES : At the end of this role playing scenario the police trainees should be able to:

1. be able to enhance their skills as first responder at the crime scene;

2. Know how to properly accomplish the Incident Record Form and make a blotter entry;

3. Practice their knowledge on how to make Spot Report;

4. Be able to equipped the Police Trainees with the knowledge on how to make an affidavit of arrest; and

5. Learned the proper booking procedures how it is done.
FACTS OF THE CASE:

On March 8, 2014 at about 9:00 PM, # 69 J P Rizal Street, Blueridge, Quezon City, Mr. Herby Quizon, 35 years old, male, a Filipino actor, was seen by his neighbor Mario, beating his wife Angel. Sonya arrived, the mother of Angel, tried to pacify them but she failed. Marco approached to help pacify the both but he also failed and opted to report the incident to the Police Station. Upon receipt of the report, Police Officers responded to the crime scene and in their presence the incident is still on progress. The suspect was apprehended.

INSTRUCTIONS:

Victim: Miss Angel arrived home from work when suddenly his husband beat him for no reason.

Suspect: Mr. Herby Quizon was drunk waiting for his wife. When his wife arrived, he grabbed her and beat her until she falls down. Allegedly, Miss Angel is cheating on him.

Witness: Marco saw Mr. Herby Quizon beating his wife, immediately he called the Police Station to report what he just saw. You tried to pacify them but you failed to do so.

Desk Officer: Desk Officer you received a call from a concerned citizen that an incident is in progress. Immediately, you informed your commander about the incident. And as per instruction you dispatched two of your colleagues. The desk officer shall record the dispatch of their personnel and accomplish (IRF) Incident Report Form prior to writing it into the Police Blotter(record book)

Station Commander: The station commander immediately advises the desk officer and dispatches his two personnel to proceed to the crime scene.

First Responder: You were dispatched to respond to a domestic trouble that was reported by a concerned citizen. Upon arrival at the crime scene, the incident is still on progress. Suspect was apprehended and brought to the Police Station for proper disposition. Prepare for your affidavit of arrest and assist the duty investigator in Booking Procedures.

Witness: You will act as the mother of Angel who will try to pacify Herby and Jackie but you failed to do so. At the police station your daughter is crying and you accompanied her telling her to file a case against him.
TRAINING SCENARIO # 32: MAULING INCIDENT

SKILLS TO BE DEVELOPED : Knowledge on First Responder, Blotter/IRF, Booking Procedure, Making an Affidavit of Arrest and Spot Report

TARGET AUDIENCE : Police Trainees

DAY : 

VENUE : As appropriate

TIME ALLOTTED : Five (5) Hours

TRAINING REQUIREMENTS : First Responders Kit
Blotter book (record book will provide)
Booking Sheet
Fingerprint kit (ink/roller)
Forms and Format
Writing Materials

TRAINING REFERENCE USED : LOI 2011-006 (Basic Role of First Responder)
Investigation Manual, FTO Manual, PTs Handout for Investigation Phase

TRAINING OBJECTIVES : At the end of this role playing scenario the police trainees should be able to:

1. To be able to enhance their skills as first responder at the crime scene;

2. To know how to properly accomplish the Incident Record Form and make a blotter entry;

3. To practice their knowledge on how to make Spot Report;

4. To be able to equipped the Police Trainees with the knowledge on how to make an affidavit of arrest; and

5. Learned the proper booking procedures and how it is done.
FACTS OF THE CASE:

On March 24, 2014 at about 1:45 AM at Pilar Street along Aurora Building, Zamboanga City, Marcial De Guzman and Alex Bentura attended the party at the house of their common friend at Mourning Glory Avenue, Zamboanga City. The two had a heated argument because of Alex’s girlfriend. The incident was pacified by their friends immediately. After the party, Alex and his girlfriend. Upon reaching Pilar Street along Aurora Building, a group of persons led by Marcial attacked Alex while his girlfriend shouted for help. The incident was witnessed by a balut vendor that someone and asked for help. He immediately ran to the nearest station to report the incident. After reporting the incident, the Desk Officer called the commander for possible apprehension of the suspects. They chased and apprehended the suspect identified as Marcial de Guzman and brought them to Divisoria CPS. The victim was brought to St. Paul Hospital for medical attention. The victim sustained severe wounds on the head and needs confinement for 31 days due to injuries as advised by the attending Physician.

INSTRUCTIONS:

Victim: You will join the drinking session of Marcial’s group. The latter will take interest towards to your girlfriend.

Suspect: You started to play green jokes regarding his girlfriend which prompted the latter to be pissed off. Both of you will exchange bad words and start to engage in a fist fight. On the other hand, friends immediately pacify the situation.

Duo: At around 1:30 A.M, the party ended and you decided to go home. While waiting for a taxi at Pilar Street along Aurora Building, Marcial and his group appeared and without saying a word, hit you repeatedly. Your girlfriend was shaken and shouted for help.

Witness: You were walking in the same street and noticed that someone is shouting for help a few meters away from. Upon knowing the said incident, you immediately ran to ask for assistance to the nearest police station.

Desk Officer: Upon reaching the police station, the balut vendor approached you and narrated the incident. You informed the commander about the event.

Station Commander: As the station commander, you will dispatch your personnel to proceed to the crime scene and inform Tactical Operations Center for information and appropriate action.
**First Responders:** You were dispatched to respond to a mauling incident that was reported by a balut vendor. Upon arrival at the crime scene, the incident is still on progress. You will arrest one of the suspects and bring them to the Police Station for disposition.

“How can we truly understand who we are unless we know who we were and what we have the power to become?”

— Neal A. Maxwell
TRAINING SCENARIO # 33: ILLEGAL POSSESSION OF FIREARM

SKILLS TO BE DEVELOPED : Knowledge on Making an Affidavit of Arrest
DAY
TARGET AUDIENCE : Police Trainees
TIME ALLOTTED : Seven (7) Hours
VENUE : As appropriate

TRAINING REQUIREMENTS : Format of Affidavit of Arrest
Writing materials

TRAINING REFERENCE USED : PNP Criminal Investigation Manual 2010

TRAINING OBJECTIVE : At the end of the role playing scenario the police trainees should be able to make an affidavit of arrest.

FACTS OF THE CASE:

On March 28, 2014 at about 7:00 PM, SP01 Bart Tolome and P03 Jun De Jesus were on patrol along JP Soriano Street, Blueridge, QC. While on patrol they saw Duran Daran, 35-years-old, male, Filipino with his wife Jacky walking along the street. Without apparent reason, Mr. Daran pulled a gun tucked on his waist and pointed towards the direction of two police officers without even saying a word. He was apprehended and brought to the police station and when the license of his firearms was asked, he failed to show it.

INSTRUCTIONS:

Wife: One of the police trainee will act as wife JACKY who accompanied her husband along the street of : J P Soriano Street, Blueridge, Quezon City

Suspect: One of the police trainee will act as the husband MR. DURAN DARAN and will walk with his wife and place a gun on his waist then upon seeing the police Officers on patrol, he would draw the gun and point it to the police. Be submissive
when the police officer demands the surrender of firearm and when the police officer arrests.

**Patrol Officers:** Two of the police trainees will act as the patrol officers who are conducting routinary patrol within their area of responsibility.

“The most beautiful moment in life is not when it is crowd and busy, but when it is calm and still.”

— Nietschze
TRAINING SCENARIO # 34: DOMESTIC TROUBLE

SKILLS TO BE DEVELOPED : Knowledge on Crimes cognizable by the Katarungang Pambarangay

TARGET AUDIENCE : Police Trainees

DAY :

VENUE : As appropriate

TIME ALLOTTED : Seven (7) Hours

TRAINING REQUIREMENTS : Writing materials


TRAINING OBJECTIVE : At the end of role playing scenario the police trainees should be able to evaluate whether the incident reported falls under the Jurisdiction of Katarungan Pamabarangay

FACTS OF THE CASE:

At about 8:25 p.m. of March 8, 2013, Isko Montero, 35 years old, male, laborer, while in the influence of liquor at his home in Blue Ridge, Quezon City, confronted his wife Alma Moreno about her alleged illicit affair with her neighbor. During the confrontation, Isko Moreno grabs Alma’s arm and slapped her face prompting the former to ask for assistance from one of her neighbors identified as Liza Macaraig.

Liza Macaraig tried to pacify the couple, however, the husband continued beating Alma prompting Liza to report the incident to the nearest Police Precinct. Upon arrival of the police officers, the couple were pacified and was brought to the Police Station for blotter purposes and subsequent referral to the Barangay.

INSTRUCTIONS:

Victim: You were in your house after drinking some bottle of beer when your wife arrives, You confronted her and uttered some words “Walanghiya ka! Iniiputan mo ako sa ulo habang wala ako sa bahay at nagtratrabaho” You grabbed her arms and slapped her face.
**Victim:** You arrived at your house when you saw your husband already drunked. Your husband confronted you about his allegation on your illicit affair with your neighbor. At that juncture, he grabbed your arm and slapped you in your face, prompting you to ask for help from your neighbor Liza.

**Witness:** You were inside your house when you heard the confrontation between the couple. Moments later, Alma knocked on your door and asked for assistance. You tried to pacify the couple but failed to do so, prompting you to call for police assistance.

**Police Officers:** You were at the police precinct when you received a call from one Liza Macaraig asking for assistance on the domestic trouble. You immediately went to the area and upon arrival you pacified the couple and later brought them to the police station.

**Duty Desk Officer:** You were at the police station when the police officers arrived who brought the couple for alleged domestic trouble. What will be your courses of action to be undertaken as Desk Officer?

“Those who fervently love God are intoxicated by His warmth and live out their addiction like moths drawn to a flame.”
— Calvin Miller
TRAINING SCENARIO # 35: MAULING INCIDENT

SKILLS TO BE DEVELOPED : Knowledge on Crimes cognizable by the Katarungang Pambarangay

TARGET AUDIENCE : Police Trainees

DAY :

VENUE : As appropriate

TIME ALLOTTED : Seven (7) Hours

TRAINING REQUIREMENTS : Writing materials


TRAINING OBJECTIVE : At the end of role playing scenario the police trainees should be able to evaluate whether the incident reported falls under the Jurisdiction of Katarungan Pamabarangay

FACTS OF THE CASE:

On March 13, 2014, at about 11:45 PM, Marco Bautista, 29-years-old, male, laborer from San Mateo, Rizal, was punched by Marvin Bautista, the cousin. While having a drinking session, the victim uttered some foul words to the suspect that provoked the latter to punch him in the face. The complainant went to the police station with his medico legal result with 2 to 3 days healing period. What will be your courses of actions to be undertaken.

INSTRUCTION:

Victim: While on your house having a drinking spree with your cousin Marvin, you uttered bad words against to him that resulted to a heated argument and subsequently he threw a punch that resulted to the injury in your right face. You went to Baguio General Hospital to get a medico legal for your basis to file a complaint against the suspect and after which, you went to the police station to report the incident.
**Suspect:** While having a drinking session at the house of Marco Bautista, you heard that the latter uttered bad words that resulted to a heated argument. Marco challenged you to a fistfight and immediately you threw a punch to his face. You ran outside and went home.

**Witness:** You are the parent of Marvin. You will try to pacify them but you failed.

**Police Officer:** You were the duty desk officer when the complainant arrives in your office. He brought with him a medico legal result from the Baguio General Hospital with a healing period of 2 to 3 days.

“All that is deformed ought to be reformed. The Word of God alone teaches us what ought to be so, and all reform effected otherwise is vain.”

— Francis Lambert
### TRAINING SCENARIO # 36: HANGING INCIDENT

**SKILLS TO BE DEVELOPED**: Basic Knowledge on First Responder

**TARGET AUDIENCE**: Police Trainees

**DAY**: 

**VENUE**: As appropriate

**TIME ALLOCATED**: Seven (7) Hours

**TRAINING REQUIREMENTS**: First Responders Kit
Writing materials
Blank CSI Form “1” First Responder’s Form

**TRAINING REFERENCE USED**: SOP 2011-008 (Conduct of CSI)
Revised PNP Criminal Investigation
Manual of 2010

**TRAINING OBJECTIVES**: At the end of role playing scenario the police trainees should be able to:

1. Properly Secure the Crime Scene;
2. Develop skill in note taking;
3. Conduct initial interview to the witness and victim; and
4. Accomplish and fill-up the CSI Form “1” – First Responders Form.

**FACTS OF THE CASE:**

On March 03, 2014 at around 6:15 AM, a case of suicide (hanging) that transpired along Malinao Street, Baguio City in the house of victim identified as Jomar Corpuz Belizardo, 27 years old, single, helper, and a resident of No.41 Malinao Street, Baguio City was found hanging inside his room. The incident was discovered by his sister, Ms. Claire Belizardo.
INSTRUCTION:

Witness: You entered the room of Joman Belizardo and discovered his life less body hanging in the ceiling. You immediately called the police for assistance.

Desk Officer: You received a phone call from Ms. Claire Belizardo reporting about his mother who allegedly committed suicide.

Police Officer: You are the duty patrol and responded to the crime scene will protect the crime scene and conduct interview with possible witnesses. You will wait for the IOC to arrive and turn over the crime scene.

“There is nothing that happens to us, not a thing we see or hear or touch that God cannot use to show us more of himself. Our lives are a daily journey in his company...”

— Elizabeth Sherrill
TRAINING SCENARIO # 37:
UNJUST VEXATION

SKILLS TO BE DEVELOPED : Knowledge on Barangay Cases
TARGET AUDIENCE : Police Trainees
DAY :
VENUE : As appropriate
TIME ALLOTTED : Seven (7) Hours
TRAINING REQUIREMENTS : Writing materials
TRAINING OBJECTIVES : At the end of role playing scenario the police trainees should be able to:

1. Making of Police Blotter Entry and filling up IRF.
2. Know the procedure in referring cases covered by Katarungang Pangbarangay.

FACTS OF THE CASE:

On March 11, 2014 at around 7:15 AM, Mrs. Kulasa Molina reported to the Police station to file a complaint against her neighbor, Maria Leonora Teresa, who is allegedly spreading gossip that she has a lover. Mrs. Molina confronted Mrs. Teresa regarding the issue and immediately went to the Police Station. What will be your next courses of action if you are the Desk Officer?

INSTRUCTION:

Complainant: You will confront your neighbor regarding the gossip is spreading about your relationship with Tado. You will threat her that you will sue her. You will immediately go to the Police Station to file a complaint against your neighbor.
**Neighbor:** You were approach by the complainant but instead you ignored her and went inside your house.

**Police Officer:** You were the duty Desk Officer when the complainant arrives and reports the incident. She will file a complaint against her neighbor. You will entertain the latter’s complaint and proper disposition will be undertaken.

“Affliction hardens those whom it does not soften.”
— Charles H. Spurgeon
TRAINING SCENARIO # 38:
MALICIOUS MISCHIEF

SKILLS TO BE DEVELOPED : Knowledge on Katarungan Pambarangay Cases

MODULE : Katarungan Pambarangay

TARGET AUDIENCE : Police Trainees

DAY :

VENUE : As appropriate

TIME ALLOTTED : Seven (7) Hours

TRAINING REQUIREMENTS : Writing materials


TRAINING OBJECTIVES : At the end of role playing scenario the police trainees should be able to:

1. Making of Police Blotter Entry and filling up IRF; and

2. Know the procedure in referring cases covered by Katarungang Pangbarangay.

FACTS OF THE CASE:

On March 01, 2014 at around 9:15 AM, Mr. Kulafu Molina reported to the Police station to file a complaint against her neighbor Mario Evangelista, regarding the incident happened that in their house. He alleges that the child of Mr. Evangelista threw a stone and broke the glass of the front window of the house of Mr. Molina.

INSTRUCTION:

Complainant: You will confront your neighbor to inform him that his child broke the glass window of your house. You will demand payment for the damages, but Mr
Evangelista refused to do so. You will not be satisfied with his response and told him that you will sue him. You immediately went to the police station to file a case.

**Neighbor:** You were approached by the complainant but instead you ignored him. You will contest his allegation.

**Police Officer:** You were the duty Desk Officer when the complainant arrives and reported the incident. He will file a complaint against his neighbor. You will entertain the latter’s complaint and proper disposition will be undertaken.

“Do not misinterpret God’s patience for God’s permission.”
— Ed Witherite
ANNEXES
A POLICEMAN’S PRAYER

Help me Lord to be a good and capable police officer.

Give me the courage to face the unknown and to act on my convictions.

Give me WISDOM to remain above the temptations and frustrations I will meet.

Give me the DEDICATION to do the best job I can do.
INCIDENT RECORD FORM

 Philippine National Police

INCIDENT RECORD FORM

ITEM "A" - REPORTING PERSON

<table>
<thead>
<tr>
<th>FAMILY NAME</th>
<th>FIRST NAME</th>
<th>MIDDLE NAME</th>
<th>CIVIL STATUS</th>
<th>SEX/GENDER</th>
<th>MOBILE PHONE</th>
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</thead>
</table>

ITEM "B" - SUSPECT DATA

<table>
<thead>
<tr>
<th>FAMILY NAME</th>
<th>FIRST NAME</th>
<th>MIDDLE NAME</th>
<th>CIVIL STATUS</th>
<th>SEX/GENDER</th>
<th>MOBILE PHONE</th>
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</thead>
</table>

FOR CHILDREN IN CONFLICT WITH THE LAW

<table>
<thead>
<tr>
<th>GUARDIAN'S NAME</th>
<th>GUARDIAN'S ADDRESS</th>
<th>GUARDIAN'S RELATION</th>
</tr>
</thead>
</table>

CUT HERE. ISSUE THIS RECEIPT TO THE REPORTING PERSON.
ITEM “C” - VICTIM DATA

[ ] CHECK HERE IF THE REPORTING PERSON ITEM “A” IS THE VICTIM. PROCEED TO ITEM “D”.

CHECK HERE IF ITEM “A” IS THE VICTIM. USE ADDITIONAL SHEETS FOR THE ADDITIONAL VICTIMS.

Fill in the victim’s details below:

<table>
<thead>
<tr>
<th>First Name</th>
<th>Middle Name</th>
<th>Qualifier</th>
<th>Nickname</th>
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<tr>
<th>Citizenship</th>
<th>Sex/Gender</th>
<th>Civil Status</th>
<th>Date of Birth (DD/MM/YY)</th>
<th>Age</th>
<th>Place of Birth</th>
<th>Place of Incidence</th>
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<th>Current Address</th>
<th>Village/Sitio</th>
<th>Barangay</th>
<th>Township/City</th>
<th>Province</th>
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<th>Other Address</th>
<th>Village/Sitio</th>
<th>Barangay</th>
<th>Township/City</th>
<th>Province</th>
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HIGHEST EDUCATIONAL ATTAINMENT

<table>
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<tr>
<th>Education</th>
<th>Date ofcompletion</th>
<th>Address</th>
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OCCUPATION

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<th>Occupation</th>
<th>Address</th>
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ITEM “D” - NARRATIVE OF INCIDENT

Enter the narrative of the incident in the following section:

NARRATIVE OF INCIDENT

BLOTTER NUMBER

TYPE OF INCIDENT

TIME OCCURRED

PLACE OF INCIDENT

Enter in detail the narrative of the incident or crime, answering the who, what, when, where, why, and how of reporting (use additional sheets if necessary).

AUTHENTICATION

[Signature]

[Date]

CASE DISPOSITION (For Chief/Head of Office Use Only)

Keep this Incident Record Transaction Receipt (IRTR). An update of the progress of the investigation of the crime or incident that you reported will be given to you upon presentation of this IRTR. For your reference, the data below is the contact details of this police station.

<table>
<thead>
<tr>
<th>Name of Police Station</th>
<th>Telephone</th>
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<tr>
<th>Investigator on Case</th>
<th>Mobile Phone</th>
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<tr>
<th>Name of Chief/Head of Office</th>
<th>Mobile Phone</th>
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CRIME SCENE INVESTIGATION FLOWCHART

1. Incident Report
   - Evaluate the situation.
   - Save and Preserve life and provide emergency first aid for those injured at the scene.
   - Prepare to take the Dying Declaration of severely injured person if any.
   - Arrest, detain, and remove any suspect present if more than one (1), isolate.
   - Cordon the area to secure and preserve the crime scene.
   - Prevent entry of persons into the cordoned area.
   - Conduct preliminary evaluation at the crime scene and interview witnesses to determine what and how crime was committed and write down details.
   - Turn-over the crime scene to investigator.

2. First Responders proceed to the Crime Scene
   - Assume responsibility over the crime scene.
   - Conduct assessment of the crime scene.
   - Conduct interviews.
   - Conduct Crime Scene Investigation.
   - Request for technical assistance in processing of the crime scene from CL SOCO and ensure the if:
     1. Evaluation of Evidences at the crime scene
     2. Documentation (Photography/Sketching note taking/ videography);
     3. Collection and handling of Evidences;
     4. Custody and Transport of pieces of Evidences; and
     5. Request Laboratory examination of recovered physical evidence to PNP Crime Laboratory.

3. Investigator-on-Case (IOC) arrive at the crime scene
   - Preparation prior to the Conduct of SOCO.
   - Crime Scene Approach.
   - Preliminary Crime Scene Survey with investigator-on-case.
   - Evaluation of Physical Evidence.
   - Narrative Description of the Crime Scene.
   - Crime scene Photography/Videography.
   - Sketch of Crime Scene.
   - Detailed Crime Scene Search.
   - Physical Evidence Recording and Collection.
   - Final Crime Scene Survey with investigator-on-case.
   - Submit result of SOCO to Investigator-on-case.

4. Conduct of SOCO by Crime Laboratory
   - Ensure that appropriate inventory has been provided.
   - Release is accomplished only after completion of the final survey and proper documentation.
   - Release the crime scene in writing with the notion that there is only one chance to perform job correctly and completely.
CSI FORM 1: First Responder’s Form

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

FIRST RESPONDER’S FORM
(This Form shall be brought by the First Responder and/or Investigator at the Crime Scene and shall be accomplished by the First Responders at the On-Scene Command Post (OSCP)

Date

THIS IS TO CERTIFY that the Crime Scene (CS) described hereunder was turned over by the First Responder (FR) to the Duty Investigator /Investigator-On-Case (IOC) with the following gathered information:

Primary Place of Occurrence:

Secondary Place of Occurrence:

Type/Nature of Incident:

Rank and Names of First Responders:

Time/Date Report of Incident was received by FRs:

Time FRs Arrived at the Crime Scene:

Weather Condition:

Time CS Cordon Off and Secured/Signs Posted:

Time Flash Alarm/Request for Support Relayed by FR to TOC:

322 ANNEXES
A. Names of Victims and Status (Safe/Injured/Hospitalized/Deceased, etc.):

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

(Note: Use the overleaf or back page for extra entries)

B. Names of Persons Found at (inside) the Crime Scene by FR (Address/Contact Numbers):

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

C. Names of Suspects and Status (Arrested/At-large, etc.) and Weapons, if any:

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

D. Names of Person Found Near or at the Vicinity of CS (Address/Contact Number):

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
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____________________________________________________________________
E. Names of Persons Interviewed by the FR (Address/Contact Number):
_________________________________________  _______________________________________
_________________________________________  _______________________________________
_________________________________________  _______________________________________
_________________________________________  _______________________________________
_________________________________________  _______________________________________

F. Names of Persons Who Entered the CS after the Arrival of FR and Prior to Arrival of Investigator (Medics, Local Officials, etc.) (Address/Contact Number):
_________________________________________  _______________________________________
_________________________________________  _______________________________________
_________________________________________  _______________________________________
_________________________________________  _______________________________________
_________________________________________  _______________________________________

(Note: Use the overleaf or back page for extra entries)

G. List of Evidence That Have Been Seized/Collected/Recovered by the FR (if any):

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<tr>
<th>Description</th>
<th>Disposition</th>
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H. Areas where Initial Search were conducted:
_________________________________________
_________________________________________
_________________________________________
On-Scene Command Post (OSCP) established at:

_____________________________________________________________________

Time and Date of Arrival of Investigator at the CS:

_____________________________________________________________________

This further certifies that the Crime Scene and all the evidence therein by the FRs have been properly secured and preserved and that all the information contained herein is true and correct to the best of our ability:

Name and Signature of First Responders:

_____________________________________________________________________

_____________________________________________________________________

CS Received By Duty Investigator/ IOC:

_____________________________________________________________________

Time and Date: _____________________________________________

Witnessed By:

_____________________________________________________________________

Prepared and Submitted by:

_____________________________________________________________________

Rank/Name/Designation of Officer/ Signature over Printed Name

(Note: Use the overleaf or back page for extra entries)
CSI FORM 2: Request for the Conduct of SOCO

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

REQUEST FOR THE CONDUCT OF SOCO
(This shall be brought to the Crime Scene by the Investigator/SOCO Team and to be accomplished by the Investigator/Investigator-On-Case before the SOCO Team process the Crime Scene)

Time and Date

FOR : Chief, ____________, CLO

FROM : ________________

SUBJECT : SOCO Assistance

1. Request for the availability of SOCO Team to process the crime scene located at __________________________.

   Nature of Case : ________________________________

   Time and Date of Incident: ________________________________

2. This request is made with the assurance that the Duty Investigator/Investigator-On-Case, being in-charge of the Crime Scene shall remain and provide all the necessary security and support to the SOCO Team during the whole process until after the crime scene is released.

3. Further request that this Office be furnished a copy of the list of evidence gathered and the result of the examination conducted thereon.

4. For consideration and approval.

For the Chief of Police:

(Duty Investigator/Investigator-On-Case)
CSI FORM 3: Turnover of Collected Evidence from Investigation to SOCO Team Leader

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

TURN-OVER OF COLLECTED EVIDENCE AT THE CRIME SCENE FROM INVESTIGATOR TO SOCO TEAM
(If Applicable)

Date

This further certify that the following items/physical evidence found, collected and initially marked and inventoried by the investigator at the crime scene were properly turned over to SOCO Team Evidence Custodian:

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<thead>
<tr>
<th>ITEMS/ARTICLES (Technical Description)</th>
<th>QUANTITY/UNITS</th>
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Witnessed by:

(SOCO Team Evidence Custodian)

Duty Investigator/IOC

Received By: ____________________
Time/Date: ____________________

Turned over By: ____________________
Time/Date: ____________________
CSI FORM 4

SOCO REPORT FORM 1

Republic of the Philippines
Department of the Interior and Local Government
National Police Commission
PHILIPPINE NATIONAL POLICE
CRIME LABORATORY
Camp Crame, Quezon City

__________________________
DATE

RE SOC0 REPORT NO: ______________________

PERSON PRESENT AT THE CRIME SCENE

(Note: Please include the middle name of the person.)

<table>
<thead>
<tr>
<th>NAME</th>
<th>DATE/TIME</th>
<th>REASON/S TO BE AT CRIME SCENE</th>
<th>REMARKS ADDRESS</th>
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Prepared by: Certified by: Noted by:

Recorder SOC0 Team Leader Chief of Office
ANNEX "G"

SOCO REPORT FORM 2

Republic of the Philippines
Department of the Interior and Local Government
National Police Commission
PHILIPPINE NATIONAL POLICE
CRIME LABORATORY
Camp Crame, Quezon City

DATE

RE SOCO REPORT NO: ______________________

EVIDENCE LOG

<table>
<thead>
<tr>
<th>QTY</th>
<th>DESCRIPTION OF SPECIMEN COLLECTED</th>
<th>COLLECTED BY</th>
<th>TIME COLLECTED</th>
<th>SPECIFIC PLACE</th>
<th>REMARKS</th>
<th>SIGNATURE OF SEARCHER</th>
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</table>

Prepared by: ____________________________  Certified by: ____________________________  Noted by: ____________________________

Evidence Custodian  SOCO Team Leader  Chief of Office
ANNEX “H”

SOCO REPORT FORM 3

Republic of the Philippines
Department of the Interior and Local Government
National Police Commission
PHILIPPINE NATIONAL POLICE
CRIME LABORATORY
Camp Crame, Quezon City

________________________
DATE

RE SOCO REPORT NO: __________________________.

SCENE OF CRIME EXAMINATION WORKSHEET
SKETCH DETAILS AND MEASUREMENT

N

NOTE: NOT TO SCALE

LEGEND:

<table>
<thead>
<tr>
<th>TITLE BLOCK</th>
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<tbody>
<tr>
<td>Nature of Case:</td>
</tr>
<tr>
<td>Requesting Party:</td>
</tr>
<tr>
<td>Victim/s:</td>
</tr>
<tr>
<td>Officer-on-Case:</td>
</tr>
<tr>
<td>Date &amp; Time Sketched:</td>
</tr>
<tr>
<td>Place of Incident:</td>
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<tr>
<td>Weather Condition:</td>
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<tr>
<td>Sketched by:</td>
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<tr>
<td>Witnesses: 1.</td>
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<tr>
<td>2.</td>
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<tr>
<td>Remarks:</td>
</tr>
</tbody>
</table>
SOCO REPORT FORM 4

Republic of the Philippines
Department of the Interior and Local Government
National Police Commission
PHILIPPINE NATIONAL POLICE
CRIME LABORATORY
Camp Crame, Quezon City

INVENTORY OF EVIDENCE COLLECTED

1. SOCO Case Number: ________________________________
2. Time and Date of Inventory: ________________________________
3. Facts of the Case:
   a. Nature of the Case: ________________________________
   b. Victim/s or Complainant: ________________________________
   c. Place of Incident: ________________________________
1. Evidence Collected at the Crime Scene:
   a. ________________________________
   b. ________________________________
   c. ________________________________
   d. ________________________________
   e. ________________________________
   f. ________________________________
   g. ________________________________
   h. ________________________________
   i. ________________________________

CONCURRED: ________________________________
PREPARED BY: ________________________________

Investigator-on-Case ________________________________
Evidence Custodian ________________________________

WITNESSES:

Signature over Printed Name ________________________________
Address ________________________________
CSI FORM 5: Release of Crime Scene Form

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

RELEASE OF THE CRIME SCENE

TO WHOM IT MAY CONCERN:

This is to certify that a Crime Scene Investigation was conducted at

from ___ (time/date) to ___ (time/date) by the members of the
Police Station and SOCO Team in connection with the _______ incident.

This is to further certify that a final crime scene survey was conducted on or about ___ (time) and that the CSI was concluded and the cordon was
officially lifted and crime scene was officially released at around ___ (time).

SIGNED:

(Chief of Police/IOC) (Time and Date)

(SOCO Team Leader) (Time and Date)

Conformed by:

Owner of the Property/Local Authority/Representative

(Time and Date)

Witness:

________________________________________

________________________________________

________________________________________

________________________________________
CSI FORM 6: IOC/Investigator’s CSI Form

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

IOC/INVESTIGATOR’S CSI FORM
(This Form shall be brought by the IOC/Investigator at the Crime Scene and shall be accomplished by the IOC/Investigator-on-Case at the On-Scene Command Post (OSCP)

Date

Primary Place of Occurrence:

Secondary Place of Occurrence or Finding Place:

Type/Nature of Incident:

Time IOC/Investigator’s arrived at the Crime Scene:

Weather Condition:

Time Flash Alarm/Request for Support Relayed by IOC to TOC:

Time SOCO Team Arrived:

A. Names of Victims and Status (Safe/Injured/Hospitalized/Deceased, etc.):

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________
B. Names of Persons Found at (inside) the Crime Scene by the IOG/Investigator (Address/Contact Number):

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
(Note: Use the overleaf or back page for extra entries)

C. Names of Suspects and Status (Arrested/At-large, etc.) and Weapons, if any:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

D. Name of Person Found Near or at the Vicinity of CS by the IOG/Investigator (Address/Contact Number):

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

E. Names of Persons Interviewed by the IOG/Investigator (Address/Contact Number):

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
F. Names of Persons Who Entered the CS in the presence of the IOC /Medics_, Local Officials, etc.) (Address/Contact Number):

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

G. List of Evidence That May Have Been Seized or Collected by the IOG/Investigator (if any):

<table>
<thead>
<tr>
<th>Description</th>
<th>Disposition</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

(Note: Use the overleaf or back page for extra entries)

H. Areas where Initial Search were conducted:

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________

On-Scene Command Post (OSCP) established at:

____________________________________________________________________

Names of Other PNP Personnel who participated in the CSI:

____________________________________________________________________
____________________________________________________________________
____________________________________________________________________
Initial Assessments and Impression of the Crime and the Crime Scene:

________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________

Possible Motive: ____________________________

Other Significant Information Gathered: ____________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________

Prepared by:

________________________________________________________

Rank/Name/Designation of IOG/Investigator

Signature over Printed Name

(Note: Use the overleaf or back page for extra entries)
CSI Report

CRIME SCENE INVESTIGATION REPORT
Republic of the Philippines
Department of the Interior and Local Government
PHILIPPINE NATIONAL POLICE

MEMORANDUM
FOR : Chief of Police
FROM : Investigator-on-Case
SUBJECT : Crime Scene Investigation Report re (incident) ________

1. Reference: (Authority)

2. ICOW the above reference, respectfully submitted is the Report on Crime Scene Investigation conducted on ________(date) at the ________(location)__________ for alleged ________ incident.

3. The following are the significant activities and information:
   a. That the First Responders led by ________________ arrived at the crime scene o/a ________________ (time/date) ________________, and was able to secure and establish the security cordon o/a ________________ (time) ________________ on ________________; (Please see attached FR Request of CLO).

   b. That the Investigator-on-Case arrived at the crime scene on/about ________________ (time/date) ________________ and thereafter assumed responsibility over the crime scene and conducted inquiry on the incident; (see attached Investigation CSI Form)

   c. That members of the SOCO TEAM (if applicable) led by ________________ arrived at the crime scene o/a ________________ and conducted forensic investigation and collected all potential pieces of evidence; and

   d. That the crime scene was formally released to ________________ and security cordon was lifted on/a ________________.

4. Attached are the FR’s Report, Investigator’s CSI Form and SOCO reports for your reference which will form as an integral part of the Case Folder of ________________ incident.

5. For information.

   Investigator/investigator on Case

Attachments:
- FR Form
- Investigator’s CSI Form
- SOCO Forms
ANNEX “M”

INVESTIGATOR’S CHECKLIST AT THE CRIME SCENE

A. Investigator/IOC’s Inquiry Checklist

<table>
<thead>
<tr>
<th>#</th>
<th>INQUIRY</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>a</td>
<td><em>When, where and why</em> did it happen?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b</td>
<td><em>Who</em> is the victim?</td>
<td></td>
<td></td>
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<tr>
<td>c</td>
<td>Possible <strong>motive/s</strong>?</td>
<td></td>
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</tr>
<tr>
<td>d</td>
<td><em>How</em> did the perpetrator gain entry into the crime scene and how did</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>the perpetrator flee the scene? When?</td>
<td></td>
<td></td>
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<tr>
<td>e</td>
<td>Is the <strong>perpetrator</strong> to be found among a selected few?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>f</td>
<td>Could any <strong>specific individual</strong> be suspected? Why?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>g</td>
<td>Is there a <strong>description of the perpetrators? Accomplices</strong>?</td>
<td></td>
<td></td>
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<tr>
<td>h</td>
<td>Is there any <strong>information on vehicles used</strong>?</td>
<td></td>
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<tr>
<td>i</td>
<td>Is there anything <strong>missing from the crime scene</strong> or from the victim?</td>
<td></td>
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<td>j</td>
<td>Did the <strong>perpetrator leave anything behind</strong> through which he could</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>be traced?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>k</td>
<td>Are there any <strong>other incidents, occurrences, circumstances or</strong></td>
<td></td>
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<tr>
<td></td>
<td><strong>observations that could be connected with the crime?</strong></td>
<td></td>
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<tr>
<td>l</td>
<td><strong>Determine if</strong> the particular area is <strong>the primary crime scene</strong> or</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td><strong>Is it just the finding place</strong> and the crime happened in some other</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td><strong>place?</strong> If so, secure the primary crime scene.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

B. Investigator’s Activity Checklist

<table>
<thead>
<tr>
<th>#</th>
<th>ACTIVITY</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><strong>Who received the report of the incident?</strong></td>
<td></td>
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<tr>
<td></td>
<td>How was it received?</td>
<td></td>
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<tr>
<td></td>
<td>When was it received (time)?</td>
<td></td>
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<tr>
<td>2</td>
<td><strong>Who reported the incident?</strong></td>
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<tr>
<td></td>
<td>Name, address</td>
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<td></td>
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<tr>
<td></td>
<td>Phone number</td>
<td></td>
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<tr>
<td></td>
<td>Where the concerned could be reached in the near future</td>
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<td></td>
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<tr>
<td>3</td>
<td><strong>Factual Information.</strong></td>
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<tr>
<td></td>
<td>What happened?</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Time, place?</td>
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<tr>
<td></td>
<td>Circumstances surrounding the incident?</td>
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<tr>
<td></td>
<td>Is the suspect identified?</td>
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<tr>
<td></td>
<td>Weapons?</td>
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<tr>
<td>4</td>
<td><strong>Initial measures undertaken:</strong></td>
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<td></td>
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<tr>
<td></td>
<td>Date, time</td>
<td></td>
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<tr>
<td></td>
<td>Responsible officer</td>
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<tr>
<td>5</td>
<td>Response time?</td>
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<td>6</td>
<td>Logbook?</td>
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<tr>
<td>7</td>
<td>Measures undertaken by the first officer arriving at the scene?</td>
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<tr>
<td></td>
<td>a. Murder: (body still on the scene)</td>
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<td></td>
<td>- Post-mortem changes</td>
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<td></td>
<td>- Algor mortis (blood circulation stops)</td>
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<td></td>
<td>- Livor mortis (body cools down)</td>
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<tr>
<td></td>
<td>- Rigor mortis (Body becomes rigid)</td>
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<td></td>
<td>- Life-saving measures?</td>
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<td></td>
<td>Is it the scene, the primary crime scene or finding place?</td>
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<tr>
<td></td>
<td>b. Murder: (body brought to hospital)</td>
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<td></td>
<td>- Officers immediately ordered to proceed to the hospital?</td>
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<td></td>
<td>- Seizure of the victim’s clothes?</td>
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<td></td>
<td>- Interviews with attending hospital staff</td>
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<td></td>
<td>- Who brought the body to the hospital</td>
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<td></td>
<td>- How has clothing been handled</td>
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<tr>
<td></td>
<td>- Presence of wallet</td>
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<tr>
<td></td>
<td>- Mobile phone</td>
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<td></td>
<td>- ID-card</td>
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<td></td>
<td>- Other items etc.</td>
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<td></td>
<td>- If shots have been fired, paraffin casting of the person’s hands for extraction of gunpowder residue</td>
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<td>c. Kidnapping/Abduction:</td>
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<td></td>
<td>- Accurate description of the kidnapped person?</td>
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<td></td>
<td>- Accurate description of all circumstances around the abduction?</td>
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<tr>
<td></td>
<td>- Collection of dental records, x-ray pictures?</td>
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<tr>
<td></td>
<td>- Collection of medical records, x-ray pictures?</td>
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<tr>
<td></td>
<td>- Seizure of DNA-carrying items (toothbrush, safety razor, combs)?</td>
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<td></td>
<td>- Fingerprints?</td>
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<td></td>
<td>- Comparison samples from relatives (preferably mother)?</td>
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<td>- Photos?</td>
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<td></td>
<td>- Flash alarm?</td>
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<td></td>
<td>d. In all cases:</td>
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<td></td>
<td>- Cordon off a sufficiently large area around the crime scene, taking into account perpetrator’s potential hide-out, ports of entry and departure?</td>
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<tr>
<td></td>
<td>- Ensure protection of the cordoned off crime scene and secure evidence that could be destroyed by external factors?</td>
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</tr>
</tbody>
</table>
- Record or take note of everyone who enters the crime scene.
- Notes of bystanders?
- Make a documentation of the crime scene (lighting, odor, windows) (photo or sketch)
- Make a description of the surrounding area of the scene (dwellings, shops, bus stops, restaurants etc., security guards, pulis “OYSTERS”, etc.).
- Take note of license numbers of parked cars in the vicinity/area (potential witnesses)?
- Check for presence of CCTV
- Mobile phone?

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<thead>
<tr>
<th>Crime scene examination:</th>
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<tbody>
<tr>
<td>- Outcome of proceedings (protocol)?</td>
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<tr>
<td>- Documentation (photos, videos, sketches)?</td>
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<tr>
<td>- Collected samples?</td>
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<tr>
<td>- Further forensic investigations?</td>
</tr>
<tr>
<td>- Results?</td>
</tr>
<tr>
<td>- Prudence of early decision to lift cordons?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Organizational set-up:</th>
</tr>
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<tbody>
<tr>
<td>- Structure? SITG?</td>
</tr>
<tr>
<td>- Allocation of resources (reinforcements)?</td>
</tr>
<tr>
<td>- Officer-in-charge?</td>
</tr>
<tr>
<td>- Priorities and directions?</td>
</tr>
<tr>
<td>- Tasking?</td>
</tr>
<tr>
<td>- Documentation?</td>
</tr>
<tr>
<td>- Briefings?</td>
</tr>
<tr>
<td>- Contingency plans?</td>
</tr>
<tr>
<td>Media relations (monitoring and collection of articles, and other media coverage of the incident)?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Alert other police stations and units in the adjacent areas?</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Routines?</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Immediate measures to track down and apprehend the perpetrator?</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Check-points etc.?</td>
</tr>
<tr>
<td>- Employment of canine?</td>
</tr>
<tr>
<td>- Flash alarms?</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Canvassing operation (house- to- house) around the crime scene and the route of escape?</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Prepared templates with battery of questions?</td>
</tr>
<tr>
<td>- Comparison materials (cars, colors, etc.).</td>
</tr>
<tr>
<td>- Interviews?</td>
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</tbody>
</table>
### Other initial measures:
- Secured CCTV footages?
- Interview of people on the spot?
- Treatment of witnesses and family of the victim?
- Request of lists of mobile communications in the area during critical time (mobile phone operators)?
- Interviews with ambulance staff or other people bringing the body from the scene (if victim was alive did he say something?).
- If victim alive at hospital and under treatment, presence of investigator?
- Man hotline?
- Other incidents connected to the case at hand?
- Contact with prosecutor?

### House search at victim’s dwelling and other premises, cars, etc?
- Seizure and analysis of computers
- Mobile phones
- Pagers, diaries
- Photos
- Letters
- Receipts
  Balance sheets etc.

### Identification of suspect?
- Physical evidence?
- Eye witnesses (line-up, video, photo identification)?
- Composite sketches?
  Flash alarm?

### Remarks/Recommendations:

---

The checklists are only meant as a guide and not as a substitute for critical thinking. In some cases certain items can probably be left out, while others must be added.
C. Checklist for Conduct of CSI for Crimes of Violence

<table>
<thead>
<tr>
<th>#</th>
<th>ACTIVITY</th>
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<tbody>
<tr>
<td>1</td>
<td>Shooting Incident</td>
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<tr>
<td></td>
<td>- Conduct paraffin casting on the hands of all the persons involved</td>
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<tr>
<td></td>
<td>- Look for blood from the victims on suspects or vice versa</td>
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<tr>
<td></td>
<td>- Look for blood spatters from the entry wound on hands, clothes,</td>
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<tr>
<td></td>
<td>weapons etc.</td>
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<tr>
<td></td>
<td>- Secure a photograph of any blood spatter images</td>
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<tr>
<td></td>
<td>- Assess the range and the direction of the shots</td>
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<tr>
<td></td>
<td>- Recover clothes to facilitate determination of powder residue</td>
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<td></td>
<td>- Collect fibers</td>
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<tr>
<td></td>
<td>- Collect weapons, empty cartridge cases, bullets and ammunition.</td>
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<td></td>
<td>- Document the situation</td>
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<td></td>
<td>- Take photographs</td>
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<td></td>
<td>- Draw a sketch of the scene, location and the vicinity.</td>
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<td></td>
<td>- Do not touch bullets with your bare fingers.</td>
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<tr>
<td>2</td>
<td>In case of death</td>
</tr>
<tr>
<td></td>
<td>- Check the premises</td>
</tr>
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<td></td>
<td>- Collect dustbins</td>
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<td></td>
<td>- Look for moist trace evidence</td>
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<tr>
<td></td>
<td>- Check the parked cars</td>
</tr>
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<td></td>
<td>- Collect the watches</td>
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<tr>
<td></td>
<td>- Check for odours</td>
</tr>
<tr>
<td></td>
<td>- Check the lighting</td>
</tr>
<tr>
<td></td>
<td>- Check the doors, windows and walls</td>
</tr>
<tr>
<td></td>
<td>- Inspect the radio sets, TV sets etc.</td>
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<tr>
<td>3</td>
<td>Inspection of the body</td>
</tr>
<tr>
<td></td>
<td>a. Collect loose hair, wads of fibers etc. all the time while the body</td>
</tr>
<tr>
<td></td>
<td>is being inspected. Decide whether to collect fibres on free body</td>
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<tr>
<td></td>
<td>surfaces, hair and clothes by taping.</td>
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<tr>
<td></td>
<td>b. Make a note of signs of death. If possible, measure the body</td>
</tr>
<tr>
<td></td>
<td>temperature and write down the relevant times.</td>
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<tr>
<td></td>
<td>c. Hair. Are injuries concealed by hair?</td>
</tr>
<tr>
<td></td>
<td>d. Has hair been torn off?</td>
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<tr>
<td></td>
<td>e. Foreign substances?</td>
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<tr>
<td></td>
<td>f. Check for bleeding in the ears.</td>
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<tr>
<td></td>
<td>g. Check for conjunctival bleeding.</td>
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<tr>
<td></td>
<td>h. Examine the root of the nose and nostrils.</td>
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<tr>
<td></td>
<td>i. Check whether there are any foreign objects in the oral cavity.</td>
</tr>
</tbody>
</table>
j. Examine the neck for skin scrapings, red spots and strangulation marks.
k. Examine the arms for bruises caused by gripping and resistance.
l. Check for marks made by syringes, especially in the crook of the arm.
m. Examine wrists for old or new cuts.
n. Examine the hands and under the nails for injuries due to resistance and for swellings, hairs and skin fragments.
o. Cover the hands with paper bag to facilitate the continued search for skin fragments, hairs, fibres etc. during autopsy.
p. Examine the front and back of the body from top to bottom.
q. Examine legs and feet. Any blood on the soles of the feet?
r. Any marks or injuries indicating that the body was dragged?

<table>
<thead>
<tr>
<th>4</th>
<th>Inspection of clothes</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>Describe and photograph visible clothing in detail (to be completed in connection with the autopsy).</td>
</tr>
<tr>
<td>b.</td>
<td>Pay attention to creases, damage, bullet-holes, blood spatter, dirt, position on the body etc.</td>
</tr>
<tr>
<td>c.</td>
<td>Examine the pockets. Make a list of the contents.</td>
</tr>
<tr>
<td>d.</td>
<td>Describe the presence of blood and any other stains on the clothing.</td>
</tr>
<tr>
<td>e.</td>
<td>The clothes should be taken charge of in connection with the autopsy.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>5</th>
<th>Weapons</th>
</tr>
</thead>
<tbody>
<tr>
<td>a.</td>
<td>Recovered weapons call for especially careful handling for safety reasons</td>
</tr>
<tr>
<td>b.</td>
<td>Hold the weapon by a part with a rough surface or by the strap so as not to destroy any evidence.</td>
</tr>
<tr>
<td>c.</td>
<td>Always check whether there are any cartridges left in the chamber before doing anything else.</td>
</tr>
<tr>
<td>d.</td>
<td>Never insert any object, such as a pencil, in the bore or the trigger-guard.</td>
</tr>
<tr>
<td>e.</td>
<td>Never point the weapon in a way that might injure someone with an accidental shot.</td>
</tr>
<tr>
<td>f.</td>
<td>Check the safety catch (if you are not sure of how to operate the safety, do not handle the weapon).</td>
</tr>
</tbody>
</table>

The checklists are only meant as a guide and not as a substitute for critical thinking. In some cases certain items can probably be left out, while others must be added.
ANNEX “N”

BOOKING OF ARRESTED SUSPECTS FLOW CHART

1. SUSPECT IS ARRESTED

2. ARRESTING OFFICER BRINGS THE SUSPECT TO THE POLICE STATION

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

4. ARRESTING OFFICER BRINGS SUSPECTS TO THE GOVERNMENT HOSPITAL FOR MEDICAL EXAMINATION

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

6. ARRESTING OFFICER REFERS THE SUSPECTS TO THE DUTY INVESTIGATOR

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

8. DUTY INVESTIGATOR TURNS OVER THE SUSPECTS TO THE DUTY JAILER

9. DUTY JAILER TAKES CUSTODY OF THE SUSPECTS AND PLACE THEM IN THE LOCK-UP CELL
ANNEX "0"

PNP BOOKING FORM 1: Medical Examination of Arrested Suspects Request Form

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

Date:________________________

Request for Medical Examination of Arrested Suspect/s

The Duty Physician:
________________________________________________________

Sir/Madam:

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

a. ________________ Sex
b. ________________ Sex
c. ________________ Sex
d. ________________ Sex
e. ________________ Sex____

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

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

For the Chief of Police:

________________________________________________________
Rank/Name/Signature of the Desk or Duty Officer
REF: (BLOTTER ENTRY NR: ________________)

Rank/Name/Signature of the Arresting Officer
PNP BOOKING FORM 2: Arrest and Booking Form

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

PNP ARREST AND BOOKING SHEET
(to be accomplished by the Arresting Officer)

BLOTTER ENTRY NO: __________  DATE: ______________

PERSONAL INFORMATION:

(Last Name) (First Name) (Middle Name)

ADDRESS: _____________________________________________

TEL NO: __________  POB: __________  DOB: __________

MARITAL STATUS: [ ] SINGLE  [ ] WIDOW/ER  SEX: [ ] MALE
[ ] MARRIED  [ ] SEPARATED  [ ] FEMALE

AGE: __________  WEIGHT (lbs): __________  HEIGHT (in): __________  EYES: __________  HAIR: __________

COMPLEXION: __________  OCCUPATION: __________  NATIONALITY: __________

ETHNIC GROUP: __________  DIALECT/LANGUAGE: __________

HIGHEST EDUCATIONAL ATTAINMENT: __________

NAME OF SCHOOL: _____________________________________________

LOCATION OF SCHOOL: _____________________________________________

IDENTIFYING MARKS: [ ] MOLE  [ ] TATOO  [ ] BIRTHMARK  [ ] SCAR

LOCATION OF IDENTIFYING MARKS: _____________________________________________

PHYSICAL DEFORMITY/DEFECT: _____________________________________________

DRIVER’S LIC NO: __________  ISSUED AT: __________  ON: __________

RES CERT NO: __________  DATE AND PLACE OF ISSUE: __________

OTHER ID CARDS: ____________________________________________  ID NO: __________

ARREST INFORMATION:

OFFENSE CHARGE: ____________________________________________  (NATURE OF OFFENSE)

MODUS OPERANDI: ____________________________________________  (CRIM/IS NO.)
PLACE ARRESTED: ____________________________

DATE ARRESTED: ____________________ TIME: ________________

ARRESTING OFFICER(S):

<table>
<thead>
<tr>
<th>Rank</th>
<th>Name</th>
<th>Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

SIGNATURE UNIT: ______________________

MEDICAL EXAMINATION CONDUCTED AT: ____________________ ON: ________________

REMARKS: ____________________________________________________________

FINGERPRINT TAKEN BY: ____________________________

PHOTO TAKEN BY: ____________________________

INVESTIGATOR-ON-CASE: ____________________________

BOOKED BY (RANK/NAME/SIGNATURE): ____________________________

SIGNATURE OF PERSON ARRESTED: ____________________________

(INDICATE IF SUSPECT REFUSES TO SIGN)

OTHER INFORMATION:

NAME OF FATHER: ____________________________ AGE: __________

ADDRESS: ____________________________________________

NAME OF MOTHER: ____________________________ AGE: __________

ADDRESS: ____________________________________________

NAME & ADDRESS OF PERSON TO BE CONTACTED IN CASE OF EMERGENCY:

NAME: ____________________________ RELATIONSHIP: __________

ADDRESS: ____________________________ TELNO. __________

LAWYER: ____________________________ TELNO. __________

DOCTOR: ____________________________ TELNO. __________

HEALTH PROBLEM: ____________________________

NOTE: USE THE PNPCL FORM 452-038 (STANDARD TEN PRINT CARD) TO TAKE THE TEN-PRINT OF THE SUSPECT FOR EVENTUAL SUBMISSION TO PNPCL-AFIS

(ATTACH THE MEDICAL EXAM RESULT; MUG SHOTS; TEN-PRINTS OF SUSPECT)
ANNEX "Q"

PNP BOOKING FORM 2A: Medical Examination Result Sheet

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

MEDICAL EXAMINATION RESULT

BLOTTER ENTRY NO: ____________

(Attach Medical Certificate)

NAME OF ARRESTING OFFICER/S:

UNIT: __________________  __________________  __________________  __________________

UNIT: __________________  __________________  __________________  __________________

NAME OF ARRESTING OFFICER/S:

UNIT: __________________  __________________  __________________  __________________

UNIT: __________________  __________________  __________________  __________________

MEDICAL EXAMINATION CONDUCTED AT: __________________  __________________  __________________  __________________

BY: DR. __________________  __________________  __________________  __________________

ON: __________________
ANNEX "R"

PNP BOOKING FORM 20B: Booking Mug Shots

NAMEOF SUSPECT: ________ (Family) ________ (First) ________ (Middle)

Blotter Entry No: ________________

FRONT VIEW
(Half Body Shot)
4R Picture Size

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

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

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

(Pro Forma available at didm.pnp.gov.ph)
MUG SHOT WALL

Right (Kanan)  Left (Kaliwa)  Barefoot (Nakapaa)

0 0 0 0 0 0 0 0
SAMPLE OF NAME TAG BOARD

Width = 13 inches
Height = 6 inches

Board Size = 6" x 13"

BLACK BOARD COLOR

HANDLE

ANNEX "T"
ANNEX “U”

PRO FORMA MUG SHOT IDENTIFICATION SHEET

DELA CRUZ, JUAN y SANTOS
MURDER – CC #1234
AUGUST 5, 2011

Font Type – Arial Bold
Font Size – 90
Line Space – 95 pt
BOOKING MUG SHOTS

NAME OF SUSPECT: _______ (Family) _______ (First) _______ (Middle)

Blotter Entry No: ________________

DELA CRUZ, JUAN y SANTOS
MURDER – CC #1234
AUGUST 5, 2011

(Pro Forma available at didm.pnp.gov.ph)
ANNE Z "V"

PNP BOOKING FORM 2-C: Ten Print Card (AFIS)

<table>
<thead>
<tr>
<th>Region</th>
<th>Province</th>
<th>City</th>
<th>Case No.</th>
<th>Arrest No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>District</td>
<td>Barangay / Zone</td>
<td>Police Station No.</td>
<td>Charge or Offense</td>
<td></td>
</tr>
<tr>
<td>Business Address / Company / School</td>
<td></td>
<td></td>
<td>Place of Arrest</td>
<td></td>
</tr>
<tr>
<td>Signature of Person Fingerprinted</td>
<td></td>
<td></td>
<td>Date of Arrest: MM DD YYYY</td>
<td></td>
</tr>
<tr>
<td>Name &amp; Signature of Official Taking Fingerprint</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Court / Final Disposition</td>
<td></td>
<td></td>
<td>Arresting Officer(s):</td>
<td></td>
</tr>
<tr>
<td>Identifying Marks</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

CRIMINAL HISTORY

<table>
<thead>
<tr>
<th>Region / Province / District</th>
<th>1st Offense</th>
<th>2nd Offense</th>
<th>3rd Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Taken</td>
<td>MM DD YYYY</td>
<td>MM DD YYYY</td>
<td>MM DD YYYY</td>
</tr>
<tr>
<td>Date of Arrest</td>
<td>MM DD YYYY</td>
<td>MM DD YYYY</td>
<td>MM DD YYYY</td>
</tr>
<tr>
<td>Case No.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Place of Arrest</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Charge or Offense</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Final Disposition</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Arresting Officer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Identifying Marks</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Remarks</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>CRIMINAL</td>
<td>PNP Control Number</td>
<td>CLASSIFICATION</td>
<td></td>
</tr>
<tr>
<td>-----------</td>
<td>--------------------</td>
<td>----------------</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td>First Name</td>
<td>Middle Name</td>
<td>Nick Name</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>Bar Code Nr</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td>Citizenship</td>
<td>Occupation</td>
<td>Written by AFS Div</td>
</tr>
<tr>
<td>Place of Birth</td>
<td>Build</td>
<td>Blood Type</td>
<td></td>
</tr>
</tbody>
</table>

**RIGHT HAND**

<table>
<thead>
<tr>
<th>THUMB</th>
<th>INDEX</th>
<th>MIDDLE</th>
<th>RING</th>
<th>LEFT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Q1</td>
<td>Q2</td>
<td>Q3</td>
<td>Q4</td>
<td>Q5</td>
</tr>
</tbody>
</table>

**LEFT HAND**

<table>
<thead>
<tr>
<th>THUMB</th>
<th>INDEX</th>
<th>MIDDLE</th>
<th>RING</th>
<th>LITTLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>N1</td>
<td>N2</td>
<td>N3</td>
<td>N4</td>
<td>N5</td>
</tr>
</tbody>
</table>

**Left Four Fingers Taken Simultaneously**

Name

Address

Date of Birth

**sex**

- Male
- Female

Citizenship

Pola Station

Arrest Nr.

Barcode Number

Written by AFS Div

**ANNEXES**

FIELD TRAINING PROGRAM 1355
ANNEX “W”

TEN PRINT
TURNOVEROFARRESTEDSUSPECTSFORM

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

__________________________

TURN OVER OF ARRESTED SUSPECT

ENTRY NO: ______ Date: __________

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

Name: ________________________________
Sex: ______ Age: ________ DOB: ___________ POB: __________
Add: ____________

Name: ________________________________
Sex: ______ Age: ________ DOB: ___________ POB: __________
Add: ____________

Name: ________________________________
Sex: ______ Age: ________ DOB: ___________ POB: __________
Add: ____________

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

This further certifies that the arrested suspect/s have been examined by

__________________________ on ____________

Rank/Name/Signature of Duty Investigator

 Rank/Name/Signature of Arresting Officer

__________________________

Received By:

__________________________

Rank/Name/Signature of Duty Jailer

Time/Date: ________________
PNP BOOKING FORM 4: Suspects Property Receipt

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

Suspect’s Personal Property Receipt Form

<table>
<thead>
<tr>
<th>Date</th>
</tr>
</thead>
</table>

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

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

Turned over by: ______________________________  Received by: ____________________________
Time/Date: ________________________________  Time/Date: ______________________________

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

________________________________________________________________________

Witnessed by: ____________________________
Time/Date: ______________________________
PNP BOOKING FORM 4: Jailer’s Receipt of Suspects Form

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

Blotter Entry No: ___________________________ Date ___________________________

JAILED RECEIPT OF SUSPECT/S

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

Name: ___________________________ Age: ________ DOB: ___________ POB: ___________<br>
Address: ___________________________
Sex: ___________________________<br>

Name: ___________________________ Age: ________ DOB: ___________ POB: ___________<br>
Address: ___________________________
Sex: ___________________________<br>

Name: ___________________________ Age: ________ DOB: ___________ POB: ___________<br>
Address: ___________________________
Sex: ___________________________<br>

Who was/were arrested by the (Rank/name) ___________________________ (designation) ___________________________<br>
on ____________ 20____ at ________ were turned over by (rank/name) ___________________________ (designation) ___________________________<br>on ____________ (time/date) to the Duty Jailer.<br>

This further certifies that the arrested suspect/s have been examined by Dr. ___________________________ on ____________ at ____________<br>(attached copy of Medical Examination results)<br>

Rank/Name/Signature of Arresting Officer/s

or

Rank/Name/Signature of Duty Investigator ___________________________ Time/Date ___________________________<br>

Rank/Name/Signature of Duty Jailer ___________________________ Time/Date ___________________________<br>

Rank/Name/Signature of Witness ___________________________
PERFORMANCE EVALUATION SHEET (PES)

<table>
<thead>
<tr>
<th>COURSE / TRAINING:</th>
<th>SUBJECT:</th>
</tr>
</thead>
<tbody>
<tr>
<td>THEME:</td>
<td>MODULE:</td>
</tr>
<tr>
<td>SCENARIO:</td>
<td></td>
</tr>
<tr>
<td>DATE:</td>
<td>VENUE:</td>
</tr>
<tr>
<td>CLASS NO.:</td>
<td>GROUP NO.:</td>
</tr>
</tbody>
</table>

**DIRECTION:** Evaluate the performance according to the following rating system:

- 4 – Excellent Performance
- 3 – Very Good Performance
- 2 – Fair Performance OR Pass
- 1 – Poor Performance Needs Improvement
- 0 – Did Not Perform Fail

**NOTE:** “A” stands for “Applicability” whether the particular criteria is applicable on the specific situation, to be determined by the FTO.

<table>
<thead>
<tr>
<th>EVALUATION CRITERIA</th>
<th>A</th>
<th>Points or Rate</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>KNOWLEDGE</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>On Applicable Laws &amp; Jurisprudence:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revised Penal Code (RA 3815) (example)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rule 113 (Arrest) (example)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>On Evidence:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Identification of Evidence (example)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Preservation of Evidence (example)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Chain of Custody (example)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>On Observance of Human Rights:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>On PNP Policy:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Miranda Doctrine (example)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>First Responder’s Role (example)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SKILLS</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>----------------------------------------------------------------------</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quick recognition of the ongoing crime / violation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ideal police response time</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Quick assessment of individual tasks (manifests clarity and presence</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>of mind)</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Calls back-up immediately</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tactical Positioning:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Appropriate Distance</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proper conduct of manual security</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proper handcuffing techniques</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proper body search</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Teamwork / Coordination</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attending to the victim’s physical, emotional and mental state (show</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ing empathy)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exercise of prudence in assessing degree of danger of the situation</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communication skills in consoling the victim or family/relatives of</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>the victim</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communication skills in establishing authority</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communication skills in handling the suspect</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Communication skills in managing witnesses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL SCORE</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

| GENERAL IMPRESSION |

<table>
<thead>
<tr>
<th>NAME</th>
<th>SIGNATURE</th>
</tr>
</thead>
<tbody>
<tr>
<td>EVALUATOR</td>
<td></td>
</tr>
<tr>
<td>ATTESTATION</td>
<td></td>
</tr>
<tr>
<td>INSTRUCTOR</td>
<td></td>
</tr>
<tr>
<td>STUDENTS</td>
<td></td>
</tr>
</tbody>
</table>
# Technical Working Group

<table>
<thead>
<tr>
<th>Name</th>
<th>Office / Unit</th>
<th>Designation</th>
</tr>
</thead>
<tbody>
<tr>
<td>PCSUPT Manuel Cesar A. Prieto 0-01025</td>
<td>DHRDD</td>
<td>Member</td>
</tr>
<tr>
<td>PSSUPT Jerome S. Baxinela 0-01497</td>
<td>DHRDD</td>
<td>Member</td>
</tr>
<tr>
<td>PSSUPT Agustin E. Senot 0-05686</td>
<td>DHRDD</td>
<td>Member</td>
</tr>
<tr>
<td>PSSUPT John Q. Sosito 0-07842</td>
<td>PNP TS</td>
<td>Member</td>
</tr>
<tr>
<td>PSSUPT Ernesto T. Barlam 0-04747</td>
<td>NCRPO</td>
<td>Member</td>
</tr>
<tr>
<td>PSSUPT Juanita S. Nebran 0-04638</td>
<td>DIDM</td>
<td>Member</td>
</tr>
<tr>
<td>PSSUPT Benigno B. Durana 0-02847</td>
<td>DO</td>
<td>Member</td>
</tr>
<tr>
<td>PSSUPT Ericson T. Velasquez 0-00690</td>
<td>DIDM</td>
<td>Member</td>
</tr>
<tr>
<td>PSSUPT Bartolome R. Bustamante 0-06951</td>
<td>CIDG</td>
<td>Member</td>
</tr>
<tr>
<td>PSSUPT Oliver S. Tanseco 0-09126</td>
<td>HPG</td>
<td>Member</td>
</tr>
<tr>
<td>PSSUPT Ely C. Pintang 0-01480</td>
<td>NCRPO</td>
<td>Member</td>
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<tr>
<td>PSSUPT Expedido M. Orilla 0-03613</td>
<td>DI</td>
<td>Member</td>
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## Secretariat

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<thead>
<tr>
<th>Name</th>
<th>Office / Unit</th>
<th>Designation</th>
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<tr>
<td>PSUPT Pamela D. Balasabas 0-08483</td>
<td>PNP TS</td>
<td>Head Secretariat</td>
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<tr>
<td>PCINSP Crisanto A. Aviles 0-16107</td>
<td>DHRDD</td>
<td>Member</td>
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<tr>
<td>PCINSP Reynaldo G. Ramos 0-16060</td>
<td>PRO MIMAROPA</td>
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<td>PCINSP Roberto V. Aldea 0-17142</td>
<td>DPCR</td>
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<tr>
<td>PCINSP Jona G. Andanar 0-16723</td>
<td>HS</td>
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<tr>
<td>PCINSP Mario C. Manahan 0-17097</td>
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<tr>
<td>PSINSP Barry F. Dolente 0-18603</td>
<td>NCRPO</td>
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<tr>
<td>PINSP Knowme L. Sia 0-23107</td>
<td>NCRPO</td>
<td>Member</td>
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</table>
RESOURCE PERSONS
(Investigation Group)

PSUPT ESMAIL P. ALI
Team Leader

PSUPT ADOLPH C. ALMENDRA
PSUPT RICHARD M. AQUITANIA
PSUPT RAYMUNDO P. GRAVELES
PSUPT ERNESTO R. MACASIL
PCINSP MARY CLAIRE S. DURUIN
PCINSP EDWIN M. ROMERO
PSINSP ZACHARY M. CAPELLAN
PINSP MARLON C. MILLENDEZ
PINSP JEFFREY P. FONTANILLA
PINSP REMEGIO V. LINGATONG
PINSP MELVIN P. SOLMAYOR
SPO1 EDSEL D. DELAPAZ
SPO1 MARCELO B. MARIÑAS
CODE-P

THE PNP STRATEGIC FOCUS FOR 2013 and Beyond

STRATEGIC FOCUS 1: COMPETENCE

- Institutionalize Policy Reform;
- Review and pursue legislative agenda;
- Improve the Field Training Program (FTP) with emphasis on Field Trojan IQ Exercise (Patrol, Traffic and First responder);
- Standardize Specialized Courses for Operational Support Staff/Units/Teams;
- Improvement of existing Non-Uniformed Personnel (NUP) courses and development of competency courses for NUPs; and
- Enhance operational procedures and practices

STRATEGIC FOCUS 2: ORGANIZATIONAL DEVELOPMENT

- Streamline the Organization;
- Implement the concept of "My IP is the Key" at all levels nationwide;
- Standardize recruitment, selection and placement of police personnel;
- Instill leadership down to the lowest level to communicate and implement change; and
- Complement or support organizational development through efficient resource management.

STRATEGIC FOCUS 3: DISCIPLINE

- Establish mechanism to determine the level of discipline of PNP personnel;
- Institutionalize reforms and mechanism to fast track the resolution of admin cases against PNP personnel; and
- Enhance Counter-Intelligence efforts against erring PNP personnel.

STRATEGIC FOCUS 4: EXCELLENCE

- Integrate the 'Subukan Nyo Po Komi' SMS Center with the PNP TXT 2920;
- Establish an effective feedback mechanism as the basis for evaluation and assessment on the performance of field units;
- Fully implement the adopted ICT-assisted based systems to support administrative functions, investigation and police operations;
- Redesign the PNP uniforms and institute safeguards against unauthorized manufacture and use; and
- Provide quality service to the people and the community.

STRATEGIC FOCUS 5: PROFESSIONALISM

- Standardize Placement and Promotion System based on merit and fitness, at all levels;
- Develop various levels of expert professionals in the organization;
- Rationalize Rewards and Incentives System and Enhance Morale and Welfare Program;
- Continuously review and update police operational procedures and other policy manuals; and
- Improve internal and external communications through proactive media program.