



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

AUG 04 2020

MEMORANDUM CIRCULAR
No.: 2020-051

**AMENDMENT OF THE TERMINOLOGIES OF THE PNP MC NO. 2018-050
ENTITLED, "GUIDELINES AND PROCEDURES IN REPORTING CRIME
INCIDENTS" AND ITS SUPPLEMENTAL GUIDELINES**

1. REFERENCES:

- a. DIDM Technical Working Group Meeting on June 17, 2020;
- b. Teleconference re PNP Command Conference, CPNPs Focus Directives and Other Matters on June 15, 2020;
- c. PNP MC No. 2018-050 Guidelines and Procedures in Reporting Crime Incidents dated January 7, 2019; and
- d. Special Report: DIDM Nationwide Validation 2019.

2. RATIONALE:

On January 7, 2019, the PNP MC No 2018-050 entitled, "Guidelines and Procedure in Reporting Crime Incidents" was approved to streamline the counting mechanism on all crime incidents nationwide. The said MC was disseminated by the Directorate for Investigation and Detective Management (DIDM) to all investigation offices, Regional Investigation and Detective Management Divisions (RIDMDs) and its personnel to include crime registrars during the 2019 DIDM Nationwide Validation.

However, because the PNP MC No. 2018-050 is a policy that replaced a decade-long system of counting crimes, stakeholders found it hard to adopt to the new terminologies and categorization of crimes. One of the major issues in the said policy is the confusion in the terminologies, such as the term "Incidents" on the title of the said MC and the terminologies "Peace and Order Index (POI) and Public Safety Index (PSI)" under its provisions.

Moreover, when the policy was disseminated to all Police Regional Offices (PROs) during the 2019 DIDM Nationwide Validation, it was revealed that several vital issues to the delivery of true crime picture were not covered by the said MC. These issues created gaps in the implementation that affected the accuracy of crime statistics. Hence, the DIDM through the inputs of Investigation Family identified the issues in its implementation. All inputs were collated and analyzed which resulted in the crafting of this amendment and supplementary provisions to fill in the gaps and further streamline the guidelines and procedures in reporting crimes.

3. PURPOSE:

This PNP Memorandum Circular amends the title of PNP MC No. 2018-050 as well as the terminologies of Peace and Order Index (POI) and Public Safety Index

**CERTIFIED TRUE COPY
FROM ORIGINAL**

Page 1 of 8


JOB L. DE MESA
Police Lieutenant Colonel
Administrative Officer

(PSI) under its provisions without changing its framework. Further, this MC supplements counting mechanism for a more comprehensive and clearer guidance.

In essence, this amendment to PNP MC No. 2018-050 is geared towards streamlining investigation processes, specifically to:

- a. Deliver a well-guided procedure in reporting, identifying, recording, and counting of crimes;
- b. Provide comprehensive guidelines by properly classifying crimes and providing specific counting mechanism;
- c. Provide a responsive tool in policing as basis for decision making, deployment, and resource allocation of the commanders in the field;
- d. Remove the stigma that the Philippines is not a safe country because of high crime rate, when in fact, majority of reported crime incidents are vehicular incidents; and
- e. Reflect true crime picture.

4. GUIDELINES:

a. General Guidelines

- 1) The title of the PNP MC 2018-050 "Guidelines and Procedures in Reporting Crime Incidents" shall be renamed as "**Guidelines and Procedures in Reporting Crimes**". This is to emphasize that the counting mechanism of the MC is felony/offense-based and not incident-based.
- 2) Peace and Order Index (POI) shall be renamed as **Peace and Order Indicator (POI)** to eliminate the confusion between the former and its sub classification such as Index and Non-Index Crimes. **Peace and Order Indicator (POI)** classification includes crimes that reflect true crime picture and peace and order situation of a community. This comprises the totality of Index and Non-Index Crimes.
- 3) Public Safety Index (PSI) shall be renamed as **Public Safety Indicator (PSI)**. It is the classification of crimes that include culpable felonies and quasi-offenses that reflect the public safety situation of a community. This comprises the totality of vehicular incidents and other quasi-offenses punishable under the RPC.

**CERTIFIED TRUE COPY
FROM ORIGINAL**

Page 2 of 8


JOB L. DE MESA
Police Lieutenant Colonel
Administrative Officer

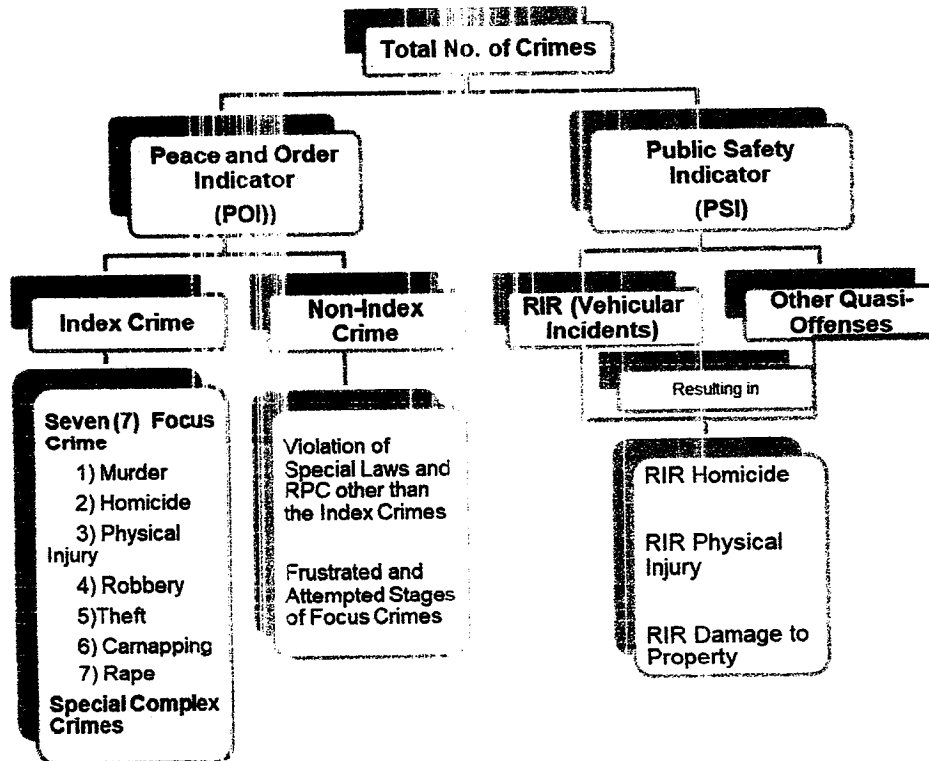


Figure 1: Conceptual Framework of PNP MC 2018-050

b. Specific Guidelines on the Counting Mechanism

As a general rule, recording of crimes shall be based on the provisions of the Revised Penal Code and Special Laws. The following specific guidelines supplement, clarify, and amend certain provisions of paragraph 10 Reporting Crime Incidents of PNP MC 2018-050 which provides the counting mechanism of crime statistics:

- 1) **Carnapping with Homicide, Carnapping with Rape, and other violations of special laws with the same nature as special complex crimes** which fall within the logical parameters of index crime, shall be treated as single and indivisible as provided by law, and shall be classified under the index crime category;
- 2) **Paragraph 10 subparagraph 13 of PNP MC No. 2018-050 is hereby amended to read as follows:**

For the purposes of accounting, the crime of **rape** shall be recorded in the following manners:

- a) **Multiple counts of rape reported in a single blotter entry** shall be recorded and counted as one offense of rape, but the number of counts the rape was committed shall be indicated.

Example: A rape X on February 14, 18 and March 22. X reported to WCPD on March 23 to narrate the incident and file a complaint.

It shall be counted as (1) offense of rape, but the number of counts the rape was committed shall be reflected in CIRAS.

- b) **Incident committed by several perpetrators on a single occasion**, shall be recorded and counted as one offense of rape indicating the number of counts the rape was committed and name of perpetrators;

Example: A, B and C gang raped X on February 14. X reported the incident to WCPD. It shall be counted as (1) offense of rape, but the number of counts the rape was committed and the number of perpetrator shall be reflected in CIRAS

- c) **Rape committed in several places with different territorial jurisdiction and reported in a single blotter entry** shall be recorded by the territorial unit which first took cognizance of the complaint/case.

Example: A raped X on February 14 in Tagaytay City, and on March 22 in Sta. Rosa City. X reported to WCPD of Sta. Rosa Police City Police Station on March 23 to narrate the series of incidents and file a complaint. It shall be counted as (1) offense of rape by Sta. Rosa City PS which first took cognizance of the complaint/case. This will prevent double entry of one (1) offense of rape committed in different territorial jurisdictions.

- 3) **Abandoned and found contraband**. The crime established based on the result of investigation in relation to abandoned and found lumber, illegal drugs, firearms and other contrabands shall be counted as such.
- 4) **Paragraph 10 subparagraph 19 of PNP MC No. 2018-050 is hereby supplemented** as follows:

“Only the Crimes under the Katarungang Pambarangay Law shall be referred to the Barangay,” otherwise it shall be a clear violation of Rules on Criminal Procedure. It will not reflect the true crime picture based on the policy that cases referred to the barangay are not included in the counting of Total Number of Crimes. If the victim and the offender settled the incident in barangay and other quasi-judicial bodies without any police intervention but was recorded in the police blotter, the same shall still be recorded and counted as crime but with a status of solved.

- 5) **Paragraph 10 subparagraph 21 of PNP MC No. 2018-050 is hereby supplemented** to read as follows:

“Violation of RPC and special laws committed by child in conflict with the law. In determining the offense committed by the child, investigators shall not record such as a violation of RA 9344 because the said law protects the welfare of CICLs and shall be considered as an offense. Instead, investigators shall record and count the actual crime committed by the CICL.”

**CERTIFIED TRUE COPY
FROM ORIGINAL**

Page 4 of 8


JOB L DE MESA
Police Lieutenant Colonel
Administrative Officer

Example: A teenage boy aged 13 years old stole a purse from a passerby. In this case, the said incident shall be recorded as a "Theft" incident and not as a violation of RA 9344.

6) **Paragraph 10 subparagraph 16 and sub paragraph 22 of PNP MC No. 2018-050 are hereby supplemented to read as follows:**

- a) **"Vehicular incidents/road crashes and other quasi-offenses** shall be counted based on the number of offenses committed and not based on Principal or Higher Offense Rule. A provision indicating the total number of road crash/vehicular incidents which may result in RIR Homicide, Physical Injury, and/or Damage to Property, as the case may be, shall be reflected in the report of crime statistics to eliminate the stigma that reckless imprudence cases are the number of incidents per se.
- b) **Incident recorded for insurance purposes/claims** shall be recorded in CIRAS if it constitutes a crime e.g. reckless imprudence resulting in damage to property while incidents as a result of "Force Majeure" e.g. floods, earthquakes, natural disaster and natural phenomenon beyond the control of man shall be recorded in physical police blotter but shall not be encoded in CIRAS because it does not constitute a crime."

c. **Responsibilities:**

- 1) **Directorate for Investigation and Detective Management (DIDM)**
 - a) Responsible for the efficient and effective implementation of this MC;
 - b) Evaluate and validate the crime reporting performance of all Police Regional Offices and NOSUs nationwide and institute appropriate measures to ensure religious compliance;
 - c) Collate, analyze, and interpret the crime data that will be generated by CIRAS;
 - d) Improve, adjust the CIRAS, and amend rules and procedure if necessary and can be used as a reference for policy formulation; and
 - e) Conduct National Validation once a year to check, ensure, and maintain the integrity and accuracy of the data being generated by the CIRAS.
- 2) **Directorate for Operations (DO)**
 - a) Assist the DIDM in the implementation of this MC; and
 - b) Perform other tasks as directed.
- 3) **Directorate for ICT Management (DICTM)**
 - a) Assist the DIDM in developing a robust program on the CIRAS, CIDMS, warrant, rogues, e-Subpoena and NPCS; and

**CERTIFIED TRUE COPY
FROM ORIGINAL**

Page 5 of 8


JOB L. DE MESA
Police Lieutenant Colonel
Administrative Officer

- b) Provide continuous technical support and update in the implementation of CIRAS, CIDMS, e-Warrant, e-Rogues, e-Subpoena and NPCCS.
- 4) **Directorate for Police Community Relations (DPCR)**
- a) Assist the DIDM in the implementation of this MC; and
 - b) Perform other tasks as directed
- 5) **National Operational Support Units**
- a) Ensure and submit certification of dissemination and full implementation of this MC down to the lowest PNP unit;
 - b) Validate, monitor and supervise the encoding in CIRAS of respective lower units;
 - c) Conduct validation every 1st week of the month for counterchecking and maintenance of integrity of data being encoded;
 - d) Ensure the accuracy of the report submitted;
 - e) Designate a Crime Registrar who shall be responsible for the maintenance and consolidation of CIRAS from lower units; and
 - f) Monitor 100% compliance of lower units to this MC.
- 6) **Police Regional Offices**
- a) Ensure and submit certification of dissemination and full implementation of this MC down to the lowest PNP unit;
 - b) Conduct validation every 1st week of the month for counterchecking and maintenance of integrity of data being encoded;
 - c) Validate, monitor and supervise the CIRAS in the PPOs/DOs/CPOs and CPS/MPS/PS levels;
 - d) Ensure the accuracy of the report submitted;
 - e) Designate a Crime Registrar who shall be responsible for the maintenance and consolidation of CIRAS from lower units; and
 - f) Monitor 100% compliance of lower units to this MC.
- 7) **Provincial Police Offices/District Offices/City Police Offices**
- a) Ensure and submit certification of dissemination and full implementation of this MC down to the lowest PNP unit;
 - b) Conduct a monthly crime trend analysis for the consumption at the provincial, district or city levels;
 - c) Ensure the accuracy of the report submitted by CPS/MPS/PS;

**CERTIFIED TRUE COPY
FROM ORIGINAL**

Page 6 of 8


JOB L. DE MESA
Police Lieutenant Colonel
Administrative Officer

Page 8 of 8

- d) Designate a Crime Registrar who shall be responsible for the monitoring of CIRAS; and
- e) Monitor 100% compliance of lower units to this MC.
- 8) **Chiefs of Police/Station Commanders**
 - a) Ensure compliance and submit certification of dissemination and full implementation of this MC;
 - b) Supervise, monitor, and ensure the proper encoding of all incidents in the CIRAS;
 - c) Maintain data for own interpretation and planning;
 - d) Designate Crime Registrars who shall be responsible for the maintenance and encoding of crime data in its area of responsibility;
 - e) Supervise the Chief, Investigation and Detective Management Branch (C, IDMB) and Crime Registrar in encoding crime incidents to CIRAS;
 - f) Ensure that all crime incidents are encoded in CIRAS within 24 hrs after they have been reported/occurred;
 - g) Designate a Court Liaison Officer who shall be responsible for the collection of all cases filed by private counsel/complainant before the Courts and the Prosecutor's Office;
 - h) Direct the liaison officer to collect cases handled by the barangay and OLEA; and
 - i) Certify to the correctness and accuracy of the data contained in the CIRAS.
- 9) **Chiefs, Investigation and Detective Management Sections/ Branches/ Divisions**
 - a) Ensure compliance and make appropriate adjustments in accordance to the provisions of this MC;
 - b) Ensure the proper encoding of all incidents in the CIRAS;
 - c) Supervise the Crime Registrar in encoding crime incidents in the CIRAS; and
 - d) Ensure that crime incidents are encoded in the CIRAS within 24 hrs after they have been reported/occurred.
- 10) **Crime Registrars**
 - a) Make appropriate adjustments in accordance to the provisions of this MC;
 - b) Properly encode the entries in the CIRAS;

**CERTIFIED TRUE COPY
FROM ORIGINAL**

Page 7 of 8

JOB L. DE MESA
Police Lieutenant Colonel
Administrative Officer

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

5. PENALTY CLAUSE:

Any violation of this MC shall be dealt with accordingly based on PNP rules and regulations. All unit Commanders shall be included in the investigation under the principle of Command Responsibility. If evidence further warrants, criminal complaints shall also be filed against those who may have committed acts or omissions contrary to the Revised Penal Code or any special penal statutes.

6. REPEALING CLAUSE:

All issuances, memoranda, rules and regulations issued by the PNP inconsistent with the provisions of this document are hereby repealed and amended accordingly.

7. EFFECTIVITY:

This MC shall take effect fifteen (15) days from filing a copy thereof at the University of the Philippines Law Center in consonance with Section 3, Chapter 2, Book VII of Executive Order 292 otherwise known as the "Revised Administrative Code of 1987," as amended.



Archie Francisco F. Gamboa
ARCHIE FRANCISCO F GAMBOA
 Police General
 Chief, PNP

Distribution:
 Command Group
 D-Staff
 P-Staff
 All RDs, PROs
 All Dirs, NSUs

CPNP Ltrs'20 S082452

S082452