



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

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MEMORANDUM CIRCULAR
NO.: 2020-045

DATABASE ON ROAD INCIDENT VISUALIZATION, EVALUATION, AND REPORTING SYSTEM (DRIVERS)

1. REFERENCES:

- a. Republic Act No.4136, The Land Transportation and Traffic Code;
- b. Revised Police Operational Procedures Revised 2013;
- c. Criminal Investigation Manual Revised 2011 (PNP-DIDM –DS-9-1);
- d. Standard Operating Procedures (SOP) No. 2012-001, PNP Memorandum Circular (MC No.2014-009) on Crime Incident Reporting System (renamed e-Blotter System on May 15, 2015);
- e. Incident Reporting System (Procedure in Reporting Incident Reports in the Police Blotter);
- f. SOP NO. DIDM 2011-008, Conduct of Crime Scene Investigation;
- g. DIDM Memorandum dated May 15, 2015; Renaming of CIRS to e-Blotter System;
- h. Philippine Road Safety Action Plan (PRSAP) 2017-2022; and
- i. MC No. 021-2017, HPG Campaign Plan Disiplinadong Driver.

2. RATIONALE:

To provide a national reporting system of road crash incidents to serve as database for evidence based road traffic safety management safety intervention to reduce the number of road crash deaths and injuries in the country.

3. SITUATION:

The **Global Status Report on Road Safety 2018** launched by **World Health Organization (WHO)** in December 2018 shows that globally, there are now **1.35 Million** deaths and more than **50 million** injuries from road crash incidents. In the country, the **Philippine Statistics Authority (PSA)** data show that more than **11,000** are reported to have died from road crashes in 2017. The same PSA data shows that there are now **31** deaths per day from road crashes in the country. The majority of said deaths and injuries are the vulnerable road users namely: motorcyclists, cyclists, and pedestrians. These deaths and injuries are estimated to cost around 3% of our gross domestic product (GDP).

One of the global initiatives concerning road safety is the **United Nations' Sustainable Development Goals (SDGs)**. SDGs are composed of 17 goals with respective targets to end all forms of poverty, fight inequalities, and discuss climate

change. Two of these goals tackle road safety namely: **Goal 3.2** is to ensure healthy lives and promote well-being for all at all ages and **Goal 11** to make cities inclusive, safe, resilient, and sustainable. The target is to reduce the number of global deaths and injuries from road accidents to 50 percent by 2020. On the other hand, it also aims to provide access to safe, affordable, accessible, and sustainable transport systems for all, improving road safety, notably by expanding public transport, with special attention to the needs of those in vulnerable situations, women, children, persons with disabilities, and older persons by 2030.

Road traffic incidents disproportionately affect low-income and middle-income countries. As the leading cause of death for people aged 15 -29 years old and the 8th cause of death worldwide in 2016, road traffic injuries may cause the loss of around 1.9 million lives each year by 2020 and may move up to the 7th rank by 2030 if no action is taken.

To guide national and local efforts in reducing the forecasted level of global road traffic fatalities, WHO launched the **Decade of Action for Road Safety 2011-2020**. The Global Plan aims to save 5 million lives, 50 million serious injuries, and 5 trillion US dollars over the decade by stopping or reversing the increasing trend in road traffic deaths worldwide. The road safety interventions are based on the five pillars namely road safety management, infrastructure, safe vehicles, road user behavior, and post-crash care.

The **Electronic Blotter System (e-Blotter)** formerly called **Crime Incident Reporting System (CIRS)** of the Philippine National Police (PNP) records all crime incidents including road crashes reported to police stations through a set of standard crime recording procedure that is focused on crime incident analysis. The e-Blotter System is the primary source of data on road crash deaths and injuries. However, the published number of deaths and injuries is still under reported due to the absence of a national road crash reporting system in the country. The reported deaths are often based on the number of victims who died on the scene of the incident or were subsequently declared dead on arrival at hospitals. The accepted WHO protocol on reporting of deaths and injuries should include such deaths that occurred up to 30 days from the time of the incidents.

The Philippine National Police shall implement a web-based and open-source system for geo-spatially recording and analyzing road crashes aptly named **Database for Road Incident Visualization, Evaluation and Reporting System (DRIVERS)**. The system will link multiple agencies, both in government and authorized private agencies involved in recording road crash, support evidenced-based interventions, and provide analytical tools to analyze the effectiveness of traffic safety measures. The system shall complement the existing **e-Blotter System** focusing on incidents of road crashes. The DRIVERS will provide evidence-based road safety interventions to concerned offices including the following:

- a. A web and mobile-device interface for recording and viewing road incidents;
- b. Robust tabular and map-based filtering and search functions;

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- c. Advanced application program interface (API) and data export and sharing features;
- d. Black spot, economic cost, and accident prediction analytical tools;
- e. Intervention tracking functionality; and
- f. A public-facing website.

The overall objective of the program is to primarily improve the efficiency, accuracy and reliability of recording, accessing, and sharing road crash data reported by the PNP and other concerned agencies that would be used in the evidence-based traffic safety management interventions for road safety and security.

4. PURPOSE:

To provide a uniform procedure in reporting road crash incidents into a web-based, open-source system and geo-spatially institutionalization of the **Database on Road Incident Visualization, Evaluation Reporting System (DRIVERS)**, the national reporting system for evidence-based intervention to reduce road crash deaths and injuries.

5. DEFINITION OF TERMS:

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

- a. Administrator – refers to the DRIVERS user who supervises and manages the uploading of information in the database. The administrators grant access and authority to analysis.
- b. Analyst – refers to the DRIVERS user who is granted access to upload road crash information into the database.
- c. Dashboard – refers to the display board of the DRIVERS showing the evaluation and visualization of road crash incidents reported in the system.
- d. DRIVERS – stands for Database for Road Incident Visualization, Evaluation and Reporting System. It is a web-based and open-source system for geo-spatially recording and analyzing road crashes.
- e. DRIVER System – refers to the system of database for road incident visualization, evaluation, and reporting.
- f. Highway Patrol Safety Officer (HPSO) -- refers to the designated road safety officer in the Highway Patrol Unit tasked primarily to monitor, consolidate, and maintain the road crash database and reports, to ensure the continuity and standard implementation of gathering,

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identifying, and recording of road crash incidents in the DRIVERS System. He is also tasked to clearly articulate with other regions and ensure that its usage and application are clearly understood.

- g. Public – refers to the DRIVERS users who have access to the dashboard only and are not granted access to upload road crash information into the database.
- h. Road Crash – refers to an incident involving at least one motor vehicle that results in death, injury or damage to property including collision with another motor vehicle(s), pedestrians or other road users, animal, road debris, buildings on all types of public roads.
- i. Road Crash Incident Report Form (RCIRF) – the standard form used for reporting road crash incidents which is filled out by traffic investigators and collated for encoding in the DRIVERS by the Road Safety Officer (RSO).
- j. Road Safety Officer (RSO) – refers to the designated and trained road crash data encoder in all traffic investigation offices/units.

6. GUIDELINES:

a. General Guidelines

The implementation of the DRIVERS shall be guided by the following principles in gathering and recording road crash incident reports for purposes of obtaining an accurate and reliable data for visualization, evaluation, analysis; and interpretation that will be used for road safety management:

- 1) The designated RSO in every Traffic Investigation office/unit shall at all times accord all persons involved in a road crash incident with due respect and courtesy, guide, assist and make available the services of the police station and ensure that all parties are fully satisfied with the necessary traffic law enforcement and/or public safety services of the PNP;
- 2) Implementation of the DRIVERS shall ensure the gathering and inclusion of all road crash data that are reported, responded and/or investigated by the police station into the system, thereby cutting the discretion of the Desk Officer and the Chief of Police in determining whether or not an incident is supposed to be recorded;
- 3) The Chief Traffic Investigator or his designated representative shall initially determine whether the incident shall be considered a road crash and endorse the complainants to the Duty Traffic Investigator who shall be the Key Responsible Officer in assigning the nature of the incident in accordance with the title as provided in the Revised Penal Code, or Special Laws;

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b. Specific Guidelines

1) Execution

- a) All road crash incidents whether reported by the victims, witnesses, or reportees must be recorded by the Desk Officer and Duty traffic Investigator, and eventually uploaded into the DRIVERS with the assistance of the Road Safety Officer; and
- b) The Road Crash Volume of a police jurisdiction shall include all incidents recorded in the Police Blotter, cases reported to the Traffic Enforcement Unit of Local Government Units (LGUs), barangay, and those from other law enforcement agencies. For the purpose of uploading the incident into the DRIVERS, a checkbox shall be provided to indicate that the incident was gathered from the LGU or by other law enforcement agencies. In the case of road crash that was reported to the police, the report must include whether the same resulted in damage to property, injuries, or deaths. Then it must also be indicated in the RCIRF if the case was amicably settled, under investigation or referred back to the police with a certification to file action.

c. Responsibilities

1) Directorate for Investigation and Detective Management (DIDM)

- a) The office responsible in the supervision of the efficient and effective implementation of this MC;
- b) Evaluate the road crash incidents reporting performance of all unit commanders and institute appropriate measures to ensure strict compliance to the MC; and
- c) Perform other tasks as may be necessary to efficiently and effectively carry out this MC.

2) Highway Patrol Group (HPG)

- a) The Office Primary Responsible (OPR) for the efficient and effective implementation of this MC;
- b) Provide training to the key PNP personnel involved in the use and operations of the DRIVERS as well as the conduct of users training at the various Police Regional Offices (PROs);
- c) Prepare periodic assessment of road crashes for the PNP and other law enforcement agencies concerned;
- d) Submit to the DIDM the regular assessment of performance of all concerned units in compliance to this MC;
- e) Provide assessment of traffic law enforcement interventions initiated and implemented by the PNP and upon request by other traffic enforcement agencies, LGUs among others;

- f) Conduct regular assessment of the system to ensure that it is updated based on current trends and need in terms of evidence-based interventions in the land transportation sector; and
 - g) Perform other tasks as may be necessary to efficiently and effectively carry out this MC.
- 3) Directorate for Information and Communications and Technology Management (DICTM)**
- a) Provide continuous technical support during the implementation, cascading, as well as the conduct of users training at the various PROs;
 - b) Assist the DIDM and the HPG in the implementation of this MC; and
 - c) Perform other tasks as may be necessary to efficiently and effectively carry out this MC.
- 4) Directorate for Comptrollership (DC)**
- a) Provide financial support for the smooth implementation of this MC; and
 - b) Perform other tasks as may be necessary to efficiently and effectively carry out this MC.
- 5) Directorate for Police Community Relations (DPCR)**
- a) Disseminate these guidelines to other stakeholders and agencies with traffic law enforcement functions;
 - b) Establish rapport with other stakeholders for their cooperation in the use and reporting of road crash incidents using the DRIVERS; and
 - c) Perform other tasks as may be necessary to efficiently and effectively carry out this MC.
- 6) Regional Directors, PROs**
- a) Ensure that all traffic investigation units of police offices/units are equipped with operational computers with DRIVER System;
 - b) Review road crash data of Provincial/District offices/units and conduct evidence-based traffic safety interventions in coordination with concerned agencies using the system for use at the Regional Level;
 - c) Monitor compliance of lower units;

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- d) Ensure that the report submitted is reflective of the actual, accurate, and true road crash situation in his area of responsibility;
- e) Coordinate with the Directors/Heads of other traffic enforcement agencies to institutionalize DRIVERS as users and encoders; and
- f) Perform other tasks as may be necessary to efficiently and effectively carry out this MC.

7) Provincial/District/City Directors

- a) Ensure faithful compliance of lower units in encoding road crash incidents into the system;
- b) Utilize the road crash visualization, evaluation system for road safety interventions in coordination with the concerned agencies in the provincial/district/city level;
- c) Ensure that the report submitted is reflective of the actual, accurate and true road crash situation in his area of responsibility;
- d) Supervise the RSO who shall be responsible for the maintenance and consolidation of road crash data from the lower units and other enforcement agencies operating at the provincial/district level;
- e) Monitor compliance of lower units; and
- f) Perform other tasks as may be necessary to efficiently and effectively carry out this MC.

8) Chiefs of Police and Station Commanders

- a) Supervise the Chief Traffic Investigator, and the RSO in the uploading of DRIVERS entries and reporting of road crash statistics to higher offices/units, and
- b) Perform other tasks as may be necessary to efficiently and effectively carry out this MC.

9) Chiefs Traffic Investigation Sections/ Branches/ Divisions

- a) Ensure the accuracy of data entered into the DRIVERS in accordance with the flow of the road crash recording process certified by the Chief of Investigation before submission to the National Headquarters. The data submitted must indicate whether the incident was recorded in the barangay blotter or other law enforcement agencies;

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- b) Gather relevant data from other agencies operating in their respective area of responsibility; and
- c) Perform other tasks as may be necessary to efficiently and effectively carry out this MC.

10) Duty Traffic Investigators

- a) Conduct interview of complainant/reportee to obtain the circumstances surrounding the road crash incident being complained of;
- b) Supervise the Road Safety Officer to ensure the proper and accurate encoding of road crash incidents into the DRIVERS;
- c) Ensure that all accomplished RCIRFs are recorded by the Desk Officer into the Police Blotter; and
- d) Perform other tasks as may be necessary to efficiently and effectively carry out this MC.

11) Investigators-on-Case (IOC)

- a) Closely monitor the progress of the case, and submit to the RSO such progress, to update entries in the DRIVERS, until resolved; and
- b) Perform other tasks as may be necessary to efficiently and effectively carry out this MC.

12) Road Safety Officer (RSO)

- a) Under the supervision of the Duty Investigator, encode entries of the road crash incident, from the RCIRF into the DRIVERS, and ensure that all road crash incidents encoded in the system are transcribed in the Police Blotter;
- b) Print three copies of accomplished RCIRF. Provide the first copy to the complainant; the second copy to the Duty Traffic Investigator; and the third copy to the Desk Officer. He shall retrieve the third copy, after the Desk Officer has transcribed the contents of the same in the Police Blotter;
- c) Consolidate the accomplished RCIRF from the Desk Officer on a daily basis;
- d) Exercise confidentiality and integrity in the handling and storage of all road crash data;
- e) Certify the correctness and accuracy of the data contained in the RCIRF;

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- f) Under the supervision of the IOC, regularly update the entries in the DRIVERS, including the number of deaths resulting from the injuries sustained during the road crash for up to 30 days thereof; and
- g) Perform other tasks as may be necessary to efficiently and effectively carry out this MC.

7. PROCEDURES:

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

- a. The Duty Traffic Investigator shall entertain and receive the report/calls from the parties involved in a traffic road crash and initially record the information into the blotter book indicating the entry number, date, time, place of occurrence, name of drivers/passengers, plate number and type of motor vehicles involved, number of deaths or injuries if any, and the nature of damages to property. Significantly, the Duty Traffic Investigator must also indicate in the Police Blotter the name of the traffic investigator who observed the scene of the incident. The entry shall be duly acknowledged with his customary signature;
- b. The Duty Traffic Investigator shall update the Road Crash Incident Report Form (RCIRF) to ensure that the number of deaths shall correctly reflect the number of injured who died within 30 days from the date of the incident due to the injuries sustained in the road crash incident;
- c. The RSO shall update the DRIVERS to ensure that the number of injured who died within 30 days from the date of the incident due to the injuries sustained in the road crash incident is reflected;
- d. The Duty Traffic Investigator shall determine if there is a need to proceed to the scene of the incident to document the circumstances necessary to identify evidence and/or probable cause relative to the culpability of parties involved. When the parties involved have already moved their vehicles away from the scene of the incident and have mutually agreed to report at the police station, the Traffic Investigation Officer shall nevertheless record all the necessary information in the Road Crash Incident Report Form (RCIRF) for the DRIVERS;
- e) The Traffic Safety Officer under the mandatory supervision of the Traffic Investigator shall commence the entry of data into the CIRS, supplying all the information obtained from the complainant as to his personal circumstances, the victim, as well as other information on the profile of the suspect as described in the narrative of the incident.
- f) The Duty Traffic Investigator and the complainant shall review the information and the summary details of the incident provided by the latter;

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- g) Upon reviewing, if the complainant has no correction or additional information, the RSO shall thereafter upload the data into the DRIVERS, assisted by the Duty Traffic Investigator otherwise the same shall go back to the data entry mode and incorporate the corrections made to be reviewed again by the complainant until the final corrections have been made;
- h) Three copies of the RCIRF shall be printed by the Road Crash Officer, which shall be signed by the Duty Traffic Investigator and the complainant. The first copy of the signed IRF shall be provided to the complainant. This shall serve as receipt and a proof that the client has been attended to by the key responsible officers designated in this MC. The second copy shall be kept by the Traffic Investigator and shall be the first document in the case folder. The third and last copy shall be given to the Desk Officer and it shall be returned to the Road Safety Officer after the former has transcribed the details of the RCIRF in the Traffic Office/Unit Police Blotter.
- i) The contents of the third copy of the accomplished RCIRF shall be transcribed and entered into the Traffic Office/Unit Police Blotter by the Desk Officer. The same incident being entered in the blotter book from the second time shall indicate the IRF number and the initial (first entry) entry number in the Police Blotter as references. This second entry of the incident into the blotter book shall contain a second entry number, date and time of the reception of the IRF, the details of the IRF, signature of both the Desk Officer and the RSO, and the disposition of the incident or case, as applicable.
- j) The Desk Officer shall make a daily accounting of all crime incidents reported in the traffic unit/office police station and referred to the Duty Traffic Investigator during his tour of duty. The list shall likewise be subjected to follow up and review as to the status of the incidents referred by him to the Duty Traffic Investigator;
- k) The Duty Traffic Investigator shall ensure that all signed RCIRF acted upon by him and the RSO shall be written down and contained in the Police Blotter of the traffic office/unit detailing the RCIRF number, narrative of the incident, and the disposition of the case; and
- l) In the event that there is no Internet connectivity in the workstation where the road crash incident is being encoded to, the preceding procedures still apply. However, immediately thereafter, the Road Safety Officer should bring a soft copy of the same to the nearest police office/unit with Internet connection for uploading into the DRIVERS.

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8. ADMINISTRATIVE SANCTION:

The following persons shall be held liable based on the prescribed guidelines of this PNP MC:

- a. *Key Responsible Officers*, as defined in this MC, shall be subjected to administrative relief and Pre-Charge Investigation for failure to report, encode, and update road crash incidents into the DRIVERS; and
- b. *Directors of CPOs, PPOs, NCRPO Police Districts, PROs and Chiefs of Police of MPS/CPS* shall be subjected to administrative relief and Pre-Charge Investigation for Command Responsibility, for failure to supervise the encoding and submission of road crash data to higher headquarters.

9. EFFECTIVITY:

This PNP MC shall take effect after 15 days from the filing of a copy hereof at the University of the Philippines Law Center in consonance with sections 3 and 4 of Chapter 2, Book VII of Executive Order Number 292, otherwise known as the "Revised Administrative Code of 1987," as amended.



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