



Republic of the Philippines
National Police Commission
PHILIPPINE NATIONAL POLICE
DIRECTORATE FOR INVESTIGATION AND DETECTIVE MANAGEMENT
SCHOOL FOR INVESTIGATION AND DETECTIVE DEVELOPMENT
DIDM Annex, PNPTS Compound, Camp Crame, Quezon City



A-05-7rd
MEMORANDUM

FOR : TDIDM
THRU : DDIDM
Ex-O
FROM : C, SIDD
SUBJECT : **Guidelines on the Transfer of Investigators**
DATE : May 16, 2017

1. References:

- a. DIDM Memorandum dated February 13, 2017, with Subject: Utilization of Funds for Investigation Competency Trainings CY 2017;
- b. Memorandum from OIC, PNP/TDCO dated February 27, 2015, with Subject: Relief of Investigators without Investigative Trainings; and
- c. DIDM Memorandum dated October 18, 2013, with Subject: Graduates of Investigation Course.

2. This pertains to the proposed Investigative Directive (ID) setting the Guidelines to be observed on the Transfer of Investigators.

3. The Directive was sent to the different Divisions for their comments and additional inputs. Comments and suggestions have been considered and incorporated in the ID.

4. Request approval and signature on the attached ID

OMEGA JIREH D FIDEL
Police Senior Superintendent

Attached: a/s



Republic of the Philippines
National Police Commission
NATIONAL HEADQUARTERS, PHILIPPINE NATIONAL POLICE
DIRECTORATE FOR INVESTIGATION AND DETECTIVE MANAGEMENT
Camp Crame, Quezon City



A-02

MAY 31 2017

DIDM INVESTIGATIVE DIRECTIVE
NUMBER 2017 - 16

GUIDELINES ON THE TRANSFER OF INVESTIGATORS

1. REFERENCES:

- a. DIDM Memorandum dated February 13, 2017, with Subject: Utilization of Funds for Investigation Competency Trainings CY 2017;
- b. Memorandum from OIC, PNP/TDCO dated February 27, 2015, with Subject: Relief of Investigators without Investigative Trainings;
- c. DIDM Memorandum dated October 18, 2013, with Subject: Graduates of Investigation Course;
- d. NHQ CMC No. 49/13, Case Review Committee to Evaluate Dismissed Cases Related to Illegal Drugs, Heinous and Sensational Crimes dated October 2, 2013;
- e. NAPOLCOM MC No. 2013-002, Professionalizing the PNP Field Investigation Service through the Implementation of a Certification Program for Field Investigators of the PNP and Promulgating Guidelines for the Purpose dated March 19, 2013;
- f. NHQ LOI 01/11, Criminal Investigation Course (CIC) dated January 21, 2011;
- g. DIDM Training Directive No. 2011-07, Investigation Officer Basic Course (IOBC) dated September 2011;
- h. LOI 12/09, Unit Crime Periodic Report (UCPER) dated April 22, 2009;
- i. NHQ MC No. 2005-010, Standardized Functional Set Up for PNP Investigation and Detective Management Offices dated July 7, 2005;
- j. DIDM Next Generation Investigation Solution (NGIS) Project on Case Information Data Management System (CIDMS); and
- k. TF USIG Case Reviews and Conferences.

2. RATIONALE:

Since 2011, the Directorate for Investigation and Detective Management (DIDM) is implementing the conduct of investigation competency trainings PNP-wide aimed at increasing the level of performance of investigators as well as enhancing public confidence on the effectiveness of police investigation services. Subsequently, all Regional Directors, PROs were directed to relieve investigators without formal investigative trainings and to assign PNP personnel who are graduates of investigation courses (IOBC, CIC and its equivalent trainings) to any investigative position in order to utilize their acquired skills and knowledge in investigation to increase crime solution efficiency.

To date, the School for Investigation and Detective Development (SIDDD), DIDM with the support of the Regional Investigation and Detective Management Divisions (RIDMD), PROs has conducted a total of 78 classes of Investigation Officer Basic Course (IOBC) with 3,662 PCO graduates and 496 classes of Criminal Investigation Course (CIC) with 26,211 PNCO graduates.

On several occasions, the DIDM has also conducted case reviews of TF USIG cases and major crimes at the different PROs aimed at identifying investigative lapses and increasing the level of airtightness of cases for the successful prosecution and resolution of cases.

Based on the findings of the DIDM Case Review Teams, it was observed that deficiencies noted are typical gaps on the part of the investigation units/offices to include unit commanders. Among these are: frequent change of investigators brought about by reassignment, poor record-keeping/documentation, no proper turn-over of the case/case folder between the outgoing and the incoming investigators, and no investigator assigned on the case that was handled and left by the previous investigator.

3. GUIDELINES:

In order to avoid the repetition of recurrent lapses and to ensure a systematic case management, it is imperative to establish a mechanism which prescribes the guidelines on the transfer of investigators. This is to emphasize to PNP personnel designated as investigators of their responsibility in handling crime investigation and tracking the development of the case. The record-keeping is one of the most important aspects in the management of investigation which reflects not only the accurate account of the investigation but also the quality of the investigation service.

Henceforth, NO INVESTIGATOR SHALL BE REASSIGNED OR TRANSFERRED WITHOUT PROPER CLEARANCE AND REPLACEMENT. Investigators from City/Municipal Police Stations (C/MPS) who are seeking transfer to other PNP units/offices must secure first a Clearance from the Regional Investigation and Detective Management Division (RIDMD) duly endorsed by the Provincial Investigation and Detective Branch (PIDMB) as recommended by the Chief of Police (COP). Said clearance shall be a requisite for transfer of investigators in addition to the requirements of the Regional/Provincial Personnel and Human Resource Development Division (R/PPHRDD) prior issuance of reassignment order.

Before the issuance of clearance, investigators who are requesting for reassignment shall execute an affidavit of undertaking which contains the following, among others:

- a. That all case folders being investigated and handled by him/her (outgoing investigator) has been properly turned-over to the incoming investigator;
- b. That the replacement (incoming investigator) is a graduate of Criminal Investigation Course (CIC) or any equivalent investigation training (CRIDEC and CIDDC); and

- c. That he/she (outgoing investigator) has encoded all his/her cases into the Case Information Database Management System (CIDMS).

Likewise, INVESTIGATORS WHO ARE DUE FOR RETIREMENT MUST SECURE A CLEARANCE from the RIDMD duly endorsed by the PIDMB as recommended by the COP. They shall submit same undertaking that they have complied with the foregoing.

The RIDMDs shall inform this Directorate (Attn: ITD and TF USIG) on any movement of investigators and of the name of the incoming investigator for the purpose of updating their respective CIDMS account.


4. RESPONSIBILITY:

Office heads/unit commanders are reminded on the NHQ policy regarding the strict prohibition in using transfer of personnel as a form of punishment/correction. Instead, they are expected to fully exercise their disciplinary authority over their erring personnel.

Unit commanders and concerned supervisors shall be held responsible and accountable under the Doctrine of Command Responsibility for non-observance of this Directive. Any violation thereof shall be dealt with accordingly under NAPOLCOM Memorandum Circular No. 2016-002.

5. EFFECTIVITY:

This Investigative Directive takes effect immediately upon approval.


AUGUSTO M. MARQUEZ, JR
Police Director

Distribution:

RDs, PROs
Dirs, NOSUs

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PNP Command Group
Directorial Staff