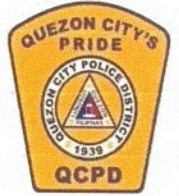




Republic of the Philippines
 NATIONAL POLICE COMMISSION
PHILIPPINE NATIONAL POLICE, NATIONAL CAPITAL REGION POLICE OFFICE
QUEZON CITY POLICE DISTRICT

Camp PMGen Tomas B Karingal, Sikatuna Village, Quezon City



Standard Operating Procedure
Number 2025-03-001

GUIDELINES AND PROCEDURES IN ACCOMPLISHING AND SUBMISSION OF CUSTODIAL DEBRIEFING REPORT (CDR)

1. REFERENCES:

- a. Republic Act No. 7438 dated April 27, 1992; entitled, "An Act Defining Certain Rights of Person Arrested, Detained or Under Custodial Investigation as well as the Duties of the Arresting, Detaining and Investigating Officers, and Providing Penalties for Violations thereof";
- b. PNP Memorandum Circular No. 2018-027 dated June 28, 2018 entitled, "Guidelines and Procedures in the Management and Supervision of all PNP Custodial Facilities and Persons Under PNP Custody";
- c. Joint Sub-Committee on Validation and Adjudication on Watch-listed Illegal Drug Personalities (SC on VAWIDP) Memorandum Circular No. 01-2015 dated February 21, 2025, The Supreme Court (SC) has a ruling regarding VAWIDP (Violence Against Women and their Children, including Disability) Memorandum Circular No. 01-2015, specifically focusing on the CDA's (Community Development Authority) MC No. 2015-01, which outlines revised guidelines for cooperative registration; and
- d. Investigation Solution Automatic Verification (ISAV).

2. BACKGROUND:

The PNP e-Projects, also known as the Next Generation Investigation Solutions (NGIS), are advanced electronic database systems designed to enhance crime investigation, reporting, and analysis within the Philippine National Police (PNP). These include the Crime Information, Reporting, and Analysis System (CIRAS), formerly known as e-Blotter, an electronic system for recording crime incidents reported to police stations; Case Information Database Management System (CIDMS), a centralized platform for managing case files and tracking case developments; Enhanced e-Warrant System, a tool for monitoring and tracking warrants more efficiently; e-Subpoena System, a system that facilitates the management and tracking subpoenas; e-Rogues Gallery System, a digital database of wanted persons, granting police stations swift access to criminal images and records; and other related projects.

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In 2024, the National Capital Region Police Office (NCRPO), under the leadership of PMGEN JOSE MELENCIO C NARTATEZ, JR, the then Regional Director, launched the Investigation Solution Automatic Verification (ISAV) to quickly verify all apprehended criminal offenders and suspects of their past criminal records or involvement. It plays a crucial note in identifying repeat offenders, with the certification serving as an additional document and evidence in criminal litigations for court's appreciation of the recidivist acts of the accused.

Recognizing its effectiveness, the QCPD, under the direction of the Acting District Director, PCOL MELECIO M BUSLIG, JR, has committed to continuing and institutionalizing this initiative. This proactive approach is expected to become an emerging best practice within the QCPD, further strengthening its crime prevention and investigation capabilities.

One of the primary mandates of the PNP is to enforce the law by apprehending criminal offenders and bringing them to justice. Part of this duty includes obtaining critical intelligence from Persons Under Police Custody (PUPCs). While statements obtained through custodial debriefing may be inadmissible in court proceedings, they hold significant intelligence value to establish criminal diagrams, identify "modus operandi", and leads for focused law enforcement operation.

Unfortunately, there is currently no written policy or directive from higher headquarters governing the CDR process. This lack of institutional guidance often results in inconsistencies, inefficiencies, and even neglect in its implementation, ultimately undermining the full potential of database-driven policing. Establishing a standardize approach to custodial debriefing is essential to ensuring that intelligence gathered is effectively utilized to enhance overall law enforcement efficiency and crime prevention strategies.

3. PURPOSE:

This Standard Operating Procedure (SOP) shall establish the guidelines and procedures for accomplishing and submitting the Custodial Debriefing Report (CDR). It shall ensure the proper documentation and processing of intelligence obtained from arrested suspects. The gathered information shall be utilized for anti-criminality operations and strategic law enforcement interventions across the Quezon City Police District (QCPD).

4. SCOPE OF APPLICATION:

This SOP applies to all operating units of QCPD. It mandates that custodial debriefing be conducted for all apprehended PUPCs to ensure effective intelligence gathering and crime prevention efforts.

5. DEFINITION OF TERMS:

- a. Custodial Debriefing Report (CDR) - is a document used by the Philippine National Police (PNP) to record the details of an interview or debriefing

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conducted with a person who is in police custody. The CDR serves as a record of the interview, including the questions asked, the answers given, and any other relevant information.

- b. Information Report (IR) - formerly known as Information Transmittal Sheet (ITS) which requires the reporter to specifically identify the human source/s of information, ensures integrity/accuracy of information gathered/reported, check the veracity of information gathered and be accountable for the reported information.
- c. Investigation Solution Automatic Verification (ISAV) - a system used to quickly verify a certain personality of his/her record in the PNP e-Projects also known as Next Generation Investigation Solution.
- d. Person Under Police Custody (PUPC) - formerly known as a "detainee," refers to individuals arrested and temporarily held in PNP custodial facilities for custodial investigation or awaiting court orders. PUPCs are individuals who have been arrested by the PNP and are being held in a PNP custodial facility.
- e. Revealed Drug Personality (RDP) - refers to a person revealed by a PUPC who was apprehended due to an illegal-drug case, and said person is either the source (upline) or clientele/cohort (downline) of the PUPC.
- f. Revealed Personality (RP) - refers to a person revealed by a PUPC who is his cohort in committing crimes or has direct or indirect involvement in crimes.
- g. Torture - refers to an act by which severe pain or suffering, whether physical or mental, is intentionally inflicted on a person for such purposes as obtaining from him/her or a third person information of a confession; punishing him/her for an act or a third person has committed or is suspected of having committed; or intimidating or coercing him/her or a third person or for any reason based on discrimination of any kind, when such pain or suffering is inflicted by or at the instigation of or with consent or acquiescence of a person in authority or agent of person in authority. It does not include pain or suffering arising only from, inherent in or incidental to lawful sanctions.

6. POLICIES:

- a. All operating units of QCPD shall ensure that every arrested suspect should undergo custodial debriefing and that a CDR is duly accomplished. A 1:1 ratio shall be observed (One CDR per PUPC). *The standard CDR is attached as ANNEX "A" and shall form an integral part of this SOP;*
- b. CDR is categorized into two classifications:
 - 1) Illegal Drugs; and



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2) Criminality;

- c. Illegal Drug CDRs with Revealed Personalities (RP) either upline (source or on a higher status than the revealer) or downline (below the revealer or customer per se) shall compulsory be identified in their TRUE NAMES with other important details such as, but not limited to, citizenship, gender, civil status, age, birth date/place, educational background, complete address, criminal record/involvement, picture of the RP, and other essential information. On instances that RP is only in "ALIAS" or A.K.A., necessary details and description shall also be recorded (i.e.: identifying marks, mannerism, tattoo, physical built, etc). Revealed Drug Personalities shall be classified as prescribed in the JSC on VAWIDP MC No. 01-2015 dated February 21, 2025. Matrix on Arrested Drug Suspects shall likewise have an attached link diagram based on their revelations to include volume/quantity of illegal drugs they sell on a certain period;
- d. Revealed Drug Personalities (HVI or SLI) either upline or downline shall have a submitted Information Report (IR) and shall be included as priority targets for Focused Law Enforcement Operation by QCPD Drug Enforcement Units;
- e. Criminality CDRs from non-drug related arrested suspects shall also contain the data applied in the above provisions, thus, include also details of their cohorts, "Modus Operandi", area of operation, source of firearms (if firearms were involved in their committed crimes), and other crucial information with possible intelligence value and shall be included as priority target for Focused Law Enforcement Operation by QCPD Operating Units;
- f. Revealed Personality (RP) on criminality CDR shall have an accomplished submitted IRs and be included in the target list of QCPD Operating Units; and
- g. Focal person of CDR must be an intelligence course graduate or must be issued with a security clearance due to the sensitivity of information to be handled.

7. PROCEDURES:

- a. Arresting Officers, under the supervision of the Team Leader of the operation, shall be the primary responsible in accomplishing the CDR before its submission to DID. During custodial debriefings, the rights of person arrested, detained, or under custodial investigation as prescribed under Republic Act No. 7438, along with all existing protocols, decorum, and the observance of the Rule of Law, shall be strictly upheld and followed;
- b. The SOP Secretariat and Focal Persons from the DID shall closely monitor the system of acquiring and tracking all submitted CDRs on a daily basis. A



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monitoring chart with ranking shall be readily available and presented weekly during staff conference or as needed; and

- c. All accomplishments, especially the significant ones, stemmed from this SOP shall be properly documented from conception to completion of the operation for archival and reference purposes.

8. RESPONSIBILITIES:

a. DID

- 1) Office of Primary Responsibility (OPR) in the implementation of this SOP;
- 2) Designate C, IRS as the secretariat of this SOP and designate two focal persons to act as action PNCOs with the minimum rank of Police Corporal;
- 3) Establish a process flow or system in the acquisition and monitoring of CDRs and ensure to have an updated chart with all the attachments readily available to be presented if the need arises;
- 4) Reposit, safe-keep, and manage the archival of CDRs; and
- 5) Perform other tasks as directed.

b. DIDMD

- 1) Co-OPR of this SOP;
- 2) Ensure that all arrested suspects are being checked in the ISAV system; and
- 3) Perform other tasks as directed.

c. DPRMD

- 1) Issue appropriate orders to the Secretariat and Focal Persons who are directly responsible in ensuring the facilitation of this SOP; and
- 2) Perform other tasks as directed.

d. DOD

- 1) Provide strategic direction in the operational aspect relative to the implementation of this SOP; and
- 2) Perform other tasks as directed.

e. DLD

- 1) Provide logistical support in the implementation of this SOP; and

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- 2) Perform other tasks as directed.
- f. **DCADD**
- 1) Provide support in the information operation of promoting this SOP; and
 - 2) Perform other tasks as directed.
- g. **DCD**
- 1) Provide financial support in the implementation of this SOP; and
 - 2) Perform other tasks as directed.
- h. **DICTMD**
- 1) Provide technical support in the implementation of this SOP;
 - 2) Delegate an IT Focal Person in formulating template presentations and MS Excel data organizing in coordination with the OPR Secretariat/and Focal Persons; and
 - 3) Perform other tasks as directed.
- i. **CIDU**
- 1) Shall supervise and monitor the implementation of this SOP;
 - 2) Establish priority target list, target matrix, and link diagram based on the revelations from CDR that are related to Heinous/Significant Crimes (Crime against person and property); and
 - 3) Perform other tasks as directed.
- j. **DSOU**
- 1) Shall supervise and monitor the implementation of this SOP;
 - 2) Establish priority target list, target matrix, and link diagram based on the revelations from CDR that are related to loose firearms operations and anti-illegal gambling operations; and
 - 3) Perform other tasks as directed.
- k. **DDEU**
- 1) Shall supervise and monitor the implementation of this SOP;
 - 2) Establish priority target list, target matrix, and link diagram based on the revelations from CDR that are related to illegal drugs operations; and
 - 3) Perform other tasks as directed.

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l. DACU

- 1) Shall supervise and monitor the implementation of this SOP;
- 2) Establish priority target list, target matrix, and link diagram based on the revelations from CDR that are related to car/motor-napping operations; and
- 3) Perform other tasks as directed.

m. Police Stations 1 to 16

- 1) Station Commanders shall supervise and monitor the implementation of this SOP;
- 2) Establish priority target list, target matrix, and link diagram based on the revelations from CDR that are related to illegal drugs and all forms of criminality in respective AORs; and
- 3) Perform other tasks as directed or as necessary.

9. Coordinating Instructions:

- a. Based on the CDRs of arrested drug suspects, DDEU and Police Stations shall have their respective data of estimated illegal drugs proliferating on their AORs. Secretariat of DID shall collate the said data and shall be readily available anytime for presentation;
- b. All Operating Units that have successful operations which stemmed from this SOP (information from CDRs) shall mention the same on the spot report for immediate appreciation;
- c. Cascade this SOP to all personnel and submit AAR to DID (Attn: IRS) with attached action pictures and with duly signed attendance sheet during the cascading activity. 100% attendance is a must (all personnel shall be cascaded);
- d. Strict adherence to the POPM Revised 2021, existing SOPs and directives, and the Rule-of-Law, shall at all times be observed; and
- e. Avoid any form of abuse during custodial debriefing.

10. ADMINISTRATIVE SANCTIONS:

Chiefs of Offices/Units and Station Commanders are directed to strictly comply with this SOP. Non-compliance, negligence, or irregularities in its implementation shall be subject to appropriate administrative sanctions in accordance with existing policies and regulations.



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11. REPEALING CLAUSE:

All other SOPs, directives, and issuances of the QCPD contrary to this SOP are hereby rescinded.

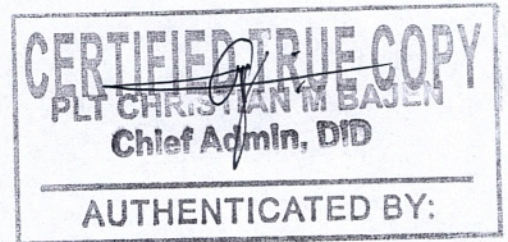
12. EFFECTIVITY:

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


MELECIO M BUSLIG, JR
Police Brigadier General
District Director

Attachment:
- ANNEX "A"

Distribution:
Command Group
D-Staff
OIC, DMFB
SCs, PS 1 to 16
Chiefs, CIDU, DDEU, DSOU, and DACU
DESPO



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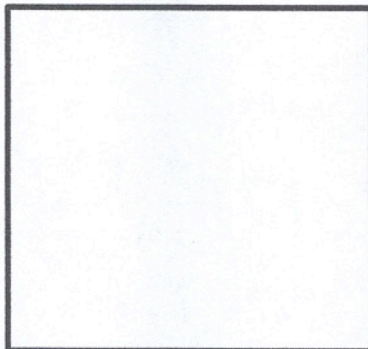
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CUSTODIAL DEBRIEFING REPORT



SUBJECT :

DATE :

I. BACKGROUND:

II. PERSONAL HISTORY STATEMENT

A. PERSONAL DATA:

Name :
Alias :
Sex :
Date of Birth :
Place of Birth :
Age :
Marital Status :
Citizenship :
Educational Attainment :
Address :
Ethnic Group :
Dialect Spoken :
Occupation :
Number of Children :
Religion :

B. PHYSICAL DESCRIPTION

Height :
Weight :
Built :
Complexion :
Color of Eyes :
Color of Hair :
Distinguishing Mark :

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C. FAMILY BACKGROUND

Husband/s :
First Wife :

Address :
Date and Place
of Marriage :

Husband/s :
Address :
Date and Place
of Marriage :

CHILD/REN			
NAME	AGE	ADDRESS	OCCUPATION
From First Wife			
From Second Wife			

Name of Father :
Place of Birth :
Present Address :

Occupation :
Nationality :

Name of Mother :
Place of Birth :
Present Address :
Occupation :
Nationality :

Brothers and Sisters:

NAME	AGE	ADDRESS	OCCUPATION

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D. EDUCATION

Name of School	Location	Inclusive Date

E. PLACES OF RESIDENCE SINCE BIRTH:

Address	Year

F. EMPLOYMENT/ SERVICE RECORD:

I. LANGUAGE AND DIALECTS (Indicate ability as FLUENT, FAIR or POOR):

IV. CHRONOLOGY OF INVOLVEMENT:

V. REVELATIONS:

VI. OBSERVATION/ANALYSIS:

VII. RECOMMENDATIONS/REMARKS

INTERVIEWERS:

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