

**DENR Administrative Order
No. 35
September 19, 1994**

SUBJECT : Guidelines Governing the Implementation and Monitoring of the DENR National Crime Reporting System.

Pursuant to Executive Order No. 386 entitled "Establishing a National Crime Information System (NCIS), Providing the mechanisms therefore and for other similar purposes" and in recognition of the role of the Department as one of the Pillars of Law Enforcement (PLE), the following guidelines are hereby promulgated:

CHAPTER I

TITLE, PURPOSE, OBJECTIVES AND SCOPE

Sec. 1 Title

This Administrative Order shall be known as the "DENR National Crime Reporting System Guidelines."

Sec. 2 Purpose

- 2.1 Provide a nationwide basis for crime statistics on violators of Environment and Natural Resources(ENR) laws;
- 2.2 Prescribe the procedure in the preparation, collection, interpretation and dissemination of crime reports;
- 2.3 Provide a complete coverage on crime reporting, monitoring and feedback mechanism; and
- 2.4 Delineate the responsibilities of units concerned.

Sec. 3 Objectives

- 3.1 To have an accurate picture of the overall crime situation in the country by providing;
 - 3.1.1 Direction to national and local law enforcement agencies in their campaign against criminality; and
 - 3.1.2 Guidance to policy-making bodies in the formulation of policies designed to prevent, control and/or minimize the incidence of crime;
- 3.2 To provide a report linkage among the five (5) major components of the Criminal Justice System (CJS), namely, Law Enforcement, Prosecution Courts, Corrections, and the Community;
- 3.3 To institutionalize the National Crime Reporting System (NCRS) Form 1 as an integral part of the investigation report;
- 3.4 To assist in the identification and apprehension of ENR law violators; and
- 3.5 To help reduce crime through better planning and use of manpower, equipment and government resources.

Sec. 4 Scope

The DENR Law Enforcement Unit (DENR-LEU) shall render reports on violation of Forestry, Wildlife, National Parks and Protected Areas, Mining, Lands, and Environmental Laws, rules and regulations as listed in Annex "A" which is made as integral part hereof.

CHAPTER II

PROCEDURE

Sec. 5 Responsibility of Reporting

- 5.1 All DENR Regional Offices, Provincial Environment and Natural Resources Offices (PENROs), Community Environment and Natural Resources Offices (CENROs), including all Task Forces, mobile and established Monitoring Checkpoints in different Regions, Provincial Environment and Natural Resources Officers (PENROFs) and Community Environment and Natural Resources Officers (CENROFs), as the case may be, that took initial cognizance of the case shall prepare a report of crimes that occurred in their respective areas of operation using NCRS Form 1 (Annex "B" and made an integral part hereof);
- 5.2 The Special Concerns Office (SCO), thru its Special Actions and Investigation Division (SAID), shall monitor, collate and interpret all NCRS Form 1 submitted by the Regional Offices which will be turned over to the Philippine National Police (PNP) Directorate for Investigation;
- 5.3 NCRS Form 1 shall be made a mandatory enclosure and integral part of Investigation Reports; and
- 5.4 Submission of NCRS Form 1 to the Office of the Secretary shall always be accompanied by the Unit Investigation Report.

Sec. 6 Number of Copies

NCRS Form 1 shall be accomplished in five copies to be distributed as follows:

- Original - General Headquarters, PNP
Attn.: PNP Computer Center
- Duplicate - DENR Central Office
Attn.: Special Concerns Office
- Enclosures: - Unit Investigation Report
- Seizure Receipts
- Triplicate - Regional Office File
- Quadruplicate - PENRO/CENRO File
- Quintuplicate - Unit File

Sec. 7 Frequency of Reports

The frequency of reporting of accomplished NCRS Form 1 shall be made weekly by the CENROs, the Task Forces, Checkpoints and other ENR Law Enforcement Units to the PENROF concerned; every end of the month by the PENROF to the Regional Executive Directors (REDs); every first week of the following month by REDs to the Central Office thru the SCO; and every second week of the following month by the SCO to the PNP General Headquarters thru the Directorate for Investigation.

Sec. 8 Flow of Reports

The flow of reports shall be as illustrated in Annex "C" and which is made an integral part hereof.

CHAPTER III

RESPONSIBILITIES

Sec. 9 Special Concerns Office (Thru its Special Actions and Investigation Division)

- 9.1 Assume directorial staff responsibility over this project;
- 9.2 Monitor the effective and smooth implementation of the objectives of this project;
- 9.3 Evaluate the reporting performance of all units and institute appropriate measures to ensure strict compliance;
- 9.4 Assume responsibility for the monitoring, interpretation of crime tables or violations of laws, rules and regulations;
- 9.5 Prepare periodic assessment of crime and/or violations of ENR laws for the Secretary;
- 9.6 Document and monitor all violations of ENR laws, rules and regulations; and
- 9.7 Submit all NCRS Form 1 to the Directorate for Investigation, General Headquarters, PNP.

Sec. 10 Regional Executive Directors

- 10.1 Compile regional crime data reported by the law enforcement units within their respective jurisdictions;
- 10.2 Distribute NCRS forms to field units and maintain stock levels for regional requirement in coordination with the SCO;
- 10.3 Liaise with the DENR Central Office on crime data required at the regional level;
- 10.4 Monitor and follow-up NCRS compliance by lower units;
- 10.5 Submit the accomplished Original and Duplicate NCRS Form 1 using the fastest mailing service to the SCO (Attn.: SAID); and
- 10.6 Keep the NCRS Form 1 on file.

Sec. 11 Provincial Environment and Natural Resources Officers (PENROs)

- 11.1 Distribute to and collect from CENRO and other law enforcement units in his jurisdiction the NCRS Form 1;
- 11.2 Submit all accomplished NCRS Form 1 collected to the Regional Office for consolidation and accounting purposes;
- 11.3 Attach the NCRS Form 1 duplicate with the Investigation Report and other supporting documents to be forwarded to the SCO thru the SAID by the Regional Office; and
- 11.4 Keep the NCRS Form 1 on file.

Sec. 12 Community Environment and Natural Resources Officers (CENROFs) and other Law Enforcement Units

- 12.1 The CENROFs and other law enforcement units shall accomplish and use reproduced copies of the NCRs Form 1 provided the filled-up forms are certified by their Administrative Officers prior to their submission to the PENRO; and
- 12.2 To keep the NCRS Form 1 on file.

CHAPTER IV

Sec. 14 Instructions for Accomplishing NCRS Form No. 1

The instructions for accomplishing NCRS Form No. 1 are in Annex "D" which is made an integral part hereof.

CHAPTER V

REPEALING CLAUSE

All provisions of DENR Administrative Orders, Memorandum, Circulars or other official issuances not consistent herewith are hereby deemed repealed or amended accordingly.

CHAPTER VI

EFFECTIVITY

This Order shall take effect immediately and shall remain valid unless revoked or amended in writing.

SO ORDERED.

Quezon City, Philippines, September 15, 1994.

ANGEL C. ALCALA
Secretary