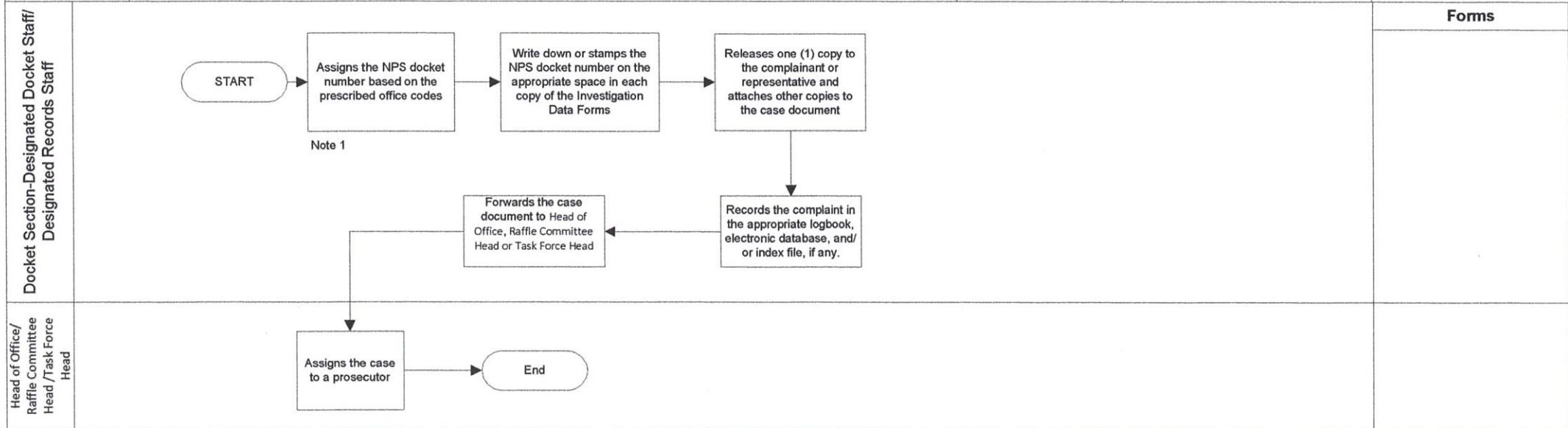




Process Title	Docketing and Recording of a Criminal Complaint	Document Number	DOJ-PM-NPS02-002	Page 1 of 1
		Revision	0	
		Effective Date	01 August 2018	
Objective	To establish process in assigning docket number to complaints accepted for P.I. and Inquest Proceedings			



WORK INSTRUCTIONS

Note 1

Part	Explanation	Possible Codes
1	NPS region and OSCP number represented by Roman numerals	I, II, III, etc.
2	Provincial/City office (2-digit number) Plus provincial substation, if any (small letter)	01, 02, 03, etc. 01a, 01b, etc.
3	Type of investigation	<ul style="list-style-type: none"> INV for regular preliminary investigation and summary investigation INQ for inquest case
4	Date using the last two digits of the year plus a capital letter from A to L, representing the months from January to December, in sequence	08A = 2008, January 09C = 2009, March
5	Series number, represented by a 5-digit number that is unique for the year	00173, 00254, etc.

Examples:

- I-0-INV-08A-00001
 - I - Region I
 - 01 - ORSP
 - INV - preliminary investigation or summary investigation
 - 08 - year 2008
 - A - month of January
 - 00001 - first preliminary investigation or summary investigation case for year 2008
- I-05a-INV-08A-00010
 - I - Region I
 - 05 - OPP La Union
 - a - Agoo Substation
 - INV - preliminary investigation or summary investigation
 - 08 - year 2008
 - A - month of January
 - 0010 - 10th preliminary investigation or summary investigation case for year 2008

- XV-01-INV-08L-01000
 - XV - National Capital Region
 - 01 - OCP Antipolo
 - INV - preliminary investigation or summary investigation
 - 08 - year 2008
 - L - month of December
 - 01000 - 1,000th preliminary investigation or summary investigation case for year 2008
- XVI-INV-08L-03000
 - XVI - OCSP
 - INV - preliminary investigation or summary investigation
 - 08 - year 2008
 - L - month of December
 - 03000 - 3,000th preliminary investigation or summary investigation case for year 2008

References

- Handbook on Case Management System
- Record Book
- Database

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