Introduction to Case Information Database Management System (CIDMS)
Lesson Goals

This topic is designed for the participants to learn about CIDMS
Objectives

After this lesson, the participants will be able to:

1. Define what is CIDMS
2. Explain why CIDMS? Objectives?
3. Explain how CIDMS was developed
4. Enumerate what information we can store in CIDMS
5. Explain the differences between CIRAS and CIDMS
6. Explain CIDMS Policies
7. Answer the Frequently Asked Questions about CIDMS
8. Explain why PNP has NGIS?
What is CIDMS?

- CIDMS is the **INFORMATION SYSTEM of the PNP specifically designed for Investigators** in managing case files/folders.

- The CIDMS acronym stands for **CASE INFORMATION DATABASE MANAGEMENT SYSTEM**.

- **Initially** developed by **CIDG and ITMS** back in **2012**, it was **enhanced by DIDM and ITMS** in **2015**.

- Back then, it was a LAN/stand-alone information system and requires installation to run on a single or network computer.

- In **2016** the **Web-Based version was developed** and the domain name is **www.pnp cidms.com**.
The Objective of CIDMS is for the PNP to have a unified Case Management System, for the following reasons:

- Have a systematic recording of cases by digitizing case files/folders to have a case folder repository/backup.
- Easily access, manage case folders and retrieve case information.
- Cross-referencing cases to aid in solving cases.
- Case folder monitoring and reports.
- Avoid voluminous records.
- Can be a reference for checking criminal record.
How CIDMS was developed?

By gathering *inputs from* end-users and concerned units;

- **Investigators** and **Case Monitoring Personnel** from **DIDM, Police Stations in NCRPO, Regions** and **NOSUs-CIDG, WCPC, AKG, ACG, AVSEGROUP, MG**.

- **Police Officers expert/experienced in** handling **evidences** from **HPG-Motor Vehicle Clearance Division, CSG-Firearms and Explosives Office** and **Crime Laboratory**.

- **Legal Service**

- **Information Technology Officers** of **DICTM** and **ITMS**

- **From learning about systems of** other **government agencies** and **other countries**.
What Information is stored in CIDMS?

- Facts about the incident
- Facts about how the incident was reported
- Law enforcement officers involved
- Civilian persons Involved
- Criminal Laws violated
- Pieces of Evidence
- Information on the filing, status and details of the case in
  - Prosecutor’s Office
  - Court(s) of Law
- Electronic copy of the case files or the entire case folder
Difference between CIRAS and CIDMS

**CIRAS**
- All Incidents
- *Initial Report* (5Ws/1H)
- Desk Officer / Crime Registrar / Crime Analyst / Investigator
- Starting History
- Digital *blotter book and Crime Analysis with Crime Mapping*
- Enhance Police mobilization / deployment
- Prevent recurring crimes

*Preventive*

**CIDMS**
- Crimes investigated
- *Entire Case Folder*
- Investigator on Case / Case Monitoring Personnel / C, Invest
- Complete *Case History*
- PNP’s unified *Case Management* System
- Case folder backup / repository
- Cross-referencing cases
- Monitor cases
- Solve cases

*Reactive*
• Account activation requires Unit endorsement memo signed by Head of Unit/Chief of Police.

• NO ENDORSEMENT = NO ACCOUNT ACTIVATION.

• Types of user account

1. Trainer – for training and testing purposes

2. Encoder – add and view own encoded case only.

3. Investigator – designated as investigator. Add and update own cases.
Types of user account

4. **Patroller** – for beat patrol, can view case details and suspect information.

5. **Former Investigator** – for former investigators reassigned to another unit but is no longer designated as Investigator.
• Types of user account

6. **Viewer** – for Command Level Officers, RDs, PDs, and other PCOs for inquiry/monitoring.

7. **Supervisor** – for Deputies of the following offices; RIDMD, DIDMD, PIDMB, CIDMB. For inquiry/monitoring and also to activate/deactivate accounts and change unit assignment and reset password of personnel under their AOR.
How do we turn-over case folder records in CIDMS?

There are 2 ways;

1. The Investigator will update all own case records and add the recipient Investigator with ‘date handled from’ being the date of turnover and the ‘date handled’ to as ‘To Present’. Then update his involvement as an Investigator on case with his ‘date handled to’ from ‘To Present’ to the date of turnover.

2. The Chief Investigator will submit a memo to RIDMD, DIDMD, PIDMB, CIDMB signed by the Chief of Police/Head of Unit, indicating the name of the outgoing Investigator, his previous unit and his new unit. Also the name of the Investigator who will takeover all the outgoing Investigator’s case folders.
Warning on viewing E-Docs in CIDMS?

“E-Documents includes all kinds of confidential documents in a case folder. It may include potentially disturbing graphic content depicting explicit violence, gore and death. You are restricted from showing it to any other person specially relatives of the victim, to prevent them from being shocked, offended or upset.”
On encoding information or leads still under Investigation or actions yet to be taken.

There is a Case Journal tab wherein Investigators can record their Actions Taken and Investigation Notes. Do not encode information that is not yet confirmed or is still under Investigation. Information or actions that you are yet to execute that may lead to the solution of the case. Only record your past Actions Taken and past Investigation Notes.
Frequently Asked Questions

What do we need to encode in CIDMS?

Content of the entire case folder. All cases investigated, either cleared, solved or unsolved. Either it has been referred in the prosecutor’s office or not and either filed in a court of law or not.
Question:
Are we allowed to show records in CIDMS to any person who is not a member of the PNP?

Answer:
NO! Case folders are confidential. CIDMS is strictly for internal use of the PNP only. Even Investigators do not like other officers to view case folders that they are currently investigating to avoid having the investigation compromised.
Question:
Can I see who has viewed my case folders?

Answer:
Yes, in the Inquiry Activity Log under Inquiry Menu. With options to specify period covered and or name of person who possibly accessed your case folder. It will let you see the list of Investigators, if there was any, who has viewed any of your case folders with details of when and why your case folder was viewed.
Frequently Asked Questions

What is the recommended minimum hardware and software requirements of CIDMS? Any internet capable device.

For desktop/laptop computers;

- Intel Core i3 processor or equivalent or higher
- 2 gigabytes RAM memory or higher
- 160 gigabytes hard disk space
- High speed Automatic Document Feeder/ADF scanner (for scanning case folders in pdf format)
- Windows 7 or higher/compatible operating system
- Office productivity tools and PDF Reader
- Internet Connection
How can we upload scanned documents if we don’t have a scanner?

You can use mobile apps like CamScanner (available for iphone and android) to take a photos of documents, save it in PDF format and transfer it to your pc for uploading in CIDMS.
Download App

Mobile Scanner, Easy Scan & Share

CamScanner, 50 Best iPhone Apps – TIME

Share Scans Anytime Anywhere
Must-have for business travelers, being available to send scans to customers even when you are out of the office.

Turn Scans into Clear & Sharp PDF
Auto enhancing makes the PDF look clear and sharp. You can easily export the files in multiple ways and sync to the cloud with high speed.

Turn Images into Editable Texts
OCR (optical character recognition) feature extracts texts from images for further editing or sharing.

Download App

Android
iPhone
iPad
Windows Phone 8
Frequently Asked Questions

What is the order of priority of cases that needs be encoded in CIDMS?

1. *Task Force USIG* (TF USIG) *cases* (Killings of Activist and Media Practitioners, Death of Foreign Nationals, Labor-Related Killings and Enforced Disappearances)

2. Task Force Judges, Prosecutors and IBP Lawyers (*TF JPL*) cases

3. Task Force Elected Government Officials (*TF EGO*) cases

4. *Drug*-related *cases*
What is the order of priority of cases that needs be encoded in CIDMS?

5. Cases from Election-Related Incidents (ERIs)

6. **Environmental-Related Cases** (illegal logging, illegal mining, illegal fishing)

7. Torture cases

8. Committee on Legal Action (COLA) cases

9. Other *Heinous* and *Sensational cases*

10. *All other cases subjected to an investigation*
Frequently Asked Questions

Who is the end-user/main user of the CIDMS?

• The **INVESTIGATOR ON CASE**

Who are the personnel needed to be trained in the use of CIDMS?

• **IOC** - to encode and update
• **Chief, Investigator** – to encode and update and monitor
• **NUP/Crime Registrar** - assistance for initial encoding
• **Deputy Chiefs** of CIDMB, DIDMD, PIDMB, RIDMD - as account supervisors
• **IT Officer/PNCO** - technical assistance
• **Other PNP Personnel assigned in Case Monitoring Office**
Frequently Asked Questions

How many cases need to be encoded into the CIDMS per day?

• A minimum of two (2) cases (case folders) per day

What type of file must be attached into the e-Docs portion of CIDMS?

• All types of document files (Legal, Forensic, Photos of crime scene/evidences) can be attached to the CIDMS.

• Files need to be converted to PDF format before attaching to reduce the size of the files, save space and speed-up the attaching process.
What Offices are primarily responsible (OPR) in the implementation and cascading of CIDMS?

- NHQ – DIDM
- PRO – RIDMD
- DISTRICT/CPO/PPO – DIDMD/CIDMD/PIDMB
- CPS/MPS/STN – IDMS
- NOSUs - IND

What is the task of the IT Officers/PNCOs in the implementation and cascading of CIDMS?

- To providing technical assistance when requested by the RIDMD/ DIDMD/ CIDMD/ PIDMB/IDMS or NOSUs. No IT Officer/PNCO shall cascade CIDMS without the request for technical assistance and presence of the OPR.
# Account Activation

## Account Support Division

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<th>DIDM Task Force USIG</th>
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## Support Personnel & Mobile Number

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<td>PRO 4B</td>
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<td>PRO 6</td>
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*Kindly follow this format for your email subject:

Example 1: CIDMS PRO-NAME ACCOUNT ENDORSEMENT

Example 2: CIDMS PRO COR REQUEST FOR TRANSFER OF CASE RECORD

Example 3: CIDMS PRO ARMM REQUEST FOR PASSWORD RESET*
# Account Activation

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<td><a href="mailto:jasontacorda88@gmail.com">jasontacorda88@gmail.com</a></td>
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NGIS Concept

CIRAS

CMAS

CIDMS

e-Warrant

e-Roques

e-Subpoena

CONVERGENCE
Why NGIS?

- Technological advancement
- Criminals becomes smarter and more organized
- Crimes becomes more complex and sophisticated
- Increase of crimes in which Information Technology is used (drug/human trafficking, identity theft, terrorism, cybercrimes, telecommunication fraud etc.)
- Need for Law Enforcement to adapt to the challenge of modern day policing (fight back)
- If Information technology is a means to commit a crime, it can also be a means to fight crime.
World Wide Web and Cybercrimes

- The **World-Wide Web** is easy to access but hard to secure.
- Conventional web browsers can only access the **Surface Web** (shallow 20%).
- The **Deep Web (80%)** is anything that a search engine can’t find.
- The **Dark Web** is classified as a *small portion of the Deep Web* intentionally hidden, inaccessible through standard web browsers. It is *being used to propagate illegal activities* like selling illegal drugs online, money laundering in the advent of virtual currency (bit coins).
World Wide Web and Cybercrimes

- Google
- Bing
- Facebook
- WordPress
- LinkedIn
- Blogger
- eBay
- Pinterest
- Twitter
- Mozilla
- Bauer Media Group
- Yahoo

- Database
- Academic Journals
- Drugs
- Terrorist Acts
- Stolen Credit Cards
- Political Dissidents
- Illegal Porn
- Crimes
World Wide Web and Cybercrimes

**SURFACE WEB**

- Academic Information
- Medical Records
- Legal Documents
- Scientific Reports
- Subscription Information

**DEEP WEB**

- Multilingual Databases
- Financial Records
- Government Resources
- Competitor Websites
- Organization-specific Repositories

Contains 90% of the information on the Internet, but is not accessible by Surface Web crawlers.

**(DARK WEB)**

A part of the Deep Web accessible only through certain browsers such as Tor designed to ensure anonymity. *Deep Web Technologies has zero involvement with the Dark Web.*

- Illegal Information
- TOR-Encrypted sites
- Political Protests
- Drug Trafficking sites
- Private Communications
For All Mankind