

How to Handle Gender-Based Violence

# A Booklet for POLICE FIRST RESPONDERS





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Gender-Based Violence  
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July 2010





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## Who is the Police First Responder?

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The **First Responder** is a police officer who is the first to arrive at the crime scene to provide initial police actions on information or complaint regarding Gender-Based Violence (GBV) Cases.





## What are Gender-Based Violence Cases?

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Gender-Based Violence (GBV) Cases are acts or omissions committed in violation of the following laws and other laws that may be enacted in relation with GBV:

- **Republic Act No. 9262:** *Anti-Violence Against Women and Children Act of 2004*
- **Republic Act No. 9208:** *Anti-Trafficking in Persons Act of 2003*

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- **Republic Act No. 8353:** *Anti-Rape Law of 1997 in relation to RA 8505 - Rape Victim Assistance and Protection Act of 1998*
  - **Republic Act No. 7610:** *Special Protection of Children Against Abuse, Exploitation and Discrimination Act of 1992*
  - **Republic Act No. 9775:** *Anti-Child Pornography Act of 2009*
  - **Republic Act No. 9995:** *Crime of Photo and Video Voyeurism Act of 2009*

## **Responsibilities of a Police First Responder**

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1. Receive the information/  
complaint
2. Record the information/complaint  
or directive
3. Validate the veracity of the  
information





4. Inform the supervisor/higher authority about the incident
5. Coordinate with the concerned officials as required by situation
6. Assess the situation and call for backup, if necessary
7. Plan the approaches to be executed

The First Responder must carry a pocket notebook for the recording of vital information containing the 5 Ws and 1H gathered at the crime scene prior to turnover to investigating unit concerned.







## **Actions of the Police First Responder**

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### **A. The crime is in progress**

1. Upon arrival at the crime scene:
  - take note of your time of arrival, weather condition, and other collateral information. Locate victim/s, complainant/s, suspect/s and witnesses.
  - protect and secure crime scene by cordoning it with police line or available materials like ropes, straws,



human barricade, wood and chain; evacuate injured persons to nearest hospital; prepare to take “dying declaration” of severely injured person, if any (POP Rule 18 Sec.1 paragraphs a, b and c).

2. In cases where victim/s or suspect/s sustained physical injury:

- facilitate medical evacuation to the nearest hospital/clinic for treatment prior to formal turnover.





3. In case of escalated situation, e.g., hostage taking and armed suspect:

- **Use of Force:** issue warning before using force against offender. This will help identify the police officer and give an offender opportunity to surrender. In armed confrontation, only necessary and reasonable force is used to overcome resistance, subdue clear and imminent danger or justify the force/act under the principles of self-defense, defense of relative or defense of stranger (POP, Rule 8).





- **Hostage Situation:** secure and isolate area by prohibiting unauthorized persons to enter the scene. Record witnesses' names, addresses and other information and direct them to a safe place (POP, Rule 26).
- **Child Abuse Cases:** take immediate action but under no circumstances shall be beyond 48 hours upon receipt of complaint, report or information; coordinate with and report case to local social welfare officer and concerned stakeholders; prepare rescue operation



plan and execute plan with  
concerned stakeholders  
(POP, Rule 27).

4. In case of armed confrontation:
- Secure site of confrontation
  - Take photographs





- Check if situation still poses imminent danger
- Evacuate wounded to nearest hospital
- Ensure all persons who died on the spot are not moved from their original position
- Suspect should be arrested and kept in isolation (Rule 10, POP)

5. Use:

- proper restraining procedures whenever applicable

6. Conduct bodily search on suspect:





- search must be done by officer of same gender

7. Provide police assistance

- to victims in coordination with their relatives and friends

8. Formal turnover:

- of victims to the police/ investigation units e.g., WCPD of proper jurisdiction
- of suspect/s and confiscated items to investigator on case

9. Execute:

- affidavit of arrest and turnover of confiscated evidence to investigator on case.







10. Submit:

- First Responder's Report to Investigating Unit concerned (copy furnish your immediate supervisor)

**B. After commission of crime**

1. Upon arrival at the crime scene:

- take note of your time of arrival, weather condition, and other collateral information. Locate victim/s, complainant/s, suspect/s and witnesses





- protect and secure scene by cordoning area with available materials like ropes, straws, human barricade, police line, wood and chain; evacuate injured persons to nearest hospital; prepare to take the “dying declaration” of severely injured person, if any (POP Rule 18 Section 1 paragraphs a, b and c)
- 2. Arrest/restrain suspect, keep in isolation, and observe proper handling of children in conflict with the law
- 3. Take photos of entire crime scene





4. Inform SOCO Team Leader where victim's body was originally found at the crime scene (SOCO Handbook/ Manual)
5. Record names of witnesses, addresses, other information
6. Provide police assistance to victims in coordination with their relatives and friends; turn them over to the police/ investigation units, e.g., WCPD of proper jurisdiction
7. Conduct bodily search on the apprehended suspect:





- search must be done by officer of same gender

8. Formal turnover:

- of suspect/s and confiscated items to the investigator on the case



9. Execute:

- affidavit of arrest inventory and turnover of confiscated evidence to investigator on case

10. Submit:

- First Responder's Report to the Investigating Unit concerned (copy furnish your immediate supervisor)



## DIRECTORY

### **Women and Children Protection Center**

Camp Crame, Murphy, Quezon City  
Tel. No.: 723-0401 Local 4503

### **Kanlungan Centre Foundation, Inc.**

No. 77 K-10 Street, Kamias, Quezon City 1102  
Tel. No: 928-2384  
Website: [www.kanlungan.ngo.ph](http://www.kanlungan.ngo.ph)

### **Department of Social Welfare and Development**

Batasan Pambansa Complex,  
Diliman, Quezon City  
Tel. No.: 931-8101

### **Council for the Welfare of Children**

10 Apo St., Sta Mesa Heights, Quezon City  
Tel. Nos.: 740-8863/ 781-1039

### **CEDAW-SEAP Philippines**

Room No. 209-211, Philippine Social Science  
Center Commonwealth Ave., Quezon City  
Tel. No.: 426-3772

## DIRECTORY

**Sentro ng Alternatibong Lingap Panligal  
(SALIGAN)**

Ateneo de Manila Campus, Loyola Heights,  
Quezon City  
Tel. No.: 426-6001 local 4858

**Women's Legal & Human Rights Bureau,  
Inc.**

College of Social Work and Community  
Development, Magsaysay Ave., University of the  
Philippines-Diliman, Quezon City  
Telefax: 921-4389

**Project Haven Women's Crisis Center**

Tel. Nos.: 924-9315/ 926-7744

**Cebu: Lihok Pilipina Foundation**

102 P. Del Rosario Extension, Cebu City  
Tel. Nos.: (032) 254-8072/ 254-8092

**SAMPLE FORMAT of turnover of crime scene  
(FROM FIRST RESPONDER TO THE INVESTIGATOR)**

Republic of the Philippines  
Department of the Interior and Local Government  
PHILIPPINE NATIONAL POLICE

**TURNOVER OF CRIME SCENE**

\_\_\_\_\_  
Date

This is to certify that the crime scene (State the particular incident and the date, time, place of occurrence) was turned-over by the first responder to the duty investigator.

This further certifies that all the physical evidence found by the first responder at the crime scene were properly secured and preserved.

Received By : \_\_\_\_\_

Time/Date : \_\_\_\_\_

Turned-over By: \_\_\_\_\_

Time/Date : \_\_\_\_\_

Witnessed By: \_\_\_\_\_



**SAMPLE FORMAT of Inventory/Receipt for Property**

Republic of the Philippines  
Department of the Interior and Local Government  
PHILIPPINE NATIONAL POLICE

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Date: \_\_\_\_\_

**INVENTORY SHEET/RECEIPT FOR PROPERTY / GOODS RECOVERED**

Inventory Sheet of article/items seized from the premise/establishment of \_\_\_\_\_ located at \_\_\_\_\_ by virtue of \_\_\_\_\_

ITEMS/ARTICLES	QUANTITY/UNITS
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-----	-----
-----	-----
-----	-----
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\_\_\_\_\_  
(Seizing Officer)

Witnessed by:  
\_\_\_\_\_

**SAMPLE FORMAT of Affidavit of First Responder**

Republic of the Philippines  
( \_\_\_\_\_, \_\_\_\_\_ ) s.s.  
X- - - - -X

**AFFIDAVIT OF FIRST RESPONDER**

The UNDERSIGNED Police Officer, presently assigned at the sworn in accordance with law, do hereby depose and state THAT:

The undersigned personally received from \_\_\_\_\_ the complaint/report/information that a certain \_\_\_\_\_ was (acts of abuses) by \_\_\_\_\_, a clear violation of \_\_\_\_\_ which was referred to our office by the \_\_\_\_\_ against \_\_\_\_\_, (age), (civil status), nationality) and residing at No. \_\_\_\_\_;

Who responded at \_\_\_\_\_ located along \_\_\_\_\_;

On the complaint dated \_\_\_\_\_, (state the act and the crime committed).

Upon receipt of their said complaint, the undersigned personally conducted verification. At about \_\_\_\_\_ of \_\_\_\_\_, the undersigned together with the complainant proceeded to \_\_\_\_\_ located along \_\_\_\_\_, \_\_\_\_\_ to render initial police action;

Upon arrival, complainants pinpointed the place of incident while the undersigned conducted initial preservation of the crime scene. At about \_\_\_\_\_, the undersigned isolated the witnesses, assisted the victim/s and arrested the suspect with the assistance of the concerned stakeholders;

Seized and recovered in the possession and control of the arrested person were the following, to wit:

- a) Weapons, (type of weapons and serial numbers, if there is any);
- b) (relevant documents);
- c) (type of CP and SIM Card); and
- d) Other evidence confiscated;

Suspect together with the seized and recovered evidence were brought to the \_\_\_\_\_ for booking and proper disposition. Likewise, the arrested person was apprised of his/her rights as provided for under the Constitution of the Philippines.

The undersigned made proper coordination with the local social work officer and the police station (WCPD) which has territorial jurisdiction.

The undersigned executed this affidavit to attest the truthfulness of the foregoing facts and to support the filing of Criminal Cases against \_\_\_\_\_ for violations of \_\_\_\_\_.

**AFFIANTS SAYETH NAUGHT.**

**IN WITNESS WHEREOF**, the undersigned hereunto affixed his/her signature this \_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_.

\_\_\_\_\_  
**Affiant**

**SUBSCRIBED AND SWORN** to before me this \_\_\_\_ day of \_\_\_\_ at \_\_\_\_\_. I HEREBY CERTIFY that I have personally examined the herein affiant and I am satisfied that he/she voluntarily executed and understood the given affidavit.

\_\_\_\_\_  
**Administering Officer**

**PNP Committee on Enhancing Gender-Responsiveness Program**

**ATTY. RENATO DF HEREDIA**

Police Director

Directorate for Police Community Relations

**Committee Chairperson**

**Technical Working Group  
on First Responder Manual and Booklet**

**PSSUPT ROLANDO B FELIX, CEO VI**

**PSUPT HILARIO B ORALLO**

**PSUPT NIÑO DAVID L RABAYA**

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**PSUPT OSCAR P JACILDO**

**PSUPT GERARDO G DIA**

**PSUPT ORLANDO T MELCHOR**

**PSUPT MELECIO R DELA VEGA JR**

**PSUPT MARIA LEONORA C CAMARAO**

**PCINSP JUDE T TACORDA**

