2. Conduct of Investigation

An investigation is conducted for the benefit of government agencies requesting Investigation on an incident or complaint that occurred within the jurisdiction of PPA. An investigation report is submitted to the General Manager which contains the outcome of the investigation.

Office/Division:	Port Police Department/Intelligence and Investigation Division
Classification:	Technical
Type of Transaction:	**G2G, G2C**
Who may avail:	Other Government Agencies/Other Complainant
CHECKLIST OF REQUIREMENTS	**WHERE TO SECURE**
Letter of request for investigation	Complaint Center Agency Head/ Government Agency
Complaint from concerned citizen	Email sent by complainant
Other attachments/evidence	

Client Steps	Agency Action	Fees to be paid	Processing Time	Person Responsible
1. Submit letter request/ complaint from other Government Agencies/ Citizen	1.1 Forward letter/ complaint to the Manager PPD/ OGM/AGMO (if applicable)	None	1 day	Port Police Division
	1.2 Direct PPD IID to conduct investigation.	None	1 day	Manager, PPD GM/AGMO
	1.3 Plan, review, and evaluation of submitted complaints	None	3 days	Assigned Investigator-on Case (LOC)
	1.4 Data gathering and verification.			
	1.5 Evidence data and analysis	None	25 days	Assigned Investigator/ Team (LOC)

	1.6 Consolidation and preparation of investigation Report. 1.7 Consultation of findings/ recommendation to PPD Legal Counsel for Legal Opinion.	None None	5 days 1 day	Assigned Investigator Department Manager, PPD
	TOTAL	**None**	**36 days (working days)**	