

**PHILIPPINE NATIONAL POLICE HANDBOOK
PNPM-DO-DS-3-2-13**



**REVISED
PHILIPPINE NATIONAL POLICE
OPERATIONAL PROCEDURES**

December 2013

PGS

PERFORMANCE GOVERNANCE SYSTEM

*“Serbisyon
Makatotohanan”*

PHILIPPINE NATIONAL POLICE
STRATEGIC FOCUS

CODE-P

Competence Organizational Discipline Excellence Professionalism
Development

**2013 AND BEYOND
TOWARDS THE REALIZATION OF THE
PNP P.A.T.R.O.L
Plan 2030**

Peace and order Agenda for Transformation
and upholding of the **Rule-Of-Law**



ALAN LA MADRID PURISIMA

Police Director General
Chief, Philippine National Police



**PHILIPPINE NATIONAL POLICE HANDBOOK
PNPM-DO-DS-3-2-13**



**REVISED
PHILIPPINE NATIONAL POLICE
OPERATIONAL PROCEDURES**

December 2013

COPYRIGHT PAGE

PHILIPPINE NATIONAL POLICE HANDBOOK
(PNPM-DO-DS-3-2-13)

REVISED PHILIPPINE NATIONAL POLICE
OPERATIONAL PROCEDURES
Copyright 2010

Revised 2013

Printed by:

The Directorate for Operations

All rights reserved. This publication may not be reproduced, in whole or in part, in any form or by means electronic or mechanical or by any information storage and retrieval system now known or hereafter invented, without prior written permission of the Director, PNP Directorate for Operations with postal address at 3rd Floor, NHQ Building, Camp Crame, Quezon City and telephone numbers (632) 725-3178 or 723-0401 local 3103.

*“Apply thine heart unto instruction, and
thine ears to words of knowledge.”
(Proverbs 23:12)*



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
DILG-NAPOLCOM CENTER, EDSA cor. Quezon Avenue
Quezon City, Philippines 1100

MESSAGE



I commend the PNP Directorate for Operations, the Technical Working Group and the editorial board and staff that worked together in coming up with the Revised PNP Police Operational Procedures (POP) Manual.

The need to continuously revise and update this document is occasioned by constantly shifting challenges in law enforcement and criminal justice. It is imperative that the police organization is constantly informed, prepared and enabled to meet new and emerging threats to law and order - -as well as rising demands for greater discipline and lawful conduct in its actions, operations and investigations.

Some of the important features of this new PNP POP Manual revisit the rules on the investigation of violence against women and children cases, cybercrime incidents and terrorism, among others. There is also one whole chapter dedicated to proper investigation procedures, focusing on the importance of properly booking arrested suspects and the conduct of meticulous crime scene investigations.

Hopefully, too, there would be less work – related harassment suits against our policemen in the field as this manual prescribes in detail the special procedures on the conduct of pre-demolition conferences, on the implementation of the Comprehensive Agrarian Reform Program and on carrying out court orders and decisions that are immediately executory.

I urge each member of the police organization to imbibe and be guided by this Manual as we all strive to achieve a law abiding society driven by the tenets of *Tuwid na Daan*, with the people at the apex of service.

Again, my congratulations to all those who contributed in one way or another to this worthy project.

Carry on and Godspeed!


MAR ROXAS
Secretary



Republic of the Philippines
NATIONAL POLICE COMMISSION
NATIONAL HEADQUARTERS PHILIPPINE NATIONAL POLICE
OFFICE OF THE CHIEF, PNP
Camp Crame, Quezon City

FOREWORD

“The police must obey the law while enforcing the law.”
Earl Warren



This is a great challenge that our police force has to face – to abide by the law that they enforce. Simple as it may seem, the challenge is more often easier said than done. With the growing security demands of a rapidly changing society, the task of the Philippine National Police (PNP) becomes even more difficult. And admittedly, in the performance of these tasks, our police personnel are sometimes placed in bad light because of some operational lapses.

To address this, the PNP leadership deemed it urgent to review and revise the existing PNP Police Operational Procedures to ensure that each provision is clear to all police personnel as well as followed to the letter. Also, the PNP Thrust **CODE-P** was conceptualized, which seeks to enhance the **C**ompetence of every policeman, redefine and reform the **O**rganization, instill **D**iscipline, realize **E**xcellence and institute **P**rofessionalism at all levels of the organizations.

I therefore commend the Directorate for Operations and the members of the Technical Working Group who painstakingly reviewed the Manual and infused the necessary changes to improve police service as embodied in the PNP thrust CODE-P.

With the revised PNP POP Manual, I am confident that the policemen in the field will be able to perform their tasks more efficiently and effectively.


ALAN LA MADRID PURISIMA
Police Director General
Chief, PNP



Republic of the Philippines
NATIONAL POLICE COMMISSION
NATIONAL HEADQUARTERS, PHILIPPINE NATIONAL POLICE
DIRECTORATE FOR OPERATIONS
Camp Crame, Quezon City

PREFACE



As the basic foundation of police operations, the PNP Police Operational Procedures (POP) Manual has to be constantly reviewed and revised, evaluated and assessed to keep it relevant to the present time. This is to make certain that the procedures are still as effective as when they were conceptualized.

While the Manual was revisited only on March 2010, new laws, issuances and incidents have occurred, which prompted the immediate update and revision of the Manual. Another reason for its revision is the alignment of the rules and procedures with the CODE-P program of the C, PNP, which seeks to enhance the Competence of every policeman, redefine and reform the Organization, instill Discipline, realize Excellence and institute Professionalism at all levels of the organizations.

Among the notable new provisions are: Critical Incident Management Operational Procedures; Crisis Escalation Protocol; Crime Incident Reporting System; and Unit Crime Periodic Report. The revisions in the PNP POP will definitely increase the confidence of police personnel in the field because they will not be caught in legal entanglements while in the performance of their duties.

As such, I want to extend my congratulations to the members of the Technical Working Group and to all the people who made the revision of the PNP POP Manual a reality.


ALEX PAUL MONTEAGUDO, CESE
Police Director
The Director for Operations



COMMISSION ON HUMAN RIGHTS

MESSAGE



I extend my warmest congratulations to the men and women of the Philippine National Police for the timely and relevant publication of the *PNP Manual on Police Operational Procedures, 2013 Edition*. This manual serves as a “bible” on proper, legal and effective police operations as well as a testament to the PNP’s commitment to pursue positive change and to perform its role in implementing security sector reforms.

By coming up with an updated version of its operational manual, the PNP demonstrates its sincerity in progressively applying human rights principles and rights-based approaches in law enforcement and public safety. This manual takes into account recent developments in political, economic, and socio-cultural rights -- all of which are interdependent and inseparable. More than just a step-by-step narration of how a police function must be carried out based on law, it highlights the continuing growth of a police agency that recognizes its duty to enforce the law without fear or favor, while fulfilling its obligation to remain accountable to the people that it has sworn to serve and protect.

The Commission on Human Rights shall continue performing its mandate to monitor the human rights compliance of the PNP, while seeking more opportunities to further deepen human rights consciousness among police personnel. Through this manual, we can build the capacity of law enforcers to implement rights-based policing concepts and, in the process, empower them to become human rights protectors.


LORETTA ANN P. ROSALES
Chairperson

ACKNOWLEDGMENT

The revision of the PNP Police Operational Procedures Manual was made imperative by the passing of new laws and new PNP protocols and issuances brought about by incidents implicating police operational flaws.

I want to acknowledge the concerted efforts of the PCOs, PNCOs, NUP and other members of the Technical Working Group who made the Revised PNP Operational Procedures (POP) Manual updated. In particular PCSUPT (ATTY) ASHER A DOLINA, Executive Officer; PSSUPT DANILO S PELISCO, Chief, Law Enforcement Division (LED); PSSUPT (ATTY) WILBEN M MAYOR, Spokesperson to the C, PNP; PSUPT ARVIN Q ALCANTARA, Assistant Chief, LED; PCINSP (ATTY) ROCHEL S RUMA, Servicing Legal Officer; PCINSP MA ANA FE B LAZA and Ms Zheena Luz R Martin who ensured the conduct of regular TWG meetings and the consolidation and incorporation of the TWG inputs into the Manual.

Also, the Command Group and Division Chiefs of the Directorate for Operations and the Chiefs of the different Regional Operations and Plans Division and Operations and Management Division who gave their professional insights, making the Revised POP more simple and easy to understand.

It is hoped that the use of this Revised POP Manual be maximized by all the members of the PNP organization and that each provision be implemented at heart.



ALEX PAUL MONTEAGUDO, CESE
Police Director
The Director for Operations

POWERS AND FUNCTIONS OF THE PHILIPPINE NATIONAL POLICE

REPUBLIC ACT 6975 "Department of the Interior and
Local Government Act of 1990"

SEC. 24. POWERS AND FUNCTIONS. – THE PNP SHALL HAVE THE FOLLOWING POWERS AND FUNCTIONS:

- (a) Enforce all laws and ordinances relative to the protection of lives and properties;
- (b) Maintain peace and order and take all necessary steps to ensure public safety;
- (c) Investigate and prevent crimes, effect the arrest of criminal offenders, bring offenders to justice and assist in their prosecution;
- (d) Exercise the general powers to make arrest, search and seizure in accordance with the Constitution and pertinent laws;
- (e) Detain an arrested person for a period not beyond what is prescribed by law, informing the person so detained of all his rights under the Constitution;
- (f) Issue licenses for the possession of firearms and explosives in accordance with law;
- (g) Supervise and control the training and operations of security agencies and issue licenses to operate security agencies, and to security guards and private detectives, for the practice of their professions; and
- (h) Perform such other duties and exercise all other functions as may be provided by law.

TABLE OF CONTENTS

CHAPTER 1 GENERAL PRINCIPLES	1
RULE 1. FUNCTIONS OF A POLICE OFFICER	1
1.1 To Serve and Protect	1
1.2 To Observe Human Rights and Dignity of Person	1
RULE 2. POLICE UNIFORM, ATTIRE AND ACCESSORIES	1
2.1 Agency Prescribed Uniform.....	1
2.2 Appearing Before the Public.....	1
2.3 Carrying of Police Notebook, Pen and Miranda Warning Card	1
2.4 Carrying of Non-Lethal Weapon in the Police Rig.....	2
RULE 3. CATEGORIES OF POLICE OPERATIONS	2
3.1 Public Safety Operation.....	2
3.2 Law Enforcement Operation.....	2
3.3 Internal Security Operation.....	2
3.4 Special Police Operation	2
3.5 Intelligence Operation.....	2
3.6 Investigation Operation.....	2
3.7 Scene of the Crime Operation (SOCO)	3
CHAPTER 2 OPERATIONAL PROCEDURES	4
RULE 4. PRE-OPERATIONAL CLEARANCE	4
RULE 5. INTER-UNIT COORDINATION	4

- 5.1 Personal Coordination or by Official Representative 4
- 5.2 Coordination by Filing Coordination Form..... 4
- 5.3 Coordination by Practical/Available Means of Communication 4
- RULE 6. REQUIREMENTS OF POLICE OPERATIONS..... 5**
 - 6.1 Basic Requirements 5
 - 6.2 Use of Megaphones and Similar Instruments..... 5
 - 6.3 Warning Shots Prohibited..... 5
- RULE 7. USE OF FORCE DURING POLICE OPERATIONS 5**
 - 7.1 Use of Excessive Force Prohibited..... 5
 - 7.2 Issuance of Verbal Warning..... 5
 - 7.3 Non-Issuance of Verbal Warning When Excusable..... 5
 - 7.4 Use of Non-Lethal Weapon 6
 - 7.5 Application of Necessary and Reasonable Force 6
 - 7.6 Factors to Consider in the Reasonableness of the Force Employed..... 6
 - 7.7 Responsibility of the Police Officer in Charge of the Operations 6
- RULE 8. USE OF FIREARM DURING POLICE OPERATIONS..... 6**
 - 8.1 Use of Firearm When Justified 6
 - 8.2 Firing at Moving Vehicles Prohibited But with Exceptions 7

- 8.3 Parameters to be Considered
in Firing at Moving Vehicles..... 7
- 8.4 Filing of an Incident Report
After the Use of Firearm 7
- 8.5 Procedures After an Armed Confrontation..... 7
- RULE 9. PATROL PROCEDURES 8**
- 9.1 Patrol Guidelines 8
- 9.2 Duties of Patrol Supervisors..... 9
- 9.3 Duties of Patrol Officer 10
- 9.4. Guidelines and Procedures when
Responding to Calls for Police
Assistance11
- RULE 10. SPOT CHECKS/ACOSTING
AND PAT-DOWN SEARCHES 12**
- 10.1 Grounds for Spot Check/Search..... 12
- 10.2 Procedures and Guidelines 13
- 10.3 Reporting after the Spot Check/
Accosting or Pat-Down Search..... 15
- RULE 11. CHECKPOINTS 15**
- 11.1 Authority to Establish Checkpoints..... 15
- 11.2 Composition..... 15
- 11.3 Guidelines..... 16
- 11.4 Procedure in the Conduct
of Regular Police Checkpoint 19
- 11.5 Procedure in the Conduct
of On-the-Spot (Hasty) Checkpoints..... 20
- 11.6 General Procedure to be Followed When
Checkpoints are Ignored 21

- 11.7 Procedure in Flagging Down or Accosting Vehicles While in Mobile Car 22
- 11.8 Dealing with Hostile Situation 23
- 11.9 High Risk Stop and High Risk Arrest 25
- 11.10 Police Defensive Roadblock 26
- RULE 12. INTERNAL SECURITY OPERATIONS 31**
 - 12.1 General Mandate 31
 - 12.2 The PNP in an Active Support Role 31
 - 12.3 Defensive Position 31
- RULE 13. ARREST 32**
 - 13.1 General Guidelines 32
 - 13.2 Warrant of Arrest 33
 - 13.3 Arrests Without a Warrant 33
 - 13.4 Authority of the Arresting Officer when Making an Arrest 34
 - 13.5 Procedures 34
 - 13.6 Duties of the Arresting Officer 36
 - 13.7 Physical Examination of Arrested Person/Suspect 37
- RULE 14. SEARCH AND SEIZURE 37**
 - 14.1 Requisites for the Issuance of Search Warrant 37
 - 14.2 Validity of Search Warrant 38
 - 14.3 Time of Search 38
 - 14.4 Applications for Search Warrant 38
 - 14.5 Authority of Police Officers when Conducting Search 39

- 14.6 Prohibited Acts in the Conduct of Search by Virtue of a Search Warrant 39
- 14.7 Inventory and Delivery of Property Seized .. 39
- 14.8 Valid Search and Seizures Without Search Warrant 40
- CHAPTER 3 INVESTIGATION PROCEDURES 42**
- RULE 15. INVESTIGATION BY THE TERRITORIAL POLICE UNIT AFTER AN ARMED CONFRONTATION 42**
- 15.1 Responsibility of the Territorial Police Unit 42
- 15.2 Scene of the Crime Operation (SOCO) Team to Process the Crime Scene..... 42
- 15.3 Mandatory Examination of Firearm Seized/Confiscated during Police Operation..... 42
- 15.4 Inquest Proceeding Necessary When the Suspect Dies 43
- RULE 16. JUDICIAL AFFIDAVIT RULE 43**
- 16.1 Application of Rule to Criminal Actions..... 43
- 16.2 Contents of Judicial Affidavit..... 43
- 16.3 Sworn Attestation of the Lawyer 44
- RULE 17. MAINTENANCE OF POLICE BLOTTER..... 44**
- 17.1 Police Blotter 44
- 17.2 Police Blotter for Cases involving Women and Children..... 44
- 17.3 Crime Incident Reporting System (CIRS).... 45
- 17.4 Blotter Procedure..... 45
- RULE 18. UNIT CRIME PERIODIC REPORT (UCPER) 45**
- 18.1 Purpose 45

18.2	Execution and Procedures	45
18.3	Recording	46
RULE 19.	BOOKING OF ARRESTED SUSPECTS	46
19.1	Policies and Guidelines	46
RULE 20.	CUSTODIAL INVESTIGATION	51
20.1	Duties of the Police During Custodial Investigation	51
20.2	Detention	53
20.3	Transporting Detention Prisoner	56
RULE 21.	INQUEST PROCEDURES	57
21.1	Commencement of Inquest	57
21.2	Documents to Be Submitted.....	57
21.3	Waiver of Rights	59
21.4	Monitoring of Cases by the Investigators	59
RULE 22.	CONDUCT OF CRIME SCENE INVESTIGATION.....	60
22.1	Specific Functions, Responsibilities and Procedures of the First Responder, Investigation-On-Case (IOC) and SOCO	60
22.2	Release of the Crime Scene.....	63
22.3	Crime Scene Investigation.....	63
22.4	Special SOCO Procedures.....	64
22.5	Duties of the Territorial Police Unit	64
22.6	Policy Guidelines on Processing of Persons Present at the Crime Scene	65

- RULE 23. PROCEDURES IN THE INVESTIGATION OF HEINOUS AND SENSATIONAL CRIMES 66**
 - 23.1 Policies 66
 - 23.2 Organizational Procedures 67
 - 23.3 Operational Procedures..... 69
- CHAPTER 4 SPECIAL PROCEDURES 74**
- RULE 24. RULES ON LABOR DISPUTES 74**
 - 24.1 General Policy and Guidelines 74
 - 24.2 Applicable Legal Parameters..... 75
 - 24.3 Service of Lawful Orders or Writ..... 75
 - 24.4 Prohibited Labor Activities 76
- RULE 25. RALLIES AND DEMONSTRATIONS..... 76**
 - 25.1 Policies 76
 - 25.2 Limitations on the Role of the PNP..... 77
 - 25.3 Guidelines for Civil Disturbance Management (CDM) Contingent During Rallies/Demonstrations..... 77
 - 25.4 Dispersal of Public Assembly with Permit..... 77
 - 25.5 Dispersal of Public Assembly Without Permit 78
 - 25.6 Prohibited Acts..... 78
 - 25.7 Police Responses During Public Assembly 79
 - 25.8 Guidelines in the Use of Non-Lethal Weapons 81
 - 25.9 Guidelines in dealing with Assemblies, Rallies, Demonstrations and Marches..... 82

RULE 26. CIVIL DISTURBANCE MANAGEMENT OPERATIONS	83
26.1 General Guidelines.....	83
26.2 Specific Guidelines.....	84
26.3 CDM Operational Tasks.....	84
26.4 CDM Operational Approaches.....	84
RULE 27. DEMOLITION AND EJECTMENT ORDERS	85
27.1 Role of the PNP in the Enforcement of a Demolition and/or Ejectment Order	85
27.2 Procedures in the Enforcement of a Demolition and/or Ejectment Order	86
RULE 28. POLICE ASSISTANCE IN THE IMPLEMENTATION OF FINAL DECISIONS OR ORDERS OF THE COURTS IN CIVIL CASES, OF QUASI-JUDICIAL BODIES AND OF ADMINISTRATIVE BODIES ON CONTROVERSIES WITHIN THEIR JURISDICTION	87
28.1 Police Assistance in the Implementation of Final Decisions or Orders or Resolutions of the Courts in Civil Cases, of Quasi- Judicial Bodies and of Administrative Bodies, (Except Cases with Issued Temporary Restraining Order or Injunction).....	87
28.2 Requirements for Police Assistance	87
28.3 Period to Render Police Assistance	88
28.4 Office or Unit That May Be Tasked to Render Police Assistance.....	88
28.5 Extent of Police Assistance	88
28.6. Role of PNP Personnel Rendering Police Assistance.....	89

RULE 29. POLICE ASSISTANCE IN THE IMPLEMENTATION OF FINAL DECISIONS OR ORDERS OR RESOLUTIONS OF THE COMELEC OR DILG OR LOCAL GOVERNMENT UNIT EXERCISING DISCIPLINARY POWERS IN ADMINISTRATIVE CASES OF ELECTED OFFICIALS	89
29.1 Requirements for the Request for Police Assistance	89
29.2 Period To Render Police Assistance.....	89
29.3 Extent of Police Assistance	90
29.4 Role of PNP Personnel Rendering Police Assistance.....	90
RULE 30. POLICE ASSISTANCE IN THE IMPLEMENTATION OF COMPREHENSIVE AGRARIAN REFORM PROGRAM (CARP)	91
30.1 Coverage.....	91
30.2 Requirements in the Granting of Police Assistance.....	91
30.3 When to Render Police Assistance	92
30.4 Extent of Police Assistance	92
30.5 Role of PNP Personnel Rendering Police Assistance.....	92
30.6 When Entry to the Property is Refused by the Landowner.....	92
RULE 31. POLICE ASSISTANCE IN THE IMPLEMENTATION OF DECISIONS/ORDERS OF THE COURT, QUASI-JUDICIAL OR ADMINISTRATIVE BODIES THAT ARE IMMEDIATELY EXECUTORY	93
31.1 Where to File	93
31.2 Role of PNP Personnel Rendering Police Assistance.....	94

RULE 32. HOSTAGE SITUATION/BARRICADED SITUATION	94
32.1 Procedure to be followed in a Hostage Situation	94
32.2 Ground Commander/On-Scene Commander.....	95
32.3 Negotiators/Negotiation Team	95
32.4 Assault Team	95
32.5 Support Personnel.....	95
32.6 Plans.....	95
32.7 Coordination	96
32.8 Safety of Hostage(s).....	96
32.9 Guidelines during Negotiations.....	96
32.10 Negotiation through Mediator	97
RULE 33. INVESTIGATION OF VIOLENCE AGAINST WOMEN AND THEIR CHILDREN (VAWC) AND OTHER CASES OF CHILD ABUSE	97
33.1 Investigation of Complaints and Reports Involving All Forms of Violence against Women and Their Children	97
33.2 Investigation of Complaints and Reports Involving Other Forms of Child Abuse	100
33.3 Right to Privacy of the Child and Confidentiality of Records.....	101
33.4 Procedure in the Rescue of Minors	101
33.5 Procedure to be Observed in the Handling of Children in Conflict with the Law (CICL)	102
33.6 Guidelines.....	104

RULE 34. BOMB, BOMB THREAT AND BOMB INCIDENT EMERGENCY RESPONSE PROCEDURES 105

34.1 Bomb 105

34.2 Bomb Threat..... 105

34.3 First Responder’s Procedure on Bomb Threat..... 105

34.4 First Responder’s Procedure in Case of Actual Bomb Explosion..... 108

RULE 35. PROCEDURES IN DETERMINING AND REPORTING OF TERRORISM INCIDENTS/CASES 109

35.1 Procedures 109

RULE 36. CYBERCRIME INCIDENT RESPONSE PROCEDURE..... 109

36.1 Cybercrime Response 109

36.2 Guidelines for Cybercrime Incident First Responder110

36.3 Search and Seizure of Computer110

36.4 Guidelines in the Treatment of Other Electronic Data Storage Devices.....112

36.5 Search and Seizure of Wireless Telephones112

36.6 Search and Seizure of Electronic Paging Devices.....113

36.7 Search and Seizure of Facsimile or Fax Machines113

36.8 Search and Seizure of Caller ID Devices.....113

RULE 37. RULES ON ANTI-ILLEGAL DRUGS OPERATIONS113

37.1 General Policy and Guidelines113

37.2	Coordination Requirements.....	114
37.3	Handling, Custody and Disposition of Evidence.....	115
RULE 38.	RULES ON ANTI-KIDNAPPING OPERATIONS	117
38.1	Types of Kidnapping.....	117
38.2	Concept of Operation	117
38.3	Anti-Kidnapping Operation Flowchart.....	117
RULE 39.	PNP CRITICAL INCIDENT MANAGEMENT OPERATIONAL PROCEDURES	118
39.1	Types of Incidents.....	118
39.2	5 P's of Crisis Management.....	119
39.3	Incident Command System (ICS)	121
39.4	Alert Levels During Human-Induced (Man-Made Critical Incident)	122
39.5	Stages in Disaster Management	122
39.6	Organization and Structure of CIMC/CIMTG/DIMTG	124
RULE 40.	CRISIS ESCALATION PROTOCOL	130
RULE 41.	GENERAL RULES ON MEDIA RELATIONS DURING CRISIS	131
	SUMMARY OF CHANGES	133
	ABBREVIATIONS	134
	GLOSSARY	137

LIST OF ANNEXES

“A”	- Coordination Form	145
“B”	- Return of Warrant	146
“C”	- Application for Search Warrant	147
“C-1”	- Joint Affidavit by the Arresting Officers.....	148
“C-2”	- Deposition of Witnesses.....	149
“D”	- Receipt for Property Seized	150
“D-1”	- Certification of Orderly Search	151
“E”	- Compliance/Return of Search Warrant	152
“E-1”	- Verification.....	153
“F”	- Incident Record Form	154
“G”	- Incident Recording System (Blotter Procedure Flowchart)	156
“H”	- PNP BOOKING FORM 1 - “Medical Examination of Arrested Suspects, Request Form”.....	157
“I”	- PNP BOOKING FORM 2 - “Arrest and Booking Form”....	158
“J”	- PNP Booking Form 2A - ”Medical Examination Result Sheet”	160
“K”	- PNP Booking Form 2B -“Booking Mug Shots”	161
“L”	- PNP Booking Form 3 - “Turn-over of Arrested Suspect/s Form.....	163
“L-1”	- Jailer’s Receipt of Suspects Form.....	164
“M”	- PNP Booking Form 4 - “Suspects Property Receipt”	165
“N”	- PNP Booking Form 2C - “Tenprint Card”	166
“O”	- Booking of Arrested Suspects Flowchart	167
“P”	- Sworn Statement	168
“Q”	- Request for Preliminary Investigation and Waiver of Article 125, Revised Penal Code	170
“R”	- Dying Declaration.....	171
“S”	- CSI Form 1: First Responder’s Form.....	172

“T” - CSI Form 4: SOCO Report Form “1”- Person Present at the Crime Scene 173
 CSI Form 4: SOCO Report Form “2”- Evidence Log 174
 CSI Form 4: SOCO Report Form “3”- Scene of Crime Examination Worksheet Sketch Details and Measurement 175
 CSI Form 4: SOCO Report Form “4”- Inventory of Evidence Collected 176
“U” - CSI Form 2: Request for the Conduct of SOCO 177
“V” - CSI Form 6: IOC/Investigator’s CSI Form 178
“W” - CSI Form 5 - Release of Crime Scene Form 181
“X” - Crime Scene Investigation Flowchart 182
“Y” - Case Investigation Plan (CIPLAN) 183
“Z” - Eleven General Orders of a Duty Guard 184
“AA” - PNP Incident Command System (ICS) Organizational Structure 185
“BB” - PNP Crisis Management Committee (PNP CMC) Organizational Structure 186
“CC” - PNP NHQ Critical Incident Management Committee (PNP NHQ CIMC) Organizational Structure 187
“DD” - PNP Critical Incident Management Task Group (PNP CIMTG) Organizational Structure at PRO/PPO/CPO/CPS/MPS 188
“EE” - PNP NHQ Disaster Incident Management Task Group (PNP NHQ DIMTG) Organizational Structure 189
“FF” - PNP Disaster Incident Management Task Group (PNP DIMTG) Organizational Structure at PRO/PPO/CPO/CPS/MPS 190
“GG” - Chain of Custody Form 191
“HH” - Anti-Kidnapping Operations Flowchart 192
BIBLIOGRAPHY 193

CHAPTER 1

GENERAL PRINCIPLES

Regardless of the type of function to be performed and/or police operations to be conducted, all PNP personnel must know by heart and shall comply with and apply the following principles and procedures:

RULE 1. FUNCTIONS OF A POLICE OFFICER

1.1 To Serve and Protect

The responsibility of every police officer is to serve the public and protect life and property. No police operation shall be conducted in order to serve or protect the illegal activity of a particular person, group or criminal syndicate.

1.2 To Observe Human Rights and Dignity of Person

All PNP personnel shall respect the human rights and dignity of the suspect/s during police operations.

RULE 2. POLICE UNIFORM, ATTIRE AND ACCESSORIES

2.1 Agency Prescribed Uniform

A police officer shall always wear the agency prescribed uniform which is appropriate for the kind of police operation to be undertaken.

2.2 Appearing Before the Public

When wearing the police uniform, a police officer shall, at all times, appear presentable, smart and well-groomed. While on actual patrol duties, he shall refrain from eating along the sidewalks, smoking and reading newspapers.

2.3 Carrying of Police Notebook, Pen and Miranda Warning Card

Every police officer on patrol, whether on board a vehicle or on foot patrol, must always carry with him a police notebook, a pen and the Miranda Warning Card. The notebook, which is approximately pocket-sized, will be used to inscribe important events that transpire during his tour of duty.

2.4 Carrying of Non-Lethal Weapon in the Police Rig

Every police officer shall carry in his prescribed rig a non-lethal weapon (pepper spray, baton or stun gun), which shall be primarily used in a non-armed confrontation with an uncooperative and unruly offender during the arrest.

RULE 3. CATEGORIES OF POLICE OPERATIONS

Police operations are categorized as follows:

- 3.1 Public Safety Operation** – includes Search, Rescue and Retrieval Operations, Fire Drills, Earthquake Drills and similar operations that promote public safety.
- 3.2 Law Enforcement Operation** – includes Service of Warrant of Arrest, Implementation of Search Warrant, Enforcement of Visitorial Powers of the Chief, Philippine National Police and Unit Commanders, Anti-Illegal Drugs Operation, Anti-Illegal Gambling Operations, Anti-Illegal Logging Operations, Anti-Illegal Fishing Operations, Anti-Carnapping Operations, Anti-Kidnapping Operations, Anti-Cyber Crime Operations and similar operations that are conducted to enforce laws, statutes, executive orders and ordinances.
- 3.3 Internal Security Operation** – includes Counter-Insurgency Operations, Counter Terrorist Operations and similar operations that are conducted to ensure internal security.
- 3.4 Special Police Operation** – includes Checkpoint Operation, Roadblock Operation, Civil Disturbance Management Operation, Police Assistance in the Enforcement of Demolition Eviction Injunction and Similar Orders, Police Assistance in the Implementation of Final Court Order and Order from Quasi-Judicial Bodies, Hostage Situation, Visit Board Search and Seizure Onboard Marine Vessels and similar police operations that are conducted by police units with specialized training on the peculiarity of the mission or purpose.
- 3.5 Intelligence Operation** – includes Surveillance Operation, Counter Intelligence, Intelligence Research, Intelligence Assessment and similar police intelligence operation conducted to gather information related to security, public safety and order.
- 3.6 Investigation Operation** – includes Investigation of Crime or Incident, Administrative Investigation and similar investigative work necessary to determine facts and circumstances for filing cases criminally or administratively.

3.7 Scene of the Crime Operation (SOCO) – includes the processing of crime scene, technical and forensic examination of evidences and similar scientific investigative assistance.

*“Be doers of the word and not hearers only,
deceiving yourselves.”
(James 1:22)*

CHAPTER 2

OPERATIONAL PROCEDURES

RULE 4. PRE-OPERATIONAL CLEARANCE

No police operation shall be conducted without the approval of the Chief/Commander/Head of the concerned Police Unit/Office. A pre-operational clearance shall be filed by the Team Leader of the operating team/s prior to the conduct of the operation and shall be approved by the concerned Police Unit Commander. This clearance shall be submitted to the operations section/division of the concerned police unit for record purposes.

RULE 5. INTER-UNIT COORDINATION

5.1 Personal Coordination or by Official Representative

Team Leader/s (TL) of local police units operating outside their territorial jurisdiction and National Support Units (NSUs) shall coordinate, personally or through an official representative, with the Police Regional, Provincial or City Police Office within whose jurisdiction the operation is to be conducted.

5.2 Coordination by Filing Coordination Form

Prior to the launching of the operation, except in cases where the formal (in writing) inter-unit coordination cannot be made due to the nature and/or urgency of the situation such as, but not limited to, cross-jurisdictional pursuit operations, coordination should be made formally using the prescribed Coordination Form, which shall be filed with the concerned operation center of the Police Regional, Provincial or City Office (***Annex "A" – Coordination Form***).

5.3 Coordination by Practical/Available Means of Communication

In cases where formal inter-unit coordination is not feasible, the Police Unit concerned shall endeavor to notify the territorial police office through any practical/available means of communication at anytime during the operation and, if not possible, shall accomplish and furnish the territorial Police Office a written incident report immediately after the termination of the operation.

RULE 6. REQUIREMENTS OF POLICE OPERATIONS

6.1 Basic Requirements

Police operations like arrest, search and seizure, checkpoint, roadblocks, demolition and civil disturbance management shall be conducted as follows:

- a. With a marked police vehicle;
- b. Led by a Police Commissioned Officer (PCO); and
- c. With personnel in prescribed police uniform or attire.

6.2 Use of Megaphones and Similar Instruments

During actual police intervention operations, the Team Leader shall use peaceful means including the use of megaphones or any other similar instruments to warn or influence the offender/s or suspect/s to stop and/or peacefully give up.

6.3 Warning Shots Prohibited

The police shall not use warning shots during police intervention operations.

RULE 7. USE OF FORCE DURING POLICE OPERATIONS

7.1 Use of Excessive Force Prohibited

The excessive use of force during police operation is prohibited. However, in the lawful performance of duty, a police officer may use necessary force to accomplish his mandated tasks of enforcing the law and maintaining peace and order.

7.2 Issuance of Verbal Warning

The police officer must first issue a verbal warning before he could use force against an offender. As far as practicable, the verbal warning shall be in the dialect that is known to the offender or in the national language. Basically the verbal warning shall consist of the following: the police officer identifying himself; his intention; and what he wants the offender to do. If the offender is a foreigner, the verbal warning shall be done in the English language followed by a demonstrative act of the police officer's intent. The verbal warning shall be done in a loud and clear manner.

7.3 Non-Issuance of Verbal Warning When Excusable

The failure to issue a verbal warning is excusable in cases where threat to life or property is already imminent,

and there is no other option but to use force to subdue the offender.

7.4 Use of Non-Lethal Weapon

When suspect is violent or threatening, and that less physical measures have been tried and deemed inappropriate, a more extreme, but non-deadly measure can be used such as baton/truncheon, pepper spray, stun gun and other non-lethal weapon to bring the suspect under control, or effect an arrest.

7.5 Application of Necessary and Reasonable Force

During confrontation with an armed offender, only such necessary and reasonable force should be applied as would be sufficient to overcome the resistance put up by the offender; subdue the clear and imminent danger posed by him; or to justify the force/act under the principles of self-defense, defense of relative, or defense of stranger.

7.6 Factors to Consider in the Reasonableness of the Force Employed

A police officer, however, is not required to afford offender/s attacking him the opportunity for a fair or equal struggle. The reasonableness of the force employed will depend upon the number of aggressors, nature and characteristic of the weapon used, physical condition, size and other circumstances to include the place and occasion of the assault. The police officer is given the sound discretion to consider these factors in employing reasonable force.

7.7 Responsibility of the Police Officer in Charge of the Operation

The police officer who is in charge of the operation shall, at all times, exercise control over all police personnel in the area of operation, and shall exhaust all possible means to apply the necessary and reasonable force to protect lives and properties during armed confrontation.

RULE 8. USE OF FIREARM DURING POLICE OPERATIONS

8.1 Use of Firearm When Justified

The use of firearm is justified if the offender poses imminent danger of causing death or injury to the police officer or other persons. The use of firearm is also justified under the doctrines of self-defense, defense of a relative, and defense

of a stranger. However, one who resorts to self-defense must face a real threat on his life, and the peril sought to be avoided must be actual, imminent and real. Unlawful aggression should be present for self-defense to be considered as a justifying circumstance.

8.2 Firing at Moving Vehicles Prohibited But with Exceptions

A moving vehicle shall not be fired upon except when its occupants pose imminent danger of causing death or injury to the police officer or any other person, and that the use of firearm does not create a danger to the public and outweighs the likely benefits of its non-use.

8.3 Parameters to be Considered in Firing at Moving Vehicles

In firing at a moving vehicle, the following parameters should be considered:

- a. The intent of the suspect/s to harm the police officer or other persons;
- b. The capability of the suspect/s to harm with certainty the police officer or other persons; and
- c. Accessibility or the proximity of the suspect/s from the police officer and other persons.

8.4 Filing of an Incident Report After the Use of Firearm

A police officer who fires his service firearm or weapon during a confrontation with an offender or offenders must submit an incident report outlining the circumstances necessitating the use of his firearm.

8.5 Procedures After an Armed Confrontation

Immediately after an armed confrontation, the officer who is in charge of the operation shall:

- a. Secure the site of confrontation;
- b. Take photographs;
- c. Check whether the situation still poses imminent danger;
- d. Evacuate the wounded to the nearest hospital;
- e. Ensure that all persons who died on the spot are not moved from their original position;
- f. Arrested suspects should be kept in isolation;

- g. Conduct debriefing on all involved PNP operatives;
- h. Submit After-Operations Report; and
- i. Ensure psychological stress counseling for all involved PNP operatives.

RULE 9. PATROL PROCEDURES

9.1 Patrol Guidelines

- a. Observe precautionary measures and personal safety while on patrol;
- b. Observe defensive driving and follow traffic rules and regulations;
- c. Select routes which provide best visibility;
- d. Patrol members must be always on the look-out for indications of vices and other illegal activities on their beat;
- e. Patrol members must be knowledgeable of all conditions, events and details of places on their beat;
- f. Be observant of people, places, situations or conditions and develop a suspicious attitude especially if the subject appears to be slightly out of the ordinary;
- g. Keep under close observation actions of juveniles, trouble makers/agitators and the mentally ill/retarded persons;
- h. Be familiar, as much as possible, with known criminals/ ex-convicts residing in or frequenting the patrol beat;
- i. Be familiar with stay-in employees of business establishments on your beat;
- j. Be on the alert for loiterers;
- k. Keep watch on uninhabited homes;
- l. Observe the practice of “shaking doors” of unguarded business establishments during night patrol. Check for signs of intrusion;
- m. Establish good rapport with the people on your beat;
- n. Develop contacts by getting to know as many people as possible who can give factual information about crime conditions on the patrol beat;

- o. Use tact and persuasiveness when conducting spot inquiry or questioning individuals for information;
- p. When requiring identification from a suspicious person or any individual, avoid taking the wallet or bag in which the cards/documents are placed. Let the individual remove and hand them to you;
- q. When checking suspicious persons, places, buildings/ establishments and vehicles especially during nighttime, be prepared to use your service firearm. Flashlight should be held tightly away from the body to avoid making you a possible target; and
- r. Patrol members should avoid loitering in theaters, restaurants and other recreational places.

9.2 Duties of Patrol Supervisors

- a. In any operation, careful planning is a must in order to avoid waste of time, effort and resources. Make a patrol plan with the following details:
 - (1) Area Coverage: safe haven, ambush areas and crime-prone areas;
 - (2) Organizational Detail of Personnel;
 - (3) Duration;
 - (4) Stand-by points; and
 - (5) Route plan.
- b. Designate and select the members of the patrol team/s;
- c. Inspect the members of the patrol for completeness of uniforms, operational readiness and all government-issued equipment (firearms, mobile car, radio, etc.) to ensure that these are well-maintained and properly used by the Patrol Officer;
- d. Conduct briefing prior to dispatch by disseminating any orders, directives or instructions from the Chief of Police or higher authorities and new policy or guidelines being implemented by the PNP Organization;
- e. Remind the patrol team about the strict observance of the PNP Operational Procedures;
- f. Strictly observe “Buddy System” during the patrol operations;

- g. Render hourly report of location and situation through radio/telephone/cellphone to Police Community Precinct (PCP)/Station Headquarters Tactical Operation Center (TOC);
- h. Render after-patrol report duly signed by detailed personnel. PCP Commanders shall collate and submit significant details to the Station Patrol Supervisor, who in turn, will submit the same to the Provincial/District Patrol Supervisor; and
- i. Conduct debriefing after the patrol to assess its conduct and make necessary corrective measures on defects noted.

9.3 Duties of Patrol Officer

- a. Attend the Roll Call Formation before his Tour of Duty for briefing and likewise attend the after Tour of Duty formation for debriefing;
- b. Patrol the assigned beats, observe and check suspicious people, structures/buildings, compounds and vehicles;
- c. Observe and monitor public gatherings, prevent disorders and disperse unlawful assemblies;
- d. Inspect and/or conduct surveillance in various business establishments and other installations and remove hazards to public safety;
- e. Check suspicious vehicles (private, public, or commercial/delivery vehicles) along the main roads/highways in the course of their patrol;
- f. Report occurrences and conditions which relate to crime, public peace, order and safety;
- g. Prevent crimes and arrest sighted law violators, assuring the public that peace is preserved;
- h. Conduct regular visitations, dialogues/consultations with the residents and other stakeholders;
- i. Assist personnel of responsible agencies/unit in facilitating the flow of traffic at busy intersections/roads within his Area of Responsibility (AOR), assist and provide pedestrian information such as directions and street locations;

- j. Enforce city/municipal ordinances on liquor establishments and night clubs, cabarets and all houses of ill-repute;
- k. Respond to calls, entertain complaints, initiate the investigation and protection of the scene and minimize the after-effects of accidents, fires and other catastrophes;
- l. Patrol Officers shall wear the prescribed patrol uniform; and
- m. Patrol Officers must have the equipment necessary in the performance of their duty.

9.4 Guidelines and Procedures when Responding to Calls for Police Assistance

- a. Gather and note down in the patrol officer's logbook all available data as to the nature of the calls, date, time and name of the caller. It may be regular, urgent or emergency in nature.
- b. The manner of approach will be dependent on the nature of the call, either with haste/secrecy or with/without flashing lights and sirens.
- c. Consider the pertinent factors like the time, traffic conditions, the possibility of greater damage and the neighborhood characteristics.
- d. Stop the patrol car some distance from the scene.
- e. Approach the scene on foot, in complete silence and exercising extreme caution.
- f. Immediately attend to the injured, unless the other members of the patrol are in immediate danger.
- g. Focus all efforts to arrest criminals; however, priority shall be given to aiding the injured.
- h. Determine the crime committed, identify and question briefly the victim/complainant and possible witnesses at the scene.
- i. If the suspects or criminals have fled the scene before the arrival of the patrol team, immediately relay the composition, armament, appearance, and mode and direction of escape of the suspects to the Operations Center for the conduct of dragnet operations.

- j. When responding to street fights/brawls, the patrol member should call for back-up before intervening. If there are no injuries and insufficient corroborative statements obtained to identify who started the fight, disperse the crowd and make complete notes.
- k. Never treat calls or complaints of loud noises caused by barking dogs, drunks, appliances and parties as negligible or a nuisance. They only need courteous and tactful intervention and not enforcement actions.
- l. When responding to calls for police assistance due to planted or found explosives, never attempt to handle, move or lift the object. Instead contact Operations Center and request for Explosive Ordnance Disposal Team (EODT). On-lookers must be promptly led to a safe distance away from the scene. **(Refer to Rule 34)**.
- m. When responding to calls from owners of beerhouses, bars or inns or any other similar establishments during night time, request the owner to put the lights on first before entering the establishments.
- n. Do not attempt to arbitrate and resolve conflicts/differences between neighbors, landlords/tenants, husband and wife.

RULE 10. SPOT CHECKS/ACCOSTING AND PAT-DOWN SEARCHES

10.1 Grounds for Spot Check/Search

- a. **Spot Check/Accosting.** The police officer may stop an individual for the purpose of conducting a spot check/accosting only when reasonable suspicion exists. Reasonable suspicion must be more than just a hunch or feeling. In justifying the stop, the police officer must be able to point to specific facts that, when taken together with rational inferences, reasonably warrant the stop. Such facts include, but are not limited to, the following:
 - (1) The appearance or demeanor of the individual suggests that he is part of a criminal enterprise or is engaged in a criminal act;
 - (2) The actions of the individual suggest that he is engaged in a criminal activity;
 - (3) Questionable presence of the individual in the area;

- (4) The subject is carrying a suspicious object;
- (5) The suspect's clothing bulges in a manner that suggests he is carrying a weapon;
- (6) The suspect has been found in the time and place proximate to an alleged crime;
- (7) The police officer has knowledge of the suspect's prior criminal record or involvement in criminal activity; and
- (8) The individual flees at the sight of a police officer.

b. Body Frisk/Pat-Down Search. A police officer has the right to perform a pat-down search if the individual has been legitimately stopped with reasonable suspicion and when the police officer has reason to believe that the individual possesses weapon/s on his person and poses a threat to the police officer's or another person's safety. Circumstances which may justify pat-down search:

- (1) The type of crime believed to be committed by the subject, particularly crimes of violence where the threat of use or use of deadly weapon is involved;
- (2) Where the police officer handles several suspects;
- (3) The time of the day and the location where the pat-down search took place;
- (4) Prior knowledge by the police officer of the suspect's use of force and/or propensity to carry deadly weapons;
- (5) The appearance and demeanor of the suspect;
- (6) Visual indications suggesting that the suspect is carrying a firearm or other deadly weapon; and
- (7) Whenever possible, pat-down searches should be performed by police officers of the same gender.

10.2 Procedures and Guidelines

a. Spot Check/Accosting

- (1) When approaching the individual, the police officer shall clearly identify himself as a police officer. If not in uniform, the police officer must identify himself by announcing his identity and displaying official identification card and/or badge.

- (2) Police officers shall be courteous at all times but maintain caution and remain vigilant for suspicious movements like attempting to retrieve weapon, conceal or discard contraband, or other similar actions.
- (3) Before approaching more than one individual, police officers should determine whether the circumstances warrant a request for back-up and whether the spot check/accosting can and should be delayed until such back-up arrives.
- (4) Police officers shall confine their questions as to the person's identity, place of residence, and other inquiries necessary to resolve the police officer's suspicion. However, in no instance shall a police officer hold a person longer than the period reasonably necessary to be able to make these limited inquiries and to resolve suspicions.
- (5) Police officers are not required to inform the person of his rights under the law (i.e. Miranda Warning, Anti-torture law, etc.) unless the person is placed under arrest.

b. Body Frisk/Pat-Down Search

When reasonable suspicion justifies a pat-down search, the search should be performed with due caution, restraint, and sensitivity. Pat-down searches should be conducted in the following manner:

- (1) Whenever possible, pat-down searches should be conducted by at least two (2) police officers, one to perform the search while the other provides protective cover.
- (2) Because pat-down searches are cursory in nature, they should be performed with the suspect in a standing position, or with hands placed against a stationary object, and feet spread apart. However, should an officer visually observe a weapon, a more secure search position may be used like the prone (lying face down) position.
- (3) In a pat-down search, officers are permitted only to feel the outer clothing of the suspect. Police officers may not place their hands inside the pockets of the subject's clothing unless they feel an object that

could probably be a weapon, such as a gun, knife, club, or the like.

- (4) If the suspect is carrying an object such as a handbag, suitcase, briefcase, sack, or other similar items that may conceal a weapon, the police officer should not open the item but instead put it in a place out of the suspect's reach.
- (5) If the external patting of the suspect's clothing fails to disclose evidence of a weapon, no further search may be made. If a weapon is found and the possession of which amounts to a violation of the law, the police officer shall arrest the suspect and conduct a complete search of his person.

10.3 Reporting after the Spot Check/Accosting or Pat-Down Search

If after conducting a spot check/accosting or pat-down search, the police officer has no basis for making an arrest, he should record the facts of such spot check/accosting or pat-down search and forward a report to the appropriate authority. If the spot check/accosting or pat-down search gives a justification for a valid warrantless arrest, then an arrest shall be made.

RULE 11. CHECKPOINTS

11.1 Authority to Establish Checkpoints

Checkpoint is a place where the police check vehicular/pedestrian traffic in order to enforce circulation control measure and other laws, orders, and regulations. The establishment of checkpoints must always be authorized by the Head of Office of the territorial PNP Unit and manned by uniformed PNP personnel. Other units directly involved in an operation may establish mobile checkpoints in coordination with the Unit Commander in the area.

11.2 Composition

In the conduct of checkpoint, the checkpoint team shall be composed of, but not limited to, the following:

- a. Team Leader (TL) - shall lead and take responsibility in the conduct of checkpoint preferably an officer with the rank of at least Police Inspector;

- b. Spotter - PNP personnel who will point/profile suspected vehicle subject for checkpoint;
- c. Spokesperson - TL or member who is in charge of communicating with the motorists subject for checkpoint;
- d. Investigation Sub-team - in charge of investigation and documentation of possible incidents in the checkpoint to include issuance of Traffic Citation Ticket (TCT) or Traffic Violation Report (TVR);
- e. Search/Arresting Sub-Team - designated to conduct search, seizure and arrest, if necessary;
- f. Security Sub-Team - tasked to provide security in the checkpoint area; and
- g. Blocking/Pursuing Sub-Team - team tasked to block/pursue fleeing suspects/vehicle.

11.3 Guidelines

- a. Mobile checkpoints are authorized only when established in conjunction with ongoing police operations. Only officially marked vehicles with blinkers turned on, if available, shall be used in establishing mobile checkpoints.
- b. Checkpoints are established to enforce circulation control measure, laws, orders and regulations, and when there is a need to arrest a criminal or fugitive from justice.
- c. The composition of the personnel manning the checkpoint shall be left to the sound discretion of the Team Leader (TL), with the consideration of female PNP officer in the team especially when there is an anticipated female suspect.
- d. The minimum Police Checkpoint team should at least be composed of an 8-man complement, with three verifiers, one spotter, one TL, one profiler, one rear security and one advance security.
- e. The Team manning checkpoints must have immediate contact with the LGUs, Public Attorney's Office (PAO) or any member of the Philippine bar, and/or the media (for drug cases).
- f. The Team should encourage the participation of, but not limited to, the Local Government Units (LGUs),

Civil Society Groups, Non-Governmental Organizations (NGOs), business organizations, other civic groups, media and other stakeholders during the conduct of Police Checkpoint operations.

- g. The participation of the civilians and the presence of the media in the conduct of checkpoint must be confined only as observers to give police additional eyes and promote transparency of activities in the area.
- h. All civic groups or organizations to include the media, who are inclined to participate in police checkpoints, must be duly registered and accredited by the PNP for such purpose. The accreditation of the civilian groups to join in the conduct of checkpoint shall be administered by the Police Regional and Provincial Offices.
- i. PNP personnel manning the checkpoint must have a presentable appearance, wearing the prescribed PNP uniform. Likewise, the civilian members must also be in their organization's uniform with their names conspicuously displayed for identification. In no case shall the civilian components be allowed to bear firearms during the checkpoint.
- j. In Metro Manila and other major cities, police officers manning the checkpoints should not wear Field Service Uniforms (FSU) or black fatigues in lieu of the PNP General Office Attire unless the conduct of checkpoint is a result of a Hot Pursuit Operation or a High Risk Checkpoint. The use of mixed uniforms (GOA, FSU, black fatigue) in the conduct of checkpoint is strictly prohibited.
- k. As much as possible, the area where the checkpoints shall be established must be properly lighted, with a noticeable signage bearing the name of the PNP unit and the participating organization/s visibly displayed in the checkpoint site, to prevent any apprehension from the public of the existence of the same.
- l. Due courtesy must be accorded to the motorists, traders and the commuters during the conduct of checkpoint.
- m. The spokesperson must greet the people subject for inspection, extend apology for the inconvenience, appeal for understanding and state the reasons of the operation. Upon completion, thank the person/s searched.

- n. Except in the actual commission of crime during checkpoints or in a hot pursuit operation, the conduct of inspection of vehicle during a routine checkpoint is limited to a visual search and therefore must be done with due respect to innocent passers-by, commuters, or bystanders and be conducted in a manner that is of least inconvenience to the public. Searches, seizures, and arrests made during checkpoints shall be within the ambit of the law.
- o. Violations/Infractions of the law discovered during the checkpoint operation shall be expeditiously disposed of following legal procedures. Arrested persons must be apprised of their rights with respect to the Miranda Doctrine.
- p. The security of the PNP personnel, and most especially that of the civilians participating in the checkpoint operation, must be given due consideration in the planning of the operation.
- q. Only the security sub-team and blocking/pursuing sub-team members are allowed to display high-powered firearms should be positioned where they can best provide security to the Checkpoint team, including themselves.
- r. Checkpoint personnel must not limit their task to law enforcement and crime deterrence. They should also be ready to provide police assistance in the vicinity e.g., giving directions to inquiring motorists or passers-by.
- s. The PNP operating units must provide their own logistical and financial requirements to avoid soliciting support from the civilians for their personal or operational needs.
- t. Police personnel assigned in the checkpoint shall not mulct, extort, or harass drivers, passengers, and traders. Designated TL assigned at the checkpoint shall be responsible for the actions and behavior of his personnel and shall be accountable under the doctrine of Command Responsibility.
- u. Voluntary offers of cash or in kind from the traders/motorists passing the checkpoint should be absolutely refused because the offer might be misconstrued as a bribe.

- v. The police and the civilian component must separately submit their After Checkpoint Operation Report to their respective units or organization for proper evaluation of the efficacy of the operation.

11.4 Procedure in the Conduct of Regular Police Checkpoint

- a. Unit Commanders should inform Higher Headquarters (HHQs) Tactical Operations Center (TOC) and coordinate with adjacent units, such as MPS, CPS, NSUs, Public Safety Company Forces and other friendly forces, personally or through an official representative, before commencing with the checkpoint to avoid misencounter and any untoward incident;
- b. The TL shall brief the PNP personnel, as well as the civilian components present, including the media regarding the proper conduct of the checkpoint and their assigned tasks prior to their deployment;
- c. The TL shall initially account for the PNP personnel and check if they are in the prescribed uniform. PNP personnel conducting the checkpoint shall display their nameplates at all times. If wearing a jacket, the flap of the jacket bearing their names should also be displayed. Likewise, the equipment will include, but not limited to, the following:
 - (1) Marked Patrol vehicles;
 - (2) Firearms with basic load of ammunition;
 - (3) Handheld and vehicle base radios;
 - (4) Flashlights;
 - (5) Megaphone;
 - (6) Video camera; and
 - (7) Signage:
 - (a) Warning signs: (e.g., Slowdown Checkpoint Ahead, Checkpoint 20 Meters Ahead, etc); and
 - (b) Information signs: Name of the Unit and TL.
- d. The Spotter of the team will be pre-positioned in a place where he can best point/profile suspected vehicles prior to their approach to the checkpoint;

- e. Search/Arresting Sub-Team shall flag down suspected vehicles and conduct search, seizure and arrest, if necessary;
- f. In the event of seized drugs, the team having initial custody and control of the drugs shall immediately conduct physical inventory and photograph the same in the presence of the accused or the person/s from whom such items were confiscated and/or seized, or his/her representative or counsel, a representative from the media and DOJ, any elected public official who shall be required to sign the copy of the inventory and be given a copy thereof;
- g. Arrested persons and seized items shall be turned over to the investigation sub-team for documentation and proper disposition;
- h. In the event that the checkpoint is ignored, and the occupants of the vehicle open fire on the personnel manning the checkpoint, reasonable force to overcome the suspects' aggression may be employed;
- i. Inform Higher Headquarters before terminating the conduct of Checkpoint;
- j. The TL shall conduct debriefing of personnel after termination of the Checkpoint; and
- k. Unit Commander shall submit After-Activity Report to Higher Headquarters.

11.5 Procedure in the Conduct of On-the Spot (Hasty) Checkpoints

- a. PNP personnel conducting mobile patrols on board patrol vehicles will initially man the checkpoint, to be complemented by additional personnel upon arrival of reinforcement. A collapsible signage with markings: "Stop, Police Checkpoint" if available, indicating also the name of the concerned police office/unit conducting the operations, will be used for the purpose;
- b. In the case of PNP personnel conducting Internal Security Operation (ISO) or foot patrol, where a vehicle and collapsible signage is not readily available, the checkpoint shall be manned initially by said personnel;

- c. The team shall immediately inform Higher Headquarters of the exact location of the hasty Checkpoint to include personnel involved and available equipment;
- d. In a hasty checkpoint, where there is a possibility of high-risk stop and high-risk arrest, and there is an urgency for troop deployment and that public safety might be at risk, the participation of the civilian component and the presence of the media in the checkpoint operation shall not be allowed;
- e. The Unit Commander of the personnel manning the hasty checkpoint shall immediately send additional personnel, equipment and signage to the area in order to convert the Hasty Checkpoint into a Regular Checkpoint; and
- f. As soon as the Hasty Checkpoint is converted into a Regular Checkpoint, TL shall follow the procedures under 11.4c of this Rule.

11.6 General Procedure to be Followed When Checkpoints are Ignored

When checkpoints are ignored, the following shall be observed:

- a. In the event that checkpoints/roadblocks are ignored and the motorists/suspects bump the roadblock in an attempt to elude arrest or avoid inspection, the TL shall immediately contact adjacent units to inform them of the situation so that these units can conduct dragnet operation or police defensive roadblock, while the members of the blocking/pursuing team shall block or pursue the errant fleeing motorist;
- b. Warning shots shall not be allowed due to the confusion it may create for the driver and passengers of the vehicle. Megaphones or police sirens shall be used instead during the pursuit. The plate number of the vehicle shall be noted and given to other units in adjacent areas to prevent the possibility that the vehicle may elude the pursuit operation; and
- c. In the event that the occupants of the vehicle open fire on the personnel manning the checkpoint, reasonable force to overcome the suspects' aggression may be employed.

11.7 Procedure in Flagging Down or Accosting Vehicles While in Mobile Car

This rule is a general concept and will not apply in hot pursuit operations. The mobile car crew shall undertake the following, when applicable:

- a. Call Headquarters to provide information on the make or type and plate number of the motor vehicle to be accosted and, if possible, identity of occupants;
- b. State the reason(s) for the planned intervention of the suspected motor vehicle;
- c. Give the mobile car's location and its direction before making actual intervention;
- d. Try to get alongside the suspects' vehicle and check the occupants without alarming them of your purpose. You can even overtake the vehicle and wait for it at an advantageous location before stopping the suspects' vehicle;
- e. Determine whether the suspects are hostile or not;
- f. Make known to the suspect that you are after them through the use of a siren or megaphone;
- g. Instruct the driver to pull over or stop on the side of the road;
- h. Park behind the suspect's vehicle at an appropriate distance and cautiously approach the vehicle on the driver's side;
- i. If the vehicle's windows are heavily tinted and the occupants cannot be seen, instruct the driver to open all windows to have a clear view of the interior of the vehicle;
- j. Instruct the driver to turn off the ignition, if this was not done when the vehicle stopped; in case of motorcycle instruct the driver to remove the key and disembark;
- k. The other members of the team must be on guard for any eventuality while the vehicle is being approached;
- l. Talk to the driver in a most courteous manner and inform him of the nature of his violation. Demand to see the driver's license, photocopies of the certificate of registration and the official receipt. Examine these

documents and counter-check the driver on the information reflected therein;

- m. If it concerns traffic violations, immediately issue a Traffic Citation Ticket (TCT) or Traffic Violation Report (TVR). Never indulge in prolonged, unnecessary conversation or argument with the driver or any of the vehicle's occupants;
- n. In case of other violations that require the impounding of the vehicle, inform the driver regarding this situation and instruct him to follow you, after issuing the TCT/TVR; and
- o. Before moving out, inform Headquarters regarding the situation/status and disposition of the person and motor vehicle accosted.

11.8 Dealing with Hostile Situation

The following are the procedures to be followed in dealing with hostile drivers:

a. Stopping Vehicles

- (1) Follow the procedure stated in paragraphs a to c of Rule 11.7;
- (2) Immediately request for back-up;
- (3) Follow the suspect and always keep him within visual range;
- (4) Expect that the suspect will notice your action at any time. Be prepared for hot pursuit or actual hostile confrontation;
- (5) If the back-up is already in the vicinity, inform Headquarters that you are proceeding to accost the suspect;
- (6) Inform the suspects that you are after them through the use of siren or megaphone and instruct the driver to pull over or stop on the side of the street;
- (7) Park at an appropriate distance behind the suspect's vehicle;
- (8) While the vehicle is being approached, the other members of the crew and back-up must be on guard for any eventuality. Overreactions or aggression on the part of the police should be avoided;

- (9) If the vehicle's windows are heavily tinted and the occupants cannot be seen, instruct the driver to open all windows for a clear view of the vehicle's interior;
- (10) Direct the driver and other occupants of the vehicle not to make unnecessary movements and to show their hands outside the car;
- (11) Instruct the driver to turn off the ignition and toss the key to the ground. Demand to see the Driver's License and photocopies of the vehicle's certificate of registration and the official receipt. Examine the documents and counter-check the driver on the information reflected therein; and
- (12) If there are other suspects aside from the driver, separate them from one another.

b. Fleeing Vehicles

- (1) In the event that the motor vehicle did not stop despite the warning given, inform Headquarters or adjacent units so that dragnet operations or police defensive roadblocks can be set-up;
- (2) Inform Headquarters of the make or type, plate number and color of the motor vehicle to be accosted including the number of occupants and, if possible, their identity;
- (3) State the reason(s) for flagging down the suspected motor vehicle;
- (4) Give mobile car's location and its direction before making actual intervention;
- (5) When the vehicle of the suspect is cornered or stopped, instruct the driver and other occupants in a clear and commanding voice to follow specifically what you will require of them. Failure on their part to follow will be construed as a hostile act on their part. Execute instructions on the use of reasonable force;
- (6) Instruct the driver to turn off the ignition and toss the key to the ground, open the door and step out of the vehicle, then instruct him to place his hands on top of the vehicle, or to move towards you with his hands up;

- (7) Instruct other occupants of the vehicle, if any, to come out one by one, and follow what the driver has been instructed to do earlier;
- (8) Arrest, handcuff and search the suspects and bring them to Headquarters for proper disposition; and
- (9) Before moving out, inform Headquarters about the situation, status and disposition of the suspects and motor vehicle accosted.

11.9 High-Risk Stop and High-Risk Arrest

a. Initial Stage

Upon receipt of information involving movement of armed person or persons, either singly or in group, including unauthorized movement of government troops, or in immediate response to a reported commission of crime perpetrated by armed persons, the PNP shall immediately:

- (1) Organize appropriate tactical security forces utilizing maximum firepower and armor assets;
- (2) Deploy the security forces to stopping zones in defensive position; and
- (3) Seal off the area and establish strong roadblocks/barricades.

b. Effecting a High Risk Stop

When effecting high-risk stop, the police officer shall:

- (1) Exert utmost effort to persuade the suspects to halt or stop their movement.
- (2) Start with the procedural conduct of regular warrantless arrest where arrest is inevitable.
- (3) Ensure proper documentation of the process.
- (4) Respect the rights of all the persons involved.

c. During Violent Stage

The PNP shall strictly adhere to the PNP Operational Procedures (POP), particularly on the use of force (**Rule 7**).

11.10 Police Defensive Roadblock

Police Defensive Roadblock is a temporary installation or hastily built barricade set for halting traffic to facilitate the apprehension/neutralization of an armed person/suspect onboard a motor vehicle. (*PNP Command Memorandum Circular No. 25-13 "Establishment of Police Defensive Roadblocks"*)

a. Pre-Conditions in Establishing Police Defensive Roadblocks:

A police defensive roadblock may be established in any of the following conditions/situations:

- (1) The object vehicle/s must be the subject of a recent flash alarm;
- (2) The driver/occupants of the vehicle are presumed hostile and will not stop at the checkpoint;
- (3) The vehicle disregarded a police-established checkpoint when flagged down;
- (4) The identified vehicle and occupants must be the subject of a police case/combat operational plan;
- (5) There is unauthorized troop movement; or
- (6) There must be validated information on any of the following:
 - (a) On-going hot pursuit/police chase;
 - (b) Movement of suspected armed persons onboard a motor vehicle;
 - (c) Report of suspected armed men who have just committed a crime;
 - (d) Vehicle carrying escaped prisoner; or
 - (e) Armed motorcycle riding criminals.

b. Procedures in Establishing Roadblock:

(1) Before the Roadblock:

- (a) Organize appropriate/sufficient police tactical security forces, utilizing maximum firepower and armor assets (if any), with the following team composition:

- i. Team Leader (TL) - shall lead and take responsibility in the conduct of roadblock preferably an officer with the rank of at least Police Inspector;
 - ii. Forward observer/spotter - PNP personnel who will point/profile suspected vehicle subject for roadblock;
 - iii. Spokesperson - TL or member who is solely in charge of communicating with the armed suspects onboard a motor vehicle subject for roadblock;
 - iv. Sniper - to render the vehicle un-operational to avoid escape and provide firepower support to neutralize armed and hostile suspects during firefight;
 - v. Investigation Sub-team - in charge of investigation and documentation of the roadblock;
 - vi. Search/Arresting Sub-Team - designated to conduct search, seizure and arrest;
 - vii. Security Sub-Team - tasked to provide security in the roadblock area and ensure exclusion of other vehicles and civilians not subject of roadblock;
 - viii. Blocking/Pursuing Sub-Team - tasked to block/pursue fleeing suspects/vehicle;
 - ix. Medical Sub-Team – tasked to provide immediate medical assistance if necessary;
 - x. Additional tactical personnel/team may be employed depending on the size of the hostiles; and
 - xi. Videographer – tasked to take videos of the entire roadblock operation.
- (b) The Team Leader (TL) shall brief the elements/members of the Police Roadblock and perform the following:
- i. Inform the next higher Headquarters of the make or type and plate number of the motor vehicle to be accosted, including

- the number and, if possible, identity of the occupants;
- ii. State the reason(s) for the planned intervention of the suspected motor vehicle;
 - iii. Give the exact location of the roadblock to include personnel involved, available equipment and marked vehicles;
 - iv. Coordinate with the Chief of Police and friendly forces who has territorial jurisdiction over the area; and
 - v. Immediately contact adjacent units to inform them of the situation so that these units can conduct dragnet operation, while the members of the blocking/pursuing team shall block or pursue the fleeing suspects/ vehicle.
- (c) Participating personnel in the roadblock must be in their prescribed uniform; and
 - (d) In a roadblock, since troop deployment is urgent and public safety is at risk, the participation of civilian component and the presence of media in the roadblock shall not be allowed.

(2) During the Roadblock:

- (a) Establish forward observers/spotters and rear checkpoint;
- (b) Deploy security forces in a strategic and defensive position;
- (c) Establish a strong roadblock on selected strategic areas;
- (d) Deploy road spikes or tire deflation system if available;
- (e) Ensure that the whole intervention procedure is documented by the videographer;
- (f) As much as possible, the area where the roadblock shall be established must be properly lighted with noticeable signage bearing the name of the PNP Unit visibly displayed and in a

- safe distance from a populated area to prevent collateral damage if a firefight ensues;
- (g) Police car lights must be turned on at all times during the operation;
 - (h) Identify yourself-rank, name, unit verbally and make known to the suspect/s that you are after them through the use of a siren or megaphone;
 - (i) If the vehicle's windows are heavily tinted and the occupants cannot be seen, instruct the driver to open all windows to have a clear view of the interior of the vehicle;
 - (j) Instruct the driver to turn off the ignition (if this was not done when the vehicle stopped) and order all the occupants to disembark, followed by their hands to be placed on top of the vehicle;
 - (k) The other members of the team must be on guard for any eventuality while the vehicle is being approached;
 - (l) Intervention procedures upon stop of subject vehicle: Exert utmost effort to persuade the suspects to halt or stop their movement;
 - i. Start with the procedural conduct of regular warrantless arrest where arrest is inevitable;
 - ii. Ensure proper documentation of the process; and
 - iii. Respect the rights of all the persons involved.
 - (m) Procedures when suspects open fire/engage the troops:
 - i. In the event that the occupants of the vehicle open fire on the personnel manning the roadblock, reasonable force to overcome the suspects' aggression may be employed;
 - ii. Use only necessary force to neutralize suspects;
 - iii. Prevent panic firing;

- iv. Prevent collateral damage; and
- v. Account for the casualties.

(3) After the Roadblock:

- (a) When suspect/s surrendered or are arrested:
 - i. Arrested persons must be apprised of their rights in reference to the Miranda Doctrine; and
 - ii. An After-Roadblock Operations Report must be submitted to their respective units or organization for proper evaluation of the efficacy of the operation.
- (b) When suspects engage with troops:
 - i. Account for the casualties and give immediate medical assistance to the wounded;
 - ii. Protect/preserve the crime scene/engagement area; and
 - iii. Ensure proper documentation of the process.
- (c) Fleeing Vehicles:
 - i. In the event that the motor vehicle did not stop and it evaded the roadblock despite the warning given, inform Headquarters or adjacent units so that another roadblock can be set-up;
 - ii. Fleeing vehicles shall not be fired upon except by a sniper but only to disable the vehicle;
 - iii. Inform Headquarters of the make or type, plate number and color of the motor vehicle to be accosted including the number of occupants and, if possible, their identity;
 - iv. State the reason(s) for flagging down the suspected motor vehicle;
 - v. Give mobile car's location and its direction before making actual intervention; and
 - vi. Establish Hot Pursuit Operation.

RULE 12. INTERNAL SECURITY OPERATIONS

12.1 General Mandate

The PNP is mandated to provide active support to the Armed Forces of the Philippines (AFP) in Internal Security Operations (ISO) for the suppression of the Communist Terrorist Movement (CTM) and other serious threats to national security. (***Executive Order No. 546 series of 2006 “Directing the Philippine National Police to Undertake Active Support to the Armed Forces of the Philippines in Internal Security Operations for the Suppression of Insurgency and Other Serious Threats to National Security, Amending Certain Provisions of Executive Order No. 110 series of 1999 and for Other Purposes”***)

12.2 The PNP in an Active Support Role

The PNP shall perform the following:

- a. Conduct sustained law enforcement actions against CTM atrocities;
- b. In urban areas, the PNP may assume the lead role in ISO against the CTM, other threat groups and organized crime groups engaged in armed offensives;
- c. The PNP units may either operate as a single force or as a part of joint PNP-AFP combat operations. In both cases, lateral coordination is a must;
- d. The PNP units in CTM-affected areas may be placed under Operational Control (OPCON) of AFP units but shall continue to perform law enforcement functions.
- e. Specific areas where armed confrontations such as encounter, ambush, raid, liquidation and other similar atrocities occur between government forces (PNP or AFP) and the Communist Terrorists (CTs) shall be treated as a crime scene. The police unit that has jurisdiction over the areas shall conduct the Crime Scene Investigation (CSI).

12.3 Defensive Position

Police Stations, especially those located in far-flung areas, are priority targets of attacks. As such, security measures against CT atrocities must be undertaken as follows:

- a. Continuously remind all PNP personnel to be extra vigilant and security conscious in their day-to-day activities and during troop movements.
- b. Duty station guards shall memorize, internalize and put into practice the 11 General Orders of a Duty Guard. **(Annex “Z”)** Likewise, they shall always carry their issued long firearms and ammunition rig/bandoliers with basic load.
- c. Vigorously implement added security measures in all Police Stations and Police Community Precincts.
- d. Conduct sustained inspection of the operational readiness of PNP field units/stations.
- e. Always keep in mind the modus operandi, strategies and tactics being practiced/employed by the CTM and other threat groups.
- f. Enhance the establishment of Advance Security Control Points (ASCPs) to control the ingress and egress of people in Police Stations.
- g. One of the strategies and tactics employed by CTM and other threats groups to gain access to police stations is by wearing of PNP/AFP uniforms and that of other LEAs, hence, personnel assigned in the advance security control points shall not allow entry of uniformed groups or any individuals without prior coordination.
 - (1) Exercise sustained vigilance and maintenance of law, order and public safety in respective AOR through the intensified conduct of police visibility patrols.
 - (2) Carry out Police Community Relation (PCR)/ Barangay Peacekeeping Operations (BPO) activities in areas that are prone to influence, infiltration and infestation of CTM fronts organization.

RULE 13. ARREST

13.1 General Guidelines

- a. All arrests should be made only on the basis of a valid Warrant of Arrest issued by a competent authority, except in instances where the law allows warrantless arrest.

- b. No violence or unnecessary force shall be used in making an arrest, and the person to be arrested shall not be subjected to any greater restraint than what is necessary under the circumstances.
- c. As a general rule, arrests can be made on any day of the week and at any time of the day or night.
- d. Only judges are authorized to issue Warrants of Arrest.
- e. A Warrant of Arrest is no longer needed if the accused is already under detention. An Order of Commitment is issued by the judge in lieu of the Warrant of Arrest.
- f. The following are immune from arrest:
 - (1) A Senator or Member of the House of the Representatives while Congress is in session for an offense punishable by not more than six years of imprisonment; and
 - (2) Diplomatic Agents, Under the Vienna Convention on Diplomatic Relations.

13.2 Warrant of Arrest

The warrant of arrest is the written authority of the arresting officer when making an arrest or taking of a person into custody in order that he may be bound to answer for the commission of an offense.

The head of the office to whom the warrant of arrest has been delivered for implementation shall cause the warrant to be implemented within ten (10) days from receipt. Within ten (10) days after the expiration of such period, the police officer to whom it was assigned for implementation shall make a report to the judge who issued the warrant and in case of his failure to implement the same, shall state the reasons thereof.

13.3 Arrests Without a Warrant

A peace officer or a private person may, without a warrant, arrest a person:

- a. When, in his presence, the person to be arrested has committed, is actually committing, or is attempting to commit an offense;
- b. When an offense has just been committed and he has probable cause to believe, based on personal

knowledge of facts or circumstances, that the person to be arrested has committed it;

- c. When the person to be arrested is a prisoner who has escaped from a penal establishment or place where he is serving final judgment or temporarily confined while his case is pending, or has escaped while being transferred from one confinement area to another;
- d. Where the accused released on bail attempts to leave the country without court permission;
- e. Violation of conditional pardon, punishable under Article 159 of the Revised Penal Code as a case of evasion of service of sentence; and
- f. Arrest following a Deportation Proceeding by the Immigration Commissioner against illegal and undesirable aliens.

13.4 Authority of the Arresting Officer when Making an Arrest

- a. Police officer may summon assistance – A police officer making a lawful arrest may verbally summon as many persons as he deems necessary to assist him in effecting the arrest.
- b. Right of a police officer to break into building or enclosure – A police officer in order to make an arrest, with or without warrant, may break into a building or enclosure where the person to be arrested is or is reasonably believed to be, if he is refused admittance thereto after announcing his authority and purpose.
- c. Right to break out from building or enclosure – Whenever a police officer has entered the building or enclosure to make an arrest, he may break out there from, when necessary, to liberate himself.
- d. Arrest after escape or rescue – If a person lawfully arrested escapes or is rescued, any person may immediately pursue to retake him without a warrant at anytime and in any place within the Philippines.

13.5 Procedures

a. Serving of Warrant of Arrest

- (1) Verify the validity of the warrant and request for an authenticated copy from the issuing court;

- (2) In serving the warrant, the police officer should introduce himself and show proper identification;
- (3) Make a manifestation of authority against the person to be arrested;
- (4) If refused entry, the police officer may break into any residence, office, building, and other structure where the person to be arrested is in or is reasonably believed to be in, after announcing his purpose;
- (5) The police officer need not have a copy of the warrant in his possession at the time of the arrest. If the person arrested so requires, the warrant shall be shown to the arrested person as soon as possible;
- (6) Secure the person to be arrested and use handcuffs for the protection of the arresting officer, other individuals or the arrested person himself;
- (7) Conduct thorough search for weapons and other illegal materials on the person arrested and surroundings within his immediate control;
- (8) Inform the person to be arrested of his rights under the law (i.e. Miranda Warning and Anti-torture Warning);
- (9) No unnecessary force shall be used in making an arrest;
- (10) Confiscated evidence shall be properly documented with the chain of custody of evidence duly and clearly established;
- (11) Bring the arrested person to the Police Station for documentation;
- (12) Make a Return of Warrant to the court of origin (***Annex "B" - Return of Warrant Form***); and
- (13) Deliver the arrested person to jail/prison upon the issuance of a commitment order of the court.

b. Effecting Warrantless Arrest

- (1) Freeze or restrain the suspect/s;
- (2) Make proper introduction as to identity and authority to arrest;

- (3) Inform the arrested person of the circumstances of his arrest and recite the Miranda Warning and Anti-torture Warning to him;
- (4) Secure the person to be arrested and use handcuffs for the protection of the arresting officer, other individuals or the arrested person himself;
- (5) Conduct thorough search for weapons and other illegal materials on the person arrested and surroundings within his immediate control;
- (6) Confiscated evidence shall be properly documented with the chain of custody of evidence duly and clearly established;
- (7) No unnecessary force shall be used in making an arrest; and
- (8) Bring the arrested person to the Police Station for further investigation and disposition.

13.6 Duties of the Arresting Officer

- a. It shall be the duty of the police officer implementing the Warrant of Arrest to deliver the arrested person without delay to the nearest Police Station or jail to record the fact of the arrest;
- b. At the time of the arrest, it shall be the duty of the arresting officer to inform the person arrested of the cause of the arrest and the fact that a warrant had been issued for his arrest. The arresting officer need not have the warrant in his possession at the time of the arrest but after the arrest, if the person arrested so requires, the warrant shall be shown to him as soon as possible;
- c. When women or children are among the arrested suspect/s, the arresting officer shall task the Women's and Children's Protection Desks (WCPD) officer or a policewoman who is familiar with women and children protection desk duties to conduct the pat-down search;
- d. In case of arrest without a warrant, it shall be the duty of the arresting officer to inform the person to be arrested of his authority and the cause of the arrest except when he flees or forcibly resists before the arresting officer has the opportunity to inform him or when the giving of such information will imperil the arrest;

- e. The person arrested, with or without warrant, shall be informed of his constitutional right to remain silent and that any statement he makes could be used against him. Also, that he has the right to communicate with his lawyer or his immediate family and the right to physical examination;
- f. A person arrested without a warrant shall be immediately brought to the proper Police Station for investigation without unnecessary delay. He shall be subjected to inquest proceedings within the time prescribed in Article 125 of the Revised Penal Code (RPC);
- g. No torture, force, violence, threat, intimidation, or any other means which vitiate the free will shall be used against an arrested person. The bringing of arrested persons to secret detention places, solitary confinement and the like is prohibited;
- h. If the person arrested without a warrant waives his right under the provisions of Art 125 of the Revised Penal Code, the arresting officer shall ensure that the former signs a waiver of detention in the presence of his counsel of choice; and
- i. If the person arrested waives his right against self-incrimination and chooses to give his statement, the arresting officer shall ensure that the waiver is made in writing and signed by the person arrested in the presence of a counsel of his own choice or a competent and independent counsel provided by the government.

13.7 Physical Examination of Arrested Person/Suspect

Before interrogation, the person arrested shall have the right to be informed of his right to demand physical examination by an independent and competent doctor of his own choice. If he cannot afford the services of a doctor of his own choice, he shall be provided by the State with a competent and independent doctor to conduct physical examination. If the person arrested is female, she shall be attended to preferably by a female doctor.

RULE 14. SEARCH AND SEIZURE

14.1 Requisites for the Issuance of Search Warrant

A search warrant shall be issued only upon probable cause in connection with one specific offense to be

determined personally by the judge after examination under oath or affirmation of the complainant and the witnesses presented. The search warrant shall particularly describe the place to be searched and the things to be seized which may be anywhere in the Philippines.

- a. The following properties may be the objects of a search warrant:
 - (1) Properties which are the subject of the offense;
 - (2) Stolen, embezzled proceeds, or fruits of the offense; and
 - (3) Objects including weapons, equipment, and other items used or intended to be used as the means of committing an offense.
- b. Objects that are illegal per se, even if not particularly described in the search warrant, may be seized under the plain view doctrine.

14.2 Validity of Search Warrant

- a. The warrant shall be valid for ten (10) days from date of issuance and may be served at any day within the said period. Thereafter, it shall be void.
- b. If, in the implementation of the search warrant, its object or purpose cannot be accomplished in one day, the search can be continued the following day, or days, until completed, provided it is still within the ten (10)- day validity period of the search warrant.
- c. If the object or purpose of the search warrant cannot be accomplished within the ten (10)-day validity period, the responsible police officer conducting the search must file, before the issuing court, an application for the extension of the validity period of said search warrant.

14.3 Time of Search

The warrant should be served during daytime, unless there is a provision in the warrant allowing service at any time of the day or night.

14.4 Applications for Search Warrant

All applications for Search Warrant shall be approved for filing by the Chief of Office. The application shall indicate the following data:

- a. Office applying for the Search Warrant;
- b. Name of officer-applicant;
- c. Name of the subject, if known;
- d. Address/place(s) to be searched;
- e. Specific statement of things/articles to be seized; and
- f. Sketch of the place to be searched.

All approved applications shall be recorded in a log book, duly maintained for the purpose, indicating the name of the applicant, name of the respondent, nature of the offense, and date of the application. (**Annexes "C", "C-1" and "C-2"**)

14.5 Authority of Police Officers when Conducting Search

In the conduct of search, if after giving notice of his purpose and authority, the police officer is refused admittance to the place of search, he may break open any outer or inner door or window or any part of a house or anything therein to implement the warrant or liberate himself or any person lawfully aiding him when unlawfully detained therein.

14.6 Prohibited Acts in the Conduct of Search by Virtue of a Search Warrant

- a. Houses, rooms, or other premises shall not be searched except in the presence of the lawful occupant thereof or any member of his family or, in the absence of the latter, in the presence of two (2) witnesses of sufficient age and discretion residing in the same locality.
- b. Lawful personal properties, papers, and other valuables not specifically indicated or particularly described in the search warrant shall not be taken.

14.7 Inventory and Delivery of Property Seized

- a. The police officer who confiscates property under the warrant shall issue a detailed receipt of property seized to the lawful occupant of the premises, or in the absence of such occupant, shall do so in the presence of at least two (2) witnesses of sufficient age and discretion residing in the same locality;
- b. The receipt shall likewise include items seized under the Plain View Doctrine;

- c. The police officer must then leave a receipt in the place in which he found the seized property and a duplicate copy thereof with any barangay official having jurisdiction over the place searched (***Annexes “D” and “D-1”***); and
- d. The police officer must forthwith deliver the property seized to the judge who issued the warrant, together with an inventory thereof, duly verified under oath. (***Annexes “E” and “E-1”***)

14.8 Valid Search and Seizures Without Search Warrant

a. Search made incidental to a valid arrest

A person lawfully arrested may be searched for dangerous weapons or anything which may be used or which may constitute proof in the commission of an offense, without a search warrant. The warrantless search and seizure as an incident to a lawful arrest may extend beyond the person of the arrested to include the premises or surroundings under his immediate control.

b. Search of moving vehicles

If the police officers who will conduct the search have reasonable or probable cause to believe, before the search, that either the motorist is a law offender or they will find the instrumentality or evidence pertaining to a crime in the vehicle to be searched, the vehicle may be stopped and subjected to an extensive search.

c. Seizure of evidence in plain view

Any object in the plain view is subject to seizure and may be introduced as evidence. Requirements under the Plain View Doctrine are:

- (1) The police officer must have prior justification for an intrusion or, otherwise, must be in a position from which he can view a particular area;
- (2) The discovery of the evidence in plain view is unintentional; or
- (3) It is immediately apparent to the police officer that the item he observes may be evidence of a crime, contraband, or is a valid subject of seizure.

d. When there is waiver of the right or there is consented search

To constitute a waiver of this constitutional right, it must appear, first, that the right exists; second, that the person involved had knowledge, either actual or constructive, of the existence of such right; that said person had an actual intention to relinquish the right.

e. Searches Under Stop and Frisk Rule

The police officer has the right to stop a citizen on the street, interrogate him, and pat him for weapons whenever he observes unusual conduct which convinces him that a criminal activity exists.

f. Emergency and Exigent Circumstances

A search warrant could be validly dispensed with in cases of exigent and emergency situation, and the police officers have reasonable grounds to believe that a crime is being committed, and they have no opportunity to apply for a search warrant from the courts because the latter were closed.

g. Tipped Information

If the police officers have reasonable grounds to believe that the subjects are engaged in illegal activities, the tipped information is sufficient to provide probable cause to effect a warrantless search and seizure.

*"It is not enough to do good;
one must do it the right away."
(John Marley)*

CHAPTER 3

INVESTIGATION PROCEDURES

RULE 15. INVESTIGATION BY THE TERRITORIAL POLICE UNIT AFTER AN ARMED CONFRONTATION

15.1 Responsibility of the Territorial Police Unit

The Police Unit that has territorial jurisdiction over the area where the armed confrontation occurred shall secure the scene and immediately undertake the necessary investigation.

15.2 Scene of the Crime Operation (SOCO) Team to Process the Crime Scene

The concerned Police Unit shall immediately request the Scene of the Crime Operation (SOCO) Team to conduct crime scene processing. *(PNP Standard Operating Procedure No. ODIDM-2011-008 "Conduct of Crime Scene Investigation")*

15.3 Mandatory Examination of Firearm Seized/Confiscated during Police Operation

- a. All firearms, cartridges and slugs seized, captured or recovered during checkpoints or pursuit operations or in any other police operations including those seized during the service of warrants and, more importantly, those recovered from the crime scene shall immediately be submitted to the local Crime Laboratory (CLO) which shall in turn process it for capturing and cross-matching through the Integrated Ballistics Identification System (IBIS);
- b. The field investigator or investigator-on-case (IOC) shall submit the photo of the firearm and the receipt issued by the local Crime Laboratory Office for the said firearm/cartridges/slugs to the prosecutor or the court;
- c. Should the prosecutor eventually require the physical submission of the firearm, the investigator-on-case shall manifest with the prosecutor or court that a subpoena be issued for the Crime Laboratory which issued the receipt to present the said firearm; and

- d. It is also imperative that the chain of custody be strictly observed and documented and therefore, as much as practicable, it shall be the investigator-on-case (IOC) who shall personally submit the recovered firearms/shells/slugs to the local Crime Laboratory.

15.4 Inquest Proceeding Necessary When the Suspect Dies

In cases of armed confrontation wherein the suspect dies, the Team Leader of the operating unit shall submit the incident for inquest before the duty Inquest Prosecutor prior to the removal of the body from the scene, except in areas where there are no Inquest Prosecutors. In which case, the territorial police unit can proceed with the investigation.

RULE 16. JUDICIAL AFFIDAVIT RULE

This Rule shall apply to all actions, proceedings, and incidents requiring the reception of evidence before the court in place of the direct testimonies of witnesses in order to reduce the time needed for completing their testimonies.

16.1 Application of Rule to Criminal Actions

This rule shall apply to all criminal actions where the maximum imposable penalty does not exceed six years.

16.2 Contents of Judicial Affidavit

A judicial affidavit shall be prepared in the language known to the witness and, if not in English or Filipino, accompanied by a translation in English or Filipino, and shall contain the necessary data/information.

- a. The name, age, residence or business address, and occupation of the witness;
- b. The name and address of the lawyer who conducts or supervises the examination of the witness and the place where the examination is being held;
- c. A statement that the witness is answering the questions asked of him, fully conscious that he does so under oath, and that he may face criminal liability for false testimony or perjury;
- d. Questions asked of the witness and his corresponding answers, consecutively numbered, that:
 - (1) Show the circumstances under which the witness acquired the facts upon which he testifies;

- (2) Elicit from him those facts which are relevant to the issues that the case presents; and
 - (3) Identify the attached documentary and object evidence and establish their authenticity in accordance with the Rules of Court;
- e. The signature of the witness over his printed name; and
 - f. A jurat or a proof that an oath was taken before an administering officer or a notary public.

16.3 Sworn Attestation of the Lawyer

The judicial affidavit shall contain a sworn attestation at the end, executed by the lawyer who conducted or supervised the examination of the witness, to the effect that:

- a. He faithfully recorded or caused to be recorded the questions he asked and the corresponding answers that the witness gave; and
- b. Neither he nor any other person then present or assisting him coached the witness regarding the latter's answers.

RULE 17. MAINTENANCE OF POLICE BLOTTER

17.1 Police Blotter

Each PNP operating unit shall maintain an official police blotter where all types of operational and undercover dispatches shall be recorded containing the five "Ws" (*who, what, where, when and why*) and one "H" (*how*) of an information.

A Police blotter is a logbook that contains the daily registry of all crime incident reports, official summaries of arrest, and other significant events reported in a police station.

17.2 Police Blotter for Cases involving Women and Children

A separate Police Blotter, however, shall be maintained for crime incident reports involving violence against women and children and those cases involving a child in conflict with the law to protect their privacy pursuant to Republic Act (RA) 9262 (Anti-Violence Against Women and Children Act of 2004) and RA 9344 (Juvenile Justice and Welfare Act of 2006), respectively.

17.3 Crime Incident Reporting System (CIRS)

Each PNP operating unit shall also maintain and utilize the PNP Crime Incident Reporting System (CIRS), an electronic reporting system that facilitates crime documentation, modernizes data storage and provides quick and reliable transmission of crime information from lower units and NOSUs of the PNP to the National Headquarters at Camp Crame, Quezon City.

17.4 Blotter Procedure

Before entry into the blotter book, the Duty Officer (DO) should first evaluate if the report is a crime incident, arrest or event/activity, which is for records purposes only. If the report is a crime incident, the DO shall first accomplish the Incident Record Form (IRF) from which the entry in the blotter book and IRS shall be extracted. All other reports shall be recorded directly to the blotter book. ***(PNP SOP No. 2012-001 "Incident Recording System")***

(Annex "F" - Incident Record Form)
(Annex "G" - Blotter Procedure Flowchart)

RULE 18. UNIT CRIME PERIODIC REPORT (UCPER)

18.1 Purpose

To promote consistency in the recording of crime incidence, the PNP adopts a uniform procedure in reporting and collecting crime data including cases reported to other law enforcement agencies that are part of the Criminal Justice System.

18.2 Execution and Procedures

The Chief of Police is primarily responsible for the maintenance of accurate crime data. Accuracy and integrity of crime recording processes must be ensured by the Chief of Investigation Section and Crime Registrar.

The Chief of Police shall likewise ensure that crime data are gathered from all sources, such as: Barangay, NBI, PDEA, BFAR, DENR, DSWD, BOC, BI and other agencies with law enforcement functions in the locality.

Unit Commanders shall appoint a Crime Registrar who shall be responsible in consolidating and maintaining crime data files of each unit to ensure consistency and continuity.

(Letter of Instructions 02/09 “Unit Crime Periodic Report”)

18.3 Recording

a. Incident Reports

All crime incidents whether reported by the victims, witnesses or third parties must be recorded in the police blotter, even under the following circumstances.

- (1) When the offender is ill and is unlikely to recover or is too senile or too mentally disturbed for proceedings to take place;
- (2) When the complainant or an essential witness is dead and the proceedings cannot be pursued;
- (3) When the victim or an essential witness refuses, or is permanently unable to stand as a witness; and
- (4) The victim or complainant or witness is a minor.

b. Reporting Jurisdiction

The police unit with the territorial jurisdiction where the crime was committed shall have the primary responsibility to record and report the same. If a continuing crime is committed in various areas of responsibilities, it should be recorded and reported as a single crime by the unit taking cognizance of the crime.

RULE 19. BOOKING OF ARRESTED SUSPECTS

Booking of arrested suspects shall be undertaken to record and document the information surrounding the arrest of the suspect. **(PNP Standard Operating Procedures No. 2011-013 “Booking of Arrested Suspects”)**

19.1 Policies and Guidelines

The following policies and guidelines shall be adhered to by all PNP personnel involved in the booking of arrested suspects:

a. General Policy

After arrest, a suspect is taken into police custody and “booked” or “processed”. During booking, the following procedures shall be performed by designated police officers.

- (1) Record the arrest made in the Police Blotter;
- (2) Conduct pat down or strip search of the suspect;
- (3) Submit the suspect for medical examination;
- (4) Take the criminal suspect's personal information (i.e. name, date of birth, physical characteristics, etc.);
- (5) Record information about the suspect's alleged crime;
- (6) Perform a record search of the suspect's criminal background;
- (7) Fingerprint and photograph the suspect;
- (8) Take custody of any personal property carried by the suspect (i.e. keys, purse), to be returned upon the suspect's release; and
- (9) Place the suspect in a police station lock-up/holding cell or local jail.

b. Specific Functions, Responsibilities and Procedures

The following are the functions, procedures and responsibilities of the different personnel during the booking of arrested suspects:

(1) Arresting Officer (AO):

- (a) Upon arrest, the Arresting Officer (AO) shall immediately bring the suspect/s to the police station and present the suspect/s to the Desk Officer (DO);
- (b) The AO shall ask the Desk Officer to record in the police blotter the circumstances of the arrest as well as the identity of the suspects and names of Arresting Officers (AO). This procedure of assigning a blotter number to the arrest of the suspects signifies that the police station has officially taken cognizance of the arrest. The AO shall sign in the blotter entry;
- (c) The AO and the DO shall thereafter conduct a more thorough pat-down search of the suspects. Any deadly weapon or contraband found and confiscated shall also be recorded in the blotter. When women or children are among those arrested, the DO shall task the

duty WCPD officer to conduct the pat-down. A strip search may be conducted as the situation demands but only with the authority of the Chief of Police (COP) or the Officer on Duty. A strip search, if conducted, will be so indicated in the blotter;

- (d) After the pat-down, the AO shall request the DO to prepare PNP Booking Form-1 (***Annex "H"- Request for Medical Examination of the Suspect***)
- (e) The AO shall receive the accomplished medical examination request form and then shall be responsible for bringing/escorting the suspect/s to the government hospital referred to in the request for for the examination of the suspect/s;
- (f) The AO shall receive the Medical Examination results from the government physician and then he shall bring back the suspect/s to the police station and turn-over the suspect/s and the results of the medical examination to the Duty Investigator (DI); and
- (g) The AO will obtain PNP Booking Form 2 - "Arrest and Booking Sheet" and refer it to the DI so that both of them will accomplish the form, diligently providing all the information required in the form. The copy of the Arrest and Booking Form shall form part of the Case folder and kept at the Investigation Section at the police station (***Annex "I"- Arrest and Booking Sheet***)

(2) Desk Officer (DO):

- (a) Upon presentation by the AO of the arrested suspect/s to the DO, the Desk Officer (DO) shall log and record the details of the arrest made and assign a blotter entry number to the arrest. The entry shall include the name of the arresting officer and information as to the identity of the suspects and shall contain the five (5) "W"s and one (1) "H" (Who, What, Where, When, Why and How) of an information as well as the name of the government hospital where the suspect/s will be referred for medical examination;

- (b) After recording in the police blotter, the DO together with the AO shall conduct a redundancy pat-down search of the suspect/s. This procedure is necessary to ensure that the suspect/s do not carry any deadly weapons or contraband when they are referred to a government hospital for medical examination. Any weapons or contraband or any other items confiscated or taken in custody during the pat-down search shall likewise be recorded in the blotter. *(If the suspect is a woman or child, the Desk Officer shall call for the duty WCPD officer who shall conduct the search); and*
- (c) The Desk Officer shall then prepare or accomplish PNP Booking Form (PNPBF)-1 "Request for Medical Examination of the Arrested Suspect". The Desk Officer shall have the police station Officer on Duty (OD) to sign the request form, but in the absence of the OD, the Desk Officer may sign the request form himself.

(3) Duty Investigator (DI):

- (a) After medical examination, the Arresting Officer shall refer the suspect/s and the case to the Duty Investigator (DI). The DI and the AO shall accomplish the PNP Booking Form-2 "Arrest and Booking Form" and ensure that a copy of the results of the medical examination are attached to the booking form;
- (b) The DI shall obtain personal information from each suspect and accomplish PNPBF-2 with the help of the AO. The PNPBD-2 booking sheet should contain among others the personal circumstances of the suspect/s. Likewise, the initial determination of the nature of the offense is included in the booking sheet. The last part of the booking sheet refers to the medical history or information known of the suspect/s, this part should not be confused with the medical certification issued by a doctor upon his arrest which shall be attached to the PNP Booking Form-2A (***Annex "J"- Medical Examination Result Sheet***)

- (c) The DI shall conduct record check to determine if the arrested suspect/s have previous or existing cases and/or standing warrant of arrest;
- (d) The Duty Investigator shall not process suspects brought by the Arresting Officers who have not undergone a medical examination in a government hospital;
- (e) The DI shall ensure that Mug Shots or the photographic portrait of the suspects are taken in four (4) different methods in accordance with the procedures. The 4R mug shots shall be attached to or printed in the PNP Booking Form-2B (***Annex “K”- Mug Shots of Suspects***);
- (f) The Duty Investigator shall prepare a Turn-over Receipt Form (from Investigator to the Jailer) known as PNP Booking Form-3 (***Annex “L”- Turn Over of Arrested Suspects Form and Annex “L-1”- Jailer’s Receipt of Suspects Form***). The Jailer of the Station will now take responsibility of the suspect. If it is necessary that the arrested persons be placed in the lock-up cell, a complete body frisking of the suspect by pat-down type search for any concealed weapon must be done. Strip search shall be conducted if necessary. On body search of arrested male suspect, it is typically not required to same sex pat down searches, but it is wise. When it comes to women and children, the WCPD officer who is familiar with women and children protection duties will conduct the search. Search is done to ensure that no prohibited object will be brought inside the lock-up cell, particularly sharp objects that can be used to hurt other prisoners and ropes that might be used for entangling;
- (g) All personal valuables of the suspect that are not allowed to be brought inside the lock-up cell will be collected by the Investigator and shall be turned-over to the police station Property Custodian. The Investigator shall prepare PNP Booking Form 4. (***Annex “M”- Suspect’s Personal Property Receipt Form***)

- (h) The DI shall also be responsible for ensuring that the suspects' fingerprints or tenprints are taken by the Fingerprint Technician, using both the tenprint card and the PNPBF-2. Only a trained Fingerprint Technician shall be allowed by the DI to take the tenprints of the suspects using the standard PNP Crime Laboratory Form No 452-038 to ensure that this will be readable by the Automated Fingerprint identification System (AFIS). The tenprint card is considered as an integral part of the booking form and is known as PNP Booking Form-2C (***Annex "N"-Tenprint Card***);
- (i) The DI must always inform the Desk Officer of the status of the case and the suspect so that updates will be entered in the police blotter;
- (j) The Investigator shall be responsible for preparing the necessary documents such as: Affidavit-complaint; affidavit of witness; booking and arrest report; photo copy of recovered evidence if any; and a letter of case referral to the Prosecutor's Office that should be signed by the Station Commander or police station Officer on Duty with the former's unavailability. (***Annex "O"-Booking of Arrested Suspects Flowchart***)

RULE 20. CUSTODIAL INVESTIGATION

20.1 Duties of the Police During Custodial Investigation

- a. The arresting officer, or the investigator, as the case may be, shall ensure that a person arrested, detained or under custodial investigation shall, at all times, be assisted by counsel, preferably of his own choice;
- b. The arresting officer, or the investigator, as the case may be, must inform the person arrested, detained or under custodial investigation of the following rights under the Miranda Doctrine in a language or dialect known to and understood by him:
 - (1) That he has the right to remain silent;
 - (2) That if he waives his right to remain silent, anything he says can be used in evidence against him in court;

- (3) That he has the right to counsel of his own choice;
 - (4) That, if he cannot afford one, he shall be provided with an independent and competent counsel; and
 - (5) That he has the right to be informed of such rights.
- c. If the person arrested, detained, or under custodial investigation has opted to give a sworn statement, the arresting officer, or the investigator, as the case may be, must reduce it in writing (**Annex "P"- Sworn Statement**);
 - d. The arresting officer must ensure that, before the sworn statement is signed, or thumb-marked if there is inability to read and to write, the document shall be read and adequately explained to the person arrested, detained or under custodial investigation by his counsel of choice, or by the assisting counsel provided to him, in the language or dialect known to him;
 - e. The arresting officer, or the investigator, as the case may be, must ensure that any extrajudicial confession made by a person arrested, detained or under custodial investigation shall be:
 - (1) In writing;
 - (2) Signed by such person in the presence of his counsel; or
 - (3) In the latter's absence, upon a valid waiver, and in the presence of any of the parents, elder brothers and sisters, his spouse, the municipal mayor, the municipal judge, district school supervisor, priest, imam or religious minister chosen by him.

Failure of the arresting officer, or the investigator, to observe the above mentioned procedures shall render the extrajudicial confession inadmissible as evidence in any proceeding;

- f. The arresting officer, or the investigator, as the case may be, must, under established regulations, allow the person arrested, detained, or under custodial investigation visits by or conferences with any member of his immediate family, any medical doctor, priest, imam or religious minister chosen by him or by any member of his immediate family or by his counsel, or

by any local Non-Governmental Organization (NGO) duly accredited by the Commission on Human Rights (CHR) or by any international NGO duly accredited by the Office of the President. His *“immediate family”* shall include his spouse, parent or child, brother or sister, grandparent or grandchild, uncle or aunt, nephew or niece, guardian or ward, and fiancé or fiancée; and

- g. After interrogation, the person under custodial investigation shall have the right to be informed of his right to demand physical examination by an independent and competent doctor of his own choice. If he cannot afford the services of a doctor of his own choice, he shall be provided by the State with a competent and independent doctor to conduct physical examination. If the person arrested is female, she shall be attended to preferably by a female doctor.

The physical examination of the person under custodial investigation shall be contained in a medical report, which shall be attached to the custodial investigation report.

20.2 Detention

The following are the policies and procedures in the admission, visitation, transfer and release of detainees:

a. Admission

The following can be detained/admitted in the PNP Detention/Custodial Center:

- (1) Any person arrested due to the commission of a crime/s;
- (2) Arrested suspects covered by a Commitment Order; and
- (3) Arrested suspects who are under custodial investigation. However, under no circumstances should the arrested suspects under custodial investigation be held in the detention center beyond the prescribed reglementary period, unless, while in custody, appropriate charges have been filed and a Commitment Order has been issued by the court concerned or he signed the required waiver of the rights under the provisions of Article 125 of the RPC.

b. Requirements for Admission

Prior to the admission of arrested suspect, the following mandatory requirements shall be submitted to the Chief, Detention/Custodial Center:

- (1) Request for Custody of the arresting unit or the Commitment Order from the Court;
- (2) Proof of medical examination or medical certificate of the detainee to be provided by the arresting unit requesting for custody; and
- (3) Case folder of the detainee containing the accomplished booking sheet for the arrested suspect and the Information filed with the Prosecutor's Office.

c. Segregation of Detainees

As much as practicable, detainees must be segregated according to gender and to the classification of crimes committed.

d. Visitation

Any person arrested and detained at the PNP Detention/Custodial Center shall be allowed visits by or conferences with any member of his immediate family, or any medical doctor or priest or religious minister chosen by him or by any member of his immediate family or by his counsel, or by any local NGO duly accredited by the CHR or by any international NGO duly accredited by the Office of the President, subject to the following conditions:

- (1) The Chief, Detention/Custodial Center or his duly authorized representative is authorized to apportion the number of visitors per detainee at any given time as the space of the visitor's area may allow.
- (2) With respect to detainee's family members, public and/or pertinent document must be presented to prove their relationship with the detainee.
- (3) Visitors wearing the color of the detainee's uniform shall be advised to wear other colors.
- (4) The Custodial Center, an informal and temporary penal facility for arrested suspects, shall not allow conjugal visits for detention prisoners.

- (5) The counsel of the accused has the right to visit the latter subject to the existing security rules and regulation of the Center.
- (6) No camera, video equipment, cellular phone and similar devices are allowed inside the visiting area.
- (7) All visitors shall be frisked for deadly weapons, firearms and other prohibited items.

e. Transfer of Custody

- (1) Upon receipt of the Commitment Order from the court, the Chief, Detention/Custodial Center shall personally coordinate with the issuing court to ascertain the validity of the order;
- (2) Upon confirmation, the Chief, Detention/Custodial Center must coordinate with the receiving detention facility for the immediate transfer of custody; and
- (3) Prior to the transfer of custody, the arrested person shall be subjected to medical examination by a PNP medico-legal officer or any government physician in the absence of PNP medico-legal officer. Medical examination is mandatory before any transfer of custody of arrested person.

f. Release

- (1) The Chief of Office shall be the sole approving authority in releasing detention prisoner.
- (2) Upon receipt of the Release Order from the court, the Chief, Detention/Custodial Center shall personally coordinate with the issuing court to ascertain the validity of the order.
- (3) Upon confirmation, the Chief, Detention/Custodial Center must coordinate with the arresting unit if there are other legal impediments to the release.
- (4) The Chief, Detention/Custodial Center shall likewise check the Directorate for Investigation and Detective Management (DIDM)'s Arrest and Warrant Registry to determine if the detainee to be released has other pending warrants of arrest.
- (5) Granting that all documents are legally in order, the Chief, Detention/Custodial Center shall prepare the

memorandum addressed to the Chief of Office for the approval of the release.

- (6) If there are valid grounds to sustain further detention, the Chief of Office in coordination with the arresting unit, will prepare the appropriate manifestation to the court containing therein the ground/s for objection.
- (7) Prior to the official release of the detainee, the Chief, Detention/Custodial Center must bring the detainee to the Office of the PNP Health Service or Rural Health Unit for medical examination, which shall form part of the records/case folder of the subject detainee.
- (8) The Property or Evidence Custodian Officer shall be responsible for the custody of all the properties seized from the detainee prior to his detention. The former shall release the same to the detainee immediately upon his discharge from detention.

20.3 Transporting Detention Prisoner

- a. If transported by a patrol jeep, the subject must be seated on the right rear seat and a PNP escort shall sit at the rear on the left side facing the subject. Hands of the subject should be secured by handcuffs under his knees.
- b. If transported by a patrol car, subject must be seated on the right rear seat and the PNP escort personnel shall sit on the left rear seat. Hands of the subject should be secured by handcuffs under his knees.
- c. In no case shall a Detention Prisoner be transported using public utility land vehicles that are not exclusively utilized for the purpose.
- d. In no case shall a high-risk Detention Prisoner be transported without proper escort and handcuffs.
- e. Female detainees shall be transported in handcuffs, preferably aided by a police woman.
- f. In no case shall a Detention Prisoner be allowed out of the Detention Cell without proper escort.
- g. Transport and escort of Detention Prisoner shall be limited only from the detention cell to the proper office for

inquest, or court for hearing, or to the nearest hospital/ clinic in case of the mandatory medical examination prior to detention or during actual medical emergency, or in court-permitted transport.

- h. In no case shall a Detention Prisoner be allowed travel and escort outside the detention cell to places devoted for recreation, worship, entertainment, meals and dining and others of similar and analogous description, unless upon lawful orders of the court.
- i. Detention Prisoners shall as much as possible be transported wearing detention prisoner uniform or proper attire that may identify them as a detention prisoner.

RULE 21. INQUEST PROCEDURES

21.1 Commencement of Inquest

The inquest proceedings shall commence upon the presentation of arrested person and witness/es by the police officer before the inquest prosecutor. The concerned police officer shall also submit the following documents:

- a. Affidavit of Arrest;
- b. Statement(s) of the complainant(s);
- c. Affidavit(s) of the witness(es) if any; and
- d. Other supporting evidence gathered by law enforcement authorities in the course of their investigation of the criminal incident involving the arrested person.

21.2 Documents to Be Submitted

The investigator shall ensure that, as far as practicable, the following documents shall be presented during the inquest proceedings:

a. Murder, Homicide and Parricide

- (1) Certified true/machine copy of the certificate of death of the victim; and
- (2) Necropsy Report and the certificate of Post-Mortem Examination, if readily available.

b. Frustrated or Attempted Homicide, Murder, Parricide, and Physical Injuries Cases

- (1) Medical Certificate of the complaining witness showing the nature or extent of the injury;
- (2) Certification or statement as to the duration of the treatment or medical attendance; and
- (3) Certificate or statement as to duration of incapacity for work.

c. Violations of the Dangerous Drugs Law

- (1) Chemistry Report or Certificate of Laboratory Examination duly signed by the forensic chemist or other duly authorized officer;
- (2) Machine copy or photograph of the buy-bust money;
- (3) Inventory/list of property seized; and
- (4) Affidavit of Poseur-Buyer/Arresting Officer.

d. Theft and Robbery Cases, Violation of the Anti-Piracy Law, Anti-Highway Robbery Law, and Violation of the Anti-Fencing Law

- (1) List/Inventory of the articles and items subject of the offense; and
- (2) Statement of their respective value.

e. Rape, Seduction, and Forcible Abduction with Rape Cases

- (1) Medico-Legal Report (Living Case Report), if the victim submitted herself for medical or physical examination;
- (2) Statement of the victim/complainant;

f. Violation of the Anti-Carnapping Law

- (1) Machine copy of the certificate of motor vehicle registration;
- (2) Machine copy of the current official receipt of payment of the registration fees of the subject motor vehicle; and
- (3) Other evidence of ownership.

g. Violation of the Anti-Cattle Rustling Law

- (1) Machine copy of the cattle certificate of registration; and

- (2) Picture of the cattle, if readily available.

h. Violation of Illegal Gambling Law

- (1) Gambling paraphernalia; and
- (2) Cash money, if any.

i. Illegal Possession of Firearms and Explosives

- (1) Chemistry Report duly signed by the forensic chemist; and Photograph of the explosives, if readily available; and
- (2) Certification from the Firearms and Explosives Office, Civil Security Group, PNP.

j. Violation of the Fisheries Law

- (1) Photograph of the confiscated fish, if readily available;
- (2) Certification of the Bureau of Fisheries and Aquatic Resources; and
- (3) Paraphernalia and equipment used in illegal fishing.

k. Violation of the Forestry Law

- (1) Scale sheets containing the volume and species of the forest products confiscated, number of pieces and other important details such as estimated value of the products confiscated;
- (2) Certification of the Department of Environment and Natural Resources/Bureau of Forest Management; and
- (3) Seizure Receipt.

21.3 Waiver of Rights

The inquest shall proceed unless the arrested person opts for a preliminary investigation by executing the required waiver of rights under Article 125 of the RPC. (***Annex “Q”- Request for Preliminary Investigation and Waiver of Article 125 of the Revised Penal Code***)

21.4. Monitoring of Cases by the Investigators

An investigator’s job does not end upon the filing of the case with the Prosecutor’s Office. The investigator on case shall continuously monitor the case up to its final resolution.

RULE 22. CONDUCT OF CRIME SCENE INVESTIGATION

The Crime Scene Investigation (CSI) starts from the arrival of the PNP First Responders (FRs) to the arrival of the Duty Investigator/IOC and the SOCO Team until the lifting of the security cordon and release of the crime scene. (***Standard Operating Procedure No. ODIDM-2011-008 “Conduct of Crime Scene Investigation”***)

22.1 Specific Functions, Responsibilities and Procedures of the First Responder, Investigation-On-Case (IOC) and SOCO

The following are the functions and responsibilities of the investigators during the crime scene investigation, as well as the procedures to be observed:

a. First Responder (FR)

- (1) The first Police Officers to arrive at the crime scene are the FRs who were dispatched by the local police station/unit concerned after receipt of incident/flash/ alarm report;
- (2) Immediately, the FR shall conduct a preliminary evaluation of the crime scene. This evaluation should include the scope of the incident, emergency services required, scene safety concerns, administration of life-saving measures, and establishment of security and control of the scene;
- (3) The FR is mandated to save and preserve life by giving the necessary first-aid measures to the injured and their medical evacuation as necessary. The FR shall likewise secure and preserve the crime scene by cordoning off the area to prevent unauthorized entry of persons;
- (4) The FR shall take the dying declaration of severely injured person/s, if any. Requisites of a “Dying Declaration” are:
 - (a) That death is imminent and the declarant is conscious of that fact;
 - (b) That the declaration refers to the cause and surrounding circumstances of such death;
 - (c) That the declaration relates to facts which the victim is competent to testify to; and

- (d) That the declaration is offered in a case where in the declarant's death is the subject of the inquiry. (**Annex "R" – Dying Declaration**)
- (5) The FR shall make the initial assessment on whether a crime has actually been committed and shall conduct the preliminary interview of witnesses to determine what and how the crime was committed;
- (6) If and when there is a suspect present in the area, the first responder shall arrest, detain and remove the suspect from the area;
- (7) The FR, upon the arrival of the IOC, shall turn-over the crime scene to the duty investigator/IOC after the former has briefed the investigator of the situation. The FR shall prepare and submit the CSI Form "1" - First Responders Report to the IOC and be prepared to assist the IOC in the investigation (**Annex "S"- First Responder's Form**); and
- (8) The FR shall stay in the crime scene to assist the IOC in the maintenance of security, crowd control, preservation of evidence and custody of witness/suspect until such time the investigation is completed and temporarily turned over to the local Chief of Police (COP) for the continuance of crime scene security.

b. Investigator-on-Case (IOC) /Duty Investigator

- (1) Upon arrival at the crime scene, the IOC shall request for a briefing from the FR and make a quick assessment of the crime;
- (2) At this stage, the IOC shall assume full responsibility over the crime scene and shall conduct a thorough assessment of the scene and inquiry into the incident. If necessary the IOC may conduct crime scene search outside the area where the incident happened, employing any of the various search methods;
- (3) Based on the assessment, if the IOC determines that a SOCO team is required, he shall report the matter to his COP and request for a SOCO, otherwise, the IOC shall proceed with the CSI without the SOCO team and shall utilize CSI Form "4" (**Annex "T"- SOCO Report Forms 1-4**)

- (4) The IOC may by himself if the situation so demands, conduct CSI if, there is no Provincial Crime Laboratory Office/Regional Crime Laboratory Office in the province. The IOC must, however, ensure that the correct procedures in the collection of evidence are observed to ensure the admissibility of the evidence;
- (5) The Police Station Operation Center, upon directive of the COP, shall make the request for the SOCO team through the Provincial/City Operations Center;
- (6) It shall be the responsibility of the Provincial/City Operations Center to facilitate the request for the SOCO Team;
- (7) Upon the arrival of the SOCO Team, the IOC shall accomplish CSI Form "2" and submit the same to the SOCO Team Leader. The SOCO team shall not enter the crime scene unless the IOC makes the official written request wherein he assures the SOCO team of his presence and support (***Annex "U"- Request for the Conduct of SOCO***); and
- (8) The IOC shall brief the SOCO Team upon their arrival at the crime scene and shall jointly conduct the preliminary crime scene survey.

c. SOCO Team

- (1) The SOCO Team shall not join any operations conducted by the local police or accompany the FRs or the IOC in going to the crime scene. They will only respond upon request through the Operations Center and after the IOC has already made the proper assessment of the crime scene
- (2) Upon receipt of the Request for Conduct of SOCO, the SOCO Team shall then conduct the scene of the crime operations which include among others the narrative description of the crime scene, photography, videography, crime scene search, crime scene sketch, crime scene location sketch, physical evidence recording and collection, and other procedures necessary;
- (3) In case the SOCO Team needs to temporarily suspend the processing, the Chief of Police shall be primarily responsible and accountable for securing

the crime scene and ensuring its integrity until the return of SOCO Team and the conclusion of the CSI;

- (4) After the termination of the SOCO, the SOCO Team Leader shall brief the IOC on the initial results and thereafter conduct the final crime scene survey together with the IOC; and
- (5) The SOCO Team shall accomplish the CSI Form "4" - SOCO Report Forms and furnish the IOC of copies of the same before leaving the crime scene

22.2 Release of the Crime Scene

- a. The IOC shall decide on the lifting of the security cordon and the release of the crime scene upon consultation with the SOCO Team Leader and he shall be responsible in ensuring that all pieces of potential evidence have been collected by the SOCO Team as any re-entry into the crime scene after its release to the owner will require a Search Warrant issued by the Court;
- b. The IOC shall accomplish the CSI Form "6" before the cordon shall be lifted (***Annex "V"- IOC/Investigator's CSI Form***);
- c. The IOC shall ensure that the appropriate inventory has been provided by the SOCO Team and shall only lift the security cordon and release the crime scene only after completion of the documentation process;
- d. The IOC or the COP shall turn-over the crime scene to the owner of the property or where the crime scene is a public place, to any local person in authority using CSI Form "5" – (***Annex "W"- Release of the Crime Scene Form***);
- e. The IOC shall accomplish and submit the Investigator's Report with all the required attachments to the COP within two (2) working days from the date of incidence; and
- f. The CSI Report shall be the first entry in the Case Folder for the investigation of the incident.

22.3 Crime Scene Investigation

(Annex "X"- Crime Scene Investigation Flowchart)

22.4 Special SOCO Procedures

In cases where the evidence gathered needs special processing due to significant or sensational cases, the specialists from the Crime Laboratory shall be requested.

- a. In bombing cases, the EOD personnel should first clear the area and declare it “secured” prior to entry of the SOCO. The former, before entering the crime scene must submit to the latter for swabbing. All evidence collected must be pre-cleared by the EOD prior to documentation.
- b. In suspected or reported chemical, biological, radiological or nuclear (CBRN) situations, the SOCO shall directly coordinate with the Special Rescue Team of the Bureau of Fire and Protection before the conduct of the crime scene investigation.
- c. In mass victim situation, the Regional/District SOCO who has jurisdiction over the area, in addition to their function, shall act as the FR to the Interim Disaster Victim Identification Task Group (IDVI TG) of the PNP Crime Laboratory. The IDVI TG shall immediately assess the forensic specialists needed to be deployed at the crime scene and relay the requirements to the PNP Crime Laboratory Headquarters.
- d. The SOCO has *motu proprio* authority to direct all operating units involved in the police operation to submit their respective personnel for forensic examination; their service firearms for ballistic tests; and other pieces of evidence involved to expedite the investigation of the case.

22.5 Duties of the Territorial Police Unit

- a. Provide assistance in the evacuation of the injured persons to the nearest hospital;
- b. Provide area security;
- c. Control the crowd at the crime scene;
- d. Direct the flow of traffic away from the crime scene so as not to destroy and contaminate vital evidence; and
- e. Provide security back-up to the SOCO.

22.6 Policy Guidelines on Processing of Persons Present at the Crime Scene

These policy guidelines prescribe the operational procedures in processing and handling persons present at the crime scene; be they the suspects, victims or witnesses. The aim is to clearly define police courses of actions in dealing with persons who, for any reason and personal circumstance, are at the crime scene during the conduct of police operation.

a. Crisis Management

As soon as the perpetrators surrender, or when they are captured or neutralized, the On-Scene Commander shall ensure that the following are accomplished:

(1) Processing and Debriefing:

- (a) Hostages/Victims;
- (b) Perpetrators;
- (c) Witnesses; and
- (d) Key participants in the incident.

(2) Documentation

Sworn Statement of the following:

- (a) Witnesses;
- (b) Hostages;
- (c) Perpetrators; and
- (d) Key participants in the incidents.

(3) Venue of Processing, Debriefing and Documentation.

Considering the instability of the situation; the safety of the responders and persons found at the scene of the crime; and the preservation of the place of incident, the venue of the processing, debriefing and investigation shall be at a neutral and secured place.

b. Hostage Negotiation

The following procedure shall be followed during a Hostage Situation:

- (1) Crisis Management Task Group shall be activated immediately;
- (2) Incident scene shall be secured and isolated;
- (4) Unauthorized persons shall not be allowed entry and exit to the incident scene; and
- (5) Witnesses' names, addresses, and other information shall be recorded. Witnesses shall be directed to a safe location.

RULE 23. PROCEDURES IN THE INVESTIGATION OF HEINOUS AND SENSATIONAL CRIMES

The SITGs (Special Investigation Task Group) shall spearhead and coordinate the investigative and prosecutorial efforts of the PNP to facilitate the speedy resolution and successful prosecution of heinous/sensational cases to include the conviction of the perpetrators. *(PNPM-DIDM-DS-9-2 Field Manual on Investigation of Crimes of Violence and other Crimes)*

23.1 Policies

- a. Institutionalization of Command Responsibility at all levels of the organization shall be highly observed. As such, the respective Commanders/Supervisors in whose areas of jurisdiction the heinous/sensational crimes transpired are expected to personally and effectively manage their SITGs by closely monitoring, supervising, directing, coordinating, and controlling the overall activities of their subordinates. Hence, SITGs shall be created as follows:

Composition and Organization of SITG:

- (1) **Regional Level** (To investigate killings and violence committed against Senators, Congressmen, Governors, Cabinet Secretaries, Undersecretaries, and SC and CA Justices):

- | | |
|-----------------|------------------------------|
| SITG Supervisor | - Regional Director |
| SITG Comdr | - DRDO |
| Asst Comdr | - DD/PD or CD, CPO |
| Spokesperson | - Regional PIO |
| Members | - RCIDU |
| | - Regional Intelligence Div |
| | - Regional Legal Office |
| | - Regional Crime Laboratory |
| | - COP, CPS/MPS/Station Comdr |

- RIDMD
- Investigator-on-Case

(2) PPO/District/CPO Level (Killings and violence committed against Vice Governors, Provincial Board Members, Mayors, Vice Mayors, Judges, Prosecutors & IBP lawyers, militants, media practitioners, foreign nationals)

- | | |
|-----------------|--|
| SITG Supervisor | - Deputy Regional Director for Operations (DRDO) |
| SITG Comdr | - DD, PD/PF, PPO/CD, CPO |
| Asst Comdr | - PO/Field Officer, CIDT |
| Spokesperson | - PIO (District/PPO/CPO) |
| Members | - Provincial/City Legal Service |
| | - Provincial/City Intelligence Section |
| | - Provincial Crime Lab |
| | - RIO |
| | - PIDMB/CIDMB |
| | - Investigator-on-Case |
| | - Chief of Police |

- b. Whenever a heinous or sensational crime transpires, SITG shall be immediately organized and be headed by the concerned District Director/Provincial Director/City Director or the Deputy Regional Director for Operations depending on the gravity of the incident and/or upon order/discretion of the CPNP.
- c. It shall be the responsibility of every established SITG to properly manage the assigned case and ensure its resolution by applying the best investigative techniques/practices and utilizing all its available resources.
- d. CIDG shall assume the responsibility of pursuing the investigation when the case is not solved within six (6) months and already classified as a cold case.

23.2 Organizational Procedures

- a. Whenever a serious crime is committed, the concerned Chief of Police (COP) or Station Commander shall immediately assess the situation and communicate to the DD/PD/CD the attendant circumstances and its updates which will be the basis of the DD/PD/CD for recommending to the RD whether or not there is a need to activate the SITG.
- b. Concerned COP or Station Commander shall base his/her assessment and recommendation on the report

of the first responders and his assigned investigator-on-case. The creation of a SITG is not necessary for crimes that can be resolved at the said level. Otherwise, a District/PPO/CPO level SITG shall be organized that will take cognizance of the investigation of heinous and sensational cases initially investigated by the City/Municipal/District Police Stations.

- c. The Regional Director (RD) shall issue orders organizing the District/PPO/CPO SITG, indicating the ranks and names of its personnel complement. It shall be headed by the territorial Chief/Commander/Head of Unit such as the District Director/Provincial Director/City Director:
 - (1) The SITG shall be composed of Investigation Team, Case Record Team, Technical/Legal Support Team, Admin/Logistics Teams and Evidence Team;
 - (2) The Case Record Team shall be headed by an Officer from Investigation and Detective Management Division/Branch /Section who shall be at the same time the Case Record Officer and the Evidence and Record Custodian, responsible for the preservation of evidence;
 - (3) The Investigator-on-Case (IOC), who is part of the Investigation Team, shall gather and prepare relevant documents for filing of appropriate case(s) in Court and serve as liaison with other law enforcement agencies/government agencies, NGOs/NGAs, and other persons or entities which could possibly help the SITG in the resolution of the case. The IOC shall also be the Evidence Custodian, except for pieces of evidence which need to be submitted to Crime Laboratory, the courts, and other technical agencies for technical Examination and analysis; and
 - (4) In cases where the designated Commander or members of the SITG cannot effectively comply with the operational requirements, and/or has “perceived biases” of any kind, the RD shall immediately reorganize the said SITG and designate other officers who are more capable of accomplishing the job.
- d. Upon the creation of a SITG, a “Case Investigation Plan” must be made to serve as operating guidelines in the conduct of investigation of heinous and sensational cases. This will include the journal of the case which pertains to the daily progress on what has been done and

accomplished in the investigation of the case, to include the minutes of case conferences and coordination with other offices/units. This will also be the basis of funding the SITGs activities. (*Annex “Y”- CIPLAN*)

- e. The CPNP may direct/task any operational support unit of the PNP to assist in the investigation. Likewise, he may also order the reorganization of the SITG as he deems it necessary.
- f. The SITG shall be deactivated upon the solution of the particular case being investigated.
- g. Every SITG shall have six (6) months to resolve a case from the time it takes cognizance of the said case.

23.3 Operational Procedures

The following are the operational procedures to be undertaken by the SITG pertaining to investigations of all heinous/sensational crimes:

- a. Investigation starts from the arrival of the First Responder on the ground who shall perform important tasks as enumerated in Rule 22.1a;
- b. Aside from the usual investigative procedures, the SITG shall immediately validate and confirm the affiliations of the victims, issue press releases on a regular basis and establish an On-Scene Command Post (OSCP) by putting up a tent or similar structures or deploying a Mobile Investigation Van (if available) at/or near the crime scene. The SITG Commander or his deputy who is also a member of the SITG must be present/available in the OSCP at all times;
- c. The OSCP shall be maintained for as long as necessary and shall only be deactivated or transferred with the clearance and approval of the Regional Director;
- d. The OSCP shall be utilized by the SITG to conduct on-scene or on-the-ground investigation. The tent or van of the OSCP shall be marked appropriately as “PNP On-Scene Command Post” and shall also be posted with the mobile Phone or contact numbers of the SITG Commander, Assistant Commander and the Investigator-On-Case;
- e. The Police Station which has jurisdiction over the area shall be utilized as alternate OSCP of the SITG;

- f. Follow-up actions and efforts must be undertaken to:
 - (1) Give special focus to ascertaining/establishing motive;
 - (2) Effectively conduct profiling of victims, suspects and witnesses;
 - (3) Proficiently link/matrix analysis and exploit evidence information; and
 - (4) Hold paramount the convenience of witnesses when extracting their Statement or affidavit.
- g. The SITG Commander supported by the Investigation Team, Technical Teams, and Case Record Officer shall prepare the CIPLAN and take notice, prepare, and observe the following:
 - (1) The Investigation Management System which consists of evidence matrix, resource spreadsheet, standard tactical plan, and major investigation plan;
 - (2) The CIPLAN must be prepared and shall be in the following format (Six Point Plan); Situation, Mission, Execution, Contingency, Administration and Logistics, Command, and Communication (SMECAC);
 - (3) Prepare the Crime Scene Matrix Template which is necessary in the conduct of crime analysis. It can come in tandem with the evidence and resource matrix of the investigation plan;
 - (4) Surveillance must also be done to assess and make decisions on competencies needed and allocation of resources;
 - (5) Strengthen the coordinative mechanism in order to:
 - (a) Strictly observe the chain of custody of evidence and flow of communications; and
 - (b) Develop and resolve the issues under investigation through case conference/s with DOJ and other concerned agencies.
 - (6) Initiate build-up and follow-up investigation;
 - (7) Consolidate all the forensic results, testimonial documents and investigation reports as well as the compliances of the members of SITG;

- (8) Initiate the crime matrix analysis in coordination with all members of SITG;
 - (9) Initiate the preparation of the case folder with the assistance of other members of SITG;
 - (10) File or refer the case to the Department of Justice (DOJ);
 - (11) Conduct case reviews (internal/external) to be done by senior investigators or detectives. It can be seen as a form of risk management that seeks to apply the principle of system audit to reduce recurrence of typical errors. Case reviews shall be in the form of:
 - (a) Informal “Golden Hour” Review (at the early stage of the investigation);
 - (b) Self Inspection (Self-Completion of a short pro forma to provide prompt actions and highlight emerging problems);
 - (c) 28-Day Progress Review (assure quality and assist investigators identify investigative opportunities to advance the inquiry);
 - (d) Concluding Reviews (provide overview), Case Development Reviews (Cold Case Review);
 - (e) Detective Case Review (review of their sample solve cases and learn best practices); and
 - (f) Thematic Review (focus upon specific issue);
 - (12) All case folders including pertinent documents must be kept by the case record officers, with copies furnished to the evidence custodian of the local police station;
 - (13) In case the investigator-on-case is dismissed or retired or separated from the service, all remaining members of the investigation team shall be responsible for the court presentation of the case; and
 - (14) Conduct case tracking until the final disposition of the case.
- h. The extension of the SITG can be considered based on the manifestation of the Regional Director to TDIDM

(Attn: C, CMD) as a result of his/her evaluation that the case could be resolved in a certain period of time, but in no case shall this exceed a one (1) month period;

- i. If the case has been solved, the SITG shall be deactivated immediately. The SITG Commander shall inform TDIDM (Attn: C, CMD) regarding its deactivation;
- j. Once the warrant of arrest has been issued, the RIDMD concern shall monitor the Unit Commander concerned to serve the warrant. Further, the RIDMD shall monitor the Unit Commander handling the case to ensure the attendance of prosecution witnesses when directed by the Court or Prosecutor;
- k. The RIDMD shall make a monthly progress report on all SITG cases filed in Court or Prosecutor's office to TDIDM (Attn: C, CMD);
- l. If the SITG fails to resolve the case within six (6) months or after the extension, the case will be considered a "cold case". Hence, the SITG shall be deactivated under obligation to ensure that all documents, pieces of evidence and any other related materials are accounted and secured;
- m. All the records of cold cases and cleared cases including the pieces of evidence gathered shall be officially turned over to the Regional Criminal Investigation and Detection Unit (RCIDU), CIDG in the respective PROs for the continuation of the investigation. Likewise, chain of custody of evidence must be strictly observed;
- n. CIDG must submit to TDIDM (Attn C, RAD), a modified CIPLAN or new CIPLAN in the conduct of follow-up investigations on all cases that were turned over to them.
- o. Progress report on all "cold cases" that were turned over to CIDG shall be submitted to RIDMD (copy furnished CMD, DIDM). The latter shall monitor and periodically evaluate the case being investigated by CIDG and make appropriate assessment for its final disposition.
- p. Strengthen the coordinative mechanism in order to:
 - (1) Strictly observe the chain of custody of evidence and flow of communications; and

- (2) Develop and resolve the issues under investigation through case conference with DOJ and other concerned agencies.
- q. Initiate case build-up and follow-up investigation;
 - r. All the case folders including pertinent documents must be kept by the case record officers, with copies furnished the evidence custodian of the local police station;
 - s. In case the investigator in-charge is dismissed or retired or separated from the service, all remaining members of the investigation team shall be responsible for the court presentation of the case;
 - t. Conduct case tracking until the final disposition of the case;
 - u. All concerned PNP units are enjoined to exert extra efforts in order to identify, locate or cause the identification and arrest of the culprit(s):
 - (1) They shall immediately organize a dedicated TRACKER TEAM to pursue a particular target personality/suspect;
 - (2) They shall enhance information gathering and intelligence build-up for the identification and apprehension of the suspects;
 - (3) They shall work in close coordination with the NBI, DOJ and all other law enforcement agencies, as necessary. The SITG must therefore closely coordinate with their respective local prosecutors and ensure that a prosecutor is included as a member of the Technical/Legal Support team; and
 - (4) They shall prepare posters of wanted personalities especially those covered with rewards. Rogue galleries at the city and municipal levels shall also be prepared for this purpose;
 - (5) While the tasked units shall operate on existing logistical and financial allocations, Regional Directors shall also provide logistical and financial support to SITG.

CHAPTER 4

SPECIAL PROCEDURES

RULE 24. RULES ON LABOR DISPUTES

24.1 General Policy and Guidelines

- a. The involvement of PNP personnel during strikes, lockouts and labor disputes in general shall be limited to the maintenance of peace and order, enforcement of laws, and implementation of legal orders of the duly constituted authorities.
- b. The PNP shall only render assistance to labor disputes upon written request addressed to the Regional Director/District Director concerned. In case of actual violence, the police can respond without the written request.
- c. Insofar as practicable, no PNP personnel shall be allowed to render police assistance in connection with a strike or lockout if there is question or complaint as regards his relationship by affinity or consanguinity to any official/leader of the parties in the controversy or if he has financial or pecuniary interest therein.
- d. PNP personnel detailed as peace-keeping force in strike or lockout areas shall be in prescribed uniform at all times.
- e. They shall exercise maximum tolerance and when called for by the situation or when all other peaceful and non-violent means have been exhausted, police officers may employ such means as may be necessary and reasonable to prevent or repel an aggression.
- f. The matter of determining whether a strike, picket or lockout is legal or not should be left to Department of Labor and Employment (DOLE) and its appropriate agencies. PNP personnel should not interfere in a strike, picket or lockout, except as herein provided.
- g. No personal escort shall be provided to any of the parties to the controversy unless upon written request from DOLE. Whenever escorts are to be provided, the other party shall be informed accordingly. All escorts shall be in prescribed uniform at all times.

- h. During the pendency of a strike/lockout, the police personnel concerned are prohibited from socializing with any of the parties involved in the controversy.
- i. Liaison shall be established and maintained with the representatives of DOLE, management and the union in the strike/lockout area for the purpose of maintaining peace and order, as well as to maintain a continuing peaceful dialogue between the parties to the strike/lockout.
- j. The peace-keeping detail shall not be stationed in the picket line (or confrontation line) but should be stationed in such manner that their presence may deter the commission of criminal acts or any untoward incident from either side. The members of the peace-keeping detail shall stay outside a 50-meter radius from the picket line. In cases wherein the 50-meter radius includes a public thoroughfare, they may station themselves in such public thoroughfare for the purpose of ensuring the free flow of traffic.

24.2 Applicable Legal Parameters

The pertinent provisions of the Public Assembly Act of 1985 (Batas Pambansa Bilang 880), the Labor Code of the Philippines, as amended and other applicable laws, shall be observed during rallies, strikes, demonstrations or other public assemblies. Law enforcement agents shall, at all times:

- a. Exercise maximum tolerance.
- b. In case of unlawful aggression, only reasonable force may be employed to prevent or repel it.
- c. The employment of tear gas and water cannons shall be made under the control and supervision of the Ground Commander.
- d. No arrest of any leader, organizer, or participant shall be made during the public assembly, unless he/she violates any pertinent law as evidence warrants.

24.3 Service of Lawful Orders or Writ

The service of Department of Labor and Employment (DOLE), court, or other lawful orders or writs is the primary concern of the DOLE representative, sheriff, and representative of the government agency issuing the order,

respectively. The role of the PNP is only supportive. Only when specifically stated and requested in the order or writ shall the PNP enforce such orders or writs.

24.4 Prohibited Labor Activities

No personnel of the PNP shall:

- a. Bring in, introduce or escort in any manner, any individual who seeks to replace strikers in entering or leaving the premises or a strike area; or
- b. Work in replacement of the strikers.

RULE 25. RALLIES AND DEMONSTRATIONS

25.1 Policies

- a. The PNP adheres to the Code of Conduct for Law Enforcement Officials adopted by the General Assembly of the United Nations which requires law enforcement officials to respect and protect human dignity, maintain and uphold the human rights of all persons, and limit the use of force to situations where it is strictly necessary and to the extent required for the performance of their duty.
- b. Public assemblies held in freedom parks or on private property do not need a permit for the activity. Public assembly with permit or one held in a freedom park or private property shall not be dispersed as long as it remains peaceful and no incidence of violence occurs.
- c. The PNP shall provide police assistance only when requested by the leaders or organizers for maintenance of peace and order or to ensure the safety of those participating in the public assemblies held in freedom parks or on private property.
- d. A public assembly held in a public place must have a permit from the mayor of the city or municipality exercising jurisdiction over the place where it will be held.
- e. A public assembly held with or without a permit may be peacefully dispersed. A public assembly with a permit may be dispersed if the same is being held in violation of the terms and conditions imposed in the permit. In both cases, before conducting any dispersal operation, the PNP shall notify the concerned organizers and leaders of the public assembly.

- f. Lightning demonstrations or rallies in areas where public assembly is prohibited shall be dispersed peacefully. However, should any of the participants refuse to disperse voluntarily or violate any law or ordinance during an unauthorized public assembly; they shall be taken into police custody and be charged accordingly.
- g. Ground Commanders are responsible in determining whether there is a permit for the holding of the public assembly.
- h. Close coordination with the mayor of the city or municipality, or his representative, where the public assembly is being held should always be maintained especially when a permit has not been issued but an application has been filed prior to the holding of the public assembly.
- i. Maximum tolerance shall be exercised in the conduct of dispersal operations. Violators of the law shall be apprehended and brought to the nearest Police Station for proper disposition.

25.2 Limitations on the Role of the PNP

The PNP shall not interfere with the holding of a public assembly. However, to ensure public safety and to maintain peace and order during the assembly, the police contingent under the command of a PCO preferably with the rank of Police Senior Inspector may be detailed and stationed in a place at least one hundred (100) meters away from the area of activity.

25.3 Guidelines for Civil Disturbance Management (CDM) Contingent During Rallies/Demonstrations

- a. CDM contingent shall be in prescribed uniform without firearm.
- b. Tear gas, smoke grenades, water cannons, or any similar anti-riot device shall be used only when the public assembly is attended by actual violence or serious threats of violence, or deliberate destruction of property.

25.4 Dispersal of Public Assembly with Permit

All public assembly with a permit shall not be dispersed. However, when an assembly becomes violent, the police may disperse such public assembly in the following manner:

- a. At the first sign of impending violence, the Ground Commander of the PNP contingent shall call the attention of the leaders of the public assembly and ask the latter to prevent any possible disturbance;
- b. If actual violence reaches a point where rocks or other harmful objects from the participants are thrown at the police officers or at the non-participants, or at any property, causing damage to it, the Ground Commander of the PNP contingent shall audibly warn the participants that if the disturbance persists, the public assembly will be dispersed;
- c. If the violence or disturbance does not stop, the Ground Commander of the PNP contingent shall audibly issue a warning to the participants of the public assembly, and after allowing a reasonable period of time to lapse, he shall immediately order it to disperse; and
- d. No arrest of any leader, organizer or participant shall be made unless he violates during the assembly a law, statute, or ordinance.

25.5 Dispersal of Public Assembly Without Permit

When the public assembly is held without a permit where a permit is required, the said public assembly may be peacefully dispersed. However, when the leaders or organizers of public assembly can show an application for permit duly filed at the Office of the Mayor which has jurisdiction over the place where the rally will be held, at least five (5) days prior to the intended activity and the Mayor did not act on the same, the grant of the permit being then presumed under the law, and it will be the burden of the authorities to show that there has been a denial of the application, in which case, the rally may be peacefully dispersed following the procedure of maximum tolerance prescribed by law.

25.6 Prohibited Acts

It shall be prohibited for a police officer to commit the following acts during peaceful assembly:

- a. Obstructing, impeding, disrupting or otherwise denying the exercise of the right to peaceful assembly;
- b. The unnecessary firing of firearms to disperse the public assembly;

- c. Acts in violation of Rule 25.5 hereof;
- d. Acts described hereunder if committed within one hundred (100) meters from the area of activity of the public assembly;
 - (1) The carrying of a deadly or offensive weapon or device such as firearm, pillbox, bomb, and the like;
 - (2) The carrying of a bladed weapon;
 - (3) The malicious burning of any object in the streets or thoroughfares;
 - (4) The carrying of firearms by CDM contingents;
 - (5) The interfering with or intentionally disturbing the holding of a public assembly by the use of a motor vehicle, its horns and loud sound systems;
 - (6) The drinking of liquor or alcoholic beverages; and
 - (7) Gambling of any kind.

25.7 Police Responses During Public Assembly

The following are the police responses during the planning stage, initial and peaceful stage, confrontational stage, violent stage and post operation stage:

a. During Planning Stage

- (1) Initiate dialogue with the leaders/organizers to ensure the peaceful holding of a public assembly, including among others, the detail of police escorts.
- (2) Prepare appropriate security and CDM contingency plans.

b. During Initial and Peaceful Stage

- (1) With Permit or Held in Freedom Parks/ Private Properties
 - (a) The PNP shall not interfere with the holding of a public assembly. However, to adequately ensure public safety, a CDM contingent, under the control and supervision of a PCO shall be stationed at least one hundred (100) meters away from the area where the public assembly is being held.

- (b) Monitor the activities at the public assembly area and respond to any request for police assistance.
- (2) Without Permit or Permit has been revoked
 - (a) As soon as it becomes apparent that an assembly is being held in a public place, the Ground Commander shall immediately conduct an inquiry whether the assembly is covered with a permit or not. If a permit could not be shown, verification should immediately be done with the Office of the Mayor having jurisdiction over the place where the public assembly is being held. Should the Office of the Mayor confirm that a permit has not been issued, the leaders/organizers shall be informed of the fact that they are violating the law and will be asked to disperse peacefully.
 - (b) The PNP shall exhaust all peaceful remedies to persuade the demonstrators to disperse. This may include the involvement of Local Chief Executives / community leaders when available to intervene in the situation so that dispersal operations could be avoided.
 - (c) Should negotiation fail and the demonstrators refuse to disperse voluntarily and peacefully, thereby causing public inconvenience, CDM contingents may commence dispersal operations.

c. During Breach of Peace/Confrontational Stage (With or without permit)

No public assembly with a permit shall be dispersed. However, when a public assembly becomes violent, the CDM contingents may disperse such public assembly in the following manner:

- (1) At the first sign of impending violence, the Ground Commander shall call the attention of the leaders/organizers of the public assembly and ask the latter to prevent any possible disturbance. CDM contingents shall hold the line to prevent demonstrators from proceeding to other areas where the holding of a public assembly is prohibited.

- (2) If actual violence reaches a point where rocks or other harmful objects from the participants are thrown at the CDM contingents or the non-participants, or at any property causing damage to it, the Ground Commander shall audibly warn the participants that if the disturbance persists, the public assembly will be dispersed;
- (3) If the violence or disturbance does not stop, the Ground Commander shall audibly issue a warning to the participants of the public assembly, and after allowing a reasonable period of time to lapse, shall immediately order it to disperse. With the use of CDM formations, the rank of demonstrators shall be disbanded, contained, and isolated from each other, and should be prevented from regrouping.
- (4) Water cannons and riot sticks maybe used to repel aggression and to disperse demonstrators and reserve CDM contingents may be employed when situation requires.
- (5) No arrest of any leader, organizer or participant shall be made unless he violates a law, statute, or ordinance during the assembly.

d. During Violent Stage

- (1) Non-lethal weapons and equipment may be used to suppress violence, to protect lives and prevent further damage to properties.
- (2) PNP security elements shall be tactically deployed to provide immediate assistance to the CDM contingents.

e. Post-Operation Stage:

- (1) CDM contingents shall be withdrawn after the area has been cleared of possible danger to public safety.
- (2) Sufficient police force shall be maintained to ensure peace and order in the area.

25.8 Guidelines in the Use of Non-Lethal Weapons

a. Shield and Truncheon

During the confrontational stage, truncheon or baton may be utilized only to push back demonstrators

and not as an instrument to strike individuals. However, when demonstrators become aggressive, truncheon shall be the principal non-lethal weapon for dispersal. In such situation, CDM contingents shall nonetheless, use the same with caution and due diligence to avoid unnecessary injury.

b. Water Cannons

Water cannons may be utilized when demonstrators become unruly and aggressive forcing troops to fall back to their secondary positions.

c. Tear Gas

Tear gas and pepper spray may be utilized to break up formations or groupings of demonstrations who continue to be aggressive and who refuse to disperse despite earlier efforts.

25.9 Guidelines in dealing with Assemblies, Rallies, Demonstrations and Marches

- a. To ensure the protection, safety and welfare of the public and demonstrators as well, the following must be observed:
 - (1) Confined Assemblies in Private Property (Churches, Schools, etc.)
 - (a) Initiate the conduct of dialogue with the leaders/organizers.
 - (b) Secure and maintain order within the perimeter.
 - (2) Confined Assemblies in Freedom Parks
 - (a) Initiate the conduct of dialogue with the leaders/organizers.
 - (b) Request for the permit from the leaders/organizers if the local ordinance of the area requires one.
 - (c) Secure and contain the area within the limits of the permit to ensure the orderly and peaceful conduct of the assembly.
 - (3) Mobile Assemblies in a Private Area
 - (a) Initiate the conduct of dialogue with the leaders/organizers.

- (b) Secure and maintain order within the perimeter.
- (4) Marches and Motorcades along Public Thoroughfares
 - (a) Initiate the conduct of dialogue with the leaders/organizers.
 - (b) Request for the permit from the leaders/organizers if the local ordinance of the area requires one.
 - (c) Ensure the orderly and peaceful conduct of the marches and motorcades to ensure public safety and to prevent compromise of public convenience.
- b. There shall always be a designated Ground Commander at the rally site;
- c. Apply *slow dispersal technique* whenever it is applicable. Take the ground inch by inch. Ground Commander shall refrain from using water cannon and tear gas as much as possible; and
- d. If necessary, provide a medical team to extend assistance;
- e. All CDM operations shall be properly documented with video and photo coverage;
- f. Respect for human rights and equal treatment and protection for everybody shall be strictly observed; and
- g. PNP personnel shall observe maximum tolerance.

RULE 26. CIVIL DISTURBANCE MANAGEMENT OPERATIONS

26.1 General Guidelines

The PNP units tasked to maintain peace and order shall not interfere with the holding of public assembly. To ensure public safety, a Civil Disturbance Management (CDM) contingent under the command of a Police Commissioned Officer (PCO) with the rank of Police Senior Inspector or higher shall be detailed and stationed at least 100 meters away from the place where the public assembly is being held. In the absence of any permit from the LGU concerned, the PCO in command should exert effort in persuading the demonstrators to disperse peacefully and vacate the public place.

In lightning rallies or demonstrations, the Ground Commander shall exhaust efforts through dialogue with the leaders/organizers for voluntary dispersal. In case of failure, orderly dispersal to include apprehension of those responsible is resorted to.

26.2 Specific Guidelines

When assistance is requested by the leaders/organizers, it shall be imperative for the CDM contingent to perform their duties while observing the rights of demonstrators. Further, the members of the CDM contingent dealing with the demonstrators shall be in prescribed uniform.

- a. The CDM contingent shall not carry any kind of firearms but may be equipped with baton or riot sticks, crash helmets with visor, gas masks, boots or ankle-high shoes with shin guards.
- b. Tear gas, smoke grenades, water cannons, or any similar anti-riot device shall not be used unless the public assembly is attended by actual violence or serious threats of violence, or deliberate destruction of property. Maximum tolerance shall always be observed.
- c. The organization and membership of CDM contingents, as well as their deployment and employment, shall be in accordance with existing PNP rules and regulations.

26.3 CDM Operational Tasks

- a. Isolate the area;
- b. Secure likely targets;
- c. Control crowds;
- d. Establish area control; and
- e. Neutralize special threats.

26.4 CDM Operational Approaches

- a. The commitment of a CDM contingent must be viewed as a last resort. Their role, therefore, should never be greater than what is necessary under the circumstances. This does not mean though that the number of troops employed should be minimized. Doubts concerning the number of troops required should normally be resolved in favor of deployment of large number since the presence

of such large number may prevent the development of situations in which the use of excessive force would be necessary. A large reserve of troops should be maintained during civil disturbance operations.

- b. In selecting an operational approach to a civil disturbance situation, the Ground Commander and his personnel must adhere to the “minimum necessary force” principle.
- c. Efforts should be exerted to create the image of a restrained and well-disciplined force, the sole purpose of which is to assist in the restoration of law and order. Further, while CDM contingent should be visible, any activity which might excite rather than calm should be avoided when possible.
- d. Consistent with the controlling principle “that he must use the minimum necessary force to accomplish his mission”, the Ground Commander shall equip the CDM contingent only with rattan stick/truncheon/baton, shield, Kevlar helmet and handcuffs.
- e. In situations requiring the use of baton/ truncheons should only target fleshy part of the body such as arms, torso, legs, and thighs. Hitting protesters with the baton or truncheon on the head, face, neck, shoulders blades, elbows, fingers, groins, knees, and ankles must be avoided since strikes to these part may cause serious to permanent injuries, or even death.
- f. Protesters that are arrested must be properly restrained/handcuffed using scientific control methods; and thereafter, brought safely to the police station for processing. Arrested protesters must not be kicked, punched, or dragged by hair or feet.
- g. Whenever appropriate, deploy properly trained and equipped female CDM personnel as front-liners.

RULE 27. DEMOLITION AND EJECTMENT ORDERS

27.1 Role of the PNP in the Enforcement of a Demolition and/ or Ejectment Orders

- a. Police assistance in the enforcement or implementation of a demolition or ejectment order shall be granted only upon a written request of the Sheriff or equivalent officer in quasi-judicial and administrative bodies

accompanied by a valid order issued by a competent court, quasi-judicial or administrative body and, when required, with written permission from the Local Housing Board in accordance with EO 708 amending EO 152 and DILG Memo Circular No. 2008-143. The proponent shall only be provided with police assistance upon compliance with the requirements including the requirements under Sections 27, 28, and 30 of RA 7279 (Urban Development and Housing Act), when applicable. Moreover, said police assistance shall be coordinated with the concerned local Chief Executive before its enforcement. In no case shall a demolition involving informal settlers be effected without a pre-demolition conference being conducted between and among the parties involved.

- b. The conduct of pre-demolition conference in cases where the affected families are informal settlers shall be mandatory.
- c. The duties of PNP personnel in any demolition or ejection activity shall be limited to the maintenance of peace and order, protection of life and property, and enforcement of laws and legal orders.
- d. PNP personnel tasked to provide police assistance shall be in prescribed uniform during the actual demolition. They shall be limited only to occupying the first line of law enforcement and civil disturbance control; shall not participate in the physical dismantling of any structure subject of demolition; and shall use only necessary and reasonable force.

27.2 Procedures in the Enforcement of a Demolition and/or Ejection Order

- a. PNP personnel should be informed of the prevailing situation, their tasks, and strict observance of Human Rights.
- b. As much as practicable, the Chief of Police (COP) shall lead the PNP contingent detailed to assist the Sheriff or equivalent officer during the demolition/ejection activity.
- c. All PNP personnel involved shall desist from the use of any unnecessary force or any act that may harm, harass, or terrorize the affected parties.

- d. The mode of participation shall be limited to the maintenance of peace and order during the entire demolition/ejection activity, ensuring the protection of all parties from harm and injury.
- e. Tear gas, water cannon, and reasonable force shall be used only when all other peaceful and non-violent means have been exhausted.

RULE 28. POLICE ASSISTANCE IN THE IMPLEMENTATION OF FINAL DECISIONS OR ORDERS OF THE COURTS IN CIVIL CASES, OF QUASI-JUDICIAL BODIES AND OF ADMINISTRATIVE BODIES ON CONTROVERSIES WITHIN THEIR JURISDICTION

28.1 Police Assistance in the Implementation of Final Decisions or Orders or Resolutions of the Courts in Civil Cases, of Quasi-Judicial Bodies and of Administrative Bodies, (Except Cases with Issued Temporary Restraining Order or Injunction)

The request for police assistance shall be submitted to the Office of the Chief, PNP in case the final decision or order to be implemented is rendered by the Supreme Court, the Court of Appeals, the Court of Tax Appeals, the Sandiganbayan, quasi-judicial bodies or administrative bodies.

If the final decision or order is rendered by the Regional Trial Court or the Municipal Trial Court, the request shall be submitted to the Office of the Regional Director of the Police Regional Office (RD, PRO) having territorial jurisdiction over the place of implementation.

The request for police assistance of quasi-judicial or administrative bodies shall be submitted to the Office of the Chief, PNP regardless of the place where the police assistance shall be rendered, but the same maybe delegated to the Regional Director upon the discretion of the Chief, PNP in accordance with Section 26, RA 6975.

28.2 Requirements for Police Assistance

Request for police assistance in the implementation of final decisions/orders/writs shall be acted only, upon compliance of the following conditions:

- a. The request for police assistance is based on an order of the court, quasi-judicial or administrative bodies;

- b. The written request for police assistance shall be signed by the Sheriff or equivalent officer in quasi-judicial or administrative bodies;
- c. The request is filed at least five (5) working days prior to the actual implementation; and
- d. The original document of the final decision/order/resolution must be presented. In the absence of the same, a copy duly authenticated by the Clerk of Court or other authorized representative of the court, quasi-judicial or administrative body will suffice.

28.3 Period to Render Police Assistance

If the request for police assistance satisfies all the requirements, police assistance shall be rendered within three (3) working days from receipt of the directive from the C, PNP or RD, PRO, unless a specific period is written in the order or due to inherent impossibility of rendering assistance, a longer period is required.

28.4 Office or Unit That May Be Tasked to Render Police Assistance

The Chief, PNP, as may be recommended by the Director for Operations, may task any operational support unit of the PNP or the PRO that has jurisdiction in the area where the decision/order/resolution shall be implemented to render police assistance.

In case of request to the RD, PRO, the latter may task the Public Safety Company/Batallion, Police Provincial Office (PPO), City Police Office/Station (CPS) or Municipal Police Station (MPS) within his jurisdiction to render police assistance. In case of direct filing or request to local police units or operational support units, the request shall be referred to the OCPNP or RD, PRO, as appropriate. In the meantime, no police assistance shall be rendered until the C, PNP or RD, PRO shall have acted on the request.

28.5 Extent of Police Assistance

The head of office or unit tasked to render police assistance shall have the discretion to employ sufficient number of PNP uniformed personnel after taking into consideration the importance of the case, the scope of the resistance to be encountered, if there is any, and the general peace and order condition in the area. Unless a higher ranking Officer is necessary and more PNP personnel

shall be required, the police team that will render police assistance shall be led by a Police Commissioned Officer (PCO) with the rank of Police Senior Inspector. All the team members shall be in prescribed uniform while rendering assistance.

28.6 Role of PNP Personnel Rendering Police Assistance

PNP personnel shall observe maximum tolerance and respect for individual rights at all times. Dialogue with those who may be affected by the implementation of the decision/order/resolution is encouraged to prevent violence, and the assistance of local public officials, when warranted, should be requested. However, the Sheriff or the equivalent officer of quasi-judicial or administrative bodies shall have the final disposition whether to proceed with the implementation of the decision/order/resolution or not. The use of reasonable force shall only be resorted to for self-defense and defense of strangers.

The role of the PNP shall be limited to the maintenance of peace and order, crowd control, and the security of the Sheriff or equivalent officer of quasi-judicial or administrative body. In no case shall PNP personnel participate in the implementation of the decision/order/resolution by performing acts not herein mentioned, such as, but not limited to, dismantling, hauling of personal property and other analogous acts.

RULE 29. POLICE ASSISTANCE IN THE IMPLEMENTATION OF FINAL DECISIONS OR ORDERS OR RESOLUTIONS OF THE COMELEC OR DILG OR LOCAL GOVERNMENT UNIT EXERCISING DISCIPLINARY POWERS IN ADMINISTRATIVE CASES OF ELECTED OFFICIALS

29.1 Requirements for the Request for Police Assistance

The police assistance shall only be granted upon the written request of COMELEC or DILG, accompanied with the original or authenticated copy of the final decision or order or resolution to be implemented.

29.2 Period To Render Police Assistance

If the request for police assistance satisfies all the requirements and the clearance to render police assistance is approved by the C, PNP the police assistance requested

shall be rendered within three (3) working days from receipt of the directive from the C, PNP or for a longer period when required by the circumstances.

29.3 Extent of Police Assistance

The Special Task Group Commander tasked to render police assistance shall have the discretion to employ sufficient number of PNP uniformed personnel after taking into consideration the scope of the resistance to be encountered, if there is any, and the general peace and order condition in the area. Unless a higher ranking Officer is necessary and more PNP personnel are required, the police team that will render police assistance should be led by a Police Commissioned Officer (PCO) with the rank of Police Senior Inspector. All members of the Special Task Group shall be in prescribed uniform when rendering police assistance.

29.4 Role of PNP Personnel Rendering Police Assistance

The role of the PNP when rendering police assistance shall be limited to the maintenance of peace and order, crowd control, and the security of the duly authorized officer of the COMELEC, DILG or the Local Government Unit implementing the decision/order/resolution. In no case shall PNP members participate in the implementation of the decision/order/resolution which shall be undertaken by the duly authorized officer of the COMELEC or DILG or the Local Government Unit concerned.

In performing their role, the PNP personnel shall at all times observe maximum tolerance and respect for human rights. The use of reasonable force shall only be resorted to for self-defense and defense of strangers. Moreover, the PNP personnel shall always exercise utmost impartiality and neutrality in effecting its role.

The duly authorized officer of the COMELEC or DILG or the Local Government Unit personally leading the implementation of the said decision/order/resolution shall have the final disposition whether to proceed or not with the implementation of the decision/order/resolution.

RULE 30. POLICE ASSISTANCE IN THE IMPLEMENTATION OF COMPREHENSIVE AGRARIAN REFORM PROGRAM (CARP)

30.1 Coverage

a. Final Orders

- (1) Final Orders/Resolutions/Decisions Issued by DAR
- (2) Order of Installation or Certificate of Land Ownership Award (CLOA)

b. Preliminary Agrarian Activities

- (1) Land survey
- (2) Field Investigation
- (3) Ocular Inspection
- (4) Meeting between actual and potential Agrarian Reform Beneficiaries
- (5) Post Installation
- (6) Landholding tagging
- (7) Analogous cases

30.2 Requirements in the Granting of Police Assistance

- a. Police assistance in the implementation of final orders, decisions, resolutions or CLOAs issued DAR shall be rendered only upon a written request submitted by the Agrarian Reform Officer or any authorized Officer of DAR, accompanied with the original or authenticated copy of the final decision, order or CLOA to be implemented. The request and its attachments, regardless of the place of execution, shall be submitted to the Office of the Chief, PNP for his approval.
- b. Police assistance during the conduct of preliminary agrarian activities as provided in Rule 30.1b shall be rendered only upon a written request submitted by the Agrarian Reform Officer or any authorized Officer of DAR, accompanied with the original or authenticated copy of the Order issued for the activity (if applicable). The request shall be submitted to the Office of the Regional Director of the Police Regional Office having jurisdiction over the area of execution for his approval.

30.3 When to Render Police Assistance

Police assistance in the implementation of CARP shall be provided only as requested by DAR. In no case shall the PNP act on its own without the request and/or representative from DAR to prevent extending police assistance in cases where same is not necessary.

30.4 Extent of Police Assistance

The head of office or unit tasked to render police assistance shall have the discretion to employ sufficient number of PNP uniformed personnel after taking into consideration the scope of the resistance to be encountered, if there is any, and the general peace and order condition in the area. Unless a higher ranking Officer is necessary and more PNP personnel are required, the police team that will render police assistance should be led by a Police Commissioned Officer (PCO) with the rank of Police Senior Inspector. All members of the team shall be in prescribed uniform when rendering police assistance.

30.5 Role of PNP Personnel Rendering Police Assistance

The PNP personnel shall observe maximum tolerance and respect for individual rights at all times. The use of reasonable force shall only be resorted to for self-defense and defense of strangers. Moreover, the PNP personnel shall always exercise utmost impartiality and neutrality in effecting its role.

The role of the PNP when rendering police assistance shall be limited to the maintenance of peace and order, crowd control, and the security of the duly authorized officer of the DAR. In no case shall PNP members participate in the implementation of the decision/order/resolution or in the conduct of any of the preliminary agrarian activities, which shall be undertaken by the duly authorized officer of the DAR.

The duly authorized officer of the DAR leading the implementation of the decision/order/resolution/CLOA or leading the conduct of the preliminary agrarian activity shall have the final disposition whether to proceed or not with the implementation of the decision/order/resolution/CLOA or conduct of the activity.

30.6 When Entry to the Property is Refused by the landowner

When the DAR personnel are refused admittance into the property, the PNP personnel cannot encroach on the

property without an order from the DAR specifically for the purpose. In the implementation of final orders or in the conduct of preliminary agrarian activities, the authority to break into the property or into a building shall be specifically provided in the order or resolution or in the request for police assistance. The authority to break out to liberate themselves shall also be specifically provided.

RULE 31. POLICE ASSISTANCE IN THE IMPLEMENTATION OF DECISIONS/ORDERS OF THE COURT, QUASI-JUDICIAL OR ADMINISTRATIVE BODIES THAT ARE IMMEDIATELY EXECUTORY

This rule sets forth the procedure in the granting of police assistance in the implementation of decisions/orders that are immediately executory like, but not limited to the following:

- a. Temporary Restraining Order
- b. Writ of Preliminary Injunction
- c. Replevin
- d. Writ of Preliminary Attachment
- e. Receivership
- f. Provisional Remedies under the Human Security Act
- g. Temporary Protection Order under the Anti-Violence Against Women and their Children Act
- h. Protection Order under the Anti-Child Pornography Act
- i. Analogous cases

31.1 Where to File

Decisions/Orders issued by the court, quasi-judicial or administrative bodies that are immediately executory shall be submitted to the Regional Director (RD) of the Police Regional Office (PRO) having jurisdiction of the place where the decision/order shall be implemented. Given the urgency of the matter, the RD, PRO shall be the approving authority. The request for police assistance, however, shall only be acted, upon the submission of the written request of the Sheriff or equivalent officer in quasi-judicial or administrative bodies, accompanied by the original or authenticated copy of the decision/order/writ sought to be implemented.

31.2 Role of PNP Personnel Rendering Police Assistance

PNP personnel shall observe maximum tolerance and respect for individual rights at all times. Dialogue with those who may be affected by the implementation of the decision/order/resolution is encouraged to prevent violence, and the assistance of local public officials, when warranted, should be requested. However, the Sheriff or the equivalent officer of quasi-judicial or administrative bodies shall have the final disposition whether to proceed with the implementation of the decision/order/resolution or not. The use of reasonable force shall only be resorted to for self-defense and defense of strangers.

RULE 32. HOSTAGE SITUATION/BARRICADED SITUATIONS

32.1 Procedure to be followed in a Hostage Situation

The following steps shall be undertaken:

- a. A Critical Incident Management Committee shall be activated immediately; (***PNP Standard Operating Procedure No. ODO-2010-003 "Organization and Procedures of Critical Incident Management Committee and Critical Incident Management Task Group"***)
- b. Incident scene shall be secured and isolated;
- c. Identify and secure the stronghold;
- d. As much as possible, ensure the control of communication lines, and cut-off all other lines as well as electricity and water supply to allow for more bargaining;
- e. Unauthorized persons shall not be allowed entry and exit to the incident scene;
- f. Witnesses' names, addresses, and other information shall be recorded;
- g. Witnesses shall be directed to a safe location;
- h. Evacuate all victims/injured persons immediately when the opportunity permits;
- i. The arrest of the perpetrator shall be the last paramount concern; and

- j. Conduct debriefing immediately after the conclusion of the incident.

32.2 Ground Commander/On-Scene Commander

There shall be only one Ground Commander/On-Scene Commander holding at least a senior rank and/or one (1) with experience in hostage/crisis situation or relative training. Until such time that he officially designates a spokesperson, he may issue appropriate press statements and continue to perform the role of the spokesperson.

32.3 Negotiators/ Negotiation Team

Negotiators shall be designated by the Ground Commander. No one shall be allowed to talk to the hostage-taker without clearance from the negotiator or Ground Commander. The Negotiation Team is directly under control and supervision of the On-Scene Commander.

Negotiation team structure will be as follows:

- a. Negotiation Team Leader (NTL)/coordinator;
- b. Primary Negotiator;
- c. Secondary Negotiator;
- d. Intelligence liason/recorder; and
- e. Board Negotiator.

32.4 Assault Team

An assault team shall be alerted for deployment in case the negotiation fails. Members of the assault team shall wear authorized and easily recognizable uniform during the conduct of the operation.

32.5 Support Personnel

An ambulance with medical crew and a fire truck shall be detailed at the incident area.

32.6 Plans

The On-Scene Commander shall, upon the assessment of the situation, prepare necessary plans to include but not limited to:

- a. Emergency Response Plan - depends on the threat posed by the hostage-takers and need of the Negotiation Team and On-Scene Commander.

- b. Breakout Plan - possibility of breakout shall be considered immediately upon drawing up negotiation strategy. This should be considered as one of the priority plans.
- c. Delivery plan - in case the hostage-takers change plans in the middle of the execution.
- d. Surrender plan- should be drawn up in a way that the hostages' lives will not be jeopardized.
- e. Hostage Reception/ Release - for security reasons, released hostages should be contained and isolated.
- f. Collection plan - safety of the police personnel involved is the priority consideration.

32.7 Coordination

Proper coordination with all participating elements shall be done to consolidate efforts in solving the crisis.

32.8 Safety of Hostage(s)

In negotiating for the release of a hostage, the safety of the hostage shall always be paramount.

32.9 Guidelines during Negotiations

- a. Situation must be stabilized first and contained before the start of the negotiation;
- b. All relevant tools and information that can strengthen a negotiator's position and create a favorable climate for a successful negotiation must be prepared e.g. facts relevant to the situation, financial and non-financial terms, issues and concerns, etc;
- c. Do not introduce outsiders (non-law enforcement officers) into the negotiation process, unless their presence is extremely necessary in the solution of the crisis. If so introduced, they shall be properly advised on the do's and don'ts of hostage negotiations;
- d. In case the negotiator breaks down or he/she finds himself/herself in a deadlock, it is recommended to employ the service of a mediator.
- e. Police officers without proper training shall not be allowed to participate in hostage negotiations.
- f. Whatever the scale of an incident and the extent of resources deployed, it is essential that proper liaison

exist between Tactical/Assault Team, Technical Support Team and the Negotiation Team.

- g. All activities on the scene, even the delivery of food to the stronghold, must have tactical coordination with the NTL/Coordinator.

32.10 Negotiation through Mediator

- a. The mediator will act as a referee, helping the negotiators resolve their differences.
- b. The mediator must be well-versed about the issues in order to be able to eventually recommend an effective solution.
- c. The main object is to reconcile the object of the negotiator with that of the other party.

RULE 33. INVESTIGATION OF VIOLENCE AGAINST WOMEN AND THEIR CHILDREN (VAWC) AND OTHER CASES OF CHILD ABUSE

33.1 Investigation of Complaints and Reports Involving All Forms of Violence against Women and Their Children

The PNP Women and Children Protection Desks (WCPD) in coordination with the Local Social Welfare Development Office (LSWDO), shall conduct a timely, thorough and comprehensive investigation of all cases involving violence against women and their children, committed within their respective area of responsibility, consistent with domestic laws, rules and regulations, and international human rights standards. They shall observe the rules and procedures as provided in section 48 of the Implementing Rules and Regulations of RA 9262 (Anti-Violence Against Women and Their Children Act of 2004). "*Children*" refers to those below eighteen (18) years of age or older but are incapable of taking care of themselves as defined under Republic Act No. 7610. As used in this rule, it includes the biological children of the victim woman and other children under her care.

- a. Upon the receipt of complaint, the WCPD officer shall conduct appropriate investigation which includes, but is not limited to, taking the formal statement of the victim-survivor and collecting other evidence necessary for the filing of the case under the Act;

- b. Immediately after taking the essential elements of information during the course of investigation, the WCPD officer shall refer the victim-survivor to the nearest PNP Crime Laboratory and/or hospital or any medical facilities for appropriate medico-legal examination. It shall be the WCPD officer's duty to ensure that as far as possible, the examining physician must be of the same gender as the victim-survivor, especially in sexual violence cases;
- c. Except in the case of a child who is a victim-survivor of the Act, by which other existing laws require immediate presence of the unoffending parent or guardian and social worker, only persons expressly authorized by the victim-survivor shall be allowed by the WCPD officer inside a room where police investigation as well as the medical/physical examination are being conducted in private;
- d. Ensure the confidentiality of identity of the victim-survivor and all other parties directly involved with the case under investigation. For this purpose, the WCPD officer must maintain a separate blotter on crimes committed under the Act. Under no circumstances shall any police officer allow media access to information concerning VAWC reported to PNP;
- e. After the conduct of police investigation, the WCPD officer shall refer the victim-survivor to the social worker of the LGU, any available DSWD shelters, NGOs and other service providers for psycho-social intervention and other rehabilitation programs;
- f. The WCPD officer shall forward the investigation report, together with the relevant evidence, including the formal statements of witnesses and result of medico-legal examination, to the prosecutor for filing of appropriate criminal action under the Act;
- g. If victim-survivor is found to have manifestations of the Battered Woman Syndrome which is validated by past police records and testimonies from witnesses in interest, the WCPD officer shall inform the Punong Barangay, the local social worker, or the concerned NGOs, local professional or civic groups in the area for appropriate psychiatric and psychological evaluation which may form part of the evidence to be presented in court;

- h. Assist in the application and enforcement of the provisions of the protection order as may be issued by the barangay or the court;
- i. Respond, with the assistance of other police personnel, barangay officials, and other parties-in-interest, to a call for emergency assistance to ensure immediate protection of the victim-survivor by entering the dwelling if necessary, whether or not a protection order has been issued;
- j. In case where the perpetrator is armed or in possession of deadly weapon in plain view, cause the confiscation thereof with the assistance of other police personnel;
- k. Effect the arrest of the perpetrator by virtue of a warrant issued by the court pursuant to existing laws. In the event that any crime under the Act has been committed, is being committed or about to be committed, or that any police officer has personal knowledge of the facts indicating the commission of such crime, it shall be his or her duty to arrest the perpetrator even without the strength of a warrant, provided the offender shall be processed in accordance with Section 5, Rule 113 of the Rules of Court;
- l. Except when the victim-survivor is deemed more secure to stay in their place of residence, in which case the perpetrator has been removed by virtue of protection order issued by the barangay or the court, the WCPD officer or any designated police officer shall provide assistance to help facilitate the transfer of the victim-survivor to a safe place of her own choice, including the removal of some of the victim-survivor's personal belongings;
- m. Monitor and follow up any case in violation of the Act that has been filed in court. In this regard, the WCPD officer must maintain a periodic assessment report of all cases reported to the police in violation of the Act; and
- n. Participate in multi-disciplinary mechanisms to help address the protection needs of the victim-survivor of VAWC.

33.2 Investigation of Complaints and Reports Involving Other Forms of Child Abuse

Police Officers, in coordination with the PNP Women and Children Protection Desks (WCPD) and Local Social Welfare Development Office (LSWDO), shall conduct an investigation on all cases of child abuse committed within their respective area of responsibility, consistent with domestic laws, rules and regulations, and international human rights

- a. Police officers shall, upon receipt of a complaint or report or information that a child has been or is being abused, maltreated, discriminated, exploited, neglected, or abandoned, or is under imminent danger of being abused or exploited, shall take immediate action thereon, but under no circumstance shall be beyond forty-eight (48) hours;
- b. Police officers shall immediately coordinate with the WCPD and report the matter to the LSWDO.
- c. In situations where immediate rescue operations are necessary, the police officers and WCPD in coordination with the LSWDO and other stakeholders shall prepare the corresponding rescue operations plan;
- d. The police officers, together with the WCPD, LSWDO and other stakeholders/authorities like the Barangay or Municipal or City Health Officer, Barangay Officials in the place where the incident occurred or is taking place, the Barangay Human Rights Action Officer or any officer of the Commission on Human Rights (CHR) in or near the area of operation shall, without delay, proceed to the place where the child-victim is located and execute the rescue operations plan;
- e. Upon rescue of the child-victim, the law enforcers shall turn over the child-victim to the LSWDO for protective custody;
- f. The police officer, together with the LSWDO, shall ensure that the child-victim shall be immediately taken to the nearest government medical center or hospital or clinic for physical and psychological examination, treatment and/or confinement;
- g. The police officer, in coordination with the LSWDO, shall gather the necessary/relevant and material data and evidence to support the filing of appropriate

charges before the Prosecutor's Office and trial of the child-abuse case/s before the court;

- h. The police officer shall ensure that the child-victim shall not be subjected or exposed to multi-victimization in the course of investigation. Hence, the police officer shall see to it that the interviews and statements of the victim shall be recorded and/or video-taped; and
- i. Investigation of child abuse cases shall be assigned preferably to members of the Women and Children Protection Desk (WCPD) or in their absence, the police officer of the same gender who has appropriate training on child rights, and investigation and handling of child-abuse cases.

33.3 Right to Privacy of the Child and Confidentiality of Records

The police officer shall at all times respect the right to privacy of the child and shall observe confidentiality of information and records pertaining to child rights cases he investigated or is investigating, from the beginning of the investigation and/or initial custody of the child-victim and at all times thereafter, except when the release of any information about the child's case is pursuant to an Order issued by a competent court.

33.4 Procedure in the Rescue of Minors

a. Planning

All police operations regarding rescue of minors who are victims or subject of physical, sexual, psychological abuse, exploitation, discrimination, negligence, and other forms of abuse, shall be properly planned, in coordination with stakeholders concerned. The plan shall be drawn and discussed in a pre-conference with national and/or local authorities such as: the Department of Social Work and Development (DSWD) or the LSWDO, female Police Investigator, preferably from the WCPD or one trained in the handling of investigation of child rights cases, the local police units, police photographer, Public Attorneys' Office (PAO), barangay officials, City and Municipal Licensing and Permit Division, the Department of Health or the City or Municipal Health Office, Barangay Human Rights Action Officer or officer of the CHR, and/or the DOLE.

For this purpose, the PNP shall activate a Rescue Team to be headed by officer/s of the WCPD, in coordination with concerned national and/or local authorities mentioned above.

b. Rescue operations

- (1) All police officers participating in the rescue operations shall be in prescribed uniform. Should circumstances require that certain police officer/s be in civilian clothes during the actual operations, he must have the official identification card which he must show when required.
- (2) Upon arrival at the operation scene, the police officers shall properly introduce themselves and inform the people in the area where the child-victim is located as to the purpose of their operation.
- (3) Police officer shall not use force unless necessary under the circumstances. In circumstances where reasonable force is allowed, the police officers/rescue team shall ensure and/or avoid collateral damage or hitting innocent civilians within the vicinity of operations.
- (4) The child-victim shall be handled preferably by a police officer of the same gender as the victim, who has appropriate training on child rights, and in the investigation and handling of child-abuse cases.

33.5 Procedure to be Observed in the Handling of Children in Conflict with the Law (CICL)

From the moment a child is taken into custody, the law enforcement officer shall:

- a. Properly identify himself as police officer and present the proper identification to the child;
- b. Explain to the child, in simple language and in the dialect that he can understand, the reason why he is being taken into custody and the offense he allegedly committed;
- c. Refrain from using vulgar or profane words and from sexually harassing or abusing, or making sexual advances to the child in conflict with the law;
- d. Avoid displaying or using any firearm, weapon, handcuffs or instruments of force or restraint, unless

- absolutely necessary and only after all other methods of control have been exhausted and have failed;
- e. Refrain from subjecting the child in conflict with the law to greater restraint than is necessary for his apprehension;
 - f. Avoid the use of unnecessary force;
 - g. Search on a child in conflict with the law shall only be done by a police officer of the same gender as the child;
 - h. Determine the age of the child;
 - i. Take the child immediately to the proper medical and health officer for a thorough physical and mental examination. The examination results shall be kept confidential, unless otherwise ordered by the Family Court. Whenever medical treatment is required, steps shall be immediately undertaken to provide the same;
 - j. Turn over custody of the child to the LSWDO or other accredited NGOs immediately but not later than eight (8) hours after apprehension and notify the child's parents/guardians and the PAO of the child's apprehension;
 - k. When the child is fifteen (15) years or below, he shall be immediately released to his parents or guardian or nearest relative. However, if the child is above twelve (12) years of age up to fifteen (15) years of age and commits serious crimes such as parricide, murder, infanticide, kidnapping and serious illegal detention where the victim is killed or raped, robbery with homicide or rape, destructive arson, rape, or carnapping where the driver or occupant is killed or raped or offenses under RA 9165 (Comprehensive Dangerous Drugs Act of 2002) punishable by more than twelve (12) years of imprisonment, shall be deemed a neglected child under PD 603, as amended, and shall be mandatorily placed in a special facility within the youth care facility or "Bahay Pag-asa" called the Intensive Juvenile Intervention and Support Center (IJISC). **(Sec 20-A of RA 10630)**
 - l. A child who violated local ordinances concerning juvenile status offenses shall be considered as "child at risk" and not as "child in conflict with the law". Hence, no penalty shall be imposed on them for said violations, and they shall be instead brought to their residence or to any barangay official at the barangay hall to be

released to the custody of their parents and appropriate intervention program will be provided. **(Sec 20-A of RA 10630)**

- m. Ensure that should detention of the child in conflict with the law be necessary, the child shall be secured in quarters separate from that of the opposite sex and adult offenders. The child shall not be locked up in a detention cell;
- n. Take the statement of the child in the presence of:
 - (1) The child's counsel of choice or in the absence thereof, a lawyer from the PAO;
 - (2) The child's parents, guardian, or nearest relative, and
 - (3) LSWDO;
- o. In the absence of the child's parents, guardian, or nearest relative, and the LSWDO, the investigation shall be conducted in the presence of an NGO, religious group, or member of the Barangay Council for the Protection of Children (BCPC).
- p. Ensure that all statements signed by the child during investigation shall be witnessed by the child's parents or guardian, social worker, or legal counsel in attendance who shall affix his signature to the said statement;
- q. Record the following in the initial investigation:
 - (1) Whether handcuffs or other instruments of restraint were used, and if so, the reason for such;
 - (2) That the parents or guardians of a child, the DSWD, and the PAO have been duly informed of the apprehension and the details thereof; and
 - (3) The exhaustion of measures to determine the age of a child and the precise details of the physical and medical examination or the failure to submit a child to such examination.

33.6 Guidelines

The police officer shall at all times ensure respect for the rights of the child in conflict with the law as provided in the Philippine Constitution, domestic laws, the Convention on the Rights of the Child and other related international human rights instruments.

RULE 34. BOMB, BOMB THREAT AND BOMB INCIDENT EMERGENCY RESPONSE PROCEDURES

34.1 Bomb

A bomb is a container filled with explosive, incendiary material, smoke, gas, or other destructive substance, designed to explode. It can appear obvious or concealed and can vary in size, shape or sophistication and may not necessarily explode such as in the case of incendiary and dirty bombs. It may be referred to as Improvised Explosives Device (IED) or ordnance.

34.2 Bomb Threat

Bomb threat is either a written or verbal threat communicated through electronic, oral or other means that threatens to place or use an IED at a certain time, date, or place against any specific person or place. The First Responder (FR), the police investigator, and the police detective must remember the following basic facts on bomb threat:

- a. A threat is considered only a threat until something visible is found;
- b. Determined bombers do not frequently give warnings of a possible explosion/incendiary attack;
- c. Threats are an excellent way to disrupt -ygproductivity without actually risking life, limb and/or property; and
- d. The consequences of conviction for “threatening” are not necessarily as serious as those that could result from actual placement/initiation of a bomb.

34.3 First Responder’s Procedure on Bomb Threat

The following are the guidelines for FRs during a bomb threat:

a. Upon receipt of the information:

- (1) Treat all threats as serious until proven otherwise;
- (2) Determine the exact location of the establishment under threat;
- (3) Assess or analyze the threat whether it is a long term or a short term threat;

- (4) Consider evacuation options as follows:
 - (a) Option 1 - Do Nothing
 - (b) Option 2 - Search with partial evacuation
 - (c) Option 3 - Search and evacuation
 - (d) Option 4 - Evacuate immediately
- (5) Alert Explosives Ordnance Demolition Team (EODT) for bomb search mission and emergency readiness before going to the crime scene;
- (6) Proceed immediately to the scene; and
- (7) Notify Higher Headquarters of any development.

b. Upon arrival at the scene:

- (1) Confirm the reported bomb threat and notify EODT on the need to conduct a bomb sweep;
- (2) Conduct or cause a search for suspicious device/s together with persons familiar with the location; and
- (3) Unless a bomb is found, personnel may not order an evacuation of the affected area, but may inform the person in-charge of the property of the need to evacuate. The following procedures shall be followed during evacuation:
 - (a) Evacuation and assembly point routes must be searched to ensure that personnel are not unnecessarily exposed to danger during the evacuation;
 - (b) Designate a “safe” assembly area, well away from the threatened structure, out of line-of-sight of the building and well clear of windows. A minimum distance of 150 meters is recommended;
 - (c) Never assemble personnel in front of or directly below glassed areas;
 - (d) Advise employees and visitors to take their personal belongings to eliminate superfluous “suspicious objects” and to reduce the number of items to be “checked out”;

- (e) Select safe and climatically acceptable assembly areas where evacuees may wait for a considerable period;
 - (f) Avoid car parks as assembly areas and be mindful of the car bomb potential;
 - (g) Install procedures to ensure that escape routes are clear. Evacuation routes and assembly areas must be searched before evacuation;
 - (h) Install procedures to ensure windows and doors are left open and lights left on; and
 - (i) Include a procedure for machinery shut-down. This can include plant and equipment, electronics, computer equipment, securing files and correspondence.
- (4) If a suspected device is discovered, cause the evacuation of people in the affected area to a distance of at least 300 meters away, and maintain security for the protection of life and property:
- (a) Any discovered device shall be isolated;
 - (b) Do not touch, tamper with or disarm any suspected bomb or IED;
 - (c) Report discovery of suspected device;
 - (d) Do not permit radio transmission within the premises/building;
 - (e) Turn off all electricity and gas units within the premises/building;
 - (f) Secure the area and prevent people from approaching;
 - (g) Establish traffic control;
 - (h) Summon ambulance and fire trucks to the scene;
 - (i) Await the arrival of bomb disposal team; and
 - (j) Notify Higher Headquarters of the situation.

34.4 First Responder's Procedure in Case of Actual Bomb Explosion

The following are guidelines for FRs during cases of actual bomb explosions:

a. Upon receipt of the report:

- (1) Identify exact location of the incident;
- (2) Alert EOD teams and direct them to proceed to the area;
- (3) Notify Higher Headquarters of the situation;
- (4) Request assistance of medical personnel; and
- (5) Proceed to the scene immediately.

b. Upon arrival at the scene:

- (1) Cause immediate evacuation of the injured;
- (2) Direct occupants of the establishment to evacuate;
- (3) Maintain order and control crowd;
- (4) Notify Higher Headquarters of the situation;
- (5) Seal off location until EOD Team determines if a secondary device exists;
- (6) Conduct rescue operations at the scene when necessary;
- (7) Initiate immediate investigation if investigators have not yet arrived and determine the following:
 - (a) Time of detonation/explosion;
 - (b) Time when the call for bomb threat was received; and
 - (c) Type of device.
- (8) Submit incident report immediately; and
- (9) Avoid issuing "speculative" press releases or statements.

RULE 35. PROCEDURES IN DETERMINING AND REPORTING OF TERRORISM INCIDENTS/CASES

The Anti-Terrorism Council headed by the Executive Secretary as Chairman was mandated by law to assume the responsibility for the proper and effective implementation of the anti-terrorism policy of the country. The Philippine National Police, among other law enforcement agencies, serves as support agency for the Council.

35.1 Procedures

- a. The On-Scene Commander shall initially determine if there is a high degree of probability that the incident is a terrorist attack. He also establishes the On-Scene Command Post and initiates the convening of the Critical Incident Management Task Group (CIMTG) and the Critical Incident Management Committee (CIMC) regardless of the nature of the attack. ***(Standard Operating Procedure No. ODO-2010-003 “Organization and Procedures of Critical Incident Management Committee and Critical Incident Management Task Group”)***
- b. In the event of a suspected terrorist attack, the PROs shall ensure the management and containment of the incident and shall coordinate with the Task Force (TF) Sanglahi-Alpha Commander during the development of the case.
- c. Bombing attacks and explosions perpetrated by the terrorist, the Inter-Agency Protocol on Explosives and Related Incidents investigation among the PNP, AFP, NBI and PCG shall be strictly followed.
- d. The Philippine Bomb Data Center (PBDC) will be the fusion center for the reporting of ERIs. As such, PBDC will be furnished with all Post-Blast Investigation (PBI) and initial reports pertaining to ERI.

RULE 36. CYBERCRIME INCIDENT RESPONSE PROCEDURE

36.1 Cybercrime Response

Cybercrime Response is the actual police intervention in a cybercrime incident where the acquisition of matters of evidentiary value is traceable within the computer's hardware, software, and its network.

36.2 Guidelines for Cybercrime Incident First Responder

- a. When responding to a cybercrime incident, or to a scene of the crime where computers (*or electronic device, digital media, and other similar devices*) are present, it is imperative for the First Responder (FR) to be able to protect, seize, and search the same and to be able to recognize potential evidence, using the following questions as guidelines to determine its role in the commission of the crime:
 - (1) Is it a contraband or fruit of a crime?
 - (2) Is it a tool used for the commission of the crime?
 - (3) Is it only incidental to the crime, i.e. being used to store evidence of the crime?
 - (4) Is it both instrumental to the crime and a storage device for evidence?
- b. After identifying the theories as to the role of the computer in the commission of the crime, the following questions essential to any further police intervention should be considered by the first responder:
 - (1) Is there probable cause to seize the hardware?
 - (2) Is there probable cause to seize the software?
 - (3) Is there probable cause to seize the data?
 - (4) Where will the search and seizure be conducted?
- c. Search of computers (*or electronic device, digital media, and other similar devices*) and seizure of data therefrom require a warrant issued by the court.
- d. Appropriate collection techniques shall be used to preserve the data sought to be seized.
- e. The evidence seized shall be subjected to forensic examination by trained personnel. The result of the forensic examination, as well as the testimony of the forensic expert, shall be made available during the trial.

36.3 Search and Seizure of Computer

Upon determination of how the computer was utilized in the commission of the crime, and once the legal requirements have been complied with, the following are the guidelines for the conduct of search and seizure:

a. Secure the Scene

- (1) Officer's safety is always paramount.
- (2) Preserve the area for potential fingerprints.
- (3) Immediately restrict access to the computer.
- (4) Isolate from phone lines.

b. Secure the computer as evidence

- (1) If the computer is "OFF", do not turn it "ON".
- (2) If the computer is "ON", do not turn it "OFF", nor touch its mouse or its keyboard.

c. For stand-alone connection or single area connection computers (non-networked)

- (1) Consult a computer specialist.
- (2) If a specialist is not available:
 - (a) Photograph screen and disconnect all power sources and plugs including those at the back of the computer;
 - (b) Place evidence tape over each drive slot;
 - (c) Photograph (or make a diagram) and label parts located at the back of the computer including its connections;
 - (d) Label all connectors and cable end to allow reassembly as needed (*Example: "Socket" marked "A" and the "cable End" also marked "A"*);
 - (e) If transport is required, pack the components as "fragile cargo" prior to transport;
 - (f) Keep it away from magnets, radio transmitters, and from other hostile environment;
 - (g) Ensure that only a computer forensic expert conducts the search for any evidence contained in the computer hardware; and
 - (h) Ensure that the computer hard disk is duplicated by the forensic expert and the original is kept by the evidence custodian for future court presentation. Further search and analysis shall be undertaken using only the imaged disk.

d. For Networked Computers (or business computers)

- (1) Consult a Computer Specialist for assistance.
- (2) Do not immediately pull the plug to prevent
 - (a) Severe damage to the system;
 - (b) Disrupting the legitimate business; and
 - (c) Possible liability of the officers.

36.4 Guidelines in the Treatment of Other Electronic Data Storage Devices

The FR should understand that other electronic devices may contain viable evidence associated with the crime. The FR must ensure that, unless an emergency exists, the device should not be accessed. Should it be necessary to access the device, the FR should ensure that all actions associated with the manipulation of the device should be noted in order to document the chain of custody and ensure its admission as evidence in court.

36.5 Search and Seizure of Wireless Telephones

Upon determination of how the wireless telephone device was utilized in the commission of the crime, and once the legal requirements have been complied with, the following are the guidelines for the conduct of search and seizure:

- a. If the device is "ON", do not turn it "OFF":
 - (1) Turning it "OFF" could activate lockout feature.
 - (2) Write down all information on display and, if possible, secure a photograph.
 - (3) Power down prior to transport (bring all power supply cords found at the scene).
- b. If the device is "OFF", leave it "OFF":
 - (1) Turning it on could alter evidence in the device.
 - (2) Upon seizure, take it to an expert as soon as possible, or contact local service provider.
 - (3) Exert an effort to locate any instructions manual pertaining to the device.

36.6 Search and Seizure of Electronic Paging Devices

The FR should remember that search of stored data in an electronic paging device can be made only when incidental to a lawful arrest, when consent has been given, and when a warrant has been issued.

36.7 Search and Seizure of Facsimile or Fax Machines

The FR should remember that, if the fax machine is "ON", powering it down may cause loss of the last number dialed or other stored fax numbers. The FR should also remember that the header line should be the same as the phone line, and that if possible, all manuals should be seized along with the machine.

36.8 Search and Seizure of Caller ID Devices

- a. The FR should be able to recognize potential evidence contained in caller ID devices such as telephone numbers and subscriber's information from incoming phone calls.
- b. The FR should remember that interruption of the power supply of the caller ID device may cause loss of data if not protected by an internal battery back-up.
- c. The FR must also make sure to document all stored data prior to seizure of the device, otherwise, loss of data may occur.

All seized electronic equipment shall be turned over to the Anti-Cybercrime Group (ACG), and in the absence of ACG in the area, to the local Regional/Provincial Crime Laboratory Office (R/PCLO).

RULE 37. RULES ON ANTI-ILLEGAL DRUGS OPERATIONS

37.1 General Policy and Guidelines

- a. The Philippine Drug Enforcement Agency (PDEA) was mandated by law to carry out the provisions of RA 9165 (Comprehensive Dangerous Drugs Act of 2002), serve as the implementing arm of the Dangerous Drugs Board, and be responsible for the efficient and effective enforcement of all the provisions on any dangerous drug and/or controlled precursor and essential chemical as provided in the Act.

- b. The PNP, however, still possesses the authority to conduct anti-illegal drug operations, *Provided* that the case shall eventually be transferred to the PDEA based on the Supreme Court Decisions in *People of the Philippines vs. Sta Maria* (GR No. 171019, February 23, 2007 and *People of the Philippines vs. Rashamia Hernandez et al.*, (GR No. 184804, June 18, 2009). PDEA deputation is no longer necessary or required for PNP personnel assigned with anti-drug units. ***(PNP Manual on Anti-illegal Drugs Operation and Investigation CY 2010)***
- c. The PNP is not prevented from conducting warrantless arrest under Section 5, Rule 113 and search incident to a lawful arrest under Section 13, Rule 126 of the Rules of Court.

37.2 Coordination Requirements

- a. PNP units, prior to any anti-drug operations shall, as far as practicable, coordinate with the PDEA;
- b. In any case, the PNP anti-drug units shall coordinate/inform the PDEA of the anti-drug operation within 24-hours from the time of the actual custody of the suspects or seizure of said drugs and substances as well as paraphernalia and transport equipment used in illegal activities involving such drugs and/or substances and shall regularly update the PDEA on the status of the cases involving the said anti-drug operation. (Section 86(a) IRR of RA 9165)
- c. The word “as far as practicable” means that the prior coordination with the PDEA may be done, practiced or accomplished as maybe feasible and possible to be performed. Under the following instances, prior coordination is validly dispensed:
 - (1) In remote places where coordination is not possible
 - (2) When coordination will compromise the lives of police operatives, informant and witnesses, involved in anti-drug operation;
 - (3) When coordination will prejudice the apprehension of drug suspects and confiscation of dangerous drugs and CPECs;
 - (4) When prior coordination will compromise the entire police operation

(In the above instances, post coordination shall be made in lieu of prior coordination)

37.3 Handling, Custody and Disposition of Evidence

- a. In the handling, custody and disposition of evidence, the provision of Section 21, RA 9165 and its IRR shall be strictly observed.
- b. The apprehending officer/team having initial custody and control of the drugs shall, immediately after seizure and confiscation, physically inventory and photograph the same in the presence of the accused or the person/s from whom such items were confiscated and/or seized, or his/her representative or counsel, a representative from the media and the Department of Justice (DOJ), and any elected public official who shall be required to sign the copies of the inventory and be given a copy thereof.
- c. The physical inventory and photograph shall be conducted at the place where the search warrant is served; or at the nearest police station or at the nearest office of the apprehending officer/team, whichever is practicable, in case of warrantless seizures; Provided, that non-compliance with these requirements under justifiable grounds, as long as the integrity and the evidentiary value of the seized items are properly preserved by the apprehending officer/team, shall not render void and invalid such seizures of and custody over said items.
- d. Photographs of the pieces of evidence must be taken upon discovery without moving or altering its position in the place where it was situated, kept or hidden, including the process of recording the inventory and the weighing of dangerous drugs, and if possible under existing conditions, with the registered weight of the evidence on the scale focused by the camera, in the presence of persons required, as provided under Section 21, Art II, RA 9165.
- e. The seizing officer must mark the evidence with his initials indicating therein the date, time and place where the evidence was found and seized. The seizing officer shall secure and preserve the evidence in a suitable evidence bag or in an appropriate container for further laboratory examination.

- f. Where the situation requires urgent action suspected drug evidence acquired may be “field-tested” using a drug test kit. If the result is positive this will be the basis of the seizure and the conduct of further drug analysis.
- g. Within twenty-four (24) hours upon confiscation/seizure of dangerous drugs, plant sources of dangerous drugs, controlled precursors and essential chemicals, as well as instruments/paraphernalia and/or laboratory equipment, the same shall be submitted to the PNP Crime Laboratory for laboratory examination and proper disposition.
- h. Containers, packaging, equipment, etc., suspected of containing trace amounts of drugs including controlled precursors and essential chemicals will be considered drug evidence and shall be submitted for analysis.
- i. In every negotiation operation, a “seizing officer” shall be designated who shall be responsible for the inventory and initial custody of all drug and non-drug evidence during the anti-drug operations. These will later be turned over to the investigation officer or any member of the apprehending team, as the case maybe, or to the Crime Laboratory for laboratory examination and proper disposition. (**Annex “GG”- Chain of Custody Form**)
- j. Cellphones, computers/laptops or any other electronic equipment or gadgets shall be properly preserved for evidentiary purposes and technical exploitation.
- k. A certification of the forensic laboratory examination results, which shall be done under oath by the forensic laboratory examiner, shall be issued within twenty-four (24) hours after the receipt of the subject item/s: Provided, that when the volume of the dangerous drugs, plant sources of dangerous drugs, and controlled precursors and essential chemicals does not allow the completion of testing within the time frame, a partial laboratory examination report shall be provisionally issued stating therein the quantities of dangerous drugs still to be examined by the forensic laboratory: Provided, however, that a final certification shall be issued on the completed forensic laboratory examination on the same within the next twenty-four (24) hours.

RULE 38. RULES ON ANTI-KIDNAPPING OPERATIONS

The Anti-Kidnapping Group (AKG) is the PNP's lead unit in the conduct of anti-kidnapping operations which operates in close coordination with the local police units, other law enforcement agencies and the community.

38.1 Types of Kidnapping

- a. Kidnapping by Organized Crime Group/Criminal Group (with ransom)
- b. Kidnapping by Threat Groups/Terrorists
- c. Kidnapping by Other Individuals

38.2 Concept of Operation

- a. Upon receipt of kidnapping incident report, the police officer shall make an incident recording, deploy first responders and alert all concerned authorities/tasked groups like the local territorial units, Criminal Investigation and Detection Group and the Anti-Kidnapping Group (AKG).
- b. Upon initial assessment of the type of kidnapping and upon confirmation that the kidnapping incident is true, the case shall be referred to the AKG, other territorial units or to higher authority
- c. If the kidnapping was perpetrated by Organized Crime Group/Criminal Group (OCG/CG) and with ransom demand, it shall be referred to the AKG for their initial action/operational response.
- d. If the kidnapping was perpetrated by Threat Groups/Terrorists, it shall be referred to the higher authorities for the activation of AFP-PNP Joint Task Force, Critical Incident Management Committee (CIMC) or Critical Incident Management Task Group (CIMTG); local Chief Executive; and other concerned agencies.
- e. If kidnapping was perpetrated by other individuals, it shall be referred to the concerned PNP territorial units for appropriate operational response.

38.3 Anti-Kidnapping Operation Flowchart

(Annex "HH" – Anti Kidnapping Operation Flowchart)

RULE 39. PNP CRITICAL INCIDENT MANAGEMENT OPERATIONAL PROCEDURES

As a matter of policy, human-induced (man-made) critical incidents are the responsibilities of the National and Local Peace and Order Council (NPOC) while natural calamities and disasters are the responsibilities of the National and Local Disaster Risk Reduction and Management Council (NDRRMC). Lower level organizations of the NPOC and NDRRMC take cognizance of the responsibilities ascribed in their national organization. The PNP, being at the forefront of crisis situations, must play an active role by organizing its own Incident Management Committee (IMC) in support to the NPOC and NDRRMC.

The Secretary of the Interior and Local Government is designated as the Cabinet - Officer Primarily Responsible (C-OPR) for threats to peace and order such as civil disturbance, violent labor strikes, riots, anarchy, disorderly mass demonstrations. The SILG acts also as the Vice Chairman on Disaster Preparedness, NDRRMC.

39.1 Types of Incidents:

PNP incident management operations complement the Peace and Order Councils (POCs) – CMCs and DRRMCs at all levels from the national, regional, provincial, city and municipal levels. The procedures under this Rule shall be observed by all PNP Units/Offices with respect to their roles in addressing man-made incidents and police responses to natural/disaster incidents. ***(PNP MC 2013-021 “PNP Critical Incident Management Operational Procedures”)***

- a. Man-Made Incidents** - In the event of man-made incidents, the PNP shall respond to two different situations:
- (1) To manage an incident that could be resolved by the responding policemen without the involvement of CMC (ex: hostage-taking of a father to his son);
 - (2) To manage an incident that needs a CMC-directed operations that requires the implementation of special tasks by one or more of the urgent services of the Philippine government (ex: raids or attacks by lawless elements on a community causing significant impacts on the social, economic, security, and political situation in the affected area). Both actions of the PNP in either situation follow the ICS operational procedures.

- b. Natural/Disaster Incidents** - In the event of natural/disaster incidents, the PNP shall act as the first responder in the affected area in order to provide area security and support to the conduct of search and rescue operations to be spearheaded by the area DRRRMCs.

All actions of the PNP in addressing these critical incidents are in support to the POC – CMCs and DRRRMCs with common objectives of saving lives and properties, resolution of the critical incidents at the earliest possible time, and restoration of normalcy in the affected areas.

Based on the new National Crisis Management Core Manual series of 2012, the National Crisis Management Framework provides a comprehensive approach to understanding the components of a crisis or the 5Ps of crisis management: Predict, Prevent, Prepare, Perform and Post-Action and Assessment.

39.2 5 P's of Crisis Management

The 5 Ps are executed in three phases – proactive (predict, prevent, prepare); reactive (perform); and post conflict (post action and assessment).

PROACTIVE PHASE - is designed to predict or prevent the probability of occurrence of crises at the same time prepare to handle them when such occur.

- a. Predict** - attempts to remove uncertainty from the future. The Predict component is undertaken through Strategic, Operational and Tactical Situation Awareness (SA) processes. Strategic SA is producing foresight and conveying strategic warnings through Horizon Scanning or Strategic Forecasting. It scans the environment, identifying weak signals, drivers, inhibitors, wildcards, threats, hazards, risks, opportunities and vulnerabilities, among others, develops foresight and conveys strategic warnings. Operational and Tactical SA is producing detailed reports against a specified threat, describing the operating environment where a threat or a crisis could emerge; the threat or the crisis itself, its potential of becoming a crisis; and current efforts and capabilities of agencies/departments addressing the threat or crisis.
- b. Prevent** - a deliberate action aimed at avoiding future harm by addressing its causes. It is closely related to mitigation which accepts that a potentially

harmful incident cannot be prevented, but harmful consequences arising from it can be minimized by precautionary measures. The two (2) preventive measures are: the first involves a long-term strategy that is expected to yield effects over years; and, the other is operational in nature (**e.g. target hardening**). Prevention capability is essentially physical security. It is the responsibility of government security forces with the support of Barangay Peacekeeping Action Teams (BPATs). For man-made incidents, it requires vigilance and alertness to signs and manifestations of suspicious looking individuals; warning and alert systems have to be established to alert the population to minimize the effects of terrorism attacks in terms of casualties and damages, active and passive security measures.

- c. **Prepare** - essential for effective response. It covers six (6) essential activities: Plan, Organize, Train, Equip, Exercise and Evaluate and Improve. Simulation and tabletop exercises evaluate the effectiveness of preparations, bring out flaws and weaknesses and enable corrections and remedies to be effected, to heighten levels of readiness of systems, procedures, organization, equipment and logistics, to better cope with actual crisis.

REACTIVE PHASE - is the institution of passive and active security measures, remedy or solution to destabilizing factors or security flaws to such crisis, or emergency, vigilance and alertness to signs or manifestations of developing crisis, or emergency and establishment of alert systems.

- d. **Perform** - the actual implementation of contingency plans when a crisis occurs, despite the pro-active measures undertaken. Once a crisis occurs, priorities shift from building or enhancing capabilities to employing resources to save lives, protect property and environment, and preserve the social, economic and political structure of the jurisdiction.

POST CONFLICT PHASE - is the situation when the proactive and reactive phases were all done.

- e. **Post-Action and Assessment** - a component which begins when the crisis has been addressed and the situation is deemed clear. It is in this phase where the organization is returning to business as usual. Post –

Action activities seek ways to evaluate and improve prevention, preparation and the actual execution.

39.3 Incident Command System (ICS)

The PNP's ICS, patterned under NCMCM's ICS is structured on six major functional areas: Command, Operations, Planning, Logistics, Finance/Administration and Intelligence/Investigation as an optional sixth functional area that is activated on a case to case basis. (***Annex "AA"- Incident Command System Organizational Structure***)

Every level of the ICS has the corresponding role to play in Critical Incident Management operations.

- a. **Incident Command/ Incident Commander (IC)** – the person designated by the Chairman, CMC to provide the overall supervision and management in handling incident response operations. He manages the human and other resources necessary to address the crisis.
- b. **Command Staff (CS)** – Provides technical advice to the IC and they are:
 - (1) **The Safety Officer (SO)** – monitors safety conditions and develops measures for assuring the safety of all assigned personnel.
 - (2) **The Public Information Officer (PIO)** – serves as the conduit for information to internal and external stakeholders, including the other organizations seeking information directly from the incident or event.
 - (3) **Liaison Officer (LO)** – serves as the primary contact for supporting agencies assisting at the incident.
 - (4) **Negotiation Team (NT)** – serves as the lead team in communicating/negotiating with the suspects or perpetrators of the crisis incident (*Negotiation Team will be included only when the critical incident requires like during hostage incidents*).
- c. **General Staff (GS)** – provides planning and operations direction and supervision, resources procurement and allocation, and support services.

They are primarily composed of:

- (1) **Operations/Plans Staff (OPS)** – tasked with directing all actions to meet the incident objectives.
- (2) **Intelligence and Investigation Staff (IIS)** – tasked with the collection and display of incident information, primarily consisting of the status of all resources and overall status of the incident.
- (3) **Budget and Logistics Staff (BLS)** – tasked with tracking incident related costs, personnel records, requisitions, and administrating procurement contracts required by Logistics.
- (4) **Administrative Staff (AS)** – tasked with supervising all human resources and other administrative services and support required by the incident.

39.4 Alert Levels During Human-Induced (Man-Made) Critical Incident

Appropriate man-made critical incident alert level shall be disseminated by DO to all concerned offices through the PNP National Operations Center (NOC).

- a. **Level 1 (Low)** – There is no information to suggest a specific man-made Critical Incident may occur.
- b. **Level 2 (Moderate)** – Man-made Critical Incident is possible, but not likely.
- c. **Level 3 (High)** – There is a strong possibility that man-made Critical Incident may occur within a short period of time.
- d. **Level 4 (Extreme)** – A man-made Critical Incident has just occurred or has just been pre-empted; or incidents are expected.

39.5 Stages in Disaster Management

- a. **Pre- Disaster Stage - Pro-active Assessment (Level 1 - Green):**

When there are no disasters or calamities:

- (1) Conduct of Risk Mapping and identification of disaster-prone areas;
- (2) Identification of staging areas, evacuation routes and evacuation centers;

- (3) Conduct of disaster drills (earthquake, fire, etc.) simulation exercises and trainings;
- (4) Holding of regular Task Groups and Sub-Task Groups meeting together with respective levels of the National Disaster Risk Reduction and Management Councils;
- (5) Capability enhancement (Manpower, Machines, Materials, Money and Methods);
- (6) Production and distribution of Information Education Campaign materials; and
- (7) Conduct of community organizational work for various purposes such as:
 - (a) Sewerage clean-up;
 - (b) De-clogging of water ways, canals, esteros;
 - (c) Clearing of squatter shanties and unauthorized occupants in disaster prone areas; and
 - (d) Other community mobilization activities.

b. Disaster Response Stage - Disaster Incident Management (Level 2 - Red):

When there is an official forecast of an incoming natural disaster in the country and when an unexpected natural disaster suddenly occurs in the country:

- (1) Activation of Disaster Incident Management Task Groups in areas expected to be hit by the weather disturbance twenty-four (24) hours prior to the expected landfall or occurrence;
- (2) Employment of alarm and warning systems as stipulated under DILG MC 2009-165, such as the use of police sirens and other portable warning systems capable of producing loud wailing sound;
- (3) Activation of the PNP Disaster Incident Management Committee;
- (4) Coordination with NDRRMC to support its disaster response;
- (5) Activation of PNP SCDM National Disaster Operations Center (NDOC) to be co-located at the NHQ PNP National Operations Center;

- (6) Activation of Command Post by Task Groups whose area is hit by the disaster;
- (7) Forced relocation/pre-emptive evacuation of residents in flood-prone areas in coordination with corresponding LDRRC; and
- (8) Conduct of timely and rapid disaster response according to the needs in the disaster/calamity area such as search & rescue operation, evacuation & relief operation, emergency medical services, and security & traffic management operation in support and coordination with NDRRMC.

c. Post-Disaster Stage - Support to Recovery and Rehabilitation Efforts (Level 3- White):

- (1) Get reports from concerned Disaster Risk Reduction and Management Council the Damage Assessment and Needs Analysis of the affected areas;
- (2) Deployment of relief personnel for relief operations;
- (3) Provide security and traffic assistance to returning evacuees;
- (4) Submit After Disaster Response Report to C, PNP copy furnished DRRMC; and
- (5) De activation of the PNP SCDM by the C, PNP through the Chairman/Task Coordinator, PNP SCDM when the situation is already manageable in disaster-stricken area.

39.6 ORGANIZATION AND STRUCTURE OF CIMC/CIMTG/ DIMTG

In accordance with Executive Order 320, as amended, NPOC has constituted Crisis Management Committees (CMCs) at all levels specifically to take decisive action in emergency situations.

a. The Peace and Order Council (POC) Crisis Management Committee (CMC)

The Crisis Management Committee (CMC) is primarily concerned with the formulation of crisis management procedures, integration and orchestration of government, military/police and public efforts towards the prevention and control of crisis incidents. All actions and decisions taken by the CMC shall be within

the policies laid down by the corresponding Peace and Order Councils (PCOs). (***Annex “BB”- Crisis Management Committee Organizational Structure***)

b. THE PNP NHQ CRITICAL INCIDENT MANAGEMENT COMMITTEE (PNP NHQ CIMC)

In support to the mandates of CMCs, the PNP NHQ shall organize its Critical Incident Management Committee (PNP CIMC) with four (4) sub- committees namely: sub- committee on criminality, sub- committee on destabilization/public disturbances, sub- committee on terrorism and sub- committee on disasters.

This Committee shall take cognizance of all human-induced (man-made) critical incidents at the national level and shall supervise/oversee operations of concerned units and agencies to mitigate its effects on the general populace. It shall be composed of TDCA as the Chairman, TDCO as the Vice-Chairman with TDPRM, TDI, TDO, TDL, TDPL, TDC, TDIDM, TDHRDD, TDRD, TDICTM and TDIPOs as Members of NHQ CIMC and C, NOC, DO as the Head Secretariat. (***Annex “CC”- PNP NHQ CRITICAL INCIDENT MANAGEMENT COMMITTEE ORGANIZATIONAL STRUCTURE***) (PNP NHQ CIMC)

- (1) **Sub-Committee on Criminality** – shall take cognizance on act/s or omission/s against public law/s which tends to prejudice the community and is punishable by the courts of justice. TDIDM as Chairman, Deputy DIDM as Vice-Chairman with the following members: DIPO, DPCR, DO, DI, DC, DL, CIDG, CL, IG, LS, HPG, MG, SAF, AvSeGrp, AKG, NOC, PIO, RD, PRO, Other NSUs, and CMD, DIDM as the Secretariat.
- (2) **Sub-Committee on Destabilization/Public Disturbances** – shall take cognizance on threats posed by destabilizers which include military uprisings, demonstrations, rallies, sabotage of key installations, etc., or a combination thereof, undertaken separately or jointly by anti-government forces from the left and right of the political spectrum. These critical incidents, backed oftentimes by disgruntled uniformed personnel and politicians with vested interest, are undertaken primarily to undermine the present leadership, thereby

rendering it unstable and incapable of effective governance or surviving with the end in view of averting the status quo to replace the government. TDO as Chairman, Deputy DO as Vice-Chairman with the following members: DIPO, DPCR, DPRM, DC, DL, DIDM, IG, CIDG, MG, CL, HPG, LS, SAF, AvSeGrp, NOC, PIO, RDs PRO, other NSUs and SOD, DO as the Secretariat.

- (3) Sub-Committee on Terrorism** – shall take cognizance on acts punishable under any of the following provisions of the Revised Penal Code: Article 122 (Piracy in general and Mutiny in the High Seas or in the Philippine Waters); Article 134 (Rebellion or Insurrection); Article 134a (Coup d-état) including acts committed by private persons; Article 248 (Murder) thereby sowing and creating a condition of widespread and extraordinary fear and panic among the populace, in order to coerce the government to give in to an unlawful demand. TDI as Chairman, Deputy, DI as Vice-Chairman with the following members: DIPO, DC, DL, DPCR, DIDM, DO, SAF, HPG, MG, IG, CIDG, CL, HS, AvSeGrp, LS, NOC, PIO, RD, PRO, other NSUs and IOD, DI as the Secretariat.
- (4) Sub-Committee on Disaster Management (PNP SCDM)** – TDPCR as the Chairman/Task Force Commander, Dep DPCR as the Deputy, Chairman and the following are the members: DPRM, DI, DL, DPL, DC, DIDM, DHRDD, DRD, DICTM Other NSUs and Community Affairs Division (CAD), DPCR as the Secretariat.

The PNP shall organize Task Groups from the National Hqs down to the City/Municipal Police Stations following the Incident Command System ICS Structure: Critical Incident Management Task Group (CIMTG) to address human-induced (man-made) incidents and Disaster Incident Management Task Group (DIMTG) to address disaster incidents.

c. The Critical Incident Management Task Group (CIMTG)

To carry out the mandates of the PNP Critical Incident Management Committee (PNP CIMC) on human-induced (man-made) incidents, Critical Incident

Management Task Groups (CIMTGs) shall be organized and replicated at the PRO/NCRPO (Regional) level down to the PPO/CPO; CPS/MPS (City/Municipal) level following the PNP's ICS structure. **(Annex "DD"-CRITICAL INCIDENT MANAGEMENT TASK GROUP ORGANIZATIONAL STRUCTURE) (PNP CIMTG)**

The Incident Commander shall be designated by the Chairman, CMC and CIMTG to be complemented by the Officers of the Office/unit who has functional staff functions in the organization.

At the Regional/Provincial/City/Municipal level, the PNP's response to any crisis will be to activate CIMTG for human-induced incident and DIMTG for natural disaster. The Regional Director/Provincial/City Director/COP shall have the authority to activate the CIMTG or DIMTG.

The following are considered as **human – induced critical incidents**:

- (1) Incidents like abduction, involving prominent personalities such as national and local government officials, foreign nationals (diplomats, ambassadors, consuls, attachés, foreign tourists), religious leaders from various religious congregations, and other personalities whose involvement in incidents may result in controversies;
- (2) Incidents involving national security such as attacks on vital installations, communities and prominent personalities.
- (3) Jailbreaks;
- (4) Heinous crimes like assassination, ambush involving prominent personalities;
- (5) Robbery hold-up, armored van robbery, and bank robbery perpetrated by syndicated groups;
- (6) Election –Related Violent Incident (ERVi);
- (7) Surrender of enemy personalities and notorious criminals wanted by law;
- (8) Coup d'etat; and

- (9) Other similar man-made critical incidents that may result in human casualties and/or destruction of properties.

As applicable, the following shall be designated to handle the functional responsibilities of the CIMTG depending on the level of its activation:

Incident Commander	: DRDO/DDO/DPDO/ DCDO/DCOPO
Deputy Incident Commander	: C, ROPD/C, DOPD/C, OPB/ C, OPNS
Public Information Officer	: Unit C, PIO
Liaison Officer	: PCR Officer
Safety Officer	: AC, ROPD/AC, DOPD/ AC, OPB/ AC, OPNS
Operations /Plans Staff	: C, ROPD/C, DOPD/C, OPB/ C, OPNS
Intel/Invest Staff	: C, RID/ C, DID/C, PIIB/ CIIB/C, IIS
Budget And Logistics Staff:	C, RLRDD/C, DLRDD/ C, PLRDD/CLRDD/ C, C/MLRDD
Admin Staff	: C, RPHRDD/C, DPHRDD/C, PHRDD/ CHRDD/C, C/MHRDD

d. Disaster Incident Management Task Group (DIMTG)

A Disaster Incident Management Task Group shall also be established and shall serve as a special operating task group of the PNP SCDM and assist the PRO Disaster Incident Management Task Groups as the Chairman/Task Coordinator, PNP SCDM may direct. The NHQ PNP shall be composed of the NSUs to be headed by the Director, PNP Special Action Force (PNP SAF) as Task Group Commander with the Deputy Director of PCRG as the Deputy Task Group Commander. **(Annex “EE”- PNP NHQ DISASTER INCIDENT MANAGEMENT TASK GROUP ORGANIZATIONAL STRUCTURE) (PNP NHQ DIMTG)**

DIMTGs shall also be activated at the PRO/ PPO/CPO/CPS/MPS level depending on the affected area. As a matter of rule, a Regional DIMTG shall be activated if two (2) or more Provinces/Cities are affected by disaster, a Provincial DIMTG shall be activated if two (2) or more municipalities are affected and a Municipal DIMTG shall be activated if two (2) or more barangays are affected (refer to LOI 35/10 "SAKLOLO REVISED"). ***(Annex "FF"- PNP DISASTER INCIDENT MANAGEMENT TASK GROUP ORGANIZATIONAL STRUCTURE) (PNP DIMTG for PRO/PPO/CPO/CPS/ MPS)***

The following are considered natural disaster incidents:

- (1) Floods;
- (2) Landslides;
- (3) Volcanic Eruption;
- (4) Earthquake;
- (5) Tidal Wave;
- (6) Tsunami;
- (7) Typhoons;
- (8) Drought; and
- (9) Other natural hazards that may lead to colossal loss of property and lives.

As applicable, the following shall be designated to handle the functional responsibilities of the DIMTG:

Incident Commander	: D, SAF/DRDA/DDA/ DPDA/DCDA/DCOPA
Deputy Incident Commander	: DEP IC- DD, PCRG/ DRDO/DPDO/DCDO/ DCOPO
Public Information Officer	: Unit C, PIO
Liaison Officer	: DD, PCRG/C, RPCR/C, P/CPCRB/C, C/MPCRS

Safety Officer	: C, CAD, PCRG/C, IOB RPCRD/C, IOS P/ C PCRB/C,
Operations/Plans Staff	: DD, SAF/ C, ROPD/C, DOPD/C, P/C OPB/C, C/M
Budget And Logistics Staff	: DD, LSS/ C, RLRDD/C, DLRDD/ C, P/C LRDB/C, C/M LRDS
Admin Staff	: DD, DPRM /C, RPHRDD/C, DPHRDD/C, P/C HRDD/C, C/M HRDD

RULE 40. CRISIS ESCALATION PROTOCOL

The responsibility of addressing crisis can be transferred during an incident if it grows beyond the capability of the established CIMTG in handling the growing needs of the incident or if there is jurisdictional change, when the incident moves location or area of responsibility.

Whatever the reason, the transfer of responsibility during crisis must always include transfer of command briefing which may be oral, written or a combination of both that should be attended by the key members of the CIMC/CIMTG.

To attain a smooth transition of command responsibility, the table below shows the conditions or situations in any crisis level that will be considered in the handover of responsibilities from local to national:

Involve CMC	Conditions or Situations
Municipal/City	<ul style="list-style-type: none"> • Local PNP and CMC are in control of the situation • Appropriate resources are available and capable at Municipal/City level
Provincial	<ul style="list-style-type: none"> • Local PNP at the Municipal/City level are unable to resolve the crisis within their capabilities • Municipal/City CMC recommends elevation of the crisis level

	<ul style="list-style-type: none"> • Situation requires employment of security forces and utilization of resources of the provincial level organizations and beyond • Incident affects two or more municipalities within the same province
Regional	<ul style="list-style-type: none"> • Situation requires employment of security forces and utilization of resources of the Regional level organizations and beyond • Upon the recommendation of the Provincial CMC • Incident involves foreign nationals, either perpetrators or victims • Crisis affects peace process, national tourism industry and other major industries
National	<ul style="list-style-type: none"> • Incident affects two or more region • The highest terrorist threat level involving mass casualty attacks • National issues are at stake such as food, water, energy, security, critical transportation and communication structure, and environment are threatened • Upon recommendation of the Regional CMC

RULE 41. GENERAL RULES ON MEDIA RELATIONS DURING CRISIS

- a. It is the responsibility of any Unit Head/Chief or Ground Commander to respond to queries raised by the press, as well as decide on what media lines or press releases would be given out to the media unless, he delegates this responsibility to the unit PIO or spokesperson.
- b. No information regarding the incident shall be released without clearance from the Ground Commander.
- c. Ground Commander must designate/establish a media area for pooled coverage and ensure safety of all media personnel covering the incident.

- d. Media practitioners shall be confined to an area designated by the incident commander and never, in the process of hostage-taking incident, be allowed to air live coverage of unfolding event.
- e. Suspect/s arrested for any violation of the law shall in no case be presented in a 'firing line' to the media and must maintain a limit of disclosure.
- f. In cases when information must be denied/withheld to the press, the basis for such shall be fully and courteously explained.
- g. Ranking officer at crime or incident scenes may provide factual information to the media subject to the limitation by existing policies.
- h. In cases of inter-agency operations, the department/agency with primary jurisdiction will determine the dissemination of appropriate media lines.

*"He who does not prevent a crime when he can,
encourages it."*

(John Dewey)

SUMMARY OF CHANGES

The following are new procedures that were incorporated in this Revised Police Operational Procedures series of 2013:

General Principles

Categories of Police Operations

Operational Procedures

Police Defensive Roadblock

Investigation Procedures

Judicial Affidavit Rule

Crime Incident Reporting System (e-blotter)

Unit Crime Periodic Report;

Booking of Arrested Suspects

Conduct of Crime Scene Investigation

Procedures in the Investigation of Heinous and Sensational Crimes

Special Procedures

Conduct of Pre-demolition Conference

Police Assistance in the implementation of Comprehensive Agrarian Reform Program

Police Assistance in the implementation of decisions/orders of the court, quasi-Judicial and administrative bodies that are immediately executory;

Investigation of Violence Against Women and their Children (VAWC)

Procedures in Determining and Reporting of Terrorism Incident/Cases

Cybercrime Incident Response Procedure

Rules on Anti-Illegal Drugs Operations

Rules on Anti-Kidnapping Operations

PNP Critical Incident Management Operational Procedures

Crisis Escalation Protocol.

ABBREVIATIONS

AFIS	-	Automated Fingerprint Identification System
AFP	-	Armed Forces of the Philippines
AKG	-	Anti-Kidnapping Group
AO	-	Arresting Officer
AOR	-	Area of Responsibility
BCPC	-	Barangay Council for the Protection of Children
BPO	-	Barangay Peacekeeping Operations
CARP	-	Comprehensive Agrarian Reform Program
CDM	-	Disturbance Management
CHR	-	Commission on Human Rights
CG	-	Criminal Group
CIMC	-	Critical Incident Management Committee
CIMTG	-	Critical Incident Management Task Group
CIRS	-	Crime Incident Reporting System
CL	-	Crime Laboratory
CLOA	-	Certificate of Land Ownership Award
COMELEC	-	Commission on Elections
COP	-	Chief of Police
CPS	-	City Police Office
CSI	-	Crime Scene Investigation
CT	-	Communist Terrorists
CTM	-	Communist Terrorist Movement
DAR	-	Department of Agrarian Reform
DI	-	Duty Investigator
DILG	-	Department of the Interior and Local Government
DPRTG	-	Disaster Preparedness and Response Task Group

DOLE	-	Department of Labor and Employment
EO	-	Executive Order
EODT	-	Explosive Ordnance Disposal Team
FR	-	First Responder
IBIS	-	Integrated Ballistics Identification System
IDVI TG	-	Interim Disaster Victim Identification Task Group
IED	-	Improvised Explosives Device
IOC	-	Investigator-On-Case
IRS	-	Incident Recording System
ISO	-	Internal Security Operations
LEA	-	Law Enforcement Agency
LGU	-	Local Government Unit
LSWDO	-	Local Social Welfare Development Office
MPS	-	Municipal Police Station
NDRRMC	-	National Disaster Risk Reduction and Management Council
NGO	-	Non-Governmental Organization
NPOC	-	National Peace and Order Council
NSU	-	National Support Unit
OCG	-	Organized Crime Group
OD	-	Officer on Duty
OPCON	-	Operational Control
OSCP	-	On-Scene Command Post
PAO	-	Public Attorney's Office
PBDC	-	Philippine Bomb Data Center
PBI	-	Post-Blast Investigation
PCO	-	Police Commissioned Officer
PCP	-	Police Community Precinct
PCR	-	Police Community Relation

PDEA	-	Philippine Drug Enforcement Agency
PPO	-	Police Provincial Office
RPC	-	Revised Penal Code
SITG	-	Special Investigation Task Group
SOCO	-	Scene of the Crime Operation
TCT	-	Traffic Citation Ticket
TL	-	Team Leader
TOC	-	Tactical Operation Center
TVR	-	Violation Report
VAWC	-	Violence Against Women and their Children
WCPD	-	Women's and Children's Protection Desk

*“He who exercises no forethought but makes light of his opponents is sure to be captured by them.”
(Sun Tzu)*

GLOSSARY

AFIS (Automated Fingerprint Identification System) – is the PNP Crime Laboratory’s computerized system that captures, matches, compares identifies and verifies stored digitized fingerprints.

Arrest – is the taking of a person into custody in order that he may be bound to answer for the commission of an offense.

Buy Bust Operation – is an entrapment technique employed by a peace officer as an effective way of apprehending a criminal in the act of the commission of the offense.

Chain of Custody – the duly recorded authorized movements and custody of seized drugs or controlled precursors and essential chemicals or plant sources of dangerous drugs or laboratory equipment at each stage, from the time of seizure/confiscation to receipt in the forensic laboratory to safekeeping to presentation in court and destruction. Such record, of movements and custody of seized item shall include the identity and signature of the person who held temporary custody of the seized item, the dates and times when such transfers of custody were made in the course of safekeeping and use in court as evidence and the final disposition.

Child Abuse – refers to the maltreatment, whether habitual or not, of the child which includes any of the following:

- a. Psychological and physical abuse, neglect, cruelty, sexual abuse and emotional maltreatment;
- b. Any act by deeds or words which debases, degrades or demeans the intrinsic worth and dignity of a child as a human being;
- c. Unreasonable deprivation of his basic needs for survival, such as food and shelter; or
- d. Failure to immediately give medical treatment to an injured child resulting in serious impairment of his growth and development or in his permanent incapacity or death.

Child in conflict with the law – refers to a child who is alleged as, accused of, or adjudged as, having committed an offense under Philippine laws.

A “child at risk” refers to a child who is vulnerable to and at the risk of committing criminal offenses because of personal, family and social circumstances, such as, but not limited to, the following:

- being abused by any person through sexual, physical, psychological, mental, economic or any other means and the parents or guardian refuse, are unwilling, or, unable to provide protection for the child;
- being exploited including sexually or economically;
- being abandoned or neglected, and after diligent search and inquiry, the parent or guardian cannot be found;
- coming from a dysfunctional or broken family or without a parent or guardian;
- being out of school;
- being a streetchild;
- being a member of a gang;
- living in a community with a high level of criminality or drug abuse;
- living in situations of armed conflict;
- being in any other similar situation.

Children – refers to persons below eighteen years of age or older but are unable to fully take care of themselves from abuse, neglect, cruelty, exploitation or discrimination because of a physical or mental disability or condition.

Conjugal Visit – refers to the visit of the spouse of the detainee for the purpose of fulfilling marital obligation.

Crime Scene – is the place from which most physical evidence associated with crime will be obtained.

Critical Incident – is any emergency event, whether man-made or natural, that requires the implementation of special tasks by one or more of the urgent services of the government and will generally include the involvement, either directly or indirectly, of the Philippine National Police. It is a crucial and rapid intervention point at the acute phase of a crisis.

Crime Scene Investigation – is the conduct of processes more particularly the recognition, search, collection, handling, preservation and documentation of physical evidence to include identification of witnesses and arrest of suspect at the crime scene.

Custodial Investigation – investigation conducted by law enforcement officers after a person has been arrested or deprived

of his freedom of action. It includes invitation to a person who is investigated in connection with an offense.

Destabilization – are threats posed by the destabilizers which include military uprisings, demonstrations, rallies, sabotage of key installations, etc, or a combination thereof, undertaken separately or jointly by anti-government forces from the left and the right of the political spectrum. These critical incidents, backed oftentimes by disgruntled uniformed personnel and politicians with vested interests, are undertaken primary to undermine the present leadership, thereby rendering it unstable and incapable of effective governance or surviving with the end in view of averting the status quo to replace the government.

Detainee/Detention Prisoner – refers to a person arrested due to the commission of a crime/offence by the arresting unit for custodial investigation. It likewise includes person arrested for crimes which are heinous in nature, against national security and high profile crimes.

Detention – a restraint of personal liberty or deprivation of freedom of action in any significant manner.

Detention/Custodial Center – an institution secured by the PNP Units concerned for the purpose of providing short term custody of detention prisoner thereby affording his safety and preventing escape while awaiting the court's disposition of the case or transfer to appropriate penal institution.

Detention Officer – a Police Commission Officer (PCO) or Police Non-Commission Officer (PNCO) directly responsible for the administration and management of the detention facility and the detainees housed therein.

Disaster Incident – refers to serious disruption of the functioning of a community or a society involving widespread human, material, economic or environmental losses and impacts, which exceeds the ability of the affected community or society to cope using its own resources. Disaster are often described as a result of the combination of the exposure to a hazard; the conditions of vulnerability that are present; and insufficient capacity or measures to reduce or cope with the potential negative consequences. Disaster impacts may include loss of life, injury, disease and other negative effects on human, physical, mental and social well-being, together with damage to property, destruction and environmental degradation.

Dragnet Operation – is a police operation purposely to seal-off the probable exit points of fleeing suspects from the crime scene to prevent their escape.

Electronic Blotter – is a computerized system that is now being used in Davao City Police Office which was accepted by the courts, prosecutors' office and the public in general. Coordination with Supreme Court administrator disclosed that they are amenable to the idea of using e-blotter for the PNP.

First Responder – refers to a Police Officer who is the first to arrive at the crime scene to provide initial police actions on the information or complaint received.

Freedom Park – shall mean the venue or place established or designated by local government units within their respective jurisdictions where a public assembly could be held without securing any permit for such purpose from the local government unit concerned.

Hasty Checkpoint – is an immediate response to block the escape of lawless elements from a crime scene, and is also established when nearby checkpoints are ignored or during hot pursuit operations. It is set up by police personnel conducting mobile patrol on board a marked police vehicle, or those conducting ISO and foot patrol operations within the vicinity/periphery of the national or provincial highways.

High Risk Arrest – is the actual restraint of armed persons following a high-risk stop.

High Risk Stop – is the actual stopping or accosting of armed and dangerous person or persons, aboard a vehicle or on foot, including the power to use all necessary and legal means to accomplish such end.

Hot Pursuit (Cross Jurisdictional Pursuit) – (also termed in the US as fresh pursuit) shall mean an immediate, recent chase or follow-up without material interval for the purpose of taking into custody any person wanted by virtue of a warrant, or one suspected to have committed a recent offense while fleeing from one police jurisdictional boundary to another that will normally require prior official inter-unit coordination but which the pursuing unit cannot, at that moment, comply due to the urgency of the situation.

Immediate Family Members – shall refer to the detainee's spouse, fiancé or fiancée, parent or child, brother or sister, grandparent or grandchild, uncle or aunt, nephew or niece, and guardian or ward.

Imminent Danger – the danger is "imminent" if it is on the point of happening. It is not required that the attack already begins, for it may be too late. (The Revised Penal Code, Book I, JBL Reyes). The elements of imminent danger are the following:

1. Intent of the suspect to harm the policeman;
2. The capability of the suspect to harm the policeman or other persons; and,
3. Accessibility or the proximity of the suspect in harming the policeman and other persons.

Inquest Proceedings – is the informal and summary investigation conducted by a public prosecutor (called the inquest prosecutor) in criminal cases involving a person arrested, without the benefit of a warrant issued by the court, and thereafter detained, for the purpose of determining whether or not the warrantless arrest is valid, said arrested person should remain under custody, and be correspondingly charged in court.

Investigator-on-Case (IOC) – is the police officer who determines the cause or motive of the crime, identify and interview witnesses, and effects arrest of suspect/s.

Man-made Critical Incident – refers to special events, acts of terrorism, destabilization and criminal activities that require prompt implementation of police procedures or interventions to contain and mitigate the incident as well as to normalize the situation.

Maximum Tolerance – means the highest degree of restraint that the police, military and other peace keeping authorities shall observe during a public assembly or in the dispersal of the same.

Miranda Doctrine – a principle on the rights of a suspect from forced self-incrimination during police interrogation as enshrined in the 1987 Philippine Constitution's Bill of Rights (Article III, Sec. 12).

Missing – Anyone whose whereabouts cannot be established and where the circumstances are out of character or the context suggests the person may be subject of crime or at risk of harm to themselves or another.

Mug shot (or booking photograph) – it is a photograph of the suspect taken after one is arrested. The purpose of the mug shot is to allow law enforcement agency to have a photographic record of the arrested individual to allow for identification by victims and investigators. They may be compiled into a mug book or rogues gallery in order to help determine the identity of a criminal in high-profile cases, mug shots may also be published by the media. The mug shot shall be taken in four (4) manners, front view half body, left side view half body, right-side view haolf body, front-view whole body. It shall be printed in 4R size and attached or printed on the Mug Shot Sheet of the PNP-BF. If a digital camera is used, the camera should

have a resolution of not less than 5 Mega Pixel (MP), pro forma can be downloaded through didm.pnp.gov.ph)

Necessary and Legal Means – as used in the definition shall include, but not limited to, the employment of appropriate number of troops, armor assets and tactical or special units to effectively and permanently quell the threat or present danger, or to swiftly restrain or arrest the suspect or suspects.

On-Scene Command Post – refers to a temporary area established in the vicinity of a crime scene for the purpose of coordinating all activities or actions relevant to the investigation of the case.

Pat-down Search – is a “frisk” or external feeling of the outer garments of an individual for weapons only.

Police Checkpoint – a location where the search, which is duly authorized by the PNP, is conducted to deter/prevent the commission of crimes, enforce the law, and for other legitimate purposes.

Pre-Determined Area – is the specific or projected spot where the armed and dangerous person or persons would pass or likely to pass and so tactically located as to gain calculated advantage against said person or persons.

Property Custodian – the Property Custodian is a designated individual who has the authority and responsibility for the immediate physical custody of all personal property under their control and within their custodial area. He is the person designated to receive, store, issue properties, attach identification tags or labels to property to type of object and keep records of incoming and outgoing properties.

Public assembly – means any rally, demonstration, march, parade, procession or any other form of mass or concerted action held in a public place for the purpose of presenting a lawful cause; or expressing an opinion to the general public on any particular issue; or protesting or influencing any state of affairs whether political, economic or social; or petitioning the government for redress of grievances.

Public Place – shall include any highway, boulevard, avenue, road, street, bridge or other thoroughfare, park, plaza, square, and/or any open space of public ownership where the people are allowed access.

Reasonable Suspicion – facts that, within totality of the circumstances, lead an officer to reasonably suspect, or to have probable cause to believe, that criminal activity has been, is being, or is about to be committed.

Rogues Gallery (or rogues' gallery)/mug shot book – is a police collection of mug shots and pictures or photographs of criminals and suspects kept to identification purposes.

Scene of the Crime Operation (SOCO) – is a forensic procedure performed by trained personnel of the PNP Crime Laboratory through scientific methods of investigation for the purpose of preserving the crime scene, gathering information, documentation, collection and examination of all physical evidence.

Search Warrant – is an order in writing issued in the name of the People of the Philippines, signed by a judge and directed to a peace officer, commanding him to search for personal property described therein and bring it before the court.

Security Officer – a properly trained and cleared officer whose appointment is covered by appropriate orders with the concurrence of the Directorate for Intelligence and possesses the following qualifications: (1) Cleared in accordance with provision of PNPRG 200-012 dated 29 June 1991, for access to the highest classified material his office is authorized to handle; (2) Possess a certificate of training in a regular Security Course or its equivalent In-Service Training Security Course with POI patterned after an approved Security Training Course; (3) Be conversant with the provisions of PNPRG 200-012 and all other publications pertinent to the duties and responsibilities of a security officer.

Spot Check/Accosting – is the brief stopping of an individual, whether on foot or in a vehicle, based on reasonable suspicion/probable cause, for the purpose of determining the individual's identity and resolving the officer's suspicion concerning criminal activity.

Stopping Zone – is the strategic predetermined area strongly sealed off, barricaded and occupied by tactical forces in a lawful display of authority to maintain law and order or in a defensive response to an event of criminal nature or of such gravity that occurred or likely to occur calling for a high risk stop or arrest.

Terrorism – is an act punishable under any of the following provisions of the Revised Penal Code: Article 122 (Piracy in General and Mutiny in the High Seas or in the Philippines Waters; Article 134 (Rebellion or Insurrection); Article 134a (Coup d'état); including acts committed by private persons; Article 248 (Murder) thereby sowing and creating a condition of widespread and extraordinary fear and panic among the populace, in order to coerce the government to give in to an unlawful demand shall be guilty of the crime of terrorism and shall suffer the penalty of forty (40) years imprisonment, without the benefit of parole as provided for under Act No. 4103, otherwise as the

Indeterminate Sentence Law as amended. (*Source RA 9372-Human Security Act of 2007*)

Unlawful Aggression – refers to an attack amounting to actual or eminent threat to the life, limb, or right of the person claiming self-defense.

“Men learn while they teach.”
(Lucius Annaeus Seneca)

ANNEXES

Annex “A”

(Coordination Form)

(Letterhead of Coordinating Unit)

I. (To be accomplished by Coordinating Unit)

- a. Date/Time of Coordination: _____
- b. Coordinating Unit: _____
- c. Team Leader: _____
(Rank/Surname/First Name/MI/Designation)
- d. Number of Personnel Involved: _____
- e. Description of Vehicles Involved:

TYPE	MAKE	COLOR	PLATE NR
1.			
2.			
3.			

- f. Nature of Operations: _____
- g. Duration of Operations: _____

(Signature over printed name)

II. (To be accomplished by receiving Territorial Police Unit)

- a. Date/Time Received: _____
- b. Name of Receiving Personnel: _____
(Rank/Surname/First Name/MI/Designation)
- c. Name of Receiving Unit: _____

(Signature)

Note: (To be accomplished in three (3) copies).

Annex "B"

(Return of Warrant)

(Letterhead of Arresting Unit)

Date

Honorable _____
Presiding Judge

Sir/Madam:

Respectfully return the attached Warrant of Arrest in Criminal Case No. _____ for Violation of _____ **[Annex "A"]** issued by the Honorable Court on _____ with the information that accused, _____ was arrested by elements of this unit led by _____ inside the residence of _____.

Arrested person was apprised of his constitutional rights during the arrest and then brought to the _____ for documentation and proper disposition. **[Annex "B"]**. He was referred to the PNP Crime Laboratory Group for physical and medical examination **[Annex "C"]** and subsequently turned over to _____ for temporary commitment **[Annex "D"]** pending the issuance of a Commitment Order by the Honorable Court.

Request acknowledge receipt.

Very truly yours,

Incls:

- A – Warrant of Arrest in CC No. _____;
- B – Booking Sheets;
- C – Request for Physical Exam;
- D – Request for temporary commitment; and
- E – Photo of accused.

Annex "C"

Republic of the Philippines
REGIONAL TRIAL COURT
NATIONAL CAPITAL JUDICIAL REGION
Branch _____, City of _____

PEOPLE OF THE PHILIPPINES, SEARCH WARRANT NO. _____
Plaintiff, FOR: Violation of Article __, RPC
 (State the Specific Violations)

-versus-

Respondent
x-----x

APPLICATION FOR SEARCH WARRANT

COMES NOW, the undersigned, _____ presently assigned at _____ and having been duly sworn to in accordance with law do hereby depose and state the following under oath:

1. That he was informed and verily believes that _____ (name of the person to be searched), who may be found at the premises _____ (complete address of the place to be searched), is in possession or has in his control a property (subject of the offense; stolen or embezzled and other proceeds or fruits of the offense; used or intended to be used as a means of committing an offense), which he is keeping and concealing in the premises above described.

2. That the undersigned has verified the report and found it to be a fact and was confirmed to him by his witnesses, Police Officer _____ and Police Officer _____, who were able to gain entry into the aforementioned premises of the respondent, and has therefore reason to believe that search warrant should be issued to enable the undersigned to take possession and bring to this Court the following described property:

- a.
- b. (Complete and detailed description of the property to be seized)

3. WHEREFORE, the undersigned prays to this Honorable Court to issue a search warrant authorizing him and or his men or any peace officer to search the premises and if machines are attached to the ground, padlock the premises described in this application and to seize and bring to this Honorable Court the personal property above described to be dealt with the full accord with existing laws.

City of _____, Philippines, ___ day of _____, 20__.

Applicant

RECOMMEND APPROVAL FOR FILING:

APPROVED FOR FILING:

(Unit Head)

(Chief of Office)

Republic of the Philippines
REGIONAL TRIAL COURT
Branch _____, City of _____

PEOPLE OF THE PHILIPPINES,
Plaintiff,

-versus-

SEARCH WARRANT NO. _____
FOR: Violation of Article __, RPC
(State the Specific Violation)

_____,
Respondent
x-----x

DEPOSITION OF WITNESSES

We, _____ after having been duly sworn to
testifies, as follows:

Q - What are your names and other personal circumstances?

A - We are _____ and _____ both of legal ages, and
married and single, respectively, bonafide members of the Philippine National Police
and presently assigned with the _____.

Q - Do you know _____, the applicant for search warrant?

A - Yes Sir, he is presently assigned with _____.

Q - Do you know the premises of _____ in _____?

A - Yes Sir.

Q - Do you have personal knowledge that in said premises the following
properties are being kept, being used or intended to be used without proper
document?: _____

A - Yes Sir.

Q - Do you personally know who is/are the person/s who has/ have control of
the above-described properties?

A - Yes Sir.

Q - How did you know that the said properties are kept in his/her premises
which are subject of the offense?

A - We conducted discreet surveillance and it was confirmed that
_____ is keeping _____ in his/her premises/residence.

Deponent

Deponent

SUBSCRIBED AND SWORN to before me this _____ day of
_____ 20__ at _____.

Administering Officer

Annex "D"

_____ Date

RECEIPT FOR PROPERTY SEIZED

THIS IS TO CERTIFY that the undersigned has seized and taken possession of the property herein below described from Mr./Ms. _____, at _____ in accordance with Search Warrant No. _____ issued by Honorable Judge _____ of RTC Branch _____, dated _____ which seizure was done in the presence of Mr./Ms. _____ to whom the original of this receipt was given, in the presence of _____ and _____ as witnesses, on _____ 20__.

QUANTITY	DESCRIPTION	REMARKS
_____	_____	_____
_____	_____	_____
_____	_____	_____

Signature over printed name
Seizing Officer

WITNESS TO SEIZURE AND INVENTORY:

1. _____
Signature over printed name
2. _____
Signature over printed name

Address

Date/Time

CERTIFICATION OF ORDERLY SEARCH

TO WHOM IT MAY CONCERN:

THIS IS TO CERTIFY that at about _____ of _____ 20__, a team from _____ led by _____ conducted search in my residence/premises at _____ by virtue of Search Warrant No. _____ issued by Judge _____ of RTC Branch Quezon City _____ on 20__.

That I was present at all times and has witnessed the conduct of the search which was done in an orderly manner, no unnecessary force was employed, nobody was hurt nor was there anything lost nor property taken without official receipt.

That the search was conducted in accordance with law and in view hereof, I do not have any complaint whatsoever against any member of the _____ team that conducted the search.

IN WITNESS WHEREOF, I/WE have hereunto affixed my/our signature this _____ 20__ at _____.

Owner/Custodian of Property Subject of Search

WITNESSES:

SUBSCRIBED AND SWORN to before me this _____ day of _____ 20__ at _____.

CERTIFICATION

THIS IS TO CERTIFY that I have personally examined the herein affiant and I am fully satisfied that he/she voluntarily executed and understood his/her statement.

Administering Officer

Annex "E"

Republic of the Philippines
REGIONAL TRIAL COURT
Branch _____, City of _____

PEOPLE OF THE PHILIPPINES,
Plaintiff,
-versus-

SEARCH WARRANT NO. _____
FOR: Violation of Article __, RPC
(State the Specific Violations)

_____,
Respondent.

x-----x

COMPLIANCE/RETURN OF SEARCH WARRANT

COMES NOW, the undersigned Police Inspector _____ of the _____, and unto this Honorable Court, most respectfully return the original Search Warrant No. _____ duly issued by this Honorable Court dated _____ and manifest that:

On _____, at about _____, a Search Warrant issued by this Honorable Court was served at the premises of the above-named respondent at _____. (Annex A)

The following articles, subject of the warrant, were found by the said office during the search:

- a.
- b.
- c.

All the articles confiscated were under proper receipts and are now in the custody of the undersigned.

WHEREOF, it is respectfully prayed of this Honorable Court that the return of the Search Warrant No. _____ be accepted and granting the undersigned to have the custody of the afore-cited articles until the termination of the investigation.

Camp Crame, Quezon City, this _____.

Applicant

Annex "E-1"

REPUBLIC OF THE PHILIPPINES)
_____)

x-----x

VERIFICATION

I, _____, after having been sworn to in accordance with law, hereby depose and say:

That all the allegation contained on the Compliance/Return of the Search Warrant are true and correct and are of my personal knowledge.

Applicant

SUBSCRIBED AND SWORN to before me this ____ day of _____ at _____.

Administering Officer

FOR POLICE BLOTTER ENCODER USE ONLY		<h2 style="margin: 0;">Philippine National Police</h2> <h1 style="margin: 0;">INCIDENT RECORD FORM</h1>					
BLOTTER ENTRY NUMBER							
TYPE OF INCIDENT							
INSTRUCTIONS: Refer to PNP SOP on 'Recording of Incidents in the Police Blotter' in filling up this form. This Incident Record Form (IRF) may be reproduced, photocopied, and/or downloaded from the DIDM website, www.didm.pnp.gov.ph.							
DATE AND TIME REPORTED:		DATE AND TIME OF INCIDENT:					
ITEM "A" - REPORTING PERSON							
FAMILY NAME		FIRST NAME	MIDDLE NAME	QUALIFIER	NICKNAME		
CITIZENSHIP	SEX/GENDER	CIVIL STATUS	DATE OF BIRTH (DD/MM/YY)	AGE	PLACE OF BIRTH	HOME PHONE	MOBILE PHONE
CURRENT ADDRESS (HOUSE NUMBER/STREET)		VILLAGE/SITIO	BARANGAY	TOWN/CITY	PROVINCE		
OTHER ADDRESS (HOUSE NUMBER/STREET)		VILLAGE/SITIO	BARANGAY	TOWN/CITY	PROVINCE		
HIGHEST EDUCATIONAL ATTAINMENT		OCCUPATION	ID CARD PRESENTED	EMAIL ADDRESS (if Any)			
ITEM "B" - SUSPECT DATA							
<input type="checkbox"/> CHECK HERE IF THERE IS NO SUSPECT INVOLVED AND THEREAFTER PROCEED TO ITEM "C". <input type="checkbox"/> CHECK HERE IF THERE ARE TWO OR MORE SUSPECTS. THEREAFTER, USE ADDITIONAL INCIDENT REPORT FORM SHEETS FOR EACH OF THE SUSPECTS.							
FAMILY NAME		FIRST NAME	MIDDLE NAME	QUALIFIER	NICKNAME		
CITIZENSHIP	SEX/GENDER	CIVIL STATUS	DATE OF BIRTH (DD/MM/YY)	AGE	PLACE OF BIRTH	HOME PHONE	MOBILE PHONE
CURRENT ADDRESS (HOUSE NUMBER/STREET)		VILLAGE/SITIO	BARANGAY	TOWN/CITY	PROVINCE		
OTHER ADDRESS (HOUSE NUMBER/STREET)		VILLAGE/SITIO	BARANGAY	TOWN/CITY	PROVINCE		
HIGHEST EDUCATION ATTAINMENT		OCCUPATION	WORK ADDRESS	RELATION TO VICTIM	EMAIL ADDRESS (if Any)		
IF AFP/PNP PERSONNEL: RANK	UNIT ASSIGNMENT	GROUP AFFILIATION	WITH PREVIOUS CRIMINAL RECORD? [] YES [] NO <i>(If Yes, Pts. Specify)</i>	STATUS OF PREVIOUS CASE			
HEIGHT	WEIGHT	COLOR OF EYES	DESCRIPTION OF EYES	COLOR OF HAIR	DESCRIPTION OF HAIR	UNDER THE INFLUENCE? <input type="checkbox"/> NO <input type="checkbox"/> DRUGS <input type="checkbox"/> LIQUOR <input type="checkbox"/> OTHERS _____	
FOR CHILDREN IN CONFLICT WITH THE LAW							
NAME OF GUARDIAN		GUARDIAN ADDRESS		HOME PHONE	MOBILE PHONE		
DIVERSION MECHANISM							
OTHER DISTINGUISHING FEATURES (DESCRIBE IN DETAIL CLOTHES, VEHICLE, SUNGLASSES, WEAPONS, SCARS, AND OTHER DATA OR ACTIVITY OF THE SUSPECTS WHICH WERE OBSERVED BY THE REPORTING PERSON AND/OR WITNESSES TO IDENTIFY THE SUSPECTS. THESE ARE IMPORTANT AND MAY BECOME EVIDENCE TO IDENTIFY, AND LINK TO THE CRIME, THE SUSPECTS. USE ADDITIONAL SHEETS IF NECESSARY)							

----- CUT HERE. ISSUE THIS RECEIPT TO THE REPORTING PERSON -----

BLOTTER ENTRY NUMBER		INCIDENT RECORD TRANSACTION RECEIPT			
THIS CERTIFIES THAT		NAME OF REPORTING PERSON:		ADDRESS OF REPORTING PERSON:	
		REPORTED AN INCIDENT TO BE RECORDED IN THE POLICE BLOTTER WHICH INVOLVES		TYPE OF INCIDENT:	
DATE/TIME OF REPORT:		DATE/TIME OF INCIDENT:		PLACE OF INCIDENT:	
				AND RECORDED BY: RANK/NAME/SIGNATURE	

Annex "F"

ITEM "C" - VICTIM DATA									
<input type="checkbox"/> CHECK HERE IF THE REPORTING PERSON (ITEM "A" IS THE VICTIM. PROCEED TO ITEM "D"). <input type="checkbox"/> CHECK HERE IF THERE ARE TWO OR MORE VICTIMS. USE ADDITIONAL INCIDENT REPORT FORM SHEETS FOR THE DATA OF THE ADDITIONAL VICTIMS.									
FAMILY NAME			FIRST NAME			MIDDLE NAME		QUALIFIER	NICKNAME
CITIZENSHIP	SEX/GENDER	CIVIL STATUS	DATE OF BIRTH (DDMMYY)	AGE	PLACE OF BIRTH		HOME PHONE	MOBILE PHONE	
CURRENT ADDRESS (HOUSE NUMBER/STREET)			VILLAGE/SITIO		BARANGAY		TOWN/CITY		PROVINCE
OTHER ADDRESS (HOUSE NUMBER/STREET)			VILLAGE/SITIO		BARANGAY		TOWN/CITY		PROVINCE
HIGHEST EDUCATIONAL ATTAINMENT			OCCUPATION			WORK ADDRESS		EMAIL ADDRESS (if Any)	
ITEM "D" - NARRATIVE OF INCIDENT									
BLOTTER ENTRY NUMBER		TYPE OF INCIDENT			TIME	DATE	PLACE OF INCIDENT		
ENTER IN DETAIL THE NARRATIVE OF THE INCIDENT OR EVENT, ANSWERING THE WHO, WHAT, WHEN, WHERE, WHY AND HOW OF REPORTING. (USE ADDITIONAL SHEETS IF NECESSARY)									
(DETAILS OF THIS NARRATIVE SHALL BE THE BASIS IN THE ENTRY OF RECORD IN THE PLICE BLOTTER)									
AUTHENTICATION									
I HEREBY CERTIFY TO THE CORRECTNESS OF THE FOREGOING TO THE BEST OF MY KNOWLEDGE AND BELIEF.				NAME/SIGNATURE OF REPORTING PERSON			NAME/SIGNATURE OF DESK OFFICER		
CASE DISPOSITION (For Chief/Head of Office Use Only)									
CHIEF OF STATION/OFFICE INSTRUCTIONS				NAME OF DESIGNATED INVESTIGATOR-ON-CASE			NAME OF CHIEF OF STATION/OFFICE		

----- CUT HERE ----- INSTRUCTIONS TO REPORTING PERSON ----- CUT HERE -----

Keep this Incident Record Transaction Receipt (IRTR). An update of the progress of the investigation of the crime or incident that you reported will be given to you upon presentation of this IRTR. For your reference, the data below is the contact details of this police station.

Name of Police Station		Telephone	
Investigator-on-Case		Mobile Phone	
Name of Chief/Head of Office		Mobile Phone	

INCIDENT RECORDING SYSTEM (Blotter Procedure Flowchart)

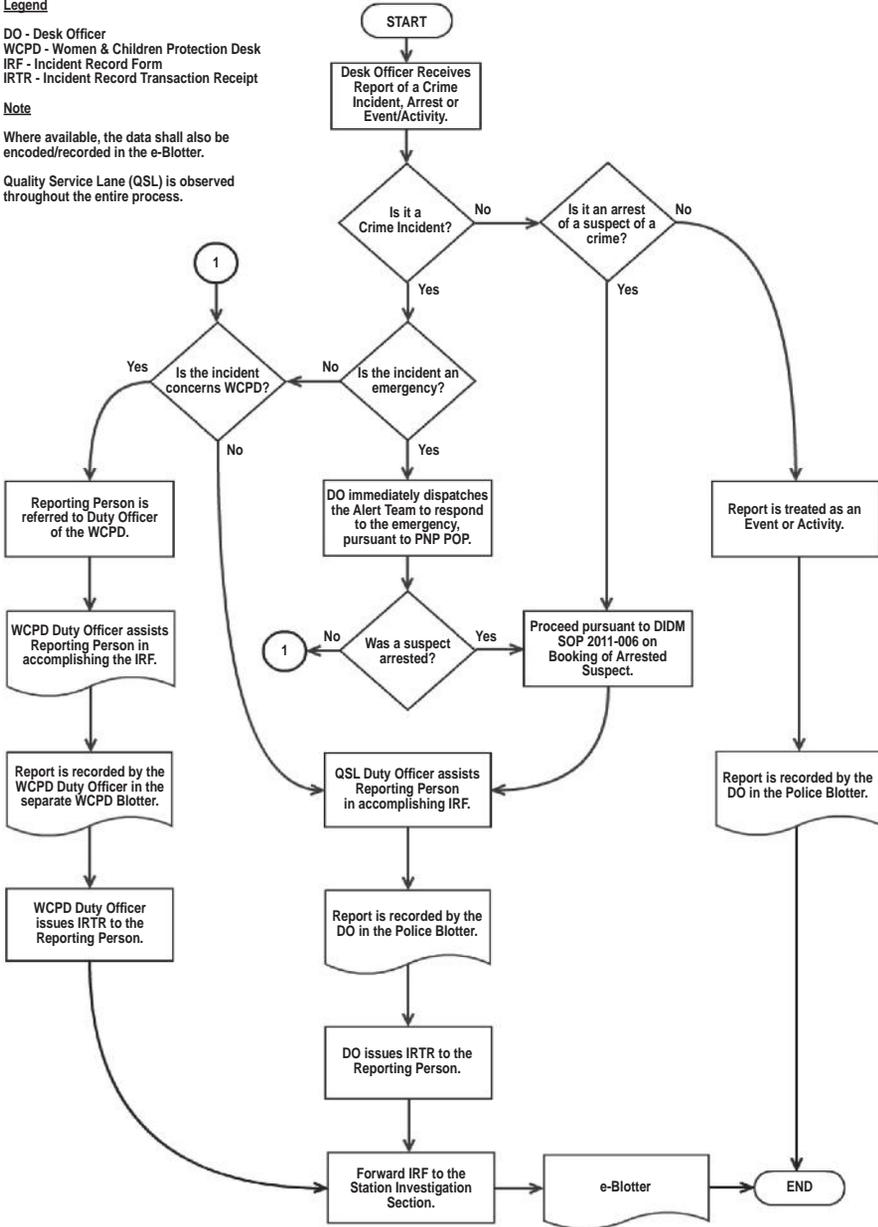
Legend

DO - Desk Officer
 WCPD - Women & Children Protection Desk
 IRF - Incident Record Form
 IRTR - Incident Record Transaction Receipt

Note

Where available, the data shall also be encoded/recorded in the e-Blotter.

Quality Service Lane (QSL) is observed throughout the entire process.



Annex "H"

**PNP BOOKING FORM - 1 "Medical Examination of Arrested Suspects,
Request Form"**

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

Date: _____

Request for Medical Examination of Arrested Suspect/s

The Duty Physician:

Sir/Madam:

Respectfully request for the Medical Examination of the following suspects who were arrested by personnel of this Office on _____ 20____:

- a. _____ sex _____
- b. _____ sex _____
- c. _____ sex _____
- d. _____ sex _____
- e. _____ sex _____

Please furnish the arresting officer/escort officer, (Rank/Name) _____ a copy of the result of the Medical Examination for our reference.

Rest assured of our continuous support on matters of mutual interest. Thank you.

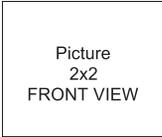
For the Chief of Police:

Rank/Name/Signature of the Desk or Duty Officer
REF: (BLOTTER ENTRY NR: _____)

Rank/Name/Signature of the Arresting Officer

PNP BOOKING FORM 2 – "Arrest and Booking Form"

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



PNP ARREST AND BOOKING SHEET
(to be accomplished by the Arresting Officer)

BLOTTER ENTRY NR: _____ DATE: _____

(Last Name) (First Name) (Middle Name)

ADDRESS: _____

TEL NO. _____ POB _____ DOB _____

MARITAL STATUS: SINGLE WIDOW/ER MARRIED SEPARATED SEX: MALE FEMALE

AGE: _____ WEIGHT: _____ HEIGHT: _____ EYES: _____ HAIR: _____

COMPLEXION: _____ OCCUPATION: _____ NATIONALITY: _____

HIGHEST EDUCATIONAL ATTAINMENT: _____

NAME OF SCHOOL: _____

LOCATION OF SCHOOL: _____

IDENTIFYING MARKS/CHARACTERISITICS: _____

DRIVER'S LIC NR: _____ ISSUED AT: _____ ON: _____

RES CERT NR:: _____ DATE AND PLACE OF ISSUE: _____

OTHER ID CARDS: _____ ID NR: _____

NAME OF FATHER: _____ AGE: _____

ADDRESS: _____

NAME OF MOTHER: _____ AGE: _____

ADDRESS: _____

NAME & ADDRESS OF PERSON TO BE CONTACTED IN CASE OF EMERGENCY:

NAME: _____ RELATIONSHIP: _____

ADDRESS: _____ TEL # _____

LAWYER: _____ TEL #: _____

DOCTOR: _____ TEL #: _____

HEALTH PROBLEM: _____

OFFENSE CHARGE: _____
(NATURE OF OFFENSE) (CRIM/IS NO.)

WHERE ARRESTED: _____

DATE ARRESTED: _____ TIME: _____

NAME OF ARRESTING OFFICER/S: _____ UNIT: _____

MEDICAL EXAMINATION CONDUCTED AT: _____

PNPM-DO-DS-3-2-13

BY: DR. _____ ON: _____

FINGERPRINT TAKEN BY: _____

PHOTO TAKEN BY: _____

ARRESTING OFFICER _____

Rank Name Signature

DUTY INVESTIGATOR: _____

BOOKED BY (RANK/NAME/SIGNATURE): _____

SIGNATURE OF PERSON ARRESTED: _____

(INDICATE IF SUSPECT REFUSE TO SIGN)

RIGHT HAND

THUMB	INDEX	MIDDLE	RING	LITTLE

LEFT HAND

(ATTACHED: MEDICAL EXAM; MUG SHOTS; TENPRINTS OF SUSPECTS)

Annex “J”

PNP Booking Form - 2A “Medical Examination Result Sheet”

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

MEDICAL EXAMINATION RESULT

BLOTTER ENTRY NR: _____

(Attach Medical Certificate)

NAME OF ARRESTING OFFICER/S: _____ UNIT: _____
_____ UNIT: _____
_____ UNIT: _____
_____ UNIT: _____

MEDICAL EXAMINATION CONDUCTED AT:

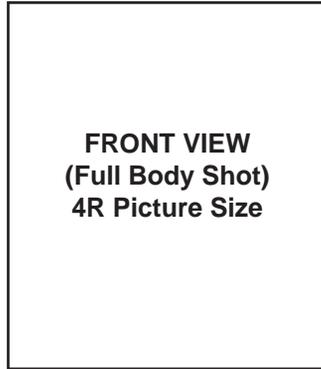
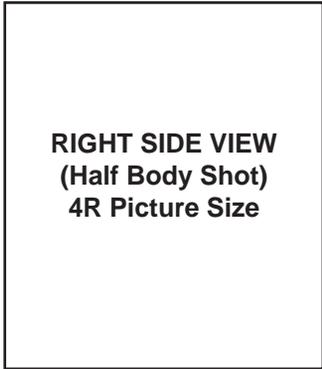
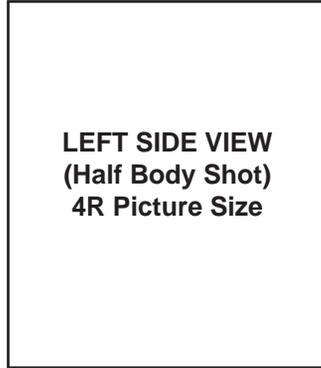
BY: DR. _____ ON: _____

PNP Booking Form 2-B

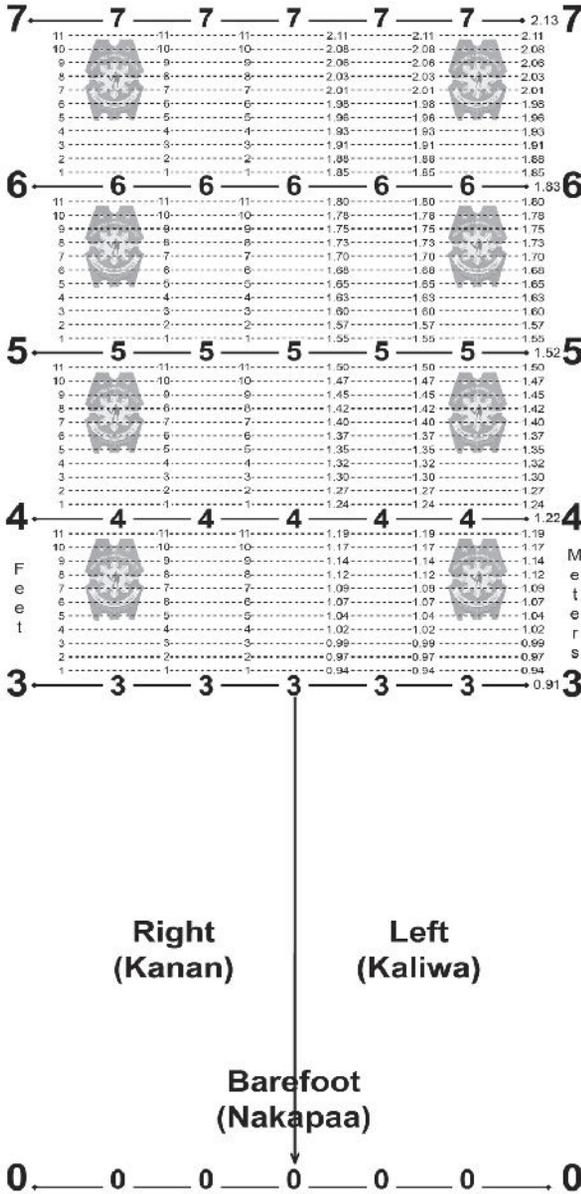
BOOKING MUG SHOTS

NAME OF SUSPECT : _____
(Family) (First) (Middle)

Blotter Entry Nr: _____



BOOKING MUG SHOTS BACKDROP



PNP Booking Form-3 "Turn-over of Arrested Suspect/s Form

Republic of the Philippines
PHILIPPINE NATIONAL POLICE

TURN-OVER OF ARRESTED SUSPECT

BLOTTER ENTRY NR: _____ Date _____

This is to certify that the following arrested suspect/s identified as indicated:

Name: _____

Address: _____

Sex: _____ Age: _____ DOB: _____ POB _____

Name: _____

Address: _____

Sex: _____ Age: _____ DOB: _____ POB _____

Name: _____

Address: _____

Sex: _____ Age: _____ DOB: _____ POB _____

Who was/were arrested on _____ 20__ at

_____ (time/date).

This further certifies that the arrested suspect/s have been examined by
Dr. _____ on _____ at
_____.

Rank/Name/Signature of Duty Investigator

Rank/Name/Signature of Arresting
Officer

Received By:

Rank/Name/Signature of Duty Jailer

Time/Date: _____

Republic of the Philippines
PHILIPPINE NATIONAL POLICE

Blotter Entry Nr: _____ Date _____

JAILER'S RECEIPT OF SUSPECT/S

This is to certify that the following arrested suspect/s identified as indicated:

Name: _____

Address: _____

Sex: _____ Age: _____ DOB: _____ POB _____

Name: _____

Address: _____

Sex: _____ Age: _____ DOB: _____ POB _____

Name: _____

Address: _____

Sex: _____ Age: _____ DOB: _____ POB _____

who was/were arrested by the (Rank/name) _____

_____ (designation) _____,

on _____ 20__ at _____

_____ were turned over by (rank/name) _____

_____ (designation) _____

on _____ (time/date) to the Duty Jailer.

This further certifies that the arrested suspect/s have been examined by Dr.

_____ on _____ at _____

_____ (attached

copy of Medical Examination results)

Rank/Name/Signature of Arresting Officer/s

or _____

Rank/Name/Signature of Duty Investigator

Time/Date: _____

Rank/Name/Signature of Duty Jailer

Time/Date _____

Rank/Name/Signature of Witness

Annex “M”

PNP Booking Form – 4 “Suspects Property Receipt”

Republic of the Philippines
PHILIPPINE NATIONAL POLICE

Suspect’s Personal Property Receipt Form

_____ Date

This is to certify that the suspect’s personal properties/valuables as properly itemized and described below was received for safe keeping. The items are as follows:

Quantity	Items Detailed Description with Brand Name, Serial Number and other identifiable characteristics

Turned over by: _____
Time/Date: _____

Received by: _____
Time/Date: _____

Suspect’s acknowledgement (name and signature over printed name):

Witnessed by: _____
Time/Date: _____

PNP Booking Form – 2C “Tenprint Card”

Tenprint Card (AFIS)

PNPCL FORM NR 452:038
Revised: 10 Jan 2008

Republic of the Philippines
HEADQUARTERS PHILIPPINE NATIONAL POLICE
CRIME LABORATORY
Camp Crame, Quezon City

PNP Control Nr.			
Date Taken	MM	DD	YYYY

IMPORTANT: (Type or print all information)

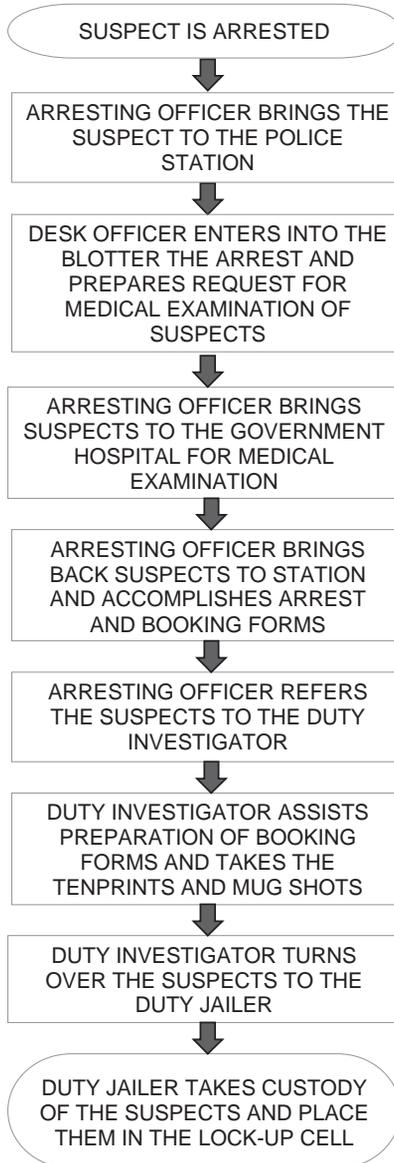
Region	Province	City	APPREHENSION DATA			
District	Barangay / Zone	Police Station No.	Case No.	Arrest No.		
Business Address/ Company / School			Charge or Offense		Photo	
Signature of Person Fingerprinted			Place of Arrest:			
Name & Signature of Official Taking Fingerprint			Date of Arrest: MM DD YYYY			
Court / Final Disposition			Arresting Officer/s:			
			Identifying Marks			

CRIMINAL HISTORY

	1st Offense			2nd Offense			3rd Offense		
Region / Province / District									
Date Taken	MM	DD	YYYY	MM	DD	YYYY	MM	DD	YYYY
Date of Arrest:	MM	DD	YYYY	MM	DD	YYYY	MM	DD	YYYY
Case No.									
Place of Arrest:									
Charge or Offense									
Final Disposition									
Arresting Officer									
Identifying Marks									

Remarks _____

BOOKING OF ARRESTED SUSPECTS FLOWCHART



Annex “P”

(Sworn Statement)

MALAYA AT KUSANG LOOB NA SALAYSAY NI _____ NA BINIGAY KAY
_____ DITO SA HIMPILAN
NG _____ NGAYONG _____ HUMIGIT
KUMULANG _____ NG _____ SA HARAPAN NI
_____ AT _____.

X-----
-----X

PASUBALI: _____, ikaw ngayon ay nahaharap sa isang pagsisiyasat na may kaugnayan sa kasong paglabag sa _____. Bago natin ipagpatuloy ang pagsisiyasat na ito, nais ko munang ipaalam sa iyo ang iyong mga karapatan alinsunod sa itinadhana ng umiiral na Bagong Saligang Batas ng Republika ng Pilipinas na nagsasaad ng mga sumusunod na karapatan:

a. Na ikaw ay may karapatang manahimik o di kaya huwag sumagot sa lahat ng aking itatanong sa iyo. Naiintindihan mo ba ito?

SAGOT: Opo. _____

b. Na ikaw ay may karapatang kumuha ng isang abogado na iyong pinili at kung wala kang makuha ng sarili mong abogado, ang opisinang ito ay nakahandang bigyan ka ng isang libreng abogado upang siya ang iyong maging gabay o patnubay sa imbestigasyong ito. Naiintindihan mo ba ito?

SAGOT: Opo. _____

c. Na ikaw ay may karapatang malaman na ang iyong mga karapatang itinadhana ng ating Bagong Saligang Batas at ang dahilan ng imbestigasyon na ito at ang lahat ng iyong sasabihin dito ay maaring gamitin pabor o laban sa iyo sa lahat ng hukuman dito sa Pilipinas.

SAGOT: Opo. _____

TANONG 1: _____, matapos kong maipabatid sa iyo ang iyong mga karapatan pantao na naaayon sa ating Bagong Saligang Batas, ang mga ito ba ay iyong nauunawaan?

SAGOT 1: Opo. _____

T2: Nais mo bang ipagpatuloy ang pagsisiyasat na ito?

SAGOT 2: Opo. _____

T3: Kung gayon, ikaw ba ay nakahandang magbigay ng iyong malaya at kusang loob na salaysay na ito sa harap ng mga saksi?

SAGOT3 : Opo. _____

T4: Kailangang mo pa ba ang patnubayan ng isang abogado sa pagsisiyasat na ito?

SAGOT 4: Opo. _____

T5: Mayroon ka bang napiling abogado na siyang gagabay sa iyo sa pagsisiyasat na ito?

SAGOT 5: Opo. _____

T6: Sino naman ang abogadong napili mo?

SAGOT 6: Si Atty. _____ po.

T7: Nakahanda ka bang lumagda sa isang pagpapatunay na ikaw ay magbibigay ng iyong malaya at kusang loob na salaysay sa harapan ng iyong piling abogado na si Atty. _____, na hindi ka pinilit, tinakot, o di kaya ay pinangakuan ng ano pa mang pabuya kapalit ng gagawain mong salaysay?

SAGOT 7: Opo. _____

T8: Ikaw ba ay nakahandang magsabi ng katotohanan at pawang katotohanan lamang?

SAGOT 8: Opo. _____

PAGPAPATUNAY

Ako, si _____, _____ taong, nakatira sa _____, ay pinaliwanawagan ni _____ ng aking mga karapatan na itinadhana alinsunod sa ating Bagong Saligang Batas at ang lahat ng ito ay naganap sa harap ng aking piling abogado na si Atty. _____.

Ang lahat ng ito ay aking naunawaan. Ako ay hindi tinakot, pinilit, o di kaya ay pinangakuan ng ano pa mang bagay of pabuya kapalit ng aking salaysay.

Nagsasalaysay

Nagbigay ng Patnubay:

Atty. _____

Annex "Q"

Republic of the Philippines
Department of Justice
OFFICE OF THE CITY/PROVINCIAL PROSECUTOR
City/Province of _____

Complainant, I.S. No. _____
FOR: Violation of Article____, RPC
(State the Specific Violations)
-versus-

Respondent
x-----x

**REQUEST FOR PRELIMINARY INVESTIGATION
AND WAIVER OF ARTICLE 125, REVISED PENAL CODE**

I, _____, respondent in the above entitled complaint, and with the assistance of my counsel, wish to avail myself of my right to a preliminary investigation and for this purpose, I hereby voluntarily waive my rights under the provisions of Article 125 of the Revised Penal Code. Pending the completion of the preliminary investigation proceedings, I agree to remain under police custody.

_____, Philippines _____, 20__

Respondent
(Signature over printed name)

ASSISTED BY:

Counsel
(Signature over printed name)

Address _____
Tel No. _____
Rolls of Attorney No. _____

DYING DECLARATION

Contents of the Declaration:

1. Identity of the assailant
2. Consciousness of an impending death
3. Surrounding circumstances of the incident

Questions to be asked when the victim can identify the assailant:

1. Sino po ang sumaksak (bumaril, pumalo, etc) sa inyo?
2. Naniniwala po ba kayo na kayo ay mamamatay na dahil sa tinamo ninyong sugat?
3. Ano po ba ang nangyari at sinaksak (binaril, pinalo etc.) kayo?

Questions to be asked when the victim cannot identify the assailant:

1. a. Ano po ang suot niyang damit?
b. Gaano po siya kataas?
c. Mga ilang taon na po siya?
d. Hugis ng mukha?
e. Tabas ng buhok?
f. Mga ibang pagakakilanlan?
g. Saan po siya tumakbo?
2. Naniniwala po ba kayo na kayo ay mamamatay na dahil sa tinamo ninyong sugat?
3. Ano po ba ang nangyari at sinaksak (binaril, pinalo etc.) kayo?

Annex “S”

CSI Form 1: First Responder’s Form

Republic of the Philippines
PHILIPPINE NATIONAL POLICE

FIRST RESPONDER’S FORM

(This Form shall be brought by the First Responder and/or Investigator at the Crime Scene and shall be accomplished by the First Responders at the On Scene Command Post (OSCP))

_____ Date

THIS IS TO CERTIFY that the Crime Scene (CS) described hereunder was turned over by the First Responder (FR) to the Duty Investigator /Investigator-On-Case (IOC) with the following gathered information:

Primary Place of Occurrence: _____

Secondary Place of Occurrence: _____

Type/Nature of Incident: _____

Rank and Names of First Responders: _____

Time/Date Report of Incident was received by FRs: _____

Time FRs Arrived at the Crime Scene: _____

Weather Condition _____

Time CS Cordoned Off and Secured/Signs Posted: _____

Time Flash Alarm/Request for Support Relayed by FR to TOC: _____

A. Names of Victims and Status (Safe/Injured/Hospitalized/Deceased, etc.):

Annex "T"

CSI Form "4"

SOCO REPORT FORM "1"

Republic of the Philippines
National Police Commission
PHILIPPINE NATIONAL POLICE
CRIME LABORATORY
Camp Crame, Quezon City

DATE

RE SOCO REPORT NR: _____

PERSON PRESENT AT THE CRIME SCENE

(Note: Please include the middle name of the person.)

NAME	DATE/TIME	REASON/S TO BE AT CRIME SCENE	REMARKS ADDRESS

Prepared by:

Certified by:

Noted by:

Recorder

SOCO Team Leader

Chief of Office

CSI Form "4"

SOCO REPORT FORM "2"

Republic of the Philippines
National Police Commission
PHILIPPINE NATIONAL POLICE
CRIME LABORATORY
Camp Crame, Quezon City

DATE

RE SOCO REPORT NR: _____

EVIDENCE LOG

QTY	DESCRIPTION OF SPECIMEN COLLECTED	COLLECTED BY	TIME COLLECTED	SPECIFIC PLACE	REMARKS	SIGNATURE OF SEARCHER

Prepared by:

Certified by:

Noted by:

Evidence Custodian

SOCO Team Leader

Chief of Office

CSI Form "4"

SOCO REPORT FORM "3"

Republic of the Philippines
National Police Commission
PHILIPPINE NATIONAL POLICE
CRIME LABORATORY
Camp Crame, Quezon City

DATE

RE SOCO REPORT NR: _____

SCENE OF CRIME EXAMINATION WORKSHEET
SKETCH DETAILS AND MEASUREMENT

N

NOTE: NOT TO SCALE

LEGEND:

TITLE BLOCK

Nature of Case:
Requesting Party:
Victim/s:
Officer-on-Case:
Date & Time Sketched:
Place of Incident:
Weather Condition:
Sketched by:
Witnesses: 1.
2.
Remarks:

CSI Form "4"
SOCO REPORT FORM "4"

Republic of the Philippines
National Police Commission
PHILIPPINE NATIONAL POLICE
CRIME LABORATORY
Camp Crame, Quezon City

INVENTORY OF EVIDENCE COLLECTED

1. SOCO Case Number: _____

2. Time and Date of Inventory: _____

3. Facts of the Case:

a. Nature of the Case: _____

b. Victim/s or Complainant: _____

c. Place of Incident: _____

1. Evidence Collected at the Crime Scene:

a. _____

b. _____

c. _____

d. _____

CONCURRED:

PREPARED BY:

Investigator-on-Case

Evidence Custodian

WITNESSES:

Signature over Printed Name

Address

CSI Form 2: Request for the Conduct of SOCO

Republic of the Philippines
NATIONAL POLICE COMMISSION
PHILIPPINE NATIONAL POLICE

REQUEST FOR THE CONDUCT OF SOCO

(This shall be brought to the Crime Scene by the Investigator/SOCO Team and to be accomplished by the Investigator/Investigator-On-Case before the SOCO Team process the Crime Scene)

Time and Date

FOR : Chief, _____, CLO

FROM : _____

SUBJECT : SOCO Assistance

1. Request for the availability of SOCO Team to process the crime scene located at _____.

NATURE OF CASE : _____

Time and Date of Incident: _____

2. This request is made with the assurance that the Duty Investigator/ Investigator-On-Case, being in- charge of the Crime Scene **shall remain and provide all the necessary security and support to the SOCO Team** during the whole process until after the crime scene is released.
3. Further request that this Office be furnished a copy of the list of evidence gathered and the result of the examination conducted thereon.
4. For consideration and approval.

For the Chief of Police:

(Duty Investigator/Investigator-On-Case)

CSI Form 6: IOC/Investigator's CSI Form

Republic of the Philippines
NATIONAL POLICE COMMISSION
PHILIPPINE NATIONAL POLICE

IOC/INVESTIGATOR'S CSI FORM

(This Form shall be brought by the IOC/Investigator at the Crime Scene and shall be accomplished by the IOC/Investigator-on-Case at the On-Scene Command Post (OSCP))

_____ Date

Primary Place of Occurrence:

Secondary Place of Occurrence or Finding Place: _____

Type/Nature of Incident:

Time IOC/Investigator's arrived at the Crime Scene: _____

Weather Condition _____

Time Flash Alarm/Request for Support Relayed by IOC to TOC: _____

Time SOCO Team Arrived: _____

A. Names of Victims and Status (Safe/Injured/Hospitalized/Deceased, etc.):

B. Names of Persons Found at (inside) the Crime Scene by the IOC/Investigator (Address/Contact Nrs):

(Note: Use the overleaf or back page for extra entries)

C. Names of Suspects and Status (Arrested/At-large, etc..) and Weapons, if any:

_____	_____
_____	_____
_____	_____
_____	_____

D. Name of Person Found Near or at the Vicinity of CS by the IOC/Investigator (Address/Contact Nr):

_____	_____
_____	_____
_____	_____
_____	_____

E. Names of Persons Interviewed by the IOC/Investigator (Address/Contact Nr):

_____	_____
_____	_____
_____	_____
_____	_____

F. Names of Persons Who Entered the CS in the presence of the IOC (Medics, Local Officials, etc) (Address/Contact Nr):

_____	_____
_____	_____
_____	_____
_____	_____

G. List of Evidence That May Have Been Seized or Collected by the IOC/Investigator (If Any):

Description	Disposition
_____	_____
_____	_____
_____	_____
_____	_____

(Note: Use the overleaf or back page for extra entries)

H. Areas where Initial Search were conducted:

On-Scene Command Post (OSCP) established at:

Names of Other PNP Personnel who participated in the CSI: _____

Initial Assessments and Impression of the Crime and the Crime Scene:

Possible Motive: _____

Other Significant Information Gathered: _____

Prepared by:

Rank/Name/Designation of IOC/Investigator
Signature over Printed Name

(Note: Use the overleaf or back page for extra entries)

CSI Form 5 - Release of Crime Scene Form

Republic of the Philippines
National Police Commission
PHILIPPINE NATIONAL POLICE

RELEASE OF THE CRIME SCENE

TO WHOM IT MAY CONCERN:

This is to certify that a Crime Scene Investigation was conducted at _____
_____ from _____ (time/date) to _____ (time/date) by the members of the _____ Police Station and SOCO Team in connection with the _____ incident.

This is to further certify that a final crime scene survey was conducted on or about _____ and that the CSI was concluded and the cordon was officially lifted and crime scene was officially released at around _____ (time) _____.

SIGNED:

(Chief of Police/IOC)

(Time and Date)

(SOCO Team Leader)

(Time and Date)

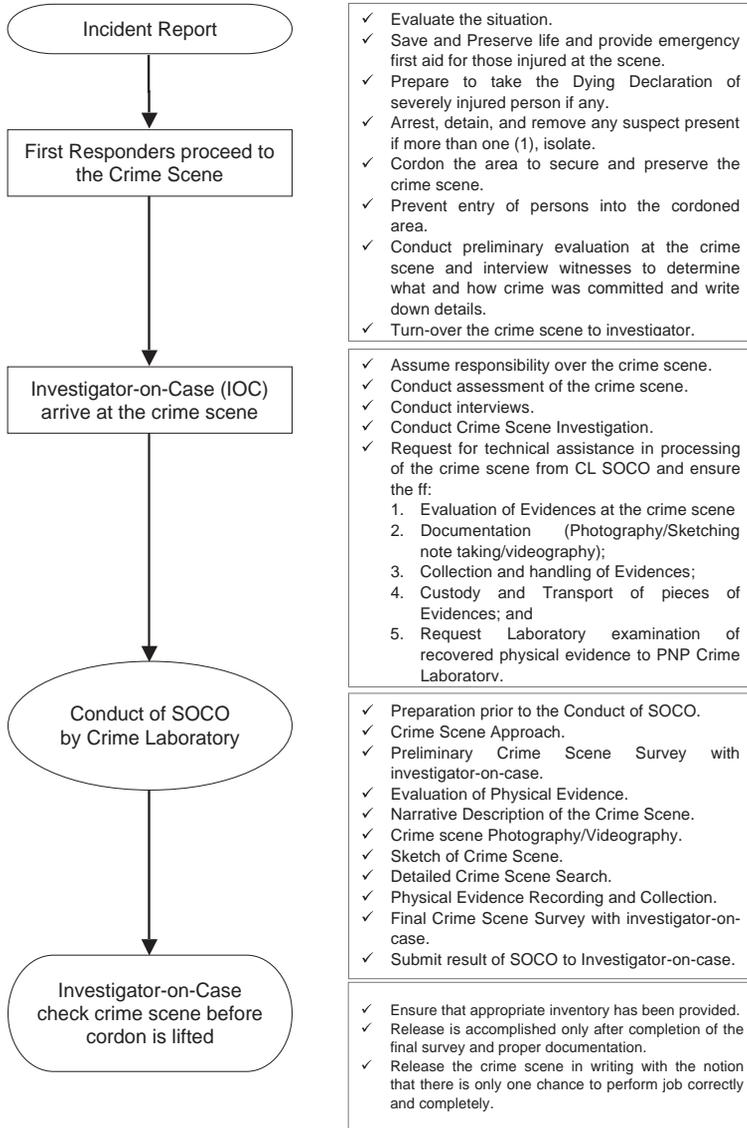
Conformed by:

Owner of the Property/Local Authority/Representative

(Time and Date)

Witness:

CRIME SCENE INVESTIGATION FLOWCHART



Annex “Y”

Copy ____ of Copies
Philippine National Police
Date _____

CIPLAN (Name of CIPLAN LIKE Ruby Rose)

- I. FACTS OF THE CASE (State the brief narrative of the incident)
- II. OBJECTIVES
 - A. IDENTIFY THE SUSPECT/S IF NOT IDENTIFIED
 - B. GATHER ADDITIONAL PHYSICAL AND TESTIMONIAL EVIDENCE
 - C. PREPARE AN AIRTIGHT CASE AGAINST THE SUSPECTS
 - D. (OTHERS MAY BE INCLUDED IN ORDER TO SUPPORT THE SUCCESSFUL PROSECUTION OF THE CASE)
- III. CONCEPT OF OPERATIONS
 - A. PROFILLING OF THE VICTIM/S
 - B. DETERMINATION OF POSSIBLE MOTIVE/S
 - C. IDENTIFICATION AND PROFILLING OF THE SUSPECT/S
 - D. INVENTORY AND COLLATION OF PIECES OF EVIDENCE GATHERED
 - E. PROCUREMENT OF TESTIMONIAL EVIDENCE (FROM THE VICTIM if alive, WITNESS/ES, SUSPECT/S IF WILLING WITH THE OBSERVANCE OF RIGHTS OF PERSON UNDER CUSTODIAL INVESTIGATION)
 - F. EVALUATION OF THE PIECES OF EVIDENCE GATHERED
 - G. PREPARATION OF THE CAES FOLDER FOR FILING BEFORE THE PROSECUTOR'S OFFICE
 - H. FILING OF THE CASE BEFORE THE PROSECUTOR'S OFFICE OR FILING SUPPLEMENTAL PIECES OF EVIDENCE (IF THE CASE HAS BEEN FILED UNDER INQUEST)
 - I. MONITORING
- IV. ADMINISTRATION
 - A. SITG ORGANIZATION
 - B. FINANCES
 - C. SUPPLIES AND EQUIPMENT
 - D. TRANSPORTATION
 - E. COMMUNICATION
 - F. COORDINATION (WITH OTHER GOV'T OFFICES AND LAW ENFORCEMENT UNITS/AGENCIES)
- V. CASE JOURNAL (DOCUMENTATION OF THE DAILY PROGRESS OF THE CASE)

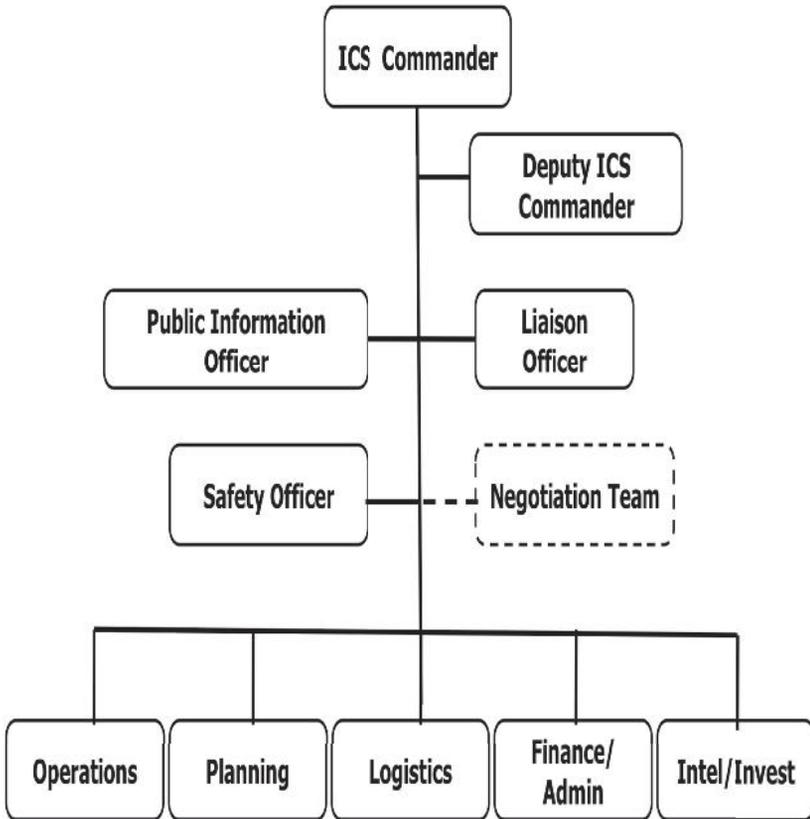
(This format can be modified in order to suit the requirements of the SITG)

Annex “Z”

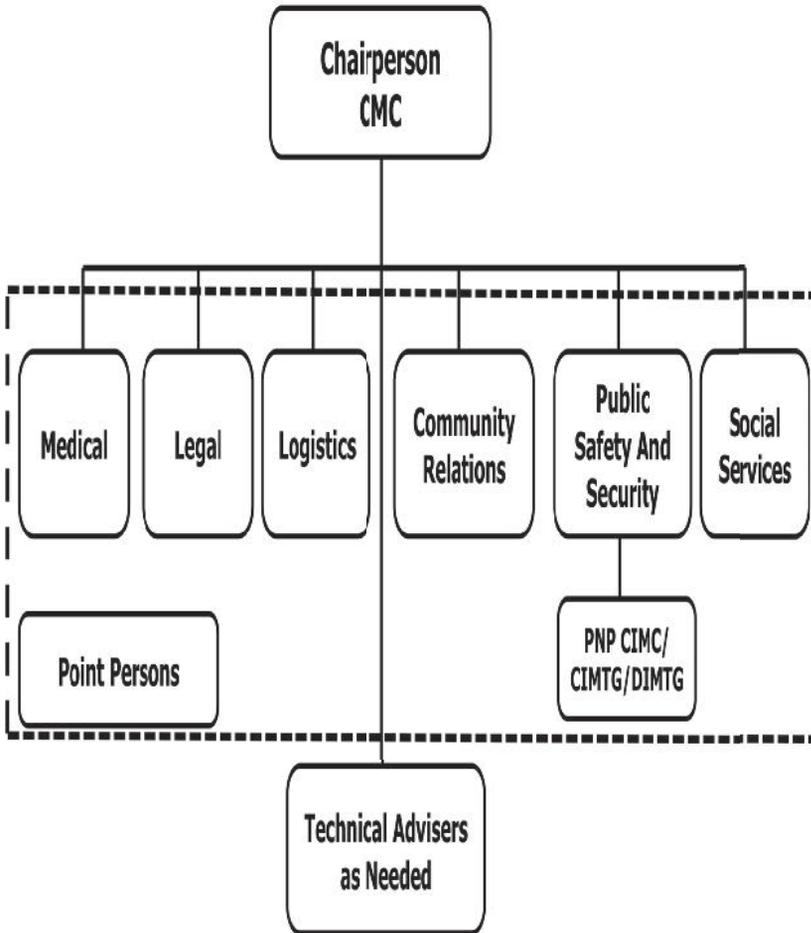
Eleven General Orders of a Duty Guard

1. To take charge of this post and all government property in view.
2. To walk my post in a military manner, keeping always on the alert and observing everything that takes place within sight or hearing.
3. To report all violations of orders I am instructed to enforce.
4. To repeat all calls from post more distant from the guardhouse than my own.
5. To quit my post only when properly relieved.
6. To receive, obey, and pass on to the sentinel who relieves me all orders from the Commanding Officer, Officer of the Day, and officers and noncommissioned officers of the guard only.
7. To talk to no one except in the line of duty.
8. To give the alarm in case of fire or disorder.
9. To call the commander of the relief on any case not covered by instructions.
10. To salute all officers, and all colors and standards not cased.
11. To be especially watchful at night and during the time for challenging to challenge all persons on or near my post and to allow no one to pass without proper authority.

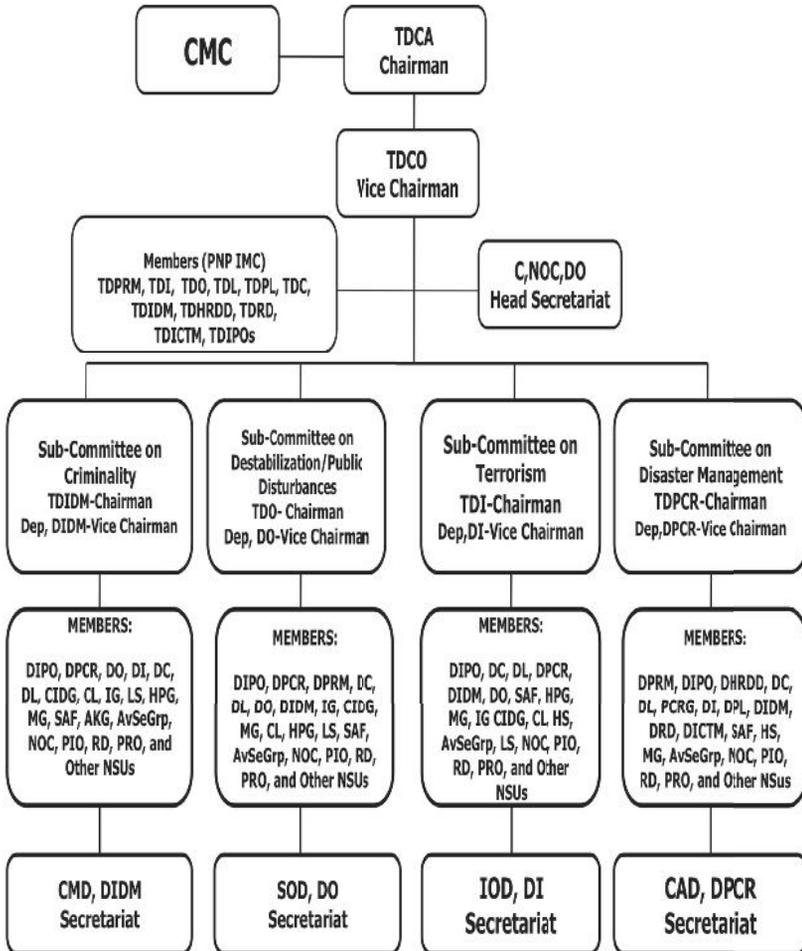
**PNP's INCIDENT COMMAND SYSTEM (ICS)
Organizational Structure**



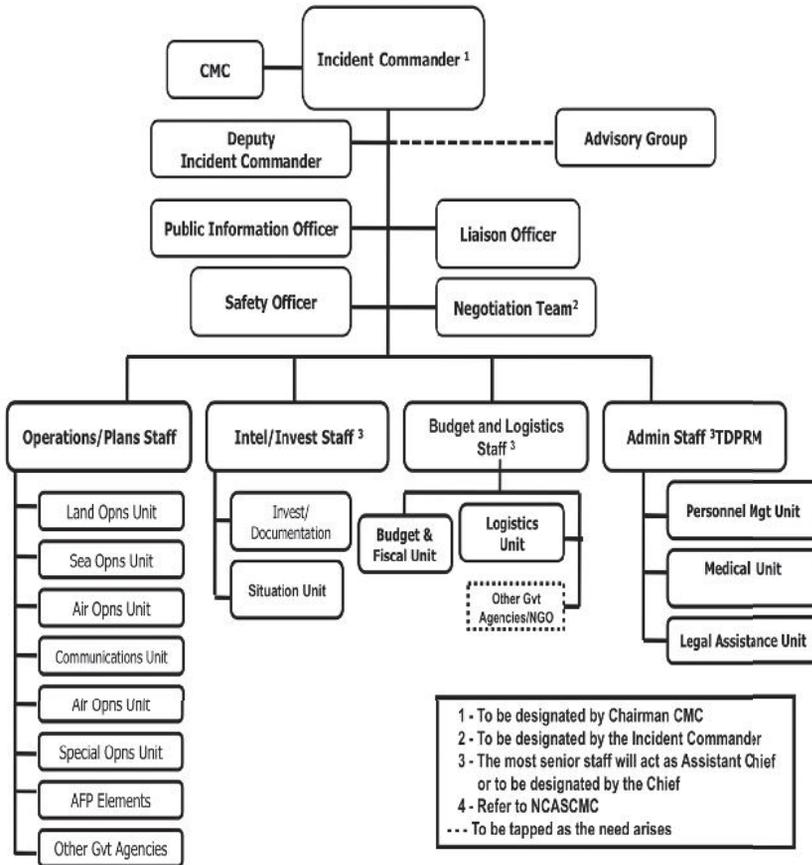
**CRISIS MANAGEMENT COMMITTEE (CMC)
Organizational Structure**



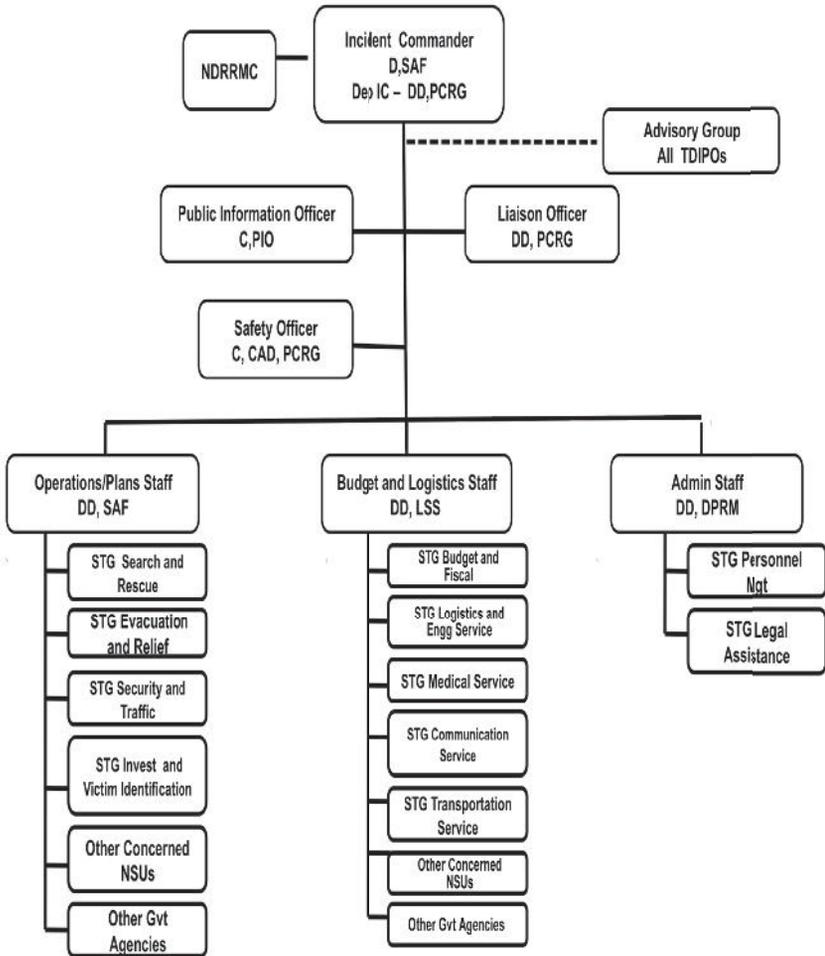
**PNP NHQ CRITICAL INCIDENT MANAGEMENT COMMITTEE
(PNP NHQ CIMC)
Organizational Structure**



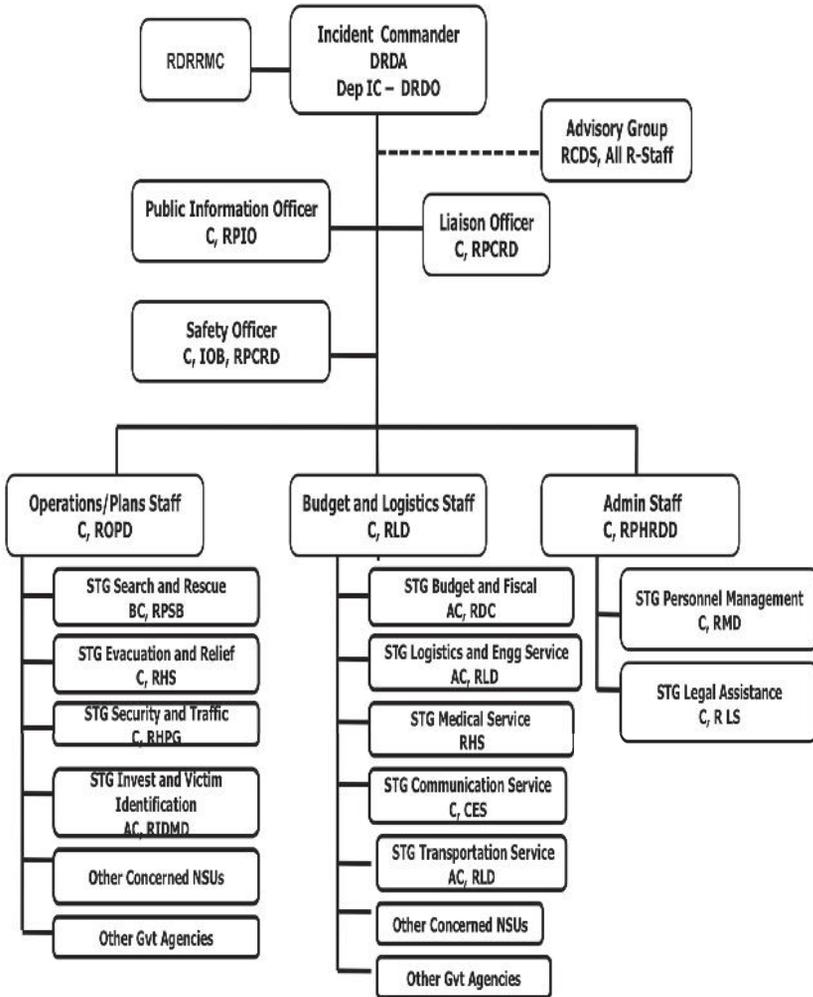
**PNP CRITICAL INCIDENT MANAGEMENT TASK GROUP
(PNP CIMTG)
Organizational Structure at PRO/PPO/CPO/CPS/MPS**



**PNP NHQ DISASTER INCIDENT MANAGEMENT TASK GROUP
(PNP NHQ DIMTG)
Organizational Structure**



**PNP DISASTER INCIDENT MANAGEMENT TASK GROUP
(DIMG)
Organizational Structure at PRO/PPO/CPO/CPS/MPS**



Republic of the Philippines
National Police Commission
PHILIPPINE NATIONAL POLICE

CHAIN OF CUSTODY FORM

Nature of Case: _____
Name of Suspects: _____
Time, Date and Place of Occurrence: _____
Arresting Officers/Operating Unit: _____
Description of Evidence: _____

TURNED OVER BY : _____
(Name and Designation)

Agency/Address : _____
Time and Date : _____
Remarks : _____

RECEIVED BY : _____
(Name and Designation)

Agency/Address : _____
Time and Date : _____
Remarks : _____

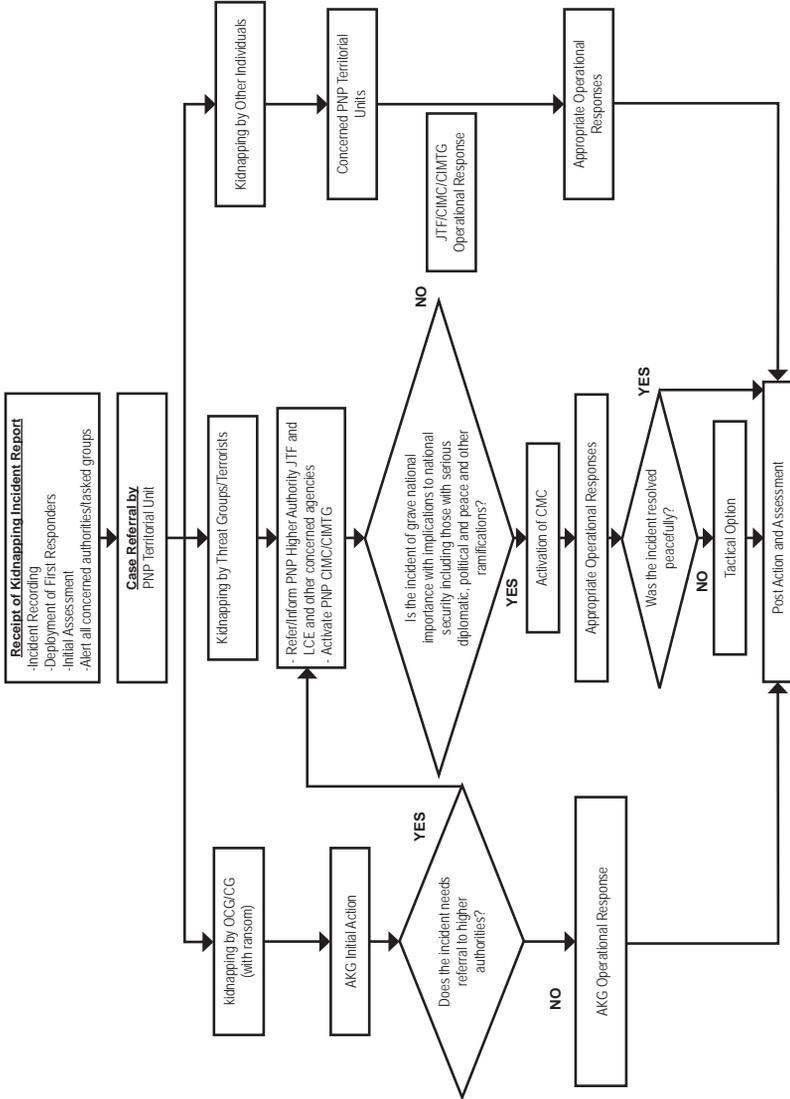
TURNED OVER BY : _____
(Name and Designation)

Agency/Address : _____
Time and Date : _____
Remarks : _____

RECEIVED BY : _____
(Name and Designation)

Agency/Address : _____
Time and Date : _____
Remarks : _____

ANTI-KIDNAPPING OPERATIONS FLOWCHART



BIBLIOGRAPHY

- a. Manual on illegal Drugs Operation & Investigation (AIDSOTF)
- b. Criminal Investigation Manual (CIDG)
- f. SOCO Scene of Crime Operation Manual (CRIME LAB)
- g. Crime Laboratory Operations (CRIME LAB)
- h. Crime Scene and Evidence Manual (CRIME LAB)
- i. Handbook on Personal Security for Candidates of Elective Positions (DO)
- j. PNP Combat Operations Checklist Handbook (DO)
- k. PNP National Operations Center (NOC) Incident Management & Monitoring Handbook (NOC-DO)
- l. PNP critical Incident Management Action Flowcharts & Checklist Handbook (DO)
- m. Hostage Negotiation (DO)
- n. Human Rights Desk Operations Manual
- o. Handbook on PNP Three-tiered Defense Manual (DO)
- p. Rules of Engagement (DO)
- q. Intelligence Handbook (DI)
- r. Detective Beat System (DI)
- s. Manual for Police First Responders (DPCR)
- t. A Manual for Police First Responders (How to Handle Gender-Based Violence) (DPCR)
- u. BPAT (Brgy Peacekeeping Action Team) Manual (DPCR)
- v. PNP PCOPER (DPL)
- w. PNP PNCOPER (DPL)
- x. Field Manual on Investigation of Crimes of Violence and Other Crimes (DIDM)
- y. Pre-Charge Evaluation & Summary Hearing Guide (PNP Internal Discipline Mechanism) (DIDM)
- z. Criminal Investigation Manual (Revised) (DIDM)

- aa. Investigative Manual (DIDM)
- bb. Chiefs of Police Manual (DHRDD)
- ii. COPS Manual (DHRDD)
- jj. Fundamental Doctrine (DHRDD)
- kk. Manual on Crisis Management (DO)
- ll. Training Manual for Police Trainers on Human Rights (HRAO)
- mm. PNP Guidebook on Human Right-Based Policing (HRAO)
- nn. Police Manual on the Management of Cases of Children in Conflict with the Law (HRAO)
- oo. Media Relations Manual (PIO)

“For God so loved the world that He gave His only begotten Son, that whosoever believeth in Him shall not perish but have everlasting life.”

(John 3:16 KJV)

TECHNICAL WORKING GROUP

PCSUPT (ATTY.) ASHER A DOLINA, CEO VI (Ex-O, DO) - Chairman
PSSUPT ROLANDO E ASUNCION (Ex-O, DI) - Vice-Chairman

Members

PCSUPT NESTOR M FAJURA (C,HRAO)
PSSUPT THERESEA ANN B SID (C, WCPC)
PSSUPT ERICKSON T VELASQUEZ (C,RAD,DIDM)
PSSUPT RODEL D SERMONIA (C,ARMD, CIDG)
PSSUPT JOSE RONY T FORRO (CDS, CL)
PSSUPT DANILO S PELISCO (C, LED, DO)
PSUPT MARLON A SAPLA (AC, IOD, DI)
PCINSP (ATTY.) ROCHEL S RUMA (LS)

Directorate for Operations:

PCSUPT MIGUEL C ANTONIO, JR	Deputy Director for Operations
PSSUPT NESTOR M. BERGONIA	C, Special Operations Div
PSSUPT WILSON CAUBAT	C, Public Safety Division
PSSUPT MELVIN RAMON BUENAFE	C, Internal Security Opns Div
PSSUPT VALERIANO T DE LEON	C, Statistics and Research Div
PSUPT ALETA F ASTRONOMO	C, Admin
PSUPT ERIC E NOBLE	C, Budget and Fiscal

Chiefs, Regional Operations and Plans Division and Chiefs, Operations Management Division

PSSUPT MARCELO C MORALES	NCRPO
PSSUPT ANGELITO D DUMANGENG	PRO 1
PSSUPT ALEXANDER P SANTOS	PRO 2
PSSUPT SIDNEY N VILLAFLO	PRO 3
PSSUPT MARCELIANO VILLAFRANCA	PRO 4A
PSUPT HERMINIO M CALLUENG	PRO 4B
PSSUPT LITO B PITALLANO	PRO 5
PSUPT SAMUEL C NACION	PRO 6
PSSUPT ERSON U DIGAL	PRO 7
PSSUPT MANUEL E CUBILLO	PRO 8
PSSUPT NARCISO B VERDADERO	PRO 9

PSUPT LEONY ROY G GA	PRO 10
PSUPT FERDINAND SIFUENTES	PRO 11
PSSUPT FLORENDO F QUIDILLA JR	PRO 12
PSSUPT ARTHUR M SANCHEZ	PRO 13
PSUPT JAIME C MOJICA JR	PRO ARMM
PSSUPT OLIVER A ENMODIAS	PRO COR
PSSUPT EDUARDO A DOPALE	DIPO-NL
PSSUPT PRIMO B GOLINGAY	DIPO-SL
PSSUPT ALBERTO A LUCEA	DIPO-VIS
PSSUPT ARNI DEAN DC EMOCK	DIPO-EM
PSSUPT JOSELITO D PAJARILLAGA	DIPO-WM
PSSUPT MELCHOR B CORONEL	CSG
PSUPT ROMAN B DELA CRUZ JR	AVSEGRP
PSUPT RONALD MAGNO D BARBOSA	MG
PSSUPT PETER D GUIBONG	HPG
PSUPT LAWRENCE B COOP	SAF
PSSUPT ROLANDO F MIRANDA	AKG
PSUPT BEATRIZ S LISING	AIDSOTF
PSUPT WILLY P ATUN	PSPG
PSUPT ISMAEL C FERNANDEZ	CIDG
PSSUPT ENRIQUE N MAGALONA	IG
PSSUPT CARLITO N. FELICIANO	PCRG
PSSUPT ELIMER B CATABAY	CLG
PSUPT RONALD N ASTRONOMO	LSS
PSUPT JONATHAN A CABAL	PIO
PSUPT JANET M HOMO	HS
PSUPT SIDNEY S HERNIA	ODCO
PSUPT DARWIN S MIRANDA	EPD
PSUPT FROILAN R UY	MPD
PSUPT PERCIVAL P PLACER	SPD
PCINSP ARIEL A CAPOCAO	QCPD
PSUPT DOMINADOR M MATALANG	PNPTS
PSUPT SALVADOR T ALACYANG	PNPTS
PSUPT RUBEN B BORRES	ITMS
PSUPT RONALD O LEE	RID/NCRPO
PSUPT LEO M FRANCISCO	ACG
PSUPT GIL FRANCIS G TRIA	OTCDS
PSUPT WESTRIMUNDO D OBINQUE	ODC



CODE-P

THE PNP STRATEGIC FOCUS FOR 2013 and Beyond

STRATEGIC FOCUS 1: COMPETENCE

- Intensify Policy Reform;
- Review and pursue legislative agenda;
- Improve the Field Training Program (FTP) with emphasis on Field Training Exercise (Patrol, Traffic and First responder);
- Standardize Specialized Courses for Operational Support Staff/Units/Teams;
- Improvement of existing Non-Uniformed Personnel (NUP) courses and development of competency courses for NUPs; and
- Enhance operational procedures and practices

STRATEGIC FOCUS 2: ORGANIZATIONAL DEVELOPMENT

- Streamline the Organization;
- Implement the concept of "My IP is the Key", at all levels nationwide;
- Standardize recruitment, selection and placement of police personnel;
- Instill leadership down to the lowest level to communicate and implement change; and
- Complement or support organizational development through efficient resource management.

STRATEGIC FOCUS 3: DISCIPLINE

- Establish mechanism to determine the level of discipline of PNP personnel;
- Institutionalize reforms and mechanism to fast track the resolution of admin cases against PNP personnel; and
- Enhance Counter- Intelligence efforts against erring PNP personnel.

STRATEGIC FOCUS 4: EXCELLENCE

- Integrate the 'Subukan N'yo Po Kami' SMS Center with the PNP TXT 2920;
- Establish an effective feedback mechanism as the basis for evaluation and assessment on the performance of field units;
- Fully implement the adopted ICT-assisted based systems to support administrative functions, investigation and police operations;
- Redesign the PNP uniforms and institute safeguards against unauthorized manufacture and use; and
- Provide quality service to the people and the community.

STRATEGIC FOCUS 5: PROFESSIONALISM

- Standardize Placement and Promotion System based on merit and fitness, at all levels;
- Develop various levels of expert professionals in the organization;
- Rationalize Rewards and Incentives System and Enhance Morale and Welfare Program;
- Continuously review and update police operational procedures and other policy manuals; and
- Improve internal and external communications through proactive media program



Published by:
Directorate for Operations
Philippine National Police
2013