

PHILIPPINE NATIONAL POLICE



PRIMER ON PERSONNEL DECORUM

JUNE 2017

Publisher's Note:

This primer contains the use of masculine pronouns and terms which refers to both male and female. The generic uses of these words in this publication are not intended to disregard social equality or promote gender biases.

The information contained in this primer shall be communicated either directly or indirectly to the internal public for their information and adherence.

PREFACE

This Primer on Personnel Decorum consolidates as well as outlines the general principles of the Moral Code along with other existing public policies on ethical standards and professional conduct. The main objective of the Primer is to prescribe doctrines, norms and standards as well as attributes among the members of the PNP organization which shall guide them in their day to day activities at home, in the workplace and in society.

To facilitate understanding and appreciation of each PNP personnel from the top echelons down to the rank and file, the doctrines and standards are translated into rudimentary rules such as “DOs” and “Don’ts” divided in three integral areas, which are; Personal Decorum, Office Decorum and Police Decorum.

Personal Decorum includes the prescribed norms and attributes each PNP personnel should exhibit and project in their daily undertakings and interrelations at home with their respective families as well as at work with their peers, subordinates and superiors. This also includes the norms and mores on how to manage social and media relations which every PNP personnel must observe and adhere to.

Office Decorum, on the other hand, prescribes the rules and standards on how each PNP personnel should conduct themselves at their workplace as well as how to relate with their officemates, superiors, most importantly their clients.

Police Decorum is especially tailored-fit for the PNP since almost 90% of its pool of personnel is police officer assigned in the different posts and fields of police administration and operations.



Republic of the Philippines
NATIONAL POLICE COMMISSION
NATIONAL HEADQUARTERS, PHILIPPINE NATIONAL POLICE
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MESSAGE

Public service is both a tedious and a noble job. It demands greater requirements like eligibility, skill and knowledge. It likewise requires higher ethical standards and propriety as well as utmost professionalism and dedication and a willingness to risk their life. This is particularly true for us in the PNP. In fact, we even declare in the PNP hymn our willingness to sacrifice our life for the greater good.



Aside from that gargantuan responsibility, we are also endowed with greater authority as law enforcers, albeit such power must only be wielded to service, and by giving honor and justice to people. With that, we carry on our shoulders greater weight of accountability, thus, are required to uphold higher standards of professionalism, conduct, and morality.

This Primer then will serve as the moral compass of every member of the PNP, whether uniformed or non-uniformed, regardless of rank, stature and belief. Let this be a guide for your daily undertakings, whether inside or outside our camp premises since every word you utter and every action you make will be reflective of our organization.

I rally your support, especially our police officers in the front lines, to carry your badge with honor and pride. Keep yourself unsullied and your intention pure. In this way, we can proclaim with dignity our pledge and creed.


RONALD M DELA ROSA
Police Director General
Chief, PNP



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To my wife, who for many years, has been devoted and supportive in my endeavors, and my children to whom all my hardwork and aspirations are dedicated, most especially to the PNP organization, and to the community we serve and protect, this Primer is dedicated to all of you.

The Primer's aim is to guide all members of the Philippine National Police (PNP), both the uniformed and non-uniformed personnel, based on the ideals and the standards of the Nation's Peacekeeper. Most essentially, the Primer will serve as a moral compass for

each and every PNP personnel in the conduct of their daily duties and tasks as public servants and citizens of the Republic of the Philippines.

We are sanguine that this humble undertaking will play a great role in truly molding morally upright and responsible peacekeepers.

The promulgation of this Primer shall ensure that all members of the PNP, both uniformed and non-uniformed personnel, from top down the front line, shall be guided by the ideals and standards set forth herein. Most essentially, the Primer shall serve as moral compass of each PNP personnel in carrying out themselves in their daily undertaking and dealing as public servant and ordinary citizen. In this way, we are molding morally upright, conscientious and responsible public servants.


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CHAPTER 1

INTRODUCTION

"Necessity dispenseth with decorum"
-Thomas Carlyle

Section 1-1 Background

The Philippine National Police (PNP) as premier law enforcement agency of the government bureaucracy shall be governed of the mandate of the State enunciated in the 1987 Philippine Constitution that is "to serve and protect". Such mandate should be performed by the agency like other government departments, offices, agencies and instrumentalities in accordance with the general principles and standards set forth by the Civil Service Commission (CSC), a Constitutional Commission mandated to oversee and ensure professional conduct and ethical standards among government officials and employees that include the PNP

Accordingly, the general reference of this primer is the Republic Act No. 6713, otherwise known as, *An Act Establishing a Code of Conduct and Ethical Standards for Public Officials and Employees, to uphold the Time-Honored Principle of Public Office Being a Public Trust, Granting Incentives and Rewards for Exemplary Service, Enumerating Prohibited Act and Transactions and Providing Penalties for Violations Thereof and for Other Purposes*. Following this moral Code, the PNP will uphold the standards and norms set forth in the general provision of the Code which shall be declared as the General Policy of this primer.

Section 1-2 General Policy

Pursuant to Section 4 of Republic Act No. 6713, all the personnel of the PNP, just like other government employees and public officials in the entire government bureaucracy shall uphold the following norms (lifted verbatim from the aforementioned Law):

- a. *Commitment to Public Interest.* Public officials and employees shall always uphold the public interest over and above personal interest. All government resources and powers of their respective offices must be employed and used efficiently, effectively, honestly and economically, particularly to avoid wastage in public funds and revenues.
- b. *Professionalism.* Public officials and employees shall perform and discharge their duties with the highest degree of excellence, professionalism, intelligence and skill. They shall enter public service with utmost devotion and dedication to duty. They shall endeavor to discourage wrong perceptions of their roles as dispensers or peddlers of undue patronage.
- c. *Justness and sincerity.* Public officials and employees shall remain true to the people at all times. They must act with justness and sincerity and shall not discriminate against anyone, especially the poor and the underprivileged. They shall at all times respect the rights of others, and shall refrain from doing acts contrary to law, good morals, good customs, public policy, public order, public safety and public interest. They shall not dispense or extend undue favors on account of their office to their relatives whether by consanguinity or affinity except with respect to appointments of such relatives to positions considered strictly confidential or as members of their personal staff whose terms are coterminous with theirs.
- d. *Political neutrality.* Public officials and employees shall provide service to everyone without unfair discrimination and regardless of party affiliation or preference.
- e. *Responsiveness to the public.* Public officials and employees shall extend prompt, courteous, and adequate service to the public. Unless otherwise provided by law or when required by public interest, public officials and employees shall provide information of their policies and procedures in clear and understandable language, ensure openness of information, public consultations and hearings whenever appropriate, encourage suggestions, simplify and systematize policy, rules and procedures, avoid red tape and develop an understanding and appreciation of the socio-economic conditions prevailing in the country, especially in the depressed rural and urban areas.
- f. *Nationalism and patriotism.* Public officials and employees shall at all times be loyal to the Republic and to the Filipino people, promote the use of locally produced goods, resources and technology and encourage

appreciation and pride of country and people. They shall endeavor to maintain and defend the Philippines sovereignty against foreign intrusion.

g. Commitment to democracy. Public officials and employees shall commit themselves to the democratic way of life and values, maintain the principle of public accountability, and manifest by deeds the supremacy of civilian authority over the military. They shall at all times uphold the Constitution and put loyalty to the country above loyalty to persons or party.

h. Simple living. Public officials and employees and their families shall lead modest lives appropriate to their positions and income. They shall not indulge in extravagant or ostentatious display of wealth in any form.

An offshoot of this law includes the Professional Conduct and Ethical Standards of the PNP enunciated in Resolution No. 93-023, entitled, "Adopting the Police Manual for PNP Members". Rule III in particular carries the Code of Professional Conduct and Ethical Standards, which states that "All members of the PNP shall abide and adhere to the provisions of this Code... Towards this end, truly professionalized and dedicated law enforcers shall be developed in promoting peace and order, ensuring public safety and enhancing community participation guided by the principle that public office is a public trust and that all public servants must at all times be accountable to the people. They shall serve with utmost responsibility, integrity, morality, loyalty and efficiency with due respect to human rights and dignity as hallmark of a democratic society. They shall at all times bear faithful allegiance to the legitimate government, support and uphold the Constitution, respect the duly constituted authority and be loyal to the police service."

CHAPTER 2

PNP CUSTOMS AND TRADITIONS, VALUES, AND IDEALS, AND PROFESSIONAL CONDUCT AND ETHICAL STANDARDS

Section 2-1 PNP Customs and Traditions

"Customs and Traditions define who we are
and how we ought to become"

Pursuant to Article IV of Rule III of NAPOLCOM Resolution No. 93-023, the PNP adopts customs and traditions according to commonly accepted and desirable norms and practices expected to police service, as follows:

- a. **Police Customs on Courtesy** – The following are acts or manner demonstrating basic courtesy in the PNP especially for uniformed personnel:
 - 1) **Salute** – *placing right hand to the forehead as a symbol of respect and tribute to a superior police officer as well as to public officials and dignitaries.*
 - 2) **Salute to National Color and Standard** – *members stand at attention and salute the national color and standard as it pass by them or when the national color is raised or lowered during ceremonies.*
 - 3) **Address/Title** – *junior in rank address senior members who are entitled to salute with the word "Sir."*
 - 4) **Courtesy Calls** – *a custom practice in the PNP to pay respect and tribute :*
 - a) **Courtesy Call of Newly Assigned/Appointed Member** – *PNP members who are newly appointed or assigned in a unit or command call on the chief of the unit or command and to other key personnel for accounting, orientation and other purposes.*
 - b) **Christmas Call** – *PNP members pay a Christmas Call on their local executives in their respective area of responsibility.*
 - c) **New Year's Call** – *PNP members pay a New Year Year's Call on their commanders and/or key officials in their respective area of responsibility.*

- d) **Promotion Call** – Newly promoted PNP members calls on their unit head. On this occasion, they are usually given due recognition and congratulations by their peers for such deserved accomplishment.
 - e) **Exit Call** – PNP members pay an Exit Call on their superiors in the unit or command when relieved or reassigned out of the said unit or command.
- 5) **Courtesy of the Post** – The host unit extends hospitality to visiting personnel who pay respect to the command or unit.
 - 6) **Rank Has-Its-Own Privilege (RHIP)** – Members recognizes the practice that different ranks carry with them corresponding privileges.
- b. **Police Customs on Ceremonies** – The following are police customs on ceremonies:
- 1) **Flag Raising Ceremony** – The PNP members honor the flag by raising it and singing the National Anthem before the start of the official day's work.
 - 2) **Flag Retreat Ceremony** – At the end of the official days' work, the PNP members pause for a moment to salute the lowering of the flag.
 - 3) **Half-Mast** – The flag is raised at half-mast in deference to deceased uniformed members of the command.
 - 4) **Funeral Service and Honors** – Departed uniformed members, retirees, war veterans or former PC/INP members are given vigil, necrological services and graveside honors as a gesture of farewell.
 - 5) **Ceremony Tendered to Retiree** – In recognition of their long, faithful and honorable service to the PNP, a testimonial activity is tendered in their honor.
 - 6) **Honor Ceremony** – Arrival and departure honor ceremonies are rendered to visiting dignitaries, VIPs, PNP Officers with the grade of Chief Superintendent and above and AFP officers of equivalent grade, unless waived.
 - 7) **Turn-Over Ceremony** – The relinquishment and assumption of command or key position is publicly announced in a Turn-over Ceremony by the outgoing and incoming officers in the presence of the immediate superior or his representative.

- 8) **Wedding Ceremony** – *During marriage of PNP members, a ceremony is conducted with participants in uniform and swords drawn.*
 - 9) **Anniversary** – *The birth of institutional establishment of a command or unit is commemorated in an Anniversary Ceremony.*
- c. **Police Customs on Social Decorum** – The following are police customs on social decorum:
- 1) **Proper Attire** – *PNP members always wear appropriate and proper attire in conformity with the occasion.*
 - 2) **Table Manners** – *PNP members observe table etiquette at all times.*
 - 3) **Social Graces** – *PNP members conduct themselves properly in dealing with people during social functions.*
 - 4) **Uniform/Appearance** – *The public looks upon a PNP member as distinctively a man among men. It is a welcome sight when PNP members wear their uniform properly wherever they may be. Since disciplined PNP members are best exemplified by those who are neat in appearance and wearing the prescribed uniform, they must therefore observe the following:*
 - a) *Wearing of prescribed uniform.*
 - b) *Wearing as part of the uniform, awards and decorations earned in accordance with the prescribed rules and regulations.*
 - c) *Adherence to haircut prescribed by rules and regulations.*
 - 5) **Manner of Walking** – *Every PNP member is expected to walk with pride and dignity.*
- d. **Other Police Customs:**
- 1) **Visiting the Sick** – *PNP members who are sick in the hospital, their residence or any place of confinement are visited by their immediate commanders or other available officers of the unit in order that their needs are attended to.*
 - 2) **Survivor Assistance to Heirs of Deceased Members** – *When PNP members die, a survivor officer is designated to render maximum assistance to their legitimate bereaved family until all benefits due shall have been received.*

- 3) **Visiting the Religious Leaders** – PNP Officers visit religious leaders in their area of assignment to establish or maintain rapport and cooperation between the different religious leaders and the PNP.
- 4) **Athletics** – All PNP members indulge in physical fitness activities to insure that their proper physical appearance and bearing are maintained with the waist line measurement always smaller than the size of his chest and in conformity with the standard set forth by the organization.
- 5) **Happy Hours** – Usually on Friday or any other day suitable for the occasion, PNP members gather together at their PNP club for a light-hearted jesting or airing of minor gripes.

e. **Tradition** – The following are police traditions:

- 1) **Spiritual Beliefs** – The PNP members are traditionally religious and God-loving persons. They attend religious services together with the members of their family.
- 2) **Valor** – History attests that the Filipino law-enforcers have exemplified the tradition of valor in defending the country from aggression and oppression. They sacrificed their limbs and lives for the sake of their countrymen whom they have pledged to serve.
- 3) **Patriotism** – The PNP members are traditionally patriotic by nature. They manifest their love of country with pledge of allegiance to the flag and a vow to defend the Constitution.
- 4) **Discipline** – The discipline of PNP members is manifested by instinctive obedience to lawful orders and through and spontaneous actions towards attainment of organizational objectives guided by moral, ethical, and legal norms.
- 5) **Gentlemanliness** – The PNP members are upright in character, polite in manners, dignified in appearance, and sincere in their concern to their fellowmen.
- 6) **Word of Honor** – The PNP members' word is their bond. They stand by and commit to uphold it.
- 7) **Duty** – The PNP members have historically exemplified themselves as dedicated public servants who perform their task with a deep sense of responsibility and self-sacrifice.
- 8) **Loyalty** – The policemen are traditionally loyal to the organization, country and people as borne by history and practice.

- 9) **Camaraderie** – *The binding spirit that enhances teamwork and cooperation in the police organization, extending to the people they serve, is manifested by members' deep commitment and concern to one another.*

Section 2-2 Values and Ideals

**“Try not to become a man of success,
but rather try to become a man of value”
-Albert Einstein**

a. PNP Core Values

As premier law enforcement agency, the PNP upholds the most noble virtues and beliefs. Hence, among its core values are; *love of God, selfless love and service to people, respect for authority, respect for women and the sanctity of marriage, responsible dominion and stewardship over material things, and truthfulness.*

b. Police Officer's Creed

This outlines and manifests how the core values of the organization can be manifested into virtuous actions of each personnel, to wit, the following was culled from Rule III, Article II of NAPOLCOM Resolution No. 93-023):

- 1) *I believe in God, the Supreme Being, a Great Provider, and the Creator of all men and everything dear to me. In return, I can do no less than, love Him above all, seek His guidance in the performance of my sworn duties, and honor Him at all times.*
- 2) *I believe that respect for authority is a duty. I respect and uphold the Constitution, the laws of the land and the applicable rules and regulations. I recognize the legitimacy and authority of the leadership; and follow and obey legal orders of my superior officers.*
- 3) *I believe in selfless love and service to people. Towards this end, I commit myself to the service of my fellowmen over and above my personal convenience.*

- 4) *I believe in the sanctity of marriage and the respect for women. I shall set the example of decency and morality and shall have high regard for family life and chastity.*
- 5) *I believe in the responsible dominion and stewardship over material things. I shall inhibit myself from the ostentatious display of my property. I shall protect the environment and conserve nature to maintain ecological balance. I shall respect private and public properties and prevent others from destroying it.*
- 6) *I believe in the wisdom of truthfulness. I must be trustworthy and I shall speak the truth at all times as required by my profession.*

c. Police Officer's Pledge

This summarizes the oath of every police officer based on the organization's core values and creed as well as obligations, as lifted from Rule III, Article VI of NAPOLCOM Resolution No. 93-023:

- 1) *I will love and serve God, my country and people;*
- 2) *I will uphold the Constitution and obey legal orders of the duly constituted authorities;*
- 3) *I will oblige myself to maintain a high standard of morality and professionalism;*
- 4) *I will respect the customs and traditions of the police service;*
and
- 5) *I will live a decent and virtuous life to serve as an example to others.*

d. PNP Badge of Honor

Upon taking the oath and assumption to office, you are invested, by the people and the law with the authority as a law enforcer.

The PNP Badge now pinned on your left breast is the symbol of that legal authority. It is so placed, nearer your heart, to remind you of the fidelity and dedication to duty expected of you as a public servant.

You have been entrusted with the badge as a symbol of your worthiness as a police officer to serve and protect the people from whom you derived the power and authority to enforce the laws of the land without fear or favor.

You are to oversee the general welfare of the people and ensure that peace and order is maintained at all times. You shall ever be mindful that the police is the protector of the weak, defender of the innocent, and advocate of human rights.

At the center of your badge is the PNP seal held bravely by our hero Lapulapu, the first Filipino to defend our country against foreign invaders despite being inferiorly equipped.

Inside the seal are the virtues of service, honor and justice. They remind you to always render the highest form of public service for our fellowmen. You are to serve the citizenry with the commitment of sacrifice and willingness to die in service of God, country and people.

Duty and honor now bind you to be faithful to the trust bestowed upon you by the people. Your badge reminds you to maintain the dignity of your character at all times and to strenuously enforce by example, a steady obedience to the laws of the land.

Exemplary conduct on your part will convince our people that you merit the just title and authority as you patrol the streets and walk your daily beat.

Walk tall, head up and bravely face the daily dangers of duty. Keep the badge unsullied and free of any breach of fidelity. By the regularity of your conduct, always endeavor to avoid any aspersion against our institution.

You are to preserve our cherished customs and traditions and never countenance any deviation from them nor allow them to be infringed.

Your dignity as a police officer symbolized by the badge is now pinned on you heart. Never swerve from your solemn oath of office; violate your vows; or betray the public trust.

You are a police officer... Wear your badge with honor.

e. PNP Stand on Basic Issues

Each member of the organization must retain common ideals and stand on certain issues to ensure esprit de corps amongst them. Such ideals and stand shall ensure to protect the image and integrity of the PNP (culled verbatim from the Rule III, Article II of NAPOLCOM Resolution No. 93-023).

- 1) **Police Management Leadership.** *The effectiveness of law enforcement is reflective of the managerial capabilities and competent leadership of the men and women who run the PNP organization. It is therefore a “must” that these attributes be the primary basis for consideration in the selection of personnel for employment and deployment purposes.*
- 2) **Equality in the Service.** *There shall be judicious and equitable distribution of opportunity to prove one’s worth in the police service. The problem on inequity thru class orientation and factionalism, both real and perceived, premised on favored assignment, inequitable opportunity of training, unfair granting of promotion, and untimely awarding of achievements, will create an atmosphere of demoralization. The result is inefficiency and lack of teamwork to the detriment of the organization. It behooves therefore on the PNP leadership to address the situation. The civilian character of the organization requires adherence to the rule on merit and fitness system and to dissociate the above process from class orientation and factionalism.*
- 3) **Delicadeza.** *In consonance with the requirements of honor and integrity in the PNP, all members must have the moral courage to sacrifice self-interest in keeping with the time-honored principle of delicadeza.*
- 4) **Police Lifestyle.** *The PNP shall endeavor to promote a lifestyle for every member of the organization that is acceptable and respectable in the eyes of the public. Further, its members should set good example to the subordinates and follow good example from the superiors. They must be free from greed, corruption and exploitation. The public expects a police officer to live a simple, yet credible and dignified life.*
- 5) **Political Patronage.** *All PNP members must inhibit himself from soliciting political patronage in matters pertaining to assignment, awards, training and promotion.*

Section 2-3 PNP Code of Professional Conduct and Ethical Standards (PNP COPCES)

“A man without ethics is a wild beast
loosed upon this world”
-Albert Camus

Pursuant to Article III of Rule III, otherwise known as the Code of Professional Conduct and Ethical Standards, each PNP member must follow the norms set thereat, and manifest the same in their daily undertakings, be it at work, home and in dealing with the general public.

The basic norm each member should live by is professionalism, which means that they will carry out their duties and respective tasks with utmost competence, excellence and integrity. Accordingly, they shall conduct themselves based on the following standards and virtues set-forth in NAPOLCOM Resolution No. 93-023 entitled: “Adopting Police Manual for PNP Members”:

- a. **Commitment to Democracy.** All personnel must uphold Democracy which is enshrined in the 1987 Philippine Constitution. As such, they must at all times remain nationalist, patriots and loyal to their people and country.
- b. **Commitment to Public Interest.** Each member of the organization must safeguard public interest over and above personal interest. Accordingly, all government properties, resources and power of their respective offices must be utilized efficiently and effectively in all honesty and transparency.
- c. **Non-Partisanship.** All PNP personnel shall render services to everyone without discrimination.
- d. **Physical Fitness and Health.** All PNP personnel, especially police members, must maintain physical and mental well-being. In view thereof, they shall undergo regular physical exercises and annual medical examination in any PNP hospital or medical facility.
- e. **Secrecy Discipline.** *All PNP members shall guard the confidentiality of classified information against unauthorized disclosure, including confidential aspects of official business, special orders, communications and other documents, roster or any portion thereof of the PNP, content of criminal records, identities of persons who may have given information to the police in confidence and other classified information on intelligence material.*

- f. **Social Awareness.** All PNP personnel are encouraged to join civic, religious and social activities without compromising their official duties.
- g. **Non-Solicitation of Patronage.** All PNP personnel are discouraged to solicit influence or support from political executives, government executives, renowned individuals or groups pertaining to their career development.
- h. **Proper Care and Use of Public Property.** “A public office is a public trust” thus, every PNP personnel shall at all times be held accountable not only to their positions or ranks but also to the resources at their care or custody. Every liable personnel therefore, shall ensure security, proper care and use of the property or resources entrusted to them. Personal or unauthorized use of such property or resources is strictly prohibited.
- i. **Respect for Human Rights.** Every member of the PNP especially police personnel must ensure the promotion and protection of human rights and dignity at all times in accordance with the Universal Declaration of Human Rights and International Law which were subsequently adopted in the 1987 Philippine Constitution. Accordingly, all PNP personnel shall uphold the Rule-of-Law. This implies that no member of the organization shall allow extrajudicial killings, arbitrary arrest, any act of torture or inhumane, cruel and degrading act. Any member shall likewise not plot or evoke war, political instability, state emergency, *coup de etat*, among others, as a justification for tolerating human rights violations.
- j. **Devotion to Duty.** As enunciated in R.A. 6713 which governed all government employees and public officials, every PNP personnel must render their respective task or duty with utmost dedication, competence, efficiency, integrity, and professionalism, thereby ensuring common interest or public welfare.
- k. **Conservation of Natural Resources.** As part of the commitment of the country as member state of the United Nations, the PNP, as member of the government bureaucracy like all other government departments, agencies and instrumentalities, is compelled to ensure the protection and conservation of natural resources and ecosystem to foster sustainable development.
- l. **Discipline.** This shall be an inherent value of the PNP as a flagship law enforcement agency of the entire government bureaucracy, thus, every personnel must adhere to the rules and regulations of the organization.

- m. **Loyalty.** Such virtue as enshrined in the Constitution must be manifested by every PNP personnel as a form of dedication not only to their lawful superiors, peers and subordinates as well as the organization, but shall be extended to the greater interest of the country and people.
- n. **Obedience to Superiors.** Although civilian in character as provided for in R.A. 6975, the PNP “scalar chain of command” or its tall hierarchy implying distinct responsibilities and authorities. As such, commanders should command obedience to ensure order and accountability thus, every member of the organization is obliged to follow and respect lawful orders of their respective superiors
- o. **Command Responsibility.** Pursuant to Executive Order No. 226, otherwise known as the Institutionalization of the Doctrine of Command Responsibility in All Government Offices, particularly at all levels of Command in the Philippine National Police and Other Law Enforcement Agencies, supervisors and commanders are responsible and accountable to their subordinates. As such, they are “expected to closely monitor, supervise, direct, coordinate and control the overall activities of his subordinates within his area of jurisdiction and can be held administratively accountable for neglect of duty in taking appropriate action to discipline men.”
- p. **Morality.** Since PNP as prime law enforcement agency of the country is granted with the authority and trust of the public, it is required of the highest moral standard. As such, “*All PNP members shall adhere to high standard of morality and decency and shall set good examples for others to follow. Hence, among others, and in no instance during their terms of office shall they be involved as owners, operators, managers or investors in any house of ill-repute or illegal gambling den or other places devoted to vices; nor shall they patronize such places unless on official duty, and tolerate operations of such establishments in their respective areas of responsibilities. They shall be faithful to their lawfully wedded spouses.*”
- q. **Judicious Use of Authority.** Granted by the people with authority, the PNP is obliged to exercise at all times lawful and moral use of force in carrying out their mandated duties.
- r. **Integrity.** This is among the cornerstones of law enforcement and public service, thus all members of the PNP shall not use their authority to advance one’s interest and must at all times remain honest to their duty and the Constitution.

- s. **Justice.** The primary duty of police as law enforcers is “to serve mankind”. Accordingly, every PNP members, especially police officers, shall ensure that every citizen’s right for life, liberty and property is respected and promoted.
- t. **Humility.** All PNP members shall be made aware that their power and authority are merely reposed by the people, thus they are compelled to use such authority to protect and serve the people with utmost humility. Toward this end, all PNP members must always conduct themselves and accord the general public at all times with respect and courtesy.
- u. **Orderliness.** Each member of the PNP shall uphold stability, order and discipline by conforming to standard procedures and protocols of the agency in completing the tasks assigned to them to prevent wastage of government resources.
- v. **Perseverance.** All PNP members must take part within their capacities and lawful means to pursue the aspirations of the organization despite ordeals and difficulties.

CHAPTER 3

PERSONAL DECORUM

One of the proverbial quotations in Human Resource is that “an organization is as good as its people,” which implies that any action, behavior or character manifested by any member of an organization will be reflective of its moral fiber. Thus, every member of the PNP, especially the police officers, since they serve in the front lines and are visible to the general public, shall conduct themselves at all times in a proper and ethical manner so that the PNP’s image and credibility will remain unsullied.

This chapter highlights the desired and prescribed conduct and manner of each PNP personnel with their family, at community and in social media.

Section 3-1 Family

“The strength of a nation derives
from the integrity of the home”
-Confucius

Article XV of the 1987 Philippine Constitution acknowledges family as the “foundation of the nation” which is necessary for development. This compels the PNP, as the vanguard of development, to not only assure the protection of such institution but also to ensure that their respective families will help facilitate development.

The following are the prescribed norms and standards on how each PNP member must conduct themselves and treat their respective families, as well as the taboos:

a. DOs

- 1) Respect the sanctity of marriage.
- 2) Respect their spouses regardless of religious convictions, stature and political affiliations.
- 3) Properly care and love their children.
- 4) Assume responsible parenthood.
- 5) Provide for the needs of the children.

- 6) Respect and care for the elderly.
- 7) Respect the rights of the children.
- 8) Encourage family members to participate in the promotion, formulation and implementation of State's policies and programs.
- 9) Educate family members.

b. DON'T's

- 1) Abuse, exploit and neglect children and spouse.
- 2) Humiliate spouse and children.
- 3) Discourage family members to participate in State's policies and programs, as well as join associations that could improve their well-being.
- 4) Other behaviors that project conduct unbecoming of an officer.

Section 3-2 Community

"A life lived for others is a life well live"
-Albert Einstein

Since the power and authority of the PNP, just like all other government offices, departments, agencies and instrumentalities emanate from the people, its personnel are duty-bound to use them to the best interest of the people. Such great power and authority also require greater responsibility and accountability which demand higher standards and ethics to carry out their functions.

As such, every member of the organization must observe the proper decorum, as well as avoid the taboos in dealing with the community, identified hereunder:

a. DOs

- 1) Maintain order and cleanliness.
- 2) Converse politely.
- 3) Act promptly on assistance requested by the community.
- 4) Maintain good working and interpersonal relationships with the community.
- 5) Build rapport with the community.
- 6) Respect the diversity of people within the community.
- 7) Spit and urinate in proper places.

b. DON'Ts:

- 1) Discourtesy.
- 2) Ridicule or scorn any member of the community regardless of stature, political affiliation, culture, gender, among others.
- 3) Engage in gossips and illegal activities.
- 4) Refuse lawful and just assistance to any member of the community.
- 5) Violate communities' just policies, regulations, and ordinances.
- 6) Failure to pay just debts.
- 7) Lobby personal interests or gains.
- 8) Use profane and obscene language in dealing with the community.
- 9) Lewd action.
- 10) Other behaviors that project conduct unbecoming of an officer.

Section 3-3 Social Media Relations

“The media is the most powerful entity
on earth. They have the power to make the
innocent guilty and the guilty innocent.”
-Malcolm X

In the advent of globalization, the social media has become one of the most influential and visible avenues of communication, hence, every member of the organization must be cautious of what they post or publish online as their individual opinions and actions will be taken as a reflection of what the organization is.

a. DOs

- 1) Converse politely.
- 2) Act with propriety.
- 3) Establish good social and media relations.
- 4) Join legitimate associations and organizations without compromising mandated duties.
- 5) Promote participation and feedback.
- 6) Post Best Practices of unit and personnel.
- 7) Statement for media interview shall only be given by PIO.
- 8) Avoid obscene action.

b. DON'Ts:

- 1) Disclose and/or publish confidential information.
- 2) Use obscene language.
- 3) Post obscene materials.

- 4) Post unfounded documents and information in the social media.
- 5) Post materials/documents promoting partisan politics, secession or recidivism.
- 6) Any personnel, if directly involved in an operation or considered as first responder, may respond to a media interview for a recent incident/operation.
- 7) Other behaviors that project conduct unbecoming of an officer.

CHAPTER 4

WORK DECORUM

“Action indeed is the sole medium
of expression for ethics”
-Jane Addams

The Philippine Constitution provides that “a public office is a public trust”, hence, all public officials and government employees must guarantee no less than par service excellence. All PNP personnel as envoys and enforcers of laws must render their work not only with utmost professionalism and excellence but must do so with integrity and high moral standards.

Section 4-1 Camp Rules

c. DOs

- 1) Always wear the prescribed uniform or attire for the day. For police officers, always wear the uniform with pride, neatly and snappily through strict adherence of “LOI Tamang Bihis”.
- 2) Always stand in attention when in formation during Command Activities and avoid unnecessary movements.
- 3) Always wear PNP ID/ Office ID while inside camps or offices.
- 4) Strictly observe traffic rules.
- 5) Always yield to pedestrians, especially in pedestrian lanes.
- 6) Park vehicles properly as well as observe designated parking areas.
- 7) Observe politeness and courtesy.
- 8) Always put cellular phones on silent mode during command activities.
- 9) Conserve energy.
- 10) Use dark blue or black umbrella under the rain or extreme heat of the sun.
- 11) Use authorized shades, jackets, and shoulder bags or body bags (for ladies).

d. DON'Ts

- 1) Carry a plastic bag or other things other than an authorized black handbag.
- 2) Smoke in public places.
- 3) Drink alcoholic beverages in any place.

- 4) Stand in one leg while on formation during Inspection or any other Command Activities.
- 5) Wear shades, bag packs and jackets and other unauthorized accessories.

In addition to the aforementioned Camp Rules Decorum, every police officer must observe the following prohibitions while in uniform:

- a. Flashy colored hair and highlights.
- b. Untidy hair.
- c. Bright colored lipstick and make-up for females.
- d. Unshaved mustaches, beard and side beards.
- e. Ostentatious display of jewelries.
- f. Inappropriate wearing of shades.
- g. Tattoo on visible part of the body.
- h. Chewing gums and smoking in public places.
- i. Carrying backpacks.
- j. Wearing slippers.
- k. Holding hands with companion while walking.
- l. Nose picking and crotch scratching and other undignified behaviors in public places.
- m. Loafing in all public places and other conspicuous places.
- n. Going to ill-repute places.
- o. Slouching, especially during on-duty and while in uniform
- p. Use of mobile phone while walking.
- q. Hands inside pocket.
- r. Standing on one leg.
- s. Moving in formation.
- t. Live interview on TV wearing incomplete/improper uniform.

Section 4-2 Basic Courtesy in Dealing with Superiors

b. DOs

- 1) Treat them with utmost respect.
- 2) Properly salute senior officers in uniform while walking outdoors.
- 3) Properly salute senior officers when reporting indoors.
- 4) Always address senior officers with "Sir/Ma'am" when talking with them.
- 5) Always respectfully and cheerfully greet senior officers/NUP/Civilians when walking indoors.
- 6) Always be mindful of using nice, appropriate and decent words when talking to co-police officers and the public in general.
- 7) While walking together, the subordinate officer must always be at the left side.

- 8) While walking with significant others, they should be at the left side always.
- 9) While walking, things should be held by the left hand.

b. DON'Ts:

- 1) Ignore superiors.
- 2) Treat superiors rudely or insolently.
- 3) Criticize the error of superiors but use it as a guide in improving one's actuation.
- 4) Address/call PCOs by their ranks.
- 5) Over-familiarity.

Section 4-3 Basic Courtesy in Dealing with Peers and Subordinates

c. DOs

- 1) Always respectfully/cheerfully greet peers and subordinates.
- 2) Always converse in a tactful and pleasant manner.
- 3) Always be mindful of using nice, appropriate and decent words when talking to them.

d. DON'Ts:

- 1) Shun away your peers and subordinates.
- 2) Talk in a boastful and haughty manner.
- 3) Use indecent words and profanities.
- 4) Scorn and ridicule.
- 5) Sexual advances.
- 6) Ask gift, gratuity and personal favors.
- 7) Rumor-mongering.

Section 4-4 Basic Courtesy in Dealing with Clients

a. DOs

- 1) Greet and welcome every person visiting their office.
- 2) Ask the client about his/her concern and provide appropriate solutions and/or assistance.
- 3) Provide appropriate seats where customers can wait while others are being entertained.
- 4) Converse to their client cordially and courteously.

- 5) Respect clients regardless of their gender, social status, and political affiliations, among others.
- 6) Converse in a pleasant and tactful manner.
- 7) Provide prompt, immediate and citizen-friendly services to every request/call for police assistance.

b. DON'Ts:

- 1) Use of unsavory words to persons visiting their office.
- 2) Make the environment hostile and unfriendly for clients.
- 3) Discriminate clients based on stature, affiliation, gender, culture, religion, among others.
- 4) Make clients wait for sometime before rendering them assistance or referral to other agency/police unit.
- 5) Advise them to proceed to other government agency without the appropriate formal referral or endorsement.
- 6) Demanding other considerations aside from regular fees to be collected.
- 7) Ask/expect gifts, gratuity, and personal favors.
- 8) Sexual advances.
- 9) Raising voice when dealing with clients.

Section 4-5 Etiquette in the Workplace

a. DOs

- 1) Greet and welcome every person visiting their office.
- 2) Always converse in a pleasant manner.
- 3) Must observe working hours.
- 4) Provide/issue appropriate receipt to every fees collected on legitimate police services for police stations.
- 5) Communicate with their clients using the English or Filipino language.
- 6) Provide prompt, immediate and citizen-friendly services to every request/call for police assistance.
- 7) Perform respective duties thoroughly and efficiently and at all times be discreet, courteous, diligent and attentive, and call the attention of their immediate superiors to any matter which requires their special consideration or action.
- 8) Keep desk and workplace neat and clean.
- 9) Handle properly and conscientiously the equipment and things entrusted to them.
- 10) Answer telephone calls promptly as well as observe basic courtesy in answering calls.
- 11) Respect and treat clients well regardless of their stature, religious and political affiliations, culture, gender, among others.
- 12) Prioritize elders, minors, indigent, the poor and the oppressed, people with disabilities, and pregnant women.

b. DON'Ts:

- 1) Use of unsavory words to persons visiting their office.
- 2) Making the environment hostile and unfriendly for customer.
- 3) Providing favorable services to the wealthy and famous personalities.
- 4) Making clients wait for some time before rendering them assistance or referral to other agency/police unit.
- 5) All PNP personnel are prohibited from playing sports during office hours (8:00 AM-5:00 PM). However, it may be allowed during Tuesdays and Thursdays from 4:00 PM onwards as part of the physical fitness and sports program. (DPRM Memo dtd Oct 24, 2011).
- 6) Talking to peers in dialects not known/familiar to clients.
- 7) Demanding other considerations aside from regular fees to be collected.
- 8) Ignore, delay and hang phone calls.
- 9) Fail to act on memoranda, letters and requests within fifteen working days from receipt, except otherwise provided in the Rules Implementing the Code of Conduct and Ethical Standards for Public Officials and Employees.
- 10) Conduct disgraceful, immoral or dishonest act.
- 11) Gross insubordination.
- 12) Inefficiency and incompetence in the performance of official duties.
- 13) Refuse to perform official duty.
- 14) Coerce subordinates or clients to advance one's interest
- 15) Solicit any gift or gratuity from peers, subordinates and clients.
- 16) Use position or authority to advance one's interest.
- 17) Allow nepotism and political patronage.
- 18) Excessive public display of affection.
- 19) Use government resources (human, logistical, and financial) for personal interest.
- 20) Scorn and ridicule co-workers and clients.
- 21) Discriminate co-workers as well as clients.
- 22) Sexual advances.
- 23) Rumor-mongering.

CHAPTER 5

POLICE DECORUM

“A man who understands
decorum is a great treasure”
-Mas Oyama

The PNP is a special league of individuals in the entire government bureaucracy just like the AFP, because each individual, especially the police, are committed to sacrifice their interests and lives for the greater good of the people and the country in general. Accordingly, they must primly, courteously and lawfully delegate their duties and responsibilities.

Among the common duties and responsibilities of police officers as stipulated in Section 17, Rule II of NAPOLCOM Resolution No. 93-023 are the following:

- a. *Be ready at all times to perform his duties and obey the lawful orders of his superior officers or higher authority.*
- b. *Be responsible for the efficient performance of his duties and adequate coverage of his beat or post.*
- c. *Be cooperative and coordinate with other members of his relief, district or other division segments for the achievement of their objectives.*
- d. *Be available for duty at all times.*
- e. *He shall respond readily and report punctually to all assignments.*
- f. *Be familiarized with all the administrative and operational policies of the police station.*
- g. *Be responsible in providing crime prevention, protection of life and property, apprehension and prosecution of offenders, preservation of peace and enforcement of regulatory measures within his area.*
- h. *Be in prescribed uniform in reporting to duty.*
- i. *Be attentive to instructions and information given during briefing and record all your activities in prescribed manner during your tour of duty.*
- j. *He shall, unless otherwise ordered, report to his superior for inspection and instruction at the conclusion of his tour of duty.*

- k. *When on patrol, be constantly alert and observant in everything that takes place within your sight or hearing and do not hold conversations with anyone except in the discharge of duty.*
- l. *At night time, be vigilant by watching and frequently examining and trying accessible doors or entrances and windows of commercial or public buildings, including vacant or unoccupied houses on his beat. Be ready to investigate all suspicious circumstances you may encounter. In like manner, be able to check all uninhabited buildings or dwelling places in the day time.*
- m. *As far as practicable, he shall exert efforts to know the identities and other circumstances of permanent residents of the area assigned to him and shall keep track of movements of the newcomers or strangers transferring to merely loitering in the place. He shall report his finding without delay.*
- n. *Be sharp to take note of vehicles parked by day or staying overnight in the different streets of his beat, recording their plate numbers, and whenever possible, the owners thereof and/or drivers or operators.*
- o. *Be observant to all the movements of suspicious persons and vehicles and keep a record of the observations for ready reference when the need arises.*
- p. *Be ready to report all known suspected places of vice, such as gambling dens, houses of ill-repute, opium dives, hide-outs of persons of doubtful conduct and places frequented by vagrants.*
- q. *He shall keep himself informed of the places in his area where violations are known or reputed to exist, and he shall plan and take necessary action, duly advising his superior officer as to the steps being taken.*
- r. *Be responsible in keeping your badge properly displayed and be courteous to give your name and badge number when duly requested for identification purposes.*
- s. *Be ready to respond promptly, in the event of any disturbance of the peace within his beat or in its immediate vicinity, to restore order. Be prepared to take immediate steps to bring the offender to the police station in case of crime committed, and endeavor to save life and protect or preserve the crime scene until the arrival of the investigator.*
- t. *He shall not leave his beat until properly relieved, except when required by the exigencies of the service and for unavoidable reasons. He shall keep record of the same in his memorandum book indicating the time he left his beat, the reason for leaving and the time he returned.*
- u. *He shall take care of lost children by taking them to the residence of their parents, if located within or near the vicinity of his beat and shall promptly*

notify his station of such action. If the residence is not known or at some distant location, he shall take such necessary actions as may be required by the circumstances. He shall be observant of school children who are not in classes during the proper hours and after making inquiries, as to the reasons therefore shall take appropriate action on any case of truancy which may come to his notice.

- v. He shall take note of all obstructions in the streets or sidewalks from which accidents may occur, removing them when practicable. He shall also take appropriate action on all nuisances and other matters affecting the safety and convenience of the public or the interest of the city/municipality.*
- w. He shall exercise vigilance in order to prevent fire or avoid waste of water; take note of all garbage, dead animals or other offensive matters thrown into the streets and shall take appropriate action thereon.*
- x. He shall in order to summon aid, give three (3) blasts with the whistle and in extreme emergency, he may discharge his firearm in the air.*
- y. He shall familiarize himself with the location of the street traffic signs and if he sees them misplaced or tampered with in any manner, he shall rectify the same. If such signs are missing from their proper location, he shall make proper report of such fact to his superior.*
- z. While on patrol duty, he shall not enter any bar, nightclub, theater or any other place of amusement or business except in the strict discharge of his duty.*

Section 5-1 During Patrol

a. DOs

- 1) Operate the patrol car at moderate rate of speed, and in such a manner that will enable him to observe any condition or occurrence in his patrol beat which may require police attention. He shall adhere to the methods prescribed for foot patrolmen, except as may be otherwise directed.
- 2) Report for roll call at his station at the prescribed time. He shall report hourly to the base control operator or such time as may be assigned by his superior officer.
- 3) Patrol his assigned beat regularly, paying particular attention to critical areas.
- 4) Exercise judgment and care with due regard to the safety of life and property when responding to an emergency call.
- 5) Be in proper uniform when on duty, unless otherwise directed by his commander.
- 6) Be alert, attentive, and observant.

- 7) Perform such other lawful orders as may be directed to him by his superior officers or higher authority.

b. DON'Ts

- 1) Sleep in patrol car.
- 2) Use patrol car for personal interest.
- 3) Park in inconspicuous and ill-repute places.
- 4) Violate traffic rules and regulations except in extreme emergencies.
- 5) Chew gums and smoke.
- 6) Loaf.
- 7) Entertain personal acquaintance, friends, and relatives.
- 8) Patrol alone.
- 9) Slouch and slacken.
- 10) Use mobile phone, except when necessary and in the absence of handheld radio.
- 11) Take personal pictures (e.g. "selfies"/"groupies").
- 12) Eat while on post.
- 13) Leave post when not properly relieved.

Section 5-2 During Traffic Duty

a. DOs

- 1) Enforce all pertinent traffic laws, ordinances or regulations and shall take appropriate action on any violation of law that may come to his attention.
- 2) Maintain the orderly movement of all vehicles at his post with due regard for the safety of pedestrians, and exact compliance of the drivers thereof with the laws and regulations pertaining to traffic.
- 3) Take station nearest to the center of the street intersection as conditions will permit, and shall execute all movements of hand signals visible to motorists with uniformity and precision.
- 4) When a whistle is used in the regulation of traffic, it shall be in conjunction with the hand signal. One blast of the whistle shall mean that traffic shall stop and two blasts mean that traffic shall proceed.
- 5) Give his whole attention to his duties at all times. He shall not engage in conversation with anyone except when necessary in line of police duty and such conversation shall be brief.
- 6) Respond immediately to emergency calls for police assistance within a reasonable distance of his post, and if it cannot be done, he shall promptly notify his station accordingly.
- 7) Keep calm and control his temper even under trying and provoking circumstances. In warning or correcting a person for a slight infraction of the traffic regulations, he shall do so in a firm but brief and civil manner, and without obstructing the flow of traffic, or creating congestion. When it is necessary to arrest a driver for a

violation of the traffic regulations, he shall, if possible, order the offender out of the traffic flow to the street curb, and make such arrest without unnecessary loss of time or the obstruction of traffic.

- 8) If assigned to mounted vehicles, have charge of the duty of suppressing speeding and reckless driving.
- 9) In case of emergency, he shall notify his station, if possible, before leaving.

b. DON'T's

- 1) Delay assistance.
- 2) Accord pedestrians and motorists with scorn and disrespect.
- 3) Obstruct thoroughfares and passageways.
- 4) Violate traffic rules and regulations.
- 5) Leave his post during his tours of duty without permission, except when properly relieved by another officer.
- 6) Solicit and ask gifts, money, and similar gratuities.
- 7) Falsely charge motorists and pedestrians to advance interest.
- 8) Connive with other traffic enforcers to indict motorists and pedestrians.

Section 5-3 During Investigation Work

a. DOs

- 1) Ensure ready references of pertinent penal, special, and other related laws when situation necessitates a further research.
- 2) Acquire a thorough knowledge of the penal laws and ordinances and the elements that constitute criminal acts in violation of the various sections thereof and shall acquaint himself with the fundamental rules of evidence.
- 3) Have a thorough knowledge of the functions of the investigators which is charged with the investigation of criminal offenders, the locating of missing persons, the recovery of lost and stolen property, and other similar responsibilities.
- 4) Familiarize himself with the various types of criminals, and acquaint himself with their various methods and practices, organizations, and associations.
- 5) Follow-up each case assigned to him until there is a final official disposition of such case.
- 6) Render written report on all assignments given to him.
- 7) Have such regular hours of duty as may be prescribed by the Station Commander.
- 8) Use scientific methods and procedures in the investigation of suspects and witnesses and shall not resort to violence.

- 9) Keep his immediate superior officer regularly informed of the progress and development of cases assigned to him.
- 10) Have with him an official notebook in which he will enter the names of persons in custody by him and such particulars in each case, and also all information and matters relative to the discharge of his official duties.
- 11) As a matter of mandatory procedure, any person under interrogation for the commission of an offense shall be made aware of his constitutional rights known as the Miranda Doctrine, after which he must ask the suspect to yield to the questioning or not.
- 12) He shall as much as practicable, use a prescribed manual on custodial investigation in the performance of his duties.
- 13) He shall perform such other duties as may be assigned to him by his superior officer or higher authority.

b. DON'Ts

- 1) Leave the city or municipality to conduct any investigation or to perform any act within the purview of his duties, without the express permission of his immediate superior officer, except when in immediate pursuit of a fugitive.
- 2) Fabricate evidence.
- 3) Concoct false witnesses.

CHAPTER 6

WAY FORWARD

**“It is not living that matters
but living rightly”
-Socrates**

Since time immemorial, the PNP remains steadfast and resolute in carrying out their mandated tasks as well as in safeguarding the upholding of the Rule-of-Law enshrined in the 1987 Philippine Constitution. Despite its staunch commitment, some members of the organization, especially police officers, have committed malfeasance, have been involved in misconduct and irregularities, worst involved in illegal and nefarious activities.

All these, along with severed public relations, contributed to public distrust and negative perception towards the supposed premier law enforcement agency of the land.

These contexts established the rationale in the conceptualization of this Primer. Upon its approval, the Primer will be promulgated not only to reinvigorate the long-honored ideals and values of the organization, but most importantly, it will instill those values in each and every man and woman of the PNP.

Moreover, it shall serve as the guiding philosophy in the daily undertaking of all the uniformed and non-uniformed personnel of the PNP, which they ought to live and practice, be it at home, work, and interactions with their peers, superiors, subordinates, clients or the public in general.

To realize such noble objectives, the Primer shall be translated into specific personnel policies by concerned PNP offices/units through training modules/programs and other relevant and similar activities that could catalyze its promulgation and internalization.

The Directorate for Human Resource and Doctrine Development, as the PNP's prime mover for learning and development, and training program director, shall direct the Training Service, as its support unit, to design a training module or program that will mainstream and, likewise, cascade the Primer to all PNP units and offices, down to their personnel. Aside from cascading, the Primer shall be part and parcel of every training module conducted by the PNP. It shall be treated as a

mandatory requirement for all training to be conducted by any unit, on top of the Human Rights and Ethical Doctrine modules.

The Directorate for Personnel and Records Management as the agency's overall and central personnel manager, shall ensure that proper decorum and standards are observed by all PNP personnel, both uniformed and non-uniformed. Non-conformity to the norms and standards set forth herein shall be treated as a form of "breach of internal discipline" that shall be acted upon accordingly by the respective administrative officer of PNP offices and units, and shall be charged accordingly by the proper disciplinary authorities based on the disciplinary procedures set forth by the agency, which are all appended in this Primer.