### LAW ENFORCEMENT ORGANIZATION AND ADMINISTRATION



# POLICE Organization and ADMINISTRATION

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## Historical Development of Policing

#### Philippine Criminal Justice System

#### Its Pillar:

POLICE/LAW ENFORCEMENT "the initiators of action or the prime mover"

PROSECUTION "the champion and the state representative"

COURT "the center pillar & the final arbiter of justice"

CORRECTION "the reformer and weakest pillar" COMMUNITY "the informal or the base pillar"

#### Police:

Greek word – Polis (city-state)

Politeia – (Government of a city)

Roman word – Politia (State of a city or government)

German Polizei – Police officer

Officer De Paix – (Law enforcement officer)

Police the agency of a community/government that is responsible for enforcing the law, maintaining public order, preventing and detecting crime.

#### Police Organization and Administration

- Organization <u>a group of persons working</u> together for a common goal or objectives
- Police organization − A group of trained personnel in the field of public safety administration engaged in the achievement of goals and objectives that promotes the maintenance of peace and order, protection of life and property, enforcement of the laws and prevention of crime.

Administration – An <u>organizational process concerned</u> with the implementation of objectives and plans and <u>internal operating efficiency</u> connotes bureaucratic structure and behavior, relatively routine decision—making and maintenance of the internal order.

Police Administration – the process involved in ensuring strict compliance, proper obedience of laws and related statutes focused on the policing process or how law enforcement agencies are organized and managed in order to achieve the goals of law enforcement most effectively, efficiently and productively.

#### Functions In A Police Organization

- ✓ Primary or Line Functions
- ✓ Staff Or Administrative Functions
- Auxiliary Functions

#### Primary or Line Functions

Functions that <u>carry out the major</u> <u>purposes of the organization</u>, delivering the services and dealing directly with public.

#### Examples.

- ✓ Patrolling
- ✓ Traffic duties
- ✓ Crime investigation

#### **Staff Or Administrative Functions**

Ine function and assist in the performance of the line functions.

#### Examples.

- ✓ Planning
- ✓ Research
- ✓ Budgeting
- ✓ Legal advice

#### **Auxiliary Functions**

Functions that are <u>responsible for the logistical operations</u> of the organization.

#### Examples.

- ✓ training;
- ✓ communication;
- ✓ maintenance;
- ✓ records management;
- ✓ supplies; and
- ✓ equipment management

#### Organic Units in a Police Organization

**Operational units** - those that perform primary or line functions

Examples are:

Patrol, Traffic, investigation; and Vice control

**Administrative units** – those that perform the administrative functions

Examples are:

Personnel, Finance, Planning; and Training

Service units – those that perform auxiliary functions

Examples are:

#### Titles of Organizational units and Other Terminology

- **FUNCTIONAL UNITS** Functional divisions of the department are described in the following terms:
- **Bureau** the <u>largest organic functional unit</u> within a large department. It comprises of numbers of divisions.
- Division a primary subdivision of a bureau.
- Section <u>functional unit</u> within a division that is necessary for specialization.
- **Unit** <u>functional group</u> within a section; or the smallest functional group with in an organization.

#### **Terminologies**

Sworn officers – All personnel of the police department who have oath and who posses power to arrest.

**Superior officer** – one <u>having supervisory</u> <u>responsibilities</u>, either temporarily or permanently, over officers of low rank.

Commanding officer – an officer who is in command of the department, a bureau, a division, and area or district.

Ranking officer – the officer who has the more senior

Length of Service - the <u>period of time that has elapsed</u> since the oath of office was administered previous active services may be included or added.

On duty - the period when an officer is actively engaged in the performance of his duty.

Off duty - the nature of which the police officer is free from specific routine duty.

Special Duty - the police service, its nature, which requires that the officer be excused from the performance of his active regular duty.

Leave of absence - period, which an officer is excused from active duty by any valid/acceptable reason approved by higher authority.

Sick leave - period which an officer is <u>excused</u> from active duty by reason of illness or injury.

Suspension - a consequence of an act which temporarily deprives an officer from the privilege of performing his duties as result of violating directives or other department

Department Rules - rules established by department directors/supervisors to control the conduct of the members of the police force.

Duty Manual - <u>describes the procedures</u> and defined the <u>duties of officers</u> assigned to specified post or position.

Order - an instruction given by a ranking officer to a subordinate, either general order, special or personal Report - Usually a written communication unless otherwise specifies to be verbal reports; verbal reports should be confirmed by written communication.

#### THE POLICE ORGANIZATION AND ADMINISTRATION

#### **GOALS OF POLICE ORGANIZATION**

- To prevent crimes;
- To safeguard Constitutional Rights;
- To protect the people and their property from harm and violence;
- To identify criminals or law violators and apprehend them;
- Provide public services especially on emergency basis.

- What is the meaning of Greek word "Politeia"?
- a. City-state
- b. Police
- c. Condition of the state or government
- d. None of these

- 2. What is the largest unit within a large department?
- a. Department
- b. Bureau
- c. Division
- d. Unit

- 3. Which of the following statement is NOT untrue?
- a. Greek word polis means city-state
- b. The word law enforcement officers is derived from French word officer de paix
- c. The Greek word politeia means government of a city
- d. All of the above
- e. None of these

- 4. It refers to the process involved in ensuring strict compliance, proper obedience of laws and related statutes focused on the policing process.
- a. Police planning
- b. Police organization
- c. Police Administration
- d. None of these

- 5. what function of police organization are designed to support and assist the line functions?
- a. Staff
- b. Administrative
- c. Line
- d. Both A and B
- e. None of these

- 6. an officer who is in command of the department, a bureau, a division, and area or district.
- a. Ranking officer
- b. Peace officer
- c. Commanding officer
- d. Superior officer

- 7. the officer who has the more senior rank/higher rank in a team or group.
- a. Ranking officer
- b. Peace officer
- c. Commanding officer
- d. Superior officer

- 8. Refers to one having supervisory responsibilities, either temporarily or permanently, over officers of low rank.
- a. Ranking officer
- b. Peace officer
- c. Commanding officer
- d. Superior officer

9. It refers to an instruction given by a ranking officer to a subordinate, either general order, special or personal

•

- a. Duty manual
- b. order
- c. Report
- d. Ranking officer

- 10. The following are NOT the pillars of Philippine Criminal Justice System. EXCEPT:
- a. Police or Law Enforcement
- b. Prosecution
- c. Court
- d. Correction
- e. Community
- f. All of the above
- g. None of these

#### **ORGANIZATIONAL STRUCTURE**

- the systematic arrangement of the relationship of the members, positions, departments and functions or work of the organization
- it is comprised of functions, relationships, responsibilities and authorities of individuals within the organization

#### KINDS OF ORGANIZATIONAL STRUCTURE

- Line Structure/ Line Organization
- The Functional Organizational Structure
- Line and Staff Structure

#### Line Structure/ Line Organization

- The line structure is the <u>oldest, simplest</u> and clearest form of organizational design. (Military)
- The <u>authority flows from the top to the bottom</u> of the organization in a <u>clear and unbroken line</u>, creating a set of superior-subordinate relations in a <u>hierarchy</u> commonly called <u>chain of command</u>
- A primary emphasis is placed upon accountability by close adherence to the chain of command.

#### The Functional Organizational Structure

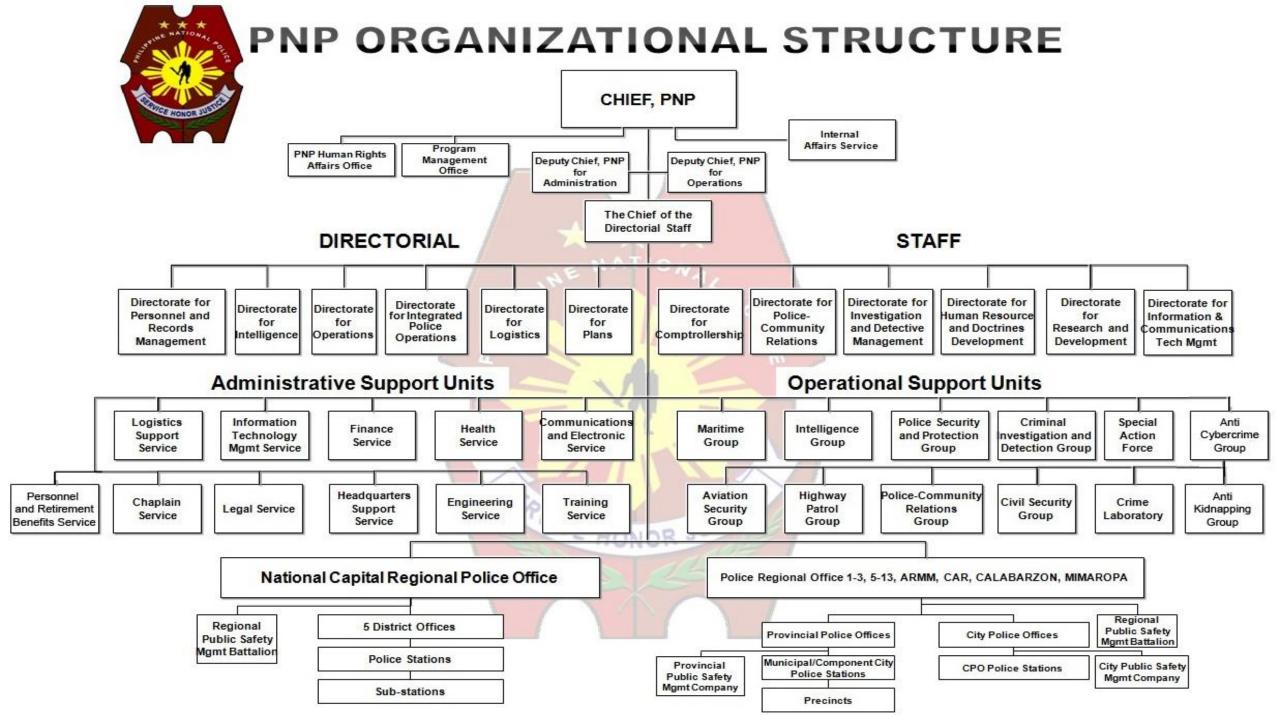
- It <u>divides responsibility</u> and <u>authority</u> between several specialists,
- structure <u>according to functions and specialized</u> units
- depicts staff functions of the organization
- <u>responsibilities</u> are <u>divided among</u> <u>authorities</u> who are all accountable to the authority above

#### **Line and Staff Structure**

- organization so that service of knowledge can be provided line personnel by specialists such as the criminalists, the training officer, the research and development specialists, the public relation officer, and the intelligence specialists.
- a combination of the line and functional kind
- combines the flow of information from the line structure with the staff departments that service, advise, and support them
- generally more formal in nature and has many departments

#### **ORGANIZATIONAL CHART**

- an illustration in the form of a chart which represents the organizational structure
- the mechanical means of depicting, by an arrangement of symbols, the relationships that exist between individuals, groups and functional relationships between groups and individuals clearly defined to ensure accountability and compliance



#### LAW ENFORCEMENT AGENCY

- pertains to an <u>organization</u> responsible for enforcing the laws.
- who are dedicated to upholding and enforcing the laws and statutes that are currently in force in a given jurisdiction.

#### PRINCIPLES OF POLICE ORGANIZATION

- Principle of Unity of Objectives an organization is effective if it <u>enables the individuals to contribute</u> <u>to the organization's objectives.</u>
- Principle of Organizational Efficiency organization structure is effective if it is <u>structured</u> in such a way to aid the accomplishment of the organization's objectives with a minimum cost.
- Functional Principle refers to <u>division of work</u> <u>according to</u> type, place, time and specialization

- Scalar Principle of particular personnel to particular tasks which are highly technical and require special skills and training
- shows the <u>vertical hierarchy of the organization</u> which <u>defines an unbroken chain of units from top to bottom</u> describing explicitly the flow of authority.
  - Unity of Command- dictates that there should only be <u>ONE</u> <u>MAN commanding the unit</u> to ensure uniformity in the execution of orders
  - **Span of Control** the <u>maximum number of subordinates</u> <u>that a superior can effectively supervise</u>
  - Delegation of Authority- <u>conferring of certain specified</u> <u>authority</u> by a superior to a subordinate
  - -Specialization Specialization grouping of activities and
  - segregation of line, staff, and auxiliary functions.

- Chain of Command- the <u>arrangement of officers from top to bottom</u> on the basis of rank or position and authority
- Command Responsibility- dictates that immediate commanders shall be responsible for the effective supervision and control of their personnel and unit
  - NAPOLCOM MC No. 95-03 "Institutionalization of the Doctrine of Command Responsibility at <u>all levels</u> <u>of Command in the PNP</u>
  - **EO No. 226** "Institutionalization of the Doctrine of Command Responsibility in *all Government offices*

- Line and Staff implies that a system of varied functions arrange into a workable pattern. The <u>line organization is responsible for the direct accomplishment</u> of the objectives while the <u>staff is responsible for support</u>, advisory or facilitative capacity
- Principle of Balance states that the <u>application of</u> <u>principles must be balanced</u> to ensure the effectiveness of the structure in meeting organization's objectives
- Principle of Delegation by Results states that authority delegated should be adequate to ensure the ability to accomplish expected results

Principles of Absoluteness of Responsibility – explains that the responsibility of the subordinates to their superior for performance is absolute and the superior cannot escape responsibility for the organization on activities performed by their subordinates.

Principle of Parity and Responsibility – explains that <u>responsibility for action cannot be greater</u> than that implied by the authority delegated <u>nor should it be less</u>.

- Authority Level Principle implies that decisions within the authority of the individual commander should be made by them and not be returned upward in the organizational structure.
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#### FOUR PRIMAL CONDITIONS OF AN ORGANIZATION

#### 1) AUTHORITY

- the supreme source of government for any particular organization
- the right to exercise, to decide and to command by virtue of rank and position

#### 2) MUTUAL COOPERATION

an organization exists because it serves a purpose

#### 3) DOCTRINE

- provides for the organization's objectives
- provides the various actions, hence, policies, procedures, rules and regulations of the organization are based on the statement of doctrines

#### 4) DISCIPLINE

comprising behavioral regulations

#### PRINCIPLES OF EFFICIENT MANAGEMENT

#### **DIVISION OF WORK**

✓ work specialization can increase efficiency with the same amount of effort

#### **AUTHORITY AND RESPONSIBILITY**

- ✓ authority includes the right to command and the power to require obedience
- ✓ one cannot have authority without responsibility

#### DISCIPLINE

✓ necessary for an organization to function effectively, however, the state of the disciplinary process depends upon the quality of its leaders

#### UNITY OF COMMAND

subordinates should receive orders from one superior only

#### SCALAR CHAIN

- ✓ the hierarchy of authority is the order of ranks from the highest to the lowest levels of the organization
- ✓ shows the vertical hierarchy of the organization which defines an unbroken chain of units from top to bottom describing explicitly the flow of authority

#### MANAGEMENT OR ADMINISTRATIVE FUNCTIONS (POSDCRB)

- 1. **PLANNING** refers to the <u>determination in</u> <u>advance</u> of how the objectives of the organization will be attained. (Setting goals or objectives)
- 2. ORGANIZING involves the <u>determination and</u> <u>allocation of the men and women as well as the resource</u> of an organization to achieve predetermined goals or objectives of the organization. (Division of work/tasks)

- 3. DIRECTING involves the <u>overseeing and</u> <u>supervising of the human resources</u> and the <u>various activities in an organization</u> to achieve through cooperative efforts the pre-determined goals or objectives of the organization.
- 4. STAFFING the task of providing competent men to do the job and choosing the right men for the right job. It involves good selection and processing of reliable and well-trained personnel.

- 5. CONTROLLING involves the checking or evaluation and measurement of work performance and comparing it with planned goals or objectives of the organization, and making the necessary corrective actions so that work is accomplished as planned.
- 6. **REPORTING** the <u>making of detailed account of activities</u>, work progress, investigations and unusual in <u>order</u> to keep everyone informed or what is going on.
- 7. BUDGETING the forecasting or estimating in detail of the results of an officially recognized program of operations based on the highest reasonable expectations of operating efficiency.

#### THEORIES OF POLICE SERVICE

#### **HOME RULE THEORY**

- policemen are regarded as <u>servants</u> of the <u>community</u>, who rely for the efficiency of their functions upon the express needs of the people
- policemen are civil servants whose key duty is the preservation of public peace and security
- > It exist in United States, England and Philippines

#### **B. CONTINENTAL THEORY**

- policemen are regarded as servants of the higher authorities
- the people have no share or have little participation with the duties nor connection with the police organization
- It exist in **France**, **Italy and Spain-countries** with a decentralized form of government

#### CONCEPTS OF POLICE

#### **OLD CONCEPT**

- police service gives the impression of being merely a suppressive machinery
- this philosophy advocates that the measurement of police competence is the increasing number of arrests, throwing offenders in detention facilities rather than trying to prevent them from committing crimes

#### MODERN CONCEPT

- regards police as the first line of defense of the criminal justice system, an organ of crime prevention
- police efficiency is measured by the decreasing number of crimes
- broadens police activities to cater to social services and has for its mission the welfare of the individual as well as that of the community in general

- 1. The organizational principle which dictates that every police officer should report to one and only one superior refers to \_\_\_\_.
  - (a) Command responsibility
  - (b)Unity of command

- (c) Span of control
- (d) Coordination
- 2. What type of organizational structure in which quick decisions are made because of direct line authority and discipline can be easily administered.
  - (a) Line organization

- (c) Functional organization
- (b) Line and staff organization (d) Staff organization

- 3. It depicts the unbroken flow of command from the top to the bottom of the organizational hierarchy.
  - a. Chain of command c. Unity of command

b. Span of control

- d. Delineation of power
- 4. Command responsibility postulates that
- a. The commander is directly responsible for any act or omission of his subordinates in relation to the performance of their official duty
- b. The commander is accountable to the people
- c. The commander is responsible to all personnel within his command
- D. The commander is responsible to his men, thus he has full authority to direct his men

- 5. Division of tasks of command among the officers of the various units is called .
  - a. Division of work
  - b. Delegation of Authority

- c. Assignment
- d. Placement
- 6. Organizational chart\_\_\_\_\_\_.
- a. Shows the chain of command, organization's strength and weaknesses and work relationships
- b. Serves as historical record of changes over the years, an excellent training and briefing device and a guide in planning for expansion and changes in reorganization.
- c. A and B
- d. B only

- 7. What is the organizational structure of the PNP?
  - a. Functional

c. Line and staff

b. Line

- d. Matrix
- 8. Hierarchy of authority which is the order of ranks from the highest to the lowest levels of the organization is known as
- a. Scalar Chain

- c. Unity of command
- b. Command responsibility
- d. Chain of command

- 9. This organizational principle assumes that there is a limit to the number of individuals that a supervisor can effectively control.
- a. Chain of command
- b.Unity of command

- c. Span of control
- d. A and B

- 10. Span of control is a principle that assumes that there is a limit to the number of individuals that a supervisor can effectively control. This statement is \_\_\_\_\_
- a. False
- b. No
- c. True
- d. Yes

## EVOLUTION OF POLICING SYSTEM

#### A. ANGLO-SAXON PERIOD OF POLICING SYSTEM (600-1006 AD)

#### Tun Policing System

- A system of policing emerged during the Anglo-Saxon period whereby all male residents were required to guard the town (tun) to preserve peace and protect the lives and properties of the people.
- Ten families in a town (tun) equaled a tithing.
- Each tithing elected a leader who was known as the <u>Tithingman</u>. Since 10 tithings amounted to 100, the leader of the 100 families was named the reeve.
- Both the tithingman and reeve were elected officials.
- They possessed judicial power as well as police authority.

- Hue and Cry provides for methods of apprehending a criminal by an act of the complainant shout to call all male residents to assemble and arrest the suspect.
- Trial by Ordeal A judicial practice where in the guilt or innocence of the accused is determined by subjecting him to unpleasant, usually dangerous, experience. The word "ordeal" was derived from the Medieval Latin word "Dei Indicum" which means "a miraculous decision."

#### B. NORMAN PERIOD OF POLICING SYSTEM (1066-1225 AD)

#### 1. Shire-Reeve

- "Shires" a <u>division of (55) military areas</u> in England under the Regime of France.
- "Reeve" (the head-man) the military leader (lieutenants of the army) who is in charge of the Shires.
- Two <u>"Constabuli"</u> or "The Keeper of the Horse" was appointed to each village to aid the Rieve in his duties. It became the source of the word <u>Constable.</u>
- person which <u>absolute powers that no one could</u> questions his or her actions.

- 2. Travelling Judge judge selected to hear cases which were formerly being judge by the Shire-Rieve and task to travel through and hear criminal cases. This was the <u>first instance of the division of the police and judicial powers.</u>
- 3. Leges Henrici an act that was enacted during this period with the following features:
- Offenses were classified as against the <u>king and</u> <u>individual</u>.
- Policeman becomes public servant
- The police and the citizens have the broad power to arrest. It introduced the system called "citizen's arrest."
- -Grand Jury was created to inquire on the facts of the law.

- 4. Magna Carta- another law enacted upon the demand of the Knights of the Round Table forcing the King to sign the same with the following features:
- No freeman shall be taken or imprisoned except by legal judgement.
- No person shall be tried for murder unless there is proof of the body of the victim.
- 5. Frankpledge System A system of policing whereby a group of ten neighboring male residents over twelve years of age were required to guard the town to preserve peace and protect the lives and properties of the people.

  Tuesday, November 24

#### C. WESTMINSTER PERIOD OF POLICING SYSTEM (1285-1500)

- Statute of 1295 the law that mark the <u>beginning of the curfew</u> <u>hours</u>, which demanded the closing of the gates of London during sundown.
- <u>Three or four men who were learned in</u>
  <u>the law of the land were given authority</u> to pursue arrest,
  chastise and imprison violators of law. They handled felonies,
  misdemeanors and infractions of city or villages ordinances. This
  was later abolished about 75 years later.
- Tourts of the Star-Chamber (1487) a special court designed to try offenders against the state. The room set-up is formed in a shape of a star and judges were given great powers such as the power to force testimony from a defendant leading to a great abuse of power or brutality on the part of the judges.

  November 26.

The Merchant Police (1500) - Merchants began employing persons to protect their property, banks employ guards and night watchmen were hired to watch business establishments and private detectives were employed to locate and identify stolen property.

The Parochial Police - Dividing the people of the cities into religious areas or parishes and they bond together and employ their own police to protect them and their property.

### D. MODERN PERIOD OF POLICING SYSTEM

In 1829, Sir Robert Peel introduced the Metropolitan Police Act passed by the parliament of England-the milestone of England's police force. Sir Robert Peel become famous and was considered as the Father of Modern Policing System.

#### Peel's Concepts of Policing are:

- The police should be organized along military lines.
- The police should be place under screening and training.
- The police should be hired on a probationary basis.
- The police should be deployed by time and by area.
- Police headquarters should be accessible to the people.
- Police-Record keeping is essential.

#### The Principles of Law Enforcement enunciated by Sir Robert Peel

- Prevention of Crime is the basic mission of the police.
- Police must have the full respect of the citizenry.
- A citizen's respect for law develops his respect for the police.
- Cooperation of the public decreases as the use of force increases.
- Police must render impartial enforcement of the law.
- Physical force is used only as a last resort.
- The police are the public and the public are the police.
- The police represent the law.
- The absence of crime and disorder is the test of police efficiency.

## The Political Era (1840-1930)The police forces were characterized by:

- >Authority coming from politicians and the law.
- > A broad social service function
- > Decentralized organization
- An intimate relationship with the community
- Extensive use of foot patrol

#### The Reform Era (1930-1980)

The police forces were characterized by:

- >Authority coming from the law and professionalism
- >Crime control as their primary function
- A centralized and efficient organization
- >Emphasis on preventive motorized

#### The Community Era (1980's-present)

- Under this era of policing, police forces are characterized by:
- >Authority coming from community support, law and professionalism
- Provision of broad range of police services, including crime control
- > Decentralized organization
- > An intimate relationship with the community
- > Use of problem-solving approach

# PHILIPPINE POLICING SYSTEM

The institution of police in the Philippines formally started during the <u>Spanish period</u>. The establishment of the police force was not entirely intended for crime prevention or peacekeeping, rather it was created as an extension of the colonial military establishment.

#### A. SPANISH PERIOD

Carabineros De Seguridad Publica- Organized in 1712 for the purpose of carrying the regulations of the Department of State; this was armed and considered as the mounted police.

Tuesday, November 26, 2019

- Guadrilleros/Cuadrillo- This was a body of rural police organized in each town and established by the Royal Decree of 18 January 1836; this decree provided that 5% of the able-bodied male inhabitants of each province were to be enlisted in this police organization for three years
- Decree issued by the Crown on 12 February

  1852 to partially relieve the Spanish Peninsular
  troops of their work in policing towns.

#### **AMERICAN PERIOD**

- The Americans established the United States Philippine Commission headed by General Howard Taft as its first governor-general. On <u>January 9, 1901, the Metropolitan Police Force of Manila was organized pursuant to Act No 70</u> of the Taft Commission. This has become the basis for the celebration of the <u>anniversary of the Manila's Finest every January 9<sup>th</sup>.</u>
- Act No 175 entitled "An Act Providing for the Organization and Government of an Insular Constabulary", enacted on July 18, 1901
- Capt. Henry Allen- the <u>first chief of the Philippine Constabulary</u> in 1901
- on July 31, 1901

- Capt. George Curry- the <u>first chief of police</u> of the Manila Police Department in 1901
- Act No 255 The act that <u>renamed the</u> <u>Insular Constabulary into Philippine</u> <u>Constabulary</u>, enacted on October 3, 1901
- Philippines enacted on December 23, 1940

#### POST-AMERICAN PERIOD

PRA 4864- otherwise known as the <u>Police Professionalization</u> <u>Act of 1966, enacted on September 8, 1966; created the Police Commission (POLCOM); later POLCOM was renamed into National Police Commission (NAPOLCOM)</u>

#### D. MARTIAL LAW PERIOD

PD 765- otherwise known as the <u>Integration Act of 1975</u>, enacted on August 8, 1975; established the <u>Integrated National Police (INP)</u> composed of the <u>Philippine Constabulary (PC) as the nucleus and the integrated local police forces as components</u>, under the Ministry of National Defense transferred the NAPOLCOM from the Office of the President to the Ministry of National Defense

#### **POST MARTIAL LAW REGIME**

- <u>municipal government the operational supervision</u> and direction over all INP units assigned within their locality; issued on July 10, 1985
- Executive Order No 1040- transferred the administrative control and supervision of the INP from the Ministry of National Defense to the National Police Commission
- R.A. 157- created the National Bureau of Investigation, enacted June 19, 1947 and later reorganized by RMARIO 2678 PLANNING TUESDAY, NOVEMBER 26, 2019

- RA 6975- otherwise known as the Department of the Interior and Local Government Act of 1990, enacted on December 13, 1990; reorganized the DILG and established the Philippine National Police, Bureau of Fire Protection, Bureau of Jail Management and Penology and the Philippine Public Safety College
- RA 8551- otherwise known as the <u>Philippine National Police</u> <u>Reform and Reorganization Act of 1998</u>, enacted on <u>February 25, 1998</u>; this law amended certain provisions of RA 6975
- RA 9708- law amending the provisions of RA 6975 and RA 8551 on the minimum educational qualification for appointment to the PNP and adjusting the promotion system; approved on 12 August 2009

#### IMPORTANT FILIPINO PERSONALITIES IN THE EVOLUTION OF PHILIPPINE POLICING

- Brig Gen Rafael Crame the first Filipino chief of the Philippine Constabulary in 1917
- Col. Antonio Torres- the first Filipino chief of police of the Manila Police Department in 1935
- **Col.** Lamberto Javalera- the first chief of police of the Manila Police Department after the Philippine Independence from the United States of America in 1946
- -P/Dir Gen. Cesar Nazareno- the first chief of Philippine National Prolimeter Planning

#### **Traditional vs Community Policing**

Who are the Police?

#### **Traditional** Policy

A government agency for law enforcement.

#### **Community Policy**

- Police are the public and the public are the police.

RA 10973 - an act granting the Chief of the Philippine National Police (PNP) and the Director and the Deputy Director for Administration of the Criminal Investigation and Detection Group (CIDG) the authority to administer oath and to issue subpoena and subpoena duces tecum, amending for the purpose Republic Act No. 6975, amended, otherwise known as "Department of the Interior and Local Government Act of 1990"

- Approved on 01 March 2018

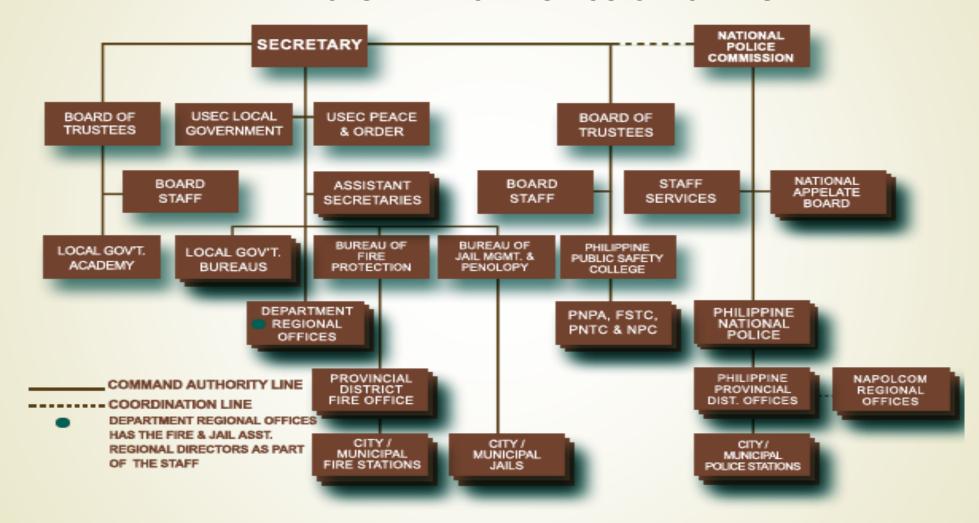
## HIGHLIGHTS OF R.A. 6975 AS AMENDED BY R.A. 8551 AND R.A. 9708



## THE DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT (DILG)

- formerly Department of Local Government (DLG)
- reorganized under RA 6975

#### ORGANIZATIONAL STRUCTURE OF DILG



#### **ORGANIZATION:**

- -consist of:
  - the Department proper
  - existing bureaus and offices of the DLG
  - local government units (LGU)
  - provincial governors
  - city and municipal mayors
  - the National Police Commission
  - the Philippine Public Safety College
  - Philippine National Police
  - Bureau of Fire Protection
  - Bureau of Jail Management and Penology

- the **PPSC**, **PNP**, **BFP** and **BJMP** were created under RA 6975
- headed by the Secretary to be appointed by the President and who shall serve at the pleasure of the President
- the Secretary shall be assisted by two (2) Undersecretaries and three (3) Assistant Secretaries
- Undersecretary for Local Government
- Undersecretary for Peace and Order
- No retired or resigned military officer or police official may be <u>appointed as Secretary within one (1) year from date of</u> <u>retirement or resignation</u>
- the Secretary is also the <u>ex officio chairman</u> of the <u>National</u>
  Police Commission

## RELATIONSHIP OF THE DILG WITH THE DEPARTMENT OF NATIONAL DEFENSE (DND)

- Under RA 6975, the Armed Forces of the Philippines (AFP) was in charge with external security while the DILG was in charge with internal securitya
- Philippines is now in charge with both internal and external security with the PNP as support through information gathering and performance of ordinary police functions



# THE NATIONAL POLICE COMMISSION

- an agency attached to the DILG for policy coordination
- shall <u>exercise administrative control</u>
  and operational supervision over the PNP

#### Composition:

- Consist of a Chairperson, four (4) regular

  Commissioners and the Chief of PNP as ex

  officio member
- shall serve a term of office of <u>six (6) years</u> without reappointment or extension
- three of the four regular commissioners shall come from civilian sector and not former members of the police or military

- the fourth regular commissioner shall come from the law enforcement sector either active or retired Provided, That an active member of a law enforcement agency shall be considered resigned from said agency once appointed to the Commission
- <u>at least one (1)</u> of the four regular commissioners <u>shall be</u>
  <u>a woman</u>
- from among the <u>three regular commissioners from the</u> <u>civilian sector</u>, the Vice Chairperson shall be chosen
- the Vice Chairperson shall act as the Executive Officer of the Commission

#### Qualifications of the Regular Commissioners

- -citizens of the Philippines
- lawyers with <u>at least five (5) years</u> <u>experience</u> in handling criminal or human rights cases; or
- holders of a master's degree in public administration, sociology, criminology, criminal justice, law enforcement and other related disciplines

## Temporary or Permanent Incapacity of the Chairperson.

In case of absence due to the temporary incapacity of the chairperson, the Vice chair shall serve as Chairperson until the Chairperson is present or regains capacity to serve. In case of permanent incapacity disqualification of the chairperson, the acting chairperson shall also act as such until a new chairperson shall have been appointed by the Presidente GARANDE MUSICIA MITTER PANNING

#### Removal from Office

The members of the Commission may be removed from office for cause. All vacancies in the Commission, except through expiration of term, shall be filled up for the unexpired term only: Provided that any person who shall be appointed in this case shall be eligible for regular appointment for another full term.



# PHILIPPINE NATIONAL POLICE

•organized pursuant to RA 6975, as amended by RA 8551 and 9708

#### PHILIPPINE NATIONAL POLICE

- a law enforcement agency <u>under the operational control</u> of the <u>Department of the Interior and Local Government</u> and <u>administrative supervision of the National Police</u> <u>Commission</u>
- it is an organization that is national in scope and civilian in character, as provided by <u>Section 6, Article 16 of the 1987</u> <u>Philippine Constitution:</u>
- "The state shall establish and maintain one police force which shall be <u>national in scope and civilian in character</u>..."
- headed by the Chief, PNP, with the rank of Director General, appointed by the President and who shall serve a term of office of four (4) years

#### NATIONAL IN SCOPE

- means that the PNP is a nationwide government organization whose jurisdiction covers the entire breadth of the Philippine archipelago
- all uniformed and non-uniformed personnel of the PNP are national government employees

#### CIVILIAN IN CHARACTER

means that that the PNP is not a part of the military, although it retains some military attributes such as discipline

#### POWERS AND FUNCTIONS OF THE PNP

- Enforce all laws and ordinances relative to the protection of lives and properties;
- Maintain peace and order and take all necessary steps to ensure public safety;
- Investigate and prevent crimes, effect the arrest of criminal offenders, bring offenders to justice and assist in their prosecution;
- **Exercise the general powers to make arrest, search and seizure** in accordance with the Constitution and pertinent laws;

- 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;
- Issue licenses for the possession of firearms and explosives in accordance with law;
- 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 purpose of their

#### ORGANIZATION AND COMPOSITION OF THE PNP

- shall be headed by a Chief who shall be assisted by two (2) deputy chiefs:
  - Deputy Chief for Administration
  - Deputy Chief for Operations
- the Chief PNP and the two (2) deputy chiefs shall be appointed by the President
- no officer who is <u>retirable within six (6) months shall be</u> <u>appointed Chief</u>
- the PNP shall be composed of a national office, regional offices, provincial offices, district offices, and city or

#### MANNING LEVELS

- Section 27 of R.A. 6975 provides (police-to-population ratio)
- -1:500 nationwide average
- 1:1000 minimum police-topopulation ratio

## PNP rank classification and its counterpart in the Military

#### POLICE COMMISSIONED OFFICER RANKS (PCO)

INSPECTOR TO DIRECTOR GENERAL

**Director General Deputy Dir. General** Director Chief Supt. Senior Supt. Superintendent **Chief Inspector Senior Inspector** Inspector

General Lieutenant Gen. Major General **Brigadier General** Colonel Lt. Colonel Major Captain Lieutenant

## POLICE NON-COMMISSIONED OFFICER RANKS (PNCO)

PO1(Patrolman/woman to SPO4 (Police Executive Master sgt.

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SPO4(PEMS) ← → Master Sergeant
SPO3(PCMS) ← → Technical Sergeant
SPO2 (PSMS) → Staff Sergeant
SPO1(PMS) ← → Sergeant
PO3 (PSS) ← → Corporal
PO2 (PC) ← → Private 1<sup>st</sup> Class
PO1 (P) ← → Private
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#### Note:

Cadets of the Philippine National Police Academy (PNPA) are classified above the Senior Police Officer IV and below the Inspector rank in the PNP.

## KEY POSITIONS AND THEIR CORRESPONDING RANKS IN THE PNP

- Chief- highest position in the PNP, with the rank of <u>DIRECTOR GENERAL</u>
- Deputy Director General ranks
  - DDG for Administration (2<sup>nd</sup> in Command)
  - DDG for Operation (3<sup>rd</sup> in Command)
  - Chief of the Directorial Staff (4<sup>th</sup> in Command)

- NCR Director with the rank of <u>Director</u>
- Regional Director -with the rank of <u>Chief</u>
  <u>Superintendent</u>
- Provincial Director -with the rank of <u>Senior</u>
  <u>Superintendent</u>
- NCR District Director -with the rank of Chief Superintendent
- Chief of Police with the rank of <u>Chief</u>

#### STATUS OF THE MEMBERS OF THE PNP

- police officers are employees of the national government and shall draw their salaries from the national budget
- that of public school teachers police officers assigned in Metro Manila, chartered cities and first class municipalities may be paid financial incentives by the local government unit concerned subject to availability of funds

### GENERAL QUALIFICATIONS FOR APPOINTMENT TO THE PNP (RA 6975, AS AMENDED BY RA 8551 AND RA 9708)

- A citizen of the Philippines;
- A person of good moral conduct;
- purpose of determining physical and mental health; Must have passed the psychiatric/psychological, drug and physical tests to be administered by the PNP or by any NAPOLCOM accredited government hospital for the
- Must possess a formal baccalaureate degree from a recognized institution of learning

- Must be eligible in accordance with the standards set by the Commission; Must have passed the board examination given by the Profession Regulation Commission (PRC) or the NAPOLCOM Police Entrance Examination
- Must not have been dishonorably discharged from military employment or dismissed for cause from any civilian position in the Government;
- Must not have been convicted by final judgment of an offense or crime involving moral turpitude;
- Must be at least one meter and sixty-two centimeters (1.62 m) in height for male and one meter and fifty-seven (1.57 m) for female;

- Must weigh not more or less than five kilograms (5kgs) from the standard weight corresponding to his or her height, age and sex; and
- For a new applicant, must not be less than twenty-one (21) nor more than thirty (30) years of age

NOTE: Section 30 of R.A. 6975, as amended by section 14 of R.A. 8551, was further amended by R.A. 9708 "...PNP members who are already in the service upon the effectivity of Republic Act No. 8551 shall be given five (5) years to obtain the minimum educational qualification preferably in law enforcement related courses, to be reckoned from the date of the effectivity of this amendatory Act: Provided, furthermore, That for concerned PNP members rendering more than fifteen (15) years of service and who have exhibited exemplary performance as determined by the Commission, shall no longer be required to comply with the aforementioned minimum educational requirement."

#### SPECIFIC QUALIFICATIONS THAT MAY BE WAIVED

- APPOINTMENT UNDER A WAIVER PROGRAM (NAPOLCOM MC No. 2013-004)
- 8.1. Conditions on waivers for initial appointment to the PNP
  - The age, height and weight for initial appointment to the PNP may be waived only when the number of qualified applicants falls below the approved national/regional quota.
  - The Commission en banc may grant age, height and weight waiver. The NAPOLCOM Regional Director may grant height waiver to a member of an indigenous group.
  - Waiver of the age requirement may be granted provided that the applicant shall not be less than twenty (20) nor more than thirty five 135 any ears of face planning

Waiver of the height requirement may be granted to a male applicant, Who is at least 1 meter and 57 cm (1.57m) and to a female applicant who is at least I meter and 52 cm (1.52m): Provided, that the minimum height requirement for applicants who belong to indigenous group duly certified by the National Commission on Muslim Filipinos (NCMF), or the National Commission on Inrligenous Peoples (NCIP) shall be 1.52m for male and 1.45m for female. Provided further, that the Commission shall require said applicants to submit appropriate proof of their membership in a certain indigenous group.

An applicant who is granted a <u>weight waiver</u> shall be given reasonable time <u>not exceeding six (6) months</u> within which to comply with the said requirement. Failure to attain the required weight shall cause the termination from the service.

### Factors to be considered in the Grant of Waivers

- Possession of <u>special skills</u> in evidence gathering and safekeeping, cyber crime investigation, detection and prevention, crime scene investigation, martial arts, marksmanship and similar special skills.
- Special talents in the field of sports, music or arts and culture.
- <u>Extensive experience or training in forensic science</u> and other legal, medical and technical services.
- Outstanding academic records and extracurricular activities of applicant during his/her school days, good family background in law enforcement or socio-civic activities, recognized social standing in the community, awards and commendations received, which should indicate to the Commission En Banc that the applicant commendations good member of the Philippine National Police.

## Selection Criteria under the waiver program

- Applicants who possess the <u>least</u> disqualifications shall take precedence over those who possess more disqualifications.
- The requirement shall be waived in the following order: Age, Height, Weight

### NOTE:

- -Appointment under a <u>waiver program is</u> temporary. PNP members who failed to comply with the specific requirements shall be dismissed.
- PNP members under the waiver program but is dismissed for failure to comply with the requirements can RE-APPLY provided he now have the minimum requirements.

  POLICE ORGANIZATION AND ADMINISTRATION WITH POLICE PLANNING

  November 26

### APPOINTMENT OF UNIFORMED PNP PERSONNEL

- PO1 TO SPO4 appointed by the Regional Director for regional personnel or by the Chief, PNP for the national headquarters
- INSP. TO SUPT. appointed by the Chief, PNP
- **SR. SUPT TO DDG** appointed by the President upon recommendation of the Chief, PNP, subject to confirmation by the Commission on Appointments
- DIRECTOR GENERAL appointed by the President from among the senior officers down to the rank of C/Supt, subject to the confirmation of the Commission on Appointments
  Tuesday, November 26, 2019

### KINDS OF APPOINTMENT

- PERMANENT when an applicant possesses the upgraded general qualifications for appointment in the PNP.
- **TEMPORARY** Any PNP personnel who is admitted due to the waiver of the educational or weight requirements. Any member who will fail to satisfy any of the waived requirements with the specified time periods shall be dismissed from the service.

Pursuant to NAPOLCOM Memorandum Circular No. 2007-009, a newly recruited PO1 shall be appointed in temporary status in twelve (12) months pending compliance with the Field Training Program (FTP) involving actual experience and assignment in TRAFFIC, INVESTIGATION AND PATROL.

### **EXAMINATION AND ELIGIBILITY**

- The **National Police Commission** shall administer the entrance and promotional examinations for police officers on the basis of the standards set by the Commission (as amended by RA 8551).
- Police Entrance Examination taken by applicants of the PNP
- Police Promotional Examinations taken by inservice police officers as part of the mandatory requirements for promotion

- POLICE OFFICER EXAMINATION
- SENIOR POLICE OFFICER EXAMINATION
  - -INSPECTOR EXAMINATION
  - -SUPERINTENDENT EXAMINATION

### NAPOLCOM MEMORANDUM CIRCULAR NO. 2008-003

- The appropriate eligibilities for PO1 are those acquired from the following:
- NAPOLCOM PNP Entrance Examination
- R.A. No. 6506 (Licensed Criminologist)
- R.A. No. 1080 (Bar and Board Examinations of baccalaureate degree)
- P.D. 907 (Granting Civil Service Eligibility to College Honor Graduates)
- Civil Service Professional

# NAPOLCOM MEMORANDUM CIRCULAR NO. 2008-016 (Promotional Examinations)

-Members of the Bar and Licensed Criminologists whose profession are relevant to law enforcement and police functions are no longer required to take promotional examinations up to the rankows for a Samparin tendent.

### LATERAL ENTRY

In general, all original appointments of commissioned officers in the PNP shall commence with the rank of *inspector*, to include all those with highly technical qualifications applying for the PNP technical services (R.A. 6975).

### Inspector Rank:

 Dentists, optometrists, nurses, engineers, graduates of forensic sciences, graduates of the Philippine National Police Academy and licensed criminologists

### Senior Inspector Rank:

Chaplains, members of the bar and doctors of medicine

### New policy on LATERAL ENTRY (NAPOLOCM M.C 2008-006)

- A person with highly technical qualifications such as:
  - Dentist, Optometrist, Nurse, Engineer, Graduate of Forensic Science, Doctor of Medicine, Member of Philippine Bar, Chaplain, Information Technologist, Pilot, Psychologist
- Graduate of PNPA
- Police organization and administration with police planning

  Licensed Criminologist

Top priority consideration for lateral entry into the rank of Police Inspector shall be given to top ten (10) placers the different Licensure Examinations. However, incumbent PNP members who land in the top ten shall be given first preference over the civilian provided that the qualification surranted.

### **PROMOTION**

Promotion is defined as the <u>upward movement</u> from one classification or rank to another carrying higher benefits and more responsibility. It is the upgrading of ranks and/or advancement to a position of leadership.

### KINDS OF PROMOTION

- REGULAR PROMOTION - promotion granted to police officers meeting the <u>mandatory</u> requirements for promotion.

### **Mandatory Requirements for Promotion**

- Educational attainment
- Completion of appropriate training/schooling, such as:
- Master's Degree -Chief Superintendent and above
- Officers Senior Executive Course (OSEC) Supt to Sr.
   Supt
- Officers Advance Course (OAC) Chief Insp.
- Officers Basic Course (OBC) Sr. Insp.
- Officers Candidate Course (OCC) SPOIV
- -Senior Leadership Course (SLC) SPOIII to SPOIV
- -Junior Leadership Course (JLC) POIII to SPOI

- <u>for a police officer to hold a certain rank before</u> <u>he can be promoted to the next higher rank</u>. The time-in grade in the PNP is maintained as follows (NAPOLCOM MC # 2011-196):
- 2 years from Sr Supt to Chief Supt.
- 3 years from Supt to Sr Supt
- 5 years Chief Insp to Supt
- 5 years Sr Insp to Chief Insp
- 4 years Insp to Sr Insp

- 3 years SPO4 to Insp
- 3 years SPO3 to SPO4
- 3 years SPO2 to SPO3
- 3 years SPO1 to SPO2
- 3 years PO3 to SPO1
- 3 year PO2 to PO3
- 4 years PO1 to PO2

- -(NAPOLCOM MC # 2013-501):
- 2 years from Sr Supt to Chief Supt.
- 3 years from Supt to Sr Supt
- 3 years Chief Insp to Supt
- 3 years Sr Insp to Chief Insp
- 3 years Insp to Sr Insp

- 3 years SPO4 to Insp
- 2 years SPO3 to SPO4
- 2 years SPO2 to SPO3
- 2 years SPO1 to SPO2
- 3 years PO3 to SPO1
- 2 year PO2 to PO3
- 2 years PO1 to PO2

- Appropriate eligibility the required promotional examinations
  - Police Officer Promotional Examination
  - Senior Police Officer Promotional Examination
  - Police Inspector Promotional Examination
  - Police Superintendent Promotional Examination

- no PNP member who has less than one (1) year of service before reaching the compulsory retirement age shall be promoted to a higher rank or appointed to any other position. **Except for the Chief, PNP.**
- Pursuant to RA 9708, "...In addition, the institution of a criminal action or complaint against a police officer shall not be a bar to promotion: Provided, however, That upon finding of probable cause, notwithstanding any challenge that may be raised against that finding thereafter, the concerned police officer shall be ineligible for promotion:

- (2) years from the aforementioned determination of probable cause, he or she shall be considered for promotion. In the event he or she is held guilty of the crime by final judgment, said promotion shall be recalled without prejudice to the imposition of the appropriate penalties under applicable laws, rules and regulations:
- -Provided, furthermore, That if the complaint filed against the police officer is for a crime including, but not limited to, a violation of human rights, punishable by reclusion perpetua or life imprisonment, and the court has determined that the evidence of guilt is strong, said police officer shall be completely ineligible for promotion during the pendency of the said criminal case."

- -Special Promotion promotion granted to police officers who have exhibited acts of conspicuous courage and gallantry at the risk of his/her life above and beyond the call of duty.
- Conspicuous courage is a courage that is clearly distinguished above others in the performance of one's

Tuesday, November 26,

- -ACTS OF CONSPICUOUS COURAGE AND GALLANTRY (NAPOLCOM Memorandum Circular No. 2007-003 and PNP Memorandum Circular No. 2009-019)
- A deed of personal bravery and self sacrifice above and beyond the call of duty, so conspicuous as to distinguish the act clearly over and above his/her comrades in the performance of more than ordinary hazardous service, such as; but not limited to the following circumstances:

- Overwhelming number of enemies and firepower capability as against the strength of PNP operatives and their firepower capability;
- Infiltration and penetration of the safe houses and hideouts of organized crime syndicates like kidnapping, illegal drugs, carnapping, hijacking and terrorism;
- Shoot-out in robbery/hold-up incidents inside public places such as: malls, government offices, business establishments and PUVs;
- Conduct of rescue/disaster operations that resulted in the saving of lives and properties.
- An act of heroism exhibited in the face of an armed enemy or in the conduct of rescue/disaster operations resulting in the loss of life (posthumous promotions).

  November 26, 2019

### PROMOTION BY VIRTUE OF POSITION (Section 32, R.A. 8551)

- PAny PNP personnel designated to any key position whose rank is lower than that which is required for such position shall, after six (6) months of occupying the same, be entitled to a rank adjustment corresponding to the position.
- Provided, that the personnel <u>shall not be</u> reassigned to a position calling for a <u>higher rank until after two (2) years</u> from the date of such rank adjustment.

### PROMOTING AUTHORITIES:

Grade/Rank Promoting Authorities

- Director General (PG)
  President
- Sr. Supt. to DDG. (PLG) President
- Insp. To Supt. (PL-PLC) Chief, PNP
- PO1 to SPOIV
  RD/Chief, PNP

### **ATTRITION SYSTEM**

Attrition - The <u>downsizing of personnel in the</u> <u>PNP</u> on the basis provided by law. A system of force retirement or separation from the service.

### ATTRITION BY ATTAINMENT OF MAXIMUM TENURE

Those who have reached the prescribed maximum tenure corresponding to their position shall be retired from the service

- -Chief 4 years
- Deputy Chief4 years
- Director of Staff Services 4 years
- Regional Directors
  6 years
- Provincial/District Directors 9 years
- Other positions higher thanProvincial Director 6 years

#### CAMP RAFAEL CRAME

- the national headquarters of the Philippine National Police, located in Quezon City
- -houses the offices of the following:
  - 1. Chief, PNP
  - 2. two (2) deputy chiefs
  - 3. The Chief, Directorial Staff
  - 4. twelve (12) directorial staff
  - 5. administrative support units
  - 6. operational support units

#### **Directorial Staff**

- 1. Directorate for Personnel and Records Management;
- 2. Directorate for Intelligence;
- 3. Directorate for Operations;
- 4. Directorate for Logistics;
- 5. Directorate for Integrated Police Operations
- 6. Directorate for Plans
- 7. Directorate for Comptrollership
- 8. Directorate for Police Community Relations
- 9. Directorate for Investigation and Detective Management
- 10. Directorate for Research and Development
- 11. Directorate for Information and Communication Technology Management.
- 12. Directorate for Human Resourse and Doctrine Dev't

#### **Administrative Support Units**

- 1. Logistics Support Service (LSS)
- 2. Information Technology Management Service (ITMS)
- 3. Finance Service (FS)
- 4. Health Service (HS)
- 5. Communications and Electronic Service (COMMEL)
- 6. Chaplain Service (CS)
- 7. Legal Service (LS)
- 8. Headquarters Support Service (HSS)
- 9. Engineering Service (ES)
- 10. Training Service (TS)
- 11. Personnel and Retirement Benefits Service (PRBS)

#### **Operational Support Units**

- 1. Maritime Group
- 2. Intelligence Group
- 3. Police Security and Protection Group
- 4. Criminal Investigation and Detection Group
- **5. Special Action Force**
- 6. Aviation Security Group
- 7. Highway Patrol Group
- 8. Police Community Relations Group
- 9. Civil Security Group
- 10. Crime Laboratory
- 11. Anti-Kidnapping Group (AKG)
- 12. Anti-Cybercrime Group (ACG)

### **POLICE REGIONAL OFFICES**

- -the PNP is divided into seventeen (17) police regional offices (PRO), each headed by a Regional Director;
- □ PRO 1 13, NCRPO, CAR, and ARMM

### PROVINCIAL POLICE OFFICES

- -for every region, there are provincial offices, each headed by a *Provincial Director*
- -in large provinces, police districts may be established to be headed by a *District Director*
- -at the city or municipal levels or stations, each is headed by a *Chief of Police*

### **DISTRICT OFFICES**

- NCRPO is divided into five (5) districts, each headed by a District Director:
- 1. Manila Police District (MPD) (formerly Western Police District)- Manila
- 2. Eastern Police District (EPD) Marikina, Pasig, San Juan and Mandaluyong,
- 3. Northern Police District (NPD) Caloocan, Malabon, Navotas, Valenzuela
- 4. Central Police District (CPD) Quezon City
- 5. Southern Police District (SPD) Pasay, Makati, Paranaque, Las Pinas, Muntinlupa, Taguig and Pateros

### RANK CLASSIFICATION AND ITS COUNTERPART IN THE MILITARY

PNP AFP

(Commissioned Officer)

Insignia RANK

Four Star - Director General General

**Three Star - Deputy Director General Lieutenant General** 

Two Star - Director Major General

One Star - Chief Superintendent Brigadier General

Three Sun - Senior Superintendent Colonel

Two Sun - Superintendent Lieutenant Colonel

One Sun – Chief Inspector Major

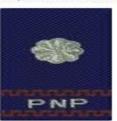
Two Anahaw Leaf – Senior Inspector Captain

One Anahaw Leaf - Inspector Lieutenant

#### POLICE COMMISSIONED OFFICER SHOULDER RANKS



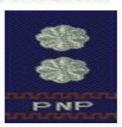
Police Chief Superintendent



Police Chief Inspector



Police Director



Police Superintendent



Police Deputy Director General



Police Senior Superintendent



Police Director General



Police Inspector



Police Senior Inspector

#### POLICE NON-COMMISSIONED OFFICER SLEEVE RANKS



Senior Police Officer I



Police Officer I



Senior Police Officer II



Police Officer II



Senior Police Officer III



Police Officer III



Senior Police Officer IV

### KEY POSITIONS AND THEIR CORRESPONDING RANKS IN THE PNP

Chief – highest position in the PNP, with the rank of **Director General.** 

Deputy Chief for Administration – the second-in command, with the rank of Deputy Director General.

**Deputy Chief for Operations** – the **third-in-command**, with the rank of **Deputy Director General** 

The Chief Directorial Staff – with the rank of Deputy Director General

**Head of Directorial Staff – with the rank of Director** 

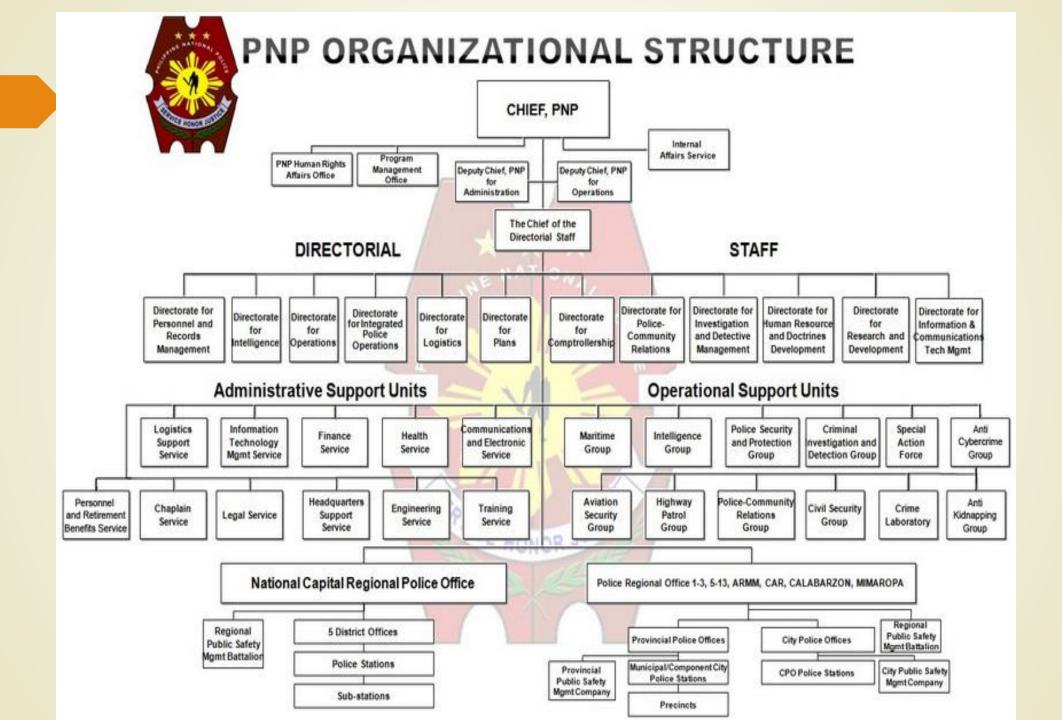
NCR Director — with the rank of DIRECTOR

**Regional Director - with the rank of Chief Superintendent** 

Provincial Director - with the rank of Senior Superintendent

NCR District Director - with the rank of Chief Superintendent

**Chief of Police** 



### STATUS OF THE MEMBERS OF THE PNP

- -police officers are employees of the national government and shall draw their salaries from the national budget.
- -they shall have the same salary grade level as that of public school teachers, police officers assigned in Metro Manila, chartered cities and first class municipalities may be paid financial incentives by the local government unit concerned subject to availability of funds.

### NAPOLCOM MEMORANDUM CIRCULAR NO. 2008-003

The appropriate eligibilities for PO1 are those acquired from the following:

- NAPOLCOM PNP Entrance Examination
- R.A. No. 6506 (Licensed Criminologist)
- R.A. No. 1080 (Bar and Board Examinations of baccalaureate degree)
- P.D. 907 (Granting Civil Service Eligibility to College Honor Graduates)
- Career Service Professional

### NAPOLCOM MEMORANDUM CIRCULAR NO. 2008-016

### **Promotional Examinations.**

- -Members of the Bar and Licensed Criminologists whose profession are germane to law enforcement and police functions are no longer required to take promotional examinations.
- Up to the rank of Superintendent.

### APPOINTMENT OF UNIFORMED PNP PERSONNEL

**PO1 to SPO4** – Appointed by the PNP Regional Director for regional personnel or by the Chief PNP for the National Headquarters personnel and attested by the CSC.

**INSP to SUPT** – Appointed by the Chief of the PNP, as recommended by their immediate superiors and attested by CSC.

**SSUPT to DDG** – Appointed by the President, recommended by the C, PNP, with endorsement from the CSC and confirmation by the Commission on Appointments.

**Director General** – Appointed by the President from among the senior officers down to the rank of Chief Superintendent subject to confirmation of the CSC.

### KINDS OF APPOINTMENT

**TEMPORARY** – Any PNP personnel who is admitted due to the waiver of the educational or weight requirements.

It is issued to a newly appointed PO1 who meets the required education and eligibility for the rank he is being appointed, except the training requirement which is the Public Safety Basic Recruit Course (PSBRC).

**PERMANENT** – when an applicant possesses the upgraded general qualifications for appointment in the PNP.

It is issued to a PO1 after completion of the required PSBRC and the Field Training Program (FTP). (NAPOLOCM M.C. # 2005-002).

**Field Training Program (FTP)** – or on-the-job training is a training program where a a police officers are required to undergo for twelve (12) months (inclusive of the PSBRC) involving actual experience and assignment in patrol, traffic and investigation which is required for permanency in the police service.

A newly recruited PO1 shall be appointed in temporary status in twelve (12) months pending compliance with the Field Training Program (FTP) involving actual experience and assignment in patrol, traffic and investigation (NAPOLCOM Memorandum Circular No. 2007-009).

FTP refers to the training required to make the temporary appointment permanent (Sec. 2, NAPOLCOM M.C. #2008-005).

### APPOINTMENT UNDER A WAIVER PROGRAM

(NAPOLCOM MC No. 2013-004)

- 1). Conditions on waivers for initial appointment to the PNP:
  - a). The age, height and weight for initial appointment to the PNP may be waived only when the number of qualified applicants falls below the approved national/regional quota.
  - b). Waiver of the age requirement may be granted provided that the applicant shall not be less than twenty (20) nor more than thirty five (35) years of age. For purposes of this paragraph, one is considered to be not over thirty five (35) years old if he or she has not yet reached his or her thirty six (36<sup>th</sup>) birthday on the date of the issuance of his or her appointment.

c). Waiver of the height requirement may be granted to a male applicant who is at least 1 meter and 57 cm (1.57m) and to a female applicant who is at least 1 meter and 52cm (1.52m). Provided, that the minimum height requirement for applicants who belong to indigenous group duly certified by the National Commission on Muslim Filipinos (NCMF) or the National Commission on Indigenous People (NCIP) shall be 1.52m for male and 1.45m for female. Provided further, that Commission shall require said applicants to submit appropriate proof of

d). An applicant who is granted a weight waiver shall be given reasonable time exceeding six (6) months within which to comply with the said requirement.

e). The grant of waiver is not a guarantee for appointment into the police convice

e). The PNP Screening Committee shall, through the Chief of the PNP, request the Commission to consider the appointment of those applicants with a certification under oath that the qualified applicants, at the time the applicant is being considered, fall below the office/unit quota concerned.

## 2). Factors to be Considered in the Grant of Waivers

a). Possession of special skills in evidence gathering and safekeeping, cyber crime investigation, detection and prevention, crime scene investigation, martial arts, marksmanship and similar special skills:

c). Extensive experience or training in forensic science and other legal, medical and technical services; and

d). Outstanding academic records and extracurricular activities of applicant during his/her school days, good family background in law enforcement or socio-civic activities, recognized social standing in the community, awards and commendations received, which should indicate to the Commission En Banc that the applicant can become a good member of the Philippine National Police

## 3). Selection Criteria under the waiver program

- a). Applicants who possess the least disqualifications shall take precedence over those who possess more disqualifications.
- b). The requirement shall be waived in the following order:
  - 1). Age
- 2). Height
- 3). Weight

### LATERAL ENTRY OF OFFICERS INTO THE PNP

- 1). In general, all original appointments of commissioned officers in the PNP shall commence with the rank of inspector, to include all those with highly technical qualifications applying for the PNP technical services (R.A. 6975).
  - a). Senior Inspector
    - 1). Chaplain;
    - 2). Member of the Bar;
    - 3). Doctor of Medicine

### b). Inspector

- 1). Dentist
- 2) Optometrists
- 3) Nurses
- 4) Engineers
- 5) Graduates of forensic science
- 6) Graduates of Philippine National Police Academy

Licensed criminologists may be appointed to the rank of inspector to fill up any vacancy after promotions from the ranks are completed.

### New policy on LATERAL ENTRY (NAPOLOCOM M.C 2008-006.

- a). A person with highly technical qualifications such as:
- 1). Dentist
- 2). Optometrist
- 3). Nurse
  - 4) Engineer
- 5). Graduate of Forensic Science
- 6). Doctor of Medicine
- 7). Member of the Philippine Bar
- 8). Chaplain
- 9). Information Technologist
- 10). Pilot
- 11). Psychologist

- b). Graduate of PNPA
- c). Licensed Criminologist
- 3). Top priority consideration for lateral entry into the rank of Police Inspector shall be given to top ten (10) placers of the different Licensure Examinations. However, incumbent PNP members who land in the top ten shall be given first preference over the civilian provided that the qualifications are satisfied.
- 4). The maximum age of PNP members applicants through lateral entry shall be forty six (46) years old at the time of appointment. Age waivers shall not be allowed.

### THE PNP PROMOTION SYSTEM

Promotion is defined as the upward movement from one classification or rank to another carrying higher benefits and more responsibility. It is the upgrading of ranks and/or advancement to a position of leadership.

### KINDS OF PROMOTION

- 1. Regular Promotion
- 2. Special/ Meritorious/Spot Promotion
- 3. Promotion by virtue of position

 Regular Promotion - promotion granted to police officers meeting the mandatory requirements for promotion.

### MANDATORY REQUIREMENTS FOR PROMOTION

1. Educational attainment - (NAPOLCOM Resolution No. 2011-196 dated July 6, 2011)

### For Police Sr. Supt. to Director General

- a. Masters in Public Safety Administration (MPSA)
- b. Allied Master's Degree

### For Chief Inspector to Superintendent

a. Bachelor's Degree preferably Master's Degree

### For POI to Sr. Inspector

a. Bachelor's Degree

### 2. Completion of appropriate training/schooling, such as:

Officers Senior Executive Course (OSEC) / General Staff Course (GSC)

Officers Advance Course (OAC)

Officers Basic Course (OBC)

Officers Candidate Course (OCC)

Senior Leadership Course (SLC)

Junior Leadership Course (JLC)

Public Safety Basic Recruit Course (PSBRC)

- 3. Time-in Grade the number of years required for a police officer to hold a certain rank before he can be promoted to the next higher rank. The time-in grade in the PNP is maintained as follows (NAPOLCOM Resolution # 2013-501):
  - 2 years from Sr Supt to Chief Supt.
  - 3 years from Supt to Sr Supt
  - 3 years Chief Insp to Supt
  - 3 years Sr Insp to Chief Insp
  - 3 years Insp to Sr Insp
  - 3 years SPO4 to Insp
  - 2 years SPO3 to SPO4
  - 2 years SPO2 to SPO3
  - 2 years SPO1 to SPO2
  - 3 years PO3 to SPO1
  - 2 year PO2 to PO3
  - 2 years PO1 to PO2

4. Appropriate eligibility – the required promotional examinations

- a. Police Officer Promotional Examination
- b. Senior Police Officer Promotional Examination
- c. Police Inspector Promotional Examination
- d. Police Superintendent Promotional Examination
- Except for the Chief, PNP, no PNP member who has less than one (1) year of service before reaching the compulsory retirement age shall be promoted to a higher rank or appointed to any other position.

# REGULAR PROMOTION UNDER R.A. 9708

The institution of a criminal action or complaint against a police officer shall not be a bar to promotion. However, the following rules shall be observed:

- 1. That upon finding of probable cause, the concerned police officer shall be ineligible for promotion;
- 2. That if the case remains unresolved after two (2) years from the aforementioned determination of probable cause, he or she shall be considered for promotion.

3. That if the complaint filed against the police officer is for a crime including, but not limited to, a violation of human rights, punishable by reclusion perpetua or life imprisonment, and the court has determined that the evidence of guilt is strong, said police officer shall be completely ineligible for promotion during the pendency of the said criminal case."

4. In the event he or she is held guilty of the crime by final judgment, said promotion shall be recalled without prejudice to the imposition of the appropriate penalties under applicable laws, rules and regulations.

2. Special Promotion - promotion granted to police officers who have exhibited acts conspicuous courage and gallantry at the risk of his/her life above and beyond the call of duty.

Conspicuous courage is a courage that is clearly distinguished above others in the performance of one's

# ACTS OF CONSPICUOUS COURAGE AND GALLANTRY (NAPOLCOM Memorandum Circular No. 2007-003 and PNP Memorandum Circular No. 2009-019)

1. A deed of personal bravery and self sacrifice above and beyond the call of duty, so conspicuous as to distinguish the act clearly over and above his/her comrades in the performance of more than ordinary hazardous service, such as; but not limited to the following circumstances:

- a. Overwhelming number of enemies and firepower capability as against the strength of PNP operatives and their firepower capability;
- b. Infiltration and penetration of the safehouses and hideouts of organized crime syndicates like kidnapping, illegal drugs, carnapping, hijacking and terrorism;
- c. Shoot-out in robbery/hold-up incidents inside public places such as: malls, government offices, business establishments and PUVs;
- d. Conduct of rescue/disaster operations that resulted in the saving of lives and properties.

2. An act of heroism exhibited in the face of an armed enemy or in the conduct of rescue/disaster operations resulting in the loss of life (posthumous promotions).

Posthumous Award – in case an individual who distinguish himself dies before the granting of the awards.

# PROMOTION BY VIRTUE OF POSITION (Section

32, R.A. 8551)

Any PNP personnel designated to any key position whose rank is lower than that which is required for such position shall, after six (6) months of occupying the same, be entitled to a rank adjustment corresponding to the position.

Provided, that the personnel shall not be reassigned to a position calling for a higher rank until after two (2) years from the date of such rank adjustment.

#### **ATTRITION (RA 8551)**

- Refers to the <u>retirement or separation from police service</u> of PNP uniformed personnel pursuant to any of the means mentioned in Section 24 to 29 of RA 8551 and other means as provided in NAPOLCOM Memorandum Circular No. 2008-005.)

It is the <u>removal from the service of a PNP member due to</u> attainment of maximum tenure in position, relief, demotion in <u>position</u>, non-promotion, or other means provided by law, but excluding the reaching the compulsory age of retirement and resolution in an administrative case that carries a penalty of dismissal from the service.

#### **MODES OF ATTRITION**

a) Attrition by attainment of Maximum Tenure in Position.

Maximum Tenure in Position refers to the maximum cumulative period for a PNP member to hold a particular position level.

Position Maximum Tenure

Chief Four (4) years

Deputy Chief Four (4) years

Director of the Staff Services Four (4) years

Regional Directors Six (6) years

Provincial/City Directors Nine (9) years

- b) Attrition by Relief A PNP uniformed personnel who has been relieved for just cause and has not been given an assignment within two (2) years after such relief shall be retired or separated.
- Any PNP personnel, civilian or uniformed, who are relieved and assigned to a position lower than what is established for his or her grade in the PNP staffing pattern and who shall not be assigned to a position commensurate to his or her grade within **EIGHTEEN (18) MONTHS** after such demotion shall be retired or separated.

- d) Attrition by non-promotion Any PNP personnel who has not been promoted for a continuous period of TEN (10) YEARS shall be retired or separated
- e) Attrition by other means Any PNP member of officer with at least five (5) years of accumulated active service shall be separated based on any of the following:
  - 1. inefficiency based on poor performance during the last two (2) successive annual rating periods;
  - **Poor performance** refers to the poor rating in the promulgated PNP Performance Evaluation Rating System.

- Inefficiency based on poor performance for three
   cumulative annual rating periods;
- 3. Physical and/or mental incapacity to perform police functions and duties.
- Failure to pass the required entrance examinations twice and/or finish the required career course except for justifiable reasons;
- 5. refusal to take periodic PNP Physical Fitness Test without justifiable reason.
  - Physical Fitness Test refers to the method of evaluating the physical condition of PNP members in terms of stamina, strength, speed and agility.

- 6. failure to take PNP Physical Fitness
  Test for four (4) consecutive periodic
  tests due to health reasons;
- 7. failure to pass PNP Physical Fitness
  Test for Two (2) consecutive periodic
  tests or four (4) cumulative periodic
  tests; or
- 8. non-compliance with the minimum qualification standards for the permanency or original appointment.

# RETIREMENT OR SEPARATION UNDER THE ATTRITION SYSTEM

Retirement – a policeman is considered to have retired from the service if he has rendered <u>at least</u> <u>twenty (20) years of service</u>.

Separation - a policeman is considered to have retired from the service if he has rendered <u>less than</u> twenty (20) years of service.

#### RETIREMENT

- the <u>separation</u> of the police personnel from the <u>service</u> by reason of reaching the age of retirement provided by law, or upon completion of certain number of years in active service.
  - A PNP uniformed personnel shall retire to the next higher rank for purposes of retirement pay.

#### KINDS OF RETIREMENT

- a) Compulsory— for officer and non-officer, upon the attainment of age Fifty-Six (56). Provided, in case of any officer with the rank of CSUPT, Director or Deputy Director General, the Commission may allow his retention in the service for an unextendible of one (1) year.
- **b)Optional** upon accumulation of at least **Twenty (20) years** of satisfactory active service.

#### **RETIREMENT BENEFITS**

Monthly retirement pay shall be FIFTY PERCENT (50%) of the base pay in case of twenty years of active service, increasing by TWO AND ONE-HALF PERCENT (2.5%) for every year of active service rendered beyond twenty years.

MONTHLY RETIREMENT PAY – 50% of the base pay and longevity pay (in case of 20 years of service) + 2.5% for every year of active service beyond 20 years.

- shall not exceed 90% for 36 years of active service and over.

**NOTE:** Uniformed personnel shall have an option to receive in advance and in lump sum, their retirement pay for the first 5 years.

#### CREATION OF WOMEN'S DESK

- -provided by RA 8551
- -women's desk in all police stations shall administer and attend to cases involving crimes against chastity, sexual harassment, abuses committed against women and children and other similar offenses.
- -the PNP shall reserve **TEN PERCENT (10%)** of its annual recruitment, training and education quota for women.
- -policewomen shall enjoy the same opportunities in terms of assignment, promotion and other benefits and privileges extended to all police officers.

# POWERS OF LOCAL GOVERNMENT OFFICIALS OVER THE PNP UNITS.

- Governors and Mayors are deputized as representatives of the NAPOLCOM in their respective territorial jurisdiction.

#### a) Provincial Governor

- power to choose the PNP Provincial Director from a list of 3 eligible recommended by the PNP Regional Director.
- oversee the implementation of the provincial public safety plan.

#### b) City and Municipal Mayors

- has the power to choose his CHIEF OF POLICE from a list of five (5)
   eligibles recommended by the provincial police director.
- -he has the authority to recommend to the provincial director the transfer, reassignment or detail of PNP members outside of their respective city or town.
- Authority to recommend from a list of eligibles, the appointment of new members of the PNP to be assigned in respective cities.
- exercise operational supervision and control over PNP units in their jurisdiction, except during the 30 days period immediately preceding and the 30 days following any national, local and barangay elections.
  - -During the election period, local police forces shall be under the supervision and control of the COMELEC.

## Operational Supervision and control

- means the power to direct, superintend, and oversee the day to day functions of police investigation of crime, crime prevention activities and traffic control.
- shall also include the power to direct the employment and deployment of units or elements of the PNP, through the station commander, to ensure public safety and effective maintenance of peace and order within the locality.

**Employment** -refers to utilization of units or elements of the PNP for purposes of protection of lives and properties, enforcement of laws, maintenance of peace and order, prevention of crimes, arrest of criminal offenders and bringing the offenders to justice and ensuring public safety, particularly in the suppression of disorders, riots, lawlessness, violence, rebellious and seditious conspiracy, insurgency, subversion or other related activities.

**Deployment -** shall mean the orderly and organized physical movement of elements or units of the PNP within the province, city or municipality for purposes of employment

#### SUSPENSION OR WITHDRAWAL OF DEPUTATION

- Unless reversed by the President, the NAPOLCOM may, after consultation with the provincial governor and congressman concerned, suspend or withdraw the deputation of any local executives for any of the following grounds:
  - 1.Frequent unauthorized absences
  - 2. Abuse of authority
  - 3. Providing material support to criminal elements
  - 4.Engaging in acts inimical to national security or which negate the effectiveness of the peace and order campaign.,

#### **ADMINISTRATIVE DISCIPLINARY MACHINERIES**

a) Citizen Complaints -pertains to any complaint initiated by a private citizen or his duly authorized representative on account of an injury, damage or disturbance sustained due to an irregular or illegal act committed by a member of the PNP

#### **DISCIPLINARY AUTHORITIES:**

1)CHIEF OF POLICE - where the offense is punishable by withholding of privileges, restriction to specified limits, suspension or forfeiture of salary, or any combination thereof, for a period not exceeding fifteen (15) days

2) CITY/MUNICIPAL MAYORS - where the offense is punishable by withholding of privileges, restriction to specified limits, suspension or forfeiture of salary, or any combination thereof, for a period not less than Sixteen but not exceeding Thirty (30) Days.

3) PEOPLE'S LAW ENFORCEMENT BOARD (PLEB) - where the offense is punishable by withholding of privileges, restriction to specified limits, suspension or forfeiture of salary, or any combination thereof, for a period exceeding Thirty (30) Days, or by Dismissal.

- b) INTERNAL DISCIPLINE On dealing with minor offense involving internal discipline found to have committed by any PNP members, the duly designated supervisors shall, after due notice and hearings, exercise disciplinary powers as follows:
  - 1)CHIEF OF POLICE may impose the administrative punishment of admonition or reprimand; restriction to specified limits; withholding of privileges; forfeiture of salary or suspension; or any combination of the foregoing for a period not exceeding Fifteen (15) Days.

- 2)PROVINCIAL DIRECTORS may impose the administrative punishment of admonition or reprimand; restriction to specified limits; withholding of privileges; forfeiture of salary or suspension; or any combination of the foregoing for a period not exceeding Thirty (30) Days.
- 3)REGIONAL DIRECTORS may impose the administrative punishment of admonition or reprimand; restriction to specified limits; withholding of privileges; forfeiture of salary or suspension; demotion; or any combination of the foregoing for a period not exceeding Sixty (60) Days.
- 4)CHIEF OF THE PNP shall have the power to impose the disciplinary punishment of dismissal from the service; suspension or forfeiture of salary; demotion; or any combination of the foregoing for a period not exceeding One Hundred Eighty (180) Days.

# MINOR OFFENSE - shall refer to an act or omission not involving moral turpitude but affecting the internal discipline of the PNP, and shall include but not be limited to:

- -simple misconduct or negligence
- -insubordination
- -frequent absences or tardiness
- -habitual drunkenness
- -gambling prohibited by law

#### INTERNAL AFFAIRS SERVICE (IAS) -created by RA 8551

#### **POWERS AND FUNCTIONS OF THE IAS:**

- pro-actively conduct inspections and audits on PNP personnel and units;
- investigate complaints and gather evidence in support of an open investigation;
- -conduct summary hearings on PNP members facing administrative charges;
- -submit a periodic report on the assessment, analysis, and evaluation of the character and behavior of PNP personnel and units to the Chief PNP and the Commission;

- -file appropriate criminal cases against PNP members before the court as evidence warrants and assists in the prosecution of the case;
- -provide assistance to the Office of the Ombudsman in cases involving the personnel of the PNP;

The IAS shall also conduct, motu proprio (on its own initiative), automatic investigation of the following cases:

- -incidents where a police personnel discharges a firearm;
- -incidents where death, serious physical injury, or any violation of human rights occurred in the conduct of a police operation;

- -incidents where evidence was compromised, tampered with, obliterated, or lost while in the custody of police personnel;
- -incidents where a suspect in the custody of the police was seriously injured; and
- -incidents where the established rules of engagement have been violated.

#### ORGANIZATION OF IAS

- -headed by the INSPECTOR GENERAL who is a CIVILIAN and appointed by the President upon the recommendation of the Director General (Chief, PNP)
- -the Inspector General shall be assisted by a Deputy Inspector General
- -there shall be national, regional and provincial offices
- -the national office shall be headed by the Inspector General, the regional offices by a Director, and the provincial offices by a Superintendent

#### **ENTRY QUALIFICATIONS TO IAS**

- -entry shall be voluntary
- -PNP personnel with at least five (5) years experience in law enforcement
- -with no derogatory service record
- -members of the bar may enter the service laterally

#### PEOPLE'S LAW ENFORCEMENT BOARD (PLEB)

- a body created pursuant to RA 6975.
- one of the disciplinary authorities of the PNP authorized to handle and investigate citizen's complaint.
- the central receiving entity for any citizen's complaint against the PNP members.
- shall be created by the sangguniang panlungssod/bayan in every city and municipality as may be necessary.
- there shall be at least one (1) PLEB for every five hundred (500) city or municipal police personnel.
- membership in the PLEB is a civic duty.

#### COMPOSITION OF PLEB

composed of five (5) members who shall be as follows:

- -any member of the sangguniang panlungsod/bayan.
- -any barangay chairman of the locality concerned.
- -three other members to be chosen by the local peace and order council from among the members of the community.
- -for the three other members, the following conditions must be met:
  - -one must be a woman
- -one must be a lawyer, or a college graduate, or the principal of an elementary school in the locality
- -the CHAIRMAN of the PLEB shall be elected from among its members
- -the term of office of the members of the PLEB is THREE (3)
  YEARS

### **DISCIPLINARY APPELATE BOARDS**

-formal administrative disciplinary appellate machinery of the National Police Commission.

-tasked to hear cases on appeal from the different disciplinary authorities in the PNP

#### COMPOSED OF THE FOLLOWING:

# **National Appellate Board**

- -shall decide cases on appeal from decisions rendered by the PNP Chief and the National Internal Affairs Service
- -shall be composed of the four (4) regular commissioners and shall be chaired by the executive officer

## REGIONAL APPELLATE BOARD

- -shall decide cases on appeal from decisions rendered by the Regional Director, Provincial Director, Chief of Police, the city or municipal mayor and the PLEB
- -there shall be at least one (1) regional appellate board per administrative region

#### **ADMINISTRATIVE PENALTIES**

- 1. Withholding of privileges
- 2. Restriction to specified limits
- 3. Restrictive custody
- 4. Forfeiture of salary
- 5. Suspension
- Any combination of the penalties above (1 to 5)
- One (1) rank demotion
- 8. Dismissal from the service