CHAPTER I

BACKGROUND

GENERAL - The Philippine National Police is mandated to enforce the law, maintain peace and order, protect life and property, ensure public safety with the active support of the community.

The patrol elements composed of the foot and mobile patrols are the most ubiquitous members of the force and are synonymous to police presence. They are the ones who almost always arrive first at the scene of the crime in response to calls for police assistance. Being the “First Responders,” it is imperative that patrol officers are able to identify violations of law, bring criminals to justice, collect and preserve pieces of evidence, and assist in the prosecution of offenders.

2. PURPOSE AND SCOPE

Purpose - This First Responders Handbook provides guidance for patrol officers and other members of the force who respond to the scene of a disaster or other emergency as enumerated in the succeeding pages. It assists them in establishing on-scene command, formulating a situation estimate, alerting others to the condition of emergency, and guides them what to do and how to do it when faced by specific situations.

Scope - The handbook discusses the policies, procedures, measures and safety considerations governing the commitment of police patrols in the interest of public order and safety.

The procedure should be applied where possible to offenses and situations listed. A modification of some procedures may be necessary because of particular circumstances, however, most will apply in a majority of cases.

3. THINGS AND EQUIPMENT A MOBILE CAR SHOULD HAVE

Radio - exclusive channels, call sign, etc
Siren
Notebook, pen, etc
Megaphone/ PA system
Photo equipment
Hand cuff
Whistle
Fingerprint equipment

Reports format (Traffic accident report, Tech Inspection Report, etc)
j. Measuring device
k. Police line
l. Flash light
m. Tape Recorder
n. Traffic Vest (Luminous)
   Fire Extinguishers

4. SITUATIONS COVERED BY THIS CHECKLIST

   Hostage Situation
   Murder/Homicide
   Robbery/Hold-up
   Bomb Emergency
   Shooting Incident
   Barricaded suspect
   Carnapping
   Illegal Possession of Firearm, Ammunition and Explosives
   Crowd Control
   Vehicular/Traffic Accident
   Fire Incident
   Medical Emergency
   Arrests and Searches
CHAPTER II

HOSTAGE SITUATIONS

Personnel responding to hostage incidents are primarily responsible for minimizing injuries, strategically deploying personnel, gathering intelligence and initiating a holding action to contain the hostage taker pending arrival of SWAT/Crisis Response Team and unit Negotiating Team.

1. Upon arrival at the scene:
   a. Assess the situation. Confine/isolate the suspect/s to his present location by taking positions with maximum cover but with good field of view/fire.
   b. Notify higher Hqs and request special units (SWAT/ Negotiating Team, EOD, etc.) to respond.
   c. Request medical ambulance team, fire truck and rescue van to standby.
   d. Request assistance from nearest unit, if necessary, to cordon/secure the area and control/direct traffic.
   e. Cordon area and isolate from pedestrian/vehicular traffic.
   f. Evacuate injured persons.
   g. Cause evacuation of adjacent buildings or rooms, if necessary.

2. Establish identity and objective of the suspect/s.

3. Establish identity of victim/s (age, sex, description, clothing) and determine if anyone is killed or injured.

4. Determine probable location of the suspect/s within the structure, their number and weaponry.

5. Determine access routes and advise concerned units. Note the following:
   General description of the area.
   Access routes from the target site/objective to probable Staging Area.
   Cover, concealment and open areas.
   Field of view.
   Field of fire.
   Distance from the target site to the Staging Area.
6. Continuously attempt to achieve every possible tactical advantage over the suspect.

7. Invite persons who can supply pertinent information for investigation/ getting information.

8. Persuade the suspect to surrender and release the hostage.

9. If verbal efforts to persuade the suspect to surrender failed, secure the area and wait for arrival of SWAT and Negotiating Team.

10. Upon arrival of SWAT/ Negotiating Team.
Turn-over command and control to responding elements.
Brief the Ground Commander of the situation and the tactical problem encountered.
Provide all pertinent information (suspect/s ID, description, weaponry, etc; victim/s ID, condition, etc; location of victim/s and suspect/s; access points; obstacles; other information).
Prepare to receive instructions from the Ground Commander.
CHAPTER III

MURDER/ HOMICIDE

Crime reported:
Date and time of complaint.
Name of complainant.
Other details (5 W’s & 1 H: WHO, WHAT, WHERE, WHEN, WHY, HOW)
Record the weather condition.
Alert units for dragnet operations
Notify higher Hqs.

Upon arrival at the scene:
Record date and time of arrival.
Observe and record general condition, including weather.
Determine if suspects are still in the crime scene.
Secure the crime scene with rope/Police line.
Identify probable witnesses and remove them from the crime scene.
Note names of persons at the crime scene. They are potential witnesses.
Take notes and sketches.
Photograph crime scene.

Suspects still at the crime scene:
Take cover and size up the situation.
Determine probable location of the suspects within the structure.
Identify and arrest the suspect/s if possible.
Seal off all possible escape routes.
Inform higher Hqs and request for reinforcement, if necessary.
Alert all units of possible escape of suspects.
Persuade suspects to surrender.

If suspects have already fled:
Evacuate casualty to nearest hospitals.
Notify higher Hqs.
Conduct pursuit operations, if necessary.
Raise alarm for dragnet operations.
Protect & preserve crime scene.
Summon police assistance.
Obtain description of getaway vehicle, if any (Make, type, model, etc.)
Take notes & statement of witnesses (Before, during and after commission of the crime)

5. Turn-over case to responding Investigators and assist them.
6. **Case Information Checklist**

**General Data**
- Victim’s name, address, phone number
- Complainant’s address, phone number
- Where did the incident occur?
- Date & time it was reported
- To whom was it reported?

**Crime**
- Article of RPC violated
- Term for the offense
- Give summary of incident

**How the victim was attacked:**
- Method used
- Date & hour of entry
- Point and manner of entry

**Means of attack (Tools, weapons, instrument)**

**Time of Attack (Time, event, etc.)**

**Object of attack:**
- Property taken
  - Complete list
  - Detailed description
  - Mark or means of identification
  - Value
- Other Motive of the crime

**h. Suspects’ description**
- Personal data
- Any speech peculiarities
- Mannerism
- Mark and scars
- Teeth
- Dress habit

**i. Getaway Vehicle (Make, body style/mark, color, year model, any peculiarities, plate number)**

**j. Other Details**
- Evidence gathered at the crime scene (Fingerprints, tire prints, etc.)
- Witnesses and their addresses.
- Find out if there were attempts to destroy evidence to conceal the crime/offense.
- Gather evidence to determine the method and route of exit and flight.
CHAPTER IV

ROBBERY/ HOLD-UP

Crime reported:
  Date and time of complaint.
  Name of complainant.
Other details (5 W's & 1 H: WHO, WHAT, WHERE, WHEN, WHY, HOW)
  Record the weather condition.
  Alert units for dragnet operations
  Notify higher Hqs.

Upon arrival at the scene:
  Record date and time of arrival.
  Observe and record general condition, including weather.
  Determine if suspects are still in the crime scene.
  Secure the crime scene with rope/Police line.
  Identify probable witnesses and remove them from the crime scene.
  Note names of persons at the crime scene. They are potential witnesses.
  Take notes and sketches.
  Photograph crime scene.

Suspects still at the crime scene:
  Take cover and size up the situation.
  Determine probable location of the suspects within the structure.
  Request ambulance & firetrucks to standby.
  Seal off all possible escape routes.
  Inform higher Hqs and request for reinforcement, if necessary.
  Alert all units of possible escape of suspects.
  Persuade suspects to surrender.

If suspects have already fled:
  Evacuate casualty to nearest hospitals.
  Notify higher Hqs.
  Conduct pursuit operations, if necessary.
  Raise alarm for dragnet operations.
  Protect & preserve crime scene.
  Summon police assistance.
  Obtain description of missing property:
    Serial number
    Make, type, model, etc.
    Size & color
Personal marks, alterations, etc.
Take notes & statement of witnesses.
Witnesses during the crime.
Witnesses after the crime.
Witnesses before the crime.

5. Turn-over case to responding Investigators and assist them.

6. Case Information Checklist
   a. General Data
      1. Victim’s name, address, phone number
      2. Complainant’s address, phone number
      3. Where did the incident occur?
      4. Date & time it was reported
      5. To whom was it reported
   b. Crime
      1. Article of RPC violated
      2. Term for the offense
      3. Give summary of incident
   c. Property and place attacked
      Details about the building
      Type
      Surroundings
      Size
      Use
      Other factors
      Type of zone or district
      Type of occupants
      a. Nr of persons
      Sex
      Race
      Age
      Nationality
      Occupation
      Other factors
   d. How was it attacked?
      1. Method used
      2. Date & hour of entry
      3. Point and manner of entry
   e. Means of attack:
      Tool
      Weapons
      Instruments
   f. Time of Attack
Time of the day or night
Local event
Opportune time at scene

Object of attack:
1. Property taken
   a. Complete list
   b. Detailed description
   c. Mark or means of identification
   d. Values
   e. Where was property last seen by owner
2. Other motives of the crime
3. Data of Missing victim(s)
   a. Personal data
   b. Whereabout during robbery

h. Suspects’ description
1. Personal data
2. Any speech peculiarities
3. Mannerism
4. Mark and scars
5. Amputations
6. Teeth
Dress habit
Relatives and friends
Prior address

i. Getaway Vehicle
Make
Body style/ mark
Color
Year Model
Any peculiarities
License plate number
Trademark

j. Other Details
Evidence gathered at the crime scene (a. Preparation
   b. Fingerprints   c. Tire prints)
Other roles at the crime scene.
Witnesses and their addresses.
Recent visitors to the premises.
Find out if there were attempts to destroy evidence to conceal the crime/ offense.
Gather evidence to determine the method and route of exit and flight.
CHAPTER V

BOMB EMERGENCIES

The purpose of this section is to establish the duties and investigative responsibilities of mobile units responding to bomb threats, found/discovered suspected devices or explosives.

Bomb Threats

Upon receipt of information:
- Determine the exact location of the establishment under threat.
- Instruct the security officer of the establishment to conduct a bomb search while proceeding to the area.
- Proceed immediately to the scene.
- Alert EOD team for bomb search mission and Fire Department before departure.
- Notify higher Hqs of the report.

Upon arrival at the scene:
- Confirm the reported bomb threat; Notify EOD team for a bomb sweep.
- Cause a suspicious/suspected device search to be made with persons familiar with the location.
- Unless a device is found, personnel may not order an evacuation of the affected area but may inform the person in charge of the property of the need to evacuate. Assist in evacuation of personnel should it be necessary.
- Do not touch, tamper with or disarm any suspected device, explosive or ordnance.
- If a suspected device is located/ found, cause the evacuation of the affected area at least 300 meters away, and maintain security for the protection of life and property.
- Isolate the suspected device.
- Report discovery of suspected device.
- No radio transmission
- Turn-off all electricity and gas unit of the premises/building.
- Secure the area and prevent people from approaching it. Establish traffic control.
- Summon ambulance and fire trucks to the scene.
- Await for the arrival of bomb disposal team (EODT).
Conduct immediate investigation if the threat/ crisis is over.
Determine the following:

Name of person who received the call, date and time the call was made.
What was the exact words of person making the threats?
Reasons for the threat.
Time and duration of call.
Voice characteristics of the caller-male or female; young, middle age, or old; tone; accent; etc.
Identity of suspects, if known
Assist in the conduct of investigation by responding units when requested to do so.
Report incident to higher Hqs.

2. Bomb Explosions
Upon receipt of report:
Know exact location of the incident.
Alert EOD teams and direct department.
Notify higher Hqs and request assistance of medical personnel.
Proceed to the scene immediately.
Upon arrival at the scene:
Cause immediate evacuation of the injured.
Direct occupants of building/ establishment to evacuate the area.
Maintain order and control crowd.
Notify higher Hqs of the situation.
Seal off location until EODT determines if a secondary device exists.
Arrest the suspect/s, if any.
Conduct rescue operations at the scene when necessary.
Initiate immediate investigation (when investigators have not arrived yet). Determine the following:
Time of detonation/ explosion
Time call (bomb threat) was received.
Type of device.
Other matters as in paragraph 1

Turnover the case to responding EODT/Investigator and be prepared to assist in the investigation..
Submit incident report immediately.
Avoid “speculative” press releases. It is the job of the Unit Commander or his designated spokesman.

CHAPTER VI

SHOOTING INCIDENTS (Involving Own Personnel)

Upon receipt of information:
- Notify Regional/ District/ Provincial TOC and request for assistance, if necessary.
- Proceed to the crime scene without unnecessary delay. Be sure to have handheld radio.
- If in civilian clothes, make sure that you wear jacket, hat, or anything with markings "POLICE" or "ID" that can identify you as a Police Officer.

2. Upon arrival at the scene:
   - Armed encounter is still ongoing:
     - Seek cover while looking/checking the positions of the enemy/suspect, or the possible decoy and back-up of the enemy/suspect.
     - Formulate a quick estimate of the situation and find out how best to assist/ reinforce the friendly force/ personnel already engaging the enemy.
     - Seal off all possible escape routes of the adversary, inform all friendly forces of your action and location.
     - Request for reinforcement when necessary.
     - Confine suspect to his present location by occupying strategic positions with maximum cover for personnel.
     - Determine identity, strength and objective of suspects.
     - Inform higher Hqs and responding units of the obtaining situations.
   - If the suspects have already escaped:
     - Secure and seal off the scene
     - Request ambulance and/ or evacuate wounded persons to nearest hospital.
     - Inform higher Hqs without delay
   - If the incident was simple case of discharge of firearm without causing injury to other persons:
     - Arrest the suspect.
     - Identify suspect, his assignment, etc.
Determine if it occurred while personnel involved were on actual duty status. Find out if personnel were off duty at the time.

Conduct interviews among the witnesses present at the scene and take note of other relevant observations. Turnover findings and other significant information to the responding investigator.

Obtain following information for the purpose of preparing a detailed chronological narrative:
- Date & time call received
- Names, Serial Nr, Rank of personnel involved
- Current assignment and duty
- Uniform or plainclothes
- Vehicles used
- Description of scene, including background
- Weapons used:
  - Own personnel - Serial Nr, Make, Model, Caliber
  - Suspects - as above
- Type of ammunition used
- Identify all Military/ police personnel at the scene:
  - Name, Rank, Serial Nr, present assignment, duty
  - Name of superior Offr/ NCO who first responded to the scene
- Other related persons, i.e., ambulance
- Identity of suspects:
  - Description
  - Prior record
  - Other information
- Identify vehicles, other evidence and their disposition.
- Identify witnesses - include addresses and observations
- Make a sketch/ diagram of the scene including relative position of personnel, suspects, witnesses and path of bullet.
- Supplement with photographs, if necessary.

Submit the above report to higher Hq.s.

g. Turn-over the case to responding crime investigators and assist them in the conduct of investigation.

CHAPTER VII
BARRICADED SUSPECTS

Responding personnel are primarily responsible for minimizing injuries to personnel and bystanders and gathering intelligence. They will initiate a holding action to contain the suspects pending arrival of SWAT and/or Negotiating Teams to effect the arrest of the barricaded suspect.

Upon receipt of information:
    Notify higher Hqs
    Alert nearest friendly unit for possible assistance.
    Proceed to the scene immediately.

Upon arrival at the scene:
    Take over and quickly assess the situation.
    Confine the suspects to the smallest area possible at his present location by occupying position affording maximum cover and good field of fire/view.
    Cut off all possible means of escape by blocking all possible routes of departure.

Notify and alert SWAT/ Negotiating Team to neutralize the suspect.

Secure the area:
    Determine areas vulnerable to suspects field of fire and prohibit all vehicular and pedestrian traffic from entering the area.
    Request reinforcement for control purposes.
    Cordon area and isolate from traffic and pedestrian.
    Evacuate injured persons when practicable.
    Cause evacuation of buildings or rooms adjacent to position of suspect.
    Request ambulance and fire trucks to stand by

    Identify the suspect/s and determine descriptions and their probable location of within the structure/building.

6. Determine number of suspects, type, range and number of weapons.

7. Conduct area assessment (friendly or hostile). Look out for obstacles, gates, clothesline, etc. Determine if there are lookouts. Identify owner of the building/structures.
When conditions permit, assault the barricaded suspect to neutralize him even before arrival of SWAT. Be guided by the following before deciding to stage the assault:

- Life endangering situation.
- High probability of success.
- Element of surprise is essential
- Gain quick access to the target.
- Accuracy.

9. Upon arrival of SWAT/ Negotiating Team:
   - Turn-over command and control responsibility to them
   - Brief them adequately regarding the situation.
   - Prepare to receive orders from the Ground Commander.
   - Continue to isolate the area from vehicular and pedestrian traffic.
   - Maintain crowd control in the area of operation.
   - Prepare to provide other assistance to the team.

10. All personnel involved in the operation must be made aware of the decision.

   During the assault operations, all other personnel should hold their fire.

12. When the barricaded suspect has a hostage, refer to Hostage Situation section.

CHAPTER VIII

CARNAPPING

This checklist guides mobile patrol personnel responding to reports of theft of motor vehicles in order to identify and apprehend the offenders and recover the stolen property.

Upon receipt of information:
Record date and time information/ call was received.
Determine veracity of report by interviewing victim and immediately
flash alarm to all field units/mobile for dragnet operation.
Report such response to higher Hqs.

On arrival at the scene, record the following:
Time when the vehicle was parked.
Time when car was discovered lost.
c. How car was discovered lost (SWP-Stolen While Parked;
   FTR-Failed To Return; FT-Forcebly Taken)
Complete description of car-secure registration papers, if possible.
If car was stolen from residence, look for footprints, tire works of
   vehicle used by suspects, tools or implements left behind.
If car was forcibly taken from the operator/ driver:
   Place of occurrence
   Time of occurrence
   Nr of suspects
   Identity/ description suspects:
      Physical description
      Common expression uttered by suspect, diction,
      intonation, etc.
   Route taken by carnappers
   Description of suspects motor vehicle/ get away car's plate
   number.

When the description of carnapped vehicle is known, inform higher Hqs
immediately and request raising of tactical alarm for dragnet operations

Conduct pursuit operations when necessary. Inform all friendly units.
Advice victim to report to nearest TMG unit for vehicle inclusion/in the MV Info
System for nationwide alarm. (NHQ, PNP SOP # 7)

When car is recovered abandoned:
Inform higher Hqs immediately.
Conduct a technical inspection of the vehicle at the spot where it
was recovered to be witnessed by at least two (2)
disinterested persons, preferably barangay officials. The
same TIR shall be indorsed for checking and acceptance to
respond unit commanders when turning over the vehicle.
Turn-over the MV to unit Hqs. If the vehicle requires towing
service, notify and request higher Hqs to dispatch a tow
truck.
Further turn-over the MV to nearest TMG unit per NHQ PNP SOP # 7.

CHAPTER IX

ILLEGAL POSSESSION OF FIREARMS, AMMUNITION AND EXPLOSIVES
(Ref: IRR to PD No. 1866)

Determine whether the person is authorized to carry firearms, ammunition or explosives by requiring suspect to produce the following:

A. Civilians
   -License/ Special Permit (SP)/ Certificate of Registration (CR)
   or Memorandum Receipt (MR)
- Permit to Carry Outside Residence duly signed by the Chief of Constabulary (now CPNP)

B. **NBI Officials and Agents**
- License/ SP/ CR or MR
- Mission Order signed by the Director, Dep Director or Asst/ Regional Directors

- Guards of Bureau of Prisons and Provincial Jails
  - License/ SP/ CR or MR
  - Duty Detail Order from Prison or Jail to the City/ Provincial Fiscal’s Office or Court duly signed by Warden or Chief of Office while actually escorting prisoners

C. **Customs Police/ Members of Phil Port Authority Security Force, Export Processing Zone Authority Police**
- License/ SP/ CR or MR
- Duty Detail Order issued by Chief of Customs Police/ Chief Security Officer of Philippine Port Authority/ Chief of Security Officer of Export Processing Zone Authority

D. **Security Guards**
- F/A License in the name of agency
- Duty Detail Order issued by the Chief Security Officer concerned

E. **Officers, Ems and regular civilian agents of SND/ AFP/ INP (now PNP)**
- License/ SP/ CR/ MR
- Mission Orders duly issued by competent authority as shown below:
  Ref: Sec 5a of Rules & Regulation implementing PD 1866

For officers, men and regular civilian agents of the Ministry of National Defense (MOND)/ Armed Forces of the Philippines (AFP) including members of: the ICHDF (now CAFGU):

(Note: Authorized to carry FA only while on duty, in proper uniform and is limited only from premises of agency or firm to their place of work and return.)

The Minister of National Defense and such other Ministry officials duly designated by him;
The Chief of Staff, AFP;
Chief of the General/ Special/ Technical and Personal Staff of GHQ AFP;
Commanders of the AFP Major Services including the
chiefs of their respective General/ Special/
Technical and Personal Staffs;
Commanders and Chiefs of Staffs of AFPWSSUs and
major commands/ units of the AFP and the
Major Services;
Commanders of battalions and higher units and their
equivalent in the Philippine Air Force and
Philippine Navy;
Commanders of AFP intelligence units from GHQ AFP
down to regional command level;
Provincial Commanders, METRODISCOM
Commanders, company commanders and their
equivalent in the Philippine Air Force and
Philippine Navy; and
Detachment commanders in remote areas whose
higher commanders are not easily available to
issue such orders.
For members of the Philippine National Police (PNP)
Director General, PNP
Deputy Director General, PNP;
Regional Directors/ Director, Metropolitan Police Force
(now NCR Police Office)
Commanding Officers, PNP separate Units/ Offices or
officers holding equivalent commands.
Provincial/District Directors
Commanding Officers of Metropolitan District
Commands
Commanding Officer, PNP Field Force
Station/Sub-Station Commanders
For members of the National Bureau of Investigation:
The Director
The Deputy Director
The Assistant/ Regional Directors

For agents of the National Intelligence Coordinating
Authority (NICA) - The Director General
For agents of EIIB:
The Commissioner
The Deputy Commissioner
The Assistant Commissioner/Regional Directors
For agents of BID - The Commissioner
For Bureau of Customs Police
The Commissioner
The Deputy Commissioner for Intelligence and Enforcement Group
For Export Processing Zone Authority Police
EPZA Administrator
The Department Manager
For PPA Police Force - The Superintendent
For MIAA Police Force - The General Manager
k. For LTO Law Enforcement Services - The Assistant Secretary

CAFGU

CAFGU members are not allowed to travel with firearms individually and are not allowed to operate outside of its operational area without prior authority/clearance from the military Commander-in-Charge.

CAFGU members are not allowed to bring their issued firearms to their residence except as specifically authorized by the military Commander-in-Charge on a case-to-case basis when justified by exigencies of the service.

A secured depository of firearms should be maintained at the lowest level of CAFGU organization.

Appropriate information/coordination shall be made with the nearest PNP unit for purposes of identification and to preclude incidents of violence between CAFGU and military forces in instances where apprehensions or arrest of CAFGU in the province is to be effected.

F/A for use as Movie Props
-Certification from FEU
Note: F/A should be demilitarized.

H. F/A & Ammo to be transported from Old Residence to New Residence
-Authority to Transport from FEU in Metro Manila/ Provincial Commander in the Province

I. F/A for Repair
Authority to transport from residence to repair shop and vice versa from FEU/ Provincial Commander

J. F/A & Ammo for Hunting Purposes
- Authority to transport for hunting purposes from FEU/ Provincial Commander

K. Explosives
- Authority to transport from FEU/ Provincial Commander

In case suspect fails to produce complete papers, bring him to Unit Hqs for further investigation.


CHAPTER X

CROWD CONTROL

This section provides guidelines for members of mobile patrol of policies, procedures and measures in the handling of crowds, mobs, demonstrators, strikers and rioters prior to the arrival of regular CDC Units/ elements.

Upon receipt of information/ request for police assistance:

Notify higher Hqs and alert CDC units/ other units for possible deployment.
Proceed to reported area at once. Find out from other police units/ concerned agencies if a permit was issued to any group to assemble in the reported area.

Upon arrival at the scene:

Record date & time of arrival and location. Observe the activities of the group. Determine and report the following to the Operation Center:

1. Location of group. If moving, determine its general direction.
2. Size of the group
   Whether the crowd is orderly or unruly and needs to be dispersed.
   Place of assembly.
   Demands/ issues raised by demonstrators/ strikers.
   Whether the assembly is lawful or unlawful.
   Identified leaders, prominent speakers, group affiliation, etc.
   Purpose/ motive of assembly.
   With permit or without permit.

Assist in traffic direction and control to ease traffic flow. Establish contact with the crowd, if practicable.

3. Request Operation Center for CDM deployment when necessary.

4. Initiate dialogue with the leaders. Find out if they have a permit. Advise them to clear the road so as not to obstruct the flow of traffic.

Attempt to hold the crowd in a given or particular area until arrival of CDC Units.

Upon arrival of CDC unit, turnover responsibility and be ready to assist. Continue monitoring and record the following:

Name of ringleaders who appear to be initiating/agitating the crowd.
Placards/signs used and slogans written on it.
Equipment used such as vehicles. Note plate nr, type or model of MV.
Any indication of degree of violence.

7. Be prepared to perform tasks as directed by CDM Group Commander.
CHAPTER XI

VEHICULAR/ TRAFFIC ACCIDENT

Upon arrival at the scene:
  Secure the scene.
  Request ambulance - evacuate injured to nearest hospital without delay.
Summon assistance from civilians, if necessary.
Notify:
  Higher Hqs
  Traffic accident investigators
In case of Hit-and-Run, alert units for dragnet operations.
Obtain description of motor vehicle involved (Plate Nr/type/color)

2. Keep accident from getting worse:
   Prevent/ extinguish fire as a result of accident.
   Direct and control traffic at the scene.
   Insure that vehicles are not pilfered and injured persons are not robbed.
   Move vehicles to ease traffic flow, if necessary. Mark positions of vehicles before doing so. Photograph/take pictures of MV positions.

3. Get the facts (If traffic investigators have not yet arrived)
   Where accident took place.
   When did it happen?
   Who were the drivers, injured persons, vehicle owners and witnesses?
   What vehicles, objects were involved
   How severe the accident was?
   Question drivers and witnesses.
   Road and weather condition.
   Condition of vehicles.
   Condition of drivers.
   Investigate for hit-and-run incident
   Road signs about how the accident happened.
   Vehicle signs about how accident happened.
   Analyze data to discover cause of accident.

4. Turn-over the case to responding traffic investigators, including initial findings.

5. Prepare to appear in court as witness.

CHAPTER XII

FIRE INCIDENTS

If the fire is an ON VIEW fire:
   a. Notify the Operation Center (OC) and nearest fire department.
   b. Alert residents in the area.
   c. When it is ascertained that no lives are in peril, attempt to clear the immediate area of vehicles and persons who may hinder the fire apparatus in their arrival at the fire scene.
   d. Take charge and be responsible in policing the fire area until the fire department arrives at the scene.
   e. Request assistance from nearest police station in performing traffic and crowd control duties at the fire scene.
When the fire department has arrived/ is present:
   a. Assist in crowd and traffic control operations at vicinity of the fire scene.
   b. Establish fire lines and traffic diversions.
   c. Do not allow unauthorized persons to enter the fire line. Persons allowed within the fire lines are as follows:
      1. Mayor, police personnel, fire fighters and emergency hospital attendants.
      2. Personnel of auxiliary fire brigades and accredited volunteer organization.
      3. Owners, occupants and their employees of building endangered by fire.
      4. Other authorized/ permitted by the Fire Ground Commander (FGC) to enter the fire lines.

3. Establish liaison with the FGC.

4. Protect the destroyed or burned premises when the owner or occupant of said premises cannot be located.

5. Summit required reports to higher Hqs as soon as practicable but not later than 24 hours after the incident.

CHAPTER XIII

MEDICAL EMERGENCIES

The purpose of this section is to provide guidelines to patrol officers when responding to Medical Emergencies, such as Vehicular/Traffic Accidents, shooting incidents and stabbing/hacking incidents.

Vehicular Accident

Survey the Scene
   Assess the safety of the scene.
   Assess what happened.
   Identify yourself as a POLICE OFFICER.
   Establish Police Line.
Activate Medical Assistance
   Identify how many people are injured.
Identify if there are trained first aiders around who can help. Ask bystander to call for help (Call 117) Emergency Assistance Response Network (EARNET) and ask him to report back to you. If none, do it yourself.

If the people involve in the accident can move on their own, secure a place where they can stay while awaiting the Emergency Medical Response Team.

If the people involve in the accident are unconscious, do not try to move them unless the scene is unsafe for the victim, or you are a trained first aider.

Upon the arrival of Emergency Medical Response Team, ensure that there is open flow of traffic.

Identify which health institution they brought the victims. Document the incident.

Perform Usual Police Function

**Incident with Gunshot Wound Victims**

Survey the Scene
- Assess the safety of the scene.
- Assess what happened.
- Identify yourself as a POLICE OFFICER
- Stay away from line of fire.
- Establish Police Line.

Activate Medical Assistance
- Identify how many people are injured.
- If the victim is in between line of fire, ask him/her to crawl towards you or away from the hostile line of fire.
- Assess what area of the body the victim sustain a wound.
- Apply direct pressure to the wound.
- Identify if there are trained first aiders who can help.
- Ask bystander to call for help (Call 117) Emergency Assistance Response Network (EARNET) and ask him to report back. If none, do it yourself.
- Assess and identify which area is suitable to place the victim.
- Ensure a clear and safe passage for the Emergency Response Team.

Perform Usual Police Fuction

3. **Stabbing or Hacking Incident**

Survey the scene
- Assess the safety of the scene.
- Assess what happened.
Identify yourself as a POLICE OFFICER.
Establish Police Line.
Activation of Medical Assistance
- Identify how many people are injured.
- Secure a safe place to collect all the injured victims.
- Identify if there are trained first aiders who can help.
Ask bystander to call for help (Call 117) Emergency Assistance Response Network (EARNET) and ask him to report back to you. If none, do it yourself.
Apply direct pressure to the wound. If there are protruding internal organs cover it with moist clothing and keep it moist until the Emergency Response Team arrive.
Endorse the victims to the Emergency Response Team.
Ensure a clear passage for the Emergency Response Team.
Document the incident.

CHAPTER XIV

ARRESTS AND SEARCHES

Arrest Defined

Arrest is the taking of a person into custody so he can answer for the commission of an offense.

2. When Arrest may be Legally Effect

In general, an arrest can be validly effected only upon lawful order of a competent court or judge upon a warrant. However, it may also be lawfully effected even without a Warrant in the following instances:
When the person to be arrested has committed, is actually committing, or is attempting to commit an offense in the presence of the person effecting the arrest; When an offense has in fact just been committed and the person to effect the arrest has personal knowledge of facts indicating that the person to be arrested has committed it; and When the person to be arrested is a prisoner who has escaped from a penal establishment or place where he is serving final judgment or temporarily confined while his case is pending, or has escaped while being transferred from one confinement to another, or who has been rescued after his arrest.

3. How to Effect Arrest

Arrest is effected by taking actual custody of the person to be arrested or by his submission to the custody of the person making the arrest. No unnecessary or unreasonable force shall be used and the person arrested shall not be subjected to any greater restraint than is necessary for his detention.

4. Disposition of Arrested Person

Without unnecessary delay, deliver the person arrested to the headquarters for booking.

5. Method of Arrest

When making an arrest by virtue of a warrant which he needs not carry with him, an arresting officer must inform the person to be arrested of the cause of the arrest and that a warrant has been issued for his arrest, except in the following instances:

When that person to be arrested flees;
When such person forcibly resists before the officer has an opportunity to inform him; or
When giving such information will imperil the arrest.

6. Summoning Assistance

In order to effect a lawful arrest a police officer may orally summon as many private persons as he deems necessary to help him.

7. Search Defined
Search is an examination of an individual’s person, house or effects or other buildings and premises to discover contraband or some evidence of guilt to be used in the prosecution of a criminal action.

Search Incidental to a Lawful Arrest

A search without warrant may be effected/incidental to a lawful arrest. There are several types of searches although one type, the Wall Search, is recommended.

Wall Search
Safest type of Search
Does not necessarily require a wall, any object that can support the weight of subject can be used.
Purpose - to place subject in an “off-balance” position requiring the use of both arms and legs to keep him from falling to the ground.
Procedure:
First - Require subject to place both hands on the wall slightly higher than his waist. Hands spread as far apart as possible. Palms placed against the wall, fingers extended.
Feet extended back away from the wall as far as possible, spread feet as far apart as possible, toes pointed out. Buttocks should not be in arched position.
Head down at all times.

Action of Policeman:
If one subject - leader takes place on one side, subordinate on the other.
To search other side, subordinate should move to opposite side.
If two or three subjects - move the subject to be searched on the wall but out of reach of others.
Search both sides of subject, leader searches, subordinate guarding other subjects.
Move one subject at a time.
Subject’s head down at all times.
The subordinate concentrates on actions of subjects and not on actions of the leader.
When more than three subjects, summon additional help.
In serious apprehensions, hold weapons in ready position throughout search.
Place foot tightly against subject's foot, right with right, left with left. Ankle bone against ankle bone of subject. Search body systematically - remove hat if any and crush it. Next, palm of hand and between fingers examined. Clothing should be grasped in hand and crushed.

Standing Search:
Subject's hands raised over his head, feet spread as far apart as possible.
Not recommended because the subject is in “on-balance” position.

Kneeling Search:
Subject kneels on the ground with hands raised over his head.
Also, discouraged for the same reasons as the standing search.

Prone Search:
Subject lies on his stomach with arms and legs outstretched.
Subject has both arms and legs free and is at all times on balance position.
Front part of clothing cannot be searched.
Can be extremely dangerous to searches if the subject has knowledge of judo.

10. **Method of Restraint:**

   **Handcuffs**
   a. Best method of restraint.
   b. If applied properly, it is a good preventive measure; If applied in properly, it is dangerous.
   c. Use of handcuffs is left to the discretion of apprehending personnel, and should be used when needed to restrain the subject.

   a. **How Handcuffs are applied:**
   Take position directly behind the subject.
   Handcuff is applied when the subject has placed his hand on small of his back.
Do not reach out for the hand as it will provide the subject an opportunity to grasp the hand of the police and throw him off-balance.

b. Procedure: When applying handcuffs
   1. First order - “Take your right hand off the wall and place it on the small of your back.” Fasten the handcuff to this hand and firmly hold the other handcuff.
   2. Second order - “Move up and put your hand against the wall.” Allow the subject to move closer to wall, making certain his feet remain back far enough to keep him “off balance.”
   3. Third order - “Take your other hand off the wall and place it on the small of your back.” Fasten other handcuff and double-lock both handcuffs.

Final order - “Stand up and face the wall.” Help the subject in doing this.

11. Transporting a prisoner:
    If transported by jeep, the subject is seated in the right rear seat and the police sits in the rear on the left side facing the subject. Secure hands of subject under his knees.
    If transported by sedan, the subject is seated on the left rear seat and the police sits on the right rear seat. Hands of the subject should be secured under his knees.

12. Techniques in Making Arrest:

    Initial Contact with the Subject:
    Identify yourself in a clear audible voice.
    Show identification card, if not in uniform.
    Inform the subject that he is under arrest.
    Consider the possibility that the subject is wanted for other crimes. (Record Check)

    Police Officer’s Conduct:
    Be natural and pleasant but forceful and aggressive.
    Dominate situation.
    Voice must command authority.
    Demand prompt and absolute obedience.
    Nervousness should be controlled.
    Avoid acting “tough” as the subject will be first to detect it.
    Avoid profanity as it reflects personality weakness.
    Avoid being reticent or apologetic.
Avoid unnecessary conversation. Agent in charge does the talking and gives the commands.

Making the Arrest:
Use good judgment in connection with the arrest. Assume that the subject is armed and will take your life if given opportunity.

Arrest on Street:
Should be made from side or rear when possible. Subject should be forced toward the building. Avoid congested areas when possible.

Arrest at Home, Office or Business Establishment:
Restrict the subject’s movement. Do not grant request for personal privileges before being searched. Clothing and other things requested should be examined for weapons or items of evidence before turning them over to the subject.

Planning the Arrest:
Responsibility of the Chief of Officer acting in his absence. If the arresting party is composed of two (2) or more members, somebody must be placed in charge preferably the most experienced. Consider the arresting and covering parties. Consider protection of innocent bystanders. Prevent escape of the subject. Discreet reconnaissance of the area. Determine the weapons and equipment needed. Consider superiority of (a) manpower and (b) firepower. Is plan simple enough? Consider the element of SURPRISE (Daybreak has proven satisfactory as the time for a number of successful arrests.) Consider SPEED in the execution of the plan. Consider overall coordination. Consider concealment or cover that might be available both in effecting arrest and in removing the subject from the building. Briefing officer should ask participants if they have any questions to ask relative to the plan.
CHAPTER XV

REPORT FORMAT

FORM 1:  a. Hostage Situation Report
         b. Barricaded Suspect Incident

FORM 2:  a. Robbery/Hold-up Response Report
         b. Shooting Incident
         c. Murder/Homicide
         d. Carnapping Incident
         e. Illegal Possession of Firearm, Ammunition and Explosive

FORM 3:  a. Civil Disturbance (Crowd Control) Report
         b. Bomb Emergency

FORM 4:  a. Vehicular/Traffic Accident
         b. Fire Incident
FIRST RESPONDERS' REPORT
Type of Report (Pls. Check)

□ VEHICULAR/TRAFFIC ACCIDENT REPORT
□ FIRE INCIDENT REPORT

(I. POLICE RESPONSE DATA
1. DATE/TIME INFORMATION RECEIVED: ____________________________________________
2. SOURCE OF INFORMATION (If civilian, state complete name) ________________________
3. ADDRESS/LOCATION/TEL. NR: _________________________________________________
4. RESPONDING UNIT/MOB CAR: __________________  6. ASSISTING CAR/S: ______________
5. CREWLDR/MBRS: ______________________  7. CREW LDR/MBRS: ____________________
8. TIME OF ARRIVAL AT THE SCENE: ____________________________________________

II. ACCIDENT DATA
9. PLACE OF ACCIDENT: ___________________ 10. DATE/TIME OF ACCIDENT: __________
11. VEHICLE/S INVOLVED: ___________________ 12. NAME OF DRIVERS: __________
13. NAME OF VEHICLE OWNER/S: ________________________________________________
14. WITNESSES NAME & ADDRESS: ______________________________________________
15. ROAD/WEATHER CONDITION: ________________________________________________
16. CONDITION OF DRIVER/S: __________ 17. CONDITION OF VEHICLE/S: __________

III. ACTIONS TAKEN

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
<th>Person Contacted:</th>
<th>Time Contacted:</th>
</tr>
</thead>
</table>
a. Notified Opn Center/Higher Hqs | ☐ | ☐ | ____________________
b. Requested dispatch of traffic investigator | ☐ | ☐ | ____________________
c. Alerted units for dragnet opn (in case of Hit-and-run) | ☐ | ☐ | ____________________
d. Secured the Accident/Fire scene | ☐ | ☐ | ____________________
e. Requested for ambulance | ☐ | ☐ | ____________________
f. In case of Fire, notified nearest Fire Department | ☐ | ☐ | ____________________
g. Established Fire Line in coord with Fire Ground Comdr (FGC) | ☐ | ☐ | ____________________
h. NR. OF CASUALTIES: (identify) | | | |
  Died On-the-Spot: | | | ____________________
  Injured: | | | ____________________
i. Sought assistance of civilians | ☐ | ☐ | ____________________
j. Evacuated casualties to hospital/clinic | ☐ | ☐ | ____________________
k. Performed traffic direction & control | ☐ | ☐ | ____________________
l. Moved vehicles to ease traffic flow | ☐ | ☐ | ____________________
m. Marked MV positions before moving them | ☐ | ☐ | ____________________
n. Took pictures of MV positions | ☐ | ☐ | ____________________
o. Turnover the case to responding traffic investigators | ☐ | ☐ | ____________________

IV. REMARKS (Other data/information not included above)
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________
_________________________________________________________________________________

Rank/Name/Signature of Team Leader
FIRST RESPONDERS’ REPORT

Type of Report (Pls Check)

☐ ROBBERY/HOLD-UP RESPONSE REPORT
☐ SHOOTING INCIDENT
☐ MURDER/HOMICIDE
☐ CARNAPPING INCIDENT
☐ ILLEGAL POSSESSION OF FA, AMMO & EXPLOSIVE

I. POLICE RESPONSE DATA

1. DATE/TIME INFORMATION RECEIVED: _______________________________
2. SOURCE OF INFORMATION (If civilian, state complete name): __________________________
3. ADDRESS/LOCATION/TEL. NR: _____________________________________________
4. RESPONDING UNIT/MOB CAR: ____________________ 6. ASSISTING CAR/S: __________
5. CREW LDR/MBRS: ____________________ 7. CREW LDR/MBRS: __________
8. TIME OF ARRIVAL AT THE SCENE: ________________________________

II. CRIME DATA

a. Date/Time Complaint Received: ____________________
b. Name of Complainant/s: ______________________
c. Name of Suspect/s: ______________________
d. Date/Time Crime was committed: ____________________
e. Place Committed: ______________________
f. Crime/s committed: ______________________
g. How committed: ______________________
h. Item/s Lost & Description: ______________________
i. Weather condition: ______________________

III. ACTIONS TAKEN: Yes ☐ No ☐

a. Alerted units for dragnet opn ☐ e. Identified and interviewed potential witness/es ☐
b. Notified Opn Center/Higher Hqs ☐ ☐ RECORD NAME, ADDRESS AND TEL NR OF WITNESSES
c. Determined if suspect/s is/are still in the crime scene ☐
d. Arrested the suspect/s at the crime scene ☐ ☐ NAME & ADDRESS OF SUSPECT/S:
  4) Requested for reinforcement ☐ ☐
e. Took down statements of witnesses ☐ ☐ DISPOSITION OF SUSPECTS: ______
f. Took notes and sketches of the scene ☐ ☐
  5) Persuaded suspect/s to surrender ☐ ☐
g. Photographed the crime scene ☐ ☐
h. Suspect/s still at the crime scene: ☐ ☐
  1) Determined location of suspect/s in the building/structure ☐ ☐
  2) Requested for Ambulance/Firetruck ☐ ☐ Nr of suspects and Armaments ______
  3) Asked assistance from friendly units to seal off possible escape route ☐ ☐
j. Suspects have escaped: ☐ ☐
  1) State route & mode of escape: ☐ ☐
k. Evacuated casualties to the hospital ☐ ☐
  If NO, identify who brought them to hospital: ________________________________
l. Searched for evidence at the crime scene ☐ ☐
m. Conducted pursuit operations: ☐ ☐
  RESULT OF OPERATION: ☐ ☐
  LIST DOWN EVIDENCE RECOVERED ☐ ☐

N. Turned over the case to responding Investigator/s ☐ ☐ DATE/TIME: ______________
  INVESTIGATORS NAME/UNIT ______

IV. REMARKS: (Other data/information not included above)
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

* Report Form will not replace NCIS Form I                          Rank/Name/Signature of Team Leader
FIRST RESPONDERS' REPORT
Type of Report (Pls. Check)
□ CIVIL DISTURBANCE (CROWD CONTROL) REPORT
□ BOMB EMERGENCY

I. POLICE RESPONSE DATA
1. DATE/TIME INFORMATION RECEIVED: ______________________
2. SOURCE OF INFORMATION (If civilian, state complete name): ______________________
3. ADDRESS/LOCATION/TEL. NR: ______________________________________
4. RESPONDING UNIT/MOB CAR: ______________________ 6. ASSISTING CAR/S: ______________________
5. CREW LDR/MBRS: ______________________ 7. CREW LDR/MBRS: ______________________
8. TIME OF ARRIVAL AT THE SCENE: ______________________ 9. PERSON/S CONTACTED: ______________________

II. INCIDENT DATA
9. PLACE OF INCIDENT: ______________________ 10. DATE/TIME OF INCIDENT: ______________________
11. GROUP INVOLVED: ______________________ 12. IDENTIFIED LEADER/S: ______________________
15. ASSEMBLY AREA: ______________________ 16. DIRECTION OF MARCH: ______________________
17. PURPOSE OF ASSEMBLY: ______________________

III. ACTIONS TAKEN

Yes No
a. Notified Opn Center/Higher Hqs □ Person Contacted: ______________________
b. Requested dispatch of traffic police to assist □ Time Contacted: ______________________
c. Alerted units for CDC opn □
Vehicles Used by Rallyists:
Type (Car, jeep, etc.): ______________________ □ Color: ______________________ Plate Nr: ______________________
d. Secured the Area/scene □
e. Requested for ambulance/fire truck □ □ AmbulanceID/Designation: ______________________
f. Checked if rally has a Permit □
If Yes, who issued & date: ______________________
g. Initiated a dialogue with rally leader/s □ □ Identify Rally Leader/s: ______________________
If Yes, where?: ______________________
i. Is the group unruly/violent? □ □ Illegal Acts Committed: ______________________
j. IN CASE OF VIOLENCE, NR. OF CASUALTIES: (identify)
Died On-the-Spot: ______________________
Injured: ______________________
k. Sought assistance of civilians □ □ Nr. of Persons: ______________________
l. IN CASE OF BOMB THREAT/S:
1) Confirmed the reported Bomb Threat □
2) Requested EODT to conduct bomb sweep □ □
3) Conducted search with persons familiar with the establishment □ □ Nr. of search team: ______________________
4) Located/Found the suspected bomb □ □ State exact location/Time found: ______________________
m. IN CASE OF BOMB EXPLOSION
1) Evacuated casualties to hospital/clinic □ □ If NO, identity person/s who evacuated:
____________________________________________________________________________________
2) Conducted rescue operation □ □
3) Sealed off the area □
n. Performed traffic direction & control □ Date/Time: ______________________
o. Turnover the case to responding EODT/CDM Unit □ □ Name of Tm Ldr/CDM Comdr: ______________________

IV. REMARKS (Other data/information not included above)
____________________________________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

Rank/Name/Signature of Team Leader

* Report Form will not replace NCIS Form I
FIRST RESPONDERS’ REPORT
Type of Report (Pls Check)
☒ HOSTAGE SITUATION REPORT
☒ BARRICADED SUSPECT INCIDENT

I. POLICE RESPONSE DATA

1. DATE/TIME INFORMATION RECEIVED: ___________________________ Date
2. SOURCE OF INFORMATION (If civilian, state complete name): ___________________________
3. ADDRESS/LOCATION/TEL. NR: _____________________________________
4. RESPONDING UNIT/MOB CAR: ________________________ 6. ASSISTING CAR/S: ________________________
5. CREW LDR/MBRS: ________________________ 7. CREW LDR/MBRS: ________________________
8. TIME OF ARRIVAL AT THE SCENE: ___________________________

II. CRIME DATA

a. Date/Time Complaint Received: ___________________________

b. Name of Complainant/s: ___________________________
c. Name of Suspect/s: ___________________________
d. Date/Time Crime was committed: ___________________________
e. Place Committed: ___________________________

III. ACTIONS TAKEN: Yes No

a. Alerted units for dragnet opn
b. Notified Opn Center/Higher Hqs

c. Determined if suspect/s is/are still in the crime scene

  RECORD NAME, ADDRESS AND TEL NR OF WITNESSES

d. Requested SWAT/Negotiating Team/EODT to respond

f. Arrested the suspect/s at the crime scene
g. Effectuated the surrender of suspect

h. Cordoned/isolated the area

i. Photographed the crime scene

  Note: Attach sketch of crime scene (Use Reverse Side)
j. Suspect/s still at the crime scene:

  1) Determined location of suspect/s in the building/structure

  2) Requested for Ambulance/Rescue van

  3) Asked assistance from friendly units to seal off possible escape route

  4) Established Identity of Victim/Hostage

  NAME/ADDRESS OF VICTIM/HOSTAGE

  DISPOSITION: ___________________________

  NAME/ADDRESS OF SUSPECT/S:

  NR of suspects and Armaments ___

  4) Requested for reinforcement

  5) Persuaded suspect/s to surrender

  and/or release hostage/.

k. Suspects have escaped:

  State route & mode of escape:

  RESULT OF OPERATION:

  o. Turned over the case to responding Investigator/s, SWAT/Negotiating Tm

  DATE/TIME: ___________________________

  INVESTIGATORS NAME/UNIT

  p. Briefed the Ground Comdr of the situation

  IV. REMARKS (Other data/information not included above)

  ______________________________________

  * Report Form will not replace NCIS Form I

  Rank/Name/Signature of Team Leader