

**PHILIPPINE NATIONAL POLICE
MANUAL**

RESPONDERS' MANUAL

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
Carjacking
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 factorsType 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:

a. 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.

b. 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

c. 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 Hqs.

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-Forceably 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.

3. Submit report without delay.

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. Submit 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 Function

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.
Activate 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 Effected

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**

(Date)

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/MOBCAR: _____ 6. ASSISTING CAR/S: _____
- 5. CREW LDR/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

- | | Yes | No | |
|---|--------------------------|--------------------------|-------------------------|
| a. Notified Opn Center/Higher Hqs | <input type="checkbox"/> | <input type="checkbox"/> | Person Contacted: _____ |
| b. Requested dispatch of traffic investigator | <input type="checkbox"/> | <input type="checkbox"/> | Time Contacted: _____ |
| c. Alerted units for dragnet opn (in case of Hit-and-run) | <input type="checkbox"/> | <input type="checkbox"/> | |

Motor Vehicle ID:

Type (Car, jeep, etc.): _____ Color: _____ Plate Nr: _____
 Name/Identity of Driver: _____

- d. Secured the Accident/Fire scene
- e. Requested for ambulance Ambulance ID/Designation: _____
- f. In case of Fire, notified nearest Fire Department Fire Alarm Received: _____
- g. Established Fire Line in coord with Fire Ground Comdr (FGC) Name of Duty Officer: _____
 Rank/Name of FGC: _____
 Nr. of Firetrucks Responded: _____
- h. **NR. OF CASUALTIES:** (identify)
 Died On-the-Spot: _____ Injured: _____
- i. Sought assistance of civilians Nr. of Persons: _____
- j. Evacuated casualties to hospital/clinic If NO, identify person/s who brought casualties to hospital: _____
- k. Performed traffic direction & control
- l. Moved vehicles to ease traffic flow
- m. Marked MV positions before moving them **Note:** Use Reverse Side to sketch relative positions of MVs.
- n. Took pictures of MV positions
- o. Turnover the case to responding traffic investigators Date/Time: _____
 Name of Investigator/s: _____

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)

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

I. POLICE RESPONSE DATA _____ Date

- 1. DATE/TIME INFORMATION RECEIVED: _____
- 2. SOURCE OF INFORMATION (If civilian, state complete name): _____
- 3. ADDRESS/LOCATION/TEL. NR: _____
- 4. RESPONDING UNIT/MOB CAR: _____
- 5. CREW LDR/MBRS: _____
- 6. ASSISTING CAR/S: _____
- 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 | <input type="checkbox"/> | <input type="checkbox"/> | e. Identified and interviewed potential
<input type="checkbox"/> <input type="checkbox"/> witness/es |
| b. Notified Opn Center/Higher Hqs | <input type="checkbox"/> | <input type="checkbox"/> | RECORD NAME, ADDRESS AND
TEL NR OF WITNESSES |
| c. Determined if suspect/s is/are still in the
crime scene | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| d. Arrested the suspect/s at the crime scene | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| f. Took down statements of witnesses | <input type="checkbox"/> | <input type="checkbox"/> | |
| g. Took notes and sketches of the scene | <input type="checkbox"/> | <input type="checkbox"/> | Note: Attach sketch of crime scene
(Use Reverse Side) |
| h. Photographed the crime scene | <input type="checkbox"/> | <input type="checkbox"/> | |
| i. Suspect/s still at the crime scene: | | | |
| 1) Determined location of suspect/s in
the building/structure | <input type="checkbox"/> | <input type="checkbox"/> | Nr of suspects and Armaments _____ |
| 2) Requested for Ambulance/Firetruck | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| 3) Asked assistance from friendly units
to seal off possible escape route | <input type="checkbox"/> | <input type="checkbox"/> | 4) Requested for reinforcement <input type="checkbox"/> <input type="checkbox"/> |
| j. Suspects have escaped: | <input type="checkbox"/> | <input type="checkbox"/> | 5) Persuaded suspect/s to surrender <input type="checkbox"/> <input type="checkbox"/> |
| State route & mode of escape: _____ | | | NAME & ADDRESS OF SUSPECT/S: _____ |
| k. Evacuated casualties to the hospital
If NO, identify who brought them to hospital: _____ | <input type="checkbox"/> | <input type="checkbox"/> | DISPOSITION OF SUSPECTS: _____ |
| l. Searched for evidence at the crime scene | <input type="checkbox"/> | <input type="checkbox"/> | |
| m. Conducted pursuit operations:
RESULT OF OPERATION: _____
LIST DOWN EVIDENCE RECOVERED _____ | <input type="checkbox"/> | <input type="checkbox"/> | |

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

Date _____

- 1. DATE/TIME INFORMATION RECEIVED: _____
- 2. SOURCE OF INFORMATION (If civilian, state complete name): _____
- 3. ADDRESS/LOCATION/TEL. NR: _____
- 4. RESPONDING UNIT/MOB CAR: _____
- 5. CREW LDR/MBRS: _____
- 6. ASSISTING CAR/S: _____
- 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 : _____
- 13. SIZE/ESTIMATED NR: _____
- 14. DEMANDS/ISSUES: _____
- 15. ASSEMBLY AREA: _____
- 16. DIRECTION OF MARCH: _____
- 17. PURPOSE OF ASSEMBLY: _____
- 18. ESTABLISHMENT UNDER THREAT/LOCATION: _____

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: _____
- h. Attempted to hold rallyists
- in particular area _____ 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 Nr. of search team: _____
- familiar with the establishment
- 4) Located/Found the suspected bomb State exact location/Time found: _____
- 5) Caused evacuation of establishment

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

- o. Turnover the case to responding Date/Time: _____
- 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

_____ Date

- 1. DATE/TIME INFORMATION RECEIVED: _____
- 2. SOURCE OF INFORMATION (If civilian, state complete name): _____
- 3. ADDRESS/LOCATION/TEL. NR: _____
- 4. RESPONDING UNIT/MOB CAR: _____
- 5. CREW LDR/MBRS: _____
- 6. ASSISTING CAR/S: _____
- 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 e. Identified & 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. Requested SWAT/Negotiating Team/ EODT to respond _____
- f. Arrested the suspect/s at the crime scene
- g. Effected the surrender of suspect
- h. Cordoned/isolated the area **Note: Attach sketch of crime scene (Use Reverse Side)**
- i. Photographed the crime scene
- j. Suspect/s still at the crime scene:
 - 1) Determined location of suspect/s in the building/structure **Nr of suspects and Armaments** ____
 - 2) Requested for Ambulance/Rescue van _____
 - 3) Asked assistance from friendly units to seal off possible escape route
 - 4) Requested for reinforcement
 - 5) Persuaded suspect/s to surrender and/or release hostage/s
 - 4) Established Identity of Victim/Hostage **NAME/ADDRESS OF VICTIM/HOSTAGE** _____
 - 5) Persuaded suspect/s to surrender and/or release hostage/s **NAME/ADDRESS OF SUSPECT/S:** _____
 - DISPOSITION:** _____ **DISPOSITION OF SUSPECT/S:** _____
 - 5) Caused evacuation of adjacent rooms or buildings _____
 - 6) Confined suspect/s to his present location
- k. Suspects have escaped: State route & mode of escape: _____
- l. Evacuated casualties to the hospital If NO, identify who brought them to hospital: _____
- m. Searched for evidence at the crime scene
- n. Conducted pursuit operations: **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