



Republic of the Philippines  
Department of the Interior and Local Government  
NATIONAL POLICE COMMISSION  
**NATIONAL HEADQUARTERS PHILIPPINE NATIONAL POLICE**  
**OFFICE OF THE CHIEF, PNP**  
Camp Crame, Quezon City

**SUBJECT :** CMC NO. 2013- 06 In-Country Training Program (ICTP) on Trainers' Training for Scientific Method of Processing Fingerprints

**TO :** See Distribution

**DATE :** JAN 1 1 2013

**1. REFERENCES:**

- a. Memorandum from Director, CL re Proposal on Trainers' Training on Scientific Method of Processing Fingerprints;
- b. LOI 01-2012 "Project on Enhancing the Procedure for Collection, Submission and Application of Latent Prints as well as Utilization of AFIS 'HITS'/Identical Results in the NCRPO"; and
- c. Record of discussions on the In-country Training Programme signed between the PNP Crime Laboratory and Japan International Cooperation Agency Philippine Office.

**2. PURPOSE:**

This Command Memorandum Circular (CMC) provides the guidelines and procedures to be undertaken by the concerned D-Staff, Offices and Units to enhance the capability of the Philippine National Police-Crime Laboratory personnel as trainers of fingerprint examiners assigned in the NHQ/Regional/Provincial/District Crime Laboratory Offices, develop a core of trainers, and to train field investigators on the proper taking of tenprints and collection of latent prints.

**3. SITUATION:**

The Government of Japan (GOJ), through the Japan International Cooperation Agency (JICA) - a government agency of Japan in-charge of implementing Japan's Official Development Assistance (Japan's ODA), is supporting the PNP in implementing its Anti-Crime Capability Enhancement Program particularly in the field of fingerprint identification and crime scene investigation. Along this line, the JICA is supporting the PNP in implementing a Technical Cooperation Project (TCP) on Automated Fingerprint Identification System which is now in the second phase. As a result of these PNP initiatives, the capability of the PNP-CL on processing fingerprints had significantly improved. However, the AFIS equipment at PNP-CL remains underutilized due to the low turn-out of submission of latent prints and tenprints to AFIS largely caused by the lack of effective training of police investigators and equipment necessary in the proper collection of latent and tenprints. Also, Fingerprint Examiners (FPEs) in the District/Provincial/Regional Crime Laboratory Offices, who are immediate partners of police investigators in the scientific processing of fingerprints, lack the necessary teaching techniques and training management skills.

Under these circumstances, the PNP-CL submitted a project proposal to JICA concerning the Training of Trainers under the In-Country Training Program (ICTP)





of JICA in 2010. The proposal was approved by JICA which executed a formal agreement in cooperation with PNP-CL in September 2011, the contents of which are spelled out in the Records of Discussion (R/D) duly signed by JICA and PNP-CL. JICA agreed to support the expenditure for the implementation of the 3-year training program.

As a result of the capacity building efforts of the Trainers' Training, in the first year, 18 NHQ CL personnel learned teaching methods and training management skills for coaching fingerprint examiners. The 18 coaches trained 38 fingerprint examiners as regional trainers and these 38 regional trainers then trained 203 police investigators nationwide. These efforts and outcomes, however, did not result in the development of actual field practice by the trained police investigators in many regions. At NCR, on the other hand, the trained fingerprint examiners conducted additional trainings for police investigators and the trained police investigators have conspicuously started to perform on-site, following the issuance of LOI 01-2012- "Project on Enhancing the Procedure for Collection, Submission and Application of Latent Prints as well as Utilization of AFIS 'HITS'/Identical Results in the NCRPO". This movement has proved the importance of the issuance of CMC for practical implementation in the Trainers' Training. In addition, it is also important to utilize and apply the good lessons learned from the field practices during its first year of implementation at NCR. Thus, this CMC is issued to attain a more effective implementation of the Trainers' Training with steady field practices corroborated by the necessary directives for the remaining two years.

#### **4. MISSION:**

To develop the District/Provincial/Regional Fingerprint Examiners' capacity to train field investigators to be able to properly collect latent prints and tenprints for eventual registration to the AFIS.

#### **5. OBJECTIVES:**

The objective of the program is to develop and strengthen the capability of police investigators on the scientific method of processing fingerprints by enhancing the training capability of Fingerprint examiners, thereby contributing to the utilization of the AFIS. In order to achieve this objective, the capability of PNP-Crime Laboratory (PNP-CL) personnel in conducting trainers' trainings and managing training activities must be enhanced.

Specifically, the 3-year program (September 2011 to March 2014), seeks to achieve the following:

- a. Train 18 PNP-CL personnel on (i) teaching methods and training management (a theoretical phase and On-the-Job Training(OJT) and (ii) project management (a theoretical phase and OJT on project monitoring and another OJT on project evaluation);
- b. Conduct 12 trainings and produce 126 trained Fingerprint Examiners (FPEs) from NHQ, District and Regional Crime Laboratory offices; and
- c. Conduct 12 trainings and produce 600 trained Police Investigators nationwide in three (3) years including the first year trainees who have been and will be provided with fingerprint tool kits which shall be under the control of the Crime Laboratory. The 600 trained Police Investigators will be expected to submit a total of more than 7,500 tenprints and more than 800 latent prints to AFIS.

#### **6. EXECUTION:**

##### **a. Concept of Operation**



- 1.) Organize and train 18 PNP-CL ICTP counterparts on teaching methods and training management, and project management, particularly on monitoring and evaluation (a theoretical phase and OJT exercises on teaching and training management, project monitoring and project evaluation);
- 2.) Identify Fingerprint Examiners who shall conduct training of investigators after receiving trainings from PNP-CL;
- 3.) Organize and conduct trainings (a theoretical phase and On-the-Job Training) for Fingerprint Examiners on teaching methods/techniques, training management including planning and monitoring of trainees; and scientific methods of processing fingerprints;
- 4.) Identify field investigators who shall participate in the trainings to be conducted by the trained Fingerprint Examiners in District/Province/Regions;
- 5.) Organize and conduct trainings (a theoretical phase and On-the-Job Training) of field investigators in the proper taking of tenprints and collection of latent prints;
- 6.) Monitor and provide coaching to train fingerprint examiners during their conduct of trainings for field investigators; and
- 7.) Monitor the trained field investigators in the submission of properly taken tenprints and latent prints.

**b. Tasks:**

**1.) TDIDM**

- a.) Designated as Project Director;
- b.) Oversee the degree of compliance by the PROs/NOSUs and supervise the proper implementation of this CMC through the Chief, Research and Analysis Division;
- c.) Account and monitor field investigators trained in the Scientific Method of Processing Fingerprints;
- d.) Monitor the submission of properly taken tenprints and collected latent prints; and
- e.) Perform other tasks as directed.

**2.) Director, Crime Laboratory**

- a.) Designated as Project Manager;
- b.) Identify and distribute the training materials provided by JICA;
- c.) Identify and direct fingerprint examiners assigned in respective AOR to undergo Trainer' Training;
- d.) Direct the trained 18 PNP-CL personnel to prepare and conduct the training of fingerprint examiners on teaching methods and techniques prior to the conduct of training of field investigators;
- e.) Designate fingerprint examiners to train field investigators in the proper taking of tenprints and collection of latent prints;
- f.) Direct DCLOs/RCLOs/PCLOs to prepare and conduct on-the-job training on fingerprint collection;
- g.) Monitor and evaluate fingerprint examiners from RCLOs in the conduct of training of field Investigators;
- h.) Direct the trained fingerprint examiners to provide guidance and crash courses for the trained field investigators who encounter difficulties in fulfilling their duty in terms of the collection of fingerprints;



- i.) Ensure that the trained fingerprint examiners are not transferred to other units for at least one year after the conduct of training for field investigators unless the circumstances are exceptional;
- j.) Direct the trained fingerprint examiners to monitor and record the progress of the collection and the submission of tenprints and latent prints by the trained field investigators in quality and quantity;
- k.) Direct the Fingerprint Identification Division to manage the inventory of the fingerprint tool kits provided for the trained investigators;
- l.) Ensure that all the DCLOs and RCLOs submit latent prints lifted by SOCO team and investigators to the NHQ-CL at least once a month;
- m.) Manage a comprehensive monitoring and recording of the tenprints and latentprints submitted by all the DCLOs and RCLOs, including the trained fingerprint examiners and field investigators, to the NHQ-CL;
- n.) Give due recognition to Crime Laboratory personnel for their efforts; and
- o.) Perform other tasks as directed.

### **3. Regional Directors, PROs and Dirs, NOSUs**

- a.) Identify and direct field investigators assigned in respective AOR to undergo the training taking into consideration the crime situation in the area, location of the police stations and deployment of field investigators;
- b.) Ensure compliance of trained investigators in the submission of properly taken latent prints and tenprints;
- c.) Direct the trained field investigators to undergo on-the-job training on fingerprint collection in crime scenes to be supervised by DCLOs/RCLOs/PCLOs;
- d.) Ensure that all designated investigators submit all latent prints as well as all standard prints immediately to the RCLO/PCLO/DCLO or NHQ-CL;
- e.) Ensure that all trained investigators are dispatched to Simple Property Crime Scene to lift latent prints and collect standard fingerprints, provided, however, that this will not preclude dispatching the trained investigators to other types of crime;
- f.) Ensure that the trained investigators are not transferred to a non-investigation unit for at least two years after the training;
- g.) Identify other accountable persons in the implementation of this CMC;
- h.) Direct concerned supervisors to oversee the strict implementation of this CMC;
- i.) Give due recognition to concerned personnel for their efforts; and
- j.) Perform other tasks as directed.

### **4. DHRDD**

- a.) Provide guidance in the conduct of training of field investigators;
- b.) Account and identify all personnel who had undergone training on the processing of fingerprints; and
- c.) Perform other tasks as directed.

### **c. COORDINATING INSTRUCTIONS:**

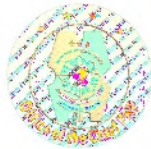
- 1.) All applicable provisions of existing LOIs, Memoranda, and Directives which are neither in conflict nor consistent with this CMC are still in effect. In case of conflict, this CMC takes precedence;

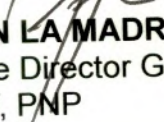


- 2.) Police Operational Procedures and other applicable SOPs in the conduct of operations must be strictly observed at all times;
- 3.) Regional Directors will submit their respective IMPLANS to the DIDM in consonance with this LOI; and
- 4.) With respect to the implementation of the program at NCR, the LOI-01-2012 will take precedence over this LOI in case that there are any inconsistencies between them.

**7. EFFECTIVITY:**

This LOI shall take effect immediately upon approval.



  
**ALAN LA MADRID PURISIMA**  
Police Director General  
Chief, PNP



**Distribution:**

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