



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 :** **Letter of Instructions 02/11**  
**(Procedure for Collection of Tenprints of All Booked Suspects at**  
**Police Stations Nationwide)**

**TO :** See Distribution

**DATE :**

**1. REFERENCES:**

- a. EPD IMPLAN to NHQ LOI 02/10 re: Project on Enhancing the Procedure for the Collection and Application of Fingerprints;
- b. LOI 02/10 (Project on Enhancing the Procedure for the Collection and Application of Fingerprints);
- c. LOI 03/09 (Procedure in the Submission of Tenprint Cards and Latent Prints to the PNP Crime Laboratory for Encoding in the AFIS); and
- d. LOI 04/09 (Guidelines on Utilization of AFIS "HIT"/Identical Results and Investigation Procedure) dated November 25, 2009.

**2. PURPOSE:**

This Letter of Instructions (LOI) sets forth the procedure to be followed in all police stations nationwide to ensure 100% collection of tenprints and its registration to the AFIS, CL, setting the accountability of the COPs/Station Commanders, investigators and fingerprint technicians and monitoring its compliance.

**3. SITUATION:**

Since the AFIS project became fully operational in July 2004, statistics show that the number of neutralized/arrested persons do not match with the figures of tenprint cards submitted to the crime laboratory. Moreover, poor qualities of tenprints have been collected and sometimes tenprints of suspects had not been collected at all. Hence, the potential of the AFIS has not been fully optimized.

Thus, in order to achieve higher crime solution efficiency through the use of fingerprints as the most expeditious mode of identifying wanted criminals, there is a need to collect 100% of tenprints of all booked suspects by way of replicating the procedures adapted in the Model Police District Project.

**4. MISSION:**

The PNP PROs, PPOs, CPS, MPS and PNP CL, concurrent with their respective mission and functions, shall ensure that tenprints of all booked suspects are collected and submitted to the AFIS, CL for registration.

## 5. OBJECTIVES:

- a. To account all trained personnel/fingerprint technicians;
- b. To provide technical training of personnel and logistical support to all police stations;
- c. To issue orders of concerned personnel and designate them to the police stations/investigating units;
- d. To define the accountability of all concerned;
- e. To establish the procedure/flow in the collection of tenprints and its submission to the CL;
- f. To monitor the degree of compliance in all police stations; and
- g. To establish more stern guidelines for the strict implementation of this LOI in order to ensure not only the collection but accurate and timely submission of tenprints as well.

## 6. EXECUTION:

### a. Concept of Operation

The PROs shall organize a unit that will oversee the implementation of this LOI and focus on the processing and collection of tenprints of all arrested suspects to be submitted at the CL for AFIS registration and inquiry.

It shall close the skills gap by accounting their respective trained personnel/fingerprint technicians and assign them to the police stations/investigating units to be designated as fingerprint technicians.

PROs shall likewise provide sufficient training of personnel, ensure the acquisition of fingerprint kits, ink and other investigative equipment, and define the accountability of concerned personnel.

Finally, PROs shall assess and monitor the compliance of police stations and impose sanctions for erring personnel.

### b. Procedure in the Submission of Processed and Collected Tenprints

- 1) PPOs/CPOs shall follow the procedure as indicated in **Annex A1**;
- 2) NCR District Offices shall follow the procedure as indicated in **Annex A2**; and
- 3) NSUs shall follow the procedure as indicated in **Annex A3**.

### c. Tasks

- 1) **TDIDM**
  - a) Designated as Project Director;
  - b) Oversee the degree of compliance by the PROs and supervise the proper implementation of this LOI through the Chief, Research and Analysis Division;
  - c) Account and maintain database of detailed reports and number of all arrested persons by region and monitor the investigation of cases utilizing the AFIS "HIT" results/Dactyloscopy Reports and the development of such cases including the arrest of suspect/s through the Chief, Case Monitoring Division; and
  - d) Perform other tasks as directed.

## 2) Director, Crime Laboratory

- a) Designated as Project Manager;
- b) Prepare to accept and process all accomplished tenprints from PCLOs (RCLOs, if no PCLOs) for subsequent registration and inquiry and to the AFIS **every Monday**;
- c) Account for the number of tenprints submitted per region thru the C, AFIS, CL;
- d) Provide procedures on the chain of custody of processed tenprints; and
- e) Perform other tasks as directed.

## 3) Regional Directors, PROs

a) Create a Committee on Fingerprint Collection at the Regional Offices and PPO to be headed by DRDO/DDDO/DPDO with the C,RIDMD/C, DIDMD/C, PIDMB, C, ROPD/C, DOPD/C, POPB and C, RCLO/C, DCLO/C, PCLO as its members; **(Annex A4)**

b) Ensure 100% collection and processing of tenprints from all arrested suspects by the designated fingerprint technicians during booking for submission to the PCLO (or RCLO if no PCLO) and subsequent submission to the NHQ CL for registration, inquiry and reference;

c) Account trained personnel and assign them to investigation units;

d) Identify other accountable persons in the implementation of this LOI;

e) Ensure that the number of tenprints submitted to PNP CL corresponds to the list of arrested persons in a given period;

f) Direct concerned supervisors to oversee the strict implementation of this LOI;

g) Give due recognition to concerned personnel for their efforts;

h) Monitor the timely submission of tenprints from the police stations to the AFIS, CL;

i) Require the OPRs to present their weekly accomplishments on the number of arrested persons vis-à-vis number of submitted tenprints satisfied the need of periodic review;

j) Conduct a bi-monthly periodic review on the implementation of this LOI;

k) Discuss the accomplishments on AFIS /performance rating during Command conferences;

l) Discuss the status /update of the project during PICE;

m) Advocate the significance of AFIS to the community thru PCR activities/press releases;

n) Make more press releases on "HITS"; and

o) Perform other tasks as may be directed.

#### 4) DHRDD

- a) Account and identify all personnel who had undergone training on the processing of fingerprints;
- b) Conduct training, in coordination with CL, of 50 personnel per region quarterly in order to meet the standard number of fingerprint technicians of at least 2-3 per police stations/investigating units and as a replacement for those who would be reassigned, promoted or retired; and
- c) Perform other tasks as directed.

#### 5) DL

- a) Account for existing issued fingerprint kits and investigative equipments;
- b) Provide tenprint cards, fingerprint kits, fingerprint ink and other investigative equipment; and
- c) Perform other tasks as directed.

#### 6) DC

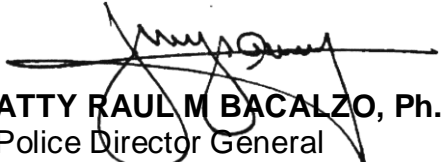
- a) Provide sufficient funds for the implementation of this project; and
- b) Perform other tasks as directed.

### 7. COORDINATING INSTRUCTIONS:

- a. Police Operational Procedures and other applicable SOPs in the conduct of operation must be strictly observed at all times;
- b. Respect for human rights is paramount;
- c. Fingerprint technicians and Investigator-on-case shall be held liable administratively if the suspect has not been booked including the taking of pictures. City Directors/Chiefs of Police/Station Commanders shall also be held liable under the doctrine of Command Responsibility;
- d. Other applicable administrative sanctions shall be imposed for non-compliance with this LOI in conformity with existing rules/circulars; and
- e. D, CL and RDs, PROs shall submit their respective **IMPLANS** to DIDM **NLT seven (7) days upon its effectivity.**

### 8. EFFECTIVITY:

This Letter of Instruction shall take effect immediately.

  
**ATTY RAUL M BACALZO, Ph.D.**  
Police Director General  
Chief, PNP

Distribution:

D-Staff; Dirs, NSUs; RDs, PROs

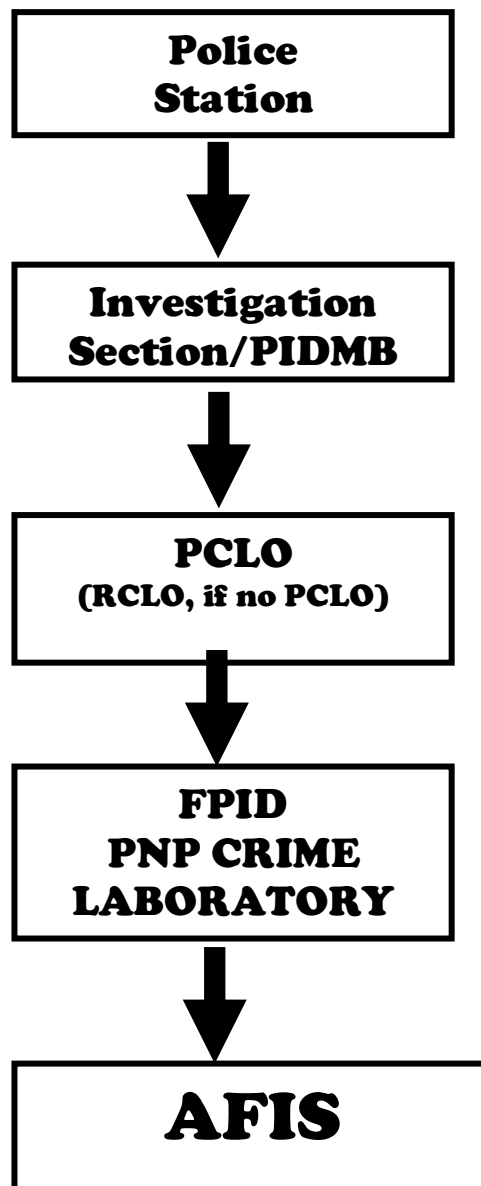
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TDCA; TDCO; TCDS; Program Advisor to the C, PNP, JICA

# ANNEX "A1"

## FLOWCHART ON SUBMISSION OF TENPRINT CARDS AT POLICE STATIONS

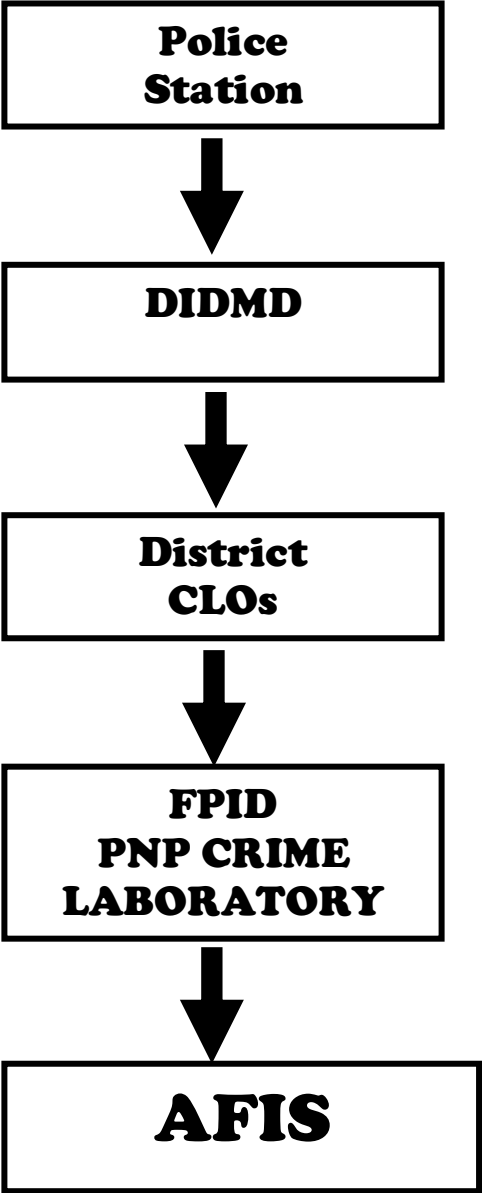
### CPOs/PPOs



**ANNEX "A2"**

**FLOWCHART ON SUBMISSION  
OF TENPRINT CARDS AT NCRPO**

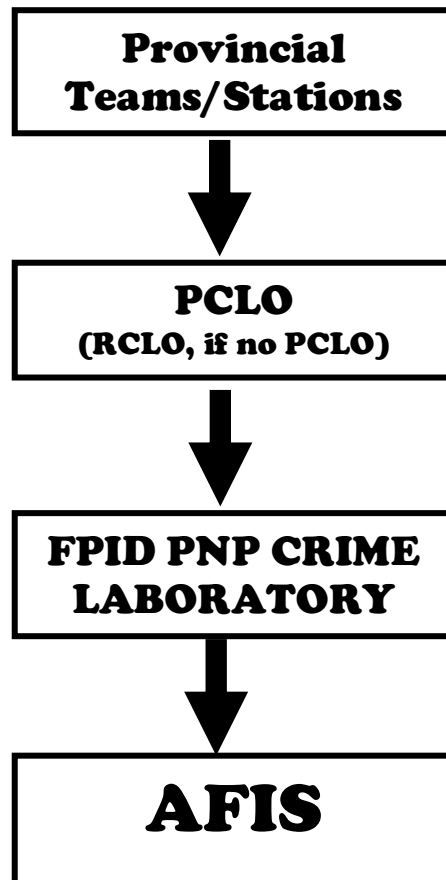
**NCR DISTRICT OFFICES**



## ANNEX "A3"

# FLOWCHART ON SUBMISSION OF TENPRINT CARDS AT NSUs

### NSU FIELD OFFICES



**ANNEX "A4"**

**COMMITTEE ON  
FINGERPRINT COLLECTION**

