



Republic of the Philippines  
NATIONAL POLICE COMMISSION  
**NATIONAL HEADQUARTERS, PHILIPPINE NATIONAL POLICE**  
**OFFICE OF THE CHIEF PNP**  
Camp BGen Rafael T Crame, Quezon City

29 JAN 2021

**MEMORANDUM CIRCULAR**  
NO.: 2021 1015

**POLICIES, GUIDELINES AND PROCEDURES ON THE USE OF  
COMMUNICATIONS-TECHNOLOGY (CT) EQUIPMENT DURING POLICE  
OPERATIONS**

**1. REFERENCES:**

- a. PNP ICT Master Plan (Secured, Mobile, Artificial Intelligence-Driven, Real Time Technology) Policing; and
- b. Revised PNP Operational Procedures (Dec. 2013).

**2. RATIONALE:**

One of the primary requirements of a successful police operation is the capability of operating units to communicate effectively utilizing Communications Technology (CT). Equipping our police force with mission-essential and technologically-updated communications technology equipment is vital in the performance of our various police operations. With this effective communication equipment, the performance of our functions will certainly be achieved thereby enhancing the quality of service our community rightfully deserves. Thus, in all police operations, Philippine National Police (PNP) units and personnel should use adequate CT equipment such as radio transceivers, cellular and satellite phones, Global Positioning System (GPS), Automatic Vehicle Location System, and dispatch system to have an efficient command and control.

**3. SITUATION:**

In the Revised PNP Operational Procedures, Rule 2.1 - Agency Prescribed Uniform provides that a police officer shall always wear the agency prescribed uniform, which is appropriate for the kind of police operation to be undertaken. Handheld radio transceivers form part of the prescribed uniform during the conduct of police operations. However, there are no specific guidelines and procedures pertaining to the use of CT equipment during police operations.

**4. PURPOSE:**

This Memorandum Circular (MC) sets the policies, guidelines and procedures on the use of CT equipment to enhance the capability of PNP units during police operations.

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Page 1 of 6 pages

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Chief, Office of Resource Management

Personnel & Records Section

## 5. DEFINITION OF TERMS:

For the purpose of this MC, the following terms shall be understood as herein defined:

- a. **Antenna** - also known as an aerial, a transducer designed to transmit or receive electromagnetic waves. It is also an electrical device which converts electric currents into radio waves, and vice versa.
- b. **Authorized Personnel** - refers to Communications and Electronics Service (CES) personnel directly involved in the operation, administration, management, configuration, and implementation of security of PNP communications system such as but not limited to programmers, system administrators and communications officers.
- c. **Base Radio** - shall mean a 25 to 100 watts radio transceiver usually installed at the police stations. Its antenna is mounted on an antenna tower or mast outside of the building to enable long distance transmission and reception of radio signals. It is powered by an AC source through a 12 VDC output power supply.
- d. **Call Signs** - a group of letters and numbers identifying a radio transmitting station.
- e. **Cellular Phone** - is a wireless handheld device that allows users to make and receive calls and to send text messages.
- f. **Communications-Electronics Operating Instructions** - a type of combat order issued for the technical control and coordination of communications within a command. They include current and up-to-date information covering radio call signs and frequencies, a telephone directory, code words (encryption) and visual and sound signals.
- g. **Communication Security** - is the set of measures and control taken to deny unauthorized persons of information derived from electronic communications and technical eavesdropping.
- h. **Communications Technology (CT) equipment** - refers to all equipment and programs that are used to process and communicate information.
- i. **Digital Mobile Radio** - an open digital mobile radio standard defined set by European Telecommunications Standards Institute to provide low and cost-effective radio solution for professional users and used in commercial products around the world.
- j. **Handheld Radio** - shall mean a 2 to 5-watt transceiver radio with an antenna and a battery pack in a single package; also referred to as portable radio. Message transmission is done by pressing the PTT (push-to-talk) button then talking thru the built-in microphone. This is a basic radio equipment of a police officer when conducting patrol duties.



- k. **Mobile Radio** - a radio transceiver similar to the base radio except that it is installed in a patrol vehicle and is powered by the car battery instead of an Alternating Current (AC) source. Its antenna is usually mounted on the roof of the vehicle through its magnetic base.
- l. **Plain Language Radio Check** - is the means of requesting and giving a signal strength and readability report for radio communications.
- m. **Preventive Maintenance** - all actions taken to retain a device/equipment in operational/serviceable condition. It includes inspection, evaluation, and testing of the device/equipment on a regular basis (monthly or quarterly).
- n. **Radio Net** - a group of broadcasting stations that all transmit the same program simultaneously.
- o. **Sensitive Information** - information pertaining to the PNP communications system such as but not limited to the call signs, frequencies, repeater locations, system configurations, passwords or access codes and encryption keys.
- p. **Tactical Operations Center (TOC)** - is a command post for police. A TOC usually includes a small group of specially trained officers or military personnel who guide members of an active tactical element during a mission. It usually contains computer and communication system used for communication with the field operating units.
- q. **Tactical Radios** - radios used during Internal Security Operations (ISO) conducted by the PNP such as VHF Lowband and HF/SSB Base/Manpack.
- r. **UHF Radio**- a transceiver, which operates at the Ultra High Frequency band (700 to 800 MHz) and can cover relatively smaller areas as compared to the lower frequency transceivers.
- s. **Very High Frequency (VHF) Low-band radios**- transceiver radios which operate at the lower portion of the VHF frequency spectrum usually from 30 — 88MHz.
- t. **VHF radio**- radio transceiver which operates at the VHF range of frequency (140 to 170 and 400 to 500 MHz). It is used mainly as a means of short range communications due to the line of sight nature of propagation of VHF signals.

## 6. GUIDELINES:

To support the capability of PNP units in various police operations in terms of communications technology, an effective and efficient communications network with terminal location monitoring functionality shall be established. Radio equipment shall be equipped with GPS, and TOCs shall be installed with control and dispatch

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system. This shall enable commanders to have direct command and control over operating units on the ground.

a. **General Guidelines:**

- 1) In the conduct of pre-operation conference for special operation, the use of passwords/call signs, radio net diagram, authentication system, Association of Public-Safety Communications Officials-International (APCO) ten codes and code words shall be emphasized to ensure that the police operation will not be compromised. Radio transceiver shall be the primary equipment to be used in any police operations, cellular and satellite phones shall be the alternative equipment in case radio transceivers are not operational in the area of operation.
- 2) Prior to the conduct of police operations, functionality check and accounting of CT equipment should be performed to ensure operational readiness.
- 3) All PNP personnel must observe at all times the procedures and communications protocol when answering or making calls using radios or other communications equipment.
- 4) Headset/Earpiece shall be used during police operations to avoid eavesdropping and ensure communications security.
- 5) Duty dispatch console/radio operator shall monitor the real-time locations of police officers deployed during operations.
- 6) In the event of request for police assistance, dispatch console/radio operator shall check the dispatch system monitor to determine the nearest police responder for immediate police response. Record all dispatches of deployed police officers.
- 7) Use of passwords/callsigns, authentication system, APCO ten codes and code words shall be observed during actual police operation.
- 8) The PNP units may either operate as a single force or as a part of joint PNP – Armed Forces of the Philippines Internal Security Operations. In both cases, lateral coordination shall be made for interoperability.
- 9) Operating PNP units shall use tactical radios in the areas not covered by VHF/UHF Repeaters
- 10) Accounting and inspection of CT equipment is required after every operation. Any loss or damage to the equipment must be comprehensively reported to the higher immediate PNP office/unit by the losing unit. Pertinent documents such as after operation

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Page 4 of 6 pages

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report, office orders, and affidavits must be incorporated in the investigation report.

**b. Responsibilities:**

**1) DICTM**

- a) OPR for the implementation of this MC;
- b) Review and update this MC to ensure that its provisions are relevant to the needs of the organization; and
- c) Perform other tasks as directed.

**2) CES**

- a) Provide communications support and services to PNP units during police operations as stated in the provisions of this MC;
- b) Direct and supervise the Regional Communications and Electronics Units (RCEUs) in the implementation of this MC; and
- c) Perform other tasks as directed.

**3) RD, PROs and D, NSUs**

- a) Ensure adherence of their respective concerned units and offices in the implementation of this MC;
- b) Manage the distribution of communications and electronics equipment to all PNP units and ensure its full utilization; and
- c) Perform other tasks as directed.

**7. PROCEDURES**

- a. All CT equipment shall be manned and operated by a trained and competent operator.
- b. RTOCs, PTOCs/CTOCs must maintain a directory of all call signs and contact numbers of their higher and subordinate units, friendly units and other government offices within their area of responsibility.
- c. All PNP personnel shall adhere to the proper placement of radio and its pouch (NAPOLCOM Resolution No. 97-113).
- d. All PNP units must consult or coordinate first with CES/RCEUs located within their area of operations on matters pertaining to CT equipment.

**8. CONFIDENTIALITY CLAUSE:**

PNP personnel shall maintain the confidentiality of any sensitive information pertaining to communications systems and issued communications

equipment and shall not use, disclose, furnish and make accessible such information to anyone other than authorized personnel as necessary.

**9. PENALTY CLAUSE:**

PNP personnel who violate any of the provisions of this MC shall be held administratively liable under NAPOLCOM MC No. 2016-002 as amended by NAPOLCOM MC No. 2019-005 or 2017 Rules on Administrative Cases in the Civil Service, whichever is applicable.

**10. REPEALING CLAUSE:**

Any MC and other existing guidelines and issuances inconsistent with this MC are hereby rescinded or modified accordingly.

**11. EFFECTIVITY:**

This MC shall take effect after 15 days from the filing of a copy thereof at the University of the Philippines Law Center in consonance with Section 3 Chapter 2, Book VII of Executive Order No. 292, otherwise known as the "Revised Administrative Code of 1987", as amended.

  
**DEBALD M SINAS**  
Police General  
Chief, PNP

Distribution:  
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