PNP MEMORANDUM CIRCULAR
NUMBER 2015-005

POLICIES, GUIDELINES, AND PROCEDURES PRESCRIBING THE USE AND UTILIZATION OF CCTV SYSTEM IN ALL PNP OFFICES/UNITS

1. REFERENCES:
   a. PNP P.A.T.R.O.L. Plan 2030 as enhanced by the Strategic Focus - "CODE-P: 2013 and Beyond";
   c. PNP-NHQ GO No: DPL-09-08 dated April 1, 2009 creating the DICTM identifying the conduct of ICT research, development, and standardization as a core function of this Directorate; and
   d. Revised Rules of Evidence.

2. RATIONALE

This PNP Memorandum Circular (PNPMC) provides the guidelines and procedures to be undertaken by all PNP Offices/Units in the use and utilization of Digital Video Recording/Closed Circuit Television (CCTV) Devices.

3. SITUATION

In line with the various initiatives of the PNP for organizational transformation, the PNP has recognized the importance of information and communications technology in the cyber world and in the organization as well.

The occurrence of theft, harassment, vandalism, and other such crimes has increase commonly on many commercial establishments. It is considered alarming since such incidents have been perpetrated in broad daylight, and majority of them are happening late night up to the wee hours of the morning.

Hence, to address rising crime incidence in our society with particular in the urban side, the installation of CCTV Camera or any similar surveillance digital devices should be considered. As such, the PNP Offices/Units must also comply with the installation of similar equipment for security of premises, monitoring of personnel, and identification through video footage and captured photo of clientele.

With the advent of new technologies, and increasing demand to the organization to adapt to these changes and capitalize on the benefits of the modern technologies, the use of Digital Video Recorders (DVR) or Closed Circuit Television (CCTV) System is necessary. As observed just recently, more and more institutions in...
the community employ the use of these surveillance equipment or similar digital gadgets with the objective of preventing illegal activities, monitoring activities, and as an archive of visual footage.

Having assessed the importance of having such capabilities, the PNP sees the need of institutionalizing the use of DVR and CCTV equipment in all PNP Offices/Units. Installation of active CCTV cameras and similar equipment shall enable the organization to deter unacceptable behavior, ensure security and safety of individuals transacting within PNP premises and curb unscrupulous activities among personnel, and promote an image of transparency within the PNP.

4. PURPOSE:

To provide and establish the standards, guidelines, processes, and procedures to be strictly followed and observed by all PNP Offices/Units in the institutionalization and utilization of DVR, CCTVs, Surveillance Cameras, and similar Digital Gadgets.

5. DEFINITION OF TERMS:

a. Acknowledgement Receipt of Equipment (ARE) – a documented verification that the CCTV equipment have been received duly signed by the recipient.

b. Authorized Users – personnel assigned in the PNP Offices/Units who is/are responsible and authorized by the Chief of Office (or his delegates) in the operation of the CCTV system preferably with completed CCTV training with competent and duly licensed to avoid incurring irreparable damage to the system which may cause operational setback detrimental to the over-all functions of the office.

c. Closed Circuit Television (CCTV) System – also known as Video Surveillance, is the use of video cameras to transmit a signal to a specific place, on a limited set of monitors primarily for surveillance and security purposes.

d. Crime Prone Areas – locations or places where incidents/crimes are committed.

e. Data Repository – the designated area wherein all archived video footage shall be stored/kept.

f. Digital Gadget – a mechanical device which is electronically operated that can perform many activities at a time with vast speed & makes the hard work efficient one.

g. Digital Video Recorder (DVR) – a consumer electronics device or application software that records video in a digital format to a disk drive, USB flash drive, SD memory card, SSD or other local or networked mass storage device.

h. Head of Office – highest ranking Officer or Commander in any PNP Offices/Units.
i. **Last Touch Principle** – is an assumption that whoever is the duty personnel of the day shall be the responsible person for the care and maintenance of the CCTV system/component.

j. **Significant Video Footage** – any footage or video that has been deemed important or is subject to a request by any entity or is subject to investigation.

k. **Television Line (TVL)** – is a specification of an analog camera’s or monitors horizontal resolution power. It is alternatively known as Lines of Horizontal Resolution (LoHR) or lines of resolution. The TVL is one of the most important resolution measures in a video system.

l. **Video Footage** – all recorded data captured by any CCTV installed at any PNP Offices/Units.

m. **Video Resolution** – is the recording quality captured by CCTV camera. It is usually expressed as width × height, with the value given in pixels. There are two types of video resolution: Standard Definition (SD) and High Definition (HD).

n. **Utilization** – to put to use, especially to find a profitable or practical use for.

6. **GUIDELINES:**

For purposes of identifying requisite requirements and relevant references in the implementation of this PNPMC, hereunder are specific guidelines that applies to all PNP Offices/Units:

a. **Coverage Areas for Camera Placement**
   1) **Minimum Coverage:** the following areas are required to be covered strategically by CCTV cameras:
      a) Entrance;
      b) Exit;
      c) Desk Officer’s/Quality Service Lane’s Area; and
      d) Parking Area.

   2) **Optional Coverage**
      a) Perimeter – Front and Back;
      b) Main Gate (Entrance);
      c) Hallways;
      d) Detention Center;
      e) Tactical Operations Center/Communication Room;
      f) Evidence Room; and
      g) Conference Room.

   3) **Controlled Camera Placements** – camera installations in the following area on a controlled/specified basis:
      a) Investigation Room; and
      b) Women and Children Protection Desk Investigation Room.

   4) **Restricted Camera Placements** – the following areas are prohibited to be covered by cameras:
      a) Comfort Rooms;
      b) Bathing Facilities; and
      c) Barracks/Sleeping Area.
b. The video quality shall adhere with the minimum standards specification approved by NAPOLCOM. Hence, each unit installed must have appropriate sensitivity factor to illuminate the area and without visual obstruction to the coverage.

c. The Video Recording Operations of all CCTV systems and recording shall operate on a 24-hour basis.

d. The Video Archive shall be maintained by all PNP Offices/Units at least 30 days at the designated data repository. Provided that there is no complaint or investigative value emanating from such video footage. Otherwise, the request for preservation of the video footage shall be in writing pending court order. A Journal or index covering all the video footages shall be properly maintained and organized by the authorized user, if necessary.

e. Existing CCTV System of all PNP Offices/Units shall abide with the standards set by this Circular. A verification process shall be commissioned by the Directorate for Information and Communications Technology Management (DICTM) through its functional units to certify the adherence to these standards.

f. Monitoring of CCTV shall be conducted in a professional, ethical, and legal manner by the authorized user.

1) CCTV monitoring shall be conducted in a most prudent, professional, ethical, and legal manner. Personnel involved in monitoring will be appropriately trained and supervised in the responsible use of this technology.

2) CCTV Monitoring shall be conducted in a manner consistent with all existing PNP policies, including the Non-Discrimination Policy, the Sexual Harassment Policy, and other relevant policies. Monitoring based on the characteristics and classifications contained in the Non-Discrimination Policy (e.g., race, gender, sexual orientation, national origin, disability, etc.) is strictly prohibited.

3) CCTV Monitoring shall be limited to uses that do not violate the reasonable expectation to privacy. Therefore, monitoring will not be conducted in unauthorized areas (see Restricted Camera Placement) unless the Chief of Office/Unit Commander, determines that a specific safety/security risk exists which necessitates placement of cameras in any area within his workplace.

g. Video Footage - All footages are considered classified. Access to the same shall be provided on a need (case-to-case) basis. The Head of Office may allow viewing of any footage for any purpose that may deem necessary.
All requests for video footage from other Offices/agencies, or any individual must be in writing, stating therein the reasons and justifications, time and date of the incident subject for approval by the Head of Office.

1) **Viewing** – Viewing of a video footage will be allowed upon the approval of the Head of Office in the presence of the requesting party, the DVR operator, the duty officer/PNCO, and a neutral witness.

2) **Extracting** – Extraction of video footages with evidentiary value will be done only upon an order from a competent court. It shall be done by the authorized user with the approval of the Head of Office and in the presence of the investigating officer, requesting party and the Officer of the Day. The witnesses on the extraction process shall execute a joint affidavit stating therein the circumstances of such data retrieval and/or extraction of footages.

3) **Releasing** – The video footages with evidentiary value shall be released only to the following:
   a) The court evidence Custodian, upon request of the Judge;
   b) The Prosecutors, upon request of the Provincial/City Prosecutor;
   c) The Chief investigator of other agencies, upon request of the Head of Agency; and
   d) The Investigator on case of other PNP Office/ Unit, upon request of the Head of Office.

h. **Backup Schedule** – All video recording for back-up purposes, shall be made once a week on a pre-designated time. Naming conventions for archived footages shall indicate the date and time of coverage (ei: CC1540H10242014.flv).

i. **Malfunction of CCTV Equipment**– Any interruption on the operation of any component of the CCTV system that causes the failure to record video footages.

1) **Prolonged Power Outages** – In cases of prolonged power service interruptions, duty operator shall immediately inform the Head of Office stating the time/duration of power outage and the said report shall be forwarded to the next Higher Office. The said incident shall be recorded in the office journal.

2) **Intentionally Damage/Stolen CCTV Component** - Any component of the CCTV system deemed destroyed intentionally or stolen shall be reported immediately by the authorized user to his/her immediate superior. Investigation proper shall be conducted by the Head of Office (Last Touch Principle is applied). The said incident shall be recorded in the office journal.

3) **Wear and Tear**– Any CCTV component that has reached its maximum effectiveness/usefulness shall be reported by the Head of Office immediately to their respective COMMEL Officer:
   a) RCEOs for PROs; and
   b) CES for PNP NHQ, for inspection and proper disposition. The said incident shall be recorded in the office journal.
4) Replacement of CCTV Component – Replacement of any CCTV component based on the above premises shall be reported by the Head of Office immediately to their respective COMMEL Officer:
(a) RCEOs for PROs; and
(b) CES for PNP NHQ, for inspection and evaluation. Schedule the installation of new CCTV with authorized RCEOs or CES to ensure appropriate/correct setting and evaluation. The said incident shall be recorded in the office journal.

j. Environmental Requirements for DVR Systems – To safeguard equipment and ensure data protection, central recording devices shall be installed in an area with a controlled environment. All CCTV systems shall be installed in accordance to the environmental conditions set by the CES.

k. CCTV Equipment Ownership:

1) PNP Procured/Donated CCTV Equipment – All procured/donated CCTV system/component are owned by the PNP and shall be covered by Acknowledgement Receipt of Equipment (ARE). In addition, donated equipment shall be covered with deed of donation.

2) Loaned CCTV Equipment - All loaned CCTV equipment shall be covered by Memorandum of Understanding.

l. Video Footage Ownership – All video footages recorded on any CCTV system installed at any PNP Offices/Units shall be deemed property of the PNP.

m. Heads of Offices Responsibilities - The Heads of Offices are the primary responsible people for the overall supervision of the CCTV system installed within his Office and AOR. They are responsible for the monitoring, reviewing and retrieval of footage and enforcement of these guidelines. They may designate an officer to supervise in their behalf provided it is covered by an office order.

n. Authorized user’s Responsibilities:

1) Authorized user/s in the regional office/district office/police station is/are responsible in the operation of the CCTV systems including the safekeeping/archiving of all important recording materials. They will also be responsible for the physical maintenance of the cameras and for the ongoing software administration of the CCTV systems.

2) Authorized user/s shall immediately submit report to the Operation Divisions/Sections or Chief of Police Station through his/her immediate supervisor in the event that an untoward incident is monitored for appropriate police action.
o. Data Archiving - All incidents monitored and recorded shall be kept by the authorized user/s in their data repository for future use. It shall be the responsibility of the Head of Office to inspect on a daily basis the recorded video footage and maintain a journal to record any observation for future reference.

p. Disposition and Replacement of Destroyed CCTV Equipment - Duty of the Day and designated user/s are liable for any damaged/lost of CCTV equipment or any other related-incident. Any unusual incident that led to the destruction of the equipment shall be reported immediately. These incidents shall be subjected to investigation in order to determine the liability of the duty personnel. The doctrine of "Last Touch Principle" shall be imposed. Any averment, saboteur, destruction, alteration, mutilation, and the like which may cause malfunction of the system should be reported to the incoming duty. An incident report shall be submitted to the Head of Office for proper disposition.

Whenever a CCTV System is destroyed by one reason or the other, it shall be the responsibility of the Head of Office to cause its repair and restore its operational capability and readiness.

In case the CCTV equipment is Beyond Economic Repair (BER), the Head of Office shall cause the procurement of its replacement; he shall submit his request directly to the Regional Logistics Division (R4) for the line units and to the Directorate for Logistics for NSUs.

q. Technical Support - PNP Communications and Electronic Service (CES) is responsible in providing technical support as the need arises. They shall enhance capability of their personnel on the operations, maintenance and repair of CCTV equipment.

r. Prohibition for Unauthorized User - Any personnel who is not designated or authorized user/operator is not allowed to use or operate the CCTV equipment.

s. Maintenance of Requested Video Footages - A database of all requests shall be maintained by the designated authorized user at the data repository.

7. All Offices/Units of the PNP, in their pursuit to procure Closed Circuit Television (CCTV) Cameras, and other Information and Communication Technology (ICT) equipment shall synchronize their budget requirement in consonance with their respective Annual Operation Plans and Budget (AOPB). They shall program to incorporate with their respective budget, enhancement and modernization of their ICT equipment.

8. ADMINISTRATIVE SANCTION:

Any PNP personnel violating the provisions of this Memorandum Circular shall be dealt with administratively, with severe penalties, in accordance with the existing provisions of NAPOLCOM MC 2007-001 (Uniform Rules of Procedure before the Administrative Disciplinary Authorities and the Internal Affairs Service of the PNP), Executive Order Nr. 226 entitled: "Institutionalization of the Doctrine of Command Responsibility in all Government Offices, Particularly at all levels of Command in the Philippine National Police and Other Law Enforcement Agencies," and other applicable laws, rules and regulations.
9. RESCISSION:

All PNP policies, directives, and other issuances inconsistent with the provisions of this PNPMC are hereby deemed rescinded or modified accordingly.

10. EFFECTIVITY:

This PNPMC shall take effect after 15 days from filing a copy thereof at the University of the Philippines Law Center in consonance with Sections 3 and 4 of Chapter 2, Book VII of Executive Order Number 292, otherwise known as the “Revised Administrative Code of 1987,” as amended.

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