COURSE OUTLINE

Course No : LEA 5

Course Title : POLICE PERSONNEL AND RECORDS MANAGEMENT

Credit Unit : 3 Units

Scope and Objectives:

The study Police personnel management functions from recruitment to retirement; application of NAPOLCOM and PNP rules and regulations; police records management; and preparation of police personnel reports.

It deals with the Human Resource Development in the police Organization; and the foundation of the administrative task of staffing the police organization. It is focused on the systems of recruitment, selection, appraisal or performance evaluation, appointments, promotions, training and career development of police personnel. It also deals with the study of the processes and procedures of police records; the manner of classifying documents with in the police organization or those written communications received from outside organization.

Recommended Textbooks/ References:


OUTLINE OF THE COURSE

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I. Concept and purpose of police personnel management
   1. Police personnel management
   2. Concept and purpose of police personnel management
   3. Operative functions in personnel management

II. Staffing activities in the police services
   1. Staffing activities in the police service
   2. Organization of personnel department/unit
   3. Qualification standards for appointment to the police service
   4. Recruitment selection and appointment system
   5. Police personnel development programs
   6. Conditions of work, benefits and privileges
   7. Ways of separation from the police

III. Personnel management in the PNP
   1. Provisions of RA 6975 and RA 8551 relative to personnel management
   2. Policies and guidelines issued by NAPOLCOM
   3. Police performance evaluation system
   4. Police career and job-enrichment training programs
   5. Police examination system
IV. Police administrative disciplinary system

1. Disciplinary authorities over citizens’ complaints 2
2. Breaches of internal discipline 2
3. People’s Law Enforcement Board (PLEB) 2
4. Disciplinary Apellate Boards 2
5. PNP Internal Affairs Service (PNP IAS) 2
6. Dismissal powers of NAPOLCOM, PNP Chief and PNP Regional Directors 2
7. Legal provisions on the status of missing police personnel 1.5

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