



**Public Order and Safety Office – Closed-Circuit  
Television (CCTV) Unit  
External Services**



## 1. Request for CCTV footage

Concerned Citizens may request from the Public Order and Safety Office (POSO) – Closed Circuit Television (CCTV) Unit for whatever purpose it may serve.

<b>Office or Division:</b>	Public Order and Safety Office – Closed Circuit Television (CCTV)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C – Government to Citizen			
<b>Who may avail:</b>	All Concerned			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Accomplished Request Form		CCTV Operations		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Accomplish request form	1. Assess the request	None	3 minutes	<i>CCTV Personnel</i> POSO-CCTV
2. Submit a request form to the CCTV personnel on duty for review.	2. Assess Request to Secure CCTV Footage Form, Particularly Reason of Request, and Affix signature on the request to secure CCTV Footage Form.	None	10 minutes	<i>CCTV Personnel</i> POSO-CCTV
3. Receive and secure footage of CCTV.	3. Generate a copy of the footage.	None	1 day	<i>CCTV Personnel</i> POSO-CCTV
	<b>TOTAL:</b>	<b>None</b>	<b>1 Day and 13 Minutes</b>	