



# **Public Order and Safety Office – Civil Security Unit Internal Services**



## 1. Security Assistance to Events

Provision of assistance to the other departments of the Local Government that needs security/crowd control in their particular event or project.

<b>Office or Division:</b>	Public Order and Safety Office - Civil Security Unit			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	Departments of the LGU of San Pedro			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Request Letter (1 Original Copy, 1 Receiving Copy)		Requesting Department		
2. Request Form (1 Original Copy)		POSO – Civil Security Unit		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit request letter containing the exact location of the event, date, and time, and type of service needed, as well as the form.	1. Evaluate the request and determine manpower and logistical requirements.	None	5 minutes	<i>Administrative Assistant Or Clerk</i> POSO-CSU
	1.1 Check availability of personnel and resources.	None	5 minutes	<i>Administrative Assistant Or Clerk</i> POSO-CSU
	1.2 Indicate details on the form and present the same to the requesting party for acknowledgment	None	5 minutes	<i>Administrative Assistant Or Clerk</i> POSO-CSU
2. Acknowledge the agency action by affixing signature on the designated portion of the form.	2. Prepare and issue deployment order and notify all concerned personnel	None	5 minutes	<i>Security Officer</i> / POSO-CSU
	2.1 Deploy personnel concerned.	None	5 minutes	<i>Security Officer</i> / POSO-CSU
3. Acknowledge service rendered on the form.	3. File the form.	None	5 minutes	<i>Personnel on Duty</i> POSO-CSU
<b>TOTAL:</b>		<b>None</b>	<b>30 Minutes</b>	



## 2. Acceptance of Impounding of Vehicle

If motorists are violating provisions in accordance with the City Traffic Code, their vehicle could be impounded. These impounded vehicles are to be surrendered to the Civil Security Unit at the designated impounding area, care of the Traffic Management Unit, which is also under the Public Order and Safety Office.

<b>Office or Division:</b>	Civil Security Unit – POSO			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2G – Government to Government			
<b>Who may avail:</b>	POSO Traffic Enforcer / PNP			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Ordinance Violation Receipt (1 Original Copy)		POSO Enforcer		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Turn over the vehicle to be impounded and the corresponding Ordinance Violation Receipt (OVR).	1. Inspect the vehicle in the presence of the enforcer	None	5 minutes	<i>Personnel on Duty</i> POSO-CSU
	1.1 Document the impounding details including picture and inventory of accessories of the impounded vehicle	None	10 minutes	<i>Personnel on Duty</i> POSO-CSU
2. Sign the monitoring sheet and CSU logbook	2. Secure the document and impounded vehicle	None	5 minutes	<i>Personnel on Duty</i> POSO-CSU
<b>TOTAL:</b>		<b>None</b>	<b>20 Minutes</b>	