



## **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. <b>a. For Police:</b> Police Report, Blotter or Request Letter. <b>b. For Civilian:</b> Police Report, Blotter, Request Letter or Barangay Blotter (If the incident is Barangay Matter)		POSO-CCTV Office		
2. Duly accomplished CCTV Request Form (1 Original Copy)		POSO-CCTV Office		
3. Xerox copy of Identification Card (ID) (For Civilian Only)		POSO-CCTV Office		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the CCTV Request form and documentary requirements.	1. Received the Evaluate the submitted document	None	3 minutes	<i>CCTV Personnel</i> POSO-CCTV
2. Client Review	1. For Review Assess & Approval by POSO Head	None	3 minutes	<i>CGDH /</i> POSO
3. Receive and secure CCTV footage	3. For Review Assess & Approval by POSO Head and City Administration	None	15 minutes	<i>CCTV Personnel</i> POSO-CCTV
	<b>TOTAL:</b>	<b>None</b>	<b>1 Day and 13 Minutes</b>	