

Republic of the Philippines
PROVINCE OF NEGROS ORIENTAL
City of Bayawan
Office of the Sangguniang Panlungsod

EXCERPT FROM THE MINUTES OF THE REGULAR SESSION HELD BY THE CITY COUNCIL OF BAYAWAN, NEGROS ORIENTAL ON OCTOBER 24, 2017 AT 2:00 PM AT THE SP SESSION HALL.

RECORD OF ATTENDANCE

| | | |
|-------------------------------|-------------------|---------|
| HON. ISMAEL P. MARTINEZ | Presiding Officer | Present |
| HON. PETER PAUL F. RENACIA | | Present |
| HON. HENRY E. CARREON, JR. | | Present |
| HON. ERNESTO T. TIJING | | Present |
| HON. MARK FIDENCIO L. AURELIA | | Present |
| HON. JONAS M. TRIAS | | Present |
| HON. SHARLOU F. JAMIN | | Present |
| HON. NARCISO N. CASIPONG | | Present |
| HON. NICO ANGELO L. LIM | | Present |
| HON. MERLITA R. GAUDIEL | | Present |
| HON. DANILO G. LAMIS | | Present |
| HON. WARLITO C. MAGDASAL | LNMB President | Present |

RESOLUTION NO. 663

“**WHEREAS**, the Local Government Unit of Bayawan City is fully committed to the safety of lives and properties of its constituents, to this extent that it has initially installed a state of the art high definition IP- Closed-Circuit Television in strategic locations of the city;

“**WHEREAS**, in coordination with the City Disaster Risk Reduction and Management Council headed by Mr. Edward Torreda and the Honorable Vice Mayor Ismael P. Martinez, this ordinance was formulated in order to regulate the management, operation and the use of the Closed-Circuit Television (CCTV) system.

“**WHEREFORE**, on motion of Honorable Councilor Aurelia duly seconded by Honorable Councilor Trias, the Council

“**RESOLVED**, To enact, as it hereby enacts the following ordinance:

ORDINANCE NO. 55

AN ORDINANCE REGULATING THE OPERATION OF CLOSED-CIRCUIT TELEVISION (CCTV) SURVEILLANCE SYSTEM IN BAYAWAN CITY OF 2017

Be it ordained by the Sangguniang Panlungsod of the City of Bayawan, in regular assembly that:

Section 1. TITLE

This Ordinance shall be known as, the “AN ORDINANCE REGULATING THE OPERATION OF CLOSED-CIRCUIT TELEVISION (CCTV) SURVEILLANCE SYSTEM IN BAYAWAN CITY OF 2017.”

Section 2. OBJECTIVES OF THIS ORDINANCE

1. *Protection of Buildings and Properties* – To protect Government assets from vandalism, intrusion, damage, disruption, burglary and fire incidents.
2. *Monitoring of Access Control Systems* – To monitor and record restricted access transactions at entrances and exits to Government buildings and other areas.




3. *Verification of Security & Emergency Alarms* – To verify reports on security and emergency alarms.
4. *Video Patrol on Public Areas* – 24/7 monitoring in strategic public areas to deter and detect crime, early detection of incidents and accidents, identification of traffic violators and quickly coordinate with concerned agencies for the necessary response needed.
5. *Criminal Investigation* – To provide assistance in solving crimes through surveillance video footage to the police, trial courts and other government agencies.
6. *Protection of Pedestrians* – To monitor pedestrian and vehicle traffic activity.
7. *Smoke Free Environment*– To monitor observance of smoke free environment to protect the health and welfare of the community in compliance with RA 9211, EO 26 and Ordinance # 31.
8. *Solid Waste Management* – To monitor proper disposal and collection of waste/garbage activities in compliance with RA 9003.
9. To provide timely & reliable information for the prevention and detection of crimes and to safeguard government properties from any form of misuse and abuse.

Section 3. DEFINITION OF TERMS

The terms hereunder shall be construed as follows:

| | |
|--|--|
| Closed-Circuit Television (CCTV) | refers to the use of <u>video cameras</u> to transmit a video coverage of a specific place on a limited set of monitors. |
| Camera (s) | refers to all cameras used in Bayawan City Closed-Circuit Television Surveillance System. |
| Closed-Circuit Television Footages | refers to the videos and or snap shots downloaded through the Closed-Circuit Television System stored into the Closed-Circuit Television System Server. |
| Closed-Circuit Television System | refers to all cameras, computers, network, telephones, post and other equipment. |
| Closed-Circuit Television System Server | refers to the <u>computer and its program</u> that provides functionality to all the cameras & computers of the Closed-Circuit Television Surveillance System. |
| Overwritten | refers to the oldest Closed-Circuit Television footage stored into the Closed-Circuit Television System Server that will be deleted and replaced by the current/newest Closed-Circuit Television footage recorded. |
| Viewing | refers to the act of viewing video replay of Closed-Circuit Television footages at the Closed-Circuit Television |
| Time Frame | refers to the exact date and time where the moment of incident was captured by the Closed-Circuit Television camera. |
| Frontages | refers to the area stretch from the main entrance of the building up to the center of the public road fronting the establishment. |
| Rear Views | refers to the area stretch from center of a public road up to the back door of a building whose back fence is within 20 meters from the public road. |

1 

Section 4. STATEMENT OF INTENT

The primary purpose of Bayawan City Closed-Circuit Television System is for the safety and security of the lives and properties of Bayawanons.

1. The cameras will be used to monitor activities within Bayawan City to identify criminal activities actually occurring, anticipated or perceived, and for the purpose of securing the safety and well- being of Bayawanons and its visitors.
2. The cameras will not be focused on private places and individuals and other private properties respecting the right of the people to be secure in their persons, house, and papers and effects against unreasonable searches and seizures of whatever nature and for any purpose.
3. Unless an immediate response is required, the cameras must not be intentionally focused on individuals and private properties without instruction from the City Mayor or Court Order.
4. Materials or knowledge secured as a result of Closed-Circuit Television system shall not be used for commercial or personal purposes. Download of Closed-Circuit Television footages will only be released to proper authorities for use in the investigation of specific crimes and with a written authority from the City Mayor, or a Court Order.
5. The planning and design of the Closed-Circuit Television system is endeavoured to ensure that the system will give maximum effectiveness and efficiency but it is not possible to guarantee that the Closed-Circuit Television system will cover or detect every single incident taking place in the areas coverage.

Section 5. USE OF CLOSED-CIRCUIT TELEVISION FOOTAGES AS EVIDENCE IN CASES

1. All Crimes.
2. Violations
 - a. Traffic Rules & Guidelines – RA 4136
 - b. Bayawan City Integrated and Ecological Solid Waste Management Ordinance – Ordinance No. 63 Series of 2005
 - c. Smoke Free Bayawan Ordinance – Ordinance No. 31 Series of 2012
 - d. Animal Welfare Act – RA 8485 and RA 10631
3. Other infractions not covered by the above enumerations.

Section 6. OPERATION OF THE SYSTEM

1. The Closed-Circuit Television system will be administered and managed by the Local Government Unit of Bayawan City in accordance with principles and objectives expressed in this ordinance, thru a Closed-Circuit Television Technical Working Group (TWG).
2. The day to day management will be the responsibility of the Closed-Circuit Television Closed-Circuit Television appointed by the City Mayor who shall be working directly under the City Public Safety Office.
3. The Closed-Circuit Television System Manager shall be assisted by Supervising Technicians, Administrative Staffs, Closed-Circuit Television Operators & IT personnel in monitoring the Closed-Circuit Television System, responding to observed incidents, exporting/copying footage of incidents and storage/disposal of exported/copied Closed-Circuit Television footages.
4. The Closed-Circuit Television system will be operated 24 hours a day, every day on a year at least 500 meter zoom during daytime and 100 meter zoom via infrared in night time.
5. There shall be at least 1 Closed-Circuit Television Operator for a maximum of 15 cameras on duty every day on a shifting schedule.

Two handwritten signatures in black ink are located at the bottom right of the page. The first signature is a simple, stylized 'M' shape. The second signature is more complex and cursive, appearing to be a full name or a set of initials.

6. Only Closed-Circuit Television Manager and Operators are allowed to operate the Closed-Circuit Television Surveillance System.
7. There shall be dedicated staff composed of IT experts and equally competent personnel that will maintain the system, man its daily operation and when the need arises, can make responsible, necessary and quick technical decisions.
8. Every Closed-Circuit Television Camera Post is equipped with telephone that autodial the Closed-Circuit Television Control Room. This is helpful when there is an emergency situation that needs immediate attention.
9. The Closed-Circuit Television Operations center is directly connected thru IP Telephone, mobile phone and VHF radio to the Philippine National Police, Bureau of Fire Protection, and nearby cities and municipalities.
10. To provide information to the public about Closed-Circuit Television Operation, visible signages shall be installed in conspicuous places informing the public that the city is being covered by Closed-Circuit Television Cameras.

Section 7. CLOSED-CIRCUIT TELEVISION SYSTEM MANAGER


1. The Closed-Circuit Television System Manager, who will be **appointed by the City Mayor**, will check and confirm the efficiency of the system on a regular basis, making sure that the cameras are functional and recording.
2. Oversee and spearhead the execution of office duties and functions which shall at all times uphold the safety of lives and properties of the Bayawanons.
3. The Closed-Circuit Television System Manager is responsible for ensuring that the installed Closed-Circuit Television system is "fit for purpose" and for proposing any further system development.
4. Other administrative functions of the Closed-Circuit Television System Manager include maintaining Network Video Recorders, Monitors, Joystick, Hard Disks, UPS, backup batteries, Solar Panels, Charge Controllers, Fiber Optic Cables, Optical Transmitters, Optical Network Units, replacements and upgrades of necessary accessories and materials.

Section 8. CLOSED-CIRCUIT TELEVISION OPERATORS

1. The Closed-Circuit Television Operators shall be responsible in:
 - a. Monitoring the Closed-Circuit Television
 - b. Responsible in identifying violations and reporting the same to proper authorities.
 - c. Relay of information to observed incidents to proper authorities.
 - d. Recording all monitoring observations at the incident log-book.
 - e. Ensure all non Closed-Circuit Television personnel logged their names, office and purpose of presence at the Closed-Circuit Television Visitors log.
 - f. Recording of observed crimes in a video and voice coverage.
2. The Closed-Circuit Television Operators shall directly report to the Closed-Circuit Television System Manager.
3. All Closed-Circuit Television Operators shall receive training in the use of the equipment prior to performing the duties and functions of a Closed-Circuit Television Operator.

Trainings shall include:

 - a. Use of control room equipment
 - b. Closed-Circuit Television Terminologies
 - c. Basic Control room duties
 - d. System aims and objectives
 - e. Familiarization with the areas monitored by Closed-Circuit Television cameras
 - f. Camera Patrolling
 - g. Evidence and statement preparation
 - h. Overview of all control room logs

Two handwritten signatures in black ink are located at the bottom right of the page. The first signature is a simple, stylized mark, and the second is a more complex, cursive signature.

- i. Management of recording standards
 - j. Radio/Telephone procedures/etiquettes/terminologies
 - k. Incident reporting procedures
 - l. Actions in the event of an emergency
 - m. Requiring all Closed-Circuit Television operators to undergo seminars to familiarize themselves with the Closed-Circuit Television Ordinance.
4. The Closed-Circuit Television Operators shall immediately respond to observed recent incidents accordingly:
- a. Accidents and Emergencies:
 - 1. Relay of information to traffic enforcers.
 - 2. Relay of information to emergency rescuers.
 - 3. Relay of information to PNP/BFP/BJMP
 - 4. Relay of information to Barangay Responders.
 - b. Crimes
 - 1. Relay of information to PNP/BFP/BJMP Stations.
 - 2. Relay of information to Barangay Officials.
 - 3. Relay of information to other concerned authorized agencies.
 - c. Violation to National Laws and Local Ordinances
 - 1. Relay of information to Anti-Smoking enforcers.
 - 2. Relay of information to Solid Waste & Management enforcers.
 - 3. Relay of information to Traffic Enforcers.
 - 4. Relay of information to other concerned authorized agencies.
5. Provide Daily/Weekly Monitoring Report to the Closed-Circuit Television Manager.

Section 9. CLOSED-CIRCUIT TELEVISION SYSTEM IT PERSONNEL

The Closed-Circuit Television System IT Personnel shall be responsible for the following:

- 1. Routine Maintenance of the Closed-Circuit Television Network, Operation System, Surveillance Cameras, IP Phones, media and equipment.
- 2. Management and Security of data records from Closed-Circuit Television Surveillance Cameras.

Section 10. CLOSED-CIRCUIT TELEVISION SYSTEM ADMINISTRATIVE STAFF

The Closed-Circuit Television System Administrative Staff shall be responsible for the following:

- 1. Administrative Functions of the office.
- 2. Assist the Closed-Circuit Television System Manager in supervising Closed-Circuit Television System Personnel to ensure performance of office responsibilities.

Section 11. CLOSED-CIRCUIT TELEVISION SYSTEM SUPERVISING TECHNICIAN

The Closed-Circuit Television System Supervising Technicians shall be responsible for the following:

- 1. Exporting and copying of footage of incidents.
- 2. Storage and disposal of exported / copied Closed-Circuit Television footages.
- 3. Assist the Closed-Circuit Television System Manager in supervising Closed-Circuit Television System Personnel to ensure performance of office responsibilities.

Section 12. CLOSED-CIRCUIT TELEVISION SYSTEM CONTROL ROOM

1. Closed-Circuit Television System Manager, Operators, IT personnel and Administrative Staff shall perform their daily duty at the Closed-Circuit Television Control Room.
2. The following shall be maintained at the Closed-Circuit Television control room:
 - a. Operators Log - All duty personnel must log their arrival and departure time in this log-book.
 - b. Visitors Log - All visitors of the Closed-Circuit Television control room must log their names, respective office, date, time, and purpose of visiting in this log-book.
 - c. Incident Log - All observed incidents during Closed-Circuit Television monitoring must be recorded in this log-book.
 - d. Closed-Circuit Television footage/record request to view form.
 - e. Closed-Circuit Television footage/record request to download / copy form.
 - f. Authorization to view or copy Closed-Circuit Television Footages form.
3. Unauthorized persons are not allowed to stay at the control room.
4. As a general rule, visitor are not allowed entry to the Closed-Circuit Television System Control Room unless they have secured permission from the City Mayor or his authorized representative.
5. Approved maintenance contractors will be allowed access provided that schedule of maintenance has been channelled to and agreed by the Closed-Circuit Television Manager or the Local Chief Executive.
6. A Closed-Circuit Television camera shall be installed and positioned at the primary point of entry of the Closed-Circuit Television Control Room.
7. It is prohibited to bring cameras or any media recording materials inside the Closed-Circuit Television Control Room.

Section 13. CLOSED-CIRCUIT TELEVISION SYSTEM RECORDS ROOM

1. Closed-Circuit Television Footages shall be kept in the Closed-Circuit Television Records room which is secured and separated from the Closed-Circuit Television control room.
2. Only the Closed-Circuit Television Manager and other personnel duly authorized by the City Mayor shall have access to the Closed-Circuit Television Records room.
3. A log-book shall be maintained by the Closed-Circuit Television System Manager / authorized personnel accessing the Closed-Circuit Television System Records Room. Details of transactions should be stated clearly in the log-book.
4. Closed-Circuit Television recorded materials retained by the office shall be kept secured in this room to prevent damage and maintain its confidentiality.
5. Recording equipment and media shall be kept in this room and only authorized personnel can access such equipment and media.
6. A Closed-Circuit Television camera shall be installed and positioned at the primary point of entry of the Closed-Circuit Television Records Room.

Section 14. VIDEO DOWNLOADS PROCEDURE

1. **Retention period** of video recordings from all Closed-Circuit Television cameras is 30 days only (First in – First out). Unless an incident has been spotted and reported within the 30 day period, all data are automatically overwritten from the server.
2. Closed-Circuit Television footages of spotted and reported incidents shall be retained. If cases had been filed in courts, a written request to retain the footages for a specific time

Two handwritten signatures in black ink are located at the bottom right of the page. The first signature is a simple, stylized 'M' shape. The second signature is more complex, with a large, sweeping arch and a trailing line.

frame shall be executed by the requesting party addressed to the City Mayor. The Closed-Circuit Television Manager shall only act on the request upon the approval of the City Mayor.

3. Viewing of Recorded Closed-Circuit Television footages shall only be allowed thru the following flow:
 - a. Requesting party must report the incident at the PNP Station for blotter.
 - b. PNP Investigating Officer will submit request to the Closed-Circuit Television System Manager to view the recorded Closed-Circuit Television footages regarding the incident reported by the requesting party.
 - c. The Closed-Circuit Television System Manager will endorse the request to the City Mayor for approval.
 - d. Upon approval of the request by the City Mayor, the Closed-Circuit Television System Manager will make ready the Closed-Circuit Television Footages being requested within 24 hours.
 - e. As soon as the requested Closed-Circuit Television footages are ready, the PNP Investigating Officer and the requesting party will be invited to view the Closed-Circuit Television Footages.
 - f. Closed-Circuit Television Footages will be viewed by the PNP Investigating Officer and the requesting party at a secluded area known as "viewing room" separate from the Closed-Circuit Television Control Room and Closed-Circuit Television Records Room. The Closed-Circuit Television System Manager or his authorized representative must be present during the viewing.
4. Permission to view of recorded footages shall include a definite time frame of the incident to be viewed and shall not be more than 8 hours a day.
5. Viewing of recorded footages by the requesting party, police or authorized individuals must be recorded in the register/log-book.
6. Should a download be required as evidence, a copy may be released to the police or other government authorities under the following procedures:
 - a. Downloads will only be released to the police or other government authorities upon a proper court order on the clear understanding that the material (Closed-Circuit Television Footage) remains the property of the Local Government Unit of Bayawan City.
 - b. PNP, Courts and other Government Agencies should ensure anonymity of Closed-Circuit Television operator they are working with in investigating crimes or apprehension of violators for security reasons.
 - c. Under no circumstances that Closed-Circuit Television Footages shall be passed on to any person or entity by copying, uploading to social networking sites or any other means.
7. LGU – Bayawan City retains the right to refuse permission for the police or other authorities to pass or copy the Closed-Circuit Television Footage.
8. A record will be maintained of the released downloads to the police or other authorized applicants. A register will be available for this purpose, and will be kept by the Closed-Circuit Television manager.
9. The PNP shall be allowed to Real Time Access during PNP Operations upon securing a written permission from the City Mayor. It shall however be no longer than 72 hours.
10. Emergency access to Closed-Circuit Television monitors shall be allowed to PNP in cases of and only when crimes are being committed and during pursuit of agitators.
11. Retained Closed-Circuit Television footages authorize and approved by the City Mayor shall be deleted only when its administrative or judicial court order has been served.

Section 15. PROHIBITED ACTS ON CLOSED-CIRCUIT TELEVISION MONITORING

1. No camera will be hidden from public view.

Two handwritten signatures in black ink are located at the bottom right of the page. The first signature is a simple, stylized 'M' shape. The second signature is more complex, with several loops and a long horizontal stroke at the end.

2. No camera will be prevented from directly focusing on the frontages or rear areas of government buildings or business establishments.
3. No camera will be used in monitoring individuals based on characteristics of race, gender, ethnicity, sexual orientation, disability, or other classifications protected by laws in the country.
4. Individuals will only be monitored if there is reasonable cause to suspect criminal offence or a serious breach of discipline potentially amounting to misconduct. Provided, that legal authorization has been given by any court or the City Mayor.
5. Unless an immediate response is required, camera operators must not direct the camera views on individuals or group of individuals to avoid infringement on rights to privacy.
6. Recorded material shall not be sold nor used for commercial purposes nor will it be used in conjunction with any form of social media.

Section 16. VIOLATION TO THIS ORDINANCE

1. Any violation to this ordinance will be investigated should a complaint is lodged in the following manner:
 - a. A written complaint addressed to the City Mayor.
 - b. The complaint must state a clear idea on what specific breach was committed, date, time, place and who committed the offense.
 - c. An incident report shall be submitted to the City Mayor by the Closed-Circuit Television Manager if a violation has been committed by anyone who is not a personnel employed in the Local Government Unit of Bayawan City.
2. The Closed-Circuit Television Manager shall determine the gravity of violation committed.
3. The following are the classification of violations.
 - a. LGU – Employees (offenses as defined by the Civil Service rules.)
 1. Light Offense
 - a. Violation to Closed-Circuit Television Control Room rules and guidelines.
 - b. Frequent tardiness.
 - c. Refusal to render overtime service when the need arises.
 2. Less Grave Offense
 - a. Violation to prohibited acts in this ordinance
 - b. Violation to video download procedures of this ordinance
 - c. Simple Neglect of Duty
 - d. Simple Misconduct
 - e. Insubordination
 - f. Habitual Absenteeism
 3. Grave Offense
 - a. Violation to Closed-Circuit Television Records Room rules and guidelines
 - b. Gross Neglect of Duty
 - c. Gross Misconduct
 - d. Falsification of Official Document
 - e. Receiving gift/fee/valuable items for favourable information related to or gathered through performance of duty.
 - f. Oppression
 - g. Refusal to perform official duty
 - h. Disclosing / misusing confidential or classified information.
 - b. Non – LGU Employees
 1. Light Offense
 - a. Violation to Closed-Circuit Television Control Room rules and guidelines.

2. Less Grave Offense
 - a. Violation to Prohibited Acts in this ordinance
 - b. Violation to video download procedures of this ordinance
 - c. Vandalism on Closed-Circuit Television Surveillance System Properties
3. Grave Offense
 - a. Violation to Closed-Circuit Television Records Room rules and guidelines
 - b. Damaging any Closed-Circuit Television Surveillance System property.
 - c. Threats and intimidation against Closed-Circuit Television personnel.

4. Penalties

The following penalties shall be meted to violators of this ordinance:

- a. LGU – Employees
 1. Light Offense

| | |
|-------------------|---|
| a. First offense | Reprimand |
| b. Second Offense | 1 – 30 days Suspension plus P1,000.00 penalty |
| c. Third Offense | Dismissal |
 2. Less Grave Offense

| | |
|-------------------|--|
| a. First offense | 1 – 30 days Suspension plus P1,000.00 penalty |
| b. Second Offense | 1 – 6 months Suspension plus P3,000.00 penalty |
| c. Third Offense | Dismissal |
 3. Grave Offense

| | |
|-------------------|--|
| a. First offense | 2 – 4 months Suspension plus P3,000.00 penalty |
| b. Second Offense | 6 mos – 1 year Suspension plus P5,000.00 penalty |
| c. Third Offense | Dismissal |
 4. Respondents upon being reprimanded or after serving suspension shall be ineligible for promotion for a period of one (1) month.
 5. Penalties shall be paid within two (2) months.
 6. Should the respondent fail to pay in full the penalty within the prescribed period, he/she shall be deemed to have failed to serve the penalty imposed, hence, disqualification for promotion shall remain in effect until such time that the fine is fully paid.
- b. Non – LGU Employees
 1. Light Offense

| | |
|-------------------|--|
| a. First offense | Reprimand |
| b. Second Offense | 1day Community Service plus P1,000.00 penalty |
| c. Third Offense | 1week Community Service plus P3,000.00 penalty |
 2. Less Grave Offense

| | |
|-------------------|---|
| a. First offense | 1week Community Service plus P2,000.00 penalty |
| b. Second Offense | 2weeks Community Service plus P5,000.00 penalty |
| c. Third Offense | 1 month imprisonment plus P 5,000.00 |

penalty

3. Grave Offense
 - a. First offense 6 mos. to 1 year imprisonment or a fine of Php5,000.00 or both at the discretion of the court.
4. Penalties shall be paid within one (1) month.
5. Should the respondent fail to pay in full the penalty within the prescribed period, he/she shall be deemed to have failed to serve the penalty imposed, hence, he/she shall be subjected to community service, the number of days shall be computed equivalent to his/her unpaid balance. Remaining Balance divided by P 205.00 equals the days of community service.
6. Philippine National Police shall be the enforcing body of community services. The respondent may choose City Environment and Natural Resources Office/City Engineering Office/General Service Office as the office where he/she shall render service.

5. The following will handle the cases:

a. Local Government Unit – Employees

1. Light Offense

Closed-Circuit Television Manager and the City Legal Officer

2. Less Grave Offense

a. First Offense

Closed-Circuit Television Manager, Closed-Circuit Television Technical Working Group Chairman, City Legal Officer & City Mayor.

b. Second Offense

Job Order Personnel

Closed-Circuit Television Manager, Closed-Circuit Television Technical Working Group Chairman, City Legal Officer & City Mayor.

Casual/Permanent

Endorsed to Civil Service Commission

c. Third Offense

Job Order Personnel

Closed-Circuit Television Manager, Closed-Circuit Television Technical Working Group Chairman, City Legal Officer & City Mayor.

Casual/Permanent

Endorsed to Civil Service Commission

3. Grave Offense

a. First Offense

Job Order Personnel

Closed-Circuit Television Manager, Closed-Circuit Television Technical Working Group Chairman, City Legal Officer & City Mayor.

Casual/Permanent

Endorsed to Civil Service Commission

b. Second Offense

Job Order Personnel

Closed-Circuit Television Manager, Closed-Circuit Television Technical Working Group Chairman, City Legal Officer & City Mayor.

Casual/Permanent

Endorsed to Civil Service Commission

c. Third Offense

Job Order Personnel

Closed-Circuit Television Manager, Closed-Circuit Television Technical



Casual/Permanent

Working Group Chairman, City Legal Officer & City Mayor.
Endorsed to Civil Service Commission

b. Non-LGU Employees

1. Light Offense

Closed-Circuit Television Manager, Closed-Circuit Television Technical Working Group Chairman, City Legal Officer, City Mayor and Philippine National Police.

2. Less Grave Offense

Closed-Circuit Television Manager, Closed-Circuit Television Technical Working Group Chairman, City Legal Officer, City Mayor and Philippine National Police.

3. Grave Offense

Closed-Circuit Television Manager, Closed-Circuit Television Technical Working Group Chairman, City Legal Officer, City Mayor and Philippine National Police.

6. Complaints lodge against the Closed-Circuit Television Manager shall automatically be handled by the Closed-Circuit Television Technical Working Group Chairman, City Legal Officer and City Mayor.

Section 17. LIABILITY UNDER OTHER LAWS.

A prosecution under this ordinance shall be without prejudice to any liability of any provision of the Cybercrime Prevention Act of 2012, the Revised Penal Code, as amended, Civil Service Rules and other Special Laws.

Section 18. PUBLIC INFORMATION.

Copies of this ordinance will be available to the public, by making it available for viewing and downloads on the LGU website.

A Public Address System may be installed in selected Closed-Circuit Television post which will be used for but not limited to the following:

1. Caution public from committing violation to National Laws and Local Ordinances.
2. Provide bold information to the public that the city streets are being watched 24/7.
3. Provide instruction to the public during accidents.
4. Provide public information in cases of emergencies.

Section 19. ASSESSMENT OF THE SCHEME AND CLOSED-CIRCUIT TELEVISION USAGE POLICY

Performance monitoring, including random operating checks, may be carried out by the Closed-Circuit Television Technical Working Group.

Section 20. COMPLAINTS

Any complaints about the Closed-Circuit Television of the Local Government Unit of Bayawan City shall be addressed directly to the City Mayor.

Two handwritten signatures in black ink are located at the bottom right of the page. The first signature is a simple, stylized mark, and the second is a more complex, cursive signature.

Section 21. SYSTEM MAINTENANCE AND MONITORING

1. The Closed-Circuit Television System Manager and Closed-Circuit Television System IT Personnel will be in charge in ensuring maintenance and monitoring the performance of the Closed-Circuit Television system. The Closed-Circuit Television System Manager must recommend to the City Mayor qualified staff to be assigned in the maintenance and monitoring the Closed-Circuit Television system, their trainings, tools, and other necessities.
2. An IT Supervising Technician assisted by at least 2 IT technicians shall perform routine maintenance on all Closed-Circuit Television cameras, recording, media and network equipment.
3. It is also the task of the Closed-Circuit Television System Manager to prepare cost estimate, schedule of maintenance and necessary work to be done for appropriation and approval during the annual budget conference.
4. In case maintenance work that needs to be contracted, cost estimates and specifications shall be prepared by the Closed-Circuit Television System Manager for the approval of the City Mayor.
5. The cost of maintenance and operating expenses for the Closed-Circuit Television Operations shall be included in the annual budget of the city.
 - a. Operating Expenses shall include wages of Technical Supervisors, Administrative Staff, Closed-Circuit Television Operators and IT Maintenance personnel.
 - b. Cost of Maintenance and Repair of system shall be appropriated according to forecasted needs.

Section 22. FUNDING. L – Bayawan City shall allocate an annual budget from the General Fund for the operations and maintenance of the Closed-Circuit Television Surveillance System as recommended by the Closed-Circuit Television Manager and approved by the City Mayor.


Section 23. Separability Clause. If any provision of the Ordinance is declared unconstitutional or illegal by a competent court, the same shall not affect the validity and affectivity of the other provision.

Section 24. Effectivity. This ordinance shall take effect in compliance with the provisions of R.A. 7160, the Local Government Code of 1991.

“Enacted.”

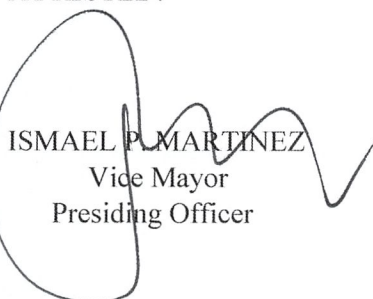
* * *
* * *

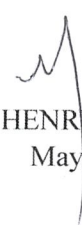
I hereby certify to the correctness of the foregoing resolution.


JULIUS T. ESPARTERO
Secretary to the Sangguniang Panlungsod

ATTESTED:

DATE APPROVED: 24 NOV 2017


ISMAEL P. MARTINEZ
Vice Mayor
Presiding Officer


PRYDE HENRY A. TEVES
Mayor

Copy for:

- The Honorable Provincial Board, Dumaguete City