Republic of the Philippines
Province of Oriental Mindoro
MUNICIPALITY OF ROXAS

OFFICE OF THE SANGGUNIANG BAYAN

EXCERPTS FROM THE MINUTES OF THE 41ST REGULAR SESSION OF THE 8TH SANGGUNIANG BAYAN OF ROXAS, ORIENTAL MINDORO HELD ON 19 MAY 2014, 1.30 P. M. AT THE SANGGUNIAN SESSION HALL.

Present:

	Vice Mayor Violeta L. Dimapilis	- Presiding Officer
	Councilor Eduardo K. Soriano	- Member
	Councilor Johnell C. Siñel	- Member
	Councilor Gualberto V. Magno	- Member
	Councilor David D. Dela Cruz	- Member
	Councilor Ramil O. Dimapilis	- Member
	Councilor Juan S. Advincula	- Member
	Councilor Elsie F. Galaran	- Member
	Councilor Juanito A. Bacay,Jr.	- Member
Absent:	Councilor Joseph M. Galicia	- Member, ABC President On Official Business

MUNICIPAL ORDINANCE NO. 02
Series of 2014

AN ORDINANCE MANDATING THE INSTALLATION OF CLOSED CIRCUIT TELEVISION (CCTV) OR VIDEO SURVEILLANCE SYSTEM IN THE PREMISES OF PRIVATE COMMERCIAL ESTABLISHMENTS WITH A CAPITAL OF ONE MILLION PESOS (Php1,000,000.00) AND ABOVE; BANKS AND OTHER FINANCIAL ENTITIES, SCHOOLS AND OTHER LEARNING INSTITUTIONS, REGARDLESS OF THE AMOUNT OF CAPITAL AND PUBLIC PLACES, PROVIDING PENALTIES FOR VIOLATION THEREOF AND FOR OTHER PURPOSES.

WHEREAS, the Municipality of Roxas, Oriental Mindoro is a fast blooming and developing town within the province of Oriental Mindoro;

WHEREAS, the municipality's socio-economic and agricultural phase is at its height in the level of improvement and development and as such, a contingent plan for its maintenance and protective measures is indispensably needed;

WHEREAS, the municipality's business community is widely expanding with the continuing establishment of different business operations and flow of commercial transactions;

WHEREAS, under the constitution it is mandated that it is the duty of the state to provide ample protection and safety of the property and life of the people, hence the installation of the CCTV device in all government enterprises, educational institutions and business establishment is very profitable;

WHEREAS, it is a world-wide accepted declarations that CCTV device had contributed much to the safety of the business community and served to be deterrent factor in the commission of crimes and other lawless elements;

WHEREAS, this CCTV will serve as counterpart "eye and ear" of our PNP personnel assigned in this municipality, a recorder and surveillance monitor against evil deeds and omissions;

WHEREAS, in view of the foregoing reasons, the Sangguniang Bayan thru this representation deems it necessary the installation of CCTV in all business establishments and a requirement before a business permit shall be issued or renewed.

NOW THEREFORE on joint motion of Councilors Gualberto V. Magno and Ramil O. Dimapilis duly seconded by Councilors Johnell C. Siñel, David D. Dela Cruz, Juan S. Advincula and Juanito A. Bacay, Jr. –

BE IT ORDAINED BY THE SANGGUNIANG BAYAN OF ROXAS, ORIENTAL MINDORO, that:

SECTION 1. Title. This Ordinance shall be known and cited as the "CCTV Installation Ordinance of 2014".

SECTION 2. Objective. This Ordinance aims:

a) To provide a deterrent to crimes and vandalism.
b) To enable clear identification of miscreants within the range of the cameras.
c) To provide continuous recording of all cameras in the system.
d) To be a tool in early solution in identifying the perpetrators of crimes.

SECTION 3. Definition of Terms. The definitions and provisions contained in this section shall govern the construction, meaning and application of the following words and phrases used in this Ordinance.

a) Bank – means an establishment whose primary function is related to the custody, loan, exchange, issuance of money, extension of credit, or transmission of funds.

b) Commercial buildings – means buildings that is used for commercial use.

c) Video Surveillance System – means a digital surveillance system including cameras, cabling, monitors and digital video recorders (DVRs) that records in color with cameras and lens of a type, minimum resolution, number and locations approved by the Chief of Police, Roxas Municipal Police Station or his designee. This system must be capable of producing retrievable and identifiable images and video recordings on an approved media that can be enlarged through projection or other means, and can be made a permanent record for use in a criminal investigation. It shall also include without limitation any closed circuit video cameras (CCTV) or other cameras, video recorders, digital cameras or digital recorders or other technological devices used in the above manner.

d) Feeds – refer to the visual information transmitted by the CCTV cameras.

e) Monitors – refer to the screen or other devices on which the feeds are viewed.

f) Schools – refer to elementary and secondary schools, colleges and universities.

SECTION 4. Video Surveillance System Requirements,

a) All banks, department stores, shopping malls, secondary schools, colleges and universities, gasoline stations, pawnshops, lending institutions, convenience stores and similar establishments are hereby required to install a Closed Circuit Television (CCTV) or video surveillance system.

b) The municipal government and concerned national agencies shall likewise install Closed Circuit Television (CCTV) in public buildings or places like markets, terminals, plazas or parks, main thoroughfares or in the entrance and exit points of the municipality as maybe recommended by the Chief of Police of the municipality of Roxas.

c) Such establishment or government agencies, which installed surveillance system prior to the effective date of this ordinance, shall ensure they are in full compliance with this ordinance.

d) The video surveillance systems shall be maintained in proper working order at all times and shall be in operation at least during office hours, or at the option of the owner for 24 hours, seven (7) days a week, and shall meet the minimum technological standards established in this ordinance.

SECTION 5. Feeds, Video Recordings. The establishments shall retain the continuous digital images recorded by the system for no less than thirty (30) days for review and reference purposes. "The feeds or digital images recorded by such system maybe presented when required by a court of competent jurisdiction, the local police, National Bureau of Investigation (NBI), Criminal Investigation and Detection Group (CIDG), Philippine Drug Enforcement Agency (PDEA) and the Mayor, as the case maybe".

SECTION 6. Access to Recording. If a crime occurs or an employee believes that a crime is committed, the concerned business establishment shall immediately contact the Roxas Municipal Police Station through the Chief of Police or his duly authorized representative and provide immediate access to the media the CCTV/video recording thereof

SECTION 7. Prohibition. It shall be unlawful for any person to allow the unauthorized or unofficial use or viewing of any saved video recording and the unauthorized public identification of any person or client seen in the video. The same shall not, in any manner be used to infringe with privacy of individuals; and those who found violation shall be prosecuted for the laws violating the right to privacy.

SECTION 8. Proper Request for Feeds. The feeds may be used at any time to satisfy the written order of any court of competent jurisdiction or any authorized subpoena.

SECTION 9. No Broadcasting. Subject to Section 6 above, the Feeds shall not be:

a) Broadcast by the establishment on or through a medium other than the Monitors;
b) Viewed by any person/s other that employees who are authorized to view the Monitors;
c) Transferred to any third party, whether for profit or not; or
d) Recorded or otherwise stored except in accordance with this ordinance

SECTION 10. Minimum Technology Standards. The CCTV or video surveillance system must be capable of delineating on playback of the system the activity and physical features of persons or areas within the premises and must be able to record such images on air approved from of media. For this purpose, it shall have at least met the following specifications:

a) Have one dedicated channel for each camera in operation;
b) Shall record at least 64 by 480 recording resolution level;
c) Shall have the capacity to record at fifteen frames per second, per camera. For example, a system with 10 cameras would need to have a DVR capable of recording at least 150 frames per second;
d) Shall have enough memory to retain data from all cameras for a period of thirty (30) days. An estimate is one (1) TV Hard Disk for a set of four (4) cameras;
e) Possess the ability to view and retrieve data while the system remain in operation;
f) Possess the ability to produce DVD-R copy of desired data for evidentiary purposes on a format playable via Windows Player to a standard DVD player;
g) Possess the ability to time stamp and "watermark" the recorded images;
h) Shall be placed in a locked and secured location to prevent destruction or tampering.

CAMERAS

a) Operate with a minimum of 180 Total Vertical Lines (TVL) of resolution.
b) Shall have the ability to record color images during sufficient lighting and record in black and white during hours of low light.
c) Each camera shall be matched to each specific application taking into consideration:

1. The distance to target image
2. "Lux rating" or compatibility with the amount of light available to include excessive amounts of sunlight
3. View angle of camera in relation to area of a desired coverage.

d) Each camera shall have a clear and unobstructed view of the area of desired coverage.
e) Cameras shall be positioned to capture "Head and Shoulder" images at exits, entrance and points of sale locations.

DIGITAL VIDEO RECORDER MONITORS

a) Each system shall have a monitor that may be assessed by the police department and other law enforcement agencies for viewing of the recorded images.

b) The monitor shall be a Liquid Crystal Display (LCD) design with a screen no smaller than fifteen diagonal inches.

POWER SUPPLY

a) Each system shall have a dedicated power source to prevent intentional or accidental deactivation and preferably provided with Uninterrupted Power Supply (UPS).

SECTION 11. Minimum Coverage Standards, Site Assessment, Signage.

a) The video surveillance system shall have a minimum, separate cameras dedicated to each register/check-out stand, entrance/exit and parking lot or area designated for customer and or employee parking use.
b) The placement of cameras included in the video surveillance systems required under this Ordinance shall be approved by the Roxas Municipal Police station.
c) The Chief of Police or his duly designee shall conduct an assessment of each site required to install a video surveillance system prior to installation and upon approval notice which will be placed on plain view inside the premises. This approval notice will also inform customers and employees of the existence of the video surveillance system, a separate notice of the video surveillance system, in a form acceptable to the Chief of Police, shall be placed on the parking area.

SECTION 12. Creation of Municipal Inspectorate Team on installed CCTV under the Office of the Municipal Mayor.

A. Composition: The Municipal Inspectorate Team shall be composed of the following:

a) The Chief of Police or his duly authorized representative;
b) Municipal Engineer
c) One member from the Municipal Peace and Order Council

B. For purposes of this Ordinance, the Municipal Inspectorate Team shall have the following functions:

a) To conduct detailed inspection in whatever stage of installation of the CCTV;
b) To have dialogue with the CCTV operators from time to time;
c) To have coordination with the Municipal Peace and Order Council on reports that maybe gathered from CCTV operators of any entity or establishment;
d) To ensure that this Ordinance is properly complied by all concerned.

SECTION 13. Inspection. The video surveillance system shall be subject to regular inspection by the Chief of Police or his assignee, who is authorized to inspect at reasonable times any video surveillance system to determine if the system conforms with this Ordinance. If the video surveillance system does not so comfort, the concerned establishment must take immediate steps to bring the system back into conformance.