



Republic of the Philippines
PROVINCE OF SORSOGON
MUNICIPALITY OF GUBAT

Office of the Sangguniang Bayan

EXCERPTS FROM THE MINUTES OF THE 17th REGULAR SESSION OF THE SANGGUNIANG BAYAN OF GUBAT, SORSOGON, HELD ON MONDAY, NOVEMBER 14, 2016 AT THE SANGGUNIANG BAYAN SESSION HALL.

PRESENT:

Hon. Sixto F. Estareja	- Municipal Vice Mayor, P.O.
Hon. John Paul E. Erlano	- Member, Sanggunian Bayan
Hon. Cesar D. Esperida, Jr.	- Member, Sanggunian Bayan
Hon. Danilo E. Enaje	- Member, Sanggunian Bayan
Hon. Kenneth D. Escandor	- Member, Sanggunian Bayan
Hon. Anthony C. Callos	- Member, Sanggunian Bayan
Hon. Valentin A. Pura IV	- Member, Sanggunian Bayan
Hon. Aiza E. Encinares	- Member, Sanggunian Bayan
Hon. Ramon E. Entico	- Member, Sanggunian Bayan

ON OFFICIAL TRAVEL:

Hon. Nelson E. Quiñones	- Liga ng mga Barangay President
-------------------------	----------------------------------

ABSENT: N O N E

ORDINANCE NO. 2016 006

Author: Cesar D. Esperida Jr.

Co-authors: Hon. Ramon E. Entico, Hon. Kenneth D. Escandor, Hon. Valentin D. Pura, IV, Hon. John Paul E. Erlano and Hon. Anthony C. Callos

AN ORDINANCE REQUIRING CERTAIN LOCAL BUSINESS ESTABLISHMENTS TO INSTALL CLOSED CIRCUIT TELEVISIONS (CCTVs) IN THEIR BUSINESS ESTABLISHMENT OPERATING WITHIN THE MUNICIPALITY OF GUBAT AND PROVIDING PENALTIES FOR VIOLATION THEREOF AND FOR OTHER PURPOSES.

BE IT ORDAINED AS IT IS HEREBY ORDAINED, by the Sanggunian Bayan in session assembled that:

Section 1. TITLE - This ordinance shall be known as "AN ORDINANCE REQUIRING CERTAIN LOCAL BUSINESS ESTABLISHMENTS TO INSTALL CLOSED CIRCUIT TELEVISIONS (CCTVs) IN THEIR BUSINESS ESTABLISHMENT OPERATING

WITHIN THE MUNICIPALITY OF GUBAT AND PROVIDING PENALTIES FOR VIOLATION THEREOF AND FOR OTHER PURPOSES".

Section 2. DECLARATION OF POLICY – It is the policy of the Municipality of Gubat to:

- a) To promote peace, order and security within the territorial bounds of this Municipality;
- b) To ensure the safety, health and well-being of its constituents at all times, inside and out of their dwelling;
- c) To provide fast and reliable police assistance to anyone needing such help at all times;
- d) To make use of modern technology in providing basic peace and order to our constituents;
- e) To enhance the capability of local authorities in curtailing, if not totally eradicating crimes against lives and properties in the Municipality.

Section 3. COVERAGE-The installation of Closed Circuit Television (CCTV) cameras in certain business establishments operating within the territorial jurisdiction of the Municipality is hereby required as condition precedent in registration and the renewal thereof. This ordinance shall cover the following establishments, to wit:

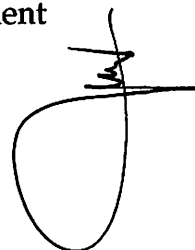
- a. Banks, financial institutions, pawnshops, money-lenders, money remittance services, money changers, and the like;
- b. Business establishments that are part of a national chain or have several branches in other parts of the country, such as restaurants/fast food chains; 24-hour convenience stores, drug stores and the like;
- c. Shopping malls, shopping centers, supermarkets, movie houses, theaters, hospitals and medical facilities, places of entertainment, and the like which draw a considerable number of customers/ patrons;
- d. Car dealerships, gasoline/fuel refilling/ service stations; and
- e. Set-up CCTV cameras of the Municipality in strategic areas frequented by the public, including public terminals, public market, public hospitals and schools, parks, and the like.

Section 4. MINIMUM STANDARD SPECIFICATIONS- Closed Circuit Television (CCTV) cameras shall at least capable of delineating the activity and physical features of individuals and areas within the premises, on or during playback and able to record such image or video on digital, optical or magnetic media.

For this purpose, Closed Circuit Television (CCTV) cameras shall meet the following minimum standard specifications:

CAMERA:

- Minimum of 720P Camera Resolution;
- Must be able to capture video footages at 0.1 Lux Illumination;
- Should have auto-iris (either fixed or vari-focal);
- Should have Infrared LEDs enough to reach a distance of at least 20 meters for clear recording at 0 Lux (for areas where there is no continued sufficient lighting);

- Must have at least 70 degrees Lens Angle;
- The Outdoor Camera must be vandal-proof with IP 66 Weatherproof Casing.

VIDEO RECORDER:

- Minimum of four (4) camera input;
- Minimum of 1,280 x 720 video resolution;
- Should have Hard Disk Drive/s enough to store video recording for all cameras for at least 1 month;
- Must have Time Stamping Feature;
- Must have an interface for storage back-up.

OTHER COMPONENTS:

- At least four (4) cameras covering the areas of transaction and risk. Provided that, at least one camera must be facing the street from the entrance (when applicable), with the actual number of cameras to depend on the size of the establishment and nature of business, as determined by the LGU concerned.
- Should have centralized power supply for the DVR and cameras;
- Should have appropriate Uninterruptible Power Supply (UPS) to provide standard and reasonable back-up power to the Video Recorder and its cameras.

Section 5. GUIDELINES FOR THE INSTALLATION OF CLOSED CIRCUIT TELEVISION (CCTV) CAMERAS IN CERTAIN BUSINESS ESTABLISHMENTS - The following shall be the guidelines for the installation of Closed Circuit Television (CCTV) cameras in certain business establishments:

INSTALLATION GUIDE

- Cameras must be installed at a secured location with maximum area of coverage;
- The Video Recorder must be mounted on a secured/ concealed location to protect the video footages from theft and/or deliberate destruction;
- Whenever possible, a back-up file stored in the DVD disk (on-site or remotely) shall be recorded for archiving purposes;
- Whenever possible, a dummy CCTV camera shall be installed in a conspicuous area in order to deter possible criminal acts and to protect the camera and the video footages.
- From the interior of the establishment,
 - o a) All entrances/ exits;
 - o b) The center of business activity in the establishment (including the tellers, cashiers, cash registrars, sales counters, or areas leading to the vault/safe) according to the nature of business/operations of the establishment.
- From the exterior of the establishment (when the establishment is not located inside a mall or building which has its own exterior cameras):
 - o a) All entrances/exits;
 - o b) From the the entrances/exits, a clear view of the area to and from the street(s) abutting the establishment, including frontage thereof, taking

into particular consideration the clarity of shots in relation to the angles thereof;

- o Parking lots and drive-through lanes (when applicable).

Section 6. ACCESS TO RECORDINGS - The owner/s of the establishment shall keep, maintain and preserve the recording for a period of at least one (1) year from the date of its recording in cases where the Video Recording has recorded any commission of an unlawful acts.

In the event of the commission of the crime, or the operator, employee or owner of the establishment has the reason to believe that a crime has committed and has been recorded by the surveillance camera, the operator/s, employee/s, or owner/s of the establishment shall immediately get in touch with Local PNP-Gubat, or any Law Enforcement Agency, as the case may be, and shall provide immediate access to the pertinent recordings.

Similarly, the recorded video footage or images may be used at any time subject to written order or the compulsory process of any court or legislative or investigative body with competent jurisdiction.

Section 7. PROHIBITION - The viewing of recorded or captured video footages or images shall be made with due respect for the privacy of individuals. It shall be unlawful or prohibited to use or view any saved or archived video recording and unauthorized disclosure of the identification of any person seen on video other than complainant/s or victim/s or their relatives, if the victim is dead, without an order from a court of competent jurisdiction.

Section 8. ENFORCEMENT - The Business Permit and Licensing Office shall be the lead implementing agency. The Local PNP-Gubat shall be authorized to conduct inspection of certain business establishments for technical assistance to ensure compliance with Section No. 4 and Section No. 5 of this Ordinance.

Business establishments shall be required to submit a certification that they have duly installed CCTVs that are compliant with Section No. 4 of this Ordinance. Moreover, another certification coming from their CCTV providers that they have duly installed the required CCTV cameras on said establishments.


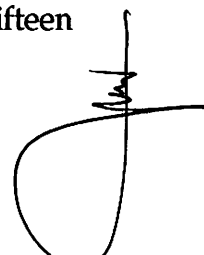
With this, the Business Permit and Licensing Office shall issue a validating sticker on business plates to those establishments have complied with this Ordinance.

Section 9. BI-ANNUAL AND RANDOM INSPECTIONS - The PNP-Gubat through it Chief of Police or his authorized designee shall conduct bi-annual and random inspections of business establishments at reasonable date and time to determine if the CCTV installed in the areas conforms with the Ordinance.

Such inspection report shall be submitted to the Business Permit and Licensing Office for information, guidance and appropriate action.

Section 10. PENALTY CLAUSE - Business establishments which violate or fail to comply with the provision of this Ordinance shall be subject to the following penalties:

- a) 1st Offense - Warning with condition that the establishment shall install the closed circuit television cameras or videos surveillance systems within fifteen (15) days;

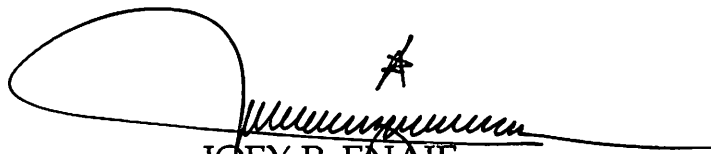
- b) 2nd Offense – Fine of One Thousand Pesos (Php 1,000.00) with condition that the establishment shall install the closed circuit television cameras or videos surveillance systems within fifteen (15) days;
- c) 3rd Offense – Fine of Two Thousand Pesos (Php 2,000.00) with condition that the establishment shall install the closed circuit television cameras or videos surveillance systems within fifteen (15) days;
- d) 4th Offense – Revocation of business permit.

Section 11. PERIOD OF COMPLIANCE – All business establishments are hereby given a period of one (1) year to comply after the publication of this Ordinance.

Section 12. EFFECTIVITY – This ordinance shall take effect after its publication to the local print media.

APPROVED.


I HEREBY CERTIFY TO THE
CORRECTNESS OF THE FOREGOING:


JOEY P. ENAJE
Secretary to the Sangguniang Bayan

Attested by:


HON. SIXTO B. ESTAREJA
Municipal Vice Mayor, Presiding Officer

Approved by:


HON. SHARON ROSE G. ESCOTO
Municipal Mayor