



5. CCTV footage request for copy for court use and MBDA representation for Court Hearing

CCTV footage request of copy of incident from command center for court use and request for MBDA representation to appear before the court on hearing on incidents captured by CCTV recorded at the command center.

Office or Division: Metro Bataan Development Authority / Public Safety Division

Classification: Simple

Type of Transaction: G2G=Government to Government

Who may avail: RTC and MTC

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Subpoena commanding to submit CCTV copy of incident and commanding and MBDA personnel to appear before the court on hearing on incidents captured by CCTV recorded at the command center.		RTC and MTC		
CLIENTS STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits subpoena commanding to submit CCTV copy of incident (2 copies)	1. Receives and checks subpoena from RTC, MTC	None	2 minutes	<i>Admin Assistant III (EOC Supervisor)</i> Public Safety Division
2. Accepts stamped subpoena from admin as receiving copy	2.1 Stamps subpoena from RTC/MTC. "one copy for RTC/MTC and one copy for admin"	None	2 minutes	<i>Senior Admin Assistant II (Admin Staff)</i> General Administrative Service Division
	2.2 Forwards the request to the MBDA mis for verification of the availability of data	None	10 minutes	<i>Nursing Attendant II (MBDA Medic)</i> Emergency Response Division
	2.3 Creates a copy of the requested recording of incident from cctv footage if available. If data is not available, forwards a request to the provincial legal office to send a letter to the court informing the unavailability of the data requested.	None	30 minutes	<i>Admin Assistant I (MIS Staff)</i> MIS Technical Division
3. Receives copied cctv footage of incident from the command center	3. Brings the requested cctv copy of the incident and appears before the court to represent mbda on hearing on incidents captured by cctv recorded at the command center	None	4 hours	<i>Admin Assistant I (MIS Staff)</i> MIS Technical Division
TOTAL:		None	4 hours, 44 minutes	