



Office of the City Public Safety Officer

External and Internal Services



MANDATE

Implement Public Order and Safety of Cotabato City formulate peace and order plan and implement the plan. Exercise general and operational control over the law enforcement forces in the city and act in partnership with other national agencies operating in the city with the active support of the community.

VISION

An efficient and effective public safety office imbued with genuine and sincere governance in order to achieve certain accomplishments ensuring peace and order, and public safety towards a safe, peaceful, develop and secured city of Cotabato.

MISSION

To maintain public peace and order simultaneously implement the mandate of Public Order and Safety Plan, exercise coordination, supervision, and operational as prime marshal in the enforcement of laws, directives and ordinances related to law enforcement with the active support of the community and Security Agencies of the Government.

ADMINISTRATIVE DIVISION

- Receiving incoming communications documents and makes appropriate actions.
- Provides oversight for all divisions of the department, continuously monitors the effectiveness of current programs, determines future needs of the department, and develop plans of action to achieve departmental goals.
- Consists of:
 - *Administrative Officer*
 - *Information Technologist*
 - *Admin Clerks*
 - *Driver’s License Custodian*

Office/Division	OFFICE OF THE CITY PUBLIC SAFETY OFFICER
Classification	Simple to Complex
Type of Transaction	G2C – Government to Transacting Public G2G – Government to Govt. employee or agency



Who may avail:		All		
CHECKLIST OF REQUIREMENTS			WHERE TO SECURE	
✓			✓	
✓			✓	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	Receive incoming communication and documents.		Varies on the urgency of communications. A non-urgent or non-critical communication ranging from 30 minutes to 1 hour.	Clerks
	Receive duplicate copies of Citation Tickets together with the confiscated Driver's License issued by the Traffic Enforcer who are members of the CQT and have it recorded in data base. • Violators shall undergo one (1) day seminar on traffic code prior to the release of License		5 to 10 minutes 10 minutes	Clerks/License Custodian
	Receive and record confiscated Driver's License with corresponding Citation Tickets issued by Traffic Enforcers (TEU/CTTMC).		10 minutes	Clerks/License Custodian
	Release confiscated Driver's License after payment of corresponding penalty from Office of the City Treasury.		10 minutes	Clerks/License Custodian
	Receive duplicate copies of Notice of Violation issued by Composite Quarantine Team to the different establishments who		3 days	CQT Team Leader



	violates Executive Orders related to COVID 19 containment.			
	<u>1st Offense:</u> Three (3) days after the date of issuance, the CQT team leader will conduct re-inspection to determine compliance of lacking health standards and preventive measures		1 week	Public Safety Office
	<u>2nd Offense:</u> <ul style="list-style-type: none">▪ Violators will be given demand letter to settle the corresponding penalty for a grace period of 1 week.▪ Issuance of 2nd demand letter will be given for failure to settle within the prescribed period.▪ If continued to ignore the 1st and 2nd letter, suspension of operation of establishment or revocation of business permit will be recommended.		1 week 1 week 3 to 5 hours	Public Safety Office
	Receive request letters from the different office departments for assistance in the implementation of orders (e.g. closure and demolition of establishment).		2 to 3 hours	CQT Team Leader
	Receive and extend assistance to any establishment requesting for deployment of personnel to ensure		2 to 3 hours	CQT Team Leader



	health protocol.			
	Receive request letters from different line agencies such as Civil Society Organizations for security and traffic assistance for motorcade, parade, reunion and other vast activities.		2 to 3 hours	CQT Team Leader
	Receive applicant's documents for CITY NUMBER CODING SCHEME EXEMPT STICKER.		2 to 3 hours	Admin Officer
	TOTAL	None	minutes	

OPERATION DIVISION

- Enforce law, City Ordinance, and Local Executive Orders.
- Provide assistance for the execution of Executive Orders on the closure or demolitions of any establishments who violates existing provisions as set forth by the LGU.
- Implement City Ordinances apprehend violators, issuance of violation notices and the corresponding cases if deemed necessary.

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✓			✓	
✓			✓	
CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	Respond call for any Public Safety Assistance.	None	15 minutes	Public Safety Officer
None	Conduct operation for implementation of Anti-Smoking Ordinance.	None	3 to 5 hours	Security Officer III
None	Conduct inspection of	None	3 to 5 hours	QRS Team/



	installed CCTV in different establishments to ensure that all are functioning.			Computer Programmer
None	Conduct Road Clearing Operation.	None	10 to 15 minutes	Public Safety Officer
None	a. Ocular inspection to determine if there are structures encroaching public roads or it causes obstruction on sidewalk led by City Joint Inspection Team (CJIT) head and other members offices.	None	10 to 15 minutes	Public Safety Officer
None	b. If found affirmative, notice to demolish, dismantle, remove will be issued to the owner and will be given a grace period of 15 days to affect the same.	None	10 to 15 minutes	Public Safety Officer
None	c. After a grace period, the CJIT team together with the CEO and barangay officials will conduct re-inspection to determine if the owner comply the notice. If none, the team will proceed to demolition.	None	10 to 15 minutes	Public Safety Officer
	TOTAL	None	1 hour and 25 minutes	

OFFICE OF THE CITY DISATER RISK REDUCTION MANAGEMENT OFFICER
Organizational Structure



