



PUBLIC SAFETY AND SECURITY OFFICE



EXTERNAL SERVICES

1. Remittance of Confiscated Items from Apprehending Officer

Service Information: Remittance of all confiscated items from the Traffic Enforcer shall be surrendered to the Public Safety and Security Office

Office or Division:	Public Safety and Security Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Traffic Enforcers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Original copy of the Traffic Citation Ticket with the following attachment: a. Driver's License b. Original copy of the Certificate of Registration or Official Receipts of the vehicle c. Vehicle Plate		City Treasurer's Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign the daily apprehension report	1. Provide copy of the daily apprehension report	None	5 minutes	<i>Receiving Clerk</i>
2. Surrender confiscated items	2. Received the confiscated item together with the accomplishment report	None	3 minutes	<i>Traffic Aide 1</i>
	3. Record surrendered confiscated items	None	10 minutes	<i>Traffic Aide 1</i>
	4. Turn over the confiscated items to property custodian	None	5 minutes	<i>Traffic Aide 1</i>
	5. Transfer of confiscated item to secured safe keeping vault	None	5 minutes	<i>Traffic Aide 1</i>
		Total	28 minutes	



2. Redemption of Confiscated Item/s

Service Information: The Traffic Violator shall redeem the confiscated item at the Public Safety and Security Office

Office or Division:	Public Safety and Security Office			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Traffic Enforcers			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Duplicate copy of the Traffic Citation Ticket issued		Public Safety and Security Office		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Sign in the client logbook at the office lobby	Assist the client in signing the logbook	None	5 minutes	<i>Administrative Aide III</i>
2. Submit the duplicate copy of the traffic violation ticket to the City Treasurer's Office	Receive the duplicate copy of the traffic citation ticket	None	3 minutes	<i>Administrative Aide III</i>
3. Pay the corresponding amount	Advise the client to pay the corresponding penalty for traffic violation	None	10 minutes	<i>Traffic Aide 1</i>
4. Get the Official Receipts	Issue Official Receipts	None	5 minutes	<i>Administrative Aide III</i>
5. Present the Official Receipts to releasing officer	Release the confiscated item	None	5 minutes	<i>Traffic Aide 1</i>
6. Received the confiscated items				
Total			28 minutes	