



PAMBANSANG PUNONGHIMPILAN TANOD BAYBAYIN NG PILIPINAS
(National Headquarters Philippine Coast Guard)
139 25th Street Port Area
Manila 1018

NHQ-PCG/CG-11

28 April 2023

STANDING OPERATING PROCEDURES
NUMBER.....07-23

**GUIDELINES AND PROCEDURES PRESCRIBING THE UTILIZATION,
OPERATION AND MAINTENANCE OF RAPIDLY DEPLOYABLE SURVEILLANCE
CAMERA (RDSC)**

I. REFERENCE:

- A. RA 9993 also known as Philippine Coast Guard Law of 2009 and its IRR.
- B. Implementing Rules and Regulations of RA No 10173, known as the "Data Privacy Act of 2012".
- C. Republic Act No. 9995 also known as "An Act Defining and Penalizing the Crime of Photo and Video Voyeurism, Prescribing Penalties therefor, and for other purposes"

II. PURPOSE:

This Standing Operating Procedure (SOP) prescribes the policies and procedures on the utilization, operation and maintenance of Rapidly Deployable Surveillance Camera in all PCG Offices/Units.

III. SCOPE:

This SOP shall apply to all PCG Units with an issued Rapid Deployable Surveillance Camera (RDSC) for the proper utilization, operation and maintenance of RDSC.

IV. DEFINITION:

1. **Rapidly Deployable Surveillance Camera (RDSC)** – refers to the use of video cameras capable of transmitting signal via GSM, LAN and Wifi connectivity that captures video, audio and live stream situational activities from the site of incident and can be viewed in the Regional Center and Command Center with the use of data/internet.
2. **CGWCEISC Data Center** – refers to the center of PCG's Information System located in Mandaluyong City that can store large data of recorded videos/audios/photos and remotely live stream all RCs up to 100 RDSC simultaneously.

3. **Data SIM** – refers to the subscriber's identity module card installed to all RDSC units with data connectivity that enables live streaming even over 2G/3G/4G at bandwidths as low as 9 Kbps.
4. **Evidence Management System (EMS)** – refers to the encrypted system that is capable of remotely view individual or multiple monitoring video streams from a single device such as in workstation, desktop, laptop, tablet and smartphone.
5. **Local Area Network (LAN)** – refers to the network of computers, Internet of Things (IoT) and other electronic devices that cover a small area such as a room, office or building.
6. **Operator** – refers to an authorized PCG personnel who deploys the RDSC and had undergone the complete training/familiarization of RDSC.
7. **Property Acknowledgement Receipt (PAR)** – a documented verification that the RDSC equipment have been received, duly signed by the recipient.
8. **WCEIS Regional Center (RC)** - in-charge for the system management and preventive maintenance of the equipment (such as Tablet and RDSC unit) in regional level which where deployed/installed in all PCG Districts/Stations.
9. **System Administrator** - authorized personnel who can only access the Evidence Management System (EMS) and RFID registration system. Responsible for the data storing, retaining and monitoring.
10. **Team Leader/Officer-in-Charge** - responsible for the designation of RDSC to the Operators during deployment / operation.
11. **Video System Server** – a managed file for up to 100 cameras. The exact number of cameras supported depends on how much video file is being collected each day and how long it is kept for.

V. POLICIES:

- A. All issued Rapidly Deployable Surveillance Camera (RDSC) equipment are authorized for use in the course of official duties/activities and shall not be used for personal purposes;
- B. Deployment of the RDSC including laptop and tablet will be mission-based. Re-location of RDSC due to emergency or critical cases is allowed through the discretion of the Unit Commander;
- C. The audio-visual footage recorded by the RDSC devices will be uploaded to the EMS. It should be encrypted and provides a secure platform for the storage of footage and is backed up at HCGWCEISC Command Center;
- D. Only authorized software application (e.i. *EdgeVis Software*) is allowed to be installed on the issued tablet, laptop and desktop. Any unauthorized



apps installation/usage of the equipment shall be reported immediately to HCGWCEISC;

- E. Intentionally turning off the system in anticipation of a use of force incident or other confrontational citizen contact is prohibited and is subject for investigation; and
- F. All RDSC recordings may be used for legal and/or investigation purposes, provided, that as such must have a written approval from the Higher Headquarters.

VI. PROCEDURES:

A. Training

- 1. The System Administrator and Operator must complete the required instruction prior to the utilization and installation of equipment system of the RDSC;
- 2. The training will include familiarization of all aspects of the RDSC, the uploading process and the administrative management for the System Administrator; and
- 3. Only personnel who undergone the required training are authorized to install and/or re-install the RDSC.

B. Operation

1. Utilization

- a. RDSC shall be used in any Unit's activities/operations/missions, provided that there is a corresponding Order/Directive issued by the Unit's Operations through direct instruction from the Unit Commander;
- b. All issued RDSC shall be 24/7 operational and monitored by a duty Operator in a daily basis;
- c. The Unit Operations (Districts/Stations) shall inform the HCGWCEISC Command Center to establish remote monitoring especially in the event of high risk, sensitive and critical activity/operation/mission/deployment;
- d. The RDSC is exclusive for PCG use only, borrowing from other agencies is strictly prohibited.

C. Release of Recordings

- 1. All data, images, videos and metadata captured, recorded or otherwise produced by the equipment are sole property of the Philippine Coast Guard (PCG) and shall be securely stored and retained in accordance with applicable laws (such as RA No 10173: "Data Privacy Act of 2012");

2. System Administrators, Operators and other personnel and civilian employees shall not edit, alter, erase, duplicate, copy, share or otherwise distribute RDSC recording videos without prior written approval by the Higher Headquarters. Any reported duplication or distribution of sensitive or confidential videos shall be at full responsibility of the Unit Commanders;
3. Requests for copies of data, images, videos by persons or other agencies must be in written request and shall be directed to Unit Commander and to be forwarded to Higher Headquarters subject for written approval;
4. Posting of footage to any social media sites without prior written approval from Unit Command is strictly prohibited; and
5. If another assisting law enforcement agency is recorded by the RDSC that is requested for release or administrative investigation purposes, the affected agency should be notified of the said request.

D. Maintenance

1. Any functionality or serviceability problem shall be reported to WCEIS – Regional Center. Any unresolved technical problem shall be forwarded to HCGWCEISC for proper disposition;
2. Conduct of monthly site inspection of RDSC or as necessary is required in order to check/monitor the physical condition of said equipment to be facilitated by WCEIS-RC; and
3. Maintenance of the equipment and system shall be at full responsibility of System Administrator and must submit a monthly maintenance report to District Headquarters (Attn: D11) prior submission to HCGWCEISC and O/CG-11.

VII. RESPONSIBILITY

1. CGWCEISC – Regional Center
 - a. Designated as the System Administrator;
 - b. Ensures conduct of monthly maintenance and physical inspection of RDSC;
 - c. Ensures that the Software and Encoder Firmware of the System are updated;
 - d. Shall keep a monthly updated inventory and maintenance report. Submit a copy to HCGWCEISC and O/CG-11; and
 - e. Ensure that failure diagnosis and all unresolved issues are properly documented in writing and reported to the District and HCGWCEISC. Prepare Support Ticket Form and email to the following E-mail address:



To: support@tvisupport.freshdesk.com
cc: asiastsupport@digitalbarriers.com
cgwceisc.operation@coastguard.gov.ph

2. RDSC Operator
 - a. Shall be responsible in the proper utilization and monitoring of RSDC;
 - b. Ensures that the D-11 and HCGWCEISC Command Center are informed on the deployment of RDSC to establish remote monitoring especially in the event of high risk, sensitive, critical and important activity/mission/deployment; and
 - c. Ensure that the provision of this SOP is strictly followed particularly on its operation; and
 - d. Perform other tasks as directed.
3. Unit Commanders
 - a. Responsible for any editing, alteration, erasure, duplication, copying, sharing or otherwise distribution of RDSC recording videos;
 - b. Shall issue written approval to all requests for copies of data, images, videos by persons or other agencies;
 - c. Ensures that the provisions of this SOP are strictly followed and initiate appropriate action (investigation, reports, etc.) in case of violations; and
 - d. Perform other tasks as directed.
4. DCS for MCWEIS, CG-11
 - a. Shall provide policy, procedural guidance and coordinating action for planning and implementing the Personnel Surveillance and Video Recording System. Conduct exercises, familiarization and training program in coordination with CGWCEISC;
 - b. Responsible for the funding of the monthly data allocation of all RDSCs;
 - c. Responsible for the consolidation and evaluation of reports; and
 - d. Supervise the implementation of this SOP.
5. Coast Guard Inspector General and Internal Affairs Service
 - a. Shall impose legal action to those PCG personnel who edit, alter, erase, duplicate, copy, share, and any negligence on the utilization of RDSC upon submission of investigation report and recommendation from Unit Commanders; and
 - b. Perform other tasks as directed.
6. Commander, CGWCEISC
 - a. Ensures that all CGWCEISC Regional Centers personnel are trained for proper maintenance and Administrative Management of the System;
 - b. Ensures that the provisions of this SOP are strictly followed and initiates appropriate action in case of violations;
 - c. Shall endorse all written requests for copies of data, images, videos by persons or other agencies to the Higher Headquarters;
 - d. Responsible for the consolidation of monthly inventory and status



- report of the RDSC system;
- e. Responsible in providing authority of giving access and mirroring through mobile phones, tablets and laptops;
 - f. Shall direct the OIC, Coast Guard Information System (CGIS) or the Duty CDO (CGWCEISC-CC) to monitor all incoming reports from all Districts/Units pertaining to the utilization, operation and maintenance of RDSC; and
 - g. Perform other tasks as directed.

VIII. RESCISSION:

This SOP rescinds all other publications contrary to the provisions stated herein.

IX. EFFECTIVITY:

This SOP takes effect upon publication.

BY COMMAND OF COAST GUARD ADMIRAL ABU:

OFFICIAL:


JAYSIEBELL B FERRER
CG CDR
Coast Guard Adjutant

TITO ALVIN G ANDAL
CG COMMO
Chief of Coast Guard Staff