

4. Deposit and Retrieval of Property

The Contracted Security Guards under the supervision of the Public Order and Safety Office shall provide security, information and assistance while in the premises of the La Verdad and the Warehouse.

Office or Division:		PUBLIC ORDER AND SAFETY OFFICE		
Classification:		Simple		
Type of Transaction:		Deposit and retrieval of properties		
Who may avail:		City employees / Department		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
NONE		NONE		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
(Deposit of property) Obtain clearance from the proper city office	Ensure compliance of procedures Check/verify clearance Record in logbooks /documentation	None	Dependent on the items to be deposited	Contracted security guards
(Withdrawal of property) Obtain clearance from the proper city office	Ensure compliance of procedures Check/verify clearance Record in logbooks /documentation	none	Dependent on items to be withdrawn	Contracted security guards

END OF TRANSACTION; Transaction time: Dependent on the items to be deposited and withdrawn