SAN DIEGO POLICE DEPARTMENT

SPECIAL EVENTS

OPERATIONS MANUAL

April 2026

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Section 1

MISSION, GOALS, OBJECTIVES, AND PARTNERSHIPS

MISSION

The Special Events Unit is under the authority of the Special Events & Emergency Planning Commanding Officer. The mission of the Special Events Operations unit is to plan and provide a safe and orderly environment for persons involved in and for persons affected by special events in the City of San Diego. These events include parades, street fairs, athletic competitions, concerts, commercial film productions, conventions, and other large gatherings that require crowd control and/or traffic control.

GOAL

The goal of the San Diego Police Department's Special Events Operations unit is to provide, by visibility, deterrence, enforcement and control, a lawful, safe, and orderly environment for persons involved in special events in the City of San Diego.

OBJECTIVES

The specific objectives of the Special Events Operations unit are:

1. To respond to calls for services and emergencies with sufficient police personnel to ensure effective management and resolution of safety problems at special events.
2. To actively patrol the venue to deter unlawful acts, drunkenness, rowdiness, and other behavior that interferes with the event or spectator enjoyment or creates public safety problems.
3. To take appropriate enforcement action as prescribed by law and in keeping with policies and procedures of the San Diego Police Department.
4. To work in cooperation with other public safety agencies and emergency responders, as well as private sector entities, in the management of critical incidents at the event venue.
5. To manage the traffic flow around, into and from events to minimize delays and inconvenience both to people attending events and residents impacted by the events.

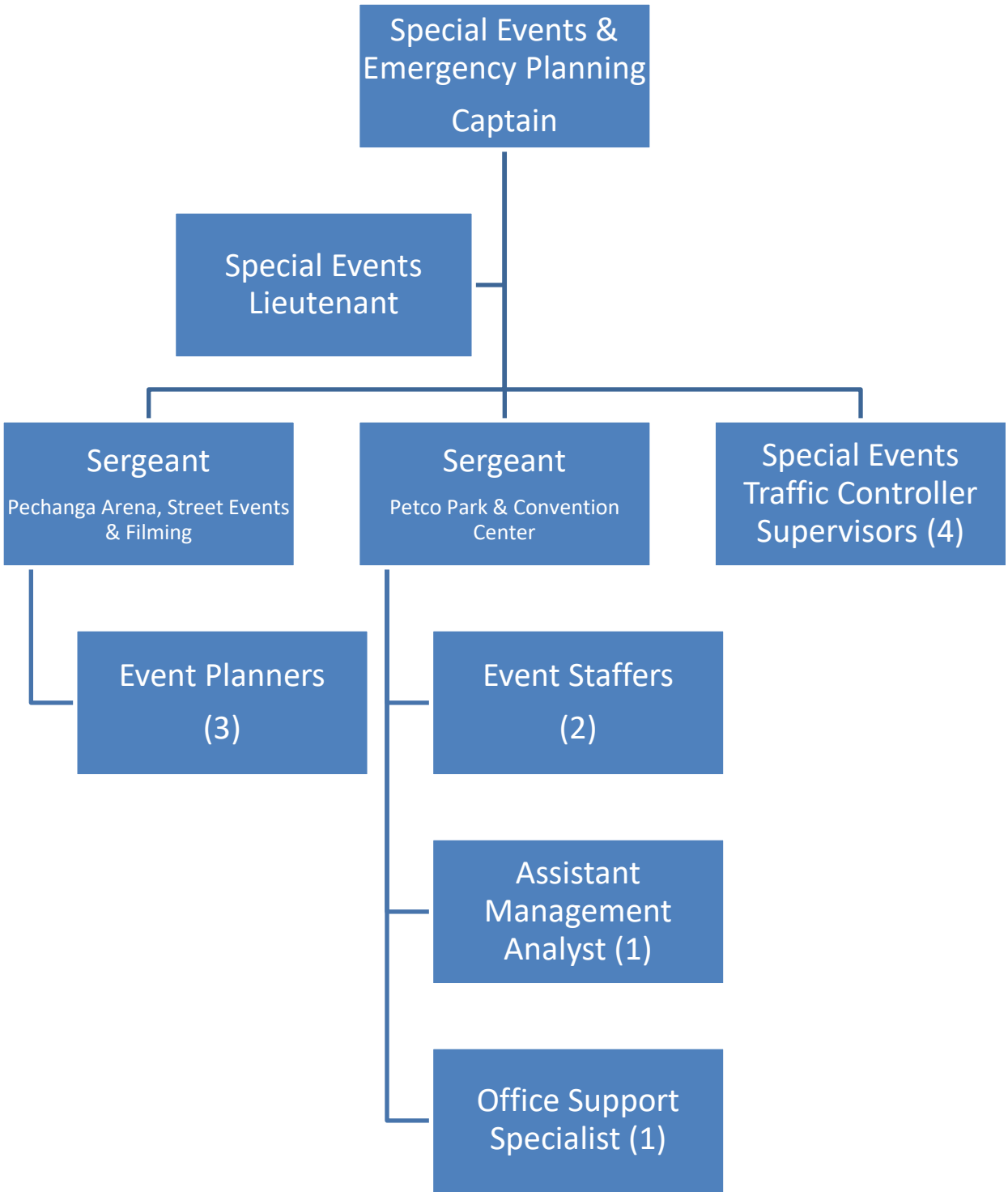
COMMUNITY PARTNERSHIPS

The San Diego Police Department strives to develop and maintain strong partnerships. The Special Events Operations Unit supports this goal and will continue to aggressively develop and maintain these relationships. These alliances include community, business, and government organizations. All Special Events staff will be expected to continue to embrace these organizations in their daily operations.

Unit supervisors will ensure partnerships are maintained and fostered throughout all planning and activities. The Division Lieutenant will periodically review unit operations to ensure these relationships are maintained and new associations are developed. When approving unit projects, the Division Captain will ensure appropriate partnerships are involved or fostered.

Section 2

ORANIZATIONAL CHART



Section 3

SPECIAL EVENT OPERATIONS POSITIONS

AUTHORITY

The Special Event Operations unit operates under the authority of the San Diego Municipal Code Division 2, Sections 22.4001 through 22.4038. The unit works closely with the City of San Diego's Office of Special Events.

SPECIAL EVENT OPERATIONS UNIT

The Special Event Operations section reviews, processes, and approves permit applications for special events and block parties per Municipal Code Section 22.4002. This process includes coordinating and planning with event promoters, other city departments, and governmental agencies.

The process includes developing traffic and security plans for the events and staffing them with police officers and SETCs. This Unit oversees commercial filming in public areas and, when necessary, staffs police officers and traffic controllers at these locations. This Unit is also responsible for designing security plans for conventions.

The Special Event Operations Unit is a unique and specialized unit, as explained in this manual.

The unit does follow the department standards when it comes to work schedules (civilians work either the 4/10, 5/8 plan or the 36/44 plan, while the sworn work the 4/10 plan.

All members of the Special Event Unit, while attending any meeting with the public, Event Organizers or other City Department personnel, shall be in uniform or business casual attire in accordance with Department Procedure 5.10.

Callback procedures follow the requirements of Department Procedure 8.07 (SETC I's and II's are called to work by one of the SETC's Supervisors)

Unit inspections of personnel and equipment are conducted daily. Annual audits are also conducted in accordance with established department guidelines.

SPECIAL EVENTS & EMERGENCY PLANNING CAPTAIN

The Special Events & Emergency Planning Captain is the Police Department's Special Events Public Safety Coordinator. The coordinator serves as the incident commander for major and critical events at Petco Park and other venues. Duties include acquiring City public safety resources and coordinating the development and implementation of public safety policies for special events. In normal operations, the Special Event Operations Lieutenant and staff conduct most functions.

SPECIAL EVENT OPERATIONS LIEUTENANT

The Special Event Operations Lieutenant oversees the unit's daily operations. He/She oversees two (2) Special Events Sergeants that handle various unit responsibilities and four (4) Special Event Traffic Control (SETC) Supervisors that manage approximately 150 limited hourly employees (SETC's).

The Lieutenant will act as a liaison with the City of San Diego's Office of Special Events to maintain positive contact with organizers and citizens affected by Special Events.

SPECIAL EVENT/STREET EVENT OPERATIONS SERGEANT

The Street Event Operations Sergeant facilitates the operations of permitted events held on public right-of-way and/or city streets. The City of San Diego's Office of Special Events receives the permits and enters them into the Eproval program. The Street Event Operations Sergeant reviews permit requests and assigns them to an event planner, who works closely with the organizer in completing the application process.

The Street Events Sergeant will approve cost estimates prepared by a Special Events Planner. This estimate will be prepared and sent to the organizer after Special Events receives the permit application. The cost estimate notifies the organizer of the possibility of incurring additional financial responsibility with the City.

If the event requires additional security planning, an Operations Plan may be prepared and forwarded to the Special Event Lieutenant at least 72 hours prior to the event.

The Street Events Sergeant may inspect event sites and respond if a public safety issue arises or if a conflict between an organizer and the police department occurs during an event.

The Street Events Sergeant coordinates with Pechanga Arena San Diego management. This Sergeant provides police services for events at Pechanga Arena upon request from Arena management.

The Street Events Sergeant also establishes guidelines for security issues and command-and-control protocols surrounding commercial filming in San Diego.

PETCO PARK/CONVENTION CENTER OPERATIONS SERGEANT

The Petco Park/Convention Center Operations Sergeant is responsible for managing the Padres ballpark events and any other events held at Petco Park. Past events at Petco include concerts, science expos, and movie screenings. The Petco Park Sergeant is also responsible for events at the San Diego Convention Center and San Diego Civic Theater.

If the event requires additional security planning, a Contingency Plan will be prepared and forwarded to the Special Event Lieutenant at least 72 hours prior to the event for approval.

SPECIAL EVENTS PLANNER

The Street Event Operations Sergeant supervises this position. The Special Events Planner establishes contact with all City departments involved with the event. Their duties include, but are not limited to, coordinating an appropriate traffic plan for each event and maintaining communication among the organizers, outside agencies, appropriate police personnel, the public, and city officials. It is also the planner's responsibility to prepare a comprehensive after-action report of the event. This person will also maintain the unit's computer database of special event data.

The Special Events Planner's primary responsibility is to ensure public safety and the successful outcome of permitted Special Events.

SPECIAL EVENT STAFFERS

The Petco Park/Convention Center Operations Sergeant supervises this position. The Staffers use the overtime scheduling roster to select officers, detectives and sergeants for overtime assignments. The assignments include both security and traffic control at Petco Park events and other citywide events. The procedure for the proper selection of overtime is contained in section Seven (7) of this manual.

SPECIAL EVENTS TRAFFIC CONTROL SECTION (S.E.T.C.)

The Special Events Traffic Control section supervises approximately 150 traffic controllers. They provide traffic control at special events, Petco Park, Pechanga Arena events and various other locations throughout the City.

VEHICLE USE

All vehicles assigned to the unit will remain available during on-duty hours. The vehicles assigned to the Street Event/Operations Sergeant and Petco Park/Convention Center Operations Sergeant will continue to operate on a commuter-only basis for the purpose of responding to events, on a callback basis to inspect, or to manage a permitted function after hours. This policy will continue with the approval of the Division Lieutenant and/or Captain. If either the Street Event/ Operations Sergeant or the Petco Park/Convention Center Operations Sergeant is in school or on vacation, their assigned vehicle will be garaged at Traffic Division. After prior approval of the Lieutenant or Captain, other off-duty use of the vehicles will depend on several factors, such as administrative callback, after-hours meeting, or other specific needs.

Section 4

SPECIAL EVENT OPERATIONS

The Special Event Operations Unit coordinates and plans special events held on public streets and commercial filming on any public property. Emphasis is placed on ensuring public safety and facilitating the orderly flow of traffic.

AUTHORITY/BACKGROUND

San Diego Municipal Code 22.4002 grants the City of San Diego the authority to issue special event permits. In 1989, the City Manager's Office delegated to the Police Department the authority and responsibility to process applications and to issue permits for special events on City streets. (City Parks and Recreation Department has parallel responsibilities for events held on parks and beaches). Although requests are frequently made to close streets, only those that meet the guidelines of the California Vehicle Code and the S.D.M.C. Special Events Ordinance are processed.

Currently, the City of San Diego Office of Special Events has the primary responsibility to issue permits for special events. The City of San Diego Office of Special Events manages permitting, planning and support for events and filming on public property within the city. They work with multiple city departments that review the permit application. The San Diego Police Department Special Events Unit reviews the permits for public safety purposes. The City of San Diego Office of Special Events manages the Eproval program, an internet-based system that tracks the permit process.

The Special Events Office staff consists of two (2) Police Sergeants, three (3) Police Officer IIs (Event Planners), one (1) Assistant Management Analyst, and an Office Support Specialist. The staff coordinates daily with the City of San Diego Office of Special Events.

EVENT PERMIT PROCEDURES

The Special Events staff receives and reviews applications for parades, processions, running and bicycling events, street fairs and any other event held on the public right-of-way. Frequently, the staff meets with the event organizer to plan the event and thereafter maintains regular telephone/email contact to coordinate the planning. A file on each event is maintained for two years.

EVENT TRAFFIC PLANNING

The SETC Office staff, in conjunction with the Special Events Planners, develops a detailed traffic plan to accommodate each event. This plan determines where advisory, detour or no parking signs, etc., are to be placed; where safety equipment (cones and barricades) should be placed; and where controllers, motor officers or volunteers need to be positioned. The S.E.T.C. Office handles the actual staffing of traffic controllers. If motor officers are deemed necessary, the staff makes a request to the Motorcycle Unit Lieutenant. The staff also develops traffic plans for events held on park property, Port District property or on private property when public streets are affected.

EVENT PROMOTOR RESPONSIBILITIES

As part of the application review process, the staff determines the event organizer has provided the following: adequate security, required insurance, other related permits or certificates, adequate parking or shuttle service, sanitary facilities, emergency medical personnel, disabled persons access, etc.

EVENT INSPECTIONS

Events are routinely inspected by office staff to evaluate traffic plans and ensure promoters comply with permit conditions. At some major events, a staff member may be assigned to a command post. After-action critiques are conducted for each event. To improve future events, the staff sometimes holds debriefing meetings with event organizers or sends letters of critique. Weekly meetings are held with the S.E.T.C. Supervisors to evaluate traffic plans and ensure personnel are being utilized effectively.

BLOCK PARTY PERMITS

Block party permits are generally intended for citizens who wish to temporarily close one residential street for a neighborhood party. These are frequently used to facilitate the Police Department's Neighborhood Watch Program. Block party permits are not intended for commercial ventures or to close major streets. A designated Special Event planner is responsible for evaluating and issuing these permits.

COMMERCIAL FILMING

The Street Events Operations Sergeant serves as the Police Department's liaison to the commercial film industry. The Sergeant works closely with the City of San Diego Office of Special Events/Filming to facilitate and regulate commercial filming in the City.

Special attention is paid to public safety issues. The day-to-day follow-up coordination on these productions is usually handled via telephone between a Planner and the filmmaker. Smaller productions are planned and coordinated through daily telephone contact.

Police Personnel (Police Officers and SETCs) may be required to be present when filming occurs on public property. The Planner reviews each filming location and staffs an appropriate level of personnel.

Officers are selected from the Special Events Overtime Roster to work movie details. Selection is made in accordance with the standard unit staffing policy.

SPECIAL EVENT DATA COLLECTION

Starting in 2001, the Special Event Operations unit will capture relevant data concerning events from both the Street Events and Stadium Events sections. The number of events, the types of events, the number of officers and civilian employees used, and information on the cost of police service will be gathered and maintained. The Assistant Management Analyst will be responsible for maintaining and updating this database as required.

Section 5

SPECIAL EVENT TRAFFIC CONTROLLERS

The Special Events Traffic Control Office facilitates the safe and efficient flow of vehicular and pedestrian traffic in areas affected by special events.

The SETC staff consists of four full-time SETC Supervisors and approximately 150 SETC Is and SETC IIs.

AUTHORITY

Section 21100 of the California Vehicle Code states that traffic control on City streets may be conducted only by persons appointed by a local authority and trained to do so. SETCs meet these requirements. Civilians may not direct traffic except as authorized by San Diego Municipal Code Section 81.03.

Section 82.07 of the San Diego Municipal Code authorizes SETCs to enforce parking regulations in the course of their duties.

TRAFFIC CONTROLLER I

Under the direct supervision of the Special Events Supervisor, SETCs direct vehicular and pedestrian traffic on City streets and parking areas during special events such as parades, sporting events, concerts, and other major events that generate heavy traffic.

SETCs place and remove traffic control devices such as barricades, delineators, flares, cones and signs. SETCs provide information to the public regarding events, parking and traffic conditions.

It is inappropriate for family members to supervise one another. For this reason, SETCs assigned to work events where the event supervisor or lead is a family member must be directed to their own direct supervisor, an on-duty alternate supervisor, or the Unit Lieutenant for assistance during the event. This can be accomplished in person or remotely via telephone or text.

TRAFFIC CONTROLLER II

Under the direct supervision of the Special Events Supervisor, SETC IIs support the Special Events Supervisor. SETC IIs may be scheduled to assist a supervisor at major events and may assume the lead position at events where a full-time supervisor is not required or is unavailable. SETC IIs may be scheduled to work out of class to fill in behind a supervisor and may be utilized to perform normal traffic control duties.

It is inappropriate for family members to supervise one another. For this reason, SETCs assigned to work events where the event supervisor or lead is a family member must be directed to their own direct supervisor, an on-duty alternate supervisor, or the Unit Lieutenant for assistance during the event. This can be accomplished in person or remotely via telephone or text.

TRAFFIC CONTROL SUPERVISOR

PERSONNEL

Special Events Supervisors request certifications for applicants to be interviewed through the Police Department's Personnel Division. Interviews are scheduled and conducted by the Special Events Lieutenant and Supervisors. The selected candidates are then referred to the Police Department's Background Unit for job and arrest history investigation. After the background investigation is completed successfully, the candidates are scheduled for a medical evaluation. Following medical clearance, the candidates are given a hire date.

EMPLOYEE ORIENTATION

A mandatory training academy class is held for each group of new employees. The Personnel and Payroll Units of the Police Department conduct the first portion of orientation. All required forms are completed, and photo IDs are made for each new hire. The SETC Supervisor completes the first day of training by reviewing the Special Events Policy and Procedure Manual and the Police Department's Policy Manual. All required safety equipment and uniform purchase orders are disseminated to each employee.

The SETC Supervisor conducts the traffic control portion of training. This is an eight-hour class in which employees receive instruction in the placement of cone and delineator patterns, proper use of hand and whistle signals when directing traffic, correct body positioning when in the street and safe use of flares. Additional instruction can be scheduled through the Regional Training Center at Miramar College.

IN-FIELD TRAINING

Each employee (trainee) is assigned to a training officer for the first five (5) events worked. A Field Training Evaluation form is completed by the training officer, noting the trainee's performance in whistle signals, radio use, field conduct, and the use of flares and flashlights. The training officer then writes a brief critique. This is submitted to the trainee's supervisor for evaluation to determine whether further training is needed. It is maintained in their personnel file for one (1) year.

PERFORMANCE EVALUATIONS & DISCIPLINE

SETC Supervisors are responsible for ensuring employees receive appropriate training and use available tools and resources to reward and encourage employees who perform their job duties to a fully satisfactory level and above. Supervisors also use the available tools outlined in the Dimensions in Discipline Manual and MEA MOU when necessary to discipline employees whose workplace conduct, or job performance, does not meet the City's or Unit's standards. The tools outlined in this manual are the only disciplinary methods that will be used. A hard copy of this manual is available for review in the office resource section and on CityNet. https://citynet.sandiego.gov/sites/default/files/dimensionsindiscipline.pdf

Performance evaluations will be prepared in accordance with Personnel Manual, Section G7A, and MEA MOU provisions. Personnel will not be assigned to a direct supervisor who is a family member. Performance evaluations will normally be given to the employee within 14 calendar days

after the close of the evaluation period. Employees will be informed when approval has been granted to give a performance report later than 30 working days after the close of the evaluation period.

PAYROLL

Each SETC Supervisor is responsible for the weekly time sheets and labor cards for all SETCs. As events are closed out, all leave slips for SETC absences and tardies will be prepared and submitted to the assigned Attendance Supervisor for retention with the bi-weekly payroll record.

A. WEEKLY TIME SHEETS

The weekly timesheet is used to track hours for each SETC. Hours are calculated on an Event Assignment Sheet, which contains the event name, date, employee names, start and finish times, and hours worked. The hours worked are transferred to a Weekly Time Sheet and signed by the supervisor. A copy is retained in the Monthly Event Book, and the original is delivered to the Payroll Office at Headquarters for processing.

B. LABOR CARDS

SETCs are responsible for the following entries on their labor cards: Organization and job order numbers, hours worked per event, total hours at the end of each pay period, and signature. The supervisors compare the Weekly Time Sheet to the employee labor cards for accuracy, sign their name and ID number, and deliver to the Payroll Office at Headquarters (with the Weekly Time Sheet) for processing.

SCHEDULING

The Special Events planners provide the Special Events Supervisor with a list of permitted events requiring SETCs. This list will include the date, time, and number of SETCs requested for each event. The Special Events Supervisor then prepares the monthly schedule and distributes it to all SETC Is and IIs.

MONTHLY AVAILABILITY

All SETC Is and IIs are required to submit a monthly availability form to the supervisor by the 15th of the preceding month. They request days off and indicate the hours and days they are available to work.

All forms are categorized according to the individual's availability and requested days off. SETCs are assigned to events on the schedule appropriately. When the monthly schedule is completed, it is posted on the events board by the 25th of each month and e-mailed to any SETCs with an e-mail address on file.

If an SETC is unable to work a scheduled event, they may submit a Shift Change Request form. The form contains their name, the name of the replacement SETC and the name, date, and time of the event. The request is approved or denied by the supervisor, and a copy is placed in the

originating and replacement employee's mailbox. The original is retained in the supervisor's office. This form must be filled out five (5) days prior to the event date.

TRAINING

Additional training for qualified SETC's includes passenger van driving. SETCs must have a satisfactory or higher performance evaluation to be eligible for training.

A. VAN DRIVING

Passenger van training is scheduled through the San Diego Police Training Center at Miramar College. This is a one-day training course consisting of four (4) hours of classroom work and four (4) hours of actual van driving. The course is taught by a P.O.S.T.-certified instructor.

EQUIPMENT

A. SAFETY EQUIPMENT

SETC's are issued safety equipment on their first day of training. This equipment consists of a flashlight, reflective vest, rain gear, leather gloves, vehicle and equipment box keys and a whistle. Each SETC signs for this equipment and are required to always have it with them. The equipment must be returned upon termination of their employment.

B. EQUIPMENT INVENTORY

An inventory of traffic cones, delineators, Turbo Flares, and traffic signs is kept at the Special Events office. The SETC Supervisor is responsible for re-ordering this equipment as needed.

C. VEHICLES

Vehicles assigned to the Special Events Traffic Control unit are nine (12) vans, three (2) sedans, ten (11) trucks, and two (2) SUVs. The division may utilize vehicles from other city departments when necessary. The Special Events Supervisor is responsible for the inspection and maintenance of the division's vehicles.

NOTE: SETCs are not authorized to operate marked police cars in the course of their duties. Only white vehicles with amber roof lights are used.

SPECIAL EVENT TRAFFIC CONTROL OPERATIONS

SETC PROCEDURES - LINEUP

The SETC Supervisor conducts lineup briefings and personnel inspections at the Traffic Division facility. The supervisor assigns traffic posts, vehicles, and radios.

DEPLOYMENT – PECHANGA ARENA

The SETC Supervisor sends the SETCs to their posts and goes to the Pechanga Arena main gate to direct inbound traffic. The supervisor coordinates SETC lunch breaks, and the SETCs return to their outbound traffic pattern posts. If a second shift has been scheduled for outbound traffic, the supervisor will conduct a lineup. This may be on-site.

The supervisor monitors the outbound traffic pattern from the main gate and advises the SETC when to terminate the details. The SETCs will then return to Traffic Division or the Special Events office. The supervisor ensures all SETCs and equipment are accounted for and determines the hours worked.

DEPLOYMENT - SAN DIEGO STATE UNIVERSITY VIEJAS ARENA

The all-purpose Viejas Arena with a seating capacity of 10,500 is on the campus of San Diego State University at 55th Street and Remington Road. Private security handles traffic control after receiving police-approved training. The security company provides the Special Events Office with the names of the traffic controllers prior to each event. SETCs help with traffic control for large events held at the Viejas Arena.

SETC Scheduling Procedures

Step One – At the beginning of each month, prepare Availability Calendars for the SETCs to use for the following month. SETC Availabilities are due by the 15th of the previous month (June Availabilities are due by May 15, etc.)

Step Two – Prepare the Monthly Availability Log listing all the times and dates each SETC is available to work.

Step Three – Prepare the Event Scheduling Calendar listing all the known events and their line-up times.

Step Four – Meet with the Event Planners by the 20th of each month to discuss the SETC personnel needed for the following month's events.

Step Five –Schedule and assign either a separate break crew or a self-relief crew.
NOTE: The SETCs may call in for events early in the month or come to the office to copy the Master Schedule. Each assigned SETC Supervisor and SETC II receives a copy of the Event Schedule Calendar showing which supervisor is assigned to each event.

Step Six – Events that come in after the Master Schedule is prepared are known as "Add-on" events. These events are posted on the bulletin board and electronically. Last-minute "Add-on"

events can be filled by calling SETCs individually, provided the opportunities are distributed equally.

SETC Payroll Procedures

Step One – After each event worked by the SETCs, collect the Event Assignment Sheets and record the working hours of each person on the bi-weekly Time Sheet. The Bi-Weekly Time Sheet is available on the PD Roster Plus payroll database.

Step Two – Prepare a Leave Slip (CS-14-25A) for each employee who was tardy, called out ill (themselves or a family member), had an emergency, failed to report to work, or failed to notify a supervisor before the start of their work assignment.

Step Three – Ensure the Event Assignment Sheet is totally and accurately filled out before filling it in the Payroll Three-Ring Binder (the Event Assignment Sheet is prepared by the SETC Supervisor supervising the event).

Step Four – At the end of each pay period, collect all the SETC Timecards.

Step Five – Verify the work hours on the Timecard match the hours listed on the Bi-Weekly Time Sheets. Ensure the total hours match both the card and the sheet.

Step Six – Sign the Timecard and verify that it is correct. Also, sign for the SETC if the person forgot to do so.

Step Seven – Sign the Bi-Weekly Time Sheet and send a copy of it with the Timecards to Payroll.

Step Eight– Retain the original of the Bi-Weekly Time Sheet and associated leave slips and file them in the Payroll Three-Ring Binder.

Section 6

PETCO/ARENA EVENTS

The Special Events Office provides police staffing at Petco Park, Pechanga Arena, and other smaller venues by prior arrangement.

PECHANGA ARENA (Formerly Sports Arena) - 3500 SPORTS ARENA BLVD

Pechanga Arena is a covered arena owned by the City of San Diego and leased to ASM Global. Maximum seating capacity is 13,000. The parking lot can hold up to 7,000 vehicles. Primary access is from Sports Arena Boulevard. Nearby freeways are I-8 to the north and I-5 to the east.

AUTHORITY

The Special Events Unit provides police services for selected music events at the Pechanga Arena under a letter of agreement between the City of San Diego and Pechanga Arena management. The Street Events Sergeant consults with the Pechanga Arena and reaches an agreement on the number of officers to staff the event. This is confirmed by a cost estimate prior to the event and billed after the event. Officers normally patrol the parking lot and concourse area and assist security as needed. The ranking officer present has radio communication with Pechanga Arena security.

PETCO PARK – 100 PARK BLVD.

In 1998, the City of San Diego and the San Diego Padres entered a partnership to build a ballpark in San Diego's East Village. The ballpark was later named 'Petco Park." Petco Park is bounded by 7th avenue, "J" Street, 10th Avenue, Park Boulevard and Harbor Drive. It's adjacent to the Gaslamp Quarter in San Diego Police Department's Central Division. Petco Park seats 42,000 guests with a total capacity of 46,000 guests, including "standing room" and Park at the Park.

The carrying of firearms by off-duty officers attending events at PETCO Park is not authorized unless the officer is on official police duty. The ODO must secure his/her weapon prior to entering PETCO Park property in a vehicle, or at the 24/7 security office.

If an officer is attending an event at PETCO Park in an on-duty status, the officer shall, if possible, notify the Ballpark Sergeant at least 24 hours in advance. Failure to notify the Ballpark Sergeant in advance may result in denial of entry. The Ballpark Sergeant retains authority to waive this procedure for police related business.

OTHER LOCATIONS- Convention Center and City Concourse

On occasion, large events may be held outside of the Stadium or the Arena. Agreements for police and traffic services are negotiated through the City Manager's Office. General special event procedures used at established venues are applied as appropriate.

PECHANGA ARENA OPERATIONS

The Street Events Sergeant usually commands the Pechanga Arena detail. When the event is controversial or multiple squads of officers are assigned, the Special Event Operations Lieutenant may serve as the field commander. Staffing responsibilities are as follows:

Stage 1: Parking lot patrol only
Stage 2: Parking lot patrol and facility interior patrol

A. COMMAND CENTER

There is no Public Safety Command Center or similar facility at the Pechanga Arena, as it is smaller and less complex than a stadium. Under Stage 1 rules, the sergeant or senior officer carries a radio provided by Arena security so police can respond to requests for assistance in the parking lot. Under Stage 2 rules, in addition to Stage 1 rules, police will monitor the arena's interior concourse and seating areas.

B. PRISONER PROCESSING

Although there is a cell where prisoners can be temporarily placed, it does not qualify as a detention facility. Upon receiving prisoners from private security, transportation must be arranged as soon as possible.

C. POLICE - SECURITY INTERACTION

Coordination of law enforcement efforts can be handled in whatever location the circumstances warrant, usually with direct contact with arena management or security.

Section 7

SPECIAL EVENT POLICE OFFICER STAFFING

OFFICER STAFFING AND SCHEDULING

Sergeants and officers are selected and assigned to work premium-paid overtime on a voluntary basis. These officers are drawn from full-duty department-wide personnel. To be eligible, these officers must be on regular duty status, rated satisfactory or higher on their last performance evaluation.

STAFFING LEVELS

Each event is evaluated individually to determine staffing levels and whether police and SETC staffing are required. Factors used to determine staffing include type of event, sale of alcohol, expected attendance, historical data, past practices, current trends, anticipated crowd behavior, and genre of music (concerts). The factors affecting staffing needs are constantly changing and must be evaluated on an ongoing basis.

Padres home games have a pre-determined staffing model to meet MLB requirements, with the ability to increase staffing based on individual gameday criteria. All other events are evaluated individually and have no agreed-upon staffing matrix.

STAFF SCHEDULING PROCEDURES

The Special Events Operations Unit wishes to provide a fair opportunity for all qualified personnel to work overtime when assignments arise. A formal system has been established to help achieve this goal, as explained in the next section. A special events database maintains an updated list of police personnel who have submitted requests to work overtime at special events. This list is used to assign personnel to all special events.

Officers are selected for details under the following protocol:

1. Availability by day of week and time of day.

2. The number of opportunities to work is considered. A declined opportunity is considered the same as a worked event. Every effort is made to give everyone an equal opportunity.

3. The roster is set up with low I.D. numbers (senior employees) at the top and high I.D. numbers (junior employees) at the bottom. A search is made through the list for people who will be available on the day of the event. Employees are then selected from the top, middle, and bottom of the roster. This gives each event a cross-section of employees needed for its smooth operation. Notice is taken of the number of opportunities (2 above) each employee has had, so that the work is spread as evenly as possible.

5. Short-notice events will be filled on a first-response basis to phone calls.

A. EXCEPTIONS

The Special Events Operations Unit may deviate from the normal selection criteria when circumstances warrant. Exceptions are generally restricted to the reasons stated below.

B. SPECIALIZED UNITS

Certain specialized units are particularly well-suited to the requirements of special details. For example, Traffic Motor Officers are specifically trained to assist in parade operations. When necessary, personnel from these units may be called upon more often than other units.

C. SPECIAL SKILLS

Certain events require special skills, such as Spanish language ability at events attended largely by the Spanish-speaking community, or narcotics experience at rock concerts. Higher-qualified personnel may be chosen out of turn in these cases.

D. SPECIAL EXPERTISE

Some assignments, such as working in Prisoner Processing, require some unique expertise. Officers can also request training to work in Prisoner Processing. Those officers who receive this training may have more opportunities to work.

E. INDIVIDUAL RELIABILITY

In some cases, officers may decline individual assignments even after indicating their availability. A record is kept of the number of assignments offered. Officers who habitually decline assignments may not be offered future assignments. Last-minute or day-of-event cancellations must be made by contacting a Special Events Sergeant.

BILLING PROCEDURES

Cost for police and traffic control services at special events is recoverable by the City under various terms and conditions.

San Diego Municipal Code §22.4022 “Cost Recovery for Special Events” outlines the process for charging for salaries, city equipment and other non-personnel expenses. Unless otherwise exempted under this section or when funded or waived by Council resolution or ordinance, for any Special Event, the City Manager shall charge for the actual cost.

At the completion of an event, the Sergeants, SETC Supervisors, and Staffers will process their events by entering officer and SETC hours in the staffing database and comparing them to the overtime slips. Once completed, they will submit the completed events to the Assistant Management Analyst, who will create an invoice and send it to the Event Organizer or designated payee.

SPECIAL EVENT BILLING

Special Events records personnel costs for all special events. For commercial events, written agreements to pay projected costs are prepared and submitted to promoters for signature before the

event. After the event, Special Events submits an itemized billing and invoice to the organizer on record for payment.

FILM PRODUCTION BILLING

The Special Events Unit staffs personnel and maintains records of hours worked to bill the film companies for staffing and equipment. The hourly rate for PD personnel and equipment is set by San Diego City Council.

PETCO PARK BILLING

The San Diego Padres have an MOU with the City. Billing begins when gates open and extends to one-half hour after the end of the ballgame.

PECHANGA ARENA

The Pechanga Arena has a binding letter of agreement with the City of San Diego for certain events. Under its terms, staffing for these events is agreed upon, in advance, by the Pechanga Arena Manager and the Special Events Sergeant. A cost estimate will be prepared and delivered to the Pechanga Arena manager for signature. At the conclusion of the event, an invoice is prepared and sent to The Pechanga Arena for payment.

EVENTS AT OTHER FIXED VENUES

Under the terms of the Special Events Ordinance, any private organization that wishes to hold a large event on public property, or in a location that will impact public property, may be required to provide police and /or traffic services for their event.

Section 8

ARENA / PETCO PARK AND SPECIAL EVENTS RECORDS

The Special Event Operations unit maintains records of all events occurring at Petco Park, Pechanga Arena and other events handled by the Special Events Sergeants.

A file folder is dedicated to each event. Any contingency plans, correspondence or other miscellaneous information is kept in that folder. Additionally, the following standard information is included.

-Schedule of personnel who worked and their assignments.
-Overtime slips; yellow copies are collected from working personnel at the conclusion of the event.
-Production meeting notes, related flyers and press releases pertaining to the event.
-Logs pertaining to:

Adult Arrests
Juvenile Detentions
Detox Detentions
Misdemeanor Citations
Crimes
Ejections

-Originals of the following documents:

Journals
Arrest Tracking Sheets
Field Interview Slips (cardstock copy)

-Copies of the following documents:

In-Custody Adult Arrests
Juvenile Detention Reports
Detox Detention Reports
ARJIS-9 Reports

-Final overall recap of activity and summary of incidents that occurred during the event.

RECORD RETENTION: Government Code 34090(d)

- Records of Equipment Inventory – 2 years
- Correspondence – Routine – 2 years
- Financial Records – 3 years
- Journals – 2 years
- Logs – 2 years
- Room Schedules (for meetings)
- Permits/Licenses – Event +2years