

SAN DIEGO POLICE DEPARTMENT TRAFFIC DIVISION

SPECIAL EVENTS UNIT OPERATIONS MANUAL



September 2020

1	MISSION GOALS, OBJECTIVES, AND PARTNERSHIPS
2	ORGANIZATION CHART
3	SPECIAL EVENT OPERATIONS POSITIONS
4	SPECIAL EVENT OPERATIONS
5	SPECIAL EVENTS TRAFFIC CONTROLLERS
6	STADIUM EVENTS
7	SPECIAL EVENT POLICE OFFICER STAFFING
8	STADIUM AND SPECIAL EVENTS RECORDS

Section 1

MISSION, GOALS, OBJECTIVES, AND PARTNERSHIPS

MISSION

The Special Events Unit is under authority of the Traffic Division 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 the 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 persons attending events and local 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 its daily operations.

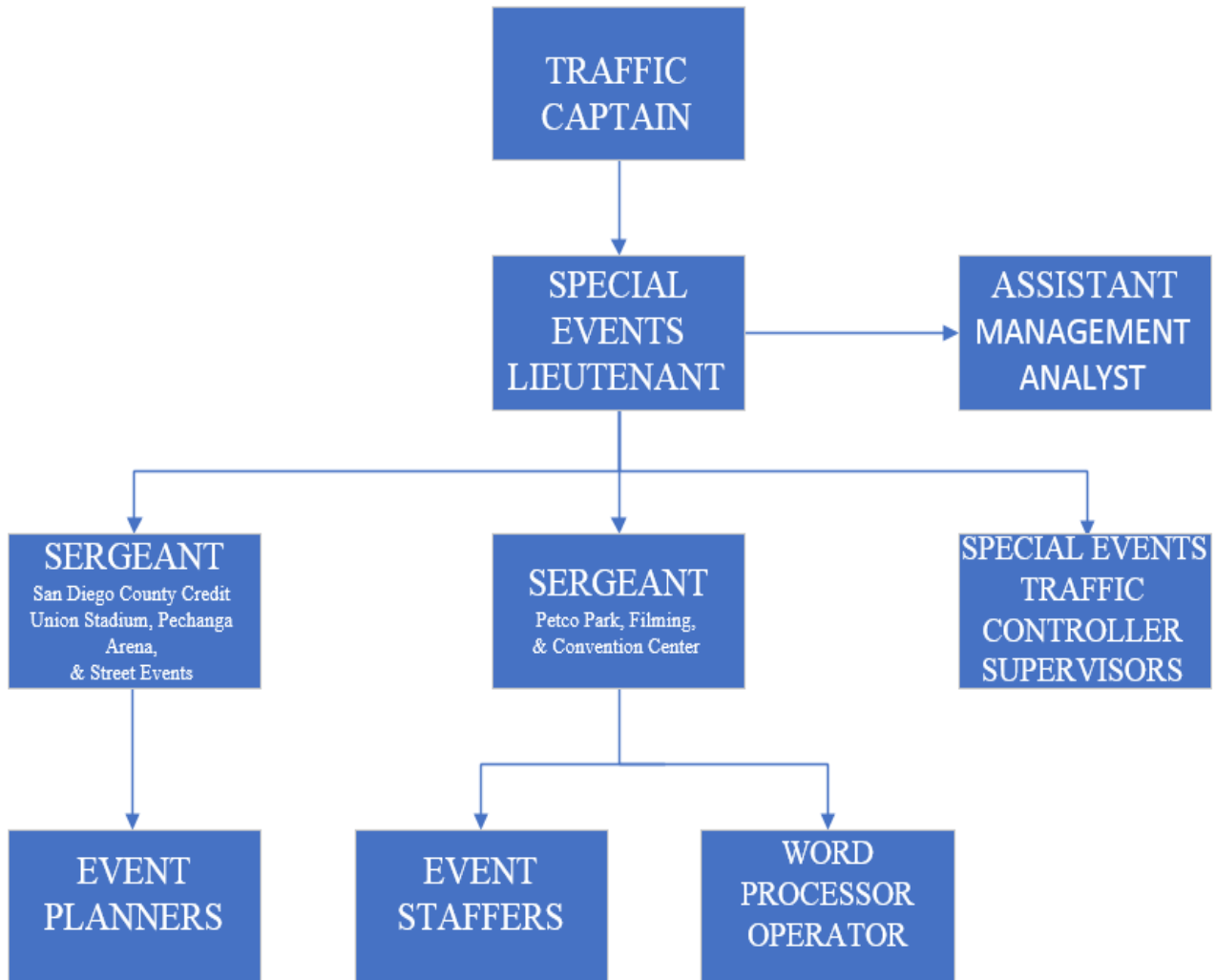
Unit supervisors will ensure partnerships are maintained and fostered in the course of all planning and activities. The Division Lieutenant will periodically review unit operations to ensure these relationships are being maintained and new associations are developed. When approving unit projects, the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

SAN DIEGO POLICE DEPARTMENT

September 2020

Section 2

SPECIAL EVENT OPERATIONS ORGANIZATION 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 in close cooperation 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, as well as staffing the events with police officers and SETC's. This Unit oversees commercial filming in public areas and staffs police officers and traffic controllers at these locations when necessary. 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 Departments personnel shall be in uniform or business casual attire in accordance with Department Procedure 5.10.

Call back 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 on a daily basis. Annual audits are also conducted per established department guidelines.

TRAFFIC DIVISION CAPTAIN

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

SPECIAL EVENT OPERATIONS LIEUTENANT

The Special Event Operations Lieutenant manages the daily operations of the unit. 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 190 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 a positive contact with organizers and citizens who are impacted by Special Events.

SPECIAL EVENT/STADIUM OPERATIONS SERGEANT

The Street Event Operations Sergeant facilitates the operations of permitted events held on public right of way and/or city streets. All permits are submitted to, reviewed and tracked by the Street Event Operations Sergeant. The permit request is then assigned to an event planner, who works closely with the organizer in completing the application process.

The Street Events Sergeant will review the submitted permit application and assign it to an event planner. A welcome letter will be sent to the organizer by the event planner. This letter will introduce the organizer to the permit process and identify the planner by name. The letter also notifies the organizer to the possibility of incurring additional financial responsibility with the City. The difference of profit, non-profit, commercial, non-commercial, and 501 C is covered as well. 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.

The Special Events Sergeant will approve cost estimates prepared by a Special Events Planner. This estimate will be produced and sent to the organizer after the permit application is received by Special Events.

The Street Events Sergeant will inspect event sites, and respond, if a public safety issue is created or if a conflict with an organizer and the police department arises during an event.

The Stadium Events Sergeant coordinates with the management of SDCCU Stadium and the Pechanga Arena. This Sergeant provides police services at major SDCCU Stadium events and at some Pechanga Arena concerts that may have a potential for violence.

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 major concerts, international rugby tournament and movie screenings. The Petco Park Sergeant is also responsible for events at the San Diego Convention Center and working with the City of San Diego Special Events and Filming.

The Petco Park/Convention Center Operations Sergeant also establishes guidelines for security issues and command and control protocol surrounding commercial filming in San Diego.

This Sergeant maintains the “overtime assignment roster” which is used to assign officers to work special events as well as other details throughout the department on an overtime basis.

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 Special Event/Stadium Operations Sergeant supervises this position. The Special Events Planner establishes contact with all City departments involved with the event. Their duties consist of, but are not limited to coordinating an appropriate traffic plan for each event and maintaining communications between the organizers, outside agencies, appropriate police personnel, the general public, and city officials. It is also the planner’s responsibility to ensure all appropriate agencies or departments have signed-off or approved the event prior to issuing a permit and 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 a successful outcome of permitted Special Event.

SPECIAL EVENT STAFFERS

The Petco Park/Convention Center Operations Sergeant supervises this position. The position is required to use the overtime scheduling roster to select officers, detectives and sergeants for overtime assignments. The assignments include both security and traffic control at the SDCCU/Petco Park events and other events held citywide. 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 190 part-time/hourly traffic controllers. They provide traffic control at special events, SDCCU, Petco Park, Pechanga Arena events and various other locations throughout the city.

VEHICLE USE

All vehicles assigned to the unit will continue to be available during on-duty hours. The vehicles assigned to the Street Event/Stadium 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 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/Stadium Operations Sergeant or the Petco Park/Convention Center Operations Sergeant are 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, which are held on public streets and commercial filming done on any public property. Emphasis is placed on insuring public safety and facilitating the orderly flow of traffic.

AUTHORITY/BACKGROUND

San Diego Municipal Code 22.4002 grants authority to the City of San Diego to issue special event permits. In 1989, the City Manager's Office delegated to the Police Department, the authority and the 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, which meet the guidelines of the California Vehicle Code and the S.D.M.C. Special Events Ordinance, are processed.

The Special Events Office staff consists of two (2) Police Sergeants, three (3) Police Officer II's Event Planners, one (1) civilian Billing Coordinator, and a Word Processor Operator. The staff coordinates on a daily basis, with the Mayor's Special Event Coordinator who is primarily responsible for special event public relations.

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 contact to coordinate the planning. The staff is responsible for notifying and requesting approval, via a tracking sheet, from the various public agencies that may be affected by the event. Approval is also sought from the affected Business Improvement Districts and Town Councils. 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 the traffic plans and ensure promoters are complying with permit conditions. At some major events, a staff member may be assigned to a command post. After action, critiques are done for each event. To improve future events, the staff sometimes holds debriefing meetings with event organizers or sends critique letters. 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. The Special Event staff is responsible for evaluating and issuing these permits.

COMMERCIAL FILMING

The Petco Park/Convention Center Operations Sergeant serves as the Police Department's liaison to the commercial filming industry. The Sergeant works closely with the Mayor's Office of Special Events/Filming to facilitate and regulate commercial filming in the city.

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

Police Personnel (Police Officers and SETC's) maybe required to be present when filming occurs on public property. The Sergeant 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 per 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 type 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 this database and updating it 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 areas affected by special events.

The SETC staff consists of four full-time SETC Supervisors, 27 limited, hourly SETC II's, and approximately 190 limited hourly SETC I's.

AUTHORITY

Section 21100 of the California Vehicle Code states, traffic control on city streets may only be conducted by persons appointed by local authority and trained to do so. SETC's 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 SETC's to enforce parking regulations in the course of their duties.

TRAFFIC CONTROLLER I

Under direct supervision of the Special Events Supervisor, SETC's direct vehicular and pedestrian traffic on City streets and parking areas at special events such as parades, sporting events, concerts, and other major events which create heavy traffic flow.

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

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

TRAFFIC CONTROLLER II

Under direct supervision of the Special Events Supervisor, SETC II's work in a support role with the Special Events Supervisor. SETC II's 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 II's 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 SETC II's that are assigned to work events where the event supervisor or lead is a family member, must be directed to their own direct supervisor if they are on duty, an alternate supervisor who is on duty, or the Unit Lieutenant for assistance during an 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 personal and job and arrest history investigation. After successful completion of the background investigation, the candidates are then 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 ID's 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 their performance; whistle signals, radio use, conduct in the field, and use of flares and flashlight. The training officer then writes a brief critique. This is submitted to the trainee's supervisor to evaluate if 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 do 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 resource section of the office and on CityNet.

<https://citynet.sandiego.gov/sites/default/files/dimensionsindiscipline.pdf>

Performance evaluations will be prepared in concurrence with Personnel Manual, Section G7A and MEA MOU provisions. Personnel will not be assigned a direct supervisor that is a member of their family. 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 SETC's. As events are closed out all leave slips for absent and tardy SETC's will be prepared and submitted to the assigned Attendance Supervisor for retention with the bi-weekly payroll record.

A. WEEKLY TIME SHEETS

The weekly time sheet is used for tracking the hours of 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

SETC's are responsible for the following entries on their labor cards: Organization and job order numbers, hours worked per event, totaling of 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 SETC's. This list will include the date, time, and number of SETC's requested for each event. The Special Events Supervisor then prepares the monthly schedule and distributes to all SETC I's and II's.

MONTHLY AVAILABILITY

All SETC I's and II's 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. SETC's 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 SETC's with an e-mail address on file.

In the event of 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 placed in the

originating and replacement employee 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. SETC's 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 given 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 have it with them at all times. The equipment must be returned upon termination of their employment.

B. EQUIPMENT INVENTORY

An inventory of traffic cones, delineators, Turbo Flares, and traffic signs are 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 (9) passenger vans, three (3) sedans, one stake bed truck and eleven pickup trucks. 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: SETC's 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 briefing and personnel inspections at the Traffic Division facility. The supervisor assigns traffic posts, vehicles, and radios.

DEPLOYMENT – SAN DIEGO COUNTY CREDIT UNION STADIUM

The SETC Supervisor sends the SETC's to their posts and goes to the Mission Village Road Bridge over Friars Road and directs the inbound traffic pattern. The supervisor will obtain a two-way radio from Ace Parking personnel to maintain a liaison between traffic controllers outside the stadium parking lot and Ace Parking directors inside the lot. The supervisor coordinates the SETC lunch break and return to their outbound traffic pattern posts. If a second shift has been scheduled for outbound traffic the supervisor will conduct lineup.

The supervisor monitors the outbound traffic pattern from the bridge post, and advises the SETC's when to terminate the detail. The SETC's will return to the Traffic Division facility. The supervisor ensures all SETC's and equipment is accounted for and determines the hours worked.

DEPLOYMENT – PECHANGA ARENA

The SETC Supervisor sends the SETC's to their post and goes to the Pechanga Arena main gate to direct the inbound traffic pattern. The supervisor coordinates SETC lunch breaks and the SETC's return to their outbound traffic pattern posts. If a second shift has been scheduled for outbound traffic, the supervisor will conduct 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 detail. The SETC's will then return to Traffic Division facility or Special Events facility. The supervisor ensures all SETC's and equipment is 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 the San Diego State University at 55th Street and Remington Road. Private security handles the traffic control after receiving police approved training. The security company provides the names of the traffic controllers to the Special Events Office prior to each event. SETC's 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 SETC's 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 self-relief crew.

NOTE: The SETC's may call in for events early in the month or they may come to the office and copy the Master Schedule. The assigned SETC Supervisors and SETC II's each get a copy of the Event Schedule Calendar showing which supervisor has which 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 SETC's individually as long as the opportunities are equally distributed.

SETC Payroll Procedures

Step One – After each event worked by the SETC's, 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 data base.

Step Two – Prepare a Leave Slip (CS-14-25A) for each employee that was tardy, called out ill (themselves or family member) or with an emergency, failed to report to work or 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 Time Cards.

Step Five – Verify the work hours on the Time Card 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 Time Card verifying 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 Time Cards 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

STADIUM EVENTS

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

SAN DIEGO COUNTY CREDIT UNION STADIUM - 9449 FRIARS ROAD

The SDCCU Stadium is an open stadium operated by the City of San Diego. It has a seating capacity of up to 71,000. Its major tenant is the San Diego State Aztecs football team. The surrounding parking lot is owned by the City of San Diego. It has a capacity of up to 18,000 vehicles. Fees are charged during events and at other times it is open to the public. Primary access is from Friars Road and Mission Village Drive. Nearby freeways are I-15 to the east, I-8 to the south and I-163 to the west.

AUTHORITY

The Stadium Event office provides police and services at events held at the stadium. San Diego State Aztecs sporting events are policed under existing contractual agreements between the organization and the City of San Diego. Terms of those agreements are specified in the tenant leases.

The Aztecs contract with the city provides for police officer staffing inside the Stadium and parking lot at cost to the tenant.

Other public events, such as the Holiday Bowl, Soccer Games and Music Concerts are policed by agreement with stadium management, normally on a cost recovery basis. Generally, officers staff both the interior and exterior of the stadium.

Traffic control is provided by SETC's as necessary to facilitate inbound and outbound event traffic around the Stadium. These services are directly billed to the event organizer.

The carrying of firearms by off-duty officers attending events at SDCCU Stadium is authorized per police legal. The officer must check in with the Security Office located at gate A, indicate that he/she is armed, and log seat location. Any guests accompanying ODO must go through normal gate access.

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

The Pechanga Arena is a covered arena owned by the Ernest K. Hahn Company, on land leased from the City of San Diego. 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 at selected music events at the Pechanga Arena under the terms of a letter of agreement between the City of San Diego and Pechanga Arena management. The Stadium 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, the concourse area, and assists security as needed. The ranking officer present has radio communication with Pechanga security. .

PETCO PARK – 100 PARK BLVD.

In 1998 the City of San Diego and the San Diego Padres entered into a partnership to construct a ballpark in the East Village community of San Diego. 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 per police legal unless said officer is on official police duties. The ODO must secure his/her weapon prior to entering PETCO Park property in the vehicles or secure the weapon at 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.

STADIUM OPERATIONS

COMMAND AND CONTROL

The Special Events Operations Lieutenant and Stadium Events Sergeant are the on-site managers at stadium events. They are responsible for the scheduling, staffing and supervision of all personnel dedicated to the Stadium event.

The Special Events Operations Lieutenant is normally the senior officer at stadium events, and uses the radio designator “2601 Lincoln”. The Stadium Events Sergeant is the executive officer at stadium events, and uses the radio designator “Stadium One” (MPS designator STDM1S).

The law enforcement profile at the stadium is based upon standing operational procedures and policies of the San Diego Police Department. During emergencies, and other situations requiring close coordination, input and assistance will be sought from a variety of sources. Included are the

stadium tenants, Stadium Manager's staff, fire department, private security, Ace Parking, and medical staff. This interaction is carried out in the IOC (Integrated Operations Center), located on the Press Level, near section 27, which serves as the Command Post.

PUBLIC SAFETY COMMAND CENTER

During events inside the stadium, the Integrated Operations Center is operational on the Press Level of the Stadium. It serves as a focal point for the Command and Control during stadium events. It is staffed by managers from the various safety organizations involved with the events. This may include personnel from the police and fire department, private security, ambulance and medical agencies, parking lot controllers and stadium operations and management. Radio and telephone communications equipment are placed linking the representatives with their agencies and staff.

A supervisor is assigned to the IOC for college football games and other events that are protected by police personnel inside the stadium.

PRISONER CONTROL CENTER

The Prisoner Control Center is located near Gate "M" on the Plaza Level directly underneath Ramp "L". It is a secure area for arrested persons. There are facilities for the processing of prisoners and paperwork. It includes two areas surrounded by chain link fence, for holding prisoners. A sergeant and at least 6 officers who have been trained in its operation normally staff the center. The permanent telephone numbers for the facility are (619) 641-3143.

PRISONER ARREST AND CONTROL PROCEDURES

San Diego Police Officers assigned to the stadium are charged with the enforcement of laws necessary to the public safety and order during events held there. The Prisoner Control Center is staffed for processing prisoners. Persons contacted by officers for violations of law are processed as follows:

PARKING LOT

Adults and Juveniles cited for misdemeanors in the parking lot of the stadium are to be released at the scene of the incident. Adults arrested for jailable offenses are to be taken to Prisoner Control.

STADIUM INTERIOR

Adults cited for misdemeanors or arrested for jailable offenses inside the stadium are to be taken to Prisoner Control for processing.

EJECTIONS

Adults can be ejected from the stadium interior under authority of San Diego Municipal Code 59.0103(g). They are to be escorted directly to the nearest exit. A Field Interview slip, with EJECTION clearly marked on its face must be submitted. If a subject is brought to Prisoner Control, but later simply ejected, a Detention Report must be submitted.

JUVENILES

Juveniles taken into custody either in the parking lot or inside the stadium will be brought to the Prisoner Control Center for processing. No contact is allowed between juvenile and adult prisoners. If adults are in the holding cells, juveniles will be processed outside of the center.

EVIDENCE

All evidence seized by the officers shall be kept by them and impounded at the end of the detail. Normally this is done at the Eastern Division station. At certain high activity events, a property clerk will be assigned to receive, and process impounds.

PRISONER CONTROL OFFICER'S DUTIES

The officer will take an instant photograph of any prisoner, together with the arresting guard or officer, arriving at the center.

The officer will ensure that all required reports of arrests by security guards are completed and submitted before the guard departs. Note: ejections by guards are not being brought to, accepted, or processed by Prisoner Control.

The officer will prepare and submit the Detention and Activity Logs, and will make and route all required paperwork.

PRISONER CONTROL SUPERVISOR'S DUTIES

The Prisoner Control Sergeant will be responsible for supervision of the personnel, equipment and material assigned to the Prisoner Control Center.

Upon arrival at the center, the sergeant will ensure all equipment is available and operational. The sergeant is responsible for the supervision of the officers assigned to the Prisoner Control Center, the Prisoner Transport Van, parking lot patrols, and any other personnel listed on the event schedule, including motorcycle officers, unless a motor supervisor is also working the event.

The sergeant is responsible for the proper control of prisoners and the processing and disposition of paperwork, as listed in the prisoner processing section.

PRIVATE SECURITY PRISONER RECEPTION

Security personnel may, in the course of their duties, make arrests under the parameters for citizen's arrests. They will bring their prisoners to the center. The PRISONER CONTROL SERGEANT will immediately screen the arrest before accepting the prisoner for processing. Legality of the arrest and status of the prisoner must be examined.

If the arrest does not appear to be warranted, the sergeant should inform the security officer or the security supervisor of the fact, and the prisoner should not be accepted. HOWEVER, if security insists that police accept custody, the Police Department has the obligation to do so, complete the necessary paperwork, have the security officer sign the citizen's arrest section, and make proper disposition of the prisoner, usually a release per 849(b) PC.

If the prisoner has any injuries, or complains of pain, this should be documented in police reports, along with statements from security officers and the subject. Photographs should be taken of any visible injuries. If necessary, the supervisor should have on-site medical personnel evaluate the subject's complaints or injuries.

RELEASE OF PRISONER INFORMATION

Stadium tenants have on occasion requested the names of ticket holders who have been arrested or removed from the Stadium so that they could institute private sanctions against them. For example, the SDSU Aztec organization can impose sanction against SDSU students. The City Attorney states that the names of those adults arrested or receiving misdemeanor citations may be released to the SDSU Police Department upon written request. This request shall remain on file in the Special Events Office. Release to the requestors shall follow general Department policy. Names of ejected or arrested juveniles shall not be released.

EVENT DAY PROCEDURE - REPORTING FOR DUTY

Line-up is normally held at the Traffic Division facility. Reporting times for supervisors and officers will vary according to the event, size of crowd, etc. Line-up information is provided to all personnel by the Stadium Events Sergeants. After the general line-up, sergeants will assemble their teams for inspection and specific event day expectations.

ON-SITE PRE-EVENT

Uniform teams are assigned to police specific areas of the parking lot. Sergeants will direct their teams to maintain order, prevent criminal acts and take appropriate enforcement action. Officers shall inform "Stadium-1" (Stadium Events Sergeant) on the radio when their duties take them out of their assigned area or when engaged in arrest activity.

Parking lot enforcement will focus on maintaining clear access throughout the lot. Enforcement posture shall be consistent with enforcement throughout the city under similar circumstances.

Police personnel shall follow Department Policies regarding impounding vehicles that are stolen or involved in a crime. All other impounds will be handled by Ace Parking, which has contractual responsibilities in this regard.

EVENT INTERIOR

At times designated by "Stadium-1S", teams will be directed to assume assignments inside the stadium. Sergeants will direct their personnel to foot patrol the various level to maintain order, prevent criminal acts, and take appropriate enforcement action.

Each team is responsible for policing specific assigned areas within the stadium. Officers are highly visible and are not to smoke, eat, or drink in front of spectators. Officers will notify Stadium 1S when they respond to disturbances, make arrests, or require assistance. Meal breaks may be taken when authorized by the team Sergeant.

POST-EVENT

Near the end of the event, Stadium-1S will direct teams outside into the parking lot, following the exit of the crowd. Stadium-1S will coordinate this to meet the specific needs of the event. Officers shall focus enforcement on drunkenness, disturbances, thefts, and vandalism, as this is more common with departing fans.

DETAIL SECURING

Prior to securing from the event, "Stadium-1S" will assemble the officers in the parking lot. The Prisoner Control Center will be closed down at this time. When all personnel are accounted for, the officers will return to the Traffic Division.

At the Traffic Division or Special Events facilities, sergeants will review reports, audit property or contraband impounds, and complete the Supervisor's Stadium Incident Log. Arrest and other paperwork will be completed and routed per regular Department Procedures. Significant incidents shall be brought to the attention of the Special Events Operations Lieutenant or Stadium Events Sergeant, for possible inclusion on the Watch Commander's Log or notification of the Traffic Division Captain.

Petco Park instructions are very similar with the exceptions of a few items.

PECHANGA ARENA OPERATIONS

The Stadium Events Sergeant usually commands the Pechanga Arena detail. In cases where the event is controversial or more than one squad of officers is assigned, the Special Event Operations Lieutenant may be 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 the 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 interior concourse and seating area for the arena.

B. PRISONER PROCESSING

Although there is a cell in which prisoners can be placed temporarily, it does not qualify as a detention facility. Upon reception of prisoners from private security from 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.

D. SETC PROCEDURES

Pechanga Arena SETC procedures are similar to those at the stadium.

Section 7

SPECIAL EVENT POLICE OFFICER STAFFING

OFFICER STAFFING AND SCHEDULING

Since 1979, various Stadium tenants have contracted with the City for police services. In 1993, an agreement was reached with the Pechanga Arena (Formerly Sports Arena) to provide police services at certain events. Film production companies contract for police and SETC services by arrangement through the Special Events Unit. In recognition of the difficulties in assigning on-duty officers to special events, some promoters contract with the Special Events Unit for dedicated staffing. Officer staffing is on an off-duty, premium overtime basis. Cost recovery is applied in most events. The Special Events Office also schedules officers to fulfill various government contracts.

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 and submit a new Request to Work form before each shift change (Department Announcement).

STAFFING LEVELS

Contractual arrangements between the City and the permanent Stadium and Petco Park tenants prescribe "staffing formulas" to set police staffing levels at events, both in terms of numbers and duration. Routine staffing for football games one (1) officer for every 1,500 fans in attendance. The promoter, facility management and the Special Events Operations Office staff determine staffing for other events jointly. The staffing level will vary depending on the type of event, expected attendance, and past or anticipated problems with similar events. There are six tiers for staffing at Petco Park, depending on type of event and guest attendance.

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 accomplish this goal which is explained in the next section. A special events data base maintains an updated list of police personnel who have submitted requests to work paid overtime at special events. This list is used to assign personnel to all Stadium and special events, including movie details, concerts, Pechanga Arena details and other events.

Approximately six (6) weeks prior to each shift change the Special Events Lieutenant distributes a Department Announcement advising officers to submit requests, or update current requests, to work special details. Requests must be approved by the requestor's supervisor, and then submitted to the Special Events Unit for processing.

All of the information contained on the Special Events Request Form is entered into a computerized database roster, including days off and phone numbers. Officers are selected for details under the following protocol:

1. Availability by day of week and time of day.
2. Number of opportunities to work is considered. A declined opportunity is considered the same as a worked event. All 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 the smooth operation of the event. Notice is taken of the number of opportunities (#2 above) each employee has had so that the work is spread around as equally as possible.
5. Short notice events will be filled on a first response basis to phone calls.

At the end of the Department's normal patrol shift, every 4 months the Request Form process is repeated, and a new list is generated. Depending on the opportunities available and the number of applying officers, some officers may not be offered an assignment during a shift. Because of the schedule changes each shift, it is not feasible to "carry over" requests from one shift to the next.

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 Control, require some unique expertise. Officers also can request to be trained to work in Prisoner Control. 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 they have indicated 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 are 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.

2018 City Council Approved Rate:

Non-Profit Rate: \$55.00 for Police, \$22.00 for SETC services

Commercial Rate: \$100.00 for Police, \$31.00 for SETC services

SPECIAL EVENT BILLING

Special Events records personnel costs for all special events. On commercial events, written agreements to pay projected costs are prepared and submitted to promoters for signature prior to an event. After the event, Special Events submits an itemized billing and invoice to the organizer on record for payment.

FILM PRODUCTION BILLING

The Petco Park/Convention Center Operations Sergeant staffs the personnel and maintains records of hours worked in order to bill the film companies for staffing and equipment. The hourly rate for PD personnel and equipment is set by City Council. Current rates are \$100.00 per hour per officer (with a four (4) hour minimum), \$31.00 per hour per SETC (with a three (3) hour minimum).

SAN DIEGO COUNTY CREDIT UNION STADIUM

Billing for Stadium events varies according to the sponsoring organization. They are:

1. Stadium tenants with existing contracts, i.e. Aztecs. These organizations are billed under the guidelines of existing contracts. Copies of these contracts are kept in the Special Events Office and the Fiscal Management Office.
2. Non-Stadium tenants who require police and SETC services for individual contracted events. Promoters who negotiate contracts with the Stadium Manager are billed according to current City policy. Costs are recovered for all police and traffic services, based on the hours spent.

PETCO PARK

1. The San Diego Padres have an MOU with the City and are currently billed at \$100.00 per hour per officer. Billing begins when gates open and extend 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 who wishes to hold a large-scale 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. The number of officers and SETC's will be determined by the size and location of the event.

Section 8

STADIUM / PETCO PARK AND SPECIAL EVENTS RECORDS

The Special Event Operations unit maintains records of all events occurring at SDCCU Stadium, 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 conclusion of 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