

SECURITY ON EVENT / FUNCTIONS

The Public Order and Safety Office shall provide security and assistance for every event of the City of San Juan.

Office or Division:		PUBLIC ORDER AND SAFETY OFFICE		
Classification:		Simple		
Type of Transaction:		Government to citizen/government		
Who may avail:		City employees and general public		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Schedules of activities		To be provided by the requesting party(ies)		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Provide request which shall include the schedule of the event, proposed route of event and other security requirements for the event	1. Schedule an Event Security Coordination Meeting to determine the type or level of security and the coordination with other LEAs	None	Dependent on the schedule of activities / events	POSO security personnel
2. Attend the schedule Event Security Coordination Meeting	2.1 Organize the meeting where the POSO and client discuss the propose event security	None	Dependent on the complexity of plan	POSO operations
	2. 2 Prepare an Event Security Plan			POSO Team Leaders
	3. Execute the operational plan	None		POSO security Personnel

END OF TRANSACTION; Transaction time: Dependent on the Schedule of Activities / Events