

3. Security on Event / Functions

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

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| 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 a meeting to determine the type or level of security and the coordination with other LEAs to be provided | None | Dependent on the schedule of activities / events | POSO security personnel |
| 2. Attend meeting | 2.1 Conduct meeting where the POSO and client assess the proposal of the client and determines appropriate security plan. 2.2 Prepare an operational plan | | Dependent on the complexity of plan | POSO operations POSO Team Leaders |
| | 3. Execute the operational plan | | | POSO security Personnel |

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