



SAN ANTONIO POLICE DEPARTMENT GENERAL MANUAL



Procedure 917 – Fiesta and Special Event Assignments

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Office(s) with Secondary Responsibilities:	PSC, PNC, TSC, FTC, IDC	Number of Pages:	5
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.01 INTRODUCTION

- A. This procedure regulates the scheduling of SAPD officers, based on a rotation system and voluntary off-duty availability, for Fiesta events and scheduled special event assignments when staffing needs are greater than the available Tactical Support Division manpower.
- B. This procedure also provides for the implementation of the SAPD Fiesta Public Safety Plan when all available manpower within the SAPD is inadequate to accomplish the public safety mission.
- C. Unscheduled special events are staffed at the discretion of the event commander and are not affected by this procedure.

.02 COMMAND AUTHORITY

A Deputy Chief assigned by the Chief of Police has overall command responsibility for all Fiesta events and special events.

.03 TERMINOLOGY (For specific use within this procedure, see Glossary)

Event Assignment Coordinator	Event Commander
Fiesta Events	Police Special Event Scheduling (PSES) System
Police Officer Fiesta Scheduling (POFS) System	Special Event

.04 FIESTA EVENTS

A. Sign-Up Procedure

1. Sign-up for Fiesta event assignments begin on February 24 of each year and end on March 24 of each year. This is subject to change in years when the Fiesta Commission moves the dates for Fiesta. An announcement will be made in the bulletin with the sign up dates prior to the scheduling period each year.
2. Any officers assigned to a Patrol Section “B,” “C,” or “D” shift who wish to work the Battle of Flowers Parade and/or the Fiesta Night Parade, may sign up for these Fiesta assignments during the sign-up period, even though their regular duty hours overlap these parades.
3. Officers sign-up for Fiesta event assignments by entering their requests in the POFS system using either a mobile data computer (MDC) or an office computer through COSANET. Officers are responsible for entering accurate information regarding their duty hours and relief days. Incorrect information may adversely affect an officer's Fiesta assignment schedule.
4. To accommodate Fiesta scheduling, the Chief, at his discretion, may decide not to process any departmental transfers beginning February 24 of each year and ending the last day of Fiesta, except as required by the Collective Bargaining Agreement.



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B. Personnel Selection/Notification

1. The POFS system selects names of officers for Fiesta event assignments.
2. Officers selected for Fiesta event assignments shall verify their assignments through the POFS system starting on April 2 of each year.
3. On-duty officers from Patrol Sections “B,” “C,” or “D” shifts, who signed up to work the Battle of Flowers Parade and/or the Fiesta Night Parade, shall verify their parade assignments through the POFS system starting two (2) days prior to the first Fiesta event.

C. Attendance Requirements

1. Officers committing to Fiesta event assignment(s) and failing to report for duty are carried as "unauthorized absence from duty".
2. Officers receiving Fiesta event assignments are responsible for reporting to all assignments on time and in a complete regulation uniform, including the regulation hat and a traffic vest. Officers shall also have a flashlight if the event occurs during hours of darkness.
3. Officers will not arrange for other officers to substitute for them at Fiesta event assignments.
4. An officer is tardy if he arrives at roll call after his name is called by the event commander. Officers who are tardy may be replaced by officers in the Fiesta stand-by pool.
5. Officers assigned to specific posts will remain at their posts until relieved from duty by the proper supervisory authority.

D. Cancellations

1. Officers selected for assignment to Fiesta events may cancel their assignments in the POFS system starting on April 2 of each year and ending six (6) days prior to the first Fiesta event day.
2. On-duty officers from Patrol Sections “B,” “C,” or “D” shifts who signed up to work the Battle of Flowers Parade and/or the Fiesta Night Parade, may cancel their parade assignment up to five (5) days prior to the Battle of Flowers Parade by calling the Fiesta Stand-by Office at 207-7381.
3. Officers canceling Fiesta event assignments will not work any other Fiesta event or special event assignment on the day(s) they canceled.
4. Cancellations of Fiesta event assignments within five (5) days or less prior to the first Fiesta event, or less than five (5) days prior to the Battle of Flowers Parade for on-duty officers from Patrol Sections “B,” “C,” or “D” shift, will only be made due to sickness or emergency situations.
 - a. Officers unable to work a Fiesta assignment due to sickness or emergency situation shall contact the Stand-by Pool Office as soon as possible, but not later than one (1) hour prior to the event.
 - b. Documentation regarding the sickness or emergency situation must be provided by the officer to the Tactical Support Division Office within forty-eight (48) hours of the officer returning to duty from the sickness or emergency situation.



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5. Any cancellations of Fiesta event assignments within five (5) days or less prior to the first Fiesta event, or less than five (5) days prior to the Battle of Flowers Parade for on-duty officers from Patrol Sections “B,” “C,” or “D” shift, will be reviewed by the Deputy Chief in charge of Fiesta events for any procedural violations, and if necessary, forwarded to the officer’s division commander in accordance with General Manual Procedure 303 – Discipline.

E. Fiesta Event Stand-By Pool

1. Officers desiring to work more Fiesta events than they were scheduled through the POFS system may apply for stand-by status by arriving, in person, at the Fiesta Stand-by Pool Office prior to a Fiesta event.
2. Officers requesting stand-by status for Fiesta events must have signed up for Fiesta events assignments on the POFS system prior to the start of Fiesta.
3. Officers being placed on stand-by status and not receiving a Fiesta event assignment during a Fiesta event may continue on stand-by status for the same day as long as they are present, in person, at the Fiesta Stand-by Pool Office when their name is called for an assignment.
4. Officers will not be hired to work a particular Fiesta event at that event's command post or by the event commander.

.05 THE FIESTA PUBLIC SAFETY PLAN

- A. During Fiesta, when the number of voluntary officers from the SAPD is inadequate to staff Fiesta events at an efficient level to accomplish the public safety mission, the SAPD Fiesta Public Safety Plan will be implemented.
- B. The SAPD Fiesta Public Safety Plan consists of three (3) phases that are designed to adequately staff any Fiesta event. The three (3) phases are as follows:
 1. Phase 1 - SAPD officers will be utilized using the established assignment procedures for off-duty officers; including using supplemental officers that work the Patrol “B,” “C,” or “D” shifts, even if their duty hours overlap the Fiesta events.
 2. Phase 2 - Peace Officers employed by the City of San Antonio that work for departments other than the San Antonio Police Department will be utilized.
 3. Phase 3 - Officers from area agencies outside the City of San Antonio will be utilized in accordance with approved memorandum of understanding between the agency and the City.
- C. When it becomes necessary to utilize law enforcement officers from outside agencies, the Chiefs of each of these outside law enforcement agencies will be contacted to ascertain if their officers would be allowed to work Fiesta events under the supervision of the SAPD. Those that respond in the affirmative will be asked to designate a contact person to act as a liaison between their agency and the SAPD. The contact person will be asked to supply an approximate number of officers that would be available to work Fiesta events should the need arise.



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.06 SPECIAL EVENTS

A. Sign-Up Procedure

1. Officers may check the PSES system at any time for a list of upcoming scheduled special events requiring officers on an overtime basis.
2. Volunteers may sign-up for special event assignments in the PSES system any time up to ten (10) days prior to the special event using either a mobile data computer (MDC) or an office computer through COSANET.
3. Officers are responsible for entering accurate information regarding their duty hours, relief days, and telephone numbers. Incorrect information may adversely affect an officer's special event assignment.
4. Sign-up and scheduling shall not conflict with GM Procedure 902, *Leave and Absences Policies*.

B. Personnel Selection / Notification

1. The PSES system selects names of officers for special event assignments.
2. Officers selected for special event assignments may verify their assignment through the PSES system starting ten (10) days prior to the start of the special event.

C. Attendance Requirements

1. Officers committing to special event assignment(s) and failing to report for duty are carried as "unauthorized absence from duty".
2. Officers receiving special event assignments are responsible for reporting to all assignments on time and in a complete regulation uniform, including the regulation hat and a traffic vest. Officers shall also have a flashlight if the event occurs during hours of darkness.
3. Officers will not arrange for other officers to substitute for them at special event assignments.
4. An officer is tardy if he arrives at roll call after his name is called by the event commander. Officers who are tardy may be replaced by officers on the special event stand-by status list.
5. Officers assigned to specific posts will remain at their posts until relieved from duty by the proper supervisory authority.

D. Cancellations

1. Officers selected for assignment to special events may cancel their assignment in the PSES system up to five (5) days prior to the special event.
2. Officers canceling special event assignments will not work any other special event assignment on the day(s) they canceled.
3. Cancellations of special event assignments with less than five (5) days prior to the special event will only be made due to sickness or emergency situations.
 - a. Officers unable to work a special event assignment due to sickness or emergency situation shall contact the Tactical Support Division Office as soon as possible, but not later than one (1) hour prior to the event. If it



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is after business hours (Monday – Friday, 0745 – 1630 hours) officers unable to work shall contact the event supervisor. The event supervisor can be contacted through the Traffic Channel Dispatcher at 207-7558.

- b. Documentation regarding the sickness or emergency situation must be provided by the officer to the Tactical Support Division Office within forty-eight (48) hours of the officer returning to duty from the sickness or emergency situation.
4. Any cancellations of special event assignments with less than five (5) days prior to the special event will be reviewed by the Deputy Chief in charge of the special event for any procedural violations, and if necessary, forwarded to the Internal Affairs Unit.

E. Special Event Stand-By Status

1. Officers signing up for selection to special event assignments may also request to be placed on stand-by status. Officers placed on stand-by status must:
 - a. List a telephone number, including area code, on the PSES sign-up screen;
 - b. Be available thirty (30) minutes before and after the special event roll call; and
 - c. If called, report to the post assignment within one (1) hour of notification.
2. Officers selected for stand-by status for a special event will be compensated with one (1) hour of overtime pay, unless assigned to work the special event.