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LESSON LEARNED

Special Event Planning: Providing Full-Time Clerical Support to Planners

SUMMARY

Full-time clerical support should be available to special event planners. This will allow the planners to focus fully on their planning and coordination responsibilities.

DESCRIPTION

The City of San Diego hosted Super Bowl XXXVII and Super Bowl-related events on January 18--26, 2003. The Department of Homeland Security designated the Super Bowl a Special Event Readiness Level (SERL) 2 because of its high-profile nature and tens of thousands of attendees. Under this designation, the San Diego Police Department (SDPD) provided security for all Super Bowl-related events at sites such as the Qualcomm Stadium, hotels, practice areas, etc. SDPD tasked its Special Services Division's Event Management and Development Unit as the Coordination Committee responsible for the Super Bowl's security planning. The committee worked for more than a year to create a detailed and effective security plan.

The Coordination Committee did not have full-time personnel providing clerical support to committee members. A police volunteer assisted with data entry and other clerical duties for only four hours per week. This was not enough given the magnitude of the task at hand. Committee members had to undertake clerical duties such as scheduling meetings, sending notifications, and taking minutes. After a few months, SDPD assigned additional department personnel to help committee members with their clerical duties on an overtime basis. However, the Coordination Committee still lacked the clerical support required to meet its needs. As a result, committee members could not fully focus on their coordination responsibilities during the planning process.

Full-time clerical support should be available to special event planners. This will allow the planners to concentrate on their planning and coordination responsibilities.

CITATION

San Diego Police Department, *San Diego Police Department Super Bowl XXXVII: Operational Assessment*.

Federal Bureau of Investigation, *Terrorism in the United States*. 1990.

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