

	POLICY & PROCEDURE	SERIES # 525	PAGE 1 OF 3
	SUBJECT		EFFECTIVE DATE
	SPECIAL EVENT PLANNING AND COORDINATION		10/27/16
OVERSIGHT Support Services			
DISTRIBUTION ALL MANUALS	AMENDS/SUPERSEDES/CANCELS P&P #525 dated 05/28/97.		

I. PURPOSE:

To establish guidelines for controlling traffic, crowds or anticipated criminal activity at special events.

II. POLICY:

Special events are those at which a large volume of vehicular and/or pedestrian traffic is anticipated. Special events may apply to both public and private property given certain circumstances (See appendix to this policy). These may include parades, sporting events, fairs, highway construction and maintenance activities, picketing, etc. The Police Division will provide that degree of direction and control which is necessary in support of the special event.

III. PROCEDURE:

- A. Upon learning of a special event, the Special Event Coordinator shall be notified immediately. A command level officer or his/her designee will be assigned to participate in planning for the event.
- B. The time, location and anticipated attendance shall be determined and a written estimate of expected traffic, crowd-control and crime problems will be made.
- C. Logistical requirements will be determined and coordinated among units within the Police Division and with other public service agencies as necessary.
- D. The perimeter streets of the special event will be used to maximum advantage by eliminating or increasing parking space and assigning officers to key intersections for control.
- E. Adequate emergency service access will be provided to the scene of the event.
- F. The Police Division will provide for adequate crowd control. If the event is a parade, appropriate barriers may be used along the parade route with officers stationed at intervals as needed.
- G. Specialized personnel, such as bike patrol officers, may be utilized if needed.

APPROVED:
CHIEF OF POLICE



- H. Consistent with the scheduled or anticipation of the duration of the need for traffic direction and crowd-control services, provision shall be made for adequate breaks for the Divisional personnel providing those services.
- I. If traffic direction and crowd-control services are to be provided in support of the event by other than Police Division personnel, the Division will review those services and their duty assignments prior to the event, to ensure their adequacy.
- J. An after action report will be generated for each event.

