

FLORENCE POLICE DEPARTMENT

GENERAL ORDER

Subject: SPECIAL EVENTS	Procedure: General Order 24.2.7 CALEA 46.2.7	Total Pages: 3
Authorizing Signature: Original with Authorizing Signature on File	Effective: 3/15/2014	
	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Rescinds	

I. POLICY

It is the policy of this Department to provide appropriate police services for approved special events.

II. PURPOSE

This written order establishes procedures and guidelines for planning and managing approved special events.

III. SCOPE

This written order is applicable to all sworn personnel.

IV. RESPONSIBILITY

It is the responsibility of all department personnel to comply with this directive.

V. DEFINITION

A. SPECIAL EVENTS – A “Special Event” is an activity such as a parade, concert, athletic contest, public demonstration, or public event occurring on public property where the interest in public safety results in the need for traffic control and/or crowd control, etc. Determining whether an event qualifies as an event requiring police involvement will be the responsibility of the Chief of Police, the Deputy Chief of Support Services, or his designee.

VI. PROCEDURES

A. COMPONENT DESIGNATION: Coordinating the police involvement in planning and managing special events will ordinarily be delegated to the Administration Lieutenant. The Administration Lieutenant or his designee will:

1. Serve as the supervisor and coordinator of the security detail and will assign responsibilities as the Incident Commander;
2. Meet, as required, with the event sponsor and will prepare necessary “Action Plans” for the provision of police services.
3. Evaluate all the security concerns including, but not limited to:

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- a. Size of the event, number of people expected to attend, type of event, anticipated crime problems, and the number and type of police personnel needed;
- b. Schedule – Review for conflicts with other activities that may be scheduled during the same period;
- c. Location – Plan and review assembly area, location of event, as well as alternative sites. Identify possible hazard locations.
- d. Traffic – Plan and review possible disruption to usual traffic patterns, detours, and emergency closing of streets. Verify the need for barricades, signs, etc., and verify who the provider will be, (Public Works, sponsor, etc.);
- e. Communications – Consider equipment for detail as well as adequate personnel in the communications section;
- f. Media Representation – Determine media requirements, needs, arrangements, advance notification of traffic conditions;
- g. Intelligence – Any information concerning possible sources of trouble or problems should be obtained. Information as to threats received or persons who may cause problems should be obtained;
- h. Outside Agencies – Coordination with outside agencies may be required, (FFR, EMS, AST, LASO, etc.);
- i. Equipment (Vehicles) – Determine amount and type of vehicles needed, (marked units, unmarked units, etc.).
- j. Uniform – A uniform of the day should be established for the detail.
- k. Use of Special Operations Personnel – A determination should be made as to the need of special operations personnel (plainclothes officers or drug canine)

B. PERMITS

1. Any group or organization seeking a Permit for a Parade, Procession, or Public Demonstration will be required to complete and submit the appropriate permit to the Office of the Chief of Police for approval.
2. Before planning the police operation, the Administration Lieutenant, or his designee will ensure that a valid permit has been obtained.

C. ACTION PLAN

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An Action Plan should be prepared for each special event and kept on file by the Administration Lieutenant. The Action Plan form will, at a minimum, provide for the following:

1. Designated event supervisor;
2. Written estimate or assessment of crowd control, traffic control, and/or crime problems expected;
3. Contingency plans for traffic direction and control, when required;
4. Schedule of personnel;
5. Outside agencies assisting in the planning, coordinating, or participating in the event;
6. Emergency Vehicle Access; and
7. Any required media releases regarding:
 - a. Road Closures;
 - b. Alternate traffic routes; and
 - c. Pedestrian and/or vehicle ingress/egress.
8. **NOTE:** Event planning will be based on the history of past events, current traffic conditions, workforce availability, and estimated personnel and equipment needs.

VII. AFTER ACTION REPORT

An After Action Plan will be prepared when any event exceeds eight (8) hours. The event supervisor will submit the after action report to the Office of the Chief of Police after the conclusion of the event. This report will include, at a minimum:

1. Copies of applicable documentation;
2. Number of personnel involved;
3. Special problems encountered during the operation, if any; and
4. Any other information necessary to adequately brief the Chief of Police.