



Clayton County Police Department PROCEDURES

Subject SPECIAL EVENTS			Procedure # D10
Authorizing Signature 	Effective 04-01-2022	<input type="checkbox"/> New <input checked="" type="checkbox"/> Amended <input type="checkbox"/> Rescinds	Total Pages 8

I. PURPOSE

To establish guidelines for the coordination and planning of Special Events that are scheduled within the jurisdictional boundaries of the Clayton County Police Department.

II. POLICY

It is the policy of the Clayton County Police Department to develop and implement plans for Special Events to help synchronize operations and ensure that they support incident objectives.

III. DEFINITIONS

Event Coordinator: A Department supervisor who is designated by the Uniform Patrol Division Commander and is responsible for reviewing, planning, coordinating and supervising personnel deployed for a Special Event.

Planning: The organizational process of creating and maintaining a plan; and the process for determining the activities required to create a desired outcome.

Planning Meeting: A meeting held as needed throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning.

Planning Team: A group of people who represent a cross-section of the organizations that are involved in the emergency response effort.

Producer: Any person, group of persons, organization, association, club, or other entity responsible for planning, producing and conducting an event.

Special Event: The term "special event" or "event" shall mean any organized activity having as its purpose entertainment, recreation and/or education, such as a festival or celebration, foot or vehicle race, parade or march, rally or assembly which takes place on a public street, sidewalk or right-of-way, or occurs on private or government property, that results in the need for police control of traffic, crowds, or crimes.

IV. APPLICATION FOR SPECIAL EVENTS

- A. A Producer of a Special Event shall make application for a permit for such event at the office of the Director of Clayton County Community Development on a *Special Event Application Form* prescribed by the Director.
- B. The Director of Community Development shall cause the *Special Event Application Form* to be circulated to each government department and/or agency whose services the Director determines would be affected by the nature and activities of the proposed event.
- C. The Director of Community Development is authorized to approve and issue a permit for Special Events after considering all comments and conditions of the reviewing departments and agencies as well as other information pertaining to the proposed event as described on the *Special Event Application Form*.

V. PROCEDURES

- A. General
 - 1. Special Events (e.g., parades, road races, sporting events, holiday celebrations, etc.) may require special *Traffic Action Plans* which cover all aspects of traffic control and direction. Generally, the Traffic Unit will handle scheduled parades and road races while concerned Division, Shift and/or Unit Commanders will assign personnel to handle other Special Events as they occur.
 - 2. Upon learning of a Special Event, the Chief of Police will promptly designate certain personnel to ensure the preparation and implementation of a special *Traffic Action Plan* which addresses:
 - a. Ingress and egress of vehicles and pedestrians;
 - b. Provisions for parking;
 - c. Spectator control;
 - d. Public transportation;
 - e. Assignment of point control duties and reliefs;
 - f. Alternate traffic routing;
 - g. Temporary traffic controls and parking prohibitions;
 - h. Emergency vehicle access; and
 - i. Appropriate area for media coverage.

B. Authority and Responsibility

1. Unless otherwise directed by the Chief of Police, the Uniform Division Commander will be responsible for the planning, coordination and analysis of manpower needs for any planned Special Event within the jurisdictional boundaries of the Clayton County Police Department which require police services that go beyond normal daily assignment duties.
2. All requests and/or notifications for police services at a Special Event (private or public), shall be forwarded to the Uniform Division Commander.
 - a. Private Events: These type of events (e.g., film making, parties, wedding, etc.) may require the Producer to hire off-duty law enforcement personnel at an agreed rate of pay per hour. If a private Special Event involves an off-duty job and a supervisor is scheduled to work such event, the Uniform Division Commander may elect to:
 - 1) Assign the supervisor, who is already scheduled to work the Private Special Event, as the Event Coordinator; or
 - 2) Assign another Department supervisor (rank of sergeant or above) as the Event Coordinator.
 - b. Public Events: In such events, the Uniform Division Commander may:
 - 1) Authorize off-duty personnel to be paid overtime for the event, when approved by the Chief of Police; or
 - 2) Allow on-duty personnel to assist, unless their use will create an unreasonable or adverse impact on the normal operations of the Department.

C. Special Event Application Form Review Process

1. When a *Special Event Application Form* is received by this Department, the Uniform Division Commander shall review such form and all information relative to the proposed Special Event to:
 - a. Identify times when the event may place strains on the existing public safety agencies;
 - b. Consider the scope of such event, the risks to spectators and participants, community impact, and the emergency support required (personnel and logistics); and
 - c. Note the services this Department will be required to perform (e.g., number of personnel, length of time and cost to perform such services) and forward this information to the Director of Community Development, along with any other information which would assist the Director in facilitating the Special Event and services required.
2. The Uniform Division Commander will ensure detailed information is brought to the attention of concerned personnel and any department, agency, or private entity that is affected by the proposed Special Event.

3. When applicable, the Uniform Division Commander will forward a preliminary estimate of the police services to the Producer of the Special Event, who may be responsible for the Department's costs of planning, staffing, and use of other necessary resources.

D. Command and Coordination

1. The Uniform Division Commander may at times find it necessary to refer some Special Events to the appropriate Precinct Captain within whose sector the event is to originate. If such a referral takes place, the Uniform Division Commander will work with the affected Precinct Captain to ensure that appropriate police resources are allocated for such event.
2. Based upon the type of Special Event and the resources needed for such event, the Uniform Division Commander may assign an Incident Commander and/or an Event Coordinator to a supervisor with the rank of sergeant or higher.

E. Planning Team Meetings

1. One of the first steps in planning a Special Event is to bring together those who are hosting the event with those responsible for public safety within the County. The meeting should be composed of the Producer and any department, agency or private entity that holds a functional stake in the planned Special Event.
2. The Uniform Division Commander and/or authorized designee will attend such meetings to:
 - a. Determine the role the Department is expected to perform; and
 - b. Develop the mission and objectives for the Special Event and determine the necessary components of the *Action Plan*.

F. Elements of Special Events Planning

Once a Special Event application is approved through the permit process, the Uniform Division Commander and/or authorized designee will conduct an on-site inspection of the Special Event location and develop a plan of action for each event. At a minimum the *Action Plan* shall include the following:

1. Estimated Number of Attendees: Pre-event estimates may be obtained from figures provided by the Producer of the Special Event, ticket sales, the number of people that attended past events or similar events. The consumption of alcohol at the event should be given special consideration when determining the number of personnel needed.
2. Logistical Requirements: Such requirements will include coordinating equipment needs through other Divisions of the Department and/or with other County departments and/or agencies. This may also include the number of barricades, barricade positioning, fixed post assignments, crowd control equipment and any other relevant considerations that will assist in a smooth and effective operation.

3. Staffing Requirements: The Uniform Division Commander and/or authorized designee will assign as many officers and/or other personnel that is necessary to provide adequate coverage and security for the Special Event. The Reserve Unit Officers may be called upon to provide security and increase police visibility at Special Events sanctioned and/or sponsored by the County or Department. Officers with assigned take-home vehicles are subject to call back for public safety necessity.
4. Internal/External Coordination: The Uniform Division Commander and/or authorized designee will work with other involved agencies, departments and private entities to coordinate efforts, and they will ensure that detailed information is brought to the attention of Department personnel affected by the Special Event. Department personnel and equipment requirements will then be coordinated with involved Division, Shift and/or Unit Commanders.
5. Fire/EMS/Public Health: Fire, EMS and medical care should be a separate planning team, chaired by the Clayton County Fire & Emergency Services. But the plans must be integrated into the *Action Plan* for the event. Fire & Emergency Services will have specific needs at the event, such as stand-by and staging areas for fire apparatus, ambulances, and special operations vehicles (such as hazmat vehicles); access to critical infrastructure (e.g., sprinkler connections, fire hydrants, utility panels), and entry and egress routes for emergency vehicles.
6. Traffic Direction and Control: The site should be surveyed to determine ingress/egress of vehicles and pedestrians to the event, parking areas and parking prohibitions, alternate traffic routes, emergency vehicle access, and utilization of barricades and other temporary traffic control devices.
 - a. The complete or partial closure of any street, sidewalk or public way as a part of such event shall be approved by the County Traffic Engineering Division in consultation with the Chief of Police.
 - b. In cases where traffic is congested, and a traffic control device needs to be placed on flashing, the County Traffic Engineering Division will be contacted. These locations should be noted on the *Action Plan* and maps. Officers may be assigned to specific intersections.
 - c. Temporary traffic control devices (e.g., cones, barricades, etc.) may be obtained from the County Transportation & Development Department. Such devices will be removed when the event is over and returned to the County Transportation & Development Department.
 - d. Parking restrictions, traffic signal control, road closures, and detours will be initiated as circumstances require.
7. Communications: The number of personnel involved in such event, may require that an alternate channel be utilized. The E911/Communications Center will be notified in advance of any special communications request.

8. Public Information/Media Relations: The Public Information Officer (PIO) is responsible for releasing public information regarding event safety matters to the news media, involved personnel, other departments, agencies, private entities and others who might be affected by the event.
9. Type of Event: The type of event will also determine staffing needs.
 - a. When a large event involves a high level VIP (e.g., celebrity, dignitary) or there is a potential for violence, the need for additional security should be considered. The Chief of Police may authorize the deployment of the SWAT Team for such event.
 - b. When an event involves controversial topics, matters or issues and the possibility of opposition groups, it may be necessary to contact the Intelligence Unit for information regarding participating groups.
10. Intelligence: The Intelligence Unit shall assist with conducting threat and risk assessments, providing *Intelligence Bulletins*, researching specific vulnerable situations and conducting research on persons/groups who have planned disruptive and sometimes illegal activities. This analysis will help determine if undercover officers and/or specialized units are needed.
11. Specialized Units/Equipment: A determination on the variety of specialty resources that might provide support to secure an event. Specialized units and equipment that can be deployed for a Special Event include, but is not limited to the following: Bicycle (Bike), Canine (K9), Critical Infrastructure & Key Resources (CIKR), Explosive Ordinance Disposal (EOD), Gang, Mobile Field Force, Motorcycle (Motor), Narcotics, Protective Services, Reserve Officer Unit, Special Weapons & Tactics (SWAT) and Traffic.
12. Command Post: Prior to any Special Event, the Uniform Division Commander and/or authorized designee, will discuss and determine if a designated on-site command post will be established for the event.
 - a. Criteria used to determine the need for a command post will include:
 - 1) Estimated size of the event, to include estimated crowd size;
 - 2) Type of event, alcohol consumption allowed, and potential for criminal or unruly activity;
 - 3) Number of personnel required to meet the needs of the event; and
 - 4) Any other factors that are relevant to the event.
 - b. If it is determined that an on-site command post will be established:
 - 1) The command post will serve as the communications interface between the Department and other involved departments and agencies. It will also provide centralized command and control over those personnel assigned to the event.
 - 2) The command post shall be adequately marked as such and equipped with radios, cellular telephones and other equipment, as may be needed.

13. Action Plan:
 - a. The Uniform Division Commander and/or authorized designee will complete a written *Action Plan* for each Special Event to:
 - 1) Inform employees of the incident objectives for the operational period, the specific resources that will be applied, actions taken during the operational period to achieve the objectives, and other operational information (e.g., weather, constraints and limitations);
 - 2) Inform the Producer of such event, organizers, other departments/agencies and private entities of the objectives and operational activities planned for the upcoming operational period;
 - 3) Identify work assignments and provide a roadmap of operations during the operational period to help individuals understand how their efforts affect the success of the operation;
 - 4) Show how specific supervisory personnel and various operational elements fit into the organization; and
 - 5) Provide a schedule of the key meetings and briefings during the operational period.
 - b. Upon completion, the *Action Plan* will be forwarded through the chain of command, up to the Chief of Police or authorized designee, for approval. Upon approval, copies will be disseminated to the appropriate personnel involved in the Special Event.
14. Incident Command System (ICS): The Department shall respond to Special Events utilizing standard protocols of the ICS. The ICS is a management system that is frequently used to manage an incident or a non-emergency event and can be used equally well for Special Events, both small and large. For further information regarding ICS structure, functions and assignments, refer to standard operation procedure H1: *All Hazard Plan (Incident Command System)*.
15. Clayton County Emergency Management Agency (EMA): When several agencies are involved the lead agency should be identified early in the planning process to avoid confusion in matters of leadership. The Clayton County Emergency Management Agency (EMA) is the lead agency for public safety planning for the County, and should typically lead the way in coordinating the event planning effort and using the Incident Command System (ICS) throughout the planning process.
16. Demobilization: Decide upon a logical order in which to release response departments, agencies and other resources, and authorize a point of contact to release resources. Provide for the return of issued equipment and completion of required paperwork.

G. Briefing/Deployment

1. Prior to the Special Event, the Uniform Division Commander and/or authorized designee will conduct a briefing. This briefing shall be attended by involved Department supervisors and by representatives from other departments, agencies and private entities involved in the operation. Duties and responsibilities of all involved agencies will be outlined in the briefing and the written *Action Plan*. Copies of the *Action Plan* will be disseminated to the appropriate personnel involved in the Special Event.
2. All assigned officers shall carry portable radios and/or cellular phones, in order to maintain communication with the dispatcher or a command post if one is established. Exceptions may occur, for officers who work in an undercover capacity. In addition, provisions should be made for the methods of communicating between the various law enforcement agencies involved in the operation. Anticipated demobilization plans should be indicated, which are usually tentative, depending upon successful completion of the mission.
3. After the Special Event ends and the crowds exit, continuing responsibilities includes the completion of required administrative paperwork, return of issued equipment, debriefing and preparation of an *After Action Report*.

H. After Action Report

1. An *After Action Report* will be completed by the Uniform Patrol Division Commander and/or authorized designee, at the conclusion of the event. The *After Action Report* should:
 - a. Summarize what actually happened, what went well and why, what type of problems were encountered and recommendations for changes and improvements that will impact future success in handling events and/or incidents that are similar in nature; and
 - b. Contain the detail of services provided, to include personnel and equipment, cost analysis, copy of event log, maps and related documents, and summary of casualties, injuries to employees and citizens, assessment of private and public property lost, and any other information deemed relevant.
2. The *After Action Report* will be forwarded through the chain of command, to the Chief of Police.

VI. CANCELLATION

This procedure amends and supersedes standard operating procedure *D10: Special Events*, dated July 16, 2009.