


GAINESVILLE POLICE DEPARTMENT

GENERAL ORDER

	TITLE Special Events Plan		ACCREDITATION CALEA Chapter 46.2.7
	PROponent UNIT Patrol Support Division		PRIOR REVISIONS 11/26/99, 07/21/05, 05/09/17 ATTACHMENT: 0
NUMBER 46.11	ISSUE DATE 07/01/98	REVISION DATE 07/12/2022	TOTAL PAGES 2

I. PURPOSE: This Order establishes procedures for assigning and managing special events.

II. POLICY: The Gainesville Police Department shall adequately staff special events to provide safety and security to the public. [CALEA 46.2.7]

III. DEFINITION:

Special Event: A planned activity (such as a parade, athletic contest, or political event) that results in the need for police or public safety services, such as control of traffic, crowds, or crime.

A. Non-City Sponsored Event: An event which is not financed by the City.

B. City Sponsored Event: An event which is partially or completely financed by the City.

IV. PROCEDURE:

A. Authority: The Administrative Support Division shall be responsible for all special events, with the exception of those to be handled by the Operations Bureau.

B. Supervision: The commander of the unit responsible for managing a special event shall assign a member to plan and supervise the event.

C. Operational Plan/ After Action Report: Members shall use the Incident Command System (ICS) format Operational Plan and After Action report template in which is posted on the GPD Intranet.

1. Operational Plan: The Operational plan should include at a minimum a summary, threat/risk assessment, estimate of traffic, crowd estimates/ control, crime problems, logistical requirement for personnel and equipment, designated chain of command for operation, contingency plan for traffic direction and control, the operations plan, roster/assignment, and any comments. The plan shall also include a method for coordinating with any other agencies involved.

2. Review: The plan shall be reviewed by the respective unit commander before the plan is implemented.

3. After-Action Report: The supervisor assigned to the event shall submit an *After Action Report* to the respective bureau or division commander within 10 days after the event. The

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After-Action report shall include a summary, results, resources, roster/hours worked, equipment used, shortages, and observations/recommendations.

By Order of

*Signed Original on File in the
Administrative Support Division*

**Lonnie Scott Sr.
Acting Chief of Police**