



GENERAL ORDER

Loudoun County Sheriff's Office

Chapter: Operations	Section: 401.10	
Subject: Operational Functions	Topic: Special Events	
Accreditation: OPR 07.12	Revised:	Reaffirmed:
Enacted: 07/30/2015	Last Review: 07/24/2015	Review: 07/30/2016

I. PURPOSE

The purpose of this General Order is to establish guidelines for the provision of an overall plan of operations for special events occurring within jurisdictional boundaries of the Loudoun County Sheriff's Office.

II. POLICY

It shall be the policy of this agency to provide for the handling of special events within Loudoun County in such a manner as to assure the safety and welfare of the general public.

III. DEFINITION

For the purposes of this General Order, a special event is an event that the number of persons attending requires the deployment of five (5) or more deputies to ensure safety, security and/or to maintain traffic flow.

IV. PROCEDURE

A. Planning and Coordination

1. All requests for Sheriff's Office services at special events, or notification of such events, shall be directed to the Field Operations Division Commander or his/her designee who will determine the level and nature of services to be provided.
2. The Field Operations Division Commander or his/her designee will serve as the supervisor and coordinator of the detail assigned to the special event.
3. The Field Operations Division Commander or his/her designee will meet or correspond with representatives of the event and prepare plans and logistic requirements that may be required.
4. The Field Operations Division Commander or his/her designee will coordinate needs within the agency and with other agencies, as required to provide the following:
 - a. A written estimate of traffic needs (i.e., parking, traffic flow, traffic control points and equipment to include barricades, traffic cones and signs to safely block off streets or to re-route traffic, etc.)

- b. A written estimate of expected crowd and potential crowd control problems. An in-depth analysis of the event should be conducted to determine:
 - i. The type of people that will attend the event. This analysis will also assist in determining if undercover investigators or SWAT members will be needed for observation or security
 - ii. Potential crime problems that could be expected. This information will also be considered when selecting the appropriate number of personnel to cover the event
 - c. The use of any personnel from the Operational Support Division
 - d. A contingency plan for traffic direction and control
5. The Field Operations Division Commander or his/her designee shall forward to the Sheriff their written report of estimates and expectations in those operations requiring five (5) or more deputies.

B. Operation

- 1. Direct supervision of the operation shall be the responsibility of the Field Operations Commander or his/her designee.
- 2. The Field Operations Division Commander or his/her designee shall coordinate deployment of Sheriff's Office personnel to handle the given event.
- 3. The Field Operations Division Commander or his/her designee shall inform the Emergency Communications Center of any anticipated additional manpower or equipment needs during the operation.

C. After Action Report

- 1. After the special event detail has been terminated, the Field Operations Division Commander or his/her designee will submit an After Action Report to the Sheriff describing the activities, resources used, problems noted, and suggestions or recommendations for future assignments. This report shall be filed in the Special Event Manual for future reference. The Field Operations Division Commander or his/her designee will be responsible for maintaining this manual.