



Pueblo County Sheriff's Office General Order Policies and Procedures Manual Pueblo County Sheriff's Office Section 9	
Part 2	Subject: Special Events
Related CALEA Standards: 46.2.7	
Related CALEA Communications Standards: 7.2.1	

Authority

This policy is issued pursuant to Sheriff David J. Lucero's directive in which authority to manage and direct all activities connected with special events is delegated to the Bureau Chief.

Definitions

Special Event – Any pre-planned event that occurs outside the scope of normal patrol functions and requires additional staffing considerations

Purpose

To provide guidance for the handling of special events. ~~<46.2.7>~~

Policy

The Pueblo County Sheriff's Office will develop an operational plan for handling special events. The plan will include measures insuring the safety of those attending or participating in the event, safe and orderly flow of traffic, and crime control. ~~<COM 7.2.1>~~

The assigned bureau captain or designee shall designate one supervisor as the Special Events Coordinator. The designated special events coordinator will hold the rank of sergeant or above and will be assigned on a case by case basis by the bureau captain. The special events coordinator shall be responsible for:

1. Ensuring sufficient manpower is available to handle the anticipated traffic flow and crime problems. The coordinator may use special units, such as SWAT team, Canine, Reserve deputies, Explorers, Posse and Community Service Officers. Members will complete an operation plan for the event using form [#309 Pueblo County Sheriff's Office Operational Plan](#) forwarding the ops plan to the captain and or bureau chief when required.
2. Developing and submitting a written estimate of anticipated traffic flow and crime problems to the assigned bureau captain or designee along with their recommendations for staffing prior to the event.
3. Will utilize the Incident Command Structure compliant Incident Action Plan (IAP) that will include consideration for; traffic direction and control, communications, .
4. Establishing a Incident Command Post for major events and ensuring sufficient equipment and staffing is available for crowd and riot control. [GOPP Section 3 Part 30 - Incident Command Posts](#)
5. Ensuring adequate vehicles are available for transportation in the case of mass arrests.
6. Coordinating with outside agencies whenever a joint operation is required or in the event of an overlap in jurisdiction. [GOPP Section 3 Part 29 - Incident Command System](#)
7. The incident commander or designee will be responsible for the documentation for the after-action report.
8. The need for on-site tactical dispatch will be determined by the ESB Chief or designee and staffed according to Communications SOP's. During any mobilization of Mobile Command, tactical dispatch will be considered.
9. The after-action report will make recommendations for change when necessary and set time lines for completion of such changes once approved. The after-action report shall be forwarded to the appropriate Bureau Captain or Bureau Chief with copies going to all other involved agencies, divisions, sections or units.

David J. Lucero

By Order Of The Sheriff