

2.733 SPECIAL EVENTS

2.733.02 Assumptions

- A. This agency participates in numerous and varied pre-planned special events both on and off campus that are hosted, sponsored, or authorized by the university.
- B. Certain special events will require co-planning and acquiring resources from allied agencies necessary to provide appropriate police and security services. See also **2.752 Allied Agency Support**.

2.733.04 Plan – General Special Events

(46.2.7)

- A. General special events include, but are not limited to:
 - 1. Athletic events;
 - 2. Social and entertainment events;
 - 3. Parades;
 - 4. Motorcade escorts; and
 - 5. Announced demonstrations, picketing, protesting, etc.
- B. The commander responsible for the patrol function is also responsible for planning this agency's role in most general special events, but special event planning responsibilities may be reassigned by the Chief on an event-by-event basis.
- C. Special event plans will be developed consistent with ICS (Incident Command System) principles and will contain applicable information that includes, but is not limited to:
 - 1. Description of an appropriate single or unified command structure
 - 2. Reporting dates, times, locations;
 - 3. Duties and responsibilities of each assigned person;
 - 4. Uniform, equipment, and other logistical requirements;
 - 5. Traffic, parking, pedestrian, and crowd ingress, egress, and flow controls;
 - 6. Anticipated crime and public disorder problems;
 - 7. Emergency vehicle and services access;
 - 8. Personal relief of assigned employees;
 - 9. Use of specially trained and equipped personnel;
 - 10. Coordination with other parties inside and outside the agency and university; and
 - 11. Provisions for after-action reviews and critiques.
- D. A supervisory ranked officer is assigned certain special event planning activities on an ancillary basis with duties and responsibilities that include, but are not limited to:
 - 1. Devising special event plans for routine, relatively small special events and details;
 - 2. Posting certain authorized overtime opportunities and assigning employees to those events and details; and
 - 3. Maintaining event records as assigned.

2.733.06 Plan – Dignitary Protection

(46.2.6)

- A. Dignitary protection events will be prepared when it is necessary to provide additional or special police protection because individuals:
 - 1. Hold or previously held high ranks or offices in a government or high-profile organization; or
 - 2. Are famous, infamous, or notorious personalities; or
 - 3. Have been determined by threat assessments to be at risk for targeted violence.
- B. The commander responsible for the investigations function is also responsible for dignitary protection planning for most general special events, but these planning responsibilities may be reassigned by the Chief on an event-by-event basis.
- C. Dignitary protection plans will be developed consistent with ICS principles and will contain applicable information that includes, but is not limited to:
 - 1. General special event planning components;

2. Planning for, and reconnoitering of, travel routes, safe rooms, and alternatives;
3. Advance inspections for gathering intelligence information;
4. Specialized communications;
5. Identification of emergency first-aid, ambulance, and medical facilities;
6. Methods of identifying personnel involved in the protection details.