

	<b>FREDERICKSBURG POLICE DEPARTMENT DIRECTIVES</b>	
	<b>OPERATIONS</b>	
<b>328.00</b>	<b>APPROVED:</b> <i>Brian F. Layton, Chief of Police</i>	<b>Initiated:</b> 10/01/2007
		<b>Revised:</b> 02/20/2025

## SPECIAL EVENTS

**328.00 – Special Events** – The department’s Patrol Division Executive Officer and Patrol Division Commander are responsible for the planning and coordinating of all department activities at special events. Examples of special events include:

- Parades
- Entertainment and Sporting Events
- Highway Construction and Maintenance Activities
- Picketing and Demonstrations

**328.01 – Special Event Plans** – Plans for special events shall be developed on an individual basis. A special event coordinator will be appointed by the Patrol Division Commander, if he/she does not fill this position, to coordinate supervision of the event.

Special events require strategic planning in order to ensure the safety of the participants and members of the community and to also minimize the disruption that the special event will have on traffic and the public. [LE 46.2.7] [CS 7.2.1]

Background Information - The special event coordinator or designee will obtain information about the event:

- the nature of the event;
- the date, time and expected duration of the event;
- the location, including any specific routes involved;
- the number of participants;
- anticipated problems;

The special event coordinator or designee will determine the type of police assistance required to handle a special event. If the assistance required is minimal, the Patrol Division Commander may assign the Patrol shift working on the day of the event to handle the event.

Logistical Considerations - The following should be considered when planning for a special event (as necessary):

- Ingress and egress of vehicles and pedestrians
- the safety and control of the participants
- parking, public transportation, alternate traffic routes
- number of personnel needed to handle the event and relief of personnel assigned
- need for specialized personnel such as auxiliary police, State Police, K-9's
- need for specialized equipment (i.e. traffic cones, signs, message boards)
- need for a special radio channel and the coordination of its use with Comsec
- need to gather intelligence from various sources on groups planning activities which may involve violence
- notifications of other affected agencies and personnel and those residences and businesses in the affected area
- media