

Special Events

Index Code: 1612
Effective Date: 08/01/12

I. Purpose

The purpose of this directive is to establish guidelines for handling special events taking place in the community. For purposes of this directive a special event is an event requiring assistance from the Office of the Sheriff in order to provide a safe and secure environment for the participants, or an event in which the Office may wish to participate for community relations purposes. Special events may include, but are not limited to, carnivals, fairs, funeral details, parades, and sporting events.

II. Policy

It is the policy of the Office of the Sheriff to provide assistance at special events in the community in order to provide a safe and secure environment for those attending or impacted by the event, and to promote favorable relationships with the community. Any assistance provided will be based on available resources.

As part of the event planning process the event coordinator will be responsible for developing an overall plan and setting out requirements for the operation at each individual event. The supervisor of the Sheriff's Resource Unit will assist the event coordinator with this task. As each event may be unique in nature, it is not the intent of this directive to be all inclusive.

III. General Guidelines

A. Special events will be staffed utilizing manpower from the Support Services Division, supplemented by members of the Field Operations Division. Normally, the scheduling of assignments in regards to these events will be the responsibility of the Sheriff's Resource Unit Supervisor. This unit is a component of the Support Services Division. The Commander of the Support Services Division, or his/her designee, is in charge of facilitating the scheduling of events based on citizen/community requests, or those identified as in need of assistance by a member of the Office of the Sheriff.

B. Any citizen, group, or community association that wishes to request the services of the Office of the Sheriff for an event will submit the request in writing to the supervisor of the Sheriff's Resource Unit, who will then decide if resources are available to successfully complete the request. If resources are available the event will be scheduled and placed on the Events Calendar, and a single person designated as the supervisor or coordinator of the event.

C. Requests for assistance at special events occurring on private property, which do not benefit the community at large, will be assessed on an individual basis. In those instances where there is no benefit to the community, and public safety is not a consideration, a recommendation may be made to seek private security or hire a deputy if it meets the provisions of Index Code 708 (Secondary & Extra-Duty Employment).

IV. Event Coordinator/ Supervisor

A. The person selected as the event coordinator/supervisor will develop a written plan for each event. The size of an event can range from several participants to several thousand participants, and based on this fact the formality of the plan may vary. In the event of a large or complex event the Sheriff's Resource Unit Supervisor and/or the Support Services Division Commander will assist in the coordination and review of the plan. The plan will consider, but is not limited to the following:

1. Estimating traffic, crowd control, or other problems that could occur at the event.
2. Making a contingency plan for rerouting traffic if it becomes necessary.
3. Planning for any special operations personnel that may be needed (Medical, PIO, SWAT, etc.).
4. Noting any logistical requirements that may conflict or interfere with the event.

5. Coordinating activities with personnel assigned to other divisions within the Office of the Sheriff, as well as other departments and jurisdictions.


6. Preparing and submitting an after-action report to the commander of the Support Services Division to be used as a learning tool for future and/or similar events.

B. Depending on the nature of the event, other actions and planning may include coordinating the ingress and egress of traffic and pedestrians, participation by the news media, parking prohibitions, and emergency vehicles access.

V. **CALEA Reference:** 46.2.7

VI. **Proponent Unit:** Support Services

VII. **Cancellation:** None


Sheriff Gary Hofmann