

Bowie Police Department - General Orders



TITLE: PLANNING FOR SPECIAL EVENTS	NUMBER: 804
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<input checked="" type="checkbox"/> NEW <input type="checkbox"/> AMENDS <input type="checkbox"/> RESCINDS	DATE:

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I. POLICY

The policy of the City of Bowie Police Department is to provide security during special events. The magnitude of the response will be dictated by the type, size and duration of the event.

II. PROCEDURES

A. Special events may include any activity such as a parade, athletic contest, public demonstration or celebration that results in the need for control of traffic, crowds, or potential criminal activity.

B. Traffic Control for special events will be handled as directed in Order 5-16 Traffic Direction and Control.

C. During large special events, the Chief of Police will appoint a Special Events Coordinator (SEC) whose function will be to act as the Incident Commander for the event.

1. The SEC will determine if the Event's Citizen Coordinator has all the required permits.
2. If the event has a previous history in the City, review previous years' complaints and service demands.
3. Assess the impact the event will have on traffic flow, the need for alternate routes and temporary traffic controls, parking prohibitions, ingress and egress of vehicles and pedestrians, emergency vehicle access to the event area, and around the involved communities.
4. Ascertain if adequate facilities are available for the expected number of participants (parking, medical, sanitary).
5. Assess personnel and equipment requirements and availability.
6. Asses the needs for additional officers for possible spectator control.

7. Assess the need for specialized equipment and/or specially trained officers in crowd control.

8. The SEC shall develop a written plan to include, but not limited to, estimates of traffic, crowd control, and crime problems expected for the special event.

D. The SEC will advise (the appropriate the Patrol Division Supervisor) of any approved special event permits or events that will be occurring.

E. The SEC shall be the liaison between the Department and any allied agency's needed to assist with the special event.

F. The SEC will act as a liaison and coordinate between the Department and other Departments within the City government needed to assist with the special event.

G. The SEC will communicate with the event sponsor and inform them of any special conditions that the event sponsor must comply with prior to, during or after the event.

H. The SEC will maintain a file of all Special Events outlines, approved permits, and traffic control plans.

I. The SEC will coordinate with the Department's PIO in assisting the media in their coverage of the special event.

J. The SEC will notify the Washington Metropolitan Area Transit Authority (WMATA) and Ride-On Bus should any road closings effect known public transportation routes or if the special event will have a major impact on the local public transportation system.

K. The SEC will prepare a written schedule with the appropriate amount of officers to cover the special event, scheduling enough personnel for relief breaks.

L. Logistic requirements involving personnel and equipment should be assessed to insure an effective operation.

1. The supervisor of the special event detail will determine what personnel are needed to effectively and efficiently oversee the event.

2. The supervisor of the special event detail should meet with any outside committee and other City Departments to coordinate plans and exchange information. At this time, an estimated traffic and crowd size should be obtained.

M. The Traffic Unit should be contacted for any assistance related to traffic control or traffic related matters.

N. The Criminal Investigations Section will provide any information/intelligence concerning anticipated crime problems, other than those generally associated with large crowds, to the Operations Services Division Commander via a detailed memorandum.

O. A Special Events Report is to be completed by the Special Events Supervisor after each special event. The report should include the number of officers and time utilized, number of persons in attendance, problems that were encountered and suggestions and improvements for future events.