

Cobb County Police Department

Policy 4.14

SPECIAL EVENTS

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| <b>Effective Date:</b> May 1, 2016   |
| <b>Rescinds:</b> Policy 4.16 "Special Events" (January 12, 2013)   |
| <b>Related Orders:</b> None  |
| <b>Issued By:</b> Chief J.R. Houser <span style="float: right;"><b>Page 1 of 2</b></span>  |
| The words "he, his, him," which may appear in this SOP, are used generically for clarity and ease of reading. These terms are not meant to imply gender and relate to all employees of the Department. |

It is the purpose of this policy to establish guidelines to effectively deal with Special Events, as defined below.

**I. DEFINITION**

**Special Event:** A pre-planned activity, such as a parade, rally, public demonstration, or large scale sporting event which creates a substantial increase in vehicular and/or pedestrian traffic, and which requires the use of on-duty personnel.

**II. COMMAND RESPONSIBILITY**

- A. The Special Operations Commander will determine which activities should be classified as Special Events.
- B. The Special Operations Commander, or his designee, has the overall responsibility for planning, coordinating and supervising personnel deployed for any Special Event.

**III. SPECIAL EVENT PLANNING AND OPERATIONS**

A documented pre-operational plan should be devised to ensure appropriate personnel and equipment is available. At a minimum, the plan shall include for the following:

**A. Traffic and Crowd Size**

Estimates for vehicular and pedestrian traffic should be obtained for the event. These estimates may be obtained from:

- Figures provided by the event sponsor;
- The number of vehicles/pedestrians present at similar events;
- Ticket sales for the event; and/or
- Parking locations, in relation to the event location.

The site should be surveyed to determine ingress, egress and choke points. If temporary barriers are needed, Cobb County or State Department of Transportation should be contacted for assistance. Provisions should be made for emergency vehicle access and exit points.

**B. Type of Special Event**

The type of Special Event will also determine staffing needs. Controversial topics matters, or issues, and the possibility of opposition groups, should be considered when planning for a Special Event. It may be necessary to contact MCS Intelligence for any known information regarding participating groups.

**C. Communications**

The number of personnel may require that an alternate channel be utilized. The 911 Communications Center should be notified in advance of any special communications requests.

**D. Other Factors**

Other factors that should be considered when planning a Special Event are:

- Parking
- Control of spectators
- Public transportation needs
- Relief of personnel assigned to the event
- News media
- Alternate traffic routes
- Parking prohibitions

**IV. ADMINISTRATIVE REVIEW**

At the conclusion of the Special Event, the Special Operations Commander, or his designee, shall review the overall event. All pre-operational Special Event plans will be submitted with the Unit Monthly Report. Additionally, any issues that need to be addressed shall be submitted with the Unit Monthly Report. These issues may include but are not limited to:

- Any equipment issues
- Adequacy of manpower deployed for the event
- Any training issues