

## CAMBRIDGE POLICE DEPARTMENT

**Title:** *SPECIAL EVENTS*

**Procedure: 4.413**

**Date Issued:**

**Revised:**

**PURPOSE:**

To establish planning requirements for Department operations at special events.

**POLICY:**

Most special events require additional personnel and resources to handle those problems normally associated with increased traffic volume and large crowds. The Department will attempt to alleviate those problems by proper planning and staffing for these events.

**DEFINITION:**

A special event may be defined as an activity such as a parade, athletic contest, or public demonstration or celebration that results in an increase in the normal police services required for the control of traffic, crowds, or crime.

**PROCEDURE:**

1. The Operational Lieutenant is responsible for the Department's coverage of a special event. This responsibility includes the planning, coordination and supervision of personnel detailed to the special event.

2. The Department's effectiveness in handling special events depends on contingency plans relative to the events; therefore, a specific plan will be developed by the Lieutenant. This plan will include:

the type of special event;

manpower required, uniformed and plain clothes;

deployment of manpower, including times needed and fixed post assignments, if required;

written estimates of traffic, crowd control, and crime problems expected;

overall logistic requirements, including feeding, transporting, equipping, maintaining, and relieving personnel assigned to the event;

equipment needed, (barricades, radios, traffic vests, vehicles, etc.); and,

coordination required within and outside the Department.

3. The Lieutenant will contact the appropriate departments, (fire, public works, health, etc.) and coordinate plans and exchange information regarding job functions at the event. He will also coordinate the exchange of information with other law enforcement agencies involved in the event.

4. The Lieutenant will submit the plan to the Chief of Police before the event is scheduled to start. The plan will be disseminated to all personnel assigned to the event to ensure they are aware of their individual responsibilities.

5. When possible a briefing will be held for all personnel just prior to the starting of the event.

6. The Lieutenant will submit an after-action report that evaluates the police coverage of the event and any deficiencies experienced along with recommendations for improvements in future special event coverage.