



COTTAGE CITY POLICE DEPARTMENT

GENERAL ORDER

SUBJECT: **PLANNING FOR SPECIAL EVENTS**

NEW REVISED RESCINDS

APPROVED: *GM*
GEORGIA MILTENBERGER
ACTING CHIEF OF POLICE

Effective Date 8/22/2018

I. POLICY

The Department will plan for special events that come to its attention and for which Cottage City Officers will be deployed. A special event is an activity, such as a parade, festival, public demonstration, large party/wedding, that results in the need for traffic control, crowds, demonstrators, or crimes.

II. SPECIAL EVENT PLAN

A. Each Special Event Plan will consist of at least the following:

1. If and how Cottage City Officers will be deployed, including any PGPD special operations or other personnel from other Departments.
2. Designation of a single person or position as supervisor and coordinator for the event's coverage.
3. A written estimate of traffic, crowd control, and crime problems expected.
4. Logistical requirements.
5. If traffic will be directed and controlled, how will this be accomplished.
6. Coordination inside and outside the Department and whether other agency personnel will be utilized.

B. Critique/After Action Report

1. Each plan will be reviewed/discussed with the Sergeant or Lieutenant prior to the event.
2. A copy of each completed Plan will be submitted to the Chief for station files.
3. The person preparing the Plan may keep a copy for his/her records.
4. After the event, the preparer of the Plan will submit to the Chief of Police, via the chain-of-command, a brief/concise report concerning the event.