

	MARICOPA COUNTY SHERIFF'S OFFICE POLICY AND PROCEDURES	
	Subject MANAGEMENT OF SPECIAL EVENTS	Policy Number EA-9 Effective Date 04-26-24
Related Information EB-7, <i>Traffic Control and Services</i> GJ-16, <i>Incident Command System</i> GJ-33, <i>Significant Operations</i>	Supersedes EA-9 (02-06-24)	

PURPOSE

The purpose of this Office Policy is to establish guidelines and procedures for the management of special events to ensure the protection and security of members of the public, government officials, and dignitaries.

POLICY

It is the policy of the Office to coordinate and plan for special events involving members of the public, government officials, and dignitaries that require the presence or assistance of the Office for safety, security, order, and law enforcement action.

DEFINITIONS

Incident Action Plan (IAP): A documented plan containing the objectives established by the Incident Commander or Unified Command addressing operational tactics and planning, normally for the use and/or availability of **considerable** overall support activity/resources required for the planned operational period.

Operations Plan (OP): A documented plan containing the objectives established by the Incident Commander or Unified Command addressing operational tactics and planning, normally for the use and/or availability of **minimal** overall support activity/resources for the planned operational period.

Posse Member: An at-will volunteer who has, at a minimum, completed the Basic Posse Training Level.

Reserve Deputy: A volunteer Arizona Peace Officer Standards and Training Board (AZPOST) certified peace officer who has joined the Sheriff's Reserve Deputy Program and completed the Office approved Field Training Program.

Significant Operation: Any pre-planned patrol operation, involving ten or more MCSO personnel, including reserve deputies and posse members, which involves traffic stops of vehicles.

Special Event: A large public gathering such as a parade, athletic contest, concert, or any other event which would require additional personnel from several different areas within the Office.

Very Important Person (VIP): A government official, a dignitary, or any special guest.

PROCEDURES

1. **Special Event Management:** The responsibilities, management, and operations by Office personnel for a special event shall be coordinated and planned to ensure the safety and security of members of the public, government officials, and dignitaries requiring the presence or assistance of the Office, in addition to those working the event. The development of either an *Incident Action Plan (IAP)* or an *Operations Plan (OP)* shall

be completed by the affected district commander or designee, and approved by Office executive command in reasonable advance of any event, or as otherwise specified in this Office Policy.

- A. Office personnel necessary to manage and operate an event include but are not limited to: personnel assigned to the Enforcement Support Division; the Intelligence Information Division; the Sheriff's Transportation Division; reserve deputies; posse members; deputy service aides; and any other available Office personnel who may be required for the control of traffic, crowds, criminal activity, or criminal intelligence gathering.
 - B. Due to the sensitive nature of the information contained in these documents, **IAPs and OPs are considered For Official Use Only** and may be shared only with persons involved in the incident. **IAPs and OPs shall not be disseminated to members of the public except through a public records request with the Legal Liaison Section.**
2. **Special Event Incident Commander Responsibilities:** The district commander, or designee having a special event occurring within their geographical area shall act as the Incident Commander, and shall be responsible for the completion of either an IAP or an OP dependent on the overall scale of the operational requirements necessary for the event. Specific responsibilities and considerations include the coordination of other affected Office personnel, outside agencies, and all other efforts to effectively manage and utilize all available resources for deployment. The district commander or designee should also prepare an *Incident Action Plan* (IAP) or an *Operations Plan* (OP) for special events in their area of responsibility, as specified in Office Policy GJ-16, *Incident Command System*. Required documents can be located on the Office shared drive in the Official MCSO Forms Folder. If a special event meets the requirements of a Significant Operation, procedures shall be followed, as specified in Office Policy GJ-33, *Significant Operations*.
 3. **Pre-Special Event Analysis:** The district commander, or designee shall compile data and information to analyze the area that the event is to be held in order to estimate traffic, crowd control, and possible criminal activity anticipated during the special event. This analysis will help determine the number of personnel required to effectively handle the event and provide an estimate of other required logistical resources. Logistical resources may include, but are not limited to, the following:
 - A. Vehicles;
 - B. Communications;
 - C. Medical services;
 - D. Media coordination;
 - E. Food service support if needed;
 - F. Custody bureau support; and
 - G. Reserve deputies and posse members.
 4. **Traffic Control Plan:** Traffic control guidelines and procedures are specified in Office Policy EB-7, *Traffic Control and Services*. When a special event is expected to have a large volume of vehicular and/or pedestrian traffic, the affected district commander or designee shall anticipate the need for traffic control at the event. This traffic control plan shall include the following considerations:
 - A. The time, location, and anticipated attendance;

- B. The use of the perimeter streets to their maximum advantage for traffic flow to and from the event;
 - C. The number of sworn personnel needed for traffic control;
 - D. The number of sworn personnel needed for relief shifts; and
 - E. The need for temporary parking areas.
5. **Very Important Person (VIP) Security:** An Enforcement Chief or designee shall be responsible for coordinating Office personnel and resources required to ensure the security and protection of visiting Very Important Person(s) (VIP)s. An Enforcement Chief or designee shall be responsible for, but not limited to, the following:
- A. Determining the equipment required such as special vehicles, weapons, and body armor for Office employees and VIPs, to include the use of any Office vehicles for escort related purposes;
 - B. Identifying, planning, and surveying main and alternate travel routes;
 - C. Inspecting sites and facilities in advance of, and immediately prior to, VIPs arrival to address any security concerns;
 - D. Collecting and disseminating intelligence regarding threats made against the VIP, possible public demonstrations, and past security incidents;
 - E. Coordinating security and escort operations with private or government agencies;
 - F. Identifying the nearest first aid, ambulance service, medical facilities, and establishing a travel route in case of an emergency;
 - G. Establishing the type of communications to be used and assigning primary and alternate radio channels;
 - H. Designating the type of identification non-uniformed personnel will wear; and
 - I. Communicating and coordinating with other agencies when jurisdictional boundaries are crossed.