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|  | <b>SECTION:</b>   | <b>OPERATIONS</b>                       | <b>OPR-246</b> |
|   | <b>CHAPTER:</b>   | <b>SPECIAL INCIDENTS AND SITUATIONS</b> |                |
|   | <b>DIRECTIVE:</b> | <b>SPECIAL EVENTS</b>                   |                |
|   |                   |   |                |

**246.01 SUMMARY**

Special events can create unusual problems: vehicular and pedestrian congestion are more complex, emergency situations more likely, and the safety of participants more critical. This directive describes Department guidelines for handling a Special Event.

**246.02 RESPONSIBILITIES**

**DIVISION DEPUTY CHIEF** – Upon learning of a special event, the Division Deputy Chief normally assigns the Day Shift Commander (or applicable Commander) to participate in the civilian planning for the event. The Division Deputy Chief may assign other Supervisors to coordinate other police responsibilities related to the event.

**DAY SHIFT COMMANDER** – Plans the traffic control, security, and crowd control. The Day Shift Commander will forward any plans to the Division Deputy Chief for approval.

**246.03 PLAN ELEMENTS**

Depending on the event, plan elements may include:

- **EVENT** – Time, location and anticipated attendance.
- **PARADE** – Parade route and coordination with other public service and transportation agencies to adjust service schedules. Also, advise the Grand Junction Regional Communications Center to notify the appropriate agencies of any pertinent street closures.
- **EMERGENCY ACCESS** – Adequate emergency service (including fire and ambulance) access to the scene of the Special Event as warranted.
- **POINT TRAFFIC CONTROL** – Determine need.
- **PUBLIC NOTICE** – Adequate publicity of the Special Event location and any changes in street use, parking availability, or public transportation services.
- **PARTICIPANT ACCESS** – Identification of persons working directly with the event to assist them in crossing police lines. They may include event promoters, vendors, and press members.
- **TRAFFIC FLOW** – Provide for entrance and exit of vehicles and pedestrians, adequate parking, and alternate routes for through traffic. Also, identify the need for temporary traffic controls and parking restrictions.