
	<b>GAITHERSBURG POLICE DEPARTMENT</b>		
	<b>Planning for Special Events</b>		
	<b>GENERAL ORDER</b>	<b>1003.1</b>	
<b>Effective Date</b>	<b>03/16/2015</b>	<b>46.2.7.</b>	
<b>Authorized by:</b>	<b>Mark P. Sroka</b> CHIEF OF POLICE	SIGNATURE	DATE

**I. DEPARTMENT POLICY**

It is the policy of the department to plan for special events which attract large crowds and substantially increased traffic volume.

A special event is an activity, such as a parade, festival, athletic contest, or public demonstration that results in the need for the control of traffic, crowds, or potential crimes.

The Department Traffic Sergeant is assigned the coordination of special events and work closely with other city representatives during the planning and implementation of police services.

**II. SPECIAL EVENT PLAN**

**A. Plan Content**

1. Each Special Event Plan will consist of at least the following:
  - Deployment of operations personnel, including any need for special operations personnel;
  - Designation of a single person or position as supervisor and coordinator for the event;
  - A written estimate of traffic, crowd control, and crime problems anticipated;
  - Logistical requirements;
  - Direction and control of traffic patterns; and
  - Coordination of personnel from within and outside the department.

**B. After-Action Report**

1. In most cases, the event coordinator meets with representatives from outside agencies and other city departments to review and

evaluate the most recent special event.

2. Each Special Events Plan includes an After Action Report which is submitted by the Event Coordinator. The Report will evaluate all aspects (i.e., lessons learned, suggested actions for future events, etc.) of the event in order to provide for continuous improvement and to aid in the planning of subsequent events of a similar nature. At the discretion of the Event Coordinator, the After Action Report will be sent by memorandum to the command staff and the Accreditation Manager.