
SPECIAL OPERATIONS

SPECIAL EVENTS

Purpose: The purpose of this directive is to establish a uniform process for the planning and response to special events.

Policy Statement: It is the policy of the North Little Rock Police Department to provide planning for special events in order to facilitate the event and to establish standards for police response in order to protect life and property.

Definitions:

Special Event: Any organized formation, parade, procession or assembly which may include animals, vehicles, or any combination thereof, which is to assemble or travel in unison on any street and which does not comply with normal or usual traffic regulations or controls; and any organized assemblage of fifty (50) or more persons at any public park or facility which is to gather for a common purpose under the direction and control of a person(s); and any other organized activity conducted by a person for a common or collective use, purpose or benefit which involves the use of, or has an impact on, other public property or facilities and the provision of City public safety services in response there to.

Event Sponsor: The person or group requesting service. The event sponsor may be affiliated with the City or may be a private enterprise.

City Staff: Any employee of the City of North Little Rock.

Summary of Changes: New format

1. General

- 1.1 The responsibility for the coordination, planning, supervision, and operation of special events shall functionally rest with the Patrol Division Commander or his/her designee.
- 1.2 As it is conceivable that the Department may not be able to staff all special event requests, The Department reserves the right to decline to participate in a special event or to regulate that event so that it does not create an unreasonable burden on City or Department resources.
- 1.3 The Department reserves the right to withdraw from or modify our participation in a special event when it is in the best interest of the City and Department to do so.
- 1.4 Any dispute over the need of projected services shall be directed to the Chief of Police.
- 1.5 It will be the responsibility of the event sponsor to secure all necessary and required inspections, permits, and licenses.

2. Pre-event Procedures [CALEA 46.2.7]

- 2.1 All requests for police services for special events shall be forwarded to the Chief of Police or his/her designee.
- 2.2 A copy of the request shall be forwarded to the Patrol Division Commander.
- 2.3 Upon receipt of a request for police services, the Patrol Division Commander or their designee shall determine the nature and type of resources necessary to sufficiently staff and police the event.
 - 2.3.1 A preliminary estimate of the services necessary, including the number of hours and cost estimates shall be forwarded to the Chief of Police or his/her designee.
- 2.4 The Patrol Division Commander or his/her designee will appoint an event commander, based on the size and nature of the event.
- 2.5 The event commander shall:
 - 2.5.1 Maintain a record of total hours worked by all members and other expenses associated with planning and staffing the event such as meetings and site visits,
 - 2.5.2 Develop an event operations plan,
 - 2.5.3 Carry out the provisions of the plan, and
 - 2.5.4 Secure all necessary equipment and logistical support from the various department units, divisions, and city agencies.
- 2.6 The operations plan should include, but is not limited to:
 - 2.7.1 Designation of the event commander and event supervisors,
 - 2.7.2 Personnel assigned with call signs,
 - 2.7.3 Event sponsor and contact person(s),
 - 2.7.4 Nature of the event and hours of operation,
 - 2.7.5 Location of event,
 - 2.7.6 Appropriate uniform(s),

- 2.7.7 Vehicle/equipment needs,
 - 2.7.8 The function/responsibility of assigned personnel,
 - 2.7.9 Radio communications plan,
 - 2.7.10 Written estimate of traffic, crowd control and crime problems expected for the event if any,
 - 2.7.11 Contingency plan for traffic direction and control, including designated emergency ingress and egress routes,
 - 2.7.12 Coordination with other city agencies,
 - 2.7.13 Coordination with other law enforcement agencies if any,
 - 2.7.14 Location of the necessary posts such as command, security, press, arrestee holding, etc., and
 - 2.7.15 Contingency plans for response to civil disobedience/unlawful behavior and the handling of individuals taken into custody.
- 2.8 The operational plan shall be forwarded to the following as soon as completed:
- 2.8.1 Patrol Division Commander,
 - 2.8.2 Communications Center,
 - 2.8.3 Watch Commander scheduled for duty on the date(s) of the special event,
 - 2.8.4 Assigned personnel, as appropriate, and
 - 2.8.5 Other concerned parties, as appropriate.
(FD, MEMS, Neighborhood Services)

3. Event Procedures

- 3.1 Every effort will be made to handle any special event without affecting regular police services.
 - 3.1.1 However, if additional resources or manpower appear necessary, the on-duty Watch Commander should be contacted for assistance.
- 3.2 In the absence of the designated event commander, the ranking event supervisor shall assume the functional supervision of the event.
 - 3.2.1 The on-duty Watch Commander shall assume command of the event if no event supervisor is available.
 - 3.2.2 Event supervisors will coordinate with event organizers to ensure a safe environment.
- 3.3 Except in the case of threat to life or serious injury, NLRPD members shall not close, stop, or delay an event or any part thereof, that has received the appropriate clearances, licenses, etc.
 - 3.3.1 Event supervisors may delay or close an event or shut down a portion of the event if the organization of the event has deteriorated and civil disorder as defined by statute has occurred.
 - 3.3.2 Opposition to constitutionally protected activities may constitute civil disorder but shall not, in and of itself, cause the event to be considered civil disorder.
- 3.4 Officers shall act professionally and use discretion in dealing with attendees of events, taking into account the nature of the event and the items available for sale or consumption.
- 3.5 Officers shall not participate in any event function that will adversely affect their ability to perform their duties or reflect negatively on the Department.
- 3.6 Officers shall be mindful of their duties to watch for threats, criminal activity, and unsafe activities and not focus attention on the event activities such as concert, entertainment, etc.

4. Movie Production/Filming/Still Photography

- 4.1 Vehicles: The NLRPD at the discretion of the Chief of Police may allow the use of police vehicles, unmarked or undercover police vehicles upon written request.
- 4.2 Police Personnel: Members may be assigned to perform services in the capacity of on-duty police officers as required for security and traffic control.
 - 4.2.1 Members may be filmed in productions with an advance written request and permission from the Chief of Police.
- 4.3 Uniforms and Badges: The Department's uniforms, badges, logo and vehicle emblems shall not be used or depicted in any film or still photography without the expressed written consent of the Chief of Police.
- 4.4. Other potential hazards may require the inclusion of special conditions relative to the event to provide the necessary safe guards, such as use of simulated assault weapons and pyrotechnics including but not limited to assault weapons, pyrotechnics, explosives, flame, smoke, fog and flammable liquids.
 - 4.4.1 The Chief of Police must be notified in advance of the planned use of look-a-like weapons in any filming or print media event. The notice must specify the planned date, time, location, production schedule, and days upon which such use shall take place.
 - 4.4.2 Signage: The Department may require posting of signage advising the public that filming is in progress with the use of replica, look-a-like weapons

5. Unplanned Events

- 5.1 Due to the nature of police services, some special events may be unplanned and unexpected. In circumstances such as those, the on-duty Watch Commander shall be responsible for the planning and operation of such an event.
- 5.1.1 The Watch Commander shall notify the Patrol Division Commander or their designee as soon as possible.
- 5.2 In response to the unplanned special event, the on-duty Watch Commander should plan and execute their operations as closely as possible to the procedures outlined in this policy directive.
- 5.3 If the unplanned event results in the need for resources beyond those available in the form of on-duty personnel, the Watch Commander shall contact the Patrol Division Commander, or their designee, in order to initiate the allocation of additional resources.
- 5.4 Care shall be taken to insure unplanned special events and critical incidents are not confused. Critical incident response shall conform to PD 40-1.

6. After Action Report

- 6.1 An After-Action Report (AAR) shall be required after all special events.
- 6.2 The event commander shall complete the AAR.
- 6.3 The AAR shall include the resources utilized, personnel used, staff pay status (on-duty, overtime, outside work agreement, etc), total man-hours, and any comments regarding the special event for future reference. Copies of the completed After-Action Report shall be forwarded to:
 - 6.2.1 Chief of Police, and
 - 6.2.2 Division Commanders.

Mike Davis
Chief of Police