



Helen Police Department

Standard Operating Policies and Procedures

Chapter E-041	Effective Date:	August 1, 2022	# of Pages:	3
Special Events	Revised Date:		Distribution Authorization:	<i>Alonna C. Barrett</i>
	Special Instructions:			

I. PURPOSE

To establish protocol for the handling and control of all planned special events within the City of Helen. To provide for the safety and protection of those in attendance.

II. POLICY

The Helen Police Department will provide adequate personnel to maintain and control all City permitted and planned events. Officers will be utilized in designated locations to provide for the safety of those individual who attend the event, and to control or direct vehicular and pedestrian movement.

III. PROCEDURE

A. Deployment

The captain will be responsible for the coordination and supervision of all manpower needs for any planned event within the City of Helen, which requires more than providing ordinary shift coverage, and / or as directed by the Chief of Police. Other than the captain, the supervisor or officer assigned with the task of planning any event will be referred to as the Event Coordinator.

The Event Coordinator will consult with the supervisor(s) of the shift(s) involved in the event time frame to formulate plans and

contingencies. The plans will address the following concerns when applicable:

1. Written estimate of traffic density;
 - a. Pedestrian; and
 - b. Vehicular.
2. Planned patterns of traffic flow;
 - a. Ingress;
 - b. Egress; and
 - c. Traffic contingency plans, including changes.
3. Crowd size estimates and control procedures;
4. Street Closings;
5. Designated one-way street, if any;
6. Parking for emergency vehicles;
7. Establish no parking zones;
8. Traffic control positions;
9. Equipment required; and
 - a. Barricades; and
 - b. Traffic cones.
10. Additional assistance, if needed

Note: If the special event is a private event, it will require reimbursement to city for the costs of additional personnel. If the officers will be contracted in an off-duty/extra duty capacity, refer to A-115 secondary employment.

B. EVENT COORDINATOR RESPONSIBILITIES

The Event Coordinator will review the submitted event application to assist in planning for each special event, which ensures adequate control(s) and safety for participants and

spectators of each event. The plan will include an estimate of the crowd size and any potential for disruption or violence by participants or spectators. Consideration will be made for those areas where the potential for criminal activity may occur as a result of the crowds associated with the event. The Event Coordinator should advise the detention supervisor of the White County Sheriff's Office to make arrangements to accommodate mass arrest situation, prior to the event if the potential for violence exist or if the event escalates.