

Santa Ana Police Department

Departmental Order #565 – Special Events Policy

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Purpose

The purpose of this order is to define the policy, procedures and responsibilities by which the Santa Ana Police Department processes permits for special events and staffs both permitted and non-permitted events when applicable. The procedures established within this order are compliant with the National Incident Management System (NIMS). The Incident Command System (ICS) will be utilized as the basis for planning and deploying personnel at all special events staffed by police personnel.

Background

Special events are extraordinary events that impact the city and department beyond regular day-to-day operations. Some of these events are planned (festivals, parades, block parties, film productions, processions, etc.) and recur each year while other events, such as demonstrations/rallies and marches may be unplanned. In order to ensure public safety it is critical that special events are well planned and staffed adequately. The Santa Ana Police Department has adopted the standards set forth by the Special Events FEMA Manual, Homeland Security Presidential Directive 5 and the National Incident Management System (NIMS) in the deployment of personnel during special events.

I. Special Events Unit Function

The Special Events Unit is responsible for coordinating special events that occur on public and private property throughout the city. This function requires the issuing of permits, formulating plans, coordinating officer/security deployment, overseeing street closures, obtaining insurance clearance and securing approval from the other affected city agencies. An assessment for each event is made prior to final permit approval. The assessment is designed to determine the effect the event will have on items such as the location, traffic, residential and business access, and police resources. The goal of the Special Events Unit is to assist the promoter/petitioner in having a successful event while simultaneously maintaining public safety and ensuring the resources of the department are efficiently and effectively utilized.

II. Special Events Unit Personnel

A. Commander

The Special Events Unit is under the direction of the Homeland Security Division Commander. The Commander gives the final approval for all event police staffing and operation plans. The Commander directs all the unit's activities and functions and is ultimately responsible for the unit's success in accomplishing the department and unit's goals and objectives.

B. Sergeant (Special Events Coordinator)

The Special Events Sergeant provides direct supervision for the event planning staff, which includes a Corporal/Officer and a Police Community Services Specialist (PCSS). The Sergeant directs planning, scheduling, and execution of police services for events requiring city permits and as designated by the Homeland Security Division Commander. The Special Events Sergeant is designated as the Santa Ana Police Department's Special Events Coordinator.

C. Corporal/Officer

The Corporal/Officer working within the Special Events Unit is responsible for researching, planning, staffing, and implementing police operations for special events. The Corporal/Officer will also assist the

Sergeant in preparing Incident Action Plans, After Action Reports, and Corrective Action Plans and will maintain records of these documents.

D. Police Community Service Officer (PCSS)

The PCSS is responsible for accepting the initial permit application, checking it for accuracy and completeness. Additionally, the PCSS will coordinate meetings with organizers, promoters, and city staff as necessary to ensure compliance with the Santa Ana Municipal Code and other applicable laws.

III. Special Events Process/Procedure

1. Petitioner/Promoter submits a permit for an event that may take place on either public or private property
2. Special Events staff reviews the permits for accuracy, completeness and distributes to other city departments and the affected police department commander, if applicable for review.
3. Special Events staff reviews Santa Ana Municipal Codes and other pertinent laws that may have an impact of the proposed event
4. Special Events staff hosts a series of meetings with the petitioner/promoter and other city departments to determine the feasibility of the event and mitigate or resolve any issues
5. Special Events staff conducts a threat and vulnerability assessment of each event using U.S. Department of Homeland Security guidelines as well as information obtained during the meetings and previous events.
6. Final approval is granted once compliance with applicable laws and public safety concerns are addressed.
7. The Special Events Unit is responsible for the scheduling, staffing and deployment of personnel for all events processed by the described procedure.
8. Upon completion of an event an After Action Report will be completed by the designated incident commander as requested by the Homeland Security Division Commander. The After Action Report will serve to identify areas of improvement for subsequent events.

IV. Staffing

Due to the unique knowledge possessed by Special Events staff and the established relationships with petitioners/promoters the Homeland Security Division Commander may elect to designate deployment positions to the Sergeant, Corporal/Officer and non-sworn personnel directly assigned to the Homeland Security Special Events Unit. Additionally, sergeants assigned to any special event will be designated as the incident commander of the event unless otherwise relieved by a commander or another sergeant who will fulfill the indent command function. For smaller events that do not require a sergeant, the corporal or the most senior officer assigned to the event if there is no corporal will be the incident commander.

All events that require a police deployment will have one incident commander and will transition to a unified command as necessary. Special events that require the deployment of various divisions/units

(i.e. Traffic, Mounted, etc...) will work under one incident command system. The use of one incident command system does not eliminate the autonomy necessary for any such division/unit to accomplish their objectives (i.e. ensuring efficient traffic flow/clearing an area of spectators etc...). The use of a single incident command system will increase the continuity of police services by all divisions/units becoming aware of the overarching public safety mission for a specific event. Additionally, the use of the incident command system structure will allow the designated incident commander to more effectively plan and organize a response and acquire resources in the event of a civil disturbance or catastrophic event that may occur during the deployment.

Other than the provisions made for Special Events staff based on their knowledge and expertise, all other positions will be apportioned among employees of like classification and assignment. The Special Events Sergeant will post all overtime positions on the SAPD Intranet as soon as practical after final approval of the event. If an event requires staffing of on-duty personnel from any bureau in the police department the affected division commander shall be contacted for approval. If personnel have not signed up for the overtime within two days of the event the Homeland Security Division Commander may consider other alternatives to provide the necessary police services to ensure public/officer safety.

V. Operational Plans

All special events will have an operational plan that is generated by the Special Events Sergeant. The designated incident commander will have the discretion to modify the operational plan as deemed necessary. During a major event the incident commander will be of the rank of commander or higher. During major events the incident commander, field commanders and any special detail commander assigned to a major event will work collaboratively on the tactical planning of the operations plan. Any division/unit that generates an operational plan for their area of responsibility must submit the plan to the incident commander to ensure continuity with the overall mission of the event. The information gathered and generated through the permit process and threat assessment will determine the complexity of the operational plan. All plans will be submitted to the Special Events Coordinator and filed with the Homeland Security Division at the conclusion of the event.

The Senior Management Team shall determine/approve the mission of major events when it is foreseeable that the event will/may occur.

VI. After Action Report

All After Action Reports regarding special events will be submitted to the Special Events Coordinator for filing and corrective action as necessary. When submitting an After Action Report, incident commanders should include the following:

1. Incident Summary
2. Background
3. Planning/Response
4. Department Incurred Costs (if applicable)
5. Lessons Learned

6. Strengths

7. Conclusion

VII. Special Event Exceptions

The following events will continue to be staffed and organized by the respective policing districts, the public information office,

A. SWAT or The Community Relations Team:

Community events where police personnel are requested for public relations purposes only (i.e. Health Fair, neighborhood clean up, career days etc...) and no permits are required or requested.

B. Crimes Against Persons Division:

With events that are political in nature or deemed highly sensitive, the Crimes Against Persons Division may elect to coordinate with the Homeland Security Division if additional resources or planning are necessary.

C. The Traffic Division:

Permit and non-permitted events that only require Traffic personnel (i.e. processions, charity rides etc...) will be forwarded to the Traffic Division for planning and staffing after the permit has been reviewed for accuracy and completeness by Special Events Unit staff.

D. SWAT:

Events solely involving dignitary protection. SWAT will work collaboratively with the incident commander if the event is staffed by other police personnel in addition to the dignitary protection element.

VIII. Collection of Fees

The Special Events Unit will process all permit fees collected from petitioner/applicant.