



SYKESVILLE POLICE DEPARTMENT

Special Events Plan

General Order 6-27

Effective: 08/25/17

Authorized by: *Michael A. Spaulding* Chief of Police

I. PURPOSE

To provide the procedures for the planning, execution, and reporting of special events held within the Town of Sykesville.

II. POLICY

It is the policy of the Sykesville Police Department to support all bona fide special events that are held within the town limits. For purposes of this General Order, a bona fide special event is one in which the organizers have submitted a Town of Sykesville Special Events Permit Application, which has been reviewed and approved by all required Town Department heads.

III. PROCEDURES

A. Special Events Plan

Special events are any activities that may involve large amounts of vehicular and/or pedestrian traffic. These may include parades, athletic events, public demonstrations, and road maintenance. Officers will assist in control of movement in the area to ensure no unusual problems.

1. A Group Supervisor shall be responsible for the scene of all special event details. The Group Supervisor will determine what personnel are needed to effectively and efficiently oversee the event. A Special Events Checklist (SPD Form #24) will be completed for all special events, and will be maintained on file at the completion of the event.
2. A written estimate will be made of the expected traffic and crowd, and notations will be made of any crime or crowd control problems.
3. Pre-planning meetings will be held with allied agencies, such as State and County Highway Departments and law enforcement officials to coordinate plans and exchange information. Travel routes, including contingencies, will be carefully planned to allow for normal and emergency activities to continue with a minimal amount of disruption. Emergency services (Fire and EMS) will be provided unrestricted access.
4. If a closure of a State roadway is necessary, a Maryland State Highway Administration Special Event Permit will be required. This form is to be completed by the event organizer and delivered to the Police Department. Police Department personnel will then review and obtain other agencies'

signatures, as required. The completed form will then be mailed to the SHA Field Office in Frederick for final approval.

5. The Police Department will provide personnel for crowd control by the use of foot and mobile patrols as well as the use of Auxiliary personnel.
6. Logistical requirements shall be addressed. These should include the number of barricades, barricade positioning, fixed post assignments, and any other relevant considerations that will assist in a smooth and efficient operation. Personnel will be allotted adequate scheduled breaks during the course of the event. Assistance may be provided through Auxiliary and/or allied agencies.
7. Information regarding the event will be provided to the public at the earliest convenience to address road closures, detour routes, and any anticipated traffic or parking issues, as well as any changes or alterations of the event (parking, etc.). This will be accomplished through the use of Nixle Alerts, Facebook posts, and Town Newsflashes.
8. An after action report will be conducted by involved personnel immediately following the event, and the assigned event coordinator will complete an after-action report summary. This will be completed on page 4 of the SPD Form #24.
9. The completed Special Events Checklist will be submitted to the Chief of Police for final review prior to filing.

IV. CANCELLATIONS

This General Order cancels and replaces the following policies: General Order 46.1.11, entitled Special Events Plan, dated December 21, 2001.