



**California State University, Los Angeles**  
**Department of Public Safety**

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NUMBER: IV-30 APPROVED: \_\_\_\_\_  
Joseph Curreri, Chief of Police

EFFECTIVE: April 19,2012

SUPERSEDES: 5/15/2010 Reviewed/Revised: \_\_\_\_\_  
April 19, 2012

SUBJECT: **Special Events**

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I. PURPOSE:

To establish and maintain a procedure for the planning and operational management of special events at California State University Los Angeles.

II. POLICY:

The University Police will plan and coordinate law enforcement activities related to special events requiring public safety support in a effort to provide the University community with the high standards of safety and security.

III. DEFINITIONS:

- A. Special Event. An activity, such as a parade, athletic contest, or public demonstration, that results in the need for control of traffic, crowds, or crimes; or, any event such as, but not limited to, fraternity, sorority, or other university related event that could result in a public safety response or interest.
- B. Special Event Coordinator. A supervisory position, usually a sergeant, who has been designated as the person in charge of special event planning. The Operations Lieutenant or Chief of Police designates this person and it may be a different person for each event requiring actions, or one person given the function as part of their normal job duties.

IV. PROCEDURES:

- A. Designation of a single person as the supervisor and coordinator for the coverage of a given event.
  - 1. A Command Officer or the Chief of Police will delegate the responsibility of the supervision of police response to a special event to one individual.
  - 2. The designated supervisor may be the Special Events Coordinator, usually a sergeant who has been given that responsibility as part of their normal duties, or someone assigned just for a specific event.
- B. All requests for special event services to be provided by the Division will be directed to the Operations Lieutenant or directly to the designated Special Events Coordinator.

- C. Special events may include but are not limited to:
1. Parades;
  2. Entertainment and sporting events; and
  3. Other activities increasing traffic and or pedestrian flow.
  4. Other activities that are of special interest to law enforcement.
- D. The Special Events Coordinator will be responsible for planning and coordinating services or special events including , but not limited to:
1. Intradepartmental functions;
  2. Concurrent jurisdictional functions
  3. Procurement, distribution, maintenance and replacement of equipment;
  4. Personnel assignments; and
  5. Specific duties for special operations personnel that may include -
    - Bomb squad units;
    - Dignitary protection;
    - Escorts;
    - Hazardous materials technicians; and
    - Critical Response Unit (CRU).
- E. All special events will be documented within the ARMS system. Event Coordinators will, upon being assigned a special event, obtain a DR# for the event. For all special events wherein the Mobile Command Vehicle is not used, a single MO code will be used which is CP018. When the Mobile Vehicle is used in support of a special event, only the MO code of CP019 will be used. Special events that are of critical nature [i.e., confidential] will not be documented into the ARMS system until the special event has been concluded. For all critical natured special events, the only entry into arms will be made in the narrative section which shall read, “Special Event-Confidential”. All entries will be the responsibility of the Event Coordinator. Contents of the written flow logically, and the special event report will include, but not limited to, the following information:
1. Synopsis of the event [what is being planned, anticipated number in attendance, locations, etc];
  2. Operational Plan;
  3. Follow-up reports [such as meeting attended in support of the event];
  4. Traffic flow charts;
  5. Personnel deployment charts; and
  6. After-action reports.
- G. Prior to each special event, the Event Coordinator or assigned supervisor will formulate a written plan when appropriate and conduct an operational briefing with involved personnel before the event addressing the following.
1. Traffic and crowd estimates:
    - a. impact on control efforts;
    - b. coordination of the event in relation to safety;
    - c. ingress and egress of vehicles and pedestrians;

- d. the efficient use of personnel via pre-designated assignments; and
  - e. contingency planning related to traffic direction and control, including entry to and exit from facilities utilized, and notification of neighboring agencies, if required.
2. Estimated crime escalation projections and the design of any required specific enforcement functions.
  3. Logistical requirements for personnel and equipment:
    - a. Uniform to be worn or clothing certified for wear depending on assignment;
    - b. Radio and communications;
    - c. Transportation to and from posts assigned; and
    - d. Length of operation.
  4. Coordination inside and outside the department:
    - a. review of any requirement to notify surrounding jurisdictions and neighborhoods;
    - b. relief of officers assigned to stationary posts;
    - c. news media contacts and gathering points;
    - d. parking prohibitions;
    - e. emergency vehicle access;
    - f. notification to public transportation providers;
    - g. a designated explicitly chain of command for the operation.
- H. The Event Coordinator will coordinate with CSULA parking services to establish pre-event and post event traffic plans. A copy of the plans will be maintained in the Special Events Operations manual.
- I. The event coordinator will assign an individual to complete an after- action report following each special event. The report shall then be submitted to the Chief of Police, with a copy provided to the Operations Lieutenant.
- J. The special event operations manual will be maintained and updated annually by the Events Coordinator. The manual will provide details concerning job assignment responsibilities, event procedures and phone information to assist personnel working the special event.
- K. Staff resources and compensation will be provided according to a Public Safety Work Request.
1. Compensation shall include actual costs including benefits. This will be the employee's hourly rate of pay in overtime status multiplied by hours worked, plus benefits cost.
  2. Within 10 days after the event, cost factors will be finalized and sent responsible individual, department, or group.
- L. The overhead or administrative cost shall be \$50 or 7.5 percent of the total costs, whichever is greater.
- V. APPENDICES. None. (Note: the basic outline for a *special event plan* is available on the written directives CD distributed to all personnel.)