Subject: Special Events Plan
Number: 3.37
Effective Date: 10/22/20

Purpose: To establish security procedures during special events involving facilities and other locations under the control of the Sheriff’s Office. For the purpose of this directive, a special event is defined as any event outside normal business activities which require the Sheriff’s Office to provide security services. These events may include, but are not limited to, investitures, conferences, and public demonstrations.

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I. Requests for Security Services

A. All security services requests regarding activities occurring in a Sheriff’s Office Facility or the Circuit Courthouse must be directed to the Chief Deputy.

B. The Chief Deputy must determine if the Sheriff’s Office will provide the requested security service and assign logistical responsibilities to the Courthouse Security Section Supervisor.

II. Courthouse Security Section Responsibilities

A. The Courthouse Security Section Supervisor must ensure that a deputy assigned to the Courthouse Security Section communicates with the individual or agency requesting the security services and obtains the following information:

(1) The date and time of the event.

(2) Estimates regarding the number of persons expected to attend the event.

(3) Any information regarding possible threats against persons attending the event or other criminal activity which may be expected to occur at the event.

(4) The potential for VIP attendance at the event.
B. Based on the information obtained, the Courthouse Security Section Supervisor must ensure that an Incident Action Plan (MCSO22) is completed and submitted to the Chief Deputy. This Incident Action Plan (MCSO22) must detail all logistical requirements for the requested security service, to include:

(1) An estimate of traffic, crowd control and any criminal activity expected at the event.

(2) Naming the Detail Commander, location of command post, staging area, personnel needs.

(3) Plan objectives, intelligence or other information, contingency plans, incident conclusion preparations.

(4) Specific operational information such as scene security, perimeter information and evacuation plans.

(5) Logistical information such as communications, transportation and supply needs.

(6) Timesheet guidance and anticipated overtime.

C. If assistance is required from other agencies, a deputy assigned to the Courthouse Security Section must contact the appropriate agency.

D. At the conclusion of the event, the Courthouse Security Section Supervisor must ensure that an Incident Report (MCSO9) is completed and submitted to the Chief Deputy, describing the activities, resources used, problems noted, and suggestions for future events.

III. Cancellation

This directive cancels and replaces General Operational Procedures, Judicial Center Activities, Effective Date: 01/07/00.

AUTHORITY:

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10/22/2020