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- I. Policy

It is the policy of this Division to establish guidelines concerning the steps to be taken for analyzing events, V.I.P. situations, the criteria for granting event permits, the operational planning for V.I.P. situations and the establishing of event rating levels and enforcement strategies during the event itself. If a unique situation occurs that is not covered in this Directive, it is to be reported immediately through the chain of command to the Division Chief.

- II. Event Analysis

- A. *The Special Services Section performs event analysis duties.* Their goal is to gather sufficient information to determine what level of police service will be required to ensure that events are conducted safely and without incident. Special Services Section personnel work closely with the affected facility's staff in analyzing persons and groups in order to identify potential problems and security needs inherent in an individual event.
- B. Permit applications must be submitted to the unit at least two weeks in advance of the event to insure sufficient time for investigation.
- C. A Special Services Section officer will complete and event analysis form.
- D. The Special Services Section officer will meet with the Commander, Special Services Section, to review all pertinent data and establish an Event Rating Level for the function. This rating level will determine the number of park police personnel necessary to ensure adequate security. **Before a security plan is put into effect it must be approved by the affected Branch Commander.**
- E. Once a rating level has been established for a particular event, the Special Services Section officer will forward this information to the affected facility's staff. Facility staff will notify the permit holder of all findings and determine whether or not the permit holder is willing to agree to the security requirements established by the park police. If the permit holder agrees to the requirements, a permit will be issued and appropriate funds collected. If the permit holder does not agree, no permit will be issued. Facility staff will notify the Special Services Section of the event's cancellation.

Event Rating Levels are as follows:

LEVEL 3:

No security problems are expected. Problems that may occur during the event will be handled by on-duty personnel as needed. In the event that the permit holder requests security, the Patrol Commander or designee will assign an officer to develop a written plan for policing the event.

LEVEL 2:

Security and/or crowd control problems are foreseen. Provisions will be made for off-duty personnel (funded by the permit holder) and on-duty officers to be assigned to the facility for the duration of the event. The Patrol Commander or designee will designate a planner and an on-duty OIC who will be in charge of supervising and managing the event.

LEVEL 1:

The event is identified as having a high potential for security problems and violence. Provisions will be made for on-duty and off-duty patrol and special operations officers to be scheduled to work at the facility from at least one hour before, until one hour after the event. The Patrol Commander will designate a planner and an on-duty OIC who will be in charge of supervising and managing the event. The appropriate Montgomery County Police District Station Commander and the Fire Marshall's office will be notified and apprised of the nature of the event. The event planner will coordinate with both these agencies.

III. Area of Coverage

When more than one officer is assigned to an event, they will station themselves so they are able to completely monitor the event activities. If monies are being collected, at least one officer will be stationed at the collection point. Officers will not enter a crowded room in order to break up a fight or other disturbance without sufficient back-up. When more than one event is taking place in a building, officers will confine their attention to the event to which they are assigned unless a disturbance occurs that warrants immediate police intervention.

The OIC for a particular event will determine the mode of transportation for each officer assigned based on the nature of the event and the type and number of officers working.

IV. Radio Procedures

Assigned officers will receive a radio designation consistent with existing Division procedures. In the case of LEVEL 1 events, at least one park police dispatcher will be assigned to coordinate communications for the entire event.

V. Enforcement

Officers assigned to an event may encounter a myriad of violations. Officers will use discretion in issuing warnings or citations to violators. Officers assigned to patrol interior areas of a particular facility will not generally concern themselves with parking problems unless a hazard is identified. Officers assigned to patrol the exterior grounds will take immediate action when parking problems occur.

VI. Physical Arrests

In the case of violations warranting a physical arrest, officers will make every effort to promptly remove the violator from the area. If this is not possible, as in the case of an unruly subject, officers will direct back-up units to their exact location. All prisoner transports will be handled by an on-duty officer not assigned to the event.

The arresting officer will provide the transporting officer with the appropriate documentation/information. The transporting officer will be responsible for all processing and for taking the prisoner to the Montgomery County Central Processing Unit and/or releasing the prisoner to parental custody if he/she is a juvenile.

VII. Designated Pick-Up Points

The OIC of a particular event will establish designated pick-up points where officers may meet with district patrol cars, supervisors and prisoner transport officers as necessary.

VIII. V.I.P. Situations

When information or notification is received that a V.I.P. is attending an event on Commission property the Special Services Section will be responsible for conducting an event analysis to determine the level of police services needed. Information needed to determine an event rating level will include the status of the V.I.P., location of the event, travel routes, intelligence information (to include threat level), and expected attendance. Also needed will be the name of the contact person if the V.I.P. has their own security detail. Information gathered in the event analysis will be utilized in an event plan in accordance with the Division Directive "Event Planning". This plan will include at a minimum:

- A. Designation of a single person or position as supervisor and coordinator of any given security detail;
- B. Equipment requirements, to include consideration of vehicles, body armor for VIP's and security officers, and weapons for officers;
- C. Instructions for planning and reconnoitering travel routes and alternatives;
- D. Advance inspection for gathering intelligence information;
- E. Coordination of operations within the agency and with outside agencies;
- F. Identification of emergency first-aid, ambulance, and medical facilities;
- G. Communications; and
- H. Identification by designation, for example, specific uniforms or lapel pins.

Whenever another governmental agency is in charge of the V.I.P.'s security the Assistant Chief, *Patrol* Operations, will be immediately notified so that a liaison can be designated to coordinate Park Police services with the contact person.

**Approved Park Police Document
Signed Original on File**

End of Directive