

*Maryland-National Capital Park Police
Prince George's County Division*

DIVISION DIRECTIVE

TITLE EVENT PLANNING			PROCEDURE NUMBER PG466.0
SECTION Operational Procedures	DISTRIBUTION A	EFFECTIVE DATE 08/01/04	REVIEW DATE 08/01/06
REPLACES PG466.0 "Event Planning", issued 05/01/02			
RELATED DIRECTIVES PG306.0	REFERENCES CALEA 46	AUTHORITY Commander Larry M. Brownlee, Sr. - Division Chief	

I. PURPOSE

The purpose of this directive is to establish the procedures for use of the Division's Operation Plan Sheet and After-Action Report. The Operations Plan Sheet is used to plan for unusual or special events or occurrences, and document assignment plans. This procedure formalizes the planning process and requires that work details and assignments be planned and approved prior to implementation. This form prevents duplication of effort and provides complete documentation for future use. The After-Action Report summarizes and supports the outcome of the special assignment, event or occurrence.

II. PROCEDURES

- A. As outlined on the form, planning may be initiated at various levels throughout the Division. A primary planner or team of planners will be assigned to work with the affected community in devising the plan. The Operations Duty Officer (Manager) and/or designee will be responsible for directing and coordinating planning for unusual or sensitive occurrences. Preliminary review of all plans will be conducted by the planner's immediate supervisors and forwarded to the affected Area Operations Assistant Chief and/or designee.

- B. Any details requiring overtime monies shall be approved by the affected Area Operations Assistant Chief, or his/her designee, in advance of implementation. Any detail requiring an officer's regular work schedule to be changed shall have the change approved by the officer's affected supervisor, or his/her designee before implementation.

EVENT PLANNING

PG466.0

- C. Details requiring overtime monies shall be offered equally to all officers below the rank of Sergeant, regardless of assignment. Details requiring overtime monies that require supervisory rank shall also be offered equally.
- D. After review, by the Operations Duty Officer (Manager) and/or Supervisor, plans for unusual or sensitive occurrences will be reviewed by the affected Area Operations Assistant Chief for final approval.
- E. The Operations Plan Sheet (Attachment 'A') will be completed as follows:
 - 1. Information Regarding Detail Or Assignment:
 - a. **Event Name** - Assign name to the event utilizing information available, i.e., Montpelier Festival, Hispanic Festival, etc.
 - b. **Start Time/End Time** – Time event starts and ends.
 - c. **Date** – Insert the date of the activity or detail.
 - d. **Reporting Time** – Insert time officers are to report for assignment.
 - e. **Location/Park Number/RD** – Insert the park or facility name, the park number (N67) and the reporting district (31) of event location.
 - f. **Contact Person/Phone/Fax** – Name of person(s) planning and/or in charge of event or activity, their phone and fax numbers.
 - g. **Overtime Required** – Insert either yes or no, if yes number of hours.
 - h. **Primary Planner** – Insert name and ID number of officer responsible for planning and coordinating the activity or detail.
 - i. **Date Assigned/Date Complete** – Insert the date's that the detail was assigned to primary planner and the date the assignment was completed by the primary planner.
 - j. **Event OIC** – Insert the officers name and ID number who will be responsible for supervising the activity or detail.
 - k. **Number of Officers Assigned** – Insert the number of officers (units) assigned to the activity or detail.
 - l. **Patrol Methods** – Insert types of patrol activity to be used, i.e., foot, bicycle, motorcycle, mounted, and/or cruiser patrol, and traffic details assigned.
 - m. **Park Radio/County Radio Channel** – Insert radio channels to be used on assignment.
 - n. **Expected Crowd** – Estimated crowd size from past history of similar events, contact person(s) of event and similar events in other locations.

**EVENT PLANNING
PG466.0**

- o. **Special Crowd Concerns** – Notations will be made in regards to expected disorderlies, protestors, etc.
 - p. **Officers Working As** – Insert unit’s call numbers, special details, etc.
 - q. **Others Assigned** – Rangers, Volunteers, etc.
 - r. **Locations** – Insert where special vehicles will be located, i.e., Command Post, Cash Room, Fireboard, Event Liaison, Police Parking, Emergency Ingress/Egress, etc.
 - s. **Required Gear** – Insert what officers are required to wear (uniform of the day) and equipment needed for detail.
 - t. **Other Agencies** – Insert other agencies assisting with detail, use number of officers, call numbers, contact person and phone number.
2. Logistics
- a. **Plan of Action** – This will include instructions to the officers assigned, the need for special details, rotation and break schedules, comments on expected problems and/or violations, event specific policies, i.e., mandatory cover, zero tolerance, etc., event alcohol policy, and contingency plans to obtain more personnel, if needed. Also specific Division Directives will be noted and reviewed prior to the event and time and location of supervisor pre-event briefing.
 - b. **Intelligence** – All available resources should be used to develop reliable information on the event, group and security issues. Items that may contribute or detract from a problem, such as; opposing factions, amplified music or permitted alcohol, should be included in this section. Other resources available to the OIC should be mentioned in this section, such as: Volunteers and Rangers working as parking attendants or in a security capacity or any additional information that does not fit into another category may be added here.
 - c. **Event/Group History** – As many events are repetitive, a past history of the group and/or event can be used. This information can be retrieved from past after-action reports. Note any problems, issues or comments from past events.
 - d. **Special Resources** – Note any additional resources, to include Park Police Officers working in a part-time or programmed overtime capacity, and deployment of Volunteers and Park Rangers.
 - e. **Attachments** – A complete roster of officer’s working the event and a site map are mandatory. Any other document deemed relevant by the event planner may be attached.

**EVENT PLANNING
PG466.0**

- f. **Nearest** – Hospital, Firehouse, Prisoner Processing Facility, and Prince George’s County Police District Station will be noted in this section.
 - g. **Mass Arrest Plan** – An emergency contingency plan for mass arrest will be included for: arrest team, arrest transport team, and arrest processing team. Division Directive regarding this matter will be adhered to and included in the package.
 - h. **Crowd Control Duties** – This will include the Operation Duty Officers response to the scene and containment of the uprising. Assignments will be made for foot, motorcycle, bicycle, mounted and patrol officers, as available. This plan will also show how to handle a peaceful protest.
 - i. **Signature Section** – Signature’s of the Operation Duty Officer, Assistant Chief and Division Chief (if needed) and date of approval.
 - j. **Traffic Control Devices**- Plan for event.
3. After-Action Report (Attachment ‘B’)

A self-explanatory report to be filled out by the OIC after the assignment is concluded. This report should be completed within twenty-four hours after the event. Important information on the After-Action Report’s are:

- a. **Total Overtime, Compensation Time and Total Personnel Hours** – Insert the total number of hours worked by personnel and overtime used, whether adequate number of personnel were assigned.
 - b. **Approximate Crowd Size** – Insert number of persons in attendance, if real number is known use the real number. This is important for future planning of events.
 - c. **Number of Arrests** – Indicate number of arrests and/or citations issued during event.
 - d. **Comments** – A detailed assessment from the OIC or designee attending the event who will give a comprehensive analysis of the activity including unexpected outcomes, goals met and not met, and suggestions for improvement.
4. Event Critique

To be utilized by the appropriate Area Operations Manager (ODO) or designee when evaluating the event or detail. The event critique should be completed for the larger details/events planned.

EVENT PLANNING
PG466.0

III. V.I.P. Situations

When information or notification is received that a V.I.P. is attending an event on Commission property this will be included in the operations plan. Information 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 is the name of the contact person if the V.I.P. has their own security detail. This plan will include at a minimum:

- Designation of a single person or position as supervisor and coordinator of any given security detail.
- Equipment requirements, to include consideration of vehicles, body armor for V.I.P. and security officers.
- Instructions for planning and reconnoitering travel routes and alternatives.
- Advance inspection for gathering intelligence information.
- Coordination of operations within the agency and with outside agencies.
- Identification of emergency first-aid, ambulance, and medical facilities.
- Communications.
- Identification by designation, for example, specific uniforms or lapel pins.

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

End of Document