

COVINGTON POLICE DEPARTMENT STANDARD OPERATING PROCEDURE

Subject: PROCEDURES FOR SPECIAL EVENTS

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I. Purpose

To establish procedures for the coordination, direction and control of special events occurring in the City of Covington that are consistent with the police department's purpose of public safety and proper traffic regulation.

II. Definition

Special Event - refers to an activity such as a parade, athletic contest, public demonstration or private engagement that results in the need for police control of traffic, crowds, or crime prevention.

III. Application for Special Events

Any person, group or organization desiring to host a special event must apply for a permit from the City of Covington. The application is reviewed and approved by the Chief of Police, although final approval is by the City Manager. Once approved, the person in charge of the special event keeps the permit and a copy is forwarded to the Chief of Police.

IV. External Coordination of Special Events

The Chief of Police or his designee is the principle coordinator of all public and private special events requiring law enforcement service. Private special events such as film making, parties, wedding, etc. may require an applicant to hire off duty police personnel at an agreed rate of pay per hour. For public events, the Chief of Police may allow on duty personnel to assist or authorize off duty personnel to be paid overtime for the event.

V. Internal Coordination of Special Events

The Chief of Police shall coordinate plans for the event with the appropriate watch commander. A watch commander may be designated as the field coordinator of the special event. Planning for the event should include:

- A. The number of police needed for the event.
- B. Traffic control points.

- C. Strategic locations for crowd control.
- D. Possibility of criminal activity and methods of prevention.

Written estimates of personnel needed for traffic control, crowd control and crime prevention shall be made on the application.

VI. High Risk Events

If the special event involves a high level VIP and the need for additional security is required, the Chief of Police may authorize the deployment of the Emergency Services Unit in strategic areas. Likewise, if the event is one likely to invoke a disturbance, such as labor strike or protest, or if members of a subversive organization are likely to be present, the Emergency Services Unit may be deployed as a deterrent.

VII. After Action Reports

An after-action report will be completed by the officer in charge assigned to the event at the conclusion of the event. This report should outline problems encountered, mistakes made, recommendations for improvements, etc. The report will be forwarded to the Chief of Police.

This SOP supersedes any SOP previously issued.

BY ORDER OF THE CHIEF OF POLICE:

Stacey L. Cotton
Stacey L. Cotton
Chief of Police