

CHARLOTTESVILLE POLICE DEPARTMENT



Note: This directive is for internal use only and does not enlarge an officer’s liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense with respect to third party claims. Violations of this directive, if proven, can only form the basis of a complaint by the Charlottesville Police Department and then only in a non-judicial administrative setting.

Type of Directive: GENERAL ORDER	Number: 94-99
SPECIAL EVENTS	Date: October 24, 2019
VLEPSC Number: OPR.05.03	Manual Number: 570.10
	Effective Date: Oct. 24, 2019
Authorization: Chief R.M. Brackney <i>Rm Brackney</i>	Follow-up Date: As Needed

I. POLICY

It is the policy of the Charlottesville Police Department to handle special events (e.g. parades, demonstrations, etc.) in the City of Charlottesville in order to ensure the safety and well-being of the public and those involved. Special events will vary in duration and complexity. It will therefore be necessary to plan for each event separately.

II. PURPOSE

The purpose of this directive is to have established guidelines for the coordination, direction and control of special events. This is to ensure the safety of the participants, the members of the community and to minimize the disruption that the special event will have on traffic and the public.

III. DEFINITIONS

A. *Special Event*: shall refer to sports events, pageants, celebrations, historical reenactments, carnivals, music festivals and other entertainment, exhibitions, dramatic presentations, fairs, festivals, races (e.g., runs/walks), block parties, and other similar activities, conducted on public property.

IV. PROCEDURE

A. Coordinator of Special Events

1. The Support Operations Division Commander or their designee shall supervise and coordinate special events that require assistance from the Charlottesville Police Department.
2. The Support Operations Division Commander or their designee shall determine the type of police assistance necessary to handle the special event. If the assistance required is minimal, they may contact the Commander of the affected Bureau/Section/Unit/Shift and request that the event be handled by that Department component.

B. Request for Information

1. As soon as possible after notification that a special event is planned and will involve the assistance of the Charlottesville Police Department, the Support Operations Division Commander or his/her designee shall contact the organizers of the event and determine:
 - a. The nature of the event,
 - b. the date, time, and expected duration of the event,
 - c. the location, including any specific routes involved,
 - d. the number of participants,
 - e. any anticipated problems, and
 - f. any special permits required, if any.

C. Special Considerations

1. The following will be considered when planning for a special event:
 - a. A written estimate of traffic, crowd control and crime problems expected,
 - b. the number of personnel needed to handle the event,
 - c. the use of special operations personnel (e.g., tactical or negotiating units)
 - d. coordinate with other sections of the Department and with outside agencies, as well as those residences and businesses in the affected area,
 - e. logistics requirements,
 - f. advance inspection of sites,
 - g. the need for a special radio channel and the coordination of its use with the Emergency Communications Center (ECC),
 - h. the need to gather intelligence from various sources on groups planning activities which may involve violence, and
 - i. any post-incident reports, if applicable.

D. Direction and Control for Special Events

1. The Department will provide only that degree of traffic direction and control service in support of special events that is absolutely necessary.
2. The primary task of Department personnel conducting traffic direction and control in support of a special event is to assist motorist and/or pedestrians in the vicinity of the event. The following will be considered in the coordination of conducting traffic control and direction before and during the special event:
 - a. The perimeter of streets of the special event shall be used to its maximum advantage by eliminating or increasing parking space, making temporary one-way streets, and assigning members to key intersections for control.

b.The Department will need to determine and coordinate with other public service and transportation agencies, including railroad, mail and public works, if applicable, to provide an opportunity in adjusting the normal schedules for their services.

c.Adequate emergency service access will be provided to the scene of the event, including fire and ambulance services.

d.The Department will provide for adequate crowd control. The use of cones or other appropriate barriers may be used along the route of the special event with members stationed at intervals as needed.

e.The Department will issue adequate publicity for any changes or alterations in street utilization, parking availability, public transportation services, and the location of the special event.

f. Provisions will be made for identifying those persons working directly with the event to assist them in crossing police lines. This includes promoters of the event, vendors and press personnel.

g.Provisions should be made to provide an adequate personal break to Department personnel who are providing traffic and control services. The personal break shall be consistent with the scheduled or anticipated duration of the traffic direction and control services.

h.If traffic direction and control services are to be provided in support of the special event by private sources, the Department will review those services and their duty assignments prior to the event to ensure their adequacy.

E. The provisions of this directive shall be periodically reviewed and updated as needed.