
	<b>Florida State University Police Department</b>	
<b>SPECIAL EVENTS POLICY</b>		
Revision Effective Date: 09/05/17	<b>General Order 901</b>	Attachments: None
Rescinds/Amends: Rescinds: 14-21A (02/28/14), 10-21A	Distribution: Department-Wide	CFA Reference: 17.09
	Pages: 2	

## **Special Events Policy**

### **Purpose**

The purpose of this general order is to establish and maintain a procedure for the planning and operational management of large or unique special events at the Florida State University. The Department should develop a written plan for handling each individual special event. The policy should also establish procedures for the coordination of Department functions with other agencies.

### **Procedures**

#### **A. Administrative Command**

1. The Operations Division, Special Operations Lieutenant shall be responsible for planning and coordinating services for special events [CFA 17.09 A].
2. All requests for special events services to be provided by the Department shall be directed to the Operations Division, Special Operations Lieutenant.

#### **B. Responsibilities**

1. Prior to a large or unique special event, the Operations Division, Special Operations Lieutenant shall create and submit an operational plan to the Chief or designee outlining:
  - a. Estimates of traffic, crowd control and crime problems;
  - b. Logistical requirements for personnel and equipment [CFA 17.09 B];
  - c. An explicitly designated chain of command for the operation;
  - d. Intradepartmental and outside agency functions [CFA 17.09 C];
  - e. A contingency plan for traffic direction and control.

**Glossary.**

**Special Event** - An anticipated event that may entail additional logistical requirements in addition to the normal operational requirements of the Department. A Special Event normally entails scheduling personnel specifically assigned to the event.

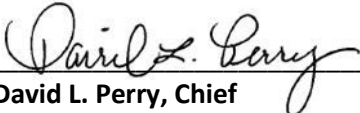
**Indexing.** This general order shall be indexed as:

Special Events  
Special Events, Administrative Command  
Special Events, Planning  
Special Events, Responsibilities  
Special Operations Lieutenant

**Attachments.** None.

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Approved:   
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