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: [Signature]
David L. Perry, Chief

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