



Alexandria Police Department

Directive 10.15



Special Events

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10.15.01 POLICY/PURPOSE

It is the policy of the Department that all special events be sufficiently staffed to ensure the safety of the people who attend and those who take part in handling an event. This directive defines the types of Special Events and the operational considerations to be followed. This directive is further intended to ensure staffing needs are met through a fair and equitable system.

10.15.02 DEFINITIONS

Special Event - is any event public or private, attended by one or more persons, that is intended to promote, highlight, or bring attention to a specific cause or occasion, the conduct of which has the effect, intent or propensity to draw a crowd or onlookers. Examples include holiday celebrations, pageants, historical reenactments, remembrances, entertainment, exhibitions, festivals, concerts, races, parades, picnics, reunions, fairs/carnivals, boat or ship arrivals, and political rallies/demonstrations.

Event of Interest - is a public or private event that may require additional operational considerations depending on certain factors. (See list in 10.15.03 below)

City Sponsored Special Event - is any event sponsored or co-sponsored by the City of Alexandria and has some or all of its funding provided by the City.

Special Event Committee - is a working group comprised of representatives from the following City Agencies: ACVA, ACPS, General Services, Health Department, Fire Department, Code Enforcement, Emergency Management, Police Department, and T&ES. The committee is currently chaired by the Recreation Department.

Special Events Supervisor - is normally a sergeant assigned to the Operations Support Bureau. He/She is responsible to coordinate department resources and effectively staff and manage special events that occur within the City. They are assigned to the Special Events Committee as the Police Department representative. They are responsible for working closely with this committee to evaluate events, assist with logistics to groups or persons wishing to hold a special event. They are the central point of contact for the department for handling all special events. They also work with other Police or outside agencies when requested to assist with events that may impact the City or request for mutual aid in assigning officers to outside agencies for large regional events.

Draft - is the notification to Officers that they are required to staff a special event.

Exempt Officers - are sworn personnel with the rank of Captain or above; officers regardless of rank with 30 or more years of service; detectives assigned to the Vice/Narcotics Unit; Members of the Motor Unit or Honor Guard; Parking Enforcement Officers; Hack Inspectors; and SPOs.

Public Spaces - are streets, sidewalks, parks and schools under the control of the City of Alexandria.

10.15.03 PROCEDURES/EVENTS OF INTEREST
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All Special Events reviewed and approved by the City Special Events Committee will be staffed as a hireback or overtime detail.

Events occurring on private property and not reviewed/approved by the Special Events Committee may be staffed as an off duty detail. (see Police Directive 4.17 - Secondary Employment)

Some events regardless of their location within the City may require additional operational considerations depending on certain factors. These are referred to as **events of interest**. Events of interest require further review to ensure proper documentation and permitting has been obtained and/or adequate notifications have been made to the appropriate City agency or Command Staff.

Operational consideration is needed when:

- the event is held in Public Spaces;
- the event includes dignitaries in attendance;
- alcohol will be sold or dispensed at the event;
- the event will have a band/concert that will draw significant crowds of persons due to heavy advertisement or popularity of the performer;
- the event causes a major road closure or disrupts the normal flow of traffic;
- the event will attract 200 or more persons;
- the event will impact two or more City agencies assigned to the Special Events Committee.

Employees who become off duty detail coordinators as defined in Police Directive 4.17 will be required to complete the required APD Off Duty Detail forms for submission through the Chain of Command. The Operation Support Bureau Chief when signing off on this form will ensure the detail complies with City permit requirements and does not conflict with current City and Police Department policy as a Special Event.

10.15.04 STAFFING SPECIAL EVENTS / DRAFTING

- A. The Special Events Supervisor will post a sign-up sheet at a predetermined and approved location indicating the event, its date and time and the number of officers needed to fulfill the necessary staffing requirement.
- B. To ensure volunteers have ample time to sign up to work each event, the sign-up sheet will be posted approximately 60 days prior to the date of the event or when the event is approved or comes to the attention of the Special Events Supervisor. At approximately the 35 day mark, if the event is not fully staffed by volunteers, the Alexandria Office of Sheriff will be provided the opportunity to fill vacant staffing assignments. The Alexandria Office of Sheriff will have ten (10) days to solicit sworn Deputy Sheriff volunteers for the event. Assigned Deputy Sheriffs will operate under an agreed memorandum of understanding (MOU) detailing roles and responsibilities of each agency. At approximately the 25-day mark, if the event is not fully staffed by volunteers, the Special Events Supervisor will initiate the draft and will assign officers by utilizing a draft roster of all sworn officers except officers defined as being exempt. (See definition above) When utilizing the drafting process, the Special Events Supervisor will assign officers in a manner that avoids significant conflict with their normally scheduled hours of on-duty work.

- C. Officers will be drafted from a current roster of officers first by the order of special events worked the previous year and second by seniority. This notification will be made approximately 25 days prior the event start date. Officers working no or zero events in the prior one year time period will be at the top of the list. The draft list will be created by examining the officers credited with working a special event from all Special Events in the last twelve months including the event being drafted for (if that event occurred the previous year). The list will be created as drafts are required or needed. After an officer has fulfilled his/her obligation after being drafted, he/she will not be drafted to work another special event until the list has been exhausted and their name comes up again. This will ensure equity in drafting personnel to work these events.

10.15.05 RESPONSIBILITIES

A. Special Events Supervisor

1. The Special Events Supervisor will be responsible for the coordination of all approved City special events and will coordinate these events with other city agencies and outside organizers. The Special Events Supervisor will coordinate staffing resources when requested by outside Police or Federal Agencies.
2. When a draft is required, the Special Events Supervisor will give written notification to those officers selected to work the event and a copy of the notification will be forwarded to the individual's supervisor. Once written notification has been sent, the assignment will not be considered voluntary.
3. The Special Events Supervisor will complete an after action report to include the number of officers used, problems encountered, costs to the sponsor of the event and suggestions for future events. After Action reports are not required for re-occurring races or other annual events unless there are significant issues or suggestions for future events. After Action reports are required for the GW Birthday Parade, The St. Patricks Day Parade, the Scottish Christmas Walk Parade, the King Street Art Festival, the Arlandria Festival, Art on the Avenue and First Night as these specific events mobilize large department resources. An event supervisor or commander may request an After Action for any Special Event.
4. The Special Events Supervisor will document the personnel who work the event and maintain a record of their cost (based on their current rate of pay) via an event spreadsheet. The event supervisor or his designee will collect any overtime slips from the officers assigned to the event. Overtime slips will be submitted to Personnel and Training after the event concludes.

5. The Special Events Supervisor may be responsible in certain instances for billing and reimbursement of police personnel expenditures (if applicable) to the appropriate vendor or organizer to whom police services were provided or to the person responsible for recovering the cost associated with services provided by the City (usually this is handled by the Recreation Department).
6. The Special Events Supervisor will notify the Operations Support Bureau Deputy Chief (through channels) of any Special Events not reviewed, funded or paid through the City's Special Event Account. A written request for staffing and overtime expenditures will be submitted prior to the posting or staffing of the detail. The request will include the background of the event, the number of personnel needed, the estimate of overtime cost, any traffic impacts or street closures, and any logistical requirements or considerations related to the nature of the event.

B. Sworn Personnel

1. Officers who voluntarily sign up to work a special event will be deleted from the master list after working that specific event and will not be responsible to work again until their name comes back to the top of the draft list.
2. Officers drafted will work their assigned event, unless they find another officer to work in their place. In these cases, officers will notify the Special Events Supervisor, in writing (email is ok), and inform him/her of the change. Officers may not recruit a replacement officer without making this notification to the Special Events Supervisor. Officers drafted are responsible for the coverage of the event until specifically relieved by the Special Events Supervisor or higher authority.
3. In cases of last minute bonafide emergencies, the scheduled officer must promptly contact the Special Events Supervisor and request to be excused from working an event. The officer, however, will not be excused from the draft list.
4. Officers, who find someone to work in their place, will not be relieved of their draft obligation until they **actually work a special event**. Their name will remain on the list until that happens. (The option to find "covering" officers is allowed as a consideration for those situations where officers have significant pre-arranged plans for the date they are selected to work).
5. **Officers do not receive credit for working a Special Event until they have actually worked the event. Officers who have signed up for future posted events are still subject to draft in the case where a draft precedes the future event.** For example: Officer A signs up for the February GW Parade but

then is drafted for the March St. Patrick's Day Parade. Because Officer A has yet to work the GW Parade he/she has not been credited with working an event and is subject to draft.

6. Officers voluntarily signing up, or those who are drafted from the list will report to the event at the date and time specified by the Special Events Supervisor. All guidelines, as set forth in **Police Directive 4.2, Leave and Attendance** apply. Officers, who fail to report to the event, and have not been excused by the Special Events Supervisor, will be subject to disciplinary action.
7. Sworn officers with the rank of Lieutenant and below who work a special event which is reimbursable to the City will be paid at their current time and one half rate of pay or the maximum pay authorized by the event.

10.15.06 SECURITY CHECKPOINTS FOR SPECIAL EVENTS

Certain Special Events will require additional security measures to be instituted to ensure a safe and secure environment for participants. These additional security measures include establishing event perimeters and control access points.

A. Security Perimeters

Security Perimeters are established for the purpose of creating a safe and secure environment for the event. The inside of the perimeter is the security zone. This zone should be created in such a manner that it does not impede upon the event participant's enjoyment of the event. The strategic location of law enforcement personnel along the security perimeter will be critical for maintaining the integrity of the security zone.

B. Control Access Points

1. **Control Access Points:** Control access points are established at various locations along the security perimeter. Such access points will allow visitors entry into the security zone. These control access points should be established at strategic locations and determined by their close proximity to Metro, major intersections or areas that have traditionally experienced high pedestrian volume for the event.
2. **Control Access Staffing:** Staffing at control access points should be adequate to accommodate the volume of event participants entering the security zone. Control access points where officers will physically and visually conduct safety and security inspections should consider using resources to assist screenings such as hand held magnetometers, explosive detection canine, light towers, tables and tents/canopies.

3. **Control Access Signage:** Signage indicating that a safety and security screening should be posted. The signage should indicate everyone is subject to be screened and what will be inspected. The sign should also indicate what items are prohibited from entering the security zone. Items suggested to be listed (depending on the event) include weapons, alcohol, glass containers, explosives and fireworks.
4. **Control Access Monitoring:** Event supervisors should monitor each control access point to ensure quality control and the inspections or screenings being conducted. The supervisor will make determinations of appropriately adjusting the security posture at such sites due to intelligence or other factors and will ensure that the security posture is legally sound.
5. **Virginia Open Carry Law:** Officers at controlled access points may not detain, restrict or otherwise impede a person who wishes to attend a City Sponsored or Co-sponsored event for the sole reason of openly carrying a firearm. Current Virginia Law allows for the open carrying of a firearm in public by any person over the age of 18 (VA Code 18.2-308). Events open to the public and sponsored or co-sponsored by the City of Alexandria cannot restrict persons who wish to exercise this right.

The Commonwealth Attorney has opined that the open carrying of a firearm is not illegal and would not warrant an investigatory stop unless the officer observes additional facts and circumstances or unusual conduct which leads him to reasonably conclude in light of his experience that criminal activity may be afoot. Such facts and circumstances might include but are not limited to:

- Whether it appears the firearm is a type prohibited under the code sections.
- Whether the officer has knowledge that the person might fall into a category of persons prohibited from carrying weapons (convicted felons as an example).
- Whether the person is intoxicated in public.

This policy does not apply to events where the event sponsor, private person or entity has rented or leased City Property for the event and wishes to prohibit firearms from entering the venue.

The City Attorney has opined that:

“The Virginia Code only prohibits localities from adopting or enforcing restrictions on the carrying of firearms. See Va. Code section 15.2-915(A). A private person or entity that rents a City facility for an event would not be acting as an agent or servant of the City. Such an entity would be entitled to condition entry to an event that it is sponsoring on its own terms, as long as the sponsor is not discriminating in some invidious manner (such as by race). This presumes that (i) the City is not a cosponsor of the event or otherwise underwriting the cost of

the event, and (ii) the private person pays the customary rental fee for the facility.”

By Authority Of:

**Earl L. Cook
Chief of Police**