


TEXARKANA POLICE DEPARTMENT

GENERAL ORDERS MANUAL

SUBJECT	Special Events		
NUMBER	1102.27	EFFECTIVE DATE	November 15, 2008
Scheduled Review Date	February 15, 2022	ISSUE DATE	November 15, 2008
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APPROVED BY		(Reserved for Expansion)	

I. Purpose and Scope

- A. The purpose of this policy is to establish guidelines for deploying personnel and managing special events that occur intermittently within the City of Texarkana, Arkansas. This policy shall apply to all members of the Texarkana Police Department.

II. Policy

- A. Special events such as parades, festivals, fairs, sporting events or entertainment events intermittently occur within the City and require varying degrees of Police Department involvement. It shall be the policy of the Texarkana Police Department to develop, implement and manage specifically tailored plans intended to manage these types of events while addressing the problems and special circumstances likely to be encountered during Police Department involvement at these events. All members of the Department shall recognize and adhere to the guidelines set forth within this policy.

III. Procedure

- A. All requests for assistance from the Texarkana Police Department in response to any type of special event should be directed to the Uniform Patrol Division Commander, and in his absence, the Special Operations Lieutenant. The Uniform Patrol Division Commander will review the request and notify the Special Operations Lieutenant for deployment strategy and staffing assignment associated with the planned event.
- B. The Uniform Patrol Division Commander or the Special Operations Lieutenant will contact those responsible for organizing the event to discuss specific elements associated with the planned event. Prior to the planned special event, the Uniform Patrol Division Commander or the Special Operations Lieutenant will compile a written report that includes a description of the event to include estimates derived from the following criteria:
1. An estimate of the anticipated vehicle traffic and crowd control efforts;
 2. Based upon the Department's past experience or the experience originating from other agencies involved with similar events, an estimate of the types of crime problems the Department is likely to encounter during the event.
 3. An estimate of Police Department personnel requirements;
 4. Specific assignments for Police Department personnel; and

Page 1 of 2 Number: 1102.27	Effective Date: November 15, 2008
Subject: Special Events	Revision Date:

5. An estimate of anticipated logistical support requirements from other agencies including the Fire Department, EMS services, Office of Emergency Management, and the communications section.
- C. In addition to the estimates of coverage and problems associated with the event, the Uniform Patrol Division Commander or the Special Operations Lieutenant shall include a contingency plan that serves to address the flow and control of vehicle traffic likely to be encountered at the special event. Although not inclusive, traffic flow and control plans should address the following problems and special circumstances:
1. Routes of ingress and egress of vehicles and pedestrians;
 2. Provisions for parking;
 3. Provisions that address spectator control;
 4. Provisions that address issues that surround public transportation;
 5. Provisions that provide for the relief of officers assigned to traffic control points;
 6. Provisions that allow for news media access;
 7. Alternate routes for through traffic;
 8. Provisions that allow for traffic controls and parking prohibitions; and
 9. Provisions that allow for ingress and egress of emergency vehicles.
- D. If the contingency plan is prepared by the Special Operations Lieutenant, the plan shall be submitted to the Uniform Patrol Division Commander for review and relevant recommendations prior to the planned event.
- E. The Uniform Patrol Division Commander or the Special Operations Lieutenant shall be responsible for ensuring the following logistical requirements of the event are met:
1. Defining the operational schedule for the event;
 2. Establishing operational command during the event;
 3. Identifying the location of the assignments;
 4. Identifying the names of the personnel utilized;
 5. Identifying the radio call numbers for the assigned personnel;
 6. Identifying and securing all of the necessary equipment needed during the event; and
 7. Should the special event be a parade, develop and distribute a map of the parade's route to the Communications Center and all personnel involved in the event.
- F. During the event, coordination between the Texarkana Police Department, the event organizers and other involved agencies shall be the responsibility of the Department supervisor assigned to the event.
- G. In an effort to provide a means for internal review, upon the conclusion of the event, the Department assigned supervisor shall prepare a written report describing the event and submit the report through the appropriate chain-of-command to the Uniform Patrol Division Commander.

Page 2 of 2 Number: 1102.27	Effective Date: November 15, 2008
Subject: Special Events	Revision Date: