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Approval: Chief of Police	Manual: Policy and Procedure			

I. PURPOSE

The purpose of this policy is to provide guidelines for handling Special Events.


For additional guidance on SWAT, See Kinston Police Department Policy and Procedure #900 – 1 (SWAT and Hostage Negotiations).

II. DEFINITIONS


- A. Special Event: A local event, contest, activity, or meeting, which by its very nature, or by specific statutory or regulatory authority, may warrant security, safety, and/or other logistical support or assistance from the Kinston Police Department and/or the City of Kinston. Examples of a special event would be the BBQ Festival on the Neuse, Ironclad Half-Marathon, Kinston Christmas Parade, etc.

III. POLICY

- A. The Mayor of the City of Kinston may impose by proclamation emergency prohibitions and restrictions as necessary to maintain an acceptable level of public order and services, and to protect lives, safety and property in accordance with City Ordinances and North Carolina General Statutes.
- B. The Department shall work in coordination with the Emergency Management Plan for the City of Kinston as adopted by City Council. Periodically, Department officials will meet to identify and remedy any potential coordination problems that could arise. The Chief of Police or a designee shall direct Department personnel to act in cooperation with the City of Kinston Emergency Management Plan during special events.
- C. The appropriate Major or a designee shall be responsible for planning for response special events and shall be the principle advisor on special events to the Chief of Police.
- D. The Chief of Police or his designee will coordinate disaster preparedness plans with other emergency services within the county. In the event of an unusual occurrence during a special event, the on-duty supervisor shall be the incident commander until the Chief of Police or a designated command officer assumes those duties.
- E. The purpose of this policy is to establish guidelines and procedures for the most appropriate responses to tactical situations during special events.
1. The Emergency Management Plan includes provisions and guidelines for the following factors: risk & vulnerability analysis; special facilities/populations; evacuees/sheltering; transportation; hazard analysis; planning assumptions; policies; local state of emergency; proclamation imposing prohibitions & restrictions; concept of operation; assignment of responsibilities; plan activation and directions & control.

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- G. The Department Policy and Procedures detail guidelines for responding to civil disturbances during special events at public institutions, including provisions for: communications; situation maps; field command posts; chain of command (including other agencies); community involvement/public information/media briefings; court and prosecutorial liaison; legal considerations; support from other agencies; military support(martial law); public facility security; traffic control; equipment requirements; post-occurrence duties; after-action reports; transportation; court & prosecutorial liaisons; media relations & public information; personal needs of arrestees; medical treatment of arrestees.
- H. The Department shall seek alternatives to mass arrests during unusual occurrences at a special event. However, mass arrests may be used when necessary to restore order. The Department’s Policy and Procedures provide guidelines for conducting mass arrests and includes provisions for the following elements: arrest; processing; and confinement procedures (booking); juvenile offenders; transportation of police officers and arrestees; detention of arrestees and detention facilities; collection of evidence; security needs; identification of arrestees; interagency agreements; defense counsel visits; defense counsel visits; court and prosecutorial liaisons; media relations and public information; personal needs of arrestees to include food, water, and sanitation, medical treatment of arrestees.
- I. The Department has mutual aid agreements with other local law enforcement agencies in accordance with North Carolina General Statute 160A-288.
- J. When the Department is charged with the responsibility of providing security for a “Very Important Person” (VIP), dignitary, or any other person in need of special security, the following provisions shall apply.
1. The Chief of Police shall designate one person as the supervisor and coordinator of the security detail. The supervisor and coordinator of the security detail shall be responsible for the coordination of the operations within the Department and with outside agencies. The supervisor and coordinator of the security detail shall coordinate with Lenoir County EMS to ensure that sufficient personnel and equipment are available, and that routes to the hospital have been established.
 2. Department personnel engaged in the security detail may be required to wear a designated identifier such as a color coded identification badges. If worn, the identifier shall be located conspicuously on the outer lapel, front pocket, or collar. The security detail shall conduct advance inspections of facilities and sites to be used by VIP’s.
 3. The officer(s) assigned to the criminal intelligence function shall be responsible for compiling and analyzing intelligence and identifying possible threats to the VIP’s. Travel routes and alternate routes should be planned and reconnoitered to determine the safest and most expedient route.

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4. Equipment considerations for the security detail shall include: the use of marked and unmarked vehicles; the use of body armor for the VIP's and security officers; the use of force to include legal weapons systems by the security officers.
- K. The Chief of Police shall designate one person as the supervisor and coordinator for the coverage of a special event. The supervisor/coordinator of the special event shall be responsible for the coordination of efforts inside the Department and with outside agencies and organizations. Logistical requirements shall be determined based on the estimates provided by the special event supervisor/coordinator. The Special Event Supervisor/Coordinator shall prepare an after-action report following the completion of the event.
 - L. Prior to a special event, the designated event commander shall ensure that a contingency plan for traffic direction and control is developed and in place. Traffic direction and control plans should address the following problems and special circumstances: ingress and egress of vehicles and pedestrians; provisions for parking; spectator control; public transportation; provisions for relief of police officers assigned to point control duties; provisions for news media; alternate routes for through traffic; temporary traffic controls and parking prohibitions.
 - M. Prior to the special event, the designated special event command officer shall submit to the Chief of Police a written plan for coverage of the event to include: an estimate of traffic and crowd control; an estimate of crime problems expected for the event based on past special events of the type being covered; experience or the experience of other agencies with similar events; an estimate of police department personnel requirements; specific assignments of police department personnel.
 - N. Special events coverage that may require assignments of additional officers include: SWAT call outs; coverage of civil disturbances; coverage of disaster; coverage of civil defense emergencies; search and rescue missions; VIP and dignitary protection.
 - O. The designated command officer of a special event shall be responsible for coordinating all aspects of the special operation with the commanders of other operational components. Commanders of other operational components shall be informed of all special operations taking place in their areas of responsibility, unless otherwise required by operational necessity.