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# University of Wisconsin–Madison Police

**Policy: 46.4**

**SUBJECT: SPECIAL EVENTS**

**EFFECTIVE DATE: 06/01/10**

**REVIEWED DATE: 04/01/14**

**REVISED DATE: 12/31/11**

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46.4.1 SPECIAL EVENTS PLAN

**POLICY:**

Special events often require law enforcement services which fall outside the normal and routine duties provided on a daily basis. Special events may include parades, concerts, sporting events, celebrations, and public demonstrations.

The University of Wisconsin–Madison Police Department shall implement procedures for planning staffing, placement of personnel, and logistical requirements prior to each major special event.

**DEFINITIONS:**

“Special events” refer to large entertainment and sporting events, parades, demonstrations, picketing activities, etc.

**PROCEDURE:**

**46.4.1 SPECIAL EVENTS PLAN**

The following shall establish procedures associated with written special events plans:

- A. The Special Events Lieutenant and/or the designated incident commander for the event shall be responsible for developing an Incident Action Plan prior to the special event. Each plan shall be made available to all affected personnel in a timely manner. Special event plans should designate a single person or position to act incident commander (supervisor and coordinator) for each event. Consideration during plan development should also be given to use of personnel, logistical requirements, and coordination with outside agencies. Special events planning may address ingress and egress of vehicles and pedestrians, parking space, spectator control, public transportation, relief of personnel assigned, news media, alternate traffic routes, temporary traffic controls and parking prohibitions, and emergency vehicle access.
- B. The coordinator or designee of an event shall be responsible for placement of personnel, assigning vehicles and equipment, disseminating information to all affected personnel, preparing or assisting with news releases as needed, and serving as a liaison to events sponsors. Complex events may require the appointment of an incident commander (coordinator) and multiple section chiefs, managers, and supervisors (see chart in section G).
- C. Logistical requirements shall be projected. If needed, provisions shall be established for a designated radio frequency, designated areas for booking and processing detainees, transporting detainees, providing officer relief and breaks as appropriate, transporting personnel to the events locations, establishing officer staging, assigning vehicles, and determining supply needs following an ICS format. This information shall be included in the incident action plan.
- D. Involved Department personnel will receive a briefing prior to the event and the IAP will be covered.
- E. Events with a planned attendance exceeding 2,000, or which are potentially disruptive to the campus community normally require staffing with police personnel, and an Incident Commander will be designated from the sworn ranks. Events with a planned attendance of 5,000 or greater which will likely create a significant disruption to the campus community, typically have a police command member assigned as the Incident Commander. For planned events, consideration shall be given to the history of similar events, the likelihood of significant problems or issues, and the anticipated resource needs when determining the appropriate level rank to assume incident command.
- F. Training specific to the venue or event will be provided before anyone is assigned as an Incident Commander for a planned event.
- G. ICS 207 UWPD

