

**COUNTY OF MONROE
OFFICE OF THE SHERIFF
ROCHESTER, NEW YORK**

GENERAL ORDER POLICE BUREAU	DATE OF ISSUE APRIL 24, 2025	EFFECTIVE DATE APRIL 24, 2025	NO. 052-25
SUBJECT: GENERAL ORDER Special Events		DISTRIBUTION Police Bureau Personnel	AMENDS
REFERENCE: NYSLEAP 55.5			RESCINDS 052-19

Purpose: To establish procedures regarding the planning and staffing of a special event.

Policy: The Monroe County Sheriff's Office (MCSO) will provide those services necessary to maintain order, deter crime and enhance public safety at any special event.

Definition: Special Event – any activity, such as a significant parade, entertainment or sporting event, public demonstration, festival or other situations in which there is a need for control of traffic, crowds or crimes and which is usually scheduled in advance, allowing for planning of required police services prior to the event.

I. Command and Supervision

- A. The Captain of Special Operations will assume overall responsibility and control for all special events.
- B. A designated command officer will be assigned as the event coordinator.
- C. Additional command/supervisory personnel may be assigned specific tasks by the event coordinator.

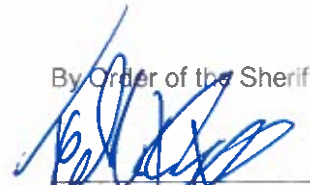
II. Procedures

- A. The Captain of Special Operations will.
 - * 1. Receive all information relative to the event including a threat assessment relative to the event.
 - 2. Designate an event coordinator and forward all available information.
 - 3. Maintain liaison with the event coordinator and related staff to provide necessary resources and logistics.
 - * 4. Review all special event plans or the event action plan prior to implementation to ensure that they are consistent with department policy and that resources are available to properly implement the plan.
 - 5. Review all special event after action reports, ensuring that suggestions for changes and/or improvement are researched and, if appropriate, incorporated into future event planning.

- B. The event coordinator is accountable to the Captain of Special Operations and will:
1. Initiate logistical planning specific to the special event, including:
 - a. Estimate of traffic, crowd control and crime problems anticipated or expected for the event, including ingress and egress of vehicles and pedestrians, parking and public transportation.
 - b. Staffing needs and anticipated overtime expenditures.
 - c. Posts to be staffed, a schedule of specific hours, number and type of personnel, procedures for relief and related issues.
 - d. Contingency plan for traffic direction and control, including alternate traffic routes and emergency vehicle access.
 - e. Contingency plan for additional police response (i.e., disturbance, crowds larger than expected, etc.).
 - * f. Anticipated need and mission for specialized unit assistance (i.e., RIOC, Mounted Unit, STAR Unit, K-9, Marine Unit, SWAT, HDS, etc.).
 - g. Equipment requirements such as mobile command post, vehicles, flares, traffic barricades or cones, radios, riot gear, flex cuffs, transport equipment, report forms or other needs.
 2. Coordinate with other bureaus, divisions or units, as well as other public safety agencies to provide needed resources and assistance.
 3. Coordinate with the news media as per **MBGO-020 Office of Communication and Media Interactions**.
 4. Maintain liaison with the person or organization planning the event to ensure proper communication and timely flow of information.
 - * 5. Prepare, or cause to be prepared, an Event Action Plan or written plan outlining the information listed in Section II-B (1) of this order, as well as any other pertinent information, for submission to the Captain of Special Operations.
 6. Prepare an order, for issuance by the Sheriff, outlining the event, command and supervisory staff, personnel and shift assigned, uniform and equipment required.
 7. Prepare, or cause to be prepared, an after action report discussing pertinent details of the event, including size of crowd, police action taken and adequacy of initial plan, as well as any suggested changes or improvements, for submission to the Captain of Special Operations.
- C. Command/supervisory personnel assigned to the event are accountable to the event coordinator and will:
- * 1. Perform duties outlined by the Event Coordinator and/or delegated in the Event Action Plan.
 2. Assist the event coordinator with logistical planning and other tasks as may be assigned.

3. Ensure the procedures of the event plan are carried out in accordance with current department policy and procedures.
 4. Inspect all personnel reporting for duty, ensuring that they are properly uniformed and equipped and project the proper image of the MCSO.
 5. Brief personnel as to their specific duties and responsibilities for the event.
 6. Perform their traditional police related duties as outlined in **PBGO-002 Substation Operations**.
- D. Members and employees assigned to duty at a special event are accountable to the event supervisor and will:
1. Report to the designated command post fifteen (15) minutes prior to their assigned shift, properly uniformed and equipped, for briefing.
 2. Remain at their assigned post until properly relieved.
 - * 3. Perform duties outlined from a supervisor or as outlined in the event action plan.
 4. Take police action as appropriate and provide assistance to citizens.
 5. Maintain communication with event supervisors, apprising them of unusual circumstances, changes in the event plan or the need for additional resources.
 6. Present a proper image of the MCSO.
 7. Perform typical police duties as outlined in **PBGO-002 Substation Operations**.
 8. Perform other tasks as may be directed by competent authority.

By Order of the Sheriff,



Todd K. Baxter