POLICY PURPOSE:
It is the policy of the Cedar Rapids Police Department (CRPD) to formulate written plans for handling special events. For certain events, the CRPD will not write plans, but will be supplied written plans formulated by the Cedar Rapids Special Events Committee. These written plans, either from the CRPD or from the Cedar Rapids Special Events Committee will be in the form of a City of Cedar Rapids Resolution.

PROCEDURE:
The CRPD Special Events Coordinator will be responsible for the development of written plans for special events in the form of a city resolution, unless plans have already supplied by the Cedar Rapids Special Events Committee. The CRPD Special Events Coordinator will ensure that adequate preparation is undertaken for special events that require a planned response.

The city resolution with instructions will be distributed to all personnel affected by each Incident Action Plan (IAP). Memos will be distributed to persons outside the CRPD, when necessary or helpful, for coordination of activities.

The supervisor responsible for coordinating the event will complete a special event plan, to include, at a minimum, provisions for the following:

- Dates and time of event and location.
- Designation of a single person or position as supervisor and coordinator for the coverage of a given event.
- Names of Department personnel who will work during the special event, assignments and estimated hours of work, if known.
  - Which Department employee(s) will supervise and/or coordinate personnel handling the event.
- Names of persons to be contacted at other involved agencies.
- Logistical requirements.
- Transportation requirements, vehicle assignments, and procedures for involved personnel.
- Communications procedures, radio identifiers, and special communications equipment to be used during the event.
- Supplementary materials such as maps, charts, etc.
- Contingency plan for traffic direction and control.
- Procedures for coordinating activities inside and outside the agency that are involved with the event.
• Procedures for providing relief for personnel handling the special event.
• Procedures for ending the event and for notifying involved personnel that they are released from duty.
• Evaluation and after-action report.