

WINTER HAVEN POLICE DEPARTMENT

GENERAL ORDER 46.3

COVERAGE OF SPECIAL EVENTS

ACCREDITATION STANDARDS: CALEA – 46.2.7; CFA – 17.09

EFFECTIVE DATE: January 17, 1996

RESCINDS: G.O. 46.3 January 5, 2018 and all applicable Amended/Temporary Orders prior to June 13, 2025

LAST REVISED DATE: June 13, 2025

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POLICY

It shall be the policy of the Winter Haven Police Department to plan and coordinate activities related to special events in order to provide the community with high standards of safety and security.

PURPOSE

The purpose of this General Order is to establish and maintain a procedure for the planning and operational management of individual special events.

SCOPE

This General Order shall apply to all Department members.

DISCUSSION

Special events such as demonstrations, roadway maintenance, and parades require special planning considerations beyond those of normal daily activities.

PROCEDURE (CALEA 46.2.7)

I. Administration

- A.** All requests for a special event shall be forwarded through the chain of command to the Chief of Police or their designee for consideration.
- B.** The Chief of Police or their designee shall assign an individual within the Department to be the Event/Incident commander for that given event. (CFA 17.09a)
- C.** The Chief of Police or their designee shall be responsible for coordinating interagency and concurrent jurisdictional functions and the procurement, distribution, maintenance, and replacement of equipment used during special events. (CFA 17.09c)

II. Planning

- A.** The Event/Incident commander shall prepare a written operations plan delineating the following:
 - 1.** Strategic and tactical objectives;
 - 2.** Anticipated resistance factors;
 - 3.** Estimated crime escalation projections;
 - 4.** Traffic and crowd estimates;
 - 5.** A plan for traffic direction, parking, detours, and traffic control, to include emergency vehicle access;
 - 6.** Logistical requirements, to include Communications; (CFA 17.09b)
 - 7.** Proposed mutual aid agreements with concurrent jurisdictions; (CFA 17.09c)
 - 8.** Projected expenditures;
 - 9.** The utilization of specialized units; and
 - 10.** An explicitly designated chain of command for the operation, including the use of specialized units.
- B.** The Event/Incident commander shall brief the Chief of Police or their designee on the contents of the written operations plan or submit a copy of the written operations plan to the appropriate bureau commander.

III. After Action Report

- A.** An After Action Report detailing the circumstances involved, to include the events, the problems identified, and corrective action(s) taken/recommended, shall be prepared by the Event/Incident Commander. The Event/Incident Commander shall then forward the report to the Chief of Police, via the chain of command.

IV. Definitions

- A.** *Event/Incident Commander* – Normally the highest ranking supervisor coordinating safety and security activities relating to special events.
- B.** *Special Event* – Anticipated events that entail additional logistical requirements in addition to the normal operational requirements of the Department.



APPROVED

**Vance Monroe Jr.
CHIEF OF POLICE**