



OFFICE OF THE COUNTY SHERIFF
Montgomery County, Maryland
Darren M. Popkin, Sheriff



GENERAL OPERATIONAL PROCEDURES

<u>Subject:</u> Special Events Plan	<u>Number:</u> 3.37	<u>Effective Date:</u> 10/22/20
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Purpose: To establish *security* procedures during *special events involving facilities and other locations under the control of the Sheriff's Office*. For the purpose of this directive, a *special event* is defined as any event outside normal business activities *which* require the Sheriff's Office to provide security services. These events may include, but are not limited to, investitures, conferences, and public demonstrations.

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I. Requests for Security Services

- A. All security services requests *regarding* activities occurring in a *Sheriff's Office Facility or the Circuit Courthouse* must be directed to the Chief Deputy.
- B. The Chief Deputy must *determine if the Sheriff's Office will provide the requested security service and assign logistical responsibilities to the Courthouse Security Section Supervisor*.

II. Courthouse Security Section Responsibilities

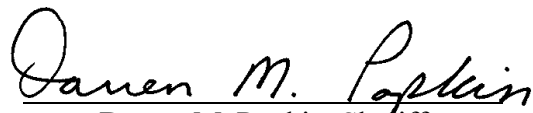
- A. The *Courthouse Security Section Supervisor must ensure that a deputy assigned to the Courthouse Security Section communicates* with the individual or agency requesting the security services and obtains the following *information*:
 - (1) The date and time of the event.
 - (2) *Estimates* regarding the number of persons expected to attend the event.
 - (3) Any information regarding possible threats against persons attending the event or other criminal activity which may be expected to occur at the event.
 - (4) *The potential for VIP attendance at the event*.

- B. Based on the information obtained, the *Courthouse Security Section Supervisor* must **ensure that an Incident Action Plan (MCSO22) is completed and submitted** to the Chief Deputy. **This Incident Action Plan (MCSO22) must detail all** logistical requirements for the **requested** security service, to include:
- (1) ***An estimate of traffic, crowd control and any criminal activity expected at the event.***
 - (2) ***Naming the Detail Commander, location of command post, staging area, personnel needs.***
 - (3) ***Plan objectives, intelligence or other information, contingency plans, incident conclusion preparations.***
 - (4) ***Specific operational information such as scene security, perimeter information and evacuation plans.***
 - (5) ***Logistical information such as communications, transportation and supply needs.***
 - (6) ***Timesheet guidance and anticipated overtime.***
- C. If assistance is required from other agencies, **a deputy assigned to the Courthouse Security Section** must contact the **appropriate agency**.
- D. At the conclusion of the event, the *Courthouse Security Section Supervisor* must **ensure that** an Incident Report (MCSO9) **is completed and submitted** to the Chief Deputy, describing the activities, resources used, problems noted, and suggestions for future events.

III. Cancellation

This directive cancels and replaces **General** Operational Procedures, **Judicial Center Activities**, Effective Date: **01/07/00**.

AUTHORITY:


 Darren M. Popkin, Sheriff
 10/22/2020