



MYRTLE BEACH POLICE DEPARTMENT

ADMINISTRATION REGULATIONS AND OPERATING PROCEDURES

Subject: *Special Events*

Number: 813

Effective Date: *August 15, 2024*

Revised Date:

Rescinds:

Dated:

A handwritten signature in black ink, appearing to read 'J. B. Baker', is written over a horizontal line.

Approved By:

I. PURPOSE

Special events (parades, festivals, demonstrations, etc.) require strategic planning in order to ensure there is an appropriate level of safety and security for participants, area residents, businesses, and visitors. We strive to provide safety and security while minimizing the impacts on traffic, our resources, and our community members.

II. PROCEDURE

- A. Article VI of the City of Myrtle Beach Code of Ordinances defines and outlines the process for conducting Special Events.
- B. The responsibility for handling special events for the Police Department will normally be assigned to the Special Events Coordinator. This will not preclude other personnel from participating in the management of the event.
- C. Application - The organizers of an event must complete the appropriate application for their event and submit it to the City's Special Events Supervisor. The Special Events Committee, a team of interdepartmental staff who represent various city departments, including the Police Department, reviews the application. The application will assist in determining:
 - 1. The nature of the event.
 - 2. The date, time and expected duration of the event.
 - 3. The location, including any specific routes involved.

4. The number of participants.
 5. Anticipated problems.
 6. Special permits required, if any.
- D. Coordination - The Special Event Coordinator is responsible for tracking events that require police assistance and sharing the information with command staff on a regular basis. The Coordinator will:
1. Determine the type of police assistance required to handle a special event;
 2. Work with internal and external resources and be responsible for the planning, staffing, and equipment needs of the event.
 3. Meet with event organizers before the event to confirm all permits, licenses, and authorities have been obtained or approved;
 4. Ensure contracts for police services have been signed and approved, if applicable;
 5. Ensure organizers comply with State and Local laws, rules, and regulations;
 6. Notify neighboring businesses and/or residents, if applicable;
 7. Notify other affected agencies and personnel, if applicable; and
 8. Gather intelligence from internal and external resources on groups planning activities that may involve violence.
- E. Planning – The Special Events Coordinator will develop a written plan for each event and will include, at a minimum, provisions for the following:
1. Designation of a single person or position as Incident Commander for the coverage of a given event;
 2. Written estimate of traffic, crowd sizes, and crime problems expected (for large events a threat assessment may be needed);
 3. A traffic control plan;
 4. An evacuation plan;
 5. Number of personnel needed and specific assignments;

6. Use of specialized personnel from internal and external resources such as K-9, tactical teams, bike teams, etc.;
7. Use of specialized equipment such as traffic cones, signs, message boards, command post, etc.;
8. Logistical plan requirements:
 - i. Communications
 - ii. Transportation
 - iii. Medical support
 - iv. Supplies
 - v. Food and beverage for police personnel, if applicable
 - vi. Housing for external personnel, if applicable
9. Coordination of internal and external personnel and resources; and
10. Complete an After-Action Report.