

## SPECIAL EVENTS SECURITY PLAN GUIDANCE

Upon applying for a Special event, a security plan may be required to be submitted as part of the application process. Special events by their nature will usually call for the consideration of public safety outside of the normal Police/ Fire/ Medic/ Transit and Traffic operations.

A security plan will most likely be required whenever conditions exist that affect public safety, security, or the orderly conduct of usual daily activities.

**NOTE: A special event that includes the sale or consumption of alcohol will always require a security plan.**

### Security Plan Check List

- € The security plan is written on the Security Company's letterhead.
- € The date(s) and time(s) of the event (The start time must be at least 30 minutes prior to the event start time and at least 30 minutes after the event ends).
- € Will security personnel be armed or unarmed (if armed gun credentials of each armed guard are required).
- € Contact Information (Name, phone, and email) for the person coordinating the security plan.
- € Number of Security Personnel that will be present.
- € The company must be licensed and bonded and must provide any licensing number and a copy of the contract if possible.
- € Any uniform markings utilized by the security company (ex: blue shirts that say Smith Security)
- € A communications plan if any (radios, cell phones, etc.).
- € The name and agency of any off-duty Police Officers that will be utilized.
- € Any safety plan to be utilized.

***Failure to submit a completed security plan may result in a denial of your special event. Additional information may be required.***