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SUBJECT: Major Event/Police Intervention Protocol

ISSUED BY: Fernando Solorzano

I. PURPOSE

To establish guidelines designed to assist in the coordination of a modified to full University Police Department, or CSU or Countywide Mutual Aid action involving major scheduled events and/or components of civil unrest.

II. POLICY

It shall be the policy of this agency to participate as an active member in the planning, review and approval process of proposed and scheduled special events for any facility organization of this campus. Furthermore, it shall be the policy of this agency to maintain as wide a perspective of various activities in recognized and informal arenas of the University structure so as to remain best-prepared should circumstances significantly change leading to or during the event. The University Police Department will support this commitment through the ongoing development of information and information sources that include, but are not limited to:

- The University Police Department's *Campus Climate Assessment Team (CCAT)*;
- The CSU Long Beach Event Planning Office;
- The CSU Office of Student Life and Development;
- The CSU Police *Critical Response Unit (CRU)*;
- The South Bay Criminal Justice Administrator's Association
- The South Bay Regional Training Center
- The Long Beach Police Department
- The Los Angeles County Sheriff's Department
- The California Highway Patrol
- The California Department of Justice
- The Federal Bureau of Investigation
- The United States Department of State
- The United States Armed Forces

This list of resources is not a complete list, and any combination of appropriate information sources are expected to be contacted for inclusion in the preparation of any response to a scheduled or anticipated event that may include major crowd dynamics or the heightened potential for civil unrest activities.

III. NIMS STATEMENT

All University Police planning and management of major events shall be done in accordance with the principles and tenets of the National Incident Management System and the Standardized Emergency Management System. Plans created shall be generated using the principles of Incident Action Planning. Management of major incidents shall be accomplished by use of the Incident Command System. Written plans will be required for any event likely to involve a response from multiple agencies and/or jurisdictions.

IV. SECURITY

All information development processes are deemed confidential at any stage of the planning process for any event unless otherwise declared by the Case Agent or Designated Tactical Commander. Such clearance will be made in writing and included to the case or event file.

Special Investigation Units formed for task force operations shall specify security conditions at the time the Unit members are appointed for the specified operation.

- (a) When any member of this agency is appointed, selected or assigned to serve on a task force that is supervised by a ranking member of another law enforcement agency, the security protocols for the governing or supervising agency shall prevail.
- (b) When members from any other law enforcement agency are assigned to participate in any investigative, enforcement or response operations supervised by a ranking member of this agency, the supervisor shall be responsible for the briefing of security expectations as soon as possible.

V. PROCEDURE

The University Police Department shall maintain a focus upon planning for special events including the following categories:

- (a) **Special Events**—including athletic events, cultural, and feature film and commercial filming activity.
 - (1) Athletic Events will be reviewed and approved through the CSU Long Beach Athletic, and on occasion, Recreation Departments. Such events typically will be handled

- for review and planning through the Office of the Field Services Division Commander.
- (2) Cultural events will follow prescribed practices as contained within the CSU Long Beach Campus Regulations (Regulations VII), and the appropriate “Program and Regulation Clearance” (PRC) process.
 - (3) All filming projects, including student class projects, shall be approved after reviews are made by:
 - a. The State Fire Marshal or his/her designee (currently the Field Services Division Commander)
 - b. The Campus Events Office Coordinator
 - c. The University Police
- (b) **Dignitary Protection**—to include the escort, security and supervision of persons of newsworthy standing, including VIP’s, political figures, entertainers and other designated campus guests.
- (1) The Investigations Services Unit Supervisor shall be responsible for the development of all Dignitary Protection Plans. These plans shall be filed with the Field Services Division Commander no later than 24 hours prior to the scheduled event.
 - (2) These Dignitary Protection Plans shall include an overview of the VIP, arrival and departure information, escort/travel expectations, security concerns and recent security history.
- (c) **Political Activity**—including demonstrations, marches, speaker’s forums in public venues.
- (1) These plans shall be coordinated through the Office of Student Life and Development and shall include review via the “Program and Regulation Clearance” (PRC) process.
 - (2) Rallies, demonstrations and protests planned for on-campus facilities shall be subject to the requirements of the Campus Regulations for Activities (Regulation XV).
 - (3) All announced or planned demonstrations shall be reviewed to determine the following security precautions:
 - a. Number and manner of police officers assigned to the event.
 - b. Designation of primary and secondary roles for assigned personnel, including:
 1. Skirmish lines
 2. Tactical or Group Commander(s)
 3. Extraction Teams
 4. Law Enforcement Liaison
 5. Public Information Officer
- (d) **Event Planning** - Event operations plans shall be filed no later than 24 hours in advance with the Field Services Division Commander, and a briefing shall be provided to assigned personnel within 4 hours prior to the beginning of the demonstration.
- (1) Event operations plans and briefings shall include:
 - a. Overall statement of objectives and priorities for the plan.
 - b. Assignment and roles of all on-duty and assigned personnel
 1. Identification of the Incident Commander for the event
 2. Identification of any tactical groups established for the event

- i. Resources available to each group
 - ii. Specialized objectives and assignments for each group.
- c. Dedicated facilities, equipment, and resources for the event.
 1. Locations of any established facilities.
 2. Methods for obtaining additional resources
 3. Methods of communication for the event
 4. Medical plans and logistical considerations for event responders
- d. Operational period of the plan/event.
- e. Routes for approach, response and regress from event in emergency and non-emergency conditions
 1. Crowd control planning
 2. Crowd dispersal planning, orders and tactics
 - i. items 1 and 2 shall be developed with consideration to Crowd Control Techniques and Standards as contained within the CSU *Critical Response Unit (CRU)* master crowd control protocol.
 - ii. Modifications to the CRU protocol shall be noted in the final operations plan and during the pre-event briefing
- f. Notification protocols to area law enforcement allies, including dedicated staging areas in the event of Mutual Aid.

Event planning will provide for the determination of applicable resources that are to include:

- (a) Sworn police officers assigned to the event in uniform or plain clothes;
- (b) Private security requirements and services to be performed;
- (c) Security equipment needs, if any;
- (d) Logistical needs for transportation and support services for assigned personnel
- (e) Designated Medical Treatment Facility; and
- (f) Designated Mass Booking Facility for on and off-campus arrestees.

It is important to note that any of the above types of events may at any time include a second or third type. For example, a political activity may warrant some form of dignitary protection as a result of an anticipated and advertised guest(s). It is imperative that Case Agents in developing the review and approval of any special event include a verification of any secondary concerns associated with the event.

APPROVED