

	LANE COUNTY SHERIFF'S OFFICE POLICY	Number: G.O. 7.41
		Issue Date: March 21, 2005
		Revision Date: November 2, 2005
CHAPTER: Patrol		Related Policy: G.O. 1.08 (Guidelines for Arrest), G.O. 1.12 (Use of Force), G.O. 2.01 (Agency Jurisdiction and Mutual Aid), G.O. 7.16 (Guidelines for Avoiding Liability), G.O. 6.10 (Assignment of Overtime), G.O. 7.08 (Incident Response)
SUBJECT: Special Events		Related Laws:

POLICY: The Lane County Sheriff's Office (SO) may provide services for special events throughout the County. These events may or may not involve other Law enforcement agencies.

DEFINITIONS:

1. Large Event – for SO support purposes, an occurrence requiring four deputies or more for direct support, or an event lasting longer than 24 hours. Any event involving assistance to or receiving assistance from another law enforcement agency will be considered a large event. Examples of large events include the Rhododendron Festival (Florence) and the Country Fair (Veneta).
2. Small Event - for SO support purposes, an occurrence requiring three deputies or less for direct support, or an event lasting 12 hours or less. Examples of small events include bicycle races, school athletic events, and seasonal activities.

RULE: The Lane County Sheriff's Office may provide support as directed by the Sheriff or his designee and as staff and assets are available.

PROCEDURE:

- I. General
 - A. Requests for special event support will be directed to the Division Commander or his designee for approval and assignment.
 - B. The Division Commander may direct the request to the assigned or appropriate section lieutenant, or directly to a line supervisor.
 - C. As assigned, the section lieutenant or line supervisor will coordinate with the requesting agency, business, or individual for specific event description and support requests.

- D. As assigned, the section lieutenant or line supervisor will coordinate with FISCAL, as required, to insure compliance with County and SO FISCAL directives (to include the requirement, drafting, and processing of contracts).
- E. As assigned, the section lieutenant or line supervisor will write an operations order, as required, and insure appropriate levels of staffing, scheduling, assignments, contract sheets, after action statistics, reports, and event closeout.

II. Large Events

- A. Large events will generally require the posting and assignment of overtime.
- B. Those events categorized as large will require a written operations order or contract. FISCAL directives will govern the contract. The operations order will be reviewed and approved prior to execution by the section lieutenant or division commander.
- C. The operations order will contain the following:
 - 1. Situation
 - 2. Mission
 - 3. Execution
 - 4. Service Support
 - 5. Command and Signal

III. Small Events

- A. Those events categorized as small do not require a written operations order, however, the same common requirements in general provisions and large events above still apply.