



SPECIAL EVENTS

Enforcement Division
Policy Number: LE 1.04.00

Effective Date: 2/1/08

POLICY

The Enforcement Division will support other law enforcement agencies by providing assistance at special events. A "special event," as used in this manual, is an event that typically attracts a large gathering of people and involves alcoholic beverages. Special events include, but are not limited to, outdoor concerts, livestock shows, rodeos, and local parties and festivals.

Certified peace officers (CPOs) will enforce the Alcoholic Beverage Code and Commission Rules, and other applicable laws at special events. CPOs may also help other law enforcement agencies with controlling crowds and maintaining a safe atmosphere. To accomplish these goals, CPOs may utilize a variety of enforcement activities, including the TABC bicycle patrol program, which allows CPOs greater mobility, visibility, and the speed required to reach trouble spots quickly. See *Bicycle Program*, § 5.02.00 of this manual, for related policies and procedures.

PROCEDURES

a. Identifying Special Events.

1. All CPOs will monitor the occurrence of special events in their areas and will communicate to a sergeant or supervisor the need to provide assistance at a special event.
2. Captains will identify anticipated special events in their annual action plan.

b. Planning Special Event Operations.

1. A sergeant or supervisor will complete a *Special Event Operational Plan* whenever a special event requires allocation of resources outside normal job duties.
2. Prior to a special events operation, the sergeant or supervisor will submit the *Special Event Operational Plan* to Enforcement Headquarters if:
 - the special event lasts longer than 72 hours; or
 - the special event requires overnight accommodations for the participating CPOs.
3. The sergeant or supervisor will estimate the resources required for the special event and will request resources from other districts or regions, if necessary.

c. Executing Special Event Operations.

1. Captains will determine the appropriate attire for CPOs in his or her region to wear during special events.

2. Sergeants or supervisors will coordinate the execution of special events operations with local law enforcement agencies.
3. CPOs will observe for violations and will take necessary action according to the policies and procedures in this manual.

d. **Documenting Special Events Operations.**

1. CPOs will record participation in special events in the *Daily Activity Report*.
2. CPOs will complete other documentation required by the policies and procedures in this manual.

FORMS

Daily Activity Report
Special Event Operational Plan
