

	Abbotsford Police Department Policy and Procedure	
	Operations	Special Services
	II.K.040	Special Events

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PREAMBLE

City of Abbotsford Consolidated Outdoor Special Event, Filming & Activities Bylaw 2513-2016 regulates sanctioned Special Events in the City of Abbotsford (“the City”). In some circumstances, Special Events require police deployment beyond standard service levels to ensure public safety and order before, during and after the event.

The Abbotsford Police Department (AbbyPD) may be notified of Special Events by the City (through the City’s Special Event assessment and planning process) or may become aware of a non-City sanctioned events through other third parties or intelligence gathering.

PURPOSE

- (1) To ensure that Special Events in the City of Abbotsford are appropriately and consistently risk assessed and served by the Abbotsford Police Department (AbbyPD).

- (2) To comply with the [Interim Continuation of Policing Standards Established by the Former British Columbia Police Commission \(BCPC\)](#) section D.13.2.91.

SCOPE

- (3) The following applies to planned Special Events held within the City of Abbotsford and for which it has been determined that police resources beyond standard scheduled Patrol staffing levels is required. The following does not apply to spontaneous events, or planned events where no or unreasonably short notice has been received by AbbyPD.

DEFINITIONS

- (4) **“Special Event”** - a sporting, cultural, entertainment, business or other type of activity, occurring for a limited or fixed duration and presented to a live audience, that impacts the public realm. The event may be planned and hosted by the City (e.g., Canada Day parade, visiting dignitary) or planned and hosted by a private individual or group (e.g., cultural parade, concert or sporting event at a public park or privately-owned arena, movie filming). The event may be sanctioned by the City (e.g., permit issued, or permit deemed unnecessary) or may be planned without City approval (e.g., unsanctioned public demonstration).
- (5) **“Special Events Coordinator”** – the AbbyPD employee responsible for risk assessing planned Special Events, liaising with the City of Abbotsford and private Special Event coordinators, planning the AbbyPD’s response to the Special Event and assigning appropriate police resources.

POLICY

- (6) AbbyPD will assess the need for, and provide (when deemed necessary), additional police resources at Special Events. The purpose of this planning is to:
- (a) provide a safe and secure environment;

¹ D13.2.9 The department has a written plan for handling special events, which includes provisions for the following: -

- designation of a single person or position as supervisor and coordinator;
- estimate of traffic, crowd control, and crime problems expected;
- traffic direction and control;
- use of special operations personnel;
- logistics requirements;
- VIP escort;
- coordination inside and outside the department; and
- debriefing and documentation.

Notes: The intent of the standard is to encourage the development of an overall plan setting out requirements for specific planning and operation for each individual event

- (b) prevent crime;
 - (c) maintain order;
 - (d) protect persons and property;
 - (e) respond to and implement emergency services when required; and
 - (f) determine the best methods for achieving these goals in a cost effective manner.
- (7) The amount of additional police resources required under paragraph (6) is not determined arbitrarily. The assessment will be based on both an established set of criteria and circumstances unique to each Special Event.

Paragraphs (6) and (7) constitute Policy approved by the Police Board on April 27, 2022.

PROCEDURE

SPECIAL EVENT ASSESSMENT AND DOCUMENTATION

- (8) A PRIME file will be created by the Special Events Coordinator for each Special Event that police presence beyond standard staffing levels is required.
- (9) Events assessed by the Special Events Coordinator but not requiring police presence will be logged in a text page associated to a master PRIME file, created annually for that purpose.
- (10) The Special Events Coordinator will work closely with the City Event Coordinator and event promoters/organizers when assessing and planning AbbyPD involvement in Special Events.
- (11) The Special Event assessment includes, but is not limited to, a review of:
- (a) the size, duration and location of the event;
 - (b) whether dignitaries/VIPs will be in attendance;
 - (c) the impact on traffic flow and pedestrian safety;
 - (d) the nature of the event and the demographic group to which it is targeted;
 - (e) whether liquor will be served; and
 - (f) City/AbbyPD experience with previous occurrences of the event (or similar events) and the event promoter/organizer.

- (12) The amount of police resources required for a Special Event will be based on the Special Event Coordinator's assessment.
- (13) If the event organizer disputes the amount of required police resources, the Special Events Coordinator will review the assessment.
 - (a) If the Special Events Coordinator determines that reducing the number of police **would not** put the safety of the public at risk, an amended assessment will be provided to the event organizer.
 - (b) If the Special Events Coordinator determines that reducing the number of police **would** put the safety of the public at risk, they will review the assessment with their supervisor.
 - (i) If after review, the supervisor determines that the amount of police resources may be reduced, an amended assessment will be presented to the event organizer.
 - (ii) If the supervisor concurs with the Special Event Coordinator's original assessment, the City Event Coordinator and the event organizer will be advised.
- (14) Disputes not resolved under paragraph (13) may be escalated to the Strategic Services Branch OIC, then (if necessary) to the Deputy Chief Constable, Operations, who will make the final determination.
- (15) An AbbyPD operational plan for selected high-risk Special Events will be created by the Special Events Coordinator, approved by the Strategic Services OIC and provided to the Duty Officer ("DO") assigned to the date of the event.
- (16) The completion of a post-event debrief PRIME template is required from each member attending the event. If warranted (e.g., the event deviated materially from plan, public safety was compromised, additional police resources were required), a debrief will be conducted by AbbyPD and will be extended to the City and the private event organizer (if applicable).
- (17) All Special Events documentation (including but not limited to notification of events, event assessments, operational plans and debriefs) will be retained by the Special Events Coordinator.

ABBYPD RESOURCES

- (18) Police officers may be assigned voluntary paid duties at both City-sponsored and private Special Events, subject to the terms of the collective agreement and associated letters of understanding in force at the time of the assignment.

- (19) On-duty police officers may be re-assigned, and off-duty police officers may be called-out, to meet an unanticipated need for additional police resources at a Special Event.
- (20) Reserve Constables may participate in Special Events, subject to the supervision/activity terms and conditions noted in policy [II.M.050 Reserve Constable Program](#).

COST RECOVERY

- (21) The Special Events Coordinator will create a contract for policing services and costs associated to the Special Event; this contract, acknowledging responsibility for these costs, must be signed by the organizer prior to the event.
 - (a) EXCEPTION: certain events (including, but not limited to, the Canada Day parade and the Abbotsford Airshow) may not require a signed contract in advance, and costs are billed to the City or organizer after the event.
- (22) The rank-specific rate at which police members are charged out to Special Event organizers is determined by the Finance and Budget Branch.