POLICE DEPARTMENT
BALTIMORE, MARYLAND
Special Operations Section

SPECIAL EVENTS
SECURITY PLAN GUIDANCE

Upon applying for a permit 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 some consideration of public safety outside of normal Police/Fire/Transit & Traffic operations.

A Security Plan will most likely be required whenever conditions exists 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 to gain approval from a Police Commander.

To ensure the greatest chance of gaining permit approval and providing a responsible and safe event please review these guidelines.

Steps to creating a good Security Plan

- The security plan should be on the host's or security company's letterhead
- Contact information for the person coordinating the security plan should be included
- Number of guests/patrons expected, and the times of alcohol sales/consumption
- Number of Police Officers or Security Guards that will be utilized (Plan on two Security Guards per 100 guests, and two police officers for every 500 guest, for larger events a Police Sergeant will be required for every 4-10 Police Officers, and one Police Lieutenant for two or more Police Sergeants)
- The name and contact information of any private security company used, if they are licensed and bonded, and any licensing number, a copy of the contract if possible
- Any uniforms/markings utilized by security personnel
- A communications plan (radios, cell phones, etc.) if any to be used .
- The name and agency of any off-duty Police Officers utilized as security
- A brief sketch of any outdoor areas to be utilized to include any fencing/bike racks used, and entry and exit points noted, along with any traffic considerations
- Any safety plan to be utilized, ex. Designated Driver programs, arrangements with Taxi-cab Company, etc.
- Any other measures instituted to enhance safety of the event or minimize impact on the surrounding non-participants

The plan does not need to be elaborate, one page is usually sufficient, but it does need to contain any applicable information in a concise, easy to review format.

Failing to have or submit a security plan for events that impact public safety or serve alcohol will almost assuredly result in denial of permit request. Failing to include a security plan with initial application will delay the approval process.

The Police Commander (usually a Police District Commander) of the respective area will have the authority to approve or deny a permit application based on their responsibility and understanding of the event/community involved and its impact on public safety & order.

Your Organization Name/ Logo

Event Name

Saturday April 11, 2015
Security Plan

ABC Event Services Group
James Brown
7777 Soulane Place
Baltimore, MD 21202
410-111-1111

Control Agency/ Waterfront Partnership of Baltimore, Inc.
7777 Jams Lane
Baltimore, MD 21224
410-111-2222 x333

ABC Event Services Group and Control Agency Agreement:

1. **ABC Event Services Group shall provide Control Agency :**
   - **Two security officers on Friday, April 10,2015 from 4pm to 8am**
   - **Six security officers on Saturday, April 11, 2015 from 11am to 8pm**

2. **The security officers will be responsible for crowd control, checking proper identification, handling any disruptive attendees, securing the area, maintaining a safe environment, and coordinating with the onsite event manager and staff to ensure a safe and successful event.**

3. **All security officers will be managed by an ABC Event Services Group representative.**

4. **All security officers will carry out functions in order to protect the event producer, event property, and attendees. They will be stationed at designated spots (see attached diagram) and communicate with the event manger throughout the event.**

We understand that the provision of a security plan as part of our completed special events application submission does not eliminate the possibility that the City may request detailing of Baltimore City Police officers at expense to the event organizer.

Respectfully Submitted,

Bob Smith
Senior Event Manager
Control Agency