



AUSTIN CENTER  
FOR EVENTS

# Austin Police Department

## Special Events

Work session for developing Rules for the new Special Events Ordinance

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Section	Rule	What do customers need to do to follow the rule?	Notes/Questions
4-20-50	A public safety plan is required for any Tier 2, 3 or 4 special event and must be approved by ACE.	<p>An event organizer shall prepare a public safety plan for a special event that is based on the estimated number of attendees and, at a minimum, includes:</p> <ul style="list-style-type: none"> <li>(1) on-site security for attendees and property;</li> <li>(2) on-site contact list;</li> <li>(3) Evacuation plan;</li> <li>(4) Any possible issues such as a protest or opposition from any other group;</li> <li>(5) on-site medical coverage, number of and level of certification of emergency medical responders, and the 911-access that will be utilized for the special event;</li> <li>(6) fire safety plan; and</li> <li>(7) documents required in Section 14-8-27 (<i>Documentation Requirements</i>).</li> </ul>	<p>For Tier 1 events, a checklist will be provided with a list of recommendations and considerations for each event planner.</p> <p>At least 30 days prior to the start of a Tier 2, 3 or Tier 4 special event, an event organizer shall provide ACE a written description of all non-city public safety resources that will be used at the special event.</p>

Notes:

Section	Rule	What do customers need to do to follow the rule?	Notes/Questions
4-20-50	The number of police officers, required for a special event must be based on rules adopted in accordance with Chapter 1-2 ( <i>Adoption of Rules</i> ).	<p>Since every event is unique the APD Special Events Unit will determine the criteria/requirements for number of officers on a case by case basis. The size, location, scope and elements of each event will be carefully considered.</p>	<p>With the approval of the Austin Chief of Police, and subject to ACE requirements, event organizers may hire peace officers employed by a state agency or Travis County.</p>



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4-20-50	Private security employed pursuant to Subsection (A) must,  <b>(does not include traffic control)</b>	<ul style="list-style-type: none"> <li>(1) be in uniform;</li> <li>(2) ability to contact City of Austin Police, Fire, or emergency medical services if necessary and provide a contact number for A.C.E.</li> <li>(3) remain on-site during the special event;</li> <li>(4) be licensed by the State of Texas; and</li> <li>(5) Shall not consume an alcoholic beverage or participate in the special event.</li> </ul>	

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4-20-50	Traffic Control	Unless a peace officer has been authorized by the Austin Chief of Police, or is otherwise on duty and acting in an official capacity of their agency, only peace officers who are commissioned by the City of Austin shall be used for traffic control on City of Austin streets or in City of Austin right-of-way for special events, as defined by this chapter.	In making a determination for authorization, the Austin Police Chief shall consider the officer's familiarity with local ordinances and rules of the City of Austin, and the proximity of the officer's primary jurisdiction to the City of Austin.



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4-20-50	<p>Beer Gardens:</p> <p>a. A beer garden shall be required if alcohol is served in a City right-of-way or on any other City facility.</p> <p>b. Must be fenced to prevent alcohol from being passed outside the enclosure.</p>	<p>May use a six foot high “approved” sturdy fence or create a six foot wide approved “moat” with a four foot high fence.</p> <p>ACE staff may approve other proposed configurations if the configuration will achieve the purpose of the fencing requirement.</p> <p>Must have security personnel monitoring all entry and exit points to ensure alcohol does not enter or leave the area.</p> <p>Must have at least two peace officers employed by the Austin Police Department, who will enforce the law and city ordinances.</p>	

Notes:

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4-20-50	<p>Deadlines for Bubble escorts, Construction and Filming permits</p>	<p>APD must be notified within three business days of any Bubble Escorts, Construction plans or Filming Permits.</p>	



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4-20-50	Bubble Escort/Walking Events	<p>A special event that moves, impacts the City of Austin’s right-of-way, and requires no traffic control devices.</p> <p>b. For an event with less than 100 attendees, APD encourages the event organizer or attendees to use sidewalks and obey all traffic control devices so that an escort is not required.</p> <p>c. For an event with 100 or more attendees or will use the streets, a minimum of three peace officers are required.</p> <p>d. Factors that will influence whether additional peace officers are required –</p> <ol style="list-style-type: none"> <li>i. time;</li> <li>ii. location;</li> <li>iii. number of participants; and</li> <li>iv. the estimated number of intersections that will be impacted.</li> <li>v. Route</li> </ol>	Must be APD officers unless approved by the Austin Police Chief.

Notes:



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4-20-50	Enhanced Barricading, ACE may require the use of vehicles to supplement traffic control devices.	Factors that will influence whether enhanced barricading is required – <ol style="list-style-type: none"> <li>i. location of the special event;</li> <li>ii. notoriety of the special event;</li> <li>iii. size of the special event;</li> <li>iv. size or allowed speed of adjacent streets; and</li> <li>v. proximity of vehicular traffic to pedestrians.</li> </ol>	APD always recommends that every intersection should have an officer and a car to block the street no matter what the event is.  Some events will require officers and units at closures.

**Notes:**

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4-20-50	Austin Police EOD Unit	Unless ACE determines that escalating risk factors requires APD's <i>Explosive Ordinance Disposal Unit</i> (EOD) to be present for an event, ACE recommends EOD conduct a sweep and standby for a special event with 5,000 or more attendees.	EOD can be requested by any event.

**Notes:**