

Special Event Staffing Matrix

The Police Department Staffing Matrix is a guideline to assist the planner in reasonably predicting the staffing levels necessary for their event. The number of the personnel assigned may vary as dictated by the nature of the particular event, or as calculated to be necessary by the Chief of Police or his designee. All private security officers shall be registered with DCJS.

Low Risk – Medium Risk – High Risk

Estimate # of Attendance	0-100	101-200	201-500	501-1000	1001-2000	2001-3000	3000+
Invited guest/speakers	2 Officers	2 Officers	3 Officers	3 Officers 1 Sergeant	4 Officers 1 Sergeant	6 Officers 1 Sergeant	For each 500 attendees, 2 additional officers
Fairs/Festivals	0	0	2 Officers	3 Officers 1 Sergeant	5 Officers 1 Sergeant 8 private security staff	6 Officers 1 Sergeant 10 private security staff	For each 500 attendees, 2 additional officers
Dances	0	2 private security	2 Officers	2 Officers 2 private security staff	5 Officers 1 Sergeant 4 private security staff	6 Officers 1 Sergeant 6 private security staff	For each 500 attendees, 2 additional officers
*Live Concerts	0	2 private security	2 Officers 4 private security staff	3 Officers 1 Sergeant 6 private security staff	5 Officers 1 Sergeant 8 private security staff & one security supervisor	8 Officers 2 Sergeants 10 private security staff & 2 security supervisors	For each 500 attendees, 2 extra officers and 2 extra private security staff are needed. Additional security supervisors may be required.
Dignitary visitors	To be determined by Chief of Police or designee.						

*At the authority of the Chief of Police or his designee, police and security personnel can be decreased on a case by case basis.