



Connie Watson
PUBLIC INFORMATION OFFICER

SPECIAL EVENT ROAD CLOSURE REQUEST PROCEDURE

The following is the recommended procedure for requesting a road closure for special events:

1. No less than three weeks prior to the event, a written request should be submitted to the Precinct Commissioner's Office in which the road is located.
2. If necessary, the Commissioner's Office will check with the Sheriff's Office about any possible safety concerns regarding the road closure. If the safety concerns are severe, the commissioner's office will work with the requestor on other alternatives. Then, if the commissioner agrees that the request is reasonable and will not hinder public safety, the request can move forward.
3. The closure will then be put on the Commissioners Court agenda by the commissioner's office for approval.
4. After the road closure is approved, Connie Watson and Pat Cobb will send the specifics of the closure to 911 Communications. They in turn will notify emergency personnel in that area regarding the closure, including EMS and the local fire department. The commissioner's office will be responsible for letting the requestor know that the closure was approved. Also, the requestor is responsible for informing any affected property owners of the closure at least 48 hours prior to the event.
5. Connie Watson will notify the local media regarding any **major** road closings.