SPECIAL EVENTS

816.1 PURPOSE AND SCOPE

The purpose of this general order is to establish uniform procedures for special events.

816.2 POLICY

In the interest of public safety, the Columbia Police Department will frequently provide security, crowd and traffic control during those special events held within the city, such as parades, dignitary arrivals, Roots-N-Blues, the Air Show and other similar functions. These functions may be performed independently or in cooperation with other law enforcement agencies. However, as each event is unique and presents a different set of circumstances, the procedures established herein are basic in nature and are subject to those modifications necessary to meet the needs of the situation.

816.3 SPECIAL EVENT PROCEDURES

a. Authority and Responsibility

1. The planning coordinator of special events shall be appointed as needed by the chief of police or his designee, and will be responsible for primary planning and coordination of special events.
2. The planning coordinator will meet with event representatives and determine the role the police department is expected to perform during the planned function.
3. Personnel and equipment requirements will then be coordinated with the command staff of the department and such other outside agencies that may be involved.
4. An operational plan will be drafted and, following approval by the Special Services Bureau Commander, disseminated to appropriate personnel.
5. Upon approval by the Special Services Bureau Commander, a briefing where assignments, responsibilities, communications and other details shall be reviewed in total.
6. The planning coordinator or his/her designee will make every effort to be present on-site during critical periods of the special event and shall serve as the primary project officer. He/she will be responsible for operational interaction with various city departments and private agencies.
   i. If the planning coordinator is unable to be present at the event, he will ensure that his designee is provided with all necessary information and assignments.
7. The planning coordinator will notify Boone County Joint Communications and provide the following information:
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i. Day, date, time and location of event;
ii. Estimated duration, including start and end times;
iii. Road closures or detour routes; if applicable
iv. Parade routes, if applicable;
v. Additional personnel requirements;
vi. Communication requirements;
vii. Any contact information or other pertinent information relevant to the event for those who call for public information;
viii. A list of officers participating in the special event.

b. Elements of Special Events Planning

1. Pre-event estimates: Crowd estimates, based upon previous event experience and current information, will be prepared and included in the operational plan. Such figures shall then be utilized as a guide to determine the adequate allocation of personnel and equipment to the event site and surrounding areas.
   
a. The consumption of alcohol at the event should be given special consideration when determining the number of personnel needed.

2. Equipment & Logistical Considerations: Planning efforts shall include the types and amount of equipment deemed necessary to accompany a personnel deployment, along with logistical routes and temporary parking including storage areas.
   
a. The location(s) of the equipment will be clearly stated on appropriate situation maps and the information disseminated to assigned personnel.

b. The Columbia Police Department has limited numbers of equipment such as barricades, traffic cones, etc. Additional equipment will be obtained from the Columbia public works department if the police departments equipment resources are not adequate for the event. Such items may be pre-positioned for departmental use or requisitioned as specific needs arise.

c. Other logistical considerations such as transportation, food, water, etc., will depend on the individual event and will be communicated to the employees working the event in advance. Food, water and transportation may be provided to officers by the department or event staff during larger events. Generally, during events of a shorter duration, food, water and transportation will be the responsibility of each individual officer.

3. Inter/Intra Departmental Coordination: The planning coordinator will coordinate the assignment and cooperation of:
a. Personnel and resources to the event with department commanders;
b. Other city departments affected;
c. The event management / operations staff;
d. Business / community groups; and
e. Such other law enforcement agencies as may be involved.
f. Once department personnel have been deployed, members assigned to the event will cooperate fully with other participants in an effort to ensure a successful function.

4. Traffic Direction and Control: Planning for each special event shall include an assessment on the impact the event will have on traffic.

a. Parking restrictions, traffic signal control, road closures, and detours will be initiated as circumstances require.
b. These will be noted on the special event document situation maps, and officers shall be assigned to all critical intersections.

5. Operations Plan/Deployment Report: The planning coordinator will draft and submit to the Special Services Bureau Commander for approval an operations plan/deployment report prior to the date the special event is scheduled to occur. Each Operation Plan/Deployment Report shall include when appropriate:

a. The sponsor of the event;
b. Contact person(s);
c. Dates and times the event is to take place;
d. Geographic area affected;
e. Estimated number of people expected to attend;
f. Personnel assignments (fixed posts/mobile units/rotation schedule), uniform wear;
g. Command post and command authority;
h. Communications;
i. Medical resources;
j. Traffic and parking control requirements;
k. Logistical requirements;
l. Public and media relations;
m. Potential threats; and
n. Emergency contingency plan.

6. Command and Control: Prior to any special event, the planning coordinator, Special Services Bureau Commander, and the patrol commander will discuss and determine if a designated on-site command post will be established for the event.

a. Criteria used to determine the need for an command post will include:
i. Estimated size of the event, to include estimated crowd size.
ii. Type of event, alcohol consumption allowed, and potential for criminal or unruly activity.
iii. Number of personnel required to meet the needs of the event.

b. If it is determined that an on-site command post will be established:

i. The command post will serve as the communications interface between the department and other city agencies. It will also provide centralized command and control over those personnel assigned to the event.

ii. The command post shall be adequately marked as such and equipped with radios, cellular telephones and other equipment as may be needed.

c. Situational maps shall be utilized by personnel as a critical resource in the management of a special event. Such maps may be used to plot parade routes, event sites, specialized/restricted parking areas, traffic control points, medical treatment areas, mobile and fixed perimeter posts, ingress and egress points, command post, staging areas, etc.

d. Where a situation arises that either exceeds the technical expertise held by department personnel, or threatens to expand beyond available manpower resources, the special event coordinator may request assistance from other agencies such as the Boone County Sheriff’s Department, Missouri University Police Department or the Missouri State Highway Patrol.

e. The planning coordinator will maintain ongoing communications with the event management staff and coordinate field operations in a cooperative effort. Problems and/or changes in operational plans shall be discussed and joint corrective action taken.

f. The planning coordinator will maintain communications with BCJC and will ensure that dispatchers remain informed of which personnel are on and off duty during the event.

7. Communications: During special events, communications shall routinely be conducted via radio and telephone.

a. When the department has sole responsibility to provide security for the event, the planning coordinator will coordinate with BCJC to determine which radio channels will be utilized for communication by those involved in the event.

i. In most cases, communications should be conducted on channel seven (7) JCIC which would provide the following:
1. All transmissions would be recorded.

2. Generally a dispatcher would not be assigned to monitor the channel. Based on the individual event, such as Roots & Blues, a BCJC operator may be assigned to monitor the channel or be assigned to be present on-site running the channel from the mobile command post.

   ii. Officer to officer communication will occur on CPD channel three (3).

   b. Should other agencies be involved, communications will be conducted on the mutual aid frequency or other designated frequency.

   c. Officers assigned to work a special event will be notified of the radio number assigned to them for the event.

   d. Telephone communications may be conducted by either land-line or cellular phones.

   e. The event coordinator will notify the appropriate BCJC personnel of our anticipated needs during the event planning stages so that adequate resources can be planned for and available.

8. Field Operations:

   a. Fixed posts, traffic posts, walking beats, bicycle patrols and mobile beats will be designated as necessary in the initial planning document. Those areas may be manned by one or more officers, who shall maintain their positions until properly relieved.

   b. Supervisors assigned to oversee uniformed subordinates shall periodically check on each of the fixed posts associated with an event and report problems or needs to the command post.

   c. Relief: Supervisors shall be responsible for establishing a relief schedule for subordinate employees, which may include shifting employees to different post locations at regular intervals, or by utilizing a designated relief officer to temporarily man a specific post.

   d. Uniforms: Assigned uniforms for department employees may vary according to the event. As such, specific instructions detailing proper uniform attire shall be included as part of the operations plan/deployment report.

   e. Arrest / Reporting Requirements: Procedures for handling arrests made at a large event may vary according to the event. As such, specific instructions detailing the proper handling and processing of arrests should be included as part of the operations plan/deployment report when the possibility for arrest/enforcement action is anticipated or expected.

9. Medical Support: Medical units will generally be actively involved in each major special event and shall subsequently be deployed in accordance with the requirements of the event. This may require an on-site presence or simply the dedication of medical units to be placed in reserve for
emergency deployment. Specifics regarding medical support, such as those listed below, are determined by the fire department, ambulance services and the event organizer.

a. Communications between the police department and medical units shall be maintained via radio or cell phone communications in the event of a medical emergency.

b. The primary health care provider will be determined by the patient if possible or by medical personnel based on the specific medical condition encountered.

c. Staging Area: The fire department shall be allocated adequate parking and storage space, generally on the periphery of an event to stage its vehicles and personnel.

d. Treatment Area: If a large crowd is anticipated at an event, medical personnel will generally establish a medical treatment area within the event site. It shall be manned by paramedics and/or other trained medical personnel to provide emergency medical services as needed.

10. Public Information: Generally, management staff or sponsors of a special event shall be responsible to release all news information in connection with the event. However, the Special Services Bureau Commander or designee may exercise such authority when public safety issues arise, or when directly approached by the news media and requested to comment.

c. After-Action Report

1. At the conclusion of a major event, the planning coordinator will schedule a meeting or otherwise communicate with appropriate participants to review the event in its entirety to determine positive and negative aspects of the operation.

2. The planning coordinator will submit an after-action report or detailed notes to the Special Services Bureau Commander. The information provided will:

   a. Incorporate all aspects of the department’s operation in the event.

   b. Address both positive and negative aspects of the event and include recommendations for planning and executing future special events.