JOPLIN POLICE DEPARTMENT	10-08 STANDARD OPERATING GUIDELINE
SUBJECT: Special Events	**REVIEW DATE: Annually - October**
EFFECTIVE DATE: 10/14/2019	**ACTION DATE:**
AMENDS/SUPERSEDES: 1/13/2011	**AMEND DATE: 10/14/2019**
ACCREDITATION INDEX: 46.2.7	**APPROVED:** Richard A. Pearson **Chief of Police**

I. POLICY

In the interest of public safety, the Joplin Police Department will provide security, crowd and traffic control during those special events held within the city. 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. (46.2.7)

II. PURPOSE

To establish guidelines for the planning and coordination of special events.

III. PROCEDURE: GENERAL (46.2.7)

A. Authority and Responsibility

1. The Planning Coordinator of Special Events shall be appointed by the Chief of Police, and will be responsible for primary planning and coordination of special events. Typically, the Planning Coordinator will be designated as the Traffic Sergeant for special events.

2. The Planning Coordinator will meet with event representatives and determine the role the 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. Event Action Plan in the form of a special event document will be drafted and following its approval by the Chief of Police, disseminated to appropriate personnel.

5. Upon approval by the Chief of Police a briefing where assignments, responsibilities, communications, and other details shall be reviewed in total.

6. The Planning Coordinator will endeavor 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.

B. Elements of Special Events Planning.

1. Pre-event estimates

Crowd estimates, based upon previous event experience, will be prepared and included in the event planning document. 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.

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/storage areas.

a. The location (s) of the equipment will be clearly delineated on appropriate situations maps and the information disseminated to assigned personnel.

b. Equipment such as barricades, traffic cones, etc., will be obtained from the City's public works department. 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 generally be the responsibility of each individual officer, though one or more of such needs may be satisfied by the event staff.

3. Inter/Intra Departmental Coordination

The Planning Coordinator will coordinate the assignment 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, 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/Deployment Document

The Planning Coordinator will draft, and the Chief of Police will approve an operations/deployment document prior to the date the special event is scheduled to occur. Each special event document shall include:

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. Number of people expected to attend;

f. Personnel assignments (fixed posts/mobile units), 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

A command post shall be established for all large events, which will serve not only as the communications interface between the department and other City agencies, but also provide centralized command and control over those personnel assigned to the event.

a. Personnel assigned to the command post may vary but some shall be staffed for the duration of the event by a minimum of one command rank officer. specialist.

b. 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 command post 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. Requests for the assignment of the Joplin Police S.W.A.T. Unit will be forwarded to the Uniformed Operations Bureau/S.W.A.T. Commander as far in advance of the special event as practical.

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.

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, radio communications may be conducted on an Event Channel.

b. Should other agencies be involved, communications will be conducted on a patched frequency designated by communications personnel.

c. Officers assigned to work a special event shall utilize the designated call sign in the event plan or their Department radio number as an identifier.

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

e. The supervisor of the communications unit will ensure that a sufficient number of dispatchers are on duty for coverage of special events.

8. Field Operations

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

b. Employees assigned to man these posts should not exceed four (4) hour increments at any one given position or task.

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

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

e. 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 each planning document.

f. Arrest/Reporting Requirements - Procedures for handling arrests made at a large event may vary according to the event. As such, specific instructions detailing with proper handling and processing of arrests shall be included as part of each planning document. Officers making the arrests shall then be responsible for any associated reports.

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.

a. Communications between the police department and medical units shall be maintained in the event of a medical emergency.

b. Mercy Hospital and/or Freeman Hospital normally serve as the primary health care provider, however medical unit personnel shall determine which health care provider will be utilized 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 for releasing all news information in connection with the event. However, the Chief of Police may exercise such authority when public safety issues arise, or when directly approached by the news media and requested to comment.

C. Critique and After-Action Report

At the conclusion of a major event, the Planning Coordinator will schedule a critique with appropriate participants to review the event in its entirety. All aspects of the department's operations shall be incorporated into an after-action report submitted to the Chief of Police.

D. Plan Review

Special event plans shall be reviewed on an annual basis and all pertinent changes incorporated into the various copies distributed to department personnel.

IV. COMPLIANCE

Violations of this policy, or portions thereof, may result in disciplinary action as described in the City of Joplin's Personnel Rules, or the Joplin Police Department's Rules and Regulations and General Orders. Members of the Joplin Police Department, while assigned to or assisting other agencies shall comply with this policy.

V. APPLICATION

This document constitutes department policy, is for internal use only, and does not enlarge an employee's civil or criminal liability in any way. It shall not be construed as the creation of a higher legal standard of safety or care in any evidentiary sense, with respect to third party claims insofar as the employee's legal duty as imposed by law. Violations of this policy, if proven, can only inform the basis of a complaint by this department, and then only in a non-judicial administrative setting.