



# Colorado Springs Police Department

## General Order

### 240 Special Events

#### Section 200 – Community Collaboration

Effective Date: 4/21/2020

Supersedes Date: 4/3/2013

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## **.01 Purpose**

The purpose of this directive is to furnish guidelines for handling special events.

## **.02 Cross Reference**

[DL-240-01 Special Events](#)

## **.03 Discussion**

The department handles a wide variety of special events each year. These events range from large scale, such as Territory Days and the Pikes Peak or Bust Rodeo, to parades, foot races, bicycle races and rides. Officers volunteer to work these events and are paid in accordance with city policy.

## **.04 Policy**

The Colorado Springs Police Department (CSPD) will develop a specific plan for each special event requiring police services. The plan will include measures to ensure the safe and orderly flow of traffic, crime control, and adequate safety for those participating in or attending these events, without negatively impacting normal police operations.

CSPD also recognizes that it is not a right for officers to work special events, but rather a privilege. As such, the CSPD reserves the right to restrict officers from working special events when it is deemed appropriate and in the best interest of the department as described in [SOP DL-470-01](#).

## **.05 Definitions**

*Special event:* Any organized formation, parade, procession, or assembly consisting of, or reasonably expected to consist of, one hundred (100) or more persons, and which may include animals, vehicles or any combination thereof, which is to assemble or travel in unison on any public street and which does not comply with normal or usual traffic regulations or controls; any

organized assemblage consisting of, or reasonably expected to consist of, one hundred (100) or more persons at any public park which is to gather for a common purpose under the direction or control of a single person or organization; any other organized activity conducted by a person or organization for a common or collective use, purpose or benefit which involves the use of, or has an impact on, other public property or facilities and the provision of public safety services to the activity; any event that requires the temporary closure of a public street, alley or right of way or the erection of barricades.

## **.10 Supervision of Special Events**

The city's special events coordinator is responsible for the issuance of any special events permit and will ensure that the event organizer has completed the Special Events Application and meets all of the requirements established by the City Special Events Committee prior to issuing any special events permit.

The department's special events sergeant will ensure cooperation and will liaise with all agencies involved in the coordination of special events. The special events sergeant will be a member of the city's special events team, which will include a member from the Traffic Engineering, City Parks and Recreation, Colorado Springs Fire Department, and other representatives from the city whose services may be required for a specific event. The special events sergeant will make every effort to cooperate with the sponsors of all events and to advise on the needs for safety and traffic control at each event.

Planning and control for the event will include ingress and egress of vehicles and pedestrians, parking provisions, crowd control, officer relief at the traffic control locations, and event specific information (e.g. restrooms, lost & found, missing children, first aid, staging areas etc.). Additional planning will address alternate traffic routes, including emergency vehicles and the Mountain Metropolitan Transportation System (METRO) buses.

An operations plan, tactical worksheet, or special event detail, including the aforementioned information, will be completed and distributed to all involved officers and the Communications Center. An Incident Action Plan is required for large-scale events involving coordination with agencies other than the Colorado Springs Fire Department.

At each special event where there are five or more officers, a supervisor will be designated as the incident commander (IC) for that event. Depending upon the size and scope of a particular event, a commander, lieutenant or sergeant may be designated as the event IC.

The event IC is responsible for:

- Managing the police department's response during the special event.

- Ensuring compliance with the operations plan and assignment detail as established by the department's special events coordinator.
- Completing an After Action Report outlining any issues or concerns that developed during the event along with suggestions on how to improve the deployment plan for subsequent events. All arrests will be outlined in the After Action Report. The After Action Report will be submitted to the department's special events coordinator in the form of a memorandum.

Recording and reporting the on duty and off duty times for all officers working the special events. The report is to be provided to the department's special events coordinator by the following Monday.