



Colorado Springs Police Department General Order

240 Special Events and Extra Duty

Section 200 – Community Collaboration

Effective Date: 12/10/2025

Supersedes Date: 4/21/2020

.01 Purpose

The purpose of this directive is to outline principles and procedures for the Colorado Springs Police Department's (CSPD) Special Events and Extra Duty Programs.

.02 Cross Reference

[GO 410 Outside Employment](#)

[GO 411 Conflicts of Interest](#)

[DL-150-02 Principles of Command](#)

[DL-240-01 Special Events and Extra Duty Program](#)

.03 Discussion

CSPD's Extra Duty Program was developed to provide additional law enforcement services to private businesses and/or public agencies, while eliminating potential conflicts of interest for officers and the department. The extra services provided are paid for by the business via a contract, and, generally, represent special law enforcement needs that cannot be met through routine police service.

Additionally, the department handles a wide variety of special events each year. These events range from large-scale park and road closures, to parades, car shows, foot races, bicycle races and rides.

Maintaining a strong and effective Special Events and Extra Duty Program benefits the community, the department, its officers, and specific civilian positions by providing auxiliary police services while under the control of the department. It also provides a full range of police resources that are quickly available, when needed or requested.

.04 Policy

When agencies, businesses, or other organizations need additional police services that do not conflict with the mission of the department, those services are available, by contract, through CSPD's vendor, Extra Duty Solutions.

CSPD reserves the right to deny services to any business, organization, or at any location.

Direct solicitation of officers for extra duty or special events is prohibited. All extra duty and special event assignments are managed by an outside company, Extra Duty Solutions, in coordination with the SED Liaison Officer and Protective Security Lieutenant.

CSPD will develop a specific plan for each special event or extra duty assignments 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.

It is a privilege for officers and civilian employees to work special events or extra duty, and it is not a right of their employment. As such, the CSPD reserves the right to restrict officers and civilian employees from working special events and/or extra duty assignments when it is deemed appropriate and in the best interest of the department.

.05 Definitions

Extra Duty Solutions – CSPD contracts with Extra Duty Solutions to provide management of off-duty programs, specifically the extra duty and special events programs. They handle the scheduling of details based on staffing approved by CSPD, officer/civilian employee payments, invoicing, and collections from businesses or event sponsors.

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.

SED Liaison Officer – A CSPD police officer who as the CSPD representative for administrative activities regarding the special events and extra duty programs. The position is under the direction of the Protective Security Lieutenant and is CSPD’s liaison to Extra Duty Solutions for coordination and compliance. They are a member of the City’s Special Events Team to ensure coordination and compliance with department policy and procedures related to special events.

Contracted Business Account – An external business or agency who contracts with CSPD through Extra Duty Solutions for officer presence and/or services.

Extra Duty Assignment – Police activities performed by contract, for payment, and arranged through the department’s Extra Duty Program, overseen by the Protective Security Lieutenant, and managed by Extra Duty Solutions.

Special Event Assignment – Assignments determined by the SED Liaison officer to staff an event established through the city-wide permitting process. These assignments will be managed through Extra Duty Solutions similar to extra duty assignments and overseen by the Protective Security Lieutenant.

.10 Special Events and Extra Duty Officers and Civilian Employees Subject to Rules and Regulations

Officers and civilian employees participating in the Special Events and Extra Duty Programs will be subject to the rules, regulations, policies, and procedures of CSPD. Failure to comply may result in disciplinary action as outlined by department policy or procedures.

Officers and civilian employees must receive prior departmental permission to participate in the Special Event and Extra Duty Programs, which are based upon applicable eligibility requirements.

Extra Duty – Sworn Officers who have attained the rank of third-class police officers (P3) up to and including the rank of lieutenant, are eligible to work extra duty.

Special Events – Sworn officers who have attained the rank of fourth-class police officers (P4) AND who have completed the police training program AND who have been released to solo duty are eligible to work special events. Officers up to and including the rank of lieutenant are eligible to work special events. Community Service Officers II, who have received training in traffic control, are eligible to work special events. Public Safety Dispatchers who have been released from training for solo work, are eligible to work special events.

.12 Primary Duty

The primary duty of all sworn CSPD personnel participating in special events or extra duty assignments will be to protect life and property, keep the peace, and enforce city ordinances, state laws, and federal laws.

The primary duty of all civilian CSPD personnel participating in special events will be to assist sworn CSPD officers in the safe and efficient management of an event.

.13 Types of Special Events or Extra Duty Assignments

- Patrol - An assignment which requires a cruiser and would consist of traffic control, crowd management, or miscellaneous patrol duties. For sworn only.
- Security - An assignment which is conducted in a setting where there is oversight by the contracted business account or a special events supervisor. For sworn only.
- Crowd Management – Officers will be proactive, walking the event and engaging with the crowd. Identify and mitigate threats. For sworn only.
- Processions such as funeral escorts, or large-scale event escorts, oversized truck load escorts. For sworn only.
- Traffic Control – Proactively manage, direct, and regulate the movement of vehicles and pedestrians in and around the event area to ensure public safety, efficient traffic flow and emergency access. For sworn or CSO II only.
- Dispatch – Actively manage, direct, and assist with the communication amongst officers, CSO II, outside law enforcement, and CSFD personnel during large scale special events.
- Supervisor – Supervisory positions over a special event or extra duty where a minimum of 5 officers are working. This position provides direction and control to the officers or CSO IIs. For sworn sergeants or lieutenants only.
- Incident Commander – Leadership oversight of a large scale or complex special event where a combination of officers, CSO II, and supervisors are working. These events can also include outside law enforcement, CSFD, or other city, county, or federal agencies. For sworn lieutenants only, unless otherwise approved by the SED commander.

.20 Responsibility of Business or Agency

Enforcement of regulations made by the contracted business account or event organizer with whom the special event or extra duty assignment is made is the responsibility of that business or agency. However, when the conduct of any person threatens a breach of peace, or similar violation of the law, the officer may intervene to end the violation and, if necessary, make arrests.

.24 Basic Fees

A basic per hour fee will be established via the contract and in accordance with city policy by and between CSPD and the requesting organization/agency/business.

.26 Money Collected

All money collected and vouchers for payment will be processed through Extra Duty Solutions. Under no circumstances will any officer accept any form of payment or reimbursement from a contracted business account or special event organizer.

.28 Time Minimum & Charges

A per-assignment minimum of two hours is required for the Special Event and Extra Duty Programs and will be charged for all assignments.

Additional time will be measured by the quarter hour. Time less than 7.5 minutes will not be charged; likewise, any time 7.5 minutes and above will be charged as a full quarter hour.

.30 Voluntary Assignments

Assignments for special events or extra duty will be made from a list of eligible officers and civilian personnel who have voluntarily signed up through Extra Duty Solutions to work assignments. The list will be created and maintained by the SED Liaison officer and Extra Duty Solutions. All assignments will be managed through Extra Duty Solutions.

.34 Selection for Assignments

Officers authorized to work extra duty assignments will be added to the seniority list. The seniority list is based upon the extra duty work record of each officer, number of months worked, base hours, and department seniority.

Selection of special event assignments will be released to all eligible officers and civilian personnel at one time, and signups will be done on a first come-first served basis. Special assignments will not count towards extra duty base hours. The Protective Security Lieutenant will have discretion to make fair and reasonable limitations upon the distribution and number of hours worked by any officer or civilian employee, if there is reasonable cause to believe that the department might be detrimentally affected otherwise.

The Protective Security Lieutenant, in coordination with Extra Duty Solutions, will ensure that assignments are distributed fairly and without prejudice for or against any officer. The Protective Security Lieutenant will have discretion to make fair and reasonable limitations upon the

distribution and number of hours worked by any officer, if there is reasonable cause to believe that the department might be detrimentally affected.

In such instances, if an officer objects to the decision, they may discuss their concerns with the Protective Security Lieutenant. Final authority for the decision rests with the Investigative & Special Operations Bureau (ISOB) deputy chief.

.40 Responsibility to Report Time

After an officer or civilian employee has signed up for a detail, it is the officer's/employee's responsibility to be at the proper specified location, at the assigned time, and have a full understanding of the expectations of the assignment.

Officers/employees are prohibited from showing up late for assignments, leaving early from assignments, and/or adjusting their own hours for assignments without prior permission from the Protective Security Lieutenant. For special events, the event supervisor can approve officers/employees to leave early if the event concludes before the originally scheduled conclusion. It is the officer's/employee's responsibility to update their time and provide an explanation of who released them early, which can be done utilizing the EDS application.

For the extra duty program, officers must notify Extra Duty Solutions of the reason they were late or the reason they leave early. Extra Duty Solutions will make requests to the contracted business account manager and notify the officer if approved.

Officers are prohibited from approaching any contracted business/agency/special event organizer with a request to modify the contracted hours. All communications will go through Extra Duty Solutions or the on-scene supervisor for a special event.

All time and hours worked will be reported accurately and within City policy.

.46 Restriction from Working Special Events or Extra Duty

In order to maintain the integrity of the Special Event and Extra Duty Programs, the SED commander may restrict anyone from working extra duty when circumstances arise that determine it is in the best interest of the department to not have that officer work either specific special events or extra duty assignments, or to not work special events and/or extra duty in general.

These circumstances may include, but are not limited to:

- Complaints from any contracting entities.
- Officers or civilian personnel who are subject employees in a pending personnel investigation.

- Complaints are received from an officer/employee's chain of command indicating that working extra duty may be impacting that officer's work performance in their primary duties.

Restriction from the Special Event and/or Extra Duty Programs need not be the result of an extra duty or special event incident. Restriction is an administrative function and is not part of the special events or extra duty disciplinary process.

.50 Specialized Assignments

The SED commander or designee may categorize certain special events or extra duty assignments as being outside the scope of the normal policies and procedures, as set forth in this directive, due to specialized aspects of the assignments. Specific qualifying criteria for these assignments, along with procedures for selection, may be established at the direction of the commander.

.54 Extra Duty for Funeral Escorts

Extra duty requests for funeral escorts will be handled through the SED Liaison officer and Extra Duty Solutions. The SED Liaison officer will assign the appropriate number of officers needed, according to City Ordinance 10.23.112 - Funeral Processions and Escort Officers.

If the extra duty officers arrive for the escort and see the procession has grown, they are authorized to work with the business to limit the size of the procession to what they can safely handle.

.60 Supervision of Special Events – Administrative Responsibilities

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 the requirements established by the City Special Events Committee prior to issuing any special events permit.

The SED Liaison Officer, in conjunction with the Protective Security Lieutenant, is responsible for management and oversight of the CSPD Special Events and Extra Duty Programs. The staffing level required to police the extra duty assignments and special events will be determined by the SED Liaison Officer and approved by the Protective Security Lieutenant.

The SED Liaison Officer will liaise and cooperate with all agencies involved in the coordination of special events and will be a member of the City's Special Events Team. The SED Liaison Officer will coordinate with the sponsors of all special 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/CSO II 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/employees 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 or extra duty assignment where there are five or more officers, a supervisor will be staffed for that event. Depending upon the size and scope of a particular event, a lieutenant or sergeant may be designated as an event supervisor.

The special event supervisor 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 SED Liaison officer.
- Notifying the SED Liaison officer about any issues or concerns that developed during the event along with suggestions on how to improve the deployment plan for subsequent events. Work with the SED Liaison officer to ensure the After-Action Report is accurate.
- The After Action Report (AAR) will be completed by the SED Liaison Officer and will outline any issues or concerns and will contain any suggestions on how to improve the deployment plan for subsequent events. All arrests will be outlined in the After-Action Report. The SED liaison officer will complete the final AAR to provide to the City Special Event Coordinator.