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# CHAMPAIGN POLICE DEPARTMENT

## POLICY and PROCEDURE

POLICY NUMBER: 46.6

SUBJECT: SPECIAL EVENTS PLANNING

EFFECTIVE DATE: 10/01/09

REVISED DATE:

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REFERENCE ILEAP: OPR.04.03

traffic controls, parking prohibitions, and emergency vehicle access.

REFERENCE: CALEA 46.2.7

INDEX AS:

2) Crowd estimates and crowd control plans and procedures.

### 46.6.1 SPECIAL EVENT PLANNING

3) Anticipated criminal issues, to include the type, frequency, and location of expected occurrences, as well as plans for response to those occurrences.

PURPOSE:

4) The adequacy of private security plans, when they are planned for a particular event.

The purpose of this policy is to establish guidelines for the security and safety of the public attending special events and to plan for the safe flow of vehicular and pedestrian traffic during the event.

DEFINITIONS:

e. Coordinate with other City departments (Public Works, Fire, Finance, etc.) and exchange information with them regarding job functions at the event.

Plan: A document which identifies the methods and procedures to be used in achieving desirable goals or conditions.

f. Coordinate with outside departments for the use of special operations personnel, such as medical response teams, which are deemed necessary but cannot be provided by the Department.

Special Event: Activities such as parades, athletic contests, public celebrations, or festivals which result in an increased need for police services due to traffic, crowds, or crime.

POLICY:

g. Develop logistical plans through the creation of maps, charts, time tables, personnel rosters, and event schedules that:

### 46.6.1 SPECIAL EVENT PLANNING

A. The responsibility for the planning and coordination of special events rests with the Deputy Chief of Professional Standards or his designee.

1) Allow for relief of officers assigned.

1. The Sergeant assigned to Professional Standards will serve as the special events coordinator. In that capacity, the sergeant will serve as a liaison with event planners and:

2) Ensure the establishment of staging and staffing areas.

a. Review and either approve or deny applications for special events permits.

3) Allow for the preparation of public information press releases and, when necessary, establish news media briefing areas and procedures.

b. Supervise, coordinate, and assign personnel detailed to the special event.

4) Make maximum use of accessible parking in and around the event area while maintaining lanes of traffic for use by emergency responders.

c. Procure any necessary equipment for personnel assigned, and coordinate the distribution and return of that equipment.

2. The plan, or appropriate portions of it, shall be disseminated to assigned personnel to ensure that they are both familiar with the overall plan and aware of their individual responsibilities.

d. For major events in the City of Champaign, develop a written Operational Plan which addresses any traffic control, crowd control, and/or crime management issues that are anticipated as a result of the event. For major events involving two or more jurisdictions, an Incident Action Plan shall be completed. In either case, the plan should detail:

1) Plans for traffic control, traffic direction, alternate routes of travel, temporary

3. When feasible, a briefing will be held for all assigned personnel just prior to the start of the event.

ISSUING AUTHORITY

A handwritten signature in black ink, appearing to read 'Anthony D. Cobb', written in a cursive style.

Anthony D. Cobb  
Chief of Police  
Champaign Police Department