


DPS STANDARD OPERATING PROCEDURE			
	SUBJECT:	DIVISION:	DISTRIBUTION:
	Special Events DPS SOP 2011-34	ALL	ALL PERSONNEL
ISSUING AUTHORITY:		EFFECTIVE DATE:	SUPERSEDES:
CRAIG A. STONE, ASSOC. V.P. & CHIEF, CAMPUS SAFETY AND EMERGENCY MANAGEMENT SERVICES (ELECTRONICALLY SIGNED)		August 11, 2011 REVISED DATE: AUGUST 3, 2022	

Special Events

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NO IACLEA STANDARDS:

CALEA STANDARDS

Standard	Page
46.2.7	2, 3

REFERENCES:

- SOP 2011-36 Reporting for Duty
- SOP 2011-15 Uniforms, Equipment Groom & Appearance

ATTACHMENTS: None

I. APPLICABILITY: This Standard Operating Procedure is applicable to all members of the Syracuse University Department of Public Safety (DPS).

II. PURPOSE: The purpose of this policy is to establish and maintain a procedure for the planning and operational management of special events associated with Syracuse University and involving The Department of Public Safety (DPS).

III. POLICY: It is the policy of the Syracuse University Department of Public Safety to plan and coordinate the safety and security activities related to special events. The Special Event Plan will be scalable with the degree of specificity of the plan directly tied to the scope and nature of each event. A specific person or position will be designated as the event supervisor and/or coordinator. **(46.2.7)**

IV. DEFINITIONS:

A. Special Event: An anticipated event that occurs outside the day-to-day operations of the university. Because of the scope and nature of the event may require additional logistical resources be assigned in addition to the operational assignments of personnel and equipment routinely scheduled and available to the Department. Examples of Special Events include sporting/athletic events, political events, conferences, concerts, film/TV production, etc. **(08/03/22)**

1. A Special Event normally entails scheduling DPS personnel specifically assigned to the event.

B. Advanced Special Event: An advanced special event is a special event that is unusually large in scope and may include one or more of the following elements: **(08/03/22)**

1. Expected attendance of 1000 persons or more
2. May use more than one campus facility
3. VIP / Dignitary Escort
4. Includes non-affiliated guests
5. Includes alcohol
6. Is advertised off-campus

V. PROCEDURES:

A. **Events Lieutenant:** All special events shall be under the administrative command of the Lieutenant, Special Events/Community Policing Services. **(46.2.7)**

1. Major Events are under the control of the Lieutenant, Special Events/Community Policing Services. For events in which a supervisor is assigned (such as a dance party), the operational control would fall under the supervisor. Events where no supervisor is assigned, operational control would fall under the on-duty patrol supervisor.

B. **Responsibilities of the Lieutenant, Special Events/Community Policing Services:**

1. The Lieutenant, Special Events/Community Policing Services shall be responsible for planning and coordinating DPS resources and services for special events including but not limited to events such as dance parties, concerts, athletic events, social, educational and entertainment gatherings, festivals, exhibitions, symposiums and rallies and to provide:
 - a. VIP Security details,
 - b. Consultation and Security Services for both University and Public Events held on Campus
2. Designated Event Commander: The Lieutenant, Special Events/Community Policing Services will designate an event/detail commander or supervisor as a part of the planning process. See Sub. C for more information. **(46.2.7)**
3. Staffing Special; Details: To accomplish these assignments DPS Officers may be detailed and directed to provide:
 - a. Traffic and/or crowd direction and control,
 - b. Other duties impacting safety, security and protection of the people and property involved in the event.
4. Scope of Detail: The scope of these special details is to provide these services to:
 - a. Students, faculty, employees and the affected public in general,
 - b. On or off roadways adjacent to Property owned or leased by the University.
 - c. Preceding, during and following special events as assigned.
5. Written Plan Submission Required: (46.2.7) (08/03/22)
Prior to any **Advanced Special Event**, the Lieutenant, Special Events/Community Policing Services **or his/her designee** will submit **2 weeks prior to the event** a detailed written plan to the **Associate Vice**

President and Chief, Campus Safety and Emergency Management Services, or his/her designee for approval.

- a. The **Advanced** Special Event plan will specifically address:
 - i. Traffic and crowd estimates;
 - ii. Estimated nature and magnitude of crime escalation projections;
 - iii. Logistical requirements for personnel and equipment;
 - iv. A designated chain of command for the operation;
 - v. A contingency plan for traffic direction and control.
 - vi. Other information that may impact the safe and proper operation of the event.
- b. Refer to special event detail sheet (s) for recurring events held on campus)

7. Once approved by the Chief or his/her designee the written plan will be distributed amongst the Department of Public Safety and other public safety partners involved in the event. The written plan will be distributed and made available at least 48 hours prior to the event. **(08/03/22)**

6. The Lieutenant, Special Events/Community Policing Services shall assign an individual to complete an after-action report following each special event.
 - a. The person normally assigned and responsible for completing and submitting the after action report will be the supervisor/member designated in charge of the detail for the event.
 - b. All Special Event After-Action Reports will be initially submitted to the Lieutenant, Special Events/Community Policing Services for review prior to being sent to the Deputy Chief for Law Enforcement and Community Policing and Chief.

C. Event Command and Supervision:

1. **All special events** are under the command of the Lieutenant, Special Events/Community Policing Services. **(08/03/22)**
2. For less significant events to which a supervisor is assigned (i.e. a dance party), that supervisor is considered the "Event or Detail Commander." Operational control would fall under that supervisor.
3. Events where no supervisor is assigned would fall under the supervision and operational control of the On-Duty Patrol Supervisor.

D. Assignment to Overtime Details:

1. The Syracuse University Department of Public Safety reserves the right to require employees to work overtime or report on their scheduled hours or

days off for special events or details in conformance with all rules established in the Union agreement between Syracuse University and the Syracuse University Department of Public Safety union members.

E. Special Event Overtime:

1. Pre-planned overtime details will be scheduled at the start of the Fall and Spring semester, per the following process for recurring events.
 - a. This process may also be used for events after the start of the Fall or Spring Semester for events when the Department has been provided ample notice.
2. Assignment of Personnel to work these events will be prorated across the shifts and units and a list of events will be provided to each shift or unit supervisor.
 - a. The shift and unit supervisors will review the list of events with all employees assigned to the shift or unit and will provide each employee with the opportunity to volunteer for one event in seniority order, starting with the most senior employee on the shift.
 - b. This process will be repeated until each employee has had an opportunity to select events and all events are covered.
 - c. Employees are required to sign the event list when each event is selected and/or if the employee decides not to accept any of the events offered.
 - d. In cases where all events are not filled after all employees on the shift have been provided the opportunity to select events, the supervisor may seek volunteers to fill any unfilled events, or may schedule employees into the open events as required (including part-time staff).

F. Special Detail Uniforms and Equipment:

1. Uniforms: The detail commander may specify the uniform for details which are different from what might be optional uniforms and will communicate the reporting instructions.
2. Outer Clothing: Only approved uniform outerwear will be worn while on duty to include: jackets, coats, sweaters, vest carriers, traffic vests, and rain apparel, and
 - a. When a sweater is worn it will be tucked into the trousers at the belt and a department issued necktie or turtle neck will be worn with it.
 - b. Uniformed officers will wear only issued, or authorized uniform shoes/boots which are kept clean, polished and in good repair, and all shoes/boots must be leather or simulated leather and capable of holding a shine.
 - c. Only black or dark blue socks will be worn with the uniform.

- d. Optional black rubber boots or rubbers are allowed during adverse weather conditions.
- e. Uniform Polo shirts may be authorized, depending on assignment.
 - i. When wearing the Uniform Polo Shirt, uniform navy blue trousers, or shorts, or khaki trousers/shorts may be authorized to be worn.
- 3. Reflective Vests/Rainwear:
 - a. A reflective vest is issued to every DPS officer assigned to patrol duties. When directing traffic or when engaged in any detail involving vehicular traffic, all department personnel who have been issued reflective vests are required to wear them on the outside of their clothing so that the vests are visible.
 - b. Reflective raincoats may be worn instead of the reflective vests when required by the weather.
- 4. Portable 2-way Radios and other Communications Equipment:
 - a. All uniformed personnel are issued a portable two-way radio, and are required to have it on and have constant access to it while in uniform, on duty, or operating a department vehicle.
- 5. Personal Cellular Phones: Cellular phones may be carried while on duty but should be carried in such a manner as to not distract from a uniform appearance and
 - a. Blue tooth devices worn around the ear are prohibited while on duty.

G. Special Event Employees Required to log in/out of CAD

- 1. Employees assigned to Special Events are required to log themselves into CAD upon reporting for the event, and logging themselves out of CAD at the completion of their assignment.
- 2. For Special Events with a Supervisor assigned (usually consisting of several officers working), the Supervisor will log into CAD for the event.
- 3. If an officer is working more than one Special Event, they will log themselves out at the completion of the first event and log themselves in to the new location for the second event.
 - a. If an officer is completing one detail and moving directly to another and does not have access to equipment to log those changes into CAD, they will notify the ECC directly to make those entries indicating their correct status.

POLICY REVISION HISTORY

NO	SECTION REVISED	DATE ISSUED
1	Review and Revised entire SOP re format and titles	12/28/12
2	IACLEA Review/ Employee CAD Log in Pg. 4	08/14/15
3	Special Event Uniforms and Equipment	04/20/16
4	CALEA LE-1 46.2.7 Plan Requirements	07/11/17
5	Title Changes	10/27/18
6	Amend time of plan submission / Advanced Special Event def.	08/03/22