

633.1 SPECIAL EVENT PLANNING

I. PURPOSE:

The purpose of this directive is to establish a uniform procedure for the planning and execution of special events whether or not they are co-sponsored by the City of Tampa.

II. DISCUSSION:

Special events include parades, runs, street/art festivals, political rallies, and any other event that due to its size, location or duration requires a permit from the City of Tampa, Department of Mobility, and Parks and Recreation, Office of Special Events. The Division of Transportation may, at their discretion, request the Tampa Police Department to review any permit and provide a recommendation for the necessity of assigning the event to an Extra Duty supervisor for planning.

Special events often require streets to be closed, traffic to be diverted and close coordination with other entities. Due to the responsibility involved the Special Incident Management Unit (SIMU) planners will be authorized to plan any special event. A SIMU planner will be used for large-scale events in which there is a substantial increase or exposure to liability (traffic hazards, large crowds, re-routing of traffic on main arterial roadways, etc.). For every special event, the SIMU planner will identify the incident commander via an operational plan as the supervisor responsible for the event.

III. PROCEDURE:

- A. The Extra Duty Office will receive, coordinate, and disburse all special event permits. All personnel are required to inform the Extra Duty Office of any event or assignments which they are asked to plan, coordinate, or otherwise assign personnel, regardless of the scope of the assignment.
 - 1. The majority of extra duty permits will be off duty. On duty events will be determined by Special Events, Department Staff and/or the mayor's office.
 - a. All on-duty events will be routed to the appropriate district for planning and staffing requirements.
 - b. Extra duty event permits will be retained by the Extra Duty Office.
 - 2. The Extra Duty Office and/or the SIMU, upon noting that an event is classified as extra duty will:
 - a. Verify that the Division of Transportation has provided the event promoter with a current extra duty pay schedule (officer, supervisory and the minimum hourly costs), vehicle costs and any other pertinent information.

- b. Determine if the event is recurring.
 - i. If the event has been staffed in the past, no significant changes are planned and no significant problems were noted, the SIMU supervisor will assign a planner. The decision will be made by the SIMU supervisor.
 - c. If the event is new, experienced significant problems in the past, or involves significant modifications, the Extra Duty Office will:
 - i. Select and contact the next available qualified supervisor from the list maintained in the Extra Duty Office;
 - ii. Provide the selected supervisor with a copy of the permit and any other attachments; and
 - iii. Ensure that the supervisor is aware of any deadlines, which may affect the permit.
- B. For all extra duty events, the assigned SIMU planner will be responsible for planning that portion of the event normally associated with public safety.
- 1. These may include, but are not limited to:
 - a. Staffing and vehicles
 - i. Determining the number of officers and supervisors required to staff the event safely and adequately.
 - ii. The schedules and reliefs for police personnel.
 - iii. The number of marked police vehicles and special purpose vehicles required and mobile command post, if needed.
 - b. Meet with the Mobility department who will determine the number, style, and location of barricades in order to effectively implement a maintenance of traffic plan and street closure;
 - c. Contact Tampa Fire Rescue to determine type and locations of emergency medical personnel;
 - d. Notify the other state, county, city agencies or private businesses which may be affected by the special event.

2. The completed plan, which will include all permits, maps, staffing requirements, schedules and any other documents, will then be submitted to the district most affected by the special event.

C. The Extra Duty Office will:

1. Notify the permit applicant of the total cost to plan the event and the estimated cost of police personnel for the actual event;
2. Maintain a permanent file of all extra duty special events; and
3. Upon notification that the applicant has agreed to all costs, the Extra Duty Office will begin staffing the event.

E. At the completion of the event, the SIMU planner will prepare an after-action report detailing:

1. Any problems associated with the event;
2. Any deviations from the original plan;
3. Any staffing costs which exceeded the original estimates; and
4. Recommendations to correct any problems associated with the event.

This report will be made a part of the file maintained by the Extra Duty Office.

Supersedes SOP 633.1, dated 6/23.