

SPRINGFIELD POLICE DEPARTMENT

Standard Operating Guideline

Effective Date: 09/09/2020	Supersedes Policy Dated: 10/06/2015	Rescinds:	SOG Number: 410.2
Accreditation Index: 46.2.7			
Part Title: Operations	Chapter Title: Unusual Occurrences		
Chief of Police:			

Special Events Plan¹

I Policy

The Springfield Police Department is often called upon to provide security and police services for a number of special events. The Department shall respond to these events with sufficient resources and in accordance with the procedures contained in this Standard Operating Guideline.

II Definitions

III Procedure

1 Special Events

- 1.1 Any number of activities that take place within the city limits of Springfield may be classified as special events. Most of these activities will require some response by the Police Department. Some of the possible special events are:
 - 1.1.1 Parades and runs/walks;
 - 1.1.2 The Ozark Empire Fair;
 - 1.1.3 Entertainment activities;
 - 1.1.4 Dignitary visits;
 - 1.1.5 Any other event requiring traffic control and/or special security.
- 1.2 Each special event shall have an individual named as the coordinator of the Department's response to the event.
 - 1.2.1 The Community Services Section will assign a Special Events Coordinator, or designee, to plan routine and reoccurring events. Examples of such events are:

¹ Entire SOG reformatted to meet current formatting standards, per Policy Change Order 20-002.

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- 1.2.1(a) Parades and runs/walks;
 - 1.2.1(b) Pubcrawls;
 - 1.2.1(c) Events similar to the Ozarks Fall Farmfest;²
 - 1.2.1(d) Ozark Empire Fair.
 - 1.2.2 All Special Events Applications will be reviewed by the Special Events Coordinator.
 - 1.2.3 Non-reoccurring events will be assigned at the discretion of the Uniform Operations Bureau Commander to a Section Lieutenant or the Special Events Coordinator.
 - 1.2.3(a) An example of such events would be dignitary visits.
- 2 Planning for Events
- 2.1 The specific person assigned to coordinate an event shall prepare a written operations plan for the event, if required. If five or more officers are assigned to the event, a supervisor of sufficient rank must be assigned and an operations plan must be completed. The plan shall include:
 - 2.1.1 An estimate of the amount of traffic in and around the event;
 - 2.1.2 An estimate of the number of people expected to attend the event;
 - 2.1.3 Any projected crime problems occurring as a result of the event;
 - 2.1.4 Any other pertinent information.
- 3 Traffic Control and Direction
- 3.1 Any event that has the potential of producing unusually heavy traffic shall have contingency plans for handling the ingress and egress of the traffic.
 - 3.1.1 The planning for this traffic congestion shall include the site itself as well as the main approach roadways.
 - 3.1.2 When time is available, primary and alternate routes to and from an event shall be released to the media via news releases. The releases should also include the availability of alternate and public transportation (City Utilities buses, etc.).
 - 3.1.3 Traffic control procedures such as the manual operation of traffic signals shall be considered in planning for the event.
 - 3.1.4 In the event of a motorcade, coordination should be made with other law enforcement agencies (MSHP, GCSO) to ensure adequate resources are available to control all necessary intersections, etc.
 - 3.1.5 The person in charge of traffic flow for a special event shall coordinate traffic direction activities with the operators of available parking locations.
- 4 Logistical Requirements

² Section 1.2.3(C), removed event that no longer occurs, added current event, per Policy Change Order 20-002

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- 7.1.4 Volunteer resources: Cadets and citizen volunteers to assist with parking lot or traffic control and provide ancillary support;
- 7.1.5 Canine Officers to assist with crowd control or special searches;
- 7.1.6 Motorcycle officers to assist with traffic related issues;
- 7.1.7 Other resources as defined by the needs of the event and the requests of the lead agency.

IV Attachments