



**ROCKFORD POLICE DEPARTMENT
GENERAL ORDER
- NUMBER 40.20 -**

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ORDER TITLE SPECIAL EVENTS	SERIES NO. 40	SERIES TITLE / SUBJECT LAW ENFORCEMENT OPERATIONS
TOPICS / REFERENCE Events, Festivals, Parades	APPENDICES NONE	
EFFECTIVE / ORIGINAL ISSUE DATE October 10, 2006	REVISION / REISSUE DATE March 16, 2011	EXPIRATION DATE This order remains in effect until revised or rescinded
CALEA (5 th Edition Standards) 46.2.7		

POLICY

It is the policy of the Rockford Police Department to recognize that special situations arise requiring planning and asset allocation greater than most situations encountered in daily policing.

PURPOSE

The purpose of this General Order is to establish Department policy, procedures and guidelines to be followed in response to special events occurring within our jurisdiction.

These guidelines are not meant to be all-inclusive, since each incident must be dealt with on an individual basis, but are intended as broad guidelines to assist the employees and supervisors involved.

This General Order is comprised of the following numbered sections.

- I. DEFINITIONS**
- II. RESPONSIBILITY AND STAFFING**
- III. EVENT PLANNING**
- IV. AFTER EVENT ACTIONS**
- V. EFFECTIVE DATE**
- VI. REVIEWS, REVISIONS AND CANCELLATIONS**

I. DEFINITIONS

- A. Special Event:** A planned gathering of the public to be held at a location within the community on either public or private property which, as a result of the volume of people, vehicular traffic, concern for the safety of persons or property or a combination of any of these factors, will necessitate an extended police presence.
- B. Re-Occurring Special Event:** Those planned gatherings occurring in the community each year and meeting the criteria described in **A** above. Examples of these include, but are not limited to:
 - 1. St. Patrick's Day Parade

2. Memorial Day Parade
3. July 4th Parade, Fireworks and associated events
4. Labor Day Parade
5. On the Waterfront Festival
6. Marathons and other running, biking or athletic events
7. Metro Centre events

II. RESPONSIBILITY AND STAFFING

- A.** The Support Services Bureau Deputy Chief has overall responsibility for the planning of special events held within the jurisdiction of the Department, as well as approval of manpower needed for such events.
- B.** The Support Services Bureau Deputy Chief may appoint an event coordinator to assist with operational plans for special events. The event coordinator will generally be of the rank of sergeant or above and will report directly to the Support Services Bureau Deputy Chief.
- C.** All sworn police personnel may be assigned to or be eligible for hireback to special events in accordance with provisions of the Collective Bargaining Agreement Between Unit Six of the Policemen's Benevolent and Protective Association of Illinois and City of Rockford.
- D.** Non-sworn civilian personnel may be assigned to or be eligible for hireback to special events in accordance with provisions of the Collective Bargaining Agreement Between American Federation of State, County and Municipal Employees (A.F.S.C.M.E.) Local #1058 and City of Rockford.
- E.** The Support Services Bureau Deputy Chief and the event coordinator will see that their schedule is adjusted to be on-site during the majority of time the special event is in place and, when not available, arrange for other command and/or supervisory personnel to be present.

III. EVENT PLANNING

- A.** The Support Services Bureau Deputy Chief or the event coordinator will attend planning meetings prior to the event for purposes of preparing an operational plan.
- B.** The functions of the plan should include the following:
 1. A written estimate of traffic, crowd control and crime problems that are anticipated. Historical data from prior events should be utilized in these estimates.
 2. Contingency plan for traffic direction and control to include alternate routes, temporary traffic controls and parking restrictions.
 3. Special Unit or equipment requirements.
 4. Logistical requirements to include budget and procurement of equipment, supplies and personnel.
 5. Coordination with other agencies or entities affected by the special event to include a review of any mutual aid agreements.

6. Press releases or Public Service Announcements.
 7. Site access for emergency vehicles.
- C. The Support Services Bureau Deputy Chief or the event coordinator will update affected command and supervisory personnel on the progress of the event and the expected impact on daily operations.

IV. AFTER EVENT ACTIONS

- A. The Support Services Bureau Deputy Chief or event coordinator will post all pertinent and special events through the Department's Share Point site to the Chief of Police summarizing any special events during the month to include references and recommendations, if needed, on the following:
1. Number of personnel needed.
 2. Duration of and location of assignments.
 3. Equipment needs.
 4. Traffic or crowd issues.
 5. Support of City Departments or other entities.
 6. Unusual events.
- B. The Support Services Bureau Deputy Chief or the event coordinator will be responsible for preparing letters of appreciation from the Office of Chief of Police to those community groups, outside public safety agencies and police personnel who provided assistance to the Department during the special event.

V. EFFECTIVE DATE

- A. The Department's policy on Special Events became effective on October 10, 2006

VI. REVIEWS, REVISIONS AND CANCELLATIONS

- A. This General Order will be reviewed each **March** by the **Supervisor of the Support Services Unit** and, when necessary, revised or cancelled in accordance with the procedures for reviewing written directives established in General Order **10.01 – Written Directives**.
- B. This order is a revision of and supercedes General Order **40.20 – Special Events** issued October 10, 2006.
- C. Any employee with suggestions for revisions and/or improvements to this order are encouraged to submit their ideas to the **Deputy Chief of the Support Services Bureau**.

BY ORDER OF

Chet Epperson
Chief of Police