

April 8, 2011

**CITY OF FERGUSON
OFFICE OF THE CHIEF OF POLICE**

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SPECIAL EVENT OPERATIONS PLAN

494.00 PURPOSE

The purpose of this General Order is to establish policy and procedure for Ferguson Police employees during preplanned special events.

494.01 POLICY

It is the policy of the Ferguson Police Department to provide an appropriate level of police protection during special events. Since each special event presents a different set of circumstances, the procedures established below are general in nature and are subject to those modifications necessary to meet the needs of the immediate event.

494.02 AUTHORITY AND RESPONSIBILITY

- A. The Chief of Police will be responsible for assigning the security detail for a visiting head of state, political dignitary or other celebrity.
- B. Actual scene supervision may be delegated to a Sergeant with a Commander having overall responsibility.
- C. Other special events, determined by the Chief of Police, may require special law enforcement actions. The Chief of Police may designate a command rank officer to coordinate the Departments response.

494.03 ELEMENTS OF A SPECIAL EVENT

- A. The Commander or the delegated supervisor will, when applicable, coordinate the event detail with other Bureaus within the Police Department as necessary, as well as with other departments within the City, such as the Fire Department and the Public Works Department. When applicable, the Commander will also coordinate the detail with other governmental agencies, such as the St. Louis County Police Department's Tactical Operations Unit or the St. Louis County Highway Department.
- B. During the organizational phase of the special event, the Commander will conduct a comprehensive study of the event planned to identify the objectives of the event and

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to recognize possible problems that could result such as traffic, control and direction, crowd control, and crime problems that might occur. General Order 485.00 should be referred to for Traffic Direction and Control procedures. The department's personnel resources and the availability of equipment must be determined and/or modified by manipulating the duty schedule, obtaining needed equipment from other Bureaus or agencies, etc.

1. Personnel Resource Considerations:

- a. Does the Division of Field Operations have a sufficient number of officers scheduled to provide adequate presence during the event?
- b. Is the cancellation of leave days necessary to obtain adequate availability of patrol officers; should officers be drawn from other shifts?
- c. Will officers be needed from other Bureaus of the Department?
- d. Will additional dispatchers be needed to handle the increased radio transmissions?
- e. Are personnel from other City departments such as the Street Department needed?

2. Equipment Resource Considerations:

- a. A sufficient number of marked vehicles must be available for use by the officers assigned to the detail. If any unmarked vehicles will be needed, they too must be made available.
- b. Assignment of a sufficient number of handheld radios to the detail.
- c. Personal body armor for persons who are present at the event, for which a threat may exist (controversial guest, etc.).
- d. Issuance of equipment for multiple arrest.
- e. Assignment of radio channel for the detail - (Primary or Secondary).
- f. Secure a sufficient number of traffic cones and have police tape available if needed.

3. Planning and reconnoitering travel routes and alternatives:

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- a. In coordination with other possible involved agencies such as the St. Louis County Highway Department, the primary and at least one alternate route must be designated. Factors affecting route selections are buildings, crowd control factors, media sites, etc.
 - b. Travel distances and times should be recorded.
 - c. Maps of the primary and alternate route(s) must be prepared and distributed to essential personnel.
 - d. Arrangements must be made for needed barricades and detour signs from the Street Department, as well as for the posting of temporary "No Parking" signs. If the Street Department personnel is unable to post the temporary parking signs, that task must be assigned to an officer or V.I.P.S. as is needed.
4. Local intelligence information must be gathered for review when needed. The Commander may gather information from and coordinate all data with:
 - a. St. Louis County Police Department's Intelligence or Tactical Unit;
 - b. St. Louis City Police Department's Intelligence Unit;
 - c. Missouri State Highway Patrol;
 - c. US Secret Service, FBI or other Federal Agency as required
5. Advanced inspections of route and site facilities:
 - a. The route for a mobile event such as a parade or V.I.P. motorcade will be checked immediately prior to start of the event to verify that the route is open to passage and that all traffic control signals, signs, and barricades are functioning properly or in place. If necessary, any vehicle of questionable origin or purpose, or which will obstruct the safe passage of the event's participants will be removed from the route path by this department's towing service.
 - b. Consideration will be given to advanced building or site inspection. If bomb sweeps are deemed appropriate, St. Louis County Police Canine or the Airport Police will be contacted.
 - c. The Commander will have a detailed diagram prepared of the facility(s) at which the special event will occur. The diagrams will indicate fixed security posts, entry and exit routes, secured and unsecured areas, etc.

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6. Emergency Medical Care Preparations:
 - a. Christian Northeast and DePaul Hospitals are designated as the principal emergency care facilities for all detail related needs.
 - b. The Fire Chief of the Ferguson Fire Department will be notified of the time of the detail to assure availability of emergency medical service personnel. The Commander may request that an ambulance be positioned at the event or be held out of routine service so as to be immediately available during the event.
 - c. If prior coordination with a medical evacuation helicopter is deemed appropriate, the Commander will contact Arch Air Medical Services. Tentative landing sites will be identified and provided to Arch Air Medical, dependent upon the travel route and facilities being utilized during the event. The tentative helicopter landing sites will be shown on the route maps and facility diagram.
7. Coordination with our department will specify any special identification system required for the event.
 - a. The Commander will designate the appropriate system of identification to be utilized, taking all needed measures to adequately identify plain-clothes officers who may be assigned to the event.
 - b. The assignment of radio call numbers to the officers involved in the event must be disseminated to the officers and to the Communications Section.

494.04 AFTER ACTION REPORT

An after action report will be submitted to the Chief of Police by the Assigned Commander upon completion of the event. The report will contain "lessons learned" and suggestions for corrective actions when needed.

By order of:



COLONEL THOMAS JACKSON
Chief of Police

Distribution
All Department Personnel