



# TALLAHASSEE POLICE DEPARTMENT GENERAL ORDERS

 Proudly Policing Since 1826	<b>SUBJECT</b> <p style="text-align: center;">Special Events/Dignitary Security</p>		 Nationally Accredited 1986
	<b>CHIEF OF POLICE</b> <p style="text-align: center;"><i>Signature on File</i></p>		
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## AUTHORITY/RELATED REFERENCES

CIRC 4 (Incident Command System)  
 General Order 2, Chain of Command-General Management  
 General Order 26, High-Risk Incidents  
 General Order 30, Criminal Intelligence Protocols  
 General Order 33, Jurisdiction and Mutual Aid  
 General Order 59, Transporting and Booking Procedures  
 General Order 75, Tactical Apprehension and Control Team  
 Special Order 1, Emergency Management Procedures

## ACCREDITATION REFERENCES

CALEA Chapter     46  
 CFA Chapter       17

## KEY WORD INDEX

<b>After-Action Report</b>	Procedure IV
<b>General Guidelines</b>	Procedure I
<b>Operational Briefing</b>	Procedure III
<b>Operations Plan</b>	Procedure II
<b>Traffic Safety Plan</b>	Procedure V

## POLICY

The Department shall establish procedures for properly addressing Department involvement in special events and dignitary security. Members are responsible for adhering to established procedures when engaged in special events and dignitary security activities.

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## DEFINITIONS

**Dignitary Security:** A preplanned activity which requires a coordinated Department action to provide extra security for a person who needs special protection (e.g., President of the United States).

**Special Event:** A preplanned activity, such as a parade, athletic contest, or public demonstration, which requires a coordinated Department action to address control of traffic, crowds, or crime. An after-action report is required for this type of event.

**Traffic Safety Plan:** A document to outline a preplanned small-scale activity involving 10 or fewer members to staff the event. This plan is designed to reduce vehicle and/or pedestrian traffic within a specified area. Key strategies include using barricades and road closures to isolate high-risk areas, enhancing signage, and promoting public awareness. These plans are intended for lower-attended events where a portion of a COT roadway may be closed, such as social gatherings or community runs. An after-action report is not required for this type of plan.

## PROCEDURES

### I. GENERAL GUIDELINES

- A. This written directive serves as the Department's plan for handling special events.
- B. This written directive serves as the Department's plan for handling the security of dignitaries and other VIPs.
- C. Unless otherwise directed by the Chief of Police or designee, the Special Operations Bureau is responsible for Department involvement in designated special events.
- D. Certain special events (e.g., university football games) will involve members from multiple organizational components and/or other law enforcement agencies.
- E. Unless otherwise directed by the Chief of Police or designee, the Tactical Apprehension and Control (TAC) Team Major is responsible for Department involvement in designated dignitary security details.
- F. Certain dignitary security details (e.g., presidential visits) will involve members from multiple organizational components and/or other law enforcement agencies.

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- G. Only members who have received Department-approved or authorized dignitary security training are permitted to participate in dignitary security details.
  - 1. The requisite training is directly related to dignitary protection protocols and is facilitated through the TAC Team.
  - 2. Members performing support tasks (e.g., traffic direction, extra patrolling of specific areas) do not require dignitary security training.
- H. The member in charge of a special event or a dignitary security detail is responsible for ensuring that participating members are supplied with or have access to any necessary specialized equipment (e.g., street barricades).
- I. When members from two or more organizational components, or two or more law enforcement agencies, are involved in a special event or a dignitary security detail, members shall adhere to the command protocols established under the Incident Command System.
- J. Members should refer to Critical Incident Response Checklist 4 (Incident Command System) in the planning and implementation of special event plans and dignitary security details.

## II. OPERATIONS PLAN

- A. It is the responsibility of the member in charge of the Department's involvement in a designated special event or designated dignitary security detail to ensure there is a written operations plan for the activity.
- B. The member in charge of creating the operations plan is responsible for ensuring it adequately addresses, at a minimum, the following:
  - 1. Mission statement

A brief statement of the task(s) to be performed and the objectives to be achieved.
  - 2. Event details
    - a. The date(s) and times of the event,
    - b. The location(s) of the event,

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- c. A brief statement about the nature of the event, and
  - d. Estimates of the anticipated number of attendees and, if applicable, any related traffic (vehicle) estimates.
3. History and crime analysis
    - a. If warranted or appropriate, a statement regarding information about past events of a similar nature, and
    - b. If warranted or appropriate, an analysis of crime in the area of the event.
  4. Criminal intelligence

If warranted, information collected that may impact event/detail planning or plan implementation.
  5. Authority and legal considerations

If warranted or appropriate, a statement about any legal contingencies and/or jurisdictional protocols.
  6. Command contact information
    - a. Identification of the member designated as the Incident Commander.
    - b. A complete list of Department commanders forming the incident command structure of the special event/dignitary security detail, to include:
      - 1) Name and rank/title, and
      - 2) Contact phone number(s).
    - c. For multiple agency involvement, a complete list of commanders for each law enforcement agency forming the incident command structure of the event/detail (to include the same information as listed in subsection b above).
  7. Members and other agency personnel involved

A complete list of members and other agency personnel involved in the special event/dignitary security detail, to include:

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- a. Name and rank,
  - b. Location during the event/detail, and
  - c. Tasks and/or responsibilities during the event/detail.
8. Other information vital to the event/detail to include, but not necessarily limited to, the following:
- a. Roll call location(s) and time(s),
  - b. Staging area(s) and parking information,
  - c. Command post location,
  - d. Medical support/first aid,
  - e. Prisoner processing,
  - f. Radio channels (talk groups) utilized,
  - g. Required member uniform (or other attire),
  - h. Any required equipment a member must have for the event/detail (e.g., reflective vest), and
  - i. When relevant to the event/detail:
    - 1) The event timeline,
    - 2) The availability of additional members or other law enforcement agency personnel, including special response units such as TAC and SRT,
    - 3) Any means of special identification of participants (e.g., flags, baseball caps, arm bands, lapel pins),
    - 4) Any special equipment of a non-personal nature required for the event/detail (e.g., street barricades), and
    - 5) Any arrangements for member meal breaks.

**III. OPERATIONAL BRIEFING**

- A. Before the execution of an operations plan, the member in charge of creating the plan is responsible for ensuring an operational briefing occurs.
- B. Unless excused by the member in charge of the operational briefing, each member with a plan assignment shall attend the briefing.
  - 1. Some special events and dignitary security details may require multiple briefings.
  - 2. If a member with a plan assignment is absent from the briefing, the member shall be briefed before participating in the operations plan.
    - a. The briefing may occur before or after the official operational briefing.
    - b. Receiving a briefing before participation in the operation is the responsibility of the member who missed the operational briefing and the member in charge of the operations plan.
- C. The member in charge of the operational briefing is responsible for ensuring it adequately addresses the information members need for participation in the operation.
- D. Operational briefings for special events and dignitary security details will vary in content, but the following information should be addressed in each operational briefing.
  - 1. An attendance check (i.e., roll call).
  - 2. The nature of the operation and its goal and objectives.
  - 3. Specific information regarding:
    - a. Member roles, assignments, tasks,
    - b. Reporting times, departure times, relief protocols,
    - c. Supervisory contact information,
    - d. Communications protocols, and
    - e. Any policy or legal guideline reminders.

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4. Any information concerning:
  - a. Threats, concerns, risk factors,
  - b. Required equipment, and
  - c. Requesting assistance (e.g., medical, vehicle towing).

### **IV. AFTER-ACTION REPORT**

- A. The member in charge of the special event or dignitary security detail is responsible for ensuring an after-action report is completed in a timely manner after the conclusion of the event.
- B. Unless otherwise directed by the Chief of Police or designee, the completed after-action report for a special event shall be provided to the Special Operations Bureau Commander.
- C. Unless otherwise directed by the Chief of Police or designee, the completed after-action report for a dignitary security detail shall be provided to the TAC Team Major.
- D. The member completing the after-action report is responsible for ensuring the report addresses, at a minimum, the following:
  1. A summary of the actions taken and the outcome of the activity,
  2. Number of members utilized (and, if applicable and known, the number of other agency personnel utilized),
  3. If applicable, a summary of any member injuries or equipment failures, and
  4. Any recommendations for future special events or dignitary security details of a similar nature.

### **V. TRAFFIC SAFETY PLAN**

- A. It is the responsibility of the member in charge of the Department's involvement in a designated small-scale event requiring 10 or fewer members for staffing to ensure there is a written traffic safety plan for the activity.

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B. The member in charge of creating the traffic safety plan is responsible for ensuring it adequately addresses, at a minimum, the following:

1. Mission statement

A brief statement of the task(s) to be performed and the objectives to be achieved.

2. Event details

- a. The date(s) and times of the event,
- b. The location(s) of the event,
- c. A brief statement about the nature of the event, and
- d. Estimates of the anticipated number of attendees and, if applicable, any related traffic (vehicle) estimates.

3. History and crime analysis

- a. If warranted or appropriate, a statement regarding information about past events of a similar nature, and
- b. If warranted or appropriate, an analysis of crime in the area of the event.

4. Criminal intelligence

If warranted, information collected that may impact event/detail planning or plan implementation.

5. Authority and legal considerations –

If warranted or appropriate, a statement about any legal contingencies and/or jurisdictional protocols.

6. Command contact information

Identification of the member designated as the Incident Commander.

7. Members involved

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A complete list of members involved in the event security detail, to include:

- a. Name and rank,
  - b. Location during the event/detail, and
  - c. Tasks and/or responsibilities during the event/detail.
8. Due to the small scale, the event should not involve members from other agencies. If so, an operational plan is required.
9. Other information vital to the event, to include, but not necessarily limited to, the following:
- a. Roll call location(s) and time(s),
  - b. Staging area(s) and parking information,
  - c. Command post location,
  - d. Medical support/first aid,
  - e. Radio channels (talk groups) utilized,
  - f. Required member uniform (or other attire),
  - g. Any required equipment a member must have for the event/detail (e.g., reflective vest), and
  - h. When relevant to the event/detail:
    - 1) The event timeline,
    - 2) Any means of special identification of participants (e.g., flags, baseball caps, arm bands, lapel pins),
    - 3) Any special equipment of a non-personal nature required for the event/detail (e.g., street barricades).
- C. An after-action report is not required when a Traffic Safety Plan is used, as long as the event concluded without issue, or unless directed to do so by the Special Operations Bureau Lieutenant.

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If a significant incident occurred during the event, an after-action report shall be completed as outlined in Section IV above.

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