

SPECIAL ORDER



Title	
Special Event Reimbursable Details	
Series / Number	
SO-05-06	
Effective Date	Distribution
July 1, 2005	B
Related to:	
General Order 404.2 (Reports Pertaining to Chargeable Details of Police Officers to Licensed Premises)	

DISTRICT OF COLUMBIA

I. Purpose.....	Page 1	IV. Procedural Guidelines.....	Page 3
II. Definitions.....	Page 1	V. Cross References.....	Page 6
III. Regulations.....	Page 2		

I. PURPOSE

The purpose of this directive is to outline the procedures required to manage and document all reimbursable special events that occur in the District of Columbia pursuant to the Public Congestion and Venue Protection Emergency Act of 2004. These guidelines do not apply to authorized outside employment as outlined in GO-PER-201.17 (Outside Employment).

II. DEFINITIONS

When used in this directive, the following terms shall have the meaning designated:

1. Detail Official – an official the rank of lieutenant or above, assigned to the District(s) in which the special event will take place, and is responsible for the deployment of personnel, the after action report (if required), and identifying the designated point of contact for the special event.
2. Mayors Special Events Task Group (MSETG) – representatives from MPD, Emergency Management Agency, DC Fire and Emergency Medical Services Department, Department of Parks and Recreation, Department of Health, Department of Consumer and Regulatory Affairs and the District Department of Transportation convened to ensure that any changes, restrictions, or adaptations to public space resulting from a special event, are managed in a safe and prudent manner to protect the health, safety, and welfare, and to ensure minimal impact on the public. The MSETG accepts and reviews organizers/vendors requests to conduct special events.
3. Letter of Agreement (LOA) – a document created between the Metropolitan Police Department and an organizer/vendor that sets forth the terms and conditions under which the MPD will provide police services for reimbursable details.

4. Public Congestion and Venue Protection Emergency Act of 2004 – law that requires any individual, corporation, or licensed proprietorship, which seeks to hold a for-profit or not-for-profit special event that may lead to pedestrian and/or vehicle congestion, to enter into an LOA with the Department.
5. Reimbursable Detail – the assignment of on-duty officers of MPD to patrol the surrounding areas of each entrance of a public venue for the purpose of maintaining public safety, remediation of traffic congestion, and to ensure the safety of public patrons during their approach and departure from the venue. The organizer/vendor holding the special event reimburses the department for the cost.
6. Special Event – a special event includes, but is not limited to, a parade, walk, run, bicycle ride, procession (excluding funeral processions), or festival, requiring the temporary use of public space that is owned and/or controlled by the District of Columbia.
7. Congestion – the significant increase in vehicular or foot traffic within the Police Service Area where a special event is operated, that occurs over a period of time not to exceed eight (8) hours and is associated with patrons congregating to attend and leave the special event.
8. Public Venue – place where the congregation of the public leads to street closures, traffic congestion, or unusual and significant increase in foot or vehicular traffic within or surrounding the entrance of a commercial building, place of public assembly, establishment required to have a license under D.C. Official Code § 25-102 (Sale of alcoholic beverages without a license prohibited), school, public hall or any establishment or private function, or parking lots regularly used to attend functions at these places.

III. REGULATIONS

- A. No member shall allow any organizer/vendor to conduct a special event without a permit for the event.
- B. The following events are exempted from the provisions in this order:
 1. Details handled by Special Operations Division (SOD) pursuant to a Letter of Agreement, and details where SOD has the specialized expertise to handle the detail (for example: EOD, K-9, etc.).
 2. Requests from community not-for-profit organizations that do not require major street closures, and the presence of officers on site to ensure public safety.

3. Free speech events protected by the First Amendment of the Constitution of the United States.
- C. No member shall work a reimbursable detail on private property except as determined by the Chief of Police.
- D. TACIS authorization must be received prior to deploying personnel to any special event.
- E. Under no circumstances shall a District Commander accept any checks, or prepare an invoice for any organizer/vendor.

IV. PROCEDURAL GUIDELINES

- A. When an organizer/vendor plans to hold a special event in the District of Columbia, and/or the event falls under the purview of the "Public Congestion and Venue Protection Emergency Act of 2004," the organizer/vendor shall be directed to contact the Event Planning Unit, SOD, for further instructions and guidelines.
- B. Organizers/vendors for special events shall be informed of, and subjected to the provisions of the Act.
- C. Upon receipt of a special event petition from the Mayor's Special Event Task Group, the Commander, SOD, shall coordinate with the affected District Commander to determine the number of MPD personnel required to staff the special event.
- D. The Detail Official assigned to manage the special event shall:
 1. Notify the Commander, or his/her designee, of the special event occurring in his/her District.
 2. Work with SOD to coordinate with all affected DC and federal agencies when road closures affect their areas of jurisdiction.
 3. Prepare a UN -180 (Detail Sheet), and ensure the special event is sufficiently staffed.
 4. Determine emergency access lanes and streets, and notify the Synchronized Operations Command Center to report all unusual incidents in accordance with General Order 303.6 (Erection of Temporary No Parking Signs, and Granting of Special Parking Privileges, and Detailing of Police at Private Gatherings and for Escort Service).

5. If applicable, notify the Explosive Ordnance Disposal Unit of all suspicious packages and bombings, and the Domestic Security Unit of all biological contaminations and hazardous chemicals spills in accordance with GO-OPS-309.02 (Bomb Threats and Explosive Devices), GO-OPS-802.04 (Hazardous Materials Incidents), and GO-OPS-805.02 (Special Threat Action Team).
 6. As necessary, request canine team support in accordance with GO-RAR-306.01 (Canine Teams).
 7. As needed, request the Air Support Unit to provide aerial surveillance of crowds and other unusual circumstances or incidents.
 8. Prepare an after action report to include, but not limited to, descriptions of all unusual incidents that occurred during the special event, and the name/reporting element of any member that failed to report for duty. Ensure that the after action report and UN-180 are forwarded to the Assistant Chief, Special Operations Command within twenty-four (24) hours of the special event.
- E. The Commander, SOD, shall:
1. Ensure an official is designated to participate in the Mayor's Special Events Task Group.
 2. Ensure an SOD official meets with the organizer/vendor to gather pertinent information regarding the special event (e.g. schedule, estimated number of police personnel desired).
 3. Ensure the special event location, time, and date, and the name of the contact person is recorded on the monthly calendar board.
 4. Prepare a memorandum, through the chain of command, to the Executive Assistant Chief, to include:
 - a. The cost of the special event to the organizer/vendor;
 - b. The number of sworn personnel required to staff the special event;
 - c. The agreed upon payment schedule between MPD and the organizer/vendor; and
 - d. Request for overtime TACIS code from the Payroll Office, upon arrangements being made for payment from the organizer/vendor.

5. The aforementioned memorandum shall be submitted in accordance with the following timeline.
 - a. Special events occurring on an annual basis shall be submitted one month prior to the event;
 - b. Special events not occurring on an annual basis shall be submitted two weeks prior to the event; and
 - c. Special event emergency requests shall be submitted and reviewed on a "case by case" basis, and shall include a recommendation for approval or disapproval of the request.
 6. Upon approval of the memo, prepare a written invoice for the organizer/vendor outlining the method of payment, number of personnel, and total cost of coverage, clearly stating that 80% of the total cost is due prior to the special event and the balance of the cost will be billed after the completion of the event.
 7. Ensure invoices sent to the organizer/vendor, clearly state that checks must be made payable to the District of Columbia Treasurer.
 8. Ensure the organizer/vendor receives the written invoice four weeks prior to the special event.
 9. Ensure that the organizer/vendor receives a written invoice for the balance of the cost after the completion of the event. In the event of over billing, ensure that any refunds are processed and returned to the organizer/vendor immediately following the completion of the event.
 10. Ensure all organizer/vendor checks are deposited with the DC Treasurer within one business day of receipt.
 11. Notify the Public Information Officer and the Office of Corporate Communications of special events that may cause traffic congestion, and/or may be of significant interest to the media.
 12. Ensure a separate file for each reimbursable special event is maintained in chronological order, and grouped by organizer/vendor.
- F. District Commanders shall:
1. In conjunction with SOD, provide sufficient police presence at all special events that occur in their district.
 2. Within twenty-four (24) hours following the special event, ensure a UN-180, certifying the hours worked by sworn personnel, is forwarded to the Commander, SOD.

3. NOT authorize any member from their command to work a reimbursable special event without obtaining a TACIS Code from the Office of the Executive Assistant Chief.
4. If an unauthorized special event occurs, prepare a memorandum detailing the circumstances, and submit through the chain of command to the Commander, SOD, within twenty-four (24) hours. The memorandum shall include, but not be limited to the following details:
 - a. Date, time, and location of unauthorized special event;
 - b. Name, phone number, and address of organizer/vendor;
 - c. Purpose of special event;
 - d. Estimated number of attendees;
 - e. Number of officers assigned to assist with the unauthorized special event;
 - f. Enforcement action taken by MPD (e.g. PD Form 61D issued);
 - g. Other applicable regulatory agencies on the scene of the unauthorized special event, and what, if any, enforcement action was taken (DCRA, Fire Inspector) by these agencies.
5. Contact the Commander, SOD, regarding all inquiries related to reimbursable details.

V. CROSS REFERENCES

- A. Public Congestion and Venue Protection Emergency Act of 2004
- B. District of Columbia Municipal Regulations Title 24 (Public Space and Safety) Chapter 7 (Parades and Public Events) §§ 700 - 720
- C. General Orders
 1. GO-PER-201.17 (Outside Employment)
 2. General Order 303.6 (Erection of Temporary No Parking Signs, and Granting of Special Parking Privilege, and Detailing of Police at Private Gatherings and for Escort Service)
 3. GO-RAR-306.01 (Canine Teams)
 4. General Order 308.2 [Nuisances, Incidentals, Defects and PD Form 61D (Violation Citation)]

5. GO-OPS-309.02 (Bomb Threats and Explosive Devices)
6. GO-OMA-404.01 (Deposits with the D.C. Treasurer)
7. GO-OPS-802.04 (Hazardous Materials Incidents)
8. GO-OPS-805.02 (Special Threat Action Team)

//SIGNED//
Charles H. Ramsey
Chief of Police

CHR:NJ:SOA:DAH:JAH:mcw