



TALLAHASSEE POLICE DEPARTMENT GENERAL ORDERS

 Proudly Policing Since 1841	SUBJECT <p style="text-align: center;">Special Events/Dignitary Security</p>		 Nationally Accredited 1986
	CHIEF OF POLICE <p style="text-align: center;"><i>Signature on File</i></p>		
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AUTHORITY/RELATED REFERENCES

Special Order 1, Emergency Management Procedures
 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
 CIRC 4 (Incident Command System)

ACCREDITATION REFERENCES

CALEA Chapter 46
 CFA Chapter 17

KEY WORD INDEX

After-action Report	Procedure IV
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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 event 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 requires 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.

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.
- G. Only members who have received Department-approved or authorized dignitary security training are authorized to participate in dignitary security details.
 1. The requisite training is directly related to dignitary protection protocols and is facilitated through the TAC Team.

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2. Members performing support tasks (e.g., traffic direction, extra patrolling of certain 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 participating members are provided or have access to any needed 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,
 - c. A brief statement about the nature of the event, and
 - d. Estimates of anticipated number of attendees and, if applicable, any related traffic (vehicle) estimates.
 3. History and crime analysis –

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- 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 –
- Information collected which 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:
- a. Name and rank,
 - b. Location during the event/detail, and
 - c. Tasks and/or responsibilities during the event/detail.

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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,
 - 4) Any special equipment of a non-personal nature required of the event/detail (e.g., street barricades), and
 - 5) Any arrangements for member meal breaks.

III. OPERATIONAL BRIEFING

- A. Prior to 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.

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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 prior to participating in the operations plan.
 - a. The briefing may occur before or after the official operational briefing.
 - b. Receiving a briefing prior to 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 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., rollcall).
 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.
 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 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.