

SPECIAL EVENTS PLAN

POLICY:

It is the policy of the Omaha Police Department (OPD) to provide security and police services at privately organized special events. Unless specifically exempted by the Chief of Police, when a privately organized special event requires officers to work outside the scope of normal traffic and crime prevention operations, the organizer may be requested to reimburse the Department for the expenses incurred. Regardless of whether reimbursement is made, the decision to allocate police resources to any event will always be based upon the public's need for services and the ability of the Police Department to provide the services. No person's right to use open public property or to engage in lawful activity will be denied because of a refusal to provide reimbursement.

DEFINITIONS:

Special Events: Any special activity, parade, carnival, athletic contest, festival or any other event or activity that requires police services such as on-scene traffic and crowd control outside the scope of normal traffic and crime enforcement operations. For purposes of this order, "special" does not include routine events frequently held inside entertainment/sport venues such as the CHI Health Center Omaha, Holland Center, TD Ameritrade Park, or other venues.

PROCEDURE:

I. Public Works Department, Traffic Engineering Division

- A. Event organizers making special event requests that may substantially impact traffic flow on public streets or highways (i.e. permit applications for parades, assemblies, or street closings), will be directed to the Public Works Department, Traffic Engineering Division (PWD/TED).
- B. (PWD/TED) will be responsible for the coordination and issuance of those special event permits.
- C. (PWD/TED) will collect the information required for the Special Event Permit Notification Form ([OPD Form 14](#)), and forward the form to the OPD Traffic Unit or appropriate precinct.

II. Planning Responsibility for the Department

- A. Upon receipt of a Special Event Permit Notification Form ([OPD Form 14](#)) from (PWD/TED), the OPD Traffic Unit Commander or designee shall approve or deny the request.
 1. If the request is denied, the OPD Traffic Unit Commander shall fill out the Special Event Permit Notification ([OPD Form 14](#)) indicating reason(s) for the denial, and return the form to the (PWD/TED).
 - a. The OPD Traffic Unit Commander or designee shall forward a copy of the special Event Permit Notification ([OPD Form 14](#)) to the appropriate Precinct Commander if the OPD Traffic Unit is unavailable or deemed as not needed by the OPD Traffic Unit Commander.
 2. If the request is approved, the OPD Traffic Unit Commander or designee shall assess, plan, and coordinate any required Traffic Unit resources, and determine resource reimbursement for non-stationary special events on the public streets.
 3. The OPD Traffic Unit Commander or designee shall coordinate Traffic Unit resources with the Emergency Response Unit (ERU) Commander, Rapid Deployment Force (RDF) Commander, and/or precinct commanders responsible for crowd/pedestrian control at major stationary events.

4. The Special Event Planning Form ([OPD Form 14A](#)) and Special Event Continuation Form ([OPD Form 14B](#)) are designed to help meet the needs of special event planning, and may be used by the Traffic Unit, Special Weapons and Tactics Team (ANC), or Uniform Patrol Bureau Command to help in the assessment and planning processes.
- B. The OPD Traffic Unit Commander is responsible for initially providing the Special Event Permit Notification Form ([OPD Form 14](#)) to the (PWD/TED), and after each new update/revision of the form.
- C. Planning for a special event should include the following elements:
1. Estimates of traffic, crowd control needs, as well as potential crime problems.
 2. Contingency plan for traffic direction and control.
 3. Use of OPD response teams/squads including the Bomb Dog Squad, Bomb Response Squad, Special Weapons and Tactics Team (ANC), and the Rapid Deployment Force (ANC).
 4. Logistical requirements.
 5. Coordination with other department precincts/units, city departments, and law enforcement agencies, as needed.
- D. Special circumstances arising from the event may require additional planning for:
1. Event parking.
 2. Public transportation.
 3. Alternate traffic routes.
 4. Communicate with the News Media.
 5. Emergency vehicle access.
 6. Ingress and egress of vehicles and pedestrians.
 7. Temporary traffic controls.
 8. Parking prohibitions.
 9. Inclement or dangerous weather conditions.
- E. The Incident Commander or designee shall be responsible for completing and maintaining all report forms, including the optional Special Event After-Action Report ([OPD Form 14C](#)).

III. Resource Reimbursement and City Indemnity

- A. The OPD Traffic Unit Commander or designee shall determine the necessary staffing and required resources for a special event, and shall complete the "Police Response" Section of the Special Event Permit Notification Form ([OPD Form 14](#)) marking the appropriate box.
1. Permit Approved – No special event reimbursement is requested. The special event is not expected to create unusual traffic or crowd control needs or potential crime problems

that will impose additional expense on the Department, or when the Chief's Office has specifically exempted the special event from the reimbursement requirements.

2. Permit Denied – provide a brief explanation for the denial.

- OR -

3. Permit Approved Pending Overtime Reimbursement – Reimbursement for the special event is required. The special event is expected to create unusual traffic or crowd control needs or potential crime problems that will impose additional expense on the Department.

NOTE: The Chief of Police may exempt the special event from the reimbursement requirements at any point before, during, or after the special event.

- B. After completing the Special Event Permit Notification Form ([OPD Form 14](#)), the Traffic Unit Commander or designee shall return the form to the Public Works Department, Traffic Engineering Division.
- C. The OPD Traffic Unit Commander or designee shall issue a letter to the event organizer if reimbursement is required, and provide instructions for submission of payment.
 1. If financial reimbursement is required of an event organizer, the OPD Traffic Commander or designee shall provide the “Event Reimbursement Agreement for Law Enforcement Services” form ([OPD Form 235](#)) and instruct that it be signed and returned by the organizer with his/her certified check or money order made payable to “City of Omaha Police Department” by the date specified prior to the special event.
 2. The OPD Traffic Commander or designee shall inform the organizer that special police services may not be available for the event if reimbursement is not received by certified check or money order for the designated amount before the specified date, but that no right to assemble or engage in lawful activity will be denied because reimbursement is not received.
 3. After an organizer returns the signed “Event Reimbursement Agreement for Law Enforcement Services” form ([OPD Form 235](#)) along with any payment, the OPD Traffic Unit Commander or designee shall notify the (PWD/TED).
- D. The OPD Traffic Commander or designee shall forward each certified check or money order received, along with a brief explanation for the payment, to the OPD Fiscal Affairs Office, who shall then deposit the payment in the appropriate account.
 1. If the OPD Traffic Unit Commander or designee determines that the actual costs expended were less than the reimbursement amount previously submitted by the event organizer, they shall notify the OPD Fiscal Affairs Office.
 2. The OPD Fiscal Affairs Office shall notify the event organizer of the over-payment, and coordinate reimbursement of the difference.
- E. The OPD Traffic Unit Commander or designee shall maintain copies of requests for reimbursement made on a Special Event Permit Notification Form ([OPD Form 14](#)), Special Event After-Action Reports ([OPD Form 14C](#)), and signed “Event Reimbursement Agreement for Law Enforcement Services” Form ([OPD Form 235](#)).

REFERENCES:

I. Previous OPD Orders

A. Previous OPD General Orders include #53-00, 46-01, 22-06, 104-16, and 37-19.

II. Accreditation Standards

A. Relevant CALEA Accreditation Standards include the following: CALEA Chapter 46.1.10.