



University of Pennsylvania Police Department 4040 Chestnut Street, Philadelphia, Pa 19104		 
Directive: 64	Subject: Special Events Planning	Effective Date: 08/10/1999
Order of: Gary Williams, Chief of Police		Amended Date: 08/01/2023

I. Purpose

The purpose of this directive is to establish the University of Pennsylvania Police Department's (UPPD) policy and procedures for the development and implementation of plans for handling special events.

II. Policy

The UPPD is responsible for the planning and implementation of police and security operations for special events occurring on University of Pennsylvania property. The Chief of Police, in conjunction with the UPPD Command Staff, is responsible for planning and coordinating police and security services for special events.

III. Scope

This policy shall affect all sworn officers.

IV. Definitions

- A. Special Event: An activity, such as a parade, athletic contest, or public demonstration that results in the need for control of traffic, crowds, and/or crime.
- B. Special Event Plan: A plan of action that addresses the following problems and special circumstances: ingress and egress of vehicles and pedestrians, parking, spectator control, public transportation, relief of officers assigned, news media, alternate traffic routes, temporary traffic controls and parking prohibitions, and emergency vehicle access.

V. Procedures

A. Special Events Planning

1. The UPPD's special event plans shall include, at a minimum, provisions for the following:

- a. designation of a single person or position as a supervisor and coordinator for coverage of a given event;
 - b. written estimates of traffic, crowd control, and crime problems expected for any given event;
 - c. contingency plans for traffic direction and control;
 - d. use of special operations personnel, if any;
 - e. logistical requirements;
 - f. coordination inside and outside the UPPD; and
 - g. after action report.
2. All notifications for upcoming special events shall be forwarded to the designee of the Chief of Police.
 3. Upon notification of an upcoming special event that requires police services, the designated Special Event Commander will ensure that an Overtime Request Form (UPPD-18) is completed and all pertinent information is obtained concerning the event.
 4. An estimation of police and security services necessary to provide an acceptable level of security for the event will be made and forwarded to the Office of the Chief of Police.
 5. Police officers are scheduled to work through voluntary sign-up consistent with **Directive 61, "Overtime Personnel Process"**, or through on-duty assignment.

NOTE: In the event that all days off must be canceled, the decision for such cancellation shall be made by the Chief of Police or designee in accordance with the Collective Bargaining Agreement (CBA).

B. Annual Special Events

1. Numerous special events occur annually and are routinely covered by the UPPD. Traffic and crowd control are normally the same from year to year, and the special event plans for each of these events are updated annually by the Chief of Police or Captain of Staff and Administrative Services as required.

C. Athletic Events

1. Special event planning for major athletic events, such as basketball and football games, are updated by the designated Commander as needed, based on the nature of the event and estimated crowd size.

D. Coordination Within The UPPD

1. The designated Commander shall coordinate planning with the Chief of Police, the Deputy Chief of Investigations, the Deputy Chief of Patrol Operations, the Captain of Patrol, Captain of Staff and Administrative Services and other personnel, as needed, when scheduling police and security services for special events.

E. Coordination with the Philadelphia Police Department (PPD)

1. If there are an insufficient number of UPPD police officers available to work a special event, or if the event requires the need for other specialized police personnel (i.e. Dignitary Protection Unit, Ordinance Disposal Unit, etc.) the Chief of Police will coordinate with the PPD to schedule on or off-duty officers from the PPD to work the event.
2. Coordination for on or off-duty PPD police officers shall be made with the designated Special Events Coordinator within the PPD.
3. Incidents of Mass Arrests:
 - a. The UPPD does not have adequate manpower or facilities to successfully manage incidents of mass arrest. The PPD, being the largest police department in the Commonwealth, has both the facilities and manpower to manage these incidents.
 - b. Should the potential for a mass arrest situation arise, the Chief of Police will coordinate with the appropriate PPD District Commanders in order to have sufficient resources available to handle the arrests of a large number of persons. Further, the UPPD will be guided by the "City of Philadelphia Emergency Operations Plan" in the coordination with the PPD for contingency planning for special events.

F. Contract Security

1. The Chief of Police may determine that certain special events require the use of contract security in addition to UPPD police officers. The Chief of Police or designee shall coordinate with contract security companies, as needed, for security services.

G. After Action Report

1. Upon completion of a special event, the commander/supervisor designated by the Chief of Police as the officer in charge of the police presence shall submit a Special Events Critique Form (UPPD-46) to the Chief of Police detailing the outcome of the event. The comments section of the (UPPD-46) will include problems encountered and recommendations to overcome same, suggestions for future events of the same nature, and any arrests made or civilian complaints received, if any.
 - a. The Chief of Police may direct additional commanders/supervisors to submit a Special Event Critique Form (UPPD-46) depending upon the magnitude and nature of a particular special event.

H. Compliance

Violations of this directive, or portions thereof, may result in disciplinary action.

I. Officers Assigned to Other Agencies

Officers of this department assigned to or assisting other law enforcement agencies will be guided by this directive.

J. Application

This directive constitutes departmental policy, and is not intended to enlarge the employer's or employee's civil or criminal liability in any way. It shall not be construed as the creation of a higher legal standard of safety or care in an evidentiary sense with respect to third party claims insofar as the employer's or employee's legal duty as imposed by law. Violations of policy will only form the basis for departmental administrative sanctions. Violations of law will form the basis for civil and criminal sanctions in a recognized judicial setting.