

# GENERAL ORDER



DISTRICT OF COLUMBIA

<b>Title</b> <b>Reimbursable Details, Police Escorts, and Special Events</b>		
<b>Topic</b>	<b>Series</b>	<b>Number</b>
<b>HSC</b>	<b>806</b>	<b>01</b>
<b>Effective Date</b> <b>January 6, 2012</b>		
<b>Rescinds:</b> Part I.A.3-4 of General Order 303.6 (Erection of Temporary No Parking Signs, Granting of Special Parking Privileges, and Detailing of Police at Private Gatherings), Effective Date March 21, 1974		

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## I. BACKGROUND

The purpose of this order is to outline the operational procedures required to manage reimbursable details, other than Alcohol Beverage Control (ABC) reimbursable details, provided by the Metropolitan Police Department (MPD). ABC reimbursable details are coordinated and managed by the Patrol Services and School Security Bureau (PSSSB) in accordance with GO-OPS-308.15 (Reimbursable Details for ABC Establishments). All other reimbursable details are coordinated and managed by the Special Events Branch, Special Operations Division (SOD), Homeland Security Bureau, in accordance with this order.

## II. POLICY

It is the policy of the MPD to ensure all reimbursable details are properly staffed, monitored and documented in order to preserve the peace and ensure the safety of those affected by these details. The MPD provides support for reimbursable details occurring on public space in order to maintain the safety and security of those involved in or impacted by the detail, and to monitor the event in order to help reduce the impact of the detail on the non-involved public.

### III. DEFINITIONS

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

1. Detail Official – Official, the rank of sergeant or above, responsible for supervising reimbursable details other than ABC reimbursable details. Responsibilities include, but are not limited to, managing the deployment of personnel and preparing the UN Form 180 (Detail Sheet) (Attachment A). Depending on the scope of the detail, the detail official may be assigned to the SOD or to the district where the detail is scheduled to take place.
2. Dignitary – Domestic or foreign individual or group that is under the protection of the United States Secret Service, the United States Department of State or any other local or federal government agency.
3. Funeral Police Escort - A Level Two Escort where one (1) or more MPD vehicles direct and/or control traffic while escorting a funeral procession.
4. Mayor’s Special Events Task Group (MSETG) – Group with representatives from MPD, the Homeland Security and Emergency Management Agency, and other District agencies 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 of, and to ensure minimal impact on the public. The MSETG accepts and reviews organizer/vendor requests to conduct special events.
5. Movie Detail – Event coordinated through the D.C. Office of Motion Picture and Television Development where MPD may assist movie productions with street closures, crowd control and vehicle escorts.
6. Police Escort – Escort that provides for one (1) or more marked MPD vehicles, depending on the type of escort, origin and destination. There are several types of escorts:
  - a. Level One Escort (i.e., “Full Package Escort”) – Dignitary escort that, at the request of the government agency responsible for the safety of the protectee, utilizes emergency lights and sirens while traversing the District. These escorts are permitted to travel Code 1 in compliance with applicable MPD policies and procedures. Level One escorts may have

full intersection control.

- b. Level Two Escort (i.e., One (1) or more MPD vehicles, Code 1 or Code 2 Escort) – Dignitary or funeral escort in which the use of emergency equipment is authorized and **may** be used in order to expedite the escort.
- c. Level Three Escort (i.e., One (1) or more MPD vehicles, Code 2 Escort) – Non-dignitary, reimbursable detail escort in which MPD units comply with all posted traffic signs and signals and do **not** activate emergency lights and/or sirens absent public safety or security concerns or as approved by the Assistant Chief, Homeland Security Bureau, or the Chief of Police.

**NOTE:** Ambulance escorts are not subject to the provisions of this order.

7. Reimbursable Detail – Detail of MPD members to various assignments, for which the organizer/vendor holding the event reimburses the Department as billed. Reimbursable details include but are not limited to **certain** special events, **certain** police escorts, and ABC reimbursable details.

**NOTE:** Special events and police escorts **may be** reimbursable details depending on the type of event/escort and are coordinated by the Special Events Branch in accordance with this order. ABC reimbursable details **are always** reimbursable details and are coordinated by the PSSSB in accordance with GO-OPS-308.15.

8. 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. Special events are events reviewed and approved by the Mayor's Special Events Task Group (MSETG). However, activities protected by the First Amendment to the Constitution of the United States do not require the review or approval of the MSETG.

#### IV. REGULATIONS

- A. The following events and escorts are **not** reimbursable details:
  1. Level One and Level Two Escorts.

2. Requests from community not-for-profit organizations that do not require street closures or the presence of sworn members onsite to ensure public safety in accordance with Mayor's Order 2009-14 (Delegation of Authority – Director, D.C. Homeland Security and Emergency Management Agency for Use and Access of the Community Events Fund).

NOTE: Street closures may only be approved by MPD or the District Department of Transportation (DDOT). District Commanders shall coordinate with DDOT regarding any MPD events resulting in necessary street closures.

3. Free speech events protected by the First Amendment of the Constitution of the United States.
- B. The procedures in this order do not apply to authorized outside employment as outlined in GO-PER-201.17 (Outside Employment).
- C. Reimbursable Details
1. The Special Events Branch shall be responsible for handling all reimbursable details with the exception of ABC reimbursable details which are handled by the PSSSB in accordance with GO-OPS-308.14.
  2. No member shall work a reimbursable detail on private property except as authorized by the Chief of Police.
  3. No member shall work a reimbursable detail without having an approved TACIS code prior to the event.
- D. Special Event Details
1. 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 24 DCMR § 720 (Special Event User Fees), the organizer/vendor shall be directed to contact the Special Events Branch for further instructions and guidelines.
- NOTE: 24 DCMR § 720.1 defines the term “special event” as any activity in public or private space and not held in any building or structure, such as circuses, rodeos, carnivals, fairs, performances, musical concerts, community activities, dancing, or amusements of any kind.
2. No member shall allow any organizer/vendor to conduct a special event without a permit for the event.

**NOTE:** Members are reminded that requests for neighborhood block parties are processed by the District Department of Transportation (DDOT).

E. Police Escorts

1. Police escorts shall be performed for the purpose of providing security for the President and Vice President of the United States, the Mayor of the District of Columbia and other dignitaries who may require extraordinary protective measures.
2. Funeral Escorts
  - a. The Assistant Chief, Homeland Security Bureau, shall review and approve/disapprove requests for all funeral escorts giving priority to police officers, firefighters, members of the military, and members of their immediate family. These funeral requests shall be evaluated on a case-by-case basis.
  - b. Approved funeral escorts shall be Level Two Escorts and are **not** reimbursable details.
3. All other requests for non-dignitary police escorts must be approved in advance by the Assistant Chief, Homeland Security Bureau.
4. Non-dignitary escorts (other than funeral escorts) shall be Level Three Escorts absent public safety or security concerns.
  - a. Level Three Escorts shall be reimbursable details unless otherwise directed by the Assistant Chief, Homeland Security Bureau, or the Chief of Police.

**NOTE:** The Assistant Chief, Homeland Security Bureau, will evaluate all non-dignitary escort requests and weigh the approval against public safety and individual safety concerns relative to the individual(s) requesting the escort.

- b. Members performing Level Three Escorts may utilize emergency equipment and/or disregard posted traffic signs and signals **only** in the event that it becomes necessary based on articulable safety or security concerns.
- c. When safety and/or security concerns have been abated, members shall immediately deactivate emergency equipment and obey all posted traffic signs and signals.

- d. Members shall notify the assigned detail official in the event that they utilize emergency equipment and/or disregard posted traffic signs and signals during a Level Three escort for inclusion on the UN Form 180.
5. There shall be no police escorts provided to or from routine, tactical deployments (e.g., Civil Disturbance Unit (CDU) details) absent public safety or security concerns.
6. Members shall refer all inquiries regarding police escorts to the Special Events Branch for further instructions.

## **V. PROCEDURES**

### **A. Request and Approval Process for Reimbursable Details**

The Special Events Branch shall process reimbursable details in accordance with GO-SPT-404.02 (Processing Requests for Reimbursable Details).

### **B. Scheduling**

1. Members shall contact the Special Events Branch in the event that they are unable to work an assigned detail.
2. Members shall only be excused from assigned details for exigent circumstances (e.g., sick or emergency leave).
3. Members who are unable to work a detail shall contact the Special Events Branch as soon as possible, but in no case later than forty-eight (48) hours in advance of the detail start time.
4. Absent exigent circumstances, members remain responsible for their assigned details unless a replacement can be identified by the Special Events Branch.
5. The Special Events Branch shall obtain incident summary (IS) numbers for members who fail to report to a detail assignment absent exigent circumstances.

### **C. Operational Procedures for Reimbursable Details**

1. The commanding officer of the affected element shall assign a detail official, or designate the on-duty watch commander for all reimbursable details occurring in their district who shall:

- a. Prepare a UN Form 180, and ensure the reimbursable detail is sufficiently staffed.
  - b. Work with SOD to coordinate with all affected D.C. and federal agencies when road closures affect their areas of jurisdiction.
  - c. Coordinate with outside agencies in affected jurisdictions before and during police escorts that travel outside of the District of Columbia.
  - d. Coordinate with the Special Events Branch to determine emergency access lanes and streets as appropriate.
  - e. Notify the Watch Commander, Command Information Center (CIC), and the Commander, SOD, of any unusual incidents that occur during the detail.
  - f. 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-HSC-805.04 (Bomb Threats and Explosive Devices), GO-HSC-802.04 (Hazardous Materials Incidents), and GO-HSC-805.02 (Special Threat Action Team).
  - g. As necessary, request the assistance of the Canine Unit or Air Support Unit in accordance with GO-RAR-306.01 (Canine Teams) and GO-HSC-803.07 (Air Support Unit).
  - h. Ensure that the UN Form 180:
    - (1) Includes documentation in box 10 regarding any unusual incidents that occurred during the detail including, but not limited to, the activation of emergency lights and sirens during a Level Three escort.
    - (2) Is forwarded to the Commander, SOD, for review, within twenty-four (24) hours of the special event.
2. Members working a reimbursable detail shall:
- a. Be in a full duty status.

- b. Be attired in the uniform of the day with their required equipment (e.g., Sam Browne belt, soft body armor, MPD issued hat, visibility vest and whistle), unless otherwise authorized by the Chief of Police.
- c. Not alter their shift or days off to work a detail unless authorized by the Chief of Police.
- d. Contact the official in charge of the detail and ascertain the reporting time, location and proper radio zone.

NOTE: Many special events require the deployment of CDU platoons. If a member is assigned to a CDU platoon for a special event, he/she shall contact a platoon official to make the notifications listed above.

- e. When conducting a reimbursable detail to include police escorts within one (1) of the seven (7) police districts, notify the appropriate dispatchers that the operation is occurring in their district.
- f. Notify the detail official of all unusual incidents that occur during the detail for inclusion on the UN Form 180.

## **VI. ROLES AND RESPONSIBILITIES**

- A. The Commanding Official, Office of Risk Management (ORM), shall conduct annual audits reporting on compliance with the requirements of this order.
- B. The Commander, SOD, shall:
  - 1. Ensure an official is designated to participate in the MSETG.
  - 2. Upon receipt of a special event petition from the Mayor's Special Event Task Group, ensure coordination with the affected District Commander to determine the number of MPD personnel required to staff the special event.
  - 3. Ensure that the location, time, and date, and the name of the contact person is recorded on the monthly calendar board for special events, police escorts, and reimbursable details.
  - 4. Ensure the Public Information Office is notified, though the chain of command, of special events that may cause traffic congestion, and/or may be of significant interest to the media.



5. Review completed UN Forms 180 for compliance with this order.
- C. District Commanders shall:
1. At the direction of SOD, provide and assign detail officials for all reimbursable details occurring in their district.
  2. In conjunction with SOD, provide sufficient police presence at all reimbursable details that occur in their district.
  3. Within twenty-four (24) hours following a reimbursable special event or police escort, ensure the UN Form 180 (Detail Sheet) is forwarded to the Commander, SOD, for review.
  4. **Not** authorize any member from their command to work a reimbursable detail without obtaining an approved TACIS code.
  5. If an organizer/vendor holds an unauthorized special event, and MPD members are deployed, prepare a memorandum detailing the circumstances, and submit the memorandum through the chain of command to the Commander, SOD, within twenty-four (24) hours. The memorandum shall include, but not be limited to:
    - a. The date, time, and location of the unauthorized special event;
    - b. The name, phone number, and address of the organizer/vendor;
    - c. The purpose of the special event;
    - d. The estimated number of attendees (if applicable);
    - e. The number of officers assigned to assist with the unauthorized special event;
    - f. Enforcement action taken by MPD [e.g., PD Forms 61D (Violation Citation) issued]; and
    - g. Other applicable regulatory agencies on the scene of the unauthorized special event, and what, if any, enforcement action was taken (e.g., DCRA, Fire Inspector) by these agencies.


6. Forward all inquiries related to special events, police escorts, and reimbursable details to the Special Events Branch.
7. Coordinate with DDOT regarding any MPD events resulting in necessary street closures.

## VII. CROSS REFERENCES

- A. GO-PER-201.17 (Outside Employment)
- B. GO-RAR-306.01 (Canine Teams)
- C. GO-OPS-308.14 (Reimbursable Details for ABC Establishments)
- D. GO-SPT-404.02 (Processing Reimbursable Details)
- E. GO-HSC-802.04 (Hazardous Materials Incidents)
- F. GO-HSC-803.07 (Air Support Unit)
- G. GO-HSC-805.02 (Special Threat Action Team)
- H. GO-HSC-805.04 (Bomb Threats and Explosive Devices)
- I. Mayor's Order 2009-14 (Delegation of Authority – Director, D.C. Homeland Security and Emergency Management Agency for Use and Access of the Community Events Fund)

## VIII. ATTACHMENT

1. Attachment A: UN Form 180 (Detail Sheet)



Cathy L. Lanier  
Chief of Police

CLL:PAB:MOC

UN-180 Rev. 01/12		<b>METROPOLITAN POLICE DEPARTMENT</b> Special Operations Division Special Events Branch <b><i>DETAIL SHEET</i></b>		1. Date of Event	
				2. Day of Event	
3. Type of Event (e.g., Special Event, Police Escort Including Level, ABC Reimbursement Detail)					
4. Reporting Time		5. Reporting Location			
6. Detail is Scheduled to Start			7. Police Estimate of Participants		
8. Manpower Detailed: Captain _____ Lieutenants _____ Sergeants _____ Officers _____  TOTAL _____			9. Manpower Computation:  Personnel _____  Hours of Detail _____  TOTAL MANHOURS _____		
10. Overtime Detail Summary					
NOTE: The Check-Off Sergeant is responsible for: <ol style="list-style-type: none"> <li>1. Documenting any unusual incidents that occurred during the detail in box # 10.</li> <li>2. Listing the names of all officers and officials (use reverse if necessary).</li> <li>3. Recording the necessary information on the Daily Performance Measures Report.</li> </ol> The Planning Office personnel are responsible for recording the necessary information from this form to the monthly report.					
11. Request for this service was received from:		12. Date	13. Time	14. Phone Number	
15. This Detail Sheet Originally Prepared by:			16. Signature of Sergeant on Detail:		