

Peoria Police Department Policy and Procedure Manual

Policy 4.18 Municipal Operations and Special Events



**“Our Community...
Our Commitment”**

I. POLICY

It is the policy of the Peoria Police Department to facilitate a peaceful, safe, and orderly environment during all municipal operations. Concealable weapons shall not be carried within City buildings, except by persons who are authorized by law, such as law enforcement personnel, to carry such weapons. On the consolidated Peoria Municipal Complex, secure lockers will be provided in a centralized location near the lobby of the Peoria Police Department for the storage of weapons by individuals who have business with the City of Peoria. It will be the Peoria Police Department's philosophy that moderate enforcement action shall be taken as a means of obtaining compliance. This policy and philosophy also applies to all special events that the Peoria Police Department participates in throughout the City, including special events at the Peoria Sports Complex.

II. PROCEDURES

A. Weapons on the Peoria Municipal Complex

1. Public Notices: Notices will be posted at several conspicuous locations around the Peoria Municipal Complex advising citizens that possession of dangerous weapons are prohibited within any of the buildings. The notices will advise citizens that secure storage lockers are available at the Peoria Police Department and indicate the Peoria Police Department's location on the Municipal Complex.

2. Storage: The lockers will be located in a public access area of the Peoria Police Department. The area will be available to the public 24-hours per day.

a. The lockers will have notice attached to them that any individuals who wish to check a weapon into a locker must ask at the front lobby counter for a key.

(1) A receipt book will be used to record the individual's name, address and phone number. Picture identification (ID) will be required.

(2) The receipt will not be maintained as a public record and will be destroyed upon return of the weapon.

b. The citizen will be able to retrieve the weapon at their own convenience and turn the key back in at the front lobby.

c. City employees are prohibited from handling or possessing any citizen's weapon during the normal securing and retrieval process.

d. Each day, after 2300 hours, the Shift 3 Patrol Services Bureau (PSB) supervisor will ensure that the lockers are checked for weapons that have not been retrieved.

(1) Weapons that have not been retrieved will be impounded into Property for safekeeping.

(2) Any person attempting to retrieve a weapon that has been impounded must provide proof of identification, a full description of the weapon, and the key for the storage locker.

(3) If a key can not be or is not produced, the Police Services Officer assigned to Property and Evidence will make a courtesy call to the individual and advise them that we will have to collect a re-keying charge from them prior to the release of the weapon.

B. Baseball Operations

1. Enforcement of Criminal Statutes and Ordinances

a. Generally, all observed violations of misdemeanor criminal statutes or City ordinances during baseball events, or other City sanctioned special events, should be accomplished through a warning and, if applicable, an order to the violator to vacate the premises.

(1) In the event that a peaceful voluntary conclusion to a disorderly conduct type situation cannot be resolved, the violator shall be cited, ordered to leave, and escorted out of the Sports Complex, or the special event.

(2) Under the following conditions, a violator(s) may be taken into custody and booked:

(a) The individual(s) refuse to leave the facility or event after being given a lawful order to do so;

(b) there is a reasonable likelihood that the situation will escalate should the individual(s) not be taken into custody;

(c) failure to take the individual(s) into custody creates a liability to the City (i.e., an intoxicated subject with a vehicle present).

(3) It should be clearly understood that the physical arrest of an individual(s) shall be the last alternative.

b. In the event of the observation of a felony in-progress, existing Peoria Police Departmental policies and procedures will be adhered to. In these situations, the on-duty supervisor will coordinate with the supervisor in charge of the special event to make the determination of whether personnel assigned to the baseball or special event will take disposition of the offense, or if the incident will be referred to on-duty patrol personnel. The on-duty supervisor will have the final determination.

2. Enforcement of State or City Traffic Ordinances

a. The primary purpose of traffic enforcement during baseball games or other City sanctioned special events

will be the rapid and safe movement of vehicles into and out of the Sports Complex or special event area.

b. It is the intent of this section that, whenever possible, voluntary compliance will be obtained.

(1) In the event that voluntary compliance is not obtained, a warning will be given prior to the issuance of a motor vehicle citation.

(2) Parking citations will be issued only in legally posted parking locations, such as, no parking, fire, and handicapped zones.

(3) During on-view serious motor vehicle violations (i.e., reckless driving or Driving Under the Influence (DUI)), the on-site supervisor shall contact Communications and request that a Patrol Services Unit respond for enforcement action.

3. Enforcement of City Rules and Regulations: Spring training baseball is a City sanctioned event. During spring training and other City sanctioned special events, employees will diplomatically monitor and enforce City ordinances and State laws, and assist in the application of imposed City rules and regulations, when appropriate. Again, voluntary compliance is the primary objective.

a. In the event that voluntary compliance is not obtained, the police supervisor in charge of the special event will be contacted to determine if the violation creates an employee or citizen safety hazard. If so, appropriate enforcement action shall be taken.

b. The Peoria Police Department's role in providing security and traffic control at Peoria Sports Complex is a joint function with the Community Promotions Division.

(1) It is the intent of the Community Promotions Division to have private security personnel maintain order within the stadium.

(2) Only after their voluntary attempts at maintaining order have failed will police personnel be requested to assist.

C. Council Chambers Emergency Action Plan

1. General Requirements for Sworn Peoria Police Department Personnel:

a. All sworn officers of the Peoria Police Department, regardless of rank, should ensure they have immediate access to their Peoria Police Department issued firearm while in attendance of a Council session. Other suggested equipment would include OC spray and handcuffs.

b. These items may be carried in a concealed manner to promote a positive, friendly atmosphere with the exception of the uniformed officer assigned to the Council session.

c. It is further recommended that the employee responsible for the televising or taping of all meetings remain behind locked doors and maintain cameras on.

2. Recommended Responses

a. Council Member Response

(1) When a non-armed disorderly subject becomes verbally abusive or physically aggressive, the leading elected official should provide that person a verbal warning as to their inappropriate conduct. Council members should refrain from entering into a verbal debate as to why the subject's conduct is inappropriate.

(a) If this warning is not sufficient to bring the subject into reasonable compliance, the highest ranking law enforcement official will direct the extra-duty uniformed officer to move to a position near the disorderly subject to determine if officer presence will bring the subject into voluntary compliance.

(b) If voluntary compliance is not obtained, the subject may be removed from the Council session only when directed by the highest ranking law enforcement official in attendance.

(2) On any other situation where an armed threatening subject or an "active shooter" is encountered, it will be human instinct for everyone to run and escape. This applies to everyone in attendance and it should be anticipated.

(a) Council members should drop to the floor and find the nearest cover and/or concealment. Council members then should try to escape through the closest exit or lock themselves in an adjoining room.

(b) If taken hostage, Council members should avoid making any types of deals with the suspects, as with established police protocols in handling hostage situations may not allow the negotiated action to take place for the safety of the public.

b. Civilian City Staff Response

(1) When a non-armed disorderly subject becomes verbally abusive or physically aggressive, the civilian City Staff members in attendance should let the leading elected official or leading police official handle the situation. Civilian City Staff members should refrain from entering into any type of a verbal debate with the verbally abusive or physically aggressive subject.

(2) On any other situation where an armed threatening subject or an "active shooter" is encountered, it will be human instinct for everyone to run and escape. This applies to everyone in attendance and it should be anticipated. civilian City Staff members should drop to the floor and find the nearest cover and/or concealment.

(a) Civilian City Staff members then should try to escape through the closest exit or lock themselves in an adjoining room.

(b) If taken hostage, civilian City Staff members should avoid making any types of deals with the suspects, as with established police protocols in handling hostage situations may not allow the negotiated action to take place for the safety of the public.

c. Non-Uniformed Command Staff Personnel

(1) When a non-armed disorderly subject becomes verbally abusive or physically aggressive, non-uniformed Command Staff personnel should be in a position to support any law enforcement request of the elected officials.

(a) The non-uniformed Command Staff personnel shall exercise direct control over the extra-duty uniformed officer assigned to the Council session.

(b) If the elected official's warning is not sufficient to bring the subject into reasonable compliance, the Command Staff personnel will direct the extra-duty uniformed officer to move to a position near the disorderly subject to determine if officer presence will bring the subject into voluntary compliance.

(c) If voluntary compliance is not obtained, the subject may be removed from the Council session only when directed by the highest ranking law enforcement official in attendance.

(2) On any other situation where an armed threatening subject or an "active shooter" is encountered, it will be human instinct for everyone to run and escape. This applies to everyone in attendance and it should be anticipated.

(a) Non-uniformed Command Staff personnel should direct everyone to escape, if possible, or lock themselves in an adjoining room.

(b) If in an "active shooter" situation, Command Staff personnel should aggressively move toward the "active shooter", using what cover and concealment possible, to stop the threat by use of deadly force or to force the suspect(s) to be contained and isolated.

d. Extra-duty Uniformed Officer

(1) When a non-armed disorderly subject becomes verbally abusive or physically aggressive, the extra-duty uniformed officer will move to a position near the disorderly subject to determine if officer presence will bring the subject into voluntary compliance, but only when directed by the highest ranking law enforcement official in attendance. This will also place the extra-duty uniformed officer in a position to prevent a physical attack on anyone in attendance.

(2) Responding back-up officers will position themselves at one of the rear doors leading into the Council Chambers auditorium.

(a) This will allow a low profile of the officers, but place them in a position to react if necessary.

(b) Only when directed by the highest ranking law enforcement official in attendance, will officers remove the disorderly subject, unless the subject possesses an immediate threat to Council, City Staff or the public which mandates police response.

(c) Established police arrest tactics shall apply.

(d) All non-uniformed officers in attendance shall provide assistance when, and if, needed.

(3) On a situation with an armed threatening subject, the extra-duty uniformed officer should notify Communications and request back-up.

(a) The officer should seek cover and challenge the suspect, if deemed appropriate, in order to gain compliance.

(b) When an "active shooter" is encountered, it will be human instinct for everyone to run and escape. This applies to everyone in attendance and the extra-duty uniformed officer should anticipate this.

(c) With an "active shooter" situation, the extra-duty uniformed officer should first immediately notify communications by radio of the active shooting situation.

(d) The extra-duty uniformed officer will aggressively move toward the "active shooter", using what cover and concealment possible, to stop the threat by use of deadly force or to force the suspect(s) to be contained and isolated.

(4) Responding back-up officers will use established Peoria Police Department procedures in addressing the "active shooter" threat, by aggressively moving toward the "active shooter" to stop the threat by use of deadly force or to force the suspect(s) to be contained and isolated.

(5) Once the "active shooter(s)" have either been stopped or isolated, officers will begin an evacuation of all Council members, City Staff, and public, beginning with the public first.

(a) If the threat has only been isolated in an adjacent room of the Council Chambers, all non-injured persons will be removed first.

(b) All injured victims will then be moved out of the danger area to allow medical treatment without exposure to the potential threat.

(c) These actions may be done simultaneously if members of the public and City Staff are in a position to do so, provided it can be done swiftly and safely.

D. Special Events

1. Any event or function that the City of Peoria is a sponsor to or as directed by the Chief of Police will be classified as a special event.

2. The Lieutenant assigned to the Tactical Operations function, will be the special Event Coordinator for the Peoria Police Department. (46.1.10.a)

3. Duties and Responsibilities of the Special Event Coordinator:

a. Attend required special event planning meetings.

b. Complete and submit for approval to the Chief of Police, the Operations Plan for the special event. This plan will include, but is not limited to (46.1.10. b & f)

- (1) The Situation
- (2) Threat Assessment
- (3) Mission
- (4) Execution
- (5) Administration and Logistics
- (6) Fiscal Procedures
- (7) Command and Control
- (8) Command Post Information
- (9) Communications
- (10) Any annexes if applicable.

c. Secure and schedule the appropriate staffing.

d. Complete an After Action Report of the event. This report will include, but is not limited to (46.1.10.g)

- (1) The Situation
- (2) Attendance
- (3) Cost Allocation
- (4) Police Intervention
- (5) What worked well
- (6) What could be improved on
- (7) Recommendations

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