

EVENT NAME:

EVENT DATE:



SECURITY SERVICES PLANNING FORM



Security Services Planning Form Requirements:

1. Applicants are responsible for hiring extra-duty Tampa Police Officers for any event involving street closures to man the closures, for any event involving Alcoholic Beverage Sales, and in the instance of large scale events to provide crowd control.
2. Applicants may not "replace" extra-duty officers with hired security firms, but may hire unarmed security for positions that do NOT require extra-duty officers. For example, you may choose to hire a security company to guard equipment left at a park overnight.
3. Applicants need to secure extra-duty officers through the Extra Duty Office. The phone number is (813) 276-3385 or (813) 276-3386 OR you can download instructions and their application packet at: http://www.tampagov.net/dept_Police/programs_and_services/extra_duty.asp
4. The review process requires that a City of Tampa Police official review your special event plan to make a final determination as to the number of officers and vehicles or equipment (police cars) you will be required to have to make sure your event is conducted safely.
5. A Security Services Matrix (suggesting the number of officers required for events) is attached to this document. The City retains the right to adjust numbers of officers required from the Matrix depending on the nature of the event.
6. If your event involves street closures you will also need to also attach a copy of both the map and the written description you created for the "Parking and Traffic Control Concept Plan" that describes what special arrangements, if any, have been made for parking and traffic control for the proposed event. (See Items 15 & 16.)

EVENT INFORMATION

1. Event Name:

2. Event Date:

3. Street Closure Date(s)/Time(s):

4. Event Hours of Operation Date(s)/Time(s):

5. Anticipated Attendance:

6. Event Classification(s) (Procession, Block Party, Road Festival, etc.):

SSP 1 of 2 Incomplete, illegible, and/or unsigned applications will NOT be accepted and will delay processing.

7. Name of Organization Requesting the street closure(s):

8. Primary Contact Person's Name:

9. Primary Contact's Daytime Phone Number (include area code):

10. Primary Contact's Cell Phone Number (include area code):

11. Primary Contact's Email Address:

12. How many extra-duty Tampa Police Officers do you intend to hire?

13. Do you plan to hire private, non-armed security? If "Yes," please provide the following information on the company below:

Private Security Company Name:

Private Security Contact Person:

Private Security Contact Phone Number (including Area Code):

14. How many private security officers do you intend to hire and what is the schedule for their presence?

15. Please attach your written description of your CONCEPT Traffic Control Parking Plan and Label it ITEM TCP-#15

16. Please attach your map that demonstrates your CONCEPT Traffic Control Parking Plan and Label it ITEM TCP-#16.

Exhibit I

Security Services Personnel Staffing Matrix¹

Attendees and Participants ²	Security Services Personnel @ Passive Attendee Event	Supervisors and Managers @ Passive Attendee Event	Security Services Personnel @ Active Attendee Event	Supervisors and Managers @ Active Attendee Event	Decrease in Security Services Personnel based on 28-27(a) on Passive Event ³	Increase in Security Services Personnel based on 28-27(a) on Active Event ⁴
200-500	1-2	0	2-5	0	0	10 + 1 supervisor
500-1000	3-5	0	4-7	1 + 0	2	14 + 2 Supervisors
1001-2500	5-7	1+ 0	7-10	1 + 0	3	20 + 3 supervisors
2501 – 5000	7-9	1+ 0	10-13	1 + 0	4	26 + 3 supervisors
5001 – 7500	9-12	1+ 0	13-17	2 + 0	5	34 + 4spv + 1mgr
7501-10,000	12-15	2+ 0	17-22	3 + 0	6	44 + 5spv + 1mgr
10,001 – 15,000	15-18	2+0	22-35	4 + 1	7 + 1spv	70 + 8spv + 2mgr
15,001 – 25,000	18-24	3+0	35-60	6 + 1	9 + 1spv	120 + 12spv + 3mgr
25,001 – 35,000	21-24	3+0	60-80	7 + 2	10 + 1spv	160 + 16spv + 4mgr
35,001 – 50,000	24-30	3+1	80-110	8 + 2	12 + 1spv	220 + 22spv + 5mgr
50,001 – 65,000	30-35	3+1	110-140	11 + 3	15 + 1spv + 1mgr	280 + 28spv + 7mgr
65,001 – 80,000	35-45	4+1	140-170	14 + 3	16 + 2spv + 1mgr	340 + 34spv + 8mgr
80,001 – 95,000	45-60	5+1	170-225	17 + 4	22 + 2spv + 1mgr	450 + 45spv + 11mgr
95,001 – Over	60 +	1:10+1:7	225 +	1:7 + 1:4	-50% of passive	+50% of active

¹ Does not include Maintenance of Traffic (MOT) and/or Wetzone staffing personnel – which may or may not increase total staffing

² Attendance matrix adjusted to meet our proposed definition of an event versus the 500 mark

³ 50% scale demonstrated for viewing numbers, but does not necessarily have to be included in chart

⁴ Same as 2