

8.4.3 - Traffic Control, Parking Plans, and Crowd Control

Standard: The agency shall coordinate with the official law enforcement agency having jurisdiction on large-scale events hosted or facilitated by the agency that require planning and coordination of traffic, parking and crowd control. Plans shall specifically define the roles of the event sponsor, agency staff, and the law enforcement agency regarding traffic layouts at the venue, traffic routes and personnel assignments.

Suggested Evidence of Compliance: Provide a recent example of coordination with law enforcement on traffic control, parking plans and crowd control for activities and events hosted or facilitated by the agency.

Informational reference in the *Management of Park and Recreation Agencies*, (2010), 3rd Ed., Chapter 22 – Law Enforcement and Security, pp. 624-637.

Agency Evidence of Compliance:

The Park District has developed an overall plan and procedures for addressing traffic, parking, and crowd control at large events¹. In Oak Park, the responsibility for traffic and crowd control measures falls to the organizer of the event, including securing permits for street closures, developing traffic plans, and planning for traffic enforcement by assigning staff or volunteers and/or hiring police officers to assist.

For example, at the Park District's largest annual event, the Frank Lloyd Wright Races, a staff member is assigned as Race Marshal, which includes responsibilities² for:

- communicating equipment and personnel needs from the Village of Oak Park Public Works & Police Department, including meeting with both
- ensuring course map is accurate
- ensuring that parking restriction signage is created and displayed in an appropriate time frame before the event
- ensuring that lead and trail vehicles are coordinated, properly labeled and trained in order to protect race participants while on the closed streets
- supervises course security assignment, including assignment of security at intersections, and training of the security staff and volunteers

A Course Security Map³ has been developed to show where volunteers, staff, and police are stationed throughout the course. This not only assists course security in knowing where to go, but also assists emergency response efforts if course security reports an incident.

Communication and coordination with the police took place before, during, and after the event as evidenced by examples of e-mail chains regarding Initial Coordination with Police⁴, Officer Commitment and Pre-Race Inspection⁵, and Post-Race Communication and Evaluation⁶.

Signage and Race Information Handouts⁷ were developed and posted to assist with crowd control. Parking information was included on the race website's FAQ, as well as mentioned in the Pre-Race Participant Email⁸ that was sent to all participants before race weekend.

Documentation:

1. [08.04.03_Procedures-for-Traffic-Parking-and-Crowd-Control.pdf](#)
2. [08.04.03_Race-Marshall-Responsibilities.pdf](#)
3. [08.04.03_FLW-Route-Security-Map.pdf](#)
4. [08.04.03_Initial-Coordination-with-Police.pdf](#)
5. [08.04.03_Officer-Commitment-and-Pre-Race-Inspection.pdf](#)
6. [08.04.03_Post-Race-Communication-and-Evaluation.pdf](#)
7. [08.04.03_Race-Information-Handouts.pdf](#)
8. [08.04.03_Pre-Race-Email-to-Participants.pdf](#)

Agency Self Assessment: MET
