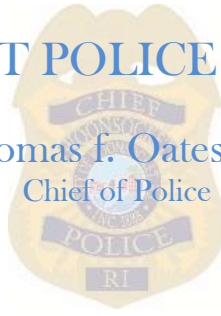


# WOONSOCKET POLICE DEPARTMENT

Thomas J. Oates, III  
Chief of Police



TYPE OF ORDER	NUMBER/SERIES	ISSUE DATE	EFFECTIVE DATE
General Order	360.07	8/26/2021	8/26/2021
SUBJECT		PREVIOUSLY ISSUED DATES	
Special Events		7/16/2015	
ACCREDITATION		RE-EVALUATION DATE	
Accreditation Standards: 46.1.10, 46.2.8 RIPAC Standards: 10.9		7/12/2021, 8/21/2023	
INDEX		DISTRIBUTION	
Special Operations		All Personnel	

## SPECIAL EVENTS

### I. PURPOSE

To establish procedures for the coordination, direction, and control of special events occurring in the City of Woonsocket.

### II. POLICY

The Woonsocket Police Department recognizes the need to coordinate and plan for special events, such as parades, road races, festivals, fireworks displays, demonstrations, etc. Therefore, it is the policy of the Woonsocket Police Department to develop and execute plans for the effective deployment of personnel and resources based on situational analyses for special events.

### III. DEFINITION

**Special Event:** An activity, such as a parade, athletic contest, or public demonstration, that results in the need for control of traffic, crowds, or crimes.

### IV. PROCEDURE

A. Written Plan

**RI 10.9.a**

1. The designated incident commander assigned to coordinate the event shall complete a written plan before the event taking place and coordinate the officers' roles in special events. This plan should include, at a minimum, provisions for the following:

**RI 10.9.b**

- a. Description of the special event to include pertinent information such as date, time, and location;
- b. Designation of an officer-in-charge of the event;
- c. A written estimate of traffic, crowd control, and incidents of crime expected for a given event;
- d. The number of officers needed to provide service and security for those attending the event;
- e. A stated objective, i.e.: safe and efficient movement of vehicles and pedestrian traffic;
- f. Use of personnel with special skills such as Special Response Team (SRT) members, K-9 officer(s), bicycle and/or plainclothes personnel;
- g. Alternate traffic routes, parking, temporary traffic controls, and parking prohibitions;
- h. A list of the uniform officers' primary areas of responsibility during the event, i.e.: traffic control, event security, etc.;
- i. Identification of any anticipated problems;
- j. Logistical requirements, and;
- k. Coordination of plans with other law enforcement agencies or support services associated with the event;
- l. Coordination with appropriate State and Federal agencies whenever a special event occurs during elevated threat levels under Homeland Security Defense System;
- m. Map or photograph of the site/area; and
- n. Evacuation contingency.

**RI 10.9.c**

**RI 10.9.d**

**B. Coordination of a special event**

1. The Police Chief is the principal coordinator of all private and public special events requiring law enforcement services. These events may require the use of off-duty police personnel.
2. For public events, the Police Chief may allow on-duty personnel to assist or authorize off-duty personnel to staff the event.
3. The Detail Officer shall work with organizers of private special events to ensure an adequate number of detail officers are hired, and the event is planned consistent with this policy.
4. The officer-in-charge shall coordinate plans for the special event with appropriate duty personnel.
5. Planning for the event includes determining:

- a. The number of police personnel needed for the event;
  - b. Traffic control points;
  - c. Strategic locations for crowd control;
  - d. Possibility of criminal activity and methods of prevention;
  - e. Staging area;
  - f. Command post needs and positioning;
  - g. Media liaison;
  - h. Threat assessments;
  - i. Contingency plans for environmental conditions and the possibility of severe weather;
  - j. Evacuation plans;
  - k. VIP security needs;
  - l. Coordinating police resources with fire and emergency medical services at the event;
  - m. Interoperability of event communications; and
  - n. Event mapping.
6. Written recommendations for the number of personnel needed for traffic control, crowd control, and crime prevention shall be included in the plan.
  7. Determine if multiple operation periods will be required; develop intelligence and information resources.

#### C. High-Risk Events

If the special event involves high risk and the need for additional security is required, the Chief of Police may authorize the deployment of the SRT in strategic areas.

#### D. After-Action Reports

1. The officer-in-charge shall complete an after-action report after the special event and forward a copy of the report to the Chief of Police and Operations Captain.
2. Copies of special event plans and after-action reports shall be forwarded to the Accreditation Manager.

Per order,

***Thomas F. Oates, III***

Chief of Police

***Written directives published within PowerDMS are in full force and effect on the referenced dates and have been approved by the Chief of Police***