


<b>NORTHAMPTON POLICE DEPARTMENT</b>		
<b>Administration &amp; Operations Manual</b>		
<b>Policy: Special Events</b>		<b>AOM: O-607</b>
Massachusetts Police Accreditation Standards Referenced: [46.2.7]		Issuing Authority <hr/> John D. Cartledge Chief of Police
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**I. Introductory Discussion**

Proper planning and coordination of units assigned to special events shall ensure that operations precede as intended, and those disruptions to the public and the normal routine of the community are minimized. The Northampton Police Department shall organize planned responses for special events, such as parades and demonstrations within the city, in order to:

1. Ensure the safety of the participants of the event and members of the community, and
2. Minimize the disruption that the special event will have on traffic and the public.

**II. Responsibility**

The responsibility for coordinating and supervising special events shall be assigned to a single member, usually the Operations Division Commander (ODC). They shall determine the type of police assistance necessary to handle the event. If the assistance required is minimal, they may delegate responsibility to the appropriate supervisor.  
[46.2.7]

### III. Coordination

- A. As soon as possible after notification that a specific event is planned, the ODC or designee shall contact the organizers of the event and determine the following: [46.2.7]
1. The nature of the event.
  2. The date, time, and expected duration of the event.
  3. The location, including any specific routes involved.
  4. The number of participants.
  5. Anticipated problems; and
  6. Special permits required, if any.
- B. For larger events or demonstrations where there is a potential for violence, there may be a need for special considerations such as:
1. The need to block off traffic, streets, and/or sidewalks to ensure the safety of the participants.
  2. The number of personnel needed to handle the event.
  3. Notifications and coordination with other affected agencies and personnel including the Fire Department, Department of Public Works, other Police agencies, the media, and those residences and businesses in the area affected. [46.2.7]
  4. The need for additional radio channels, communication equipment, and coordination with dispatching personnel. [46.2.7]
  5. The need to gather intelligence from various sources on groups planning activities that may involve violence.
- C. The ODC or designee shall provide a written Operational Plan for the handling of the special event to include: [46.2.7]
1. Manpower needs, scheduling and assignments, to include a command officer if necessary.
  2. Contingency plan for traffic direction and control. [46.2.7]
  3. Logistical requirements. [46.2.7]
- D. The Operational plan shall be maintained by the Captain of Operations with a copy forwarded to the Chief of Police. Copies shall also be placed at Central Dispatch, the Station Officer desk, and the Ready Room desk.

### IV. Reporting Requirements

At the conclusion of the special event, the ODC or designee shall be responsible for completing a report detailing any problems that may have occurred and submit it to the Chief of Police. (Refer to departmental form entitled [After Event Action Report](#)) [46.2.7]