



# ACTON POLICE DEPARTMENT

DEPARTMENT MANUAL; P&P: Operations		
POLICY & PROCEDURE # 1.42	DATE OF ISSUE: 02/17/2020	EFFECTIVE DATE: 02/28/2020
SUBJECT: Special Events Plan	ISSUING AUTHORITY: Chief Richard Burrows	
REFERENCE(S): Massachusetts Police Accreditation Commission # 46.2.7	___NEW    __X__AMENDS    ___RESCINDS	

## I. POLICY

The Patrol Division Commander is in charge of all special events planning. He/she shall designate an officer in charge of each special event, usually designated by the highest-ranking officer on the special events detail. **[46.2.7]**

Special Events may include:

- Parades
- Fireworks
- Sporting events
- Large gathering events
- Graduations
- National Night Out

The Special Events plans may include but not be limited to: **[46.2.7]**

- Officer assignments
- Traffic routes & detours
- Crowd control
- Scene security
- Emergency vehicle access
- Parking (both access to and restricted areas)
- Coordination with other agencies
- Coordination of personnel (i.e. relief personnel, dispatcher assignments)
- Equipment and vehicles to be used
- Media notifications

Prior to the event, the Patrol Division Commander will post the plans for both the patrol supervisor and the officer in charge of the special event to review.

The Patrol Division Commander shall maintain a record of all special event plans.

## **SPECIAL EVENTS PLAN INFORMATION**

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**History: Manual I, Section III.**