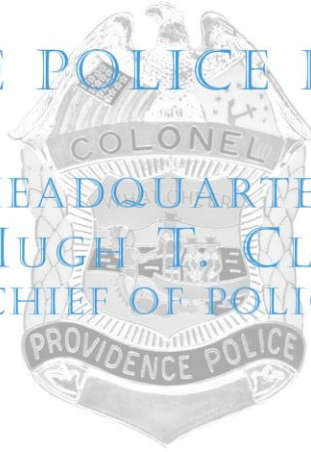


# PROVIDENCE POLICE DEPARTMENT

HEADQUARTERS  
COLONEL HUGH T. CLEMENTS, JR.  
CHIEF OF POLICE



TYPE OF ORDER	NUMBER/SERIES	ISSUE DATE	EFFECTIVE DATE
General Order	380.05	8/16/2021	8/17/2021
SUBJECT TITLE		PREVIOUSLY ISSUED DATES	
Special Events		5/6/2018; 6/5/2014	
REFERENCE		RE-EVALUATION DATE	
CALEA 46.2.7		5/6/2025	
SUBJECT AREA		DISTRIBUTION	
Law Enforcement Operations		All Sworn Personnel	

## PURPOSE

The purpose of this policy is to establish procedures for the coordination, direction, and control of special events taking place in the City of Providence.

## POLICY

It is the policy of the Providence Police Department to develop and implement plans for the deployment of personnel and resources based on a situational analysis for special events.

## DISCUSSION

*Special Event:* A planned gathering of the public to be held at a location within the community on either public or private property. As a result, the volume of people, vehicular traffic, concern for the safety of persons or property, or a combination of any of these factors, will necessitate the designation of an Officer-in-Charge for the event and the extended deployment of personnel and resources.

## PROCEDURE

### I. COORDINATION OF A SPECIAL EVENT

- A. The Planning and Policy Director or his/her designee is the primary coordinator of all private and public special events requiring law enforcement services. Private special events may require the hiring of off duty detail officers, this will be done through the designated detail supervisor.

- B. The designated detail supervisor will work with organizers of private special events to ensure that enough detail officers are hired and that the event is planned in accordance with this policy.
- C. The Planning and Policy Director or his/her designee will coordinate plans for the event with the appropriate Officer-in-Charge. Planning for the event includes determining:
  - 1. The number of police personnel needed for the event.
  - 2. Traffic control points.
  - 3. Locations for crowd control.
  - 4. Possibility of criminal activity and methods of prevention.
  - 5. Staging area.
  - 6. Command post.
  - 7. Media liaison.
- D. Written estimates of personnel needed for traffic control, crowd control, and crime prevention will be made.

**II. WRITTEN PLAN**

- A. The Special Event Coordinator assigned to organize the Departments role in a special event will complete a written plan prior to the event. This plan will include, but is not limited to:
  - 1. Designation of an Officer-in-Charge of the event.
  - 2. A stated objective, i.e. safe and efficient movement of vehicles and pedestrian traffic.
  - 3. A written estimate of traffic, crowd control and crime problems expected for an event.
  - 4. The number of officers needed to provide service and security for those attending the event and provisions for transporting officers to and from the event location, if any.
  - 5. Use of personnel with special skills such as SRU members, bicycle patrol, motorcycle officers, K-9 officers, and plain clothes personnel.
  - 6. List of officers' primary area of responsibility during the event, i.e. traffic control, event security.

7. Alternate traffic routes, parking, temporary traffic controls and parking prohibitions will be coordinated with the City of Providence Traffic Engineering Department.
8. Identification of any anticipated problems.
9. Logistical requirements.
10. Coordination of plans with other law enforcement agencies or support services associated with the event, if any.

**III. REPORTING REQUIREMENTS**

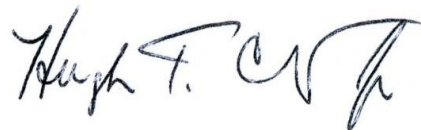
- A. A report indicating any problems or suggestions for future events, if any, shall be completed by the Officer-in-Charge or his/her designee of the event and it will be forwarded to the Chief of Police or his/her designee, for review.

**APPROVED:**



STEVEN M. PARÉ  
COMMISSIONER  
DEPARTMENT OF PUBLIC SAFETY

**APPROVED:**



HUGH T. CLEMENTS, JR.  
COLONEL  
CHIEF OF POLICE