

WOLFEBORO POLICE DEPARTMENT

SOP 5.7

Date Issued: 12/27/2019

Review: 03/15/2021

[Note: This written directive is for the internal governance of the Wolfeboro Police Department and, as provided by RSA 516:36, is not intended and should not be interpreted to establish a higher standard of care in any civil or criminal action than would otherwise be applicable under existing law.]

By Order of:
Dean J. Rondeau, Chief of Police

SPECIAL EVENTS

Policy To help in the planning and coordination of Special Events in Wolfeboro.

Purpose The purpose of this directive is to cover the following:

Coordinating Events activity	Planning After Action Report
---------------------------------	---------------------------------

Coordination The Chief or his designee will be the Event Coordinator who will meet with the Event Planner, Selectmen, Fire Dept & Planning Board
Information obtained should:

- Estimate crowd control.
 - Traffic & parking.
 - Alcohol issues.
 - Any expected potential problems.
 - Contact numbers prior to, during, and after the event.
-

SOP 5.6
Special Events

Planning A written plan should be developed for any designated special event that covers:

- Personnel needed.
- Hours to be worked.
- Contingency plans for traffic, crowd control & emergencies.
- Logistical requirements. (tape, equipment needed)
- Command Center to coordinate activities.

Plans will be distributed to all personnel working the event and will have contact numbers, radio channels and other data pertinent to their assignment.

Event Activities Coordinator will oversee all activities according to written plan and departmental guidelines.

After Action The Event Coordinator will write a report that covers:

- Incidents.
- Complaints.
- Observations should be considered in the future.

Report will be attached to the event plan and filed with records for that year.