

DONALD B. HULL
Chief of Police



TEL. (802) 253-7126
FAX (802) 253-2584

350 SOUTH MAIN STREET
STOWE, VERMONT 05672

Special Event and Traffic Detail Police Coverage

Special event and traffic detail policing assignments are applicable to a wide variety of events including private, for-profit, charitable and other sponsored functions that take place in the Town of Stowe. Police Officer(s) at special events and traffic details are used to enhance public safety, increase security and to provide traffic control.

Special event policing assignments may include, but not limited to:

- Parades
- Walks, runs, bicycle rides
- Festivals, concerts, trade shows
- Road construction, utility work
- Sporting events
- Facility security, money escorts
- Fundraising events
- Any other special event deemed appropriate by the Police Department

The Stowe Police Department will consider a number of factors to determine whether an event or assignment qualifies for special events policing. These factors will include, but not limited to:

- Public safety
- Traffic, road closures, detours
- Use of Town property or facility
- Anticipated people in attendance
- Type of event or traffic detail
- Alcoholic beverage being served
- Officer safety
- Any other factor deemed appropriate by the Police Department

(A Town Special Event Application must also be submitted to the Town of Stowe, Town Managers Office, P.O. Box 730, 67 Main Street, Stowe, VT 05672)

All requests for special event police officer(s) will be approved by the Chief of Police. Advanced notice is required for all special events to allow for time to assess the needs for the event. The Chief of Police or his designee will work with event organizers to determine the appropriate level of police coverage and other related details. The Chief of Police may require specific signage or other related items, which the event organizer/contractor would need to supply, to

aid in traffic direction and parking. The Chief of Police will have final approval on police staffing levels and finalized event plans relating to police and traffic matters.

The Chief of Police or his designee also reserves the right, at any time, to increase the police staffing levels should there be a need. The increase police officer staffing would be billed to the event.

Requests for traffic details for road construction and utility work may be requested through the Stowe Police Department. Advance notice is required for any prolonged work or work that may require road closures or detours.

Police officers that are assigned a special event or traffic detail will coordinate their duties with the event organizer or contractor. The assigned police officers will adhere to all laws and Stowe Police Department policies and procedures.

In the case of departmental need or emergency, the Chief of Police or his designee may immediately cancel any special event or traffic detail assignment. Should this occur, you will be notified as soon as possible.

The term "Special Event Police Duty or Traffic Detail" shall mean police duty for which the Town of Stowe Police Department is reimbursed for such police service by a third party.

Rates of Pay / Fees:

\$50.00 per hour for each officer

\$19.00 per hour police vehicle usage fee (If vehicle is required)

Special Events and Traffic details are paid at a minimum of four (4) hours; any additional hours are paid for actual time worked.

Cancellation for special event policing or traffic detail must be received at least twenty-four (24) hours in advance of the scheduled start time of the event or detail. Failure to cancel the officer(s) for the event or detail prior to the designated time will result in billing for the full four (4) hours for each officer.

The Stowe Police Department will invoice the event organizer or contractor for the police services. Payment is required within thirty (30) days of receipt of invoice.

If the Stowe Police Department needs to utilize officer(s) from another agency (sheriffs or outside police department) to fill the required shifts, then the other agency will invoice the event organizer or contractor directly.

All requests for special event and traffic detail coverage or for additional information call the Stowe Police Department at (802) 253-7126.

CONTACT STOWE POLICE DEPARTMENT PRIOR TO COMPLETING THE ATTACHED FORM

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Special Event and Traffic Detail Agreement

Name of Event: _____

Date(s) of Event: _____

Location(s) of Event: _____

Contact Person: _____

Telephone Number(s): _____

Police Coverage Detailed:

| Date | # Officers | Yes / No Vehicle | Additional Details |
|-------|------------|---------------------|--------------------|
| _____ | _____ | Yes / No Vehicle | _____ |
| _____ | _____ | Yes / No Vehicle | _____ |
| _____ | _____ | Yes / No Vehicle | _____ |

Additional Information / Requirements: _____

I/We, the organizer(s)/contractor, of the listed above event/detail, have read the Special Event and Traffic Detail Police Coverage information sheets and agree to the police coverage as listed above and agree to the terms of the billing requirements.

Print Name _____ Signature _____ Date _____

Signed: Chief of Police _____ Date _____