

BRISTOL POLICE DEPARTMENT



REQUIREMENTS FOR SPECIAL EVENTS

The Bristol Police Department (BPD) strives to help provide a safe and secure environment for all persons and organizations wishing to hold or attend a special event in Bristol. As the event applicant or organizer, it is your responsibility to provide a safe and secure environment for the event. It is also your responsibility to notify others that may be impacted, such as; Business owners, Residents, etc. This is accomplished through sound pre-planning. This includes anticipating potential problems and concerns related to the event and the surrounding environment and being prepared to react during the event to any unanticipated problems. The size, type, time of day, and location of your event are all items that must be analyzed in depth and addressed in your security plan. By working with the Bristol Police Department, who will review your special events and safety plan (if applicable), and following our recommendations, you will help ensure your event is a success.

Safety Plan

Events using or impacting public roadways will require a written Public Safety Plan to include:

- Name and phone number(s) of primary and secondary points of contact for the event.
- Map and list identifying the roads impacted.
- Plan for ingress and egress of vehicles and pedestrians.
- Parking accommodations.
- Security & traffic control plans and personnel.
- Identified or potential safety concerns.
- Notification of emergency personnel, ie: EMS, Fire Department, and Police.
- Notification plan for impacted residents and businesses.

General

The Bristol Police Chief and, if applicable, Traffic Division Commander will review the special event permit and Safety Plan to determine if your event will require any roadway closures and/or the need to hire private duty officers, police vehicles, and/or traffic maintenance technicians to provide roadway barricades and/or traffic cones for roadway safety, and general safety for event security for the special event.

If these services and/or equipment are determined to be required, the number of private duty officers, police vehicles, and/or traffic maintenance technician(s) and costs associated with these services will be

provided to the applicant. The applicant is responsible for securing payment with the City for the required services in order for the special events permit to be approved. Failure to secure these services when required, will result in the event approval being revoked and the event canceled. The Chief of Police may require a Safety Plan for events not impacting or using roadways if such a plan is deemed necessary in their opinion.

Hire an Officer

To hire a police officer contact the BPD Scheduling Division at 860-584-3085 or visit our website at: [https://www.invoicecloud.com/portal/\(S\(ywdjn3v01pffjtmatnbs1j2\)\)/2/cloudstore.aspx?cs=5F001C1C-2EAB-4C28-A4D1-8A764209CBA0&bg=29c4044f-365a-43ce-851a-4c6ea4b6590b&return=1](https://www.invoicecloud.com/portal/(S(ywdjn3v01pffjtmatnbs1j2))/2/cloudstore.aspx?cs=5F001C1C-2EAB-4C28-A4D1-8A764209CBA0&bg=29c4044f-365a-43ce-851a-4c6ea4b6590b&return=1)

Rates*:

Police Regular Rate	With Cruiser	Police Holiday Rate	With Cruiser
4 Hours: \$331.25	\$431.25	\$441.69	\$541.69
8 Hours: \$662.50	\$862.50	\$883.38	\$1083.38

Traffic Technician Rate: \$ 54.90/Hour (4-hour minimum) \$73.20 Sundays and Holidays

Use of Truck Per Hour \$ 30.00

**Rates are subject to change and should be confirmed through the BPD scheduling office.
 Additional costs may apply for overages.
 In the event hired BPD personnel must be canceled, the event organizer is responsible for notifying via phone contact, the scheduling division, a minimum of four hours prior to the start time.*

Closed Road Race Course

There will be no “Closed Road Course” races on primary roadways within the City without special approval from the Director of Public Works and Police Chief or his designee.

Any special event on a State roadway will require an additional State permit, which will be applied for by the Traffic Commander.