

Special Event Public Safety Process

To ensure the safety and security of all attendees, staff, and vendors at large-scale public events, organizers are required to coordinate the hiring of extra-duty police officers and EMS personnel. Given the evolving nature of public safety—particularly at high-traffic or outdoor gatherings, these procedures are mandatory and may be updated in accordance with local, state, or federal guidelines. Please note that staffing is provided on a **first-come, first-served basis**. Timely submission of your request is critical, as availability cannot be guaranteed. While we make every effort to support the success of your event, delays in securing necessary coverage may impact your ability to proceed as planned.

1. Event Planning and Notification

- **Timeline:** All special events require a special event permit to be submitted with a minimum of 30 days advance notice.
 - The form can be found by going to the City of Dover website under forms and brochures or click on the following link : <https://www.cityofdover.com/planning-and-inspections-forms> (Scroll to Special Events Permit)
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2. Hiring Extra-Duty Police Officers

- **Requirement:** For large-scale events, extra-duty police officers are **required** to be on-site to maintain public safety and enforce local laws.
 - **Process:**
 - Contact the **Dover Police Department** and go to their extra duty request page at the following link : <https://doverpolice.org/extra-duty-solutions/> or call 302-213-6021 or via email at DoverDE@ExtraDutySolutions.com
 - Provide event details and estimated crowd size.
 - Officers will be scheduled based on risk level, size, and nature of the event.
 - **Payment:** All costs for extra-duty police services are the responsibility of the event organizer.
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3. Emergency Medical Services (EMS)

- For any event that you request EMS coverage for or for large events that may require EMS to be on standby you must contract with them directly.
- **To schedule EMS coverage:**
 - Contact **Dover EMS** directly at:
 DoverStandby@DocGo.com
 - Include event name, date, time, location, and contact info.

4. Final Security & Safety Review

- A **joint safety review meeting** may be scheduled involving:
 - Police
 - Fire Marshal
 - EMS
 - Event organizer
 - Venue representatives
- This review ensures all agencies are aligned and prepared for potential incidents.

5. Contacts:

- Fire Marshal josika@dover.de.us
 - Emergency Management ksass@dover.de.us
 - Ambulnz (EMS Coverage) DoverStandBy@DocGo.com
 - Dover Police Extra Duty DoverDEStandBy@ExtraDutySolutions.com
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