



TOWN OF HOLLAND  
**Police Department**  
27 Sturbridge Road Holland, MA 01521  
Bryan C. Haughey  
*Chief of Police*

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To: Stop Abuse Today, Inc- Executive Committee  
cc: Board of Selectmen  
From: Bryan C. Haughey- Chief of Police  
Date: April 5, 2023  
Subj: Stop Abuse Today, Inc 5K Walk & Run- October 14, 2023

Greetings;

Please accept this document in response to your request to host a 5K walk & run in Holland on Saturday, October 14, 2023. In accordance with town by-laws, the Chief of Police is authorized to temporarily close any way or parking area for lawful assemblage, demonstration, procession, or in the event of extraordinary circumstances.<sup>1</sup> Although the Chief has the authority to close a way, permission to host an event on a public way or on town-owned property must be facilitated through the Board of Selectmen.<sup>2</sup>

To my knowledge, when the Board has received a request to host an event like this in the past, the Board has required the organizer to consult with Holland public safety and public works department heads as a condition of approval. I have already consulted with the Highway Surveyor and the Fire Chief on your behalf, and neither have any concerns with the event taking place. I have included the necessary criteria that you will need to provide in seeking approval for this event from the Board of Selectmen. This is the same information that has been utilized for other events and is generally submitted to the Police Department and the Board of Selectmen by the host.

As I understand it, the expectation is that the impact on the community will be extremely minimal, and will only cause a closure of the school parking lot and the Town Hall parking spaces. This is an important safety measure as vehicles departing from those parking spots may actually back up into the 5K route. Neither parking closure should impact the community as both buildings are closed on Saturdays anyway. I understand that there may also be a minimal delay for traffic at the beginning of the 5K as the participants enter onto the roadway.

In coordinating this event, consideration must be given to several factors that may impact the community. For this reason, all events are required to have a standardized special operations plan [OPS]. This may require extensive communication with the Police Department and the host as well as other departments in the town to determine the needs and concerns of all.

Please note that nothing contained in this document shall nullify or override the rules, regulations, filing requirements, approval requirements, or orders of conditions promulgated by

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<sup>1</sup> [GBL c. 9 § 9.2.5.2](#), Accordant to the MUTCD Massachusetts Amendments §§ 2-2, 2-3

<sup>2</sup> See [Request Letter to Holland Board of Selectmen, Dated April 5, 2023](#), Subsequently Approved by the Board

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any federal, state, or local authority, including but not limited to those within the purview of the Board of Selectmen, the Board of Health, Zoning Enforcement Officials, and Conservation Officials.

To begin this process we must know the exact size and location of the planned occurrence and consider the following factors:

- Access and egress.
- Parking.
- Road closures and detours.
- Travel impacts, [to include potential delays and routes of access to residences, businesses, services, and schools].
- Noise impacts, [to include the potential for disturbing peace and tranquility].
- Consultation with other agencies, [for example, Highway, Fire, and EMS].
- Strategic placement of detail officers<sup>3</sup>, [if detail officers are required].
- Communications.

The following information is required:

1. The date, starting time, and ending time of the event.
2. The starting and ending time of the race itself.
3. The race route.
4. The estimated number of attendees expected. This should include race participants, volunteers, and spectators.
5. If the event will include the service or consumption of alcohol, marijuana, or any other legal or illicit drug or narcotic.
6. If the event will include recorded or live music, the use of an amplification system, a light show of any description, or any other dynamic audio or visual show, whether live or recorded.
7. If the event will include other activities, such as but not limited to, games, rides, or demonstrations.
8. If the event will include vendors, including those selling or distributing both perishable and non-perishable items.

The OPS plan will require the following:

1. A parking and facilities plan. [To designate parking areas for those attending the event, and to designate bathroom facilities]. To ensure that first responders are unobstructed, vehicles will NOT be allowed to park in a roadway, even if that roadway is closed.
2. If any road is closed as part of the event, a detour plan will be required in order to determine how traffic will get around the event.

This shall include the following:

- Placement of MUTCD-approved signage<sup>4</sup> for detours and road closure as well as barricades.
- Notification to those who may be directly impacted by the occurrence, [for example, the event coordinators may be required to notify all residences and businesses situated within a planned road closure].
- Notification to the public, first responders, and transit organizations, [such as but not limited to, school bus companies].

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<sup>3</sup> Holland Police Department Directives- Rule 8.15- Police Detail Policy, ORI 03/01/2012, Last Updated 11/17/2021

<sup>4</sup> [MassDOT Standard Signs](#)- Supplement to FHWA's Standard Highway Signs and Massachusetts Amendments to the MUTCD

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3. If a detour is required, a first responder access plan will also be required. [How police, fire, and ambulance will enter if needed]. This may be as simple as pausing the event to allow responders through but we must have access to ALL areas, residences, and buildings within the road closure in case a response is needed. To ensure that first responders are unobstructed, no structures, other than those utilized as a part of the detour plan, e.g. barricades, will be allowed to be placed in the roadway.

Please do not hesitate to contact me via e-mail [bhaughey@hollandma.org](mailto:bhaughey@hollandma.org) or via voicemail at (413) 245-0117 ext: 330 concerning this matter.

Respectfully,



Bryan C. Haughey  
Chief of Police

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