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| auburn**POLICE GENERAL ORDER****DIVISION** | issue date  | effective date | number |
| **SUBJECT:**Special Event/ Parade Permits | **DISTRIBUTION** | **AMENDS:** |
| REFERENCES: | RESCINDS: |

1. **PURPOSE**

The purpose of this policy is to ensure public safety by establishing guidelines for considering approval of parade permits and by providing an appropriate agency response to law enforcement staffing and issues that may arise during special events.

1. **POLICY**

It is the policy of this agency to approve or disapprove parade permit requests from the public and to have an appropriate response and assignment of personnel to special events. Whereas some events may require no police presence, some events will require coordination among other law enforcement, governmental, university, civic, and private entities and groups. Police involvement shall range from approval of the parade permit, to extra patrol by on-duty personnel, to the allocation of extra-duty officers and equipment.

The City of Auburn Police Division recognizes citizens’ right to assemble and will take steps to guarantee the constitutional rights, as well as safety, of others. Permits for public demonstrations will be evaluated and approval may accompany specific conditions. If approved, counter demonstrations will have a designated area separate from, but in the area of, the countered event. Demonstrators will not be allowed to physically interfere with another demonstration, traffic, and/or uninvolved persons and may be contained within a pre-designated area. Demonstrations involving threats and/or physical violence will not be tolerated. Permits may be revoked for noncompliance.

1. **DEFINITIONS**
2. **Special Event**; a planned gathering of the public, such as a parade, entertainment or sporting event, public demonstration, carnival or festival, to be held at a location within the City of Auburn police jurisdiction on either public or private property which, as a result of the volume of people, vehicular traffic, concern for the protection of persons or property, or a combination of any factors creates the necessity of police notification and/ or extended police staffing and/or services. Examples of special events include, but are not limited to:

Auburn Bike Bash

Travel With Care Auburn

Auburn University pep rallies

Carnivals

Concerts

Festivals

Filming productions

Event Parades

Performances

Runs

Walks

1. **City Event**; an event or festival sanctioned by the City of Auburn. Generally these expenditures will not be recoverable as the various departments work together to ensure the safety and quality of life for the citizens and guests.

Examples of special events include, but are not limited to:

Auburn City Fest

City of Auburn Christmas Parade

Auburn Schools Spring Festival

Veterans Day Memorial Service

4th of July celebration

1. **Commercial Event**; an event or festival that generates profit for the private sector. Commercial events are recoverable expenditures which may be waived by the Chief of Police.
2. **University Event**; events occurring on Auburn University property in accordance to AU policy and procedure. University events may, or may not, be recoverable expenditures.
3. **Event Supervisor**; an Auburn Police ranking member, or senior officer in the absence of, who has been designated as the supervisor-in-charge of a special event.
4. **PROCEDURE**
5. All requests for the approval or Special Event/ Parade Permits must be received by the Office of the Chief of Police no less than Fourteen (14) Days prior to the proposed date of the petitioned event. Upon approval, the Chief or his designee will assign the event to a Division commander (Administrative Operations Captain, Detective Captain, or Patrol Captain) dependent upon the nature of the event.
6. The designated Division commander will contact the event organizers to discuss specifics of the event. This commander will conduct an assessment to determine the following:
7. An estimate of anticipated attendees
8. An assessment of the expected traffic situation, including need for traffic direction or parking
9. An assessment of crime problems expected based on past events
10. Determine the need for officer staffing and if so, the number of officers, based on needs
11. Expectations of manpower allocation
12. Equipment needed
13. Anticipated problems unique to the special event or parade
14. Events that are deemed by the Chief of Police to be responsible for incurred police personnel costs will be charged at the normal hourly flat rate of pay per officer adopted by the Division, with a minimum charge of four (4) hours per officer. The event organizer will be billed by the Patrol Secretary following the event
15. Administrative Operations Commander; the person in charge of the Student Public Safety Specialists program will be requested for assignment of non-sworn personnel at least four days prior to the event when possible
16. Patrol Secretary; for events requiring police officers, in most cases the Patrol Secretary will post a sign-up sheet for officers interested in working the event. Should the amount of officers needed to work the event not be voluntary, assignment will be made by the aforementioned designated Captain. The Patrol Secretary will be responsible for consolidating the number of manpower hours worked during the event and submit a bill for services to the organizer when necessary
17. Officers; will sign-up if voluntarily working the event or be assigned by the Division Captain or his designee as needed
18. Report to the designated location at the designated time, in proper uniform and with needed equipment
19. Remain at the assigned post until relieved or assignment is complete
20. Follow agency directives in deciding a proper course of action