



GENERAL ORDER OPS-45 SPECIAL EVENT PERMITS

EFFECTIVE MARCH 19, 2019

This General Order contains the following numbered sections:

- I. POLICY
- II. SPECIAL EVENT PERMITS
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I. POLICY

It is the policy of the Howard County Department of Police (HCPD) to establish a uniform procedure for the planning and execution of special events.

II. SPECIAL EVENT PERMITS

This General Order applies to those special events such as races, triathlons, etc. that do not involve expressive activities governed by the First Amendment, for which there may be special permit requirements. Permits governed by this General Order are those required for any organization or persons to conduct activities that may impede the normal movement of vehicular and/or pedestrian traffic through and along the public streets, highways, or roads in Howard County (Howard County Code § 17.900, Special Event and Concert Permit).

III. PERMIT PROCESS

- A. The Traffic Enforcement Section (TES) supervisor will designate an officer or civilian employee to be the Special Events Coordinator (SEC) whose function will be to process all initial paperwork associated with the submission of a special event permit application.
- B. The SEC will review all applications to ensure that the application has been submitted at least sixty (60) days but not more than one (1) year prior to the event. Applications that are submitted with fewer than 60 days until the event will be forwarded to the Special Operations Bureau (SOB) Commander who will determine if the application will be processed or returned to the applicant.
- C. The SEC will perform the following reviews on any permit application that is submitted 60 or more days prior to the event or approved by the SOB Commander for processing.
 - 1. Determine if the event requires a permit.
 - 2. Check the complaint file to see if the event has received any complaints during previous years to predict any potential crime problems.
 - 3. Estimate the amount of traffic the event will create and assess the impact the event will have on traffic flow in and around the involved communities, to include the number of times an event was held in that area during the past calendar year.
 - 4. Assess manpower and equipment requirements and availability, and if adequate facilities are available for the expected number of participants, i.e. parking, medical, sanitary etc
 - 5. Review the TES event calendar to determine if staffing is available for the date requested or if the date has a number of events scheduled that would make staffing unavailable for the event. If staffing is unavailable, the SEC will forward the permit to the SOB Commander to determine if a denial letter will be sent to the applicant.

6. Determine if the event is sponsored by:
 - a. A nonprofit or for-profit organization.
 - b. An in- or out-of-County organization.
- D. The SEC will make a written recommendation, including minimum manpower and equipment requirements, approving or denying the permit based on the above criteria. The recommendation will be forwarded electronically to the TES supervisor.
 1. The TES supervisor will provide initial review of each permit for efficiency and staffing and will make any necessary modifications before electronically forwarding the permit through the chain of command to the Chief of Police.
 2. Any modifications made by the chain of command will be incorporated into the conditions for approval of the permit and the Special Event Plan/OPS.
- E. The SEC will draft a letter to the event sponsor notifying the sponsor of the approval or denial of the event permit or that the event does not require a permit. Notification shall be made at least fourteen (14) days prior to the date on which the event is proposed to be scheduled unless extenuating circumstances prevent the approval or denial of the permit.
 1. The permit approval letter will include any special conditions that the event sponsor must comply with prior to or during the event, including but not limited to business or community notifications, race marshals, assembly areas, etc.
 2. The permit denial letter will outline the reason(s) for denial.
 3. If the event does not require a permit, the notification may be made via departmental email.
- F. The SEC will advise the appropriate Patrol District office of any approved special events permits and forward a copy of any approved operations plans for a special event to the appropriate Patrol District office if the SOB is not supervising the detail. The SEC will also notify the appropriate Patrol District of any events that will be occurring that did not require a permit.
- G. The SEC will maintain a file of all approved permits with operations plans, approved permits without operations plans, denied permit applications, and permit applications that did not require a permit.

IV. EVENT PLANNING

- A. The SOB Commander will submit all special events that require the development of an operations plan, including security and traffic concerns, to the Deputy Chief for Investigations & Special Operations (ISOC) for final approval prior to the event.¹
 1. The SOB Commander or his designee will be the supervisor of any special event detail.
 2. The Incident Command System should be used for large-scale events consistent with General Order OPS-27, Incident Command System.
- B. Logistical requirements involving personnel and equipment should be assessed to ensure an effective operation.

¹ CALEA 46.2.7

1. The supervisor or officer in charge (OIC) of the special event detail should meet with the event sponsor/coordinator prior to the event to confirm the event plan and exchange any relevant information. An estimate of traffic and crowd size should be obtained at this time.
 2. The supervisor or OIC of the special event detail will determine what if any additional personnel that may not have been identified in the initial planning are needed to effectively and efficiently oversee the event, e.g. Tactical, ESU, additional TES and/or patrol, etc.²
- C. The TES should be contacted for any assistance related to traffic control or traffic related matters.
- D. The Criminal Investigation Bureau, Operational Preparedness Division, or Intelligence Unit will provide any information or intelligence concerning anticipated crime problems other than those generally associated with large crowds to the SOB Commander via a detailed memorandum.
- E. After Action Reports will be completed for large events when directed by the Operations Command.
- F. Application fees and permit fees shall be charged consistent with County Code and adopted by resolution of the County Council.

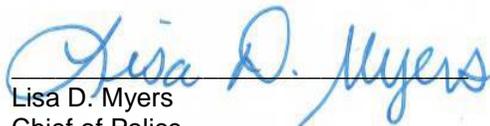
V. EXCLUDED FROM POLICY

- A. Funerals do not require a permit; however, the TES Commander or his designee may evaluate and approve the need for assigned traffic direction or control or an escort on a case-by-case basis.
- B. Student-related activities that are conducted on Board of Education or other private properties that do not impact traffic on surrounding streets are excluded from this policy.
- C. Expressive activities governed by the First Amendment do not require a permit.

VI. CANCELLATION

This General Order cancels and replaces SO 2014-08, Special Event Permits, issued December 19, 2014.

AUTHORITY:


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Chief of Police

² CALEA 12.1.2c