

Procedure
6.9

**EFFECTIVE
DATE
4-3-00**

**Eugene
Police Department**



Parade Permits

6.9.1 PURPOSE AND SCOPE

This process is governed by EC 5.500 through 5.520. A "parade permit" is required for any activity meeting the definition outlined in EC 5.500, and may include such things as demonstrations, rallies, street fairs, fireworks displays, and bicycle races.

PART I - Responsibilities and Procedures for All Personnel

- A. Application process
- B. Processing of applications

6.9.2 RESPONSIBILITIES AND PROCEDURES FOR ALL PERSONNEL

A. Application process

1. Any citizen may apply through EPD for a parade permit. Provide the person with a copy of the parade ordinance along with an application.
2. Parade permits are required for the use of city streets, sidewalks, alleys, or thoroughfares by more than 10 people for a common purpose of public demonstration, with some exceptions (refer EC 5.500 and 5.525).
 - a. Refer requests for the use of parks, jogging trails, or bike trails to the LRCS.
 - b. Refer requests to use the downtown mall to the Mall Manager's office.
3. Applications should be accepted by the TEU Supervisor, Special Operations Captain, or the on-duty Watch Commander, in that order, and forwarded to the TEU Supervisor or designee for processing.

B. Processing of applications

1. Review the application to determine what police resources will be needed to conduct the parade safely. If additional policing is required, coordinate the planning, allocation, and supervision.

2. Consult with Risk Services to determine insurance requirements of the applicants. (Any waiver of insurance should be reviewed by Risk Services before it is granted.)
3. Consult with any other city department involved for their approval/denial of the application.
4. The Chief of Police (or designee) approves or denies permits.
5. Contact the applicant to explain the city's denial of their permit, or to explain their responsibilities for an approved event.
 - a. Those responsibilities may include the cost of overtime city employees, additional insurance, and similar issues.
 - b. Notify the person of estimated costs and arrange for billing.
 - c. The person must sign a "hold harmless" agreement.
 - d. In certain circumstances, you may have to administer an "oath of indigence" and have the person sign that form.
6. Send the completed application and a copy of the bill and all other papers to Traffic Enforcement.