

May 29, 2002

DEPARTMENT MEMORANDUM NO. 02-16

SUBJECT: Policy on Parades and Processions

RESCINDS: Department Memorandum No. 94-12

Under the provisions of Section 70-263 of the Kansas City Code, the Police Department is, from time to time, requested to provide information and make recommendations as to whether or not a parade or procession permit shall be approved or disapproved by the City of Kansas City, Missouri. Additionally, the police department is requested to provide traffic assistance for oversized loads using the public streets, street closings, street use in city parks and freeway closings under permits issued by the City and State. In light of the fact the Kansas City, Missouri Police Department does not have adequate police personnel to maintain emergency call responses and other necessary police functions and still provide on-duty police officers for such events, and in light of the fact that the Kansas City, Missouri Police Department does not have an adequate budget to provide police officers for such events on an overtime basis, the Special Operations Division of the Kansas City, Missouri Police Department will make a recommendation of disapproval on all applications for permits for such events unless the sponsor of the event makes payment to the Board of Police Commissioners for the costs incurred in providing police protection for such events on an overtime basis. The charge will be established from time to time by the Board of Police Commissioners. Payment for any event must be received by the Special Operations Division of the Kansas City, Missouri Police Department, on the last working day prior to the scheduled event.

The Special Operations Division of the Kansas City, Missouri Police Department will make an evaluation of each event permit application to determine the number of officers, parking control officers, building maintenance personnel and supervisors that will be required. The Special Operations Division will also evaluate the cost to provide said personnel on an overtime basis.

The Kansas City, Missouri Police Department will treat all applicants in a fair and equal manner in determining the number of personnel that are required for the event. Event content shall not be considered in determining the number of personnel required. The following factors will determine the number of personnel required for each stage of the event:

1. **Staging.** The factors to be considered in determining the number of personnel required for the staging portion of the event shall be as follows:
 - a. The number of streets to be controlled and/or closed.
 - b. The type of street to be controlled and/or closed, which shall take into consideration the traffic flow on the street.
 - c. The time of day and day of week of the event.
 - d. The amount of traffic required to be rerouted as a result of the event route.
 - e. The number of electric traffic control devices that are required to be operated as a result of the event route.
 - f. The length of the event that will indicate the number of intersections to be closed at any given time.
 - g. The number of supervisors with the requirement that there be at least one supervisor if there are five (5) or more police officers.

2. **Control Point.** The factors to be considered in determining the number of personnel required as point control officers for an event shall be as follows:
 - a. The number and size of the intersections to be controlled or closed.
 - b. The number of supervisors required as set out above.
 - c. Off route point control requirements.

3. **Mobile Route Control.** The factors to be considered in determining the number of personnel required for mobile route control for an event shall be as follows:
 - a. Whether or not the sponsors are requesting a ceremonial parade escort.
 - b. The length of the event, including the number of intersections and sections of street that will have to be closed at any given time.
 - c. The time of day and day of week of the event.
 - d. The number of businesses that are affected by the event route.
 - e. The type of intersections that are affected by the event route.

4. **Disbanding.** The factors to be considered in determining the number of personnel required for the disbanding of the event shall be as follows:
 - a. The size of the event.
 - b. The length of time that it will take to disband the event.

Each parade and procession is to be considered an **on-duty assignment** that utilizes officers called back on an overtime basis. Payment for the event is reimbursed

to the member at each member's respective overtime rate of pay, on a regular department payroll date.

The Special Operations Division (SOD) can assign individual members within the division to work the events. However, on most events, after the needed assignments have been determined, the Special Operations Division will provide a sign-up sheet for SOD members review. SOD members whose normal assignment hours do not conflict with the event hours may volunteer for the assignment. Each member volunteering should not confuse this assignment with an "off-duty job." They are **on-duty** assignments. If not enough volunteers sign-up for the event, the remaining positions needed for the event will be assigned from available SOD personnel first. Other Bureaus may subsequently be approached for personnel, as needed.

As each event is considered a callback for duty, each member will receive pay commensurate with a minimum callback, plus compensation for any time worked beyond the callback minimum.

The Kansas City, Missouri Police Department will not charge for the use of department equipment, including vehicles, vehicle maintenance and upkeep.

If any person or organization disagrees with the determination of the Special Operations Division as to the number of persons required to police an event, that individual or organization will be informed that they may request reconsideration by the Board of Police Commissioners at their next regular monthly meeting.

If any person or organization suggests that they may be indigent under applicable law, they should be instructed that they may request appropriate consideration before the Board of Police Commissioners at their next regular monthly meeting.

Richard D. Easley
Chief of Police

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All Department Elements
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