

**SPECIAL EVENT COORDINATOR
RESPONSIBILITIES**

- Contact Applicant to address details, if necessary.
- Prepare a special events plan.
- Prepare estimates of traffic, crowd control and anticipated crime problems.
- Prepare contingency plans for traffic direction and control.
- Coordinate and schedule personnel to cover the event.
- Coordinate with other City Departments, other law enforcement agencies, fire and/or emergency medical services that may be involved.
- Ensure availability of Fire, Police and Ambulance services to the remainder of the City population during the event.
- Address any special logistical and/or unit needs such as communications equipment, transportation, or use of specialty units.
- Prepare post event report.

Need to use a City Park . . .

Park Permits are issued by the Parks Department at
223-4844 or
pmosley@ardmorecity.org

The Ardmore Police Department is committed to assisting our community in planning a safe and enjoyable event.

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Contact the Ardmore Police Department Special Events Coordinator at 580. 223 .1212

All event planning is in accordance with the City of Ardmore Code of Ordinances, Chapter 28 Traffic, Section 18 Parades and Processions.



ARDMORE POLICE DEPARTMENT

Second Floor
Ardmore City Hall
23 South Washington
Ardmore, Oklahoma 73401

non-emergency 223-1212
Ardmore CrimeStoppers 580-504-4LAW

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IN AN EMERGENCY, DIAL 911

Special Event Planning



ARDMORE POLICE DEPARTMENT
ARDMORE, OKLAHOMA

PLANNING A SPECIAL EVENT? WHERE DO I BEGIN . . .

- Pick up a Special Events application from the Office of the Chief of Police or visit the Police Department website at www.ardmorepd.org.
- Complete the application in FULL.
- Return the application to the Police Department not less than 30 days nor more than 60 days before the event.
- Upon receipt of a Special Events application, the application will be forwarded to the Special Events Coordinator.
- The Special Events Coordinator will review the application for non compliance with the Standards of Issuance listed on the following page.
- The Special Events Coordinator shall act upon the application within ten (10) days after the application is filed with the Police Department.



CAN I BE DENIED A SPECIAL EVENTS PERMIT?

STANDARDS OF ISSUANCE

The application shall be granted and a permit issued unless one (1) or more of the following facts is found:

- One or more of the statements in the application is untrue.
- Applicant, agent or representative has been convicted of a felony or other criminal offense involving moral turpitude.
- Applicant is not a bona fide resident of the city of Ardmore.
- Conduct of parade will substantially interrupt the safe and orderly movement of other traffic.
- Parade will require the diversion of so great a number of police officers of the city to prevent normal police protection to the city.
- Conduct of parade will require the diversion of so great a number of ambulances to prevent normal ambulance service to portions of the city.
- Concentration of persons, animals and vehicles at assembly points of parade will unduly interfere with proper fire and police protection and ambulance service to areas contiguous to the assembly areas.

- Conduct of parade will interfere with the movement of firefighting equipment en route to a fire.
- Conduct of the parade is reasonably likely to cause injury to persons or property, to provoke disorderly conduct or create a disturbance.
- Parade is not scheduled to move expeditiously and without reasonable delay from its point of origin to its point of termination.
- Parade is to be held for the sole purpose of advertising products, goods, or events and is designed to be held for private profit.

Denied . . What next?

Can I appeal?

If the Special Events application is denied, a notice of rejection stating the reason (s) for the denial will be mailed to the applicant within 10 days after the application is received at the Police Department.

- Upon denial, the aggrieved person shall have the right to appeal the denial to the City Commission.
- The appeal shall be taken within fourteen (14) days after notice.
- The City Commission shall act upon the appeal within fourteen (14) days after its receipt.