#### 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

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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

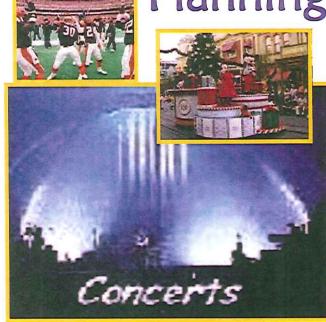
Second Floor Ardmore City Hall 23 South Washington Ardmore, Oklahoma 73401

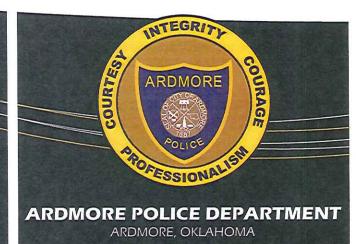
non-emergency 223-1212 Ardmore CrimeStoppers 580-504-4LAW

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IN AN EMERGENCY, DIAL 911

# Special Event Planning





# 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.