

DEPARTMENT GENERAL ORDER 00-31

OFFICE of the CHIEF OF POLICE
REPLACES: General Order 84-3

DATE: June 26, 2000

ASSEMBLY PERMITS

I. PURPOSE.

To establish guidelines governing the application and issuance of assembly permits.

II. AUTHORITY.

In accordance with Section 21-72 of the Clayton Municipal Code of Ordinances, the Chief of Police is authorized to issue all permits, wherein any person or persons conduct or take part in any procession or parade along the streets and/or roadways of the City. Such functions shall include parades, marches, marathons, bicycle races, or other events of a similar nature. Labor strikes and civil demonstrations are exempt from the above provisions.

III. PROCEDURE.

It shall be the policy of this department to require a written application to assemble for all special events.

When such requests for permits are received, either in writing or by telephone, the person requesting assistance shall be directed to the Commander of the Field Operations Bureau, who shall be responsible for the coordination of special events of this type. The person requesting the permit shall submit all necessary information on the application form, and a permit will be issued, including any special instructions, at the discretion of the Chief of Police.

The original permit, along with the application form, will be delivered to the applicant by mail or by other means as determined by the Commander of the Field Operations Bureau. Said permit is to be retained by the applicant and made available on request of the officer(s) assigned to the particular event. Copies of the completed application form and permit shall be retained and filed with the Field Operations Bureau.

Copies of the application and permit forms are attached hereto.

BY ORDER OF:

RICHARD T. MORRIS
Chief of Police

RTM:dld