



ALBUQUERQUE POLICE DEPARTMENT  
FIELD SERVICES BUREAU ORDERS

SOP 4-20

Effective: 01/13/16 Review Due: 01/13/17 Replaces: 05/07/15

## 4-20 EVENT APPLICATION AND PERMIT

### 4-20-1 Policy

It is the policy of Field Services to review all citizen requests for Block Party and Park Use Applications.

### 4-20-2 Rules and Procedure

#### A. Block Party Application

##### 1. Filing of Block Party Permit

- a. The area and/or watch commander will have the Block Party Application and Permit form filled out by the sponsor. The sponsor will be given the original form and instructed to survey the residents involved. Then the sponsor must hand carry the application to the below-listed departments and have each sign off on the form.
  - i. Fire Department/Fire Marshal's Office
  - ii. Department of Municipal Development  
Plaza Del Sol Building
  - iii. Environmental Health Department
- b. The sponsor will then return the form to the area or watch commander.
- c. The commander or his/her designee will review the form for completeness and proper signatures obtained.
- d. The area or watch commander will either approve or disapprove the application and permit.
- e. If it is approved, the sponsor will be notified, and copy distribution made to watch commanders and Operations Review Section.
- f. If it is disapproved, the sponsor will be notified and advised why. They will also be advised that they have a right to an appeal. The appeal process is as follows:
  - i. Chief of Police
  - ii. Deputy Chief Administrative Officer
  - iii. Mayor
- g. Once the appeal process is completed, the results will be forwarded back to the area command, and the sponsor will be notified of the outcome.

#### B. Park Use Application

##### 1. Park Application

- a. The applicant is questioned to determine if the request meets any of the following criteria that would be of interest to the Department.
  - i. If drinking is requested, in drinking park only.



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- ii. Any groups over 50 people.
  - iii. Any situation that could become controversial.
  - iv. Any entertainment and/or amplification requested.
  - v. Any demonstrations.
  - vi. If there are numerous requests for the same day in a particular area command and/or throughout the city.
  - vii. Any situation that may require police action.
- b. If none of the above criteria is present, then police approval is not required.
- c. Parks and Recreation will prepare the Park Use Application and either approve or disapprove.
- i. A copy is then sent to the Chief of Police, and to the appropriate area command, where they will be maintained for one year.
  - ii. Even though police approval is not required, the application is sent to the area command to advise police of the activity.
2. Park Use Permits that require prior approval of the Department.
- a. Parks and Recreation will tentatively schedule the park.
- i. Parks and Recreation will determine the need for additional permits for food, liquor, or noise.
  - ii. Parks and Recreation will arrange for noise permits to be sent to the Police Department for distribution to the appropriate area command, along with the Park Use Permit as listed in 2-6-2-B-1-c-i.
  - iii. Other permits will be obtained by the applicant.
- b. After required permits are obtained, the applicant will hand carry the Park Use Permit to the appropriate area command, where it will be approved or disapproved by the area commander or his designated representative.
- i. The applicant will return the application to Parks and Recreation for final approval or disapproval.
  - ii. Final copies of the application will be sent through the area commander to the Police Department for distribution. (See 2-6-2-B-1-c-i)
  - iii. If disapproved, the applicant may appeal to the CAO.
- C. Parade Application

Copies of Form 3083, City of Albuquerque Parade and Event Application shall be maintained at all substations. Employee contacting citizens who wish to apply for a special event should give them a copy of the form and encourage them to contact the Special Events Office at 768-3483 to assist them with their application.