

	Huntsville Police Department			
	Directive 11.6 Parades and Events			
	Effective Date: May 11, 2020	Replaces:		
	Last Review Date: May 11, 2020			Page 1 of 3
	Reference: Texas Best Practices (TBP) Policies N/A			
Approved: _____				
 Chief Of Police				

PURPOSE

The purpose of this directive is to establish guidelines for the issuance of parade/event permits and assignment of personnel to maintain traffic safety during parades/events.

POLICY

It is the policy of the Huntsville Police Department to assist the community in celebrations and events that enhance the community spirit when practicable. The Department may provide personnel to aid in maintaining the safety of those involved in such events as well as providing traffic control to ensure safe and viable alternative traffic routes for those travelling the community’s roadways during parades and other events.

11.6.1 DEFINITIONS

- A. Parades are functions that include vehicles, animals and persons travelling on a prescribed route upon a public roadway. Parades will generally require police personnel to re-route traffic to ensure the safety of those involved in the parade.
- B. Events are, but not limited to, 5K runs, fairs, marches, and block parties. Events may or may not require police personnel to re-route traffic depending upon the area of public roadway being utilized. Events generally take place on public roadways and may require the closure of roads to ensure the safety of the participants.

11.6.2 PROCEDURES

- A. Persons wishing to conduct a parade or event will be required to complete a permit application. The application may be completed on-line via the City of Huntsville and the Huntsville PD website and submitted through the website or, the application may be obtained at the Police Department and submitted in person.
 - 1. The application will contain the route of the parade or area of the event either by map or description.

2. The permit must be submitted 30 days prior to the event/parade to be considered. Applications received later than 30 days prior to the event/parade may not be approved.
 3. If the route/area of the requested parade/event will require the closure of a roadway maintained by the State of Texas (TXDOT), the person requesting the permit will obtain approval from TXDOT and submit that approval with their permit application. The following roadways require TXDOT approval:
 - a. Sam Houston Avenue (SH 75)
 - b. 11th Street (US 190, SH 30)
 - c. Montgomery Road west of Sam Houston Avenue (FM 1374)
 - d. Both Feeder Roads of IH 45
 - e. IH 45
 - f. SH 19
 - g. US 190
 - h. SH 30
 - i. FM 1791

This list contains examples of roadways maintained by the State of Texas and may not be all inclusive.
 4. The Department may suggest and request changes in the requested route of a parade in order to maintain the safety of the participants of a parade or event and to ensure safe traffic flow around the function. Failure to heed the suggestions may result in denial of the permit.
 5. The denial of a permit may be appealed to the Chief of Police.
- B. Parade routes that include multiple closures of intersections may require the use of police personnel and barricades present at the intersections to ensure proper intersection closure and the safety of the participants as well as the safe movement of traffic.
- C. Parade routes that are in excess of one mile in length require the use of police personnel and barricades to ensure proper intersection closure and the safety of the participants as well as the safe movement of traffic.
- D. Once the application is approved and a permit is granted, the shift supervisor working during the time of the event will be notified. The shift supervisor will be responsible for:
1. Contacting the person requesting the permit to discuss the resources needed for the parade/event.
 2. Ensuring that police personnel and barricades will be in place, if necessary.

- E. All barricades and cones left at intersections after a parade/event has concluded will be left on the curb and out of the roadway for pick-up by the appropriate City department the next business day.

11.6.3 ADMINISTRATION

- A. All applications for Parade/Event Applications will be directed to the Uniformed Services Lieutenant for approval.
- B. The Uniformed Services Lieutenant will maintain a file of Parade/Event Applications and Permits.
- C. The Uniformed Services Lieutenant will be responsible for assigning approved Parade/Event Permits to the appropriate shift supervisor.

11.6.4 BUDGETARY CONSIDERATIONS

- A. As parades and events require the expenditure of moneys which must be considered during the budget making process, the Police Department will only provide personnel at no cost to the organizers for the following parades/events:
 - 1. The Walker County Fair Parade
 - 2. The Lions Club Christmas Parade
 - 3. The Huntsville High School Homecoming Parade
 - 4. The Sam Houston State University Homecoming Parade
 - 5. The Progressive Women's Association Martin Luther King Day Parade
 - 6. The Progressive Women's Association Juneteenth Day Parade
- B. Other than those stated in this directive, events and parades requiring a police presence will be paid for by the organizer of the parade/event. The organizer will be responsible for hiring personnel through the Support Services Administrative Sergeant and paying the personnel at the current off-duty employment rate. Additionally, if police vehicles are required to ensure the safety of those involved, fees may be required for the use of those vehicles.
- C. If the budget allows, the Chief of Police may choose to waive vehicle fees and officers' hourly rates and pay police personnel through budgeted funds.

