



Apex Police Department General Order



Title Group Demonstrations, Parade and Picketing		Order Number 1407-20
Effective Date: October 26, 2020	Amends: 1407-14	
CALEA Standard:	Rescinds:	
Reference: Town of Apex Ordinances – Chapter 20, Article X, Section 20	Pages: 3	
Forms: F1407- Demonstration/Parade/Picketing Permit Application F1407a - Demonstration/Parade/Picketing Permit		

Group Demonstrations, Parades and Picketing

Purpose

To provide a procedure for the agency to process requests for group demonstrations, parades, and picketing, pursuant to applicable sections of the Town of Apex Code of Ordinances.

Policy

It is the policy of the Apex Police Department to have a standardized process for applying, reviewing, and issuing group demonstration, parade, and picketing permits to the public. The policy is designed to ensure public safety while still supporting individual constitutional rights to peacefully assembly and protest. Apex Police Department employees will not, while acting in an official capacity, take a position regarding any demonstration or picket.

Definitions

Group Demonstration – Any assembly together or concert of action between or among ten or more people for protesting any matter of; making known any position or promotion of such people of, or on behalf of, any organization or class of people; or for attracting attention to such assembly.

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Parade – Any march, ceremony, show, exhibition, or procession of any kind in or upon the public streets, sidewalks, alleys, parks, or other public grounds or places.

Picket Line – An assembly of ten or more people formed together to make known any position or promotion of such people, or on behalf of any organization, or class of people.

Procedure

Application Process

1. The applicant must apply for a permit using form F1407 – *Demonstration/Parade/Picketing Permit Application* and two copies of form F1407a – *Demonstration/Parade/Picketing Permit* to the Apex Police Department.
 - Applications may be received by the Records Unit and forwarded to the Office of the Chief of Police for review.
2. The application will be reviewed for completeness and conformance to the Code of Ordinances.
 - Once complete, the application will be forwarded to the Chief of Police for review and action.

Permit Review and Processing

1. The review of the permit application will include a determination as to the potential public safety impact and need for dedicated police, fire, or emergency medical service (EMS) personnel.
 - If it is determined that police, fire, or EMS personnel should be dedicated to the event, the Patrol Division Commander will work with the designated department Special Event Coordinator to develop an Incident Action Plan (IAP) pursuant to current protocols.
 - The applicant will be notified and public safety costs associated with the permit will be discussed, if any exist.
2. If approved, the two permits will be signed by the Chief of Police and the seal of the Office of the Chief of Police will be affixed.
 - One original permit will be returned to the applicant.
 - One original permit will be maintained on file within the Office of the Chief of Police.
3. If not approved the applicant will be notified in writing of the reason for denial.

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- The application and a copy of the denial letter will be maintained on file.

Notification

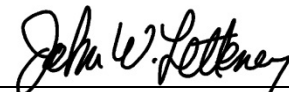
1. A copy of approved permits will be provided to the Patrol Division Commander, the Administrative Division Commander, and the Communications Manager.

Patrol Division Responsibilities

1. The Patrol Division is responsible to monitor the activities of all authorized group demonstrations, parades, and picketing.
 - The Patrol Division Commander will work with the Special Event Coordinator to provide the required public safety personnel.
2. The primary function of the Patrol Division is to:
 - Protect the constitutional rights of all involved to peaceably assemble, etc.
 - Ensure compliance with applicable North Carolina General Statutes and Town of Apex Ordinances
 - Ensure compliance with the provisions of the permit
 - Provide for public safety during the event
3. The on-duty supervisor will notify the Patrol Division Commander of any incidents, issues, or concerns, including violations of the law, etc., as soon as possible.
4. If violations are identified the Patrol Division Commander will confer with the Chief of Police to determine if there is cause to revoke the permit.

Text in “Green” denotes a significant change in policy

BY ORDER OF:



John W. Letteney
Chief of Police