

**SAN ANTONIO POLICE DEPARTMENT**

**REQUEST FOR UNIT SOP REVISIONS/ADDITIONS**

This form is to be completed in accordance with General Manual Procedure 301.12 and routed to the Internal Audit Review. A separate form is required for each procedure. Attach a copy of the approved SOP revision or addition to this form.

**Date:** June 18, 2008    **Unit:** TCA/TCB    **SOP No:** 214

**Type of Change:**     Revision     Addition     Deletions     Other

Name of Person Making the Requesting: Off. William Jenkins  
Badge:1042

The chain of command approval starts at the next level of rank which is requesting the revisions/additions.  
**Approving Authorization:**

**Unit Supervisor:**     Approved     Disapproved  
NA

Signature \_\_\_\_\_ Badge # \_\_\_\_\_ Date \_\_\_\_\_

**Unit Director**     Approved     Disapproved  
NA

Signature \_\_\_\_\_ Badge # \_\_\_\_\_ Date \_\_\_\_\_

**Section Commander**     Approved     Disapproved  
Capt. Patrick Murnin

Signature *Patrick Murnin*    Badge #5015    Date 06-18-08

**Division Commander**     Approved     Disapproved  
Mike L. Burns

Signature *Mike L Burns*    Badge #6006    Date 6-23-08

**Internal Audit Review Use Only:**

*HA Gross*  
Name of Person Receiving/Reviewing Attached SOP:  
Date: 23 Jun 08



**San Antonio Police Department**  
**Standard Operating Procedure**



| <b>Procedure 214</b>                                         |             |                                  |                               |
|--------------------------------------------------------------|-------------|----------------------------------|-------------------------------|
| <b>Processions (Parades, Runs, Walks and Cycling Events)</b> |             |                                  |                               |
| Office of Primary Responsibility (OPR):                      | TDC         | Effective Date:<br>New Procedure | 18 June 2008<br>New Procedure |
| Office Symbol:                                               | TCA/TCB/TCC | Section:                         | Operational                   |
| SAPD Forms Prescribed:                                       | None        | Number of Pages:                 | 13                            |

**RESPONSIBILITIES:** It shall be the responsibility of the Traffic Section Permit Officer to receive and process all applications and develop a barricade plan when required for procession permits authorized by City Code Chapter 19 Article XVII. The Traffic Shifts will be responsible for determining the number of officers necessary to conduct the procession, writing the post instructions and for recruiting, staffing, and supervising traffic control personnel assigned to the procession.

**POLICY:** It is the policy of the San Antonio Police Department to ensure the public's right to the lawful use of public roadways to conduct runs, walks, cycling events, parades, and other processions permitted by city ordinances and state law.

**DEFINITIONS:**

**First Amendment Activity:** shall mean all expressive and associative activity that is protected by the United States and Texas Constitutions, including speech, press, assembly, and the right to petition, but not including commercial advertising.

**First Amendment Procession:** shall mean a procession, the sole or principal object of which is First Amendment activity.

**Non-First Amendment Procession:** shall mean a procession, the sole or principal object of which is not First Amendment activity.

**Permit Officer:** shall mean the officer assigned to the Traffic Section tasked with processing permit applications.

**Procession:** shall mean a group of persons moving along, by whatever means, in an orderly, formal manner on any street, alley, or public thoroughfare from a point of origin to a point of termination in such a way as to impede the normal flow or regulation of pedestrian or vehicular traffic.

**Procession Unit:** shall mean any vehicle, animal or object used to transport a person who is participating in a procession.

**Traffic Control Personnel:** shall mean certified peace officers engaged to provide control of the flow of pedestrians and vehicles so as to minimize the traffic congestion and to maintain traffic flow at permitted events.

**Tasks:**

**.01 Procession Categories:**

- A. Runs/Walks Cycling Event
- B. Parades
- C. First Amendment Gatherings

**.02 General Requirements**

- A. No person shall organize any procession without having first obtained a procession permit.
- B. A person seeking issuance of a procession permit shall:
  - 1. File an application with the SAPD Traffic Section on forms provided by the Permit Officer.
  - 2. Provide a copy of an insurance policy for \$1,000,000 for a Non-First Amendment Procession.
  - 3. Sign the completed application.
  - 4. Post a surety bond if:
    - a. The applicant owes fees not timely paid in connection with a procession previously approved and conducted, or:
    - b. If the estimated costs for traffic control under this section are greater than \$10,000.
  - 5. Pay a \$75.00 application fee.
- C. The permit holder shall pay all police costs within 30 calendar days from the date of the procession.

**.03 Duties Of The Permit Holder:**

- A. Each permit holder shall comply with all requirements of this procedure, the permit directions and conditions, and with all applicable laws and ordinances.
- B. Each permit holder is responsible for the costs of:
  - 1. Providing traffic control devices for the procession route;
  - 2. Providing traffic control personnel, whether on duty or on overtime, for the procession route; and
  - 3. Cleaning up the procession route.
- C. For first amendment processions the City shall absorb the first \$3,000 of traffic control devices and traffic control personnel costs.

**.04 Deadlines for Filing Applications:**

A. First Amendment Procession

1. An application for a First Amendment procession permit shall be filed with the Permit Officer not less than thirty calendar days nor more than 150 calendar days before the proposed procession date;
2. However, where the organization of a First Amendment procession begins within 30 calendar days of the proposed procession date, an application for a First Amendment procession permit shall be filed with the Permit Officer within three calendar days of the date on which organization of the procession begins, but not less than two calendar days before the proposed procession date.
3. A First Amendment application filed less than 30 calendar days, but not less than two calendar days before the proposed procession date where organization of the procession began more than 30 calendar days before the proposed procession date may be considered so long as there is adequate time for SAPD to process the application and plan for the procession.

B. Non-First Amendment Procession

1. An application for a non-First Amendment Procession permit shall be filed with the Permit Officer not less than 45 calendar days or more than 150 calendar days before the proposed procession date.
2. A non-First Amendment Procession application filed less than 45 calendar days before the proposed procession date, but not less than four calendar days, before the proposed procession date where organization of the procession began more than 45 calendar days before the proposed procession date may be considered so long as there is adequate time for SAPD to process the application and plan for the procession.

- C. The permit holder for a procession actually held during a prior year may receive advance approval of the route, date, and time not more than 13 months in advance of the scheduled date of the procession. Advance approval may be given after receiving a written request from the permit holder. The permit holder shall receive the right of first refusal as to the route, date, and time of the procession that may be exercised until ninety calendar days prior to the approved date of the procession.

**.05 Processing of Applications:**

- A. Applications for parade permits shall be processed by the Traffic Unit.
- B. The Permit Officer, tasked with processing permits shall:
  1. Provide permit applications and address applicant's questions;
  2. Confirm that the applicant has supplied all of the required information;
  3. Check for potential conflicts with previously scheduled events;
  4. Plan a route for the event to provide a safe and efficient flow of traffic;
  5. Consult with the Traffic Shift Commander to obtain the staffing plans for traffic control and determine the estimated personnel costs.

6. Consult with the Traffic Shift Commander to determine the need for barricades and design a barricade plan when necessary.
  7. Submit the barricade list to barricade companies.
  8. Advise the applicant and the Deputy Chief of the Tactical Support Division of the estimated personnel costs.
  9. Notify the office of the City Manager of any requests for street closures.
  10. Send notices of street closures to Downtown Operations, Public Works Traffic, Fire Prevention and VIA.
  11. Obtain all costs for the procession and send billing invoice to the applicant within 15 calendar days of the procession.
  12. Maintain all records related to the procession for three years.
- C. In coordinating routes and staffing, the officer shall work with the applicant to reduce costs as possible without compromising traffic control concerns. Staffing for events should utilize SAPD traffic control personnel first, as available. For events outside of the downtown area, applicants may obtain the services of non SAPD traffic control personnel in conformity with the staffing plan. Applicants may contract on their own with city-certified barricade companies for the provision of barricades in conformity with the barricade plan.
- D. Upon completion, the routing and staffing plans, along with the permit application, shall be to the Traffic Section Shift Lieutenant for approval.
- E. In the event the application is not approved by the Traffic Section Shift Lieutenant, the issuing officer shall notify the applicant of the disapproval and advise the applicant of the appeal process provided for by City ordinance.

**.06 Factors in Determining Routing and Staffing:**

- A. The proposed route including the size and type of roadway and the number of traffic lanes necessary to accommodate the procession;
- B. The anticipated number of participants and vehicles in the procession;
- C. The estimated number of traffic control personnel needed to staff traffic control points along the procession route and any necessary detour routes to ensure the safe, efficient and orderly flow of pedestrian and vehicular traffic affected by the procession;
- D. The estimated number of barricades, traffic cones, barrels and traffic control signs necessary to comply with the Texas Manual of Uniform Traffic Control Devices to ensure the safety of the participants and motorists and to establish road and driveway closures and detour routes;
- E. If other roadways or public transportation and emergency vehicle routes may be affected by the procession;
- F. Whether intersections must be individually barricaded or whether traffic control personnel can be assigned to move along with the procession; and

- G. The volume of vehicular and pedestrian traffic typical on and along the route for the time of day, day of the week and time of year for the proposed route

**.07 Types Of Processions:**

**A. Lead Car and Tail Car with Flankers**

1. Simplest form of procession.
2. Does not apply to runs, walks or cycling processions.
3. All participants must remain behind the lead car and in front of the trail car and in one travel lane.
4. Flankers (bicycle or motorcycle officers) are used to contain the participants in one travel lane.
5. This type of procession would be appropriate when the applicant's estimate of pedestrians is less than 250 and there are no vehicles/floats or animals and the procession covers distances less than one half mile.
6. This type of procession causes no inconvenience to the motoring public, businesses and/or residences along the route.
7. This type of procession would normally assemble and disband on private property and would proceed along the route occupying an area less than one city block
8. Traffic control devices are not required.
9. Staffed by officers from the on duty Traffic Shift.
10. Cross traffic would be allowed ahead of the lead vehicle, behind the tail vehicle and when possible, during gaps.
11. Examples of lead car, tail car and flankers processions.
  - a. Neighborhood processions on residential streets covering short distances (usually less than a mile).
  - b. Monte Vista 4th of July Parade.
  - c. Processions of 50 people or less along two or more lane feeder streets.

**B. Single Lane Closure**

1. This type of closure is appropriate when the applicant's estimate of pedestrians, runners, cyclists or a combination of vehicles/floats, animals and pedestrians exceeds 250 and/or the procession covers distances exceeding one half mile.
2. This type of procession would normally assemble and disband on private property or in one travel lane within one city block, and would proceed along the route occupying one travel lane within one or two city blocks.

3. Causes slight inconvenience to the motoring public, businesses and residences along the route.
4. Traffic Control Devices in compliance with the Texas Manual of Uniform Traffic Control Devices may be required to isolate participants from active traffic lanes and to block alleys, driveways and/or unmanned intersections.
5. A sufficient number of officers are required at each intersection to allow cross traffic during breaks, to prevent cars from tuning into lanes occupied by the procession and to minimize the inconvenience to motorists, residents and businesses.
6. Intersection control may be accomplished by using a "leap frogging" technique where officers move to the next unmanned intersection ahead of the lead vehicle when the tail vehicle passes their location.
7. Requires some planning a day or two in advance of the date of the procession.
8. Does not typically require the use of overtime officers and will normally be staffed using on duty Traffic Shift personnel.
9. Unused travel lanes in the same direction and all opposite direction travel lanes are allowed to flow normally.

#### C. Multiple Lane Closure

1. This type of closure is appropriate when the applicant's estimate of pedestrians or a combination of vehicles/floats, animals and pedestrians is less than 500 and/or the procession covers distances less than one mile.
2. This type of procession may require the closure of city streets or some travel lanes as well as adjacent private property to assemble and/or disband.
3. The procession will likely occupy more than two city blocks as it proceeds along the route.
4. More than one travel lane up to and including a total closure in one direction would be required to accommodate the number of pedestrians, runners, cyclists, and/or animals or the size of the floats and/or vehicle participants.
5. Requires the use of most or all on duty Traffic Shift Officers and typically requires some overtime from volunteers within the Traffic Section.
6. Requires planning days in advance of the date of the procession that includes reviewing, amending or creating the traffic control points, the barricade plan and recruiting volunteers for overtime.
7. Causes inconvenience to the motoring public, businesses and residences at most locations along the route.
8. Traffic Control Devices complying with the Texas Manual of Uniform Traffic Control Devices are typically required to isolate participants from active traffic lanes and to block driveways, alleys and unmanned intersections.
9. Opposite direction travel lanes continue to flow normally.

10. A sufficient number of officers are required at each intersection to allow cross traffic during breaks, to prevent cars from tuning into lanes occupied by the procession and to minimize the inconvenience to motorists, residents and businesses.

D. Total Roadway Closure---Cross Traffic Allowed During Breaks

1. This type of closure is appropriate when the applicant's estimate of pedestrians, runners, cyclists or a combination of vehicles/floats, animals and pedestrians exceeds 500 and/or the procession covers distances greater than one mile.
2. Normally reserved for processions of significant community interest.
3. Requires the use of all on duty Traffic Shift Officers and overtime officers within the Traffic Section to work cross traffic during breaks and control pedestrian movement.
4. Requires extensive planning beginning weeks in advance of the date of the procession that includes reviewing, amending or creating the traffic control points, the barricade plan and recruiting volunteers for overtime.
5. This type of procession would typically require the closure of several city streets as well as adjacent private property to assemble and/or disband.
6. Causes significant inconvenience to the motoring public, businesses and residences along the route.
7. Requires extensive barricading and use of traffic cones, barrels, signs and other traffic control devices to comply the Texas Manual of Uniform Traffic Control Devices.
8. Examples:
  - a. St. Patrick's Day Parade,
  - b. Veterans Parade,

E. Total Roadway Closure---No Cross Traffic Allowed

1. Most complex type of procession and is rarely used.
2. Normally limited to large processions of significant importance and interest to the community.
3. Causes great inconvenience to the motoring public, businesses and residences along the route.
4. Requires extensive planning beginning over a month in advance of the date of the procession that includes reviewing, amending or creating traffic control points, the barricade plan and recruiting volunteers for overtime.
5. Requires the use of large numbers of officers recruited department wide on an overtime basis to man traffic control points, detour routes and to provide direction to motorists and pedestrians.

6. May require the use of officers from outside the SAPD to staff all positions.
7. Requires extensive closures of numerous city streets in the forming and disbanding areas.
8. Requires extensive barricading and use of traffic cones, barrels, signs and other traffic control devices that comply with the Texas Manual of Uniform Traffic Control Devices.
9. Examples:
  - a. Fiesta parades
  - b. Rock and Roll Marathon Race
  - c. Komen Race for the Cure
  - d. Martin Luther King March

**.08 Officer Responsibilities:**

- A. Attend roll call at the time listed on their PEMS assignment.
- B. Receive and review their written post instructions.
- C. Ask their supervisor for clarification of any instructions they do not understand.
- D. Arrive at their assigned post at the time ordered by their supervisor.
- E. Carry out their post instructions.
- F. Do not leave their assignments without permission or until relieved for the day by their supervisor.

**.09 Supervisor Responsibilities:**

- A. Review the post instructions for all officers under their supervision.
- B. Provide instructions and supervision to assigned officers.
- C. Adjust post assignments and post instructions as necessary during the procession.
- D. Relieve assigned officers when their posts are no longer required noting their cut off time.
- E. Provide written cut off times to the shift commander when all assigned officers have been relieved.

**.10 Shift Commander Responsibilities:**

- A. Review and approve the procession permit.
- B. Determine the number of traffic control officers and/or traffic control devices necessary to conduct the procession.

- C. Review existing postings and instructions for repeat processions or create a new worksheet in the PEWS (Police Event Worksheet System) system for new processions.
- D. Restrict the shift red book when appropriate to ensure the utilization when available and safely practicable of on duty officers before off duty officers.
- E. Recruit off duty shift officers, officers from other traffic shifts and officers from throughout the department as necessary to fill all positions required.
- F. Advise the division office when manpower requirements exceed the departments ability to handle the procession and request outside agency officers.
- G. Staff the procession by creating a PEMS (Police Event Management System) worksheet.
- H. Finalize the PEMS worksheet upon conclusion of the procession and provide a copy to the Traffic Section Permit Officer for billing purposes.
- I. Review all post assignments and post instructions and revise as necessary for all annual processions.

**.11 Issuance of Permit**

- A. The Permit Officer shall act upon the application within five calendar days after it is submitted.
- B. A permit shall issue when, from review of the application, it appears that:
  - 1. The conduct of the procession will not substantially interrupt the safe and orderly movement of other traffic near its route;
  - 2. The conduct of the procession will not require the diversion of so great a number of police officers of the city to properly police the line of movement and the areas near there as to prevent normal police protection to the city;
  - 3. The conduct of such procession will not require the diversion of so great a number of ambulances as to prevent normal ambulance service to portions of the city to be occupied by the proposed line of march and areas near there;
  - 4. The concentration of persons, animals and vehicles at assembly and disbanding points of the procession will not unduly interfere with proper fire and police protection of, or ambulance service to, areas near such assembly or disbanding areas;
  - 5. The conduct of such procession will not interfere with the movement of fire fighting equipment enroute to a fire;
  - 6. The procession is scheduled to move from its point of origin to its point of termination without unreasonable delays enroute;
  - 7. The applicant has fulfilled the requirements of this procedure;
  - 8. The event does not conflict with a previously scheduled event that is scheduled to occur at the same time and place; or

9. Occur at the same time, though at a different location or along a route that crosses over or conflicts with previously scheduled events; and
10. SAPD is available where the proposed event is to take place downtown.

## .12 Appeal Process

### A. Denial of Permit Application

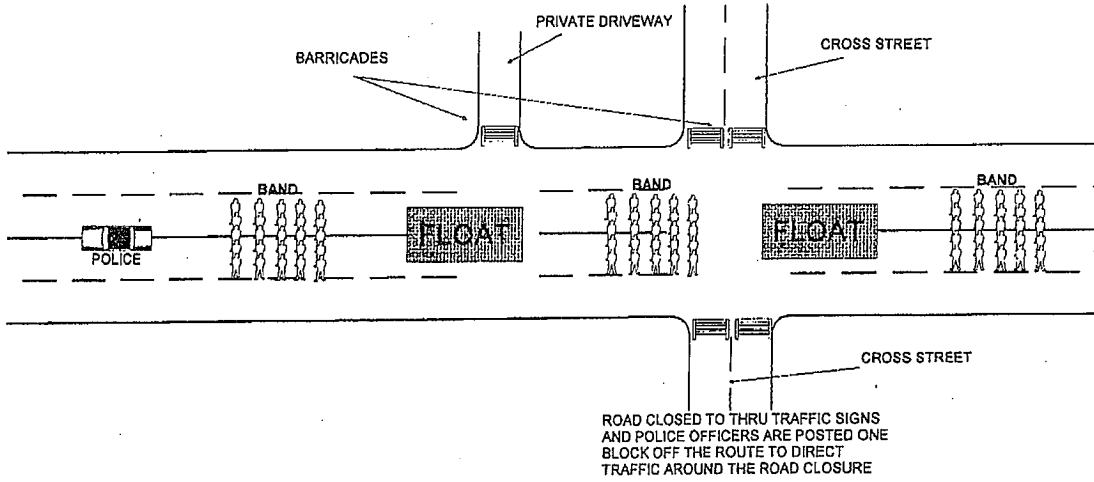
1. If a permit application is denied, notice stating the reason for the denial must be mailed to the applicant by certified mail/return receipt requested within ten calendar days of the date on which the application was submitted.
2. The applicant may appeal the denial to either the City Manager or City Council by filing an appeal with the City Clerk.
  - a. The appeal must specify whether it is an appeal to the City Manager or to the City Council.
  - b. The appeal must be filed within seven calendar days of the applicant's receipt of the notice of denial.
3. The appeal shall be heard as soon as possible by the City Council, the City Manager or the City Manager's designee; but no later than ten days after the filing of the appeal.
4. The decision of the City Council or the City Manager or the City Manager's designee is final.

### B. Appeal of Costs

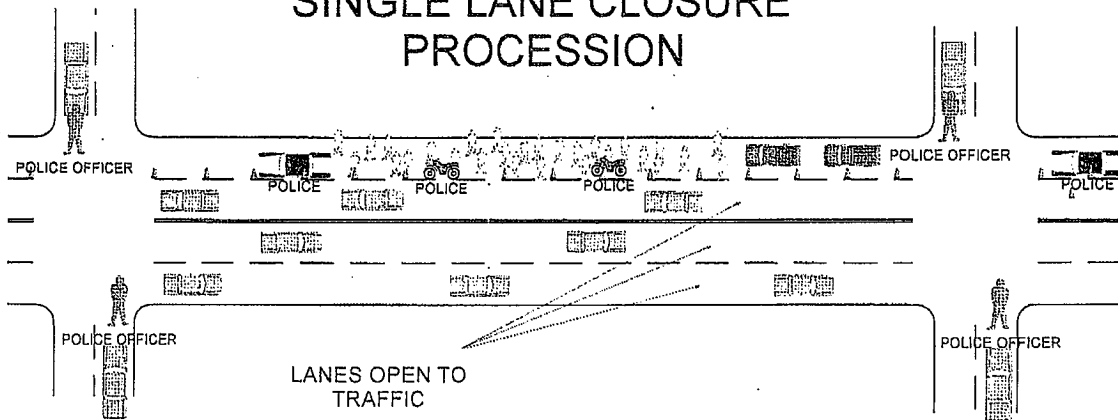
1. If an applicant disputes the costs assessed by the SAPD, the applicant may file an appeal with the City Manager.
  - a. The appeal must be filed within seven business days of receipt of the invoice for costs.
  - b. The appeal must identify the specific costs in dispute.
2. The City Manager or the City Manager's designee will review the assessed costs based on the criteria set forth in section .06 above and will render a final decision regarding the costs to be paid by the applicant within fifteen business days of receiving the appeal.
3. No costs shall be owed during the appeal until the Office of the City Manager has rendered its decision.

SAMPLE PROCESSIONS:

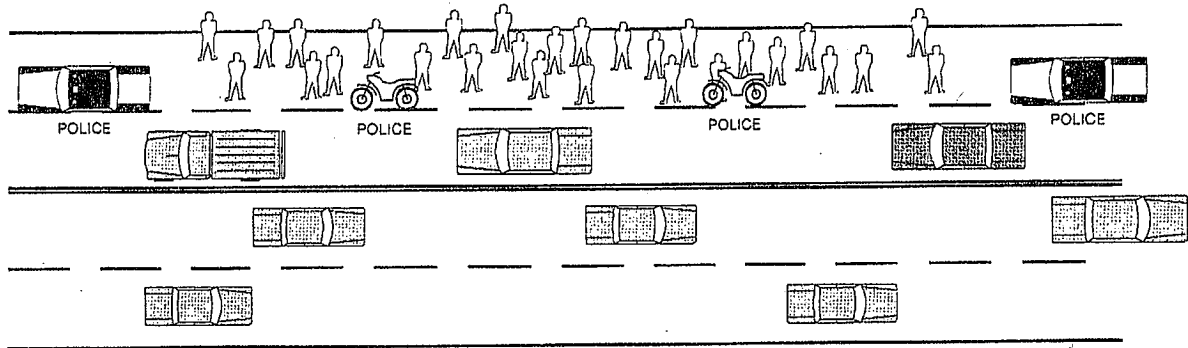
TOTAL LANE CLOSURE NO CROSS TRAFFIC



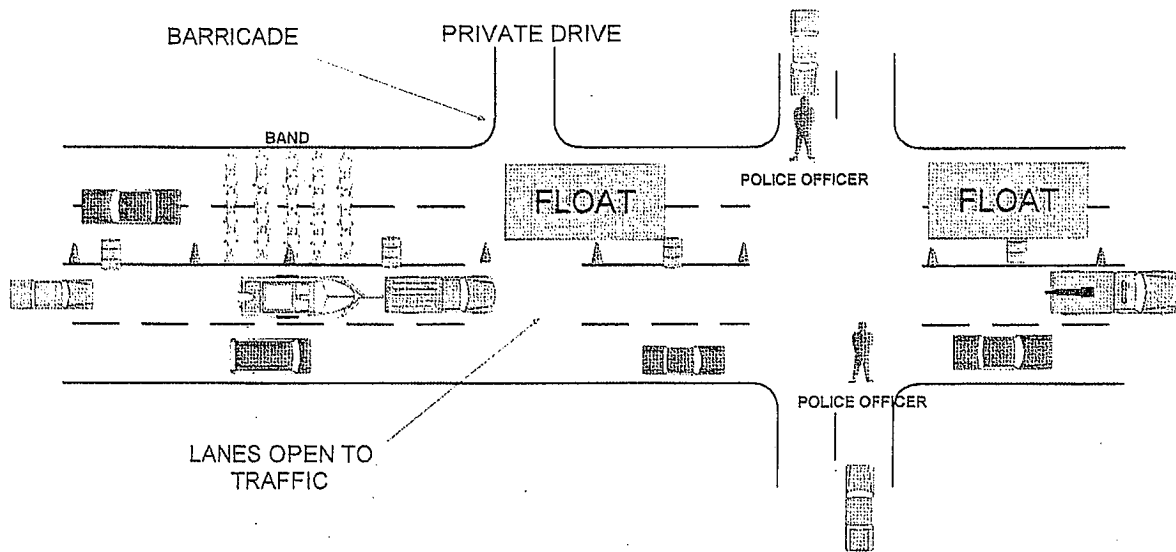
SINGLE LANE CLOSURE PROCESSION



# LEAD AND TAIL CARS WITH FLANKERS



# MULTIPLE LANE CLOSURE PROCESSION



# TOTAL ROADWAY CLOSURE PROCESSION

CROSS TRAFFIC IS WORKED ON THE SIDE STREETS  
DURING BREAKS IN THE PROCESSION

