

*Maryland-National Capital Park Police
Prince George's County Division*

DIVISION DIRECTIVE

TITLE PERMIT REVOCATION AND FACILITY CLOSURE			PROCEDURE NUMBER PG426.1
SECTION Operational Procedures	DISTRIBUTION A	EFFECTIVE DATE 06/15/04	REVIEW DATE 06/15/06
REPLACES PG426.1 "Permit Revocation and Facility Closure", issued 06/01/02			
RELATED DIRECTIVES	REFERENCES CALEA	AUTHORITY Commander Larry M. Brownlee, Sr.- Division Chief	

I. PURPOSE

This directive provides detailed procedures to be followed in the event of a permit revocation or facility closure due to permit violations and/or refusal of permit holder and attendees to abide by Maryland National Capital Park and Recreation's Rules and Regulations during a function.

II. PERMIT REVOCATION PROCEDURES

A. Permits may be revoked by the Park Police for any of the following situations reported and observed by an officer:

- Violation of any provision of the permit.
- Activities not in strict conformance with the issued permit.
- In any way obstructing, delaying, or interfering with the free movements of any other person.
- Seeking to coerce or physically disturb, hamper, or impede the conduct of any authorized business or activity on any Commission property.
- Conducting any activities in a misleading or fraudulent manner.
- Refusal of the permit holder to modify conduct or activities as ordered by the Park Police.
- Violations of park rules, federal, state or local laws.
- Any other dangerous and/or non-permitted activity that in the officer's opinion may present a safety hazard.

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- B. Before an event is shut down due to revocation of the permit by Park Police, the officer will locate the permit holder and attempt to gain their cooperation in modifying the conduct or activity so that revocation will not be needed. If the permit holder cannot be located, or refuses to modify the conduct or activity, the officer will notify the shift supervisor. The shift supervisor will determine if the permit is to be revoked and the event shut down.
- C. The shift supervisor, upon deciding to revoke the permit and shut down the event, will notify the Operations Duty Officer and send adequate back-up officers to ensure officer safety and the safety of the participants and bystanders. The officers will advise the permit holder of the revocation and attempt to gain the cooperation of the permit holder in shutting down the event. All actions taken by Park Police including arrests, citations, etc., will be documented in an Incident Report submitted by the initial responding officer. The shift supervisor will also document the incident on the Commander's Log.
- D. Records Management personnel will forward a copy of the Incident Report to the Permit Office and the appropriate M-NCPPC Associate Director of the permit issuer, with a cover memo detailing Park Police involvement in revoking the permit, to be used in the decision to issue further permits to a group.

III. FACILITY CLOSURE

- A. Facilities such as community centers, pools and ice rinks conducting activities sponsored by the Commission may also be shut down by Park Police, as warranted. Situations in which a facility may be closed include, but are not limited to the following:
 - Seeking to coerce or physically disturb, hamper or impede the conduct of any authorized business or activity on any Commission property.
 - Conducting any activities in a misleading or fraudulent manner.
 - Refusal of the Commission staff to modify conduct or activities as ordered by the Park Police.
 - Violations of park rules, and federal, state or local laws.
 - Any other dangerous activity that, in the officer's opinion, may present a safety hazard.
- B. Before a facility is closed due to an activity or conduct, the officer will locate the Commission staff person in charge of the facility or activity. The officer will attempt to gain the cooperation of the Commission staff in modifying the activity or conduct so that the facility can remain open. If the Commission staff cannot control the activity, or refuses to modify the activity or conduct,

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the officer will notify the shift supervisor. The shift supervisor will determine if the facility is to be closed.

- C. The shift supervisor, upon deciding to close the facility, will notify the Operations Duty Officer and send adequate back-up officers to ensure officer safety and the safety of the participants and bystanders. The officers will advise the Commission staff of the decision to close the facility and attempt to gain the cooperation of the Commission staff in closing the facility. All actions taken by Park Police including arrests, citations, etc., will be documented in an Incident Report submitted by the initial responding officer. The shift supervisor will also document the incident in the Commander's Log.
- D. Records Management personnel will forward a copy of the Incident Report to the appropriate M-NCPPC Associate Director of the facility with a cover memo detailing Park Police involvement in closing the facility.

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