



Policy 2103

Subject

PROCEDURES FOR ISSUING GAMING PERMITS

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By Order of the Police Commissioner

POLICY

It is the Policy of the Baltimore Police Department (BPD) to investigate and issue Gaming Permits in accordance with the Annotated Code of Maryland.

DEFINITION

Gaming Permit — A permit required to lawfully conduct activities such as bingo and other games of chance involving monetary prizes (see Appendix B for a detailed list of activities requiring a Gaming Permit).

REQUIRED ACTION

Obtaining A Gaming Permit

Member

1. Advise persons requesting a Gaming Permit that an Application For Gaming Permit, Form 212, may be obtained from:
 - 1.1. The Annex Security Desk, Headquarters Building, 0800-1600 hours, Monday - Friday.
 - 1.2. The Gaming Permits Liaison, Economic Crimes Unit, via telephone or mail request.
 - 1.3. At: <https://www.baltimorepolice.org>.
2. All applications must be submitted a minimum of 30 days prior to the first date(s) for which the permit is requested. Completed applications must be mailed with a certified check or money order to:

Economic Crimes Unit
Gaming Permits Liaison
Baltimore Police Department
242 W. 29th St.
Baltimore, MD 21211
3. Direct all questions concerning permit eligibility to the Gaming Permits Liaison, Economic Crimes Unit.

Gaming Permits Liaison, Economic Crimes Unit

1. Receive gaming permit applications and fees via the U.S. Mail.
2. Review for accuracy and completeness. Return any application with missing or incomplete information.
3. Send properly completed gaming permit applications to the Vice Unit for review.

Vice Unit

1. Upon receipt of the Application for Gaming Permit, Form 212, conduct a thorough investigation for the purpose of approving/disapproving the Gaming Permit.
 - 1.1. Conduct a thorough on-site investigation and personal meeting with the applicant to confirm:
 - 1.1.1. The accuracy of all information on the Application for Gaming Permit, Form 212, and
 - 1.1.2. The proposed activity will be held in accordance with the law.
 - 1.2. Contact the Department of Zoning (410-396-4126) to ensure the location requested is zoned for gaming activity.
 - 1.3. Ensure the charitable status (Exempt Certificate) of the organization applying for the permit by contacting the State Comptroller's Office, Sales and Use Tax Division (410-260-7980), to verify the organization's State and Federal Tax Exempt I.D. numbers.
 - 1.4. Document any other pertinent information in an Administrative Report, Form 95.
 - 1.5. Indicate a recommendation for approval or disapproval of the application and sign the application form.
 - 1.6. Forward the application to the Vice Unit Supervisor.

NOTE: Applications received from known organizations, which have been investigated and a permit issued during the preceding 12 months, may have a recommendation for approval affixed without an on-site investigation of the application providing no violations have occurred in the past. Such a recommendation shall be noted on the Application for Gaming Permit, Form 212.

Vice Unit, Supervisor

1. Approve/Disapprove the Application for Gaming Permit, Form 212.
2. Send copies of approved permits to the requesting organization and to the District Commander in which the activity will take place. Forward application fees to Fiscal Services.
3. Return denied Application for Gaming Permit, Form 212 along with all monies, to the requesting organization.
4. Retain copies of all approved and disapproved Applications for Gaming Permits, Form 212s.

5. Ensure gaming activity is monitored and held in accordance with the law. Make periodic on-site inspections on the date of planned events.
 - 5.1. Thoroughly investigate any permit complaints from any source and take appropriate enforcement action when an investigation reveals violations of the law. Consult with an Assistant State's Attorney when legal questions related to violations arise.
 - 5.2. Suspend gaming permits if the need arises.

Annex Security Desk, Headquarters Building

Provide Application for Gaming Permit, Form 212 to persons requesting them.

Director, Fiscal Services

Handle receipt of fees in accordance with existing accounting procedures and refund fees when notified by the Supervisor, Vice Unit when an Application for Gaming Permits is denied.

APPENDICES

- A. Application for Gaming Permit, Form 212
- B. Criminal Law Article §13-501 – 13-510, Annotated Code of Maryland

RESCISSION

Remove and destroy/recycle General Order, *Procedures for Issuing Gaming Permits*, dated 8 July 1993.

COMMUNICATION OF POLICY

This policy is effective on the date listed herein. Each employee is responsible for complying with the contents of this policy.

APPENDIX A

Application for Gaming Permit, Form 212

Form 212



BALTIMORE POLICE DEPARTMENT APPLICATION FOR GAMING PERMIT

TYPE OF PERMIT REQUEST (Check One)

Regular Bingo	Annual Bingo
Raffle	Paddle/Wheel
Carnival/Bazaar	

DATE

Fee Enclosed:

☐

Certified Check

☐

Money Order

SECTION I: ORGANIZATION INFORMATION (to be completed by the Organization requesting a Permit)

Sponsoring Organization:

Address:

Contact Phone No.:

Type of Organization:

Tax Exempt No.:

Name of Applicant:

Applicant Address:

Applicant Contact Phone No.:

Title of Position with Sponsoring Organization:

Has the organization previously applied for a Gaming Permit in Baltimore City?

☐

YES

☐

NO

Date of Last Application:

Is Your Application Time Sensitive:

Type of Permit:

☐

YES, start date: _____

☐

NO

List three officers of the organization (include their addresses and telephone numbers):

1.

2.

3.

Event Information

Location (Address) of Event:

Date(s) of Event:

Hours of operation:

Describe value and type of prize(s):

Information of Person Conducting the event

Name:

Address:

Contact Phone No.:

APPENDIX A

Application for Gaming Permit, Form 212 Pg.2

Form 212

Financial Factors

What is the charitable/fraternal/ religious/civic purpose of the organization?

Is the organization located in Baltimore City?

In what manner will the funds raised be spent and for what purpose?

State the name/title and duties of the member of the organization who will operate and manage the event.

Are there any outside organizers not listed on this application? If so please list and state the nature of their involvement. Please also including any agreements or contracts for services you may have with this/these organizations.

How are payments collected and documented?

What are your expected earnings and expenses? Please list all expenses associated with this event.

Signature of Applicant

Date

Form 212

Financial Factors

What is the charitable/fraternal/ religious/civic purpose of the organization?

Is the organization located in Baltimore City?

In what manner will the funds raised be spent and for what purpose?

State the name/title and duties of the member of the organization who will operate and manage the event.

Are there any outside organizers not listed on this application? If so please list and state the nature of their involvement. Please also including any agreements or contracts for services you may have with this/these organizations.

How are payments collected and documented?

What are your expected earnings and expenses? Please list all expenses associated with this event.

Signature of Applicant

Date

APPENDIX A

Application for Gaming Permit, Form Pg.3

Form 212

SECTION FOR BALTIMORE POLICE DEPARTMENT USE ONLY

Date Application Received:	Delivered by Mail: <input type="checkbox"/> YES <input type="checkbox"/> NO	
Received by:	Fee Received: Check/Money Order # _____ <input type="checkbox"/> \$10.00 Certified	
Investigated by:	Recommendation (Attach report, if necessary):	
New Application/On-site Visit Required: <input type="checkbox"/> YES <input type="checkbox"/> NO	Renewal Application/Prior Permit (No On-site Visit Required): <input type="checkbox"/> YES <input type="checkbox"/> NO	
Name of Establishment Owner/Operator:	Date of On-site Inspection:	Time of On-site Inspection:
<input type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Permit No.:	

Signature

Approver's Signature:

Approver's Printed Name:

APPLICANT DISCLAIMER

MISREPRESENTED INFORMATION EITHER KNOWINGLY OR UNKNOWINGLY SUBMITTED IN THIS APPLICATION COULD RESULT IN CRIMINAL PROSECUTION OF THE APPLICANT WHOSE SIGNATURE APPEARS ON ITS FACE.

1. ALL BOXES MUST CONTAIN THE REQUIRED INFORMATION. BE SURE TO INCLUDE NAME, ADDRESS, PHONE NUMBER AND ZIPCODE OF APPLICANT AND OFFICERS OF YOUR ORGANIZATION. NON-PROFIT EXEMPT MEMBERS MUST BE INCLUDED ON APPLICATION AS PROOF OF NON-PROFIT NAME.
2. ONLY CERTIFIED CHECKS OR MONEY ORDERS WILL BE ACCEPTED. ABSOLUTELY **NO** PERSONAL CHECKS OR CASH WILL BE ACCEPTED.
3. PLEASE INCLUDE SELF ADDRESSED STAMPED ENVELOPE WITH YOUR APPLICATION.

Mail to:

Baltimore Police Department
Gaming Permit Unit
242 W. 29th St.
Baltimore, MD 21211
410-396-2130

APPENDIX B

Criminal Law Article §13-501 – 13-510, Annotated Code of Maryland

§ 13-501

- (a) In this subtitle the following words have the meanings indicated.
- (b) "Commissioner" means the Baltimore City Police Commissioner.
- (c) "Gaming event" means a carnival, bazaar, or raffle.
- (d) "Raffle" means one or more drawings from a single series of chances sold from chance books.

§ 13-502

This subtitle applies only in Baltimore City.

§ 13-503

- (a) Before an organization listed in subsection (b) of this section may operate a gaming event, the organization shall obtain a permit from the commissioner.
- (b)(1) An organization that meets the conditions of paragraph (2) of this subsection may conduct a gaming event for the benefit of any of the following listed organizations if the organization is a bona fide: (i) religious organization; (ii) fraternal organization; (iii) civic organization; (iv) veteran' hospital; (v) amateur athletic organization in which all playing members are under the age of 18 years; or (vi) charitable organization.
(2) An organization conducting a gaming event shall: (i) be located in Baltimore City; and (ii) spend a majority of the organization's funds in Baltimore City for: fraternal purposes; civic purposes; purposes related to a veteran's hospital; purposes related to amateur athletics; charitable purposes.
- (c)(1) Before the commissioner may issue a permit, the commissioner shall review the character of the organization applying for the permit to ascertain that the organization meets the requirements of §§ 13-503 – 13-505 of this subtitle. (2) The commissioner shall make any application for a permit and the action taken by the commissioner on that application a matter of public record.
- (d)(1) The permit shall state that the gaming event shall be managed and operated personally only by members of the organization obtaining the permit. (2) The permit is not transferable.
- (e) An organization conducting a gaming event in Baltimore City may not allow an individual or group of individuals to: (1) benefit financially from the gaming event; or (2) receive any of the proceeds of the gaming event for personal use or benefit.

§ 13-504

An organization conducting a gaming event may award a prize of money or merchandise to any individual in any amount in one game or spin using: (1) a paddle wheel of fortune; or (2) a film of a horse race.

§ 13-505

- (a) A permit holder may award prizes in merchandise and money in a raffle in any amount.
- (b) A permit holder may not conduct more than 12 raffles in a calendar year.

§ 13-506

APPENDIX B

Criminal Law Article §13-501 – 13-510, Annotated Code of Maryland, Pg.2

- (a) Notwithstanding any other provisions of this title or Title 12 of this article, a political committee as defined in § 1-101 of the Election Law Article may conduct a fundraiser at which prizes of merchandise or money are awarded in a game or spin using a paddle wheel or wheel of fortune.
- (b) A political committee may award a prize of merchandise or money at a fundraiser that does not exceed the amount otherwise allowed for a prize in Baltimore City.

§ 13-507

- (a) This section and §13-509 of this subtitle also apply to games of instant bingo.
- (b) Before an organization listed in subsection (c) or (d) of this section may conduct bingo in Baltimore City, the organization shall obtain a permit to do so from the commissioner.
- (c) An organization that meets the conditions of subsection (i)(1) of this section may conduct bingo in Baltimore City if the organization is: devoted exclusively to religious, charitable, or educational purposes; (3) patriotic organization; (4) educational organization; or charitable organization.
- (d) An organization that meets the conditions of subsection (i)(2) of this section may conduct bingo in Baltimore City if the organization is: devoted exclusively to religious, charitable, or educational purposes; (2) a service organization; (3) a fraternal organization; or (4) a veterans' organization.
- (e) (1) Before the commissioner may issue a permit, the commissioner shall review the character of the organization applying for the permit to ascertain that the organization meets the requirements of this section. (2) the organization applying for the permit shall pay the permit fee set in subsection (g) of this section. (3) an application for a permit and the action taken by the commissioner on that application are public records.
- (f) The commissioner may issue a permit for: (1) 1 day; or (2) a period of exceeding 1 day and not exceeding 12 months.
- (g) Except as allowed under subsection (h)(1) of this section, the commissioner shall collect from each permit holder, to cover the costs of administering the Baltimore City bingo laws, a permit fee not exceeding: (1) \$10 for each day on which bingo may be conducted; (2) \$750 for a 3-month period; or (3) \$3,000 for 12-month period.
- (h) (1) The commissioner may collect a special annual permit fee of \$5 for a nonprofit organization or nonprofit corporation to conduct, over 1 year, a number of bingo games for which, for each game: (i) the value of any prize of merchandise or money is not more than \$5; and (ii) not more than 100 individuals play.
- (2) The commissioner may revoke a special annual permit for cause.
- (i) (1) An organization conducting bingo in Baltimore City under subsection (c) of this section: (i) except as provided in subsection (d) of this section, may not offer or award, in any game: 1. A money prize of more than \$45; a prize of merchandise worth more than \$45; and (ii) after reimbursing any costs incurred in conducting bingo for personnel, supplies, equipment, and other expenses, shall use the entire proceeds for: 1. Charitable purposes; or 2. To further the purposes of an organization listed in subsection (c) of this section.
- (2) An organization conducting bingo in Baltimore City under subsection (d) of this section: (i) may not use the net proceeds to benefit a stockholder or member of the organization; (ii) after reimbursing any costs incurred in conducting bingo for personnel, supplies, equipment, and other expenses, shall use the net proceeds: 1. Solely for charitable purposes; or to further the

APPENDIX B

Criminal Law Article §13-501 – 13-510, Annotated Code of Maryland, Pg.3

purposes of an organization listed in subsection (d) of this section; and (iii) shall limit prizes of money or merchandise to a value not exceeding: 1. \$5,000 for the total of all prizes; 2. \$75 for the total of all door prizes; 3. \$45 for each of not more than five early bird games; 4. \$75 for each of not more than 19 regular games; 5. \$150 for the starting prize of one regular game with a jackpot, with nightly increases not exceeding \$75 and a consolation prize not exceeding \$75; 6. \$150 for each of not more than four regular special games; 7. 50% of the proceeds for each of not more than four split-the-pot games; 8. 100% of the proceeds for not more than one winner-take-all-game; 9. \$3,000 for a jackpot game which starts at 50 numbers and adds one number every second night; 10. If the jackpot is not won, \$375 for a consolation prize for any jackpot game; 11. \$300 for the first jackpot game in a buildup jackpot game which starts at \$300 and 50 numbers and adds one number and \$75 each night; and 12. If the jackpot is not won, \$225 for the consolation prize for any buildup jackpot game.

(3) A bingo permit holder issued a permit under either subsection (c) or (d) of this section may not conduct bingo: (i) in a restaurant or tavern where alcoholic beverages are sold; (ii) in a permanent place of amusement or entertainment; or (iii) on Sunday, except by a bona fide religious organization that conducts bingo on property owned or leased by the organization.

§ 13-508

Notwithstanding §13-507 of this subtitle, an organization may conduct bingo if:

- (1) The membership of the organization consists only of individuals who are at least 60 years old;
- (2) The organization was formed primarily for social purposes;
- (3) All proceeds of the games of bingo are used only to further the purposes of the organization; and;
- (4) The organization complies with the permit procedures and conditions imposed under §13-507 of this subtitle.

§ 13-509

The commissioner may adopt regulations reasonably necessary to administer §13-507 of this subtitle.

§ 13-510

- (a) A person may not knowingly conduct or attempt to conduct a bazaar or raffle in violations of §§ 13-503 – 505 of this subtitle.
- (b) A person who violates this section is guilty of a misdemeanor and on conviction is subject to imprisonment not exceeding 1 year or a fine not exceeding \$1,000 or both.