




City of Manassas Police Department General Duty Manual



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| Effective Date: 01-10-2008 | GENERAL ORDER | Number: 04-06 |
| Subject: Permits | | |
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| Accreditation Standards: | By Authority Of:  Douglas W. Keen, Chief of Police | Total Pages: 2 |

PURPOSE:

To establish procedures for the Department's responsibilities in the issuance of the various City permits that are processed through the City Manager's Office, Commissioner of Revenue's Office, and/or City Clerk's Office.

To establish procedures for the Department's responsibilities in the processing of Virginia Applications for Concealed Handgun Permits.

POLICY:

To ensure efficiency, the Department will provide all necessary assistance to the City in the permit application process.

Virginia Applications for Concealed Handgun Permits (for City residents) are processed by the Clerk of the Circuit Court, and permits are reviewed, approved / disapproved and issued by the Chief Judge of the Circuit Court of the 31st Judicial District, as authorized by the Code of Virginia Section 18.2-308. The Department is responsible for the background investigation of applicants that reside in the City. This investigation is a function of the Investigative Services Division.

DISCUSSION:

N/A

PROCEDURE:**I. City Permits, Generally**

- A. Most City Permits are processed through the City Manager's Office, the Commissioner of Revenue's Office, and the City Clerk's Office for various functions or business licenses, including but not limited to:
 1. Gatherings/Demonstrations.
 1. Parades.
 2. Public performances such as those that require amplified sound.
 3. Construction/Utility work.
 4. Dancehall Operations.
 5. Peddlers.
 6. Solicitors.
 7. Canvassers.
 8. Promoters.
 9. Precious Metals Dealer
 10. Residential/Business Alarms
 11. Massage Technicians.
- B. Permit holders are required to have the permit available whenever they do business in the City. The permit:
 1. Identifies the permit holder as an authorized businessperson in the City.
 2. Certifies that all applicable fees have been paid.
- C. In most cases, during the permit issuance process, the Planning and Resource Management Lieutenant serves in an advisory role as the Department liaison to the City and may be required to provide technical

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assistance such as conducting criminal background checks on applicants and coordinating operation plans to handle various events.

- D. Precious Metal Permits, Massage Technician Permits, and Residential/Business Alarm Permits applications are forwarded to the Department for processing and approved by the Chief of Police.

II. State of Virginia Concealed Handgun Permits.

- A. The Code of Virginia Section 18.2-308 provides the procedure for the issuance of a Concealed Handgun Permit to those applicants who satisfy the requirements of the Section.
- B. The Clerk of the Circuit Court is responsible for processing the Application for Concealed Handgun Permit (State Police Form SP-248), coordination of a background investigation of the applicant, and reporting the results of the background investigation to the Chief of the Circuit Court judge.
- C. The Chief of the Circuit Court Judge of the 31st Judicial District is responsible for final approval / disapproval of the Application for Concealed Handgun Permit for applicants who reside in the City.
- D. The Department is responsible for the background investigation of all applicants that reside in the City, through the Investigative Services Division. A Detective (as assigned) is responsible for the completion of the background investigation of the applicant.
- E. Concealed Handgun Permit process.
 - 1. The applicant obtains the application package from the Clerk of the Circuit Court or from the Department Records Section.
 - 2. The applicant completes the application and presents the application and the application fee to the Clerk of the Circuit Court.
 - 3. The Clerk of the Circuit Court reviews the application, makes a copy of the application, collects the appropriate fee, and directs the applicant to contact the detective to complete the background investigation.
 - 4. The Clerk of the Circuit Court forwards a written request to the detective to perform a background investigation on the applicant, and assigns a court control number to the application.
 - 5. The applicant presents the application to the Police Records Section. Two copies of the application are made and date / time stamped, and forwarded to the detective. The original application is forwarded to the Clerk of the Circuit Court.
 - 6. The detective establishes a Concealed Handgun Permit Application case file, referencing the assigned court control number.
 - 7. The detective performs a background investigation, including:
 - a. Reviews the application.
 - b. Performs an NCIC / VCIN wanted status check.
 - c. Obtains a DMV driving history.
 - d. Completes the “Criminal Background Investigation” portion of the application.
 - e. Reports his findings to the Clerk of the Court, and attaches a copy of his investigation to the application.
 - 8. The Clerk of the Circuit Court reviews the application, and presents it to the Chief Circuit Court Judge for his review.
 - 9. The Chief Circuit Court Judge approves / disapproves the application.
 - 10. The Clerk of the Circuit Court issues the Concealed Handgun Permit to the applicant and forwards a written decision on the application to the detective.
 - 11. The detective incorporates all attendant documentation into the file, and adds the completed file to the Concealed Handgun Permit Files, maintained in the Investigative Services Division.

Index as: Permits. Concealed Handgun Permit Applicant.
 Solicitors. Promoters.
 Peddlers.
 Canvassers.

References: N/A