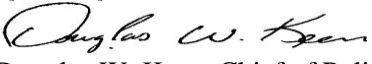




# City of Manassas Police Department

## General Duty Manual



Effective Date: 01-10-2008	<b>GENERAL ORDER</b>	Number: 04-06
Subject: <b>Permits</b>		
<input type="checkbox"/> New <input checked="" type="checkbox"/> Amends <input type="checkbox"/> Rescinds <input checked="" type="checkbox"/> Reviewed: 02/01/2025		Reevaluation: <input type="checkbox"/> 1 yr. <input checked="" type="checkbox"/> 18 months <input type="checkbox"/> 24 Months
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, Manassas City Police Department 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 31<sup>st</sup> Judicial District, as authorized by the Code of Virginia Section 18.2-308. The Manassas City Police Department, as needed, will assist as a citizen liaison through the application process.

### DISCUSSION:

N/A

### PROCEDURE:

#### I. City Manager's Office, The Commissioner of Revenue's Office, and the City Clerk's Office Permits

- 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. Construction/Utility work.
  2. Dancehall Operations.
  3. Peddlers.
  4. Solicitors.
  5. Canvassers.
  6. Business Promoters.
  7. Precious Metals Dealer
  8. Residential/Business Alarms
  9. 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 and insurance requirements have been met.
- C. In most cases, during the permit issuance process, the Planning and Special Projects Lieutenant serves in an advisory role as the Department liaison to the City.
- D. Residential/Business Alarm Permits applications are forwarded to the Department for processing and approved by the Chief of Police, or by their designee.

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## II. Special Events on Public Property Permits, Generally

- A. Special events on public property permits are governed by the City of Manassas City Ordinance, Chapter 14 Amusements and Entertainment, Article III.
- B. Special event permits are processed through the Manassas City Police Department's Planning and Special Projects Office.
- C. Special events on public property are defined as any event held on public property that will include any for profit-activity or advertisements by a for-profit business. Events include, but are not limited to, pageants, celebrations, sports events, historical reenactments, carnivals, music festivals and other entertainments, exhibitions, dramatic presentations, fairs, festivals, races (i.e., run/walks), block parties, parades, and other similar activities.
- D. Parades are eligible for a special event permit only if there will be a minimum of 100 participants in the procession.
- E. **Historic District Special Events**
  1. All special events in a historic district must be coordinated with an agent of the City designated by the city manager to coordinate special events.
- F. A permit is required for any special event that consists of any of the following:
  1. A street closure.
  2. A public parking lot closure.
  3. An event that will require traffic control.
  4. Alcohol being offered for consumption or sale.
  5. Any special event being held on the grounds of a City park where the City reasonably expects a peak attendance of more than 200 attendees. The special event permit required will be in addition to any park reservation requirements enacted by the City.
  6. Unless otherwise specified, any special event where the City reasonably expects a peak attendance of more than 30 attendees on any public property or any property maintained by the City other than a City park.

### III. Use of Public Forum Permits, Generally

- A. Use of public forum permits are governed by the City of Manassas City Ordinance, Chapter 102 Streets, Sidewalks, and other Public Places, Article II.
- B. Use of public forum permits are processed through the Manassas City Police Department's Planning and Special Projects Office.
- C. A public forum gathering is a planned gathering of fifteen or more people standing or moving along public property. It includes picketing, demonstrations, and processions for religious or civil ceremonies. Unplanned or spontaneous gatherings do not require a permit.

Index as:           Permits.  
                          Solicitors.  
                          Peddlers.  
                          Canvassers.

References: N/A