

QUICK REFERENCE GUIDE

1. SOD is unable to support a special event if the special event is being held on private property. Any requests for police officers would have to be submitted to the Department's Office of Risk Management, where the request would be screened and processed for meeting all requirements to hire off-duty police officers.
2. If your special event requires a Special Event License issued by the Department of Consumer and Regulatory Affairs, MPD will not "automatically" sign off on the Special Events Questionnaire. The Questionnaire must be reviewed and must be submitted for review five (5) business days prior to the date of the special event.
3. MPD does NOT close streets for special events. Should your special event plans project a street closure, your special event must follow all guidelines published in the Mayor's Special Event Task Group Guidebook. **MPD will NOT close a street for a special event as a "single agency" action absent a substantial risk to public safety.**
4. Any requests for police presence for traffic safety/work zone/construction zone safety police presence must be submitted no less than ten (10) business days before the first requested day of service. Further, if the police service is requested for an extended period of time, the dates requested must be submitted no less than five (5) business days before the next cycle of work.
5. Should a special event go beyond scheduled/requested hours, the special event organizer is required to cover all costs associated with police services. EG: Your special event was to last four (4) hours but the special event did not remove all material from the public street in time – the organizer will receive a revised invoice for those costs.
6. **MPD requires Type III traffic barriers for all road closures for festival type events on public streets. (Water Barriers or Jersey Barriers – Bicycle Racks are NOT acceptable).** Should an organizer fail to contract or arrange for these barriers, MPD officers will not establish a street closure even if a Special Event License has been issued. These barriers are **REQUIRED** and the requirement will **NOT** be waived.
7. MPD determines staffing levels for a special event and will take into consideration all known factors to include time of day, size/scope of the event, projected attendance, alcohol sales, length of the event, and other public safety factors. Organizers will be given estimated costs for police services but they are subject to change due to changing factors beyond MPD's control.
8. MPD does NOT determine an event's eligibility for ANY funding from the Community Events Fund nor for any reduced ABRA rate. It is the **SOLE** responsibility of the organizer to apply for these programs in **ADVANCE** of the special event, and provide MPD with **ADVANCE** notice of any approvals received. The organizer is responsible for **FULL** payment of all costs associated with police services.
9. Should an organizer have any outstanding balances for police services that have not been paid in full, police services will not be provided until all outstanding balances are paid in full as required by DC Code and DCMR.
10. Cancelled requests for police services must be received within seventy-two (72) hours, absent exigent circumstances or circumstance beyond the control of the organizer.
11. For any event or request that requires City permits and licenses, and the organizer fails to obtain these permits and licenses, MPD will not provide police services to an un-permitted or unlicensed event. MPD is a **LAW ENFORCEMENT AGENCY** and has the legal responsibility to ensure that the event/detail is in compliance with all applicable DC Code and DCMR requirements.