

MAUI COUNTY POLICE DEPARTMENT

GENERAL ORDERS
CHAPTER 307
DEPARTMENT ISSUED PERMITS AND PASSES

Effective date: 01/31/20

Revision date: 1/14/20

Rescinds: GO 307.3 (8/31/01)

New materials underscored

Accreditation Standards:

PERMITS TO UTILIZE PUBLIC HIGHWAYS FOR PARADES AND PROCESSIONS
G.O. 307.3

I. PURPOSE

To establish guidelines in obtaining permits to utilize public highways for parades and processions.

II. AUTHORITY

Operating through funeral or other processions Section 10.52.060B, Maui County Code.

“No funeral, procession, or parade containing two hundred or more persons or fifty or more vehicles, excepting forces of the United States Army or Navy, or the military forces of the State of Hawaii and the forces of the police and fire departments, shall occupy, march or proceed along any street, except in accordance with a permit issued by the Chief of Police and such other regulations as are set forth in this title which may apply.”

III. APPLICATION FOR PERMIT

A. Applicants will be required to submit a written request to the Chief of Police, with a copy of the letter addressed to the Department of Transportation, State Highways Division, 650 Palapala Drive, Kahului, Maui, Hawaii 96732, if state highways are utilized for the event.

1. Requests shall address pertinent details regarding the type of event to be held on county streets and/or state highways, i.e., parade, walk or running events, etc. A detailed diagram of the route shall also be furnished, with particulars included, i.e., assembly area, starting point, aid-stations, crossovers, finish line, etc.

B. Applicants must complete MPD Form No. 164, Application for Use of Public Streets and Highways, and may submit this form in lieu of their written request to the office of the Chief of Police.

C. The Assistant Chief of Uniformed Services Bureau shall be responsible for determining whether a permit is necessary by screening all applications submitted.

D. Unless otherwise authorized by the Chief of Police, applications should be submitted to

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the office of the Chief of Police at least four (4) weeks prior to the scheduled event.

IV. PERMIT REQUIRED: 200 Persons/50 Vehicles

A. Wailuku, Lahaina and Kihei Districts

1. After receiving application for permit, the District Commander shall assign a supervisor to check the proposed route for hazards and unsafe conditions.
2. A report shall be submitted by the supervisor, reviewed by the District Commander, and forwarded to the Uniformed Services Bureau Commander with appropriate recommendations.
3. Maui Police Department Streets and Highways Regulations (MPD Form No. 165) shall be filled and signed by the applicant and filed with the Chief's Office.
4. A timely meeting shall be scheduled to include representatives from the police, State Highways Division (if involved) and applicant to discuss safety conditions with respect to the event. If possible, the supervisor who conducted the route check should be present at the meeting.
5. Police representatives are responsible to clarify all unsafe and hazardous conditions related to the event. The applicant or sponsor must agree to address safety concerns and agree to reduce or abate unsafe conditions, prior to issuance of permit.
6. The applicant must agree to the following stipulations made by the police or state highways representative, and shall be responsible for:
 - a. Placement and removal of signs
 - b. Hiring special off-duty officers
 - c. Assignment of flagmen and course marshals
 - d. Advanced publicity of the event
 - e. Other conditions which would contribute to the safety of the participants and the general public
7. The applicant must agree to provide liability insurance for the event, indemnifying the County of Maui and the State of Hawaii as co-insured under their policy.
 - a. The liability insurance shall be in the amount of \$1,000,000 aggregate.

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b. A copy of the insurance policy shall be forwarded to the Chief of Police prior to the event. Failure to do so may give cause for denying issuance of permit for the event by the police.

8. Violation of any law or permit requirement.

a. The Chief of Police may refuse the permit holder from receiving another permit or prohibit the event or similar event from occurring for a period of two (2) consecutive years if there are any violations of any law, or non-compliance to the permit process.

B. Molokai, Lanai, and Hana Districts

1. District Commanders shall be responsible for initiating permit applications in their respective districts upon request.

2. Events scheduled on county streets or state highways should be brought to the attention of the respective district road overseers with a letter from the sponsor addressed to the State Highways Division in Kahului advising them of the upcoming event, if the event will traverse a state highway.

3. District Commanders shall coordinate the permit process with the Assistant Chief of Uniformed Services Bureau and adhere to all requirements involving permit applications.

V. EVALUATION PROCESS

A. Designated police officer(s) shall be assigned to monitor all events and submit evaluation reports to the Chief of Police utilizing the Running Events Evaluation Form, MPD Form No. 166.

1. All special off-duty officers utilized for these events shall submit MPD Form No. 166 upon completion of their assignment.

B. At the discretion of the Chief of Police, or his designate, post event meetings may be held with applicants/sponsors to discuss police observations and concerns regarding the safety of the event.


TIVOLI S. FAAUMU
Chief of Police

MAUI COUNTY POLICE DEPARTMENT

**APPLICATION FOR USE OF
PUBLIC STREET AND PUBLIC HIGHWAYS**

NAME: _____
(Organization/Sponsor)

APPLICANT: _____

ADDRESS: _____

RESIDENCE PHONE NO.: _____ **BUSINESS PHONE NO.:** _____

DATE OF EVENT: _____ **TIME OF EVENT: (FROM)** _____ **(TO)** _____

TYPE OF EVENT: RUNNING ___ **PARADE** ___ **MOTORCADE** ___ **OTHER** _____
(Specify)

NUMBER OF PARTICIPANTS: _____ **NUMBER OF VEHICLES:** _____
(Floats, etc.)

PROPOSED ROUTE: _____
(Street/Highway Names)

Prepare a sketch which identifies route, designated aid stations, change over locations, road crossing, start/finish area, etc.

This form shall be submitted to the office of the Chief of Police at least four (4) weeks prior to the scheduled event.

Applicant's Signature: _____ **Date:** _____ **Time:** _____

Distribution:

- Original - Chief of Police**
- One Copy - Police District File**
- One Copy - Applicant**

**MAUI COUNTY POLICE DEPARTMENT
HIGHWAY REGULATIONS**

1. Running or other events will be held during daylight hours only, unless approved by the Police.
2. Appropriate signs shall be posted throughout the route and related streets or highways warning motorists of approaching runners, walkers or cyclist.
3. No marking of any type shall be placed upon the pavement surface.
4. Participants are to be informed to avoid the following:
 - a. Running with the flow of vehicular traffic.
 - b. Running on pavement.
 - c. Running two or more abreast.
 - d. Running without identification numbers (where applicable).
 - e. Depositing litter on highway.
 - f. Consuming alcoholic beverages on street or highways.
5. Any roadside litter resulting from the event shall be removed by or at the expense of (name of organization)_____
6. Responsible representative(s) of the sponsoring organization:_____ shall inspect the route to determine unsafe conditions to be encountered by participants. Representatives will be responsible to advise participants of unsafe route conditions immediately prior to the start of the event.
7. Participants, course marshalls, monitors, officials, spectators and all others associated with the event are to keep off the traveled portions of streets or highways designated for vehicular traffic and shall obey all pedestrian laws as set forth in Section 291C-71 to 291C-79 inclusive H.R.S. and Section 291C-141 to 291C-149 (for cyclist) H.R.S., unless waived by the police department.
8. Advance media publicity shall be the responsibility of the (organization)_____ to advise the general public of the event. Such responsibility shall be timely and prevail prior to, immediately before and during the life of the event.
9. The (organization)_____ agrees to protect, defend, indemnify and save harmless the State and its agents and representatives, and the County of Maui and its agents and representatives against any claims, liability, suit or action of every manner and description, for any injury to or death or persons or property damage, whenever such injury, death or damage shall be inflicted on or cause by the organization, sponsor or group, its agents or representatives, in connection with the
(name of event)_____ to be held on _____ 20____,

Between _____ AM/PM and _____ AM/PM.

I/We, _____ representing (name of organization) _____ have read regulations 1 through 9 and agree to all regulations as set forth. As requested, we are forwarding the original copy of a liability policy in the amount of \$1,000,000 Aggregate to cover the period of the event on _____, 20____.

Signed: _____ Date: _____ Time: _____

Representing organization: _____