



SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



370.01 PERMIT / LICENSE / PLANNING REQUESTS 02-16-17

PURPOSE

The purpose of this order is to reduce crime and calls for service by assigning investigative, informational, review and approval responsibility for permit, license, sub-division and environmental planning requests.

POLICY

It shall be the policy of the Sacramento Police Department that all documentation recommending the denial of permits be written under the direction of the Chief of Police (COP) based upon input from the appropriate Office(s).

PROCEDURE

A. GENERAL

1. The Office of Specialized Services (OSS) Program Analyst (PA) shall annually review the City Fee and Charge Report to ensure that the City is requesting sufficient reimbursement. The Fiscal Operations Unit shall provide assistance in making requested changes.
2. The OSS PA shall coordinate the investigation of all permit and license applications with the exception of parks, parades, and special event permits. This includes applications for:
 - a. Alcoholic Beverage Control (ABC) permanent licenses and special use permits for alcoholic beverages (City Planning).
 - b. Pawnshops, secondhand and antique dealers and recyclers and junk dealers as defined in Sacramento City Code Section 5.80.20.
 - c. Gun dealers and their employees; ammunition dealers and their employees.
 - d. Arcades, astrologers, entertainers, pool halls and billiards, and private patrol.
 - e. Taxi drivers, street and food vendors, tow truck drivers, and tow truck companies.
 - f. Solicitors and canvassers, searchlights, and broadcasting.
 - g. Adult performers, adult-related businesses, and somatic practitioners.
 - h. Card rooms and card room employees.

B. PERMIT APPLICATIONS

1. Upon receiving an application, the OSS PA shall:
 - a. Maintain a log of all applications covered by this order.
 - b. Forward the applications and accompanying forms to the appropriate Area Captain for investigation. The Area Captain shall forward the permit investigations to the appropriate Lieutenant. The Lieutenant(s) shall distribute the forms to all watches, who shall complete their portions and return their findings back to the Lieutenant(s) as appropriate.
2. A summary of all findings and recommendations shall be attached as a cover sheet to the investigation package. There shall be sufficient detail in the completed investigation to provide the OSS PA making the recommendation to approve or deny the license or permit with a clear synopsis of the situation. Some permit investigations may require a neighborhood survey or canvass and/or photographs, diagrams, and crime statistics.
3. Before issuing a permit, the following concerns shall be addressed:
 - a. Will the issuance cause a police problem?
 - b. Will the issuance create a danger to the public?
 - c. What conditions can help mitigate the current problems?
4. After the application has been investigated and summarized, the package shall be returned to the OSS PA within the specified time period. The OSS PA shall draft an approval or denial



SACRAMENTO POLICE DEPARTMENT GENERAL ORDERS



letter and route it to the proper authority for signature.

5. ABC Permanent License or Arcade Permit Requests:
 - a. A Letter of Public Convenience or Necessity application shall be approved or denied within 90 days.
 - b. Within five (5) days of the receipt of an arcade application, the OSS PA shall verify that the proposed location has been posted with a Notice of Intent to Operate (SPD 380).
 - c. The application shall be approved or denied within 180 days. If denied, the property shall be posted with a Notice of Decision of Appeal Rights (SPD 381) and copies shall be mailed to property owners, the assigned Hearing Officer, the applicant, and the City Clerk's Office. The OSS PA shall attend protest hearings, if necessary. Summaries of the hearings shall be forwarded to the Chief of Police (COP) by the next working day.
- C. INTERNAL APPROVAL/DENIAL AUTHORITY
 1. The OSS Deputy Chief of Police, or their designee, shall approve applications for the following types of permits:
 - a. Adult-related businesses.
 - b. Massage technicians.
 - c. Escorts and models.
 - d. ABC permanent licenses.
 - e. Gun and ammunition dealers.
 2. All one (1) day ABC license(s) shall be approved by the Area Captain where the alcohol will be served.
 3. The OSS PA shall approve the following types of permits:
 - a. Astrologers.
 - b. Search lights.
 - c. Secondhand and pawnshop dealers, antique dealers, recyclers, and junk dealers (as defined in SCC 5.80.20).
 - d. Solicitors.
 - e. Taxi cab drivers.
 - f. Street and food vendors.
 - g. Tow drivers.
 - h. Card room employees.
 - i. Adult performers.
 - j. Broadcasting.
 - k. Entertainers and pool halls.
 - l. Private patrol.
 - m. Arcades.
 - n. Employee permits for gun and ammunition dealers.
- D. PLANNING REVIEWS AND REQUESTS – The Crime Prevention Through Environmental Design (CPTED) Sergeant shall:
 1. Coordinate all “requests for review” of environmental impact reports (EIR’s), requests for variance, special use permits, other special request permits and planning projects.
 2. Review all planning projects, requests for special permits, variance and EIR’s.
 3. Complete routing requests for departmental input or disseminate information to the appropriate Office or Section.
 4. At the direction of the COP, represent the Department at the City of Sacramento Planning and Design Commission and other meetings where the Police Department’s input concerning environmental design issues is requested or required.