

CHEYENNE POLICE



Protecting the legend...

415 W. 18th Street • Cheyenne, WY 82001 • Phone (307) 637-6500 • Fax (307) 637-6558 • www.cheyennepd.org

March 10, 2020

Dear Parade or Public Special Event Applicant,

Over the last several years we have seen an increase in the number of requests for parade escorts and special events; in 2019 we provided over \$300,000 in police services for special events, which cannot be sustained by taxpayers. Cheyenne is growing, and the Police Department has limited resources in personnel and budget. Therefore, we now require parade permittees and special event promoters to pay for those off-duty police resources that are required for a safe event. We will try to supplement those resources with on-duty personnel when possible to minimize the financial impact to your organization.

Your permit application will be forwarded to the Police Department for review. A detailed estimate of the personnel required will be provided to you prior to the special event. We will highlight the on-duty resources we can make available and subtract their cost from your estimate.

The City Council has designated limited funds for us to assist non-profit organizations who are holding special events or parades on public property. If you would like to apply for a portion of these funds to be applied to your event, please submit a letter to the Police Department outlining your non-profit designation, benefit your event brings to the community and amount requested. You will be informed if the request can be awarded based on availability of funds; no more than \$500 will be applied to one event.

Following the event, the Police Department will mail you an invoice. You will not be charged more than what was estimated. If the actual cost of services for the event is less than estimated, we will adjust to the lower amount.

Sincerely,

Brian N. Kozak
Chief of Police