

DETROIT PUBLIC SCHOOLS

Office of the Inspector General

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TO: All Building Administrators

**FROM: Wilbert V. Marsh, Inspector General
Roderick Grimes, Chief of Police**

**THRU: Karen Ridgeway, Interim Chief Academic/Accountability Officer
Robert Boik, Chief of Staff**

DATE: August 11, 2011

SUBJECT: DPS Protocol for Requesting DPS Police Department (DPSPD) coverage of Homecoming Parades, Pep Rallies and other Events.

The purpose of this communication is to remind Principals of the requirement to notify the DPS Police Department (DPSPD) of events for their schools which are planned to occur off during hours on campus or off campus and may affect security concerns. Events such as homecoming parades and pep rallies even though planned well in advance by school staff must be scheduled with DPSPD as soon as possible. A **two week notice prior to the event** is required by DPSPD in order to provide adequate support for coverage. These events frequently require the blockage of several major streets and careful coordination between the DPSPD and Detroit Police Department.

No DPS homecoming parades or pep rallies shall occur without prior notification to the DPSPD. If the DPSPD receives such notification within two weeks of the event date, there is a possibility the event will have to be cancelled. The Office of Inspector General and DPSPD recommendation to DPS executive management will be to cancel **ALL** requests for such events if timely notification is not received by DPSPD, allowing for adequate coverage.

For events requiring use of DPS schools and facilities by public agencies and community organizations, please be sure to submit Community Use of School Facilities applications in a timely fashion.

If you have any questions regarding this matter, please contact DPSPD at 873-2100.

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