



Chapel Hill Police Department



Subject: Party Registration Program	Number: 400.18
	Pages: 1 of 3

The Chapel Hill Police Department Party Registration Program is designed to allow UNC Students in single family housing neighborhoods and apartment complexes in Chapel Hill to regulate their parties prior to a Law Enforcement response. It is also designed to allow the Chapel Hill Police Department to better utilize the limited resources available at the patrol level.

The Party Registration Program will be used by people who are residents in single family residential houses and apartments. The registrant is required to be a resident at the location where they are registering their party. They are able to register a party at the office of Fraternity and Sorority Life and Community Involvement on the campus of the University of North Carolina through Thursday at 5:00pm for the upcoming weekend. Only parties occurring after 5:00pm on Friday and Saturday nights will be eligible for registration. Parties occurring on New Year's Eve, St. Patrick's Day, Last Day of Classes, Cinco de Mayo, 4th of July, and Halloween will also be eligible for registration if they do not fall on a Friday or Saturday night. Additional days throughout the year may be deemed eligible for party registration at the discretion of the Chief.

Party registrations will only be valid for date and location that is on the form submitted at UNC. Single family residences and apartment units will be eligible for registration. Common areas (pools, parking garages, parks, community/common facilities, etc.), residence halls, official Greek functions, and businesses will not be eligible for registration. Locations that have been deemed to be a nuisance and that are highlighted in the Loud Party Database as places with multiple warnings or have the notation "do not warn" are also ineligible for registration.

The list of parties registered on-campus will be sent directly to the Chapel Hill Police Department on Friday morning for the upcoming weekend. Chapel Hill Police Department patrol officers will not receive a copy of the list of registered parties. The on-duty supervisors will have access to the list of registered parties.

Registered parties will receive a call from the on-duty Watch Commander or available supervisor in the event that their party receives a complaint. The Chapel Hill Police Department will only attempt to make contact with the registrant once and a voicemail will be left if the registrant does not answer. The Watch Commander will contact the second registrant on the form if no contact is made with the first registrant and time permits them to do so.

Once a registrant is contacted by the Chapel Hill Police Department, they will be given a 20 minute window in order to shut down their party. For the purposes of this program, shut down means that the party ends and all people who are not residents at the party must leave the location and not return for the remainder of the evening/morning. This

Subject: Party Registration Program		Number: DRAFT
Revised:	Pages: 2 of 3	Revised:

phone call will serve as the registrant's warning for the party. The registrant of a party is expected to be on property where their party is being held at all times to ensure that they are able to shut a party down upon receiving a warning call from the Chapel Hill Police Department. Registrants/residents of a location where a registered party is being held are expected to answer the door if the Chapel Hill Police Department is dispatched to their residence as part of the rules and guidelines outlined in the program at the time of registration.

Under the Party Registration Program, the following procedures will be followed:

1. Once a loud noise call has been received by Orange County Communications for a residence, they will dispatch the call to a supervisor to notify them of the complaint. The supervisor will check to see if the location for the complaint is on the list of registered parties.
 - a. If a location is on the list, the supervisor will;
 - i. Attempt to contact the first registrant on the form via phone call or text message. A voicemail will be left in the event that no one answers the phone.
 - ii. If contact is not made with the first registrant, the supervisor will call the second registrant if time permits them to do so.
 - b. If a location is not on the list, the supervisor will direct Communications to dispatch an area car to the location for the complaint.
2. If the call received by Communications is for anything other than loud noise (overdose, possible underage party, etc.) at a location that a registered party is being held at, area cars will be dispatched to the location.
3. If additional loud noise calls are received after the 20 minute grace period given to registrants to end their party, Officers will be dispatched to the location.
4. Upon arrival, Officers will use their discretion to determine if the party is in violation of the noise ordinance.
5. If a location is still in violation when Officers arrive on scene, they will:
 - a. Check the LPD (Loud Party Database) to see if the location has been cited, warned, or visited prior to the current call.
 - b. Use their discretion after making contact with the registrants/residents to determine whether a citation is warranted for the violation. It will be acceptable to cite a location that has received their warning call and failed to comply with shutting down their party within the 20 minute grace window.
 - i. The Officer will write a note on the citation that will be sent to the courts to make them aware that the citation was issued as a part of the party registration program.
 - c. Officers will have the discretion to utilize the Misdemeanor Diversion Program if the violators are 16 or 17 years old and are eligible for the program.

Subject: Party Registration Program		Number: DRAFT
Revised:	Pages: 3 of 3	Revised:

- d. Complete an incident report documenting the complaint and outcome of the call.
6. If the party is not in violation of the noise ordinance, Officers will:
 - a. Contact the complainant if they wish to speak with an Officer.
 - b. An incident report will be completed if the complainant wished to speak with an Officer and contact was made with the complainant. The incident will be documented under "loud noise/party" and Officers will free text "Loud Party Complaint (Unfounded)" into the offense block.
7. This program does not stop Officers from pro-actively intervening at residence that is holding a registered party for the following reasons:
 - a. People gathering or overflowing into a roadway.
 - b. Witnessing someone who may be in medical distress.
 - c. Witnessing any other public safety concern or criminal activity other than loud noise.
8. If an Officer proactively intervenes at a location where a party has been registered, the Officer can:
 - a. Contact the Watch Commander or an available on-duty supervisor to verify that the party is on the registered party list then:
 - i. Grant the 20 minute grace window to the location and leave the scene or,
 - ii. Deny the request if there is a public safety concern. Officers can assist in dispersing the party or stand by to ensure people are leaving peacefully, quietly, and immediately.
9. The ALE Investigator will review loud noise reports the following week to determine if any locations are ineligible for registration. These reasons include:
 - a. A location receives two complaint based warnings on consecutive parties no matter the duration of time between when the parties were held. Locations that fall under this section will be prohibited from registering their party for a period of 90 days.
 - b. A location receives a citation. The residents of that location will not be allowed to register a party for one full year from the date that the citation was received. All court proceedings (court costs/fines paid, any other court mandated sanctions completed, etc.) in the Orange County Court System must also be completed before the residents will be eligible to register a party again.
 - c. A location has two or more previous warnings that were the result of 911 calls for an unregistered party. This includes violations and warnings that occurred prior to the implementation of the party registration system. Locations that have prior warnings outside of the party registration system will not be allowed to register a party for one year and will be subject to enforcement action by the Chapel Hill Police Department for any further substantiated violations. A location falling under this section will be able to begin registering parties after a period of one year from their last citation/warning.