



Department of Public Safety  
University Police

<b>General Order Number:</b> <b>GO 701</b>	<b>Effective Date:</b> October 5, 2018	<b>Total Pages:</b> 6
<b>Subject:</b> <b>SECURITY POLICY</b>		
<b>Reference Standards:</b> <b>CALEA: 46.2.7</b>		
<b>Amends:</b> GO 701 July 4, 2014	<b>Rescinds:</b>	
<b>Attachments:</b>	<b>Reevaluation Date:</b> October 2019	
<b>Approved By:</b> Edward Stephens, Chief of Police	<b>Signature:</b> Signed copy will be kept on file in the Professional Standards Unit	

**I. OBJECTIVE:**

To establish guidelines and procedures for determining when security will be required for events held on the campus of Kennesaw State University, for assigning security personnel to events held on campus, and for determining when and how much persons or entities holding events on campus should be charged for those security arrangements.

**II. POLICY:**

It is the policy of the Kennesaw State University Police Department to promote a safe and secure environment to all members of the community while on the property or under the care, custody, and control of Kennesaw State University. To accomplish this objective, a written plan will be developed prior to each event where security is required or where KSU decides to provide security to assign personnel to conduct specific duties prior to, during, and after the event.

**III. PROCEDURES:**

**A. RESPONSIBILITY**

1. The KSU Police Department is responsible for providing event security on campus and to those functions sponsored by a university-affiliated organization. Other law enforcement agencies and contract security services may not be used unless approved by the KSU Police Department, Vice President for Operations, or the President of the University.
2. University departments and student organizations planning events where security is required must contact the KSU Police Department to coordinate security needs. In addition, the President’s Office or the Division of Student Affairs may notify the KSU Police Department of other events where it believes KSU may want to provide security arrangements.

3. The Administrative Services Unit of the KSU Police Department is responsible for initial receipt of information pertaining to an event where security services are required or may be deemed advisable.
4. Events requiring parking considerations will be have these related needs coordinated in collaboration with the KSU Department of Parking and Transportation.
5. The Administrative Services Unit of the KSU Police Department will be responsible for posting the event assignment form in the Netsential Briefing Log and for billing departments or organizations for security staffing and services.
6. The Records Unit of the KSU Police Department will be responsible for records retention as may be required by law according to the institution's retention schedule.

**B. REQUIRED SECURITY VERSUS DISCRETIONARY SECURITY**

1. Security will be required for any events where one or more of the following conditions are present:
  - a. Alcohol will be present;
  - b. Individuals expect to be handling \$500 or more in cash; or
  - c. The anticipated attendance is 100 or greater, not including any individuals who may gather to protest the event.
2. The KSU Police Department, in consultation with other KSU departments, may choose to provide security for other events on campus where security is not required.

**C. STAFFING AND SECURITY SERVICES**

1. Assessing Security Needs: The Special Operations Section Captain, in coordination with the Administrative Services Unit, shall determine the security needs at an event by utilizing the following criteria:
  - a. Estimated number and age of attendees at the event
  - b. Size of the venue
  - c. Location of the venue, including strategic vantage points and the existence of natural barriers

- d. Number of access routes (ingress and egress) or entrances and exits into/out of the venue
- e. Access to restrooms and other facilities near the venue
- f. Type of event (sporting, conference, or festival)
- g. Whether the event will be open to the public
- h. Whether there will be a ticketing process and what type
- i. Length of time scheduled for the event
- j. Whether the event will occur during daylight or evening hours
- k. Whether a fee will be charged for entry, goods, or services
- l. Whether alcohol will be served at the event
- m. Whether other law enforcement agencies and/or contract security services will be provided
- n. Whether and where cash will be handled at the event

The determination of security needs that will be charged to the organizing person or organization for any event shall not be based on the content or viewpoints anticipated to be expressed during the event, including the possible reaction to the content or viewpoints anticipated to be expressed during the event. As stated elsewhere in this policy, the university may choose to provide additional security to handle possible reactions to the event, so long as those costs are not passed on to the organizer.

2. The KSU Police Department shall determine whether to staff an event with sworn or unsworn officers, but events authorized for the presence of alcohol must be staffed with at least one sworn officer.
  - a. Events not requiring the presence of a sworn officer may be posted by the Administrative Services Unit for coverage by non-sworn Public Safety personnel.
  - b. Events with a standard event plan on file may be posted by the Administrative Services Unit for coverage by non-sworn Public Safety personnel and sworn Officers. Examples of these standard event plans include, but are not limited to, regular season basketball, baseball, and football games.

- c. Non-sworn public safety personnel may be used in conjunction with sworn officers to work events requiring sworn police services when at least two sworn officers are assigned to the event
3. If sworn officer services are required, the basic formula for assigning officers is one officer for up to 250 attendees, an additional officer for the next 500 attendees, an additional officer for the next 750, and one additional officer for each 1000 persons thereafter. If the event requires a fixed post, such as ticket sales, an additional officer is required for posting in the public area near the ticket sales, but not inside the sales office. The KSU Police Department may assign additional officers to the event if, in its determination, events so require.

**D. PAYMENT FOR SECURITY SERVICES**

1. The department, group, organization, or person sponsoring or hosting an event where security is required shall be required to pay for the costs of those services according to the following rubric:

<b>Anticipated Attendance</b>	<b>Number of Billable Officers</b>
0–250	1
251–750	2
751–1500	3
1501–2500	4
For each additional 1,000 people	1 additional officer

If the event is expected to involve the handling of \$500 or more in cash at a fixed location or locations, the sponsor or host of the event will also be required to pay for an officer posted at each such location.

The hourly rate the sponsor or host of an event will be charged per officer is posted on the KSU Department of Public Safety website.

The event sponsor or host will be required to pay for any additional officers or security services requested by the sponsor or host.

2. The department, group, organization, or person sponsoring or hosting an event shall not be charged for security services provided for the estimated number of counter protestors or in anticipation of or in response to protests or hostile reactions to the viewpoints, opinions, or expression of those participating in the special event. Nor shall it be charged for any security services above and beyond those in the rubric above that KSU or the KSU Police Department may choose to provide.

## **E. EVENT DAY PROCEDURES**

1. The Officer-in-Charge will initiate contact with the sponsoring organization's onsite event coordinator upon arrival at the event venue to coordinate support.
2. The on-duty shift supervisor will be the designated Officer-in-Charge of any event staffed with two or less Department personnel, if both officers staffing the event are of nonsupervisory rank (excludes Corporal, Detective, or Inspector).
3. A supervisor, Corporal, Detective, or Inspector will be assigned to work as the Officer-in-Charge of any event staffed with three or more Department personnel.
4. A command rank officer (Lieutenant or above) will be assigned as the Officer-in-Charge (OIC) for any event which is staffed with department personnel in coordination with another law enforcement agency or contracted security service, unless otherwise approved by the Chief of Police.
5. The Special Operations Section Captain or designee will prepare an event plan for any special event staffed with five or more department personnel and submit the Event Plan for approval to the Deputy Chief for Operations.
6. Copies of the Event Plan will be provided to each Department personnel working the event.
7. Any special event staffed with five or more Department personnel and/or staffed in coordination with another law enforcement agency or contracted security service will conduct an event briefing with all oncoming personnel prior to posting at assignments.
8. The on-duty Patrol Shift Supervisor must be notified of event briefing time and location.
9. Events staffed in coordination with another law enforcement agency, contracted security service, and/or volunteer event security must include a Federal Clery Act Compliance component as part of the event briefing to these individuals.
10. The Special Operations Section Captain will annually review the standard event plans on file with the Administrative Services Unit to ensure any needed revisions are made and kept current.

## **D. AFTER ACTION REPORT**

1. If an event operated under the guidance of a required Event Plan, The OIC for the event will conduct a debriefing at the end of the event with remaining personnel to review the successes of the operation and formalize feedback for improvements.
2. Personnel with assignment durations that do not last to the conclusion of the event

shall provide feedback, if any, when they conclude their assignment and sign out with the OIC. The OIC will include any feedback received in the debriefing.

3. A completed After Action Report must be submitted to the Deputy Chief of Operations, no later than three business days following the event.

#### **E. CANCELLATION**

The University, in consultation with the Chief of Police, shall make every reasonable effort to allow an event to go forward or continue while taking all necessary steps to ensure public safety, but it retains the discretion to cancel any event in circumstances in which the security risk to the University is too high to be adequately addressed with available resources.