



Department of Public Safety
University Police

Table with 3 columns: General Order Number (GO 701), Effective Date (July 4, 2014), Total Pages (4). Subject: SPECIAL EVENTS. Reference Standards: CALEA: 46.2.7. Amends: (empty), Rescinds: (empty). Attachments: (empty), Reevaluation Date: July 2015. Approved By: Roger Lee Stearns, Chief of Police. Signature: Signed copy will be kept on file in the Professional Standards Unit.

I. OBJECTIVE:

To establish guidelines and procedures for assigning personnel for special events.

II. POLICY:

It is the policy of this department to promote a safer and more secure environment to all members of the community, while on the property under the care, custody, and control of Kennesaw State University. To accomplish this objective, a written special event plan will be developed prior to each specific event to assign personnel to conduct specific duties prior to, during and after the event. [46.2.7]

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 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 special events such as parties, rallies, etc... must contact the KSU Police Department to coordinate security needs.
3. The sponsoring department or organization will be required to pay for any event security services provided, unless otherwise approved by the Chief of Police.
4. The Administrative Services Unit is responsible for initial receipt of Special Event scheduling that may require event security services from the Police Department.
a. Events requiring parking considerations will be have these related needs coordinated in collaboration with the KSU Department of Parking and Transportation.

- b. Events requiring the services of sworn officers will be forwarded to Special Operations and evaluated for determining staffing needs if any of the following conditions are present:
    - 1) Presence of alcohol
    - 2) Cash handling at event, for amounts expected \$500 or greater
    - 3) Anticipated attendance is 100 or greater
    - 4) Commencement, distinguished speakers, and organized protests
    - 5) Concerts, festivals, and sporting events
  - c. 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.
  - d. 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.
  - e. The Administrative Services Unit will be responsible for posting the special event assignment form in the Netsential Briefing Log, and billing departments/organizations for event staffing and services.
  - f. The Records Unit will be responsible for records retention as may be required by law according to the institution's retention schedule.
5. The Special Operations Section Captain in coordination with the Administrative Services Unit is responsible for ascertaining needs at a function by utilizing the following criteria.
- a. Historical background
    - 1) Previous experience with same group
    - 2) Similar types of events at the institution
    - 3) Same type of event at other campuses
  - b. Location of event
    - 1) Access routes (ingress and egress)
    - 2) Natural barriers
    - 3) Strategic vantage points
    - 4) Police Command Post
  - c. Scope and nature of event
    - 1) Size of estimated attendance
    - 2) Age of estimated attendance
    - 3) Presence of alcohol (sold or provided)
    - 4) Time, date and length of event
    - 5) Type of event (sporting, conference, festival)
  - d. Support Services and Coordination
    - 1) Involvement of other law enforcement agencies and/or contract security services
    - 2) Anticipated need for Emergency Medical Services and Fire Department
    - 3) Involvement of other campus departments

## B. STAFFING

1. 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.
2. 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.
3. Events authorized for the presence of alcohol must be staffed with at least one sworn officer.
4. Non-sworn Public Safety personnel may be used in conjunction with sworn officers to work special events requiring sworn police services, when at least two sworn officers are assigned to the event.
5. The Officer-in-Charge will initiate contact with the sponsoring organization's onsite event coordinator upon arrival at the event venue to coordinate support.
6. 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)
7. 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.
8. 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.
9. 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.
10. Copies of the Event Plan will be provided to each Department personnel working the event.
11. 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.
12. The on-duty Patrol Shift Supervisor must be notified of event briefing time and location.
13. 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.

14. 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.

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