



BROWN

DEPARTMENT OF PUBLIC SAFETY
Office of the Chief

To: Campus Departments
Student Activities Office
University Scheduling Office
Office of University Event & Conference Services

From: Colonel Mark J. Porter

Date: December 3, 2010

Re: **DPS Staffing Policy for Campus Events**

The Department of Public Safety (DPS) routinely provides police and security services for special events held on the Brown University Campus. Periodically, we are asked by campus organizers and event planners to provide a more detailed description of the criteria required to evaluate and assess security needs for campus events.

In order to ensure that all departments and student groups planning campus events are aware of the requirement for notifying DPS of their planned events and our criteria for assessing DPS staffing, we are providing you with this memorandum and ask that you circulate it to members in your organization responsible for organizing campus events.

For additional assistance, you may visit our website to view our [Security Event Review Form](#) when planning your event on campus, or contact Jillian Rourke directly at the Department of Public Safety at 863-2027.

DPS EVENT REVIEW POLICY

The Brown University Department of Public Safety (DPS) is responsible for providing police and security services on campus and for coordinating and determining police and security staffing at all events on campus such as parties, dances, rallies, lectures, dignitary visits, sporting events, etc., including those events/functions sponsored by non-university organizations.

Adequate security and crowd management are integral aspects of event planning and all event sponsors and organizers (i.e., student organizations, departments, students, faculty and staff) share in the responsibility for the safety and well-being of audience members, participants, performers and workers.

RESPONSIBILITIES FOR EVENT SPONSORS

Sponsoring groups and members of the Brown University Community that are planning, supervising, sponsoring or coordinating an event, must contact DPS at least 21 days prior to the event in order to allow for the proper evaluation, coordination and planning of security needs and to comply with union contract(s) requirements. **If no security issues or risks are present, there may be no need for a DPS Detail for the event; however, that determination will be made by the Department of Public Safety, in consultation with the event sponsor/organizer.**

The sponsoring organization will be expected to designate individuals to conduct the event in an orderly fashion e.g., establishing orderly lines for entry, selling tickets, issuing bracelets, stamping hands for re-admittance, checking identification, etc.

CRITERIA FOR DETERMINING DPS STAFFING AT AN EVENT

Determining DPS police/security staffing at a campus event will be based on the nature of event and several factors associated with the event. *If no security issues or risks are present, there may be no need for an officer; however, that determination will be made by the Department of Public Safety in consultation with the event sponsor/organizer.*

DPS police and security details are usually required for events:

- When alcohol is served
- When cash is collected
- With certain estimated crowd size
- Type of event (i.e., public invited/only Brown Community)
- In cases where safety and security concerns are evident

CROWD SIZE	DPS OFFICERS RECOMMENDED
1-50	Staffing will be based on nature of event. If no security issues or risks are present, there may be no need for an officer; however, that determination will be made by the Department of Public Safety.
75-200	1-2 Additional staff may be required based upon nature of the event
225-300	2-3 Additional staff may be required based upon nature of the event
300-500	3-4 Additional staff may be required based upon nature of the event
500+	4 + Level of staffing will be based on nature of the event

Other Factors Used To Determine DPS Staffing at Events:

- a) Type of event: (Lecture, Class F Party, Sporting Event, Fundraiser, Demonstration etc.)
- b) Estimated Crowd Size: (see chart above).
- c) Location of Event: Events which require controlled access to many potential entry points and anticipated loitering outside the event may require a higher level of staffing.
- d) Higher Profile or VIP Speakers or Subject Matter: Celebrities, controversial speakers, and some politicians may require “dignitary protection” measures, which normally go beyond normal event security measures. Similarly, events which have controversial or highly charged subject matter may warrant special security consideration.
- e) Prior History: If an event is conducted with any level of repetition (annually, each semester, monthly, etc.), DPS will examine past event history to ascertain if the event usually ran smoothly, or had been prone to security problems. Problem events may warrant a higher level of security coverage.
- f) Open to the General Public/Advertising: Events which are open and/or advertised in the media beyond the Brown University Community may require a higher degree of security consideration (staffing, physical security, etc.). Additional security consideration will be given for the use of DJ’s, and live bands.
- g) Whether or not money is being collected at the event
- h) Searches: Searches of event attendees are authorized only when coordinated and approved by DPS. Non intrusive searches may be conducted by event staff such as checking bags or use of electronic wands or magnetometers.
- i) All events open to the general public or to the Brown Community-at-large, must be held in accessible locations.
- j) Construction Projects: Events that impede or disrupt pedestrian walkways or vehicle traffic, may affect the number of DPS Staffing.

While the Department of Public Safety works closely with all campus organizations to provide a safe environment for special events; final decision over the level of security measures for an event will need is the responsibility of the Chief of Police or his designee.

ROLE AND RESPONSIBILITY OF DPS OFFICER

1. Reporting to Detail/Event

Officer(s) assigned to an event have primary responsibility for ensuring the perimeter of the event and for supporting the event coordinators and managers as necessary and/or as requested:

- a) The detail officer(s) will arrive one-half hour before the event starts to confer with the responsible students as to their posting. The detail officer(s) will leave one-half hour after the event has ended
- b) Officers are to seek out the contact person or person managing event upon arrival.
- c) If no one is present and it does not appear the officer is required, the officer shall report this immediately to the shift supervisor, who will attempt to contact the listed contacts for the detail
- d) If upon reporting to the detail the parameters or instructions of the detail are changed by the party contracting the detail, the officer is to report this immediately to the shift supervisor
- e) Please note that the Undergraduate Finance Board automatically pays for all DPS details for category III organizations
- f) All other groups are required to pay in advance

2. Public Safety Roles and Responsibilities at Student Social Functions

Officers assigned to an event have primary responsibility for ensuring the perimeter of the event and for supporting the event coordinator(s) and manager(s) as necessary and/or as requested.

Officers assigned to social functions also have the following responsibilities:

- a) Prior to doors opening at an event, sweep the event space with the event coordinators to ensure that all other entry points are secure and coordinators/managers are in place, egress points are clear in the event of an emergency and rooms not being used as part of the event within the building are locked/secured to prevent access. During this sweep, only students working the event and DJ's or other event personnel should be permitted to remain. The doors should not open until DPS and the coordinators both agree that the event space is ready and all personnel are in their assigned place. The SAO Evening Manager(s) should also be present and confirm the event is ready to open if he/she is present
- b) Monitor and support coordinator/manager. Officers should address guests who become belligerent, or who are not being cooperative with event managers/coordinators
- c) Ensure guests are not accessing the event from other entry points from the exterior of the event
- d) If you observe and/or suspect violations of University Policy, Rhode Island Law or City Ordinance, take appropriate action based upon your position and training. Notify your supervisor and assist event managers/coordinators in determining appropriate action

- e) Conduct several random checks (approximately one per hour) of the event with the event coordinator and the SAO evening manager, if applicable
- f) Intervene when requested by the event coordinator, social function manager, SAO evening event manager or when it is reasonable and prudent to do so, including escorting disruptive or intoxicated guests out of the event. This should be done within the boundaries of your position authority and in keeping with your training and department policy
- g) Assist in the event of any emergency
- h) Once doors have been closed (generally 30 minutes before the end of an event), managers/coordinators and DPS Officers should work together to disperse any crowds from the exterior of event. This should be done again prior to official end of the event
- i) At the conclusion of the event the officer(s) will assist event managers in clearing the interior of event (lights should go on and music be turned down 10-15 minutes prior to closing
- j) Officers should not leave the event until the event coordinators/managers and if applicable, the SAO evening manager, agree that the area has been cleared and the event is officially over. Exterior doors should be appropriately secured and checked to assist event managers/coordinators in ensuring no guests re-enter after the event is closed
- k) Officers are to provide security to event coordinators/managers while they are securing alcohol and/or cash at the end of an event
- l) When the integrity of the event is compromised and/or guest safety is questioned, including the following situations: excessive noise, unruly guests, event is going beyond the stated time and it is not reasonable or permitted due to policy or law to continue, fire capacity limits are exceeded, or the social function plan has been compromised:
 - 1) Notify the Shift Supervisor and take action as warranted
 - 2) Shut down the party and/or close the door to the event
 - 3) These decisions, except in emergencies, should always be made by the DPS shift and/or detail supervisor, in conjunction with event coordinators and, if applicable, the SAO evening manager. Generally, the protocol is as follows:
 - Minor issues are brought to the attention of event managers/coordinators
 - Major issues (i.e. those that compromise the integrity of the event and/or guest safety) should be brought to the attention of the event coordinators, who then have the responsibility to immediately implement effective corrective action or to make the decision to end the event

HOW TO NOTIFY DPS ABOUT YOUR EVENT

DPS has put together a [Security Event Review Form](#) to help determine whether a security detail is needed for your event. Requests for Public Safety Staffing for events should be made as far in advance as possible and must be submitted on-line, at least three weeks prior to the event. The following questions are examples of what will be asked on the form:

- Location, Date, and Time of Event
- Event Name, Speakers, Topics
- Is the Event Open To The Public, Alcohol, or Cash Exchanged

For further assistance, during business hours, Monday through Friday 8:30 am – 5:00pm, please contact jillian_rourke@brown.edu Administrative Services Bureau or by calling 863-2027.

After business hours, you may contact the DPS On-Duty Shift Supervisor at 863-1663.

DETAIL SECURITY RATES/CANCELLATION POLICY

In order to avoid billing, cancellation must be received by DPS twelve (12) hours prior to the start of the requested detail. Contact jillian_rourke@brown.edu Administrative Services Bureau at 863-2027 during business hours. If calling after hours, contact the DPS On-Duty Shift Supervisor at 863-1663.

If cancellation is not received, a four (4) hour minimum for each of the requested detail officers shall be billed. For further information regarding Detail Rates visit: [Detail Security Rates](#) or contact jillian_rourke@brown.edu.

USING OUTSIDE APPROVED SECURITY AND/OR EVENT MANAGEMENT

By policy and contractual agreement, no other law enforcement agencies, contract guard services or proprietary security personnel may be used on campus unless approved by the Department of Public Safety. Using external agencies or services at campus events may incur liability and/or violation of collective bargaining agreements.

When using approved outside security and event management services for campus events, the Department of Public Safety will:

- Review proposed contractual agreements to ensure no conflicts with established DPS policies and/or union agreements
- Ensure compliance with emergency communications procedures prior to and during campus event
- When necessary and consistent with other outside service vendors, a personnel background identification check (BCI) should be conducted when services are provided in sensitive areas on campus (i.e. residence halls etc.)