

Security Services at On-Campus Events

Policy No.: 800-20

Effective: 11/01/04

POLICY:

The University Department of Police Services provides, approves and supervises all police and security functions on university property and property leased by the university. They ensure the integrity and quality of service to the campus community, and provide a consistent level of security services on campus. This policy applies to all University and Non-University personnel and organizations who utilize campus facilities and is applicable to all MOU agreements.

PROCEDURES:

1. No other law enforcement agencies, contract guard services or proprietary security personnel may be used on campus unless approved and supervised by the University Department of Police Services.
2. University Departments that are planning, supervising, sponsoring or coordinating special events such as parties, dances, rallies, special speakers, etc. must contact the University Police Department at least 17 working days prior to the event in order to allow for the coordination and planning of security needs and to comply with Police Union contract requirements (Union contract requires that officers be provided a minimum 14 days notice if their work schedule is to be changed).
3. The Department of Police Services is authorized and responsible for determining the security needs and staffing levels of an event by utilizing the following as minimal criteria:
 - a. Nature and scope of event
 - b. Location of the event
 - c. Expected attendance, ticket sales and type of advertisement used
 - d. Use of alcoholic beverages
 - e. Security services information at other locations where a similar event has previously been held.
 - f. Any previous security problems associated with this type of event that required police action.
 - g. Sponsoring departments will be required to reimburse the Department of Police Services for all security costs (including any appropriate overhead costs) associated with the event.
4. If the Department of Police Services determines that additional personnel are required to provide security services for an on-campus event, the Department of Police Services will provide the sponsoring department with a cost estimate for said services. The sponsoring department will then submit a security service requisition to the Department of Police Services at least 16 working days prior to the event.

RESPONSIBILITIES:

Sponsoring Departments:

University departments that are planning, supervising, sponsoring or coordinating special events such as parties, dances, rallies, special speakers, etc. must contact the University Police Department at least 17 working days prior to the event in order to allow for the coordination and planning of event security needs. A security service requisition must be submitted to the Public Safety Department at least 16 working days prior to the event. The sponsoring department is responsible for paying costs of the event within 30 days of receipt of actual security costs.

Department of Police Services:

The Department of Police Services is responsible for providing security services at all events/functions on campus including those events/functions sponsored by non-university organizations. The Public Safety Department will forward to the sponsoring department an information memo outlining the actual security costs following the event. The memo will be sent within 10 working days after the event.

REFERENCES:

[State of California Penal Code Section 830.2c](#)

[State of California Education Code Section 89560](#)

FURTHER INFORMATION:

Questions may be referred to the Department of Police Services by calling 818-677-2201.

APPROVED BY THE PRESIDENT