

# Procedural Directive

**California State University  
Northridge  
Department of Police Services**



To: All Police and Dispatch Personnel  
Subject: Fraternity/Sorority Event Registration Procedures  
Directive Number: 2004-01  
Date: December 18, 2019  
Amends/Supersedes: February 26, 2004 version; January 27, 2010 version; January 8, 2014 version; January 7, 2015 version.  
Approved: Gregory L. Murphy, Chief of Police

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Attached to this procedural directive is the fraternity/sorority event registration procedure and spot check form which is utilized as a tool to improve internal university communications concerning fraternity and sorority events and university oversight on the entire fraternity/sorority event registration process.

This process is a mandatory procedure should we receive notice of registered fraternity/sorority events. The California State University, Northridge (CSUN) Department of Police Services will be responsible for spot checking all registered events within our jurisdiction to ensure that they are in line with the event registration and to deter any problems within the neighborhoods in which the frat houses are located. It is our expectation that members of the CSUN Department of Police Services will provide early intervention via the spot check process and hopefully deter any major problems from erupting as a result of fraternity and sorority parties.

In addition to the spot checks of registered events, neighbors have been encouraged to contact our Department for issues such as excessive noise and other less than critical problems. The goal is to deter problems before they start as well as document these incidents for the information of student affairs so that they can work with students to correct problem and annoying behavior. As always, Los Angeles Police Department will continue to be responsible for major emergency situations. Whenever possible we will assist Los Angeles Police Department in these situations when we are notified as per the protocol.

## **Office of Student Affairs**

### **Off-Campus Event Registration Procedures for Fraternity and Sorority Organizations**

The following guidelines are offered to assist fraternity and sorority leaders in planning organizational social events. Careful thought and planning should surround each and every event in which an organization accepts the responsibility of acting as a social host. The implementation of this policy applies to any fraternity or sorority social event that includes more than 3 guests per live-in member of the organization.

Many of the guidelines herein refer to specific provisions of policies and resolutions of the Interfraternity Council, Panhellenic Council, United Sorority and Fraternity Council, the National Pan-Hellenic Council, the CSUN Student Organization Code of Ethics, federal and state law, local city ordinance, and (inter)national organizational policies. For specific references to these policies, please refer to the Fraternity and Sorority Guidelines manual and/or contact the Fraternity and Sorority Advisor in the Matador Involvement Center.

#### **Section I: Pre-Event Planning & Event Registration**

**Step 1:** Organization obtains the "Off-Campus Event Registration Form" from the Matador Involvement Center located in the University Student Union. Organization lists all relevant information on form including: date of event, location, theme, total number of people attending, security arrangements, and risk management arrangements. Please note: this process must be completed at least 2 weeks prior to the event, thus obtaining the form should occur earlier than the 2 week deadline to allow the proper amount of time for its completion.

**Step 2:** Organization meets with Fraternity and Sorority Advisor to discuss all final arrangements of event to determine full compliance with all applicable local/national, campus, and state policies, rules and regulations, including municipal and fire codes. The following arrangements will need to be discussed:

- The theme of the event and the manner in which the theme is being utilized throughout the event planning. Themes must be in compliance with relevant policies and may not promote the use of alcohol.
- The method being utilized to obtain the event guest list, if required. The guest list must be at the entrance to the event at all times. For events being held at privately owned, non third-party vendor locations, a guest list must be submitted to the Matador Involvement Center no later than 96 hours before the event.
- The procedures that are being utilized in checking the identification of each person attempting to attend the event. This must consist of both checking for a college ID as well as identifying those persons who are of legal drinking age, should alcohol be present at the event. The use of wristbands to identify persons of legal drinking age is encouraged.
- The type and quantity of non-alcoholic beverages that will be provided.

- The type and quantity of food that will be provided.
- The arrangements that have been made to respond to intoxicated persons at the event. This includes, but is not limited to, persons who arrive intoxicated, persons who become intoxicated and unruly at the event, and persons who attempt to leave the event in an intoxicated state.
- The actions that the organization has taken to notify and work with the neighbors, when applicable, to promote positive ongoing community relations.
- The specifics of implementing the organization's written plan for hosting social events containing alcohol.
- Identify the licensed security agency or sworn police officer who has been contracted to provide security for the event. The name and contact information for this person must be provided.
- Identify the member of the organization who will ultimately be responsible for security and all actions that take place at the event. The name and contact information must be provided.
- The protocol that the organization is prepared to take to respond to complaints during the event.
- The arrangements that the organization has made for providing safe transportation to and/or from the event for guests.
- The arrangements made with any third-party vendor location for the event. The name and phone number of the person in charge of such a facility must be provided.

**Step 3:** Fraternity or sorority submits completed Off-Campus Event Registration form to Fraternity and Sorority Advisor for signature along with a copy of written notification of event to neighbors and guest list (when applicable). Completed form is also signed by Chapter president and person responsible for event. All off-campus events must be registered at least 2 weeks before the event date. Successful completion of this step signifies official registration of event.

**Step 4:** All flyers and advertising of event must also be approved by and copies submitted to Fraternity and Sorority Advisor. Advertising of event must not occur until after event has been officially registered. Advertising of event must comply with all relevant campus and organization risk management policies (for example, advertising of events with billboards and flyers that normally require invitations and guest lists only would violate national policy and will not be approved). Phone and voicemail message systems to keep track of guest lists do not comply with most national risk management policies. The posting of billboards on certain properties may violate city signage ordinances and should be verified by the city prior to their placement.

**Step 5:** Fraternity or sorority notifies all neighbors (when applicable) in writing at least 96 hours in advance of the event. A copy of this written notification shall be submitted along with the original "Off Campus Event Registration Form."

**Step 6:** Fraternity and Sorority Advisor notifies CSUN University Police and Housing of all registered weekend events by Wednesday of that week via email.

## **Section II: Security Protocol During Event**

University police will (unless tied up with emergency response) provide random spot check of registered off-campus fraternity and sorority events that are within the immediate adjacent geographical border of the campus as well as special meeting locations such as Parking Lot F10. University police, when spot checking, will note in writing on the University Police "Spot Check" form the approximate observable crowd size and tenor of the event so as to compare originally stated number of guests on the registration form as well as the tenor of the function during the spot check. University police will at their discretion, file a police report of any incidents where the use of notes for the spot check are not sufficient.

In any given situation where organizational leadership determines that an issue may arise where their hired security would not be able to address the incident, the fraternity or sorority leadership is recommended to call CSUN University Police before it transitions to a "crises" situation. Students are reminded that they should dial "911" for the Los Angeles Police Department IN ALL EMERGENCIES. A second call should be placed to California State University, Northridge police (818) 677-2111 so that they may also respond for assistance and University information purposes. When issues may arise at third party vendor locations and/or further away from campus, the organization should work with local security first and then dial "911" for emergencies.

Any neighbors voicing complaints should first be directed to the individual organization leadership. If neighbors deem the response to be unsatisfactory, they may then contact CSUN University Police. In the EVENT OF AN EMERGENCY, neighbors should dial "911" for Los Angeles Police Department response. A second call may be placed to California State University, Northridge police for assistance and University information purposes.

## **Section III: After Event Assessment**

**Step 1:** Any incidents that may have required police response will be reported by University police to the Dean of Students the morning following the event. A copy of the "spot check" form will be forwarded to the Dean of Students and the fraternity and sorority advisor via campus mail the day after the event. This will ensure immediate correspondence with the organization to investigate what may have occurred and rectify the situation in a timely matter.

**Step 2:** For each registered off-campus event, the fraternity or sorority leadership will be sent a written event debriefing form from the Fraternity and Sorority Advisor so as to gain immediate insight as to the coordination and management of the event. This response will seek information so as to improve event management procedures and offer future collaborative efforts that may be undertaken between the organizations and the CSUN University Police.

**Step 3:** In the event that a situation would dictate judicial action within the University or a Greek leadership council, CSUN University Police will be available to assist in the investigation if deemed appropriate by the Chief of Police. Police will also be provided with a timely notice so that they are available to testify at a judicial hearing.

#### **Section IV: Ongoing Event Management Support**

In order to support the continued education of the Greek community on proper event management, the CSUN University Police will be requested to assist the Fraternity and Sorority Advisor in conducting an educational workshop at the beginning of each semester for chapter leaders. This workshop will include items such as: laws pertaining to alcohol, guest list enforcement, risk management, crowd control, safety, and protocol for gaining law enforcement assistance.

In assisting the Greek community in their strategic planning efforts, the CSUN University Police force has volunteered to also work with and educate the Greek risk management taskforce as outlined in the COMPASS Strategic Plan.



**CSUN Department of Police Services  
Registered Off-Campus Event Spot Check Form**

**NOTE:** Officers shall complete this form when spot checking registered off-campus events. A copy of the Student Development Off-Campus Event Registration Form will be stapled to this form and turned in to the shift supervisor at end of watch.

**Name of Organization:** \_\_\_\_\_

**Location of Event (Address):** \_\_\_\_\_

**Type of Event:** \_\_\_\_\_

**TIME OF SPOT CHECK:** \_\_\_\_\_

**OFFICERS CHECKING EVENT:** \_\_\_\_\_

**CONDITIONS NOTED:  
ESTIMATED CROWD SIZE:** \_\_\_\_\_

**TENOR OF FUNCTION:**  
\_\_\_\_\_  
\_\_\_\_\_

**SECURITY OFFICERS PRESENT?**      \_\_\_ Yes      \_\_\_ No

**OTHER OBSERVATIONS:**  
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**Location of Event (Address):** \_\_\_\_\_

**Type of Event:** \_\_\_\_\_

**TIME OF SPOT CHECK:** \_\_\_\_\_

**OFFICERS CHECKING EVENT:** \_\_\_\_\_

**CONDITIONS NOTED:** \_\_\_\_\_

**ESTIMATED CROWD SIZE:** \_\_\_\_\_

**TENOR OF FUNCTION:**  
\_\_\_\_\_  
\_\_\_\_\_

**SECURITY OFFICERS PRESENT?**      \_\_\_ Yes                      \_\_\_ No

**OTHER OBSERVATIONS:**  
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**Location of Event (Address):** \_\_\_\_\_

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**TIME OF SPOT CHECK:** \_\_\_\_\_

**OFFICERS CHECKING EVENT:** \_\_\_\_\_

**CONDITIONS NOTED:**  
**ESTIMATED CROWD SIZE:** \_\_\_\_\_

**TENOR OF FUNCTION:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**SECURITY OFFICERS PRESENT?**      \_\_\_ Yes                      \_\_\_ No

**OTHER OBSERVATIONS:**  
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**Approving Supervisor's Signature** \_\_\_\_\_

**Date / Time** \_\_\_\_\_