



BROWN

Department of Public Safety  
Office of the Chief

To: All Campus Departments  
From: Colonel Mark J. Porter  
Date: April 27, 2018  
Re: **DPS Staffing Policy for Campus Events & Construction Projects**

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.

When you have all your information gathered for your event, please visit our [Security Event Review Form](#) to submit your event to DPS for consideration. For additional assistance, you may contact Jillian Rourke directly at the Department of Public Safety at 863-2027. **To order a detail, email: [dps\\_detail@brown.edu](mailto:dps_detail@brown.edu).**

### **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, construction projects, etc., including those events/functions sponsored by non-university organizations.

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.

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. See Other Factors (below)

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 (e.g. public invited or Brown community only)
- In cases where safety and security concerns are evident

## **ESTIMATED AUDIENCE SIZE**

- For an audience of 1-100, staffing will be based on nature of event.
- For an audience of 100-300, DPS recommends 1-2 security staff members.
- For an audience of 300-500, 2-3 security staff members.
- For an audience of more than 500, level of staffing will be based on nature of event.

Other Factors Used To Determine DPS Staffing at Events:

- a) Type of event: lecture, student social, sporting event, fundraiser, demonstration, etc.
- b) 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.
- c) Open to the general public/advertising: Events which are open and/or advertised in the media beyond the Brown University.
- d) Outside Speakers or controversial subject matter may require “dignitary protection” measures, which normally go beyond normal event security measures.
- e) Prior History: If an event is conducted with any level of repetition (annual, each semester, monthly, etc.) DPS will examine past event history to ascertain staffing levels.
- f) Bag check or checkpoint: Searches of event attendees are authorized only when coordinated and approved by DPS. Any intrusive search of event attendees must be conducted by a police officer based upon cause. DPS requires at least one police officer for every point of entry where searches are to be conducted.

As a safety precaution for all events, please refer to the [Fire Safety checklist](#).

## **CRITERIA FOR DETERMINING DPS STAFFING AT CONSTRUCTION PROJECTS**

Projects which impede or disrupt pedestrian walkways or vehicle traffic, may affect the level of DPS staffing. Construction projects, renovations, or repair work - on campus - may bring issues of safety involving vehicular and pedestrian traffic and safety.

When a campus construction zone impacts a city or campus street, sidewalks, or walkways, any restriction or obstruction of vehicular/pedestrian traffic must be identified and DPS must be contacted to determine staffing needs.

When repairs or renovations are being performed on the interior of campus buildings, consideration must be given to who is performing the work. When Facilities Management personnel are working inside a campus building, no security detail is necessary, unless Facilities Management or DPS specifically requires detail officer(s) to be present. If an outside contractor is working inside a campus building, a DPS detail officer must be present if the building is an occupied living space or items of value such as artifacts, expensive art work, or items of special concern are determined to be in the building. Dormitories and other university buildings which are “off-line” and unoccupied do not need a DPS detail.

## **ROLE AND RESPONSIBILITY OF DPS OFFICER**

## HOW TO NOTIFY DPS ABOUT YOUR EVENT

DPS created 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 should be submitted at least three weeks prior to the event. Emergency requests for detail coverage outside of the administrative hours will be handled by the Shift Supervisor.

## DETAIL SECURITY RATES/CANCELLATION POLICY

For information regarding detail rates visit: [Detail Security Rates](#) or contact [jillian\\_rourke@brown.edu](mailto:jillian_rourke@brown.edu).

**Cancellation fees** - To avoid billing, cancellation must be received by DPS, twelve (12) hours prior to the start of the requested detail. Contact the administrative office during business hours at 863-2027. 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 may be billed.

**Expediting fees** - An expediting fee of \$125 will be assessed on all detail requests placed less than 24 hours before the start of the event. Detail requests placed between 24-96 hours before an event will be charged a \$75 expediting fee.

**Non-requested detail fees** - A fee of \$250 plus an hourly detail rate will be assessed on planned events in which security was not arranged and an officer must be removed from campus patrol to staff the event. Emergency situations will be considered with respect to waiving fees.

## USING OUTSIDE APPROVED EVENT MANAGEMENT VENDORS

Event Management is not security.

When using approved event management services for campus events, the contracting department will review proposed contractual agreements to ensure no conflicts with established DPS policies and/or union agreements, and ensure compliance with emergency communications procedures prior to and during campus events.

Event Management Vendors (EMVs) can perform the following functions:

- Identification Checks: An EMV is allowed to check for the proper identification of patrons to enter University events. This includes tickets, bracelets, university IDs, and authorized government IDs. EMV's can also check bags being brought into the venue.
- Monitoring of Entrances, Exits, & Pathways: EMV's can monitor and ensure that each entrance, exit, and pathway is clear and in accordance with applicable fire codes.
- Crowd Monitoring & Control: EMV's can monitor the movement of event attendees while they are in the venue, as well as their behavior. Any unsafe behavior on the part of the attendees can be verbally confronted by EMV's. If the negative behavior becomes physical or dangerous to anyone in the venue, EMV's will contact the Event Manager or Brown police. EMV's will also assist Brown DPS officers to evacuate a venue, in cases of an emergency.
- Physical Interaction: In cases of physical altercations between persons at an event, Event Managers and Brown Police will be alerted immediately. If a disturbance occurs without physical altercation, EMV's can **verbally request** that the attendees cease the disruptive behavior and/or leave the venue. If expulsion from the event is requested and is not honored, Brown Police will be notified. ***At no time will an EMV engage in physical contact with an individual unless no other alternative is available for his, her, or a patron's own personal safety.***