



Fitchburg State University Police Department

Subject: EVENT SECURITY GUIDE		General Order 12.6
Effective Date: August 22, 2017	Review Date: May 9, 2022 October 1, 2023	
By Order of: Michael J. Cloutier, Chief of Police		

PURPOSE:

To provide guidance on ensuring a successful and safe event.

POLICY:

Thorough research and planning substantially reduce unsafe conditions and unnecessary expenditures. Special event security is provided by utilizing University Police Officers and/or security staffing specifically assigned to the event.

This occurs when the event requires services beyond the capabilities of the normal police patrol shift. Typical events requiring this service are athletic events, concerts, large dances/parties, or other events with potential significant community impact (crowds, parking control, noise complaints, etc).

University Police will assist special event organizers to plan their events. University Police will base the need for security/police by employing the special events risk factors and staff matrix. For this reason, it is critical for event organizers to disclose all known risk factors to University Police during the planning stage of the event. Negligent or intentional omission/disclosure of information that negatively impacts safety will result in the re-calculation of increased security costs necessary to protect life/property.

GENERAL GUIDELINES:

A decision to assign detail officers to an activity or event is generally determined by many factors including the number of people expected to attend, whether alcohol is being served, and whether the activity may reasonably present a safety or security concern.

12 - Crime Prevention and Community Involvement

For most events, decisions regarding the need for public safety, police, and/or fire detail(s) will be made collaboratively between representatives of the University Police and the department or group organizing the event.

Safety and Security is a collaborative effort in which security details are only a part. In addition, University Police work with the event planners to form an event security plan. After the event, an after-action report will be completed with recommendations for future events.

In the event of any conflicts regarding the need for, or number of detail officers, the University Chief of Police (or his designee) will make the final determination.

For certain events, permits from the City of Fitchburg may be required. Advance notice is needed to obtain these permits.

A. Considerations Guidelines:

1. Any activity or event is expected to exceed 100 persons.
2. Any activity or event at which alcohol is to be served.
3. Any activity or event which involves the closure of a University roadway or lane of travel or which will involve unusual traffic or parking arrangements.
4. Any concerts, bands, live acts, dances, and larger sporting events will require a detail regardless of expected attendance.
5. Any event involving public exposure for government officials, celebrities, and VIPs will require the assignment of a protective detail. The detail may involve plainclothes officers, uniformed officers, or both, depending on the nature of the event and the anticipated attendance.
6. Any event, by its very nature, or by special conditions attendant thereto, may possibly pose a significant safety or security risk or concern or which may create conditions of disorder.

GUIDELINES FOR EVENT SPONSORS:

- Have you given enough notification to the University Police about your event?
- Will the event impact classes, other events, campus/city traffic, or the surrounding community in any way?
- What special safety considerations should be taken for day versus nighttime events?

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- How will the size of the crowd that gathers before and after the event impact our community?
- How will potential complaints regarding noise, litter, parking, and loitering be mitigated?
- Does the event have proper insurance/liability coverage?
- What if it rains?
- Can medical or emergency personnel get into the venue without complications?
- What is the maximum capacity of the venue?
- What potential threats need to be shared with the University Police?

EVENT SECURITY PLANNING PROCESS:

- A. Event plans shall be submitted to the Fitchburg State University Police Department for review utilizing the online Event Request Form (<https://docs.google.com/forms/d/e/1FAIpQLSc2W8kjOWCZKdJyXALiCrPNXPJ6x90bqREVikajoVq4iVuoqg/viewform>)
- B. University Police will then contact you to discuss the event and security plans. In coordination with the individual, group, or department hosting the event, and representatives of the University Police, decisions regarding any need for any overtime detail(s) will be made.
- C. Large events may require standing up an event command post to oversee event safety and security operations. This would require additional staffing.
- D. In the event of a conflict regarding the need for the resources necessary to maintain safety, the Chief of Police (or designee) will make the final determination.

SPECIAL EVENTS SAFETY

The University recognizes the rights of individuals to engage in constitutionally protected free speech and public assembly. The University Police Department also recognizes its responsibility to protect the rights of persons who choose to engage in such activity in a reasonable manner.

However, when the activity infringes on the rights and safety of others, the activity loses constitutional protection and may become a violation of law or university policy.

University Police is one of the departments that must be involved in the pre-planning and research of all major special events held on the University campus. The reasons for detailed planning are:

- To provide a safe and secure environment
- To prevent crime
- To maintain order

12 - Crime Prevention and Community Involvement

- To protect persons and property
- To respond to and implement emergency services when required.
- To prepare for and request necessary emergency and non-emergency services.
- To determine the best methods for achieving these goals in a cost-effective manner.

SPECIAL EVENT RISK FACTORS

The following risk factors often influence the staffing levels indicated on the matrix guide. These factors will be discussed with event organizers with the goals of (1) reducing risk and (2) making the event successful.

The Police Department looks at special events at three different risk levels. Those levels are identified as low, medium, and high. Each event has factors attached that may increase or decrease the risk level which affects staffing.

Factors that increase risk levels for any event	Factors that may decrease risk levels for any event
<ul style="list-style-type: none"> ● The need for personal protection for speakers, performers, or guests ● Guest(s) will be on campus at multiple locations ● Off-campus advertising (non-FSU guests) ● Cash protection/deliveries ● Anticipation of large ticket sales (or oversell) ● Nighttime event ● Outdoor venue ● Live/ amplified entertainment ● Multiple events on the same day ● Venues with multiple entrances ● Traffic control needs ● Sales of alcoholic beverages ● Lack of timely notification to University Police. 	<ul style="list-style-type: none"> ● Guest(s) will be on campus at one general location ● Staffing of Crowd Managers ● Events limited to FSU students, faculty, and/or staff ● Competing for events elsewhere will affect attendance ● Patrons are screened for weapons at the entrance ● Prior events of similar nature with no history of safety problems or required police actions ● Day time event ● Indoor Venue ● Shorter duration of event ● Historically poor ticket sales ● Student Affairs oversight and presence at student events ● Formal or semi-formal events

SPECIAL EVENT STAFFING MATRIX:

The University Police Staffing Matrix is a guideline to assist in reasonably predicting the staffing levels necessary for their events. The number of personnel assigned may vary as dictated by the nature of the particular event, or as calculated to be necessary by the Chief of Police or Designee.

12 - Crime Prevention and Community Involvement

Contract security may be required to supplement staffing and perform specialized tasks such as security screening and pit security.

Low Risk - Medium Risk - High-Risk							
Estimate # of Attendance	1-100	101-200	201-300	301-400	401-500	501-600	600+
Invited guests /speakers	None	1 Officer	2 Officers	3 Officers	*5 Officers	*6 Officers	for every 500 attendees 2 additional officers
Fairs/Festivals	None	1 Officer	2 Officers	3 Officers	*5 Officers	*6 Officers	for every 500 attendees 2 additional officers
Sporting Events	None	1 Officer	2 Officers	3 Officers	*5 Officers	*6 Officers	for every 500 attendees 2 additional officers
Dances	1 Officer	2 Officers	3 Officers	*4 Officers	*6 Officers	*6 Officers	for every 500 attendees 2 additional officers
Live Concerts	1 Officer	2 Officers	3 Officers	*5 Officers	*8 Officers	*10 Officers	for every 500 attendees 2 additional officers
Controversial Speakers, Dignitary visitors, Commencements, etc.			To be determined by the University Police Department				
*Indicates that a supervisor may be assigned by the Chief of Police or Designee in place of an Officer in order to maintain an appropriate span of control.							

RATES AND REQUIREMENTS:

- A. The sponsoring (or responsible) individual, group, or department will be billed for the cost of any personnel assigned to the event. These rates may vary by rank and are subject to collective bargaining agreements.

12 - Crime Prevention and Community Involvement

- B. A four-hour minimum is required in all cases.
- C. Four-hour notice of event cancellation is required. Otherwise, the event or activity sponsor will receive an invoice

AUTHORITY OVER POLICE PERSONNEL:

- A. Officers are, at all times, subject to the policies and procedures of the Fitchburg State University Police Department, including specific event operations plans. Event operations plans will be developed in consultation with event organizers.
- B. University Police Personnel fall solely under the authority and direction of the Chief of Police (or designee).
- C. As needed, Officers assigned to an event may be redeployed to other duties, locations, or events based on operational needs (i.e. emergency situations).

Approval:



Chief of Police



Date