

Stanford University Department of Public Safety Special Event Security Procedures



*Please read the following information and complete and sign the attached Security Services Request Form (SSRF). You may fax the completed form to the Special Events Office at 650/725-8485. **The completed SSRF must be received by the Special Events Office no less than 5 days prior to your event in order to allow for time to process your request.***

I. Special events are defined as those events held on university property and/or in university facilities where a concern for the protection of participants and/or property or other public safety concerns may exist.

II. Stanford Department of Public Safety will review all requests for security prior to approval. Often those requests need prior approval from the Office of Student Activities and/or Stanford Events.

III. Prior to holding a special event:

1. Contact Stanford Department of Public Safety's Office of Special Events at least 1 week in advance.
2. Be prepared to identify speakers, entertainment groups, etc.
 - Know if they are controversial or encountered difficulty at last places of performance.
 - Know the last two (2) places of performance or engagement.
 - Have contact information for group leader/manager.
3. Know if cash is being collected at the event. Have a plan for safeguarding or depositing.
4. Know if alcohol is being served at the event.
5. Know estimates of expected attendance.
6. Have billing/payment information available.
7. Student groups planning to host a campus party will be required to submit an ASSU purchase order or other payment arrangements (due no later than 3 days prior to the event).
8. If you have a contractual agreement with a performer or presenter, have copy of contract available for review by the Dept. of Public Safety.
9. A completed **SECURITY SERVICES REQUEST FORM** (see next page) must be on file with the Stanford Department of Public Safety no later than 5 days prior to the event. The form is available as a PDF document and can be faxed to 650/725-8485 or emailed as an attachment to event_security @lists.stanford.edu
- 10. NOTE: cancellation of security service arrangements with less than 1 regular work day notice will result in a cancellation fee of \$100 or 10% of the security services cost estimate, whichever is less.**

This procedure should assist you in planning your event. For additional assistance, contact the Stanford University Department of Public Safety's Office of Special Events at (650) 723-9633 or via email at event_security@lists.stanford.edu.

**Stanford Department of Public Safety
SECURITY SERVICES REQUEST FORM**



Name of person requesting security information: _____

Contact Information: Email: _____

Work/home phone: _____

Cell phone _____

Event Information

Date of Request: _____ Date of Event: _____

Event start time: _____ am pm Event end time: _____ am pm

Name of Event: _____

Location of the Event: _____

Type or Theme of the Event: _____

Please provide a brief synopsis of the event. Include any pertinent concerns or information:

This request is for parking space reservation: (you must first contact the Parking and Transportation Office)

This request is for barricades only: If yes, # of barricades needed: _____

Will Alcohol be served: Yes No If yes, # of points of service: _____

Will the Event be held Indoors Outdoors

Will there be Live Music: Yes No

Event will be open to: SUID only Off campus guests General Public

Expected Attendance: _____

Will the event be advertised off campus? _____

Number of sober monitors or other host group staff that will be present: _____

Will University Staff be present at event? Yes No

If yes, list the University Staff persons' name: _____

Has the Stanford Events office been notified?
(Not all events need to notify Stanford Events) Yes No

Has the Office of Student Activities been notified?
(Student parties only) Yes No

If this request is for parking space reservations, have you contacted Parking and Transportation for approval
for the use of the parking spaces? Yes No



Event Sponsor Information

Name of sponsoring group: _____

Individual responsible for the Event: _____

Responsible's Phone Number: Office _____
Home _____
Cell / Alt _____

Contact person who will be on site at the event: _____

Cell phone _____

Additional person who will be on site at the event: _____

Cell phone _____

Emergency contact during non-event hours: _____
(for site security other than actual event hours)

Cell phone _____



Billing and Payment Information

In general, the Stanford Department of Public Safety requires a guarantee of payment for security services prior to any event.

Most student-sponsored events will be required to have an ASSU purchase order on file prior to the event. The ASSU purchase order should be based on the security services cost estimate, which will be prepared once the security staffing needs have been determined by the Special Events Office.

Department-sponsored events will generally be required to provide PTA information for an iJournal transfer to be processed after the event is over and the final invoice has been prepared.

If the sponsoring group does not have an ASSU account or a department PTA, please contact the Special Events Office to discuss alternative payment options.

Name of Financially Responsible Person: _____

Phone number: _____

Email: _____

ASSU Purchase order acquired for security services Yes No

Note: Student groups planning campus parties must submit their ASSU purchase order no later than 3 days prior to the event.

PTA for iJournal transfer _____ **(Must be a Non-Sponsored PTA)**

Approver's Name _____

Office telephone number _____

Email address _____

Note: outside University groups MUST have a Stanford University sponsor for their event. The University sponsor must provide PTA information as a guarantee of payment for any security services that are necessary.

Other Payment arrangements must be pre-approved by Public Safety Events Office.

Note: cancellation of security services with less than 1 regular workday notice will result in a cancellation fee of \$100 or 10% of the estimated charges, whichever is less.

My signature below indicates that I have read and accepted the information/policies described in this document.

name

date

SUDPS Special Events Patrol Officer responsibilities/expectations:



- SEPs will meet with the SUDPS patrol Watch Commander or Shift Coordinator for assignment briefing.
- SEPs will check-in with the Event Organizer/Contact & meet on site staff upon arrival at the event.
- SEPs and event staff should work together as a team. In general, event hosts/staff should be the “first line” of response. SEPs should be available to assist and back up the event staff who are dealing with guests at the entrance to the event as well as assist with situations inside the event as applicable.
- SEPs will provide assistance in the following areas:
 - If magnetometers are being used, SEPs will monitor the students using the magnetometers to ensure proper use of the equipment. If the students are not familiar with the proper use of the magnetometers, the SEPs assigned to monitor the entrance will demonstrate proper use & correct/assist the students if needed.
 - SEPs will monitor event staff and volunteers who are checking Ids or inspecting bags and provide backup or assistance in the event that an unwanted prospective guest becomes difficult to handle.
- SEPs are NOT expected to go “hands on” in a situation that requires physical intervention. In the event that a situation has become physically violent or where violence is imminent, the SEP is expected to contact sworn personnel on duty (either as part of the event or on duty assigned to patrol) for response to the situation.
- SEPs will monitor crowd size in relationship to facility capacity & advise the event organizers when crowd size is near capacity.
 - If the venue has reached capacity, SEPs are to provide uniformed backup and assistance to the event organizers & monitors in order to prevent additional people from entering. Due to fire code issues, the venue should not be allowed to exceed capacity.
- SEPs will monitor guests for prohibited & illegal items and unacceptable or illegal behavior.
 - In the event that illegal items or unacceptable behavior are observed, SEPs should notify the on site event contact of the violations as soon as possible.
 - If the violation is minor, the event staff should make initial contact with the guest and ask them to cease their behavior. SEPs should accompany the event staff, if asked.
 - While the general expectation is that the event sponsors will “manage” their event, SEPs should be available to assist as a uniformed presence as needed. SEPs may also need to step in and take preemptive action as well. Rather than allow a minor situation to escalate “out of hand”, an SEP should not hesitate to contact a guest directly and ask them to cease unacceptable behavior.
 - If the violation is moderate or extreme, the SEP is expected to notify the patrol Watch Commander immediately. If there is significant or imminent risk of danger to people or property, the SEP should notify the WC immediately. The WC should also be notified if multiple minor violations of law are taking place.
- SEPs should assist/notify the on site event staff regarding potential or anticipated problems and individuals. The SEPs should also notify the WC of the same information.

After the event is over, the SEP will brief the Watch Commander regarding problems or suggestions for improvements.

Event Sponsor responsibilities/expectations:

- On site event staff/contacts are expected to manage their own event; this includes being responsible for the event facility, lobby, and areas in the immediate vicinity around the event facility, including nearby parking areas in some cases.
- For security requests during non-event hours (i.e., overnight equipment security, etc.), the event sponsor will provide contact information for use in the event of an emergency at the security site.
- For student parties, party planners will provide adequate numbers of sober monitors and adhere to other requirements per the OSA party planning guidelines.
- Event sponsors will provide cell phone contact information for at least three designated individuals who must be present at the beginning of the event to meet SEP staff upon arrival.
- Where applicable, on-site event staff will be assigned to the entrance of the event and will be responsible for all entrance requirements of the particular event including but not limited to: checking for appropriate ID (SUID or college ID as applicable), bag inspections, applying wristbands when used
- If alcohol is being served, sober monitors will be provided or to serve alcohol according to University party planning guidelines.
- Designated sponsor event staff will monitor the event guests and, when appropriate, will approach guests who are violating University or event policies. If the event staff person feels that assistance or backup from the uniformed SEP is necessary or desired, they will contact the nearest SEP for such assistance.
- Event staff will monitor crowd size in relationship to facility capacity & advise the SEPs when crowd size is nearing capacity. If the venue has reached capacity, event staff are to assist the SEPs in preventing additional people from entering. Due to fire code issues, the venue should not be allowed to exceed capacity.
- On-site event staff will cooperate with SUDPS personnel requests for assistance in the event that problems arise.
- Event staff will take the initiative to clear the event when it is over, if applicable. SEPs will be available to assist with this effort.