

CALIFORNIA STATE POLYTECHNIC UNIVERSITY, POMONA
USE OF UNIVERSITY BUILDINGS, FACILITIES, AND GROUNDS
Presidential Order

SECURITY PROCEDURES

If required pursuant to the criteria set forth in the Campus Event Risk Analysis, the University Police Department (UPD) will assess security needs based on objective and credible evidence of specific risks, and not on assessment of the viewpoints, opinions, or anticipated expression of event speakers, sponsors, participants, community, or performers. UPD is responsible for determining and providing the appropriate event security, not the event host. Permissible factors for consideration include, but are not limited to:

- A. The proposed location of the event;
- B. The estimated number of participants (including whether the event is open to the public, or by invitation or ticket);
- C. The time of the day that the event is to take place;
- D. The date and day of the week of the event;
- E. The proximity of the event to other activities or locations that may interfere, obstruct, or lessen the effectiveness of the existing security measures;
- F. The resources needed to secure the event;
- G. The anticipated weather conditions;
- H. The estimated duration of the event;
- I. Parking and transportation needs;
- J. Any additional viewpoint and content neutral considerations relevant to assessment of security needs.

UPD will make security recommendations that, in UPD's professional judgment, will address security threats identified as a result of the evaluation conducted pursuant to subpart A above. The goals of UPD's security recommendations will be to:

- A. Minimize risks to the health and safety of the event participants, audience, and campus community;
- B. Minimize risks and physical damage to the campus and surrounding community;
- C. Maximize the ability of the event sponsors to successfully hold the event; and
- D. Protect the exercise of First Amendment rights by all participants and the public.

Recommended security measures may include, but are not limited to, adjusting the venue, date, and/or time of the event; providing additional law enforcement or security; imposing controls or security checkpoints; and creating buffer zones around the venue.

If UPD determines the event has substantial security needs, the host organization must schedule a security assessment meeting with UPD no later than six weeks prior to the event date. The meeting may include, but is not limited to, the following: a staff member from Student Affairs; the facility manager or designee; and one or more student organization signatories and other representatives from the sponsoring organization. Individuals serving as first contacts or signatories will be made known to UPD at this time and will be present at meetings and available for consultation throughout the event planning period. UPD will discuss security concerns and recommendations at the security assessment

meeting, and meeting participants will discuss options for addressing security needs that UPD has identified.

If UPD determines that, because of new information it has received or changing circumstances, its security assessment must be modified, it will schedule additional meetings or communications with the event sponsors, University stakeholders, and other appropriate individuals to discuss its revised recommendations.

Should the event sponsors and UPD be unable to agree on implementation of security measures or recommendations, the event sponsor may submit an appeal to the University President's designee for final determination. The University President's designee may determine the security measures required for the event based on UPD's security assessment. The goals of that determination will be to:

- A. Minimize any identified threat to health and safety of the event participants, audience and campus community;
- B. Minimize risks and physical damage to the campus and surrounding community;
- C. Maximize the ability of the event sponsors to successfully hold the event; and
- D. Protect the exercise of rights of free expression by the event sponsors, participants, and community.

Implemented security measures may include, but are not limited to, adjusting the venue, date, and time of the event; providing additional law enforcement or security presence at the event; imposing controls or security checkpoints at the event; and creating buffer zones around the event venue. The University President's designee will provide the event sponsor with a written explanation of the reasons for the final decision.

If during an event an imminent threat to safety or property arises, avoidance or minimization of which requires termination of the event, authority to terminate the event rests with the most senior law enforcement operations personnel assigned to the event.

The event sponsors must agree to reimburse costs of basic security provided by UPD. Security fees will be based on standard, approved, and published recharge rates for UPD or other security personnel and for any associated equipment costs or rentals. The number of personnel and amount and type of equipment charged will be based on assessment including, but not limited to, the following criteria:

- A. Event venue, including venue size, location, number of entrances and exits to be staffed;
- B. Time of day;
- C. Number of expected attendees;
- D. Whether entrances will be controlled and whether tickets will be sold;
- E. Whether the event will be open and/or advertised to non-affiliates of the University;
- F. Whether the event will be restricted to invited guests only and/or will be ticketed;
- G. Whether alcohol will be served;
- H. Whether there will be sales of food, beverages, or other items and whether cash handling will occur;
- I. Whether event performers come with personal security teams or details that require UPD liaison;

- J. Whether event sponsors or event performers request additional security measures;
- K. Whether vehicles, equipment, or items of value will be brought onto campus requiring security;
- L. Whether parking and traffic control will be required for the event.

Security fees will not be charged to event sponsors based on concerns that the subject matter of the event or viewpoints, opinions, or anticipated expression of the sponsors, event performers, or others participating in the event might provoke disturbances or incur costs to respond to such disturbances.