



San José State University Police SPECIAL EVENT SECURITY AGREEMENT

UNIVERSITY POLICE AUTHORITY

The San José State University Police Department (UPD) is responsible for maintaining the peace and enforcing laws within the boundaries of San José State University per California Penal Code Section 830.2(c) and per California Education Code Section 89560. The UPD maintains the legal jurisdiction within the boundaries of the San Jose State University, its recognized organizations, and its auxiliaries.

It is the policy of the UPD that any and all policing or security activities, assignments, or functions will either be performed by, at the direction of, or with the approval of the UPD, as per the Unit 8 Bargaining Agreement. Departments or organizations are prohibited by the University from independently contracting outside policing or security services without UPD approval. The UPD has the ultimate authority at its discretion to shut down any unauthorized event or any event where safety or security is threatened.

The UPD is dedicated to providing the highest level of professional law enforcement and public safety services to the University community. We are committed to understanding the community's needs and striving to meet and exceed those needs. We wish to assist in providing an environment that allows full participation in the educational environment by all members of the University community. We provide that assistance through consultation, supervision, education and enforcement. We encourage a cooperative effort by our members with the community members we serve.

All events on the university properties are governed under laws established under the "Presidential Directive on the Use of Buildings and Grounds." This Directive gives general procedures for scheduling the use of any facility. Specific procedures are established by the individual departments in charge of facilities. These specific procedures and the rules established in support of the site are University or department policies. The UPD will also assist in the enforcement of the presidential directive and associated policies to the extent allowable under available law.

Organizations or individuals planning an event to take place within UPD jurisdiction must be submitted to the UPD Professional Standards Division where event criteria will be evaluated for appropriate security staffing. These security proposals are based on a number of criteria including: expected attendance, geographic areas of advertisement, presence of alcohol, event history, other campus events during the same time period, time of the event, location or site of the event and duration of the event.

UNIVERSITY POLICE RESPONSIBILITIES

The UPD Event Supervisor is responsible for assigning and supervising all police department employees working the event, maintaining liaison with the Sponsor Organization Supervisor and the Building Manager, when applicable, supervising all police activities and responses associated with the event and ensuring the safety of the event attendees and the general public.

If the Building Manager or the Sponsoring Organization Supervisor disagree with the decisions or actions of the UPD Event Supervisor, and are unable to resolve the issue through direct consultation, a higher ranking police department employee should be requested either through the UPD Event Supervisor or by calling UPD Dispatch. If a higher ranking police employee is not on duty, UPD Dispatch will contact the Operations Commander or Administrative Services Commander to intervene.

The Professional Standards Division of the UPD will review every request and, including input from the Sponsoring Organization, will determine appropriate levels and types of security for each particular event and will assist in developing a security plan for the specific event. Expectations from both the UPD and the Sponsoring Organization shall be discussed and developed within the completed Security Plan. University Police Department files will be utilized to review the history of any event for which security is requested. Events with a history of violent or disruptive incidents will be required to have higher levels of security than those which have not established such a history.

An event will not be considered closed or ended until the crowd has been disbursed from the area. The UPD Event Supervisor will remain in contact with the Building Manager and the sponsoring organization supervisor to make the decision concerning how the crowds will be disbursed and the point at which the disbursement will be complete.

SPONSOR ORGANIZATION RESPONSIBILITIES

The event sponsor must identify a single person to be in charge of the sponsoring organization's responsibilities and act as the Sponsor Organization Supervisor. This person will be the point of contact for the UPD Event Supervisor and will maintain supervision of all organization security and maintain liaison with the Building Manager.

Experience has shown that minor issues during events can usually best be handled and kept at a minimal level by restricting the visible response to a minimum. For this reason we highly recommend that the sponsoring organization provide an internal security component to take initial action in dealing with minor issues, disputes, disagreements and violations of policies. In those instances that the UPD Event Supervisor or the internal security staff believe that the issue exceeds or is not responding to the direction of the internal security staff, the UPD Event Supervisor will take appropriate action to resolve the situation.

The Sponsoring Organization is responsible for notifying the UPD, in advance of the event, the extent and method that an event is/has been advertised. The advertising range area and methods will have an impact on the nature of the attendees as well as the level of attendance.

Alcoholic beverages will only be allowed at events when properly licensed, dispensed and controlled in accordance with state laws and the Presidential Directive Regarding Use of Buildings and Grounds. Failure to properly check identification of drinkers or violations of licensing requirements may result in the issuance of a citation, arrest of violators and/or closure of the event.

It will be the responsibility of the Sponsoring Organization to appoint a person to be responsible to monitor admittance by a guest list, if any. The person appointed must have full authority to make such decisions and must remain accessible at the event entry point.

SPECIAL EVENT REQUEST FORM

The online form must be completed by a person responsible for the payment of fees for the event security. The information requested on the form is needed to make initial decisions on staffing levels and times for security personnel. Billing/payment information must be complete and accurate. Departments must list the account number to be charged. Student organizations must list the ASBO account or purchase order number to be billed. Non-campus related entities must list a billing address.

The personnel assigned to work security by UPD are either experienced police officers working in an overtime status or highly trained civilian employees who perform specialized work on behalf of the police department. All personnel are trained to provide consistently superior service and professional response for all the needs of any special event. The following rates reflect estimated costs for department services. Actual costs may vary. The estimated cost for police officers is billed at \$75.00 per hour, per officer. The estimated cost for civilian police

employees is billed at \$55.00 per hour, per civilian employee. An administrative fee for costs and materials is included in the hourly estimate. There is a minimum charge of three hours per employee. These charges reflect the highest estimated costs of officers/civilian personnel at overtime rates, including administrative costs of equipment use and administrative overhead directed to UPD and to SJSU Fiscal Services. Currently, no charges are made for the administrative time involved in planning and arranging security.

A penalty fee of up to 25% based on a sliding scale will be added to all events that file their request form with the University Police less than 14 days prior to the date of the event, as follows:

<u>Request Filed</u>	Fee
11-13 Days	5%
7-10 Days	10%
4-6 Days	15%
0-3 Days	25%