

University of Chicago Police Department

GENERAL ORDER

<i>Effective Date:</i> April 12, 2019		<i>Number:</i> GO 705
<i>Subject:</i> Special Event and Barricade Operations		
<i>References:</i> CALEA Standard: 46.2.7, University of Chicago Student Manual		
<i>Reevaluation Date:</i> Annually		<i>No. Pages:</i> 5
<i>Amends:</i> 04 APR 2013 version 26 MAR 2012 O.D.P.		<i>Rescinds:</i>
<i>Approved By:</i> Kenton W. Rainey, Chief of Police	<i>Signature:</i> (Original signed document on file in Accreditation Office.)	

705.1 PURPOSE

The purpose of this policy is to provide guidelines and procedures for special event and barricade planning and operations for events hosted by the University of Chicago.

705.2 DEFINITIONS

Special Event: An event scheduled by a university organization, department or group associated with faculty, staff, and/or students.

Alcohol Related Event: A special event that has been registered and approved by the requesting organization in which alcohol is being served or is approved to be consumed.

Unarmed Security: Security, contracted by UCPD, providing security services.

705.3 STAFFING

- A. Upon notification of a special event where police services are requested, the Special Events Unit will confirm the expected attendance with the requesting individual/organization. The Special Events Unit will complete a Special Detail/Barricade Request Assignment Sheet (UCPD – 22.100) and staff the event using the following guidelines:
 1. Two officers should be recommended for every 250 persons expected, with a **minimum of two officers, regardless of attendance, when alcohol is present.**
 2. Outdoor or indoor locations may affect the number of officers required. Indoor locations may affect staffing due to the physical layout or the number of guests

expected at a certain location. Outdoor events may require additional staffing, or barricades in place of staffing, depending on the location and type of event.

3. Evening events may affect the number of officers required.
- B. Prior to staffing, the Special Events Unit shall discuss, with the requesting individual/organization, adjustments to appropriately staff the event. Factors for adjustment in staffing can include:
1. Expected attendance.
 2. Location of event.
 3. Time of event.
- C. **Alcohol Related Events.** Due to the liability involved, the following guidelines should be enforced.
1. There should be a **minimum of two officers at any special event involving students and alcohol.** Exceptions may be made for University events where faculty and staff are present.
 2. If unarmed security is not being used at the beginning of a special event involving students and alcohol, the event coordinator/host shall be responsible for:
 - a. Checking for valid adult identification at the door before individuals enter;
 - b. Identifying those of legal drinking age by preferred method (wrist bands);
 - c. At no time may alcoholic beverages be provided to individuals under the legal drinking age for the State of Illinois;
 - d. Not serving intoxicated individuals; and/or
 - e. Maintaining absolute control of all alcohol containers.
 3. The coordinator/host is encouraged to reference the “Student Manual: University Policies and Regulations” section entitled “Alcohol and Other Drugs.”

4. Any other security concerns will be discussed with the event coordinator/host and UCPD personnel assigned to the special event.
- D. Once the event details and concerns have been discussed and confirmed, the Special Events Unit shall staff the event in accordance with the collective bargaining agreement between UCPD and the Policemen's Benevolent & Protective Association #185.
 - E. Once staffing is confirmed and assigned, the Special Events Unit will designate an OIC for the event, complete the Special Detail/Barricade Request Assignment Sheet, and provide it to the OIC prior to the event.

705.4 OFFICER IN CHARGE (OIC) RESPONSIBILITIES

In special events where security is provided by UCPD, the Special Events Unit shall designate an Officer in Charge, from the assigned staffing, to serve for the event. Where only one officer is assigned, that officer will be the OIC for the event. The OIC shall be responsible to:

- A. Conduct the event briefing, when applicable, detailing the following:
 1. Assignment responsibilities for each officer;
 2. Designation of radio communications channel being used; and
 3. Special instructions on the Special Detail/Barricade Request Assignment Sheet.
- B. Ensuring that assigned staff are on-post at the assigned time.
- C. Serve as the UCPD liaison with the event coordinator/host on scene.
- D. Document officer starting and ending times on the Special Detail/Barricade Request Assignment Sheet and return it to the Special Events Unit at the completion of the event.
- E. Depending on the circumstances and type of event, the OIC may be required to complete a special event after action review. When required, the Special Events Unit will note this on the Special Detail/Barricade Request Assignment Sheet and the OIC will forward the completed review to the Special Events Unit upon completion of the event.

705.5 UNARMED SECURITY

- A. Events requesting unarmed security shall be forwarded to the UCPD contract security coordinator.

- B. The UCPD contract security coordinator should use the staffing factors for determining staffing levels for all events and contract language specific to staffing the event.
- C. Unarmed security are used for general security, and visual deterrent.

705.6 BARRICADE AND PARKING RESTRICTION OPERATIONS

UCPD is responsible for the processing of barricade requests, and set-up and removal of barricades. Barricade requests can be in conjunction with special events or separate (e.g. construction projects). Parking restrictions, separate of university hosted special events, on public ways are not the responsibility of UCPD, requestors shall be referred to the Chicago Mayor's Office of Special Events.

Upon receipt of a barricade/parking restriction request related to a university function, the Special Events Unit shall complete a Special Detail/Barricade Request Assignment Sheet and process the request in accordance with the following:

A. Barricade/Parking Restriction Set-Up

1. During normal business hours, the Special Events Unit will set-up.
2. When barricades have been requested, the Special Events Unit will ensure that barricade event signs are ordered and secured to the barricades during set-up. Barricade event signs should include:
 - a. Name of the event, unless the event is hosted by the University President and/or Board of Trustees;
 - b. Date(s) and time(s) of the event; and
 - c. Type of restriction (street closure and/or parking restriction).
3. If barricade set-up will be outside of normal business hours, the Special Events Unit will coordinate with the appropriate patrol Commander. Detailed instructions in the form of a To-From-Subject memorandum, a copy of the Special Detail/Barricade Request Assignment Sheet and any necessary supplies (e.g. signs), shall be provided to the patrol Commander ensuring proper set-up.

B. Barricade/Parking Restriction Removal

1. During normal business hours, the Special Events Unit will remove barricades/parking restriction devices at the completion of use.
2. If completion of the use of the barricade/parking restriction device falls outside of normal business hours, the Special Events Unit will coordinate the removal with the appropriate patrol Commander. Detailed instructions in the form of a To-From-Subject memorandum, and a copy of the Special Detail/Barricade Request Assignment Sheet shall be provided to the patrol Commander ensuring removal.
3. Where the barricades/parking restriction devices are being used with a special event or detail in which police officers are assigned, the removal shall be the responsibility of the officers assigned to the detail/event. The removal of the device(s) will be prior to clearing from the event.
4. Unless legitimate circumstances prevent it, all barricades and/or parking restriction signs shall be removed within **90** minutes after the event or use.

705.7 ACCOUNTING

- A. The Special Events Unit shall complete a Special Detail/Barricade Request Assignment Sheet for requests for special event police services and/or barricade/parking restrictions.
- B. The UCPD contract security coordinator shall complete a Special Detail/Barricade Request Assignment Sheet for all special event requests for unarmed security services, unless the security services are in conjunction with police services.
- C. The organization/individual responsible for payment shall provide the account/budget number at the time of the request. This shall be included on the Special Detail/Barricade Request Assignment Sheets.
- D. Completed Special Detail/Barricade Request Assignment Sheets shall be forwarded to Department of Safety and Security Management Operations for payment and accounting processing.