EvCC5010D: CAMPUS SAFETY REQUIREMENTS FOR ADDITIONAL SECURITY AT COLLEGE EVENTS PRESIDENTIAL DIRECTIVE
Original Date: July 10, 2003
Revision Date: June 19, 2012
Contact: Vice President of College Services

DIRECTIVE:
The purpose of this procedure is to assure the safety and security of people and property on the EvCC campus before, during and after events occurring on campus property. In some cases additional security measures are required to assure the safety and security of participants during an event and in some cases to assure safety and security of participants from outside parties.

This procedure is in effect for any event sponsored by an EvCC department, club, program, athletics or other agency or organization and scheduled to be held on campus or at any site leased, rented or owned by Everett Community College where the primary purpose of the site is education.

The Director of Campus Safety determines on a case-by-case basis whether and the number of after-hours security or law enforcement personnel must be hired or additional supervising college faculty/staff/student leaders are required to attend an entire special event as college security and defines the role of those providing security for an event meeting all of the following conditions:

1. Activities are planned to begin or end before/after normal working hours, are scheduled before/after normal working hours; are held on non-class days; or are scheduled on State approved holidays; and,
2. The event is open to college employees, students and non-students.
3. The event is expected to draw 25 or more unsupervised students and/or members of the public.

When an EvCC department, club, program, athletics or other agency or organization sponsors an event under the following conditions, EvCC Security Officers, outside Security Officers and/or Commissioned Law Enforcement Officers* will be hired to provide personal safety for those attending the event and site security for Everett Community College property:

- The facility or space where the event is being held will house vulnerable occupants or property during the time of the event.
- The sponsoring group or the primary participants may be subject to harassment, threats or other security concerns during, before or after the planned event.
- The event includes individuals who require special security precautions because of world events, their public profile or potential/perceived threats.
- The event is sponsored primarily by an outside organization (without an event history at the College) and hosted by the College with more than 25 non-college participants.
- The event is advertised widely in the greater community.
- The event is a hotly contested playoff or playoff qualifying athletic event that draws local crowds supporting both teams.
- The event is a protest or the subject(s) of the event are controversial in the community or among the attendees.
- The event has a history of previous person or property related security incidents when held either on or off the campus.
- The event has historically or may attract drug or alcohol use or sale during, before or after the event.
- The event has historically or has the potential to create significant noise, congestion or collateral behavior that may impact surrounding residential neighborhoods or business property.

When required by the Director of Campus Safety, the minimum standard shall be one (1) campus security officer* or one (1) outside security officer* or one (1)-commissioned law enforcement officer* per event with additional officers required at the discretion of the Director of Campus Safety. Exceptional conditions may arise that are outside the parameters set forth above. If, in the opinion of the Director of Campus Safety, exceptional conditions are present
representing a threat to persons or property, commissioned law enforcement officers only shall be employed at the event.

The Director of Campus Safety shall notify the event coordinator in writing and in a timely manner, provided that the appropriate approved facility-use request was received at least ten academic days prior to the scheduled event, regarding the number and type of security personnel required along with justification per the criteria listed in this procedure.

Requests to hire law enforcement officers of a specific gender may be made by the event staff coordinator at the time officers are requested for an event. The request will be forwarded by the Security Office to the agency providing law enforcement personnel. Fulfillment of the request may be limited by the availability of personnel.

All faculty, staff, students and others who volunteer to act as security for a special event must be informed of and agree to the role and responsibilities outlined in the "Special Events Staff - Security Guidelines" document by the special event coordinator.

A written request to waive these requirements must be directed to and may be granted by the Vice President for Administration. The Vice President of College Services, in consultation with the event coordinator and/or the vice-president managing the department scheduling the event, will, upon approval, forward a written notice of waiver to the Director of Campus Safety prior to the event.

**DEFINITIONS:**

*DvCC Security Officers* - Full time Security Officers

*Outside Security Officers* - Security Officers employed by an outside agency who have successfully completed the WACLEA Basic Community College Security Officer Course or equivalent

*Law Enforcement* - Full time Law Enforcement Officers commissioned by the State of Washington

**RELEVANT LAWS AND OTHER RELATED INFORMATION**

WAC 132E-137
RCW 28B.50.140

**REVISION HISTORY**

Original Date: July 10, 2003
Revision Date: June 19, 2012
Last Review Date: June 19, 2012

**APPROVED BY**

President