

VCU POLICE/SECURITY STAFFING MATRIX EVENTS ON VCU/VCUH CAMPUS

The mission of the VCUPD Special Operations Division (SOD) includes coordinating with other university stakeholders regarding special events, to identify and mitigate potential catastrophic situations. Guidance on event staffing on campus will be provided by the SOD Commander, who will brief the Office of the Chief as necessary. The overall safety of events on campus relies on a security assessment conducted by VCU Police SOD. That security assessment is a systematic process used to evaluate and identify potential risks to the event or the university community, thereby enhancing the safety and security of all staff, attendees, and University assets. It is a proactive approach aimed at preventing dangerous incidents and establishing a secure environment for all involved. VCU has multiple locations on campus where various affiliated and unaffiliated individuals or organizations can host events. Although each event may be different, below are some of the factors used to determine the need for security/police presence:

I. Factors used to assess event coverage

- Location of the event.
- Event type (conference/festival/concert/etc.)
- Events that may create community safety concerns.
- Events that are advertised or open to the public (non-VCU affiliated guests)
- Number of event attendees.
- Events where cash will be on-site.
- Events where alcohol may be present.
- Events where traffic control, road closures, or parking permits are requested.
- Events attended by high-profile persons, celebrities, or people with a significant following (social media).
- Events that support an opinion that may likely cause strong opposing viewpoints.
- Other factors are deemed relevant to staffing coverage.

II. After the assessment is complete, there will be three possible outcomes:

1. **No Police/Security required by VCU** - VCUPD will staff the event only if the event organizer requests Security/Police.
2. **Police/Security required.** It may be a combination of the two (provided based on the assumptions below).
3. **Event denied** – Reason provided.

Staffing Assumptions:

The following assumptions are general in nature. There may be other factors that can increase or decrease staffing size, as recommended by the SOD Commander.

1-149 people, an assessment will be made by VCUPD; however, under normal circumstances, no security or police personnel will be present. Discretion

150-499 people, 1-4 officers, maybe a combination of security and police personnel.

500-999 people, 5-8 officers, a combination of security and police personnel. A VCUPD supervisor (Sergeant or above) must be assigned to the event. This will NOT increase costs to the stakeholder. Standard off-duty rates apply.

For **1,000 people or more**, the event organizer must be in direct contact with the VCUPD SOD Commander, who will submit a request for approval through the office of the Chief. Multiple police supervisors may be assigned to the event at no extra cost to the stakeholder. The only exceptions are known NCAA sports events or other sanctioned events approved by the Chief of Police through the SOD Commander.

Fees:

Pursuant to VCU's [Expression and Space Utilization Policy Interim](#), the university will determine any security fee based on viewpoint-neutral standards used to assess risk, such as the number of expected attendees as determined by the university, the location of the event, the time of day, and the presence of alcohol or special equipment. Consistent with lawful protection of expressive activity, VCU will not charge security-related fees based on the content of the expressive activity, the likelihood of disruption caused by those other than event attendees, or the actions of those who may protest the expressive activity.

III. VCU's Expression and Space Utilization Policy (Interim) defines a Major Event as:

An event requiring advance notice and permission from the university because of its size, nature, or complexity may disrupt other university functions or activities and increase logistical requirements without proactive management in coordination with university officials:

To request authorization for a Major Event, students and employees may contact Event Services at uscaevent@vcu.edu.

IV. Police vs Security event coverage (difference)

There is a significant difference in the fees associated with police services versus security services. While both play roles in maintaining safety and security, their powers, training, and responsibilities differ significantly.

Security can:

- Provide a physical presence of deterrence
- Observe and report (No arrest powers/limited authority)

Police Officers can:

- Provide a physical presence of deterrence
- Enforce all laws of the Commonwealth of Virginia
- Make arrests if necessary
- Investigate crimes
- Has access to resources immediately if an emergency happens at the event. (ambulance)
- Trained to assist with medical needs (CPR/AED/etc.)
- Extensive firearm/defensive tactics/CIT training to assist when necessary

V. Other rules

External security or law enforcement personnel (on or off duty) present at any event on behalf of the event organizer should consult with the VCUPD Special Operations Division lead. Failure to abide by this could result in future event requests being denied.

Requests for events typically require advance notice of at least 14 days before the event. For concert requests with well-known artists, we kindly ask that you consider submitting your request as early as possible, allowing VCUPD to research past events at similar venues where the artist has performed, from a safety and security standpoint.

The final determination of staffing levels needed for events is the sole responsibility of VCU Police. While the above are general guidelines, adjustments may be made at the discretion of the VCU Police Department as the situational factors change.

For questions related to Special Events and their police/security coverage, please don't hesitate to contact the SOD lead at 804-828-1196.