

Department of Public Safety
Details

DPS supports scheduled campus events. To help sponsoring groups conduct successful events and to ensure safety and the continuation of order, DPS should be informed whenever one of the following is proposed or scheduled. DPS presence in the form of a detail officer(s) may be required when:

1. Alcohol is be served
2. Parking is affected
3. Fireworks is scheduled for detonation
4. Open fire and flame apparatuses are present
5. Groups over 300 hundred are expected
6. General public is invited to a campus function. (DPS does not encourage student events which are open to the general public, especially those which serve alcohol.)
7. Tent is proposed
8. Controversial group or individual is expected
9. High visibility person who requires security is expected
10. Activity has potential for personal injury
11. Activity that has potential to breach the safety or order of the campus
12. Activity does not offer alcohol but is perceived as potentially problematic
13. Special needs group is expected. E.g. elderly, disabled, etc.
14. Anytime, regardless of the circumstance, that a DPS detail officer is requested
15. Director of Public Safety determines the need based on factors related to safety and order

To ensure safety during campus events, it is imperative that an adequate number of detail officers be present. The following schedule represents minimum requirements for DPS detail officers. Private contractors and members from law enforcement agencies may not be independently hired by sponsoring groups or individuals.

Alcohol Events – In/Outdoors

All sponsored events on campus that serve alcohol require the presence of DPS officers. The following schedule is used to determine the number of detail officers at these events but may be altered with the approval of the Director of Public Safety based on the nature and type of event.

of People Expected

of Officers Required

0 - 100

2

Each additional 100 requires 1 additional officer. The total number of officers is determined by the activity.

Non-alcohol Events - Outdoors

Most non-alcohol events occurring outdoors do not require the presence of a DPS detail officer. However, if the activity or conditions warrant the Director of Public Safety may require officers to be on hand to maintain safety and order.

Non-alcohol Events – Indoors

Most non-alcohol events occurring indoors do not require the presence of a DPS detail officer. However, if the activity or conditions warrant the Director of Public Safety may require officers to be on hand to maintain safety and order. Additionally, there are times when the Smithfield Fire Department mandates the presence of one or more fire marshals, rescue squads or other fire apparatuses. DPS requires the presence of at least one detail officer for all groups over 1000. The Smithfield Fire Department also requires the presence of a fire marshal and may require additional marshals depending on the type and nature of event.

Cancellations

Notice of canceled details/events must be received at DPS at least 24 hours prior to the original start of the event otherwise the sponsoring group is responsible for full payment of detail officers for the minimum number of hours.

Activities that involve the presence of open flames or fireworks may require a permit from the Smithfield Fire Department and fire related apparatuses to be present. These types of activities must be coordinated with the DPS Fire Safety Coordinator who will guide the planner through the process of obtaining a permit.

Sponsoring groups/individuals who fail to inform DPS of activities or independently make variations to the number of detail officers required without prior DPS administrative approval assume liability for personal injury and damage to property and are responsible for all additional costs for detail officers.

The Director of Public Safety may waive the presence of officers or increase the number required based upon on the type of event, it's location, and other factors that may influence the need for safety and order.

All DPS details are scheduled with the Assistant Director of Public Safety.

