KENNESAW STATE UNIVERSITY

Department of Public Safety and University Police

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GO 701	June 9, 2026	6
Subject: **SECURITY POLICY**		
Reference Standards: **GA 6.23**		
Amends: November 15, 2022	**Rescinds:**	
Attachments:		
Approved By: Edward Stephens, Chief of Police	Policy Cross-Reference: GO 511-Records Retention Schedule	

I. OBJECTIVE:

To establish guidelines and procedures for determining when security will be required for events held on the campus of Kennesaw State University, for assigning security personnel to events held on campus, and for determining when and how much persons or entities holding events on campus should be charged for those security arrangements.

II. POLICY:

It is the policy of the Kennesaw State University Department of Public Safety and University Police to promote a safe and secure environment for all members of the community while on the property or under the care, custody, and control of Kennesaw State University. To accomplish this objective, a written plan will be developed prior to each event requiring seven or more Department personnel for security, or where the Department assigns personnel to specific security duties prior to, during, and after the event.

III. PROCEDURES:

A. RESPONSIBILITY

1. The KSU Department of Public Safety and University Police is responsible for providing event security on campus and for those functions sponsored by a University-affiliated organization. Other law enforcement agencies and contract security services may not be used unless approved by the KSU Department of Public Safety and University Police, Vice President for Legal Affairs, or the President of the University.

2. University departments and student organizations planning events where security is required must contact the KSU Department of Public Safety and University Police to

coordinate security needs. In addition, the President's Office or the Division of Student Affairs may notify the KSU Department of Public Safety and University Police of other events where it believes KSU may want to provide security arrangements.

3. The Operations and Event Coordinator is responsible for initial receipt of information pertaining to an event where security services are required or may be deemed advisable. The Operations and Events Coordinator will communicate the details of the event to the KSU Department of Public Safety and University Police Commander of the Special Operations Division, and the commander will determine if and how many officers, etc. are needed for the event.

4. Events requiring parking considerations will be coordinated in collaboration with the KSU Department of Parking and Transportation.

5. The Operations and Event Coordinator will be responsible for posting the event assignment and for billing departments or organizations for security staffing and services.

6. The Records Unit of the KSU Department of Public Safety and University Police will be responsible for records retention as may be required by law according to the institution's retention schedule.

7. In the absence of the Operations and Event Coordinator, the Special Operations Division Commander, or designee, is responsible for the receipt, posting, and assignment of sworn and non-sworn DPS personnel to each event.

B. REQUIRED SECURITY VERSUS DISCRETIONARY SECURITY

1. Security will be required for any events where one or more of the following conditions are present:

   a. Alcohol will be present;

   b. Individuals expect to handle $500 or more in cash; or

   c. The anticipated attendance is 250 or greater, not including any individuals who may gather to protest the event.

2. As used in this policy, the term "event" shall mean the planned use at a designated time and location of an academic or non-academic space that is owned, operated, or under the care, custody, or control of Kennesaw State University.

   The following categories of use shall not be construed as an "event" under this policy:

   (a) Transitory activities, meaning those activities where attendees are transient and not expected to congregate for any extended period, and where the expected attendance is not more than 250 individuals at any given time; or

   (b) Faculty and/or staff meetings; or

   (c) Closed registered student organization and affiliated student organization meetings (as the word "meeting" is commonly defined). All other student organization and affiliated

student organization activities will usually be considered an "event"; or

(d) Daily camp sessions that require pre-registration and the execution of an approved Facility Use Agreement and are limited to camp participants; or

(e) Academic classes (meaning credit or non-credit bearing courses that are an official part of the University's curriculum including review sessions, study sessions, make-up classes, make-up exams, finals, and any other activity directly related to course instruction and limited to the students registered for the course).

3. The KSU Department of Public Safety and University Police, in consultation with other KSU departments, may choose to provide security for other events on campus falling outside of the parameters contained in this general order, based on extenuating circumstances including, without limitation, the determination that security is necessary for the safety of the campus community or uninterrupted operation of university operations.

C. STAFFING AND SECURITY SERVICES

1. Assessing Security Needs: The Special Operations Division Commander, in coordination with the Operations and Event Coordinator, shall determine the security needs at an event by utilizing the following criteria:

a. Estimated number and age of attendees at the event

b. Size of the venue

c. Location of the venue, including strategic vantage points and the existence of natural barriers

d. Number of access routes into and out of the venue (ingress and egress)

e. Access to restrooms and other facilities near the venue

f. Type of event (sporting, conference, or festival)

g. Whether the event will be open to the general public

h. Whether there will be a ticketing process and what type

i. Length of time scheduled for the event

j. Whether the event will occur during daylight or evening hours

k. Whether a fee will be charged for entry, goods, or services

l. Whether alcohol will be served at the event

m. Whether other law enforcement agencies and/or contract security services will be provided

n. Whether and where cash will be handled at the event

o. Additional events on campus and surrounding area

p. Threat and risk information from other agencies

The determination of security needs that will be charged to the organizing person or organization for any event shall not be based on the content or viewpoints anticipated to be expressed during the event, including the possible reaction to the content or viewpoints anticipated to be expressed during the event. As stated elsewhere in this policy, the university may choose to provide additional security to handle possible reactions to the event, so long as those costs are not passed on to the organizer.

2. The KSU Department of Public Safety and University Police shall determine whether to staff an event with sworn or non-sworn officers, but events authorized for the presence of alcohol must be staffed with at least one sworn officer.

a. Events not requiring the presence of a sworn officer may be posted by the Operations and Event Coordinator for coverage by non-sworn public safety personnel.

b. Events with a standard event plan on file may be posted by the Operations and Event Coordinator for coverage by non-sworn public safety personnel and sworn officers. Examples of these standard event plans include, but are not limited to, regular season basketball, baseball, and football games.

c. Non-sworn public safety personnel may be used in conjunction with sworn officers to work events requiring sworn police services when at least one sworn officer is assigned to the event.

d. The Office of Emergency Management will staff any event with an expected attendance of 5,000 or greater, any outdoor event with expected severe weather, or in response to identified threats requiring an emergency management response, when requested by the Special Operations Division Commander, Deputy Chief or Chief of Police.

3. If sworn officer services are required, the basic formula for assigning officers is one officer for up to 250 attendees, an additional officer for the next 500 attendees, an additional officer for the next 750, and one additional officer for each 1000 persons thereafter. If the event requires a fixed post, such as ticket sales, an additional officer is required for posting in the public area near the ticket sales, but not inside the sales office. The KSU Department of Public Safety and University Police may assign additional officers to the event if, in its determination, events so require.

D. PAYMENT FOR SECURITY SERVICES

1. The Department, group, organization, or person sponsoring or hosting an event where security is required shall be required to pay for the costs of those services according to the following rubric:

Anticipated Attendance	Number of Billable Officers
0–250	1
251–750	2
751–1500	3
1501–2500	4
For each additional 1,000 people	1 additional officer

If the event is expected to involve the handling of $500 or more in cash at a fixed location or locations, the sponsor or host of the event will also be required to pay for an officer posted at each such location.

The hourly rate the sponsor or host of an event will be charged per officer is posted on the KSU Department of Public Safety and University Police website.

The event sponsor or host will be required to pay for any additional officers or security services they request.

2. The Department, group, organization, or person sponsoring or hosting an event shall not be charged for security services provided for the estimated number of counter protestors or in anticipation of or in response to protests or hostile reactions to the viewpoints, opinions, or expression of those participating in the special event. Nor shall it be charged for any security services above and beyond those in the rubric above that KSU or the KSU Department of Public Safety and University Police may choose to provide.

E. EVENT DAY PROCEDURES

1. The Officer-in-Charge (OIC) will initiate contact with the sponsoring organization's onsite event coordinator upon arrival at the event venue to coordinate support.

2. The on-duty shift supervisor will be the designated OIC of any event staffed with two or less Department personnel, if both officers staffing the event are of nonsupervisory rank (excludes Corporal and Detective).

3. A supervisor, Corporal or Detective, will be assigned to work as the OIC of any event staffed with five or more Department personnel.

4. A command rank officer (Lieutenant or above) will be assigned as the OIC for any event which is staffed with Department personnel in coordination with another law enforcement agency or contracted security service, unless otherwise approved by the Chief of Police or designee.

5. The Special Operations Division Commander or designee will prepare an event plan for any special event staffed with seven or more Department personnel and submit the Event Plan to the Deputy Chief of Police.

6. Copies of the Event Plan will be provided to each Department personnel working the event.

7. Any special event staffed with seven or more Department personnel and/or staffed in coordination with another law enforcement agency or contracted security service will conduct an event briefing with all oncoming personnel prior to posting at assignments.

8. The on-duty Patrol Shift Supervisor must be notified of the event briefing time and location.

9. Events staffed in coordination with another law enforcement agency, contracted security service, and/or volunteer event security must include a Federal Clery Act Compliance component as part of the event briefing to these individuals.

F. AFTER ACTION REPORT

1. If an event operated under the guidance of a required Event Plan, the OIC for the event will conduct a debriefing at the end of the event with remaining personnel to review the successes of the operation and formalize feedback for improvements.

2. Personnel with assignment durations that do not last to the conclusion of the event shall provide feedback, if any, when they conclude their assignment and sign out with the OIC. The OIC will include any feedback received in the debriefing. A completed After-Action Report must be submitted to the Deputy Chief of Police, no later than three business days following the event.

G. CANCELLATION

The University, in consultation with the Chief of Police, shall make every reasonable effort to allow an event to go forward or continue while taking all necessary steps to ensure public safety, but it retains the discretion to cancel any event in circumstances in which the security risk to the University is too high to be adequately addressed with available resources.