RSO Event Law Enforcement Officer Minimum Guidelines Based on Attendance

Event Type	0-100	101-250	251-500	over 500
Concerts*	0	1+ Law Enforcement Officer(s)	1+ Law Enforcement Officer(s)	1+ Law Enforcement Officer(s)
Conferences	0	0	1 Law Enforcement Officer	1 Law Enforcement Officer
Seated Food function/Dinner	0	0	1 Law Enforcement Officer	1 Law Enforcement Officer
Pageants	0	0	1 Law Enforcement Officer	1 Law Enforcement Officer
Showcases/New Member Presentation	0	1 Law Enforcement Officer	2 Law Enforcement Officers	3 Law Enforcement Officers
Social Event/Dance/Mixer	0	1 Law Enforcement Officer	2 Law Enforcement Officers	3 Law Enforcement Officers
Walks/Runs*	0	1+ Law Enforcement Officer(s)	1+ Law Enforcement Officer(s)	1+ Law Enforcement Officer(s)

*Concerts/walks and runs may have special requirements for law enforcement presence based on the unique event request and contract requirements. Please contact UPD or the corresponding document regarding LEO requirements.

This list is not exhaustive and is subject to change. It provide examples of common events and the minimum event security expected. There are other factors that may cause a need for additional event security, including the presence of alcohol, cash handling, open admission, bag checking, dignitaries or attendees of public interest as well as other factors that may be specific to the venue, nature of the event or requesting group. The appropriate level of event security will be discussed in advance of the event with the requestor. **Events where cash is being taken at the door will require an officer presence at the entrance along with other required Law Enforcement.**

Events with Alcohol	0-100	101 or more		
Closed Event - Invite Only	Based on venue and/or national policy	1 Law enforcement officer per 100 guests		
Open Events - No Guest List	1 Law Enforcement Officer	1 Law enforcement officer per 100 guests		

University Police Request Form	https://www.shsu.edu/dept/public-safety/upd/event-security

Event Type	Definitions	Event Type	Definitions
Concerts	a public performance, such as music or dancing, given by one or more artists	Pageants	a public entertainment event consisting of people in elaborate costumes/outfits, performances, and/or music
Conferences	a formal meeting for discussion, learning, and/or planning around a common interest	Showcases/New Member Presentations	an entertaining show introducing an organization's newest members to the public and campus community
Seated and Food Function/Dinner	a function in which there is defined seating that includes a program/ceremony with a set order of events	Social Event/Dance/Mixer	a group of people gathered together to socialize, including music, activities, and/or networking
		Walks/Runs	an organized event that coordinates a group of people to run/walk a predetermined course