

MEMO

TO: Athletic Directors
FROM:
SUBJECT: Athletic Events Security
DATE: August 21, 2009

Should a tragedy occur at an FWCS event, it is important that FWCS administrators be able to demonstrate the extent of the proactive measures that our corporation employs, on a regular basis, to avoid such occurrences. In that vein, I would like to share with you several points regarding security at your athletic events.

✓ **GRANTING OR DENYING ADMITTANCE**

According to school attorney, Bill Sweet, you can deny access to anyone you want or request anyone who has been admitted, to leave. I strongly suggest that you exercise this right, especially with individuals that you know have a propensity toward disruptive behavior. Depending on the circumstances, you may want to refund his/her money.

✓ **REMOVAL OF INDIVIDUALS**

An individual should be removed from the event if his/her actions display that he/she is not in attendance to actually observe the event, or are acting in a disruptive or negative manner. When removing an individual, have your security personnel or administrators escort him/her out of the building and ensure that he/she has left FWCS property without further incident.

✓ **POLICE OFFICERS WHO ARE HIRED FOR SECURITY...SHOULD DO JUST THAT**

Remind police officers of their specific responsibilities regarding security. Officers we employ basically do a good job; however, an occasional reminder that they are not paid to be spectators at a sporting event may be appropriate.

✓ **YOU NEED A PLAN IN CASE OF A SERIOUS INCIDENT, LARGE DISTURBANCE, SHOTS FIRED, ETC. INCLUDE ADMINISTRATORS AND ASSIGNED STAFF MEMBERS**

If you don't have a plan, develop one. The Security Department staff will assist you if you wish. Include in your plan, instructions for staff members who are video taping your games to tape any major disruption. This tape can be used later to identify participants and the degree of their involvement. You may want attending staff members to sit interspersed throughout the crowd, rather than in a group. In the event of an emergency, the announcer might use a code or code word to direct staff to a particular area or define the type of situation that is developing.

✓ **GUNS**

Remember, it is possible for an 18-year old Indiana resident to obtain a personal protection handgun permit, which enables him/her to carry a concealed handgun. Be aware, we do not have to (and should not) allow anyone to attend our functions or enter our facilities while armed, other than sworn law enforcement officers. **It is against the law for anyone other than law enforcement officers or those employed by the school for the purpose of security to be in possession of a firearm on school property or at a school sponsored event.** Security personnel should always be apprised of any suspicions of weapons involvement.

✓ **HAVE A POLICY FOR ANYONE FOUND TO BE UNDER THE INFLUENCE OF ALCOHOL, OR IN POSSESSION OF ALCOHOL**

Outline under what circumstances an individual can be denied an admittance ticket, told to leave or arrested. Never allow a student under the influence to leave the property without first contacting a parent or guardian. Address underage consumption or possession. Always attempt to follow your police officer's advice in these cases to avoid potential liability in a possible ensuing accident if the individual drove to the event. For safety reasons, an Alco-Check device should be available at all events.

✓ **TRESPASS AND BATTERY LAWS SPECIFICALLY ADDRESS SCHOOL SITUATIONS**

Find a copy of each law attached.

✓ **LARGE CONGREGATIONS OF INDIVIDUALS SHOULD NOT BE TOLERATED**

You have an obligation to the adults and/or other legitimate fans; what may seem "normal" kid behavior may be intimidating to others. Your attendance may be affected if paying adult fans do not feel safe or feel that there is little administrative control over the event. Your student body should be advised as to what is expected of them at athletic events, via PA announcement or other such method.

✓ **CONTROL ADMITTANCE TO THE EVENT**

If tickets are not sold until the end of the event, the ticket booth should be closed, the ticket takers dismissed and the gates closed to any further admittance. No one should be allowed to enter an event for free during the waning moments of the event.

✓ **HAND HELD METAL DETECTORS SHOULD BE AVAILABLE FOR USE AT ALL EVENTS**

Selected school administrators and police officers are knowledgeable in the use of hand held metal detectors; which are less intrusive than a pat down if a weapon is suspected to be on a person. The Student Parent Guide addresses Search and Seizures. You should be keenly aware of your rights in this area.

✓ **RADIO COMMUNICATIONS**

Radio communication should consistently be utilized by strategically assigning all available hand held radios to police officers and staff members.

✓ **PARKING LOT SECURITY**

At any major event, one security officer (in a vehicle) should be assigned to supervise the parking lot area before, during, and immediately after the event.

✓ **ALWAYS HAVE THE FWCS EXTRA CURRICULAR EVENT RULE SIGNS IN PLAIN VIEW**

✓ **IT IS IMPERATIVE THAT YOU ENFORCE FORT WAYNE COMMUNITY SCHOOLS BAN ON THE OBVIOUS DISPLAY OF GANG COLORS, CLOTHING AND/OR PARAPHERNALIA**

If an incident occurs at one of your events that requires police intervention; arrest, weapons, major disruption, etc. please notify me immediately. You can reach me at home at [REDACTED], on my cell at [REDACTED] or my pager at [REDACTED]. I am always available to assist you if you have a specific problem at a particular event. If you have any questions or need assistance with any security plans contact the Security Department office staff at 72125.