Security Staffing Requirements for Events with Alcohol

Anyone wishing to have an event with alcohol on any property that is owned, leased, or operated by the University of Colorado-Boulder must first make sure their event is in compliance with the “Alcohol Service on Campus” policy. This policy can be found at: http://www.colorado.edu/policies/alcohol. Alcohol events on campus have very specific requirements for security staffing. For more information about events with alcohol on campus, or to locate the Events with Alcohol Authorization form, go to http://www.colorado.edu/events/plan/alcohol.

Events where alcohol is served generally fall into three categories when determining security staffing: An event at a licensed premise facility, a private event, and an event with a special events permit (SEP).

**Security Staffing Requirements at a Licensed Premise Facility**

Each alcohol licensed facility on the CU-Boulder campus is required to have a security staffing plan for events as approved by the CU-Boulder Police Department. Inquiries about staffing costs for alcohol events should be made directly with that facility.

For a list of licensed premise facilities, please go to the “Alcohol Service on Campus” website at http://www.colorado.edu/policies/alcohol.

**Security Staffing Requirements at Private Events**

If you would like to host an alcohol event at an unlicensed premise on campus, it is required that the event be in compliance with CU-Boulder “Alcohol Service on Campus” policy for the event to be approved and to be legal.

**Security Staffing Requirements at Events with a Special Events Permit**

Any event on the CU-Boulder campus that chooses a non-licensed location and applies for a Special Events Permit through the State of Colorado will be subject to the private event security staffing matrix. The security staffing matrix can be found on the CUPD Event Security page next to this document link under “Alcohol Event Staffing Matrix.” The cost of security staffing is the responsibility of the event coordinator.

For information on Special Events Permits, please refer to the “Alcohol Service on Campus” website at http://www.colorado.edu/policies/alcohol.

While the final decision about staffing requirements for security staffing at events with alcohol rests with the CU-Boulder Police Department Special Operations Division, you can see the staffing guideline matrix used by the CU-Boulder Police Department for alcohol events as mentioned above. It should be noted that any costs for security staffing are the sole responsibility of the event coordinator. See below for more information about the risk factors for alcohol events.
Alcohol Staffing Matrix Risk Factors

The alcohol staffing matrix evaluates alcohol events based on four categories of risk factors: Location of the event, the chance of persons under the age of 21 to be present and in contact with alcohol at the event, the potential of an individual becoming over-intoxicated at the event, and relevant history and training/education of the event or the event organizers.

1. Location of the Event

There are several criteria that are examined when determining the risk factor of the location of an event. These criteria include, but are not limited to:

- Number of entrances/exits (a higher number is associated with risk factor)
- Environment-i.e. indoors/outdoors (outdoor events are typically higher risk)
- Containment – how the event is contained (permanent barriers, temporary barriers, type of barriers); temporary containment is typically associated with a higher risk
- Special Events Permit (SEP) or private event (Private events are higher risk)
- For Off Campus events, the location of the event (licensed premise, private residence, or other)

2. Underage Persons

The potential presence of persons under the legal drinking age of 21 (whether invited to the event or not) impacts risk level and security needs. Criteria in this category include, but are not limited to:

- Whether people under 21 are invited to the event (Increases the risk)
- Is the location of the event where people under 21 are nearby or can view the event (Increases the risk)

3. Over-Intoxication

As stated in the campus alcohol policy, any event where alcohol is served is required to have trained servers (TIPS or equivalent). While this helps keep people from becoming over-intoxicated, there are other criteria to consider. These criteria include, but are not limited to:

- Whether or not there are controls on the number of drinks a person can have ( less control and/or more drinks a person can have increases the risk)
- Deviations greater than standard drink measurements (i.e. 12 oz. glass of beer, 4 oz. glass of wine, 1 oz. shot of liquor per drink) have an increased risk
- Length of alcohol service for the event (increased length increases risk)
- The type of food being served for an event (The lighter the food the higher the risk)
- The length of service of food (Food should be available during the entire time that alcohol is served. If not, risk is increased)

4. History/Training

Documented history of an event, its coordinator, or its designee and the training of those same individuals are part of the risk factor of an event. Criteria evaluated include, but are not limited to:
• Previous violations of law or policy by the person, group, or location increases the risk
• The training (i.e. alcohol policy class, TIPS class, or other campus alcohol agent classes) attended by the event coordinator or designee can decrease risk

Calculation of Risk Index
Each of the four risk factors is given a score of 1 (lowest risk) to 3 (highest risk). The total score of the four categories determines whether the event’s risk index is low, medium, or high risk. The risk level combined with the attendance figures determines the minimum security staffing requirements per the Alcohol Event Staffing Matrix. Note, this staffing chart is only a guideline for the alcohol service portion of the event. If there are other components to the event (i.e. live music, dancing, etc.), additional staff may be required for security of the event.

For example, if you have an event that is medium risk for location (score of 2), low risk of underage persons in attendance or nearby (score of 1), medium risk of over-intoxication (score of 2) and medium risk of history/training (score of 2), your aggregate score is 7, which is a medium risk event. If the attendance of the event is 75-149 people, the minimum security requirements would be 2 security personnel.

Coordination of Security Staffing
All security staffing for private events and SEPs must be coordinated through CUPD. Any staffing besides CUPD staffing (security or sworn officers) must be approved through a written Memorandum of Understanding between the event and CUPD. **Any and all costs for security staffing are the sole responsibility of the event coordinator or designee.**

While the Alcohol Events Staffing Matrix provides a general guideline on minimum security requirement expectations, please note that adjustments (addition or subtraction of security personnel) may be made by CUPD at its sole discretion, with recommendations from the Campus Alcohol Agent and/or Risk Management.