



Campus Police Staffing Guidelines for Student Organization Events

The following indicators serve as guidelines as to when Campus Police are needed for an event. This list is not exhaustive and events that don't fall within these guidelines may still be required to have officers on-site, at the discretion of College administration, Risk Management, and Campus Police.

TCNJ Campus Police will be required when any of the following conditions are met:

- Admission, ticket sales, or donations are collected at the door for over 250 people and/or over \$500 will be collected at the event
- Over 300 people at a standing event (concerts, dance parties, etc.)
 - For student fundraisers/events that are “standing events” with significant numbers of external guests participating the following policies apply: Events in this category require security and must be funded directly by the sponsoring club/organization:
 - Events for 300 students will require 4 officers
 - Events for 400 students will require 5 officers
 - Events for 500 students will require 6 officers
 - Events between 100-300 and over 500 will be assessed individually by Campus Police to determine security needs.
 - Changes in projected number of students attending must be provided to Campus Police at least 7 days before the event. These final projected numbers must directly be reflected in the number of tickets sold/available for sale.
- Competition based events (talent shows, pageants, dance competitions) with over 300 people
- Events that may encourage a significant positive, or negative, public response (ex: comedians, religious or political speakers)
- Events that people may come to under the influence of alcohol or other drugs (events in which students have historically pre-gamed for, for example concerts, dance parties, etc)
- Events over 200 people where more than 50% of the participants are non-TCNJ (students, faculty, staff, or direct family members) OR events over 100 people where 75% of the participants are non-TCNJ
- Organized Runs/walks around campus typically need at least 4 officers to manage the course regardless of the number of participants
- When crowd control is needed to keep participants away from dangerous areas or designated off-limits areas.

- Any event in which incidents have previously occurred (arrests, injuries, intoxicated guests, Student Conduct write-ups etc.)
- Overnight events that require building security

Factors that increase risk for any event:

- The need for personal protection for speakers, performers or guests
- Guest(s) will be on campus at multiple locations
- Off-campus advertising (non-TCNJ guests)
- Cash protection/deliveries
- History of past incidents at Events
- Anticipation of large ticket sales (or oversell)
- Night time event
- Standing event
- Outdoor/open/unsecured venue
- Live/Amplified entertainment
- Multiple events on the same day
- Venues with multiple entrances
- First time group is having event
- Traffic control needs
- Sales of alcoholic beverages
- Other factors determined by Campus Police, Risk Management, and College Administration

Factors that may decrease risk for events:

- Guest(s) will be on campus at one general location
- Events limited to TCNJ students, faculty and/or staff
- Competing event elsewhere will affect attendance
- Repeated event
- Day time event
- Seated event
- Enclosed/secured venue
- Shorter duration of event
- Historically poor ticket sales
- Administration oversight and presence at student events
- Awards or Recognition Ceremonies/Honor Induction Ceremonies
- Other factors determined by Campus Police, Risk Management, and College Administration

TCNJ Emergency Medical Services (EMS)

The College of New Jersey EMS is a student-run, quick response, emergency medical service that serves the TCNJ community on weeknights (Sunday-Thursday) from 8:00pm - 7:00am and 24 hours on weekends (8:00pm Friday - 8:00 pm Sunday). We also provide standby coverage to large events on campus. You must request TCNJ EMS Service via their online [Standby Request Form](#).

All requests must be submitted at least two (2) weeks in advance to allow for ample time to process the request. TCNJ EMS considers many factors when allocating resources for campus events. Criteria considered includes the following:

- A) A large attendance is expected at the event
- B) Event involves activities that may pose a danger to participants or bystanders
- C) Availability of emergency resources both on and off campus

Once a request is received, the Deputy Chief will review the event and contact you to coordinate any remaining details for the standby. They may ask you to provide resources for the event based on the details you provided in your request (ex. tables, chairs, garbage can, ice, etc.).

A staffing and pricing model for TCNJ EMS services is still under development, however for planning and budgeting purposes, questions or concerns can be directed to the Deputy Chief at tcnjems@tcnj.edu.