



Los Angeles Unified School District
Inter-Office Correspondence
School Police Department

September 12, 2013

To: Athletic Directors
High School Principals

From: Los Angeles School Police
Interscholastic Athletics Office

A handwritten signature in blue ink, appearing to read "Steven K. Zimmerman".

SUBJECT: POLICE OFFICER AND SECURITY DEPLOYMENTS FOR ATHLETIC EVENTS-REVISED

It is the goal of game management at the school site to maintain a safe game environment for all students and spectators. The Los Angeles School Police Department with the assistance of Interscholastic Athletics Office would like to offer a few reminders to encourage appropriate behavior and maintain a safe game environment. When determining the number of police officers and security personnel, all safety concerns should be taken into consideration, such as the historical rivalry between the schools, current community safety issues, student behavior and stability, local police agency involvement and the anticipated attendance. This assessment should be completed in collaboration with the school administration and School Police.

Recommendations should be considered when making the final decision for the total number of Police Officers, School Security Offices and the design of an Event Action Plan (EAP) for your game. To reduce the expenses for the event, campus security personnel should be used to supplement the police presence with concurrence from school police. It must be noted, the larger the anticipated crowd, the more consideration for campus security personnel. When using campus aides or other personnel for security, it is important to provide them with bright colored jackets that identify them as School Security or Event Staff. Please keep the following points in mind:

- An appropriate combination of school supervision, school security and school police, who are proactive and alert to possible challenges and disruptions, will improve your ability to maintain a positive game environment.
- The EAP and strategic positioning of all personnel is critical to maintaining a highly visible presence of supervision and will minimize potential problems.

- Areas of extra concern and that should be identified and monitored are pre-game ticket booths and entrances, game intermission concession areas, field access during the last five minutes of the contest and end of game egress. During the game, the monitoring of bleachers should be performed from several positions, to include, ground level, bleacher entrance locations, and from press box and/or top of the bleachers. The EAP should include an itinerary and/or timeline along with positioning instructions for the school police and school security.
- All EAP's and security/police deployment plans shall be discussed, reviewed and agreed upon by site administrator or designee and school police personnel at least two days prior to a planned athletic event.
- On the day of the event, the site administrator or designee shall meet with school police and/or deployed security personnel at least 30 minutes prior to the start of an event to review and discuss final security deployment plans and last-minute adjustments based on any updated information.
- The ultimate decision for the number of *non-police* campus security aides rests with the school *site administration*. The final decision for the deployment of *police officers* at any athletic event where the purpose of deploying police officers is to maintain public/school safety rests with the *Chief of Police*.
- The minimum number of police officers for ANY athletic event when an administrator chooses to hire police officers shall be two officers. Deployment numbers for police officers shall be determined on a game-by-game basis, with considerations as outlined in the opening paragraph of this notice. When only two officers are deployed, officers will work in pairs and maintain eye contact with each other at all times, and be in a position to render immediate backup to each other.
- Hiring authorization request for police officers must be approved and signed by the principal or designee (Refer to Attachment A).
- In the event of an emergency and the need arises for additional officers to respond to a spontaneous, unplanned incident, the cost for those additional officers will be covered by the school police. Should overtime occur as a result of an arrest or unanticipated incident, payment for additional costs will be the responsibility of school police.
- At larger events, an appropriate pre-designated location with communication access should be used as the Command Post (CP). This location should have direct viewing of the spectators.
- Using the public address system to communicate the desired behavior of all spectators should be part of the protocol for every game. It is recommended that these announcements be made before, during and after the game. During the last five minutes of a game, warning reminders should be announced to restrict field/court

access to participants. Spectators should never be allowed access to the field or court at the conclusion of the game.

- District radios should be recharged prior to game time to avoid power failures and inactive radios. Communication should be limited to required communication. Identifying location, situation and type of emergency is critical to determining appropriate response.

For all School Police deployment questions for athletic events, please contact the Los Angeles School Police Department's Commanding Officer of Operations Support Division at 213-202-8668 or email at athleticerevents@laspd.com.

For the 2013-14 school year, it will be school site responsibility to fund police officers at school events when requested by the site administrator.

SELECTED GAMES DEPLOYMENT FUNDING (formally referred to as "Critical" game funding)

Identified "Selected Deployment" football games will be assigned four (4) officers minimum, and based on an evaluation by the School Police and the Interscholastic Athletics Office and/or the site administrator, additional officers may be deployed using the factors stated in this document. On all "Selected Games", the **school will be responsible for paying the first four officers. School police will augment up to four additional officers for each selected game.** Costs for any additional officers needed above eight, based on deployment criteria will be split between the school site and school police.

Example: it is determined that a selected game requires the deployment of six police officers-the school site will be responsible for funding four positions, and school police will fund two. Should a selected game require eight officers, the school site will fund four and school police will fund four. Should a selected game require the deployment of more than eight officers, the school site and the school police department will split each additional deployment of two officer teams above eight officers. A game requiring the deployment of 10 officers would have the school site paying for 5 officers and the school police paying for five.

NOTE: The above cost sharing for "Selected Games" funding does NOT include those games pre-identified such as "Dorsey-Crenshaw", "Garfield-Roosevelt," playoffs and finals. Funding for those games will be determined when deployment planning takes place.

Officers are hired for a four (4) hour shift at football games. For Basketball, officers are hired for a (4) hour shift during the regular season and a three (3) hour shift during the playoffs (one game). Officers start time must begin after their normal shift has expired and should be informed that overtime will not be allowed without school administrator and School Police prior approval.

All overtime requests will be reviewed by the Los Angeles School Police Commanding Officer. Travel time is not covered by the school for officers. The shift begins on their arrival to the school / contest facility.

Scheduling opponents outside of the LAUSD:

When opponents are scheduled outside the LAUSD, School Police will not authorize critical game status. It is expected for both schools to collaborate and share the expense for the agreed number of officers. Both schools are expected to provide fifty percent of officers from there school district or community.

Areas of responsibility are described for School Supervision and Police working athletic events:

SCHOOL SUPERVISION DUTIES

- Sell tickets and collect tickets for admission
- Search spectators when needed
- Control entrances to field / gym
- Control where spectators sit
- Stay with visiting team and help with accommodations
- Stay with visiting team until bus leaves
- Patrol spectator area
- Monitor separation of opposing school spectators
- Monitor and respond to unsportsmanlike behavior and unruly fans
- Control crowd during an incident/injury
- Respond to any injury along with medical personnel
- Provide information and description to police of individuals involved in incidence
- Assist Police when requested
- Report any/all concerns to School Police Area Supervisor
- At end of game, escort teams on field/court during hand shake, to locker room and/or buses
- Make sure all visiting personnel and athletes have left the facility safely.

POLICE DUTIES

- Officers should schedule roll call 30 minutes prior to the start of the contest.
- The Officer-in-charge (OIC) for the event should brief all officers on the Event Action Plan (EAP) with designated areas of responsibility for each officer.
- Officers will work in pairs and minimize the time in groups larger than two (2).
- Be visible in area(s) where tickets are sold.
- Be visible to entering spectators.
- Patrol spectator area / maintain high visibility in areas of concern.
- Assist supervision staff when requested
- Respond to unruly fans / on field / court incidents
- Respond to any emergencies involving players, spectators, school personnel, etc.
- Escort box office personnel to office.
- Monitor exit of all spectators and athletes.
- Assist in the exit of buses and monitor spectator traffic.
- When necessary, provide vehicle escort to freeway entrance or safe location for visiting team buses.

- Report any concerns to School Police Area Supervisor and/or Watch Commander.
- Handle arrest or violation of the law

This information was developed through collaboration between the Los Angeles School Police and the Interscholastic Athletics Office.