

Scheduling Security for Special Events

Special Event: Any event requiring security which is not a reoccurring post or patrol.

The attached flyer details the requirements and procedures for scheduling police officers or security guards for your special event. Please read this carefully for specific guidance in scheduling your event.

Some departments who use this service on a regular basis may be given access to our online booking form, which lets you enter and track the progress of your request. Departments who use security for events on a less frequent basis should coordinate their requests with UNMPD by calling Lt. James Madrid, 277-0231, or by email at jmadrid2@unm.edu. Security requests should NOT be coordinated directly with the security vendor.

A few guidelines for scheduling security:

- **Schedule early.** You must give at least five business days notice to schedule your event, but the earlier we know the earlier we can confirm. Failure to give required notice may result in your event not being staffed.
- **Have your billing information ready.** UNMPD will not accept a request for security without your billing information. All services are billed by UNMPD directly to your department via Banner, so have your Index code available.
- **Cancellations.** You must give 2 business days notice to cancel your event, to avoid being charged the full rate.
- **Duties.** Know the types of duties you would like security staff to perform. If you are not sure, we can help you plan. Knowing the duties required allows us to schedule the appropriate staff to fill your need.



requesting security for special events

The University of New Mexico Police Department (UNMPD) offers a variety of services to serve the special security needs of various departments on campus. University of New Mexico departments and organizations may hire UNMPD Officers and/or contracted Security Guards to work events such as dances, parties, seminars/lectures, sporting events, fun runs/fundraising events and other functions. Departments and organizations requesting sworn police personnel or security officers will be billed for the service.

Although you can request either a Police Officer or a Security Guard, in order to ensure the safety of UNMPD personnel and your event attendees, the UNMPD reserves the right to determine whether Police Officers or Security Guard are assigned to work an event. For the same reason, the UNMPD also reserves the right to make the ultimate determination on the number of personnel assigned to your event. In accordance with its responsibility to provide security on campus, the UNMPD reserves the right to conduct a security assessment of your event and alter your request for police or security, based on the assessment and availability of personnel. It is UNM policy that any and all police or security services, assignments, or functions will be performed by, at the direction of or with the approval of UNMPD. **Departments or organizations are prohibited from independently contracting outside police or security services on UNM property.**

uniformed event staff and security guards

Security Guards provide a security presence to protect such things as equipment, displays, and facilities. Security services are provided by UNMPD through a contract with an approved, licensed and trained security provider. These personnel provide an extra set of eyes and ears for UNMPD Police personnel. They wear uniforms, are trained in UNM policies, and will notify UNMPD in the event that police services are required.



Event staff and security officers provide a variety of services for special events, including site security (before, during and after the event), ticket taking, escorts, parking lot assistance, entry/exit door monitoring, ushering, providing assistance to visitors with special needs, and may be able to provide other services subject to staffing availability and the request. There is a minimum charge of two hours of service for each security person per event. *Rates for event staff/security vary depending on their duties and event location. Please call for specific rates.*

uniformed police officers

UNMPD Police Officers are certified by the State of New Mexico as Peace Officers and they can provide security for an event in which physical intervention may be required, such as a dance, party, or reception where there is a large crowd or a heightened security alert. Police Officers are also available to provide traffic control on public streets for events that draw additional vehicular, bicycle and pedestrian traffic. (Parking lot assistance on private property is handled by security guards). Police officers are limited to performing law enforcement functions. Some specific duties that officers are prohibited from performing include:

- Ticket taking or seat ushering
- Carding or identifying individuals to determine their status and right to attend the event
- Collection of any money
- Parking assistance in parking lots or reserving parking for event staff or visitors

Law enforcement officers are billed at a single rate, currently \$40.00 per hour. A minimum of two officers are required for any event needing police services, unless this is waived by the Chief of Police. If your event requires more than three police officers, a supervisor may be assigned to the event as well.

contact us

If you would like to hire event staff or security for your facility or event, please contact Lt. James Madrid, 277-0231, or by email at jmadrid2@unm.edu. Events in UNM facilities must be scheduled and approved by Student Activities or the appropriate building manager before security services will be scheduled. Please attach a copy of the activity/event approval form from that department.

Scheduling, billing and cancellation policies

Security guards must be scheduled with UNMPD no less than five business days prior to your event, though you should notify us of your event as soon as you have it scheduled to ensure that adequate staffing is available. ***Scheduling departments are required to provide billing information (Index Code, etc.) when your event is scheduled. Events will not be scheduled without this information. Billing for UNM departments is done by Banner journal vouchers directly from UNMPD, not by the contracted company.***

The event sponsor must inform the UNMPD of its intent to cancel an event at least two business days prior to the event's scheduled date in order to avoid being charged a minimum charge. This charge varies depending on the number of officers and staff scheduled. UNMPD is not responsible for unforeseen circumstances such as cancellation due to inclement weather, speaker cancellation, equipment failures, etc.