

Standard Operating Procedures for Speakers and Events

Office of Public Safety Protocol

The DePaul University has standard operating procedures in place for speakers and events on campus. This standard operating procedure is provided so that campus members can be aware of and rest assured that there is a protocol to keep our students, faculty, and staff safe.

1. Venue (various TBD).
2. Officers to be posted as follows (see attached diagram).
3. Security will be at the entrance as guests enter the venue. Metal detectors may be in use and if they are it is security's responsibility to operate and monitor the detectors.
4. Security assists the student organization at the door in case they encounter difficulties with any guest adhering to admission standards and will remain at the entrance for the duration of the program.
5. Security will assist the organization in keeping guests from entering once capacity has been reached.
6. Security inside the venue should be stationed according to the direction of the SOP. All guests are to remain seated. Individuals that are disruptive to the presentation will be given a warning by the student organization leaders. If the individual still remains disruptive a member of Student Affairs will give them a warning. A final warning will be issued by a member of DePaul's Public Safety Office. If the individual remains disruptive, then contract security will remove the individual from the venue. If any criminal law is violated, the individual will be arrested and complaints signed. If it is against contract security, they must sign the complaint. If it is against DePaul, an agent of the university will sign the complaint.
7. Anyone removed from the program should be done so with the least amount of force and physical contact as is possible.
8. The Chicago Police should be called for backup if the event is not manageable with the amount of officers assigned.
9. Officers stationed outside the speaking venue will monitor anyone protesting for to prevent criminal offenses.
10. The Director of Public Safety will notify the Chicago Police whenever a large or controversial speaking event is taking place.

Demonstrations and Protests Protocol

A university is considered a market place of ideas. Often events and speakers are brought to campus without incident. In the instance, that campus events become disruptive and include civil disturbance the university will take action. These disturbances include but are not limited disruptive demonstrations, riots, disruption of speakers, threatening individuals and/or property damage.

Campus safety will be on hand to monitor demonstrations to include disturbances as defined above. If you witness or are participating in an event that appears to be disruptive and threatening you should:

1. If officers not present, Contact Public Safety immediately
2. Avoided provoking or obstructing demonstrators
3. Get to a safe space and secure your surrounding area
4. If possible, stay away or avoid area.