

Police Staffing Matrix

Note: These staffing criteria listed under High, Medium and Low Risks are the minimum requirements. There are exceptions, which will require you to consult with University Public Safety staff.

Factors that may increase the staffing matrix (Applies to all events)	High Risk (Activity & Attendance)	Medium Risk (Activity & Attendance)	Low Risk (Activity & Attendance)	Factors that may decrease the staffing matrix (applies to all events)
<ul style="list-style-type: none"> • Requests for personal security for speakers, performers, or guests. • Patrons are to be searched at door. • Prior events of similar nature have evoked problems • Anticipation and evidence of protest, demonstrations, disruptions, etc. • Anticipation of large ticket sales at box office. • Anticipated traffic control/direction. • Advance notice of problem. • Outside agency costs to University/regional impact. • Outdoor event • Multiple events same day. • Timeliness of scheduling events. • Other risk factors as determined by Police Department • Alcohol service • Amplified sound. • Non-APSU affiliation • Bomb sweep requested. • Regional advertising. • DJ/Live Band 	<ul style="list-style-type: none"> • Dances (1000+) • Speakers (2000+) • Sporting Events (2000+) • Musical/Staged performances (2000+) • Ceremonies (4000+) • Fairs/ Festivals (2000+) 	<ul style="list-style-type: none"> • Dances (201 – 999) • Speakers (1500 – 1999) • Sporting Events (500 – 1999) • Ceremonies (1000-3399) • Fairs/ Festivals (up to 1999) • Competition Events ie. Pageants Step shows (600+) • Bon fire 	<ul style="list-style-type: none"> • Dances (Up to 200) • Speakers (up to 500) • Sports Events (up to 499) • Classical/Pops/Staged Performances (up to 600) • Ceremonies (up to 999) • Conferences (up to 2999) • Small Concerts (up to 600) • Receptions (up to 1000) • Awards programs (up to 1000) • Pageants (up to 600) 	<ul style="list-style-type: none"> • Poor ticket sales historically. • Competing event elsewhere will affect ticket sales and attendance. • Early release of staff may occur at the discretion of the police supervisor. • Age consideration of audience (e.g., Seniors and supervised children) • APSU affiliation of audience. • Local campus advertising only. • Bring on own staff/chaperones, school resource officers. • Daytime event • Availability of other officers
Must call Police for Assistance	On- Site Police required	On Site Public Safety staff required. Staff must be in direct contact with police if not on-site. (most time this will be police officer but it gives us a little flexibility to substitute a security guard(s) or capable student patrol member(s) if risk factors are very low)	On-duty and/or augmenting Student Patrol members on-site	Must call Public Safety for exception