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**REQUIREMENTS FOR USE OF PRIVATE SECURITY COMPANIES**

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- Scope:** All campuses served by Louisiana State University (LSU) Police Department
- Effective:** May 16, 2016
- Purpose:** To provide guidance to the campuses served by the LSU Police Department (LSUPD). This FASOP is intended to promote safety and consistency among private security companies engaged by the University and related organizations, including student organizations. The LSUPD seeks to clearly communicate via this FASOP the policies and procedures that will be enforced to promote a safe environment and culture of compliance and control.
- Introduction:** The University recognizes that social engagements are a part of the college experience. The LSUPD will establish the standards and protocols for private security companies working at LSU sponsored events held on the LSU campus.
- Resources:** The University has policies that are applicable to this FASOP. PS 78 – Serving, Possessing and Consuming Alcoholic Beverages on Campus was used to develop this FASOP.
- Procedures:** The following guidelines should be considered when hiring a private security company for a social event.

**A. Obtaining LSU Approved Vendor Status**

1. An evaluation of the security company by the CFO or their designee, with input from LSUPD, LSU Greek Life and the Dean of Students or their designee, will occur to allow the security company to be an LSU approved vendor, prior to the security company being allowed to perform services on the LSU campus.
2. The private security company must be licensed with the Louisiana Board of Private Security Guards.
3. Security personnel must have identification and uniform/clothing that identifies the individual as security company personnel.
4. Security Company shall furnish the University with accurate certificates of insurance. The certificate for each insurance policy is to be signed by a person authorized by that insurer to bind coverage on its behalf. Certificates are to be received and approved by the University before the event commences. The University reserves the right to require complete, certified copies of all required policies at any time.

**B. Once LSU Approved Vendor Status is achieved:**

1. Security Company supervisors must attend training conducted by LSUPD and the Dean of Students Office on LSU policies, state laws, and enforcement prior to August 15<sup>th</sup> of each academic year. Security Company shall document and certify to LSU that all of its security personnel have been trained on LSU policies, state laws, and enforcement prior to working an event on LSU's campus.
2. The Security Company must set a maximum hourly rate for services for the year, beginning July 1. Rates can be lower than maximum set rate based on services being provided by the security company. The maximum set rates will be provided to LSU student organizations.
3. Security Company shall neither state nor imply in its marketing activities, directly or indirectly, that its business or activities are supported, endorsed, or sponsored by the University. Upon the direction of the University, Security Company shall issue express, written disclaimers to that effect, and shall not use the name of the University or any other words or images of the University, without the prior written approval of the University.
4. The Security Company will be evaluated annually with regard to professionalism, punctuality, enforcement of and compliance with LSU policies, overall services rendered, and adherence to private security requirements. The evaluation will determine if the security service is to remain an LSU-approved, licensed vendor. Evaluation for each company will occur during the spring semester each year and will be conducted by LSU Finance and Administration ("F&A"), with input from LSUPD, LSU Greek Life, and the Dean of Students or designee. F&A and/or LSUPD can do a special review in case of an incident or suspected breach of the security requirements and in its discretion, for reasonable cause, issue an immediate termination of approved-vendor status.
5. Requirements to work on the LSU Campus
  - A. All security personnel must be adequately trained as to appropriate and safe security practices, and must also be unarmed, uniformed, insured, and state licensed.
  - B. A supervisor for the security company must be accessible, via telephone, at all times during the scheduled event.
  - C. Security Company personnel must provide their own transportation to all events.
  - D. The Security Company must submit a roster of security personnel who will be working at the event, five (5) days prior to the event to LSUPD. The roster must include a copy of the driver's license for the security personnel listed, along with certification by the security company that each security personnel listed successfully passed a background check.
  - E. Current LSU students who may be employed by the security company cannot be assigned to student organization events, including fraternity or sorority events.
5. The security company must provide an invoice to the student organization three (3) business days in advance of the service, and a receipt must be provided to the student organization once payment occurs.

6. Upon request, Security Company shall cooperate with LSUPD, Greek Life, Campus Life and/or F&A relative to evaluation or investigation of any incident or event.

### C. Responsibilities of Security Company and Student Organizations

1. LSUPD will set the minimum number of security personnel required for each event. The student organization may request additional security personnel, but cannot be required by the security company to hire additional security personnel. If the security company has a concern with the minimum number of security personnel required for the event, they will need to contact LSUPD.
2. Security Company must have a written contract with student organization that provides as follows:
  - a. The student organization and security company shall each maintain, for the duration of any event, insurance coverage against claims for injuries to persons or damages to property which may arise from or in connection with the event. Each shall maintain insurance policies with limits no less than:
    - i. **Comprehensive General Liability:** Liability \$1,000,000 combined single limit per occurrence for bodily injury, personal injury, and property damage.
    - ii. **Workers' Compensation and Employers' Liability:** Workers' compensation limits as required by the Labor Code of the State of Louisiana.
  - b. Any deductibles or self-insured retentions in excess of \$10,000 must be declared to and approved by the University.
  - c. The insurance policies required herein shall meet the following provisions:
    - i. The Board of Supervisors of Louisiana State University and Agricultural and Mechanical College, its members, officers, officials, employees, and volunteers are to be covered as "additional insureds" with respect to liability arising out of the event. The coverage shall contain no special limitations on the scope of protection afforded.
    - ii. Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the University, its board members, officers, officials, employees, or volunteers.
    - iii. University shall not be liable to student organization or security company or to any insurance company (by way of subrogation or otherwise) insuring the other party for any workers' compensation claim, even though such loss or damage might have been occasioned by the negligence of University, its agents, volunteers, or employees to the extent and only to the extent that such loss or damage is covered by insurance benefiting the party suffering such loss or damage.
    - iv. Each insurance policy shall be primary and non-contributory.

- v. Each insurance policy shall be endorsed to state that coverage shall not be suspended, voided, canceled, reduced in coverage or in limits, except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the University.
- d. Student organization agrees to indemnify, defend, and hold University, its agents, employees, volunteers, and board members harmless from any and all suits, claims, demands, fines, damages, injuries, or deaths of any person or property arising, in whole or in part, out of the event or by fault on the part of their members, agents, representatives, employees, invitees, event attendees, volunteers, vendors, or contractors.
- e. Upon request by the University, Security Company shall cooperate with any investigation or evaluation of the event.
- f. Security Company agrees to hold University harmless for any suits, claims, demands, damages, fees, costs, or expenses arising from the event. Security Company agrees to defend and indemnify University for any suits, claims, demands, damages, fines, fees, costs, or expenses caused in whole or in part by the acts or omissions of Security Company or its employees, agents, invitees, and/or volunteers.
- g. Student organization and Security Company are responsible for the resolution and payment of any claims for damages related in any way to the event, including loss of property, personal injury, death, or any other claims otherwise arising out of any act, omission, fault, or neglect of the student organization, its members, agents, representatives, employees, invitees, vendors, or contractors.

Failure to comply with these procedures, University policies, or any requirements of F&A or LSUPD, regardless of intent, is grounds for removal of security provider from LSU's approved-vendor status.