

TOPEKA PUBLIC SCHOOLS	REGULATION NUMBER: 6425-1
SUBJECT: SECURITY AND CROWD MANAGEMENT AT ATHLETIC CONTESTS	DATE OF ISSUE: 06/18/80 <hr/> REVISIONS: 02/07/97; 12/11/13 <hr/> PREPARING OFFICE: INSTRUCTION AND LEARNING

I. PURPOSE:

To establish procedures for security and crowd management at athletic contests.

II. RESPONSIBILITY:

The responsibility for the management of athletic contests centers in the office of the home school. The principal retains responsibility in delegating assignments.

The task of crowd management and of security of the stadium and field is usually assigned to the school security officer of each school. Anyone who is selected to help in this assignment is responsible to the security officer and through that officer to the principal or a designated representative of the principal's office.

III. SELECTION OF PERSONNEL AND PAY:

A. Selection of Personnel:

1. **School Personnel:** All school personnel are to be selected under the direction of the principal of the home school.
2. **School Police :** All police officers are to be selected by the home school security officer from an approved list of city police or sheriff's officers.

B. Hours and Pay:

1. **School Personnel:** All custodial and security personnel will be paid at their regular overtime rate. They will sign and file a "Daily Time Report," Stock No. 8030-00. The principal of the home school will approve all Daily Time Reports. It will be the responsibility of the head custodian of the home school (or the one designated by the principal to be in charge) to secure all Daily Time Reports. Custodial Time Reports will be filed with the Operation and Maintenance Office, and Security Daily Time Reports will be filed with the Payroll Department.

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2. **Uniformed Safety Officers:** All uniformed safety officers will be paid at the established hourly rate computed to the nearest one-half hour for all time on assigned duty, with a minimum of two (2) hours. They will sign and file the Daily Time Report with the security officer in charge (or the one designated by the principal to be in charge). As soon as possible after the duty date, the principal will pay each uniformed safety officer by a check from Fund 01, Account No. 1450, and your school number ___6600.

IV. CONTESTS AT MOORE BOWL:

A. Responsibility for Crowd Management and Security:

The home school security officer will be directly responsible for this service. All workers who are assigned to work will report to and be accountable to the home school security officer.

B. Police Officers:

The number of police officers required for each game will vary according to anticipated needs. They will report to the school's representative in charge for a briefing of the nature and duration of their assignment.

C. Responsibility for Directing Traffic and Parking Cars:

The head custodian of the home school will be responsible for this area. An assistant will be selected by the custodian to help execute the duties.

D. School Personnel for Parking and Gate Control:

One person will be stationed at the drive-in gate at the southeast of the stadium. Additional personnel will be requested according to needs. All school personnel are to report to the school's representative in charge for briefing and assignment. The number for each assignment will vary with the anticipated crowds. They will report at 5:45 p.m. for briefing and assignment by the person in charge.

V. CONTESTS AT HIGHLAND PARK HIGH SCHOOL:

The same general arrangements apply.

When the Highland Park High School stadium is used by schools other than Highland Park High School, it is expected that a person from the Highland Park High School custodial staff will be one of those on duty.

VI. MIDDLE SCHOOL EVENTS:

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The same general arrangements in Item II-B apply for the payment of uniformed safety officers. The principal of the home school for each middle school play night or the principal of the host school for other special middle school events will follow the procedures outlined above in paying uniformed safety officers and in claiming reimbursement for such payment.