



# Administrative Procedure

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Supercedes:	
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**Subject:** PUBLIC MEETINGS, RALLIES, AND DEMONSTRATIONS AND GUIDELINES FOR HANDLING RELATED EMERGENCIES

1.0. PURPOSE:

To establish the procedures for the observation and control of public meetings, rallies, and demonstrations held on campus.

2.0. ORGANIZATIONS AFFECTED:

Campuswide.

3.0. REFERENCES:

- 3.1. Title 5, California Administrative Code, Sections 41301-41304 and 42350-42354.
- 3.2. Education Code, Part 40, Chapter 1, Section 66017.
- 3.3. California State Penal Code, Sections 148-151, 400-420, and 11400.
- 3.4. Office of the Chancellor Executive Order Number 148, Subject: Student Disciplinary Procedures.
- 3.5. California State University, Los Angeles Faculty Handbook, Subjects: Statement of Student Rights and Responsibilities; Consultative Procedures in Emergencies; Use of Police in Emergency Situations; and Public Expression Areas and Loud Sounds on Campus.
- 3.6. Cal State L.A. Administrative Procedures:
  - 3.6.1. Number 020, Subject: Use of University Buildings and Grounds (in development);
  - 3.6.2. Number 504, Subject: Use of Facilities and Equipment;
  - 3.6.3. Number 209, Subject: Insurance and Risk Management (in development);

**Approved:**

**Date:**

3.6.4. Number 400, Subject: Medical and Psychological Emergencies;  
and

3.6.5. Number 027, Media Relations.

4.0. POLICY:

These procedures will be followed in the event that any activity disrupts the normal academic process of the University or has the potential for endangering the safety of either individuals or the campus community and its programs and property.

While the entire University community has an obligation to report activities that may cause unrest, it is the primary responsibility of the Vice President for Student Affairs to establish communication methods that will defuse and resolve the situation, and of the Director of Public Safety (University Police) to restore the peace to the campus if required.

The President has designated the Office of Public Affairs to officially speak on behalf of the University. Representatives of the media requesting information, comment or confirmation of information from employees will be referred to that office.

5.0. DEFINITIONS:

5.1. Unlawful Assembly/Demonstration--As defined in the California Penal Code, two or more persons assembled together to do an unlawful act, or to do a lawful act in a violent, boisterous, or tumultuous manner.

5.2. Civil Disturbance--As defined in the Education Code, any occurrence of human origin on the campus or environs of a State University which, in the opinion of the President, is beyond the capabilities of the campus officials and University Police to effectively control, and which unreasonably disrupts the orderly conduct of academic business or instruction.

6.0. RESPONSIBILITIES:

6.1. All University and Auxiliary Employees should:

6.1.1. Report instances of apparent unlawful assembly, demonstrations, or disturbances to which they may have prior knowledge of, or are a witness to, to the Department of Public Safety (University Police) at extension 3333.

- 6.1.2. Stay clear of the affected area, attempt to carry on business as usual, and avoid provoking or obstructing the demonstration.
- 6.1.3. If violence develops, seek shelter, lock doors, secure important files and equipment, and await instructions from Public Safety.

6.2. The Director of Public Safety (University Police) or designee, will:

- 6.2.1. Respond to the scene and assess the situation.
- 6.2.2. Consult with the Vice President for Student Affairs, or designee, and other executive level administrators, as required, to determine an appropriate response intended to bring a peaceful resolution of the situation. Attempt to communicate with the group/demonstrators to calm the situation and to determine the reason for the incident and possible solutions.
- 6.2.3. If it is determined that the situation warrants immediate action, follow normal University police procedures to keep the peace.
- 6.2.4. Coordinate actions with the Directors of the Center for Health and Personal Services and Plant Operations as necessary.
- 6.2.5. Coordinate all off-campus law enforcement and emergency agency responses, as required.
- 6.2.6. Refer representatives of the media to Public Affairs.
- 6.2.7. Ensure that appropriate disciplinary or prosecution actions are initiated.

6.3. The Center for Health and Personal Services will:

- 6.3.1. Be prepared to respond to the affected area to deliver medical services.
- 6.3.2. Coordinate the delivery of emergency medical care and transportation and request Public Safety staff to contact the proper agency if additional medical help is needed.
- 6.3.3. In case of serious injury, notify relatives or friends as required.

- 6.4. The Director of Student Life will:
  - 6.4.1. Maintain a liaison with campus clubs and organizations and meet in advance with organizations that are planning an activity to inform the organization leader(s) of the applicable requirements of State law and University policy.
  - 6.4.2. Assist the Vice President for Student Affairs, or designee, and Director of Public Safety, as required, in resolving situations involving campus activities.
- 6.5. The Director of Plant Operations will assign staff to effect building or campus closure/shutdown and clean-up operations, as required.
- 6.6. The Vice President for Student Affairs, or designee, will:
  - 6.6.1. Prior to any large scale activity or activity which may involve a number of off-campus personnel, consult with the Director of Public Safety and involved campus areas to assess the activity and plan for the anticipated response level which might be required.
  - 6.6.2. Consult with other administrators prior to an event, as necessary, to inform them of an activity and anticipated contingency plans.
  - 6.6.3. Assess planned and spontaneous activities during a demonstration or rally to ensure that participants are conforming to State law and University policy.
  - 6.6.4. In the event that activities or individuals are violating State law or University policy, in consultation with the Directors of Public Safety and Public Affairs, determine the actions necessary to restore the peace.
  - 6.6.5. Refer representatives of the media to Public Affairs.
  - 6.6.6. Make appropriate recommendations to the President regarding any required student disciplinary actions.
- 6.7. The Director of Public Affairs will:
  - 6.7.1. Assess on-campus activities and assist the Vice President for Student Affairs, or designee, as required, in responding to situations in which the University may be involved in media coverage.

6.7.2. Provide information concerning the University's official position regarding an issue, incident, or ongoing situation to representatives of the media.

6.7.3. Coordinate the preparation of all news releases or general campus distributions related to the incident.

7.0. PROCEDURES:

7.1. Central Reservations will forward reservation listings indicating all scheduled campus activities to the following areas on a weekly basis, and to other areas upon request:

7.1.1. Student Life.

7.1.2. Public Affairs.

7.1.3. Vice President for Student Affairs, or designee.

7.1.4. School Deans.

7.1.5. University Police.

7.1.6. University Library.

7.1.7. Plant Operations.

7.2. University employees will dial the University Police at extension 3333 to report instances in which State property is being damaged or destroyed, fighting is taking place, and/or the activity is disturbing University programs.

7.3. The Director of Public Safety, or designee, will immediately inform the Vice President for Student Affairs, or designee, of the situation, as appropriate.

7.4. In the event that the normal academic process of the University is disrupted, the Director of Public Safety, or designee, will determine if an immediate response is required, or consult with the Vice President for Student Affairs, or designee, regarding an appropriate response.

7.5. The Vice President for Student Affairs, or designee, will notify the Office of the President of the status of the situation and, in consultation with the Director of Public Safety, the executive officers and other appropriate administrators, determine the University response to the incident.

7.6. The Vice President for Student Affairs, or designee, will coordinate the response; request off-campus support, as required; and coordinate the preparation of all required reports following the incident.

7.7. Should disciplinary action be required as a result of an incident, the Vice President for Student Affairs, or designee, will make appropriate recommendations to the President.

8.0. APPENDICES:

N/A