



Updated 08/02

# Police Officer Responsibilities at Patterson Court Parties

1. Arrive at least ten (10) minutes before the start of the event and only leave a party in case of a campus emergency. You should not have any other duties/responsibilities except the event you are working.
2. Ensure that the event Risk Manager is wearing the red Risk Manager shirt to help identify him/her as the Risk Manager.
3. Introduce yourself to the Risk Manager on duty and sign his/her Checklist. He/she should arrive at least ten (10) minutes before the start of the event and should not leave before the end.
4. Be familiar with the Davidson College Alcohol policy (found in The Redbook Student Handbook on Davidson College's website at [www.davidson.edu/student/redbook/honorappa.html](http://www.davidson.edu/student/redbook/honorappa.html)).
5. Verify that the Primary IDer is TIPS trained and is aware of the responsibilities of his/her position and the policies for checking identification. IDers are not to be drinking while on duty nor for the five (5) hours prior to being on duty.
6. Verify that the Primary Bartender is TIPS trained and is aware of the responsibilities of his/her position and the policies for serving alcohol (including issues of liability -- personal and organizational). Bartenders are not to be drinking while on duty nor for the five (5) hours prior to being on duty.
7. Verify the amount of alcohol with the amount listed on the Risk Manager's copy of the Event Registration Form. Confirm with the Risk Manager that there are alternative beverages and food, sufficient enough to last throughout the entire event. If there are no food options available ensure the Risk Manager sends someone to purchase an appropriate amount and that he/she indicates this on his/her Checklist.
8. Wander thoroughly through the house constantly, observing all aspects of the party.
9. Ensure the Risk Manager supervises the identification process of students and guests.
10. Ensure the Risk Manager supervises the enforcement of the appropriate BYO limits (as detailed in The Redbook), where applicable.
11. Prohibit students from being in possession of glass containers on Patterson Court.
12. Monitor the process by which the organization prohibits anyone without a wristband from entering the alcohol service area.
13. Monitor the consumption of alcohol by students and guests at the event. Steer them toward the alternative beverages and food, if needed. Inform the Primary Bartender if you feel that someone should no longer be served.
14. Ask individuals to cease violations of policy (e.g. drinking while IDing or Bartending, not IDing correctly, running beers, serving students who are not wearing wristbands, not having a TIPS trained student behind the bar at all times, leaving wristbands unattended, etc.). Document all such incidents.
15. Ask disruptive or inappropriate individuals to leave the party. This could include those who do not have a PCC sticker, belligerent or crude individuals who are starting arguments/fights, harassing others, damaging property and/or making sexually inappropriate comments or advances. All such students will have their IDs checked, and if found to be in possession of/consuming alcohol underage will be issued a College alcohol citation.
16. Ensure that intoxicated students who need to leave the party are escorted safely back to their residence by another party attendee or by an on-duty police officer (NOT yourself).
17. Record the names of individuals involved in any of the above mentioned scenarios, whenever possible.
18. Ensure that the service of alcohol ends at 12:00 AM on weeknights and 1:30 AM on weekends and that all alcoholic beverages are removed and secured by 1:00 AM on week nights and 2:30 AM on weekends.
19. Ensure that the service of alcohol does not start up again after the shut down of service.
20. Determine whether students may stay and socialize beyond the scheduled ending time of a party. **Socializing may only continue if a Risk Manager is present, must be without the service of alcohol and must respect the Quiet Hours policies of the campus.**
21. Any problems during the night should be brought to the attention of the host organization(s). If a problem is not corrected, the host organization(s) should be issued an alcohol policy citation. Repeated violations could result in the Risk Manager or police officer closing the event early.
22. The officer or Risk Manager may close an event if: a) the party has grown significantly larger than the size that was registered; b) noise complaints have been received from the residential areas of campus or the town; c) occupancy exceeds the Fire Marshal's posted maximum; and/or d) any other situation where the safety and/or security of an individual(s) is placed at risk.
23. At all times the officer is an official representative of the Campus Police Department and shall conform to the requirements and duties of that position. At any point, if state, county and/or local law conflicts with College policy, the officer shall defer to the law.

**In the case of any incident involving injuries, damage or citations, please leave a voicemail for or send an email to the Patterson Court Advisor within 24 hours. In the event of an emergency, page the on-call professional staff member at 704/356-2058 and/or call the Patterson Court Advisor cell phone at 704/609-7123.**