



CITY OF POWAY COMMUNITY SERVICES DEPARTMENT

13325 Civic Center Drive, P.O. Box 789, Poway, CA 92074-0789 Phone: 858-668-4595

SECURITY STAFF REQUIREMENTS (for security company)

Security Company must possess a City of Poway business certificate.

Security Staff must have completed either level 2 Responsible Beverage Service (RBS) training offered by the California Dept. of Alcoholic Beverage Control, or the Techniques for Effective Alcohol Management (TEAM) training offered through the National Football League. Proof of training completion is required. ***Copy of signed agreement on security company letterhead is due to City at least 14 days prior to event.***

Pre-event security personnel shall:

- arrive at least 30 minutes before alcohol is served, and check in with onsite City staff.
- confirm their understanding of their responsibilities for the event with the onsite City staff; review any questions or concerns, exchange mobile phone information for use during the event.
- confirm their familiarity with Facility Rental Rules and facility/park rules prior to start of event.

During event security personnel shall:

- provide uniformed security guards when alcohol is present at events with an attendance of 100 or more. When two or more security guards are required at events where alcohol is present with 200 guests or more, at least one male and one female are recommended.
- continuously patrol through the party to ensure that all rules are being followed.
- check-in with onsite City staff every hour or as requested by City staff.
- be responsible for patrolling and maintaining a secure environment in the areas immediately adjacent to the event including: restrooms, parking lot, or playground, where they involve guests of the event.
- be responsible for the safety of event guests, as well as members of the public who may be affected by the event.
- act in the interest of preserving City facilities from damage and vandalism.
- ensure that the rules and restrictions pertaining to the facility and event permit are followed, with particular attention paid to the presence of alcohol.
- Alcohol is NOT allowed in parking lots or playground areas. If found, ensure that those beverages are removed immediately from the premises of the event and inform onsite City staff of this action.
- **ensure that no alcoholic beverages are made available to minors.** If so found, immediately terminate alcohol beverage service and inform onsite City staff of this action.
- ensure that no alcoholic beverages are in glass containers. If found, ensure that the glass containers are removed from the premises of the event and inform onsite City staff of this action.
- based on the guidelines associated with the RBS or TEAM training referenced above, intervene and terminate alcohol service to intoxicated individuals.
- terminate alcohol service after two infractions, in any combination, of the following:
 - alcoholic beverages in glass containers
 - alcoholic beverages in excess of 20% alcohol by volume being consumed
 - alcoholic beverages consumed in parking lots or playground
- take appropriate action, including contacting the Sheriff's department, to resolve disputes relating to the rental client or contracting party.
- inform onsite City staff immediately if the Sheriff's department has been called to assist with an incident.
- terminate alcoholic beverage service immediately if the Sheriff's department has been called to respond to a dispute associated with the participants of the event.
- ensure consumption of alcohol ends one hour prior to the end of the event, not inclusive of clean-up time, or by 9:00 p.m., whichever comes first.

Post-event security personnel shall:

- remain onsite conducting their duties until all event participants have departed the premises, irrespective of the number of hours the event hosts have contracted for service.
- inform onsite City staff prior to departing.

I have received, understand, and will comply with the requirements shown above:

Signature _____ Date _____ Company Name _____