



Santa Clara University Campus Safety	Policy Manual
Expressive Activity Assemblies	Effective Date: 10/15/2023

Purpose:

Santa Clara University is dedicated to the exchange of ideas and free expression, both of which are essential to higher learning. To that end, Santa Clara University and Campus Safety Services support the right of University affiliates to assemble and demonstrate peacefully. The University's Expressive Activity Policy, found here ([SCU Expressive Activity Policy](#)) governs expressive activities on campus. .

Procedures:

The Campus Safety Event Planning Supervisor ("EP Supervisor") will work with the University Event Planning Office and the Center for Student Involvement on all planned events. The EP Supervisor will do the following upon receiving event information:

- Review completed Expressive Activity Planning Form
- Meet with event organizers to determine specific needs and review regulations
- Determine safety needs and provide threat assessment
- Establish safety plan and coordinate with Emergency Management regarding Incident Action Plan
- Advise and coordinate with SCPD, if appropriate
- Ensure event is staffed appropriately in accordance with safety plan
- Brief all safety employees (to include PD and private security) on day of event
- Attend and monitor event; supervise CSS staff
- Notify Assistant Director and Director of any special occurrences (PD involvement, media presence, use of force, accusations of misconduct, etc.)
- Complete an after-action report

Restrictions:

The campus proper has been designated as a zone for free speech, except in the area of the Mission Church, which would include the surrounding walkways on all four sides.

Amplified sound requires two approvals, one from the manager of the facility being reserved, and one from the City of Santa Clara. Refer to the City of Santa Clara website or click on the following link to the University Event Planning Office's [Outdoor Sound Amplification Policy](#) for more detailed information. It includes a link to the City of Santa Clara's Amplification Permit process.

CSS will ensure that there is no outdoor amplification Monday through Thursday, during final exam periods (undergraduate, graduate, and law) or in outside areas immediately adjacent to classroom buildings while classes are in session.

CSS and Police Department Roles:

During peaceful demonstrations, gatherings, or activities, Campus Safety Services' role will be to support event organizers during the safe and lawful expression of their First Amendment rights. The EP Supervisor will monitor the event for the entirety of the event, while maintaining communication with event organizers and University administration.

If an event devolves to include activities that are unlawful or that present an imminent risk of harm to any person or property, the Santa Clara Police Department should be summoned immediately. All law enforcement-related functions, to include the issuing of a dispersal order, arrests, or use of force, should be conducted by the Santa Clara Police Department. CSS employees should not engage in any use of force unless it is to protect themselves or someone else.

Media:

CSS personnel shall not speak to media members or accept interview requests. All media inquiries should be forwarded to the Office of Media Relations and Communications or the Director of Campus Safety Services.

General:

If event organizers or participants are unhappy with their ability to freely exercise their expressive activity right, CSS personnel should encourage them to explore the appeals process.

Campus Safety staff members should also encourage event organizers and attendees to provide feedback, specific to CSS, by using the QR code or contacting the Assistant Director or Director.

Training:

Campus Safety staff members should receive regular training in crowd control management and expressive activities.