



## Standard Administrative Policy and Procedure

**Subject:** Demonstrations on University Grounds and Administrative Roles and Responsibilities

**Number:** UW SAP 6-4.1

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### I. PURPOSE AND POLICY

The University of Wyoming allows all individuals to express their views and opinions, regardless of how unpopular they may be, and encourages constructive dialogue on campus, as allowable by law. This Policy outlines the roles and responsibilities for administration when Demonstrations occur in or on University Buildings, Facilities, or Grounds.

### II. DEFINITIONS

**Building:** Means buildings or structures or portions thereof, owned or leased by the Trustees of the University.

**Civil Disturbance:** Riots, threats of violence, or disruptions, including actions that substantially disrupt, impair, or interfere with the following:

- A. The teaching, study, research, or administration of the University;
- B. The authorized use of University Buildings, Facilities, or Grounds by others, including already approved reservations or meetings of University students, faculty, staff, administrators, or guests;
- C. The rights and privileges of other Internal or External Users, including shouting down other speakers;
- D. The flow of vehicular traffic, pedestrian traffic at the entrances and exits of buildings or the movement of persons in general; or
- E. Fire protection, law enforcement, or emergency or medical services.

**Crisis Management Team:** The President's Advisory Group, the Associate Vice President for Communication and Marketing, the University of Wyoming Police Department (UWPD) Chief of Police, the Vice President for Student Affairs, and any other individual the President deems appropriate for the given crisis or event.

**Demonstration:** An action by a group or collection of people mobilizing in a particular place for a short period of time to show support or opposition to a certain cause, ideal, opinion, or concern with the intent to raise awareness or change a policy.

**Designated Official:** For purposes of this Policy, the Designated Official is the President's Chief of Staff. At their discretion, the Chief of Staff will use alternate Designated Officials as needed, including those listed below:

- A. Special Assistant to the President
- B. Director of Community Engagement
- C. Director of Safety
- D. Executive Director of Student Life

**Facility:** A physical space that is provided for a specific purpose to support the University's operations, activities, or services. A facility may include vehicles, a building, land, or a combination of both. Facilities may include, but are not limited to, auditoriums, stadiums, arenas, sports fields, and amphitheaters.

**Grounds:** All real property, other than Buildings or Facilities, owned or controlled by the Trustees of the University.

### III. ROLES DURING A SCHEDULED OR IMPROMPTU DEMONSTRATION

#### A. Central Scheduling

If a Demonstration is scheduled through Central Scheduling, the Manager of Central Scheduling shall immediately inform the Designated Official.

#### B. Designated Official

- 1. Before a Demonstration begins, the Designated Official (or alternate Designated Officials) shall:
  - a. Coordinate with Central Scheduling if a Demonstration is scheduled through their services.
  - b. Notify UWPD of the event or Demonstration as they are scheduled or occurring.
  - c. Gather information on the event and potential Demonstrators and give notice to the President, the Crisis Management Team, and Risk Management.



- b.** Respond to any media requests and provide any official statements or responses on behalf of the University.
- 3.** After a Demonstration, the Associate Vice President of Communication and Marketing, or their designee, shall:
  - a.** Monitor social media and news coverage to understand how the Demonstration was perceived and being discussed.
  - b.** If necessary, create and distribute official statements or responses on behalf of the University.
  - c.** Coordinate and respond to media requests for comment or information.

**D. Student Affairs**

- 1.** Before a Demonstration including a student group begins, the Vice President for Student Affairs, or their designee, shall:
  - a.** Inform the Designated Official if they are aware of an upcoming Demonstration.
  - b.** Coordinate with Central Scheduling if a Demonstration is scheduled through their services.
  - c.** Notify UWPD and the Designated Official of the potential Demonstration as it is scheduled or occurring.
  - d.** Work with the Designated Official to gather information on the event and potential Demonstrators and give notice to the President, the Crisis Management Team, and Risk Management.
  - e.** Work the Designated Official and event organizers to develop clear parameters for the event (e.g., ticketed event, signs, assigned moderator, audience participation, etc.).
  - f.** Assign additional and appropriately trained staffing resources to the Demonstration in conjunction with the Designated Official.
  - g.** Work with UWPD and the Designated Official to meet with Demonstration organizers, if necessary.
  - h.** Maintain open lines of communication with organizers and demonstrators to provide important updates.

2. During a Demonstration including a student group, the Vice President of Student Affairs, or their designee, shall:
  - a. Monitor and observe ongoing demonstrations at a safe distance.
  - b. Communicate information, problems, and concerns with the on-scene UWPD personnel and the Dean of Students.
  - c. Cooperate with any UWPD security assessment.
3. After a Demonstration including a student group, the Vice President for Student Affairs, or their designee, shall:
  - a. Review event, crisis, and response with the Dean of Students and Risk Management.
  - b. Discuss Student Code violations with Dean of Students, if any.

**E. UWPD**

1. Before a Demonstration begins, UWPD shall:
  - a. Gather information on the Demonstration.
  - b. Research publicly available information on previous Demonstrations by organizers at other locations.
  - c. Conduct a security or threat assessment and access ways to mitigate safety concerns.
  - d. Develop an action or safety plan, as needed.
  - e. Assign staff resources to the Demonstration or have available resources and staff on standby during event should it rise to a Disruption or Civil Disturbance.
  - f. Work with the Vice President for Student Affairs, or their designee, and the Designated Official to meet with event organizers, as needed.
  - g. Coordinate with outside agencies, as needed.
  - h. Activate the Crisis Management Team, when appropriate.
2. During a Demonstration, UWPD shall:

- a. Monitor and observe the Demonstration to assess the potential for a Civil Disturbance, violence and harm.
  - b. When necessary, engage with demonstrators to explain and mitigate violations of law, policy, University Regulations or Standard Administrative Policies or Procedures, or Central Scheduling processes and procedures.
  - c. Establish separate areas for demonstrators, counter-demonstrators, and access to the venue for Demonstration participants, as necessary.
  - d. Identify and communicate information, problems, and concerns to the Designated Official and the Crisis Management Team as they arise.
  - e. Intervene or enforce law, policy, University Regulations or Standard Administrative Policies or Procedures, and Central Scheduling processes and procedures as necessary.
3. After a Demonstration, UWPD shall:
- a. Address any injuries or ongoing safety issues.
  - b. Communicate with the appropriate campus units as needed.
  - c. Create an accurate record of the event. Depending on the nature of the event, this may include but is not limited to use of neutral observers, videotaping activity, or creation of after-action reports following any police response. UWPD will record all dispersal orders, all arrests, and any use of physical force, to the greatest extent possible.
  - d. Prepare a report of the event, any actions taken, and the reasons for the actions taken.

**F. University Units and Employees**

University units or employees often become aware of demonstrations or protests, whether they are scheduled or not. If an employee becomes aware of a demonstration, they are encouraged to contact their direct supervisor, vice president or dean, and the Designated Official with this information. If a University Officer (as defined in UW Regulation 1-1) becomes aware of a demonstration, they must make a good faith effort to contact their direct supervisor, vice president or dean, and the Designated Official with this information.

#### IV. CIVIL DISTURBANCES

In the event of a Civil Disturbance, UWPD should be notified by anyone with knowledge of the Civil Disturbance, and the UWPD Chief of Police will activate the Crisis Management Team. UWPD will proceed to the scene for assessment of the situation. UWPD will need the following information:

- A. Location (building, entrance, floor, room, etc.);
- B. Approximate number of leaders;
- C. Size of group;
- D. Obvious objective or demand of group; and
- E. Group is rational, organized, violent, etc.

Since resistance may only increase destruction of property and a threat of bodily harm, confronting individuals engaged in a Civil Disturbance by anyone other than UWPD is strongly discouraged. If a Civil Disturbance is inside of a University Facility or Building, faculty, staff, and students should lock any doors and windows and close blinds and drapes to prevent injury. If a Civil Disturbance is outside, faculty, staff, and students should stay inside and stay away from windows and doors.

**Responsible Division/Unit:** Campus Operations

**Source:** None

**Links:** <http://www.uwyo.edu/regs-policies>

**Associated Regulations, Policies, and Forms:** None

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