



July, 2015

Dear Event Security Organization:

The University of Alabama (“University”) has reviewed the use of security services on University property or University-funded events off campus and is implementing a program to develop a list of approved security firms that operate in compliance with the Alabama Security Regulatory Board (ASRB) as authorized in ALA. CODE §§ 34-27C-1 through 34-27C-18 and are committed to working with the University to meet crime reporting requirements and to execute the duties of a security service firm in a professional manner.

Becoming an approved event security service is not a guarantee of business, but is necessary if you wish to work on University property or University-funded events off campus. The host organization will be solely responsible for engaging your services and paying for services. If your organization is not registered and licensed by the ASRB, you will not be eligible for consideration.

UA will conduct an orientation session for security vendors approved to provide services for on-campus events or University-funded events off-campus. The session will familiarize security vendors with social event and facility use guidelines, establish expectations and requirements, some of which include:

- The Expectation of the Event Security Service Vendor
- UA Social Event & Facility Use Policies
- The Consumption of Alcoholic Beverages
- Guest Check-In and Guest List Management
- Responsibilities of the Host Organization
- The Role of UAPD & Law Enforcement
- Reporting of Criminal Activity and Security Vendor Investigation Cooperation

This orientation program will be offered upon initial approval and on an as-needed basis thereafter. The security event firm’s owners, principals, and other key personnel are expected to attend. The security vendor is expected to pass the applicable information to each person working an event to allow these individuals to perform their duties in accordance with University policies and guidelines.

In addition to the required ASRB license, the University requires all security vendors seeking approval to work on campus or to provide services off-campus when paid with University funds to have been in operation for at least one year and to have a record with the ASRB that is free of violations or rule infractions.

Please review the enclosed registration application and contact me if you have any questions. If you prefer electronic copies of the forms or need additional blank copies, please refer to the University’s Risk Management website. We look forward to receiving your application and thank you in advance for your cooperation.

Sincerely,

Robert A. Pugh
Director of Risk Management

Office of Risk Management
P.O. Box 870119_
Tuscaloosa, AL 35487-0119
(205) 348- 4534