

## Basic Security Responsibilities

### Walking Patrols

1. Walk the floor of the convention (in your assigned area) and watch for policy violations.
2. If you see a violation of policy, notify your partner and move in as a pair to speak to the attendees in question. PEACEFULLY resolve the situation, if at all possible.
3. If you cannot peacefully contain the situation or you feel that you are unable to handle the situation by yourselves, DO NOT HESITATE TO CALL FOR BACKUP. (This is what department administration is for.)
4. ALWAYS wear your staff shirt while on patrol, even if you are a supervisor.
  - a. This both ensures that we maintain a visible presence on the convention floor and that we provide an air of practiced calmness and confidence.
5. If an altercation occurs, do not hesitate to call for Cobb County backup.
  - a. ONLY call for Cobb County officers in the event of a physical altercation or other serious emergency.
6. In order to finish your shift when your patrol is over, check in with the director on duty (make sure to relay any information that is pertinent to the next shift).

### Floor Sweeps

1. (see all above rules and regulations)
2. Floor sweeps are done on a regular basis in order to keep walkways, stairwells, and escalators (including all points of access) clear and accessible.
3. If you feel the need to communicate with your partner about non-essential information while doing a floor sweep, please use a non-active radio channel or your cellular device.
4. You and your partner will enter the stairwells on opposite ends and move towards one another, accessing each floor as you go.
  - a. Make sure that no one is blocking the entrances to the stairwell (ask them to move if they are), and radio one another if there is anything for which you need backup.
  - b. If you encounter a serious situation (e.g. drug use, sexual acts, etc.), do not hesitate to call Cobb County officers and the director on duty.

### Adult Rooms

1. Adult rooms include rooms which contain pornography or alcohol (e.g. hentai rooms, the mixer, etc.).
2. The adult rooms are the only rooms for which we check IDs.
3. Typically, a supervisor MUST be present for this assignment. If a supervisor is NOT present and you need assistance, call for dispatch.
4. For hentai and hentai-associated panels, as well as for any event serving alcohol, each attendee MUST provide a valid government ID (including but not limited to: valid driver's license, state-issued ID card, passport, military ID, or birth certificate)
  - a. For hentai and hentai-associated panels, the legal entrance age is 18 or older.

- b. For mixers and panels serving alcohol, the legal entrance age is 21 or older.
  - c. This is NOT only a convention policy – this is mandatory federal law. Failure to comply with these guidelines could have legal ramifications.
5. If you suspect that the ID provided by an attendee is fake or altered, ask them to step to the side of the line and call dispatch for support.
  6. If an attendee is belligerent (or visibly intoxicated to the point of being incapacitated) please ask them to step to the side and call for backup.

### Line/Door/Crowd Control

While this is no longer a security function for which our department is actively responsible, there are several procedures in place of which you should be aware.

1. While on **door duty**, you will be told whether that door will serve as an entrance or an exit for that particular event. Do not allow attendees to enter through an exit, or vice versa.
  - a. Attendees who are being assisted by disability services are the exception to this rule.
2. If you are put on **line control**, please keep the following in mind:
  - a. You are trying to maintain the line in an orderly, generally single-file path to the event while keeping all walkways and doorways clear.
  - b. NEVER scream or raise your voice to an attendee, as it is not an effective method of corralling large groups of people.
3. **Crowd control** assignments consist of maintaining cleared doorways and established pathways, as well as dispersing crowds in the event of an emergency. Please speak with a director about the nature of any specific crowd control assignment or function you are tasked with before the start time of the event for which you are needed.

