



Bag and Article Inspection Policy

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General Description

Policy Summary:

Trinity University values free inquiry and free expression, which are indispensable for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Violence, the threat of violence, and the disruptions of the normal functions of the University are alien to the spirit of the academic community. All educational community members share the responsibility to secure and respect general conditions conducive to the freedom to learn. Trinity University recognizes its duty to develop policies and procedures which provide and safeguard this freedom.

This policy improves safety at University facilities by requiring inspections of all bags at events designated by the University's Event Review Committee. Non-approved bags will not be permitted entry without inspection, and certain items will be prohibited to ensure a secure environment for all attendees. This policy protects everyone's well-being and provides a safer experience at University events.

Purpose:

The Bag and Article Inspection Policy enhances safety at University events by ensuring that all bags and items entering venues are inspected. This policy aims to create a secure environment for all participants and attendees, helping to mitigate risks while fostering an enjoyable event experience. By regulating what can be brought into University facilities, we strive to uphold the highest safety standards and protect the well-being of everyone involved.

Scope:

This policy applies to all events held in University facilities, including internal gatherings and external events open to the public. It covers all attendees, staff, and vendors entering designated venues, requiring the inspection of bags and personal items to ensure compliance with safety standards. The policy outlines the types of bags and items subject to inspection, the procedures for conducting inspections, and the criteria for determining prohibited items.

Exceptions:

Exceptions to the Bag and Article Inspection Policy may be granted on a case-by-case basis for specific events or individuals, as determined by the Trinity University Police Department (TUPD) in consultation with the Trinity University Event Review Committee.

Such exceptions may include, but are not limited to, special access for VIP guests, law enforcement officials, or individuals with disabilities requiring accommodations. Any approved exceptions must be documented and communicated clearly in writing to ensure compliance with safety standards while maintaining the integrity of the policy.

All other attendees must adhere to the inspection requirements to provide a safe environment for all participants.

Responsible Department:

University Police

Policy Content

Policy Content

Trinity University encourages guests and affiliates to minimize the use of bags at events to ensure a safe and enjoyable experience for all participants and attendees. However, if necessary, attendees may bring an approved bag, defined as a clear plastic or vinyl bag not exceeding the dimensions of 12" height by 12" width by 6" depth.

The University also allows certain non-approved bags, as defined in this policy's terms and definitions section, to enter its venues, but these bags will be subject to search. The University Event Review Committee (ERC), in consultation with the Trinity University Police Department, decides which events require a bag inspection.

In accordance with the University [Facility Use Policy](#), event sponsors must submit event requests no later than 30 days before the event date. Once the request is submitted through TSpace or Trinity Conference Services, the Event Review Committee (ERC) will consult with the approval authority and other relevant parties to evaluate the event. Based on this review, the ERC will decide whether bag inspection is required or optional for the event.

- Size of the event
- Whether the event is internal or external
- Accessibility to the public
- Previous experiences with similar events
- Intelligence received from law enforcement regarding the event

- The presence of Trinity University Executive Leadership at the event [ER2]

If bag inspections are required, clear signage will be posted stating, "All bags subject to search."

Please note that the University reserves the right to inspect any bag irrespective of the ERC's recommendation for a specific event. In addition, the University may prohibit any bags that do not comply with this policy from entering the venue.

Bag and Article Inspection at Event Venues

- Any bag or article entering the venue is subject to inspection.
- Approved bags will typically bypass the bag and article inspection stations but may still be subject to search if deemed necessary.
- Non-approved bags and articles will always be inspected at all venues requiring bag inspections and may be inspected at venues when inspections are optional.
- Prohibited bags and articles will not be allowed to enter any venue.
- During inspection, attendees may be asked to remove large or obstructive items from their bags or articles.
- If prohibited items are found during inspection, the attendee will be asked to return the item(s) to their vehicle or discard the item(s) in designated bins.
 - There are no provisions for storing/checking prohibited items on-site. The University is not responsible for items left unattended.

Outdoor Venues/Events

Outdoor venues and events will be evaluated on a case-by-case basis, as additional restrictions may be implemented at the discretion of the event management.

Performance Evaluation

Consequences of Policy Violation:

Violations of the Bag and Article Inspection Policy may result in denying entry to University events or removing individuals from the premises. Depending on the nature and severity of the violation, further consequences may include disciplinary action, reporting to law enforcement, or bans from future events. All attendees are expected to comply with this policy to ensure the

safety and well-being of everyone involved. Failure to adhere to the inspection requirements jeopardizes personal safety and disrupts the event experience for others.

Terms & Definitions

Terms and Definitions:

| Term: | Definition: |
|------------------------|---|
| Approved Bag | A clear plastic or vinyl bag that does not exceed the following dimension: 12” height by 12” width by 6” depth. |
| Event Review Committee | <p>The Trinity University Event Review Committee (ERC) comprises faculty, staff, and student representatives who gather biweekly as needed to review events that present an elevated risk to Trinity and make recommendations for mitigating the identified risks.</p> <ul style="list-style-type: none"> • Academic Affairs • Conferences and Special Programs • Dean of Students • Emergency Management • Risk Management • Strategic Communications and Marketing • Student Involvement • Student Government • Trinity University Policy Department |
| Non-Approved Bag | <p>Bags that are allowed into venues but are subject to inspection. They include the following bag types:</p> <ul style="list-style-type: none"> • Backpack • Purse • String Bag • Camera Bag • Fanny Pack • Briefcase • Binocular Case • Diaper Bag <p>Any other bag larger than 12” x 12” x 6” that is not defined as an approved bag or a prohibited bag</p> |
| Prohibited Bag and | Bags that are not allowed into any venue. They include the following bag types: |

| Term: | Definition: |
|-----------------|--|
| Article | <ul style="list-style-type: none">• Duffle Bag• Rolling Bag• Cooler• Luggage• Any other bag that is larger than a standard size non-approved bag or similar to listed bags above |
| Prohibited Item | <p>Items that are not allowed into any venue. They include the following item types:</p> <ul style="list-style-type: none">• Banner/Sign/Poster (except for pre-approved items in designated areas)• Bicycle• Cameras larger than 8.5” x 11” x 11”• Drink containers to include cans, bottles, coolers, and flasks• Drone / unmanned aerial vehicle• Food• Knife or razor blade of any size, including folding blade or Swiss Army Knife• Noisemaker (except for outside field events)• Pole, stick, and selfie stick• Stadium chair that is not foldable• Tripod• Weapon, fireworks, and laser pointer |

Related Documents

Related Documents:

| Document Type: | Document Name: | Document Number: |
|----------------|---------------------|------------------|
| Policy | Facility Use Policy | PRES-0001 |

Revision Management

Revision History Log:

| Revision #: | Date: | Recorded By: |
|-------------|-------------------|--------------|
| v1.0 | 9/27/2024 1:26 PM | Pamela Mota |

Vice President Approval:

| Name: | Title: |
|----------------|---|
| Mark Detterick | Vice President for Finance and Administration |