



## **SIGMA PHI EPSILON FRATERNITY SOBER MONITOR and SOBER OFFICER RESOURCE**

Sober monitors have the important responsibility of helping to monitor chapter social events in order to provide a safe social environment. They are charged with monitoring social events and following the [Risk Management Policies of Sigma Phi Epsilon Fraternity](#), the host institution as well as the policies of other chapter(s) that are co-hosting the event. This resource is intended to help a chapter think through how to set up an effective sober monitor/officer system.

### **Expectations of a Sober Monitor/Officer Program**

- Monitors are not to consume alcohol and must remain completely sober prior to and during the social event.
- One monitor for every 25 guests is recommended.
- One sober chapter officer for each event is recommended.
- If the event is co-sponsored between a sorority and fraternity, both male and female monitors may be used to ensure the safety of all guests and all applicable rules are applied to men and women equally.
- Monitors should be older members of all participating organizations who will serve as general monitors or service monitors at the service distribution center. New members should not be serving as monitors.
- Monitors should meet with the vice president of programming/social chairman before the event begins to discuss role/scope of responsibility and stations for the event.
- Specialty clothing should be worn by the monitors and sober officer to set them apart from the rest of the attendees (ex.: highly visible t-shirts or jackets).
- The chapter president and vice president of programming/social chairman should limit their use of alcohol (if consuming at all and if of legal drinking age) during social events so they can, along with the monitors, ensure that a safe social environment is maintained.

### **Sober Monitor and Sober Officer stations**

- There should be a sober monitor at every exit/entrance to the building.
- There should be a minimum of two sober monitors at the main entrance of the event (and there should only be one entrance for the event).
- There should be a sober monitor stationed at any part of the house/venue that is restricted to members and guests.
- There should be monitors walking around the event.

### **Responsibilities of the Sober Officer and Sober Monitor**

- Sober monitors at the entry of the event are responsible for checking identification cards and guest list upon entry to the event. There should be system for identifying members and guests who are over the legal drinking age (i.e. 21+ years old).
- All monitors must fully understand emergency protocol. If an emergency situation arises, the monitor should be able to call 911, if appropriate, and ask for assistance in ending the social function and have guests leave the party.

- Monitors should be prepared to exercise their right to deny access to the event to anyone who they think is already impaired by alcohol or other drugs or wearing offensive costumes, even if the person is on the invitation list.
- Monitors should be prepared to ask members/guests to leave if they become too intoxicated and behave inappropriately. If they are uncooperative, call the police.
- Monitors should respond to any disruptions that take place at the event.
- Monitors should be prepared to notify hired security (if applicable) if they see a situation that requires attention.
- Monitors should prevent guests from leaving with alcohol.
- Monitors should be prepared to find alternate transportation home for impaired guests (cab is preferred).

### **Things to Consider for your Chapter**

- How will the monitors and officer be selected for each social event? Rotation, volunteer, etc.?
- How many monitors will you have for the event?
- What specialty clothing will monitors and the sober officer wear?
- Which officer is responsible for meeting monitors and review responsibilities prior to the event?
- What are the specific responsibilities for the monitors and officers?

### **Hired Security**

Depending on type of event, size of event, venue, etc., hiring licensed security is recommended. Off-duty police officers are preferred when and where possible, but if you hire an outside security company, the [Security Vendor Guidelines](#) will be useful in that process. One security person for each 100 guests is recommended.