

## **DRY RUSH ENFORCEMENT BOARD POLICIES & PROCEDURES**

- The number to the DREB operator is **(949) 330-0700**; this is a line strictly for DREB  
- The operator will be taking calls everyday from 8:00pm to 2:00am everyday during the **Formal Recruitment Period as defined by the IFC Recruitment Bylaws.**

- DREB operator will always be an IFC executive board member  
- DREB call log – every call is noted in the DREB Call Log ; the incoming calls on the phone's call history must be consistent with the DREB call log; this will be checked everyday

- Call log includes: group leaders for night; date & time of call; caller affiliation; caller name & SID; description of complaint; outcome of complaint

- There will be a separate call log for each night

- **All callers must confirm their identity with last 4 digits of their ID number. The operator will have a list with the required information to confirm. Please note that caller's names will remain confidential and names will not be released to anyone.**

### **-PROCEDURE:**

1. Confirms caller's identity with chapter roster – last 4 digits of ID# must match one on roster. IF CALLER FAILS TO CONFIRM IDENTITY, COMPLAINT WILL NOT BE NOTED

2. Call is logged in log binder

3. Operator calls appropriate DREB group leader to check party

- In the situation that the group leader called is affiliated with the chapter being accused, the operator will call the other group leader

4. DREB group leader calls back to confirm outcome with operator

### **DREB Duty Teams**

- Each Duty group will consist of three people: 2 DREB reps and 1 IFC Exec Member

- There will also be a duty team of executive board members in the residential halls during welcome week.

- DREB groups will be on duty from 9pm – 1am until Saturday (the end of welcome week) and 9pm-12am following then

- The group leader will always be the IFC exec member on your duty team; the group leader will always be the one who receives calls from the operator and the one who drives

- There will be two groups on duty every night: a Newport group and an Irvine group; the Newport group will meet at **TBD** and the Irvine group will meet in **TBD**. If you are on duty you should arrive to your Irvine or Newport Beach location by 8:30pm.

- Food and drinks will be provided to those on duty every night

### **- STEPS FOR DUTY CALLS:**

1. **Group leader receives call and takes group to site; reps will not know where and who the complaint is for; everyone puts their phones in one bag that will be brought with them**

2. **Upon arrival group leader and group member 1 go to door, group member 2 will remain outside the home to look out for any suspicious activity**

3. **Group leader asks to speak with who ever is in charge and informs him that he is with DREB**

a. **If person at door does not cooperate, warn them that if they continue a likely rush infraction will result.; if he still continues, then make note and leave. Call Operator to inform them of outcome.**

4. **Group leader pulls contact person aside while group member 1 enters home (if granted access)**

**and notes everything he sees.**

5. **Group leader asks contact person the following and notes answers on DREB report:**

a. **name, affiliation; position?**

b. **are you having a party?**

c. **Are there non-fraternity members present?**

d. **Is there alcohol present?**

e. **What is your contact information?**

6. **Group leader informs contact person that a report will be written up and reviewed by J-Board and IFC exec**

7. **Group leader calls operator and notifies him of outcome**