

02-14. Security Guard Services

Internal Policies and Procedures of the Utah State Board of Education
Policy # 02-14
Subject: Security Guard Services
Effective Date: 10/6/2010 Revision Dates: 9/25/2017
Purpose: To ensure the safety of all USBE employees in the building after regular work hours.
Policy: <ul style="list-style-type: none">• USBE employees with security badges may access the building after hours without a security guard present.• It is strongly recommended that a security guard be hired for group meetings after hours or on weekends.
References:

Procedures:

- A USBE employee shall assume responsibility for a group meeting held at the USBE Offices outside of regular business hours.
- To arrange for security guard coverage for a meeting held outside of regular business hours, a USBE employee shall send an email to the Building Manager (preferably two weeks in advance of the meeting, if possible) with the following details:
 - Date and duration of meeting;
 - Name of the meeting or the group that will be meeting;
 - Meeting room they will be using; and
 - USBE contact person who will be attending the meeting.
- The Building Manager contacts the security company under contract and forwards the email to them.
- When the invoice for the meeting is received, it will be forwarded to the USBE meeting contact person, or the fiscal analyst of the USBE section responsible for the meeting.
- A USBE employee may not pay for security guard services through third-party billing.