

Internal Policies and Procedures of the Utah State Board of Education	
Policy #:	02-14
Subject:	Security Guard Services
Date:	May 25, 2022
Policy Owner:	Administrative Services Manager
Policy Officer:	Deputy Superintendent of Operations

- I. **PURPOSE:** To ensure the safety of all USBE employees in the building after regular work hours.
- II. **POLICY:**
 - 1. USBE employees with security badges may access the building after hours without a security guard present.
 - 2. It is strongly recommended that a security guard be hired for group meetings after hours or on weekends.
- III. **PROCEDURES:**
 - 1. A USBE employee shall assume responsibility for a group meeting held at the USBE Offices outside of regular business hours.
 - 2. 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:
 - a. Date and duration of meeting;
 - b. Name of the meeting or the group that will be meeting;
 - c. Meeting room they will be using; and
 - d. USBE contact person who will be attending the meeting.

3. The Building Manager contacts the security company under contract and forwards the email to them.
 4. 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.
 5. A USBE employee may not pay for security guard services through third-party billing.
- IV. **HISTORY:** The effective date of this policy was October 6, 2010, with a revision on September 25, 2017. On May 25, 2022, this policy was formatted to comply with USBE Internal Policy 00-01.