



Contract Security Services Checklist/Guidelines

Getting Started

- Determine the location(s), dates and times and scope of the need for security.
- Consult with the Department of Public Safety (DPS) at 763-1131 to review the security needs.
- If it is determined that a contract guard service would best fit the security need, obtain a clearance code from DPS for the security service.

Initiating Contract Security Coverage

- Contact one of the approved University Contract Suppliers for security guards.
- Contract with the guard service, making expectations for service clear and providing them with a short code or P-card number.
- Re-contact DPS and provide the name of the supplier, location and the date and time that the guard services will be contracted.
- Prepare instructions for on-site guard(s) to follow.

After Event Actions

- Verify services were provided as agreed upon.
- Contact guard service to confirm hours worked and to resolve any concerns or conflicts.
- Contact Procurement Services security contract administrator at 615-3492 if you do not get a satisfactory resolution from the guard service.