



Department of Administration
Purchasing Division
2019 Washington Street East
Post Office Box 50130
Charleston, WV 25305-0130

State of West Virginia Delivery Order

Order Date: 07-18-2022

CORRECT ORDER NUMBER MUST APPEAR
ON ALL PACKAGES, INVOICES, AND
SHIPPING PAPERS. QUESTIONS
CONCERNING THIS ORDER SHOULD BE
DIRECTED TO THE DEPARTMENT
CONTACT.

Order Number:	CDO 0506 0506 HHR2300000001 1	Procurement Folder:	1069470
Document Name:	Security Services for Region II and Region IV	Reason for Modification:	
Document Description:	Security Services for Region II and Region IV		
Procurement Type:	Central Delivery Order		
Buyer Name:	Mark A Atkins		
Telephone:	(304) 558-2307		
Email:	mark.a.atkins@wv.gov		
Shipping Method:	Best Way	Master Agreement Number:	CMA 0212 SECSVS19A 1
Free on Board:	FOB Dest, Freight Prepaid		

VENDOR	DEPARTMENT CONTACT																				
Vendor Customer Code: VS0000018473 UNIVERSAL PROTECTION SERVICE LP PO BOX 277469 ATLANTA GA 30384 7469 US Vendor Contact Phone: 614.381.5977 Extension: Discount Details: <table><thead><tr><th></th><th>Discount Allowed</th><th>Discount Percentage</th><th>Discount Days</th></tr></thead><tbody><tr><td>#1</td><td>No</td><td>0.0000</td><td>0</td></tr><tr><td>#2</td><td>No</td><td></td><td>0</td></tr><tr><td>#3</td><td>No</td><td></td><td>0</td></tr><tr><td>#4</td><td>No</td><td></td><td>0</td></tr></tbody></table>		Discount Allowed	Discount Percentage	Discount Days	#1	No	0.0000	0	#2	No		0	#3	No		0	#4	No		0	Requestor Name: Brian D Pauley Requestor Phone: (304) 558-2810 Requestor Email: brian.d.pauley@wv.gov 23 FILE LOCATION _____
	Discount Allowed	Discount Percentage	Discount Days																		
#1	No	0.0000	0																		
#2	No		0																		
#3	No		0																		
#4	No		0																		

INVOICE TO	SHIP TO
BUYER - 304-957-0209 HEALTH AND HUMAN RESOURCES OPERATIONS/PURCHASING ONE DAVIS SQUARE, FIRST FLOOR, RM 110 CHARLESTON WV 25301 US	STATE OF WEST VIRGINIA VARIOUS LOCATIONS AS INDICATED BY ORDER No City WV 99999 US

Total Order Amount: \$922,142.00

Purchasing Division's File Copy

JUL 17/18/2022

PURCHASING DIVISION AUTHORIZATION

DATE: *Mark Atkins - 7/18/2022*

ELECTRONIC SIGNATURE ON FILE

ENTERED

ENCUMBRANCE CERTIFICATION

DATE: *7/18/2022*

ELECTRONIC SIGNATURE ON FILE

Extended Description:

CDO to provide Security Services for DHHR Region II & DHHR Region IV locations.

Which include the following locations:

Diamond Bldg., Diamond Garage and One Davis Square

Kanawha County BCF

Cabell County BCF

OCME

Raleigh County BCF <https://prd311.wvoasis.gov/prdfin11/advantage/Advantage/#HeaderComponentActionSave>

Mercer County BCF

Dates of Service: 07/24/2022 thru 7/25/2023

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
1	92121504	2080.00000	HOURL	\$14.5000	\$30,160.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2022-07-24	2023-07-25			2022-07-24	

Commodity Line Description: Region II - Security Guard Lieutenant - Site Supervisor

Extended Description:

Region 2 - Security Guard Lieutenant - Site Supervisor

40 hrs/wks x 52 wks = 2080 hrs x \$14.50 hr = \$30,160

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
2	92121504	8736.00000	HOURL	\$14.5000	\$126,672.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2022-07-24	2023-07-25			2022-07-24	

Commodity Line Description: Region II - Security Guard III - Rover

Extended Description:

Region II - Security Guard III - Rover

168 hrs/wk x 52wks = 8736 hrs x \$14.50 = \$126,672.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
3	92121504	8736.00000	HOURL	\$14.5000	\$126,672.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2022-07-24	2023-07-25			2022-07-24	

Commodity Line Description: Region II - Sergeant - Shift Supervisor

Extended Description:

Region II - Sergeant - Shift Supervisor

168 hrs/wk x 52 wks = 8736 hrs x \$14.50 = \$126,672.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
4	92121504	3380.00000	HOURL	\$14.5000	\$49,010.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2022-07-24	2023-07-25			2022-07-24	

Commodity Line Description: Region II - Security Guard III - Garage

Extended Description:

Region II - Security Guard III - Diamond Garage

65 hrs/wks x 52 wks = 3120 hrs x \$14.50 hr = \$49,010.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
5	92121504	2340.00000	HOUR	\$14.5000	\$33,930.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2022-07-24	2023-07-25			2022-07-24	

Commodity Line Description: Region II - Security Guard III - Diamond Desk

Extended Description:

Region II - Security Guard III - Garage

45 hrs/wks x 52 wks = 2340 hrs x \$14.50 hr = \$33,930.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
6	92121504	3120.00000	HOUR	\$14.5000	\$45,240.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2022-07-24	2023-07-25			2022-07-24	

Commodity Line Description: Region II - Security Guard III - ODS Desk

Extended Description:

Region II - Security Guard III - ODS Desk

60 hrs/wks x 52 wks = 3120 hrs x \$14.50 hr = \$45,240

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
7	92121504	2860.00000	HOUR	\$14.5000	\$41,470.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2022-07-24	2023-07-25			2022-07-24	

Commodity Line Description: Region II - Security Guard III - Unusual Circumstance

Extended Description:

Region II - Security Guard III - Diamond Bldg., Diamond Garage and One Davis Square

Unusual Circumstance - 10% of Total Hours

55 hrs x 52 wks = 2860 x

\$14.50 = \$41,470.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
8	92121504	8736.00000	HOUR	\$14.5000	\$126,672.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2022-07-24	2023-07-25			2022-07-24	

Commodity Line Description: Region II - Security Guard III - Rover Kan. County

Extended Description:

Region II - Security Guard III - Rover - Kan. County

Unusual Circumstance - 10% of Total Hours

168 hrs/wks x 52 wks =

8736 hrs x \$14.50 = \$126,672

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
9	92121504	884.00000	HOUR	\$14.5000	\$12,818.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2022-07-24	2023-07-25			2022-07-24	

Commodity Line Description: Region II - Security Guard III - Rover Kan. County UC

Extended Description:

Region II - Security Guard III - Rover Kan. County

17 hrs x 52 wks = 884 hrs x \$14.50 = \$12,818.00

Unusual Circumstances = 10% of Total Hours

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
10	92121504	6136.00000	HOUR	\$14.5000	\$88,972.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2022-07-24	2023-07-25			2022-07-24	

Commodity Line Description: Region II - Security Guard III - Rover Cabell County

Extended Description:

Region II - Security Guard III - Rover Cabell County

118 hrs x 52 wks = 6136 hrs x \$14.50 = \$88,972.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
11	92121504	624.00000	HOUR	\$14.5000	\$9,048.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2022-07-24	2023-07-25			2022-07-24	

Commodity Line Description: Region II - Security Guard III - Rover Cabell Cnty - UC

Extended Description:

Region II - Security Guard III - Rover Cabell Cnty BCF

Unusual Circumstances - 10% of Total Hours 12 hrs x 52 wks = 624 hrs x \$14.50 = \$9,048

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
12	92121504	8736.00000	HOUR	\$14.5000	\$126,672.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2022-07-24	2023-07-25			2022-07-24	

Commodity Line Description: Region II - Security Guard III - Rover OCME

Extended Description:

Region II - Security Guard III - Rover OCME

168 hrs/wk x 52 wks = 8736 hrs x \$14.50 = \$126,672

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
13	92121504	884.00000	HOUR	\$14.5000	\$12,818.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2022-07-24	2023-07-25			2022-07-24	

Commodity Line Description: Region II - Security Guard III - Rover OCME - UC

Extended Description:

Region II - Security Guard III - Rover OCME

Unusual Circumstances - 10% of total hours

17hrs x 52wks = 884hrs x \$14.50 = \$12,818.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
14	92121504	2860.00000	HOUR	\$14.5000	\$41,470.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2022-07-24	2023-07-25			2022-07-24	

Commodity Line Description: Region IV - Security Guard III - Rover Mercer Cnty

Extended Description:

Region IV - Security Guard III - Rover

55hrs x 52wks = 2860hrs x \$14.50 = \$41,470.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
15	92121504	312.00000	HOURL	\$14.5000	\$4,524.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2022-07-24	2023-07-25			2022-07-24	

Commodity Line Description: Region IV - Security Guard III - Mercer Cnty - UC

Extended Description:

Region IV - Security Guard III - Rover - Mercer County

Unusual Circumstances - 10% of Total Hours 6 hrs x 52 wks = 312 hrs x \$14.50 = \$4,524.00

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
16	92121504	2860.00000	HOURL	\$14.5000	\$41,470.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2022-07-24	2023-07-25			2022-07-24	

Commodity Line Description: Region IV - Security Guard III - Rover Raleigh Cnty

Extended Description:

Region IV - Security Guard III - Rover Raleigh County

55 hrs/wk x 52 wks = 2860 hrs x \$14.50 = \$41,470

Line	Commodity Code	Quantity	Unit	Unit Price	Total Price
17	92121504	312.00000	HOURL	\$14.5000	\$4,524.00
Service From	Service To	Manufacturer	Model No	Delivery Date	
2022-07-24	2023-07-25			2022-07-24	

Commodity Line Description: Region IV - Security Guard III - Raleigh Cnty - UC

Extended Description:

Region IV - Security Guard III - Rover Raleigh County

Unusual Circumstances - 10% of Total Hours 6 hrs x 52 wks = 312 hrs x \$14.50 = \$4,524.00

**Information needed for DHHR to formulate and issue a purchase order with Universal Protection Service LP, against
CMA 0212 SECSVS19A**

The following document was completed by the DHHR Operations - Office of Operational Administration to assist DHHR Purchasing with issuing a purchase order for contract security services to Universal Protection Service LP, against state-wide contract CMA 0212 SECSVS19A.

The following items are attached:

1. Summary of the Need.
2. Projected Universal Protection Service LP, statewide security contract impact on DHHR Region II and Region IV Locations.
3. CMA 0212 SECSVS19A Security Guard Request Form for Diamond Building, Diamond Garage, One Davis Square – Kanawha County, Region II.
4. CMA 0212 SECSVS19A Security Guard Request Form for the Office of the Chief Medical Examiner – Kanawha County, Region II.
5. CMA 0212 SECSVS19A Security Guard Request Form for the Kanawha County DHHR Office – Kanawha County, Region II.
6. CMA 0212 SECSVS19A Security Guard Request Form for the Cabell County DHHR Office – Cabell County, Region II.
7. CMA 0212 SECSVS19A Security Guard Request Form for Raleigh County DHHR – Raleigh County, Region IV.
8. CMA 0212 SECSVS19A Security Guard Request Form for Mercer County DHHR – Mercer County, Region IV

Summary of Need

DHHR utilizes contract security services at several facilities within Region II and Region IV, which consists of Mason, Cabell, Wayne, Mingo, Logan, Boone, Lincoln, Kanawha, Putnam, Roane, and Jackson counties [Region II], and Fayette, Greenbrier, Monroe, Pocahontas, Summers, Mercer, Nicholas, Webster, Wyoming, McDowell, Mingo, Mercer, and Raleigh [Region IV] counties. This Purchase Order is to cover contract security services at all DHHR facilities within Region II and Region IV. If additional facilities are to be added in Region II or Region IV, it will be accomplished by issuing a change order. The present facilities to be included are the Diamond Building, Diamond Garage, One Davis Square, Kanawha County DHHR Office, Cabell County DHHR Office, Office of the Chief Medical Examiner [OCME] and Mercer County DHHR, and Raleigh County DHHR Office.

The purchase order's effective date must be July 24, 2022 and continue through July 25, 2023.

The projected cost of the contract, per term, is included in Section 2. The hours and cost listed are projected on the current minimum man-hours needed to fulfill each location's security function, with 10% added to cover unusual and unforeseen security needs [recent example: security coverage needed when contractors working off-shifts and weekends in Diamond Building and One Davis Square].

Security services from Universal Protection Service LP, will be required at each location as follows:

Location	Usage dates of Universal Protection Service LP, Contract	Weeks of Universal Protection Service LP, Contract
Diamond Building, Diamond Garage and One Davis Square	July 24, 2022 to July 25, 2023	52
Kanawha County DHHR	July 24, 2022 to July 25, 2023	52
Cabell County DHHR	July 24, 2022 to July 25, 2023	52
OCME	July 24, 2022 to July 25, 2023	52
Mercer County DHHR	July 24, 2022 to July 25, 2023	52
Raleigh County DHHR	July 24, 2022 to July 25, 2023	52

Universal Protection Service LP must separately invoice DHHR Operations, for and by the following locations:

- a) Diamond Building, Diamond Garage and One Davis Square -Region II
- b) Kanawha County DHHR -Region II
- c) Cabell County DHHR- Region II
- d) OCME - Region II
- e) Mercer County DHHR - Region IV
- f) Raleigh County DHHR – Region IV

Universal Protection Service LP must invoice each location, listed above, monthly.

ok to renew
Kimberly S. Jobe

CMA 0212 SECSVS19A Security Guard Request Forms have been completed and attached for the following locations:

- a) Diamond Building, Diamond Garage and One Davis Square – Kanawha County - Region II.
- b) Office of the Chief Medical Examiner – Kanawha County - Region II.
- c) Kanawha County DHHR Office – Kanawha County - Region II.
- d) Cabell County DHHR Office – Cabell County - Region II.
- e) Mercer County DHHR Office – Mercer County - Region IV.
- f) Raleigh County DHHR Office – Raleigh County – Region IV.

Each CMA 0212 SECSVS19A request form has an attached sheet(s) which discusses present required hours of coverage needed and duties. Hours of coverage and duties are subject to change based on business needs.

Universal Protection Service LP Contract Impact on DHHR Region II and Region IV Locations	
Location	Projected Cost/Year
Diamond Building, Diamond Garage and One Davis Square-Region II	\$ 453,154
Kanawha County DHHR, Region II	\$ 139,490
Cabell County DHHR, Region II	\$ 98,020
OCME, Region II	\$ 139,490
Mercer County DHHR, Region IV	\$ 45,994
Raleigh County DHHR, Region IV	\$ 45,994
Total Projected DHHR Region II and Region IV Costs	\$ 922,142

Diamond Building, Diamond Garage and One Davis Square Region II				Cost Projections			
	Days	Coverage Times	Hours/Week	Rate \$/Hour	Cost \$/Week	Cost \$/Year	
	Site Supervisor (Lieutenant)	M-F	0700-1500	40	\$14.50	\$580	\$30,160
	Shift Supervisor (Sergeant)	Su-Sa	0000-2400	168	\$14.50	\$2,436	\$126,672
	Rover (Security Officer III)	Su-Sa	0000-2400	168	\$14.50	\$2,436	\$126,672
	Garage (Security Officer III)	M-F	0600-1900	65	\$14.50	\$942.50	\$49,010
	Diamond Desk (Security Officer III)	M-F	0800-1700	45	\$14.50	\$652.50	\$33,930
	ODS Desk (Security Officer III)	M-F	0600-1800	60	\$14.50	\$870	\$45,240
	Totals			546	\$14.50	\$7,917	\$411,684
Unusual Circumstances (Security Officer III)	When security is needed during unusual circumstances – calculated at 10% of total hours		55	\$14.50	\$797.50	\$41,470	
				Total with 10%		\$453,154	

				Cost Projections		
Kanawha County DHHR Region II	Days	Coverage Times	Hours/Week	Rate \$/Hour	Cost \$/Week	Cost \$/Year
Rover (Security Officer III)	Su-Sa	0000-2400	168	\$14.50	\$2,436	\$126,672
Totals			168	\$14.50	\$2,436	\$126,672
Unusual Circumstances (Security Officer III)	When security is needed during unusual circumstances – calculated at 10% of total hours		17	\$14.50	\$246.50	\$12,818
				Total with 10%		\$139,490

				Cost Projections		
Cabell County DHHR Region II	Days	Coverage Times	Hours/Week	Rate \$/Hour	Cost \$/Week	Cost \$/Year
Rover	M-F	1700-0700	70	\$14.50	\$1,711	\$88,972
(Security Officer III)	Sa-Su	0700-0700	48			
Totals			118	\$14.50	\$1,711	\$88,972
Unusual Circumstances (Security Officer III)	When security is needed during unusual circumstances – calculated at 10% of total hours		12	\$14.50	\$174	\$9,048
				Total with 10%		\$98,020

				Cost Projections		
OCME Region II	Days	Coverage Times	Hours/Week	Rate \$/Hour	Cost \$/Week	Cost \$/Year
Rover (Security Officer III)	Su-Sa	0000-2400	168	\$14.50	\$2,436	\$126,672
Totals			168	\$14.50	\$2,436	\$126,672
Unusual Circumstances (Security Officer III)	When security is needed during unusual circumstances – calculated at 10% of total hours		17	\$14.50	\$246.50	\$12,818
				Total with 10%		\$139,490

				Cost Projections		
Mercer County DHHR Region IV	Days	Coverage Times	Hours/Week	Rate \$/Hour	Cost \$/Week	Cost \$/Year
Rover (Security Officer III)	M-F	0700-1800	55	\$14.50	\$797.50	\$41,470
Totals			55	\$14.50	\$797.50	\$41,470
Unusual Circumstances (Security Officer III)	When security is needed during unusual circumstances -- calculated at 10% of total hours		6	\$14.50	\$87	\$4,524
				Total with 10%		\$45,994

				Cost Projections		
Raleigh County DHHR Region IV	Days	Coverage Times	Hours/Week	Rate \$/Hour	Cost \$/Week	Cost \$/Year
Rover (Security Officer III)	M-F	0700-1800	55	\$14.50	\$797.50	\$41,470
Totals			55	\$14.50	\$797.50	\$41,470
Unusual Circumstances (Security Officer III)	When security is needed during unusual circumstances – calculated at 10% of total hours		6	\$14.50	\$87	\$4,524
				Total with 10%		\$45,994

CMA 0212 SECSVS19A SECURITY GUARD REQUEST FORM

TO BE COMPLETED BY STATE AGENCY

Agency Name:	DHHR	Request Date:	May 5, 2022
Contact Person:	Alisha D. Tribett-Tackett	Contract Start Date:	July 24, 2022
Contact Title:	Safety, Security, and Loss Specialist	Contract End Date:	July 25, 2023
Contact Phone:	304-352-3914	Shift Start Time:	12:00 am
Contact Fax:	304-558-1571	Shift End Time:	12:00 am
Contact Email:	brian.d.pauley@wv.gov	Lunch:	[½ hour] 1-hour [Paid] Unpaid
(Required Information) State PO/SCO #:		SWC# (listed below) CMA 0212 SECSVS19A	
Job Location:	Diamond Building, Diamond Garage and One Davis Square		
County:	Kanawha – Region II		

AGENCY POSITION INFORMATION

Check	Job Classification	# Workers	# Hrs Per Day	# Days Per Week	REGION I Universal Protection Service LP	REGION II Universal Protection Service LP	REGION III Universal Protection Service LP	REGION IV Universal Protection Service LP
	LIMITED ASSIGNMENT PERSONNEL				\$14.50	\$14.50	\$14.50	\$14.50
	PROBATIONARY GUARD I				\$14.50	\$14.50	\$14.50	\$14.50
	SECURITY GUARD II				\$14.50	\$14.50	\$14.50	\$14.50
X	SECURITY GUARD III (ROVER, DESK and GARAGE)	338 hours per week*			\$14.50	\$14.50	\$14.50	\$14.50
X	SERGEANT (SHIFT SUPERVISOR, LEAD)	168 hours per week*			\$14.50	\$14.50	\$14.50	\$14.50
X	LIEUTENANT (SITE SUPERVISOR)	40 hours per week*			\$14.50	\$14.50	\$14.50	\$14.50

VENDOR INSTRUCTIONS:

- Please attach a brief description of job duties if different from Purchasing Division CMA 0212 SECSVS19A specifications.
- If you have problems with employee time sheets or employee, immediately contact the appropriate vendor.
- If you need additional space for specific instructions, please provide in the agency Instructions space below.

***AGENCY INSTRUCTIONS:** (If additional space is needed, please add another page).

Vendor has requested to issue a separate invoice for hours worked at Diamond Building, Diamond Garage and One Davis Square.

The hours of coverage required are:

Diamond Building - Monday through Friday 0700-1500 [1 Lieutenant]
 Sunday through Saturday 0000-2400 [1 Sergeant & 1 Security Guard III]
 Monday through Friday 0800-1700 [1 Security Guard III @ Diamond Desk]
Diamond Garage - Monday through Friday, 0600-1400 [1 Security Guard III].
Diamond Garage - Monday through Friday, 1400-1900 [1 Security Guard III].
One Davis Square - Monday through Friday, 0600-1800 [1 Security Guard III].

Coverage is modified for State Holidays. Please attach sheet(s) for present hours/shifts and duties.

Agency Representative Signature: 

Title: Safety, Security, and Loss Specialist

ok to renew

Kimberly S. Jobe

Site Supervisor |Lieutenant|

Day Shift: 0700 - 1500, Monday through Friday

The Site Supervisor Officer is the primary day-to-day point of contact between DHHR Operations and the Contract Security Company. DHHR Operations will convey security expectations to the Site Supervisor Officer and that person will manage and supervise the remaining security force. The Site Supervisor Officer is expected to provide DHHR Operations with timely updates, as well as alerting them of any and all unusual incidents, activities, or occurrences.

Tasks to Perform:

1. Supervise security officers at each post (Security Center, Diamond Front Desk, One Davis Square Front Desk, Parking Garage, & all Rovers – including OCME, Kanawha County DHHR, Cabell County DHHR, and Raleigh County DHHR).
2. Ensure that schedules are created two weeks in advance for all locations.
3. Informs the Director of Operational Administration and the Safety, Security, and Loss Management Specialist of any incident or abnormal situation that may arise.
4. Relay and train all security officers on new and updated procedures that are needed for security purposes.
5. Provide security officer(s) for any special shift post that may arise at any given time.
6. Must maintain all security files. Scan all security files into SharePoint and file all hard copies away in the appropriate storage boxes.
7. Must be familiar and able to work within SharePoint.
8. Relays any concerns or issues that security officers may have to the Director of Operational Administration and the Safety, Security, and Loss Management Specialist.
9. Must be knowledgeable of the duties and tasks of each post.
10. Must be knowledgeable of the CCTV system.
11. Must assure all posts are covered.
12. Report any employee concerns to the Director of Operational Administration and the Safety, Security, and Loss Management Specialist.
13. Must be up to date on any announcements or calendar information via the SharePoint website.
14. Must be knowledgeable of all specific Security Directives.

Current as of May 5, 2022

Shift Supervisors | Sergeant

24 Hour Coverage – Sunday through Saturday 0000-2400

The Shift Supervisor is responsible for assuring that every post is always covered. When the Site Supervisor is not on-site, the Shift Supervisor is the acting Site Supervisor. They are responsible for ensuring that all logs (key, daily, sign in/sign out, etc.) are being maintained properly. They are responsible for monitoring the security camera system and reporting any and all unusual incidents, activities, or occurrences on their daily log, and if needed, filing Security Incident Reports. They will report any and all unusual incidents, activities, or occurrences to the Site Supervisor as well as DHHR Operations.

****Site Supervisor may temporarily reassign the Shift Supervisor to another post, if properly trained, as needed at their discretion.****

Tasks to Perform:

1. At the beginning of every shift, every officer will receive a post-specific cell phone from the previous shift's officer. The cell phone change will be noted on the officer's daily log at the beginning of each shift. Cell phones are designated for the Sergeant, Rover(s), and Garage Officer.
2. Complete the Security Daily Log throughout the shift. Provide greater detail on the daily logs. Fill out daily logs in real-time, and not at the end of the shift. Please keep them accurate and professional. Review all paperwork and information left from the previous shift's security officer. At the end of shift, prepare all paperwork and information for the following shift's security officer. The Security Sign In Sheets will also be signed at the beginning of each shift. Maintain/log in the daily log, route and file all documentation for the WV DHHR. Log all abnormal or unusual activities as reported to the Security Center or observed via CCTV. Log all security officer activity for any post that falls under your supervision. Ensure all security officers on duty are in proper uniform, meet all grooming standards, and perform their duties in a professional manner. If an officer does not have their WV DHHR proximity card, they cannot perform their duties as defined and cannot report to their post.
3. Maintain all Security Center equipment and report all malfunctions immediately to the Site Supervisor, the Director of Operational Administration and the Safety, Security, and Loss Management Specialist.
4. Maintain the logging in and out of all sets of keys.
5. Monitor and control the CCTV system. Log on and off the system at the beginning and end of each shift.
6. Monitor and control the intercom, access controls, and CCTV for the OLS South Charleston Sample Drop Off building.
7. Monitor and respond to telephone calls, emails, and voicemail.
8. Ensure all posts are covered during shifts and relieving shifts. No security officer should leave their post until they are relieved. Log all call off reports. When a guard calls off of duty for their scheduled shift, it is the responsibility of the Security Center Officer to find a replacement for the security officer to cover the shift. Notify the Site Supervisor of call offs, as needed.
9. Direct rovers to any incident that should occur through-out the shift. Notification of incidents would be received from the surveillance cameras or contact by phone or in person. Notify the rover and direct them to the incident. If the rover cannot be contacted, the Security Center Officer should leave their post to respond to the incident as a last resort. Log all incidents into the daily log. Complete a Security Incident Report form when required. Incident reports should be completed by the security officer on duty at the time of the incident, not the individual involved in the incident. Note all witnesses and their contact information. Email the incident report to the Director of Operational Administration, and the Safety, Security, and Loss Management Specialist. File the Incident Report as necessary with the security office and the Site Supervisor.
10. Keep the Director of Operational Administration and the Safety, Security, and Loss Management Specialist updated on all incidents and concerns regarding all locations.
11. Maintain the Janitorial access cards.
12. Conduct routine rounds of One Davis Square between 2000 through 0600.

13. Ensure that all security officers are trained and up-to-date on all policies and procedures to facilitate continuous acceptable operations.
14. Report any employee concerns to the Site Supervisor, the Director Operational Administration and the Safety, Security, and Loss Management Specialist.
15. Must be up to date on any announcements or calendar information via the SharePoint website.
16. Must be trained on how to handle all specific Security Directives.
17. Provide breaks and lunches for Diamond Building Front Desk and One Davis Square Front Desk.
18. Monitor janitorial sign in sheet.
19. Be at the post-up locations at the appropriate times.

Current as of May 5, 2022

Diamond Building Front Desk [Security Guard III]

Day Shift: 0800-1700 - Monday through Friday

The Diamond Building Front Desk Officer meets and greets all incoming visitors and employees to the Diamond Building. The Front Desk Officer is responsible for making sure all who enter the building have the proper credentials to do so. Should a person not have the proper credentials, the Front Desk Security Officer will determine who the visitor is here to see and take the proper steps to grant the visitor access. Other daily duties include, but are not limited to: completing a daily log, listing any and all unusual incidents, activities, or occurrences, filling out Security Incident Reports if they are needed, reporting any and all unusual incidents, activities, or occurrences to the Security Center, answering all Front Desk telephone calls, maintaining any Sign In/Sign Out logs that may be in use at any given time, etc.

****Site Supervisor may temporarily reassign the Diamond Front Desk Officer to another post, if properly trained, as needed at their discretion.****

1. Meet and greet all Diamond Building staff and visitors. Engage DHHR staff, visitors, etc. as they enter the building. A "smile", a "good morning/good afternoon", a "how may I help you" would be appropriate. Watch all Diamond Building staff as they enter the building to verify that they have their proper WV DHHR ID badges and proxy cards. Stop any and all staff that do not have their cards. Be cautious of any person who tries to enter the Diamond Building without a visible ID badge or proxy card. Reserve the right to stop and question any person in the lobby to see their ID badge or proxy card. On weekdays, a staff member without an ID badge or proxy card must sign in as a guest and be escorted around the building by a coworker. On weekends and holidays, no Diamond Building staff may enter the building without a proper ID badge or proxy card. Verify that all Diamond Building visitors sign the Diamond Building Visitor/Employee Register. File the registers for a week at the front desk. The Site Supervisor should then scan in the register on the appropriate SharePoint site. Inquire all guests' names, their business in the building, and their Diamond Building contact person. Utilize the Diamond Building staff binder, or other provided resources, to find the contact's telephone number. If the contact cannot be located, an alternate staff member may be contacted. All visitors must be escorted through the building by a contact person or a security officer. Complete and distribute Diamond Building Visitor Name tags with visitors' name and the current date.
2. Complete the Security Officer Daily Log throughout the shift. Provide greater detail on the daily logs. Fill out daily logs in real-time, and not at the end of the shift. Please keep them accurate and professional. Log all incidents into the daily log. Complete a Security Officer Incident Report form when required. Incident reports should be completed by the officer on duty at the time of the incident, not the individual involved in the incident. Note all witnesses and their contact information. Deliver the incident report to the Site Supervisor who will file the report accordingly and report it to the DHHR Safety, Security, and Loss Management unit. At the end of each shift, properly file the daily log in the DHHR security office. The Security Officer Sign In sheets should also be signed at the beginning of each shift.
3. Monitor and respond to telephone calls and voicemails. Telephone calls typically concern security matters. Be able to direct phone traffic accordingly.
4. Maintain the Mail Sign In and Out sheet. All mail to be delivered is to be logged in the Mail Sign In and Out Sheet. Log the name of the staff member the mail is intended for, the current date, the date the mail is picked up, and the receiver's signature. Mail is to be kept in a secure location at the front desk. All boxed or larger mail is to be sent to the Diamond Building Mail Room to be delivered.
5. Occasionally, special access badges are distributed for training and/or contractors. Track the checking out and logging in of the badges during these times.
6. Maintain and post all notifications of meetings and visitors expected at the Diamond Building.
7. Report all employee concerns to the Shift Supervisor.
8. Front desk officers are not required to handle incidents by themselves, particularly in situations where the officer may have to leave their post. Incident reports should be completed by the officer on duty at the time of the incident, not the individual involved in the incident. Note all witnesses and their contact information.

Deliver the incident report to the Site Supervisor who will file the report accordingly and report it to the DHHR Safety, Security, and Loss Management unit.

9. Between 8am and 5pm, Monday through Friday, the front desk must monitor the Janitorial sign in/sign out sheet.
10. The Diamond Front Desk Officer shall be up to date on any announcements or calendar information via the SharePoint website.
11. The Diamond Front Desk shall be trained for all specific Security Directives.

Current as of May 5, 2022

Diamond Building Rover |Security Guard III|

24 Hour Coverage – Sunday through Saturday 0000-2400

The Diamond Building Rover Officer is responsible for making rounds throughout the Diamond Building, the Diamond Parking Garage, One Davis Square, 408 Leon Sullivan Way, 231 Capitol Street, and the Sterling Building. They are to document all unusual incidents, activities, or occurrences on their daily log and report those findings to the on-duty Security Center Officer. Sometimes, such findings could require an incident report. At which time, the security officer should fill out the Security Incident Report. At times, the Rover Officer may be requested to attend to a special security post. The Rover Officer must be familiar with all posts, as the Rover Officer relieves each post for breaks and lunch.

****Site Supervisor may temporarily reassign the Diamond Roving Officer to another post, if properly trained, as needed at their discretion.****

1. Complete the Security Daily Log throughout the shift. Provide greater detail on the daily logs. Please fill out daily logs in real-time, and not at the end of the shift. Please keep them professional. Log all incidents into the daily log.
2. Complete a Security Incident Report form when required. Incident reports should be completed by the guard on duty at the time of the incident, not the individual involved in the incident. Note all witnesses and their contact information. Deliver the incident report to the Site Supervisor who will file the report accordingly and report it to the DHHR Safety, Security, and Loss Management unit. At the end of each shift, properly file the daily log in the corresponding location.
3. Review all paper works and information left from the previous shift's security officer. At the end of shift, prepare all paperwork and information for the following shift's security officer. The Security Sign In sheets should also be signed at the beginning of each shift.
4. Perform foot patrols of the Diamond Building, making "rounds". Rounds of the Diamond must be comprehensive, all areas must be checked, each set of rounds. Patrol the outside of the Diamond Building and the loading dock at the beginning and end of all rounds. Check the fire extinguisher's pressures. Verify the switch room, storage room, and No Exit doors are always locked. Verify that the Janitorial room doors are always unlocked. Verify that the door to the roof of the Diamond Building, located at the top of the "F" stairwell, is always locked. During regular work hours, security officers should not enter the actual work spaces while on patrol. After regular work hours, security officers should randomly do a sweep of the office/work spaces on each floor.
5. Patrol the Diamond Parking Garage
6. Patrol the outer perimeter of the Sterling Building (505 Capitol Street) after patrolling the parking garage.
7. Patrol 408 Leon Sullivan Way at least (3) times a shift.
8. Patrol all walkways to and from the Diamond Building/One Davis Square to the Diamond Parking Garage.
9. Patrol Davis Park.
10. Patrol 231 Capitol Street at least (3) times between 0830 and 1700.
11. Relieve Shift Supervisor during times Shift Supervisor is patrolling One Davis Square, breaks, and lunch (1900 through 0600).
12. Must be trained how to operate within the Security Command Center between 1900 through 0600 (includes being trained on all specific Security Directives).
13. Relieve the Diamond Parking Garage Officer for their breaks and lunch. The Rover shall be trained on all procedures for the Diamond Parking Garage post (parking garage counts, issuing parking reminders, etc.).

14. During night shift (if applicable), complete an Inclement Weather Report and notify DHHR accordingly.
15. Check the Diamond Garage every morning just prior to opening [between 0500 and 0600]. All stair wells must be checked, and all fire doors closed. The operation of both elevators must also be verified. External gates must be closed.
16. Post at the Diamond Parking Garage from 1400 to 1900, Monday through Friday. At 7:00 PM, the Capitol Street exit gate should be closed. At this time, all gates should be checked to verify they are all locked and secure. If there is inclement weather and the tent is being used, the security officer should store the tent away in the appropriate location.
17. Be available to escort any DHHR employee to the Parking Garage, the Diamond Building, One Davis Square, 505 Capitol Street, 231 Capitol Street, or 408 Leon Sullivan Way at any time.
18. Report any employee concerns to the Shift Supervisor.
19. Must be trained on all specific Security Directives.
20. Be at the post-up locations at the appropriate times.

Current as of May 5, 2022

Diamond Parking Garage Security [Security Guard III]

Day Shift: 0600 to 1400, 1400 to 1900 (Monday through Friday)

Tasks to Perform:

1. Retrieve and log the parking garage keys and cell phone at the beginning of each shift. At the end of the shift, return and log the keys to the Security Center.
2. Ensure that only DHHR employees enter the Diamond Parking Garage. Everyone who enters the garage must have their WV DHHR garage proxy card. Anyone who does not have their proxy card may not park their car in the garage. If a person forgets their proxy card in their car, they must first notify the security officer on duty that they work for DHHR and need in the garage to retrieve their card. Any and all persons who try to enter the garage without a proxy card or are not DHHR employees must be stopped, questioned, and, if needed, removed from the parking garage. Non employees of DHHR may be escorted by DHHR employees but may not be alone in the garage.
3. Complete Security Daily Log throughout the shift. Provide greater detail on the daily logs. Fill out daily logs in real-time, and not at the end of the shift. Please keep them accurate and professional. Log all incidents into the daily log. Complete a Security Incident Report form when required. Incident reports should be completed by the security officer on duty at the time of the incident, not the individual involved in the incident. Note all witnesses and their contact information. Deliver the incident report to the Site Supervisor who will file the report accordingly and report it to the DHHR Safety, Security, and Loss Management office. At the end of each shift, properly file the daily login the security office. The Security Officer Sign In sheets should also be signed at the beginning of each shift.
4. Christopher Street and Dickinson Street entrance gates and the Capitol Street exit gate are to be opened no later than 6:00 AM. Garage Officers should post themselves outside of the ATM room to keep both Christopher and Dickinson Street entrance gates in view at all times to ensure that no unauthorized persons enter the parking garage. If there is inclement weather and the tent is being used, the security officer should store the tent away in the appropriate location. At 9:30 AM, the Christopher and Dickinson Street entrance gates are to be closed.
5. Twice a day, patrol the entire garage. Start from the roof and work downwards, patrolling each level and ramp of the garage. Verify that all stairwell doors are closed. Issue Parking Reminders to all vehicles that are in violation of the Diamond Parking Garage rules. Log and photograph the vehicle's make, model, license plate number, parking space number, the violation, and initial. Leave a reminder on the vehicle and fill out another reminder to keep for security records, which should be turned in to the security office. Twice a day, do an empty parking space count. Patrol each garage level and count the number of all empty parking spaces. Total all the empty spaces in the garage. Return the count to the Security Center.

Current as of May 5, 2022

Davis Square Front Desk [Security Guard III]

Day Shift: 0600 to 1800

Tasks to Perform:

1. One Davis Square (ODS) does not open to the public until 0800. ODS employees must use their proximity cards to enter the building until 0800. Meet and greet all One Davis Square staff and visitors. All visitors must be supplied with an Interim Emergency Preparedness Guide. Copies of the guide should be printed off when supply starts to run low. Meet and greet all Diamond Building staff and visitors. Engage DHHR staff, visitors, etc. as they enter the building. A "smile", a "good morning/good afternoon", a "how may I help you" would be appropriate. Watch all ODS staff as they enter the building to verify that they have their proper WV DHHR ID badges and proxy cards. Stop any and all staff that do not have their cards. Be cautious of any person who tries to enter the ODS without a visible ID badge or proxy card. Reserve the right to stop and question any person in the lobby to see their ID badge or proxy card. On weekdays, a staff member without an ID badge or proxy card must sign in as a guest and be escorted around the building by a coworker. On weekends and holidays, no ODS staff may enter the building with a proper ID badge or proxy card. Verify that all ODS visitors sign the ODS Visitor/Employee Register. File the registers for a month at the front desk. Once a month, send the registers to CFM to be stored. Inquire all guests' names, their business in the building, and their ODS contact person. Call the visitor's contact. If the contact cannot be located, an alternate staff member may be contacted. All visitors must be escorted through the building by a contact person or security officer. Complete and distribute ODS Visitor Name tags with visitors' name and the current date. ODS elevators require a proxy card in order to operate. If a visitor or ODS staff member does not have permission to use the elevator, it is the responsibility of the front desk officer to use their proxy card to open the elevators and send them to the required floor. The front desk officer is not allowed to escort visitors in the elevator, so a contact person may be contacted to escort the visitor around the building.
2. Complete the Security Daily Log throughout the shift. Provide greater detail on the daily logs. Please fill out daily logs in real-time, and not at the end of the shift. Please keep them accurate and professional. At the end of each shift, properly file the daily login to the security office in the Diamond Building. At the end of shift, prepare all paperwork and information for the following shift's security officer. The Security Sign In sheets should also be signed at the beginning of each shift. Log all incidents into the daily log. Complete Security Incident Report form when required. If an incident were to occur, the front desk guard can call for backup from the Diamond Building security officers or the police. Front desk officers are not required to handle incidents by themselves, particularly in situations where the officer may have to leave their post. Incident reports should be completed by the officer on duty at the time of the incident, not the individual involved in the incident. Note all witnesses and their contact information. Deliver the incident report to the Site Supervisor who will file the report accordingly and report it to the DHHR Safety, Security, and Loss Management unit.
3. Monitor the CCTV system specific to One Davis Square. Log on and off the system at the beginning and end of each shift. All camera footage is saved to a computer hard drive.
4. Monitor and respond to telephone calls and voicemails. Telephone calls that are received for ODS staff can be transferred directly to specified staff members. Calls received from ODS staff regarding visitors and meetings should be written down and posted at the desk for future reference.
5. Maintain the Mail Sign In and Out sheet for all FedEx and UPS deliveries. Maintain the Mail Sign In and Out sheet for internal mail that is dropped off at the Front Desk. All mail to be delivered is to be logged in the Mail Sign In and Out Sheet. Log the name of the staff member the mail is intended for, the current date, the date the mail is picked up, and the receiver's signature. Mail is to be kept in a secure location at the front desk. All boxed or larger mail is to be sent to the Diamond Building Mail Room to be delivered.
6. At 1730, the front desk officer is to patrol all floors of ODS. All floors are to be patrolled to verify if any employees are still in the building, to turn off all lights, and to verify that all exits are locked. Return to the front desk and patrol the first floor. Verify that all exit doors are locked. If any employees are staying late, inquire about the time they plan on leaving and if they will be requiring access to any part of the building they do not have permission to enter by themselves (through their proxy cards). If they will not need any access, inform them that it is their responsibility to turn off all lights when they leave.
7. Report all employee concerns to the Shift Supervisor.

8. Between 6am and 6pm, monitor the Janitorial sign in/sign out sheet and maintain the Janitorial card access badges.
9. The front desk officer may not leave the post for breaks and lunches unless another officer is present to cover the front desk while the building remains open to the general public.
10. The ODS Front Desk Officer should be up to date on any announcements or calendar information via the SharePoint website.
11. The ODS officer shall be trained on all specific Security Directives.

Current as of May 5, 2022

CMA 0212 SECSVS19A SECURITY GUARD REQUEST FORM

TO BE COMPLETED BY STATE AGENCY

Agency Name:	DHHR	Request Date:	May 5, 2022
Contact Person:	Alisha D. Tribett-Tackett	Contract Start Date:	July 24, 2022
Contact Title:	Safety, Security, and Loss Specialist	Contract End Date:	July 25, 2023
Contact Phone:	304-352-3914	Shift Start Time:	12:00 am
Contact Fax:	304-558-1571	Shift End Time:	12:00 am
Contact Email:	alisha.t.tackett@wv.gov	Lunch:	<input type="checkbox"/> ½ hour <input type="checkbox"/> 1-hour <input type="checkbox"/> [Paid] <input type="checkbox"/> Unpaid
(Required Information) State PO/SCO #:		SWC# (listed below) CMA 0212 SECSVS19A	
Job Location:	Office of Chief Medical Examiner [OCME]		
County:	Kanawha -- Region II		

AGENCY POSITION INFORMATION

Check	Job Classification	# Workers	# Hrs Per Day	# Days Per Week	REGION I Universal Protection Service LP	REGION II Universal Protection Service LP	REGION III Universal Protection Service LP	REGION IV Universal Protection Service LP
	LIMITED ASSIGNMENT PERSONNEL				\$14.50	\$14.50	\$14.50	\$14.50
	PROBATIONARY GUARD I				\$14.50	\$14.50	\$14.50	\$14.50
	SECURITY GUARD II				\$14.50	\$14.50	\$14.50	\$14.50
X	SECURITY GUARD III	168 hours per week*			\$14.50	\$14.50	\$14.50	\$14.50
	SERGEANT/Lead				\$14.50	\$14.50	\$14.50	\$14.50
	LIEUTENANT/SITE SUPERVISOR				\$14.50	\$14.50	\$14.50	\$14.50

VENDOR INSTRUCTIONS:

- a) Please attach a brief description of job duties if different from Purchasing Division CMA 0212 SECSVS19A specifications.
b) If you have problems with employee time sheets or employee, immediately contact the appropriate vendor.
c) If you need additional space for specific instructions, please provide in the agency Instructions space below.

***AGENCY INSTRUCTIONS:** (If additional space is needed, please add another page).

Vendor has requested to issue a separate invoice for hours worked at the Office of the Chief Medical Examiner [OCME].

The hours of coverage required are Sunday through Saturday 0000--2400.

Please attach sheet(s) for present hours/shifts and duties.

Agency Representative Signature:  Title: Safety, Security, and Loss Specialist

ok to renew



OCME Security [Security Guard III]

24 Hour Coverage – Sunday through Saturday 0000-2400

The OCME Security Officer is responsible for securing the OCME facility and grounds during shift hours. The OCME Security Officer will maintain and complete all appropriate logs and be knowledgeable on how to prepare and fill out all OCME Transport paperwork. Any and all unusual incidents, activities, or occurrences, will be entered in the daily log and be reported to the Director of the OCME, as well as the Site Supervisor, and if needed, a Security Incident Report should be filed.

****Site Supervisor may temporarily reassign the OCME Officer to another post, if properly trained, as needed at their discretion.**

*****A lead security officer shall be identified for the OCME location to handle any scheduling conflicts that may arise. The lead officer will report any scheduling conflicts to the Site Supervisor located at the Diamond Building.**

Tasks to Perform:

1. Complete the Security Daily Log throughout the shift. Provide greater detail on the daily logs. Fill out daily logs in real-time, and not at the end of the shift.
2. During business hours [Monday through Friday, 0800-1700] man the front desk. Forward calls to the FIU or the secretaries upstairs. Sign visitors in and out.
3. Log everyone in and out on the OCME daily log after hours and on weekends.
4. Answer the phones when needed.
5. Lock the front door at the appropriate times.
6. Make rounds inside and outside the facility once every 15 minutes checking all doors that lead outside of the building.
7. Observe the monitors for the security camera system.
8. Verify alarm panels.
9. If an alarm goes off, call the Director of OCME.
10. Lock and unlock the side door at the appropriate times.
11. During winter months, when it is snowing and/or if there are freezing conditions, open and close the entrance and exit gates, as instructed, to keep snow and ice from building up on the gates and rollers.
12. Be prepared to follow the OCME Check In Procedures when a transport comes in to the facility. Do **NOT** participate in OCME Check In Procedures by physically handling intakes at any time.
13. OCME Security should call in all rounds to the Diamond Security Command Center. This means calling prior to going on the round and calling when the round is concluded.
14. OCME Security should call into the Diamond Security Command Center at the beginning and end of their shifts to verify they are at their post or have been relieved at their post.
15. Daily logs are to be faxed each day to the Diamond Security Command Center.
16. Time Sheets are to be faxed to the Diamond Security Command Center at the end of each work week.
17. Any employee concerns should be reported to the Shift Supervisor on duty in the Diamond Security Command Center.

Current as of May 5, 2022

CMA 0212 SECSVS19A SECURITY GUARD REQUEST FORM

TO BE COMPLETED BY STATE AGENCY

Agency Name:	DHHR	Request Date:	May 5, 2022
Contact Person:	Alisha D. Tribett-Tackett	Contract Start Date:	July 24, 2022
Contact Title:	Safety, Security, and Loss Specialist	Contract End Date:	July 25, 2023
Contact Phone:	304-352-3914	Shift Start Time:	12:00 am
Contact Fax:	304-558-1571	Shift End Time:	12:00 am
Contact Email:	alisha.t.tackett@wv.gov	Lunch:	<input type="checkbox"/> ½ hour <input type="checkbox"/> 1-hour <input type="checkbox"/> [Paid] <input type="checkbox"/> Unpaid
(Required Information) State PO/SCO #:		SWC# (listed below) CMA 0212 SECSVS19A	
Job Location:	Kanawha County DHHR		
County:	Kanawha – Region II		

AGENCY POSITION INFORMATION

Check	Job Classification	# Workers	# Hrs Per Day	# Days Per Week	REGION Universal Protection Service LPI	REGION I Universal Protection Service LPI	REGION III Universal Protection Service LP	REGION IV Universal Protection Service LP
	LIMITED ASSIGNMENT PERSONNEL				\$14.50	\$14.50	\$14.50	\$14.50
	PROBATIONARY GUARD I				\$14.50	\$14.50	\$14.50	\$14.50
	SECURITY GUARD II				\$14.50	\$14.50	\$14.50	\$14.50
X	SECURITY GUARD III	168 hours per week*			\$14.50	\$14.50	\$14.50	\$14.50
	SERGEANT				\$14.50	\$14.50	\$14.50	\$14.50
	LIEUTENANT				\$14.50	\$14.50	\$14.50	\$14.50

VENDOR INSTRUCTIONS:

- a) Please attach a brief description of job duties if different from Purchasing Division CMA 0212 SECSVS19A specifications.
b) If you have problems with employee time sheets or employee, immediately contact the appropriate vendor.
c) If you need additional space for specific instructions, please provide in the agency Instructions space below.

***AGENCY INSTRUCTIONS:** (If additional space is needed, please add another page).

Vendor has requested to issue a separate invoice for hours worked at Kanawha County DHHR.

The hours of coverage required are Sunday through Saturday 0000-2400.

Please attach sheet(s) for present hours shifts and duties.

Agency Representative Signature:  Title: Safety, Security, and Loss Specialist

ok to renew

Kimberly S. Jobe

Kanawha County DHHR Security [Security Guard III]

24 Hour Coverage – Sunday through Saturday 0000-2400

The Kanawha County DHHR Security Officer is responsible for securing the Kanawha County DHHR Facility and completing patrols of the entire facility and grounds. The Kanawha County DHHR Security Officer should maintain a presence to dissuade unruly client behavior. They are to report any and all unusual incidents, activities, or occurrences to the CSM or designee. Any and all unusual incidents, activities, or occurrences will be reported on the security officer's daily log, and if need be, a Security Incident Report will be filled out and filed.

****Site Supervisor may temporarily reassign the Kanawha County DHHR Officer to another post, if properly trained, as needed at their discretion.**

*****A lead security officer shall be identified for the OCME location to handle any scheduling conflicts that may arise. The lead officer will report any scheduling conflicts to the Site Supervisor located at the Diamond Building.**

1. Complete a daily log. All routine events and unusual events must be documented on the daily log.
2. All security officers should call the Diamond Building Command Center upon arrival for every shift, at the beginning of every round, at the conclusion of every round, and when a shift change occurs.
3. Unusual events, such as altercations, unruly clients, suspicious packages, verbal threats, medical emergencies, etc., must be reported to the CSM or designee, immediately.
4. Complete a Security Officer Incident Report for all unusual events and provide a copy to the CSM or designee.
5. Notify 911/Emergency Services/Law Enforcement when necessary and appropriate. Further guidance will be given by Security management and the CSM.
6. Upon arrival, the security officer will do a sweep of the building and begin a daily log. Once complete, the officer should report to the lobby.
7. Greet/engage clients as they enter the building lobby and direct them to the appropriate receptionist window.
8. Monitor the lobby for unruly client behavior. Request clients to stop unruly behavior, when it occurs.
9. Direct Emergency Services/Law Enforcement to the incident upon their arrival and assist as needed.
10. Throughout the day, the security officer will do random sweeps of the building and be available to assist any employee while working with unruly clients. Locations for assisting employees include, but are not limited to, the main lobby, the receptionist windows, the client interview rooms, child visitation rooms, and any other areas in which employees are meeting with clients. Conduct building perimeter and parking lot sweeps, at least twice per shift at varying times.
11. Escort employees to their vehicles, upon request, or post to the parking lot while employees exit the building for the day as directed by CSM.
12. The security officer, when performing parking lot sweeps, should be observant of any parking lot issues or of any vehicle parked in a manner that causes disruption to traffic flow or parking within the parking lot. The security officer will issue a parking note notifying the owner of the unacceptable parking behavior.
13. The security officer will be prepared to report back to the facility while on lunch or break, should a situation arise (unruly client, request of emergency services or law enforcement, etc.).
14. The security officer will post themselves out by the employee parking lot to assure the safety of the employees.
15. Near the end of the shift, the security officer will do a sweep of the building and complete their daily log and file accordingly.

16. After all employees have exited the building and the front doors have locked, security will report to the appropriate room to monitor camera activity and proceed to do 1 round every 30 minutes, ensuring all doors are secure.
17. Security should be ready to assist with any DHHR employee that arrives to the building during non-business hours.
18. Near the end of the shift, the security officer should do a sweep of the building and complete their daily log and file accordingly. Daily logs are to be faxed to the Diamond Security Command Center each day. Time sheets are to be faxed to the Diamond Security Command Center at the end of each work week.
19. Lunch and breaks should vary, day to day, and be taken when business demands allow.
20. Any and all emergencies and Incident Reports need to be emailed to the Diamond Security Office the day of the incident. If the report cannot be emailed, it needs to be hand delivered to the Diamond Security Office.
21. The security officer should lock up the lobby doors in accordance with normal business operating hours.

Current as of May 5, 2022

CMA 0212 SECSVS19A SECURITY GUARD REQUEST FORM

TO BE COMPLETED BY STATE AGENCY

Agency Name:	DHHR	Request Date:	May 5, 2022
Contact Person:	Alisha D. Tribett-Tackett	Contract Start Date:	July 24, 2022
Contact Title:	Safety, Security, and Loss Specialist	Contract End Date:	July 25, 2023
Contact Phone:	304-352-3914	Shift Start Time:	12:00 am
Contact Fax:	304-558-1571	Shift End Time:	12:00 am
Contact Email:	alisha.t.tackett@wv.gov	Lunch:	[½ hour] 1-hour [Paid] Unpaid
(Required Information) State PO/SCO #:		SWC# (listed below) CMA 0212 SECSVS19A	
Job Location:	Cabell County DHHR		
County:	Cabell – Region II		

AGENCY POSITION INFORMATION

Check	Job Classification	# Workers	# Hrs Per Day	# Days Per Week	REGION I Universal Protection Service LP	REGION II Universal Protection Service LP	REGION III Universal Protection Service LP	REGION IV Universal Protection Service LP
	LIMITED ASSIGNMENT PERSONNEL				\$14.50	\$14.50	\$14.50	\$14.50
	PROBATIONARY GUARD I				\$14.50	\$14.50	\$14.50	\$14.50
	SECURITY GUARD II				\$14.50	\$14.50	\$14.50	\$14.50
X	SECURITY GUARD III	118 hours per week*			\$14.50	\$14.50	\$14.50	\$14.50
	SERGEANT				\$14.50	\$14.50	\$14.50	\$14.50
	LIEUTENANT				\$14.50	\$14.50	\$14.50	\$14.50

VENDOR INSTRUCTIONS:

- a) Please attach a brief description of job duties if different from Purchasing Division CMA 0212 SECSVS19A specifications.
b) If you have problems with employee time sheets or employee, immediately contact the appropriate vendor.
c) If you need additional space for specific instructions, please provide in the agency Instructions space below.

***AGENCY INSTRUCTIONS:** (If additional space is needed, please add another page).

Vendor has requested to issue a separate invoice for hours worked at Cabell County DHHR.

The hours of coverage required are:

- Sunday through Saturday 0000-2400
- Monday through Friday 1700-0700

Please attach sheet(s) for present hours/shifts and duties.

Agency Representative Signature:  Title: Safety, Security, and Loss Specialist

ok to renew

Kimberly S. Jobe

Cabell County DHHR Security | Security Guard III

Night Shift: 1700 - 0700, Monday through Friday

Weekends: 0000-2400

The Cabell County DHHR Security Officer is responsible for securing the Cabell County DHHR Facility and completing patrols of the entire facility and grounds. The Cabell County DHHR Security Officer should maintain a presence to dissuade unruly client behavior. They are to report any and all unusual incidents, activities, or occurrences to the CSM or designee. Any and all unusual incidents, activities, or occurrences will be reported on the security officer's daily log, and if need be, a Security Incident Report will be filled out and filed.

****Site Supervisor may temporarily reassign the Cabell County DHHR Officer to another post, if properly trained, as needed at their discretion.**

*****A lead security officer shall be identified for the OCME location to handle any scheduling conflicts that may arise. The lead officer will report any scheduling conflicts to the Site Supervisor located at the Diamond Building.**

******The General Services Division will provide security services Monday through Friday, 0700 to 1700. The WV DHHR will provide security services during all remaining hours.**

1. Complete a daily log. All routine events and unusual events must be documented on the daily log.
2. All security officers should call the Diamond Building Command Center upon arrival for every shift, at the beginning of every round, at the conclusion of every round, and when a shift change occurs.
3. Unusual events, such as altercations, unruly clients, suspicious packages, verbal threats, medical emergencies, etc., must be reported to the CSM or designee, immediately.
4. Complete a Security Officer Incident Report for all unusual events and provide a copy to the CSM or designee.
5. Notify 911/Emergency Services/Law Enforcement when necessary and appropriate. Further guidance will be given by Security management and the CSM.
6. Upon arrival, the security officer will do a sweep of the building and begin daily log. Once complete, the officer should report to the lobby.
7. Greet/engage clients as they enter the building lobby and direct them to the appropriate receptionist window.
8. Monitor the lobby for unruly client behavior. Request clients to stop unruly behavior, when it occurs.
9. Direct Emergency Services/Law Enforcement to the incident upon their arrival and assist as needed.
10. Throughout the day, the security officer will do random sweeps of the building and be available to assist any employee while working with unruly clients. Locations for assisting employees include, but are not limited to, the main lobby, the receptionist windows, the client interview rooms, child visitation rooms, and any other areas in which employees are meeting with clients. Conduct building perimeter and parking lot sweeps, at least twice per shift at varying times.
11. Escort employees to their vehicles, upon request, or post to the parking lot while employees exit the building for the day as directed by CSM.
12. The security officer, when performing parking lot sweeps, should be observant of any parking lot issues or of any vehicle parked in a manner that causes disruption to traffic flow or parking within the parking lot. The security officer will issue a parking note notifying the owner of the unacceptable parking behavior.

13. The security officer will be prepared to report back to the facility while on lunch or break, should a situation arise (unruly client, request of emergency services or law enforcement, etc.).
14. The security officer will post themselves out by the employee parking lot to assure the safety of the employees.
15. Near the end of the shift, the security officer will do a sweep of the building and complete their daily log and file accordingly.
16. After all employees have exited the building and the front doors have locked, security will proceed to do (1) round every (30) minutes, ensuring all doors are secure.
17. Security should be ready to assist with any DHHR employee that arrives to the building during non-business hours.
18. Near the end of the shift, the security officer should do a sweep of the building and complete their daily log and file accordingly. Daily logs are to be faxed to the Diamond Security Command Center each day. Time sheets are to be faxed to the Diamond Security Command Center at the end of each work week.
19. Lunch and breaks should vary, day to day, and be taken when business demands allow.
20. Any and all emergencies and Incident Reports need to be emailed to the Diamond Security Office the day of the incident. If the report cannot be emailed, it needs to be hand delivered to the Diamond Security Office.
21. The security officer should lock up the lobby doors in accordance with normal business operating hours.

Current as of May 5, 2022

CMA 0212 SECSVS19A SECURITY GUARD REQUEST FORM

TO BE COMPLETED BY STATE AGENCY

Agency Name:	DHHR	Request Date:	May 5, 2022
Contact Person:	Alisha D. Tribett-Tackett	Contract Start Date:	July 24, 2022
Contact Title:	Safety, Security, and Loss Specialist	Contract End Date:	July 25, 2023
Contact Phone:	304-352-3914	Shift Start Time:	12:00 am
Contact Fax:	304-558-1571	Shift End Time:	12:00 am
Contact Email:	alisha.t.tackett@wv.gov	Lunch:	<input type="checkbox"/> ½ hour <input type="checkbox"/> 1-hour <input type="checkbox"/> [Paid] <input type="checkbox"/> Unpaid
(Required Information) State PO/SCO #:		SWC# (listed below) CMA 0212 SECSVS19A	
Job Location:	Mercer County DHHR		
County:	Mercer County - Region IV		

AGENCY POSITION INFORMATION

Check	Job Classification	# Workers	# Hrs Per Day	# Days Per Week	REGION I Universal Protection Service LP	REGION II Universal Protection Service LP	REGION III Universal Protection Service LP	REGION IV Universal Protection Service LP
	LIMITED ASSIGNMENT PERSONNEL				\$14.50	\$14.50	\$14.50	\$14.50
	PROBATIONARY GUARD I				\$14.50	\$14.50	\$14.50	\$14.50
	SECURITY GUARD II				\$14.50	\$14.50	\$14.50	\$14.50
X	SECURITY GUARD III /ROVER	55 hours per week*			\$14.50	\$14.50	\$14.50	\$14.50
	SERGEANT/LEAD OFFICER				\$14.50	\$14.50	\$14.50	\$14.50
	LIEUTENANT				\$14.50	\$14.50	\$14.50	\$14.50

VENDOR INSTRUCTIONS:

- a) Please attach a brief description of job duties if different from Purchasing Division CMA 0212 SECSVS19A specifications.
b) If you have problems with employee time sheets or employee, immediately contact the appropriate vendor.
c) If you need additional space for specific instructions, please provide in the agency Instructions space below.

***AGENCY INSTRUCTIONS:** (If additional space is needed, please add another page).

Vendor is requested to issue separate invoice for hours worked at Mercer County DHHR

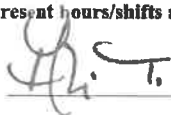
The hours of coverage required:

- Monday through Friday 0700-1800

Please attach sheet(s) for present hours/shifts and duties.

ok to renew

Agency Representative Signature:



Title: Safety, Security, and Loss Specialist

Kimberly S. Jobe

Mercer County DHHR |Security Officer III|

Day Shift: 0700-1800, Monday through Friday

The Mercer County DHHR Security Officer is responsible for securing the Mercer County DHHR Facility and completing patrols of the entire facility and grounds. The Mercer County DHHR Security Officer should maintain a presence to dissuade unruly client behavior. They are to report any and all unusual incidents, activities, or occurrences to the CSM or designee. Any and all unusual incidents, activities, or occurrences will be reported on the security officer's daily log, and if need be, a Security Incident Report will be filled out and filed.

****Site Supervisor may temporarily reassign the Mercer County DHHR Officer to another post, if properly trained, as needed at their discretion.**

*****A lead security officer should be identified for the Mercer location to handle any scheduling conflicts that may arise. The lead officer will report any scheduling conflicts to the Site Supervisor located at the Diamond Building.**

Tasks to Perform:

1. Complete a daily log. All routine events and unusual events must be documented on the daily log.
2. All security officers should call the Diamond Building Command Center upon arrival for every shift, at the beginning and end of the paid 30 minute lunch break, at the conclusion of the day, and when a shift change occurs.
3. Unusual events, such as altercations, unruly clients, suspicious packages, verbal threats, medical emergencies, etc., must be reported to the CSM or designee, immediately.
4. Complete a Security Officer Incident Report for all unusual events and provide a copy to the CSM or designee.
5. Notify 911/Emergency Services/Law Enforcement when necessary and appropriate. Further guidance will be given by Security management and the CSM.
6. Upon Arrival, the security officer will do a sweep of the building and begin a daily log. Once complete, the officer should report to the lobby.
7. Greet/engage clients as they enter the building lobby and direct them to the appropriate receptionist window.
8. Monitor the lobby for unruly client behavior. Request clients to stop unruly behavior, when it occurs.
9. Direct Emergency Services/Law Enforcement to the incident upon their arrival and assist as needed.
10. Throughout the day, the security officer will do random sweeps of the building and be available to assist any employee while working with unruly clients. Locations for assisting employees include, but are not limited to, the main lobby, the receptionist windows, the client interview rooms, child visitation rooms, and any other areas in which employees are meeting with clients. Conduct building perimeter and parking lot sweeps, at least twice per shift at varying times.
11. Escort employees to their vehicles, upon request, or post to the parking lot while employees exit the building for the day as directed by CSM.
12. The security officer, when performing parking lot sweeps, should be observant of any parking lot issues or of any vehicle parked in a manner that causes disruption to traffic flow or parking within the parking lot.
13. The security officer will be prepared to report back to the facility while on lunch or break, should a situation arise (unruly client, request for emergency services, or law enforcement, etc.).
14. The security officer will post themselves out by the employee parking lot to assure the safety of the employees.
15. Near the end of the shift, the security officer will do a sweep of the building and complete their daily log and file accordingly.
16. After all employees have exited the building and the front doors have locked, security will report to the appropriate room to monitor camera activity and proceed to do (1) round every (30) minutes, ensuring all doors are secure.
17. Security should be ready to assist with any DHHR employee that arrives at the building during non-business hours.
18. Near the end of the shift, the security officer will do a sweep of the building and complete their daily log and file accordingly. Daily logs are to be faxed to the Diamond Security Command Center each day. Time sheets are to be faxed to the Diamond Security Command Center at the end of each work week.

19. Lunch and breaks should vary, day to day, and be taken when business demands allow.
20. Any and all emergencies and Incident Reports need to be faxed to the Diamond Security Office the day of the incident.
21. The security officer should lock up the lobby doors in accordance with normal business operating hours.

Current as of May 5, 2022

CMA 0212 SECSVS19A SECURITY GUARD REQUEST FORM

TO BE COMPLETED BY STATE AGENCY

Agency Name:	DHHR	Request Date:	May 5, 2022
Contact Person:	Alisha D. Tribett-Tackett	Contract Start Date:	July 24, 2022
Contact Title:	Safety, Security, and Loss Specialist	Contract End Date:	July 25, 2023
Contact Phone:	304-352-3914	Shift Start Time:	12:00 am
Contact Fax:	304-558-1571	Shift End Time:	12:00 am
Contact Email:	alisha.t.tackett@wv.gov		Lunch: [½ hour] 1-hour [Paid] Unpaid
(Required Information) State PO/SCO #:		SWC# (listed below) CMA 0212 SECSVS19A	
Job Location: Raleigh County DHHR			
County: Raleigh County - Region IV			

AGENCY POSITION INFORMATION

Check	Job Classification	# Workers	# Hrs Per Day	# Days Per Week	REGION I Universal Protection Service LP	REGION II Universal Protection Service LP	REGION III Universal Protection Service LP	REGION I Universal IV Protection Service LP
	LIMITED ASSIGNMENT PERSONNEL				\$14.50	\$14.50	\$14.50	\$14.50
	PROBATIONARY GUARD I				\$14.50	\$14.50	\$14.50	\$14.50
	SECURITY GUARD II				\$14.50	\$14.50	\$14.50	\$14.50
X	SECURITY GUARD III /ROVER	55 hours per week*			\$14.50	\$14.50	\$14.50	\$14.50
	SERGEANT/LEAD OFFICER				\$14.50	\$14.50	\$14.50	\$14.50
	LIEUTENANT				\$14.50	\$14.50	\$14.50	\$14.50

VENDOR INSTRUCTIONS:

- d) Please attach a brief description of job duties if different from Purchasing Division CMA 0212 SECSVS19A specifications.
e) If you have problems with employee time sheets or employee, immediately contact the appropriate vendor.
f) If you need additional space for specific instructions, please provide in the agency Instructions space below.

***AGENCY INSTRUCTIONS:** (If additional space is needed, please add another page).

Vendor is requested to issue separate invoice for hours worked at Raleigh County DHHR

The hours of coverage required:

- Monday through Friday 0700-1800

Please attach sheet(s) for present hours/shifts and duties.

Agency Representative Signature



Title: Safety, Security, and Loss Specialist

ok to renew

Kimberly S. Jobe

Raleigh County DHHR [Security Officer III]

Day Shift: 0700-1800, Monday through Friday

The Raleigh County DHHR Security Officer is responsible for securing the Raleigh County DHHR Facility and completing patrols of the entire facility and grounds. The Raleigh County DHHR Security Officer should maintain a presence to dissuade unruly client behavior. They are to report any and all unusual incidents, activities, or occurrences to the CSM or designee. Any and all unusual incidents, activities, or occurrences will be reported on the security officer's daily log, and if need be, a Security Incident Report will be filled out and filed.

****Site Supervisor may temporarily reassign the Raleigh County DHHR Officer to another post, if properly trained, as needed at their discretion.**

*****A lead security officer should be identified for the Raleigh location to handle any scheduling conflicts that may arise. The lead officer will report any scheduling conflicts to the Site Supervisor located at the Diamond Building.**

Tasks to Perform:

22. Complete a daily log. All routine events and unusual events must be documented on the daily log.
23. All security officers should call the Diamond Building Command Center upon arrival for every shift, at the beginning and end of the paid 30 minute lunch break, at the conclusion of the day, and when a shift change occurs.
24. Unusual events, such as altercations, unruly clients, suspicious packages, verbal threats, medical emergencies, etc., must be reported to the CSM or designee, immediately.
25. Complete a Security Officer Incident Report for all unusual events and provide a copy to the CSM or designee.
26. Notify 911/Emergency Services/Law Enforcement when necessary and appropriate. Further guidance will be given by Security management and the CSM.
27. Upon Arrival, the security officer will do a sweep of the building and begin a daily log. Once complete, the officer should report to the lobby.
28. Greet/engage clients as they enter the building lobby and direct them to the appropriate receptionist window.
29. Monitor the lobby for unruly client behavior. Request clients to stop unruly behavior, when it occurs.
30. Direct Emergency Services/Law Enforcement to the incident upon their arrival and assist as needed.
31. Throughout the day, the security officer will do random sweeps of the building and be available to assist any employee while working with unruly clients. Locations for assisting employees include, but are not limited to, the main lobby, the receptionist windows, the client interview rooms, child visitation rooms, and any other areas in which employees are meeting with clients. Conduct building perimeter and parking lot sweeps, at least twice per shift at varying times.
32. Escort employees to their vehicles, upon request, or post to the parking lot while employees exit the building for the day as directed by CSM.
33. The security officer, when performing parking lot sweeps, should be observant of any parking lot issues or of any vehicle parked in a manner that causes disruption to traffic flow or parking within the parking lot.
34. The security officer will be prepared to report back to the facility while on lunch or break, should a situation arise (unruly client, request for emergency services, or law enforcement, etc.).
35. The security officer will post themselves out by the employee parking lot to assure the safety of the employees.
36. Near the end of the shift, the security officer will do a sweep of the building and complete their daily log and file accordingly.
37. After all employees have exited the building and the front doors have locked, security will report to the appropriate room to monitor camera activity and proceed to do (1) round every (30) minutes, ensuring all doors are secure.
38. Security should be ready to assist with any DHHR employee that arrives at the building during non-business hours.
39. Near the end of the shift, the security officer will do a sweep of the building and complete their daily log and file accordingly. Daily logs are to be faxed to the Diamond Security Command Center each day. Time sheets are to be faxed to the Diamond Security Command Center at the end of each work week.
40. Lunch and breaks should vary, day to day, and be taken when business demands allow.

41. Any and all emergencies and Incident Reports need to be faxed to the Diamond Security Office the day of the incident.
42. The security officer should lock up the lobby doors in accordance with normal business operating hours.

Current as of May 5, 2022