

**ATTACHMENT C
Department Guard Post Orders**

<Department Name>
(To be completed by each department)

Each County Department shall be responsible to provide guard post orders detailing important contact information, duties, procedures and hours of operation to each location where Unarmed Security Guards are assigned. A copy of the Post Order must be given to the Contractor and Unarmed Security Guard at each location for use by guard staff.

PROJECT MANAGER CONTACT:	FACILITY HOURS OF OPERATION:
GUARD DUTIES	
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
Emergency Notification Numbers:	
Emergency Procedures: (please attach additional sheets if necessary)	
Fire Alarm System Instructions:	Security System Operating Instructions:
Door Location/Lock & Unlock Instructions:	Gate Location/Lock & Unlock Instructions:
Special Instructions: (please attach additional sheets if necessary)	