



ADMINISTRATIVE PROCEDURE

SPECIAL SECURITY SERVICES FOR SCHOOLS

2506

Procedure No.

July 1, 2005

Date

- I. **PURPOSE:** To provide security services for schools in the course of management and control of school events, such as athletic events, dances and other meetings.
- II. **INFORMATION:** In the course of planning for school events involving groups, audiences, or meetings, there may be a need for security personnel to assist in control and maintenance of order. The Security Department staff of Investigator/Counselors can be made available to school principals for such special security services, and payment for such services is authorized from school funds. Hourly rates for these special security services are obtained for Security Investigator/Counselors from table 700, CENTRAL OFFICE CLASSIFIED PAY TABLE, of the effective ACE/AFSCME, LOCAL 2250, AFL-CIO negotiated contract. Hourly rates are to be paid in accordance with contract overtime provisions.
- III. **PROCEDURES:**
 - A. Arranging for Services:
 1. Principal calls Security Services Office, Telephone No. **301-499-7000**, for informal discussion of services needed, and general matters.
 2. Principal confirms requirements by completing Request For Special Security Services, Form No. AP2506, Part A – School’s Request, and forwards to the Director of Security Services. (See Attachment)
 3. Director of Security Services will complete Part B, Provision of Services of Form AP2506 and return to principal of school concerned as confirmation of arrangements.
 - B. Performance of Services:
 1. Report to principal or other official in charge of the event.
 2. Security duties performed as required.
 3. Security Personnel report completion of duty to principal or other official in charge prior to leaving location.
 - C. Payment for Services for Individual Schools and Department Utilizing the Oracle Payroll System:
 1. Obtain security staff member’s name and Employee Identification Number (EIN).
 2. Set up a 2nd or 3rd job for that employee.



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3. Enter hour(s) worked as “regular extra time.”
 4. Have principal or supervisor approve 2nd or 3rd job entry “only.”
 5. Security Personnel will receive payment for their services by means of the regular payroll procedures.
- IV. **RELATED PROCEDURES:** None.
- V. **MAINTENANCE AND UPDATE OF THESE PROCEDURES:** These procedures originate with the Department of Security Services and will be reviewed on an annual basis and updated as required.
- VI. **CANCELLATIONS AND SUPERSEDURES:** This Administrative Procedure cancels and supersedes Administrative Procedure 2506, dated December 22, 1980.
- VII. **EFFECTIVE DATE:** July 1, 2005.

Approved by:
Howard A. Burnett
Interim Chief Executive Officer

Attachment: Request for Special Security Services

Distribution: Lists 1, 2, 3, 4, 5, 6, 10, and 11