



**DEPARTMENT OF WORKFORCES SERVICES
ISSUANCE NUMBER PY 14-06**

Artee Williams, Director

October 20, 2014

TO: DWS Senior Management and Security Guard Supervisors/Coordinators

SUBJECT: Security Guard Policy Manual

1. **Purpose:** To provide a written copy of the Security Guard Policy Manual
2. **General Information:** This policy manual is regarding the functions and responsibilities of the Security Guards that serve at the three Department of Workforce Services office locations in Little Rock.
3. **Action Required:** Email to Senior Management and the Security Guard Supervisors/Coordinators (Jay Bassett, Jo Keegan, Tanya Plunkett, and Tiffany Donovan).
4. **Inquiries:** Contact Tiffany Donovan at (501) 682-3709 or Tiffany.Donovan@arkansas.gov if you have any questions regarding this issuance.
5. **Attachment:** Security Guard Policy Manual
6. **Expiration Date:** Continuing