GUARD SERVICE SCOPE / 01

BUILD A NON-SENSITIVE ASSIGNMENT BRIEF

Describe the service context without exposing a site, schedule, vulnerability or procedure.

A helpful preparation resource from PickYourPro.ai. Fill in digitally or print. Keep your completed copy private.

Assignment A / general site or event type / no address

Service format to discuss / standing, patrol, event, construction or unresolved

Coverage Window A / broad category only, no exact schedule

Zone or Post A / neutral label only, no floor plan or route

Requested duty category A / provider to assess and define

Operating or stakeholder constraint A / no sensitive site detail

Preparation only. Not a threat, risk, safety, staffing, patrol, response, use-of-force, weapons, licensing, training, compliance or legal plan. No security outcome is promised. Keep sites, schedules, vulnerabilities and procedures private.

GUARD SERVICE SCOPE / 02

SEPARATE DUTIES, OVERSIGHT AND HANDOFFS

Ask each provider to state who owns each responsibility and where it appears in the proposal.

Included duty category A / written deliverable or responsibility

Excluded task or dependency A / owner or next question

Staffing or coverage assumption A / provider-proposed, no instructions

Supervisor Role A / substitution and service-review responsibility

Report or escalation handoff category A / no incident or response detail

Training, qualification or screening representation to document

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GUARD SERVICE SCOPE / 03

CHECK THE PRIVATE-READY BRIEF

Tick what is ready. These checks do not approve a security plan, provider or procedure.

- [ ] No address, exact post, route or floor plan is recorded
- [ ] No exact schedule, access method, key, code or credential is recorded
- [ ] No vulnerability, incident, identity or contact detail is recorded
- [ ] No patrol, response, use-of-force or weapons procedure is written
- [ ] Requested duties and provider-proposed procedures are separated
- [ ] Supervision, substitution and reporting roles are identified
- [ ] Training and qualification claims will be documented by the provider
- [ ] Sensitive planning is reserved for an approved private process

Sensitive site question reserved for approved private review / no details

Authorized stakeholder or professional review still needed / role only

Written proposal section or responsibility still missing

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GUARD SERVICE SCOPE / 04

QUESTIONS FOR THE GUARD SERVICE PROVIDER

Ask every provider the same questions and record the written proposal section that answers each one.

Review: what private site and stakeholder input is needed before scope is confirmed?

Duties: what is included, optional, excluded or dependent on another party?

Coverage: what staffing and continuity assumptions are provider-proposed?

Oversight: who supervises, substitutes, reviews and resolves service questions?

Documentation: what qualification, training, report and handoff records are included?

Changes: how are assumptions, scope changes and end-of-service responsibilities documented?

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GUARD SERVICE SCOPE / 05

COMPARE THE SAME PERSONNEL-SERVICE SCOPE

Use Provider A and Provider B. Compare documented duties and responsibilities, not a promised security outcome.

Provider A / Provider B / proposal dates / same non-sensitive brief

Duty categories, coverage assumptions, inclusions and exclusions - A / B

Supervision, substitutions, qualifications, reporting and handoffs - A / B

Written terms, dependencies, possible changes and unanswered questions - A / B

READY TO HEAR FROM PROS?

Create an account on PickYourPro.ai only if you choose, then start a Security Guards request. Share only a non-sensitive assignment and responsibility brief so participating pros can compete with proposals. Keep exact locations, schedules, routes, vulnerabilities, incidents, identities, access details and procedures out of the request. A private site and authorized-stakeholder review may be needed before a final proposal.

One request. Every pro's best offer.

Start a request

Participation varies. A private site and authorized-stakeholder review may be needed before a final proposal.

Planning guide: https://www.pickyourpro.ai/services/security-guards

CISA: Physical Security Resources (official reference)

OSHA: Employer Responsibilities (official reference)

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