

# HAMILTON PRIVATE SECURITY

6400 Canoga Ave #121  
Woodland Hills, CA 91367  
818-702-6640

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## **Vacant Building/Parking Lots -- POST ORDERS**

**Uniform:** Hamilton dark grey uniform shirt with security badge, under shirt should be either black or white, black slacks, black socks, black shoes, black belt, security baseball cap (hat), flashlight and face mask for personal protection (if necessary).  
**(NO HOODIES OR UNAUTHORIZED ATTIRE)**

**Objective:** To ensure there are no trespassers or vandalism and damage to the property. And if there are any persons on the property who should not be, and they refuse to leave contact Hamilton office and law enforcement.

## **DAILY REPORTS**

**TimeStamped Daily Activity Reports (D.A.R's)** are to be completed via your mobile device. Timestamped DAR's are only completed once at the end of your shift. It can be found at [www.hamiltonprivatesecurity.com/ehub](http://www.hamiltonprivatesecurity.com/ehub).

**Incident Reports (I.R's)** are to be completed via your mobile device. I.R's are completed on an as needed basis in the event of an incident outside of the normal course of work. I.R's It can be found at [www.hamiltonprivatesecurity.com/ehub](http://www.hamiltonprivatesecurity.com/ehub).

**Reporting Hours Worked** It is your responsibility to record your hours worked. If you fail to report your hours it may delay your paycheck. Hours are to be reported daily using the timecard link found in the Ehub at [www.hamiltonprivatesecurity.com/ehub](http://www.hamiltonprivatesecurity.com/ehub).

## **ALL GUARDS SHOULD:**

- Be punctual (10 minutes early)
- Be in complete Uniform for the entirety of your shift
- Be visible and look for ways to be helpful
- Guards are **NOT ALLOWED** to sit in car while on duty
- Pass down post specific information to the guard coming on-site
- Complete **Daily Activity Report** at the completion of shift. (Can be found in the Hamilton Ehub)
- Always de-escalate conflicts. Do not argue or become combative.
- Do not socialize excessively with staff and/or guests
- Be kind and courteous at all times.
- Stay on-site until relief guard arrives. (If applicable)

## **Emergency Contact Numbers:**

Harold Stancle: 310-658-0663  
Sandy Mendez: 661- 433-5933  
Sandra Hamilton: 818-481-3511  
Law Enforcement: 911