



# Click to Review the Work Flow



## Arrival to Work

### 1. First steps

#### Preparation

- Access the Hamilton eHub (review announcements)
- Enter "Hamilton Post Portal"
- Enter the "Post" you are assigned
- Review any updates and/or details of the post
- Ensure "Uniform" compliance
- Receive Pass Down" information from guard (if applicable)

## Beginning of Shift

### 2. Next Step

#### Report to Work

- Take picture of self in uniform **using Timestamp Application**
- Use "**Report to Work**" tool to report to work and complete the required fields
- Submit report

## While at Post

### 3. Responsibilities

#### Position yourself in a visible area so you are seen and:

- Deter, Prevent, Observe and Report
- Contact Police, Fire Dept. or Medic (if Necessary)
- Ensure entire property is secure and free from transients, panhandlers, or any unauthorized individuals
- Kindly remove individuals if necessary
- Conduct hourly Patrols the exterior (*and interior if required*) of the property

## Areas of Concern

### 5. What to Look for

- Graffiti
- Downed Power Lines
- Dumped Trash
- Water leaks
- Gaps or cuts in fence line
- Safety Hazards
- Odd Occurrences
- Recurring beeps or flashes of light
- Smoke of Fire
- Missing light bulbs
- Shattered Glass
- Raised or damaged concrete
- Transients or unauthorized individuals
- Etc.

## Patrols

### 4. While on Patrol

#### Conduct **HOURLY** patrols of the exterior (*and interior if required*) of the property.

- Utilize **QR Patrol** to scan QR Codes (If post has them)
- Take at least one picture of something of interest while on Patrol using the **TimeStamp Application** (every time regardless of QR Patrol or not)
- Check for "**Areas of Concern**"

## Hourly Check-Ins

### 6. Report the Last hour

#### Report your activities of the last hour w/ "**Hourly Check-Ins**"

- Access "**Hourly Check-In**" tool "let's Go"
- **Report** on activities from previous hour
- Note any "**Areas of Concern**"
- Include pictures (optional)
- Submit Report
- Submit Incident report (if necessary)

## Repeat 3-6 Hourly

### 7. Post, Patrol, Report, Repeat

- Position yourself in a visible area **so you are easily seen**
- **Conduct patrols HOURLY** of the exterior (*and interior if required*) of the property.
- Report Hourly using "**Hourly Check-Ins**" *it is a requirement.*
- **Repeat** 3-6 hourly until "End of Shift".

## End of Shift

### 8. D.A.R and Timecard

#### Approximately 30 minutes before the end of shift:

- **Complete the "Daily Activity Report"** for the Post you are working
- Include at least one **Timestamped picture** from every hour you worked
- Submit your work hours using "**Timeclock**" once you've been relieved (**It is how you are paid**)