

HAMILTON PRIVATE SECURITY

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

The May Company Building -- POST ORDERS

ADDRESS – 801 S. Broadway Pl. Los Angeles, CA 90003

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.**
(NO HOODIES OR UNAUTHORIZED ATTIRE)

OBJECTIVE – The May Company Building requires one unarmed security officer to secure the property from vandalism and property damage and help maintain a safe environment.

This property is owned by the bank and will have infrequent visitors to perform maintenance conduct walkthroughs, etc.

If an unauthorized person is on property. Politely ask them to leave, if they refuse, dial 911 call the police for backup assistance.

POST

- All guards are to remain in Security booth unless the following:
 - On Patrol of Interior of Building
 - On Patrol of Exterior of Building

Guards should be vigilant and pay attention to all surroundings. There are two vulnerable access points. The entry gate and Hill St. as well as the gate to the right of it. Guards are to ensure no persons tamper with either gate.

In the event someone gains access to the building, immediately call 911 and ask for assistance to remove the trespasser.

DAILY REPORTS

- **QR Patrol Scans** Guards are required to perform patrols of the building to ensure no trespassers have accessed the building. Guards are to perform patrols at the very beginning of shift and scan all 20 QR Codes on patrol route.
- **Daily Activity Reports (D.A.R's)** are to be completed via your mobile device. Digital DAR's are only completed once at the end of your shift. It can be found at www.hamiltonprivatesecurity.com/ehub. Digital D.A.R.s should include all information requested on the form.
- **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.

*****D.A.R completion is a daily requirement and contingent upon you working at this site.*****

Property Rules

1. All Visitors of property must be approved by Harold Stancle and/or Client. Notify Harold of all visitors upon their arrival.
2. Extreme Caution should be used while on property. Any horseplay or inappropriate behavior will be an immediate dismissal from post.

Ensure All Worksite Equipment Is Accounted For:

- 2 - Hard Hats
- 2 - Flood light Flashlights and 3 large worksite flashlights
- 2 - Head Strap lights
- Latex Patrol Gloves
- Facemasks/Coverings

Breaks and Lunches

Guards are required to take 1 - 30 minute lunch break and 2 - 15 minute rest periods.

ALL GUARDS SHOULD:

- Be punctual (10 minutes early)
- 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.
- While on patrols of the building wear **face mask or covering**
- Stay on-site until relief guard arrives.

DO NOT

1. Do Not Fall asleep while on post.
2. Do Not Use profanity while at post.
3. Do Not Allow access to unauthorized visitors.
4. Do Not remove any equipment from post.

End