



Hamilton Private Security

6400 Canoga Ave #121
Woodland Hills, CA 91367

Phone: (818) 702-6640

Fax: (818) 337-1962

www.hamiltonprivatesecurity.com

MEMO:

To: All Security Personnel Assigned to the LA County Building – 5555 Ferguson Dr.,
Commerce, CA

From: Harold Stancle, Director of Operations

Date: June 4, 2025

Subject: Updated Post Orders – Enhanced Security Measures

Due to recent break-ins at the LA County Building located at 5555 Ferguson Drive, enhanced security measures have been implemented effective immediately. These updates are designed to increase visibility, deter unauthorized activity, and ensure complete coverage of the premises.

Post Assignments

Each shift will now include two guards assigned to designated areas of the property:

Front of the Building (Main Entrance)

Duties:

- Monitor and deter all unauthorized individuals from entering or loitering near the premises.
- Identify any person who steps onto the property. If unauthorized, escort them off the premises immediately.
- You are not required to patrol the rear of the building.

Expectations:

- Remain alert and visible at all times — do **not** sit in a vehicle during your shift.
 - Do **not** sleep while on duty.
 - **Refrain** from using cell phones for personal use during work hours.
 - Headphones or earpieces are **strictly prohibited**.
 - Full uniform must be **correctly worn** at all times.
 - QR codes at the front and side of the building must be scanned **hourly**.
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Back of the Building (Rear Entrance and Loading Area)

Duties:

- Monitor and deter all unauthorized individuals from entering or loitering near the rear of the property.
- Identify and remove any unauthorized persons.
- You are not required to patrol the front of the building.

Expectations:

- Do **not** sit in a vehicle during your shift.
- Do **not** sleep while on duty.
- **Refrain** from using cell phones for personal use during work hours.
- Headphones or earpieces are **strictly prohibited**.
- Full uniform must be **correctly worn** at all times.
- QR codes at the rear of the building must be scanned **hourly**.

Enforcement Procedures

If an individual refuses to leave the premises after being asked, you are authorized to contact local law enforcement and request formal trespass removal.

Your diligence and professionalism are critical to maintaining the safety and integrity of this County facility. Failure to comply with these directives may result in disciplinary action.

Please acknowledge receipt and understanding of this memo by texting Harold that you have received, read, understood and will adhere to the updated post orders.

Thank you for your continued service.

Harold Stancle
Director of Operations