

HAMILTON PRIVATE SECURITY

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

Shopping Center - POST ORDERS

ADDRESS – Inglewood, Boyle Heights and Santa Ana

OBJECTIVE – The client requires an unarmed security officer to provide security patrols at, 3200 West Century Blvd, Inglewood, CA.

Specifically, it is your job to ensure that:

1. You patrol the entirety of the property every hour.
2. You are highly visible on the property and to serve as a visual and physical deterrent to misconduct and observe and report. If there is an issue you are unable to handle - contact emergency services (911) as needed.
3. You are required to have your valid California Guard Card with you while working.
4. Ensure all persons/cars/trucks on the property has a valid reason to be there.
5. Report any maintenance issues such as: potholes, water leaks, gas smells, excessive trash, etc.
6. Ensure that no one dumps trash or furniture on the property.
7. Be in clean and complete Hamilton Uniform and wear your Duty Belt; equipped with flashlight, pepper spray and handcuffs.
8. Ensure that you make efforts to keep away, remove, and discourage homeless individuals from loitering or sleeping in the area.
9. **DO NOT** Intervene with the individual stores – **WE ONLY MONITOR THE PROPERTY NOT THE STORES**
10. **DO NOT** patrol the property in your car – FOOT PATROLS ONLY

11. Additionally, you will need to complete the following:

- **QR Patrol** Scans of the QR codes around the property are to be scanned every hour
- **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 is contingent upon you your continued employment.*****

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.
- 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.

MEAL BREAKS AND REST PERIODS

You are allowed one 30-minute Lunch Break; however, your lunch must be taken while you are on-duty. An **on-duty meal break** refers to a break period during your workday where you are required to remain on the job and be available for work. Unlike a typical meal break, which allows you to leave the premises or engage in personal activities, an on-duty meal break means that you are not relieved of work responsibilities during the break.



Hamilton Uniform Requirements:

- Black Slacks (No Cargos)
- Black Socks
- Clean Black Shoes
- Gray Hamilton Uniform Shirt (Tucked in)
- Gold Badge
- Black and Yellow Security Cap
- Duty Belt
 - Flashlight
 - Pepper Spray / Mace
 - Handcuffs

Unapproved Items:

- Beanie
- Hoodie
- Shorts
- Crocks
- Sandals
- Tights/Spandex/Leggings
- Slippers
- Coats without Hamilton patches
- Imitation firearms such as BB Guns or Replicas