

# HAMILTON PRIVATE SECURITY

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

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## **Basic Job Duties**

Due to the nature of the business, Hamilton requires all security guards uphold the same standards across the various venues for which you may be scheduled. Although every venue will have slightly different job duties, all Hamilton contracts have the same basic job duties for security. They are as follows:

### ➤ **Basic Job Duties**

1. Be Punctual (car parked and ready 10 minutes early)
2. Uniform must be complete, clean, pressed and well fitted (including shoes)
3. Be kind and courteous at all times. (yes ma'am... no sir). Do not use profanity
4. Stand tall and don't lean on anything
5. Do not chew gum
6. Do not use cell phone for personal use
7. All permits must be in possession while working
8. All duty belt equipment must be in good working condition
9. Do not arrive to work under the influence or become intoxicated while at work
10. Sign in and out at each location. If not possible, text direct supervisor hours worked
11. Check with venue supervisor for specific job duties to be completed
12. Do not brandish any weapon unless in defense of your life or the life of another person
13. Once your shift is over, you must immediately leave the venue. Do not hang around
14. While employed with Hamilton, do not visit any Hamilton venue when not working
15. Do not sleep while on the job
16. Always try to de-escalate conflicts. Do not argue or become combative. Ask for assistance
17. Keep commitments and don't call out (call mgmt. for extreme emergencies)
18. Never accept tips or bribes
19. Do not socialize excessively with staff or guests (remain professional)
20. Don't get too comfortable (you are not in-house staff)
21. Do not invite friends or family to visit while on duty
22. Be a team player. Never say... "That's not my job"
23. Don't let temptation allow you to steal/take items from the post/venue no matter how easy
24. Don't allow your personal emotions to get in the way of doing your job
25. Observe and Report

I will comply,

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Employee Signature

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Date