

Post orders for 358 El Brillo Way

Note: These orders are preliminary and will be modified and finalized within the next two weeks.

1. The officer shall remain at the property unless instructed by Mr. Epstein.
2. There will be a list of approved people, who must show photo i.d. to verify their identities.
3. No one is to be admitted without the direct consent of Mr. Epstein or Mr. Igor Zinoviev.
4. The officer will travel with Mr. Epstein, as per his directions.
5. A list of cell phone numbers will be provided to contact Mr Epstein and members of his staff.
6. The officer must provide at least two contact numbers per shift, the officer's cell telephone phone number and a main office telephone number.
7. Perimeter rounds, including the dock area, must be conducted every thirty minutes from 10 p.m. until 7 a.m.
8. A vehicle will be provided.
9. A log belonging to Atterbury, Goldberger & Weiss, P.A., the attorneys for Mr. Epstein, will be provided to the officer and will be used to sign in all people that enter the property, no exceptions. This includes approved people under order no. 2 above, Mr. Epstein's attorneys, handymen, gardeners, fed ex employees, etc., NO EXCEPTIONS. This log will be the exclusive log to be used to document all visitors that come to the residence. This log is the exclusive property of Atterbury Goldberger & Weiss, P.A. and neither this log nor any entries on this log may be copied or entered on any other record. Each Friday evening at the end of the 11 P.M. to 7 A.M shift, the visitor log for that week will be delivered by the officer to Story Cowles and a new visitor log for the next 7-day period will be started.
10. Dr. Bruce Moscovitz shall be the contact for all medical emergencies. His cell telephone number is (561) [REDACTED] and his office telephone number is (561) 833-6116.
10. In the event of any incident on the property, other than a medical emergency, before contacting anyone else, the officer will contact for instructions the following persons in the order of priority listed: 1. Mr Jack Goldberger, cell telephone number (561) [REDACTED], office telephone number (561) 659-8300, home telephone number (561) [REDACTED] 2. Darren Indyke - cell telephone number (862) [REDACTED], office telephone [REDACTED]

number (212) 517-2052, home telephone number (973)-[REDACTED]; 3. Story Cowles - cell
telephone number (561)-[REDACTED]

**Atterbury, Goldberger
& Weiss, P.A.**



**4200 Wackenhut Drive, Suite 102
Palm Beach Gardens, FL 33410**

August 2009

**STANDARD OPERATING PROCEDURE
GENERAL ORDERS**



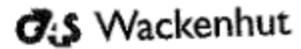
Atterbury, Goldberger & Weiss, PA

EFFECTIVE: August 2009

TABLE OF CONTENTS

SECTION 1	DOCUMENT REVIEW
SECTION 2	INTRODUCTION
SECTION 3	EMERGENCY RESPONSE & SITE CONTACTS
	A. Site Information
	B. Steps in Reporting an Emergency
	C. Site Contacts
SECTION 4	SITE SPECIFIC ORDERS
	A. Shift Procedures
	B. Post Specific Instructions
SECTION 5	GENERAL ORDERS

**STANDARD OPERATING PROCEDURE
GENERAL ORDERS**



Atterbury, Goldberger & Weiss, PA

EFFECTIVE: August 2009

**SECTION 1
DOCUMENT REVIEW**

I, _____, representing G4S Wackenhut, hereby approve these Post Orders.

(Signature and Date)

ALL SECURITY OFFICERS WILL BE REQUIRED TO READ THE "SPECIFIC AND GENERAL POST ORDERS", ALONG WITH ANY ATTACHMENTS TO THE ORDERS, AND SIGN/DATE YOUR NAME IN SECTION ONE (1) INDICATING THAT YOU HAVE READ AND UNDERSTAND THE REQUIRED DUTIES AS OUTLINED.

As part of my responsibilities as a Security Officer assigned to this location, I hereby affirm that I have read and do understand the contents of these Post Orders.

Signature	Date	Signature	Date
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
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**STANDARD OPERATING PROCEDURE
GENERAL ORDERS**



Atterbury, Goldberger & Weiss, PA

EFFECTIVE: August 2009

**SECTION 2
INTRODUCTION**

Your job as a Security Officer is of the utmost importance because of the great responsibility it carries. Atterbury, Goldberger & Weiss, PA depends on you to enhance the safety and security of its employees, vendors, and visitors and to protect its grounds, buildings, and other property from fire, theft, vandalism, and the thoughtless acts of individuals.

These Post Orders have been prepared to assist you in this endeavor. Through a careful reading of this document, you will become acquainted with both your general and site-specific duties and responsibilities. Understand that you must diligently follow the policies and procedures contained herein and make full use of all the information provided.

Likewise, it is essential that you conduct yourself in a professional manner at all times. Always bear in mind that:

- | | |
|-----------|----------------------|
| COURTESY | Earns Respect |
| KNOWLEDGE | Gets Results |
| PATIENCE | Receives Cooperation |
| SERVICE | Increases Good Will |

Remember, consistently superior performance of duty is your ultimate goal. The G4S Wackenhut Corporation and Doubletree Hotel are relying on you to put forth your best effort every day. Represent us well!

**STANDARD OPERATING PROCEDURE
GENERAL ORDERS**



Atterbury, Goldberger & Weiss, PA

EFFECTIVE: August 2009

**SECTION 3
EMERGENCY NOTIFICATION PROCEDURES**

Atterbury, Goldberger & Weiss, PA looks to the Security Officer for quick response to, and accurate reporting of, any emergency that may occur. An emergency, by definition, always has priority over normal operational security requirements.

You are expected to take whatever action is reasonably feasible and within your authority to alleviate the situation and protect personnel and property (in that order of importance) to the greatest extent possible. You are expected to file a complete written report immediately after the incident in question has run its course.

REMEMBER: It is imperative that you maintain your composure at all times. Your life and/or the lives of others may very well depend upon your ability to perform as required while under the pressure of an emergency.

A. SITE INFORMATION

Facility address:

358 El Brillo Way
Palm Beach FL 33480.

In the event of any incident on the property, other than a medical emergency, before contacting anyone else, the officer will contact the following persons in the order of priority listed, for instructions:

Mr. Jack Goldberger	561-██████████ 561-659-8300 561-██████████	Cell Office Home
Darren Indyke	862-██████████ 212-517-2052 973-██████████	Cell Office Home
Story Cowles	561-██████████	Cell

**STANDARD OPERATING PROCEDURE
GENERAL ORDERS**



Atterbury, Goldberger & Weiss, PA

EFFECTIVE: August 2009

In the event of an emergency, where time permits, seek guidance from your immediate Supervisor PRIOR to calling for public emergency service assistance.

B. STEPS IN REPORTING AN EMERGENCY

1. REMAIN CALM. Speak clearly and at a normal rate of speech.
2. Identify yourself by name and position.
3. Describe the type and exact location of the emergency, the extent to which anyone has been injured (if applicable), and what specific actions, if any, have been or are being taken.
4. Answer all questions completely. Even though you may feel pressed for time, be patient if asked for additional information or asked to repeat something that you have already stated.
5. Follow all instructions given to you. Be prepared to direct emergency personnel to the scene and/or provide any other form of assistance that is required.

C. SITE CONTACTS

Station One (800) 666-5808
*Call to contact the on-duty
Road Supervisor*

If you cannot contact the Road Supervisor, yet the situation is of such a serious nature that the on-site presence of a member of G4S management is necessary and appropriate, the senior Officer on duty is authorized to contact the following in the order presented below:

TWC Area Supervisor:	Thomas Hartog
Work telephone number:	561-691-6737 (Area Office)
Cellular number:	561-████████
TWC Operations Mgr.:	Mark Dolan
Work telephone number:	561-691-6737 (Area Office)
Cellular number:	561-████████
TWC General Manager:	Mr. Ed Rodriguez
Work telephone number:	561-691-6737 (Area Office)

**STANDARD OPERATING PROCEDURE
GENERAL ORDERS**



Atterbury, Goldberger & Weiss, PA

EFFECTIVE: August 2009

**SECTION 4
SITE SPECIFIC ORDERS**

A. SHIFT PROCEDURES

Security Officers assigned to Atterbury, Goldberger & Weiss P.A. are to protect and ensure the safety and security of all agency employees, tenants, facilities and equipment against criminal, malicious or hostile acts. Security Officers are required to undertake the following tasks:

- Prevent and discourage unauthorized access
- Prevent and discourage criminal activity
- Prevent and disperse trespassers and loiterers
- Respond to emergencies
- Document and report any incidents, accidents, anti-social behaviors and/or events of a security or emergency nature; as well as any suspicious activity, at or near the site.

Officers are to maintain effective surveillance of the area, through alertness, patrols and observation. Officers will conduct all patrols on foot.

B. POST SPECIFIC INSTRUCTIONS

- While on post, you shall remain on property unless instructed to do otherwise by the client.
- A list of approved people has been provided, who must show photo identification to verify their identities.
- No one is to be admitted without the direct consent of the client or Mr. Igor Zinoviev.
- The on duty officer will travel with the client, as per his directions.
- A list of cell phone numbers has been provided to contact the client and members of his staff.
- The officers assigned to this post must provide at least two contact numbers per shift, the officer's cell phone number and a main office telephone number.
- Perimeter rounds, including the dock area, must be conducted every thirty minutes from 2200 hours until 0700 hours.
- Dr. Bruce Moscowitz shall be the contact for all medical emergencies. His cell phone number is 561-██████████ and his office telephone number is 561-833-6116

**STANDARD OPERATING PROCEDURE
GENERAL ORDERS**



Atterbury, Goldberger & Weiss, PA

EFFECTIVE: August 2009

A log belonging to Atterbury, Goldberger & Weiss, P.A., the attorneys for the client, will be provided to the officer and will be used to sign in all people that enter the property, no exceptions. This includes approved people under the order above, the client's attorneys, repair people, gardeners, Fed Ex employees etc. **NO EXCEPTIONS.**

This log will be the exclusive property of Atterbury, Goldberger & Weiss, P.A. and neither this log nor any entries on this log may be copied or entered on any other record. Each Friday evening at the end of the 2300 to 0700 hour shift, the visitor log will be delivered by the on duty officer to Story Cowles and a new visitor log for the next seven-day period will be started.

**SECTION 5
WACKENHUT GENERAL ORDERS**

1 APPEARANCE OF SECURITY OFFICERS

- 1.1** The Security Officer shall be neat and clean in appearance when in public, when on or off duty, and shall only wear the complete uniform as prescribed by their supervisor. Uniforms will be in a clean and presentable condition at all times.
- 1.1.1** Please reference the uniform samples contained in this manual for the proper configuration of each uniform style.
 - 1.1.2** Badges and/or identification will be worn at all times when on duty.
 - 1.1.3** No insignias, emblems, buttons or other items other than those items issued by the company will be worn on the uniform without the permission of the company.
 - 1.1.4** Shoes will be black, leather or comparable material, and polishable. The shoe style must not inhibit safe, agile, and free movement as determined by the supervisor.
 - 1.1.5** Winter coats and jackets will be zipped or buttoned at all times and the badge and whistle set will be attached to the outer garment.
 - 1.1.6** Bottoms of trousers should just touch the top of the shoe with a slight break.
 - 1.1.7** A name plate will be worn above right breast pocket
 - 1.1.8** Only one pencil or pen in pocket.
 - 1.1.9** Pocket flaps buttoned at all times.
 - 1.1.10** If a tie clip is worn it will secure both sections of the tie to the shirt and conform to the badge color and other accessories (i.e., gold or silver)
 - 1.1.11** Always wear the black tie with a long sleeve shirt, never wear a tie with a short sleeve shirt
 - 1.1.12** The buttons on the shirt cuffs will always be buttoned.
 - 1.1.13** Leather and brass will be polished.
 - 1.1.14** Socks will be solid black or navy blue.

**STANDARD OPERATING PROCEDURE
GENERAL ORDERS**



Atterbury, Goldberger & Weiss, PA

EFFECTIVE: August 2009

- 1.2** Due to the public nature of our business and the business necessity that security personnel represent a figure of authority, a code relative to hair length and facial hair is hereby prescribed:
- 1.2.1** Hair is to be neatly combed and appropriately cut to accommodate the wearing of the Security Officer cap.
 - 1.2.2** Unusual hairstyles and coloring are not professionally appropriate and not permitted while in uniform.
 - 1.2.3** Men's hair length should not extend beyond the shirt collar. Female Officers should wear their hair in a neat fashion.
 - 1.2.4** Regarding male facial hair, a neatly trimmed mustache, which does not extend beyond the width of the mouth and the lower lip is permitted; neatly trimmed side-burns that do not extend beyond the lower part of the ear lobe are also permitted.
- 1.3** The cap is part of the official uniform and is required to be worn by all personnel.
- 1.3.1** Cap worn square on the head, cap badge centered
 - 1.3.2** Metal chinstrap snug enough not to droop.
- 1.4** Facial jewelry such as eyebrow/nose/lip rings, tongue studs, etc. are not professionally appropriate and must not be worn during working hours.
- 1.5** Visible excessive tattoos and similar body art must be covered during working hours.
- 1.6** Any weapon, including firearms, batons, mace, etc., should be used only at specific posts authorized by the client and TWC and only by qualified and licensed personnel.
- 1.6.1** Weapons shall be company issued only and worn in the prescribed manner.
- 1.7** Repeated breaches of the provisions discussed in this section will be subject to written employee reprimands and wanton neglect at attempting to correct and comply with these established company policies will be cause for dismissal.

**STANDARD OPERATING PROCEDURE
GENERAL ORDERS**

Wackenhut

Atterbury, Goldberger & Weiss, PA

EFFECTIVE: August 2009



- 2.1** Of all of the problems faced by Security Officers, the one that seems to cause more trouble than any other is the contact we make with the public, our client and fellow employees. Our acceptance by these people is largely responsible for our success or failure as Security Professionals.
- 2.2** Public attitudes toward Security Officers are formed in many different ways.
- 2.3** Television, radio, magazine and newspaper articles influence how the public views security personnel.
- 2.4** Another determinant of public attitudes concerns personal contact between Security Officers and the public. Your work as a Security Officer brings you into contact with more people in a single tour of duty than most other employees meet in a week. In each contact, your every action is subject to close examination. Your success in your career as a security professional depends upon your ability to remain calm, patient, courteous, and friendly under all circumstances. Often, you are the first person a visitor, employee or prospective employee meets on company property. In some instances you are the only Security Officer a citizen will meet and their idea of the entire profession will be based on their one brief experience with you
- 2.5** Dealing with the News Media
- 2.5.1** Of all aspects of public relations, the most difficult to judge is the proper response to representatives of television, radio, magazines and newspapers.
- 2.5.2** The news media can have a great effect on public opinion and is capable of either helping us provide our necessary services or severely hindering our efforts.
- 2.5.3** Experience has shown that investigative news reporters are very effective and thorough. There are several definite guidelines

**STANDARD OPERATING PROCEDURE
GENERAL ORDERS**



Atterbury, Goldberger & Weiss, PA

EFFECTIVE: August 2009

which should be followed when dealing with members of the news media:

2.5.3.1 NEVER be abusive or negative. If you do, you can be sure you will be repaid in kind.

2.5.3.2 NEVER volunteer information. You have no way of knowing what the objectives are.

2.5.3.3 NEVER lie, evade or cover up. If you are approached by a representative of television, radio, magazine or newspaper, follow these procedures:

Be friendly and polite. Courteously refuse to answer any questions, stating: "Company policy prohibits me from discussing any job related information with you. If you wish, I will give you the name and telephone number of my superior, perhaps he or she can assist you."

Immediately notify your supervisor.

2.5.3.4 Wackenhut Corporate Headquarters, along with many of our clients, has a Public Relations staff, which has the responsibility of producing all news releases. These people are professionals in their field and are qualified to determine the content of information to be supplied to the news media.

3 STANDARDS OF EMPLOYEE BEHAVIOR

3.1 General Regulations

3.1.1 Do not leave your assigned work area or office without notifying your supervisor.

3.1.2 Have your personal mail delivered to your home address. Do not arrange to make or receive personal telephone calls at your work location except in case of emergency. Company facilities are not equipped to handle personal mail or telephone calls.

3.1.3 Immediately report any damages to or loss of company owned equipment and uniforms, where provided.

3.1.4 Report all accidents or injuries to your supervisor, no matter how slight, as soon as possible.

3.1.5 Get prior permission from your supervisor before using company bulletin boards. Handing out any literature at or near you, work place is prohibited.

**STANDARD OPERATING PROCEDURE
GENERAL ORDERS**



Atterbury, Goldberger & Weiss, PA

EFFECTIVE: August 2009

- 3.1.6 The use of any alcoholic beverage or narcotic is strictly prohibited. Any employee reporting to work under the influence of either is subject to immediate dismissal.
- 3.1.7 No gambling of any kind is permitted on or near client's property; this rule includes raffles, lotteries, and office 'pools'
- 3.1.8 Never alter your attendance record or sign-in register in any way.
- 3.1.9 Do not give out confidential information about the company to unauthorized persons.
- 3.1.10 Do not do anything that will reflect public discredit on you or the company. Any conduct on your part, which reflects discredit on the company, is grounds for discharge.
- 3.2 Attention to Duty
 - 3.2.1 Security officers shall demonstrate interest in their work by alertness and attention to duty.
- 3.3 Obey Laws
 - 3.3.1 No Security Officer shall knowingly and intentionally violate any Federal, State, or local laws
- 3.4 Courtesy to Public
 - 3.4.1 Security Officers will at all times be courteous, kind, patient and respectful in their dealings with the public and will, by an impartial discharge of their duties, attempt to bring credit to themselves, TWC and the client they represent.
- 3.5 Punctuality
 - 3.5.1 Security Officers will be prompt and punctual to all assignments. If an officer, for any reason, is unable to report for duty at the specified time, he/she will notify his/her supervisor at least four hours before shift change.
 - 3.5.2 A Security Officer will not leave an assigned post unless properly relieved.
 - 3.5.3 Absence without notification will be cause for disciplinary action.
 - 3.5.4 Repeated infractions and/or disregard of provisions discussed in PUNCTUALITY will be subject to written employee reprimands and wanton neglect at attempting to correct and comply with these established Company policies will be cause for dismissal.

**STANDARD OPERATING PROCEDURE
GENERAL ORDERS**



Atterbury, Goldberger & Weiss, PA

EFFECTIVE: August 2009

3.6 Orders

3.6.1 A Security Officer will obey all orders promptly and inform his or her relief of all new orders issued.

3.6.2 Willful disregard of orders and instructions will be cause for disciplinary action.

3.7 Conduct While on Duty

A Security Officer:

3.7.1 Will remain awake and alert at all times during his or her tour of duty.

3.7.2 Will not read while on duty except material furnished for instruction and in connection with job performance.

3.7.3 Will not carry on unnecessary conversations.

3.7.4 Will not argue controversial subjects.

3.7.5 Will not conduct outside business at the employment location or while in company uniform.

3.7.6 Will not accept gifts or gratuities from anyone for any reason.

3.7.7 Will not attempt to borrow money from fellow employees or employees of the firm where assigned.

3.7.8 Will not use the telephone for personal calls.

3.7.9 Unless authorized, will not open drawers in cabinets, desks or other furniture. Will not remove, rearrange or read material left on desks, cabinets or allow any unauthorized person to do so.

3.7.10 Will not smoke in prohibited areas or in view of the public. The general client rules concerning smoking will be adhered to.

3.7.11 Will not use threatening, abusive or insulting language or act in a disrespectful manner to the public or fellow employees.

3.7.12 Repeated infraction and/or disregard of provisions discussed in CONDUCT WHILE ON DUTY will be subject to written employee reprimands and wanton neglect at attempting to correct and comply with these established company policies will be cause for dismissal.

3.8 Prohibited Activities

**STANDARD OPERATING PROCEDURE
GENERAL ORDERS**



Atterbury, Goldberger & Weiss, PA

EFFECTIVE: August 2009

A Security Officer:

- 3.8.1 Will not knowingly associate or have any dealings with any person or organization advocating or fostering hatred or prejudice against any group.
- 3.8.2 Will at no time knowingly associate with any persons engaged in unlawful activities.
- 3.8.3 Will not drink intoxicants immediately prior to or while on duty and shall not drink intoxicants at any time to the extent of becoming unfit for duty.
- 3.8.4 Will not at any time use narcotic or habit forming drugs unless prescribed by a licensed physician.
- 3.8.5 Will not enter premises where intoxicants are sold while in an identifiable Wackenhut uniform.
- 3.8.6 Will not accept employment in any establishment selling intoxicants without the written permission of the company.
- 3.8.7 Will not report for duty with the odor of an alcoholic beverage on his/her breath.
- 3.8.8 Will not play cards or games of chance on the client's premises or engage in illegal gambling at any time.
- 3.8.9 Will not authorize his name and title on photographs in uniform for an advertisement, endorsement or subscription for any company without the written permission of The Wackenhut Corporation.

4 REPORT WRITING

- 4.1 Very few people like paperwork, yet it seems as though the occupation does not exist where paperwork is not required. As a Security Officer, the paperwork you complete is in the form of reports.
- 4.2 There are four basic reasons for writing these reports:
 - 4.2.1 To inform -- written communications reduce the chances of misunderstanding or error. Verbal communications are highly prone to misunderstanding, error in reproduction, and can be easily ignored.
 - 4.2.2 To record -- never trust to memory; no memory is perfect, not yours, your supervisor's, nor is your client's memory perfect. Exact amounts, costs, dates, and times and similar data are easily forgotten unless recorded.

**STANDARD OPERATING PROCEDURE
GENERAL ORDERS**



Atterbury, Goldberger & Weiss, PA

EFFECTIVE: August 2009

- 4.2.3** Demonstrate alertness -- by recording incidents, you make your supervisor and client aware of the job you are doing. It is very easy for people to get the impression that Security Officers do little but stand around. One way of avoiding this type of image is to conscientiously document all incidents.
- 4.2.4** Protect yourself -- there may be a time when it becomes necessary to prove you witnessed an event or accomplished a certain action or notified the proper authorities of an incident. The reports you write will accomplish all four of these goals.
- 4.3** A good report will answer six basic questions:
- 4.3.1** What? -- Your report must state what happened as accurately as possible.
- 4.3.2** Who? -- When writing a report, answer as many "Who's" as possible, e.g., who did it, who was notified, and so on.
- 4.3.3** Where? -- The exact location of an occurrence can have a great bearing in establishing guilt, innocence, or liability.
- 4.3.4** When? - The "when" of an incident may establish an alibi, determine liability, and protect you.
- 4.3.5** How? - This may assist the client in protecting against further hazards, incidents or accidents.
- 4.3.6** Why? - Why involves judgment and opinion and may be easily proven but it may be very important in the judgment of guilt or liability.
- 4.4** Here are some helpful suggestions in preparing the written report:
- 4.4.1** Use simple language, which anyone can understand. Be careful when using technical words, phrases, and be especially careful of slang or words that have multiple meaning.
- 4.4.2** Be sure that you have the proper spelling and addresses of the individuals involved in the reports.
- 4.4.3** Prepare the report in such a manner that the happenings are in logical sequence, and when possible show the approximate time of the occurrence.
- 4.4.4** Be careful not to ramble on and on. It is preferable to make short paragraphs with each paragraph covering one particular point.

**STANDARD OPERATING PROCEDURE
GENERAL ORDERS**



Atterbury, Goldberger & Weiss, PA

EFFECTIVE: August 2009

- 4.4.5 Be careful of vague descriptions. Write specific things that you saw and heard.
- 4.4.6 When descriptions of individuals are obtained, be careful to list all the usual information such as height, weight, color of hair, etc., but also include unusual things such as mustaches, sideburns, eyeglasses, and peculiarities of walk or speech. Notice and report all information possible on types and color of dress.
- 4.4.7 Avoid contradictory statements, which would tend to discredit the overall information.
- 4.4.8 Facts, not opinions are important. Keep personal opinions out of a report.
- 4.5 Remember, when you report any problem from a missing light bulb to a major safety hazard, continue reporting the problem until the appropriate correction is made. Completing reports are ways for u to demonstrate your effectiveness as a Security Officer.

5 SIGN IN REGISTER W-11

- 5.1 The Sign-in Register, form W-11, provides a documentation record for all Security Officers and working Supervisors on the actual hours they have worked. This form will also provide back-up information should any problems arise at a future date. Print or write neatly.
- 5.2 The "Time-in" column will show the actual shift starting time, unless you were late or where specifically requested, by a Supervisor, to start earlier, in which case the different time will be noted. The "Time-out" column will show the scheduled shift ending time, unless the Supervisor authorizes an earlier or later departure time.

6 SECURITY GUARD REPORT W-8

- 6.1 The Security Guard Report, Form W-8, is a log type report of the activities of a Security Officer assigned to a particular post or facility. This form will contain information on all activities or events that the Officer is engaged in or that come to his or her attention.
- 6.2 Complete all portions of the form in a neat, concise manner. Complete one (1) or two (2) copies of this form according to your Post Orders. Enter the relief Security Officer's name at the bottom of the form. If the post was closed at the end of this time, the last entry should indicate this. The Officer who prepares this report will sign and the Supervisor will initial his or her review of form.

7 IRREGULARITY REPORT W-14

- 7.1 The Irregularity Report is a written record of any unusual occurrences or problems encountered by a Security Officer while on duty. This important

STANDARD OPERATING PROCEDURE GENERAL ORDERS



Atterbury, Goldberger & Weiss, PA

EFFECTIVE: August 2009

report is usually prepared in triplicate (3 copies), but in a situation where an insurance claim has been or may be filed or there may be future litigation, the Area/Branch Manager should mail a fourth copy to TWC Headquarters.

- 7.2 Give who, what, when, where, how, and why details. State the facts as you have seen them and keep personal opinion out of the Irregularity Report.

Form 1: Incident Report header and table. The header includes fields for 'DATE', 'TIME', 'LOCATION', and 'REPORTED BY'. Below the header is a table with multiple rows and columns for recording incident details.

Form 2: Incident Report body. This section contains the main text area for the report, with fields for 'DESCRIPTION', 'CAUSE', and 'ACTION'. It includes checkboxes for 'FIRE', 'THEFT', and 'VANDALISM'.

Form 3: Incident Report footer and table. This section includes a table for recording incident statistics, with columns for 'DATE', 'TIME', 'LOCATION', and 'REPORTED BY'. It also includes a section for 'APPROVED BY' and 'DATE'.

- 8.1 Of the many jobs that a Security Officer performs, one is to endeavor to protect from fire.
- 8.1.1 The financial losses, as well as the personal hardships on the owner of a company and all of the employees, cannot be measured in dollars and cents.
- 8.2 In order to do the job properly, you must know fire fighting equipment, how to use it, and when to use it.
- 8.2.1 The first few minutes are most important after discovering a fire.
- 8.2.2 While it is still small, fire fighting can be successful; but if the alarm is late, a few minutes wasted in improper fire fighting or time lost in looking for the proper extinguisher, may make the difference between a small fire and vast or total destruction.
- 8.3 In order to fight a fire, we must know something about a fire. A fire burns because three elements are present: heat, fuel, and oxygen. Think of fire as a triangle. If any one of the three sides (heat, fuel, or oxygen) is taken away, the fire will go out. This is the basis of fire extinguishment.
- 8.3.1 Always remember this fire triangle when you see a fire and think about which area we can best attack in order to put out the fire.

**STANDARD OPERATING PROCEDURE
GENERAL ORDERS**

 **Wackenhut**

Atterbury, Goldberger & Weiss, PA

EFFECTIVE: August 2009

- 8.3.2** We can remove heat by cooling, which calls for application of something that absorbs heat.
- 8.3.2.1** Water is a cooling agent. Oxygen can be taken away from a fire by covering with some kind of blanket, such as throwing dirt on it or covering it with a chemical gas, which is heavier than air, such as carbon dioxide. This blankets the fire. Removing the fuel is often difficult and dangerous with a few exceptions. Cutting off the source of flammable liquids from the fire will cause it to go out. Caution must be used in cutting off the valves providing the flow of chemical liquids.
- 8.4** Do not wait until a fire starts to learn about the extinguisher. Using the wrong extinguisher could do more harm than good.
- 8.4.1** In some buildings, you will find an automatic fire protection system. This is referred to as the sprinkler system. These sprinklers are on duty and are ready at any time to stop fires where they begin.
- 8.4.2** Installed with the sprinkler system is the heat-sensing device, which goes into effect when heat is detected. These devices will set off an alarm and you should be familiar with the location of these and be alert when alarms begin to ring within the facility.
- 8.5** An immediate inspection should be made to determine if, in fact, there is a fire.
- 8.5.1** If a fire were discovered, you would follow the procedures as to what to do in case of a fire.
- 8.5.2** If, after a complete inspection, you determine that there is no fire and that the alarm was sounded by a defective sprinkler head or defective heat-sensing device, you would immediately stop the flow of water by closing down the control valve so as not to further damage the equipment.
- 8.6** Another important part of the Security Officer's job is to have knowledge of the location of all fire hydrants within the plant so that in case of a fire, the Fire Department can be directed to these locations with as little delay as possible.
- 8.7** Finally, in talking about the job of fire prevention, we must constantly be aware of fire hazards.
- 8.7.1** Many times combustibles of every description can be piled in a position to cause serious damage in case of a fire.

8.7.2 We should be alert to materials such as this and make reports immediately upon finding such fire hazards.

9 FIRE CLASSIFICATIONS

9.1 Class "A" fires occur in ordinary combustible materials such as wood, paper, cotton, straw, grain, etc.

9.2 Class "B" fires occur in the vapor air mix above the surface of flammable liquids, such as gasoline, fuel, oil, lubrication greases, lubricating oils, animal fats, alcohol, and turpentine.

9.3 Class "C" fires occur in electrical equipment, including electrical motors and appliances, circuit boxes, and other electrical units.

9.3.1 It is generally not the electricity that causes the fire, but heat that is generated by these electrical units not operating properly. That heat sets fires to the insulation and surrounding area.

9.3.2 These Class "C" fires can be most dangerous because if improper fire fighting equipment is used, such as water or water-type extinguishers, which conduct electricity, this could result in very serious electrical shock or burn to the person operating the extinguishers.

9.4 Class "D" fires occur only in rare instances. If you are assigned to a facility in which combustible metals (magnesium, titanium, zirconium, sodium, or potassium) are used, you will be instructed in the use of special fire extinguishers designed for these fires.

**... there are different kinds of
FIRE EXTINGUISHERS**

Find out WHERE THEY ARE and HOW THEY WORK
... NOW, before a fire starts.

<p>WATER</p> <ul style="list-style-type: none"> • TYPES: pump tank; air- or pressure-cartridge • Works by COOLING fire. • Use for class A fires. 	<p>CHEMICAL FOAM</p> <ul style="list-style-type: none"> • Works by SMOOTHERING fire with foam. • Use for class A and B fires. 
<p>COMPRESSED GAS</p> <ul style="list-style-type: none"> • TYPES: CO₂; Bromochloro-methane/Halon. • Works by SMOOTHERING fire with gas. • Use for class B and C fires. 	<p>DRY CHEMICAL</p> <ul style="list-style-type: none"> • TYPES: stored pressure; cartridge operated. • Works by SMOOTHERING fire with blanket of powder. • Use for class B and C fires. 
<p>MULTIPURPOSE DRY CHEMICAL</p> <ul style="list-style-type: none"> • Works by SMOOTHERING fire with blanket of powder. • Use for class A, B and C fires. 	<p>DRY POWDER</p> <ul style="list-style-type: none"> • TYPES: special ones for the different combustible metals. • Use for class D fires. 

**STANDARD OPERATING PROCEDURE
GENERAL ORDERS**



Atterbury, Goldberger & Weiss, PA

EFFECTIVE: August 2009

9.5 General Procedure in Case of Fire

9.5.1 CALL THE FIRE DEPARTMENT IMMEDIATELY UPON DISCOVERING A FIRE.

9.5.2 Report:

9.5.2.1 Caller's name, building number and name, building location (including address), classification of fire, size of fire, personnel involved, life in danger, and what action is being taken.

9.5.2.2 Do not try to fight the fire by yourself or fail to notify the fire department before the fire becomes out of control.

9.5.2.3 Do not panic and become so incoherent that you cannot properly report to the fire department.

9.5.3 TURN ON THE PLANT ALARM

9.5.3.1 Many plants have sirens, bells, or whistles, or a public address system to give the location of the fire. This will bring help, which may be badly needed.

9.5.4 Clear all employees from the area.

9.5.5 Send someone outside to direct the fire department to the scene.

9.5.6 EXTINGUISH THE FIRE - Use the appropriate extinguishers that are on hand and keep using them until the fire is extinguished or assistance arrives.

9.5.6.1 Do not put discharged extinguishers back in their racks. They must be recharged before placing them back in position for use later.

9.5.7 Maintain a close watch over the fire - and after the fire.

9.5.8 Make sure that all extinguishers that were used in fighting the fire are recharged immediately.

9.5.8.1 A fire could strike again fast and find you unprotected.

9.5.8.2 Also, see that the sprinkler system is restored to service immediately.

**STANDARD OPERATING PROCEDURE
GENERAL ORDERS**



Atterbury, Goldberger & Weiss, PA

EFFECTIVE: August 2009

- 9.5.9 Make a complete written report covering all aspects of the fire and list those points that might assist in discovering the cause and thus help prevent future recurrences.
- 9.5.10 If alarm sounds, proceed to alarm control center, and conduct the following:
 - 9.5.10.1 Hit the alarm silence button
 - 9.5.10.2 Patrol officer will proceed to main building to access fire department
 - 9.5.10.3 Find location of alarm activated
 - 9.5.10.4 Pinpoint sensor location on the facility map
 - 9.5.10.5 Proceed to sensor location and asses the situation
 - 9.5.10.6 Upon authority of the fire department, officer will reset alarm. Note: Only the fire department can authorize the alarm to be reset
 - 9.5.10.7 Officer will then initiate and complete all relevant reports, providing copies to the Client
 - 9.5.10.8 If the alarm is the result of faulty equipment contact your post supervisor who will contact the client to determine best course of action

10 FIRST AID

- 10.1 First aid is the immediate, temporary care of an injured or ill person before a physician arrives or regular medical aid can be obtained or the patient is taken to a physician.
- 10.2 Security officer procedures in a medical emergency:
 - 10.2.1 Remain calm
 - 10.2.2 Call for emergency aid
 - 10.2.3 Assist law enforcement personnel and/or emergency personnel as directed.
 - 10.2.4 ALWAYS keep emergency telephone numbers conveniently available.

11 PATROL PROCEDURES

- 11.1** There is possibly no other security technique as important as patrolling. When you consider that your principle responsibilities are to endeavor to protect people and property, you can better understand how important patrolling really is.
- 11.2** Patrolling an area brings more PEOPLE, more OBJECTS and more INCIDENTS under the scrutiny of a Security Officer than could possibly be covered if they remained constantly at a post.
- 11.3** More ground can be effectively covered by a single Security Officer on patrol than by twenty officers at a fixed location.
- 11.4** If alert and well trained, a Security Officer is immediately aware of anything unusual or out of the ordinary that he/she contacts.
- 11.5** The basic security method of patrolling has two purposes.
- 11.5.1** The first is PROTECTION. The patrol exists to endeavor to protect persons and property, to prevent accidents, thefts, damage, and to then act as a deterrent.
- 11.5.2** The second purpose, COMMUNICATIONS, enables the patrol to be a source of information to management as well as employees and visitors. Communication includes contact with emergency agencies when necessary, such as police, fire and medical facilities.
- 11.6** The duties of a Security Officer include observation, knowledge, corrective action and reporting.
- 11.6.1** OBSERVATION involves knowing one's area, employees, and routine activities, to the extent that one can recognize when something is amiss. Knowing a condition as it should or should not be is also one of the duties of security personnel.
- 11.6.2** KNOWLEDGE of entrances, exits, emergency equipment and communication devices, allows an effective response in any situation.
- 11.6.3** CORRECTIVE ACTION includes a Security Officer actively becoming an instrument of correction or initiating the correction through indirect action, such as reporting a situation or problem. Many times a security patrol cannot take direct action due to lack of specialized skills, availability or authority.

**STANDARD OPERATING PROCEDURE
GENERAL ORDERS**



Atterbury, Goldberger & Weiss, PA

EFFECTIVE: August 2009

- 11.6.4** REPORTING a situation is the only course of action an officer can take. It is certain that if no one reports a situation, no one will correct it. Remember, you are the key to efficient, total security.
- 11.7** The selection of the proper type of patrol procedure requires an understanding of the various techniques. The objective of patrolling, and the client's needs, are important considerations in patrol selection.
- 11.8** The two types of patrol; foot and mechanized, have definite advantages that are basic considerations when establishing security measures.
- 11.8.1** Foot patrol provides security "on-foot", either moving or stationary. This type of patrol gives the client's employees and visitors a feeling of confidence at seeing the facility has patrol protection. It also allows close contact with employees and helps create better communication. The presence of an "on-foot" patrol reduces incidents of violations due to the visibility of the patrol. It also provides for a close detailed observation of the immediate area.
- 11.8.2** Mechanized patrol is conducted from the confines of an automobile or other form of transportation. It provides shelter during inclement weather, provides rapid observation of an area, and provides rapid communication when two-way radio or telephone is unavailable.
- 11.9** The purposes of patrolling, you carry out protection and communication, as the security personnel on duty.
- 11.9.1** Your performance on foot or mechanized patrol reflects these purposes if you actively remember your functions while on your tour of duty.
- 11.10** The various methods of patrolling may be used with either foot or mechanized patrol. Each method is tailored to a specific need and each offers specialized advantages.
- 11.10.1** A FIXED PATROL is one that follows a specific pattern at precise time intervals. This patrol is easy to monitor, is an excellent fire watch, and is readily available to the client company on a regular basis. This patrol also offers a good sense of security due to one's constant visibility.
- 11.10.2** An UNFIXED PATROL is conducted at varied time intervals. The route is designed to criss-cross and backtrack. This patrol deters a large percentage of violations due to unpredictable routes and frequent checks of trouble areas.
- 11.10.3** The CONSPICUOUS PATROL maintains a maximum degree of visibility due to the use of whistles, public address systems, etc.

**STANDARD OPERATING PROCEDURE
GENERAL ORDERS**



Atterbury, Goldberger & Weiss, PA

EFFECTIVE: August 2009

This patrol deters the greatest number of problems, since violations rarely occur in the presence of a Security Officer.

11.10.4 INCONSPICUOUS PATROL is used when the Security Officer is not to be easily detected. He or she is positioned to observe the greatest amount of people while being observed by the least number.

11.11 You, a professional Security Officer, though chosen by the client, perform the type or method of patrol. Its effectiveness depends upon the professional manner in which you handle your duties as a Wackenhut Security Officer.

12 SAFETY CHECKLIST

12.1 During each patrol tour, there are specific questions you should ask yourself about your area. These questions, when remembered while you patrol, will enhance your personnel safety as well as the safety of the client's employees and property. Here are some important questions to remember.

12.1.1 Are rough, splintered, uneven or other floor defects repaired or the hazards suitably marked?

12.1.2 During bad weather, are storm mats placed near entrances and floors and these areas mopped frequently?

12.1.3 Are stairways well lighted?

12.1.4 Are electrical cords possible tripping hazards?

12.1.5 Are cigarette or cigar stubs placed in suitable ashtrays or containers?

12.1.6 Are sufficient containers provided for trash, etc.?

12.1.7 Are floors free of oil spills, grease or other substances, which may create a slipping hazard?

12.1.8 Is broken glass in evidence?

12.1.9 Are aisles clearly defined and free of obstructions?

12.1.10 Are materials neatly stacked and readily reached?

12.1.11 Does piled material project into aisles or passageways?

12.1.12 Are tools left on overhead ledges or platforms?

12.1.13 Is lighting adequate?

**STANDARD OPERATING PROCEDURE
GENERAL ORDERS**

 **Wackenhut**

Atterbury, Goldberger & Weiss, PA

EFFECTIVE: August 2009

- 12.1.14 Are materials stored under or piled against buildings, doors, exits or stairways?
 - 12.1.15 Are walks kept clear of obstructions; slipping and tripping hazards, broken glass, other debris, snow and ice?
 - 12.1.16 Are fire extinguishers in their proper racks?
 - 12.1.17 Are inspection tags clearly visible on extinguishers?
 - 12.1.18 Have extinguishers been inspected within the past year?
 - 12.1.19 Are labels attached to extinguishers stating operating procedures and the type of fire in which the extinguisher can be used?
 - 12.1.20 In the case of an emergency, are the telephone numbers of the police, fire and medical rescue departments, closest to your facility, readily available?
 - 12.1.21 Is all-electrical equipment shut off, such as coffee machines, typewriters, etc.?
 - 12.1.22 Are appropriate doors and windows locked; are proper lights out?
 - 12.1.23 Are gates closed and securely locked?
- 12.2 Patrol with these questions in mind. Make notations about any area, which requires improvement. File these observations on an Irregularity Report, Form W-14, and bring them to the attention of your Supervisor. Be alert while on patrol to promote safe working conditions for you, co-workers, visitors and the client.

13 COMMUNICATION

- 13.1 Certain types of security tasks require the use of mobile communications equipment. This section of the Post Order Book explains the basic operation of our two-way radios. Prior to using any of the radios, review this information.
- 13.2 Proper Use of the Microphone:
 - 13.2.1 Always speak in a normal or softer voice. Hold the microphone cupped in your hand and touching your cheek lightly.
 - 13.2.2 Speak across the face of the microphone, not directly into it. Shouting can actually reduce your radio range so do not speak louder than normal.

STANDARD OPERATING PROCEDURE
GENERAL ORDERS

 **Wackenhut**

Atterbury, Goldberger & Weiss, PA

EFFECTIVE: August 2009

- 13.2.3** Be brief, if possible, but do not rush your message. Try to speak clearly and distinctly.
- 13.3** You may find areas where reception is poor for one reason or another. If so, move a few yards or turn a corner to head in another direction.
- 13.3.1** Moving to a higher elevation might be necessary. It can help considerably in overcoming poor reception.
- 13.3.2** When you reach an area far from another radio operator, reception may vary. You will hear better and send messages better if you try different spots around that area.
- 13.4** Emergencies:
- 13.4.1** When someone is sending an emergency message, reporting a fire, accident, or disaster, or whatever the emergency might be, everyone else should keep off the air.
- 13.4.2** Emergency calls have priority over all messages. Prior to transmitting your message, decide what you want to say. Pick up the microphone; listen briefly to make sure no one else is talking. Depress the microphone button and proceed with your message.
- 13.4.3** Always release the button as soon as you stop talking.
- 13.4.4** While the microphone button is depressed, you cannot receive messages.
- 13.5** Operating Procedures:
- 13.5.1** In order to have a smooth-functioning radio network, all operators should thoroughly know proper operating procedures. The rules are simple and by following them, you will eliminate confusion when using two-way radios. Remember these points:
- 13.5.1.1** Your radio operates on a party line just like a telephone party line. Make sure the line is clear. Listen before you send any messages.
- 13.5.1.2** Federal law prohibits the use of profane or obscene language and the FCC for violations of this law can suspend your company's license.
- 13.5.1.3** Keep your conversations brief and confine them to business. Use signals whenever possible. Choose your words carefully - Speak slowly and clearly.
- 13.5.1.4** When receiving a message, never guess as to what the other party is trying to tell you. When you

STANDARD OPERATING PROCEDURE
GENERAL ORDERS

 **Wackenhut**

Atterbury, Goldberger & Weiss, PA

EFFECTIVE: August 2009

are not sure of the message being sent, ask the other station to repeat.

13.5.2 To Receive:

13.5.2.1 Turn the "on-off-volume" control clockwise until switch clicks on.

13.5.2.2 Adjust audio volume control clockwise to desired level.

13.5.2.3 To adjust squelch: The squelch control eliminates noise that exists when no carrier signal is being received. For optimum setting, turn the squelch control knob counterclockwise until you can hear background noise. Then rotate this knob clockwise until the noise stops (squelches). Your unit is now properly squelched. NOTE: Turning the control beyond this point may prevent reception of weak signals. Once properly set, the squelch control should not require adjustment.

13.5.3 To Transmit

13.5.3.1 Hold unit upright in your hand with the speaker/microphone grille about two inches in front of your mouth.

13.5.3.2 Press the "push-to-talk" button on the side of the unit and speak slowly and clearly, in an above-normal tone, yet without shouting.

13.5.3.3 Upon completing your transmission, release the "push-to-talk" button, switching the radio back to its receiving capacity. Remember the "push-to-talk" button must be pressed every time you wish to transmit.

13.6 Communication Basics

13.6.1 Give your call letters at the beginning and at your sign-off at the end of the transmission.

13.6.2 Do not transmit if you hear stations using the channel.

13.6.3 Limit your transmission to the minimum amount of time. Avoid lengthy conversations.

13.6.4 Use only appropriate language.

**STANDARD OPERATING PROCEDURE
GENERAL ORDERS**



Atterbury, Goldberger & Weiss, PA

EFFECTIVE: August 2009

13.6.5 If your transmission is not being received, suspect dead batteries.

13.6.6 Completely dead batteries require at least 1 hour of recharging. Whenever possible, do not allow the batteries to become completely exhausted.

13.7 Telephone Etiquette

13.7.1 Answer the phone promptly.

13.7.2 Speak directly into the transmitter.

13.7.3 Establish your identity.

13.7.4 Listen intently.

13.7.5 Avoid transferring calls unnecessarily.

13.7.6 Explain delay in obtaining information.

13.7.7 Offer to take a message. (Be sure that it is delivered or that the individual is notified)

13.7.8 Ask questions tactfully.

13.7.9 Apologize for mistakes.

13.7.10 Replace receiver gently.

14 LEGAL ASPECTS

14.1 It is not possible in just a few paragraphs to describe completely all of the legal aspects of the Security Officer's job.

14.2 You are going to be placed in situations from time to time requiring action—action that could involve the protection of life as well as your regular job of endeavoring to protect the Client's property.

14.3 You will be faced with making decisions with only a short time to think, so you must prepare now in order to make the best decisions.

14.4 Each of us, as a private citizen, has the right to protect his or her property. This philosophy is a part of our national heritage and we guard this right to own, possess and protect our private property.

14.5 Corporations and business organizations have the same right to protect their property. He, as well as she, or we can delegate this right to another person. This is what Client companies do when they place you in a position to endeavor to protect the things that belong to them.

**STANDARD OPERATING PROCEDURE
GENERAL ORDERS**

 **Wackenhut**

Atterbury, Goldberger & Weiss, PA

EFFECTIVE: August 2009

- 14.6** It is not necessary that you be deputized or have special police powers to legally do your job. However, it is necessary to remember that the law protects personal liberties as well as property rights.
- 14.7** If you deny personal liberties without legal justification, both you and our Corporation may be subject to civil and criminal liabilities. Because of this, it is strongly recommended that, whenever possible, you refer all matters of arrest and search to the local police authorities.
- 14.7.1** Also, remember that your responsibility exists only when you are on duty and on the Client's property. Your actions when off Client property are solely your responsibility.
- 14.8** Client Rules and Regulations
- 14.8.1** There may be a difference between Client rules and regulations and federal, state and local laws.
- 14.8.2** Before acting, you must determine whether the offense you have observed is a violation of a Client's rules or regulations or whether the offense is a violation of the law.
- 14.8.3** Normally, you will be faced with the task of enforcing Client rules and regulations, but occasionally you may have to enforce laws.
- 14.8.4** You cannot hold, apprehend, or arrest a violator unless the offense is a felony or a misdemeanor involving a breach of the peace or the disorderly conduct, and even then only in accordance with the particular state's laws regarding the authority of a citizen to make an arrest;
- 14.8.4.1** Normal procedure could be to report the offender to an official of the client for whatever action he feels necessary. The resultant action is strictly up to the Client.
- 14.8.5** Remember, you are confronted with the violation of a Client rule or regulation and not of the law, so the most severe punishment that could be given to the employee is dismissal.
- 14.8.6** Remember, your duty is to report, and to continue to report, and to continue to report, even though no action is taken. The Client makes the rules and you merely report violations of these rules.
- 14.8.7** Another thing to remember is that the Client wants rules and regulations enforced fairly.

**STANDARD OPERATING PROCEDURE
GENERAL ORDERS**

 **Wackenhut**

Atterbury, Goldberger & Weiss, PA

EFFECTIVE: August 2009

14.8.7.1 Employees are quick to appreciate good and fair treatment and they will understand that you are only following instructions set out by the Client.

14.8.7.2 Proper handling of rules and regulations improves morale of the Client's employees, tends to eliminate unfavorable actions and even the Client's employees, and tends to eliminate unfavorable actions and even lawsuits.

14.8.8 Civil Wrongs

14.8.8.1 Wrongful acts committed by a person can be divided into "civil" and "criminal" wrongs. Civil wrongs are acts committed by one person against another, which may be satisfied by a monetary award for damages. No fine or imprisonment is involved.

14.8.8.2 All other wrongs are criminal wrongs and are punishable by fine or imprisonment, or both.

14.8.8.3 Normally, you will not become involved in civil wrongs as a protector of private property.

14.8.8.4 Only criminal wrongs that take place on private property will involve you and it is here that you will be expected to take some action.

14.8.9 Criminal wrongs

14.8.9.1 Criminal wrongs are often divided into two categories called "misdemeanors" and "felonies".

14.8.9.2 These crimes are usually distinguished by the severity of the punishment for the particular wrong.

14.8.9.3 Broadly defining these, felonies are the most serious crimes, punished by death or imprisonment in a state penitentiary for a period in excess of one year.

14.8.9.4 Misdemeanors are less serious crimes, punished by fine or imprisonment in a state penitentiary for a period in excess of one year. Misdemeanors are less serious crimes, punished by fine or imprisonment in a city or county jail for not more than one year.

14.8.9.5 Examples of felonies range from the capital crimes of murder, rape and arson, down to crimes of aggravated assault, assault with a deadly weapon, burglary, breaking and entering, and others. Theft

can be either a misdemeanor or a felony; in most states, it depends on the value of the stolen items.

14.8.10 Your rights and authority as a protector of private property are not the same in both categories of criminal wrongs.

14.8.10.1 Under common law, and as implemented by statute, as a private citizen protecting private property, arrest powers are limited and it is most important that you know and understand these limitations.

14.9 Arrests

14.9.1 The law states that a person is under arrest when another person for the purpose of holding or detaining him has taken him into custody to answer to criminal charge.

14.9.2 Whether or not you mean to actually arrest a person is not always important since the courts have held that if you hold or detain a person against his will, or if you restrict or restrain his going about his lawful way, you have actually arrested that person whether you intended to or not. Generally, the common law rules provide that you may arrest only under the following conditions:

14.9.2.1 When a felony is committed in your presence and you know that, the person you are arresting committed that felony. The important thing here is that you know that the felony was committed and you know the person you are arresting is the person who committed that felony.

14.9.2.2 When a misdemeanor is committed in your presence, but only if that misdemeanor constitutes disorderly conduct or breach of the peace. The law says that for a wrong to be disorderly conduct or a breach of the peace, it must corrupt public morals, outrage the sense of public decency, or affect the peace and quiet of persons who witness the wrong. You have no right to arrest anyone for a misdemeanor that does not constitute disorderly conduct or a breach of the peace.

14.9.3 We have to use common sense in our approach to situations where theft is involved. If the theft were apparently minor in nature, reporting of the incident would be the proper action to take. If the theft appears to be of major proportions, detaining or holding might be necessary.

14.10 Physical Force

**STANDARD OPERATING PROCEDURE
GENERAL ORDERS**



Atterbury, Goldberger & Weiss, PA

EFFECTIVE: August 2009

- 14.10.1** When using force, you must have the legal right to do so, and the legal right to use force generally exists only when it is necessary to defend yourself or another person.
- 14.10.2** When making an arrest, force should never be used unless you or another person is attacked. You may only apply that degree of force, which would counter the force used by the attacker.
- 14.10.3** You actually have no legal right to use force until all less harmful means have been exhausted.
- 14.10.4** Frequently, the person attempting to make an arrest creates a serious situation needlessly by using force.
- 14.10.5** Where only a minor crime is involved, never create a situation by your attitude or approach requiring the use of force.
- 14.10.6** If an arrest becomes necessary, it is usually sufficient to inform the person being arrested of the reason for the arrest and the authority under which the arrest is being made.
- 14.10.7** Even though a person has committed a crime and is being arrested for that crime, there is no justification for any unnecessary abuse, either physical or verbal, and a good Security Officer will remain polite and respectful at all times.
- 14.10.8** Remember, use force only as a last resort and when all less harmful means have failed. Use only the amount of force necessary, never more. **USE DEADLY FORCE ONLY WHEN NECESSARY TO PROTECT LIFE, NEVER PROPERTY.**

15 BOMB PROCEDURES

- 15.1** The handling of bombs and bombing investigations is solely an official Police function.
- 15.2** The Security Officer's part is to help the police find a bomb and to evacuate the company employees if necessary.
- 15.3** At no time should a Security Officer try to touch a bomb or suspected bomb. No matter what experience a person may previously have had (such as military training); it is not the Security Officer's job to attempt to handle a bomb.
- 15.4** Security personnel should be completely familiar with all areas of the building, including closets, restrooms, storage areas, trash rooms, etc.
- 15.5** The Security Officer should have keys to these areas so that a complete search can be made. Remember that a bomb can be placed anywhere and,

**STANDARD OPERATING PROCEDURE
GENERAL ORDERS**



Atterbury, Goldberger & Weiss, PA

EFFECTIVE: August 2009

depending on the time limit, as complete a search as possible must be made.

16 BOMB SCARE PROCEDURES

- 16.1** A bomb scare is the deliberate false reporting of a bomb. The report should be treated as real until investigation and search of the threatened location prove the report false.
- 16.2** The question of evacuation is a problem that is best resolved by consultation between the authorities and the management of the premises.
- 16.3** A recipient of an anonymous telephone bomb threat should be questioned closely for a description of the call as soon as possible.
 - 16.3.1** The exact words used by the caller are important. A switchboard operator at a business establishment can often tell from noises on the phone if the call originated inside the building.
 - 16.3.2** A recipient who may not volunteer the information unless specific questions are asked by the police to refresh his/her memory may hear background noises, i.e., traffic, music, and laughter.
 - 16.3.3** The complainant may be able to make an educated guess as to the sex, age, voice, and accent, high or low pitch of an anonymous voice.

17 THE FLAG

- 17.1** When to Fly the Flag
 - 17.1.1** The flag of the United States shall be flown every day weather permitting. The flag should be displayed from Sunrise to Sunset.
- 17.2** Raising and Lowering our Flag
 - 17.2.1** The flag should always be raised briskly and lowered slowly and ceremoniously.
 - 17.2.2** In rising, hold the flag to prevent it from touching the ground, attach to the line and raise the flag, keeping it close to the pole by holding the line taut.
- 17.3** The Flag and Half-Staff
 - 17.3.1** When the flag is to be flown at half-staff it shall be first raised to full staff and then slowly lowered to half-staff.

**STANDARD OPERATING PROCEDURE
GENERAL ORDERS**



Atterbury, Goldberger & Weiss, PA

EFFECTIVE: August 2009

17.3.2 When taken down from half-staff, the flag must again be raised to full staff and then lowered.

17.4 Taking Care of the Flag

17.4.1 After it is lowered, the flag is folded in a special way. First, fold it lengthwise in halves, then in quarters, with the blue field on the outside.

17.4.2 Finally, while one person holds it by the blue field, another makes a triangular fold in the opposite end and continues to fold it in triangles until the flag resembles a cocked hat, with only the blue field showing.

17.4.3 Fold the flag correctly and neatly. Never permit it to touch the ground.