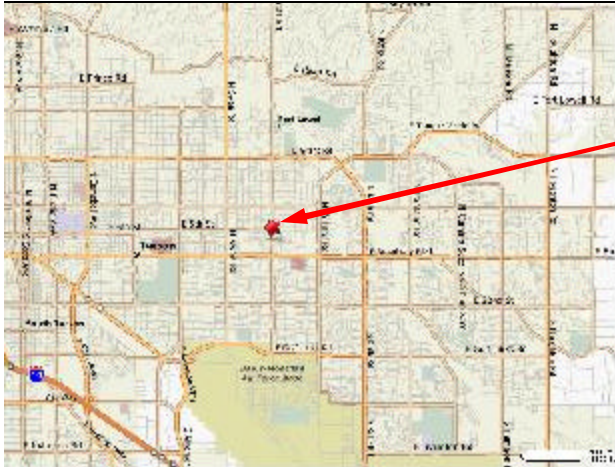


Post # 009 BIG Buildings 0000 N. Craycroft Rd.



Driving Directions:

Site is located south of Speedway Blvd. On the Northeast quadrant of Craycroft Rd. and 59th St. Second set of buildings north of 59th St.

- DUTIES:**
- * Retrieve keys from lockbox, and notify Dispatch for shift start.
 - * Check at Guard Station desk in lobby of building 630 for site awareness issues or property concerns.
 - * Patrol all property boundaries. Continue with a complete check of all buildings and parking areas.
 - * Daily Activity Reports (DAR) should reflect your observations as you patrol.
 - * Monitor all lighting.
 - * Staff escorts when required.
 - * Areas of special or concerned.



PATROLS: Patrols are to be conducted on a continuous biases .This is to include both interiors and exteriors. Continuous survey of the property exterior during the hours of 0800 to 1700 M thru F and interior after 1700 & on weekends.

Exceptions to this procedure would be an issue that may require Guard presence, for example: Staff escorts, vehicle checks, building problems, or trespassers. **NOTE: After hours special emphasis is on Staff Escorts & Safety.**

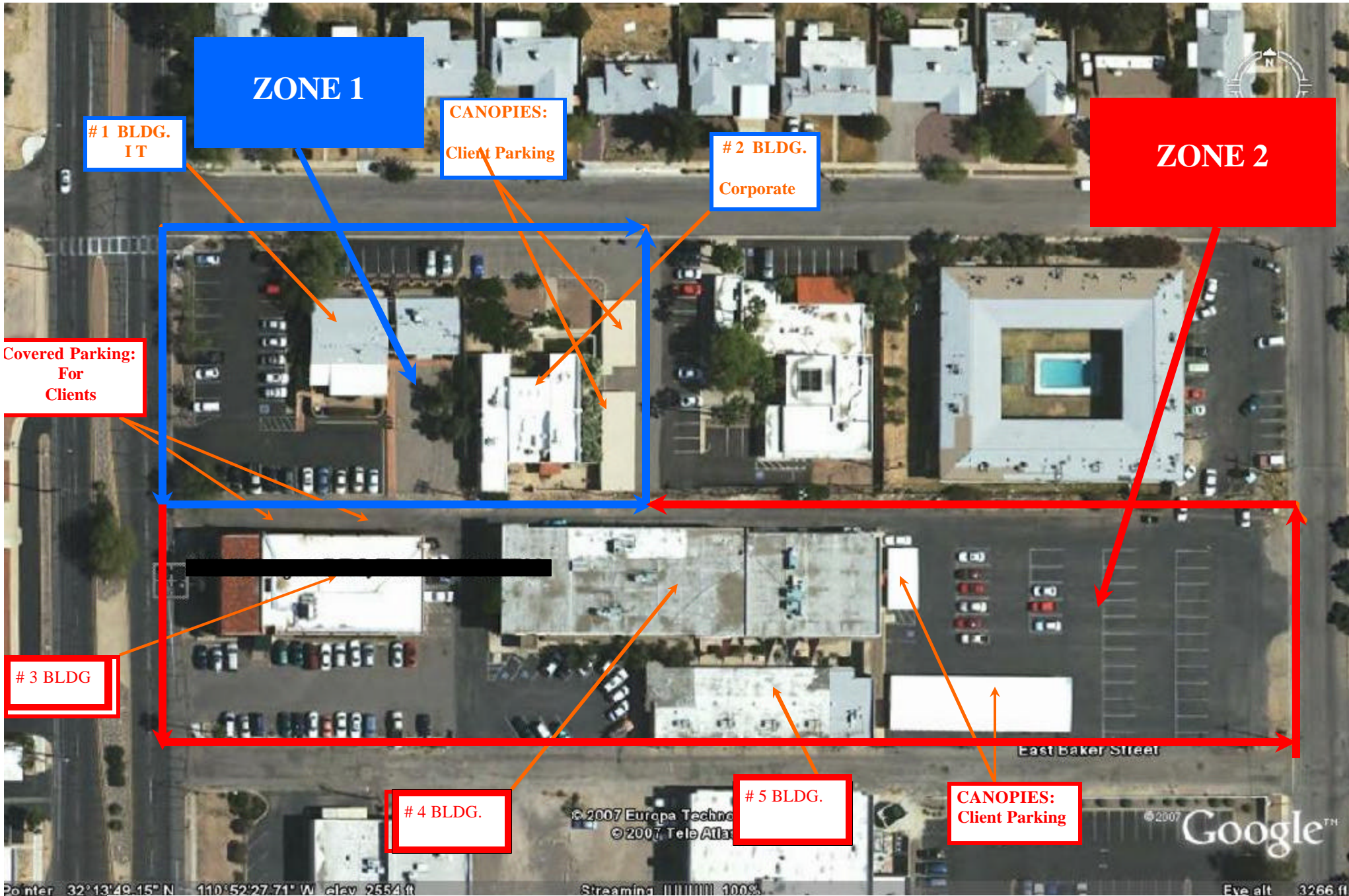
During your rounds you are to challenge any individuals that seem to lack a purpose for being on the property, especially homeless and questionable trespassers. You are to instruct them to leave the site, or give directions to a specific office if that be the need. **All Staff should be wearing their badges at all times.**

Any problems encountered should be passed on to DISPATCH first. You will be instructed with a resolution, and dispatch will contact all that may be needed. This would include TPD, Ambulance, Fire Department, and in all cases the clients on site.

LIGHTS: All lights in buildings 630, 626, and 620 are to be turned out if area is not in use and doors are to be secured both inside and out.

PHONES & RADIOS: Two-way commutations are to be maintained at all times with Clients on site and Dispatch. (Always answer with “ Security how may I assist you “).

ON-SITE CONTACT: James Smith - #1 520-000-2393 #2 520-000-6617
Irene - 748-0000 x 21467 Cell 520-000-8945
Stephen - Cell 520-000-0267



Zone #1: S/G will patrol all of zone 1 and zone 2 continuously.

ZONE MAP

Zone # 2: S/G will patrol all of zones 1 & 2 continuously.