



PRE-EMPLOYMENT NOTICE

FLORIDA LICENSE NUMBER B 1400122

Position Duties and Responsibilities

1. Purpose

The purpose of the Security Officer Job description and responsibilities is to insure that officers are aware of the duties they are expected to perform, their physical abilities or limitations allow them to be performed and for use as a guideline to insure they perform their job in a professional manner.

2. Policy

A Community Watch Solutions (CWS) Security Officer should have the ability through his or her training and experience to anticipate, recognize and reduce a privacy breach or crime risk and to take or initiate action to remove or reduce the risk or breach. Officers are responsible for performing their duties in a professional and lawful manner in compliance with these directives.

3. Procedure – Officer Duties and Responsibilities

- A. Inquire verbally and visually of any person requesting access to a CWS contracted property to validate their authorized entry into the property. Officers are to verify identification of the person if they do not know the person by face and name.
- B. Inspect the safety, cleanliness and preparedness of the assignment (gatehouse, patrol vehicle) prior to accepting the post from the officer you are relieving. Each shift change will complete a facility or vehicle inspection report and turn it in to the shift leader. Facility inspection reports will be reviewed daily by the shift leader and maintained for a minimum of 90 days by the site manager. Any reports with discrepancies will be forwarded to CWS corporate offices.
- C. Each post and patrol will maintain a pass-on log to report critical information concerning that post or patrol. Officers will record and review and record all printed pass-on materials, emails or faxes, etc into a Pass-on Log. This log is mandatory for all posts and is intended to insure officer awareness of activities that may impact operations or the privacy of the property.
- D. Officers will answer and respond to all electronic media or communication to insure receipt of current information and to best serve the property.
- E. Provide traffic enforcement and control of vehicles driving within or entering and leaving the property in accordance with the property's traffic regulations.
- F. Report and investigate any incident that affects the safety and privacy of persons or property within the CWS contracted property. If necessary, write any reports or statements that may be required. All reports must be completed before the end of shift.

- G. Record activities on the approved form or technological program that occur during your shift.
- H. Maintain an accurate and complete log of all gate access and any items placed in the officer's care, such as, mail, packages, keys, etc.
- I. Conduct visual and physical surveys of the contracted site documenting the patrols using the Patrol Verification System (PVS).
- J. Respond to calls for service as requested.
- K. Conduct physical inspections of CWS contracted property and buildings and patrol the roadways of the property. Document the patrols using the PVS.
- L. Know and have the ability to use technology.
- M. Ability to lift up to 50lbs, push a disabled car, activate a fire extinguisher, hear and see surroundings.
- N. Other duties as may be assigned or as required.

Grooming Standards Expected:

The uniform and personal appearance of CWS members influences the prestige of the service and the status of the Department in the eyes of the CWS contracted site. It is difficult to build pride in an organization when personnel are dressed inappropriately, slovenly or neglect personal habits of cleanliness or grooming styles do not portray a conservative business appearance. When uniforms, personal clothing and personal appearance lend an air of dignity other employees automatically tend to develop these traits. Therefore, all employees of CWS shall be properly groomed, dressed in the assigned uniform or business professional attire and their attire appropriately cleaned and pressed at all times.

Grooming and Hygiene Requirement:

1. Hair of male employees shall be conservative and present a businesslike appearance, neatly trimmed and may not extend over the tops of the ears; the hair shall not extend over shirt or coat collar. Sideburns shall be tapered to the contour of the head, trimmed with no flair and may not extend beyond 2/3 the length of the ear (the center of the hole in the ear). Beards and goatees are not permitted. Mustache must be kept neatly trimmed and may not extend beyond the corners of the mouth or over the lip.
2. Hairstyles of female employees shall be conservative and present a businesslike appearance. Long hair will not be loose to the extent it becomes a hazard or detracts from the professional appearance. If a hair clasp or barrette is worn, it must correspond with hair color.
3. Cultural hairstyles may be permitted on a case by case bases
4. Fad hairstyles or colors that do not present a conservative businesslike professional appearance are not acceptable and shall not be worn.
5. Proper attention to personal hygiene is a requisite when in any duty status or situation.
6. Heavy perfumes and excessive use of cosmetics is prohibited.
7. Body and hair cleanliness is mandatory.
8. Clothes should be neat, clean and wrinkle free at all times.

9. Fingernails will be kept clean and should not interfere with work and may only extend ½ inch from the tip of the finger.
10. Tattoos may not be visible and if present must be covered.

Shift Schedules & Days Off

No candidate for employment or company transfer is promised any specific days off, shift hours or work days. Shifts, working hours and days off are assigned based on seniority, shift availability and needs of CWS and the community assigned. CWS reserves the right to make schedules and assignments without use of seniority.

Licensing Requirement

Candidates for employment must possess a current State of Florida Class D license or have the ability to obtain a temporary license prior to employment. This license must be maintained in an active and valid status with the State of Florida during employment with CWS. A Class MB license is required of all site managers. The cost of the license and related training is the responsibility of the candidate and/or employee as it is a job requirement in the State of Florida or you cannot be employed by CWS. In addition, you must maintain a valid driver's license and must not have been arrested or convicted of a serious crime and/or any crime that would bring suspicion to your integrity or character as a privacy officer before or during your employment with CWS..

Ownership of CWS Uniforms, Equipment and Vehicles and Damage thereof

I recognize that all uniforms and equipment including vehicles issued to me or used by me and provided by CWS is owned by CWS and entrusted to my care. I understand that should I negligently damage or lose CWS uniforms, equipment or vehicles or fail to return issued uniform items at termination of employment I will be financially responsible for the loss or damage. In addition, negligent loss or damage may result in disciplinary action up to and including termination of employment. I further authorize that should I fail to immediately return any CWS items or have an outstanding financial responsibility to CWS for negligent loss or damage I authorize CWS to deduct the amount owed from my final paycheck.

Florida At-Will Employment State

All Community Watch Solutions, LLC employment is for an indefinite duration and is therefore not contracted for a specific time. All offers are contingent upon successful completion of the background process. Employment does not convey any job related property rights and at anytime CWS can inform you that your services are no longer needed without a reason.

Applicant Acknowledgement

As a candidate for employment with Community Watch Solutions, LLC, I certify that I have read the above requirements, physical ability requirements, grooming standards, licensing requirements and shift schedule and days off policy and understand that I will be required to meet these requirements and standards if selected for employment and that I can meet the required physical demands and abilities of a privacy services officer and that I have truthfully and completely completed the Southeast Personnel Application.

Candidate Signature & Date

Witness Signature & Date

Printed Name

Printed Name



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For Official Use Only

Date Received: _____, 20__

Reviewed by: _____

Comments: _____

CWS EMPLOYMENT APPLICATION

Community Watch Solutions (CWS) provides equal employment opportunity to all qualified persons, and does not unlawfully discriminate against any person on the basis of race, color, creed, religion, sex, national origin, age, disability, marital or veteran status, sexual orientation, or any other legally protected status.

Please -

- Complete all items on the application, even if the information is included on your resume or other document submitted by you.
- Sign and date your application.
- Specify the exact title of the position in which you are interested.
- Type or print all requested information.
- If necessary, attach additional 8 ½ " x 11" sheets of paper to this application.

Position Applying For: _____

Personal Information

1. Name (Last, First Middle)	3. Social Security # -- --	6. Driver's License (State/No.)
2. Address (Street)	4. Telephone Number () -	7. Alternate Telephone () -
Address (City, State, Zip Code)	5. Email Address	
Class D Security license Number:	Class D Expiration Date:	
Date of Birth:		

General Information

Are you legally eligible for work in the U.S.A? <i>(if yes, verification will be required)</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever applied to or worked for CWS before? If so, when?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are any of your relatives currently working for CWS? If so, please list name and department, if applicable.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever been convicted of a felony? If yes, please explain.	<input type="checkbox"/> Yes	<input type="checkbox"/> No

References			
Name	Company	Title	Contact Information

Signature / Certification	
<p>I certify that the facts set forth in this application are true, complete, and correct to the best of my knowledge. I understand that any misrepresentations, falsifications, or omissions on this application can be grounds for rejection of my application or, if I am employed by this company, for my immediate termination from employment. I authorize Community Watch Solutions, LLC to make any necessary inquiries and investigations into my education, military, or employment history. I further authorize, unless otherwise indicated on this application, the release of my information to Community Watch Solutions, LLC by any of the schools, services, or employers listed on this application.</p>	
Signature:	Date: