

# Contract Guards



**T**his appendix contains a sample contract with appropriate special and general orders for security forces (in addition to those discussed in chapter 9). Contract guards are an inherent part of overall installation security forces. When considering the use of or the actual employment of contract guards, the area addressed in this appendix should apply. Contract guards are usually used when it is more feasible in terms of manpower resources and criticality of the mission. A contract is essential when the Government provides the property and services to a contractor or when the Government maintains possession of the property and employs contract personnel to exercise care, maintenance, security and use of the installation activity, or equipment.

SAMPLE  
CONTRACT

FACILITY CLEARANCE

<u>Degree of Clearance</u>	<u>Issuing Office</u>	<u>Date Issued</u>
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Contractor personnel employed under this contract shall be required to possess a personnel security clearance. This is a critical requirement.

GOVERNMENT-FURNISHED PROPERTY AND SERVICES

1. Government shall provide to the contractor for use in connection with this contract the following property:

- a. Telephones, for official use only--no personal or noncontract performance calls authorized.
- b. Heat, light, and other utilities.
- c. Security guard working space to include sentry stations, and administrative office space.
- d. Standard US Army and Government forms and regulations.
- e. Office furniture, to include desks, chairs, filing cabinets, and other related office equipment.
- f. An arms container suitable for the security of weapons and equipment when not in use, and magazine storage for ammunition.
- g. Base Radio Station.

2. The Government property made available under this contract shall be for official Government use only in the performance of the resulting contract. Government property will be returned on termination of the contract prior to contractor receiving final payment.

3. The Government shall provide normal maintenance and repair of the property furnished to the Contractor under the resulting contract.

Only the material listed above in the quantity shown will be furnished by the Government. All other material required in the performance of this contract shall be furnished by the Contractor.

#### PLACE OF PERFORMANCE

The Contractor shall perform the services cited herein at \_\_\_\_\_ which consists of approximately \_\_\_\_\_ acres of land. There are approximately \_\_\_\_\_ civilian and \_\_\_\_\_ military employees working at the \_\_\_\_\_ hereafter referred to as \_\_\_\_\_.

#### SCOPE OF THE CONTRACT

The Contractor shall furnish all trained personnel, uniforms, equipment, materials, and supervision with the exception of the Government-furnished facilities, equipment and materials specified herein to satisfactorily maintain the physical security of the \_\_\_\_\_.

In addition to the physical security, the Contractor shall perform such other services as are set forth herein, if any, to insure the safety of the \_\_\_\_\_ and all authorized personnel, contractor employees, residents, and authorized visitors.

Services performed under this contract shall be subject to inspection and acceptance by the Contracting Officer or his duly authorized representative. The Provost Marshal/Security Manager is the \_\_\_\_\_ employee responsible for all security matters at \_\_\_\_\_ and is the Contracting Officer's Representative (COR). An on-site COR will be designated by the \_\_\_\_\_ Provost Marshal/Security Manager.

Specific security requirements are given below, and some areas are covered in more detail in the Special Orders and General Orders.

- a. The Contractor shall protect all personnel, Government property, material, and equipment from unauthorized use, loss, theft, trespassing, espionage and sabotage, and also protect any and all non-government property located at \_\_\_\_\_.
- b. The Contractor shall control personnel and vehicle entry to and from various entrances at \_\_\_\_\_.
- c. The Contractor shall enforce the badge/pass system to identify and control all military and civilian employees and visitors to the installation.
- d. The Contractor shall operate a mobile vehicular radio station on a 24-hour, 7 days per week basis for the control of security to quickly and decisively back up any guard who may be confronted with a situation which requires additional personnel.
- e. The Contractor shall endeavor to prevent the occurrence of fires, explosions and other catastrophies by close observation of the buildings, machinery, vehicles, electrical equipment, and personnel to identify unsafe or potentially unsafe conditions, procedures or activities.

Upon the citing of any unsafe condition, the shift supervisor shall be notified and admission to the unsafe area shall be by authorized personnel in order to minimize the risk. The shift supervisor shall, in turn, immediately notify the Security Manager or his designated representative, the COR on site.

f. In the event of a fire, the Contractor shall monitor the calls and provide traffic control at the location of the fire.

g. The Contractor shall deter the commission of assaults, batteries, robberies, rapes, and other crimes of violence by deployment of a well trained and organized security force, each member of which will be armed with a .38 caliber revolver and with a personal defense weapon such as a baton.

h. The Contractor shall patrol the entire posted areas of \_\_\_\_\_ including all parking lots by motor vehicle, or on foot, as required to provide continuous surveillance of the facilities. While patrolling, check all designated gates, doors, and windows, and if gates or doors are found unlocked or windows open, notify the shift supervisor, and close and lock the gates, doors and windows. Also, turn off unnecessary lights and perform other security related activities necessary to meet the overall security requirements of this scope of work.

i. It is mandatory that vehicles be operational and available at all times.

j. The Contractor shall provide security protection in situations such as but not limited to incidents involving drug abuse, alcoholism, psychotic persons, civil disturbances, riots or other disorders. Contractor shall develop and maintain a Guard Recall Bill System capable of recalling cleared guard force members to duty in sufficient numbers to meet emergency situations arising at \_\_\_\_\_. The Security Manager, or his designee, will determine what constitutes an emergency situation.

k. Provide escort on and off installation as deemed necessary by the Security Manager or his designee.

l. The Contractor shall enforce all traffic regulations for all vehicles operated on \_\_\_\_\_, and direct traffic as required.

m. The Contractor shall make inquiries into incidents and traffic accidents occurring at \_\_\_\_\_ within the Contractor's cognizance and verbally report same to the Security Manager. Police traffic accident reports are to be submitted to the Security Manager within 24 hours of the occurrence. The Contractor shall issue speeding citations and report same to Security Manager.

n. The Contractor shall prepare and submit full report of incidents which are considered security breaches, violations of administrative regulations, or the assignment as set forth in the General Orders.

o. The appropriate Contractor guard shift supervisor shall be notified by guards of potentially hazardous conditions and hazardous road conditions.

p. The Contractor shall provide assistance to persons in need of aid involving incidents such as hurricanes, storms, hazardous road conditions, nuisance animals, damaged utilities, and other similar conditions.

q. The Contractor shall receive, secure, and account for all keys issued to the Contractor for use in the performance of this contract. Duplicate or replacement keys must be requested through the Security Manager. Authorized duplicates will be provided at government expense. Keys issued for duty performance will not be removed from the installation.

The Contractor shall maintain records and submit reports in accordance with appropriate regulations, directives and orders (see Special Orders and General Orders) to include, but not limited to, the following:

a. Reports of Inquires into incidents and traffic accidents and speeding citations.

b. Individual guard shift activity summaries and daily journals.

c. Guard Recall Bill.

These completed reports, using military police forms, will be submitted to the provost marshal within 24 hours.

The Contractor shall adhere to the Special Orders which are supplied with this solicitation as attachment. These orders include detailed post and patrol operating procedures covering functions to be performed at each post. These orders may require changes from time to time by the Security Manager, which shall be accomplished on instructions by the Security Manager or his designated COR only. An installation map is also included with this attachment.

The Contractor shall adhere to the Guard Post Manning Requirements which are furnished with this solicitation as attachment. Twenty days prior to entry on duty the Contractor shall supply in writing to the Security Manager an Organization Chart to include the names of the shift supervisors, the shift organization for each post, and the number of guard force employees, along with their respective titles. Thereafter, a monthly roster of personnel assigned shall be submitted on the 30th day of each succeeding month.

The Contractor shall adhere to the General Orders which are supplied with this solicitation as attachment and include many special instructions.

The Contractor will furnish the following: Examples:

a. Main Vehicle Gate: One guard 24 hours every day, plus one guard from 0700 to 1730 hours, Monday through Friday. Guards at this post will check all incoming vehicles. Visitors and delivery trucks will be processed in, given temporary vehicle passes, and directed to their destination. Vehicles owned by \_\_\_\_\_ employees will be checked to insure that they are properly registered. The guards will also make spot checks of vehicles departing the installation to insure that no government property is being illegally removed. Proper dispatch of government vehicles will also be checked.

b. West Vehicle Gate: One guard from 1100 to 1300 hours and from 1600 to 1700 hours, Monday through Friday. The guard on this post will be required to perform the same duties as those assigned to the guards on the Main Gate.

c. \_\_\_\_\_ Gate: One guard from 0700 to 0800 hours and from 1500 to 1700 hours, Monday through Friday. The guards on this post will be required to perform the same duties as those assigned to the guards on the Main Gate.

d. Motor Patrol. One guard 24 hours a day, 7 days a week. It will be the responsibility of the guard on this patrol to check all perimeter roads and fences to insure that no intruder has gained entry to the installation. Further, it will be his responsibility to patrol all parking lots during duty hours and ticket those vehicles in violation of \_\_\_\_\_ vehicle registration and parking regulations. The Motor Patrol will also respond to any of the perimeter gates should a guard on one of those posts require assistance. When the necessary equipment has been purchased, it will become the responsibility of the guard on the Motor Patrol to detect personnel violating the posted speed limit on the post by operation of a radar speed gun.

On-site supervision of the Guard Force furnished hereunder shall be provided by the Contractor continuously, around the clock, and shall include inspection of each Post, fixed and mobile, during each shift by the shift supervisor at least twice during each eight-hour (8) period. The Contractor shall provide shift supervisors who will not be assigned to any Guard Post but whose duty shall be to visit and inspect all Posts assigned to the shift. Also, an alternate supervisor for each shift shall be established, who shall serve in the absence of the shift supervisor. The position of guard and that of supervisor cannot be held by the same individual. The shift supervisors shall begin their tours of duty one-half hour prior to the beginning of the shift. An informal guard mount shall be held prior to change of shift. The shift supervisor

shall insure that all guards report for muster on time and that each member of the Guard Force is inspected prior to being posted. Such inspections shall include but are not limited to the following:

- a. Complete clean and neat uniform, including shined shoes.
- b. Personal appearance acceptable for the police/security profession.
- c. Physically capable of standing watch, i.e., not having consumed alcoholic beverages or other types of intoxicants or drugs, and having had sufficient rest.
- d. Insure that all guards are properly equipped.
- e. Insure that all guards are informed of and understand the Post instructions and all special orders.

In addition to the shift supervisors, the Contractor shall assign a company representative as contact point for liaison between the Contractor and the COR on a 24-hour basis. This company representative is to physically visit the site weekly at random hours and submit, in memorandum form, the results of such visits to the COR.

The Contractor shall maintain a local office where the designated company representative can be contacted during regular working hours by the COR.

#### QUALIFICATIONS OF PERSONNEL

The Contractor shall insure that all persons employed in the performance of this contract, prior to assignment to duty at \_\_\_\_\_ meet or exceed the following minimum criteria:

- a. The employee must be at least 21 years of age (age requirement waived for veterans).
- b. All employees must have attained a total of any four educational units defined as follows:
  - (1) Each year of high school completed shall equal one (1) educational unit.
  - (2) Each year of experience as a "full-time" employee of a military, governmental or civilian security force shall equal one (1) educational unit.
- c. All employees assigned by the Contractor to work under this contract shall be physically able to perform all general patrol duties, functions, and activities; shall be free from any communicable disease; shall be well proportioned as to height and weight; shall be in good

general health without physical defects or abnormalities which would interfere with the performance of these duties; shall possess binocular vision correctible to 20/30 (snellen); shall be free of color blindness, and be capable of hearing ordinary conversation at 15 feet with either ear without benefit of a hearing aid. Each employee shall be given a physical examination without cost to the Government or the employee, and medical certification attesting to the final results of this examination shall be furnished to the COR on Standard Form 78 at least five days prior to anticipated date of assignment. This form must receive the approval of the COR prior to assignment of the employee to duty. The furnishing of this certificate, however, shall in no way relieve the Contractor from the obligation imposed upon him as outlined in the first sentence of this subsection. The employee shall be reexamined annually and results furnished to the COR.

d. All employees shall be literate in English to the extent of reading and understanding printed regulations, detailed written orders, training instructions and material, and shall be able to compose reports which convey complete information.

e. All employees must possess the capacity to acquire a good working knowledge of all aspects of contract Security Force position requirements.

f. All employees must qualify as a marksman utilizing the following qualification standard prior to assignment at the activity and annually thereafter:

#### FIREARMS QUALIFICATION STANDARD

The qualification standard for the course described below is as follows:

Marksman	225 points to 255 points
Sharpshooter	256 points to 280 points
Expert	281 points to 300 points

<u>Stage</u>	<u>Distance</u>	<u>Position</u>	<u>No. Rounds</u>	<u>Stage Time</u>
A	7 yards	Crouch	12 (DA)	25 Secs.
B	25 yards	Standing (No Support)	6 (DA)	12 Secs.
C	25 yards	Sitting	6 (DA)	2 Min. &
		Prone	6 (DA)	45 Secs.
		Barricade	6L (DA)	
			6R	
D	25 yards	Kneeling	6 (DA)	90 Secs.
		Barricade	6R (DA)	
((DA) - Double Action)			Course - 25 yard course.	



The ammunition used may be "Wad Cutter" (for training only) or standard police load ammunition. The Government reserves the right to determine if any contract employee follows established firearms handling practices. Prior to commencement of contract services, Contractor shall certify in writing to the COR that each employee has acquired proficiency in use, care and safe handling of sidearms, and has qualified as outlined above. Thereafter this certification shall be furnished prior to activity.

g. Shift supervisors shall be individuals who have demonstrated supervisory ability by successful experience of at least two years in a position similar to position described hereunder. The Contractor's supervisory personnel in charge of work under this contract shall at all times be available to receive and implement orders or special instructions from the COR which affect the operation or the protection and security of assigned areas.

h. Each guard and supervisor will be required to possess the appropriate valid motor vehicle operator's license to permit the operation of vehicles in the State of \_\_\_\_\_.

The Contractor shall be responsible for maintaining satisfactory standards of employee competency, conduct, appearance, and integrity and shall be responsible for taking such disciplinary action with respect to his employees as may be necessary. Contractor shall immediately report in writing any termination of contract personnel and the cause for such termination.

The Contractor shall insure that Security personnel at all times present a neat appearance, paying particular attention to their personal hygiene, bearing, uniform and equipment. They will keep their hair, mustache and sideburns cleanly trimmed.

#### REQUIRED CLEARANCES, CERTIFICATIONS, AND ACCEPTANCE (IF APPLICABLE)

The Contractor concurrent with the action of hire, will cause the employee to effect such action and execute such forms as are required by the Defense Industrial Security Clearance Office (DISCO), Columbus, Ohio for requesting personnel security clearance up to and including \_\_\_\_\_ in accordance with Industrial Security Manual DOD 5220.22-M. (Said document may be obtained from the Superintendent of Documents, US Government Printing Office, Washington, DC 20402.) Prior to assignment of any individual to duty, the Contractor must have satisfactorily completed, administratively processed, and submitted all such required forms to DISCO. The application shall consist of the forms cited in paragraph 26 of the Industrial Security Manual. Five days prior to entry on duty the Contractor shall furnish the Security Officer a consolidated list of all personnel employed under this contract showing the position and degree of personnel security clearance. Thereafter, for each person hired, the Contractor shall furnish the COR a record of the employee's personnel security clearance five days prior to entry on duty.

a. The Security Officer or his designated representative will certify the need for an interim Secret personnel security clearance for a period of 120 days after award of the contract, after which time a request will not be accepted unless detailed justification, for lack of adequate management, is submitted to the Security Manager. The application for interim clearance shall be sent directly to DISCO and the words "Interim \_\_\_\_\_" shall be placed in bold letters in the lower right hand corner of the "Job Title and Description of Duties" block of the DD Form 48 or DD Form 49. The Contractor must maintain an adequate nucleus of cleared personnel to cover situations involving vacations, emergencies, etc.

b. For all persons receiving a final or interim personnel security clearance, the Security Officer will issue identification as required for entry to \_\_\_\_\_.

All employees of the Contractor employed in the performance of the work under this contract shall be full-time employees of the Contractor at all times and not employees of Government or not members of one of the Armed Services.

#### UNIFORMS AND EQUIPMENT

The Contractor shall provide for each guard force employee all of the uniforms and personal equipment items outlined below. All contractor guard force personnel shall wear this uniform and all authorized personal equipment while on duty in a clean, serviceable condition. The uniform shall be of a brown, blue, gray, or green color, conforming to acceptable standards and consistent in style and color for each employee. Such uniform and equipment shall include the following:

- a. Shirt, or blouse for women, long or short sleeve, a combination of rayon and dacron (not cotton).
- b. Trousers, and/or skirts for women, a combination of rayon and/or dacron (not cotton).
- c. Jacket, "Ike" or blouse style, a combination of rayon and/or dacron (winter).
- d. Cap, military service type, with black visor and rain cover.
- e. Raincoat.
- f. Belt, trousers, waist, black leather.
- g. Socks, black.
- h. Shoes, black leather (with plain toes).
- i. Ties.

- j. Shoulder patches.
- k. Boots, rubber.
- l. Gloves, black leather.
- m. Belt, pistol, black, waist, leather, 1 - 1 1/2".
- n. Holster, black leather for revolver with 4" barrel.
- o. 38 caliber ammo pouch, belt style.
- p. Revolver, 38 caliber, double action, with 4" barrel, blue, steel, US manufacture.
- q. Flashlight, three-cell, with batteries.
- r. Whistle, chrome, brass, or blue steel.
- s. Badge, hat according to rank.
- t. Insignia or rank, as appropriate.
- u. Name plate, black with white letters.
- v. Fiberglass riot helmet with plastic face plate.
- w. Police baton.

Female personnel may wear skirts of the same material and color as the male personnel's trousers if such does not substantially interfere with the performance of the assigned duties of the wearer.

Required items of safety apparel will be worn by personnel of both sexes but need not be identical in style but will in each case satisfy the safety standards involved.

Appropriately lettered breast badge and cap ornament indicating the jurisdiction from which police authority is obtained shall be worn and prominently displayed as part of the uniform. Shoulder patches not larger than 4 1/2", lettered to indicate the identity of the Contractor, shall be worn on the left shoulder of the uniform. No other identification of the Contractor is to be worn or displayed on the uniform.

The Contractor shall provide as a minimum the operational equipment outlined below for the use of his employees to execute the provisions of this contract:

- a. Six (6) riot shotguns, 12 gauge, with 18" improved cylinder bore, pump operated action, of US manufacture, with number 00 buckshot

ammunition in sufficient quantities for employees training and operational requirements.

b. .38 police special caliber ammunition in sufficient quantity for employee training and operational requirements.

c. Two hand-held portable public address systems with sufficient batteries for employee training and operational requirements.

d. Three hand-held battery operated spotlights with sufficient batteries for employee training and operational requirements.

e. Detex Watch clock (for Post \_\_\_\_ ) and a total of \_\_\_\_ keys.

f. \_\_\_\_ vehicles to provide for the Shift Supervisor and Security Patrols as required by the scope of their individual duties. Specifications for these vehicles are given below. (\_\_\_\_ estimate of mileage for one year for these \_\_\_\_ vehicles is \_\_\_\_ miles \_\_\_\_ miles per vehicle).

- (1) Pick-up trucks, sedans, or station wagons.
- (2) Minimum four-cylinder with standard or automatic transmission.
- (3) Color white with "Security Patrol" marked on both doors.
- (4) Flashing light on roof.
- (5) Heater and defroster.
- (6) Side view mirror (left and right sides).
- (7) Spare tire and tools.
- (8) Snow tires/chains (seasonal).

g. Radio equipment, to be compatible with the frequency of the base station, shall include a radio for each patrol vehicle with a remote capability for members of the guard force to utilize when they are required to be away from a patrol vehicle or a telephone.

h. The Contractor should institute a procedure whereby the uniformity of dress of all security personnel within a given duty shift is assured.

#### GOVERNMENT-FURNISHED PROPERTY

The Contractor shall take all reasonable precautions in accordance with sound industrial security practices to safeguard and protect the Government property and maintain in clean serviceable condition. The Contractor assumes the risk of, and shall be responsible for, any loss of or damage to Government property in his possession except for reasonable

wear and tear and to the extent that such property is consumed in the performance of the contract.

All property furnished by the Government under this contract shall remain the property of the Government, and upon termination of the contract the Contractor shall render an accounting of all such property which has come into his possession under the Contract.

The Government shall not be responsible in any way for damage to the Contractor's supplies, materials, or equipment or to the Contractor employees' personal belongings brought into the building or onto the grounds due to fire, theft, accident, or other disaster.

#### TRAINING

The required training for the Contractor's employees is broken down into two categories, one to be completed before entering on duty and the second to be completed within thirty (30) days after duty begins. The details relative to this training are given in inclosure \_\_\_\_\_.

No Contractor personnel shall be on duty on either a fixed or mobile Post for more than twelve (12) consecutive hours in a twenty-four (24) hour period or in excess of sixty (60) hours per week except in an emergency situation and when approved by the Contracting Officer's Representative.

No Contractor employee shall be permitted entry to \_\_\_\_\_ except to perform assigned guard or supervisory duties.

The Contractor shall not employ any \_\_\_\_\_ employee to work at \_\_\_\_\_ in any capacity.

The Contractor shall be responsible for supplying additional guard personnel when required due to special events and/or visits by high ranking military and civilian officials. Each special event shall be for a minimum of two, four or eight hours. The Contractor shall receive advance notification from \_\_\_\_\_ of these special events, and such notification must be given at least six (6) hours prior to the event.

The Contractor shall be licensed in the State of \_\_\_\_\_ and shall comply with all State and local laws regarding Security Guards.

When special details are formed and any regular posts are designated to be unmanned during the same time frame, special detail manhour rates will be paid only for that number of guards in the special detail who are in excess of the basic manpower requirements for the subject time frame.

#### FAILURE TO PERFORM

In the event that the Contractor fails to provide a qualified supervisor or guard or allows any post to be unmanned for more than 15 minutes at any time during which shift or special detail said post requires coverage, the following monetary charges shall be made against the Contractor:

a. When a Government employee of \_\_\_\_\_ is assigned to perform the work required, the Government will deduct from the money due the Contractor the entire cost of the Government employee who performed the work.

b. If no replacement is furnished by \_\_\_\_\_ and the work is not performed, the Government will deduct from the money due the Contractor an amount equal to the entire cost of the Government employee who would have performed the work.

The documents listed below, including all amendments thereto, are applicable to the contract in administering the security and law enforcement requirements of this contract and one copy will be furnished to the Contractor upon award of the contract: Examples:

- a. Reg 190-1, Carpool Parking and Vehicle Registration.
- b. Reg 190-3, Preservation of Order Activities.
- c. Reg 190-5, Anonymous Calls/Bomb Threat Plan.
- d. AR 190-28, Use of Force by Personnel Engaged in Law Enforcement and Security Duties.
- e. DOD 5200.1R, Information Security Program Regulation.
- f. AR 380-5, Department of the Army Supplement to DOD 5200.1R.

The above documents can be viewed by contacting the Contract Negotiator.

DELIVERIES OR PERFORMANCE

Time of Delivery:

<u>DATA ITEM</u>	<u>DATA REQUIRED</u>
Certification of Refresher Training for each contract employee as set forth in attached roster.	Monthly
Licenses as required by State of _____.	On or before five (5) days prior to entry on duty.
Guard Recall Bill System	Within three (3) days prior to entry on duty.
Contractor representative memorandum concerning on-site surveys.	Each week during duration of the contract.
Report on termination of contract employee.	Same day the action is taken.
Reports of investigations into all incidents and traffic accidents	Within twenty-four (24) hours after time of the occurrence of incident or traffic accident.

PLACE OF PERFORMANCE

	<u>Facility</u>	<u>Place</u>
The place of performance is the State.		

INSPECTION AND ACCEPTANCE

Services performed under this contract are subject to inspection and acceptance by the Contracting Officer or the COR in strict accordance with preceding specifications.

DISCLOSURE OF INFORMATION

Neither the Contractor nor any of his employees will disclose or cause to be disseminated any information concerning the operation of \_\_\_\_\_, which could result in or increase the likelihood or the possibility of a breach of the security of the activity or interrupt the continuity of its operations. Disclosure of information relating to the services hereunder to any person not entitled to receive it, or failure to safeguard any classified information that may come to the Contractor or any person under his control in connection with work under this contract, may subject the Contractor or his employees to criminal liability under Title 18, Section 793 and 798 of the United States Code.

All inquiries, comments or complaints arising from any matter observed, experienced or learned of as a result of or in connection with the performance of this contract and the resolution of which may require the dissemination of official information, will be directed to the Public Affairs Office or to the Duty Officer during nonworking hours. Deviations from or violations of any of the provisions of this subsection may, in addition to all other criminal and civil remedies provided by law, subject the Contractor to immediate termination for default and/or the individuals involved to a withdrawal of the Government's acceptance and approval of employment.

#### DELEGATION OF AUTHORITY

The cognizant Defense Contract Administration Services Office is hereby designated as the authorized representative of the Contracting Officer for security purposes only.

#### PROCURING CONTRACTING OFFICER

Contracting Officer  
Name  
ATTN:  
Number, Street  
City, State, Zip Code

#### TECHNICAL COORDINATION LIAISON

The Contractor will not accept any instructions issued by any person other than the Contracting Officer or the Contracting Officer's Representative acting within the limits of their authority. The COR is not authorized to issue any instructions or orders which would require the Contractor to exceed or to perform less than contract requirements. To assure optimum results under this contract, close coordination and liaison between the Contractor's Supervisor and the COR is necessary.

#### PROHIBITION AGAINST CONTRACT WITH DETECTIVE AGENCIES

Federal law as contained in Section 3108 of Title 5 of the United States Code is quoted as follows: "An individual employed by the Pinkerton Detective Agency or similar organization may not be employed by the Government of the United States or the Government of the District of Columbia." The Comptroller General in his decision B-139965, June 30, 1959 (38 Comp. Gen. 881), held that the above prohibition is applicable to contracts or agreements with detective agencies or agencies which are of an investigative nature, as well as to contracts with individual employees of such agencies, and that the United States Government may not enter into contracts with detective or investigative agencies. In order that award of the contract will not be in violation of the above-cited law, the bidder is requested to complete and sign the certification to this effect.



#### DETERMINATION OF RESPONSIBILITY

Award of the contract to a potential supplier is not based on the lowest evaluation price alone. Due consideration shall be given to those standards for responsible prospective Contractors, as set forth in ASPR. 1-900, including (a) adequate financial resources, (b) ability to comply with required performance schedules while taking into consideration existing business commitments, (c) satisfactory records of previous performance, (d) satisfactory record of integrity, and (e) otherwise eligible to receive an award under applicable law and regulations. If the offer outlined herein is favorably considered, a survey team may contact your facility for the purpose of determining your financial and technical ability to perform.

Bidder shall supply a brief resume of previous and current performance, over a five-year period, listing the agencies and companies with whom they have contracted, their addresses, the contract numbers, and the manpower level required for each contract.

To enable the Government to determine responsibility, the bidder may be asked subsequent to bid opening to furnish a statement as to the present financial condition of the company, as well as the financial resources available to cover start-up expenses should a contract be awarded.

#### TRAINING

1. All employees shall be required to satisfactorily complete the following minimum training prior to post assignment, and written certification shall be supplied to the COR three (3) days prior to the date the Contractor commences duty at \_\_\_\_\_. Thereafter, certifications for any new contract employee shall be supplied prior to the time that employee reports for duty.

a. Mission and function of security guard operations

Purpose and duties of security guards.

b. Post Orders

Thorough understanding of General & Special Orders and other provisions of the contract.

c. ID Badge System

Employee badge, visitor badge, and automobile pass.

d. Safeguarding Classified Material

The protection and transmittal of classified material.

e. Security Guard Authority

Power to arrest, detain and search.

f. Basic Firefighting

Use of fire alarm system, fire extinguishers and fire barriers, and sprinkler systems.

g. Elementary first aid.

h. Pistol/Revolver Qualification

Safe handling, condition of use and record firing with small arms.

i. Report Writing

(1) Writing clear and concise reports--who, what, when, where, why, and how.

(2) Military time (24-hour clock) and day-month-year notations used in all reports.

j. Guard Orientation

General orientation on conduct and attitudes on and toward the job.

2. Additional training shall be satisfactorily completed in the following subject areas within thirty (30) days of entering on duty by all employees. This training is only a minimum and shall be certified in writing by the Contractor.

a. Radio Procedure

Standard police radio 10-series code system.

b. Traffic Control

Movement and control of vehicular traffic by guard using hand and arm signals.

c. Methods of Pilferage, Sabotage, Espionage, and Other Criminal Acts.

Methods of prevention, detection, apprehension, use of deadly force, and self-defense.

d. Bomb Threats

Search methods, plans, and evacuation of buildings.

e. Disaster Preparedness

Maintenance of law and order and suppression of unlawful acts in times of disaster.

f. Civil Disturbance and Riot Control

Protection of property, closely controlled access, and use of barriers.

g. Standards of Conduct

Performance standards which promote high duty performance.

h. Familiarization with Riot Control Agents/Weapons

Familiarization with procedures as provided in Civil Disturbance Plan.

i. Explosives Safety and Radiation Hazards

- (1) Familiarity with all restrictive signs and symbols, their meaning and absolute compliance with them.

- (2) Dangers inherent in fires associated with explosives and radioactive equipment, and safety through time and distance.

- j. Contingency Plans

Hostage negotiation techniques, tactical response to terrorist activity.

- k. Discipline

- 1. Public Relations

3. Each security guard and supervisor shall receive 3 hours of refresher training each month throughout the duration of the contract, and the type and completion of training certified in writing by Contractor to the COR.

4. Each employee shall be qualified in the use and safe handling of firearms. The minimum proficiency in weapons use will be as given in Firearms Qualification Standard. This proficiency shall be established by supervised and recorded firing and shall be maintained during the contract performance period. Qualifications shall be at least once during each calendar year and certification submitted.

5. Time and material costs for training purposes shall be borne by the Contractor and all training certified by the Contractor.

SAMPLE  
ORDER

US Army Materiel Development  
& Readiness Command

Special Order # (1)  
Date:

Name  
City, State

SECURITY BRANCH

ORDER

Subject: Installation Perimeter Detex Key Station Clock Patrol Post  
#\_\_\_\_\_.

1. The person on patrol who is carrying the clock on Post #\_\_\_\_\_, will, during the course of his route be especially observant for trespassers, building security, fire and any safety hazards that should be reported for correction.

2. The following specific items will identify the route of the patrol and security checks to be made en route to and departure from each location:

<u>ITEM</u>	<u>KEY</u>	<u>LOCATION</u>	<u>SECURITY REQUIREMENT</u>
1	20	North of Bldg. West side of Parking Lot area.	Depart from Main Guard Office Proceed along North Avenue in a westerly direction. Check the North Parking Lot and exterior doors of Bldg. #_____ north side. Proceed to Key #_____ Check this area to include north, west, east and south side of Bldg. #_____.
2	21	Perimeter fence center of South Parking Lot along perimeter roadway boarding Army Reserve Center.	Proceed to Key #_____ via South Avenue along Bldg. #_____ South and enter perimeter road south of Bldg. #_____, Main Gate Guard Building. Continue along the perimeter fence and check the South Parking Lot, Bldg #_____ and proceed to Key #_____.
3	2	West of exit Service Gate roadway	Check both Service Gates Entry/ Exit, Bldg. #_____ Ser-Gate Guard Bldg. Visually check the Motor Pool Parking Lot while proceeding to Key #_____.

US Army Materiel Development  
& Readiness Command

Special Order # (1) Continued  
Date:

<u>ITEM</u>	<u>KEY</u>	<u>LOCATION</u>	<u>SECURITY REQUIREMENT</u>
4	23	West perimeter fence North corner at connecting gate areas	En route to this Key check the perimeter fence for holes, damage or suspected forced entry.
5	24	Exit roadway-East perimeter side of _____ Drive beyond _____.	Returning from Key # _____ enter _____ Drive, proceed through South Parking Lot exiting at South Avenue. Continue on to _____ Drive north to exit/entry roadway East perimeter fence to Key # _____.
6	25	Adjacent to Service Gate Guard Bldg. Z _____ Road vehicular gateway.	Check area en route to include East perimeter fence. Check the X _____ Hill road Vehicular Gates and the Guard Bldg. Visually check the Tank Far rear of Bldg. # _____. Check the Pedestrian and Vehicular/Electrically controlled gate leading into the _____ Facility.
7	26	East side of Bldg. # _____ - South of Loading/Unloading Platform.	Check the area East, South, West, and North of this Bldg. Check the Pedestrian Gate connecting with Bldg. # _____ Facility.
8	27	West of Vehicular entry gate to Bldg. # _____ Explosive Load & Test Bldg. Area.	Proceed to Key # _____ via Flor Drive South and turn West on Kuester Road going West. Check the area en route for trespassers. Check the Vehicular Gates leading into Bldg #A, #B, #C, Check Bldg. #D and surrounding area. Return via _____ Road and _____ Drive to the Main Guard Office.

US Army Materiel Development  
& Readiness Command

Special Order # (1) Continued  
Date:

3. Installation perimeter Detex Key Station Clock Keys are mounted on numbered, traffic orange posts, at the locations indicated above.

4. On Monday through Friday a minimum of two (2) perimeter clock patrols will be made by Watch #3 and three (3) perimeter clock patrols will be made by Watch #1. On Saturdays, Sundays and Holidays three, each, clock patrols per Watch will be made on a continuing twenty-four (24) basis.

5. The Supervisor on duty at 0800 hours daily Monday through Friday or his designated representative, will change the clock disc. The Captain will assume the responsibility of checking each clock disc to ascertain that the required patrols and designated key station checks were made. On Saturdays, Sundays and Holidays, Supervisor on duty, or the OIC, Watch #2, will change the clock disc at 0800 hours. Clock discs reflecting these days will be placed into the In-Box of the Captain for his review on his next scheduled work day.

6. Clock Discs for all Detex Clock patrols internal, external as well as the Nike Site (Post #11) will be retained in the Office of the Captain.

FOR THE COMMANDER:

JOHN E. SAFE  
Chief, Security Branch

SAMPLE  
ORDER

US Army Materiel Development  
& Readiness Command

Special Order # (2)  
Date:

Name  
City, State  
SECURITY BRANCH

ORDER

Subject: Guard Procedures for Operation of Post # \_\_\_\_\_ (Vehicle Gate),  
Bldg. \_\_\_\_\_.

The guard assigned to Post # \_\_\_\_\_ will operate the post in  
accordance with the following instructions:

1. The entrance gate will remain closed at all times.
2. The exit gate will be opened from 1100-1300 and 1600-1700, Monday  
through Friday.
3. \_\_\_\_\_ personnel/vehicles will be allowed to exit only from  
this gate during hours of operation. Each vehicle exiting this post will  
be checked for \_\_\_\_\_ bumper decals and allowed to exit.
4. Visitors, contractors, and commercial carriers will not be  
allowed to exit via this gate. If a visitor, contractor, or commercial  
carrier attempts to exit from this gate, they will be directed to the  
Main Gate, Post # \_\_\_\_\_.
5. Random vehicle searches may be conducted in accordance with the  
provisions of General Order # \_\_\_\_\_ covering vehicle searches at  
\_\_\_\_\_.
6. Guard will visually check vehicles for government property not  
coming from the Restricted Area. In order to allow government property  
from the installation, the property must be accompanied by a DA Form  
1818, Individual Property Pass. When the DA Form 1818 is presented, the  
guard will check for an authorized signature contained in the signature  
card box maintained at the post. An authorized signature on DD Form 577,  
Signature Card, must appear on DA Form 1818 to allow the property to  
pass. If an authorized signature is on file, the guard will compare the  
property to the property described on the pass and allow the person to  
remove the property from the installation. If the government property is  
not covered by a pass or the pass does not contain an authorized  
signature, the guard will contact the COR for instructions. The guard  
will detain the person and property until instructions are received from  
the COR concerning disposition. The DA Form 1818 must be taken up by the  
guard on duty and a log entry made. The pass will be turned over to the  
COR at the end of the guard tour.
7. In the event an alarm is received by the guard from the COR, the  
guard will immediately secure the gate and wait for further instructions  
from the COR.



US Army Materiel Development  
& Readiness Command

Special Order # (2) Continued  
Date:

8. Any questions or situations arising while this post is in operation which are not covered by these instructions will be directed to the COR for resolution.

FOR THE COMMANDER:

JOHN E. SAFE  
Chief, Security Branch

SAMPLE  
ORDER

US Army Materiel Development  
& Readiness Command

Permanent Order # (1)  
Date:

Name  
City, State

SECURITY BRANCH

ORDER

SUBJECT: Duty Hours of Guard Force

Duty hours for Guard Force personnel are as follows:

First Watch	From	2245 to 0645 hours
Second Watch	From	0645 to 1445 hours
Third Watch	From	1445 to 2245 hours

FOR THE COMMANDER:

JOHN E. SAFE  
Chief, Security Branch

SAMPLE  
ORDER

US Army Materiel Development  
& Readiness Command

Permanent Order # (2)  
Date:

Name  
City, State

SECURITY BRANCH

ORDER

SUBJECT: Motor Pool Vehicle Security Check

1. A check of all Government vehicles parked in the area south of Bldg. \_\_\_\_\_ will be made shortly after the close of each workday. Government vehicles will be inspected to assure that all doors are locked, windows are closed, key is not left in the ignition, and that no classified papers or hardware have been left therein.

2. Any Government vehicle found open by the guard will be manually secured. A written report in duplicate, encompassing the following information will be made and reported to the Supervisor and COR prior to close of business, Watch #3.

3. In addition to written report required in paragraph 2, Supervisor will make a brief Guard Log Book entry when a Government vehicle is discovered unsecured. Log Book entry will be substantially as follows: "Government vehicle - serial number - and license number found unsecured."

4. In the event of inclement weather, such inspection will be made promptly at 1645 hours.

FOR THE COMMANDER:

JOHN E. SAFE  
Chief, Security Branch

SAMPLE  
ORDER

US Army Materiel Development  
& Readiness Command

Permanent Order # (3)  
Date:

Name  
City, State

SECURITY BRANCH

ORDER

SUBJECT: Post Department

1. Literature: Newspapers, magazines, or other unofficial printed material will not be kept or used on any post by members of the Guard Force.
2. Televisions: Television receivers are not authorized for use on any post or any watch.
3. Appearance: Guards will present a neat appearance at all times with uniform kept cleaned and pressed and complete. Jackets may be taken off during hot weather but, when worn, will be kept buttoned.
4. Loiterers: No guests or visitors will be permitted to enter that portion of Post # \_\_\_\_\_ which constitutes the Guard Office, or to loiter at any other fixed post maintained by guards. Polite but firm refusal must be given all personnel that endeavor to engage the guard in unofficial conversation while on post.

FOR THE COMMANDER:

JOHN E. SAFE  
Chief, Security Branch

SAMPLE  
ORDER

US Army Materiel Development  
& Readiness Command

Special Order # (3)  
Date:

Name  
City, State

SECURITY BRANCH

ORDER

SUBJECT: Guard Procedures for Operation of Post # \_\_\_\_\_ Gate.

The guard assigned to Post # \_\_\_\_\_ will operate the post in accordance with the following instructions.

1. This post will be in operation from 0700-0800 and 1600-1700, Monday through Friday. This post will allow entrance only of personnel/vehicles from 0700-0800 and exit only for \_\_\_\_\_ vehicles from 1600-1700.

(a) From 0700-0800, guard will allow to enter the installation only those personnel/vehicles assigned to \_\_\_\_\_. The guard will check vehicles for proper bumper decals (registration and insurance) and NSWC vehicles for proper bumper decals. Guard will check all occupants for either an \_\_\_\_\_ employee badge. Personnel without proper badges or vehicles without proper decals will not be allowed to enter and will be directed to the Main Gate, Post # \_\_\_\_\_ Road, not through the installation.

(b) From 1600-1700, guard will allow \_\_\_\_\_ vehicles with proper decals to exit from the installation. The guard will not check security badges for vehicles exiting the installation.

2. Visitors, contractors, and commercial carriers are not allowed to use this gate at any time. All visitors, contractors, and commercial carriers attempting to enter or exit via this gate will be directed to the Main Gate, Post # \_\_\_\_\_.

3. Random vehicle searches may be conducted in accordance with the provisions of General Order # \_\_\_\_\_ covering vehicle searches at \_\_\_\_\_.

4. Guard will visually check vehicles for government property not coming from the Restricted Area. In order to allow government property to pass from the installation, the property must be accompanied by DA Form 1818, Individual Property Pass. When the DA Form 1818 is presented, the guard will check for an authorized signature contained in the signature card box maintained at the post. An authorized signature on DD Form 577, Signature Card, must appear on DA Form 1818 to allow the property to pass. If an authorized signature is on file, the guard will compare the property to the property described on the pass and allow the person to remove the property from the installation. If the government property

US Army Materiel Development  
& Readiness Command

Special Order # (3) Continued  
Date:

is not covered by a pass or the pass does not contain an authorized signature, the guard will contact the COR for instructions. The guard will detain the person and the property until instructions are received from the COR concerning disposition. The DA Form 1818 must be taken up by the guard on duty and a log entry made. The pass will be turned over to the COR at the end of the guard tour.

5. In the event an alarm is received by the guard from the COR, the guard will immediately secure the gate and wait for further instructions from the COR.

6. Any questions or situations arising while this post is in operation which are not covered by these instructions will be directed to the COR for resolution.

FOR THE COMMANDER:

JOHN E. SAFE  
Chief, Security Branch

SAMPLE  
ORDER

US Army Materiel Development  
& Readiness Command

Permanent Order # (4)  
Date:

Name  
City, State

SECURITY BRANCH

ORDER

SUBJECT: Duties Post \_\_\_\_\_ Main Gate

1. The Main Gate to the \_\_\_\_\_, Post # \_\_\_\_\_ will be manned by one (1) guard on a 24-hour a day basis. In addition, a second guard will be on duty at the Main Gate from 0700 to 1700 hours, Monday thru Friday.

2. Private Vehicles:

Personnel assigned to Post \_\_\_\_\_ are responsible for checking all incoming and outgoing vehicles. Private vehicles belonging to employees must bear an \_\_\_\_\_ Vehicle Registration Decal in addition to a current Insurance Decal. Incoming vehicles that do not have these decals will be stopped by the guards on duty. If the vehicle is owned by an \_\_\_\_\_ employee, he will be instructed to proceed directly to the Main Guard Office and properly register the vehicle. Should there be a valid reason why the vehicle cannot, at that moment, be registered, the owner will be issued a Temporary Parking Pass and advised to register the vehicle as soon as possible. Non-employees arriving at the installation on official business, will be issued a Temporary Parking Pass and directed to those areas set aside for Visitor Parking. All Temporary Parking Passes, whether issued to \_\_\_\_\_ employees or non-employees, will be surrendered to the guard on duty at the Main Gate when the bearer departs the installation.

3. Commercial Vehicles:

a. All commercial vehicles will enter the installation via the Main Gate. The truck and driver will be registered by the guard at time of entry by use of a vehicle registration form and the vehicle will be searched for contraband articles, incendiary devices, hazardous items and unauthorized personnel. The driver will then be directed to the Shipping and Receiving Section, Bldg 102, by the most direct route available. The driver will also be informed that he is to return to the Main Gate immediately after completing his transaction at Bldg. 102. At time of departure, the vehicle will again be searched to insure that outgoing cargo is in accordance with shipping documentation. Vehicles will not be allowed to proceed until any existing discrepancies have been resolved, and \_\_\_\_\_ Form \_\_\_\_\_ has been surrendered to the guard on duty.

b. The register mentioned in paragraph 3 above will be a serially numbered controlled form executed in duplicate for each truck entering the installation, the original form signed by the supervisor on duty at all points where pickups and/or deliveries are made. In addition, the supervisor will note the type of cargo loaded or unloaded. This form will

be returned to the guard when the driver returns to the gate. Duplicates will be maintained by the guards on duty and will act as the truck register for that tour of duty. The originals, when returned will be matched to corresponding duplicates.

c. Sealed vehicles will be examined to insure that the seal has not been tampered with and seal numbers will be recorded on the Truck Register. Vehicles with broken seals or whose seal number does not correspond with shipping documentation, will be examined in accordance with paragraph 3a above.

4. Vehicle Searches:

a. In addition to conducting searches of commercial vehicles, Security Guards posted at the Main Gate will also conduct periodic spot searches of private vehicles both entering and exiting the installation. Guards will be especially observant in checking for items of Government property being removed from the installation, as well as unauthorized items being brought onto the installation (refer to 3a above for examples). Government property being removed from the installation must be accompanied by a DA Form 1818, Individual Property Pass. The signature on the DA 1818 must correspond to one in the guard's file of "Authorized Signature Card," DD Form 577

b. Should the guard on duty be confronted with a vehicle carrying either Government property or unauthorized property into or out of the installation, in other than the prescribed manner, he will direct the operator of that vehicle to pull it out of line of traffic and then contact the COR for further instructions. A post blotter will be maintained at Post 7 of all transactions at this post.

c. The guard on duty at the exit point will check the Government vehicle trip ticket to insure that the vehicle has been properly dispatched.

FOR THE COMMANDER:

JOHN E. SAFE  
Chief, Security Branch



**SAMPLE  
ORDER**

US Army Materiel Development  
& Readiness Command

Permanent Order # (5)  
Date:

Name  
City, State

SECURITY BRANCH

ORDER

SUBJECT: Use of Force - Restrained and Deadly - By Personnel Engaged  
in the Performance of Security Duties

1. Guard force personnel will at times attempt to discharge their duties without resorting to the use of force. Should it become impossible to do so, then only the minimum amount of force reasonably necessary will be employed. Deadly force, which is that physical force that may cause death, will be used only when all other means have failed, and then only under the following circumstances:

a. Self-Defense: When guard force personnel reasonably believe themselves to be in immediate danger of death or serious injury.

b. Prevent the theft of, damage to, or espionage aimed at property and/or information designated by the Commander as being either vital to, or of substantial importance to, the National Security. At the \_\_\_\_\_ areas containing such property and information are as follows:

(1) Property and information vital to the National Security:

None

(2) Property and information of substantial importance to the National Security:

Bldg.

c. Prevent the theft of or sabotage to property which is inherently dangerous to others.

Bldg.

d. Serious Offenses Against a Person(s): When guard force personnel reasonably believe that a serious offense is about to be committed against a person or persons, that involves death or serious bodily harm (examples are armed robbery, aggravated assault, rape, arson, and bombing).

e. Apprehension - When guard force personnel reasonably believe that it is necessary to apprehend an individual responsible for one or more of the offenses listed in b, c, and d above.

US Army Materiel Development  
& Readiness Command

Permanent Order # (5) Continued  
Date:

f. Escape: When guard force personnel reasonably believe that it is necessary to prevent the escape of an individual who is responsible for one or more of the offenses listed in b, c, and d above.

g. Lawful Order: When directed by the lawful order of a superior authority who shall be governed by the criteria detailed above and AR 190-28.

2. Legal guidance that may be required concerning the apprehension of unauthorized intruders will be furnished by telephoning one of the following, in the order listed:

Mr. A. A. Law - Chief, Office of Legal Counsel, Office #:123-4567  
Home Tel:765-4321

Mr. Bob Judge - Assistant, Legal Counsel Office #:123-4567  
Home Tel:765-4321

FOR THE COMMANDER:

JOHN E. SAFE  
Chief, Security Office

SAMPLE  
ORDER

US Army Materiel Development  
& Readiness Command

Permanent Order # (6)  
Date:

Name  
City, State

SECURITY BRANCH

ORDER

SUBJECT: Bomb Threat Procedures - Post # \_\_\_\_\_.

1. Security Guards receiving a telephone bomb threat will:

- (a) Remain calm - bomb threats are usually received in sufficient time to permit evacuation of the area.
- (b) Listen carefully for any unusual characteristics in the caller's voice as well as background sounds that might aid in locating the place from which the call was made.
- (c) Be alert of the use of certain words or phrases.
- (d) Record the date and precise time the threat was received.
- (e) Listen for any accent in the voice of the caller.

2. The Security Guard will make every attempt to obtain the following from the caller:

- (a) Where has the explosive device been placed?
- (b) At what time is the device set to detonate?
- (c) What does the device look like?
- (d) What type of explosive material was used in the device?
- (e) How will the device be detonated?
- (f) Why was the device placed at \_\_\_\_\_?

3. After securing all available information from the caller, the Security Guard will immediately call the COR and thoroughly brief him on the available facts.

FOR THE COMMANDER:

JOHN E. SAFE  
Chief, Security Branch

SAMPLE  
ORDER

US Army Materiel Development  
& Readiness Command

Permanent Order # (7)  
Date:

Name  
City, State

SECURITY BRANCH

ORDER

SUBJECT: Non-Duty Hours Admission Procedures - Post #

During out of hours periods (1730 to 0700, Monday through Friday) as well as on weekends and holidays, the Security Guard on duty at the Main Gate, Post \_\_\_\_\_, will be responsible for registering all incoming and outgoing personnel. All personnel arriving at the Main Gate during these periods will be required to sign in on the Visitor's Registration Log which will be maintained at Post # \_\_\_\_\_. They will print their name, give destination, reason for coming in, and time of arrival. After this, the employee will be allowed to proceed. Upon departing the installation, the employee will stop at Post # \_\_\_\_\_ and enter his time of departure and signature on the log.

FOR THE COMMANDER:

JOHN E. SAFE  
Chief, Security Branch

SAMPLE  
ORDER

US Army Materiel Development  
& Readiness Command

Permanent Order # (8)  
Date:

Name  
City, State

SECURITY BRANCH

ORDER

SUBJECT: Parking Violation Inspection

1. Inspection will be made at least two times per shift on Watch #2 and Watch #3 of the following parking areas to assure compliance with parking regulations set forth in \_\_\_\_\_ Regulation \_\_\_\_\_.

(a) North parking lot (north side Bldg \_\_\_\_\_ and South parking lot (south side Bldg \_\_\_\_\_ and that area north of Bldg \_\_\_\_\_ and south of Bldg \_\_\_\_\_ as indicated on site map.

(b) Small car parking which comprises the last three rows at the east end of the South parking lot.

(c) Reserved parking in front of Building 205 (Government vehicles only) and other reserved parking as indicated by yellow "R."

2. It is the responsibility of the Supervisor of each watch to enforce parking regulations for all areas of the installation and to issue violation notices as required. The Supervisor will forward the copies of violation notices to the COR at the end of each watch.

FOR THE COMMANDER:

JOHN E. SAFE  
Chief, Security Branch

SAMPLE  
CHART

US Army Materiel Development  
& Readiness Command  
Name, City, State

Security Guard Manning Chart

Adelphi

<u>Post Location</u>	<u>Personnel</u>	<u>Hrs/Day</u>	<u>Days/Week</u>	<u>Weeks/Year</u>
Supervisor	1	24	7	52
#7 - Main Gate	1	24	7	52
#7 - Main Gate	1	10	5	52
#8 - Vehicle Gate	1	3	5	52
#9 - Motor Patrol	1	24	7	52
#14- _____ Gate	1	2	5	52

JOHN E. SAFE  
Chief, Security Branch