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|  **Harrisburg Security, Inc.** P.O. Box 718 Harrisburg, NC 28075 **(704) 467-2370** Fax (704) 455-9017 |

**Post Orders for:**

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| **Site Point of Contact(s):****\*Manager on Duty/****Night Auditor -** **704-357-1414** | **Site Name and Address:****Hampton Inn****9615 Independence Pointe Parkway****Matthews, NC 28105** |
| **Contract Start Date:****3/15/2019** | **Post/Site – Officer Assignment:** **1 Unarmed Officer – Sunday-Saturday: 11p-7a*****\*Includes Holidays*** |

***\*All Security Officers scheduled to work the above site must read and follow the duties listed below\****

**Site Specific General Duties:**

***NOTE: Text the Watch Commander to confirm when you are on duty! Make sure you have your N.C. PPSB registration card or paperwork on your persons while in uniform and on duty. You must have a working cell phone to work this site. A flashlight is recommended to have while on duty.***

* **Sign in/Out on sign-in sheet** (located in security binder).
* **Complete a D.A.R. (Daily Activity Report) for each shift** (located in security binder). *Leave in binder after shift.*
* There are no radios that the front desk staff use so please make sure they have your phone number to communicate and put hotel number in your phone. We do have our own radios on property so you may be able to get the staff to call you on these radios however it is not their normal procedure.
* **Security Key or FOB Key.** Our regular officers for that site will be assigned a FOB Key and officers that assist with coverage will use the reserve FOD Key in this Binder. If there is not one then ask the front desk to make you one. This key gets you into the hotel public areas like the pool, front door, etc.. This does not give you access to any guest rooms and **please never go into any room unless escorted by police, Fire, or hotel staff!**
* Pool Area is closed when you come on duty at 11pm so you can advise guest in area when you come on duty however unlike the other hotels this is not a set rule. If guest refuse please check with MOD and if they allow the **guests to stay in area then put it in DAR and leave them alone.**
* **Ensure ALL doors that are not guests on first floor are closed and locked. (When not in use).**
* **Patrol Hotel floors and Exterior Parking Lot areas every hour.** Ensure there is no unusual activity in the hotel stairwells, elevator lobby areas, in the parking lot areas. **Ensure ALL EXIT doors are locked (after hours).**
* Respond to noise complaints or other security needs as instructed by Hotel staff.
* **WHEN NOT ON PATROL:** Sit in your car in the back corner near the dumpsters facing the front of the hotel and be alert for any homeless people, criminals , people sitting in cars, young people hanging out, anyone drinking alcohol, etc... They have had many cars broke into so please start by turning on headlights, then getting out of car and investigating and behavior that is suspicious. Call the **Matthew Police department** as need. Best number for quickest response, put this number in your phone is **(704) 847- 5555.** Many times when calling the other number the calls get routed to CMPD and there is a delay!!
* **CALL 911** **as needed for fire, medic.** Complete an incident report whenever police, fire or medic arrives on property (responding to an emergency). **Call and inform Chief Ives after incident has been resolved!** Assist Hotel staff with emergency procedures (as needed).DO NOT LEAVE THE PROPERTY WHILE ON DUTY.

***Stay Alert and Aware of your Surroundings!***