

EMPLOYEE HANDBOOK



Washington DC

STATEWIDE PROTECTIVE SERVICES

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SECTION 100

INTRODUCTION

WELCOME

I would like to take this opportunity to welcome you to Statewide Protective Services, LLC. (Hereinafter referred to as “SWPS” or the “Company”).

The fact that you submitted to an intensive background check and were approved for employment by two levels of management attests to your quality as an individual.

I believe you will find employment with us a rewarding and pleasant experience. We constantly strive to provide the best working environment possible.

SWPS is committed to providing our clients with the highest quality security available today. To this end, we hire only the best, schedule training on a regular basis, and retain only those employees who uphold the standards we set.

Again, welcome to Statewide Protective Services!

INTRODUCTION

Statewide Protective Services, LLC (SWPS) considers its employees its most valuable resource. SWPS employees play a vital role in ensuring the organization’s success. Whether you have just joined our team or have been working at SWPS for a while, we are confident that you will find SWPS to be a dynamic and rewarding place to work. This *Employee Handbook* (Handbook) serves as a guide for your employment.

This Handbook contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit or the applicability of a policy or practice to you, please contact management. SWPS expects all employees to comply with the policies and procedures contained in this Handbook. All employees will receive an electronic copy of this Handbook and will be asked to review its contents and sign an acknowledgement of receipt and understanding. This Handbook supersedes all previous written policies issued by SWPS on the subject matter contained herein.

Generally speaking, the provisions in this Handbook apply to all employees regardless of work location. However, some laws vary from state to state. If there are any requirements of an applicable state’s law that are contrary to the provisions of this Handbook, SWPS will comply with the applicable state law. Similarly, it is SWPS’s intent always to comply with applicable federal and state law, and in the unlikely

event that a provision of this Handbook becomes outdated or conflicts with applicable law, SWPS will adhere to the law.

This Handbook does not confer any contractual rights, either express or implied, with respect to your employment. This Handbook does not guarantee any fixed terms and conditions of your employment, nor does it guarantee your employment for any specific period of time. Unless otherwise set forth in an employment agreement signed by you and an authorized representative of SWPS, your employment with SWPS is at-will and may be terminated at any time with or without cause and without prior notice by either you or SWPS.

The procedures, practices, policies, and benefits described here may be modified or discontinued at any time. We will do our best to inform you of any changes as they occur. However, employees should actively attempt to keep updated on all SWPS policies.

This Handbook and the information in it should be treated as confidential. No portion of this Handbook should be disclosed to individuals outside the company, except for those affiliated with SWPS whose knowledge of the information is required in the normal course of business, or with prior consent of SWPS management.

Each employee will be issued a copy of this handbook at the time of hire. The handbook remains the property of Statewide Protective Services, LLC. It is the responsibility of each employee to maintain the handbook in good condition and to keep it up-to-date.

The final section of this handbook is for issued policy statements. It is your responsibility, upon receipt of new policy orders, to place them in the handbook.

Upon leaving the employ of SWPS, it is the responsibility of each employee to return this handbook to the company.

EMPLOYMENT AT-WILL

Employment with SWPS is employment at-will. Employment at-will may be terminated with or without cause and with or without notice at any time by the employee or SWPS. Nothing in this Handbook shall limit the right to terminate employment at-will. This Handbook does not create an express or implied contract of employment.

SECTION 200

WORKPLACE COMMITMENTS

AN EQUAL EMPLOYMENT OPPORTUNITY

Statewide Protective Services, LLC. is an Equal Opportunity Employer and prohibits discrimination against any of its employees or applicants for employment on the basis of race, color, religion, sex (including pregnancy, childbirth, family responsibilities, and related medical conditions), gender identity or expression, sexual orientation, national origin, ancestry, disability, protected veteran status, age, matriculation, genetic information, marital status, personal appearance, political affiliation or any other basis protected by applicable law. SWPS is committed in to acting in a nondiscriminatory manner consistent with this policy with respect to hiring, promotion, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; benefits; evaluations; educational, social, and recreational programs; or any other terms, conditions, or privileges of employment.

PROHIBITION OF HARASSMENT

Harassment in employment can occur, and is prohibited, both in the workplace (including SWPS offices and SWPS job sites) and off the premises, including at social activities hosted or sponsored by SWPS. All SWPS employees must comply with this policy. Violations will result in disciplinary action, up to and including immediate termination of employment. SWPS also will not condone any harassment of an employee by any client, subcontractor, vendor, or other business entity whose relationship to the employee is through SWPS's business. Similarly, SWPS'S employees are prohibited from harassing any client, subcontractor, vendor, or other business entity that does business with SWPS.

Harassment (other than sexual harassment) includes unwelcome verbal or nonverbal conduct, based upon a person's race, color, religion, sex, gender identity or expression, sexual orientation, national origin, ancestry, disability, protected veteran status, age, matriculation, genetic information, marital status, personal appearance, political affiliation, or any other basis protected by applicable law, that denigrates or shows hostility or aversion toward the person because of the characteristic, and which affects the person's employment opportunities or benefits, has the purpose or effect of unreasonably interfering with the person's work performance, or has the purpose or effect of creating an intimidating, hostile, or offensive working environment. Harassing conduct includes, but is not limited to: epithets; slurs or negative stereotyping; threatening, intimidating, or hostile acts; verbal abuse or ridicule; denigrating jokes; and display or circulation in the workplace of written or graphic material that denigrates or shows hostility or aversion toward an individual or group based on their protected characteristic.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, when: submission to such conduct is made either explicitly

or implicitly a term or condition of an individual's employment; submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment can occur between individuals of the opposite sex or the same sex. Examples of sexual harassment include, but are not limited to: unwelcome or unsolicited sexual advances; displaying sexually suggestive material (such as pictures, posters, calendars, graffiti, reading materials, or other materials that are sexually demeaning or pornographic); repeated unwelcome sexual flirtations, advances, or propositions; suggestive comments; verbal abuse of a sexual nature; sexually oriented jokes; sexually oriented, crude, or vulgar language or gestures; graphic or verbal commentaries about an individual's body; display or distribution of obscene materials; physical contact such as patting, pinching, or brushing against someone's body; or physical assault of a sexual nature.

DISCRIMINATION AND HARASSMENT REPORTING PROCEDURE

Any employee who believes he or she has been harassed or discriminated against, or has witnessed or become aware of discrimination or harassment, in violation of the Equal Employment Opportunity and Prohibition of Harassment Policies, should immediately bring the alleged act to the attention of your immediate supervisor.

An investigation of all complaints will be undertaken immediately. All information regarding complaints and the investigation of complaints will be kept confidential as far as possible, consistent with SWPS's obligations under the law. Any supervisor, manager or other employee who has been found to have sexually harassed another employee will be subject to appropriate disciplinary action, which, depending on the circumstances, may range from a written warning to termination.

No employee will be retaliated against for making a complaint in good faith regarding a violation of these policies, or for participating in good faith in an investigation pursuant to these policies.

SWPS recognizes that the question of whether a particular action or incident is a purely personal, social relationship without discriminatory employment effect requires a factual determination based on all facts in the matter. Given the nature of this type of discrimination, SWPS recognizes also that false accusations of sexual harassment can have serious effects on innocent individuals. We trust that all employees will continue to act responsibly to maintain a pleasant work environment free of discrimination.

RACIAL, RELIGIOUS, AND ETHNIC COMPLAINTS

All employees are expected and required to act in a dignified and professional manner toward all other employees regardless of racial, religious or ethnic background. SWPS prides itself on being an equal opportunity employer and, as such, expects all employees to carry on that value of fair treatment of all employees.

Any employee who feels that he/she has been the victim of a racial, religious or ethnic (RRE) incident by another employee, is encouraged to report the incident immediately to the Corporate Office. Upon

receipt of such a complaint, management will assign the management staff to investigate the complaint. Several areas will be investigated, included but not limited to:

1. Verbal threats or assaults directed against an employee because of his/her RRE origin.
2. RRE related harassment, intimidation, threats, retaliations or any instigation of RRE conflicts.
3. Display of any Racial offensive symbols, words or acts.
4. The apparent effect on the victim.
5. The statements of the suspect and victim.
6. Any prior history involving the suspect and victim.

Upon completion of the investigation, a written report of the results will be submitted to management. In the event an RRE complaint is found to be justified, it is the philosophy of SWPS is to respond in a forceful and positive manner. In this event, the responsible employee (suspect) may face punishment up to and including termination of employment. The victim will be counseled on his/her rights regarding legal pursuit of the incident at the state and federal levels.

RRE incidents are serious, can carry serious civil and criminal penalties and will not be tolerated by this company.

ADA REASONABLE ACCOMMODATIONS

SWPS complies with all federal, state, and local laws concerning the employment of persons with disabilities and acts in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission (EEOC). Furthermore, SWPS does not discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment.

SWPS will reasonably accommodate qualified applicants and employees with a disability so that they can perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation, or unless the accommodation imposes an undue hardship on SWPS. Contact management with any questions or requests for accommodation.

EMPLOYEE GRIEVANCE PROCEDURE

On occasion SWPS employees may have the need to address problems, complaints and suggestions to someone in management. In some cases, issues cannot be taken to the site manager/supervisor for a variety of reasons. It is for this reason that the following procedure is instituted.

Whenever an employee has an issue that he/she would like to address at the executive level of management, he/she is to call the Corporate Office and set an appointment with the Owner.

These meetings will be strictly confidential, will not negatively affect employment and will remain confidential unless the employee requests otherwise. Some of the more obvious reasons you may want to utilize this procedure for would be:

1. Problems with immediate managers/supervisors.
2. Disagreements with company policy/procedure.
3. Suggestions for improvements and/or changes.
4. Problems/complaints with clients.

Your first avenue should be your immediate supervisor. He/she may be able to resolve the issue to your satisfaction. However, it is your decision if you feel you would like to approach the issue by bringing it to the attention of the Owner.

We are committed to making SWPS the best in this industry. It is hoped you will take advantage of this procedure if the need arises.

WHISTLEBLOWER PROTECTION

SWPS requires employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of SWPS, we must practice honesty and integrity in fulfilling our responsibilities and comply with both the letter and spirit of all applicable laws and regulations. We aspire to create a culture at SWPS that eliminates the need for a whistleblower policy; however, if employees or others do have issues, this policy lays out the appropriate channels for pursuing whistleblower concerns.

Reporting Responsibility

This Whistleblower Protection Policy is intended to encourage and enable employees and others to confidentially communicate serious concerns internally so that SWPS can address and correct inappropriate conduct. Conduct that is not within SWPS standards may compromise our contracts with our clients. Abandoning posts, falsifying reports and timesheets, or being out of proper uniform is all cause to lose a complete site. It is the responsibility of all employees to report concerns about suspected violations of law.

No Retaliation

It is contrary to the values of SWPS for anyone to retaliate against any employee who in good faith reports a suspected violation of law, such as a complaint of discrimination, harassment, or suspected fraud. Any employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. At the same time, an employee

who files a complaint concerning a violation or suspected violation must be acting in good faith and must have reasonable grounds for believing that the information disclosed is true. Unsubstantiated allegations that prove to have been made maliciously or with knowledge of their falsity may subject the reporting employee to disciplinary action, up to and including termination of employment.

Reporting Procedure

SWPS has an open door policy and suggests that employees share their questions, concerns, suggestions, or complaints with management. Managers are required to report complaints or concerns about suspected legal violations in writing to the Owner(s), who has the authority to investigate all reported complaints. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

Confidentiality

Violations or suspected violations may be submitted on a confidential basis by the complainant. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Anonymous Allegations

This policy encourages employees to put their names to allegations because appropriate follow-up questions and investigation may not be possible unless the source of the information is identified. Concerns expressed anonymously will be explored appropriately but may not be able to be fully investigated in some circumstances.

SECTION 300

COMPANY MANAGEMENT, POLICIES, AND PROCEDURES

GOALS

It is the goal of SWPS to provide our clients with the best security services available by employing professionally trained and managed security officers, investigators and instructors.

LIABILITY

A security officer is often placed in circumstances which could be considered a disadvantage. These circumstances often lead to liability issues.

Security is a very liability prone business. We deal with many people, often in confrontational and dangerous situations. Our objective is to limit liability as much as possible and still accomplish our obligations to our clients.

Liability can affect security operations in two ways. First, the company can be held liable for your actions. This type of claim is called “compensatory damages” and is normally paid by the company or its insurance carrier. Second, you can be held personally liable for your actions, even while discharging your duties for our company. These claims are referred to as “punitive damages” and in most cases, must be paid by you. So, while SWPS carries liability insurance coverage, instances may occur whereby you would have to pay damages out of your pocket for actions you have taken.

It is the policy of SWPS to limit liability potential as much as possible. This is done in a number of ways:

1. Pre-employment screening: We investigate each applicant and hire only those who meet strict criteria.
2. Training: Entrance level training, as well as in-service training is mandated for all employees. This training may include previous classroom as well as on-site instruction by us or previous employers.
3. Policy orders and procedure statements: Written orders and procedures are issued as needed in order to direct operations in the most favorable manner.

Professionalism is the best tool available for limiting liability. By using the above methods, SWPS is confident that we are protecting company assets, and your asset, by producing the best trained most professional security operation available.

CORPORATE OFFICE PROCEDURES

At some point, most employees will have the need to visit one of our offices, therefore, it is necessary to establish procedures to maintain a professional office atmosphere.

Statewide Protective Services, LLC’s main business office is located at 1212 Philco Rd, Baltimore, MD 21237. The operating hours are Monday through Friday from 8:00 a.m. until 11:00 a.m. All employees

will report to the reception desk in the front area. If you are visiting the office to see a particular person, you will be directed to the appropriate area.

No employees are allowed passed the reception area into the private offices unless authorized by corporate personnel.

NO FIREARMS or any other weapons are allowed in any offices, unless ON DUTY.

From time to time, you may know of someone who would like to apply for employment with SWPS. Advise them that employment applications are accepted in person, during regular business hours unless other arrangements have been made with a member of the Personnel Department. Applications are also available online at www.mdsmps.com.

Smoke-Free Workplace

SWPS provides a smoke-free environment for all employees and visitors. This policy covers the use of: cigarettes, cigars, pipes, and any other tobacco products including but not limited to dip, chew, snuff, and any other smokeless tobacco product, as well as nicotine delivery devices, such as e-cigarettes and vaporizers. FDA-approved nicotine replacement therapy products used for tobacco cessation are excluded from this policy.

This policy applies to both SWPS employees and nonemployee visitors. Smoking will not be allowed within the facilities or on the balconies at any time.

When on a client site, employees may smoke only on breaks or during lunch. See the building's Smoking Policy to ensure adherence to the building's rules. Smoking breaks are no different from regular short rest breaks. Employees who abuse break times to smoke will be handled in accordance with SWPS's discipline policy.

Drug- and Alcohol-Free Workplace

Consistent with SWPS's Drug & Alcohol Free Workplace Policy, SWPS maintains a workplace free from the use and abuse of drugs and alcohol (with the limited exception of responsible consumption of alcohol at designated social functions periodically hosted by SWPS). Employees are required to review and comply with the Drug & Alcohol Free Workplace Policy as a condition of employment. Anyone violating this policy may be subject to disciplinary action, up to and including termination of employment.

CODE OF ETHICS FOR SECURITY EMPLOYEES

In recognition of the significant contribution of private security to crime prevention and reduction, as a private security employee, I pledge:

1. To accept the responsibilities and fulfill the obligations of my role; protecting life and property; preventing and reducing crime against my employer's business, or other organizations and institutions to which I am assigned; upholding the law; and respecting

the constitutional rights of all persons.

2. To conduct myself with honesty and integrity and to adhere to the highest moral principles in the performance of my security duties.
3. To be faithful, diligent, and dependable in discharging my duties, and to uphold at all times, the laws, policies, and procedures that protect the rights of others.
4. To observe the precepts of truth, accuracy and prudence. Not allowing personal feelings, prejudices, animosities or friendships to influence judgments.
5. To report to my superiors, without hesitation, any violation of the law or of my employer's or client's regulations.
6. To respect and protect the confidential and privileged information of my employer or client beyond the term of my employment, except where their interests are contrary to the law or to this Code of Ethics.
7. To cooperate with all recognized and responsible law enforcement and government agencies in matters within their jurisdiction.
8. To accept no compensation, commission, gratuity or other advantage without the knowledge and consent of my employer.
9. To conduct myself professionally at all times, and to perform my duties in a manner that reflects credit upon myself, my employer and private security.
10. To strive continually to improve my performance by seeking training and educational opportunities that will better prepare me for my private security duties.

SECONDARY EMPLOYMENT

Experience has shown that holding an outside paying job in addition to your position with SWPS may be unwise due to a possible conflict of interest or some other factor which could impede your work performance for the company. Such a factor might be an overlapping work schedule or working for a competing security company. While outside employment is not prohibited, you are expected to discuss it with the management and get approval before beginning another job.

This policy applies only to full-time hourly and salaried employees except in those cases where the Owner feels it is in the best interest of the company to apply the policy to a part-time employee.

CONFIDENTIALITY OF PROPRIETARY INFORMATION

All employees are responsible for protecting confidential, proprietary information about SWPS, its employees, and its members from unauthorized and unnecessary disclosure.

SWPS employees are often provided access to confidential information relating to SWPS. This information includes, but is not limited to, information relating to SWPS operations, systems, processes, computer programs, technology, contract terms, marketing plans, financial data, information about employees, and other information of a sensitive or proprietary nature (collectively, "Confidential Information"). Employees are required, both during and after employment (regardless of the reason for termination), to maintain the confidentiality of SWPS's Confidential Information. Employees must not use Confidential Information for any reason other than as intended within the scope of their employment or as expressly authorized by SWPS management. Employees must not disclose Confidential Information to anyone outside the organization, except as may be required in the normal course of business or as required or authorized by law or legal process, and should only be discussed within the organization on a "need to know" basis.

Employees authorized to have access to Confidential Information are responsible for its security. Employees are prohibited from attempting to obtain Confidential Information for which they have not received access authorization.

Upon termination of employment for any reason, and at any time upon SWPS's request, employees must promptly deliver to SWPS all documents, materials, and data (and copies thereof) containing Confidential Information, whether in tangible, electronic, or intangible form.

Nothing in this policy shall be construed to prohibit an employee's right to discuss his or her own terms or conditions of employment with other employees as authorized by law.

In addition, employees are cautioned to protect their own personally identifiable information, including social security numbers, home addresses, telephone numbers, etc. Likewise, employees should not disclose personally identifiable information of other employees and should take reasonable precautions to prevent disclosure.

RECORD RETENTION

SWPS is committed to ensuring that its document retention and destruction procedures are fully compliant with all applicable legal requirements. All SWPS employees are responsible for becoming familiar with record retention procedures and for taking appropriate steps to ensure that records are not discarded or destroyed in a manner contrary to this policy.

PERSONNEL RECORDS AND INFORMATION UPDATE

The Corporate Office maintains personnel files on each employee. These files are kept confidential to the extent possible. These files are kept up-to-date based on information supplied by the employee. Therefore, it is mandatory that you notify the office of any change in name, address, phone number, marital status, birth of children, emergency contacts, etc.

Notification is required within five business days of the change.

EMPLOYMENT VERIFICATION AND REFERENCE REQUESTS

All requests for employment verification on current or former employees must be referred to the Corporate Office. Upon receipt of written release, information provided will be limited to verification of employment dates, position title, and salary. More information may be provided in certain instances if employee or former employee authorization is provided.

SWPS prohibits managers and staff from providing employment references for former employees. All requests for employment reference should be directed to the Corporate Office.

BACKGROUND INVESTIGATIONS

Applicants for employment with SWPS are expected to provide complete and accurate information regarding their background, employment history, credentials, and qualifications for employment. SWPS may conduct reference and background checks on new employees, and these checks may include criminal and education verifications. Additional background checks may be conducted during an employee's employment. Employees who have falsified information on their employment applications or on any other employment records will be subject to disciplinary action, up to and including termination of employment.

WORK AUTHORIZATION AND SPONSORSHIP FOR WORK AUTHORIZATION

As a condition of employment with SWPS, employees or prospective employees must be able to demonstrate their ability to legally work in the United States. We do not hire individuals who now or in the future need employer sponsorship of a visa.

DRESS CODE AND PERSONAL APPEARANCE

Uniform Dress Code

All employees are required to follow strict company dress code requirements. The uniform dress code consists of the following:

Clothing

The job site standard operating procedure manual will specify dress for the site. All clothing should be clean and neatly pressed. Obviously, revealing clothing is forbidden.

Absolutely no denim or track / sweat suit style materials, sneakers or athletic shoes, suspenders or bow ties. A professional appearance is to be maintained at all times while on duty.

1. Class A Uniform: Black or Gray uniform shirt with company patches, collar pins, badge, tie (optional), solid black pants (no denim), solid black shoes or boots, solid black duty

belt with plain buckle, and solid white, gray or black T-shirt or undershirt if worn. A sweater or polo shirt, with company patches/logos, may be substituted instead of uniform shirt if allowed by supervisor for the determined post. Female employees are required to wear solid undergarments or bra at all times. Only company approved windbreakers, outer vests and jackets are allowed and company patches must be visible at all times. If armed, the firearm must be in plain view and never concealed.

2. Class B Uniform: Solid Black or Dark Gray suit jacket, solid white pressed dress shirt, solid black or dark gray matching suit trousers, solid black 22" tie, solid black dress shoes and socks, solid black belt, solid white T-shirt or undershirt if worn. Badge can be on belt or hanging from neck. Female employees are required to wear solid undergarments or bra at all times. If armed, the firearm will be concealed.

Security Badge

The SWPS security ID badge is to be worn at all times. The ID badge is to be worn on the left hand side of the outer most garment.

Outer Wear

Any outer garments, overcoats, etc. that need to be worn while on duty must be specifically approved by corporate management. Company patch must be shown on all outer most jacket, sweater or coat.

Hats and Head Gear

No other hats or head gear are allowed unless specifically approved by corporate management.

Grooming

A professional appearance is representative of a professional security service. Therefore, it is necessary to develop grooming guidelines while at the same time allowing for personal taste and expression.

Hair

Hair must be clean, cut and combed at all times. While the company does not wish to limit self-expression, it must be understood that some hair styles, such as "punk" or "spiked" may not be appropriate for some sites. Certain individual cases will be discussed at the corporate level. Male employees are required to maintain their hair so it is out of the face and at collar length or shorter. Female employees with shoulder length hair and longer must pull hair back and secure it away from the face in a neat fashion.

Jewelry

Excessive jewelry is discouraged. This is not so much an appearance standard as it is a safety issue. Long, dangling jewelry may become trapped in machinery, caught on poles or fences, and expensive jewelry may be lost or damaged. The company assumes no responsibility for items of value you choose to wear.

or take to a job site. It is recommended, therefore, that you dress in a business style as opposed to a social style.

Beards & Mustache

Beards and mustaches are permitted so long as they are kept neatly trimmed.

CELL PHONE USAGE

SWPS recognizes that employees use cellular phones to conduct personal business. Brief personal use is permitted within a reasonable limit. SWPS will not be liable for the loss of personal cell phones brought into the workplace.

Employees are prohibited from using communication devices while driving on SWPS business. Safety must come before all other concerns. Employees who receive calls while driving on SWPS business should pull off to the side of the road and safely stop the vehicle before placing or accepting a call, or reading or responding to email. Under no circumstances are employees allowed to place themselves at risk to fulfill business needs. An employee who is charged with a traffic violation resulting from the use of his or her phone while driving will be solely responsible for all liabilities that result from such actions.

GAMBLING

Organized, professional, Internet, or illegal gambling such as numbers rackets, craps games, or high dollar wagers are strictly prohibited in the workplace and on any SWPS client premises.

SECTION 400

EMPLOYEE CLASSIFICATIONS AND COMPENSATION

EMPLOYEE CLASSIFICATIONS

SWPS assigns positions, determines wages, and compensates employees for overtime in accordance with federal, state, and local laws. Certain posts will have different hourly pay rates. An employee may work different sites within a pay week. These hourly rates will be defined on his or her paystub.

Exempt - 1099

Exempt employees are generally paid the same weekly salary regardless of the number of hours worked, with certain exceptions for allowed deductions. Exempt employees are expected to work beyond their normal work hours whenever necessary to accomplish their duties and assignments. Exempt employees are excluded from the overtime pay requirements of the Fair Labor Standards Act and are not eligible to receive overtime compensation. Employees should consult with management if they have questions regarding their classification as an exempt employee.

Nonexempt – W2

Nonexempt employees are eligible for overtime pay of 1.5 times their regular hourly rate of pay for all hours worked over 40 per workweek under the provisions of the Fair Labor Standards Act. Overtime pay is based on actual hours worked. Time off for PTO or any other leave of absence will not be considered hours worked for purposes of calculating overtime.

All overtime must be approved in advance by management. We understand that overtime may become necessary from time to time, but employees who work overtime without prior authorization will be subject to discipline, up to and including termination of employment. Employees should consult with management if they have questions regarding their classification as a nonexempt employee.

Full-Time, Part-Time, or Temporary Status

All employees are classified in one of the four below categories:

1. Full-time salaried: Those employees who receive a set salary and work a minimum of 40 hours per week, 12 months per year for an unspecified duration.
2. Full-time hourly: Those employees who receive an hourly wage and work a minimum of 32 hours per week, 12 months per year for an unspecified duration.
3. Part-time hourly: Those employees who receive an hourly wage and work less than 32 hours per week, 12 months per year for an unspecified duration.

4. Temporary hourly: Those employees who receive an hourly wage and work either full- or part-time, but generally are scheduled to terminate by a certain date.

TIMEKEEPING: SIGN IN/SIGN OUT LOG

Each site will have, as part of the Standard Operating Procedure Manual, a sign in/out procedure. In order to be paid for hours worked, employees must be sure to sign in when they are to begin work and sign out when they are to end work. Failure to sign in and/or out every day you work may result in issues when calculating pay.

All employees are reminded that falsifying sign in/out logs in order to be paid for hours not worked will result in termination and, in some cases, could result in criminal prosecution.

NOTE: In some instances, a tablet or phone app time tracking may be used on some sites. In this case, the above rules also apply except that hours will be recorded on the time card.

PAYCHECKS

SWPS pays employees biweekly. All SWPS employees must sign up for and use direct deposit, unless otherwise required by state law. Paychecks for exempt employees will reflect work performed up through the pay date. The pay cycle begins on Monday and runs through Sunday. Any leave taken between when timesheets are submitted and the employee is paid is reconciled on the next payroll.

Paychecks for nonexempt employees will reflect work performed during the specified period for each pay period. All timesheets must be submitted and approved by management.

Paychecks include salary or wages earned less any mandatory or elected deductions. Mandatory deductions include federal and state income tax withholding, and withholdings for Social Security and Medicare. Elected deductions are deductions authorized by the employee.

SWPS makes every effort to ensure that employees are paid correctly. Occasionally, however, inadvertent mistakes can happen. When mistakes do happen and are called to our attention, we promptly will make any correction that is necessary. Employees should review paychecks to make sure they are correct. If a paycheck appears incorrect, employees should notify the Corporate Office promptly. Employees will not be subject to retaliation for raising questions or concerns about possible errors in their pay.

Any change in name, address, telephone number, marital status, or number of exemptions claimed by an employee must be reported to the Corporate Office.

Advances on paychecks are not permitted. Wage lien or garnishments will be handled directly by the Corporate Office.

INCOME TAX INFORMATION

All employees will have Federal, State/Local, and FICA (Social Security) taxes withheld from their paycheck. By January 31 of each year, employees will receive a Form W-2 (Statement of Earnings) which is necessary to file required income tax forms. If you do not receive your W-2 by the end of January, please contact management.

PAY INCREASE/OVERTIME

The Company policy regarding increases in pay for the four employee classifications is outlined in detail in the Pay Raise Policy included Section 1100.

SECTION 500

WORK PERFORMANCE

PROBATIONARY PERIOD

All employees shall be considered to be on a probationary status for the first 90 days of employment. This period is established to benefit both you and the Company. It is a time of adjustment and adaptation; a period for you to learn the functions of your position.

During this probationary period, employment may be terminated without notice or cause by either the company or by an employee's resignation. Such termination shall not result in derogatory future employment references. It useful to note that your employment is "at will" and may be terminated at any time. The termination can be without notice and/or cause.

PROMOTIONAL OPPORTUNITIES

Statewide Protective Services, LLC promotes employees based on need, performance and qualifications.

Promotions are made without regard to race, color, religion, sex (including pregnancy, childbirth, family responsibilities, and related medical conditions), gender identity or expression, sexual orientation, national origin, ancestry, disability, protected veteran status, age, matriculation, genetic information, marital status, personal appearance, political affiliation or any other basis protected by applicable law.

It is the policy of this company to promote our own employees before looking outside the company. Therefore, when a supervisory or management position is available, all qualified candidates will be considered. If no interested and/or qualified candidates are available, the position will be advertised outside of the company.

All decisions regarding promotions are made by management and are final.

TRANSFERS

In most cases, employees will be assigned to a specific and permanent job site. If an employee is displeased with his/her assignment, a request should be made for a transfer to another site. The request should be in writing and contain:

1. Present assignment.
2. Reason for transfer request.
3. New assignment requested. The request should be directed to management.

At times it may be necessary to assign employees to sites which are different than those the employee normally works. Thus, this type of assignment is usually temporary and is only done when no other option is available.

All employees must understand that the need to fill sites takes precedence over personal desires to work certain sites.

SECTION 600

EMPLOYEE HEALTH AND SAFETY

WORKPLACE SAFETY

SWPS takes every reasonable precaution to ensure that employees have a safe working environment. Safety measures and rules are in place for the protection of all employees. Ultimately, it is each employee's responsibility to help prevent accidents and injuries. Employees should use all safety equipment provided to them and maintain work areas in a safe and orderly manner, free from hazardous conditions.

Employees who observe an unsafe practice or condition should report it to management immediately.

WORKPLACE VIOLENCE PREVENTION

SWPS is committed to preventing workplace violence and to maintaining a safe work environment where all employees and visitors are treated with dignity and respect. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others.

Acts of unwarranted violence and any conduct that threatens, intimidates, or coerces another employee, a client, or a member of the public at any time, including off-duty periods, will not be tolerated. Any violence or threats of violence, either direct or indirect, must be reported immediately to management. SWPS will fully and promptly investigate all complaints of violence or threats of violence. In order to maintain workplace safety and the integrity of its investigation, SWPS may suspend employees, either with or without pay, pending investigation.

Violation of this policy will result in disciplinary action, up to and including immediate termination of employment, and SWPS reserves the right to initiate criminal prosecution of the person or persons involved.

EMERGENCY PROCEDURES

In the event of an emergency, dial 911 immediately. If you hear a fire alarm or other emergency alert system, proceed quickly and calmly to the nearest exit. Once the building has been evacuated, only a manager may authorize employees to reenter.

SECTION 700

LEAVE AND BENEFIT POLICIES

LEAVE OF ABSENCES

You may request a leave of absence for a period of up to one month . The benefit of this policy is that every attempt will be made to provide a position at the same rate of pay when you return from an approved leave of absence.

Requests for a leave of absence in excess of two weeks at a time must be made in writing to management. A leave of absence for two weeks or less may be accomplished by indicating same on Availability Schedules and by submitting a request at least 72 hours before, via email to statewideprotectiveservices@gmail.com. Direct this to HR with subject line "REQUESTING DAY(S) OFF". You will be sent an acknowledgement reply of your email to record your request. If no reply is received, then the request was not submitted correctly and needs to be resent. If no email is available for the employee, contact your direct supervisor and they will submit your request on your behalf. If request is made within 72 hours or less, you will be required to keep the scheduled shift unless a replacement can be found. If no replacement can be found and the day is still taken off, this will be considered a "no show" and recorded as so along with "abandoning post" "voluntarily quit".

SICK AND SAFE LEAVE

As we grow as a company, and in accordance with the Maryland Healthy Working Families Act, we are now offering paid sick and safe leave.

Employees will be awarded forty (40) hours of paid sick leave at the beginning of each year. The year commences on Jan 1st of each year and ends on Dec 31st of each year. The terms under which employees are permitted to use this leave are set forth below. Employees are not permitted to carry over any unused leave at the end of the year.

Employees will not be paid for any unused sick and safe leave upon termination of employment. If an employee leaves employment and is rehired within 37 weeks of leaving, any earned and unused sick leave that the employee had at the time of separation will be reinstated.

Leave Usage

Employees are not permitted to use leave during the first 106 calendar days of their employment.

An employee is allowed to use earned sick and safe leave under the following conditions:

- To care for or treat the employee's mental or physical illness, injury or condition;
- To obtain preventative medical care for the employee or the employee's family member;
- To care for a family member with a mental or physical illness, injury or condition;
- For maternity or paternity leave; or

- The absence from work is necessary due to domestic violence, sexual assault or stalking committed against the employee or the employee's family member and the leave is being used: (1) to obtain medical or mental health attention; (2) to obtain services from a victim services organization; (3) for legal services or proceedings; or (4) because the employee has temporarily relocated as a result of the domestic violence, sexual assault or stalking.

A family member includes a spouse, child, parent, grandparent, grandchild, sibling or legal guardian. For a complete list of family members included under the law, please see §3-1301(G) of the Labor and Employment Article of the Maryland Annotated Code.

Employees are permitted to use the leave in increments of not less than 4 hours.

If the need to use sick and safe leave is foreseeable (for example a scheduled doctor's appointment), the employee must provide notice 7 days prior to leave use. Notice must be given via email to statewideprotectiveservices@gmail.com and directed to HR with subject line "SICK LEAVE REQUEST" You will be sent an acknowledgement reply of your email to record your request. If no reply is received, then the request was not submitted correctly and needs to be resent.

If the need to use leave is not foreseeable, the employee must provide notice as soon as practicable.

A request for earned sick and safe leave may be denied if the employee fails to provide proper notice and the employee's absence will cause a disruption to the employer.

Employees may only use earned sick and safe leave for one of the listed authorized reasons. Employees using earned sick and safe leave for unauthorized purposes or who have demonstrated a pattern of abusing sick and safe leave may be denied the right to use earned sick and safe leave in the future.

When an employee uses sick and safe leave, the employee must provide verification that the leave use was appropriate.

As indicated above, employees may not use sick and safe leave for the first 106 days of their employment. Employees who wish to use leave between the 107th through the 120th calendar days after beginning employment must provide verification that the leave use was appropriate as agreed upon at the time of hire.

Statement of Earned Sick and Safe Leave

With each pay period, employees will be provided with a statement of leave used and available leave.

Notice

An employer is required to notify its employees that the employee is entitled to earned sick and safe leave along with an explanation of how earned sick and safe leave accrue and the purposes for which the leave may be used. Maryland law prohibits an employer from taking adverse action against an employee for exercising their rights under this law as well as prohibits an employee from making a complaint, bringing an action or testifying in an action in bad faith.

HOLIDAYS

The company does not observe any set holidays

PARENTAL LEAVE

SWPS will provide unpaid maternity or paternity leave. The employee will be granted a total of up to six workweeks of unpaid parental leave during any 12-month period for the birth of a child of the employee; or placement of a child with the employee for adoption or foster care. During the parental leave period every attempt will be made to provide a position at the same rate of pay when you return from an approved maternity leave.

The following conditions apply to parental leave:

1. The leave period must be continuous in nature.
2. All requests for parental leave must be in writing to the Owner.
3. In hardship cases, the Owner may extend the length of the leave period at his discretion.

NURSING MOTHERS

Employees who are nursing will be provided with reasonable unpaid breaks to express breast milk as frequently as needed for up to one year after the birth of a child. SWPS will provide a place for the break, other than a bathroom, that is shielded from view and free from intrusion. Employees will not be retaliated against for exercising their rights under this policy.

JURY DUTY

SWPS recognizes the legal and civic obligations of employees participating in the judicial process.

When an employee is called for jury duty the following procedures will be followed:

1. A copy of the summons will be submitted to the SWPS Office the first business day after it is received.
2. On work days when you are not required to serve on jury duty you will report to work at your previously scheduled time.
3. Time spent away from work because of jury duty will be considered leave without pay.

No adverse employment action will be taken against any employee who is required to appear for jury duty.

VOTING LEAVE

SWPS encourages the fulfillment of civic responsibilities by participating in elections. Generally, the organization expects that employees should be able to find time to vote either before or after their regular work schedule.

MILITARY LEAVE

Employees who are ordered to or who voluntarily choose to serve in the military (including the US Armed Forces, the Coast Guard, the National Guard, the Reserves, and the Commissioned Corps of Public Health Service, and state military service as applicable) are entitled to a leave of absence so that they may perform their military service. Leave will be granted for active duty, training, or to meet military-related obligations, such as reporting for periodic physical fitness examinations. SWPS complies fully with the requirements of the federal Uniformed Services Employment and Reemployment Rights Act (USERRA), as well as any applicable state laws that accord veterans and members of the uniformed services additional protections in relation to their civilian employment and reemployment.

Any SWPS employee seeking a military duty leave of absence is required to provide advance written notice to management as soon as possible, unless doing so is precluded by military necessity or is otherwise impossible or unreasonable.

Employees on military leave will receive up to twenty (20) days of supplemental pay (the difference between regular pay and military pay) each calendar year. Proof of military pay must be provided to management. In addition, the following will apply to employees on military leave:

- Seniority continues to accrue while on leave.
- Employees may use accrued vacation leave for part or all of the military leave following the exhaustion of paid military leave under this policy.

Employees on military leave for 30 days or fewer are required to return to work for the first regularly scheduled shift after the end of service, allowing for reasonable travel time. Employees on longer military leave must apply for reemployment in accordance with the time limits established by USERRA and all applicable state laws.

An employee's cumulative amount of military leave taken during employment with SWPS may not exceed five (5) years unless otherwise provided by state law.

Employees are generally entitled to reemployment following military service if the following requirements are met:

- The employee provides advance notice of such service where possible
- The employee's cumulative military service while employed by SWPS has not exceeded five years

- The employee returns to work in a timely manner or applies for reemployment after service ends (as applicable depending on the length of service)
- The employee does not receive a dishonorable discharge

For certain extended periods of leave, SWPS may request copies of relevant military orders or other proof of military service, including date of release from duty and proof of satisfactory completion of service, upon the employee's return to work.

When returning from military leave, employees will be placed in the position they would have attained had they remained continuously employed or in a comparable position, depending on the length of military service in accordance with USERRA. Employees will be treated as though they were continuously employed for purposes of determining benefits that are based on length of service.

Please contact management for more information or questions about military leave.

WORKERS COMPENSATION

The company contributes, for the benefit of its employees, to the Workers' Compensation and Unemployment Insurance funds. If an employee is injured or becomes ill as a result of his or her job, it is the employee's responsibility to immediately notify their manager of their injury in order to receive benefits. Report every illness or injury to a manager, regardless of how minor it appears. Failure to report a work-related illness or injury promptly could result in denial of benefits. If you have a need for further information about these issues, contact management.

UNEMPLOYMENT INSURANCE

Unemployment Insurance (UI) benefits are available to workers who are unemployed and meet the requirements of Maryland's UI eligibility laws. You may file a claim for UI benefits in the first week that your employment stops or your work hours are reduced.

For assistance, more information about filing a claim, or to file a claim for UI, visit MDunemployment.com or call a Claims Center at (410) 949-0022. Maryland Relay 711.

You will need to provide the following information in order to file a claim for UI benefits:

1. Your full legal name;
2. Your full social security number;
3. Telephone number and email address;
4. Name, date of birth and social security number of all dependents under 16;
5. Name, address, and telephone number for all employers within the last 18 months; and,
6. Employment start and end dates.

If applicable, you will need the following:

1. Your authorization to work (if you are not a U.S. Citizen);
2. Union name and local number; or
3. DD-214 Member 4 if you were in the military.

To receive unemployment insurance benefits in Maryland, you must:

- Be Unemployed - Not performing any work for wages or working less than full-time and earning less than your benefit amount;
- Be monetarily eligible - Earned at least \$1,176 in one quarter and at least \$1,800 during two quarters combined in the base period (prior 18 months);
- Be able and available to work - Ready and willing to accept work without restrictions on your time or physical ability;
- Actively seeking work - Perform your work search requirements each week (this requirement is waived during the COVID-19 pandemic state of emergency);
- File weekly claim certifications - To receive benefit payments, you MUST file a certification each week; and,
- Register to work - You must be registered with the Division of Workforce Development through the Maryland Workforce Exchange System (available at mwejobs.maryland.gov).

ASSIGNMENT OPPORTUNITIES

SWPS prides itself on providing opportunities for its employees to enhance their career in the security field. Since the security field is a constantly changing one, it is not possible to list all available opportunities. However, several are of particular interest to most employees: Investigator, Process Server and Instructor. More information on these opportunities can be obtained by contacting management.

SECTION 800

DISCIPLINE AND TERMINATION POLICIES

DISCIPLINE POLICY

Grounds for Disciplinary Action

SWPS reserves the right to discipline and/or terminate any employee who violates company policies, practices, or rules of conduct. Poor performance and misconduct are also grounds for discipline or termination of employment.

The following actions are unacceptable and considered grounds for disciplinary action. This list is not comprehensive; rather, it is meant as an example of the types of conduct that the company does not tolerate.

- Attempts to influence local law enforcement officers by using your employment at SWPS
- Abandoning your post or a no show, no call causing your scheduled post to be abandoned
- Disrespect to the public, including clients
- Arrest and conviction for a criminal offense (other than minor traffic offenses)
- Conduct which presents the company in a negative light
- Engaging in acts of discrimination or harassment in the workplace, or any act that violates SWPS's Equal Employment Opportunity Policy or Prohibition of Harassment Policy
- Violation of SWPS's Drug and Alcohol Free Workplace Policy
- Unauthorized use of company property, equipment, devices, or assets
- Removing company property without prior authorization or intentionally destroying any company property
- Lying to a colleague
- Insubordination or refusal to comply with directives
- Failing to adequately perform job responsibilities and/or incompetence
- Excessive or unexcused absenteeism or tardiness
- Disclosing confidential or proprietary company information without permission
- Illegal or violent activity
- Falsifying injury reports or reasons for leave
- Violation of any Employee Health and Safety policies
- Any other action or conduct that is inconsistent with company policies, procedures, standards, expectations, or SWPS's Code of Ethics

Procedures

Disciplinary action is any one of a number of options used to correct unacceptable behavior or actions. Examples of discipline include, but are not limited to, oral warnings, written warnings, probation, suspension, demotion, or discharge. When disciplinary action is necessary, SWPS will determine the course of action as it deems appropriate, consistent with the severity of the infraction. Consistent with employment at-will, however, SWPS need not engage in progressive discipline and reserves the right to terminate the employee or take other disciplinary action immediately without first exhausting less severe disciplinary options. (In addition, under at-will employment, SWPS may discharge an employee at any time, with or without cause, even if the employee has not engaged in misconduct.)

TERMINATION OF EMPLOYMENT

General

Employment with Statewide Protective Services, LLC is on an at-will basis and SWPS reserves the right to terminate the employment of any employee at any time, with or without cause or notice. Similarly, employees may terminate the employment relationship at any time, with or without cause or notice.

Upon termination of employment for any reason, an employee is required

- to turn in all reports and paperwork required to be completed by the employee when due and no later than the last day of work; and
- to return all files, documents, equipment, keys, access cards or other property belonging to SWPS, that are in the employee's possession, custody, or control.

In the event of voluntary resignation, SWPS requests (but does not require) that the employee provide two weeks' advance notice in writing to his/her manager. This request does not alter an employee's at-will relationship with SWPS.

All rights and privileges of employment with SWPS terminate upon the date of separation (except that certain benefits (if you have benefits) may continue until the last day of the month in which termination occurs).

Final Paycheck

Employees who resign or are discharged will receive their final paycheck via SWPS's direct deposit system or paper check delivery on or before the next regularly scheduled pay date, unless otherwise required by state law.

SECTION 900

JOB SITE REGULATIONS

MANAGEMENT OF SITES

At the discretion of the Owner, a job site will have a manager and/or supervisor assigned. Such assignment will depend upon:

1. Size of the site.
2. Hours of coverage.
3. Coverage requirements.
4. Number of personnel assigned.

All employees, upon being assigned to a site, will be informed as to the identity of the site manager/supervisor. All comments, questions, complaints, etc. should be directed to the site manager/supervisor. In the event of an emergency, if the site manager/supervisor cannot be immediately reached, notification shall be made to the Corporate Office.

STANDARD OPERATING PROCEDURE MANUAL

The site manager/supervisor is responsible for seeing that the manual is up-to-date and in order. Some, but not all, of the items to be included in the manual are:

1. Post orders, corporate directives, etc.
2. Schedules.
3. Memos, notes to officers., etc.
4. Contact phone numbers.
5. Sign in and out sheets.
6. Activity logs.
7. Incident reports.

All employees, upon reporting for duty at a site, are to thoroughly familiarize themselves with the Standard Operating Procedure Manual and its contents. It is the responsibility of each employee to be aware of the contents of the Standard Operating Procedure Manual. The Standard Operating Procedure Manual is to remain on the job site at all times and may not be removed without the permission of management.

GENERAL POST ORDERS

Primary Responsibility: The primary responsibility of the security enforcement officer is to deter, observe, detect and report suspicious, unusual and/or criminal activity. The security enforcement officer should remain highly visible in order to be a strong and effective psychological deterrent to criminals.

Reporting to work:

1. Always be prompt! Plan to report for duty a few minutes prior to scheduled arrival time of your assigned shift. This allows you time to retrieve the log book, mobile phone and any other necessary equipment, sign-in and start your activity log, check previous logs and/or incident report for things you should know, make your corporate call-in and receive updated relayed information if necessary. This arrival will also leave you a time cushion for unexpected delays such as parking, traffic jams, car trouble, etc. This is an accepted professional courtesy among security officers.
2. Upon arrival at the job site, retrieve the log book, mobile phone, keys and any other necessary equipment and notify the client, supervisor and/or 2nd or relief security officer.
3. Sign-in on the SWPS time sheet located in the log book. Be sure to always sign-in and out. Use standard time and be accurate, as this is how you get paid. Monday should always be the first sign-in entry of the week. The pay period begins on Monday at 0000 hours (midnight) and ends on Sunday at 2400 hours (midnight). Failure to sign-in and out properly may result in a failure to get paid.
4. When a physical log book is not available, you must utilize the onsite time clock. If you are scheduled to a remote or temporary post, then the use of our phone app time clock will be used.
5. The security enforcement officer should always review his Post Orders at the beginning of his shift.

Inability to report:

1. Security enforcement officers unable to report for work must notify SWPS management at least 24 hours prior to the start of the scheduled shift and as soon as they are aware that they cannot make it.
2. Security enforcement officers unable to report on time for their shift must notify SWPS management at least 6 hours prior to the start of the scheduled shift and as soon as they know they will be late.
3. This notification must be done by phoning, texting or emailing your direct supervisor using the number(s) and information given. You must speak directly to a Manager. You may not leave a message on any voicemail or answering machine and if using text or email there will be a reply before confirming your notification; there will be no exceptions.

4. If you find that you are lost, or even if you think you are, and the time you are supposed to report has approached, it is extremely important that you stop at a phone and notify SWPS management of your location in order that the client can be notified as to how far from your site you are, as well as your approximate time of arrival. As you get closer to the site, more specific directions can be given to you to help you along. You must notify SWPS management of your progress. Remember- he cannot contact you. He may have helpful information for you, but without your call, he will be unable to relay the information.
5. A no-call and a no-show is a voluntary-quit.

Uniform and Equipment:

1. All security enforcement officers are to be in proper SWPS Class A, B, or C uniform, as required by each job site, before setting foot on the job site. Do not change clothes after arrival on site. Your uniform must be clean, neatly pressed, and worn neatly in a professional manner.
2. SWPS uniforms or any part of equipment thereof, will be worn by current SWPS officers while on-duty for SWPS only.
3. Personal clothing should be clean and neat in appearance.
4. All damaged, unusable or out of order equipment should be reported to management immediately for replacement or repair. This should also be logged.
5. Security clearance cards, carry permits and/or other licenses will be carried at all times.
6. Officers will be responsible for damages to any and all equipment assigned.

General Instructions and On Site Duties:

1. The security enforcement officer should maintain a keen observance which is critical to a successful security patrol. Only a security officer who has been observant and conscientious will be capable of noticing warning signs such as changes in preexisting conditions, missing items, unlocked doors or windows, dangerous odors (i.e. fire, gas leaks, etc.), maintenance hazards, etc.
2. Both SWPS and the client representative should be notified at once of any condition found which needs immediate attention. Condition or situation encountered and action taken should be documented in the activity log in the log book, e.g., parking lot lights out.
3. It is extremely important that each and every security officer assigned to this job site familiarize himself with the job site, location of all emergency equipment and completely understand the appropriate procedures for every type of emergency situation as required by both SWPS and the client. When an emergency arises, there is great possibility that there will be no time to search for instructions and read up on

what to do next. Know the necessary information before it becomes necessary to use.

4. Familiarize yourself with your surroundings and key locations in order to, among other and obvious things, be of assistance to others. You should always know the following: closest telephone, restrooms, medical assistance, emergency exits, main offices/headquarters and fire extinguishers.
5. Always be alert, conscientious and in good positive posture. In most cases, people will not challenge a security officer who looks and acts professional because they will assume that the officer must also know his stuff, which increases their chances of being detected, I.D'd, and defeated.
6. If you encounter an unauthorized person; document suspect and suspect vehicle description. Call 911 for police assistance, if so warranted. Approach and identify yourself as a security officer and politely ask them to leave the premises as it is private property.
7. Do not allow friends, relatives, off duty security officers and/or facility employees or unauthorized personnel of any type on the job site. This is distracting to you as well as unprofessional, and could lead to a breach of security and it's against the rules.
8. Always be prepared for the unexpected.
9. Do not let your guard down. This is what intruders wait for to make their move, and then it becomes necessary to deal with the trouble, rather than deterring it and avoiding the problems.
10. The security enforcement officer will contact 911 first, where applicable, then an SWPS Operations Director immediately for any incident involving:

Theft	Unsafe or unsecure conditions.
Fire or smoke	Client complaints
Break-in	Electrical /mechanical malfunction.
Forced entry	Procedural changes
Personal injury	Telephone malfunction
Property damage	Assault
Suspicious or unusual/unlawful activity	

SWPS management will make a decision as to whether to contact the client immediately or to wait until a more reasonable hour.

11. The security enforcement officer will complete an incident report for any of the above listed incident and forward the report to the SWPS office or management within 48 hours. Reports are not to reflect opinions, only the facts. This incident report should be in addition to a brief entry in your activity log. *Example: 9:45 p.m. Observed 3 suspicious W/M's, approx. ages 17-21, loitering around east fence. See Incident report.* Remember, your daily activity log and incident reports are the only means the client has of knowing what transpires during his absence. He may use this information for

determining important matters such as future security needs (if any), to back up legal cases involving law suits and arrests and determining causes for losses. It may also be used by local law enforcement personnel in solving crimes and/or prosecuting criminals. It may also protect you should a conflict arise. Also remember, verbal complaints or explanations made after an incident carry little weight.

Be very specific, detailed, accurate and objective! Much depends on your proficiency in this area. Any deliberate falsification of an incident report could be grounds for dismissal.

12. No fraternization. Although we encourage courteous greetings and helpful assistance, keep interactions brief to avoid distractions to performance and duties as well as avoiding the unprofessional appearance of fraternization.
13. Do not contact the police for assistance unnecessarily. If in doubt, contact the SWPS Operations Director to help you make a decision. If called unnecessarily on repeated occasions, Police will tend not to respond as quickly in the future and this could be dangerous.
14. Always be courteous and polite. Although dealing with various types of people can be frustrating, you must always remember to act in a professional and controlled manner. Do not degrade yourself and act like the people with which you are having the problem. We must sometimes treat the most undeserving people with courtesy and respect. Keep in mind, however, that they can only gain respect for you if you control your actions.
15. Never assume a story is true. The best liars have the most believable stories. People easily and naturally try to 'talk' their way past security guards. Follow your instructions. A three-piece suit does not always mean a person is legitimate.
16. Only allow exceptions to the rules when the client and/or instructions specifically call for flexibility to be exercised. Firm control should be upheld in all other cases.
17. Do not attempt to give medical assistance unless you are properly certified. Just keep the victim as comfortable as possible without moving them.
18. The client's telephones are to be used to report on and off duty or for emergency purposes only.
19. The mobile phone is to be used for emergency purposes or extremely important SWPS business only. Calls made or received on this phone should be logged in the activity log.
20. No personal phone calls in or out are allowed unless it is an emergency and, in those cases, SWPS management should be notified first. Never place long distance calls unless authorized to do so by SWPS management. Officers will be financially responsible for any and all charges resulting from unauthorized phone usage.

21. Be polite and always follow instructions given to you by the superior or senior ranking individual.
22. Know your instructions and follow procedures to the letter. Most clients will ask questions or observe security officers to test their knowledge and ability to perform according to the instructions.
23. Never discuss information about SWPS or the client with the public, press, employees. Only non-confidential information can be given out. Refer all questions to the SWPS office or SWPS management. Although you may not realize it at the time, the release of what you feel to be routine or insignificant information to the wrong person may possibly be dangerous to various entities. Be professional and discreet. Remember, the dishonest people are the most sneaky and pushy.
24. Do not discuss information about SWPS to the client. Only your instructions can be given out. Refer all client questions to SWPS management.
25. Never talk back to the client. If you should disagree with the regulations or instructions given to you by the client, contact SWPS management to take the appropriate action.
26. Never use any of the client's personal items such as radios, clocks, pens, pencils, computers, etc. Sometimes clients will leave items in a certain pattern in order to see if they were disturbed during secured hours, used to test the security officers.
27. Be extremely careful with the client's equipment, keys, merchandise, property, etc. Avoid touching any items on the client's property other than those needed for performing duties, and then take care to replace those items in the same condition and same location as they were found.
28. Never leave the area you occupied in a disorderly manner.
29. Never drive client-owned or other non-SWPS vehicles on a job site. This includes cars, trucks, golf carts, forklifts, jockey trailers, etc. The security officer will never drive the above listed vehicles, even if the client authorizes you to do so, unless authorized by an SWPS Operations Director.
30. Security enforcement officers are not allowed to bring any personal items (i.e. radios, TV's, etc.) on the job site, unless specifically authorized by SWPS management. If bags or briefcases are brought to the job site, they should remain in the officer's vehicle. Failure to comply will be grounds for immediate termination.
31. Sleeping while on duty will not be allowed or tolerated and will be grounds for immediate termination.
32. Meal breaks are given when the shift is 6 hours or longer. The break will be no longer than 1/2 hour. You must bring your lunch with you as you may not leave the post.

33. Never leave a post unattended without being properly relieved. In an emergency or if your relief fails to show on time, immediately contact SWPS management.
34. No employee may have in their possession, consume, or be under the influence of any alcoholic beverage, non-prescription, or illegal drug while still in SWPS uniform or while on a job site
35. At the end of your tour of duty, sign-out on the SWPS sign in/out sheet, time clock or phone app.
36. Officers should use the 'Notes' section in your log book to record messages for the oncoming shift.
37. Return all equipment including keys.

Scheduling:

1. Work schedules will be made available to officers and it will be the officer's responsibility to know his or her schedule each week.
2. If changes need to be made or if there is a problem with the schedule, the security enforcement officer will contact SWPS management immediately.
3. Security enforcement officers will not make changes to the schedules. All scheduling changes will be made through SWPS management only.
4. Any security enforcement officer who fails to have schedule changes approved through SWPS management and takes it upon himself to change schedules is in violation of company policy.

Telephone Sheet:

1. Numbers listed on the telephone sheet are for emergency use and should only be used for absolutely necessary communications.
2. All numbers are to be kept confidential at all times and may only be given out if directed to do so by the client or SWPS management.
3. Clear all late night or very early morning calls to the client with SWPS management first. They will take the responsibility for making the decision to call or wait.

VIOLATION OF COMPANY POLICY, POST PROCEDURES, ORDERS OR MEMORANDUMS WILL BE GROUNDS FOR IMMEDIATE TERMINATION.

SECURITY BADGES/ ID'S/ LICENSES/ PERMITS

Security badges are to be worn at all times while on duty. The badge is to be displayed on the left hand side in the breast pocket of the outermost garment. You are required to carry your Maryland State

Police Security Clearance Card and Maryland State Police Permit to Carry Card, if armed, while actively working a job site in Maryland.

You are required to carry your DC SPO license while actively working a job site in Washington DC.

It is the responsibility of the employee to keep all licenses or permits current and active. Any employee that allows their licenses or permits to expire, is considered voluntarily quitting.

JOB SITE DEMEANOR

All employees are expected to act in a professional and courteous manner at all times. It is useful to be aware of the fact that announced and unannounced spot checks of all job sites are conducted by management personnel. Some actions which are unacceptable while on duty and which may result in termination are:

1. Sleeping.
2. Consuming alcohol.
3. Using any narcotic not prescribed by a doctor.

PUNCTUALITY

Arriving at work on time is required; likewise, leaving the job site prior to the completion of the shift is forbidden. If you cannot report to work on time or you must leave early, you must notify the Corporate Office. Failure to make such notification shall be deemed as an unexcused absence. Two occasions of such absences shall be grounds for termination.

INABILITY TO REPORT TO WORK AS ASSIGNED

If, due to illness or some other bonafide emergency, you cannot report to work, you must notify your direct supervisor. It is required that you give a minimum of 24 hours prior notice so arrangements can be made to fill your post.

In regards to illness, management can demand a doctor's slip at any time to ensure employee is physically and mentally capable to report for duty.

AVAILABILITY SCHEDULES (applicable to Part-time employees only)

You will be given the opportunity, through the use of availability schedules, to indicate which days and times you are available for work for a particular month. It cannot be stressed enough how important it is for you to utilize the system. Take the time to complete the schedule and return it to the office by the date indicated. This is your means of controlling the number of hours you work, the days you work, etc. Without up-to-date availability schedules, you may be left completely off of the schedule.

Availability schedules are distributed to part-time employees only on a regular basis. If you do not receive them, please call the office and blank copies will be sent to you.

COMPANY EQUIPMENT

Some job sites require the use of company-owned equipment such as vehicles, radios, signs, etc. If, as part of your tour of duty, you are entrusted with company-owned equipment, you are responsible for the safekeeping and maintenance of said equipment. Willful misuse, mistreatment or handling of company equipment may result in the employee being required to replace, or pay for the repair, of the equipment.

Any person operating an SWPS vehicle must have a valid driver's license. Failure to notify the Corporate Office of a suspended or revoked license is cause for disciplinary action up to dismissal.

SECTION 1000

TRAINING

IN-SERVICE TRAINING

The In-Service Training program is designed to keep employees up-to-date on issues affecting the security industry. In-Service Training classes may be used to accomplish:

Section 1 - Prevention / Protection

- Patrolling
- Checking for hazards
- Personnel control
- Identification systems
- Access control
- Fire control system
- Alarms
- Law enforcement/private security relationships

Section 2 - Enforcement

- Surveillance
- Techniques of searching
- Crime scene search
- Handling juveniles
- Handling mentally disturbed persons
- Parking and traffic control
- Enforcing employee work rules/regulations
- Observations/description
- Preservation of evidence
- Criminal/civil law
- Interviewing techniques

Section 3 - General Emergency Service

- First aid
- Verbal judo
- Fire procedures
- Communication
- Crowd control
- Crimes in progress

Section 4 - Special Problems

- Escort
- Vandalism
- Arson
- Burglary
- Robbery
- Theft
- Drugs/alcohol

Shoplifting

Attendance at In-Service Training programs may be mandatory or optional, at the discretion of the Owner.

OTHER TRAINING OPPORTUNITIES

From time-to-time, the company will offer specialized training courses for the benefit of employees who wish to advance within the company. These courses will include, but not be limited to:

- Supervisory Training
- Investigatory Training
- Other Security Licenses
- OC/Baton/Handcuffing Certifications

Attendance will be optional at any course offered under this section.

NOTE: Suggestions for specialized training courses are welcomed. If you have a suggestion, please call the Corporate Office.

SECTION 1100

COMPANY POLICIES

DRUG AND ALCOHOL FREE WORKPLACE POLICY

Purpose:

SWPS values its employees and recognizes their need for a safe and healthy work environment. Employees that abuse drugs or alcohol are less productive and can pose a considerable risk to the safety, security, and productivity of SWPS. For this reason, SWPS adheres to this Drug and Alcohol Free Workplace Policy.

Scope:

The rules of conduct established by this policy apply to all SWPS employees and applicants for employment. They apply during business hours, on SWPS property, and any time an employee is representing or conducting business for SWPS, whether or not on SWPS property. This policy supersedes any other SWPS policy or practice on this subject.

Policy:

SWPS's policy is to maintain a workplace free from the use and abuse of drugs and alcohol (with the limited exception of responsible consumption of alcohol at designated social functions periodically hosted by the company). Compliance with this policy is a condition of initial and continued employment. A safe and productive drug-free workplace is achieved through cooperation and shared responsibility. Both employees and management have important roles to play. Supervisors and managers must inform employees of the drug-free workplace policy, observe employee performance, and investigate reports of dangerous practices.

NO SUBSTANCE ABUSE WILL BE TOLERATED.

Drug and Alcohol Prohibitions:

An "Illegal Drug" means any drug (1) that is not legally obtainable under either Federal or state law, or (2) that is legally obtainable under both Federal and state law, but that has not been legally obtained, or (3) that is a controlled substance. The term "Illegal Drug" includes, but is not limited to: (i) prescription drugs that have not been legally obtained; and (ii) prescription drugs that have been legally obtained, but that are not being used for their prescribed purposes. The term "Illegal Drug" also includes marijuana.

Employees are prohibited from

- A. bringing Illegal Drugs or alcohol onto SWPS premises or property, including SWPS owned

or leased vehicles, or an SWPS clients' premises;

- B. having possession of or being under the influence of Illegal Drugs or alcohol while on SWPS or SWPS's clients' premises or conducting SWPS business off site (including on a SWPS clients' premises); and/or
- C. using, consuming, transforming, distributing or attempting to distribute, manufacturing, dispensing, selling, offering for sale, or trading any Illegal Drugs or alcohol while on SWPS premises or conducting SWPS business off site (including on a SWPS clients' premises).

Notwithstanding the foregoing, this policy does not prevent the use or consumption of alcohol at SWPS-sponsored events where alcohol is provided, nor does it prevent employees from bringing alcohol onto SWPS premises for such an event with express authorization from SWPS management. In such circumstances, employees who consume alcohol are expected to do so in reasonable amounts, to maintain a professional demeanor at all times, and take all necessary safety precautions.

Any employee refusing to cooperate with or submit to questioning regarding any suspected violation of this policy is in violation of SWPS policy and subject to disciplinary action.

Drug and Alcohol Testing:

Pre-employment

Applicants being considered for hire must pass a drug test before beginning work or receiving an offer of employment. Refusal to submit to testing will result in disqualification of further employment consideration.

Reasonable Suspicion

SWPS reserves the right to test any employee for drug and/or alcohol use that is in violation of this policy. Employees may be asked to submit to urine, saliva, breath, and/or hair testing for drugs or alcohol, in accordance with applicable law. All testing performed under this policy shall comply with federal law and applicable state law. Any information obtained through such examinations may be retained by SWPS and is the property of SWPS.

In particular, SWPS reserves the right to examine and test for the presence of drugs and alcohol in situations when an employee's conduct gives rise to a reasonable suspicion that the employee has engaged in conduct in violation of this policy. "Reasonable suspicion" is based on valid and documentable facts that lead a member of management to believe that an employee is under the influence of alcohol or Illegal drugs. In such cases, the employee will be removed from his or her duties and requested to submit to a drug test. If the employee refuses to submit to testing in these circumstances, the employee may face disciplinary action, including discharge. If the employee submits to a drug test and the results are negative, the employee will be allowed to return to duty as promptly as possible.

In every case, drug or alcohol testing will be conducted in accordance with applicable law, and testing will be carried out at a qualified testing facility. All testing will be conducted according to guidelines issued by the Substance Abuse and Mental Health Services Administration (SAMHSA). Employees who test positive will have an opportunity to rebut the positive test result by providing evidence of the proper use of a prescription drug or other reason leading to the positive test result.

Any employee who is tested will have the right, upon request, to see the results of his/her test and to request a retest of the original specimen at a different SAMHSA-certified laboratory (at the employee's expense) within 10 business days of being notified of a positive test result.

All information regarding the drug and/or alcohol test results will remain confidential. Copies of testing results will be given to the employee upon request.

Discipline

Employees who violate the drug and alcohol prohibitions in this policy or who test positive for drugs or alcohol will be subject to disciplinary action, up to and including immediate termination of employment. The employee's present job assignment, the employee's record with the company, and other factors, including the impact of the violation upon conduction of SWPS's business, may be considered. In addition, any employee who refuses to submit to drug/alcohol testing or attempts to adulterate or alter a specimen will be subject to disciplinary action, up to and including termination of employment.

Depending on the circumstances, employees may be referred to a substance abuse professional and/or required to successfully complete recommended rehabilitation. Employees testing positive for drugs and/or alcohol may be ineligible for workers' compensation benefits under applicable state law.

An employee who is convicted of possession, use, or distribution of drugs occurring in the workplace must inform SWPS management within five (5) days of conviction and may be subject to immediate termination of employment.

EMPLOYEE PAY RAISE POLICY

Employees shall remain at their entrance pay rate (that which they were hired) for a period of one year from their date of probation. Any pay raise given to an employee will be based on merit and management's review of the employee's performance and position. Generally, this will occur after a period of one year after the employee has completed probation. Certain posts will have set pay rates due to our client's agreements. Pay rate increases at these posts are dependent on new bid contract adjustments.

There are three methods by which an employee can receive consideration for a pay increase:

1. Upon recommendation by a site manager or higher, an employee will be reviewed for a raise.

2. Upon written request by the employee, consideration for a raise will be given.
3. Upon promotion to a position of greater responsibility.

Consideration for pay raises will be based upon:

1. No less than one year of continuous employment at the employee's present pay rate.
2. Number of hours worked during the previous 12 month period.
3. Work quality.
4. Recommendation of supervisors and/or management.
5. Dependability.
6. Professionalism.
7. Quality control reports (positive and negative).
8. Yearly account budget limitations.

To request pay raises, employees and/or supervisors must submit a written request to management. If no face-to-face meeting is requested to discuss the request, all pertinent data must be included in the request. Data required is:

1. Employee's name.
2. Present salary rate and time spent at the existing rate.
3. Time employed by SWPS.
4. Reasons for request (be specific).

If a meeting is requested to discuss the raise, all that is needed is a written request to management asking for a meeting. A meeting will then be scheduled at the employee's convenience. After the request, whether written or oral, a decision will be made by management.

If the request is approved, the employee will be notified of the raise amount and the effective date. Future raise requests are limited to one year after the effective date.

If the request is denied, the employee will be notified of the reason(s) for denial. Requests for reconsideration may be made six months after the denial date.

Questions concerning this policy should be directed to management. Pay raise requests directed in any other manner than described in this policy statement will not be considered.

NON LETHAL WEAPONS POLICY

1. To Carry:

- a. Current Certification for use of OC Spray, Extendable Baton and or Taser, for the particular weapon.
- b. Site Orders allow use of above Non-Lethal Weapons

Any SWPS Employee carrying any Non-Lethal weapons on duty post with either insufficient/no or invalid certifications will be reprimanded and /or terminated.

FIREARMS POLICY & PROCEDURES

Personal Firearms:

Statewide Protective Services, LLC cannot and does not authorize the carrying of a handgun by its employees. All armed employees must have state certifications to carry a firearm and only while on duty at an authorized armed site.

Since the majority of our employees are police officers or possess a valid handgun permit, it must be understood that if you carry a weapon while in the employment of SWPS, you do so as a right conferred by your handgun permit. SWPS assumes no responsibility for your actions if you carry or use a weapon while in our employment.

Issued Firearms:

Statewide Protective Services, LLC is an agency in the District of Columbia that supplies Special Police to our clients. All firearms for use at armed sites in Washington DC, will be issued to employees. No Personal Firearms are allowed.

Firearms will be stored at our operations office at 1212 Philco Rd, Baltimore MD along with a log book containing employee place of residence information for sign outs. Documentation of the serial number of each gun will kept on file with the date, time and employee who is issued said firearm. Each employee is reasonable for the issue firearm, magazines and case and must be returned complete or will be held accountable monetarily for missing pieces. Lost of a firearm must be notified to management who in turn will alert the authorities. Possible infractions may happen.

Maintenance of the Service Weapon:

Officers must make it their personal responsibility to properly maintain this vital piece of equipment. The weapon must be cleaned and oiled regularly at least once every month and always after firing. The service weapon should be cleaned in the prescribed manner established SWPS training. The holster must be kept in good condition/repair. You are reminded, by departmental directive, only Armory Unit personnel are authorized to repair or make adjustments to the service weapon. Absolutely no aftermarket devices of any nature are to be affixed to the service weapon without prior approval of

company owner. At the time of cleaning of the service weapon, the cartridges and magazines should be inspected and the ammunition rotated in the magazine.

When an armed uniformed officer finds it necessary to remove the gun belt, particularly when using a public restroom, weapon security is paramount. It is suggested that the weapon and holster remain attached to the gun belt. The holstered weapon and the buckled gun belt should then be looped diagonally over the officer's shoulder.

How to store the Service Weapon:

During duty hours, it is under your care and protection from any unauthorized use. During off-duty hours, when it is not being worn on your person, there is always the possibility that an unauthorized person may handle or use it. Remember, weapons are prime targets in burglaries and officers are cautioned about becoming lax in their duty to properly secure the service weapon. It is your constant obligation to protect it from such handling or use during these times. There is one acceptable method by which the service weapon may be protected during off-duty periods: The weapon must be made both inoperable and inaccessible. Additionally, the weapon should be stored unloaded, with the cartridges stored separately.

For this purpose, SWPS has issued a cable lock to be used when securing the weapon for storage. To do so, the officer needs to simply insert the cable through the ejection port of the unloaded semi-automatic Glock pistol while the slide is in the locked back position and feed the cable through the empty magazine well. This prevents the weapon from cycling and renders it incapable of being fired.

How to Practice Safety:

Safety, in the handling of a weapon, is really the application of common sense rules. You must constantly adhere to these rules and practice them until they are incorporated into your personal habits. The listings that follow are broad guidelines designed to cover safety procedures that are applicable to off-duty conditions and the routine handling of your service weapon. They may not always be applicable in a police combat or action situation.

Although these precautions are also applicable when the officer is engaged in firearms practice at the range, they should not be interpreted as the specific or the only applicable rules of conduct for that particular activity. The direction of the range officer will prevail at all times.

The listings are not weighed in order of importance. Basically, there are no more or no less important rules of safety. Every safety precaution related to a handgun is equally vital.

The officer must NEVER:

1. Permit an unauthorized person to handle the service weapon;
2. Point or aim the unloaded weapon in dry firing practice in a location where an accidental discharge could cause some damage or harm;
3. Engage in conversation with another individual while handling weapon--distraction compromises safety;

4. Unnecessarily handle the weapon in the presence of another,
5. Turn around while loading the weapon;
6. Hand a loaded weapon to another person, unless it is necessary in a life threatening situation, or as required by departmental directive;
7. Place a revolver in the holster, or in storage with the hammer cocked;
8. Place a loaded flock semi-automatic pistol in the flock lock box;
9. Assume that a weapon is loaded or unloaded - check the weapon yourself;
10. Accept from another or offer to another, a revolver with the cylinder closed, or semi-automatic pistol with the slide closed,
11. Place a finger inside the trigger guard unless the intent is to squeeze the trigger.

The officer must ALWAYS:

1. Unload before passing the weapon to another, except as required by departmental directives;
2. Unload the weapon when it is to be handled, stored or positioned where someone else may gain access to it;
3. There have been many mishaps that have occurred while drawing the weapon from, or returning it to its holster. Keep the trigger finger out of the trigger guard while drawing or holstering the weapon. It is required that the approved holster used by uniform officers be on a separate holster belt, and not affixed to the same belt serving to hold the trousers in place.

USE OF DEADLY FORCE GUIDELINES

Purpose:

The purpose of these guidelines is to present the topic of use of deadly force in a way which prepares officers to make quick, sound decisions under extremely stressful conditions. Officers will be held accountable for adhering to the specific requirements of this guideline.

Definition of Deadly Force:

Deadly force is defined as that force which is used with the purpose of causing or which is known to create a substantial risk of causing death or serious bodily harm. In addition to firearms, deadly force may exist in the use of various articles or equipment normally used for other police related purposes such as vehicles, batons, knives or any implement utilized as a weapon of last resort. Any deliberate use of such items in a manner that a reasonable and prudent person would consider likely to cause death or serious bodily injury (i.e., baton strikes to the head or throat or striking with a vehicle) are strictly prohibited unless extreme exigent circumstances exist and the use of deadly force is authorized.

Deadly Force Policy:

When authorized deadly force is used by a member of this agency, it is recognized that such use is not specifically designed to inflict death upon the attacker but rather to render the offender incapable of injuring the officer or others. Use of force must cease when the attacker is incapacitated. Incapacitation is defined as that point when an attacker is no longer capable of injuring the officer or others.

1. Examples of incapacitation:

- a. Suspect has dropped his weapons and demonstrates no willingness for attempting further attack.
- b. Suspect is restrained to the point that he is incapable of inflicting injury.
- c. Suspect is wounded and incapable of inflicting injury.
- d. As long as a suspect attempts to inflict serious injury or is capable of inflicting serious injury and indicates a willingness to do so, officers may continue to use deadly force.

Employees shall not use firearms in the discharge of their duty, except in the following cases:

- 1. In self-defense, or to defend another person (unlawfully attacked) from death or serious injury.
 - a. The attacked officer is the person who has to evaluate the potential seriousness of the attack and determine an appropriate level of response.
 - b. The evaluation and response must be reasonable from the perspective of a reasonable police officer similarly situated.
 - c. There is no requirement that an actual specific injury be inflicted. It is, however, required that the potential for such injury be present and the threat must be immediate.
- 2. Has committed a felony involving the use or threat of deadly force or serious physical injury; and who poses an imminent threat of death or serious physical injury to the officer or others.

As used in this policy, imminent has a broader meaning than “immediate” or “instantaneous.” The concept of imminent should be understood to be elastic, that is, involving a period of time dependent on the circumstances, rather than the fixed point of time implicit in the concept of “immediate” or “instantaneous.” Thus, a subject may pose an imminent danger even if he or she is not at that very moment pointing a weapon at the officer if, for example, he or she is lunging for a weapon within reach or is trying to gain a tactical advantage by running for cover carrying a weapon.

- 3. “When other means are insufficient” can include but is not limited to:
 - a. Using the radio to direct other units to prevent the suspect’s escape;
 - b. Knowing the suspect’s identity and that he/she poses no imminent threat to anyone in the immediate vicinity of the area of escape;
 - c. Challenging the suspect to halt;
 - d. Pursuing suspects until it becomes obvious that capturing them is unlikely and/or further pursuit is
 - e. likely to endanger the officer or others.

4. The probable cause standard allows officers to act in situations without having absolute knowledge that a violent felony has occurred but requires that their actions be based on more than mere suspicion.
5. Both the element of the officer's probable cause to believe a dangerous felony has been committed and the element that the offender poses an imminent threat to the officers or others in the immediate vicinity of the crime must be present before an officer can use deadly force to arrest the offender or prevent his escape.

Using deadly force to stop an escaping suspect must be based on a specific threat of imminent danger and not on a general threat to the community because of viciousness of the crime. Both of these elements should appear in subsequent reports and should specifically detail who was endangered (names if possible) and how they were endangered. Note: Where feasible, the officer should give a verbal warning prior to shooting at the felon. There are, however, situations when the issuance of a verbal warning would be detrimental to the safety of officers or others. In such a case, the officer need not give warning if to do so would increase the risk to himself or others.

6. "To kill a dangerous animal, or an animal so badly injured that humanity requires its relief from further suffering."
 - a. Shooting a dangerous animal can only be done if the animal is unconfined and presenting an imminent threat.
 - b. Shooting an injured animal should be a last resort and after obtaining approval from the shift commander.

General Guidelines and Tactics in Deadly Force Situations:

Officers should try to avoid placing themselves in a situation where they have no option but to use deadly force. If at all possible, officers should try to use a less deadly means, bearing in mind that deadly force should be a last resort.

Alternatives to Using Deadly Force

1. Use cover whenever possible, in addition to stopping incoming bullets, cover may afford a few extra moments to evaluate a potential deadly force threat and perhaps employ alternatives.
2. Strong verbal challenge – STOP, DON'T MOVE! (May be accompanied with a drawn weapon.)
3. When challenging a suspect with a drawn weapon the trigger finger should be off the trigger at "touch point," until the officer is prepared to justifiably fire the weapon. "Touch point" on the Glock Pistol is the area on the slide above the slide lock. "Touch point" on a revolver is the area on the frame below the cylinder.
4. Chemical agents
5. Defensive control techniques

6. Baton
7. Less Lethal technology: Bean bag shotgun, air Taser, pepper fogger and capture net.
8. Wait for a sufficient number of officers to handle a situation with a lesser degree of force.
9. Talk to suspects in a manner consistent with training which will convince them to comply with orders. No Profanity!
10. If off-duty, call the police.

Some situations are so immediately dangerous that officers may not have time to use alternatives, such as:

1. An aggressive, threatening, armed suspect within striking distance of the officer or others.
2. A suspect is armed with a firearm and is pointing it at an officer or others.

Incapacitation Procedures:

Officers will direct their fire at the center mass of their intended target. Center mass represents the largest target area available to inflict incapacitation during an intensely stressful confrontation.

Exceptions:

1. Suspects wearing body armor will necessitate fire being directed at the head.
2. Suspects closer than 12 feet may necessitate immediate incapacitation requiring use of the vertical tracking technique. (Firing begins at center mass and is progressively tracked up through the upper chest, throat and head.)

Unarmed Suspects:

From time to time officers are confronted with unarmed individuals who possess the ability and intention of inflicting life threatening injuries with their bare hands or the ability and intention to disarm the officer. This ability may exist in one or more of the following characteristics offered as examples:

1. Force of numbers, officer is outnumbered and being attacked
2. Size and physical ability of the suspect as compared to the victim officer.
3. Size and mental disturbance.
4. Expertise or proficiency in unarmed combat.
5. Combination of the above.

Deadly force may be justified when confronted by an unarmed suspect who:

1. Is aggressively trying to overcome the officer; and
2. The officer is unable to control the suspect with any other readily available means; and
3. Is capable of or has inflicted potentially life threatening injury on the officer or others; and
4. The officer cannot withdraw without unreasonably exposing him/herself or someone else to danger.

If there is a substantial risk of injury to innocent people from an officer's use of deadly force, the officer may not use deadly force.

Warning shots are prohibited.

Pointing a weapon at a suspect:

1. Is permitted when the officer reasonably believes that a person poses a significant, potential threat.
2. The trigger finger should be off the trigger at "touch point" until the officer is prepared to justifiably fire the weapon.
3. If an officer points a weapon at someone they should be frisked and a report written.

Officers with Weapon in Hand Chasing a Suspect

1. Permitted if an officer reasonably believes that a suspect poses a significant, potential threat.
2. The weapon must be pointed in a safe direction.
3. The trigger finger must be moved to a position below the trigger guard.
4. Officers should not close with or tackle and wrestle with a running suspect with the weapon drawn but should direct other units to contain the suspect.
5. Officers should not use the service weapon as an impact tool or weapon.

Confronting Suspects:

If officers have a reasonable belief that there is a threat of death or serious injury to themselves or others, they may draw their weapons. Officers should keep their finger off the trigger and at "touch point," until they are prepared to shoot. If possible, officers should not close with suspects to frisk or handcuff until backup officers arrive to assist.

1. Maintain a safe reactionary distance (ten feet or more when the pistol is drawn).
2. Exception: When acting as a cover officer in a two person arrest team flexibility and good judgement must dictate the distance between the cover officer and the suspect in order to provide effective cover for the handcuffing officer.
3. The officer should have the suspect assume a prone or kneeling position, consistent with training, prior to conducting a frisk.
4. If the suspect advances on you.
5. If the suspect is armed, and circumstances warrant, take cover and use deadly force in accordance with regulations and training.
6. If the suspect is unarmed and the circumstances conform with section V, H-2, of these guidelines or he is armed with a chemical irritant:
7. The officer should wait for additional backup units to arrive.
8. Back away if it is safe to do so. Distance is the primary defense against a chemical agent.
9. Don't physically engage the suspect.
10. Use pepper mace if possible.

11. Take cover if available.
12. Strongly warn the suspect that you will use deadly force if he/she continues to advance.
13. Use deadly force if you have a reasonable belief that the suspect is attempting to take your weapon or that he/she is capable of seriously injuring you or others.

When involved in a shooting incident

1. The officer involved should render first aid and call for medical assistance for all injured persons.
2. The involved officer, unless in need of immediate medical assistance shall remain on the scene.
3. Communications should be notified.
4. Additional units should be summoned for assistance and to preserve the crime scene.
5. When deemed appropriate by the scene supervisor, the involved officer should be transported to CID and accompanied by an officer of ascending rank if feasible.

ARREST POLICY

Maryland:

Statewide Protection Services, LLC cannot and does not authorize its employees to make arrests while working for SWPS in the State of Maryland.

Unless you are a sworn police or special police officer, you have no arrest powers and any action you take is taken at your own personal risk. We do not insure against actions taken during an arrest. If you are an active sworn police officer and make an arrest in Maryland, you do so as an employee of your Police Agency, not as an employee of SWPS.

District of Columbia:

As a sworn Special Police officer working for Statewide Protective Services, LLC, you are to follow all DC Laws and guideline set during your DC SPO training. You will have full arrest powers on the client's property only. You are allowed to subdue and detain persons to allow DC Metro Police to arrest and transport to the Police Station. DC does allow for pursuit off contracted property, but use personal judgment to not allow the parent security of property to be affected if left. You are never to transport a prisoner in your own or company vehicle.