REQUEST FOR PROPOSAL

SEALED BID

Security Services

Issue Date: January 25, 2021
INTRODUCTION

1.1 Background
Westchester Community Opportunity Program, Inc. (WestCOP) is a private not-for-profit, multi-purpose social service organization, proudly operating Community Action Partnerships programs (CAP) whose purpose is to combat poverty and its adverse effects for the past 55 years. In addition to WestCOP’s eleven CAP sites, WestCOP currently operates several Homeless Shelter programs, Victims Assistance Program, Early Childhood Development Program, Support Services for Veterans and Their Families, Foster Grandparent Program, Weatherization Assistance Program and several Employment and Training Programs.

1.2 Non-Commitment Contract Arrangement
This Request for Proposal (the “RFP”) is not, and should not be construed as a purchase order or a commitment on the part of WestCOP to contract for or to purchase and services. All information provided by WestCOP in connection with this RFP shall be considered confidential and proprietary information of WestCOP and must not be disclosed to individuals outside the Bidder without prior written approval from WestCOP. Any material submitted by Bidder that is to be considered confidential must be clearly marked as such and must include all applicable restrictions. All documentation and manuals submitted by Bidder shall become property of WestCOP unless requested otherwise by the Bidder at the time of submission.
INSTRUCTIONS

2.1 RFP STRUCTURE

This RFP contains the following Exhibit for your review and response.

<table>
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<th>Attachments/Submittals</th>
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<td>Attachment A</td>
<td>Program Description &amp; Scope of Work</td>
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Bidders are encouraged to review all parts of this RFP to ensure a complete understanding of the requirements and also to ensure that all required sections are appropriately completed and included in their responses. Please note that all responses must be provided in accordance with the instruction outlined within this document.

2.2 Primary Contact

All questions regarding this Request for Proposal (RFP) must be submitted in writing via e-mail to the WestCOP Representative listed below:

Colin Dacres
Email Address: cdacres@westcop.org
Chief Operation Officer

2.3 Bidders Obligation

By submitting a proposal, the Bidder will be presumed to be thoroughly familiar with the RFP and its specifications. They will need to have inspected the site to be fully informed of WestCOP’s operational activities as they pertain to the performance of this contract and scope of service.

The failure or omission of any Bidder to carefully examine any form, instrument, or document shall in no way relieve the Bidder from any obligation with respect to its proposal.
2.4 Key Dates and Timeline

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
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<tr>
<td>Issue Request For Proposal</td>
<td>1/25/2021</td>
<td>6:00 p.m.</td>
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<tr>
<td>Site Visit</td>
<td>2/8/2021 – 2/10/2021</td>
<td>11:00 a.m.</td>
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<tr>
<td>Bidder Questions Submittal</td>
<td>2/15/2021</td>
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<tr>
<td>Response to Bidder Question Due</td>
<td>2/20/2021</td>
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<td>Proposals Due</td>
<td>2/26/2021</td>
<td>6:00 p.m.</td>
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REQUEST FOR PROPOSAL (RFP)

3.1 Proposal Process

The request for proposal process is designed to give each Bidder the opportunity to present to WestCOP its approach to the performance of the Scope of Work and to submit the best possible price for the service. The winning Bidder will have demonstrated to WestCOP that it can provide the “Best in Class” service at “Best in Class” pricing.

3.2 Proposal Format

In order for WestCOP to evaluate and compare each proposal, it is required that all proposals follow the general format and the sequential order of this RFP. WestCOP recommends that each section of this RFP be addressed in depth and must be in the order described herein.

All bids must be submitted with attachment A. All Bidders must also specify which security equipment that will be supplied by the Bidder. Any incomplete bids, bids specifying exceptions to any specified or required work may be grounds for exclusion of the Bidder’s bid from consideration. All bids must be typed with a Font size of 12.

3.3 Proposal Pricing

By submitting a proposal in response to this RFP, Bidder agrees that prices quoted in the proposal, as well as all other terms of the proposal, shall be valid and binding and subject only to changes agreed to by Bidder and WestCOP in writing.
3.4 Addenda and Interpretation

No oral interpretation of the RFP, Contact Conditions, Specifications, or other documents will be given to any Bidder. All interpretations will be in the form of a written Addenda. If any discrepancies, omissions, or items requiring clarification are discovered by the Bidder, the Bidder shall submit any questions by the date specified in Section 2.4 above. Requests for answers to questions must be sent via e-mail to the Primary Contact(s) in Section 2.2 by the date specified in Section 2.4 above.

Please be advised that ONLY written addenda provided by a WestCOP’s representative is authorized to give information for interpretation of the RFP. Bidders should be advised that no other source is authorized to give information for interpretation of the RFP.

3.5 Proposal Submission

This is a sealed bid, therefore, all envelopes must be marked with the Bidder’s company name, title of the project (“Security Services”) and “Sealed Bid” written on the outside of the envelope. Please include five (5) hard copies of the proposal and any supporting documents.

Please note:

- Facsimiles and e-mail are not acceptable and will be considered non-responsive.
- Proposals sent to individuals other than those listed below will be considered non-responsive.
- Late proposals will not be considered.

Bidders are required to submit their proposal by mail or messenger delivery before the date and time specified in Section to:

Westchester Community Opportunity Program, Inc.(WestCOP)
2 Westchester Plaza, Suite 137
Elmsford, New York 10523
Attention: Antoinette Anderson, Executive Assistant

3.6 Modification of Proposal

No proposal may be withdrawn for a period of ninety (90) days after the time and date set for submission of proposals.


4.1 **Attachment A: Scope of Work**

WestCOP is seeking to award an Agreement regarding the Scope of Work herein. The work will be as described in Attachment A. The project shall be awarded to a Bidder who best satisfies supervision, quality control, and reliability requirements at optimum cost performance. The cost shall not be the sole criteria for determining the agreement award, but shall be weighed heavily.

WestCOP strongly recommends that each Bidder visit the site. If additional work is identified that is not included in the scope of work, the Bidder should state the additional work along with costs.

4.2 **Criteria for Evaluation**

WestCOP will use the following evaluation criteria in reviewing responses to this RFP:

- Adequacy of response to RFP
- Experience in providing required services
- Capability to deliver integrated services in and across geographic regions
- Ability to drive continuous improvement, process improvement and cost synergies
- Caliber of Supervisor and Team members
- Ability to integrate and standardize with WestCOP’s business and processes
- Financial standing
- Price competitiveness

4.3 **Summary and Terms and Conditions**

Bidders should verify that all portions of this RFP and attached documents have been carefully reviewed and answered.

In completing the proposal, please respond to each portion of the RFP and attach documents as directed and as applicable.

Any Proposal that states or alludes to the Proposal as contingent upon review, consent, or further approval from any person, group, committee, board or other authority within the Bidder’s Company will be discarded.

Proposal must clearly address capabilities to satisfy the requirement of this RFP.

The Proposal must be verified, approved and signed by a person authorized to obligate the Bidder contractually to the scope, terms, specifications, and pricing contained in Bidder’s Proposal.
The term of the agreement shall be for a period of two years starting from the effective date.

WestCOP’s payment terms are net sixty (60) days. Please confirm commitment to these terms as well as assurance that there will be no credit holds placed on WestCOP if payments are made over ninety (90) days.

WestCOP may terminate any agreement without cause upon thirty (30) days written notice or ten (10) days if said facility loses its funding.

Any and all expenses incurred in the proposal process, pre-bid conference and any subsequent on-site presentation is part of Bidders’ sales process. WestCOP shall not incur or be responsible for any expenses incurred by Bidders or others as a result of the proposal process. All expenses will be the Bidder’s sole responsibility.

WestCOP reserves the right to request additional information from any Bidder that submits a proposal.

WestCOP reserves the right to withdraw the RFP or condition the selection of the Bidder(s) to not incur any obligation to Bidder(s) except as agreed by WestCOP in a signed document.

WestCOP reserves the right to make all decisions regarding the proposal, including, without limitation, the right to accept, reject, or negotiate modifications to any terms of all proposals received.

The reason for WestCOP decisions may not be revealed or explained to any Bidder or any third party. Failure to answer any question in this RFP may subject Bidder to disqualification, but failure to meet one or more particular requirements set forth in this RFP will not necessarily be subject your response to disqualification; therefore, we encourage you to respond even if you may not be able to meet all of the stated requirements.
Westchester Community Opportunity Program, Inc. (WestCOP)
Security Service - Request for Proposal (RFP)

Attachment A

Program Description & Scope of Work

The purpose of this RFP is to provide Security Service to a 93-unit apartment building located in Brooklyn, New York. The building will be operating as a family shelter. The security and safety of the residents, Staff and the facility are high priorities for WestCOP. The services needed are:

- Uniformed New York State- Licensed (NYSL) Security Guards
- Consistent presence of a Supervisor who is capable of making critical decisions and direction staff.
- Company must provide security and safety supervision 24 hours a day, 7 days a week by using the Shift Supervisions, Security Guards, sign-in/sign-out procedures
- Security Company must provide other security measures such as scanners and round-the-clock interior and exterior surveillance.
- Security Company must monitor access to the front entrance of the WestCOP’s family shelter. In addition:
  - The Security Guards at the front entrance must check all clients’ identification and ensure that the client is assigned to the facility, not bringing in unauthorized visitors, banned drugs, weapons, or other contraband into the shelter.
  - WestCOP maintains resident’s keys upon exit as well as sign-in sheets and logs resident’s movement in and out of the building.
  - All visitors entering the shelter, including staff members are required to have photo I.D. and sign the visitors’ log book.
  - The Security Guard must then contact the Shift Supervisor who will confirm that the visitor is expected.
  - Visitors who are coming to see residents must first rearrange the visit with the client and the WestCOP’s social services staff.
- Shelter and provide security patrols and supervision for the remainder of the building.
- All Security Guards must obtain Fire Guard certification (F02) before being hired.
- 24-hour coverage will be split into three (3) shifts.
  - 8:00am-4:00pm
  - 4:00pm-12:00am
  - 12:00am-8:00am
- Security Guards functions shall include, but is not limited to:
- Access Control
- Monitoring Facility
- Enforcing House Rules and Client Curfew
- Handling Incidents
- Room Searches
- Fire Safety
- Monitors F.A.C.P. (Fire Alarm Control Panel)

- System Monitor – Closed Circuit Television (CCTV)
  - Closed circuit television must record hallways, common areas and the exterior perimeter of the building.
  - CCTV is viewed by the Shift Supervisor
  - CCTV must record up to at least 14 days.
  - Security Company should install Detex alarms on stairway doors to alert security when doors are opened without authorization

**Roles and Responsibility of Security Guards**

Security Guards patrol according to assigned posts. On post, each Security Guard is required to patrol their designated area, check all common areas to ensure that they are occupied only by authorized parties. Security Guards check and secure all rooms that are not in use and also ensure that all emergency exits are safe, functional and secured.

During the hours from 8:00 a.m. to 4:00 p.m. Monday through Friday, it is expected that residents will largely be out of their units taking care of business necessary to help them secure permanent housing. However, we expect that families with newborns, small children and pregnant women will be in the units.

All Security Guards are expected to confirm the completion of the patrol of their post via a radio check-in to the Security Manager, Shift Supervisor or Administration. Patrons of each post are expected to be conducted every half-hour.

On patrol, Security Guards will monitor any clients who are identified by the Director of Social Services as particularly upset or who show signs of aggression. In turn, Security Guards will alert the Shift Supervisor to any unusual behavior, or marked decline in hygiene or communication by any client that needs to be immediately addressed and will record the information in patrol logs.
Post Orders:

Post 1: Security Front Desk

- This post can NEVER be abandoned
- Security Guards are responsible for the daily maintenance of the Resident In/Out Books and verifying that residents who are 18 and over are signing In/Out.
- Ensures that children under the age of 15 are being escorted by an adult and not left unattended in the facility.
- Responsible for relaying information to residents from staff.
- Responsible for documenting information into the Communication Log book and relaying/documenting all pertinent information to staff and other security guards.
- All Supervisors will review the In/Out books to ensure that the information is accurate and that the book is kept in an orderly manner.
- Monitors F.A.C.P. (Fire Alarm Control Panel) and reports status to Security Shift Supervisor and Operations Shift Supervisor

Post 2: Lobby

- Security Guards on this post are responsible for monitoring access to the facility.
- Greets all residents and guests to the facility and directs them to their destination.
- Ensures that children under the age of 15 are being escorted by an adult and not left unattended.
- Assists the Security Front Desk with verifying that residents that are 18 and over are signing In/Out.
- Responds to all incidents as a part of the Emergency Response Team.
- During any emergency situations, Security Guards will direct traffic, performs crowd control and escort Emergency Responders into the facility.
- After Bed Check, Security Guards can be posted on the outside post to ensure that residents are not breaking curfew.
- Monitor and allow access only to appropriate clients and staff entering the facility by utilizing the intercom and security camera system.

Post 3: Rover

- Performs verticals and perimeter checks every half hour and reports all findings to Post 1 and Operations.
- Ensures that children under the age of 15 are being escorted by an adult and not left unattended.
- Assists the Security Front Desk with verifying that residents that are 18 and over are signing the In/Out Log Book and must report to Operations children who are roaming the facility unsupervised by parents.
- Assists Shift Supervisors with Bed Check by making an announcement at the time of bed check and ensuring that residents are in their rooms.
During rounds, Security Guards performs Fire Safety checks such as: Ensuring that all means of egress are unobstructed and unimpeded, ensures that all Fire Safety Doors are closed, ensures that all Fire Extinguishers, Pull Stations, Emergency Exit signs are in good condition and have not been tampered with, ensures that no pull stations are blocked, ensures that no residents are burning incense, candles or smoking on the premises.

Responds to all incidents as part of the Emergency Response Team

In the case of an emergency situation and incidents, the Security Guard directs traffic and escorts Emergency Responders to the scene.

Post 4: Floors 1 through 6 during the hours of 4:00 pm- 12:00 AM shift

This post cannot be abandoned

A Security Guard is posted in the elevator/hallway area during these hours of operation

Ensures that children under the age of 15 are being escorted by an adult and not left unattended. Any children found unsupervised or unattended, will be reported to Operations.

Assists Shift Supervisors with Bed Check by making an announcement and ensuring that residents are in their rooms

During rounds Security Guard performs Fire Safety checks such as, but is not limited to: making sure all means of egress are unobstructed and unimpeded, ensures that all Fire Safety Doors are closed, ensures that all Fire Extinguishers, Pull Station, Emergency Exit Signs are in good condition and have not been tampered with, ensures that no pull station is blocked, ensures that no residents are burning incense, candles or smoking on the premises and reports to Operation of any findings.

Role and Responsibilities of Shift Supervisor

The Shift Supervisor is responsible for closing out each shift. Prior to the end of the shift, the Shift Supervisor is responsible for the following tasks:

- Logging walkie-talkies – complete inventory and report operational problems.
- Contraband – review and ensure secure storage, logging, and labeling.
- CCTV – review operations; ensure all cameras are working properly, and report and repair needs.
- Keys – account for unit keys and all other room keys.
- Perimeter checks – ensure that perimeter checks and hourly patrols are properly documented in the security log and that any incidents or issues are documented in the security and administration/social services logs.
- Spot checking – access control scans
- Security Log Book – review of all entries to ensure all guidelines followed.
- Visitors Book – ensure that all visitors have entrance and exit times noted.
- EMS Book – review to ensure that all EMS responses are recorded accurately
- Uniform compliance – ensure that guards are dressed according to policy and have appropriate identification.
Enforcing House Rules and Client Curfew

A priority for Security Company is that all residents understand their responsibilities with regard to curfews, visitation and building conduct, and the Good Neighbor Policy. All residents are required to sign a House Rules and Regulations form that delineate those responsibilities.

WestCOP personnel will orient residents to the rules and regulations and will reinforce them with residents in the course of case management discussions and through daily announced and unannounced visits. In acknowledgment that some families will need time to transition into the shelter program, WestCOP staff will note the residents who break curfew and will immediately bring this to their attention.

We impose a client curfew of 9:00 pm for clients with children and 10:00 pm for the other adult members of a household as long as one adult is in by 9:00 pm with the children. Residents who have a valid work or program reason for arriving later than curfew are given a late pass. Access to the facility is controlled in accordance with DHS Policies and Procedures. WestCOP maintains resident sign-in sheets and logs residents’ movement in and out of the building; our Social Service staff have access to logs on a daily basis in order to locate residents at all times and to monitor curfew violations. All residents are reminded by the Security Guards and Shift Supervisor that they cannot leave the building after curfew.

We keep two communication log books: one for Security Guards and one for Administration and Social Services. Each log book documents significant client issues that occurred on each shift and assists with communications across all shifts. The log books are reviewed daily by all staff members frequently for specific information. The Shift Supervisor checks the Administration/Social Services log and communicates a list of valid late pass holders to access control. Anyone entering the building after 9:00 p.m. (or 10:00 p.m. as outlined above) without a valid late pass is in violation of the shelter curfew and will be marked late and counseled by staff.

We post building policies, schedules, rules, and regulations governing the use of the facility in a location visible to all clients. WestCOP maintains written documentation of daily resident census, admissions, discharges, emergencies, illnesses, and infractions. We complete all documentation in a timely manner as specified in DHS Policies and Procedures.

Handling Incidents

WestCOP’s staff attempt to prevent or minimize crises by getting to know the clients, monitoring signs of changes, monitoring program compliance, ensuring proper follow-up and adherence to treatment regimes, and by acting to mediate client disagreements. In the event of a medical or psychiatric crisis, staff adhere to WestCOP’s Emergency Procedures, which clearly specify staff roles and actions in the event of an emergency, as well as how best to communicate with responding EMS or police. Staff also uses Crisis Prevention and Intervention
CPI in their efforts to alleviate or prevent client conflict. CPI employs verbal intervention techniques to de-escalate a situation. CPI helps staff work as a team or as individuals to de-escalate situations, and helps staff identify when a crisis situation is outside of their control. Where appropriate, WestCOP will engage the criminal justice system to address illegal behaviors, pursue suspension or transfer to another facility, or utilize client responsibility penalties to further enforce shelter rules.

Social service staff immediately contacts the shift supervisor or security manager in the event of any disruptive incident involving clients. The Shift Supervisor promptly reports the incident via walkie-talkie so that the guard can report to the troubled area to assess the situation. The Shift Supervisor handles all incidents and has the authority to call the police or another outside agency in the event of a serious incident. If the incident is a verbal confrontation or other minor incident, the Shift Supervisor resolves and records the occurrence in the social service log. However, the Supervisor will contact the appropriate outside agency in the event of a serious incident involving drugs, weapons, and/or serious fighting or assaults. Incident Reports are completed immediately and transmitted to DHS and WestCOP management on the schedule established by DHS. The DHS Program Administrator on call is notified for all Priority One Incidents according to DHS Policy and Procedures.

Fire Safety

We strictly comply with all fire safety measures prescribed pursuant to the FDNY's regulations, including three (3) fire drills per month, one (1) per shift, and safety training for staff and clients. Our site-specific Fire Safety Plan and Emergency Evacuation Program incorporates fire drills. A key requirement of the fire safety plan is the designation of a Fire Safety Coordinator (F80) for each shift who is on duty at the building at all times.

Responsibilities of Fire Safety Coordinator

The duties of the Fire Safety Coordinator include the following:

- Conduct fire drills in a manner prescribed by regulation and in accordance with evacuation procedures
- Organize, train, and supervise staff in all aspects of fire safety
- Maintain necessary records of fire drills, staff identification, floor plan, and location of disabled individuals
- Assure that required signs are conspicuously posted
- Maintain up-to-date knowledge of fire protection equipment and its condition
- Ensure that fire safety regulations are observed throughout the shelter
- In the event of fire emergency, notify the FDNY by alarm transmission and by telephoning a dispatcher directly, work the fire command stations, notify all other personnel concerned as required, direct the evacuation of the building according to procedures, and assist the FDNY, upon their arrival, with knowledge of fire protective system.
We conduct practice evacuation and fire drills regularly to acquaint shelter personnel and residents with their individual responsibilities before and during a fire. The Family Shelter staff maintains records of all inspections, drills, observations, and service to equipment for inspection by the FDNY and other authorized persons. These records include: fire patrol logbook (hourly), security logbook (hourly), any required interior fire alarm maintenance and test, Sprinkler and Siamese pipe connection maintenance and test, emergency lighting maintenance and test, communications maintenance test, fire drills (at least 3 times per month, 1 time per each shift), and full evacuations (monthly). Inspection, testing, and recharging of fire extinguishers are addressed in accordance with the manufacturer's recommendations.

**Coordination of Security and Social Services**

House rules alone will not establish the desired living environment. To address the issue of curfews and visitation, WestCOP will rely upon a mix of staff to reinforce curfews and establish appropriate building conduct. By being on-site and conducting roving inspections, the shift supervisor and security personnel will enforce curfews and appropriate building conduct.

WestCOP will work to coordinate the efforts of its security personnel, case managers and shift supervisors so that information is shared, issues are discussed and residents are informed. Through staff meetings, case conferences, and administrative meetings, all staff will offer a range of coordinated and complementary services aimed at creating a living environment that encourages individual responsibility and promotes stability.

**Responsibilities of Security Company Shift Supervisors**

- Take reservations from DHS Hero and ensure adequate unit size, furnishings, and linens for family size referral.
- Ensure families that have been found ineligible vacate units and interact with the property management team to ensure the unit is cleaned and available for new reservation within 4 hours.
- Conduct initial intake or assessment of clients and/or clients' families and assign them to units.
- Coordinate the work of property management staff to ensure facility cleanliness.
- Monitor clients’ safety and ensure safety policies and procedures are practiced daily.
- Coordinate/conduct nightly rounds and security post assignments to monitor the facility.
- Complete inventory form and account for all walkie – talkies. Review the condition / function and report any problems to the Security Manager.
- Ensure perimeter checks and hourly patrols are completed, information reported back (fire safety and security concerns, location of the van) and entered into the log. Any concerns are to be brought to the attention of the Director of Security and Operations.
- Schedule post rotations to ensure 2-hour rotations, unless circumstances require adjustments. If rotations cannot be done due to circumstances, communicate with the
staff. Schedule lunch and monitor personal breaks. No breaks are given during the last half hour of the shift. Ensure that adequate coverage is maintained at all times.

- Provide individual supervision to security guards and residential aides to ensure that they are performing their duties and troubleshoot any performance or client issues with them. Bring to the attention of the Director of Security and Operations any issues or concerns.
- Review log book entries to ensure proper guidelines are followed. Review all log books, including the Contraband Log, and ensure that contraband is brought to the contraband cabinet, logged and labeled properly by the end of the shift.
- Complete fire coordinator rounds; complete the log including your fire coordinator number.
- Account for Shift Keys and any other valuables stored on site (metro cards, checks, etc.) at the start and end of shift.
- Investigate all complaints and/or incidents.
- Respond to emergencies in an appropriate and professional manner.
- Schedule and ensure adequate staffing levels.
- Provide all required information for shift or daily reports to WestCOP management and/or to DHS.
- Troubleshoot client and direct reporting staff program problems and make decisions in accordance with program policies, procedures, and protocols.
- Update staff via written logs, notes, face-to-face meetings, etc.
- Maintain client contact and feedback such as provide daily wakeup calls for all clients in the facility.
- Access client data as needed.
- Communicate effectively with clients, peers, supervisors, and DHS.
- Conduct Quality Assurance and regulatory compliance.

Responsibilities of Security Guards

(1) maintain access control and traffic inside facilities to maintain order and security of people and property; (2) detect and/or prevent fires, vandalism, theft, or infractions of the rules; (3) maintain assigned posts throughout the facility until properly relieved; (4) protect employees, visitors and clients; and, (5) provide directions to visitors when requested; including the following:

- Maintain professional relationships with clients and client confidentiality.
- Monitor and ensure the security and fire safety of the entire shelter facility.
- Employ crisis prevention/intervention and crisis management skills when conflict occurs.
- Patrol buildings and grounds of facilities where WestCOP Family Shelter, Brooklyn programs are located.
- Examine doors, windows, gates and all fire exits to determine that they are secure and in accordance with all fire regulations.
- Observe and report irregularities such as unusual client behavior, trespassers, fire hazards, leaking water pipes, and security doors left unlocked.
- Monitor clients and the facility via security camera systems.
- Conduct fire safety patrol and report findings or fire safety concerns to appropriate supervisory personnel.
- Conduct security screenings of all clients and visitors entering the facility.
- Issue commendations to support positive client behaviors such as peers helping peers, compliance with rules and regulations, etc.
- Counsel clients that violate rules (such as loitering, smoking, or carrying forbidden articles) and complete infraction reports.
- Observe departing employees, visitors and/or residents to guard against theft of WestCOP Family Shelter property.
- Document in the security log book and incident report forms property damage, unusual occurrences, and incidents with employees, visitors and clients.
- Maintain assigned equipment per shift.
- Sign equipment in and out for each shift.
- Provide all required information for daily/shift reports and logs.