



POST ORDERS

Brown and Howard Marina – Vanderbilt Residence

**19 Brown and Howard Wharf
Newport, RI 02840**

ARRIVAL

Text Ness Dispatch at (401) 203-5955 or call (401) 725-1500 (press 0)

Immediately log-in on the Guard Tracking App

Park your car near Wells Fargo building and notify the parking lot attendant (Sheila of your vehicle) Lot attendant normally posted in Marina Office near Dock.

Contact Dispatch for Lockbox code by the gate.

DURING THE ENTIRE SHIFT

Guard is responsible for area between Lees Wharf (Road) and area encompassing Brown and Howard Wharf. Every 45 minutes a foot patrol shall be conducted along the perimeter, and all areas of the property. Buildings are identified as FREEDOM, INTREPID and COURAGEOUS. There are 4 expensive Condo Units in each building. Other area terminology includes, North, Center, and South Dock, The Basin area between Freedom and the docks, Marina Office, Wells Fargo building, and 2nd floor Administrative Office.

This area is 99 percent privately owned. There is one small "walking right of way" near FREEDOM (red walkway) that leads to the North Dock Gate. There are chairs near the marina that the public may use on a limited basis. The public may remain ONLY IF they are not drinking, not causing a disturbance. Disturbance may be profanities, loud conversation, music, littering, or causing any type of annoying or shocking behavior.

Near the Docks:

Check the Marina office after parking attendant leave to ensure both doors are locked.

PROTOCOL

1. If a disturbance originates from a Condo Owner or their authorized guest DO NOT interact with them- Immediately Notify Charlie - If Charlie doesn't answer immediately call Lauren who will direct your course of action.

2. If a disturbance originates from the public -ASK them to cease their activity. If it doesn't stop immediately-ASK THEM TO LEAVE the property. If they REFUSE, notify the police.

People sleeping in vehicles are generally NOT ALLOWED-1 person is allowed to remain in his vehicle whenever he wishes per management-Dark colored Bentley Sedan (Joe Formacolia)

FOCUS

The Guard should be focused on Quality-of-Life Issues for the residents of the wharf. During

the walking tour(s) be alert to unlocked gates, open doors, garage doors that are not closed. If you are able to easily close the door, please do so and document this in your DAR and complete an Incident Report.

Quality of life Issues include noise, loitering, suspicious persons, homeless activity, intoxicated persons, intoxicated persons urinating or defecating, proper lighting, and a general sense of safety.

Pay attention to the pergola in the middle of the parking area. That is Private Property. The only public walking area is the red brick walkway to the dock. Be aware of any smoking with dry areas of mulch that may cause a fire hazard.

UNIQUE FEATURES OF PROPERTY

To lock most doors, you must pull up on the door handle then turn the key to the door lock. DO NOT WALK ON ANY OF THE DOCKS UNLESS YOU ARE ASSISTING WITH AN EMERGENCY or assisting Public Safety Personnel.

LOCK BOX CODES ARE AVAILABLE THROUGH DISPATCH...Each gate has a punch code lock, the Marina Office has a lock box with a key near the North Dock entrance, the 2nd floor Administrative Office near Thames Street has a code lock box.

ANY RESIDENT or Docked Vessel ISSUE including noise do not interact CALL:

1. Charlie Moore 1 (401) 263-1990
2. Lauren Stanek 1 (917) 843-8674

END OF SHIFT

Guard SHALL Return all keys to their PROPER lockbox and take a photo of key back in each lockbox (Marina Office and Admin Office) Attach Photo to DAR.

You Must submit a Company Specific DAR due at the end of your shift. It shall include times you did a tour. Other items to document include any contractors on site and the times they arrived and departed. Any Emergencies call 911 or If Police, Ambulance or Fire Department respond, you must immediately notify dispatch and also do an Incident Report.

Text Dispatch and Log-out on the Guard Tracking App.

Newport Police Department (401) 847-1306

Updated 5/2026