



POST ORDERS

Reinhart
225 John Hancock Road
Taunton, MA 02780

ARRIVAL

Text Ness Dispatch at (401)203-5955 or call (401) 725-1500 (press 0)
DARS and Incident Reports are located on the Employee Website.

<https://sites.google.com/nes.solutions/nesssolutions-employee-site/company-specific-dars>

DURING THE ENTIRE SHIFT

- *Gate operation hours 0400 to 1600 (Trucks Log in)
- *Exchange all operations and company information related to post, incidents and follow up.
- *Both officers on duty (0400 to 0900) use of radio communication.
- *Starting 0400 all trucks on drive way must be informed to enter into the property.
(Be cautious off property)
- *Guard shall issue a Capstone Logistics delivery/ pickup form to hand to shipping upon driver's arrival in shipping area.

CHECK IN PROCESS

Safety first, do not stand in front of truck, use reflecting jacket at night and direct them with flash light. The Security trailer shall be sanitized and kept clean. Upon arrival guard shall inspect the trailer for cleanliness and immediately report any damage to NESS Dispatch. Greeting to driver (most stay in the truck) ask for paper work and log into the sign in sheet. We keep the paper work till the receiving area opens. After receiving opens we just sign in. After check in to property, will direct them to the end of the street under the following directions: all appointments 0600 right side of the street / all others appointments on left side of the street, (inform to drivers not pass to receiving area). All Officers must complete a Daily Report on N.E.S. portal at end of the shift. All incidents must be documented on N.E.S portal, before ending the shift. In case of Fire, Vandalism & Theft call 911 and Supervisor, Manager and office must be Notified Immediately.

EVENING POST ORDERS

Security Guard
"Changes to Evening Assignment "

7:45PM

Guard will contact Reinhart PFG Transportation Dispatch to determine if additional trucks are overdue in Reinhart yard. Reinhart PFG Transport Office

8PM

Guard will mobile patrol Reinhart Employee parking lot along John Hancock Road.

*Objective

Reinhart is experiencing probable employee alcohol and/ or drug use while employees are in their personal vehicles during coffee and lunch breaks

*Due to Covid the employees break times are staggered between 8pm-4am

There are approximately 50-55 evening employees and it is estimated that probably 20 percent at most maybe involved.

Reinhart employees two evening mechanics who may leave the property for lunch. If they return they are requested to either use the opposite exit gate and/or leave their vehicle in the front employee parking lot per Reinhart Administration.

*Substance Abuse Observations

Guard will have the number to the shift manager and/ or transportation dispatch to continue to monitor effected employee and await the arrival of a Reinhart Manager.

Reinhart has the ability and intention of contacting a mobile testing contractor to immediately respond to interact with the employee who may be under the influence of drugs or alcohol.

Any lay person (non-expert) has the life and/or work experience to form an opinion that someone "may be under the influence". You're observations may include possession and consumption, failure to stand or walk appropriately, slurred speech, and an inability to make or answer statements that are coherent. Keep in mind this is just your opinion and the person may also be having a medical situation.

Do not leave the person unattended and ensure you have received a response from a representative of Reinhart before leaving a possible incapacitated person alone.

END OF SHIFT

You Must submit a Daily Activity Report (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

CONTACTS

Tom Costa - Maintenance Supervisor and Primary Contact (401) 749-5051

Matt - Receiving Manager (607) 222-6866

Josh Chace - Transportation Manager (617) 880-5344

Holiday Coverage Emergency Contact - 508-728-4692