



POST ORDERS

Grieco Toyota
415 Taunton Ave
East Providence, RI 02914

ARRIVAL

Text Ness Dispatch 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

- At the beginning and ending of your shift, you must check every vehicle in all the lots to ensure that they are completely intact (Rims, tires, windows, catalytic converters.. etc)
- Conduct hourly foot and mobile patrols at irregular intervals of all Grieco buildings and all vehicle lots.
- Patrolling this building on foot shall include checking all exterior doors and windows in the entire building to ensure they are locked and secure and there are no signs of successful or attempted breaks.
- Examination and evaluation of the exterior of the building must also include the exterior building lights. Any malfunctioning lighting must be reported via DAR and incident report.
- There have been recent thefts of tires, rims, and catalytic converters. The most common target for theft of catalytic converters are pick-up trucks, vans, and box trucks.
- When not conducting foot patrols of this building you shall be parked conspicuously with the caution light bar operating in an area that allows you to monitor most of the building property and help detect any unlawful intrusion.
- When in the vehicle you must change locations frequently to monitor the entire building effectively.
- Make sure you are a visual deterrent.
- After 11pm, call into dispatch and participate in the 30 minute watch call process.
- Have the local police departments telephone number readily available on you cell phone so that in the event of an emergency you are able to contact them promptly.
- Guard must utilize the most when on post.

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

East Providence Police (401) 435-7600