



POST ORDERS

Brown University

1 Point Street
Providence, RI 02903

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>

There is also an hourly check in tag that must be hit.

DURING THE ENTIRE SHIFT

- Upon arrival at the site, Guard must park their vehicle in one of the employee parking spots and display the site-specific parking pass, facing out, on the vehicle's rear view mirror. Failure to do so properly could result in a tow.
- Retrieve the key from the lockbox. Complete an interior tour of the building. Security Officer must be posted and visible in the building lobby to establish a visual presence and monitor access to the building.
- This is an entirely interior post, no external patrols are to be conducted.
- All guests must stop at the desk and sign in. Guests also must provide room number and the name of the person(s) living there. (Please check resident list provided to you to make sure that whatever name the guest provides matches up)
- Approximately every 90 minutes you are to perform a patrol of each floor / level of the building, any issues are documented.
- If you observe excessive trash or boxes discarded in the trash room, please complete an **Incident Report** including photographs. If the trash contains any labels that would identify who it belonged to, please include a picture of this in your report.
- In the event that there is an emergency requiring police, fire, and/or ambulance, do your best to get badge numbers from police officers, license plate numbers, make, model, color of vehicles involved (if any) which hospital they could be taking an individual to, witness names and numbers, and most importantly photos and/or videos. ****MAKE SURE TO NOTIFY DISPATCH IMMEDIATELY****.
- There is no loitering in the lobby areas. If residents and/or guests stop and speak to one another in the passing give them a minute or two then politely move them along. ***NO LOITERING***
- If there was an incident that did require any emergency services you must fill out a separate incident report for each and every incident. These reports must be completed before the end of your shift.

Required Forms To Be Completed going forward

- The client expects us to fill out the following forms going forward.
 - A. The Parking Violation Form in case there are parking violations.
 - B. The weekly Lighting Check will be completed every Saturday 3rd shift.
 - C. The Incident report will be used in conjunction with the NES incident report whenever you document an incident.

[Parking Violation Form](#)

[Weekly Lighting Check](#)

[Incident Form \(Brown\)](#)

END OF SHIFT

You Must submit a **Company Specific 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

Providence Police Department (401) 272-3121