POST ORDERS

HARTFORD PARK

(PHA) Providence Housing Authority
300 Hartford Ave
Providence, RI 02909

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

- MEET PHA SECURITY FOR BADGE, KEYS, TENANTS LIST
- GUARDS ARE NOT TO LEAVE THE BUILDING UNLESS PRIOR PERMISSION AND CONTACTING PHA GUARD ON DUTY TO COVER THE BUILDING
- BREAKS MUST BE TAKEN IN THE BUILDING
- BE VISIBLE IN LOBBY AND POSITION YOURSELF TO SEE BOTH ENTRANCES
- CHECK FLOORS & STAIRWELLS EVERY 30 MINUTES FOR HOMELESS OR UNWANTED INDIVIDUALS
- SIT PERIODICALLY AT THE DESK TO MAKE SURE GUESTS ARE SIGNING IN
- IDENTIFY PROBLEMATIC APARTMENTS
- MAKE SURE COMMUNITY ROOM AND LAUNDRY ROOM IS LOCKED
- PATROL PARKING LOT
- DOCUMENT ALL INCIDENTS RESCUE, FIRE, POLICE, DISTURBANCES AND LOUD MUSIC BY COMPLETING AN INCIDENT REPORT ON THE EMPLOYEE PORTAL.
- *While you are on site after business hours politely engage anyone who enters the property. Please note their name and description of the vehicle, including license plate number in your report. If someone becomes confrontational, remain professional and contact the police if the situation cannot be handled.*
- After 11pm, call into dispatch and participate in the hourly watch call process. Have the local police department's telephone number readily available on your cell phone so that in the event of an emergency you are able to contact them promptly.
- Guard(s) must complete a DAR through the NESS portal for the shift.

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 do an Incident Report. Text Dispatch

Providence Police Department (401) 277-3121
Property Managers Surveillance Cameras are Accessible Via the Internet.

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