

PROACTIVE SECURITY SERVICES

A PARTNERSHIP FOUNDED IN TRUST AND SERVICES

"We're not just customer focused. We're customer obsessed."

Volume 3, Issue 6

June 2013



Topic of the Month:

Clock In and Clock Out Procedures

Proactive Security has in place a clock in and clock out system used to assist in tracking officer hours, assist us in processing accurate payroll, and ensures the presence of the officers at each site in a timely manner. All officer personnel must ensure to clock in and clock out at the time specified at your assigned post.

In the next few weeks we will be monitoring this procedure to ensure all officers are compliant. Failure to properly clock in or clock out when on site can result in disciplinary action.

Hot it Works:

Step 1 - Clocking In:

- ◆ Upon arriving to your assigned post you **must use the phone** on site if one is assigned or from any phone and dial toll free (877) 226-9896.
- ◆ The system will ask you to enter your Employee Number. If unsure what your employee number, proceed to contact your local office for information.
- ◆ The system will ask you to enter 1 to check in or enter 2 to check out.

Your supervisor will receive a page should you fail to report in a timely manner. Time tolerances have been set to ensure timely arrivals and early clock ins are not authorized unless approved by the customer/company.

At the start of the shift, the officer will need to call into the system at the time scheduled or no sooner than five to ten minutes prior to your scheduled start time and no later than five to ten minutes after your scheduled start time. Again, the system will notify your supervisor if this is not done correctly.

Step 2 – Clocking Out:

- ◆ At the end of the shift, the officer will need to call into the system at the scheduled end time or no later than 10 minutes after the end of the shift.
- ◆ If you are unable to complete this process through the automated phone system, please call the Proactive Security office under which you are assigned for assistance.

OFFICE LOCATIONS:

- **Concord Office**
By Appointment Only
4498 S Larwin Avenue
Concord, CA 94521
P (888) 919.7070
F (888) 919.7070
- **Las Vegas Office**
2770 S Maryland Parkway
Suite 213
Las Vegas, NV 89109
P (702) 263.8213
F (702) 263.8217
- **Lawndale Office**
15901 Hawthorne Blvd,
Suite 324
Lawndale, CA 90260
P (310) 371-5300
F (310) 371-5302
- **Sacramento Office**
2500 Marconi Avenue
Suite 208
Sacramento, CA 95821
P (888) 919.7070
F (888) 919.7070
- **Chino Office**
Chino, CA

www.proactivepsecurity.com

Safety Tips

Employee safety begins with you! Here are some safety TIPS to help you remain safe at work and at home:

- ◆ Report unsafe conditions to your local office
- ◆ Be Aware of your Surroundings at all time
- ◆ Get proper rest
- ◆ Observe and Report all incidents
- ◆ Do not engage in physical confrontation with a suspect

Make Money Today!!!

The current system for making extra MONEY from referrals is as follows:

\$200.00 for Unarmed Officer (\$100.00 paid at 320 hours worked and \$100.00 paid at 480 hours worked.

\$300.00 for Armed Officer. (\$150.00 paid at 320 hours worked and \$150.00 paid at 480 hours worked.

REFER A FRIEND TODAY

EMPLOYEES OF THE MONTH

APRIL 2013

MAY 2013

The Employee of the Month will receive a \$100.00 bonus and a Plaque. We thank you all for your continued outstanding work!

Lawndale/San Diego Office

Kevin McKnight – April 2013

Leo Holmes – May 2013

Sacramento Office

George Rowe - April 2013

Not Named - May 2013

Las Vegas Office

Jose Medina –April 2013

Carlos Avila - May 2013

