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PORT EVERGLADES DEPT.
BUSINESS ADMINISTRATION

PORT EVERGLADES FRANCHISE APPLICATION

An application will not be deemed complete and ready for processing until all required documents and fees are received.

2020 JAN 28 PM 12:58

A separate application must be filed for each type of franchise applied for.

FRANCHISE TYPE

CHECK ONE

STEAMSHIP AGENT

STEVEDORE

CARGO HANDLER

TUGBOAT & TOWING

VESSEL BUNKERING

VESSEL OILY WASTE REMOVAL

VESSEL SANITARY WASTE WATER REMOVAL

MARINE TERMINAL SECURITY

MARINE TERMINAL SECURITY

FIREARMS CARRYING SECURITY PERSONNEL

NON-FIREARMS CARRYING SECURITY PERSONNEL

Note: Applicant is the legal entity applying for the franchise. If the Applicant is granted the franchise, it will be the named franchisee. All information contained in this application shall apply only to the Applicant, and not to any parent, affiliate, or subsidiary entities.

Applicant's

Name Dothan Security, Inc. dba DSI Security Services
(Name as it appears on the certificate of incorporation, charter, or other legal documentation as applicable, evidencing the legal formation of the Applicant)

Applicant's Business Address 8249 NW 30th St. #101 Miami, FL 33166
Number / Street City/State/Zip

Phone # (334) 793-5720 E-mail address SSorrells @dsisecurity.com

Fax #: (334) 793-9111

Name of the person authorized to bind the Applicant (Person's signature must appear on Page 13.)

Name Marsha D. Clark

Title President

Business Address 600 W Adams St. Dothan, AL 36303
Number / Street City/State/Zip

Phone # (334) 793-5720 E-mail address MartyClark @dsisecurity.com

Fax #: (334) 793-9111

Provide the Name and Contact Information of Applicant's Representative to whom questions about this application are to be directed (if different from the person authorized to bind the Applicant):

Representative's Name Stacie Sorrells

Representative's Title Office Manager

Representative's Business Address 600 W Adams St. Dothan, AL 36303
Number / Street City/State/Zip

Representative's Phone # (334) 793-5720

Representative's E-mail address SSorrells @dsisecurity.com

Representative's Fax # (334) 793-9111

PLEASE COMPLETE THIS APPLICATION AND LABEL ALL REQUIRED BACKUP DOCUMENTATION TO CLEARLY IDENTIFY THE SECTION OF THE APPLICATION TO WHICH THE DOCUMENTATION APPLIES (I.E., SECTION A, B, C, etc.).

Section A

1. List the name(s) of Applicant's officers, including, CEO, COO, CFO, director(s), member(s), partner(s), shareholder(s), principal(s), employee(s), agents, and local representative(s) active in the management of the Applicant.

Officers:

Title President/CEO
First Name Marsha (Marty) Middle Name Deavours
Last Name Clark
Business Street Address 600 W Adams St.
City, State, Zip Code Dothan, AL 36303
Phone Number (334) 793-5720 Fax Number (334) 793-9111
Email Address marty.clark @ dsisecurity .com

Title COO/Legal Counsel
First Name Edward (Eddie) Middle Name Bennett
Last Name Sorrells
Business Street Address 600 W Adams St.
City, State, Zip Code Dothan, AL 36303
Phone Number (334) 793-5720 Fax Number (334) 793-9111
Email Address esorrells @ dsisecurity .com

Title CFO
First Name James Middle Name Neil
Last Name Snellgrove
Business Street Address 600 W Adams St
City, State, Zip Code Dothan, AL 36303
Phone Number (334) 793-5720 Fax Number (334) 793-9111
Email Address jsnellgrove @ dsisecurity .com

Title VP/Chairman of the Board
First Name Alan Middle Name Boyd
Last Name Clark
Business Street Address 600 W Adams St.
City, State, Zip Code Dothan, AL 36303
Phone Number (334) 793-5720 Fax Number (334) 793-9111
Email Address a.clark @ dsisecurity .com

Attach additional sheets if necessary.

2. RESUMES: Provide a resume for each officer, director, member, partner, shareholder, principal, employee, agent, and local representative(s) active in the management of the Applicant, as listed above.

See attached

Section B

1. Place checkmark to describe the Applicant:
() Sole Proprietorship () Corporation () Partnership () Joint Venture () Limited Liability Company
2. Provide copies of the documents filed at the time the Applicant was formed including Articles of Incorporation (if a corporation); Articles of Organization (if an LLC); or Certificate of Limited Partnership or Limited Liability Limited Partnership (if a partnership). If the Applicant was not formed in the State of Florida, provide a copy of the documents demonstrating that the Applicant is authorized to conduct business in the State of Florida.

See attached

Section C

1. Has there been any change in the ownership of the Applicant within the last five (5) years? (e.g., any transfer of interest to another party)
Yes ___ No If "Yes," please provide details in the space provided. Attach additional sheets if necessary.
2. Has there been any name change of the Applicant or has the Applicant operated under a different name within the last five (5) years?
Yes ___ No If "Yes," please provide details in the space provided, including: Prior name(s) and Date of name change(s) filed with the State of Florida's Division of Corporations or other applicable state agency. Attach additional sheets if necessary.
3. Has there been any change in the officers, directors, executives, partners, shareholders, or members of the Applicant within the past five (5) years?
Yes ___ No If "Yes," please provide details in the space provided, including:
Prior officers, directors, executives, partners, shareholders, members
Name(s) _____
New officers, directors, executives, partners, shareholders, members
Name(s) _____
Also supply documentation evidencing the changes including resolution or minutes appointing new officers, list of new principals with titles and contact information, and effective date of changes. Attach additional sheets if necessary.

Section D

Provide copies of all fictitious name registrations filed by the Applicant with the State of Florida's Division of Corporations or other State agencies. If none, indicate "None" _____.

See attached

Section E

1. Has the Applicant acquired another business entity within the last five (5) years?
Yes ___ No If "Yes," please provide the full legal name of any business entity which the Applicant acquired during the last five (5) years which engaged in a similar business activity as the business activity which is the subject of this Port Everglades Franchise Application.
If none, indicate "None" _____.
2. Indicate in the space provided the date of the acquisition and whether the acquisition was by a stock purchase or asset purchase and whether the Applicant herein is relying on the background and history of the acquired firm's officers, managers, employees and/or the acquired firm's business reputation in the industry to describe the Applicant's experience or previous business history. Attach additional sheets if necessary.
3. Has the Applicant been acquired by another business entity within the last five (5) years?
Yes ___ No If "Yes," provide the full legal name of any business entity which acquired the Applicant during the last five (5) years which engaged in a similar business activity as the business activity which is the subject of this Port Everglades Franchise Application.
If none, indicate "None" _____.
4. Indicate in the space provided the date of the acquisition and whether the acquisition was by a stock purchase or asset purchase and whether the Applicant herein is relying on the background and history of the parent firm's officers, managers, employees and/or the parent firm's business reputation in the industry to describe the Applicant's experience or previous business history. Attach additional sheets if necessary.

Section F

Provide the Applicant's previous business history, including length of time in the same or similar business activities as planned at Port Everglades.

Section G

1. Provide a list of the Applicant's current managerial employees, including supervisors, superintendents, and forepersons.
2. List the previous work history/experience of the Applicant's current managerial employees, including their active involvement in seaports and length of time in the same or similar business activities as planned at Port Everglades.

See attached

Not a current provider

Section H

List all seaports, including Port Everglades (if application is for renewal), where the Applicant is currently performing the services/operation which is the subject of this Franchise application. **Use this form for each seaport listed. Photocopy additional pages as needed (one page for each seaport listed).**

If none, state "None" _____.

Seaport Georgia Port Authority _____ Number of Years Operating at this Seaport _____

List below all of the Applicant's Clients for which it provides services at the seaport listed above.

Client Name (Company)	Number of Years Applicant has Provided Services to this Client
<u>Savannah Steel, Savannah GA</u>	<u>14</u>

Section H

List all seaports, including Port Everglades (if application is for renewal), where the Applicant is currently performing the services/operation which is the subject of this Franchise application. **Use this form for each seaport listed. Photocopy additional pages as needed (one page for each seaport listed).**

If none, state "None" _____.

Seaport Port of Miami _____ Number of Years Operating at this Seaport _____

List below all of the Applicant's Clients for which it provides services at the seaport listed above.

Client Name (Company)	Number of Years Applicant has Provided Services to this Client
<u>POMTDC, Miami, FL</u>	<u>18</u>

See Attached

Section K

1. The Applicant must provide its most recent audited or reviewed financial statements prepared in accordance with generally accepted accounting principles, or other documents and information which demonstrate the Applicant's creditworthiness, financial responsibility, and resources, which the Port will consider in evaluating the Applicant's financial responsibility.

2. Has the Applicant or entity acquired by Applicant (discussed in Section E herein) sought relief under any provision of the Federal Bankruptcy Code or under any state insolvency law filed by or against it within the last five (5) year period?

Yes ___ No

If "Yes," please provide the following information for each bankruptcy or insolvency proceeding:

- a) Date petition was filed or relief sought
- b) Title of case and docket number
- c) Name and address of court or agency
- d) Nature of judgment or relief
- e) Date entered

3. Has any receiver, fiscal agent, trustee, reorganization trustee, or similar officer been appointed in the last five (5) year period by a court for the business or property of the Applicant?

Yes ___ No

If "Yes," please provide the following information for each appointment:

- a) Name of person appointed
- b) Date appointed
- c) Name and address of court
- d) Reason for appointment

4. Has any receiver, fiscal agent, trustee, reorganization trustee, or similar officer been appointed in the last five (5) year period by a court for any entity, business, or property acquired by the Applicant?

Yes ___ No

If "Yes," please provide the following information for each appointment:

- a) Name of person appointed
- b) Date appointed
- c) Name and address of court
- d) Reason for appointment

Section L

List four (4) credit references for the Applicant, one of which must be a bank. Use this format:

Name of Reference _____ Nature of Business _____

Contact Name _____ Title _____

Legal Business Street Address _____

City, State, Zip Code _____

Phone Number () _____

(Provide on a separate sheet.)

See Attached

*See
Attached*

Section K

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Yes ___ No

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Yes ___ No

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Section L

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Name of Reference _____ Nature of Business _____

Contact Name _____ Title _____

Legal Business Street Address _____

City, State, Zip Code _____

Phone Number () _____

(Provide on a separate sheet.)

*See
Attached*

Section M

1. Security: Pursuant to Port Everglades Tariff 12, Item 960, all Franchisees are required to furnish an Indemnity and Payment Bond or Irrevocable Letter of Credit drawn on a U.S. bank in a format and an amount not less than \$20,000 as required by Broward County Port Everglades Department.
2. Has the Applicant been denied a bond or letter of credit within the past five (5) years?
Yes ___ No
If "Yes," please provide a summary explanation in the space provided of why the Applicant was denied. Use additional sheets if necessary.

Section N

- N/A*
1. Provide a list and description of all equipment currently owned and/or leased by the Applicant and intended to be used by the Applicant for the type of service(s) intended to be performed at Port Everglades including the age, type of equipment and model number.
 2. Identify the type of fuel used for each piece of equipment.
 3. Indicate which equipment, if any, is to be domiciled at Port Everglades.
 4. Will all equipment operators be employees of the Applicant, on the payroll of the Applicant, with wages, taxes, benefits, and insurance paid by the Applicant?
Yes ___ No ___
If "No," please explain in the space provided who will operate the equipment and pay wages, taxes, benefits, and insurance, if the franchise is granted. Use additional sheets if necessary.

Section O

See attached
Provide a copy of the Applicant's current Broward County Business Tax Receipt (formerly Occupational License).

Section P

- See attached*
N/A
1. Provide a copy of Applicant's safety program.
 2. Provide a copy of Applicant's substance abuse policy.
 3. Provide a copy of Applicant's employee job training program/policy.
 4. Provide information regarding frequency of training.
 5. Include equipment operator certificates, if any.

Section Q

1. Has the Applicant received within the past five (5) years or does the Applicant have pending any citations, notices of violations, warning notices, or fines from any federal, state, or local environmental regulatory agencies?
Yes ___ No
2. Has the Applicant received within the past five (5) years or does the Applicant have pending any citations, notices of violations, warning notices, or civil penalties from the U.S. Coast Guard?
Yes ___ No
3. Has the Applicant received within the past five (5) years or does the Applicant have pending any citations, notices of violations, warning notices, or fines from the Occupational Safety and Health Administration?
Yes ___ No

If you responded "Yes" to any of this section's questions 1, 2, or 3 above, please provide a detailed summary for each question containing the following information:

- a) Name and address of the agency issuing the citation or notice
- b) Date of the notice
- c) Nature of the violation
- d) Copies of the infraction notice(s) from the agency
- e) Disposition of case
- f) Amount of fines, if any
- g) Corrective action taken

Attach copies of all citations, notices of violations, warning notices, civil penalties and fines issued by local, state, and federal regulatory agencies, all related correspondence, and proof of payment of fines.

4. Provide a statement (and/or documentation) which describes the Applicant's commitment to environmental protection, environmental maintenance, and environmental enhancement in the Port.

See attached

Section R

Provide written evidence of Applicant's ability to promote and develop growth in the business activities, projects or facilities of Port Everglades through its provision of the services (i.e., stevedore, cargo handler or steamship agent) it seeks to perform at Port Everglades. For first-time applicants (stevedore, cargo handler and steamship agent), the written evidence must demonstrate Applicant's ability to attract and retain new business such that, Broward County may determine in its discretion that the franchise is in the best interests of the operation and promotion of the port and harbor facilities. The term "new business" is defined in Chapter 32, Part II of the Broward County Administrative Code as may be amended from time to time.

If you have checked an Applicant box for VESSEL BUNKERING, VESSEL OILY WASTE REMOVAL, VESSEL SANITARY WASTE WATER REMOVAL, OR MARINE TERMINAL SECURITY, the following additional information is required:

VESSEL BUNKERING

Section T- A Letter of Adequacy from the U.S. Coast Guard and a copy of the applicant's operations manual approved by the U.S. Coast Guard.

Section V- A copy of the applicant's Oil Spill Contingency Plan for Marine Transportation Related Facilities approved by the U.S. Coast Guard.

Section W- A Terminal Facility Discharge Prevention and Response Certificate with a copy of an approved Oil Spill Contingency Plan from the Florida Dept. of Environmental Protection.

Section Z- An approved Discharge Cleanup Organization Certificate from the Florida Dept. of Environmental Protection which has been issued to the applicant or to its cleanup contractor with a copy of the cleanup contract showing the expiration date.

VESSEL OILY WASTE REMOVAL

Section S - Certificate of Adequacy in compliance with the Directives of MARPOL 73/75 and 33 CFR 158, if applicable.

Section T- A Letter of Adequacy from the U.S. Coast Guard and a copy of the Applicant's operations manual approved by the U.S. Coast Guard.

Section U- A Waste Transporter License from the Broward County Environmental Protection Department identifying the nature of the discarded hazardous (or non-hazardous) material to be transported.

Section V- A copy of the Applicant's Oil Spill Contingency Plan for Marine Transportation Related Facilities approved by the U.S. Coast Guard.

Section W- A Terminal Facility Discharge Prevention and Response Certificate with a copy of an approved Oil Spill Contingency Plan from the Florida Dept. of Environmental Protection.

Section X- A Used Oil Collector, Transporter, and Recycler Certificate from the Florida Dept. of Environmental Protection.

Section Y- An Identification Certificate from the U.S. Environmental Protection Agency.

Section Z- An approved Discharge Cleanup Organization Certificate from the Florida Dept. of Environmental Protection which has been issued to the Applicant or to its cleanup contractor with a copy of the cleanup contract showing the expiration date.

VESSEL SANITARY WASTE WATER REMOVAL

Section U- A Waste Transporter License from the Broward County Environmental Protection Department identifying the nature of the discarded hazardous (or non-hazardous) material to be transported.

Section Z1- A copy of the Applicant's operations manual.

Section Z2- A Septage Receiving Facility Waste Hauler Discharge Permit from the Broward County Water and Wastewater Services Operations Division.

MARINE TERMINAL SECURITY

Section N1- A list of all metal detection devices, walk-through and hand held, as well as all luggage and carryon x-ray machines owned or leased, to be used or domiciled at Port Everglades. Listing must include brand name and model.

Section N2- A copy of all manufacturers recommended service intervals and name of

company contracted to provide such services on all aforementioned equipment.

Section N3- A description of current method employed to assure all equipment is properly calibrated and functioning.

Section N4- current training requirements and training syllabus for employees operating x-ray equipment. Highlight emphasis on weapon and contraband identification. Include equipment operator certificates, if any.

Section O1- Provide copies of all local, state and federal licenses, including:

- a. A copy of the Applicant's State of Florida Business License.
- b. A copy of security agency's Manager's "M" or "MB" License and a copy of the security agency's "B" or "BB" License issued by the Florida Department of Agriculture and Consumer Services.

Section P3- SECURITY GUARDS / SUPERVISORS

- a. Provide Applicant's background requirements, education, training etc., for personnel hired as security guards.
- b. Provide historic annual turnover ratio for security guards.
- c. Provide a copy of Applicant's job training program/policy including a copy of training curriculum and copies of all manuals and take-home materials made available to security guards. Include information regarding frequency of training.
- d. Provide background requirements, experience, licensing and any and all advanced training provided to supervisory personnel.
- e. Provide present policy for individual communication devices either required of security guards or supplied by the employer.
- f. Provide procurement criteria and source as well as Applicant's certification requirements for K-9 workforce.
- g. Provide information on the number of security guards / supervisors currently employed or expected to be employed to provide security services at Port Everglades.

*N/A
or a current
Provider*

Supervisors _____
 Class D Guards _____
 Class G Guards _____
 K-9 Handlers _____

Port Everglades Tariff 12

References to the Port Everglades Tariff 12 as amended or reissued: <http://www.porteverglades.net/development/tariff>

Application Fees

The following fees have been established for franchised businesses at Port Everglades. Initial processing fees are nonrefundable. A franchise is required for each category of business.

Stevedore

Initial processing fee, assignment fee, or reinstatement fee \$ 11,000.00

Annual Fee

\$ 4,000.00

Cargo Handler

Initial processing fee, assignment fee, or reinstatement fee \$ 11,000.00

Annual Fee

\$ 4,000.00

Steamship Agent

Initial processing fee, assignment fee, or reinstatement fee \$

4,000.00

Annual Fee

\$ 2,250.00

Tugboat and Towing

Initial processing fee, assignment fee, or reinstatement fee \$ 26,000.00

Annual Fee

By Contract

Vessel Bunkering, Vessel Oily Waste Removal,

Vessel Sanitary Waste Water Removal

Initial processing fee, assignment fee, or reinstatement fee \$ 4,000.00

Annual Fee

\$ 2,250.00

For first-time franchise Applicants, both the initial application fee and the annual fee must be submitted at time of application. Thereafter, annual franchise fees are due and payable each year on the franchise anniversary date, which is defined as the effective date of the franchise.

Note: Check(s) should be made payable to:

BROWARD COUNTY BOARD OF COUNTY COMMISSIONERS and be mailed with this application to:

Port Everglades Business Administration Division

1850 Eller Drive, Fort Lauderdale, FL 33316

Required Public Hearing

Staff review of this application will not commence until such time as all of the above requested information and documentation has been provided and the franchise application has been determined by staff to be complete. All of the above requested information and Sections are required to be completed prior to the scheduling of the public hearing. Staff will request that the Broward County Board of County Commissioners set a public hearing to consider the franchise application and hear comments from the public. The Applicant will be notified of the Public Hearing date and must plan to attend the Public Hearing.

By signing and submitting this application, Applicant certifies that all information provided in this application is true and correct. Applicant understands that providing false or misleading information on this application may result in the franchise application being denied, or in instances of renewal, a franchise revoked. Applicant hereby waives any and all claims for any damages resulting to the Applicant from any disclosure or publication in any manner of any material or information acquired by Broward County during the franchise application process or during any inquiries, investigations, or public hearings.

Applicant further understands that if there are any changes to the information provided herein (subsequent to this application submission) or to its officers, directors, senior management personnel, or business operation as stated in this application, Applicant agrees to provide such updated information to the Port Everglades Department of Broward County, including the furnishing of the names, addresses (and other information as required above) with respect to persons becoming associated with Applicant after its franchise application is submitted, and any other required documentation requested by Port Everglades Department staff as relating to the changes in the business operation. This information must be submitted within ten (10) calendar days from the date of any change made by the Applicant.

Applicant certifies that all workers performing functions for Applicant who are subject to the Longshore and Harbor Workers' Act are covered by Longshore & Harbor Workers' Act, Jones Act Insurance, as required by federal law.

This application and all related records are subject to Chapter 119, F.S., the Florida Public Records Act.

By its execution of this application, Applicant acknowledges that it has read and understands the rules, regulations, terms and conditions of the franchise it is applying for as set forth in Chapter 32, Part II, of the Broward County Administrative Code as amended, and agrees, should the franchise be granted by Broward County, to be legally bound and governed by all such rules, regulations, terms and conditions of the franchise as set forth in Chapter 32, Part II, of the Broward County Administrative Code as amended.

The individual executing this application on behalf of the Applicant, personally warrants that s/he has the full legal authority to execute this application and legally bind the Applicant.

Signature of Applicant's Authorized Representative [Signature] Date Signed 1-23-2020

Signature name and title - typed or printed Alan Clark - Chairman of the Board

Witness Signature (*Required*) [Signature]
Witness name-typed or printed Anna Atwell

Witness Signature (*Required*) [Signature]
Witness name-typed or printed Stacie Sorrells

If a franchise is granted, all official notices/correspondence should be sent to:

Name Stacie Sorrells Title Office Manager

Address 600 W Adams St. Phone 334 793-5720
Dothan, AL 36303



DSI Security Principal Officers

❖ Marsha Clark

Position: President/Owner
Home Address: 217 S Park Ave
Dothan, AL 36301
Phone #: 334-596-2644
DOB: 02/08/1956

❖ Alan B. Clark

Position: Vice President/Chairman of the Board
Home Address: 217 S Park Ave
Dothan, AL 36301
Phone #: 334-798-4957
DOB: 05/16/1954

❖ Boyd Clark

Position: Secretary/Director of Sales & Marketing
Home Address: 368 Woodland Dr
Dothan, AL 36301
Phone #: 334-685-2512
DOB: 09/17/1980

❖ Deavours Clark

Position: Treasurer/Regional Manager
Home Address: 1208 Catalpa Ave
Dothan, AL 36301
Phone #: 334-797-5575
DOB: 08/09/1984

Marsha (Marty) D. Clark

(334) 793-5720 or martyclark@dsisecurity.com

Marty has been an integral part of DSI literally since its inception. She has worked in various roles over the years in management and has a wealth of experience in all facets of security management. She returned to DSI I in 2011 to assume the role of President and to lead the company's vendor outreach and marketing plan.

Work History

September 2010-Present

President-DSI Security Services

August 1996-May 2004

Preschool Teacher-Houston Academy
Dothan, AL

1994-1996

Collections-DSI Security Services

August 1982-May 1994

Kindergarten/First Grade Teacher-
Dothan City School System

1978-1980

Merchandiser-J.C. Penney Company

Education

1982

Teaching Certificate-TSUD

1978

Bachelor of Science-
University of Alabama, Tuscaloosa, AL
Double Major-Clothing, Textiles, and
Design/Retailing

Community Involvement/Committees

Dothan Area Botanical Gardens,
2007-2010, Board Member
2008 Bi-Annual Tour of Gardens, Chair

Wiregrass Museum of Art,
2008-2010, Board Member

First United Methodist Church, Dothan, AL
2008-2011, Board of Trustees
2009-2012, Administrative Board
2014-Present, Staff/Parish Committee

**Methodist Homes for the Aging, Alabama and
Northwest Florida Conference,**
2009-Present, Board Member

2006 Chair, "A Walk To Remember", Annual
Fundraiser, Alzheimer's Association

Professional Organizations

American Society for Industrial Security (ASIS)

Alan B. Clark

P.O. Box 7163
Dothan, AL 36302
(334) 793-5720 or aclark@dsisecurity.com

Work History

2010 - Present

Chairman of the Board - DSI Security Services

Mr. Clark is actively involved in all areas of the company, And is directly responsible for contract compliance for all government/state jobs.

1985 - 2010

President - DSI Security Services

Mr. Clark is responsible for branch operations in all states that include government contracts. He assumed direct control when his father, A.B. Clark, retired.

1976 - 1977

Attorney Generals Office, Montgomery, AL

Served as an investigator assigned to a variety of criminal, fraud and corruption cases.

Education

1973

High School Diploma
Dothan High School, Dothan, Alabama

1977

Bachelor of Science - Criminal Justice
University of Alabama, Tuscaloosa, Alabama

Awards & Committees

- 2011- Present, Member ISMA, International Security Managers Asso.
- 2009- 2010 Dothan by Design, Chairman
- 2008- Present, University of Alabama President's Cabinet Member
- 2007 – Present, Member of NASCO (National Association of Security Companies)
- 2003- 2013, Member of City of Dothan of Dothan Personnel Board; Chairman , 2011-2013
- 2002 – 2012, Compass Bank Board Member
- 1997-2007, Dothan Area Chamber of Commerce Board; 2007 Chairman
- 1986, Outstanding Young Business Man, Alabama Jaycees
- 1985 – Present, Dothan Kiwanis Club Member; 1987-1988 President
- 1985, Awarded the SBA "Award of Excellence", Outstanding Security Contractor by the Region 4 GSA, Atlanta, GA

406 Montezuma Avenue bclark@dsisecurity.com
Dothan, AL 36303

Alan Boyd Clark II

Experience	1997-1999	DSI Security Services- Electronics	Dothan, AL
	Sales / Installation		
	▪ Sold and installed electronic equipment		
	1999-2001	DSI Security Services	Dothan, AL
	Security Officer		
▪ Guarded high value client property			
2001-2003	DSI Security Services	Dothan, AL	
	Dothan Branch Manager		
	▪ Coordinated and problem-solved with over 30 clients		
	▪ Managed over 200 security officers		
▪ Tracked branch performance efforts			
2003-2005	DSI Security Services	Dothan, AL	
	Regional Manager		
	▪ Responsible for the performance and evaluation of seven branches		
▪ Directly reported to the Director of Operations			
2005-Present	DSI Security Services	Dothan, AL	
	Director of Sales/Marketing		
	• Responsible for the management of all sales and marketing efforts for the company as a whole. This includes 22 offices in 28 US States. Coordinate sales and marketing efforts to work in conjunction with each local branch office's operational structure.		
▪ Directly reports to the President			
Education	May 1999	Houston Academy	Dothan, AL
	July 1999 – Nov 2001	University of Alabama	Tuscaloosa, AL

Alan Boyd Clark II

Boyd Clark was born and raised in Dothan, Alabama. He is the oldest child of Alan and Marty Clark, owners of DSI Security Services.

Boyd has been involved with DSI since a young man and has literally worked his way up within the company. As a young man he worked in many capacities within DSI from janitorial, to electronic sales and installation, to work as a security officer. He attended the University of Alabama before he returned to Dothan to settle down and raise a family.

Boyd has served as DSI Dothan Branch Manager, DSI Regional Manager, and was promoted to DSI Director of Sales and Marketing in 2005. He is responsible for the management of all sales and marketing efforts for DSI.

Boyd and his wife Kristyn have two daughters. They are active members of First United Methodist Church and the Dothan community. Boyd is also a member of Rotary Club as well as on the Board of Directors for the Dothan Area Chamber of Commerce.

DEAVOURS CLARK

dclark@dsisecurity.com 334-797-5575

EDUCATION

Master of Business Administration

The University of Alabama, Tuscaloosa, AL, May 2009
Concentration: Strategy/Marketing Cumulative GPA: 3.417/4.0

Bachelor of Science: Accounting

The University of Alabama, Tuscaloosa, AL
Cum Laude, May 2007
Cumulative GPA: 3.567/4.0

WORK EXPERIENCE

Regional Manager, DSI Security Services 2009 - Present

- Responsible for providing oversight, leadership, and support to more than 200 branch personnel
- Provide oversight of branch hiring practices to ensure compliance with DSI Security Services hiring practices
- Ensure adherence to DSI Security Services requirements as it relates to client contacts and relationships
- Ensure the branch maintains sound safety practices and complies with all safety requirements
- Ensure the branch maintains accurate accountability/inventory of equipment assigned by DSI Security Services
- Ensure the branch maintains an accurate and reliable payroll and billing process
- Responsible for the successful daily operation of the branch as well as ensuring total customer satisfaction

Intern, Pegasus National, Inc., Birmingham, AL, May 2008-August 2008

- Created and maintained an employee database
- Performed cost analysis on all company equipment and made recommendations for action based upon each analysis
- Assisted office manager in daily duties
- Created a brochure for the company's tubing branch

Audit Associate (Intern), KPMG, LLP, Birmingham, AL, January 2007- March 2007

- Tied out confirmations and bank reconciliations
- Searched for unrecorded liabilities
- Insured prepaid expense, accrued expense, cash, and loan borrowing accounts were accurate
- Confirmed amounts with third parties
- Obtained account information through communication with clients

Payroll Coordinator, DSI Security Services, Miami, FL, June 2006

- Performed payroll and billing adjustments
- Recorded employees' timesheets using Valiant
- Processed new employees into the computer
- Assisted in the training of new employees

Security Officer, DSI Security Services, Tuscaloosa, AL, May 2004-September 2004

- Maintained security for Innomotive Systems Europe manufacturing plant in order to ensure safety
- Conducted security checks every hour
- Made sure paint pumps maintained specific pressure levels

HONORS/ACTIVITIES

Delchamps Marketing Scholarship
MBA Association- Vice-President
Net Impact
Vice-President of the M.B.A. Class of 2009
The Letter of Recognition in the Cultural Arts
Beta Alpha Psi Accounting Fraternity- Treasurer
Ernst & Young Accounting Scholarship
Sigma Nu Fraternity

National Society of Collegiate Scholars
Young College Republicans
Intramural Soccer
Student Government Association
Homecoming Committee
Business and Governmental Affairs
Golden Key Honor Society

Eddie Sorrells
esorrells@dsisecurity.com (334) 798-4955

Over 29 years of diverse experience devoted to the contract security industry:

April 1991-Present
DSI Security Services
Dothan AL

2004-Present

Position: Chief Operating Officer (COO)/General Counsel, CPP

Duties and Responsibilities: Oversee and Guide all company operations. Responsible for the financial and functional welfare of DSI's 25+ branch locations. Provide periodic reports to CEO on overall company status. Directly supervise and direct efforts of corporate operational staff. Responsible for all legal and administrative functions within the corporation.

2003-2004

Position: Chief Operating Officer (COO)

Duties and Responsibilities: Oversee and Guide all company operations. Responsible for the financial and functional welfare of DSI's 20+ branch locations. Provide periodic reports to CEO on overall company status. Directly supervise and direct efforts of corporate operational staff. Responsible for all legal and administrative functions within the corporation.

2000-2003

Position: Corporate Operations Manager

Duties and Responsibilities: Oversee and Guide all company operations. Responsible for the financial and functional welfare of DSI's 20+ branch locations. Provide periodic reports to COO on overall company status. Directly supervise and direct efforts of regional management staff.

1998-2000

Position: Regional Manager

Duties and Responsibilities: Responsible for the accomplishment of all client contractual obligations within the Dothan region. Responsible for the direct supervision and training of all administrative and supervisory personnel assigned to the Dothan region. Maintain close and open lines of communication between clients, supervision, and security officers. Conduct immediate response and follow up on all client and employee concerns. Directly responsible for all hiring, supervision and training of all personnel assigned to the Dothan region. Maintain and manage all equipment and resources assigned to the Dothan region.

1997-1998

Position: Quality Assurance Manager

Duties and Responsibilities: Responsible for the development and implementation of a companywide, service-oriented Quality Program. Responsible for performing internal audits at each location to insure compliance with all client contractual obligations, as well as DSI established Quality Performance Standards. Conduct all Quality Training and Education in accordance with DSI's TQM (Total Quality Management) Program. Responsible for the management of all assets and resources within the company. Insure compliance with all corporate training objectives as stated in the Management Procedures manual.

1995-1997

Position: Regional Manager

Duties and Responsibilities: Responsible for the accomplishment of all client contractual obligations within the Dothan region. Responsible for the direct supervision and training of all administrative and supervisory personnel assigned to the Dothan region. Maintain close and open lines of communication between clients, supervision, and security officers. Conduct immediate response and follow up on all client and employee concerns. Directly responsible for all hiring, supervision, and training of all personnel assigned to the Dothan region. Maintain and manage all equipment and resources assigned to the Dothan region.

1991-1995

Position: Security/Training Officer (Sony Location)

Duties and Responsibilities: Perform general security functions to insure the protection of all assets, personnel, and property of Sony Magnetic Products in Dothan, Alabama. Conduct all new-hire training of all personnel assigned to this site. Responsible for conducting monthly training sessions for all officers. Held quarterly seminars on specialized topics such as bomb threats and workplace violence for all security personnel. Worked with DSI management to insure compliance with all contractual requirements at this location.

EDUCATION

1984-1988

Northview High School

Dothan, AL

General Studies

1989-1991

Wallace Community College

Dothan, AL

General Studies

1993-1999

Troy State University at Dothan

Dothan, AL

BS English/Criminal Justice

2000-2003

Jones School of Law

Montgomery, AL

Juris Doctorate

PROFESSIONAL CERTIFICATIONS

CPP-Certified Protection Professional



The Certified Protection Professional (CPP)® credential provides demonstrable proof of knowledge and management skills in seven key domains of security. Those who earn the CPP are ASIS board-certified in security management.

PSP-Physical Security Professional



The Physical Security Professional (PSP)® credential provides demonstrable knowledge and experience in threat assessment and risk analysis; integrated physical security systems; and the appropriate identification, implementation, and ongoing evaluation of security measures. Those who earn the PSP are ASIS board certified in physical security.

PCI-Professional Certified Investigator



The Professional Certified Investigator (PCI)® credential provides demonstrable proof of an individual's knowledge and experience in case management, evidence collection, and preparation of reports and testimony to substantiate findings. Those who earn the PCI are ASIS board-certified in investigations.

James N. Snellgrove

16 Harrington Lane
Dothan, Alabama 36305

(334) 655-3611
jsnellgrove1@sw.rr.com

SUMMARY OF QUALIFICATIONS

Results-oriented, experienced professional with proven expertise in financial management, cost analysis, and business decision making. Highly proficient in providing financial analysis and reporting for manufacturing, sales and service environment. Proven strengths include: exceptional leadership and communication skills, customer service, financial accounting management, aggressive implementation of effective cost reduction strategies to maximize productivity and profits, software system implementation and conversions, and the ability to implement new policies and procedures that dramatically increase internal controls for the safe-keeping of company assets. Established ability in exceeding internal expectations through the utilization of the following broad-based competencies:

REVENUE GENERATION	AUDITING	ESTIMATING/BIDDING
COST REDUCTION	PROJECT OVERSIGHT	EMPLOYEE DEVELOPMENT
INTERNAL CONTROLS	VENDOR NEGOTIATION	STRATEGIC PLANNING

PROFESSIONAL EXPERIENCE

Dothan Security INC. – *Dothan, Alabama*
Chief Financial Officer

2016 – Present

Responsible for providing both operational and financial support to the organization. Supervise and oversee all the financial operations of the business to accomplish necessary financial stability. Work directly with the President, Chief Executive Officer and Chief Operating Officer on all strategic planning as it relates to financial/budget management, cost benefit analysis, forecasting needs and the securing of new funding

- Assist in performing all tasks necessary to achieve the organization's mission and help execute staff succession and growth plans
- Train Finance Team and management team on awareness and knowledge of financial management as it relates to their divisions
- Work with the Executive Team on the strategic vision to accomplish adherence to our financial goals and objectives
- Ensure adequate financial controls are installed as necessary to safeguard company's assets
- Provide the Executive team with an operating budget, cost analysis support, and compliance with all federal, state, local regulations
- Oversee the management and coordination of timely financial reporting, along with cash flow analysis and Control's adherence
- Monitor banking activities of the organization and ensure necessary checks and balances are in place to secure company's assets
- Oversee Payroll, Billing, Accounts Payable, Accounts Receivable, Inventory control processes and internal/external audits
- Oversee business insurance plans and health care coverage analysis

JEFFERS INC. – *Dothan, Alabama*
Chief Financial Officer

2012 – 2016

Responsible for providing both operational and financial support to the organization. Supervise and oversee all the financial operations of the business. Work directly with the President and Chief Executive Officer on all strategic planning as it relates to budget management, cost benefit analysis, forecasting needs and the securing of new funding

- Assist in performing all tasks necessary to achieve the organization's mission and help execute staff succession and growth plans

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jsnellgrove1@sw.rr.com

- Train the Finance Unit and other staff on raising awareness and knowledge of financial management matters
- Work with the President/CEO on the strategic vision, as well as assisting in the development and negotiation of contracts
- Ensure adequate financial controls are installed necessary to safeguard company's assets
- Provide the CEO with an operating budget, cost analysis support, and compliance with all federal, state, local regulations
- Oversee the management and coordination of timely financial reporting, along with cash flow analysis
- Monitor banking activities of the organization
- Oversee Accounts Payable, Accounts Receivable, Inventory control processes and internal/external audits
- Oversee business insurance plans and health care coverage analysis

LARRY BLUMBERG & ASSOCIATES – *Dothan, Alabama*

2008 – 2012

Director, Financial Analysis

Responsible for all analytical studies that lead to increased profitability through implemented cost saving and sales strategies for company's 68 managed properties in the hospitality industry. Continuously works with COO and VPs of Operations to identify and implement new cost saving strategies throughout the managed brands. Responsible for identifying and developing effective and efficient reporting tools used to identify variances on a real-time basis for proactive response at the properties. Prepare profitability studies for new hotel construction and/or property acquisitions. Work directly with national account vendors to establish a partnership that provides added value through pricing and service.

- Developed summary detail of property performance including variance analysis and trends for 68 managed properties
- Worked directly with owners and upper management in the development of annual budgets using historical trend analysis
- Worked directly with the VPs of Operation in eliminating unfavorable variances through developed reporting and tracking tools based on brand performance and trending
- Worked directly with the VP of Revenue Management to develop a sales strategy by utilizing a sales mix spreadsheet that identifies revenues by customer base
- Worked directly with the IT department in the development of reporting tools that assist in cost management at the property level
- Reduced expenses associated with the major national account vendors

GEORGIA-PACIFIC CORPORATION – *Cedar Springs, Georgia*

2000 – 2008

Manager of Analysis

Selected by this international corporation to provide financial analysis and business decision support to its Cedar Springs operations which generated more than \$120MM in annual EBITDA. Daily responsibilities included: ensuring complete adherence of established internal controls, alignment of budget strategies between business units, revenue optimization through the development and implementation of cost saving strategies, and leading staff development and culture changes.

- Facilitated the implementation of policies and procedures for the operation in relation to Sarbanes-Oxley Act
- Developed annual budgets along with supporting schedules for production superintendents and present detailed budget package to the operation's senior and corporate management
- Prepared financial analysis for capital investment proposals that include EVA calculations through the projection of revenues, increases in throughput, cost savings and project paybacks. Presented economic justification to the operation's senior and corporate management

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- Developed and presented to the operation's senior and corporate management short range and long-range financial forecasts to include variance analysis
- Prepared and presented operation's monthly Profit & Loss statements to summarize and high-light key performance indicators
- Developed Demand Driven Mill Improvement strategies utilizing Market Based Management and supply chain management processes
- Managed accounting staff during month end closing processes to ensure adherence to proper accounting principles and proper balance sheet reconciliation

SONY MAGNETIC PRODUCTS OF AMERICA – *Dothan, Alabama*

1990 - 2000

Cost Accounting Manager

Responsible for all cost accounting and inventory control functions relative to an international manufacturing facility. Led the financial system conversion and the development and conversion of integrated inventory system. Responsible for Import/Export compliance and reporting.

- Significantly enhanced policies and procedures that were adopted to ensure inventory accuracy and asset control.
- Prepared manufacturing cost budgets and conducted performance reviews with plant and division management.
- Provided analytical and business decision support for three divisions of product manufacturing: Video, Molding and Metal Parts.
- Developed and implemented a full absorbed costing system that was recognized as highly effective.
- Directed the Oracle general ledger and inventory systems conversion while integrating the full absorbed cost system.
- Led the IT department in the development of an Import/Export compliance software program that was implemented through out the company's U.S. facilities and received the company's Excellent Achievement Award.

ADDITIONAL EXPERIENCE

<i>Flav-O-Rich, Atlanta, Georgia</i>	<i>Assistant Accounting Manager</i>	<i>1989-1990</i>
<i>USDA, Atlanta, Georgia</i>	<i>Staff Auditor</i>	<i>1988-1989</i>
<i>Arthur Leasingham, CPA</i>	<i>Staff Accountant</i>	<i>1987-1988</i>
<i>Wal-Mart, Inc., Troy, Alabama</i>	<i>Customer Service Manager</i>	<i>1985-1987</i>

EDUCATION

TROY UNIVERSITY – *Troy, Alabama* March 1987
Bachelor of Science in Accounting and Business Administration

PROFESSIONAL TRAINING

<i>Market Based Management</i>	<i>Sarbanes-Oxley Internal Controls</i>
<i>Supply Chain Management</i>	<i>Import/Export Compliance</i>
<i>Demand Driven Mill Improvement</i>	<i>Six Sigma Management</i>

RESUME - RONALD ORASI

EMPLOYMENT HISTORY:

- 2016 to Present **DSI Security Services, Miami, Florida**
Branch Manager
- Manage all local business operations in South Florida. Responsibilities include: P&L, daily operations, client relations, marketing, and business development plans, also responsible for all human resource activities including: recruitment, hiring, training, and safety compliance. Make recommendations, assist in the formulation of goals and objectives; designs, implements and monitors security policies, procedures and programs; comply with federal, state and local legal regulations; and exercise independent judgment in the course of carrying out overall responsibilities and other activities as assigned.
- 2011 to 2016 **Universal Protection Service, Miami, Florida**
Regional Manager
- I managed all local business operations in Miami, Puerto Rico and The U.S. Virgin Islands. Responsibilities included financial, daily operations, client relations, marketing, and business development plans, also responsible for all human resource activities including, recruitment, hiring, training, policies, and safety compliance. Former employer ISMG became an acquisition of UPS in 2014. My position was included with this merger.
- 1993 to 2011 **Security Professional Services, Inc. Miami, Florida**
Vice President
- Management of company's local and international operations, including financial and business development plans. Supervision of personnel including recruitment, hiring, training, policy, and safety compliance. Responsibilities included loss prevention policies, procedures, contracts, marketing, and client relations. Liaison for local law enforcement and vendors.
- 8/91 to 1/93 **Argenbright & Associates, Miami, Florida**
Operations Manager
- Account and financial management. Responsible for daily Business operations. Supervision of administrative staff and Support personnel. hiring, training, and scheduling of employees. Responsible for ensuring compliance with State and Federal Regulations.
- 2/88 to 4/91 **Fisher Island Security, Miami Beach, Florida**
Assistant Director
- Direct supervision of all island employees. Responsible for visitor and resident safety. Security for nine retail stores and restaurants on the island.

1/85 to 2/88

Metro Dade County, Miami, Florida
Metro Dade Correctional Officer

C-Block Supervisor. Responsible for supervision of all inmates and officers located in C-block area. Responsible also for maximum security inmates in stockade.

EDUCATION:

Miami Dade Community College:

- Business Administration
- Correctional Officer Training

OTHER COURSES/TRAINING:

Realtor Training Course
First Responder Safety & Medical
Criminal Justice Supervision
Dangerous Good Handling
Security Identification Display Areas
Airport Screener
Airport Trainer S.I.D.A. Course
Firearms Training

ACCOMPLISHMENTS:

Miami Dade – Assigned to special protection detail for Pope in 1987 by Metro Dade Corrections.

Washington Speakers Bureau—provided personal security for US Army General Norman Schwarzkopf April 2002.

Eastern Airlines—provided and coordinated contingency force to Effectively shut down the airline. Included coordination of security Force for liquidation of assets.

Pan Am Airlines—provided and coordinated contingency force to Effectively shut down the airline.

Miami Airshow/Opa Locka—Coordinated security force for 1991 And 1992 US Navy Military Air Shows.

Miami- Provided Personal Security for several dignitaries to include: Michael Bolton, The Princess of Monaco, Glenn Ford, and more.

LANGUAGES:

Fluent in both English and Spanish

LICENSES:

- Florida MB license
- Florida Realtors License
- Florida Concealed weapons permit

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CERTIFICATE OF INCORPORATION
OF
DOTHAN SECURITY, INC.

TO THE HONORABLE JUDGE OF PROBATE
IN AND FOR HOUSTON COUNTY, ALABAMA

The undersigned, A. B. Clark, Mrs. A. B. Clark
and Alan Clark all being over the age of twenty-one years,
desiring to organize a body corporate under the laws of the
State of Alabama, and being all of the subscribers to the
capital stock of the corporation hereby organized, do make,
sign and file this certificate of incorporation:

1. The name of the corporation is:

DOTHAN SECURITY, INC.

2. The objects and purposes for which the corpor-
ation is formed are:

(a) To furnish the services of watchmen, guards,
detectives, escorts for women, process servers, messengers,
ushers, bill collectors, investigators, and collectors of
information. To devise, put into operation, and conduct
ways, systems, and methods for the prevention and detection
of crime and the apprehension and arrest of criminals, for
the recovery of lost or stolen property, for the finding of
missing persons, documents, or goods, for investigating and

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FILED - STATE OF ALA.
HOUSTON COUNTY
R. J. Spindley
JUDGE OF PROBATE

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reporting upon the antecedents, habits, character, doings, reliability, credit, or financial condition of persons, firms, associations, or corporations. Generally to do all things commonly done by private detectives and by credit and mercantile reporting agencies.

(b) To apply for, purchase, or acquire by assignment, transfer or otherwise, and hold, mortgage or otherwise pledge, and to sell, exchange, transfer, deal in and in any manner dispose of, real property of any kind, class, interest, or type, wheresoever, situated, and to exercise, carry out and enjoy and license, power, authority, concession, right or privilege which any corporation may make or grant.

(c) To manufacture, purchase, or otherwise acquire, and to hold, own, mortgage, pledge, sell, transfer, or in any manner dispose of, and to deal and trade in goods, wares, merchandise and personal property of every class and description, wherever situated; and to own and operate mines, plants, factories, mills, warehouses, yards, merchandise stores, commissaires and all other installations of whatever character or description, together with the equipment, rolling stock, and other facilities used or useful in connection with or incidental thereto.

(d) To purchase or otherwise acquire, hold, use, sell, assign, lease, mortgage or in any manner dispose of, and to take exchange and grant licenses, or other rights therein, in respect of letters patent of the United States or

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any foreign country, patent rights, licenses and privileges, inventions, improvements, processes, formulae, methods, copyrights, trademarks, and trade names, know how, and trade secrets, relating to or useful in connection with any business, objects or purposes of the corporation.

(e) To engage in the business of exploiting natural resources, to search, prospect and explore for useful or valuable substances, to acquire and extract such substances, to sell and dispose of such substances, and to refine such substances and manufacture and sell and dispose of products and by products derived therefrom.

(f) To subscribe for, acquire, hold, sell, assign, transfer, mortgage, pledge, or in any manner dispose of shares of stock, bonds or other evidences of indebtedness or securities issued or created by any other corporation of Alabama or any other state or any foreign country, and, while the owner thereof, to exercise all the rights, privileges and powers of ownership, including the right to vote thereon, to the same extent as a natural person may do, subject to the limitations, if any, on such rights now or hereafter provided by the laws of Alabama.

(g) To enter into, make and perform contracts of every kind for any lawful purpose without limit as to amount, with any person, firm, association, partnership, limited partnership, corporation, municipality, county, state, territory, government, governmental subdivision, or body politic.

(h) To acquire the good will, rights, assets and

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properties, and to undertake the whole or any part of the liabilities, of any person, firm, association or corporation; to pay for the same in cash, the stock or other securities of the corporation, or otherwise, to hold, or in any manner dispose of, the whole or any part of the property so acquired; to conduct in any lawful manner the whole or any part of the business so acquired and to exercise all the powers necessary or convenient in and about the conduct and management of any such business.

(i) To borrow and lend money, without security, or upon the giving or receipt of such security as the board of directors of the corporation may deem advisable by way of mortgage, pledge, transfer, assignment, or otherwise, of real and personal property of every nature and description, or by way of guaranty, or otherwise.

(j) To draw, make, accept, endorse, discount, execute and issue promissory notes, drafts, bills of exchange, warrants, debentures, and other negotiable or transferable instruments.

~~(k) To purchase (by means of tender, direct purchase, bids, in the market or otherwise), take, receive, redeem, exchange, or otherwise acquire, hold, own, pledge, transfer or otherwise dispose of, at any time or from time to time, any of its bonds, debentures, notes, script, or evidences of indebtedness, or any of its common or other stock, whether or not redeemable, or other securities, and to hold, sell, transfer or reissue the same; provided that~~

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purchases of its own shares of stock may be made only to the extent of earned surplus and to the extent of capital surplus; and provided that any shares of the common stock of the corporation acquired by the corporation shall, until the disposition, retirement or cancellation thereof, be held by the corporation as treasury shares, unless, prior to the acquisition of any such shares, the board of directors of the corporation (or any committee authorized to exercise the powers of the board) shall have determined that shares shall, upon the acquisition thereof, be restored to the status of authorized but unissued shares.

(1) To act as agent, jobber, broker or attorney in fact in buying, selling and dealing in real and personal property of every nature and description and leases respecting the same and estates and interests therein and mortgages and securities thereon, in making and obtaining loans, whether secured by such property or not, and in supervising, managing and protecting such property and loans and all interest in and claims affecting the same.

(m) To purchase, take, receive, redeem or otherwise acquire, hold, own, pledge, transfer or otherwise dispose of its own shares of stock, and its bonds, debentures, notes, scrip, or other securities or evidence of indebtedness, and to hold, sell, transfer or reissue any thereof.

(n) To enter into any plan or project for the assistance and welfare of its employees.

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(o) To enter into any legal arrangements for sharing of profits, union of interest, reciprocal concessions, or corporation, as partner, joint venturer, or otherwise, with any person, partnership, corporation, association, combination, organization, entity or other body whatsoever, domestic or foreign, carrying on or proposing to carry on, or any business which this corporation is authorized to carry on, or any business or transaction deemed necessary, convenient or incidental to carrying out of any of the objects of this corporation.

(p) To have one or more offices to carry on all of its operations and business without restriction or limit as to amount, in any of the states, districts, territories, or possessions or colonies of the United States, and in any and all foreign countries, subject to the laws of such state, district, territory, possession, colony or country.

(q) To endorse, or otherwise guarantee, or become a surety with respect to, or obligate itself for, or without becoming liable therefor, nevertheless, to pledge or mortgage all or any part of its properties to secure the payment of the principal of, and interest on, or either thereof, any bonds, including construction or performance bonds, debentures, notes, scrip, coupons, contracts or other obligations or evidences of indebtedness, or the performance of any contract, lease, construction, performance or other bond, mortgage, or obligation of any other corporation or association,

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domestic or foreign, or of any firm, partnership, joint venture, or other person whatsoever, in which this corporation may have a lawful interest, or on account of, or with respect to, any transaction in which this corporation shall receive any lawful consideration, advantage or benefit, on any account whatsoever. Irrespective of any other profit, consideration, if any, irrespective of the relative net worth of the corporation, associations, or persons involved, and of the relative amounts of obligations involved, this corporation shall be deemed to have a lawful interest in any corporation, association, or person (A) which owns stock in this corporation, or (B) which own stock in another corporation which owns stock in this corporation, or (C) in which this corporation owns stock, or (D) in which another corporation owns stock which also owns stock in this corporation, or (E) in which any one or more persons who own stock in this corporation also own stock, or (F) which or who has entered into any contractual arrangement pursuant to which any such corporation or person undertakes corresponding or like obligations of endorsement, guarantee, or suretyship, with respect to all or any such obligations or evidences of indebtedness, contracts of this corporation, or which may engage with this corporation, in the conduct of any joint venture or enterprise, or in the use of common facilities or services.

(r) To carry on any other business in connection

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with the foregoing.

(s) To do any and all of the things herein set out and such other things as are incidental or conductive to the attainment of the objects and purposes of this corporation, to the same extent as natural persons might or could do and in any part of the world, as principal, factor, agent, contractor, or otherwise either alone or in conjunction with any person, firm, association, corporation, or any entity of whatsoever kind, and to do any and all such acts and things and to exercise any and all such powers to the full extent authorized or permitted to a corporation under any laws that may be now or hereafter applicable or available to this corporation.

The foregoing clauses, and each phrase thereof, shall be construed as objects and purposed to this corporation, as well as powers and provisions for the regulation of the business and the conduct of the affairs of the corporation, the directors, and stockholders thereof, all in addition by law, and it is hereby expressly provided that the foregoing specific enumeration of purposes and powers shall not be held to limit or restrict in any manner the powers of the corporation otherwise granted by law. Nothing herein contained, however, shall be construed as authorizing this corporation to carry on the business of banking or that of a trust company, or the business of insurance in any of its branches.

3. The location of the principal office of the

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corporation in the State of Alabama shall be in the County of Houston, City of Dothan, Alabama.

4. The total number of shares of stock which the corporation shall have authority to issue shall be 1,000 shares of common stock of the par value of \$1.00 per share. The amount of capital stock with which the corporation shall begin business shall be \$1,000, consisting of 1,000 shares of the common stock of the par value of \$1.00 per share.

5. The name and principal office address of the officer designated by the incorporators to receive subscriptions to the capital stock of the corporation is:

A. B. Clark
Route 7, Box 465
Dothan, Alabama 36301

6. (a) The name and post office addresses of the incorporators and the number of shares subscribed for by each are as follows:

<u>NAMES</u>	<u>POST OFFICE ADDRESSES</u>	<u>NO. OF SHARES</u>
A. B. Clark	Route 7, Box 465 Dothan, Alabama 36301	998
Alan Clark	Route 7, Box 465 Dothan, Alabama 36301	1
Mrs. A. B. Clark	Route 7, Box 465 Dothan, Alabama 36301	1

(b) The names and post office address of the directors chosen for the first year and until their successors

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are elected and qualified are as follows:

<u>NAME OF DIRECTORS</u>	<u>POST OFFICE ADDRESSES</u>
A. B. Clark	Route 7, Box 465 Dothan, Alabama 36301
Alan Clark	Route 7, Box 465 Dothan, Alabama 36301
Mrs. A. B. Clark	Route 7, Box 465 Dothan, Alabama 36301

(c) The names and post office addresses of the officers chosen for the first year and until their successors are elected and qualified are as follows:

<u>NAME OF OFFICERS</u>	<u>POST OFFICE ADDRESSES</u>	<u>OFFICE</u>
A. B. Clark	Route 7, Box 465 Dothan, Alabama 36301	President
Alan Clark	Route 7, Box 465 Dothan, Alabama 36301	Vice President
Mrs. A. B. Clark	Route 7, Box 465 Dothan, Alabama 36301	Secretary/ Treasurer

7. The period for the duration of the corporation shall be perpetual.

8. This corporation may from time to time issue its shares of stock for such consideration (but not less than par) as may be fixed from time to time by the board of directors and may receive payment thereof, in whole or in part, in cash, labor done, personal property (tangible or intangible) or real property. In the absence of actual fraud in the transaction, the judgment of the board of directors as to the value

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of such labor, personal property, or real property shall be conclusive. Any and all shares so issued for which the consideration so fixed shall have been paid or delivered shall be deemed fully paid stock and shall not be liable to any further call or assessment thereon, and the holders of such shares shall not be liable for any further payment in respect thereof.

9. Each outstanding share of stock shall be entitled to one vote on each matter submitted for vote at a meeting of stockholders. At each election for directors, each stockholder shall have the right to cumulate his votes by giving one candidate for director as many votes as shall equal the number of directors to be elected, multiplied by the number of his shares; or by distributing such votes among any number of candidates for director. No person shall be elected as a director who is not a holder of shares of common stock of the corporation. No director shall be removed without cause; and no director shall be removed by the remainder of the board of directors or except by the affirmative vote of all of the shareholders.

10. This corporation may, from time to time, lawfully enter into any agreement to which all, or less than all, the holders of record of the issued and outstanding shares of its capital stock shall be parties, restricting the transfer of any or all shares of its capital stock represented by certificates therefor upon such reasonable terms and conditions as may be approved by the board of directors of this

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corporation, provided that such restrictions be stated upon each certificate representing such shares.

11. So far as not otherwise expressly provided by the laws of the State of Alabama, the corporation shall be entitled to treat the person or entity in whose name any share of its stock is registered as the owner thereof for all purposes and shall not be bound to recognize any equitable or other claim or interest in said share on the part of any other person, whether or not the corporation shall have notice thereof.

12. Any and every statute of the State of Alabama hereafter enacted whereby the rights, powers and privileges of the stockholders of corporations organized under the general laws of the State of Alabama are increased, diminished or in any way affected, or whereby effect is given to the action taken by any part less than all of the stockholders of any such corporation, shall apply to this corporation, and to every stockholder thereof, to the same extent as if such statute had been in force at the date of the making and filing of this certificate of incorporation.

13. The bylaws of the corporation shall contain provisions for the regulation and management of the affairs of the corporation not inconsistent with any provisions of the certificate of incorporation, and not inconsistent with the laws of the State of Alabama. The initial bylaws of the corporation shall be adopted by the stockholders. The

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bylaws of the corporation shall be subject to alteration, amendment or repeal, and new bylaws may be adopted by the affirmative vote of the holders of all of the shares of the common stock. No amendment decreasing the number of directors shall have the effect of shortening the term of any incumbent director. The bylaws may also be amended in the interim between stockholders' meetings by a unanimous vote of the board of directors, provided, however, that the board of directors may not alter, amend, or repeal any bylaw establishing the number of directors, the number of directors constituting a quorum at a meeting of the board of directors, the time or place of stockholders' meetings, or what constitutes a quorum at such stockholders' meetings.

14. The corporate powers shall be exercised by the board of directors, except at otherwise provided by statute or by this certificate of incorporation. Any action required or permitted to be taken at any meeting of the board of directors or any committee thereof may be taken without a meeting, if prior to such action a written consent thereto is signed by all members of the board or of such committee, as the case may be, and such written consent is filed with the minutes of proceedings of the board or committee. In furtherance and not in limitation of the powers conferred by statute, the board of directors is expressly authorized to fix and determine and to vary the amount of working capital of the corporation to

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determine the date or dates for the declaration and payment of dividend; and to direct and determine the use and disposition of any surplus or net profits over and above the capital stock paid in. The corporation may, in its by-laws, confer powers upon its board of directors in addition to the foregoing, and in addition to the powers and authorities expressly conferred upon directors by statute.

15. The corporation reserves the right to amend, alter, change or repeal any provision contained in this certificate of incorporation in the manner now or hereafter provided by law, and all rights conferred upon officers, directors and stockholders herein are granted subject to this reservation; and no amendment to the certificate of incorporation shall affect the preemptive rights of existing shareholders unless such amendment is approved by the unanimous vote of all stock entitled to vote thereon.

16. All three members of the board of directors shall be necessary to constitute a quorum for the transaction of business. No corporate action shall be taken by the board of directors unless the same is authorized by a unanimous of the directors present and voting.

17. Any shareholder shall have the right upon written demand to have the corporation dissolved and liquidated, unless the corporation or the other shareholders give notice within twenty days after such written demand that they will purchase all of his shares of stock in the cor-

BOOK 019 PAGE 819

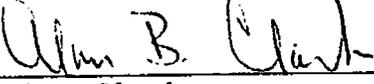
poration at a price determined by an independent Certified Public Accountant utilizing standard accounting procedures. In the event neither the corporation nor the shareholders elect to purchase such shares, the directors and officers of the corporation shall take whatever steps are necessary to dissolve the corporation and liquidate its affairs.

18. Attached hereto, marked Exhibit "A" and made a part hereof, is a statement, under oath, made by A. B. Clark, the officer or agent authorized by the incorporators to receive subscriptions to the capital stock of the corporation, showing the amount of capital stock of the corporation subscribed for and the amount thereof which has been paid in. There is also attached hereto, marked Exhibit "B" and made a part hereof, a true and correct copy of the subscription list of said corporation showing the amount of capital stock subscribed for by incorporators and the manner in which such subscriptions are provided to be discharged.

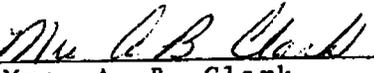
IN WITNESS WHEREOF, the undersigned incorporators have hereunto subscribed their signatures to this certificate of incorporation this 17th day of March, 1978.



A. B. Clark



Alan Clark



Mrs. A. B. Clark

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EXHIBIT "A"

STATE OF ALABAMA)

HOUSTON COUNTY)

Before me, the undersigned, a Notary Public in and for said County, in said State, personally appeared A. B. Clark, who is known to me, and who, being by me first duly sworn according to law, deposed and said that he is the officer or agent designated and authorized by the incorporators of DOTHAN SECURITY, INC., a corporation proposed to be incorporated under the laws of the State of Alabama, to receive the subscription to the capital stock of said corporation; that the amount of capital stock of said corporation that has been paid in cash and property is \$1,000 which amount is at least twenty per cent (20%) of the stock subscribed; that a true copy of the subscription list of capital stock of said corporation add the price paid in cash therefor by each subscriber is attached hereto, marked Exhibit "B" and made a part hereof; and that affiant now holds said cash for delivery to said corporation, upon completion of the organization thereof.

A. B. Clark
A. B. Clark

Subscribed and sworn to
before me this 17th day of
March, 1978.

[Signature]
Notary Public in and for the
County of Houston, Alabama

EXHIBIT "B"

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SUBSCRIPTION LIST OF THE CAPITAL STOCK
OF
DOTHAN SECURITY, INC.

We, the undersigned, do hereby respectively subscribe for and agree to take and pay in cash and property for the number of shares of common stock of the par value of \$1.00 per share of DOTHAN SECURITY, INC., a corporation proposed to be organized under the laws of the State of Alabama, that is set opposite our respective signatures.

IN WITNESS WHEREOF, each of the undersigned subscribers has signed his name hereto, all opposite the number of share subscribed for by each of the undersigned, this 17 day of March, 1978.

	NUMBER OF SHARES	AMOUNT PAID IN CASH & PROPERTY
<u>A. B. Clark</u> A. B. Clark	998	\$998.00
<u>Alan Clark</u> Alan Clark	1	\$1.00
<u>Mrs. A. B. Clark</u> Mrs. A. B. Clark	1	\$1.00

500
500
100
50
45

Filed this 17 day of March, 1978 at 3:07 P. M. \$ _____ Mtg. Tax Paid
Book 19 Page 805 Stembridge Judge Probate, No. 14266
-17-



[Department of State](#) / [Division of Corporations](#) / [Search Records](#) / [Detail By Document Number](#) /

Detail by Entity Name

Foreign Profit Corporation
DOTHAN SECURITY, INC.

Filing Information

Document Number 847110
FEI/EIN Number 63-0748641
Date Filed 10/02/1980
State AL
Status ACTIVE

Principal Address

400 W. 11th Street
Suite C
Panama City, FL 32401

Changed: 01/09/2017

Mailing Address

P.O. BOX 7163
DOTHAN
DOTHAN, AL 36302

Changed: 03/16/2011

Registered Agent Name & Address

C T CORPORATION SYSTEM
1200 SOUTH PINE ISLAND ROAD
DOTHAN
PLANTATION, FL 33324

Name Changed: 11/12/1997

Address Changed: 03/16/2011

Officer/Director Detail

Name & Address

Title PRES

CLARK, MARSHA D
217 S. PARK
DOTHAN, AL 36301

Title SEC

CLARK, ALAN BII
600 W. ADAMS ST.
DOTHAN, AL 36303

Title TREA

CLARK, DEAVOURS W
600 W. ADAMS STREET
DOTHAN, AL 36303 1

Annual Reports

Report Year	Filed Date
2018	01/15/2018
2019	03/25/2019
2020	01/14/2020

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Fictitious Name Detail

Fictitious Name

DSI SECURITY SERVICES

Filing Information

Registration Number G01100900010
Status ACTIVE
Filed Date 04/10/2001
Expiration Date 12/31/2021
Current Owners 1
County MULTIPLE
Total Pages 4
Events Filed 3
FEI/EIN Number 63-0748641

Mailing Address

PO BOX 7163
DOTHAN, AL 36302

Owner Information

DOTHAN SECURITY, INC
PO BOX 7163
DOTHAN, AL 36302
FEI/EIN Number: 63-0748641
Document Number: 847110

Document Images

04/10/2001 -- REGISTRATION	<input type="button" value="View image in PDF format"/>
06/30/2016 -- Fictitious Name Renewal Filing	<input type="button" value="View image in PDF format"/>
08/18/2011 -- Fictitious Name Renewal Filing	<input type="button" value="View image in PDF format"/>
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DSI Security Services, a WBENC – certified, woman-owned business, has over 50 years in the security industry as a leading regional private security firm.

Company History

In 1969 Sheriff AB Clark received a phone call that was the beginning of what would eventually become one of the most successful privately owned security firms in the country. That call seeking to hire a local private security firm for the construction of the Joseph M. Farley Nuclear plant in nearby Columbia, Alabama, reminded Sheriff Clark of the need for such a company in the wiregrass area. From that initial realization, Dothan Security Inc. (DSI Security Services) was born. And 50 years later, DSI has grown to be a leading provider of a variety of security services including officers, electronics, and consulting services.

DSI initially operated solely in Alabama in 1969, although, as our reputation for quality service spread so did our base of operations. DSI has an impressive growth history, which is punctuated with examples of our versatility, flexibility, and sound management. We now have hundreds of officers, all of whom have been carefully selected and highly trained.



Company Founder- Sheriff A.B. Clark

A.B. Clark, the company's founder realized the void for dependable, competent security service. A. B. Clark began with a belief that DSI would do more than "just meet the need". Today, DSI is still family owned and operated by Marsha and Alan B. Clark, AB's son. Our reputation is based upon strong performance, management response, and solid professionalism. These qualities are well reflected by each of our security specialists and officers. There are other less expensive services in the marketplace, but dollar-for-dollar DSI provides a higher level of service and better value. Others have experimented with national companies but have come home to a more personal way of doing business.

Litigation

Tyson, Ricky Walker et.al v. DSI Security Services
Case No. CV-2014-0000097.00
Blount County Alabama Circuit Court

In April 2008 a DSI employee was struck and killed by a truck driven by a Tyson employee. Tyson sought indemnification from DSI. DSI declined this request. Tyson & other defendants filed suit against DSI and our insurance company. DSI provided unarmed security officers to a food processing plant where fatality occurred. Case pending.

Camacho v. DSI Security Services
Tampa, Florida

Plaintiff claims DSI retaliated against him due to an alleged workplace injury. DSI denies all liability.

**DOTHAN SECURITY, INC.
DOTHAN, ALABAMA
FINANCIAL STATEMENTS
YEARS ENDED DECEMBER 31, 2018 AND 2017**

DOTHAN SECURITY, INC.
DOTHAN, ALABAMA
FINANCIAL STATEMENTS
DECEMBER 31, 2018 AND 2017

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FINANCIAL STATEMENTS:	
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Statements of Cash Flows	8
Notes to Financial Statements	11

CARPENTER, WIGGINS, JORDAN, THOMAS & SCARBOROUGH, P.C.
CERTIFIED PUBLIC ACCOUNTANTS

2389 WEST MAIN STREET / DOTHAN, ALABAMA 36301-9968
(334) 793-6767 / FAX (334) 671-0348

C. J. CARPENTER	C.P.A. (ALA.)
C. T. WIGGINS	C.P.A. (ALA.)
W. S. JORDAN	C.P.A. (ALA.)
JAMES H. THOMAS	C.P.A. (ALA.)
BRUCE E. SCARBOROUGH	C.P.A. (ALA.)
JASON A. CANADY	C.P.A. (ALA.)
T. SCOTT UNDERWOOD	C.P.A. (ALA.)

INDEPENDENT AUDITORS' REPORT

To the Stockholders of
Dothan Security, Inc.
Dothan, Alabama

We have audited the accompanying financial statements of Dothan Security, Inc. (an Alabama S corporation), which comprise the balance sheets as of December 31, 2018 and 2017, and the related statements of income and retained earnings and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of

MEMBERS:
AMERICAN INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS
ALABAMA SOCIETY OF CERTIFIED PUBLIC ACCOUNTANTS

the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Dothan Security, Inc. as of December 31, 2018 and 2017, and the results of its operations and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

*Carpenter, Wiggins, Jordan,
Thomas & Scarborough, P.C.*

Dothan, Alabama

March 1, 2019

DOTHAN SECURITY, INC.
DOTHAN, ALABAMA
BALANCE SHEETS
DECEMBER 31, 2018 AND 2017

<u>ASSETS</u>		
	<u>2018</u>	<u>2017</u>
CURRENT ASSETS:		
Cash and cash equivalents	86,234.08	2,600.00
Accounts receivable (Note 1.b)	11,525,867.24	9,113,734.07
Employee receivables	6,167.27	11,699.71
Prepaid insurance	209,199.09	400,102.40
Prepaid expenses	82,900.58	173,093.31
	<u>11,910,368.26</u>	<u>9,701,229.49</u>
PROPERTY, PLANT AND EQUIPMENT:		
(Note 1.c)		
Machinery and equipment	1,101,005.00	1,031,266.92
Office furniture and equipment	1,010,398.19	983,495.46
Automobiles and trucks	2,156,903.25	1,944,990.41
Leasehold improvements	226,919.12	218,619.12
Buildings	19,259.39	19,259.39
	<u>4,514,484.95</u>	<u>4,197,631.30</u>
Less accumulated depreciation	<u>3,583,130.36</u>	<u>3,329,889.97</u>
	<u>931,354.59</u>	<u>867,741.33</u>
OTHER ASSETS:		
Utility deposits	2,792.40	2,537.40
Rent deposits	17,424.47	15,707.47
Goodwill (Note 1.h)	500,146.27	562,659.43
	<u>520,363.14</u>	<u>580,904.30</u>
	<u>13,362,085.99</u>	<u>11,149,875.12</u>

DOTHAN SECURITY, INC.
DOTHAN, ALABAMA
BALANCE SHEETS
DECEMBER 31, 2018 AND 2017

LIABILITIES AND STOCKHOLDERS' EQUITY

	<u>2018</u>	<u>2017</u>
CURRENT LIABILITIES:		
Bank checks outstanding in excess of bank statement balance	136,098.37	252,926.57
Accounts payable	1,763,707.35	1,325,263.33
Accrued payroll taxes	273,219.00	215,062.76
Accrued sales taxes	135,595.32	92,690.97
Garnishments payable	1,402.34	645.53
Accrued wages	2,733,866.18	2,111,391.32
Note payable - current (Note 2)	5,027,298.24	4,320,637.93
Current portion of long-term liabilities (Note 2)	192,404.23	209,311.35
	<u>10,263,591.03</u>	<u>8,527,929.76</u>
LONG-TERM LIABILITIES:		
Notes payable (Note 2)	516,737.93	452,322.65
Less current portion	192,404.23	209,311.35
	<u>324,333.70</u>	<u>243,011.30</u>
STOCKHOLDERS' EQUITY:		
Common stock, par value of \$1.00 per share (authorized and issued: 1,000 shares)	1,000.00	1,000.00
Additional paid in capital	195,788.00	195,788.00
Retained earnings (Page 7)	2,577,373.26	2,182,146.06
	<u>2,774,161.26</u>	<u>2,378,934.06</u>
	<u>13,362,085.99</u>	<u>11,149,875.12</u>

The accompanying notes are an integral part of these financial statements.

DOTHAN SECURITY, INC.
DOTHAN, ALABAMA
STATEMENTS OF INCOME AND RETAINED EARNINGS
YEARS ENDED DECEMBER 31, 2018 AND 2017

	<u>2018</u>	<u>2017</u>
SALES:		
Contract income	76,563,311.24	61,480,696.22
Security system sales and service	<u>1,584,178.88</u>	<u>1,867,003.67</u>
	<u>78,147,490.12</u>	<u>63,347,699.89</u>
OPERATING EXPENSES:		
Administrative wages	5,894,902.42	5,221,951.16
Advertising	260,317.04	130,811.00
Client reimbursement	11,432.23	44,160.49
Commissions	199,725.33	71,622.83
Computer supplies	7,864.49	8,790.52
Consulting fees	27,230.08	31,730.73
Contract labor	244,492.73	277,625.47
Contributions	31,786.79	36,882.58
Depreciation and amortization	476,957.48	426,261.46
Dues and subscriptions	477,026.78	409,004.50
Employee relations	13,419.29	14,012.37
Employer 401k contributions	17,216.91	14,700.92
Freight	33,907.52	30,997.03
Fuel, oil and grease	287,215.50	244,524.50
Guard equipment	110,576.66	88,439.23
Guard expenses	30,614.71	23,590.19
Insurance	3,595,769.36	2,273,601.51
Legal and professional	192,488.96	146,019.75
Meals and entertainment	127,634.10	125,299.61
Miscellaneous	32,564.02	35,443.18
Monitoring expense	96,418.79	93,732.77
Office supplies	99,682.80	109,454.66
Payroll taxes	5,428,038.52	4,487,616.37
Postage	36,552.99	36,111.21
Promotional material	34,930.66	39,066.15
Rent	418,388.30	404,057.54
Repairs and maintenance	522,178.90	474,852.44

DOTHAN SECURITY, INC.
DOTHAN, ALABAMA
STATEMENTS OF INCOME AND RETAINED EARNINGS
YEARS ENDED DECEMBER 31, 2018 AND 2017

	2018	2017
OPERATING EXPENSES: (continued)		
Security officer wages	56,028,433.20	45,580,324.26
Security system materials	612,906.14	619,715.12
Taxes and licenses	126,894.31	97,375.04
Telephone	318,613.53	285,218.17
Training and security clearance	232,016.59	212,950.03
Travel	556,972.13	485,997.48
Uniforms	323,065.60	257,363.08
Utilities	47,358.02	41,792.68
	<u>76,955,592.88</u>	<u>62,881,096.03</u>
	<u>1,191,897.24</u>	<u>466,603.86</u>
OTHER INCOME:		
Discounts earned	1,522.63	1,349.73
Garnishment fees	1,386.50	2,119.82
Other income	64,097.34	32,624.39
Recovery of bad debt	90.00	73,512.71
	<u>67,096.47</u>	<u>109,606.65</u>
	<u>1,258,993.71</u>	<u>576,210.51</u>
OTHER EXPENSES:		
Bad debt expense	399,615.27	21,099.04
Interest expense and bank charges	313,192.48	236,025.30
Penalties	167.76	1,333.00
	<u>712,975.51</u>	<u>258,457.34</u>
Net income (carried forward)	546,018.20	317,753.17

DOTHAN SECURITY, INC.
DOTHAN, ALABAMA
STATEMENTS OF INCOME AND RETAINED EARNINGS
YEARS ENDED DECEMBER 31, 2018 AND 2017

	2018	2017
Net income (brought forward)	546,018.20	317,753.17
RETAINED EARNINGS, BEGINNING OF YEAR	2,182,146.06	2,307,154.89
	2,728,164.26	2,624,908.06
LESS:		
Distributions to shareholders	150,791.00	442,762.00
RETAINED EARNINGS, END OF YEAR	2,577,373.26	2,182,146.06

The accompanying notes are an integral part of these financial statements.

DOTHAN SECURITY, INC.
DOTHAN, ALABAMA
STATEMENTS OF CASH FLOWS
YEARS ENDED DECEMBER 31, 2018 AND 2017

	2018	2017
OPERATING ACTIVITIES:		
Net income	546,018.20	317,753.17
Adjustments to reconcile net income to net cash provided by (used in) operating activities:		
Depreciation and amortization	476,957.48	426,261.46
(Gain) on sale of fixed assets	(10,686.02)	(7,000.00)
Changes in operating assets and liabilities:		
(Increase) in accounts receivable	(2,412,133.17)	(393,282.26)
(Increase) decrease in prepaid expenses	90,192.73	(36,613.85)
(Increase) decrease in employee receivables	5,532.44	(5,709.67)
(Increase) decrease in prepaid insurance	190,903.31	(170,257.84)
(Increase) decrease in utility deposits	(255.00)	287.95
(Increase) decrease in rent deposits	(1,717.00)	1,970.70
Increase (decrease) in bank checks outstanding in excess of bank statement balance	(116,828.20)	94,465.07
Increase in accounts payable	438,444.02	137,828.81
Increase (decrease) in accrued payroll taxes	58,156.24	(134,887.01)
Increase in accrued sales taxes	42,904.35	4,402.45
Increase in accrued wages	622,474.86	290,391.77
Increase in garnishments payable	756.81	494.96
Net cash provided by (used in) operating activities	(69,278.95)	526,105.71

DOTHAN SECURITY, INC.
DOTHAN, ALABAMA
STATEMENTS OF CASH FLOWS
YEARS ENDED DECEMBER 31, 2018 AND 2017

	<u>2018</u>	<u>2017</u>
INVESTING ACTIVITIES:		
Purchases of property, plant and equipment	(155,485.01)	(159,652.30)
Proceeds from sale of fixed assets	<u>24,228.19</u>	<u>7,000.00</u>
Net cash (used in) investing activities	<u>(131,256.82)</u>	<u>(152,652.30)</u>
FINANCING ACTIVITIES:		
Proceeds from current and long-term borrowings	706,660.31	270,154.47
Principal payments on notes payable	(271,699.46)	(200,845.88)
Distributions to stockholders	<u>(150,791.00)</u>	<u>(442,762.00)</u>
Net cash provided by (used in) financing activities	<u>284,169.85</u>	<u>(373,453.41)</u>
INCREASE IN CASH AND CASH EQUIVALENTS	83,634.08	0.00
CASH AND CASH EQUIVALENTS AT BEGINNING OF YEAR	<u>2,600.00</u>	<u>2,600.00</u>
CASH AND CASH EQUIVALENTS AT END OF YEAR	<u><u>86,234.08</u></u>	<u><u>2,600.00</u></u>

DOTHAN SECURITY, INC.
DOTHAN, ALABAMA
STATEMENTS OF CASH FLOWS
YEARS ENDED DECEMBER 31, 2018 AND 2017

	2018	2017
SUPPLEMENTAL DISCLOSURES:		
Acquisition of property, plant and equipment:		
Cost of property, plant and equipment	(491,599.75)	(411,273.78)
Property, plant and equipment loans and capital leases	336,114.74	251,621.48
Net cash (used for) purchases of property, plant and equipment	(155,485.01)	(159,652.30)

The accompanying notes are an integral part of these financial statements.

DOTHAN SECURITY, INC.
DOTHAN, ALABAMA
NOTES TO FINANCIAL STATEMENTS
YEARS ENDED DECEMBER 31, 2018 AND 2017

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

a. Business Activity

The company's primary activity is providing security services to entities throughout the Southeastern United States. The company also sells security systems and provides security system monitoring services in the same area. The company grants credit to most customers which consist primarily of businesses, residents and governmental agencies located throughout this region.

b. Accounts Receivable

The company reports trade receivables at gross amounts due from customers. Because historical losses related to these receivables have been insignificant, management uses the direct write-off method to account for bad debts. On a continuing basis, management analyzes delinquent receivables and, once these receivables are determined to be uncollectible, they are written off through a charge against earnings.

c. Property, Plant and Equipment

Depreciable items included in property, plant and equipment are being depreciated over their estimated useful lives by the straight-line and declining-balance methods. Depreciable lives relative to specific categories range as follows:

Machinery and equipment	5 to 10 years
Office furniture and equipment	3 to 7 years
Automobiles and trucks	5 years
Leasehold improvements	5 to 39 years

d. Statements of Cash Flows

For purposes of the Statements of Cash Flows, the company considers all highly liquid debt instruments generally purchased with a maturity of three (3) months or less to be cash equivalents.

DOTHAN SECURITY, INC.
DOTHAN, ALABAMA
NOTES TO FINANCIAL STATEMENTS
YEARS ENDED DECEMBER 31, 2018 AND 2017

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

d. Statements of Cash Flows (continued)

Supplemental disclosures of cash flow information:

	2018	2017
Cash payments for interest	313,192.48	236,025.30
Cash payments for income taxes	9,689.34	5,799.73

e. Concentrations of Credit Risk

The company maintains cash balances at two financial institutions located in Dothan, Alabama. Accounts at each institution are insured by the Federal Deposit Insurance Corporation up to \$250,000.00. At December 31, 2018 and 2017, the company had no uninsured cash balances.

f. Use of Estimates in the Preparation of Financial Statements

In preparing financial statements in conformity with GAAP, management is required to make estimates and assumptions that affect the reported amounts of assets and liabilities and the disclosures of contingent assets and liabilities at the date of the financial statements and revenues and expenses during the reporting period. Actual results could differ from those estimates.

g. Advertising Costs

Advertising costs are generally expensed as incurred.

h. Goodwill and Other Intangible Assets

For the year ended December 31, 2001 and prior years, goodwill related to the purchases of security services and systems companies in Montgomery, Alabama and Dothan, Alabama was being amortized over a fifteen year period. In accordance with *FASB Accounting Standards Codification 350, Intangibles - Goodwill and Other*, goodwill was not amortized for 2002 through 2016. The company evaluated the goodwill on an annual basis for potential impairment. Beginning in 2017, the company elected to write-off the book value of goodwill over a ten year life under *FASB Accounting Standards Update No. 2014-02*.

DOTHAN SECURITY, INC.
DOTHAN, ALABAMA
NOTES TO FINANCIAL STATEMENTS
YEARS ENDED DECEMBER 31, 2018 AND 2017

NOTE 1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

h. Goodwill and Other Intangible Assets (continued)

Covenants not to compete related to the above referenced purchases will continue to be amortized over their useful lives of 3 to 15 years.

i. Compensated Absences

Compensated absences for vacation pay and sick pay have not been accrued since they cannot be reasonably estimated.

NOTE 2. NOTES PAYABLE

	2018	2017
Note due commercial bank, interest payable monthly at prime but not lower than 5.0% (currently 5.5%), \$7,300,000.00 credit line, secured by accounts receivable, contract rights, shareholders' real estate and personal guaranties, matures on demand.	5,027,298.24	4,320,637.93
Various notes due commercial banks and lending institutions, collateralized by automotive equipment, total monthly payments of \$22,301.78 including interest at rates ranging from 0% to 6.64%, maturing from January 2019 through March 2024.	516,737.93	452,322.65
	5,544,036.17	4,772,960.58
Less current portion of notes payable	5,219,702.47	4,529,949.28
Long-term portion of notes payable	324,333.70	243,011.30

DOTHAN SECURITY, INC.
DOTHAN, ALABAMA
NOTES TO FINANCIAL STATEMENTS
YEARS ENDED DECEMBER 31, 2018 AND 2017

NOTE 2. NOTES PAYABLE (continued)

Aggregate maturities of notes payable based on current interest rates are as follows:

Year Ending December 31,	
2019	5,219,702.47
2020	156,786.90
2021	96,871.57
2022	42,946.78
2023	25,203.39
Thereafter	2,525.06
	5,544,036.17

NOTE 3. OPERATING LEASES

The company leases office facilities in Arkansas, Miami, Jacksonville, Birmingham, Panama City, Tampa, Illinois, North Carolina, California, Tennessee and Texas under agreements which have been accounted for as operating leases. The following is a schedule by year of future minimum lease payments.

Year Ending December 31,	
2019	89,750.45
2020	42,649.33
2021	2,359.12
	134,758.90

The company leases office facilities in Dothan, Montgomery, Albany, Savannah, Mississippi and Atlanta from a stockholder in an amount totaling \$10,725.00 per month on a month-to-month basis.

DOTHAN SECURITY, INC.
DOTHAN, ALABAMA
NOTES TO FINANCIAL STATEMENTS
YEARS ENDED DECEMBER 31, 2018 AND 2017

NOTE 4. CONTINGENT LIABILITIES

No claims existed at the date of this report that management believes would have a material adverse impact on these financial statements.

NOTE 5. RELATED PARTIES

The company rents office facilities from a stockholder as referenced in Note 3.

NOTE 6. INCOME TAXES

Effective January 1, 1999, the company, with the consent of its shareholders, elected to be treated as an "S" corporation under the Internal Revenue Code. In lieu of corporation income taxes, the stockholders will be taxed on their proportionate share of the company's taxable income for Federal and state tax purposes. The States of Tennessee and Louisiana do not allow filing as an "S" corporation. State taxes in these states are insignificant and, accordingly, the financial statements reflect no provision for income taxes.

The corporation files tax returns in the U.S. federal jurisdiction and various states. As of the date of these financial statements, the 2015, 2016 and 2017 tax years are open for audit by taxing authorities.

NOTE 7. COMMITMENTS

In 2002, the company entered an agreement with an insurance company to provide workers' compensation insurance. The insurance policy requires annual premiums and all workers' compensation claims will be paid by the company up to \$300,000.00 per event. The company accrued a liability for potential claims based upon an amount for claims reserve provided by the insurance company.

During 2011, the company converted its workers' compensation insurance to a policy providing coverage with no deductible for claims. The company continues to maintain a claims reserve under the prior coverage until all claims are settled.

NOTE 8. SUBSEQUENT EVENTS

In preparing the financial statements, management evaluated subsequent events through March 1, 2019, the date the financial statements were available to be issued.

Credit References

MidSouth Bank

2526 W Main St
Dothan, AL 36304
David Mathews
Phone: (334) 702-7774

RealTime LLC

2999 Ross Clark Circle, Ste 500
Dothan, Al 36302
Chad Mims
IT Support
Phone: (334) 678-1417

System Distributors

P O Box 536821
Atlanta, Ga. 30353-6821
Court Fowler
Electronics Distributor
Phone: (770) 864-4148

ComData

5301 Maryland Way
Brentwood, TN 37027
Accounts Receivable
Financial Institution
Phone: (800) 741-2777



IRREVOCABLE STANDBY LETTER OF CREDIT NO. 255

PLACE AND DATE OF ISSUE:
DOTHAN, ALABAMA MARCH 16, 2012

DATE AND PLACE OF EXPIRY:
MARCH 16, 2013 DOTHAN, AL
OR ANY EXTENDED DATE

APPLICANT:
DOTHAN SECURITY, INC.
P. O. BOX 7163
DOTHAN, AL 36302

BENEFICIARY:
BROWARD COUNTY, BOARD OF COUNTY
COMMISSIONERS
PORT DIRECTOR, BROWARD COUNTY'S
PORT EVERGLADES DEPARTMENT C/O DIRECTOR OF
BUSINESS ADMINISTRATION, 1850 ELLER DRIVE
FORT LAUDERDALE, FLORIDA 33316

AMOUNT: USD20,000.00
(TWENTY THOUSAND AND 00/100
UNITED STATES DOLLARS)

GENTLEMEN:

We hereby establish our Irrevocable Standby Letter of Credit NO. 255, in favor of Broward County and for account of Dothan Security, Inc., available by Broward County's drafts drawn on MidSouth Bank payable at sight up to an aggregate amount of U.S. DOLLARS TWENTY THOUSAND AND NO/100 (\$20,000.00) when accompanied by this Letter of Credit and the following documents:

1. Draft Drawn on us at sight.
2. A signed statement from the Port Director of Broward County, that the amount of the drawing represents amounts due and unpaid to Broward County arising from:
 - (A) Failure of applicant to pay to Broward County, when due, any and all tariff or other charges that have accrued at Port Everglades (whether relating to the furnishing of services or materials to applicant, its principals, agents, servants or employees at Port Everglades; or due to injury to property of Port Everglades; or, stemming from the use of Port Everglades facilities by applicant, its principals, agents, servants or employees; or, otherwise); or
 - (B) Costs, expenses, losses, damages or injury sustained by Broward County from non-compliance by applicant, its principals, agents, servants or employees with applicable laws, ordinances, rules and regulations of the federal, state and local governmental units or agencies (including but not limited to the terms and provisions of the Broward County code

of ordinances, administrative code, and all procedures and policies of the Port Everglades Department), as amended from time to time; or

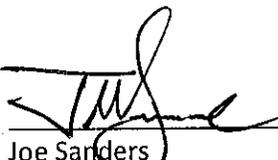
- (C) Costs, expenses, losses, damages or injury sustained by Broward County from any act, omission, negligence or misconduct of applicant, its principals, agents, servants or employees in Port Everglades (whether causing injury to persons or otherwise).

This Letter of Credit shall be extended for successive periods of one (1) year each unless we provide the Broward County Board of County Commissioners, through the Port Director of Broward County's Port Everglades Department at the above stated address, with written notice of our intent to terminate the credit herein extended, which notice must be provided at least ninety (90) calendar days prior to the expiration date of the original term hereof or any extended one (1) year term.

Any draft drawn under this Letter of Credit shall bear the clause: "Drawn under MidSouth Bank Irrevocable Standby Letter of Credit NO. 255 dated March 16, 2012." The original Letter of Credit must accompany any drawing, and the date and amount of each drawing must be endorsed on the reverse side of this Letter of Credit by the negotiation bank, if any.

This credit is subject to the "Uniform Customs and Practice for Documentary Credits", International Chamber of Commerce Publication Number 600, 2007 Revision, and to the provisions of Florida law. If a conflict between the uniform customs and practice for documentary credits and Florida law should arise, Florida law shall prevail. If a conflict between the law or another state or country and Florida law should arise, Florida law shall prevail.

MidSouth Bank



Joe Sanders
Vice President/Commercial Loan Officer



Mason Morrow
City President

RECEIVED
2012 APR 2 PM 3 04
PORT EVERGLADES DEPT.
BUSINESS ADMIN.



March 11, 2019

Broward County, Board of County Commissioners
Port Director, Broward County's Port Everglades Department
C/O Director of Business Administration
1850 Eller Drive
Fort Lauderdale, FL 33316

RE: Letter of Credit No. 255
DSI Security Services Inc.
P.O. Box 7163
Dothan, AL 36302-7163

Dear Sir:

Please be advised that MidSouth Bank will extend the maturity date for the above referenced Letter of Credit to March 16, 2020 for the account of DSI Security Services Inc.

Please contact our office should you have any questions in regards to this extension.

Sincerely,

A handwritten signature in black ink, appearing to read "D. Mathews".

David Mathews
Commercial Loan Officer/ VP
MidSouth Bank
2526 W. Main St.
Dothan, AL 36304
334-702-7774

BROWARD COUNTY LOCAL BUSINESS TAX RECEIPT

115 S. Andrews Ave., Rm. A-100, Ft. Lauderdale, FL 33301-1895 – 954-831-4000

VALID OCTOBER 1, 2019 THROUGH SEPTEMBER 30, 2020

DBA:
Business Name:

Receipt #:
Business Type:

Owner Name:
Business Location:

Business Opened:
State/County/Cert/Reg:
Exemption Code:

Business Phone:

Rooms Seats Employees Machines Professionals

		For Vending Business Only					
		Number of Machines:		Vending Type:			
Tax Amount	Transfer Fee	NSF Fee	Penalty	Prior Years	Collection Cost	Total Paid	
43.13						43.13	

THIS RECEIPT MUST BE POSTED CONSPICUOUSLY IN YOUR PLACE OF BUSINESS

THIS BECOMES A TAX RECEIPT

WHEN VALIDATED

This tax is levied for the privilege of doing business within Broward County and is non-regulatory in nature. You must meet all County and/or Municipality planning and zoning requirements. This Business Tax Receipt must be transferred when the business is sold, business name has changed or you have moved the business location. This receipt does not indicate that the business is legal or that it is in compliance with State or local laws and regulations.

Mailing Address:

115 S. Andrews Ave., Rm. A-100
Ft. Lauderdale, FL 33301-1895

Receipt #13B-19-00001554
Paid 12/02/2019 43.13
11/15/2019 Effective Date

2019 - 2020

12-9-19
Original to Miami
of

FLORIDA DEPARTMENT OF AGRICULTURE AND CONSUMER SERVICES

**ADAM H. PUTNAM
COMMISSIONER**

DIVISION OF LICENSING

04/10/18
DATE ISSUED

07/08/21
DATE OF EXPIRATION

BB1500017
LICENSE NUMBER

**DOTHAN SECURITY, INC.
DBA DSI SECURITY SERVICES**

8249 NW 36TH STREET
SUITE-101
MIAMI, FL 33166

THE *SECURITY AGENCY* BRANCH OFFICE NAMED ABOVE IS LICENSED AND REGULATED UNDER THE PROVISIONS OF CHAPTER 493, FLORIDA STATUTES.



**ADAM H. PUTNAM
COMMISSIONER**

SAFETY PROGRAM

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"SAFETY FIRST"	SAFETY PROGRAM ENDORSEMENT	Revision: Date: 5-1-03
	Page 1 of 1	

Safety Program Endorsement and Statement

We at **DSI SECURITY SERVICES** are committed to working with our employees to provide a safe work place. It is our policy that employees should report unsafe conditions and will not perform work tasks if it is considered unsafe. We all play an equal part. Everyone must report any/all incidents, injuries, and unsafe conditions to their supervisors. We have established a protocol for this purpose and expect to see our mission of minimizing work place injuries and incidents fulfilled.

All employee recommendations to improve safety and health conditions are encouraged and will be given thorough consideration by our management team. Management will give top priority to and provide the financial resources for the correction of unsafe conditions and analysis of unsafe work practices. Your ideas and involvement with fulfilling the program goals and objectives will be expected.

The primary responsibility for the coordination, implementation, and maintenance of **DSI SECURITY SERVICES** workplace safety program has been assigned to:

Name: **Eddie Sorrells**

Function/Title: **Responsible Safety Officer**

Title: **COO/General Counsel**

Telephone: **(334) 793-5720**

Senior management will be actively involved with our work force in establishing and maintaining an effective safety program. Our safety coordinator and other members of our management team will participate with us or each department's employee representative in ongoing safety and health program activities by:

- Promoting both employee and safety committee participation;
- Providing safety and health education and training; and
- Reviewing and updating safe work practices expectations.

This is intended to reiterate **DSI SECURITY SERVICES** management's commitment to, involvement in, and expectations of providing our employees a safe and healthful work place. Our work place safety program will be incorporated as the standard of practice for this organization. Compliance with these safe work expectations will be required of all employees as a condition of employment. Our company focus will hold all employees accountable for safety performance equal with quality and production expectations.

(Signed by/Title)

(Date)

"SAFETY FIRST"	Responsible Safety Officer (RSO) Duties And Responsibilities	Revision: Date: 5-1-03
	Page 1 of 1	

Responsible Safety Officer (RSO) Responsibilities

We have designated Eddie Sorrells, COO/General Counsel as our company safety coordinator with duties and responsibilities contained within this policy.

Our safety coordinator has the responsibility and authority to carry out our safety program. The primary duties and responsibilities of the safety coordinator, include, but are not limited to:

1. Formulate, administer, evaluate, and prepare appropriate adjustments to our safety/health and property protection program.
2. Make (minimum) monthly reports to management on safety program progress, including strategic plans for reducing injury and incident frequency and severity.
3. Maintain current incident record system, make incident reports, investigate incidents, and make sure that timely corrective action is taken. Management must be regularly informed of progress on corrections and benchmark achievements.
4. Assist in training all employees in safety and health matters. Coordinator will maintain records of new employee safety orientation and all ongoing training programs. Training program elements and schedule will be based both on regulatory compliance and reduction in incidents and their costs.
5. Perform hazard surveillance and supervise safety inspections and surveys made by our safety committee and others to discover and correct unsafe work practices before they cause accidents.
6. Make certain that federal (i.e., OSHA, EPA, DOT, etc.), state, and local laws or codes are brought within compliance.
7. Initiate and maintain safety-related communications in meetings and correspondence, and conduct activities that will stimulate the interest and maintain the accountability of employee safety.
8. Work with our safety committee to help them understand their role and responsibilities.
9. Coordinate Loss Prevention consulting activity and support provided by the Loss Prevention Services and Claim departments.
10. Coordinate prompt claims reporting and return-to-work activities with our insurance carrier and our preferred doctors. We will utilize our disability management plan for return to work and transitional duty task design to help manage our injuries.

"SAFETY FIRST"	SFAETY COMMITTEE ORGANIZATION AND RESPONSIBILITES	Revision: Date: 5-1-03
	Page 1 of 2	

Safety Committee - Organization and Responsibilities

Eddie Sorrells as our safety committee chairperson will help coordinate an effective plan to reduce work place injuries and illnesses.

The primary function of our safety committee is to create and maintain injury prevention as a primary goal in our company. Our safety committee will be made up of at least one management representative and the remaining will be combined supervisors and workers. There will be a representative from each department. Membership will be rotated periodically to give more employees an opportunity to participate. It is our objective to have monthly meetings or more if the committee deems it necessary. We will establish a calendar of meetings and agenda and distribute to all members at least one week prior to the meeting. (Notice of meetings will be sent to each member of the committee and top management.) Principle activities and responsibilities include:

- Conduct monthly hazard surveillance tours to identify hazardous conditions and unsafe work practices and recommend corrective action. This also includes an evaluation of observed safe work behaviors to improve safe work performance.
- Act as a clearinghouse for all safety ideas, activities, and needs.
- Review incident investigation reports and near misses that have occurred in the past month to help determine what corrective actions can be taken to prevent recurrence.
- Assist in the development of base line safe work performance expectations and work practices.
- Coordinate training programs to maintain employee knowledge and skill in safety.
- Individually promote safety activities and set good examples in the areas where they work, as well as respond to employees concerns and complaints in the area of safety and health.
- Keep records of committee meetings so that progress can be maintained and management kept well-informed.
- Assist new employees in becoming competent and familiar with company safety practices.
- Encourage prompt claims reporting and help to identify return-to-work opportunities with our Insurance carrier and our treating physicians or specialists.
- Coordinate safety education and program alterations based, in part, on needs identified from audits and regular evaluations and investigations that reveal areas needing improvement.

ATTACHMENT: SAFETY COMMITTEE REPORT

Report of Safety Committee Meeting

Meeting Date: _____ Location: _____

Attendees (Please print name/title of department on separate sheet)

Subjects Covered: _____

Incidents Reviewed/Status of Employees or Injured Party(ies): _____

Hazard Survey Findings and Priorities: _____

Plans for Future Meetings and Safety Improvement: _____

Additional Training Needs: _____

Signature of Safety Coordinator: _____

Copies of this report go to:

1. Safety Committee File and Members
2. Safety Coordinator
3. Management Representative
4. Supervisors
5. Employee Bulletin Board or Uniform Announcement

"SAFETY FIRST"	MANAGEMENT AND SUPERVISORY RESPONSIBILITIES	Revision: Date: 5-1-03
	Page 1 of 2	

Supervisor Safety Responsibilities

ALL SUPERVISORS, MANAGEMENT, AND OTHER SENIOR EMPLOYEES ARE RESPONSIBLE FOR KNOWING AND FOLLOWING THESE GUIDELINES.

Each of our supervisors has an important responsibility for safety in their respective areas. They are the primary contact and have immediate control over their employees. No other function within our organization has the same unique opportunity to coach its employees and make an impact on their safe work performance.

Employees respond to what they perceive as their job expectations. Our supervisors must show by example (with their attitudes and actions) that they support our safety program. This leadership will help our employees understand that safety is a necessary part of their work. Each supervisor should understand their responsibilities for safe working conditions and the performance of safe work practices within their department and throughout the facility.

Primary duties

Our supervisors' responsibilities and duties will include, but are not limited to:

- **Hiring:** Follow our company's hiring practices in accordance with the "Americans With Disabilities Act" (ADA). Select only qualified employees within the scope of their job expectations and capabilities.
- **Orientation:** Be sure that each new employee is well versed in the basic needs and expectations of the tasks they are to perform. Review each item of our employee safety orientation with each new employee. Sign and have the employee sign their orientation checklist acknowledging their understanding of the items on the form. Retain these forms in our personnel files. These should be reviewed after the probation period has ended, or when the employee has achieved proficiency, or to determine additional training needs.
- **Safety "Rules":** Give detailed instructions for safe job performance by explaining the inherent hazards and safety precautions when assigning new or transferred employees to new jobs. Provide ongoing coaching to assure that safe work performance is maintained and unsafe work practices are corrected and eliminated.

- **Observing Work Performances:** Identify and correct any unsafe condition and identify any unsafe action observed. Use appropriate coaching techniques to correct unsafe work behavior consistent with our safety culture and philosophy. In cases of clear circumvention of a safe work expectation, the supervisor may deploy our disciplinary protocol.
- **Enforcement:** Check to see that personal protective equipment, such as eye protection, is used where/when required. Provide employees with safe facilities and equipment to perform their jobs.
- **Participate and Demonstrate:** Set good examples of our safety program philosophy in your actions, attitudes, and messages. Actively participate in safety promotional activities to demonstrate management's commitment to the safety program.
- **Involvement:** Personally supervise all hazardous work or work that is new or unusual.
- **Inspect and Monitor:** Regularly inspect and maintain the work environment to assure that good housekeeping practices are followed and that mechanical failures are minimized.
- **Incident Reporting and Follow-up:** Promote prompt claims reporting and prepare for possible work modifications for recovering employees with our insurance carrier and our treating physicians, utilizing their disability management program. This is addressed under the Incident Investigation and Injury Management program area.
- **Commitment:** Carry out the mission and objectives of our safety and health program to create a safety culture and reduce the costs of injuries and incidents.

"SAFETY FIRST"	PRE-HIRE SAFETY PROCESS	Revision: Date: 5-1-03
	Page 1 of 1	

Hiring and Training

Our work force is our most valuable and most important asset. We want to select qualified employees. Once hired, thorough training and education is paramount to understand our objectives and the safest, most productive way to do your job.

Prospective employees

- Each prospective employee will fill out an employment application.
- Each prospective employee will receive a personal interview either by our human resources department or the supervisor.
- A phone call reference check will be made of the prospective employee's previous employers. Background security checks will be routine.
- If the prospective employee will be expected to drive a company vehicle or drive their own vehicle on company business (even occasionally), they must obtain a motor vehicle reports (MVRs).
- While DSI Security Services does not require physical exams prior to employment, all prospective employees must be capable fo completeing all job functions in order to be employed. This includes the successful completion on a drug screen.
- Job descriptions will be updated each year with input from each supervisor. They must reflect the actual critical job demands, as well as cognitive skills employees must have to hold a given position. The safety committee, ergonomics team, and/or workers compensation coordinator must provide input and approval to the process of upgrading job descriptions. Our treating occupational physician must also be consulted to provide essential detail into the final description.

"SAFETY FIRST"	NEW EMPLOYEE SAFETY ORIENTATION AND TRAINING	Revision: Date: 5-1-03
	Page 1 of 1	

New Employee Safety Orientation and Training

A key element in our safety program is the initial training of employees. They need to know the company safety program, policy, and rules to begin to develop the proper safety attitude and work procedures immediately. This also demonstrates management's interest in their well-being.

The following areas are to be covered in the new employee's orientation:

- Safety program endorsement and commitment of DSI Security Services including the role employees play, their responsibility, and how these are enforced is also explained.
- Company safety expectations of the work force, supervisors and management; how employees and management representatives are held accountable for safe work performance.
- Specific job safety requirements as they affect each individual department and task.
- Incident reporting procedures, including the need for prompt reporting and follow-up.
- Injury management and transitional duty plan for recovering employees of work place incidents by following the disability management model from our insurance carrier.
- Safety organization and functions, including the person in charge, members of the safety committee, their function, and how incidents are investigated.
- Specific personal protective equipment (PPE) requirements.
- Orientation tour of our operation.
- Review of the company emergency disaster preparedness plan and medical information, including what employees do in case of emergency and from who they will seek help, cover, evacuation, alarms, etc.
- Review of fire alarm procedures, and location of fire extinguishers, and the steps to follow in case of fire or related evacuation procedures.
- First-aid procedures: use of first-aid responders as a primary contact, practice of bloodborne pathogen protection, spill and hazardous waste cleanup and disposal, etc.

REQUIRED DOCUMENTED TRAINING

Each new DSI employee will be required to take and pass the DSI Safety Quiz and watch the DSI "Safety First" film. This must be documented in each employee file with the Safety Training Checklist.

Each employee will also be required to complete DSI's Safety orientation Program upon assignment to a post location.

Job specific training by supervisors

Each supervisor must acquaint new employees with the nature of their work, specific safety features and requirements, general safe work expectations for the department, and introduce the new person to other employees. On-the-job training, with an experienced employee should include key points, as well as hazards and how to avoid them.

The employee safety orientation checklist should be completed by the supervisor and placed in the employee's file to document this important phase of initial job training. The supervisor needs to follow up to check key points and the employee's competency.

Attendance at scheduled safety training classes should be documented in a training roster indicating the date, instructor, topics covered, and a list of participants.

Attachments

- **DSI SAFETY QUIZ**
- **DSI SAFETY ORIENTATION PROGRAM**
- **NEW EMPLOYEE SAFETY ORIENTATION CHECKLIST**

New Employee Safety Orientation Checklist

This is a brief, itemized summary of topics to cover with each new or transferred employee prior to having that employee start work:

	Covered	Competency
<ul style="list-style-type: none"> • DEPARTMENT TOUR (Discuss specific hazards, locations of problems, and job safety controls) 	_____	_____
<ul style="list-style-type: none"> • LOCATION/USE OF FIRST AID and RESPONDERS/FACILITIES 	_____	_____
<ul style="list-style-type: none"> • COMPANY SAFETY POLICY and THEIR ROLE IN THE PROGRAM 	_____	_____
<ul style="list-style-type: none"> • USE, CARE, AND MAINTENANCE OF PERSONAL PROTECTIVE EQUIPMENT (Protective shoes, glasses/prescription eyewear, ear protection, respirators, gloves, etc.) 	_____	_____
<ul style="list-style-type: none"> • SPECIFIC SAFETY EXPECTATIONS IN YOUR DEPARTMENT 	_____	_____
<ul style="list-style-type: none"> • MATERIAL HANDLING /LIFTING TECHNIQUES AND BODY MECHANICS 	_____	_____
<ul style="list-style-type: none"> • DEFENSIVE DRIVING, COMPANY EXPECTATIONS, AND RESPONSIBILITIES 	_____	_____
<ul style="list-style-type: none"> • FIRE SAFETY PRECAUTIONS (Designated smoking areas, control of flammable/combustible materials, etc.) 	_____	_____
<ul style="list-style-type: none"> • LOCATION AND USE OF FIRE EXTINGUISHERS AND EVACUATION PLANNING 	_____	_____
<ul style="list-style-type: none"> • FIRE OR OTHER EMERGENCY PREPAREDNESS (Natural disaster, medical or environmental spills, bomb threats, violence, etc.) 	_____	_____
<ul style="list-style-type: none"> • WHAT TO DO IF YOU SPOT A HAZARD OR UNSAFE WORK PRACTICE 	_____	_____
<ul style="list-style-type: none"> • WHEN AN INCIDENT OCCURS (Injury or property damage) (Reports, investigations, obtaining medical treatment, returning to work, follow-up, etc.) 	_____	_____

I acknowledge that information on the above subjects was furnished to me during my orientation.

EMPLOYEE'S SIGNATURE _____ Dept. _____

I have instructed the above-named employee in the fundamentals of safety practices.

SUPERVISOR'S SIGNATURE _____ Dept. _____

DSI Safety Orientation Training

OSHA Health and Safety Training

OSHA Health and Safety Training

Introduction

“DSI” is committed to the belief that people are our most important resource. In keeping with this belief, we must all recognize the importance of health and safety in the workplace so that our most valued resource is protected.

It is the policy of “DSI” to proactively provide a work environment that protects the health and safety of employees, customers, contractors, and the public. All employees are responsible for their personal safety as well as the safety of their fellow workers. The corporation will comply with all local, state, national, and international laws and regulations concerning safety, health, and environmental protection.

Purpose of this Lesson

The purpose of this guide is to present basic guidelines for health and safety in the work environment and DSI employees in compliance with the Occupational Safety and Health Act (OSHA) of 1970. It should be noted that this manual is not supposed to serve as an exclusive source of health and safety information; this manual cannot anticipate every potentially hazardous situation faced by DSI employees and contractors.

Importance

Maintaining personal health is an essential part of job satisfaction.

Course Objectives

After you have completed this orientation, you will be able to understand basic safety policies, guidelines, and procedures for emergency and non-emergency events. Specifically, you should understand:

- When and how to use Personal Protective Equipment (PPE)
- Proper heavy lifting techniques
- Basic fire safety
- The requirements of hazard communication including MSDS sheets and the National Fire Protection Association (NFPA) 704M Hazard Identification System
- DSI’s basic Lockout/Tagout Policy
- The basics of electrical safety

Order of Topics

Topics included in this participants guide include:

- General Workplace Safety
- Fall Protection Requirements
- Personal Protective Equipment (PPE)
- Safe Lifting
- Emergency Preparedness & Response
- Hazard Communication
- Lockout/Tagout
- Electrical Safety

General Workplace Safety

Introduction DSI's safety goal is to **prevent all injuries**. To accomplish this goal, employees must be responsible for their personal safety as well as the safety of their fellow workers.

Purpose This module explains basic safety rules for DSI employees.

Importance Recognition of potential safety hazards as well as each employee's responsibility for safety is essential in accomplishing our safety goal.

Module Objective After completing this module, you should understand basic safety rules in place at DSI.

Order of Topics This module includes these topics:

- Dress Code
- Traffic
- Housekeeping
- Conveyor Safety

Responsibility You are the key to safety. You are responsible for safety in your area:



- Observe safety rules
- Be alert when you are on the job
- Report any accident, illness, or injury to your manager
- Report or remove any unsafe practices or safety hazards
- Wear your required Personal Protective Equipment (PPE)
- Become familiar with the safety rules for an area before entering that area.

John Doe (Ext. ??????) is DSI's Corporate Occupation Nurse & Safety Administrator. Feel free to contact her with any of your safety concerns.

Dress Code Certain items of clothing and/or jewelry can create potentially hazardous conditions when working with machines with moving parts, electric circuits, or hazardous chemicals. In general, DSI employees must follow these guidelines:



- Finger rings, wristwatches, or similar metal jewelry will not be worn by employees working on live electrical circuits.
- Finger rings, long neck chains (greater than 6 inches below the base of the neck), long earrings (greater than 1 inch below the earlobe), ties, and loose/baggy clothing will not be worn by employees working around rotating equipment (i.e. automatic conveyors, drill presses, etc.).
- Long hair will be worn in a manner to prevent entanglement in rotating equipment.
- Contact lenses will not be worn whenever a job or task involves the use of hazardous chemicals.
- Open-toe/open-heel shoes, sandals, thongs, flip-flops, and shoes with heels that exceed 2 inches in height are unacceptable.

Traffic



Office traffic, like highway traffic, is a common source of injury. The following guidelines are provided to minimize traffic related injuries in the workplace here at DSI:

- Obey all traffic signs. Use designated pedestrian walkways where they are provided. Green or yellow taped areas divide pedestrian zones from motorized vehicle traffic.
- Exercise caution when walking around corners and in hallways where your view may be obstructed. Use overhead mirrors when rounding blind corners.
- Be alert for powered industrial vehicles (forklifts) throughout the manufacturing operations. If you must walk near a moving vehicle, make certain that the operator sees you; before you proceed, *establish eye contact* with the operator to ensure that he/she sees you.
- Only a certified operator is authorized to operate a motorized material truck. Operators must wear their green badge indicating their certification.
- The speed limit for vehicles in company parking lots is 10 MPH.

Housekeeping

Poor housekeeping is responsible for unnecessary slips, trips, falls, and other injuries, and can interfere with emergency response.

The following guidelines are provided to define good housekeeping practices:

- Keep emergency exits, aisle ways, and emergency equipment (fire



extinguishers, first aid cabinets, fire risers, shower/eye wash stations, circuit breaker panels, etc.) clear and accessible at all times.

- Keep your work area clean and orderly. Put trash and scrap in their proper containers. Keep floors, desks, workbenches, and cabinets clean and free of debris. Keep tools, parts, and supplies stored securely and neatly. Do your part to keep all areas neat and clean, including break areas, aisle ways, rest rooms, and parking lots.
- Clean up or report spills to the custodial service immediately.
- Do not leave equipment and/or material unattended in main aisles.
- Store and stack equipment and/or material so that it won't create a falling or tripping hazard.
- No material and/or equipment will be stored or stacked within 18 inches of sprinkler heads or lighting fixtures.
- Do not extend cords from computers, telephones, calculators, typewriters, etc. across aisle ways, thereby presenting a tripping hazard. Secure the cord using tape or other means if there is no alternative.
- Empty trash in the large gray trash bins.
- No food or drink consumption is permitted on the production floor.
- Keep pallets in designated areas.
- Do not run or walk on wooden pallets, or use pallets as a step to reach items overhead.
- Do not set pallets on their sides, or over stack pallets (minimum three, maximum ten per stack).
- Do not use defective or severely damaged pallets; set them aside.

Conveyor Safety

Misuse of conveyors & flow racks, can lead to injury. In general:



- Do not stand, sit, or walk on any of the roller conveyors.
- Do not crawl under, jump over, or sit on the conveyor lines.
- Always use the stairs to cross over a conveyor line, or walk around a conveyor line.
- Never crawl on a flow rack to reach the top shelf.
- Never place your hands on or inside a conveyor line *regardless* of whether it is off or on.

Personal Protective Equipment (PPE)

Introduction	Although all possible attempts are made to reduce the number of hazards found in the work environment, in some instances, employees must perform potentially hazardous tasks or work in potentially hazardous areas. One example is working with hazardous chemicals. An important defense against injury is wearing of personal protective equipment (PPE). Personal protective clothing and equipment will be worn whenever chemical or physical exposure or contact could potentially harm an individual. DSI will provide PPE for work in designated areas. If you do not work in such an area where PPE is required, but feel that PPE is necessary to ensure your health and safety, talk to your manager.
Purpose	This module identifies the different types of PPE and their proper use.
Importance	By being aware of the PPE required for performance of a task or PPE required to work in a specified area, employees can protect themselves from potential injury. The Safety Department, prior to ordering will approve all personal protective clothing and equipment.
Module Objective	After completing this module, you should be able to identify the different types of PPE required for performance of different tasks and to work in different areas. You should also be able to identify the different items, which although not specifically required by management, are available upon the employee's request.
Order of Topics	This module includes these topics: <ul style="list-style-type: none">• Eye Protection• Foot Protection• Head Protection• Noise Protection• Hand Protection• Fall Protection• Respiratory Protection

Eye Protection



Small particles of dust, particles from chipping, grinding or cutting operations, small thrown or falling objects, chemical, gases, mists, fumes or dust, bright light, and lasers represent hazards to eyes and faces of workers. Although engineering controls are to be used when at all possible to control workers' exposure to these hazards, PPE is needed where in places where these engineering controls are unavailable or insufficient.

The types of eye protection provided by DSI include:

- Face shields
- Welding helmets
- Safety impact goggles
- Prescription safety glasses
- Splash-proof chemical goggles
- Non-prescription safety glasses

Where do I need eye protection?

Appropriate eye protection will be worn at all times in designated areas and whenever undertaking designated tasks. Designated Eye Protection Areas are marked by blue tape. These areas and tasks, which require the use of safety glasses, are also listed in the DSI Safety Manual. In addition, appropriate eye protection equipment will be worn by all DSI employees where required by customer/vendor site eye protection policies.

Safety Glasses

All safety glasses/goggles (plain and prescription) which are required to be worn in designated "Eye Protection Areas", or during specific tasks will be equipped with side shields and must meet the ANSI Z87 standards for protection and durability. Glasses without the Z87 logo will not be allowed to be worn on DSI premises.

Safety glasses will be worn when performing the following tasks:

- Banding and band cutting
- Chemical use
- Staple pulling from cardboard boxes, wooden pallets, etc.
- Installing slings into cardboard boxes

In addition, safety glasses with side shields are required to be worn at all times by all personnel in the Machine/Fabrication Shop.

Chemical Splash Goggles

Face shields and chemical splash goggles are required for performing forklift battery maintenance (adding water, connecting charging cables, replacing battery etc.). Splash proof chemical goggles will be required for transferring bulk chemicals (1 quart or greater).

Safety impact goggles Safety impact goggles will be required for deburring and hand grinding jobs.

Welding helmets and goggles Welding helmets will be required for welding. Welder's goggles or welding helmet will be required for gas welding, cutting, burning, or brazing.

Limitations It is essential that the proper eye protection be used for a specified task. For example, safety glasses do not protect against chemical splashes or light from a welding torch. Wear the appropriate eyewear for the task.

Contact lenses will not be worn whenever a job or task involves the use of chemicals.

How do I get prescription safety glasses? The company will purchase prescription safety glasses for new employees and for existing employees who have had their glasses for more than one year (prescription to be provided by employee). To obtain safety glasses, see your manager for a "Prescription Safety Glasses Authorization Form".

Foot Protection



Where the potential exists for items, due to weight or force of fall or puncture, to result in injury to the feet, safety shoes or boots must be worn. The minimum requirement will be leather safety shoes with approved steel toe cups inside the shoe. When chemical hazards are present, safety footwear may be supplemented with chemically resistant pullover boots and booties or replaced by chemically resistant boots with steel toe and steel sole shanks.

Where do I wear safety shoes? Steel-toe safety shoes will be worn in designated areas, as well as by designated job tasks or functions. Designated areas, which require steel-toe boots, are listed in the DSI Safety Manual.

Safety boots will be worn at all times by Shipping and Receiving personnel and Material Handlers and Warehouse personnel (office/clerical personnel exempt).

An employee reporting to work without his/her required footwear will be



subject of the following actions:

- The employee will not be allowed to work at his/her assigned work area and/or job function, which requires the use of protective footwear.
- The employee will be sent home to retrieve the required protective footwear. The time away from work required to obtain footwear will be unpaid.

How do I get safety shoes?

The company will incur the expense of safety shoes up to a predetermined maximum value for employees whose jobs require wearing safety shoes. Two pairs of shoes will initially be provided, and replaced once every two years if needed.

To acquire safety shoes see your manager for a "Steel-Toe Safety Shoes Authorization" form.

At all times and locations within the DSI complex, the following footwear is unacceptable:

Unacceptable footwear

- Open-toed shoes, sandals, thongs, clogs, flip-flops, etc.
- Shoes that exceed 2 inches in heel height.

Head Protection

Impact hazards are present from abnormally low ceilings, objects protruding at head level into work places, and probability of small objects being dropped, blown or falling from above.

When should I wear a hard hat?

Hard hats should be worn at all times when working in areas where hazards or impacts to the head, electric lines, or electricity-carrying appliances are near head height.

How should hard hats be worn?

In general, the following guidance regarding hard hats should be followed:

- Hard hats should be worn with suspensions installed.
- No object should be placed between the suspension and the hard hat shell.
- Headbands must be worn tight enough to prevent slippage but loose enough to allow the suspension to rest firmly on the head.
- Do not place adhesive stickers, write on the hat with markers or make any other alterations that may affect the impact or electric protection capabilities of the hard hat.
- Secure the hard hat to the head when work involves climbing, bending, crawling, working at elevations or when protective

equipment must be worn under the hat.

Limitations Hard hats can only protect if they are worn properly. Hard hats do not protect against very heavy objects falling from considerable height; be aware of your surroundings.

Noise Protection



Noise is defined as unwanted sound. Excessive noise can result in:

- Sudden traumatic temporary hearing loss.
- Long-term hearing loss which is irreversible.
- Disruption of communication and masking of warning devices and alarms.
- Increased stress levels and effects on the cardiovascular and nervous system. This may occur at levels below that which cause damage to hearing and in situations where conditions are constant and daily.

When do I need noise protection?

Any sound level surveys indicating noise levels averaging 85 decibels (dBA) or more over an 8-hour period, or, in the absence of sound levels measuring instrumentation, any noise/sound preventing normal vocal discussion between two individuals at arms length distance will dictate the need for hearing protection.

Ear protection (plugs or muffs) will be worn in areas where high noise signs are posted. Currently at DSI there are no designated areas. However, if an employee prefers to use earplugs, they will be provided. See your manager if you wish to acquire earplugs.

Safe Lifting

Introduction Whether you are at home or at work, safe lifting is important. Even small lifts can be harmful if not done properly. Bending at the waist to lift an object greatly increases the force on your lower back as well as the potential for back injury.

Purpose This module presents proper lifting techniques, which should minimize the risk of injury from everyday lifting.

Importance Back injuries from lifting account for a significant number of injuries to DSI employees yearly. Using proper lifting procedures in all lifting tasks can eliminate most of these injuries.
IT SHOULD BE EXTREMELY RARE FOR DSI EMPLOYEES TO LIFT ANY ITEMS. ONLY LIFT ITEMS IF IT IS RELATED TO YOUR JOB AS A SECURITY OFFICER.

Module Objective After completing this module, you should be able to demonstrate proper lifting techniques.

Safe Lifting



Use the following techniques for safe lifting:

Always use the Buddy System or mechanical lifting device if a load weighs more than **10 pounds**. If you don't know how heavy a load is, before you attempt to lift it, test the load. If the load is too heavy, bulky, or blocks your vision, get help or use a mechanical lifting device.

- Clear a path before attempting to lift the load.
- Situate yourself in front of the load.

Bend at the knees *not* at the waist. Keep your back in alignment.

Grasp the load and let your legs do the lifting. Pull the load into your body as you straighten your legs. Again, if the load is too heavy (Over 50lbs.) or bulky, get help.

- If you must turn, turn with your whole body. Avoid twisting your spine.
- When you set the load down, bend at the knees and slowly lower the load. Carefully put the load down without pinching your fingers.

Emergency Preparedness & Response

Introduction Knowing what to do in a fire, medical, bomb threat, earthquake or other emergency is essential for quick and safe response to the emergency. It is the responsibility of the employer to provide each employee with the response information necessary to protect the employee in the event of an emergency. In addition, to ensure their own safety, each employee should make certain that they are familiar with this information, including emergency numbers, the location of emergency response equipment, evacuation routes, assembly areas, etc.

Purpose This module explains DSI's emergency procedures. Some of the information presented here is generic; therefore, it is essential that you get specific information from your supervisor concerning your specific work area.

Importance Emergencies do not wait for you to read up on how to respond. Familiarity with emergency procedures can be your best protection in an emergency situation.

Module Objective After completing this module, you should be know:

- What to do in a medical emergency.
- When and how to use fire extinguishers, as well as where fire extinguishers are located.
- What to do in emergency situations

Order of Topics This module includes these topics:

- Emergency Equipment
- Plant emergencies such as bomb threats and earth quake procedures
- Emergency Evacuation
- Fire Safety

Emergency Equipment

Emergency equipment may include fire extinguishers, eye wash stations, portable showers, first aid kits, etc. Areas where emergency equipment is located are typically marked off by red/white tape. It is important to keep these areas clear and accessible at all times.

Medical Emergencies



In a medical emergency, time is a crucial element.

Employees must immediately report all accidents, injuries (no matter how minor), and illnesses to their manager. If a manager is not available, call the site emergency number (9-9999) and an First-Aid member or Nurse will be summoned to the scene. DSI has an internal medical response team consisting of Nurses and employees trained in First-Aid/CPR that will respond to all medical emergencies. If medical treatment is required beyond the scope and training of the nursing staff and First-Aid Member, they will arrange transport for the injured employee to a medical treatment facility. The First Responder Team (FIRST-AID MEMBER) works within each building in the DSI complex to provide quick medical assistance. These FIRST-AID MEMBER members are trained to assess the situation and provide basic first aid and CPR, if necessary (a list of FIRST-AID MEMBER members is included as the last page of the DSI phone book. If you are interested in becoming a member of the First Responder Team, talk to your manager.)

To summon emergency medical assistance, employees should utilize the emergency number **(9-9999)** that is located on all phones. Be prepared to provide the following information to the emergency dispatcher:

Location and number of the injured persons (include building and area of building).

- Type of injury.

Be prepared to remain with the injured person to ensure that help arrives. Do not move an individual who has been injured unless the injured person is dangerously close to a fire or hazardous chemical(s). Also, an FIRST-AID MEMBER member may wish for you to remain after they arrive at the scene in case the Emergency Medical Service (EMS) is contacted by security. When security contacts EMS, they will direct them to the nearest building entrance. Security will provide the following information to EMS:

- Location and number of the injured persons (include address, building, and area of building).
- Type of injury if possible.

- EMS will be met by a security guard waiting at the building entrance who will escort them to the location of the injured.
- Any other information given by First-Aid member(s).

Once the injured person has been provided all necessary care, the manager of the injured person will report the incident on the online Incident Report. This report must be completed and forwarded to the Safety Department within 24 hours of the incident. Incident Reporting procedures are provided later in this section.

Emergency Evacuation



All buildings within the DSI complex are equipped with an emergency evacuation alarm system. This system consists of audible alarms (continuous/pulsating sound) and strobe lights (for the hearing impaired). The alarm system can be activated at one of the manual pull stations, by sprinkler head activation, or by smoke detectors. Manual "Pull" stations are generally located adjacent to the building's main entrance/exit doors and various locations within the plant. This is necessary so that you can activate the alarm on your way out or in your area or building. You should identify the manual pull stations in your building. You can find this information on the evacuation maps by all exit points.

Only activate the alarm for a situation that requires an evacuation. These include situations immediately threatening or dangerous to life or health such as major hazardous chemical spills, fires, etc. In the event of an emergency evacuation, the following procedure must be observed:

- Proceed calmly yet quickly, use the designated or nearest emergency evacuation route through your designated or nearest emergency exit door. Determine the safest and nearest alternate route if your designated route and/or exit door is blocked or unsafe to pass through.
- Report immediately to your designated Emergency Evacuation Assembly Area once you exit the building. A roll call will be taken at the designated Emergency Evacuation Assembly Area. Your supervisor will notify the security guard of any missing individual(s).
- The security guard will establish an Emergency Command Post approximately 150 feet directly outside the main entrance of the evacuated building.
- Do not leave your assembly area unless authorized by management. Do not re-enter the building until it has been declared safe for re-entry by the Safety Department (primary) or

Security (secondary).

**Plant Specific
Procedures**

Severe Weather Emergencies – These policies were developed to ensure all plant personnel a protected during severe weather.

Tornadoes

Tornado Watch – This is a bulletin issued by the National Weather Service that means conditions are favorable for tornado activity. Persons in the watch area should be alert to the conditions and be prepared for shelter if conditions worsen.

Tornado Warning – This is a bulletin issued by the National Weather Service. A Tornado Warning means a tornado has actually been sited in the area or detected by radar. Persons in the predicted path should take immediate safety precautions.

Tornado watches and warning broadcast will be monitored by the security department and who will in turn update line supervision and managers. **IMPORTANT NOTE:** In the event a Tornado Warning is issued for the county in which you are working, employees will be notified to evacuate to their designated assembly areas. The designated area for EG1 associates is on the North wall (Tool Crib Wall) of the plant prior to entering the mezzanine. Signs have been placed on the wall indicating specific location for your area.

Office employees at A-Building should proceed down the stairs and assemble in the hallway between the elevator and the data center.

If outside, employees should take shelter in a low-lying area such as a ditch or culvert.

NO employee is to report back to normal activities until the ALL CLEAR SIGNAL is given by management.

Bomb Threats

Bomb Threat - The Bomb Threat practice is established in order that a search or evacuation of a building may be undertaken in a timely and orderly manner to reduce potential personal injury and minimize business interruption. The practice applies equally to all DSI *employees and contractors who may receive a bomb threat to the DSI premises.*

Upon receiving a bomb threat call, the associate should keep the *caller on the line as long as possible by pretending to have difficulty with hearing, or by asking the caller to repeat questions.*

Try to gather as much information as possible

Inform the caller that the building or area is or may be occupied and the detonation of a bomb could result in death or serious injury to innocent people.

Pay particular attention for any strange or peculiar background noises (motors running, background music and type, railroad cars and the type of other noises) which may give an indication of where the call is being made.

Listen closely to the voice (male/female), voice quality, accents and slurred speech and/or speech impediments.

Once the caller hangs up, immediately notify your manager only of the bomb threat situation. Do not speak to other employees about the call to avoid a panic situation.

The manager will immediately escort the employee to security control to report all information obtained from the caller.

Earthquake - As you are aware, earthquakes potential for this area is high due to the New Madrid Fault.

Earthquakes

During an Earthquake, seek refuge under tables, desk, door jams or any other structures that can provide protection from falling objects. Once the emergency passes, evacuate safely from the building per the plant evacuation policy

If outdoors stay away from trees, buildings, walls, power poles or other objects that could fall on you. The rule to remember is if inside do not attempt to go outside and visa versa.

The aftermath of an earthquake can be dangerous because hazards such as, broken gas, water & electrical lines, etc... Do not attempt to leave the plant until conditions are determined to be safe from you supervisor. This time will be needed to establish road conditions and other areas of concern.

Chemical Spills Or Releases

Spills -. The following spill procedure was developed to resolve those incidents that involve the sudden releases of spills of oil & hazardous materials which include blood.

If a spill or release of hazardous material occurs in the workplace,

immediately notify security at the emergency number **(5-5555)** and your supervisor.

If a spill of oil or hazardous material occurs on the grounds, walkways, docks or into the atmosphere, do not attempt to clean it up, unless instructed by your supervisor. If possible, prevent spilled material from going into drains or onto soil. If the spill occurs in a sink, place a note at the location indicating sink should not be used.

For Battery Acid Spills, the Security Department shall be notified immediately at the emergency number . The severity of the spill will determine what emergency actions should be taken . You should not attempt to clean up the spill. Persons are available who have specific training to clean spills regarding battery acid.

Report all spills or releases in any sink to your supervisor. Place a note at

The location indicating that the sink should not be used. Never pour or dump chemicals, other than mop water or soap, into or down a drain.

Fire Safety



Fire extinguishers are available at numerous locations within each building in the DSI complex. Each employee should know the location, use, and limitations of the fire extinguishers available in their work areas. If a fire is small and not rapidly spreading, you may attempt to extinguish the fire using a fire extinguisher. If a fire is large and/or spreading rapidly, activate the manual "Pull" at the nearest exit and evacuate the building. Procedures for an emergency evacuation are provided later in this section.

Fire Extinguisher Types

It is important to know what the source of the fire is to know how to properly extinguish the fire. The fire extinguishers at DSI are type ABC extinguishers which means that they can extinguish:

- Class A fires which include combustible material (i.e. trash, paper,

cardboard, wood) fires

- Class B fires, which include flammable liquids and grease fires.
- CLASSES C fires which include electrical fires.

Class D fires are combustible metal fires (i.e. magnesium, potassium, powdered aluminum, zinc, sodium, titanium, zirconium, and lithium). These fires are not expected within the DSI complex, and the available fire extinguishers are not rated for Class D fires.

How to Use a Fire Extinguisher

The directions for use should be located on the fire extinguisher. Most type ABC fire extinguishers use dry chemicals as the extinguishing agent. In general, to extinguish a fire using a dry chemical fire extinguisher:

- Pull the ring pin.
- Position yourself approximately 8 feet away from the fire.
- Aim the nozzle at the base of the fire.
- Squeeze the lever and sweep from side to side.

Fire Extinguisher Inspection

Fire extinguishers are visually inspected monthly by the facilities department to maintain their effectiveness. In addition, all fire extinguishers must be inspected annually by a competent agency. If you notice that a fire extinguisher is due for an inspection, contact either your manager or the Safety Department.

Hazard Communication

Introduction Hazardous chemicals are used in numerous applications at home and in the workplace, and often require special handling to prevent injury or illness. These chemicals are classified into several groups indicating the chemical's hazardous properties, which may include flammability, toxicity, corrosivity, and reactivity.

Purpose This module serves to provide information tools for recognition and understanding of chemical hazards and the proper handling of hazardous chemicals.

Importance Some DSI employees work with hazardous chemicals regularly. Recognizing hazardous chemicals and understanding the hazards associated with each chemical in the workplace is essential in protecting employees from these hazards.

Module Objective After completing this module, you should be able to recognize hazardous chemicals in the workplace and be able to understand the valuable information contained in a Material Safety Data Sheet (MSDS) which is available to assist you in handling hazardous chemicals/materials.

Order of Topics This module includes these topics:

- General Rules
- Hazard Communication
- Biohazards
- Hazardous Materials Handling

General Rules In general, remember the following:

- Never bring or purchase chemicals or potential hazardous materials onto DSI property until an MSDS has been acquired and Safety has approved. An approval process exists to ensure no chemicals are used without prior approval. See your supervisor for details.
- All chemical containers used at DSI must be labeled including water.
- Label all hazardous materials not in their original containers with a

hazardous material identification label.

- Replace all faded, torn, or otherwise unreadable labels.
-

Hazard Communication



Hazard communication is the responsibility of the employer to ensure that employees understand the hazards associated with hazardous chemicals in the workplace. With respect to hazard communication, OSHA requires the following:

- Employers must ensure that labels on incoming containers of hazardous chemicals are not removed or defaced.
- Employers must maintain Material Safety Data Sheets (MSDSs) for all hazardous chemicals in the workplace, and these must be accessible to employees at all times.

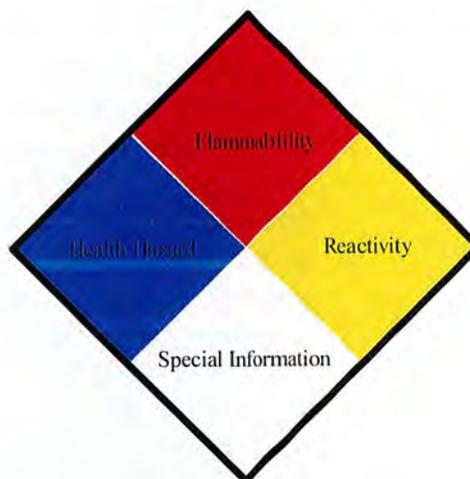
Classification and Labeling

Hazardous chemicals are common in the workplace in the form of cleaners, solvents, paints, etc. Because of the immediate need for information concerning a hazardous material, two systems of hazard identification have been developed. These are the National Fire Protection Association (NFPA) 704M System, and the UN Hazard Class System. Both of these systems help responders deal with a hazardous material incident quickly and safely, and persons untrained in chemistry can use both systems. DSI has adopted the NFPA 704M System for hazardous chemical classification.

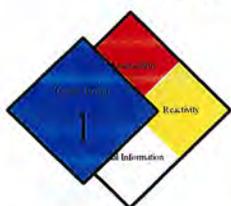
The NFPA 704M System uses numbers (from 0 to 4, where 4 represents the most serious risk) and colors on the basic label (Figure 3 below) to define the hazards of a specific material. However, it is likely that you may see the UN Hazard Class System as well.

Figure 3

NFPA 704M Hazard Identification Label



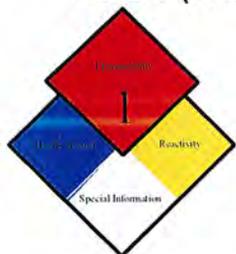
Health Hazard (Blue)



The numbering system for the blue box may be interpreted as follows:

- **4** - Indicates that even very short exposure to the chemical could cause death or serious injury even with prompt medical treatment.
- **3** - Indicates that even short exposure to the chemical could cause serious temporary or residual (chronic) injury even with prompt medical treatment.
- **2** - Indicates that intense or continued exposure to the chemical could cause temporary incapacitation or possible residual injury unless prompt medical treatment was available.
- **1** - Indicates that exposure could cause irritation but only minor residual injury with no treatment.
- **0** - Indicates that exposure to the chemical under fire conditions would offer no hazard beyond that of ordinary combustible material.

Flammability Hazard (Red)



The numbering system for the red box may be interpreted as follows:

- **4** - Indicates that the chemical may rapidly or completely vaporize under normal atmospheric pressure and ambient temperatures and burn readily or that the chemical may readily disperse in air and burn readily.
- **3** - Indicates liquids and solids that can be ignited under almost all ambient temperature conditions.
- **2** - Indicates that the chemical must be moderately heated or exposed to relatively high ambient temperatures before ignition can occur.
- **1** - Indicates that materials must be preheated before ignition can occur.
- **0** - Indicates that the material will not burn.

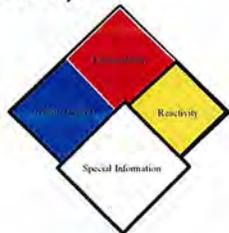
Reactivity Hazard (Yellow)



The numbering system for the yellow box may be interpreted as follows:

- **4** - Indicates that the chemical is readily capable of detonation (explosion) or reaction at normal temperatures and pressures.
- **3** - Indicates a material that either is either capable of explosion but requires a strong initiating source, capable of explosion when heated under confinement, or reacts explosively with water.
- **2** - Indicates materials that are normally unstable and readily undergo violent chemical change, but do not detonate, materials that may react violently with water, and materials which may form potentially explosive mixtures with water.
- **1** - Indicates materials are normally stable but which can become unstable at elevated temperatures or materials that may react with water with some release of energy, but not violently.
- **0** - Indicates materials that are normally stable, even when exposed to fire, and do not react with water.

Special Information (White)



Special hazard information may be included in the white box. This information may include radioactivity, water reactivity, etc.

All hazardous materials not stored in their original clearly marked or labeled container will be re-labeled with the product name and any hazardous warning properties associated with the product.

Material Safety Data Sheets (MSDS)

MSDS contain useful information about the chemical needed for the employee to know how to handle the chemical, and what to do in case of an emergency. General information contained in the MSDS may include:

- Emergency 24 hour telephone number
- Manufacturer Information
- Ingredients
- Description
- Fire and Explosive Data
- First-Aid Procedures
- Health Hazard
- Emergency First Aid Procedures
- Reactivity data
- Spill or leak procedure
- Any special precautions

Location of MSDSs

DSI maintains MSDS sheets in the "Hazard Communications Program"

books (yellow three-ring binder with black printing "Material Safety Data Sheets"). These books are located on the south wall of the plant near the battery area, north wall of the plant near the tool crib and the Occupational Health Center (Nurses Office).

Never bring/purchase chemicals or hazardous materials onto DSI property until it has been approved by your supervisor and the Safety Department. A pre-approval system exists to prevent unauthorized chemicals being used within this facility.

Biohazards

Because deadly viruses may be transmitted through contact with blood, you should avoid contact with this waste and other bodily fluids. Red biohazard cans are also provided for used band-aids and other potentially infectious wastes. Report any blood spills immediately to security at 5-5555. FIRST-AID MEMBER members are trained to handle such wastes.

Hazardous Material Handling

When working with hazardous materials, remember the following:

- Make certain that you understand all of the hazards associated with the chemicals you are handling. Read the MSDS. If you feel you have not been provided enough information to protect yourself against chemical hazards, or are not comfortable working with a specific chemical, let your manager know.
- Store all flammable, corrosive and toxic chemicals or hazardous materials not in immediate use, in approved safety storage cabinets or NFPA-approved storage containers.
- Keep all hazardous material containers closed when not in immediate use.
- All aerosol containers must be properly depressurized and drained of excess chemical residue prior to being discarded in general trash.

- Never handle any chemical or hazardous material with which you are unfamiliar.
- Do not eat or drink in areas where hazardous materials are stored or used.
- Compressed gas cylinders will be secured in an upright position.

Lockout/Tagout

Introduction	Lockout/Tagout is a means of insuring equipment is de-energized, and isolated from energy sources before beginning maintenance or service activities. Locks and tags are affixed to energy isolating devices such as circuit breakers, disconnect switches, or line valves, to prevent electrocution and other injury.
Purpose	This module serves to familiarize all employees with Lockout/Tagout procedure.
Importance	Although additional training is necessary for employees directly involved in Lockout/Tagout procedures, it is important for all employees to recognize locks and tags used in this regard, and to understand the importance of not interfering with DSI policy to ensure the safety of their co-workers. <u>DSI EMPLOYEES WILL NEVER BE INVOLVED WITH THE ACUTAL PROCESS OF LOCKING OR TAGING OUT, BUT YOU MUST BE FAMILIAR WITH THIS IN ORDER TO PREVENT INJURY TO OTHERS.</u>
Module Objective	After completing this module, you should be able to identify locks and tags used in Lockout/Tagout procedures.
Lockout/Tagout	<p>Lockout requires that the power source, equipment or machine involved must be physically locked at the energy-isolating device, such that it cannot be started or energized.</p> <p><i>Tagout requires that a special notification to be used in conjunction with the locking device as a means of posting a warning. The tag states in bold red lettering (WARNING - LOCKOUT/TAGOUT IN PROCESS - DO NOT OPERATE). This tag will be affixed to the energy-isolating device.</i></p>
Important Note	<p><i>No employee shall attempt to start, energize, or use machinery or equipment that is locked or tagged out of service, nor shall any employee attempt to defeat a lock or remove a tag without proper authorization.</i></p>

Electrical Safety

Introduction Electrical hazards are common within the DSI complex, and have the potential to seriously injure employees.

Purpose This module identifies electrical hazards present at DSI, and offers guidance for safely dealing with these hazards.

Importance Recognizing electrical hazards and understanding how do deal with these in the workplace may eliminate needless injury.

Module Objective After completing this module, you should be able to identify electrical hazards present in the workplace, and understand how to deal with these.

- Electrical Safety**
- Never operate equipment, switches, valves or other controls unless it is part of your job responsibility and you have been properly trained in the operation of such equipment.
 - All portable and fixed electrical equipment (or appliances) utilized for test or production purposes will be effectively grounded.
 - All electrical circuits in excess of 30 volts will either be protected or located in such a manner that a person cannot come in direct contact with the current-carrying part of the device.
 - Electrical cords (extension, multiple outlet strips, power tool/machinery, etc.) will not be used if they are frayed, crimped, or spliced.
 - Finger rings, wristwatches, or similar metal jewelry will not be worn by employees working on live electrical circuits.

Safe Work Performance Expectations

Employee responsibilities

We expect our employees to follow all objectives for safe work performance and be responsible for their own actions and conduct. OSHA requires that we furnish employees a place of employment “free from recognized hazards that are causing or are likely to cause death or serious physical harm to employees.” Our workers also play a significant role in the success or failure of our program.

Primary expectations

Employee responsibilities for safety include the following:

- Practice good safe, work habits and follow all safety mandates, company expectations, and regulations. Do not operate equipment without the necessary safety features in place and in working order.
- Wear and maintain appropriate safety equipment as required by your supervisor.
- Maintain equipment in good condition with all safety features in place when in operation. Keep your area in good housekeeping order.
- Report all injuries and incidents to your supervisor immediately.
- Participate in safety by attending meetings or submitting good suggestions for improvement.

General safety expectations

All **DSI SECURITY SERVICES** employees are expected to perform their jobs to the best of their ability as well as perform them in a safe manner. It is critical that employees do not circumvent safety features and safe work behaviors that can cause them or others to be at risk. All accidents are preventable. We must each carry out our safety responsibility. We each share a common goal and these are our expectations of each person working at

-
- Follow the safe job procedures established by your supervisor. Perform only those jobs to which you have been assigned and properly instructed.
 - Wear the protective equipment required for your job, as established by your supervisor. Be certain that protective equipment is kept clean and in good repair. Report damaged equipment immediately for replacement or repair. *Do not perform your task without the appropriate protection.*
 - Report unsafe work practices and/or unsafe conditions immediately. You may use the company reporting system to record your concern anonymously.
 - Report all incidents immediately. Summon first aid as soon as possible when injuries demand prompt attention. Only our trained first responders will administer first aid.

-
- Do not operate equipment for which you have not been trained or authorized. If you have questions about the safe operation of a machine, contact your supervisor immediately. *Under no circumstances should machines be used in an unsafe manner or with safety features missing, malfunctioning, or circumvented.*
 - Keep all fire protection equipment, exits, and suppression equipment clear of obstructions, supplies, or equipment, etc.

-
- Do not use flammable or combustible solvents in open, unlabeled containers. Store all flammable materials in UL listed or FM approved safety containers with appropriate grounding and bonding to avoid the buildup of static electricity during dispensing. Refer to the fire safety section for more detail on solvent handling and storage.
 - Riding on any material handling equipment without the appropriate safety cage or structural equipment intended for that use is prohibited and will be grounds for disciplinary action.

The following are job-specific safe work expectations and are minimum guidelines to help you avoid injury. This list is not all-inclusive. This list is intended as a summary of "best safety practices." You will be expected to practice them regularly and commit them to habit. This is a prerequisite to your continued employment, as well as your own safety.

Lifting and Carrying

- Do not lift awkward or heavy materials alone. If in doubt, contact your supervisor to get someone to help you or utilize mechanical lifting devices to assist. Be sure you fully understand how to operate the mechanical lifting and hoisting equipment before you start.

- Inspect the object to be moved for sharp corners, nails, and other projections that may cause an injury. Check out the container or object to make an intelligent decision as to your capabilities and limitations for making a lift. Seek help if in doubt. Look for a weight indicator or a capacity rating to determine how much you will be lifting.
- Never lift beyond your strength. Size up the load and get help if you need it. Clear away anything on the floor that might cause you to trip or slip.
- Avoid reaching as you lift or lower. If something is in your way, move it. Set feet firmly, placing one foot alongside the load and the other slightly behind the load. When lifting, keep the object close to the body. Choose the lifting position that feels most comfortable, with or without a straight back. Set muscles of legs, hips, and back ready to take the strain.
- When grasping an object to lift, get a firm grip with fingers under the load if there are no handholds. Lift gradually, avoiding jerky, twisting motions.
- When two or more workers are “team lifting,” decide what route to use and how the object will be handled. Keep in step and have signals for changing directions, stopping, placing objects, etc.
- For heavier objects that demand hoists, lifts, or cranes to assist, utilize only well-maintained and appropriate slings and chains for the load to be transported. Check for defects and visual signs of fatigue in the slings and hoist components before attempting a lift. Report all signs of potential problems to your supervisor and the maintenance director at _____ to obtain a replacement part or sling.

Do not compromise a safe lift by using damaged hoists or slings, even for a short-term transport. We have many replacements available to use if components are in question.

Material Storage

- Provide a safe, stable base with a solid, level surface free of potholes and imperfections. Barrels and other materials that may roll or slide should be checked at the base for stability and tied to vertical structural supports when toppling is a risk. Lock materials by crosstyng between layers so there are no unsteady stacks within the pile. Piles should also be stepped back to assure stability.
- Maintain adequate aisle space. Leave enough room for powered trucks, fire equipment, and workers to get to the pile. Materials, especially bar stock, should not protrude beyond the face of the pile into the paths of persons, lift trucks, or pickers.
- Pile to a safe height so that the stack will remain steady and the floor load limit is not exceeded. Maintain at least 18 inches between the pile and sprinkler heads. Be certain to maintain a minimum three foot clearance around electrical panels and service entries.

Machine Operations

- When you have turned off a machine for repairs or adjustment, use lockout devices and tags to make sure machines will not unintentionally re-activate. Never clean, repair, or adjust any machinery while in operation. Procedures in our company lockout/tagout program should be followed when conducting any repair, setup or maintenance on machinery or equipment.
- Keep machinery clean and free of tools, rags, scrap, etc. Keep the area dry around machines and free of tripping hazards. Use "oil dry" or spill pigs when containing floor spills. Report these conditions to your supervisor.
- Keep fingers away from points of operation and other exposed moving machine parts.
- Do not wear jewelry or loose clothing when operating machinery. If gloves are required for protection, contact your supervisor to suggest alternatives. Machines can sometimes pull in gloves and cause severe injuries.

-
- Do not work with any defective equipment, especially with malfunctioning safeguards. This is a very dangerous situation and must be reported to your supervisor immediately.
 - All machines will have guards in place before that machine is put into operation. The guards will be adjusted according to the operation required. Guards will only be removed when required for setup or repair.
 - All belt-driven equipment must have guards around pulleys, gears, spindles, belts, shafts, sprockets, and any moving parts that expose employees to an unsafe condition.
 - All power machines with hazardous moving parts shall be guarded. All other special equipment will be guarded in accordance with the manufacturer's instructions.
 - With machines that are utilizing safety distance criteria, contact _ when adjusting for new die setup or placement to ensure that safety is not compromised.
 - Only setup persons are authorized to disable safety features to enter the die area, assuming that they have locked the machine in the "zero energy state," consistent with our lockout/tagout policy and procedures.
 - Stop blocks or die blocks must be used when a machine is capable of a dead fall ram or inadvertent dropping of the die during setup or adjustments.

-
- Never transport loads which are unstable or above the rated capacity of the vehicle. Refer to the rated load on the placard of the lift truck. Any use of counterweights to alter the lift truck's lifting capacity is strictly prohibited.
 - Be certain that the dock plate is well anchored before traveling onto the trailer bed. Truck operators should approach dock plates only at a right angle and drive over them slowly.
 - In elevators, the truck motor must be turned off and the brakes set.
 - Truck operators must sound the horn or bell when approaching pedestrians. However, sounding a warning does not give operators the right-of-way. Proceed slowly until pedestrians are clear.
 - Avoid traveling on lift trucks with fork tines up. Use the tilt control to bring load over drive wheels, to stabilize the load. Always back down a ramp in low gear when fully loaded.
 - Never use a forklift near the paint booth or flammable storage room unless the truck has been approved for that use. Ask your supervisor if in question.
 - Only licensed and certified operators are authorized to operate a lift truck or powered industrial material handling device.
_____ has a specialized training program and certification process for operating industrial lift trucks and devices.

Housekeeping

- Return tools and other equipment to proper storage place after use.
- Dispose of oily rags, old paint cans, and other containers that have held flammable liquids in the appropriate receptacle.
- Throw debris and scrap in proper labeled waste containers. Do not place combustibles or flammables in open containers. Use self-closing lid containers (FM and UL listed) to avoid potential fires from spontaneous combustion. Dispose of infectious waste and materials that have been used to clean up blood or other potentially infectious materials in the appropriate red containers marked with the biohazard label. This is consistent with the bloodborne protection plan of our company. Refer to that section for more information.

-
- Pick up tripping hazards such as nuts, nails, pieces of wire, waste materials, etc., and dispose of them promptly.
 - Do not let personal items accumulate in locker areas and workplaces. Take clothing home each evening and launder them accordingly. Use only fresh uniforms and protective clothing each day.
 - Keep first-aid facilities clean and sanitary. Do not leave prescription medications in your locker without appropriate notification to management and/or your supervisor.
 - Practice good housekeeping within your work area. Everyone must look after their own area, as well as report areas in need of attention to your supervisor or a member of the safety committee.

Fire

- Report ALL first-aid and fire hazards immediately. When contacting 911 or the local response team for help, be sure to give the operator specific information including the location of a fire and refer to the emergency response plan for prompt evacuation. Note the blaze orange summary of emergency numbers posted at _____
- Follow the fire-fighting program throughout all phases of work to assure that effective firefighting equipment is available immediately and designed to effectively meet all fire hazards as they occur.
- Storage of materials shall not obstruct exits. Materials shall be stored with due regard to their fire characteristics (e.g., oily rags will be stored in a closed metal container by themselves). Clearance of at least 36 inches shall be maintained for lights, heating units, and electrical boxes.

-
- All extinguishers must be prominently placed, labeled for use and kept clear of obstructions at all times so they are accessible in a fire emergency. If a fire extinguisher is used or has been discharged, it should be reported to your supervisor immediately. All extinguishers must be inspected for integrity and charging capability monthly and the tag should reflect that inspection. Fire extinguishers shall be conspicuously located and readily accessible at all times, and be maintained in operational condition.
 - Fire extinguishers shall be inspected on a monthly basis and the tag must bear the date and verification of the inspection. We will be contracting with a local company to recharge and test the units each __.
 - When an alarm sounds, go to the nearest fire exit, per our company evacuation plan. Observe the instructions of your supervisor or the designated fire coordinator in your area. Do not try to take personal belongings with you.
 - “No Smoking” signs shall be enforced in all areas where hazardous substances are stored or used and any other areas where posted.

Flammable and Combustible Liquids

- Only approved containers will be used for the storage and handling of flammable and combustible liquids. Flammables, including gasoline, will be stored in approved safety cans. Under no circumstances will gasoline or other high flash-point flammables be utilized as cleaning solvents in this establishment.
- When not in use and at the end of the work day, all flammable liquid containers will be placed in the flammable liquids storage cabinets.
- Leakage or spillage of flammable or combustible liquids shall be cleaned up immediately and disposed of properly within federal regulations.
- There shall be no smoking, open flame, or use of flammable or combustible liquids in the area of storage. All employees must observe company restrictions on where and when smoking is acceptable. Failing to practice these rules will result in disciplinary action.

-
- Isolate all combustible and flammable materials and solvents from possible ignition sources such as open flames, heated surfaces, explosives, electric arcs and sparks, mechanical sparks, static electricity, and self-heating materials. In short, all energy sources (mechanical, electrical, chemical, thermal, radiation) should be considered as potential ignition sources.

Electrical Safety

- Treat all electrical circuits and equipment as live and do not attempt to adjust or repair any unless it is part of your job description and regular job assignments. Bring observed hazards and maintenance needs to the attention of your supervisor or the maintenance personnel as soon as possible. Also, contact the safety director if a severe safety hazard exists.
- De-energize all electrical circuits before completing any work on live lines or equipment. Remember, even low voltage can kill.
- Follow all company lockout/tagout procedures when repairs are underway or when employees are in danger zones. Keep covers to all electrical fixtures and wiring in place at all times, unless temporarily removed for servicing by authorized persons, and only after isolating all energy sources.
- Do not attach flexible cords to a wall, ceiling, door, or other structural or building surface.
- All permanent wiring must be installed in rigid conduit. Flexible wiring (extension cords) may be used, but only for temporary energy supply. This is considered both a fire and personal safety hazard.

"SAFETY FIRST"	INCIDENT INVESTIGATION RESPONSE AND REQUIRED FORMS	Revision: Date: 5-1-03
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Incident Investigation Response and Forms

An incident investigation should be accomplished following every accident.

The purpose of investigating an incident is to determine the incident cause so that similar accidents can be prevented.

It is the responsibility of the supervisor to make an immediate report of every incident and "near miss." The supervisor usually knows more about the accident than anyone else, and it is up to the supervisor, in most cases, to put into effect whatever measures may be adopted to prevent similar incidents.

Each investigation should be made as soon after the incident as possible. A delay of only a few hours may allow important facts to be destroyed or removed.

It is the purpose of incident investigation to obtain factual information so that the cause can be determined and incident recurrence prevented, not to fix blame.

The following are items which should be covered in the supervisor's incident investigation:

- **Describe injuries (or property damage)**

Cover what injuries were sustained by employees or others and/or damage to equipment, vehicles, or materials. Examples might be:

- "particle in eye,"
- "left arm broken,"
- "right index finger amputated,"
- "strain in lower right side of back,"
- "drove over bicycle."

- **What was involved during the incident?**

Cover the items involved in the incident and how it occurred. Examples may be:

- "grinding tool on grinder without safety glasses or guard,"
- "standing on three boxes to change light bulb,"
- "boxes slipped and employee fell,"
- "feeding unguarded power press,"
- "employee was loading boxed canned goods on truck,"
- "backing out of customer's driveway."

- **How was the incident caused?**

Describe unsafe act, unsafe condition, or defective equipment or material. This should cover the specific cause of the incident. Examples may be:

- "failed to have eye shield on grinder and to wear safety glasses,"
- "employee stood on boxes instead of ladder,"
- "power press was not guarded and employee was feeding press by hand instead of using hand-feeding tool,"
- "lifted and piled boxes improperly,"
- "failed to look before backing."

- **How can this be prevented in the future?**

Cover corrective action to prevent recurrence of the accident. Examples can be:

- "personal protection has been purchased for persons using the scrap grinder, and employees need to be instructed on use of safety glasses with a sign to be posted enforcing the use of this protection";
- "checked to see that ladders were available, will instruct employees on use of ladders at next safety meeting";
- "will guard machine and provide hand-feeding tools";
- "will instruct employees on proper lifting at next safety meeting and review instructions to employees before they begin job";
- "driver has been instructed to check behind the vehicle before backing, have someone assist while backing or avoid situations which require unnecessary backing".

Managing the Incident Scene

An accident scene is a chaotic place, particularly when injuries are involved. The supervisor will take charge of the site and direct any response activities.

It is important to remember that two concerns take priority at any accident scene:

- Care and treatment of the injured.
- Elimination or control of remaining hazards.

Treat the injured first

The care and treatment of the injured will take first priority at the scene. However, when hazardous conditions at the scene present an immediate threat to the health or safety of anyone, including rescue workers, eliminating or controlling the hazard should take priority.

When injuries are encountered at an accident scene, the supervisor should make sure that proper emergency help has been summoned and the victims are given any necessary first-aid. If emergency providers are already on the scene, the supervisor should make sure they receive whatever cooperation they need to get the job done. Only authorized first-aid personnel should be administering first-aid treatment. This includes trained employees, emergency medical technicians (EMTs), paramedics, and medical personnel.

Control remaining hazards

After an accident, conditions at the site can remain hazardous. If anything at the scene still presents a danger, restrict access to the area until the hazard has been eliminated or controlled. If there is any uncertainty about conditions at an accident site, do not take chances, keep people out of the area until no danger remains.

Isolate the site to protect people and preserve evidence

Keep the area from being disturbed until it has been inspected. A common way to handle this is to use a brightly colored marking tape, rope, cones, barricades, or other types of signs to outline the restricted area. If none of these are available, employees may be posted around the site to keep people out of an area.

Supervisor's Incident Investigation Report for Workplace Injuries

1. Name of employee _____ Age _____
2. Occupation _____ Dept. & No. _____
3. Date of incident _____ Time _____ A.M. _____ P.M. _____
4. Place of incident _____
5. Witness(es) _____
6. Did you authorize first-aid or doctor? Yes No
Name and address of doctor _____
7. Did injured leave work? Yes No When _____
8. Did injured return to work? Yes No When _____
9. Describe nature and extent of injuries _____
10. Describe incident _____
11. Accident causes (mark those that apply)

Physical Sources

- Poorly maintained tools or equipment
 - Poor housekeeping, slippery floor, or tripping hazards
 - Unguarded equipment
 - Crowded work conditions
 - Poor storage practices
 - Personal protection and clothing not adequate for hazards
 - Insufficient lighting or ventilation
 - Cold or hot temperatures
 - Other contributing conditions
- _____
- _____

Unsafe behaviors

- Inadequate instructions
 - Did not use assigned personal protective equipment
 - Did not follow rules or instructions
 - Circumvented safety features
 - Used poorly maintained tools and machinery
 - Failed to follow established procedures and work practices
 - Unable to physically perform work
 - Other contributing behaviors
- _____
- _____

12. Describe actions to take to avoid recurrence: _____

13. Signatures:

14. Prepared By: _____
(Supervisor)

Reviewed By: _____
(Person Responsible for Safety)

(Manager)

Date: _____

(Must be completed within 24 hours of incident)

- Company Use Only -

EMPLOYEE INJURY REPORT FORM...
to be completed by the employee involved/ injured

Report Date: _____

Employee's Name:	Department:	Years in Department: _____ Years
Employee's Supervisor:		Years Doing Task Causing Injury: _____ Years
		Date Reported to Supervisor: _____

What was the time of the incident? _____PM _____AM

What was the time and date you first reported the injury? _____PM _____AM Incident Date: _____

To whom (name and title) did you first report the injury? _____

Why did you first report the injury to other than your supervisor? _____ N/A _____

Are you left-handed or right-handed? Right-handed () Left-handed () Either ()

Describe in detail the accident. Include equipment name(s) & type, material being processed or handled, materials dimensions, material's weight, exact accident location, what you were doing when the incident occurred, injury body area (left, right, or both) and body part, etc.: _____

If equipment was involved in the incident, was it equipped with adequate guards?

Yes () No () N/A ()

(a) Safeguards in place, used, and in good condition? Yes () No () N/A ()

(b) Properly adjusted protecting bystanders and operators? Yes () No () N/A ()

(c) Hands and fingers kept clear of point of operation and other hazards?

Yes () No () N/A ()

Was the equipment being serviced at the time of the incident? Yes () No ()

Did the equipment jam or malfunction at the time of the incident? Yes () No ()

If yes to either of the previous 2 questions, was appropriate Lockout/Tagout performed?

Yes () No ()

Explain in more detail the situation as you saw it: _____

Witness Information

First Name	Last Name	Middle or Initial	M/F	Age	Relationship to injured worker?
_____	_____	_____	_____	_____	_____ () None

Names of other possible witnesses:

1. _____ 3. _____
2. _____ 4. _____

In your opinion:

(a) In your opinion, does the work procedure need to be changed? Yes () No () Don't Know ()

(b) In your opinion, is there a better way/ tool of doing the job? Yes () No () Don't Know ()

If yes, what would you suggest? _____

I hereby certify that the above information is true and correct to the best of my knowledge.	Date of certification
----------------------------------------------------------------------------------------------	-----------------------

Incidents Involving Non-Employees

Step I - Care for the Injured Person

1. Take necessary precautions to ensure that no one else is injured and that injured person is safe from additional injury.
2. Arrange for First Aid or any other Necessary Emergency Treatment (Note - Do not promise to take care of any medical or hospital bills).
3. Make the injured person as comfortable as possible.
4. Secure injured person's version of accident.

Step II - Secure the Names of Witnesses

1. Gather the names, addresses, telephone numbers, and account of accident of others in vicinity. Please remember that a person may witness an accident with any of their five senses. An impartial witness is more credible than an employee.
2. Gather the names, addresses, telephone numbers, and account of accident of employees. It is important to have the witness reports created in advance. The reports can help generate the pertinent information by prompting the witnesses to the kind of information needed to complete the investigation.
3. Get two or more employees to inspect the scene of the accident and fill out witness reports on what they saw.

Step III - Evaluate the Premises Condition

1. Analyze and evaluate the premises where the incident occurred for:
 - Noteworthy problems in flooring, equipment, or hazards in immediate area
 - Cleanliness and general housekeeping
 - Water and/or moisture (find source of moisture and remedy immediately)
 - Any objects near the injured person
 - If the person was injured by falling objects, determine whether the objects were improperly stored or maintained.
 - If equipment involved in injury, determine whether equipment was operating properly.
2. Fill out a maintenance report.
3. Preserve pre-incident cleaning/maintenance/repair records for the area or equipment involved.
4. Take photos of area (**note:** Do not start investigating the accident scene until after the injured person has been cared for and removed from the area.)

Key Points to Remember

Don't ...

- Apologize for the accident
- Argue with the injured party about the cause of the accident
- Reprimand an employee at the scene of an accident
- Offer to pay all medical expenses
- Admit responsibility (responsibility is often a legal conclusion that parties at the scene are not competent to make)
- Mention Insurance
- Discuss the accident with anyone other than parties within your organization that need the information. Only discuss the accident with outside parties upon the recommendation of your legal counsel.
 - Permit investigators to take pictures at the scene without supervision and management approval.

Do...

- Go to the scene of the accident at once.
- Show your concern for the injured parties health and safety.
- Secure the scene so that others are not injured.
- Act courteously.
- Act professionally.
- Inspect scene closely.
- Get all essential details.
- Report the accident to our insurance carrier at your earliest convenience, no matter how slight the injury.

Contact the (Safety Department) at _____ when a non-employee incident has occurred for the appropriate investigation to commence.

Self Inspections for Hazard Surveillance

Hazard surveillance tours shall be conducted periodically by our safety committee. Touring various departments for the sole purpose of identifying potential hazards is one of the principal means of determining unsafe conditions and unsafe practices **before** they cause an accident.

Locating unsafe conditions or revealing unsafe practices is one of the best methods that we can demonstrate to our employees our interest and sincerity in safety. "Inspections" help encourage our employees to be safe. Regular inspections encourage individual employees to analyze and their own immediate work areas and implement corrective action.

Avoid limiting your inspections to searching for unsafe physical conditions. Also include your observations of unsafe work methods and practices. The scope of what these hazard surveillance inspections should include involves the following (but not necessarily limited to):

- **Processing, Receiving, Shipping and Storage**
equipment, job layout, heights, floor loads, projection of materials, material-handling devices, storage methods, trained employees with material handling equipment, etc.
- **Buildings and Grounds**
floors, walls, ceilings, roof areas, stairs, walkways, aisles, exits, ramps, platforms, driveways, docks, etc.
- **Housekeeping**
waste and scrap removal, tools, part/equipment placement, material leakage, spill controls and containment capability, cleaning methods, schedules, work areas, storage areas, flammable and toxic materials handling and use/storage, etc.
- **Electricity**
equipment, fixtures, switches, service panels, breakers, GFCIs, junction boxes, conduit integrity, isolation of combustibles/flammables or vapors, circuits, insulation, grounding and bonding, tools, motors, compressors, NEC compliance, etc.
- **Lighting**
type, intensity, controls, conditions, diffusion, location, glare, shadows, etc.

- **Heating and Ventilation**
type, effectiveness, hazardous vapor removal, temperature/humidity control, indoor air quality, provision for seasonal changes, etc.
- **Machinery**
safeguarding points of operation and for exposed moving parts, brakes, exhausting controls, feeding systems, maintenance, leaks, lockout capability and procedures, grounding, layout, etc.
- **Human Resources**
experience and training, safe work performance expectations understood and followed, appropriate use of PPE, use of guards, work practices, cleaning and equipment use, etc.
- **Hand and Power Tools**
purchasing protocol, storage, repair, maintenance, grounding, use and training, etc.
- **Hazardous Chemicals**
storage, MSDS information and communication, safe handling and use, transportation, spill containment provisions, labeling, amount use, toxicity, PPE use, purchasing protocol for safety evaluation, etc.
- **Fire Safety**
protection, detection and suppression equipment maintenance, alarms, smoking rules and compliance, isolation of ignition sources and vapors, explosion-proof fixtures provided where needed, waste disposal, etc.
- **Preventive Maintenance**
regular schedule, effectiveness, training, records kept, lockout protocol, etc.
- **PPE**
type, size, PM, repair, storage, use, assessment completed and accurate, purchasing methods, physician approval, training, rules outlined, etc.
- **Transportation**
motor vehicle safety, seat belts, PM plan, safe driver evaluation and training, etc.
- **Audit System**
regular evaluation of the effectiveness of the program and observations of how well it works, identification of future needs, etc.

The following are some general things to look for when conducting a specific inspection:

- Do employees operate machinery or use tools, appliances or other equipment without authority? Have they been properly trained for what they are observed doing?
- Are they working or operating at unsafe speeds? Do they exhibit any other signs of poor safe work performance methods or practices?
- Have guards been removed, or have guards or other safety devices been rendered ineffective?
- Do employees use defective tools or equipment use tools or equipment in unsafe ways or use hands or body instead of tools?
- Do they overload, crowd, arrange, or handle objects or materials unsafely?
- Do employees use proper material handling devices to avoid physical lifting wherever possible? When they must lift, are they lifting correctly?
- Do employees stand or work under suspended loads near open hatches, shafts, or scaffolds; ride loads; or get on or off equipment or vehicles in motion?
- Do they repair or adjust equipment while in motion, under pressure, electrically charged, or containing dangerous substances? Is the lockout/tagout program being followed? Are workers using poorly maintained equipment?
- Do workers fully understand what is expected of them, and do they understand their role in the safety and health program?
- Do work layout or work practices contribute to possible WMSD's or repetitive motion problems?

HAZARD SURVEY GUIDE

Topic	OK	Work Needed	N/A
<i>Housekeeping</i>			
Smoking area designated, well maintained?			
Floors and aisles clear of waste, debris, scrap or spills?			
Metal waste cans for oil soaked rags?			
Shelving and stock storage well kept?			
Loading dock plates secured and used?			
Trailer chocks provided and used?			
Weeds/combustibles removed next to building (over 20')?			
<i>Stairways/Ladders</i>			
Treads, railings secured?			
Portable ladders appropriate for use?			
<i>Good condition?</i>			
<i>Safety feet?</i>			
Fixed ladders equipped with side cages, rails or special devices?			
<i>Fire Protection</i>			
Extinguishers visible, unobstructed, inspected, tagged, and charged?			
Fire alarm tested and drills performed regularly?			
Exits clear, marked visibly, unlocked?			
Panic hardware or door alarms provided and in working order?			
Emergency evacuation routes posted with clear orientation/origin points?			
Fire doors and aisles maintained, well located, unobstructed?			
Flammable liquids stored, handled and dispensed in a safe manner?			
Automatic sprinkler system locked open, tested, head clearance?			
Emergency lighting maintained, exits illuminated for emergencies?			

Topic	OK	Work Needed	N/A
Electrical Hazards			
Minimum 3' clearance maintained in front of electrical panels?			
Extension cords for temporary use only?			
<i>Hard wired, fixed equipment?</i>			
Explosion-proof wiring and fixtures provided where necessary (per NFPA)?			
<i>Well maintained?</i>			
<i>Covered?</i>			
Switches/junction boxes covered?			
<i>Exposed wires/connections?</i>			
Evidence of frayed electrical cords or exposed fixtures?			
<i>Polarity checked?</i>			
Portable electric tools grounded and polarized?			
<i>Used near fire hazards?</i>			
GFCIs provided within 3' of water sources?			
<i>Functioning properly?</i>			
Switches/fixture overheating?			
<i>Hot panels or equipment evident?</i>			
Fuse/breaker/cord size appropriate for use?			
<i>Amperage rating checked?</i>			
Grounded connections provided?			
<i>Well maintained?</i>			
<i>Three prongs intact?</i>			
Motors and compressors kept free of excessive grease/oil or dust?			
Heating/Ventilation			
Units checked annually by qualified contractor?			
<i>Certificates on file?</i>			
Gas or electric sources shut off when not in use?			
<i>Verified?</i>			
Clearance at least 3' for combustibles?			

Topic	OK	Work Needed	N/A
Machines/Equipment			
Bystander/operator protection provided on all machines/equipment within 7' from floor level?			
All electrical equipment on recorded inspection schedule?			
<i>ID problems?</i>			
Safety glasses/face shields worn together on grinders?			
<i>Tool rest 1/8"?</i>			
Safety distance maintained and verified for each die/operation?			
Safety features in place for operators and set-up persons?			
Lockout/tagout procedure utilized for die setup and equipment repair?			
Disabled equipment locked/tagged?			
Additional moving parts protected from employee contact?			
Welding Operations			
Compressed air/acetylene cylinders safely stored, handled, and labeled?			
Fuel lines/torches protected with anti-flashback/back flow protection?			
Multi-purpose extinguisher located nearby for emergency use?			
Welding helmets equipped with tinted lenses?			
<i>Safety glasses used also?</i>			
Protective flame retardant clothing used during welding?			
Hot work permits and/or fire watch used when not in booth confines?			
Personal Protection Equipment			
First-aid responders available on each shift?			
<i>Trained and authorized?</i>			
Appropriate first-aid supplies maintained?			
<i>q Inventory sheet and checkout for prescribed drugs utilized?</i>			
Blood borne pathogen protection and facilities used per company protocol?			
Hearing protection used in accordance with hearing conservation program?			
Hard hats provided where needed?			
<i>Has hazard assessment been done?</i>			
Safety glasses used? Side shields used?			
<i>Prescription users protected?</i>			
Gloves/aprons for protection against cuts, chemicals?			
<i>Barrier creams?</i>			
Employees eating/drinking near toxic materials or solvents?			
<i>Canteen used?</i>			
Respiratory protection used consistent with OSHA 1910.134 (5/98 req.)?			

Topic	OK	Work Needed	N/A
Material Handling			
Only certified operators use forklifts?			
<i>Forklifts well maintained per OSHA?</i>			
Mechanical lifting devices instead of manual handling?			
<i>Trained workers?</i>			
Storage system reduces need for manual handling?			
Mechanical assistance for picking materials?			
Awkward physical movements and high force or repetitive tasks?			
Motor Vehicle Safety			
Motor vehicle records checked for all drivers?			
<i>Measured against criteria?</i>			
Safe driving expectations communicated and observed?			
Vehicles well maintained?			
<i>Inspection and PM program used?</i>			
Emergency kits and accident reporting forms stored in vehicles?			
Crime, Cash Handling, and Security Protection			
All building openings protected from access?			
Stock stored away from visibility and theft access?			
Effective night lighting (inside/outside) provided over inventory/high \$ items?			
Closing/lockout protocol observed?			
<i>Keys controlled by management?</i>			
Cash on hand not over \$50?			
<i>Procedure for large bills to safe?</i>			
Parking lot/exterior well maintained and lit?			
<i>Snow/ice removal?</i>			
<i>No holes?</i>			
Visitors not allowed in production area without management/PPE?			
General Items			
Emergency phone numbers posted?			
<i>Incident reporting protocol in place?</i>			
OSHA summary posted?			
<i>Safety committee minutes posted?</i>			
Hazard reporting plan posted and used?			
<i>Kept current?</i>			

Date Performed _____ Supervisor's Signature _____

Copies To: _____

Instructions for Completing a Job Hazard Analysis

Sequence of Basic Job Steps

The job should be broken down into steps and placed in logical sequence. Each step should accomplish a major task. Each task should consist of a set of movements. For example, the job might be to move a box from a conveyor in the receiving area to a shelf in the storage area. Steps would include: Picking up the box from the conveyor and putting it on a handtruck (everything related to that one logical set of movements is part of that job step). The next logical set of movements might be pushing the loaded hand truck to the storeroom, removing the boxes from the hand truck and placing them on the shelf, and, finally, returning the hand truck to the receiving area.

Be sure to list all the steps in a job. Some steps might not be done each time—checking the casters on a handtruck, for example. However, these tasks are part of the job as a whole, and should be listed and analyzed.

Potential Hazards

Identify the hazards associated with each step. Examine each step to find and identify hazards. It's important to list all hazards.

Be sure to distinguish between a hazard, an accident, and an injury. A hazard is a potential danger, an accident is an unintended happening that may result, and an injury is the result of an accident.

Recommended Safe Job Procedures

Using the first two columns as a guide, decide what procedures are necessary to eliminate or minimize the hazards that could lead to an accident, injury, or occupational illness. Actions that can be taken are:

- engineering the hazard out;
- providing personal protective equipment;
- job instruction training;
- good housekeeping; and
- good ergonomics.

List recommended safe operating procedures on the form, and also list required or recommended personal protective equipment for each step. Be specific. Say exactly what needs to be done to correct each hazard. Give a recommended action or procedure for every hazard.

A sample guide follows on page 32 to help you understand how to complete this exercise for your tasks.

Job Hazard Analysis Guide

JOB:
Die Changing _____

ANALYSIS BY:
Die Setter, Operator, Supervisor _____

DATE:
February 9, 1995 _____

DEPARTMENT:
Ladder Fabrication _____

COMPANY:
"SAMPLE" _____

SECTION:
Power Presses _____

TITLE OF PERSON WHO DOES JOB:
Die Setter _____

REVIEWED BY:
J. Smith, Supervisor _____

Sequence of Basic Job Steps	Potential Hazards	Recommended Safe Job Procedure
1. Check the die number	1. Use of wrong die (damage to die).	1. Supervisor should recheck the die number before change.
2. Move the lift to the die bin.	2. Misuse of operations and controls of lift (damage) to die setter, others, and property).	2. Be familiar with operations and controls of the lift. Make certain path is clear of employees and obstacles.
3. Remove the die from the bin.	3. a) Lifting heavy and awkward die. b) Falling die.	3. a) Position lift-abutting bin, keep lift slightly lower than bin, and make certain die can be removed by one person. b) Lock to prohibit moving.
4. Move lift from bin to press.	4. Same as 2.	4. Same as 2.
5. Move die from table to press.	5. Same as 3.	5. Position lift-abutting press, keep lift slightly higher than press, and lock lifts to prohibit moving.
6. Move die from press to table.	6. Same as 3.	6. Position lift-abutting press, keep lift slightly lower than press, and lock lift to prohibit moving.
7. Move lift from press to bin.	7. Same as 2.	7. Same as 2.
Required and/or recommended personal protection equipment: Safety glasses with side shields.		Approved by: Tom Jones, VP of Operations

Job Hazard Analysis Guide (Form)

JOB:

ANALYSIS BY:

DATE:

DEPARTMENT:

COMPANY:

SECTION:

TITLE OF PERSON WHO DOES JOB:

REVIEWED BY:

Sequence of Basic Job Steps	Potential Hazards	Recommended Safe Job Procedure
Required and/or recommended personal protection equipment:		Approved by:

you have been assigned a telecommuter position, and comfortable working conditions and still afford

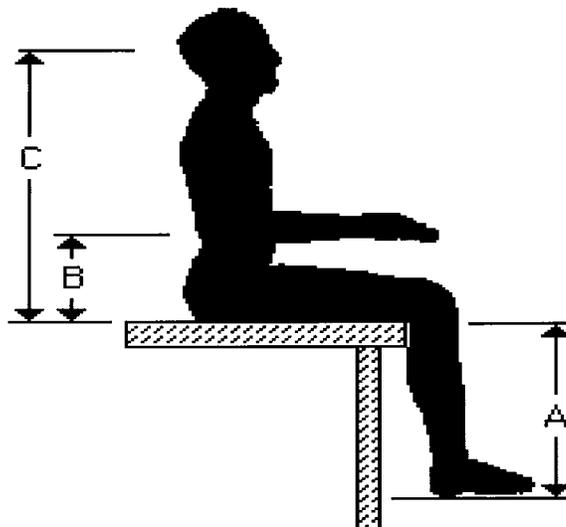
ment.
cheduling an on site visit with you at your home e conditions and layout. This is only intended as a nditions exist. You will be well informed of the date th the inspection process. The following points will

has no clear exterior egress. Although a direct exit ce) is normally not required, there must be a direct : workplace/office, and clear of obstructions to

ast a 6' by 6' space for your primary work area. ou need for references or storage. Lateral files ertical files are 15" by 18". Book -cases will need

u need to stand up to access them.

Windows that are very close create problems with . It is best to find a space on a north wall or where



Electrical and Fire Safety

- Avoid using extension cords and wiring where they pass across areas that cause trip and fall hazards. Affix all cables and extension cords so that they are out of the way.
- Avoid overloading circuitry in your home office. Do not use multi-plug adapters or ungrounded circuitry or fixtures. Any undue electrical overload could create potential fire or personal injury hazards. Select a surge protector for extra voltage requirements of computer and related office equipment, but be certain that the amperage is not exceeded for your home wiring capabilities.
- Be sure to have adequate smoke detection nearby, in the event of a potential fire emergency. Also, do not smoke in the office area, to avoid damage to equipment and reduce the likelihood of a fire. If you smoke, confine it to other areas of the home away from your office.
- Provide for and regularly remove trash or other waste materials from the office area to avoid fire hazards.
- Keep all other heating or ignition sources away from combustibles and preferably out of the office area. Space heaters for additional warmth in the winter months should be avoided, if at all possible. Also, coffee makers and other appliances should not be used in the immediate vicinity of the office environment.
- Have a charged fire extinguisher posted nearby for use in a potential fire emergency. The rating should preferably be a multi-purpose dry chemical extinguisher and be well maintained for immediate access if necessary.

Selecting and Placing Office Furniture

- Select your furniture carefully, especially your desk and chair. Talk to (your supervisor) about the availability of surplus office furniture. Your work surface will need to accommodate your computer, keyboard, phone, paper, references, sundry items (i.e., pen holders, paper clips, and fax, CD drive, scanner, and printer)
- Avoid using office furniture that offers little flexibility in monitor placement and adjustment.
- If you have a standard PC monitor, you'll need a work surface with at least a 30" depth. A work surface with less depth will create problems. It is not unusual to find that the depth of the terminal combined with the depth of the keyboard exceeds 24".
- Avoid monitor placement to the side of the keyboard. Holding your neck in a twisted posture can lead neck and shoulder pain.
- Adjust your work surface to the correct height for you. Fixed height desks or workstations are usually in the range of 28" to 29". Some employees may need an adjustable keyboard holder to bring the keyboard down to a comfortable position.
- Keyboard holders or trays are generally not as stable as a desktop and increase your reach distance from everything you have on that surface. Be careful where you place objects to avoid excessive reaches.

-
- Select a solid, substantial desk or workstation that doesn't tip over when loaded up or when an overloaded drawer is pulled out. Use desktops with rounded edges, good leg clearance (at least 17 inches deep at the knee), and a matte finish. Avoid center drawer desks because the drawer limits adequate leg clearance. Use a table with a cantilevered support or is otherwise designed so there is no part of the frame impinging on legroom.
 - Select a good office chair that will adjust in the range of 16" to 21". Even at 16", many employees will still need footrests.
 - Your chair should fit you, have a swivel base, back support, and a rounded or waterfall front edge. Some seat pans are strongly contoured. Select a chair with armrests that don't stop you from close to the keyboard, and they are not too low to avoid slumping that will raise your shoulders in an unnatural posture. The backrest should not be so wide that your elbows bump it.

Making A Good Ergonomic Fit

Once you have installed your furniture and equipment, it is important that you adjust your workstation to fit you.

Set your chair to leg height (A). Add the elbow measurement and the leg measurement (A+B) as shown in the figure and see if the surface where you plan to put the keyboard is about 1" less.

- If you adjust the chair vertically to compensate, your heels may now be off the floor. In this case, you will need a footrest sized appropriately to allow your feet to rest flat on the floor or with the toes at a slight upward angle. It is not a good idea to sit with the feet extended for too long.
- Position the monitor for a moderate downward gaze angle, preferably between 20" and 30". Those who are farsighted might even find the monitor comfortable at 40". If you are a hunt-and-peck typist, it might be easier for you to have a closer, lower monitor so you aren't moving the head and neck up and down. The eyes move fairly easily through an arc of about 30 degrees so a fairly low monitor reduces repeated neck motion. For those who touch type, a monitor at a higher position will probably be more comfortable.
- Document holders are often a case of personal preference and room available for layout. If the work does involve a lot of transcription from a printed document, it may be helpful to have a document holder. Most document holders are designed to be at the side of the terminal or between the terminal and keyboard. The location can be influenced by whether you are a touch typist and what type of display you are using. Avoid situations where you must reach out for the mouse, especially with the shoulder raised. If you have multiple computers and terminals, it is best to get an "A-B" switch for your keyboard so you don't clutter the desktop with keyboards and mice.

Using the Laptop Computer at Home

- Many laptops lack the image clarity of a full size monitor and can create eye discomfort. Docking systems or attaching a full size terminal are good solutions for work requiring a substantial amount of visual interaction with the screen. Use a full size keyboard and mouse or other pointing device.
- Take "mini breaks" by focusing on a distant object for a few seconds before continuing work on your screen.
- Keep the screen clean at all times, using appropriate anti-static cleaning materials.
- Reflective lighting may be a source of annoyance for laptop users. Use drapes, shades or blinds to control glare. Use indirect light whenever possible while avoiding intense or uneven lighting in your field of vision.
- Change your positions often to avoid discomfort and muscle fatigue. If you begin to feel uncomfortable, stop and rest.

-
- Take periodic breaks and stretch your arms, hands and fingers. Many computer users find that frequent, short breaks are of greater benefit than fewer, longer breaks.
 - Type with a light touch. Do not pound the keys. Make sure you are not pushing down on the keys harder than necessary.

Making the Environment Comfortable

- Bare incandescent bulbs can create additional glare. Use indirect or fluorescent lighting equipped with
- diffusers that focus the light directly downward without undue glare.
- Avoid having any bright light sources in your immediate field of view. The preferable location for light sources is behind you, over a shoulder at angle or at a right angle to you so that you do not see a reflection in the screen.
- Add appropriate task lighting that gives you adequate illumination. The more intricate the work, the more direct supplemental lighting is likely to be needed.
- Do not store chemicals or hazardous materials nearby. If your work involves use of chemicals, be sure to obtain, file and review the Material Safety Data Sheets for the appropriate hazards and controls for your optimum protection. These data sheets should also be maintained at the main company office consistent with our requirements for the Hazard Communication program.

Medical Emergencies and Reporting of Injuries

- If the potential exists for "home office" injuries, please follow the emergency reporting protocol within our company procedures. Use the same follow-up and treatment methods outlined in that plan. Contact our (Workers Compensation Claim Coordinator) for reporting the nature and extent of the injury or illness.

Use the following checklist to help identify areas at your home workplace that need improvement . Be sure to complete this before work assignments at home and give a copy to the (telecommuting coordinator, or supervisor).

Telecommuter's Safety Checklist

The following checklist is designed to assess the overall safety of your home worksite. Please read and complete the self-certification safety checklist. Upon completion, you and your supervisor should sign and date the checklist in the spaces provided.

Name: _____ Organization: _____

Address: _____ City/State: _____

Business Telephone: _____ Telecommuting Coordinator: _____

Alternative Worksite Location: _____

(Describe the designated work area in the alternative worksite.)

Workplace Environment, Layout, and General Safety

- Are temperature, noise, ventilation and lighting levels adequate for maintaining your normal level of job performance? Yes No
- Are all stairs with four or more steps equipped with handrails? Yes No
- Are all circuit breakers / fuses labeled as to intended service? Yes No
- Do circuit breakers clearly indicate if they are in the open or closed position? Yes No
- Electrical equipment free of hazards that would cause harm (exposed wires, bare conductors, loose wires, flexible wires running through walls, etc.)? Yes No
- Will the building's electrical system permit the grounding of electrical equipment? Yes No
- Are aisles, doorways, and corners free of obstructions to permit visibility and movement? Yes No
- Are file cabinets/ storage closets arranged so drawers/ doors don't open into walkways? Yes No
- Do chairs have loose casters (wheels)? Are rungs/ legs of chairs sturdy? Yes No
- Are the phone lines, electrical cords, and extension wires secured? Yes No
- Is the office space neat, clean, and free of excessive amounts of combustibles/waste? Yes No
- Are floor surfaces clean, dry, level, and free of worn or frayed seams? Yes No
- Are carpets well secured to the floor and free of tripping hazards? Yes No
- Is there adequate light for reading or close work? Yes No

Computer Workstation_

- Does your chair adjust to accommodate your needs and size? Yes No
- Do you know how to adjust your chair? Yes No
- Is your back adequately supported by a backrest? Yes No
- Are your feet on the floor or fully supported by a footrest? Yes No
- Does your monitor and keyboard placement provide adequate room and comfort? Yes No
- Is it easy to read the text on your screen? Yes No
- If you use a document holder, does it interfere with your PC placement? Yes No
- Do you have enough leg room at your desk? Yes No
- Is the screen free from noticeable glare? Yes No
- Is the top of the screen at approximately your eye level? Yes No
- Is there space to rest your arms while not using the keyboard? Yes No
- When keying, are your forearms close to parallel with the floor? Yes No
- Are your wrists fairly straight when keying? Yes No

Employee's Signature and Date: _____

Immediate Supervisor's Signature and Date: _____

Approved () Disapproved ()

Please return a copy of this form to your telecommuting program coordinator.



DRUG FREE WORKPLACE

DSI Security Services is committed to providing a safe, efficient, productive, and drug-free work environment for all employees. DSI Security Services recognizes that any off-the-job and on-the-job involvement with alcohol and/or drugs can impact the workplace. Employees of DSI Security Services are expected to arrive at work, as scheduled, in a sober and reliable state, free from influence of alcohol, illegal drugs and/or prescription drugs. While on premises of DSI Security Services or representing DSI Security Services, no employee shall use, possess, distribute, purchase, sell, or be under the influence of illegal drugs and/or alcohol.

The company has a formal drug testing program in place and every member of DSI Security Services must adhere to it. Refusal to submit to required drug testing and/or positive drug screen results will result in disciplinary action up to and including termination. DSI Security will require a drug test for each of the below events:

- Pre Hire
- Reasonable Suspicion
- Post Accident
- Random Testing

I understand that DSI Security Services is a Drug Free employer and that any violation of the drug free policy will result in disciplinary action up to and including termination.



DRUG TESTING INFORMATION

<u>Test</u>	<u>Detection Range</u>
Alcohol	.01 Gm%
Amphetamines	500-2000 ng/ml
Barbiturates	200-1000 ng/ml
Benzodiazepine	200-1000 ng/ml
Cannabis	25-200 ng/ml
Cocaine	150-300 ng/ml
Methadone	300-1000 ng/ml
Opiates	300-2000 ng/ml
Phencyclidine	25-100 ng/ml
Propoxyphene	300-1000 ng/ml
Hydrocodone	300-1000 ng/ml
Oxycodone	300-1000 ng/ml

Adulteration Studies

Normal Range

Creatinine mg/dl > 20
Creatinine levels below 20 mg/dl indicate dilution and possible flushing. Suggest immediate repeat!

Specific Gravity > 1.003
Specific Gravity levels below 1.003 indicate dilution and possible flushing. Suggest immediate repeat!



SUBSTANCE ABUSE POLICY

DSI Security Services recognizes that individuals, sometimes to an extent that their abilities and senses are impaired, use substances such as alcohol and drugs. Our position regarding substance abuse is the same whether alcohol, marijuana, illegal drugs, prescription drugs, or controlled substances are involved ["substances"].

This policy is implemented because we believe that the impairment of any DSI Security Services employee due to his or her use of substances is likely to result in the risk of injury to other employees, the impaired employee, or to third parties, such as customers or business guests. Moreover, substance abuse adversely affects employee morale and productivity.

"Impairment" or "being impaired" means that an employee's normal physical or mental abilities, or faculties, while at work have been detrimentally affected by the use of substances.

The employee who begins work while impaired or who becomes impaired while at work is guilty of a major violation of DSI Security Services rules and is subject to severe disciplinary action. Severe disciplinary action can include suspension, dismissal, or any other penalty appropriate under the circumstances. Likewise, the use, possession, transfer, or sale of any substance on DSI Security Services premises or in any DSI Security Services parking lot, storage area, or job site is prohibited. Violations are subject to severe disciplinary action. In all instances, the disciplinary action to be administered shall be at the sole discretion and determination of DSI Security Services.

Employees who are taking prescription drugs shall report this to their supervisor/manager. This is for the protection of the employee and for safety purposes in case of an adverse reaction to the drug while at work, so the employee is not falsely accused of taking an illegal substance.

When an employee is involved in the use, possession, transfer, or sale of a substance in violation of this policy, DSI Security Services may notify appropriate authorities. Such notice will be given only after such an incident has been investigated and reviewed by the employee's supervisor/manager, the Corporate Operations Manager or the COO, and the [PRESIDENT]. DSI Security Services is aware that substance abuse is a complex health problem that has both a physical impact and an emotional impact on the employee, his or her family, and social

relationships. A substance abuser is a person who uses substances, as defined above, for non-medical reasons, and this use detrimentally affects job performance or interferes with normal social adjustments at work. Substance abuse is both a management and a medical problem.

A supervisor/manager who suspects a substance abuse case should discuss the situation immediately with his or her supervisor/manager. Because each case is usually different, the handling and referral of the case must be coordinated with the supervisor/manager and the Regional Manager or the COO.

DSI Security Services has a number of resources available to assist an employee who requests help with substance abuse. The employee must ask for help. DSI Security Services will not require it. Should disciplinary action be pending against an employee who asks for help, DSI Security Services will assist to the extent of its resources assuming that the employee remains employed. Nonetheless, regular disciplinary action will proceed. If the employee is terminated, DSI Security Services will be unable to continue any program. Voluntary, successful participation in a recovery or rehabilitative program by an employee may be a mitigating factor in any disciplinary action, depending on the facts and circumstances of each individual case. In some cases, disciplinary action may be suspended, or the employee placed on probation pending a successful completion of a recovery program.

Employees who are placed on a rehabilitation program because of performance or behavior problems due to substance abuse are subject to dismissal for failure to successfully complete the program or change their performance or behavior.

Applicants who have a past history of substance abuse and who have demonstrated an ability to abstain from the substance, or who can provide medical assurance of acceptable control, may be considered for employment as long as they are otherwise qualified for the position for which they are applying.

Management has chosen to adopt an alcoholic beverage policy in keeping with the concern for and the risks associated with alcohol use. Alcoholic beverages shall not be served or used on DSI Security Services premises at any time. Alcoholic beverages have no part in and shall not be used in conjunction with any DSI Security Services business meeting.

Social activities held off-premises and paid for on a personal basis are not affected by this policy. If management considers it appropriate, light alcoholic beverages may be served at DSI Security Services-sponsored events held off premises and for purely social reasons. The service must be managed in good taste and with good judgment. No alcoholic beverages should be served at any DSI Security Services event where children are present.

DSI Security Services is concerned with its employee's privacy, especially when matters regarding medical and personal information are involved. As long as the information is not needed for police or security purposes, DSI Security Services shall maintain employee medical and personal information in confidence and release this information to authorized DSI Security Services personnel on a "need

to know” basis. An exception to this policy is when the employee signs a release for the transfer of such information on forms acceptable to DSI Security Services to designated persons or agencies.

Nothing contained in this section shall eliminate or modify DSI Security Services’ right to terminate any employee at any time for any reason.

DRUG-FREE WORKPLACE POLICY

It is the policy of Dothan Security, Inc. (the "Company") to maintain a drug-free workplace in order to promote the health and safety of our employees, our customers, and the general public. Therefore, the use, possession, sale or distribution of alcohol, illegal drugs, or the improper or abusive use of legally prescribed drugs, or other intoxicating substances while working or while on company premises, or while performing work at another location, is strictly prohibited.

The above provision applies to employees when they are on paid travel time to and from the company and while conducting company business on someone else's premises.

While the intent of this policy is not to "catch" employees, DSI will utilize every reasonable means to maintain a drug and alcohol free work environment for its employees, business invitee's, customers, and general public as well.

Cooperation and compliance with this policy, as with all other company policies and procedures, is a condition of continued employment at Dothan Security, Inc.

Drug and Alcohol Use Is Prohibited.

General Policy

1. The Company's "Drug-Free Workplace Policy ("Policy") prohibits drug and alcohol use. To deter drug and alcohol use the Company is implementing the following drug testing program.
2. Definitions. The term "drug" as used in this Policy means (a) any substance whose sale or possession is prohibited by law or (b) any substance whose sale or possession by the specific employee is prohibited by law (for example, a prescription drug that is not prescribed for the employee who uses it). The term "alcohol" as used in this Policy means distilled spirits (such as whiskey), beer and other malt beverages, wine and all other intoxicating liquors.
3. Drugs. Any use, possession, sale, or transfer of drugs, whether or not such activities occur during working hours, is strictly prohibited. Working for the Company or operating Company vehicles while under the influence of drugs that may impair the employee's thinking, reactions, or movement is prohibited, whether the drugs are illegal drugs, prescription drugs (which are legally in the possession of the employee) or over-the-counter drugs.

An employee who must use prescription drugs or over-the-counter medications which may impair perceptions, reactions, movement or other job-related functions must furnish to the Company a physician's note which expressly (a) acknowledges the employees specific job duties and (b) states that the employee can perform those duties while under the influence of medication.

Alcohol

On-duty employees. The consumption of alcohol by an on-duty Company employee, whether or not the consumption occurs on Company premises, is prohibited. An employee who appears to be under the influence of alcohol when reporting for duty or at any time while on duty is subject to discipline whether or not the consumption has occurred on Company premises.

Off-duty employees. Alcohol consumption by off-duty employees that affects, may affect, or appears to affect on-duty performance or the operation of Company vehicles is prohibited.

Company Vehicles. Consumption of alcohol while operating a Company vehicle or within 6 hours before operating a Company vehicle is prohibited. This prohibition will apply at all times and at all places, including (i) when an employee is off-duty (including but not limited to lunches, evenings, weekends, vacations), (ii) when the consumption occurs off Company premises. Consumption or possession of alcohol while operating a Company vehicle is sufficient grounds for immediate termination.

Possession. Possession of alcoholic beverages in or on Company property, including the possession of alcohol while operating a Company vehicle, is prohibited.

Company Premises. All areas in which the Company operates, but not limited to its property, company-owned or leased property and equipment, privately owned vehicles entering or leaving or parked on company property, or in its use on its property, or use anywhere for the company's benefit or at the company's request. For example, lockers, desks, building, equipment, work space, job sites, storage facilities, all motor vehicles, etc...

Person Affected. All persons who are employed by the company on a full time, part time, trial period, lease or contract basis are subject to the provisions of this policy.

Contract employees or other third parties performing work for the Company, on or off its premises, is subject to this policy.

Any individual (non-employee) found in violation of this policy will be subject to removal from the company's premises or other work sites. Furthermore, violation of this policy by an outside contractor or vendor may cause the cancellation of the contract or services agreement between the company and the contractor/vendor. The Company will cooperate with all official law enforcement agencies in the prosecution of offenders when possible.

5. Investigations – Searches - The Company will conduct, from time to time, unannounced investigations, which may include searches of employees, and their personal effects for illegal drugs or other unauthorized or prohibited substances. Only the President or the Corporate Operations Manager may authorize such searches.

All personal items such as pocket books, packages, bags, brief cases, lunch

boxes, purses, tool boxes, vehicles or other belongings or items brought onto or being removed from company premises or client facilities are subject to search to inspection by the company or its authorized agents at any time. Likewise, all company-assigned property such as motor vehicles, lockers, desk, etc. is subject to inspection without consent. Employees and their vehicles are subject to search at any time while on company premises or when entering or leaving the company's premises.

6. Penalties. Violation of the prohibitions contained in paragraphs 1-4, above, will result in employee discipline ranging from a minimum probation of ninety days to suspension without pay to immediate termination, depending on the circumstances. The Company is not required to establish actual employee "impairment" by drugs or alcohol in order to discipline an employee for violation of this Policy.
7. Workers' Compensation. The Florida Legislature provided by statute that, under certain circumstances, an employee may forfeit eligibility for workers' compensation medical and indemnity benefits if the employee uses drugs or alcohol on the job or so as to affect the employee's job performance or if the employee has a confirmed positive drug or alcohol test.

The Company will Test for Drug and Alcohol Use.

Requirements

The Company will require drug and alcohol testing of employees under the following circumstances:

1. Pre-employment Testing. All job applicants will pass a drug test as a condition of employment. Any applicant testing positive for drugs will not be considered for employment. An applicant will be given only one opportunity to pass the test.
2. Reasonable Suspicion Testing. Any employee who exhibits behavior that may be attributable to drug or alcohol use may be required to immediately submit to a drug and alcohol test. The Company need not establish that the employee actually is impaired to require such a test. The Company may require a drug and alcohol test whenever it has a reasonable suspicion that the employee may have used drugs or alcohol. The Company's reasonable suspicion" may be based on:
 - Observable phenomena while at work, such as direct observation of the employee's drug use or of the physical symptom or manifestations of being under the influence of a drug;
 - The employees abnormal conduct or erratic behavior while at work or a significant degradation in the employee's work performance;
 - A report of the employees drug use provided by a reliable and credible source which has been independently corroborated;
 - Evidence that the employ has tampered with a drug test or a drug test report

during employment by the Company;

- Information that the employees has caused or contributed to an accident while at work; or
 - Evidence that the employee has used, possessed, sold, solicited, or transferred drugs while working for the Company or while on Company or Client premises or while operating Company vehicles, machinery, or equipment.
3. Incident or Accident Testing. Any employee involved in an accident resulting in injury or property damage, or any employee involved in an automobile accident while operating a Company vehicle, will be required to submit to a drug and alcohol test. Incident-based tests may be required; (a) whether or not the incidents occurred on or off Company premises, and (b) whether or not the employee is on or off duty at the time of the incident.
 4. Random Testing. Employees are subject to random testing for drugs and alcohol on dates and at times selected by the Company. The method for selecting those employees to be tested will be based on a random number selection using the last digit of employees Social Security Number and therefore cannot be influenced by the Company in any way.

Under the random testing program, an individual may be tested several times consecutively or may never be tested based strictly upon random selection criteria.
 5. Fitness for Duty. The Company may require a drug/alcohol test as part of the Company's routinely scheduled employee fitness-for-duty medical examinations that are routinely required for various groups of Company employees.
 6. Post-Absence Testing. A complete physical examination and/or, including a drug/alcohol screening test, may also be required at the company's sole discretion after leaves of absence, layoff, illness, injury or any other breaks in active service.
 7. Follow-up Testing. An employee who enters a drug or alcohol rehabilitation program will be required to pass a drug and alcohol test at the conclusion of any such program and on a quarterly, semiannual and annual basis for two years thereafter.

There are Serious Penalties for Failing or Refusing to Take a Drug/Alcohol Test

An employee who has a positive drug/alcohol test result will be terminated. A job applicant who has a positive confirmed drug/alcohol will not be hired.

Employees or job applicants who refuse to take any drug or alcohol test required by the Company forfeit eligibility for all Workers Compensation, medical and indemnity benefits and will be terminated or will not be hired.

DSI has a zero tolerance policy on both current employees and applicants.

Testing Guidelines

- Substances Tested. Alcohol and for the following drugs and their metabolites:
Amphetamines (Uppers, methamphetamines) Cocaine (“Crack”)
Cannabinoids (Marijuana; hashish) Phencyclidine (“PCP”)
Barbiturates (“Downers,” phenobarbital) Methaqualone (“Quaaludes”)
Benzodiazepines (Valium, Librium, Serax)
Synthetic Narcotics: Methadone, Propoxyphene (Darvon), Meperidine (Demerol)
- Prescribed Non-prescription Medications. Before any drug/alcohol testing, each employee or applicant will be asked by the sample collector to complete a form identifying (a) any Prescription or non-prescription medications then being used by the employee or applicant and (b) any other information that the employee or applicant considers relevant to the test; all such information will be kept strictly confidential. Employees and applicants also will receive notice from the sample collector of the most common medications, which may alter or affect a drug/alcohol test.
- Confirmation Testing. All initially positive drug or alcohol tests will be confirmed using a different test methodology to confirm the accuracy of the initial test. All positive tests are immediately re-tested confirming the initial results using the same sample originally provided by the employee or applicant. Employees who tests positive for drug or alcohol use will be terminated.

All-Drug/Alcohol Tests will be confirmed.

- Adulterated Samples. Each sample is tested for adulterated contents. Adulterated samples will be treated the same as a positive test.
- Test Results. The Company will inform employees and applicants of positive test results as soon as possible after receiving those results from the laboratory.
- Gas Chromatography/Mass Spectrometry test results. An employee or job applicant who receives a positive drug or alcohol test result may contest in writing to the company within five (5) working days after receiving notification from the Company or the Company’s laboratory of the positive test result. If an employees or job applicant’s explanation in unsatisfactory to the Company, tile Company will furnish to the employee/applicant a written explanation why the applicant is unsatisfactory along with a copy of the test results. The employee or applicant may contest the drug test results pursuant to rules adopted by the State Departments of Labor and Employment Security. If the employee or job applicant initiates any administrative or civil action arising out of the Company drug/alcohol testing, the employee or job applicant must notify the testing laboratory of such action so the laboratory can preserve the test specimen.
- Drug information. Employees and job applicants have the right to consult the Company’s testing laboratory for technical information regarding prescription

and non-prescription medications.

- All information, interviews, reports, memoranda, or test results regarding drug/alcohol tests or treatment of specific employees, whether or not in writing, will be kept strictly confidential. Only those persons with a specific and essential need for that information will be given access to it. Information and test results relating to drug testing or any infraction or violation of these rules will be kept in a separate, Restricted-access Company file.

Conclusion/Findings

- Reporting. Evidence of an employee's sale or possession of drugs will be turned over to the appropriate law enforcement agency. The Company will fully cooperate with all federal and state law enforcement agencies in their investigation of such activities
- Criminal Convictions. Each employee must notify the Company of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after any such conviction; the Company, in turn, will notify any federal agency with which it is doing business of such conviction either after receiving notice from the employee or when the Company receives actual notice of the conviction. Any employee who is convicted of any criminal drug statute violation will be terminated.
- Searches. The Company reserves the right to conduct searches of the personal possessions (including cars) or employees suspected of drug or alcohol use while those possessions are on company property (including personal possessions in company vehicles). Such searches may be conducted without prior notice but will be conducted in the employee's presence if possible.
- Drug/Alcohol Treatment. The Company strongly encourages employees with drug or alcohol problems to seek professional help, securing and paying for such professional counseling is the sole responsibility of the employee except as such treatment is covered by the Company's group medical insurance policy. Employees will not be terminated solely for seeking treatment but company's right to test for drugs or alcohol or to discipline employees for violations of this Policy.
- Drug/Alcohol Treatment Facilities. Treatment facilities are available at various locations within cities DSI maintains offices. Contact your personal physician for a recommended facility. The Company's medical insurance may pay some or all of the costs of such programs; contact the Corporate Operations Manager for further information.

The Company has established a drug-free awareness program consisting of safety awareness, posters, employee meetings, and drug testing. The Company's Operations & Administration Department will be principally in charge of the implementation, monitoring, and enforcement of this policy. Contact the Corporate Operations and Administration Department if you have questions.

TRAINING

DSI Security Services provides each security officer with a three-phase approach to officer training. Our training program recognizes that certain principles and techniques such as those dealing with safety, observation, reporting, interpersonal relations and DSI policies are the same regardless of where the person is assigned. On the other hand, individual job-sites have special situations which require additional specialized training. DSI recognizes the importance of a comprehensive, pre-assignment training program for security officers and line supervisors.

3-Phase Training Approach

- 1. Orientation**
- 2. OJT**
- 3. Monthly Meetings**
- 4. Advanced for Site Supervisor**

The **First Phase** training consists of general orientation given to all employees immediately after hire. The program includes instruction in company policies and procedures, techniques of observation, reporting (verbal and written), human relations and the basic role of the security officer. The general orientation is given in our local offices and consists of an eight-hour integrated lecture/discussion and videotape program developed entirely by DSI.

The **Second Phase** of training is that portion specifically related to duties at the CITGO. DSI will develop an on-site OJT program detailing initial training for all personnel assigned to your facility. Your DSI contract manager will work closely with you in developing this program. Included will be an examination measuring the specific site knowledge of each security officer. Additional training will be provided to any person who does not demonstrate proficiency during the testing procedure. Officers will not be assigned who do not demonstrate the ability to successfully perform all job functions. We will conduct a "*job duties survey*" to analyze the needs of each post and prepare training and Post Instructions as necessary.

DSI Security Services will draft a complete set of job instructions. Upon completion and final approval from you, we will issue them to the officers. Once on the job, our supervisors will review the instructions with each officer, teach them the requirements and then continuously coach them to refine their performance. We will keep the Post Instructions up-to-date with your operations. DSI will provide CITGO with a complete edition and copy you on all changes and supplements.

The **Third Phase** of security training is an on-going program designed to reach all employees. This program utilizes a number of resources including our company newsletter, videos, handouts, and lesson programs. Regional office management administers third phase training but on occasion a corporate representative may conduct the training. This hour-long training will be conducted monthly to keep the officers skills current. We will send you a letter advising you of the training so you may attend if you

desire. After the training we will provide a letter stating the completed training. This effort is a service to reduce your liability that a client assumes by contracting services.

Topics that are covered as refresher training:

- Basic Aspects of Civil Liability
- Public Relations and Positive Attitude
- Record Keeping/Reporting Criteria
- Basic First Aid
- Crimes
- Emergency Procedures
- Ethics and Professional Conduct
- Patrolling Techniques
- Fire Prevention/Suppression
- Observation Techniques/Report Writing
- Policies and Procedures Refresher

These topics can be augmented at any time with additional subjects or can be modified to meet a particular training objective.

Advanced Supervisor Training

Training of the security officer is very important, yet there is another area that is more often than not overlooked, the Post supervisor. Supervisors that are unaware of company goals, the philosophy of the company and our objectives cannot be contributing to them. In addition we believe that many of the problems that are never resolved should be handled at the line supervisor level.

As part of the regular training schedule the Site supervisor will be included in our quarterly training curriculum. In addition to the regular classes offered to the security officer, site supervisors receive additional advanced instruction. Some of these subjects simply offer a different point of view (management) and outline added responsibility. Some of the topics covered are:

- Advanced Premise Liability
- Arrest Policies & Procedures
- Criminal Law
- Supervision Techniques
- Handling Combative or Potentially Violent Employees
- Counseling as a Motivational Tool
- Termination Methods
- Workmen Compensation & Other Benefits
- Advance Scheduling Techniques
- Ethics in Business

We believe this program makes our supervisors more capable to handle our employees and therefore able to supervise the work at your facility more professionally.



ORIENTATION TRAINING RECORD

EMPLOYEE NAME: _____ BRANCH: _____

DATE OF HIRE: _____ ORIENTATION DATE: _____

THE ABOVE NAMED OFFICER HAS SUCCESSFULLY COMPLETED DSI SECURITY SERVICES "DWYSYWD" OFFICER ORIENTATION PROGRAM, AND HAS RECEIVING TRAINING AND INSTRUCTION ON THE FOLLOWING TOPICS.

ORIENTATION TOPICS		OFFICER'S INITIALS	MANAGER'S INITIALS
INTRO TO DSI SECURITY SERVICES "DWYSYWD" <i>(EXPLAINS DSI BEGINNINGS AND IT'S PHILOPHY)</i>			
BENEFITS:	PANAMERICAN (MEDICAL & DENTAL) / SUPERIOR VISION		
	PAYROLL <i>(WHEN, HOW, METHOD)</i>		
	VACATION <i>(HOW IT WORKS)</i>		
	WORKER'S COMP <i>(REPORTING ACCIDENTS)</i>		
	FMLA		
POLICIES:	DRUG AND ALCOHOL		
	EEO/RACIAL DISCRIMINATION		
	SEXUAL HARASSMENT		
	COMPLAINTS AND GRIEVANCES		
STANDARDS	EMPLOYEE STANDARDS		
	PERSONAL GROOMING STANDARDS		
	UNIFORM APPEARANCE		
	CUSTOMER SERVICE STANDARDS		
PROCEDURES:	AVAILABLE FOR DUTY		
	CALLING OFF PROCEDURES		
	SIGN-IN PROCEDURES		
	REPORTING FOR DUTY		
	SAFETY PROCEDURES		
INTRO INTO TO BEING A DSI SECURITY OFFICER <i>(DISCUSS CODE OF ETHICS)</i>			
EXAM	SAFETY AWARENESS QUIZ SCORE: _____		

BY CHECKING THIS BOX I ACKNOWLEDGE THAT THE ORIENTATION TRAINING GUIDE HAS BEEN REVIEWED WITH ME BY A DSI MANAGER AND I UNDERSTAND ITS CONTENTS.

EMPLOYEE SIGNATURE: _____ DATE: _____

MANAGER SIGNATURE: _____ DATE: _____



*Welcome To
DSI Security Services*

ORIENTATION TRAINING

*The Foundation Of
DSI Security Services Is:
Do What You Say You Will Do*

DWYSYWD



ORIENTATION TRAINING

Welcome to DSI Security Services

On behalf of our 3,000+ employees, Welcome to DSI Security Services! We are proud to have you join our team that has a proven track record of superior service to our customers and employees. We at DSI pride ourselves on being a company built on the core principles of solid professionalism and attention to our customers needs, and **YOU** are our most important asset. Our security officers are what make DSI the company that it is, and we hope that you will strive to continue the superior reputation that DSI has earned over the years.

This orientation session is designed to give you some basic information concerning the security profession and our company. As a part of DSI's commitment to you, and superior service to our customers, you will receive continual training as long as you are part of the DSI team.

I encourage you to ask questions during this session so that you may be as prepared as possible to assume your role as a DSI Security Officer. Feel free to call upon your local management team at any time should you require assistance. In addition, please contact a member of our Corporate Management Team:

DSI'S CORPORATE EXECUTIVE TEAM

MARTY CLARK, PRESIDENT
ALAN CLARK, CHAIRMAN OF THE BOARD
EDDIE SORRELLS, CHIEF OPERATION OFFICER AND GENERAL COUNSEL
ALLISON LOVE, HUMAN RESOURCES MANAGER
BOYD CLARK, CORPORATE DIRECTOR OF SALES AND MARKETING
JAMES SNELLGROVE, CHIEF FINANCIAL OFFICER
600 W. ADAMS STREET
DOTHAN, ALABAMA 36302
334-793-5720
800-239-5720

GENE SANDERS, CORPORATE DIRECTOR OF OPERATIONS
1551 S. GLENNGARY RD
JACKSONVILLE, FLORIDA 32207
904-348-3270

**DSI SECURITY CARES HOTLINE – COMPLAINTS/GRIEVANCE HOTLINE
(800) 239-5720 EXT. 174**

YOUR DSI SECURITY TEAM

BRANCH: _____ OFFICE PHONE: _____
ADDRESS: _____
BRANCH MANAGER: _____ OPERATIONS MANAGER: _____
PAYROLL COORDINATOR: _____ SUPERVISOR: _____

INTRODUCTION TO DSI SECURITY SERVICES AND "DWYSYWD"

IN 1969, A. B. CLARK, THE COMPANY'S FOUNDER, REALIZED THE VOID OF DEPENDABLE, COMPETENT SECURITY SERVICES. A.B CLARK BEGAN WITH THE BELIEF THAT DSI WOULD DO MORE THAN "JUST MEET THE NEED" DSI INITIALLY OPERATED SOLELY IN ALABAMA. HOWEVER, OUR REPUTATION FOR QUALITY SERVICE QUICKLY BEGAN TO SPREAD AS DID OUR BASE OPERATION.

NOT ONLY DOES DSI OFFER QUALITY SECURITY OFFICERS, WE OFFER THE MOST ADVANCED TECHNOLOGY IN CUSTOM-DESIGNED SECURITY SYSTEMS, FROM VIDEO SURVEILLANCE SYSTEMS TO CLOSED-CIRCUIT TV MONITORING.

TODAY, DSI IS STILL FAMILY OWNED AND OPERATED BY ALAN B. CLARK, A.B'S SON. DSI HAS HAD AN IMPRESSIVE GROWTH HISTORY UNDER ALAN CLARK WHICH HAS BEEN PUNCTUATED WITH THE STRONG MANAGEMENT RESPONSE AND PERFORMANCE, AND SOLID PROFESSIONALISM OF IT'S EXECUTIVE OFFICERS WHICH HAVE GAINED US THE QUALITY REPUTATION THAT IS BASED ON MR. CLARK'S PHILOSOPHY OF "DWYSYWD" DO WHAT YOU SAY YOU WILL DO.

DSI SECURITY BENEFITS

PANAMERICAN: ALL DSI EMPLOYEES ARE ELIGIBLE FOR PANAMERICAN INSURANCE. THE EXACT COST OF EACH TYPE OF BENEFIT IS SPECIFIED IN THE ENROLLMENT BOOKLET THAT YOU RECEIVED AT THE TIME OF YOUR HIRE. IT IS IMPORTANT TO MENTION THAT THIS IS NOT A MAJOR MEDICAL PLAN AND IS A LIMITED MEDICAL PLAN WITH LIMITED BENEFITS.

THESE ARE VOLUNTARY BENEFITS AND THEREFORE ARE EMPLOYEE PAID. DSI HAS NEGOTIATED THESE BENEFITS TO GET YOU THE BEST POSSIBLE RATES AVAILABLE AND OFFER PAYROLL DEDUCTION AS AN ADDED BENEFIT. YOU BECOME ELIGIBLE TO PARTICIPATE AFTER 30 DAYS OF EMPLOYMENT, THEN YOU HAVE 30 DAYS TO MAKE YOUR ENROLL SELECTIONS.

THE ENROLLMENT PROCESS IS DONE VIA TELEPHONE. YOU WILL FIND THE ENROLLMENT NUMBER IN THE ENROLLMENT BOOKLET YOU RECEIVED. ONCE YOU HAVE ENROLLED, PANAMERICAN WILL SEND A FILE TO OUR CORPORATE ACCOUNTING AND THE AMOUNT OF PREMIUMS FOR EACH BENEFIT WILL BE PAYROLL DEDUCTED.

YOUR BENEFITS WILL BE MADE AVAILABLE TO YOU ON THE FIRST OF THE NEXT MONTH FOLLOWING YOUR 30 DAY WAITING PERIOD AND CONTINUE ON A BIWEEKLY BASIS IN CONJUNCTION WITH YOUR PAYROLL. IF FOR SOME REASON YOU DO NOT RECEIVE A PAY CHECK DUE TO BEING OUT ON LEAVE, YOU MUST FILL OUT THE MISSED PREMIUM SLIP AND MAIL YOUR PREMIUM IN DIRECTLY TO US NOW.

BECAUSE THESE ARE VOLUNTARY, EMPLOYEE PAID BENEFITS; DSI SECURITY DOES NOT HAVE ANY INVOLVEMENT WITH YOUR POLICIES. IN THE EVENT THAT YOU HAVE ANY QUESTIONS CONCERNING YOUR BENEFITS, OR YOU WISH TO CANCEL YOUR COVERAGE THROUGH PANAMERICAN, YOU CAN REACH OUR REPRESENTATIVE AT THE FOLLOWING NUMBER (800) 694-9888, EXT. 228. THEY WILL BE ABLE TO ANSWER ANY QUESTIONS OR CONCERNS YOU MAY HAVE.

SUPERIOR VISION: ALL DSI EMPLOYEES ARE ELIGIBLE FOR VISION INSURANCE COVERAGE THROUGH SUPERIOR VISION. YOU MAY ENROLL IN THIS COVERAGE AT ANY TIME AND COVERAGE WILL BE EFFECTIVE WITHIN 30 DAYS AFTER ENROLLMENT DATE. PLEASE CONTACT YOUR BRANCH OFFICE OR THE HR OFFICE AT 334-793-5720 X111 WITH QUESTIONS CONCERNING ENROLLMENT.

PAYROLL: WE ARE IN THE CONTRACT SECURITY BUSINESS SO YOUR PAY RATE IS BASED ON THE CLIENT YOU WORK FOR. THIS AMOUNT CAN VARY FROM POST TO POST. OUR WORK WEEK IS FROM THURSDAY TO WEDNESDAY. PAYCHECKS ARE ISSUED BIWEEKLY VIA DIRECT DEPOSIT ON THE NEXT THURSDAY 1 WEEK AFTER A PAY PERIOD

ENDING ON A WEDNESDAY. IT WILL BE YOUR RESPONSIBILITY TO GET ALL APPROPRIATE INFORMATION ON YOUR FINANCIAL INSTITUTION TO THE BRANCH OFFICE IN ORDER TO RECEIVE YOUR PAY.

BLENDING RATES ARE USED WHEN CALCULATING OVERTIME AND VACATION PAY. PLEASE REFER TO YOUR DSI EMPLOYEE HANDBOOK FOR DISCUSSION ON THE BLENDING OF RATES (PAGE 21-22)

VACATION: AFTER YOU HAVE SATISFIED 1 YEAR OF CONTINUOUS SERVICE YOU WILL BE ELIGIBLE FOR VACATION. YOU CAN TAKE VACATION TIME OFF OR YOU CAN BE PAID FOR VACATION IN LIEU OF THE TIME OFF. IF YOU ARE GOING TO TAKE THE TIME OFF YOU MUST REQUEST IN WRITING AT LEAST 30 DAYS BEFORE YOUR FIRST VACATION DAY. VACATION IS NOT AN ACCRUED BENEFIT AND IS NOT PRO-RATED OR PAID AT TERMINATION.

IN THE EVENT YOU ELECT TO RECEIVE A VACATION CHECK, IT WILL COME AS A SEPARATE CHECK ON THE PAY PERIOD AFTER YOUR ANNIVERSARY PERIOD.

A MINIMUM OF 1600 HOURS MUST BE WORKED IN ANY ANNIVERSARY YEAR TO BE ELIGIBLE AND YOU MUST BE IN WORKING STATUS (WORKING TWO WEEKS PRIOR TO YOUR ANNIVERSARY DATE). PLEASE REFER TO YOUR DSI EMPLOYEE HANDBOOK (PAGE 24) FOR ADDITIONAL INFORMATION ON HOURS WORKED AND VACATION HOURS EARNED.

DSI SECURITY POLICIES

DSI IS AN EQUAL OPPORTUNITY EMPLOYER WHO WELCOMES A DIVERSE WORKFORCE. IT IS OUR POLICY TO HIRE AND ACTIVELY RECRUIT WITHOUT REGARD TO RACE, RELIGION, NATIONAL ORIGIN, DISABILITY OR SEXUAL ORIENTATION. IF YOU ARE AN AMERICAN WITH A DISABILITY, DSI IS WILLING TO ACCOMMODATE ANY REASONABLE REQUEST TO ASSIST YOU IN YOUR JOB. PLEASE INFORM YOUR LOCAL OFFICE IF ONE IS NEEDED.

DSI IS A DRUG FREE WORKPLACE THAT DOES NOT TOLERATE ACTS OR THREATS OF VIOLENCE AND IS COMMITTED TO MAINTAINING AN ENVIRONMENT THAT IS FREE FROM SEXUAL HARASSMENT OF ANY TYPE.

DRUG/ALCOHOL POLICY: ALL DSI EMPLOYEES MUST COMPLY WITH OUR DRUG AND ALCOHOL POLICY. THIS POLICY AFFIRMS DSI'S COMMITMENT TO PROVIDE A SAFE AND HEALTHFUL WORKPLACE.

SUBSTANCE ABUSE IS DEFINED AS THE MISUSE OR ILLICIT USE OF ALCOHOL, DRUGS, OR CONTROLLED SUBSTANCES. SUBSTANCE ABUSE CAN HAVE ADVERSE EFFECTS ON SAFETY, PRODUCTIVITY AND RESPONSIBLE DECISION MAKING..

DSI MAINTAINS A RANDOM DRUG TESTING PROGRAM OR ONE OF REASONABLE SUSPICION, SUCH AS OBSERVING USE, APPARENT PHYSICAL STATE OF IMPAIRMENT OR INCOHERENT MENTAL STATE.

EEO/RACIAL DISCRIMINATION: USUALLY PEOPLE WORK TOGETHER WITHOUT ANY PROBLEMS. HOWEVER, SOMETIMES, DISCRIMINATION IS AN ISSUE THAT EMPLOYERS MUST ADDRESS. OVER THE YEARS, CONGRESS HELPED PASS LAWS THAT PROHIBIT DISCRIMINATION IN THE WORKPLACE AND THE **EQUAL EMPLOYMENT OPPORTUNITY COMMISSION (EEOC)** ENFORCES THOSE LAWS.

RACE RELATIONS IS AN INTEGRAL PART OF DSI AND ITS EEO POLICY. DSI WILL NOT PERMIT THE USE OF RACIAL, RELIGIOUS, AGE-RELATED, OR ETHNIC EPITHETS, INNUENDOS, SLURS OR JOKES RELATED TO MEMBERS IN A PROTECTED CLASS. **LET'S KEEP IT OUT OF THE WORKPLACE.** ALL EMPLOYEES HAVE THE RIGHT TO WORK WITHOUT DISCRIMINATION.

IN ALL DEALINGS EMPLOYEES SHOULD CONDUCT THEMSELVES IN A PROFESSIONAL MANNER WITH A WILLINGNESS TO "GETTING ALONG." EMPLOYEES VIOLATING THIS POLICY WILL BE DISCIPLINED AND SUBJECT TO TERMINATION.

SEXUAL HARASSMENT: DESPITE ALL THE PUBLICITY FOR SEXUAL HARASSMENT, MANY EMPLOYEES IN THE WORKFORCE STILL ARE UNCLEAR AS TO WHAT CONSTITUTES SEXUAL HARASSMENT. THE BELOW DEFINITION IS PULLED FROM AN EXCERPT OF THE EEOC REGULATIONS:

SEXUAL HARASSMENT IS UNWELCOME SEXUAL ADVANCES, REQUESTS FOR SEXUAL FAVORS, AND OTHER VERBAL OR PHYSICAL CONDUCT OF A SEXUAL NATURE WHEN:

- *SUBMISSION TO SUCH CONDUCT IS MADE EITHER EXPLICITLY OR IMPLICITLY A TERM OR CONDITION OF AN INDIVIDUAL'S EMPLOYMENT, OR*
- *SUBMISSION TO OR REJECTION OF SUCH CONDUCT BY AN INDIVIDUAL IS USED AS THE BASIS FOR EMPLOYMENT DECISIONS AFFECTING SUCH INDIVIDUAL, OR*

- *SUCH CONDUCT HAS THE PURPOSE OR EFFECT OF UNREASONABLY INTERFERING WITH AN INDIVIDUAL'S WORK OR CREATING AN INTIMIDATING, HOSTILE OR OFFENSIVE WORKING ENVIRONMENT.*

AWARENESS OF WHAT CONSTITUTES SEXUAL HARASSMENT CAN HELP AVOID PROBLEMS IN THE WORKPLACE. AT THE PRESENT TIME, THE COURTS VIEW THE FOLLOWING AS SEXUAL HARASSMENT:

- SEXUAL REMARKS
- SUGGESTIVE LOOKS
- PRESSURE FOR DATES
- WOLF WHISTLES
- SEXUAL INNUENDO
- USING SEXIST TITLES
- INAPPROPRIATE INVITATIONS
- UNWANTED PHYSICAL CONTACT
- CARTOONS, GRAPHICS, OR TEST OF A SEXUAL NATURE

IF THE CONDUCT WOULD BOTHER ANY REASONABLE PERSON, THEN IT IS SEXUAL HARASSMENT.

1. THE FIRST STEP IS TO ASK THE PERSON BOTHERING YOU TO STOP. THEY MAY NOT BE AWARE THEIR ACTIONS AND STATEMENTS ARE OFFENSIVE.
2. IF YOU DON'T FEEL COMFORTABLE DEALING DIRECTLY WITH THE INDIVIDUAL, GO IMMEDIATELY TO YOUR SUPERVISOR OR MANAGER.
3. **IF THE PROBLEM SHOULD BE WITH YOUR SUPERVISOR OR MANAGER CONTACT THE DSI SECURITY EMPLOYEE CARELINE AT (800) 239-5720 X: 174**

COMPLAINTS/GRIEVANCES: WE AT DSI LIKE TO BE ABLE TO WORK OUT COMPLAINTS AND GRIEVANCES IN A FRIENDLY COOPERATIVE MANNER. MOST PROBLEMS CAN BE SOLVED BY TALKING THEM OUT. IF YOU DON'T FEEL COMFORTABLE FOLLOWING NORMAL PROTOCOL, PLEASE FEEL FREE TO USE OUR "OPEN DOOR POLICY" AND MAKE IMMEDIATE CONTACT WITH THE CORPORATE OFFICE THROUGH OUR DSI EMPLOYEE CARELINE. THE NUMBER FOR THIS HOTLINE IS (800) 239-5720 X174, AND YOU WILL HAVE TO ASK OUR DISPATCHER FOR THE DSI CARE LINE. SOMEONE WILL BE HAPPY TO ASSIST YOU WITH YOUR COMPLAINT. PLEASE SEE THE ATTACHED COMPLAINT HOTLINE INFORMATION INCLUDED WITHIN YOUR NEW HIRE PACKAGE FOR FURTHER DIRECTION ON THIS PROCEDURE.

WORKERS' COMPENSATION

IF YOU BECOME INJURED WHILE ON THE JOB, YOU ARE ENTITLED TO BENEFITS UNDER WORKERS' COMPENSATION. ALWAYS NOTIFY YOUR SUPERVISOR OR MANAGER IMMEDIATELY OF ANY WORK RELATED INJURY OR ILLNESS. ALL WORKERS COMP INJURIES ARE REQUIRED TO TAKE A DRUG TEST WITHIN 24 TO 48 HOURS OF THE ACCIDENT AS REQUIRED BY OUR WORKERS' COMP INSURANCE CARRIER. YOU WILL ALSO BE REQUIRED TO COMPLY WITH ALL WORKERS COMPENSATION POLICIES ASSOCIATED IN ANY WORKPLACE INJURY. THIS WILL INCLUDE STATEMENTS, ATTENDING ALL DOCTOR VISITS MANDATED BY DSI SECURITY INSURANCE CARRIER, COMMUNICATION WITH BRANCH ON ALL INJURY RELATED MATTERS.

LEAVE UNDER THE FAMILY AND MEDICAL LEAVE ACT (FMLA) / NATIONAL DEFENSE AUTHORIZATION ACT (NDAA)

ELIGIBILITY

TO BE ELIGIBLE FOR LEAVE, YOU MUST BE EMPLOYED BY THE COMPANY FOR AT LEAST 12 MONTHS. IN ADDITION, IN THE 12 MONTHS IMMEDIATELY PRECEDING THE BEGINNING OF THE LEAVE, YOU MUST HAVE WORKED AT LEAST 1,250 HOURS TO QUALIFY FOR FEDERAL FMLA.

AMOUNT OF LEAVE AVAILABLE

AS STATED ABOVE, ELIGIBLE EMPLOYEES ARE GENERALLY ELIGIBLE FOR UP TO A TOTAL OF 12 WEEKS OF PROTECTED LEAVE, EXCEPT FOR SERVICE MEMBER FAMILY LEAVE, WITHIN A ROLLING TWELVE-MONTH PERIOD, BEGINNING WITH THE EMPLOYEES ANNIVERSARY DATE, MEASURED BACKWARD FROM THE DATE AN EMPLOYEE USES ANY FEDERAL LEAVE FOR ANY COMBINATION OF REASONS LISTED BELOW. WHERE LEAVE IS TAKEN TO CARE FOR A COVERED SERVICE MEMBER WHO IS UNDERGOING MEDICAL TREATMENT, RECUPERATION, OR THERAPY, IS OTHERWISE IN OUTPATIENT STATUS OR IS OTHERWISE ON THE TEMPORARY DISABILITY RETIRED LIST, FOR A SERIOUS INJURY OR ILLNESS, A SPOUSE, SON, DAUGHTER, PARENT OR NEXT OF KIN MAY TAKE UP TO 26 WEEKS OF UNPAID LEAVE DURING A SINGLE 12-MONTH PERIOD.

UNDER THE FEDERAL FMLA:

- SPOUSES EMPLOYED BY THE COMPANY ARE JOINTLY ENTITLED TO A COMBINED TOTAL OF 12 WEEKS OF FAMILY LEAVE FOR THE BIRTH OR PLACEMENT OF A CHILD FOR ADOPTION OR FOSTER CARE, TO CARE FOR A PARENT WHO HAS A SERIOUS HEALTH CONDITION, AND FOR ANY QUALIFYING EXIGENCY REGARDING ACTIVE DUTY OF A FAMILY MEMBER IN THE MILITARY. (THE FEDERAL FMLA DOES NOT COVER CARE FOR A PARENT-IN-LAW.)
- SPOUSES EMPLOYED BY THE COMPANY ARE JOINTLY ENTITLED TO A COMBINED TOTAL OF 26 WEEKS OF FAMILY LEAVE TO CARE FOR A COVERED SERVICE MEMBER WITH A SERIOUS INJURY OR ILLNESS.
- SPOUSES EMPLOYED BY THE COMPANY ARE JOINTLY ENTITLED TO A COMBINED TOTAL OF 12 WEEKS OF FAMILY LEAVE FOR THE BIRTH OR PLACEMENT OF A CHILD FOR ADOPTION OR FOSTER CARE, OR TO CARE FOR A PARENT WHO HAS A SERIOUS HEALTH CONDITION.

TYPES OF LEAVE AVAILABLE

- **BIRTH OR PLACEMENT FOR ADOPTION OR FOSTER CARE:** FAMILY LEAVE IS AVAILABLE TO ELIGIBLE MALE AND FEMALE EMPLOYEES FOR THE BIRTH OF A CHILD OR FOR PLACEMENT OF A CHILD WITH THE EMPLOYEE FOR PURPOSES OF ADOPTION OR FOSTER CARE. FEDERAL LEAVE MUST BE COMPLETED WITHIN 12 MONTHS OF THE BIRTH OR PLACEMENT.
- **SERIOUS HEALTH CONDITION OF EMPLOYEE:** IF, AS AN ELIGIBLE EMPLOYEE, YOU EXPERIENCE A SERIOUS HEALTH CONDITION AS DEFINED BY FEDERAL LAW, YOU MAY TAKE MEDICAL LEAVE UNDER THIS POLICY. A SERIOUS HEALTH CONDITION GENERALLY OCCURS WHEN YOU:
 - RECEIVE INPATIENT CARE IN A HOSPITAL, HOSPICE OR NURSING HOME;
 - SUFFER A PERIOD OF INCAPACITY ACCOMPANIED BY CONTINUING OUTPATIENT TREATMENT/CARE BY A HEALTHCARE PROVIDER; OR
 - HAVE A HISTORY OF A CHRONIC CONDITION THAT MAY CAUSE EPISODES OF INCAPACITY.
 - **FITNESS-FOR-DUTY STATEMENT:** A FITNESS-FOR-DUTY STATEMENT WILL BE REQUIRED IN ORDER FOR YOU TO RETURN FROM A MEDICAL LEAVE. FAILURE TO PROVIDE THE STATEMENT WILL RESULT IN A DELAY IN THE RETURN TO WORK.
- **SERIOUS HEALTH CONDITION OF IMMEDIATE FAMILY MEMBER:** IF, AS AN ELIGIBLE EMPLOYEE, YOU NEED FAMILY LEAVE IN ORDER TO CARE FOR YOUR SON, DAUGHTER, SPOUSE OR PARENT WHO EXPERIENCES A SERIOUS HEALTH CONDITION AS DEFINED BY FEDERAL LAW, YOU MAY TAKE MEDICAL LEAVE UNDER THIS POLICY.
- **ACTIVE DUTY BECAUSE OF ANY QUALIFYING EXIGENCY:** IF, AS AN ELIGIBLE EMPLOYEE, YOU NEED FAMILY LEAVE BECAUSE OF ANY QUALIFYING EXIGENCY ARISING OUT OF THE FACT THAT YOUR SPOUSE, SON, DAUGHTER, OR PARENT IS ON ACTIVE DUTY, OR HAS BEEN NOTIFIED THAT THEY WILL BE CALLED OR ORDERED TO ACTIVE DUTY IN THE ARMED FORCES (INCLUDING NATIONAL GUARD AND RESERVES), YOU MAY TAKE FAMILY LEAVE UNDER THIS POLICY.
- **SERVICE MEMBER FAMILY LEAVE:** IF, AS AN ELIGIBLE EMPLOYEE, YOU NEED FAMILY LEAVE TO CARE FOR A COVERED SERVICE MEMBER WHO IS YOUR SPOUSE, SON, DAUGHTER, PARENT OR NEXT OF KIN AND WHO IS UNDERGOING MEDICAL TREATMENT, RECUPERATION, OR THERAPY, IS OTHERWISE IN OUTPATIENT STATUS OR IS OTHERWISE ON THE TEMPORARY DISABILITY RETIRED LIST, FOR A SERIOUS INJURY OR ILLNESS INCURRED IN THE LINE OF DUTY, YOU MAY TAKE UP TO 26 WEEKS OF UNPAID LEAVE DURING A SINGLE 12-MONTH PERIOD UNDER THIS POLICY. COVERED SERVICE MEMBER ALSO INCLUDES VETERANS WHO ARE UNDERGOING MEDICAL TREATMENT, RECUPERATION, OR THERAPY FOR A SERIOUS INJURY OR ILLNESS THAT OCCURRED WHILE ON ACTIVE DUTY ANY TIME DURING THE FIVE YEARS PRECEDING THE DATE OF TREATMENT. SERIOUS ILLNESS OR INJURY INCLUDES AGGRAVATION OF EXISTING INJURIES/ILLNESSES INCURRED IN THE LINE OF DUTY.

NOTIFYING THE COMPANY OF THE NEED FOR FAMILY OR MEDICAL LEAVE

GENERALLY, AN APPLICATION FOR LEAVE MUST BE COMPLETED FOR ALL LEAVE TAKEN UNDER THIS POLICY. THE NEED TO TAKE NON-EMERGENCY LEAVE SHOULD GENERALLY BE REQUESTED FROM THE HUMAN RESOURCES DEPARTMENT AT LEAST 30 DAYS, OR AS SOON AS PRACTICABLE, IN ADVANCE OF THE NEED. IN CASES OF EMERGENCY, VERBAL NOTICE SHOULD BE GIVEN AS SOON AS POSSIBLE (OR BY YOUR REPRESENTATIVE IF YOU ARE INCAPACITATED), AND THE APPLICATION FORM SHOULD BE COMPLETED AS SOON AS PRACTICABLE. FAILURE TO PROVIDE ADEQUATE NOTICE MAY, IN THE CASE OF FORESEEABLE LEAVE, RESULT IN A DELAY OR DENIAL OF THE LEAVE. IT IS YOUR RESPONSIBILITY TO NOTIFY YOUR MANAGER AND HUMAN RESOURCES OF ABSENCES THAT MAY BE COVERED BY FMLA. YOU MUST PROVIDE SUFFICIENT INFORMATION REGARDING THE REASON FOR AN ABSENCE FOR THE COMPANY

TO KNOW THAT PROTECTION MAY EXIST UNDER THIS POLICY. FAILURE TO PROVIDE THIS INFORMATION WILL RESULT IN DELAY AND/OR FORFEITURE OF RIGHTS UNDER THIS POLICY. THIS MEANS THE ABSENCE MAY THEN BE COUNTED AGAINST YOUR RECORD FOR PURPOSES OF DISCIPLINE FOR ATTENDANCE, ETC.

PLEASE REFER TO YOUR DSI EMPLOYEE HANDBOOK (PAGES 27-32) FOR FURTHER INFORMATION.

YOUR ROLE AS A SECURITY OFFICER

“OBSERVE AND REPORT”

YOUR PURPOSE AS A SECURITY OFFICER IS TO HELP SAFEGUARD THE PERSONNEL AND PROPERTY OF OUR CLIENTS BY OBSERVING AND REPORTING SAFETY AND SECURITY HAZARDS. THIS MEANS PLAYING A ROLE IN ENFORCING THE CLIENT’S SAFETY AND SECURITY RULES AND REGULATIONS. IT IS THE INTENT OF DSI TO PROMOTE AND PRESERVE A SAFE, PRODUCTIVE AND PLEASANT WORK ENVIRONMENT FOR OUR CUSTOMERS AND EMPLOYEES. A DSI EMPLOYEE IS THEREFORE EXPECTED TO COMPLY WITH DSI POLICIES AND PROCEDURES IN ALL AREAS INCLUDING ATTENDANCE, SAFE WORK PRACTICES, WORK PERFORMANCE, AND PROFESSIONAL CONDUCT AT ALL TIMES.

REMEMBER: YOU ARE REPRESENTING DSI AND OUR CUSTOMERS.

GENERAL RESPONSIBILITY

YOUR PRIMARY RESPONSIBILITY IS TO BE THE EYES AND EARS FOR SAFETY AND SECURITY AT OUR CLIENT FACILITIES. THIS MEANS REPORTING ANYTHING UNUSUAL THAT HAPPENS ON YOUR TOUR OF DUTY. FIRES SHOULD BE REPORTED TO THE FIRE DEPARTMENT, CRIMES TO THE POLICE DEPARTMENT IN ACCORDANCE WITH THE CLIENT’S POST ORDERS. BOTH SITUATIONS SHOULD BE ACCOMPANIED BY A TELEPHONE CALL TO DSI MANAGEMENT DETAILING THE SITUATION. YOUR TELEPHONE CALL SHOULD BE FOLLOWED UP BY A WRITTEN ACCOUNT IN THE DAILY ACTIVITY REPORT. EACH CLIENT SITE HAS A WRITTEN SET OF RULES AND SOME HAVE SPECIAL INSTRUCTIONS AS WELL. DSI PROVIDES POST ORDERS AT EACH SITE, WHICH DETAILS THE JOB ORDERS, ANY SPECIAL INSTRUCTIONS, AND ADDITIONAL FORMS AS REQUIRED.

REPORT WRITING

HERE IS A LIST OF REPORTS YOU WILL NEED TO FAMILIARIZE YOURSELF WITH BEFORE STARTING ANY POST. KNOW WHERE THESE REPORTS ARE AT ALL TIMES DURING YOUR SHIFT. THESE REPORTS ARE USED DAILY. THEY ARE OF THE UTMOST IMPORTANCE TO BE FILLED OUT ACCURATELY AND TIMELY BECAUSE THEY CONTAIN VALUABLE INFORMATION THAT IMPACT OUR CLIENTS, AND YOUR OWN PAYROLL.

- **DAILY ACTIVITY REPORT** - DETAILS YOUR SHIFT ACTIVITY. SHOULD AN INCIDENT OCCUR DURING YOUR SHIFT, YOU SHOULD PROVIDE THE BELOW INFORMATION:
 1. WHO YOU ARE – FULL NAME
 2. WHEN IT HAPPENED – DATE AND TIME
 3. WHERE IT HAPPENED – LOCATION OF INCIDENT
 4. WHAT HAPPENED – INCIDENT THAT OCCURRED IN DETAIL
 5. HOW IT HAPPENED – WERE THERE ANY OUTSIDE INFLUENCES
 6. WHY WERE YOU ON THE SCENE

THE LOG INFORMATION MUST BE WRITTEN UP BEFORE YOU LEAVE AT THE END OF YOUR SHIFT.

- **INCIDENT REPORTS** – USED TO WRITE UP ANY SERIOUS INCIDENTS IN DETAIL. AGAIN THESE INCIDENTS SHOULD ALSO BE LOGGED INTO THE DAR
- **TIME SHEETS** – LOG TIME IN AND OUT FOR PAYROLL PURPOSES. THESE TIMES ARE ENTERED TO THE QUARTER HOUR. YOUR HONESTY AND ACCURACY ARE OF THE UTMOST IMPORTANCE.
- **CLIENT GENERATED LOGS (TRUCK LOGS, VISITOR LOGS, EMPLOYEE LOGS, ETC.)** – SOME CLIENTS REQUIRE ADDITIONAL RESPONSIBILITIES SUCH AS HAVING GUESTS SIGN IN AND OUT, LOGGING RECEIPTS OF TRUCKS, ETC. THESE ADDITIONAL DUTIES WILL BE WRITTEN INTO THE POST ORDERS.

ACCESS CONTROL: AT MOST OF OUR CLIENT LOCATIONS YOU WILL CONTROL WHO ENTERS AND LEAVES THE PROPERTY. BADGES AND PASSES MAY BE USED, AND YOU MAY CONDUCT INSPECTIONS OF PARCELS AND OTHER ITEMS TO DETER THEFT. IT IS IMPORTANT TO OBSERVE THE STATED RULES OF THE POST CONCERNING ACCESS CONTROL. ONLY ALLOW ENTRY TO AUTHORIZED PERSONNEL.

DSI SECURITY STANDARDS

DSI EMPLOYEES ARE COMMITTED TO SERVICE SUPERIORITY AND TOTAL CUSTOMER SATISFACTION.

EMPLOYEE STANDARDS: AS A DSI EMPLOYEE YOU HAVE COMMITTED YOURSELF TO SUCH STANDARDS AS BEING AN INDIVIDUAL WHO HAS OBTAINED A HIGH SCHOOL EDUCATION AND MAINTAINS A CURRENT DRIVER'S LICENSE IN GOOD STANDING WITH THE STATE. AS A KEY PART OF OUR EMPLOYEE STANDARDS, YOU HAVE SUCCESSFULLY PASSED A CRIMINAL BACKGROUND CHECK AND PASSED A DRUG URINALYSIS TEST. AT DSI SECURITY WE PROMOTE HAVING OFFICERS WITH SUPERIOR STANDARDS, SO THE VALUE OF YOUR SERVICE DEPENDS ON YOUR ALERTNESS, RELIABILITY AND PROFESSIONAL CONDUCT TO PERFORM YOUR JOB DUTIES AND COMPLY WITH ALL COMPANY POLICIES AND PROCEDURES.

PERSONAL GROOMING STANDARDS:

SINCE THE DSI SECURITY OFFICER IS THE MOST VISIBLE PART OF OUR SERVICE, MAINTAINING A GOOD PERSONAL APPEARANCE IN YOUR UNIFORM WILL GAIN YOU RESPECT AND RECOGNITION AS A PROFESSIONAL SECURITY OFFICER. A COMPETENT LOOKING SECURITY OFFICER SERVES AS A STRONG DETERRENT AGAINST VIOLATIONS OF RULES AND REGULATIONS. YOUR APPEARANCE CAN ALSO AID YOU IN GETTING THE COOPERATION OF PEOPLE YOU DEAL WITH PROFESSIONALLY.

AS A MALE SECURITY OFFICER YOUR HAIR MUST BE NEATLY TRIMMED AND NOT TOUCH THE BACK OF YOUR COLLAR. MUSTACHES SHOULD NOT EXTEND BELOW THE CORNER OF THE UPPER LIP AND SIDEBURNS SHOULD NOT EXTEND PAST THE EARLOBE AND MUST BE STRAIGHT.

IN SUCH CASE AN EMPLOYEE DECIDES TO WEAR A BEARD, THE LENGTH OF THE FACIAL HAIR SHALL NOT EXCEED ONE-QUARTER OF AN INCH. IF A SKIN DISORDER EXISTS (E.G., PSEUDO FOLLICULITIS), DSI SECURITY WILL REQUIRE THAT YOU SUBMIT A VALID PHYSICIAN'S FORM. ONLY ONE PHYSICIAN'S STATEMENT WILL BE REQUIRED FOR THE DURATION OF EMPLOYMENT. HOWEVER, IF THE DISORDER IS TEMPORARY, A PHYSICIAN'S STATEMENT SHALL BE REQUIRED EVERY 90 CALENDAR DAYS FOR THE DURATION OF THE DISORDER. THE PHYSICIAN'S STATEMENT(S) SHALL BE SUBMITTED TO THE BRANCH MANAGER AND PLACED IN THE EMPLOYEE'S MEDICAL FILE. AT NO TIME MAY AN EMPLOYEE BE PERMITTED TO WEAR THEIR FACIAL HAIR IN WHAT IS DEEMED AN "EXOTIC DESIGN" BY DSI MANAGEMENT. FACIAL HAIR MUST BE WORN IN A STANDARD APPEARANCE, IF WORN AT ALL. IT WILL BE AT THE DISCRETION OF DSI MANAGEMENT TO DECIDE IF THE BEARD IS NOT IN LINE WITH COMPANY STANDARDS.

AS A FEMALE SECURITY OFFICER YOU SHOULD WEAR YOUR HAIR IN A NEAT PROFESSIONAL FASHION. THE WEARING OF A STYLE THAT OBSTRUCTS YOUR VISION, CREATES A SAFETY HAZARD, OR PREVENTS THE WEARING OF A CAP, WHERE REQUIRED, IS PROHIBITED.

AS ALWAYS IT IS VERY IMPORTANT TO MAINTAIN GOOD HYGIENE.

FOR SAFETY REASONS:

- ONLY ONE RING PER HAND IS PERMITTED
- NO LOOSE FITTING BRACELETS AND/OR WATCHES MAY BE WORN
- NECKLACES AND/OR CHAINS MUST BE KEPT TUCKED UNDER YOUR UNIFORM SHIRT
- ONLY STUD TYPE EARRINGS ARE PERMITTED (MALE OFFICERS ARE NOT PERMITTED TO WEAR EARRINGS)

BODY PIERCING JEWELRY WILL ONLY BE WORN ON THE EAR. (THIS APPLIES TO FEMALES AS MALES ARE NOT PERMITTED TO WEAR EARRINGS) NO OTHER AREAS OF THE BODY SHOULD BE VISIBLE WITH BODY PIERCING JEWELRY.

TATTOOS MUST BE APPROPRIATE IN CONTENT AND KEEPING WITH A PROFESSIONAL IMAGE. NO OBSCENE TATTOOS WILL BE PERMITTED.

UNIFORM APPEARANCE: AS A BENEFIT, DSI IS PROVIDING YOU WITH CLEAN UNIFORMS. TO COMPLETE YOUR DSI UNIFORM REQUIREMENTS, YOU WILL NEED BLACK FOOTWEAR AND BLACK SOCKS. UNIFORMS ARE NOT TO BE ADORNED WITH ITEMS THAT HAVE NOT BEEN ISSUED BY DSI. IT IS YOUR RESPONSIBILITY TO CARE AND MAINTAIN THEM. PRESENTING A PROFESSIONAL APPEARANCE IN YOUR UNIFORM WILL GAIN YOU COOPERATION WITH OTHER PROFESSIONALS WHEN YOU ARE ENFORCING OR EXPLAINING RULES. ALWAYS ARRIVE AT YOUR ASSIGNED POST PROPERLY DRESSED AND READY FOR WORK.

CUSTOMER SERVICE/STANDARDS: CUSTOMERS ARE THE DRIVING FORCE AND THE REASON AN ORGANIZATION EXISTS. DSI SECURITY'S LONG-TERM SUCCESS NOT ONLY DEPENDS ON YOU, BUT ON CUSTOMER LOYALTY. SO, KNOWLEDGE OF OUR CLIENT'S POST ORDERS, THEIR RULES AND REGULATIONS ARE AS EQUALLY IMPORTANT AS KNOWING DSI SECURITY'S. IT IS IMPORTANT THAT YOU HAVE GOOD COMMUNICATION AND CUSTOMER SERVICE SKILLS.

LET'S DEFINE A CUSTOMER: A CUSTOMER IS ANYONE WHO USES A COMPANY'S PRODUCT OR SERVICES, THEY ARE VENDORS, CO-WORKERS, EMPLOYEES OF THE CLIENT AND THE GENERAL PUBLIC. SO, WE REALLY SHOULD REFER TO THESE AS PEOPLE SKILLS. LISTED BELOW ARE SOME BASIC SUGGESTIONS TO ENSURE YOU ARE EXHIBITING EXCELLENT PEOPLE SKILLS.

55% OF COMMUNICATION IS ACHIEVED THROUGH BODY LANGUAGE: GOOD GROOMING, A WARM SMILE, GOOD EYE CONTACT, AND LISTENING AND FOCUSING ON CUSTOMERS ARE SOME GOOD EXAMPLES. 38% IS ACHIEVED BY HOW WE SPEAK; SUCH AS USING A CALM, CARING TONE, OR ENTHUSIASM.

ADDITIONAL THINGS YOU NEED TO KNOW WHEN DEALING WITH OUR CLIENTS.

- CONSIDERATION OF OUR CLIENTS IS SHOWN BY THE WAY WE TREAT THE FACILITY SO KEEP YOUR WORK AREA FREE OF LITTER AND TRASH AND CLEAN UP AFTER YOURSELF WHEN FINISHED EATING.
- DO NOT ACCEPT OR ASK FOR SPECIAL FAVORS FROM ANYONE AT YOUR JOB SITE AS IT PLACES YOU IN A COMPROMISING POSITION AND CAN AROUSE SUSPICION.
- DO NOT ACCEPT FAVORS UNLESS IT IS APPROVED BY YOUR SUPERVISOR.
- DO NOT USE YOUR POSITION TO SEEK A JOB WITH THE CLIENT
- DO NOT USE CLIENT PHONES FOR PERSONAL USE.
- DO NOT TAKE YOUR GRIPES OR GRIEVANCES TO OUR CLIENT.
- DO NOT READ LITERATURE THAT IS NOT JOB RELATED ON POST.
- DO NOT WATCH TV ON POST
- DO NOT LEAVE A POST WITHOUT PROPER RELIEF.

ACCESS CONTROL: AT MOST OF OUR CLIENT LOCATIONS YOU WILL CONTROL WHO ENTERS AND LEAVES. BADGES AND PASSES MAY BE USED, OR YOU MAY CONDUCT INSPECTIONS OF PARCELS AND OTHER ITEMS. UTILIZING YOUR GOOD PEOPLE SKILLS WILL HELP YOU IN DEALING WITH THESE SITUATIONS. IT IS TYPICALLY SET UP TO KEEP PILFERING AND CLIENT THEFT TO A MINIMUM: IT IS IMPORTANT TO BE ALERT TO EMPLOYEES WHO:

- DO NOT LOOK APPROPRIATELY DRESSED FOR THE WEATHER OR JOB;
- START POINTLESS CONVERSATIONS. (IT MAY BE A DIVERSION FOR AN ACCOMPLICE);
- GO BACK FOR SOMETHING FORGOTTEN. THEY MAY THINK YOU WON'T CHECK THE SECOND TIME.

DSI SECURITY PROCEDURES

AVAILABLE FOR DUTY: (*AVAILABILITY, PUNCTUALITY, PROPER RELIEF*) SINCE SECURITY IS A 24 HOUR A DAY, 365 DAYS A YEAR BUSINESS OUR STAFFING NEEDS CHANGE, SO YOU MAY BE CALLED ON TO WORK A DAY, A SWING, OR A GRAVEYARD SHIFT. IT IS IMPORTANT THAT YOU HAVE A TELEPHONE AND A RESPONSIBLE MEANS OF TRANSPORTATION. IN FACT THESE TWO REQUIREMENTS ARE CONDITIONS OF YOUR EMPLOYMENT WITH DSI FOR OBVIOUS REASONS, SUCH AS SCHEDULE CHANGES OR REQUESTING COVERAGE FOR ANOTHER SHIFT. YOUR AVAILABILITY IS A CRITICAL PART OF OUR SCHEDULING AND ENSURING THAT WE HAVE PROPER COVERAGE FOR OUR CLIENTS. UNLESS YOU WERE HIRED FOR PART-TIME, ALL MOONLIGHTING POSITIONS MUST BE APPROVED. YOU ARE NOT TO WORK FOR ANOTHER SECURITY COMPANY AS THIS IS A CONFLICT OF INTEREST AND COULD EXPOSE CUSTOMER AND PROPRIETARY INFORMATION.

PUNCTUALITY IS ALSO AN INTEGRAL PART OF YOUR DUTIES, AS YOU WILL NORMALLY BE RELIEVING A FELLOW OFFICER. BEING ON TIME MEANS BEING PREPARED TO ASSUME YOUR DUTIES AT THE APPOINTED TIME OF YOUR SHIFT. NEVER LEAVE YOUR POST UNTIL YOU ARE PROPERLY RELIEVED UNLESS, OR POST ORDERS STATE YOU ARE NOT TO BE RELIEVED.

IF YOUR RELIEF HAS NOT ARRIVED WITHIN 30 MINUTES, NOTIFY DSI. IF YOUR RELIEF SHOWS UP AFTER NOTIFYING DSI, PLEASE GIVE THEM A CALL BACK SO THEY CAN CANCEL THE ORDER FOR YOUR RELIEF.

CALLING-OFF PROCEDURES: GOOD ATTENDANCE IS VERY IMPORTANT AS ABSENCES CREATE SERIOUS SCHEDULING PROBLEMS AND A HARDSHIP TO OTHER OFFICERS WHO MUST TRY AND COVER YOUR SHIFT, AND IN MOST CASES CREATES OVERTIME FOR THE COMPANY. IF FOR SOME REASON YOU ARE UNABLE TO REPORT FOR WORK, YOU NEED TO NOTIFY DSI SECURITY AT LEAST FOUR HOURS IN ADVANCE SO THEY CAN FIND A REPLACEMENT. THIS CAN BE DONE THROUGH CONTACTING OUR CORPORATE COMMUNICATIONS CENTER (AFTER HOURS), WHILE DURING BUSINESS HOURS YOU SHOULD CONTACT YOUR DSI BRANCH LOCATION DIRECTLY. THE NUMBER FOR OUR DSI CORPORATE COMMUNICATIONS CENTER IS (800) 239-5720. NEVER HAVE SOMEONE ELSE CALL OFF FOR YOU, UNLESS IT IS ABSOLUTELY IMPOSSIBLE FOR YOU TO CALL. IF YOU ARE CALLING OFF DUE TO HEALTH PROBLEMS, BE SURE TO CONTACT THE OFFICE PRIOR TO YOUR NEXT SCHEDULED SHIFT TO INFORM THEM IF YOU WILL BE AVAILABLE.

IF YOUR ABSENCE IS DUE TO ILLNESS, YOU MAY BE REQUIRED TO PROVIDE A DOCTOR'S STATEMENT.

REPORTING FOR DUTY: WHEN YOU REPORT FOR DUTY YOU WILL WANT TO MAKE SURE YOU HAVE PLANNED FOR YOUR MEALS. NORMALLY YOU WILL EAT YOUR MEAL ON THE JOB AS THESE ARE TYPICALLY MEALS IN WHICH YOU WILL BE COMPENSATED FOR YOUR TIME WHILE EATING. BE DISCREET ABOUT EATING. YOU WILL ALSO WANT TO TAKE ANY EMERGENCY PHONES, AND MAKE SURE YOU HAVE A PEN AND POCKET NOTEBOOK.

MOST JOB SITE WILL HAVE WRITTEN POST ORDERS, SO BE SURE YOU UNDERSTAND THEM FOR THE JOB YOU ARE WORKING. DSI PROVIDES A LOG BOOK ON EACH JOB WHICH CONTAINS VARIOUS PASS DOWN INFORMATION. YOU WILL BECOME MORE FAMILIAR WITH THE LOG BOOK ON POST DURING YOUR TRAINING.

THE FOLLOWING REPORTS ARE USED ON A DAILY BASIS. THEY ARE:

- SIGN-IN SHEETS (THIS IS HOW YOU ARE PAID)
- DAILY ACTIVITY REPORTS (DAR)
- INCIDENT REPORTS

SIGN-IN/OUT PROCEDURES: THESE SIGN-IN PROCEDURES NEED TO BE FOLLOWED AT ALL TIMES, AS THEY ARE REQUIRED UNDER THE DEPARTMENT OF LABOR WAGE AND HOUR LAW. UNLESS YOU ARE REQUESTED BY A SUPERVISOR TO DO SO, OR CIRCUMSTANCES DEMAND IT, YOU MAY NOT SIGN IN MORE THAN FIVE MINUTES PRIOR TO YOUR SHIFT STARTING TIME AND ARE NOT TO PERFORM ANY WORK BEFORE SIGNING IN.

IF YOU SIGN IN ANY TIME BETWEEN FIVE MINUTES BEFORE THE SHIFT TIME AND THE ACTUAL SHIFT START TIME (EXAMPLE: 1:56 AND 2:00), YOU WILL BE PAID AS THOUGH YOU SIGNED IN AT 2:00. IF CIRCUMSTANCES DEMAND THAT YOU BEGIN YOUR SHIFT AT 1:50, THEN YOU MUST RECORD YOUR ACTUAL TIME OF 1:50 NOT YOUR SCHEDULED WORK TIME OF 2:00 PM. **IF YOU SIGN IN AT ANY TIME AFTER THE SHIFT START TIME YOU WILL BE TARDY AND YOUR PAY WILL BE CALCULATED TO THE ACTUAL SIGN-IN TIME. NEVER FILL OUT YOUR TIME SHEET IN ADVANCE!** THIS SAME PROCESS APPLIES TO SIGNING OUT AT THE END OF YOUR SHIFT. YOU ARE NOT TO STAY BEYOND YOUR SCHEDULED SHIFT END TIME UNLESS REQUESTED TO DO SO IN ADVANCE, OR YOUR REPLACEMENT DOES NOT REPORT ON TIME. ANY UNAUTHORIZED OVERTIME WILL BE PAID, BUT YOU WILL BE SUBJECT TO DISCIPLINE IF YOU SIGN OUT MORE THAN FIVE MINUTES BEFORE YOUR SHIFT END, YOUR PAY WILL BE CALCULATED ACCORDINGLY.

PRIOR TO THE END OF YOUR SHIFT, RECORD ALL RELEVANT PASS-ON INFORMATION IN THE LOG BOOK, OR PASS-ON BOOK. THE ON-COMING OFFICER WILL RECEIVE THEIR BRIEFING BY REVIEWING THE BOOK RATHER THAN THROUGH VERBAL BRIEFING.

SAFETY PROCEDURES: DESPITE ALL OF THE CONTROL MEASURES AND SAFE PROCEDURES AN EMPLOYER CAN PUT IN PLACE, EACH EMPLOYEE STILL HAS RESPONSIBILITY FOR HIS OR HER OWN PERSONAL SAFETY. SAFETY IN THE WORKPLACE STARTS BY LEARNING ALL OF THE SAFETY RULES AND PROCEDURES. **(PLEASE REFER TO PAGES 47-55 OF YOUR DSI EMPLOYEE HANDBOOK ON SAFETY AND EMERGENCIES)**

AS A DSI SECURITY OFFICER, ONE OF OUR JOBS IS TO ACTIVELY SEARCH FOR AND DETECT POTENTIAL SAFETY PROBLEMS AND HAZARDS.

FIRES: KNOW HOW TO PREVENT AND REPORT FIRES.

- UPON TAKING OVER YOUR POST, DETERMINE THE LOCATION OF FIRE ALARMS, HOSES, EXTINGUISHERS, TELEPHONES AND OTHER RELATED EQUIPMENT.
- ELIMINATE OR CORRECT FIRE HAZARDS ON THE SPOT; SUCH AS SMOLDERING CIGARETTES, BARE ELECTRICAL WIRES, APPLIANCES THAT MAY HAVE BEEN LEFT ON, OR THE SMELL OF GAS. IN MOST CASES THESE ISSUES

CAN BE CORRECTED BY YOURSELF OR BY CALLING AND REPORTING TO THE FACILITIES MAINTENANCE DEPARTMENT.

- FAMILIARIZE YOURSELF WITH THE EXTINGUISHERS AT YOUR JOB POST AND WHAT TYPE OF FUEL CLASSIFICATIONS THEY WILL EXTINGUISH (PAGES 51-52).
- YOUR FIRST PRIORITY UPON DISCOVERING A FIRE IS TO STAY CALM, THEN SOUND THE ALARM BY ACTIVATING THE NEAREST PULL-STATION FIRE ALARM AND IMMEDIATELY CALL THE FIRE DEPARTMENT OR 911. FOLLOW ANY EVACUATION PROCEDURES ESTABLISHED AT THE FACILITY YOU ARE WORKING.
- ALWAYS KNOW HOW TO GET TO THE CLOSET EMERGENCY EXIT, ESPECIALLY IF YOU ARE NOT AT YOUR NORMAL WORK POST.
- THESE SITUATION MUST BE REPORTED TO DSI AND THE CLIENT FIRST VIA THE TELEPHONE AND THEN RECORDED ON YOUR DAR AND COMPLETE AN INCIDENT REPORT.

INJURIES AND ACCIDENTS TO YOURSELF AND OTHERS: MORE THAN HALF OF ALL INJURIES TO DSI OFFICERS ARE THE DIRECT RESULT OF SLIPPING AND FALLING. SLIPS ARE MORE LIKELY TO OCCUR WHEN YOU HURRY OR RUN, WEAR THE WRONG KIND OF SHOES, OR DON'T PAY ATTENTION TO WHERE YOU ARE WALKING.

- SAFETY SHOES ARE HIGHLY RECOMMENDED AND AVAILABLE AT MOST DEPARTMENT STORES. BLACK LEATHER ATHLETIC SHOES GENERALLY HAVE SOLES WITH GOOD TRACTION. PROPER SHOES ARE A KEY SAFETY ITEM.
- PRACTICE SAFE WALKING, WALK CAREFULLY AND WATCH FOR POTENTIAL SLIP AREAS OR ITEMS. TAKE SHORT STEPS ON SLIPPERY SURFACES.
- USE HANDRAILS ON STAIRS.
- CLEAN UP OR REPORT SPILLS RIGHT AWAY. EVEN MINOR SPILLS CAN BE DANGEROUS.
- BE EXTRA CAUTIOUS ON SMOOTH SURFACES SUCH AS NEWLY WAXED FLOORS.
- KEEP WALKING AND WORKING AREAS CLEAN AND TIDY.
- NEVER JUMP ACROSS OPENINGS OR OFF LANDING OR LOADING DOCKS.

OTHER SAFETY ISSUES:

- STAY ALERT AROUND TRUCKS AND MOTORIZED EQUIPMENT.
- WATCH OUT FOR OBJECTS FALLING FROM OVERHEAD OR THAT MAY FALL OVER.
- DO NOT OPERATE ANY COMPANY MACHINERY OR EQUIPMENT WITHOUT AUTHORIZATION.
- DO NOT USE YOUR PERSONAL AUTO, MOTORCYCLE OR TRUCK TO MAKE ROUNDS UNLESS APPROVED IN SITE INSTRUCTIONS.



Search County Government

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ENVIROS

Enforcement Action Advanced Search

Search Reset

No information was found matching your selection criteria. Please try again.

Enforcement Action Number:

House Number: To:

Street:
Direction Street Name Street Type Suite

City: Zip:

Section: Township: Range:

Respondent:

[Help on this page](#)

Screen ID: 23473



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Florida Department of Environmental Protection

Hazardous Waste Facilities Search Results

Selection Criteria for This Handler Search:

EPAID: % ; Name: **DOTHAN SECURITY, INC.** % ; Address: % ; City: % ; County: %

For Facility Data Links:

Activities -- provides a list of RCRA compliance activities and violations.

Mapping in GIS -- this opens a **[NEW IMPROVED]** GIS mapping tool focused on the facility.

Documents -- this provides a list of electronic documents available online.

Error Reporting -- send us feedback to address data errors.

County Verification -- County or RPC verification of Facility and Waste for this site.

For a Generator Status History:

click on the **Status**. - **NNOT** indicates a facility is a Non-Notifier and may not have been issued the associated EPAID - **Check with DEP before using that EPAID!**

[Legend of Status Types](#)

EPA ID	Name	County	Address	Contact	Status	As of	Data Links
Search has retrieved 0 Facilities							

Legend of Status Types:

- LQG - Large Quantity Generator
- SQG - Small Quantity Generator
- CES - Conditionally Exempt Small Quantity Generator
- UOT - Used Oil Transporter
- TRA - Hazardous Waste Transporter
- TSD - Treatment/Storage/Disposal Facility
- CLO - Closed
- NHR - Non-Handler of Hazardous Waste



Occupational Safety and Health Administration

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Establishment Search Results

Establishment	Date Range	Office	Zipcode	State
Dothan Security Inc.	01/01/2015 to 03/13/2020	all	all	all

Please note that inspections which are known to be incomplete will have the identifying Activity Nr shown in italic. Information for these open cases is especially dynamic, e.g., violations may be added or deleted.

Sort By: **Date** | Name | Office | State Return to Search ↻

Results 1 - 2 of 2

By Date

	#	Activity	Opened	RID	St	Type	Sc	SIC	NAICS	Vio	Establishment Name
<input type="checkbox"/>	1	<i>1443680.015</i>	11/08/2019	0420600	FL	Referral	Partial		561612		Dothan Security, Inc.
<input type="checkbox"/>	2	1303124.015	03/21/2018	0627100	AR	Unprog Rel	Partial		561612		Dothan Security, Inc.

UNITED STATES
DEPARTMENT OF LABOR

Occupational Safety and Health Administration
200 Constitution Ave NW
Washington, DC 20210
☎ 800-321-6742 (OSHA)
TTY
www.OSHA.gov

FEDERAL GOVERNMENT

White House
Severe Storm and Flood Recovery Assistance
Disaster Recovery Assistance
DisasterAssistance.gov
USA.gov

OCCUPATIONAL SAFETY AND HEALTH

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Privacy & Security Statement
Disclaimers
Important Website Notices
Plug-Ins Used by DOL

From: [Osorno-Belleme, Angela](#)
To: [HQS-SMB-FOIA](#)
Subject: Freedom of Information Act
Date: Monday, February 3, 2020 3:40:17 PM
Attachments: [image001.png](#)

Please accept this email as a Freedom of Information Act request for information on any environmental infractions, fines, penalties, and resolutions associated with the following companies:

Eller-I.T.O. Stevedoring Company L.L.C.
1007 N. America Way, Suite 501
Miami, FL 33132

Dothan Security, Inc. d/b/a DSI Security Services
600 W. Adams Street
Dothan, AL 36303

Port Everglades Terminal, LLC
2541 SW 27th Avenue
Miami, FL 33133

Host Terminals, Inc.
500 Plume Street, Suite 600
Norfolk, VA 23510

Starfleet, Inc.
1281 South Main Street
Belle Glade, FL 33430

Metro Cruise Services, LLC
2550 Eisenhower Blvd, Suite 310
Fort Lauderdale, FL 33316

The period of this request is January 1, 2015 through February 3, 2020.

Your response may include redactions (removal) of Personal Information(5 U.S.C. 552(b)(6) and (b)(7)(c) information.

Thank you.



Angela Osorno Belleme, PMP

Franchise & Business Permit Manager

Broward County Port Everglades Department

1850 Eller Drive, Suite 603

Fort Lauderdale, FL 33316

Ph (954) 468-0112 Fx (954) 468-525-1910

aosornobellme@broward.org

www.broward.org



ENVIRONMENTAL POLICY STATEMENT

It is the Policy of the DSI Security Services, wherever we conduct activities and business, to ensure that strict operational procedures are identified to give proper regard to the conservation of the environment. In implementing this Policy DSI Security Services fully recognizes the importance of complying with the requirements of relevant local legislation and also promoting the appropriate measures to safeguard the environment for all whom may be affected directly or indirectly by our operational activities.

DSI Security undertakes to continually review and seek to improve its operating procedures, equipment and other resources to comply with the following Environmental Policy:

- All Company Employees will observe applicable environmental, health, hazardous material transportation and safety laws & regulations.
- Priority will be given to the protection of employees, the public, clients and the environment.
- Prior to any new or changes to existing operations DSI management will address any possible adverse environmental impacts before their implementation.
- The environmental impact of all materials in use or proposed for use in operations will be assessed in advance.
- Strict control by management responsible for operations shall be exercised on waste generation and onsite disposal together with toxic and critical pollutant emissions.
- Materials, which are considered of a hazardous nature to the employee, public or the environment shall be avoided, but, where their use is deemed necessary use shall be minimized. However, wherever possible such materials shall be replaced by alternative materials of an environmentally friendly nature.
- DSI will promote environmental concern among its employees and seek to generate an overall awareness of the impact of their operational activities on the environment.
- All employees will be further encouraged to identify and promptly report potential environmental matters of concern to their senior manager.
- DSI having acknowledged the importance of protecting the environment, will at all practical times seek to promote the efficient use of energy sources and maximize on conservation aspects.
- DSI will seek to participate in all recycling programs and green initiatives at each and every location we provide services to.



As we have done for the last 50 years, DSI is committed to long term growth and development at all US Seaports to include Port Everglades. We are constantly marketing and branding our company program as it pertains to seaports and the maritime sector.