

TRANSIT SYSTEMS SECURITY DEPT. INSTRUCTION	DATE: 05/13/09 PAGE: 1 OF 1 NO. 1.7
TO: ALL PERSONNEL	SUBJECT: NON-TRANSIT RELATED INCIDENTS
ORIGIN: CAPTAIN HOF TRANSIT SYSTEMS SECURITY	INSTRUCTION SUPERSEDES & REPLACES: 1.7 DATED: 04/01/05

I. PURPOSE

The purpose of this instruction is to provide policy and procedures governing the response by officers to non-transit related incidents.

II. TRANSIT NEIGHBORS

Officers are not authorized to patrol or perform any security functions, including making routine arrests, on any property adjacent to transit property. If officers are on patrol and see criminal activity occurring on property adjacent to transit property which would warrant police intervention, officers will request that the appropriate law enforcement agency be called.

Officers have no authority to evict trespassers on any property adjacent to transit property. Officers are authorized to patrol, provide security services, and make routine arrests only on transit property. Officers shall request clarification from the Watch Commander if they are in doubt concerning the limits of transit property.

III. TRANSIT CENTER TENANTS

Officers are not the security staff for any tenant of a transit center or other transit property. If tenants need special security services, such as providing employee escorts or access to their premises at specific times on a routine basis, they will be advised to use their own security staff or employees.

As a courtesy, officers will provide routine security service for tenants such as asking a troublemaker to leave the area of a tenant's business. Tenants who have an on-going problem with persons trespassing at their businesses or creating other problems will be advised to contact the police. Officers will not routinely use physical force to evict trespassers from a tenant's business at a transit center or on other transit property.

IV. SECURITY ESCORTS

Officers are not authorized to make appointments with tenant employees for security escorts at a future time. Advise tenant employees to call when they are ready for the escort. Officers may provide the escort if it does not interfere with other duties and responsibilities.

Officers are not authorized to provide escorts during shift change. Generally, this means that from about 15 minutes before the shift change until about 15 minutes afterwards, officers must be attending to shift change duties. Advise tenant employees who request escorts during this time that it is shift change and that they will have to wait if they want an escort.

TRANSIT SYSTEMS SECURITY DEPT. INSTRUCTION	DATE: 05/13/09 PAGE: 1 OF 1 NO. 1.9
TO: ALL PERSONNEL	SUBJECT: NOTIFICATION OF DEPARTMENT MANAGERS
ORIGIN: CAPTAIN OF TRANSIT SYSTEMS SECURITY	INSTRUCTION SUPERSEDES & REPLACES: 1.9 DATED: 04/01/05

INCIDENTS REQUIRING NOTIFICATION OF DEPT. LIEUTENANT

In addition to the submission of a written report, the on-duty Supervisor will notify the appropriate Lieutenant as soon as possible of any of the following occurrences:

- (1) An officer sustains injuries while on duty that results in hospitalization.
- (2) An officer uses physical force on any person which causes injuries to that person that results in hospitalization.
- (3) An officer discharges his firearm or uses his baton on any person.
- (4) An officer has been arrested, detained, or is the subject of an investigation by any law enforcement agency.
- (5) An officer is required to be absent from duty for 3 or more consecutive days due to any illness or injury.

After ascertaining the facts and circumstances surrounding any of the above occurrences, the Lieutenant will brief the Captain of Transit Systems Security.

NOTIFICATION OF TRANSIT SECURITY ADMINISTRATOR

In the event of an emergency, the Transit Security Administrator will be notified by the Controller. If the Transit Security Administrator needs additional information, he will contact the Watch Commander directly.

For other incidents, Supervisors will call the office of the Transit Security Administrator and report any of the following occurrences:

- (1) Any incident which the media responds to or that might generate media attention.
- (2) Any injury to an officer, employee, patron, or other person which requires professional medical treatment.
- (3) Any serious violent crime or major disturbance which occurred on transit property.
- (4) Any accident involving a Department patrol car.
- (5) Any discharge of a firearm by an officer or other use of significant physical force resulting in injury to a person requiring professional medical treatment.

TRANSIT SYSTEMS SECURITY DEPT. INSTRUCTION	DATE: 05/13/09 PAGE: 1 OF 1 NO. 1.10
TO: ALL PERSONNEL	SUBJECT: OUTSIDE EMPLOYMENT
ORIGIN: CAPTAIN OF TRANSIT SYSTEMS SECURITY	INSTRUCTION SUPERSEDES & REPLACES: 1.10 DATED: 04/01/05

I. PURPOSE

The purpose of this instruction is to establish the policy and procedures relating to the approval of outside employment.

II. POLICY

It is mandatory that an employee receive prior approval for outside employment. Department employees cannot have outside employment which is incompatible with employment with Transit Systems Security. Specifically, no outside employment may be undertaken which affects the employee's efficiency in his regular duties, reflects criticism or discredit on the employee or Transit Systems Security, or which creates a conflict of interest. In addition, employees cannot have outside employment which may prolong their recovery while on injury or sick leave or while on light duty assignment.

Outside employment is considered any form of work for which wages, tips, or commission is received. This would include part-time employment, in-home businesses such as child care, or any business owned or operated by the employee.

III. PROCEDURES

- A. Any security officer who wants outside employment must submit to the Captain of Transit Systems Security, via the Department Lieutenant, the Outside Employment Form.
- B. The Department Lieutenant will forward the form to the Captain of Transit Systems Security with a recommendation.
- C. The Captain of Transit Systems Security will notify the employee whether or not the outside employment has been approved.
- D. Officers will not engage in outside employment until authorization has been received from the Captain of Transit Systems Security.
- E. Once outside employment is approved, officers must submit a new form for approval if they wish to change employers or if duties with the same employer change significantly.

TRANSIT SYSTEMS SECURITY DEPT. INSTRUCTION	DATE: 05/13/09 PAGE: 1 OF 2 NO. 1.15
TO: ALL PERSONNEL	SUBJECT: DESIGNATION OF RESPONSIBILITIES
ORIGIN: CAPTAIN OF TRANSIT SYSTEMS SECURITY	INSTRUCTION SUPERSEDES & REPLACES: 1.15 DATED: 04/01/05

I. PURPOSE

The purpose of this instruction is to establish the chain of command and reporting responsibilities for Transit Systems Security (TSS) personnel.

II. POLICY

All officers are expected to report directly to the TSS Sergeant responsible for the watch, area, or unit to which they are assigned. Specifically, personnel will make all required notifications and bring all problems, concerns, or complaints directly to the attention of the TSS Sergeant responsible for the watch, area, or unit to which they are assigned.

Personnel who are dissatisfied with any decision or action taken by a Sergeant in response to their problem, concern, or complaint shall follow the chain of command and discuss the matter with the TSS Lieutenant. If still dissatisfied, personnel may then follow the chain of command and discuss the matter further with the Captain of Transit Systems Security.

All TSS Sergeants are of equal rank and will report directly to the TSS Lieutenant or to the Captain of Transit Systems Security in the absence of the TSS Lieutenant. Sergeants will make all required notifications and bring all problems, concerns, or complaints directly to the TSS Lieutenant. Sergeants may make notifications directly to the Captain of Transit Systems Security at the direction of the TSS Lieutenant. Sergeants may also discuss problems, concerns, or complaints with the Captain of Transit Systems Security after notifying the TSS Lieutenant.

Regarding field operations when Sergeants are on duty at the same time, the decision of the ranking Sergeant will take precedence. The seniority of Sergeants is based on first time in grade and then time in service and will be promulgated by the Captain of Transit Systems Security.

Transit Systems Security personnel shall never bring problems, concerns, or complaints of any nature whatsoever to the attention of supervisors, managers, or employees of MTS, SDTI, SDTC, or any other person outside the Transit Systems Security chain of command. Problems, concerns, or complaints which involve MTS, SDTI, or SDTC personnel will be reported to the Captain of Transit Systems Security or his designee. Any member of Transit Systems Security who brings any problem, concern, or complaint of any nature whatsoever to the attention of a supervisor, manager, or employee of MTS, SDTI or SDTC, or any other person outside the Transit Systems Security chain of command will be subject to immediate termination of employment.

The chain of command for all Transit Systems Security personnel is clearly defined in this instruction and on the attached organizational chart.

TRANSIT SYSTEMS SECURITY DEPT. INSTRUCTION	DATE: 05/13/09 PAGE: 1 OF 2 NO. 1.17
TO: ALL PERSONNEL	SUBJECT: SICK LEAVE/LEAVE OF ABSENCE POLICY
ORIGIN: CAPTAIN OF TRANSIT SYSTEMS SECURITY	INSTRUCTION SUPERSEDES & REPLACES: DATED: 04/01/05

I. PURPOSE

The purpose of this instruction is establish the sick leave/leave of absence policy for the Department.

II. SICK LEAVE POLICY

Sick leave shall not be considered a privilege which officers may use at their discretion but shall be allowed only when necessary due to actual illness or disability. Sick leave shall not be taken as vacation or holiday time. Any fraud or abuse associated with the use of sick leave is cause for disciplinary action up to and including termination of employment. Officers eligible for sick leave shall be granted such leave when they are incapacitated and unable to perform their duties due to illness or injury or when a member of the immediate family of the officer is afflicted with an illness or injury and requires the care and attendance of the officer. Officers shall not be compensated when using sick leave.

III. NOTIFICATION PROCEDURES

A. Officers who are unable to report for an assigned shift due to an illness or injury or any other reason must comply with the following procedures:

1. A minimum of four (4) hours prior to the beginning of an assigned shift, officers must call the Watch Commander of the shift to which they are assigned and advise the Watch Commander that they are unable to report for duty and identify the nature of the illness or injury or other problem. Officers must attempt to make direct telephone contact with the Watch Commander by calling him at home or paging him until they receive a response. Leaving a message on the Watch Commander's or Department's voice mail does not constitute proper notification. The Watch Commander receiving the call shall ensure that the officer, upon returning to duty, completes a Special Request Form certifying that he was unable to report for duty due to illness or injury.

Officers who first attempt to reach their Watch Commander but are unable to contact him directly, may contact the on-duty Watch Commander. However, officers must make direct contact with the on-duty Watch Commander by calling him at his office, at home, or by paging him until they receive a response. Leaving a message on the Watch Commander's voice mail does not constitute proper notification. **Officers shall not, under any circumstances, contact Central Control to report that they are unable to report for duty.**

2. Watch Commanders are authorized to make appropriate scheduling decisions to cover the assignment of an absent officer. Watch Commanders will ensure that patrol logs accurately reflect actual duty assignments..
 3. Officers must call their Watch Commander each work day that they are unable to report for an assigned shift due to illness or injury. Calls such as, "I'll be out sick for the next couple of days," or "I'm going to be sick for the next week," are not permitted. Failure to follow these reporting procedures constitutes an unauthorized absence.
 4. Personnel must complete a Special Request Form and submit it to their Watch Commander the first day that they return to work.
 5. Written certification of illness or injury by the licensed medical professional who treated the illness or injury shall be submitted to the officer's Watch Commander for any absence of 3 or more consecutive work days. The Captain of Transit Systems Security may request certification from a physician specifying that an officer is free from any physical impairment or condition which may be aggravated by a return to duty or which would prevent an officer from properly and safely performing his/her assigned duties.
 6. Special Request Forms for medical, dental, or optical appointments or other time-off requests must be approved in advance by the Captain of Transit Systems Security or, in the Captain's absence, a Department Lieutenant. Officers shall make every attempt to schedule appointments during their off-duty time.
- B. Officers who are unable to continue their assigned shift due to an illness or injury or for any other reason will comply with the following procedures:
- a. Officers who must leave due to an illness or injury (their own or that of an immediate family member) will log out on the patrol log. Prior to leaving their place of duty, officers will also notify the Watch Commander and submit a Special Request Form that describes the circumstances which require that the officer leave his/her place of duty. Officers who leave their place of duty without providing this notification to the Watch Commander will be subject to disciplinary action.
 - b. Officers are never authorized to leave their place of duty unless they have been properly relieved by another assigned officer or when they have received proper authorization to leave their place of duty from the Watch Commander.

IV. SICK LEAVE USAGE

In order to promote good order and discipline, foster a harmonious working environment, and meet operational requirements, officers shall use sick leave only when clearly needed due to incapacitating illness or injury. Excessive or improper use of sick leave is grounds for disciplinary action, up to and including termination of employment. The maximum number of sick leave occurrences in a 12-month period of time is fourteen such occurrences. Disciplinary action will occur after the ninth occurrence. Disciplinary action will be progressive in nature. Disciplinary action will consist of a (1) Letter of Counseling (2) Letter of Warning (3) Letter of Reprimand (4) Notice of Final Warning, and (5) Termination of Employment.

TRANSIT SYSTEMS SECURITY DEPT. INSTRUCTION	DATE: 05/13/09 PAGE: 1 OF 2 NO. 1.18
TO: ALL PERSONNEL	SUBJECT: REPORTING WORK-RELATED ILLNESSES & INJURIES
ORIGIN: CAPTAIN OF TRANSIT SYSTEMS SECURITY	INSTRUCTION SUPERSEDES & REPLACES: 1.18 DATED: 04/01/05

I. PURPOSE

The purpose of this instruction is to provide the procedures for reporting work-related illnesses or injuries.

II. PROCEDURES

A. Officers who experience a work-related illness or injury during their assigned shift will comply with the following procedures. These procedures are mandatory even for minor injuries or illnesses or even if the officer does not wish to file a workers' compensation claim immediately after the injury or illness. The forms that are completed are kept on file should it ever be necessary to file a claim in the future. These procedures are based on the requirements of state law. Failure to comply with them can create difficulties for the claimant and Transit Systems Security and can result in the denial or delay of benefits associated with a claim.

1. Officers will notify any other officer who they are working with that they have experienced a work-related injury or illness.
2. On-duty officers who cannot continue the shift due to a work-related injury or illness are authorized to contact the Watch Commander and request to be relieved of duty.
3. In emergency situations when officers working alone must leave immediately due to a work-related injury or illness, they shall notify the Watch Commander (or Central Control if they cannot make contact with the Watch Commander expeditiously) and report that they must leave immediately. Upon notification, the Watch Commander will be responsible for making scheduling adjustments to cover the absence of the officer who must leave. Except in the case of an emergency, officers leaving their place of duty are required to submit an Officer's Report to the Watch Commander describing the nature of their illness or injury.
4. Officers who experience a work-related injury or illness must complete the two forms in the workers' compensation packet (the state form to file for benefits and the form filed with the insurance carrier) as soon as possible after the injury or illness occurs. Watch Commanders will ensure that these two forms are provided to the officer in a timely manner, that the forms are properly completed, and that the forms are submitted to the Administrative Lieutenant the next business day after the illness or injury occurred. Watch Commanders will also attach to the workers' compensation forms copies of any other reports completed by involved officers or supervisors such as Crime Reports, Arrest Reports or Officer's Reports. The Administrative Lieutenant will check the forms for accuracy and completeness and then forward them to the Captain of Transit Systems Security.

- B. Injured officers must use the following facility for treatment unless they have chosen a physician prior to the injury and submitted their choice in writing to the Captain of Transit Systems Security. Sharp Hospital and other emergency rooms are for after-hours or critical injuries only.

Mission Valley Medical Clinic
1075 Camino del Rio South, Suite 100
San Diego, CA 92108
(619) 295-3355

TRANSIT SYSTEMS SECURITY DEPT. INSTRUCTION	DATE: 05/13/09 PAGE: 1 OF 3 NO. 1.19
TO: ALL PERSONNEL	SUBJECT: DISCIPLINARY ACTION REPORTS
ORIGIN: CAPTAIN OF TRANSIT SYSTEMS SECURITY	INSTRUCTION SUPERSEDES & REPLACES: 1.19 DATED: 04/01/05

I. PURPOSE

The purpose of this instruction is to provide the policy and procedures for the use of the Disciplinary Action Report (DAR) and to provide guidelines for imposing discipline.

II. POLICY

- A. It is the policy of Transit Systems Security to ensure that all officers maintain a professional level of competency. To assist in meeting this goal, instances of misconduct or substandard performance by officers shall be documented on the Disciplinary Action Report in standard Transit Systems Security memorandum format and submitted to the Captain of Transit Systems Security. The Captain of Transit Systems Security will determine the appropriate level of discipline based on the guidelines of Section III of this instruction and will be responsible for imposing the discipline or designating the appropriate supervisor to impose the discipline.
- B. A Disciplinary Action Report that is used to document substandard performance is intended for illustrating substandard performance to an officer and specifying the desired performance or conduct.
- C. Job performance that is documented on a Disciplinary Action Report may be used as the basis for the assignment of scores or comments on the officer's performance evaluation.

III. GUIDELINES FOR IMPOSING DISCIPLINE

Verbal Warning

The Verbal Warning is appropriate for minor infractions of Department Instructions or standards of professional performance in cases where the conduct does not appear to be significantly negligent or intentional. Verbal warnings will be issued by the Supervisor and do not require the approval of the Department Lieutenant; however, the Lieutenant will be consulted or advised regarding the warning when appropriate, particularly in cases where the Lieutenant may be asked to respond to inquiries regarding the conduct. Verbal warnings will be documented on a DAR which will be retained in the officer's personnel until removed by the Captain of Transit Systems Security.

Letter of Counseling

The Letter of Counseling is appropriate for minor infractions of Department Instructions or standards of professional performance in cases where there may be some degree of negligence or intentional conduct. The Letter of Counseling may also be issued when a pattern of violations or substandard performance has been documented and verbal warnings have been ineffective. The Letter of Counseling will normally be documented on the DAR in memorandum format. Letters of Counseling will be issued by the officer's Supervisor after approval by the Captain of Transit Systems Security or, in the Captain's absence, a Department Lieutenant. Letters of Counseling will be retained in the officer's personnel file until removed by the Captain of Transit Systems Security.

Letter of Admonishment

The Letter of Admonishment is appropriate for violations of Department Instructions or standards of professional performance in cases where the conduct is clearly negligent or intentional and the repercussions of such conduct have or could have a significant negative impact on the Department. Letters of Admonishment may also be issued when a pattern of violations or substandard performance has been documented and lesser forms of discipline have been ineffective. Letters of Admonishment will be prepared in the memorandum format and will be forwarded to the Captain of Transit Systems Security prior to being issued by the officer's supervisor. Letters of Admonishment will become a part of the officer's permanent personnel file.

Letter of Reprimand

The Letter of Reprimand is appropriate for more serious violations of Department Instructions or standards of professional performance in cases where the conduct involves a significant degree of negligence or specific intent or where the conduct results or could result in significant negative consequences for the Department. Examples would include acts of insubordination, intentional dereliction of duty, leaving an assigned place of duty without authorization, or engaging in conduct which discredits or reflects poorly on the Department or which could result in civil or criminal liability. Letters of Reprimand may also be issued in cases where there has been a pattern of violations or substandard performance and lesser forms of discipline have been ineffective. Letters of Reprimand will be prepared in the memorandum format and forwarded to the Captain of Transit Systems Security for approval prior to being issued by the officer's Supervisor. Letters of Reprimand will become part of the officer's permanent personnel file.

Notice of Suspension

The Notice of Suspension is appropriate for serious violations of Department Instructions or standards of professional performance in cases involving gross negligence or the violation of law. Examples would include the loss, misuse, or damage of Department property or equipment, the use of excessive physical force, the unlawful detention of persons contacted in the line of duty, or any other conduct which would constitute a violation of law. Suspension may also be appropriate in cases where there has been a pattern of violations or substandard performance and lesser forms of discipline have been ineffective.

Notices will be prepared by the Captain of Transit Systems Security who will issue the Notice to the officer. Notices of Suspension will become part of the officer's permanent personnel file.

Supervisors are not authorized to suspend an officer; however, Supervisors may temporarily relieve an officer from duty if the officer is engaging in conduct which constitutes a significant safety hazard, a criminal offense, an act of insubordination, or a refusal to follow instructions when other means of intervention have failed and the conduct is having a significant negative impact on Department operations.

Notice of Termination

The Notice of Termination is appropriate for grievous conduct which demonstrates a wanton disregard for the safety or welfare of others, intentional and willful disregard of Department Instructions or the lawful orders of superiors, or conduct which would constitute a criminal offense. Termination may also be appropriate in cases where there has been a pattern of violations or substandard performance and lesser forms of discipline have been ineffective or would be inappropriate for the circumstances. Recommendations for termination will be prepared by the Department Lieutenant and forwarded to the Captain of Transit Systems Security for approval. Notices of Termination will be issued to the officer by the Captain of Transit Systems Security. Notices of Termination will become part of the officer's permanent personnel file.

TRANSIT SYSTEMS SECURITY DEPT. INSTRUCTION	DATE: 05/13/09 PAGE: 1 OF 4 NO. 1.20
TO: ALL PERSONNEL	SUBJECT: REPORT WRITING PROCEDURES
ORIGIN: CAPTAIN OF TRANSIT SYSTEMS SECURITY	INSTRUCTION SUPERSEDES & REPLACES: DATED: 04/01/05

1. REPORTS REQUIRED

To insure the efficient operation of the Department, accurate and comprehensive reports are required. When unsure about whether or not a report is required, officers will elect to submit the report. Failure to submit a report when required or submitting a report that is inaccurate or misleading can result in disciplinary action up to and including termination of employment.

2. ARREST REPORTS

An Arrest Report (ARJIS-8) must be completed whenever an officer makes an arrest. The ARJIS-8 form must be filled out completely; all of the arrestee's identification information is required. If an outside law enforcement officer makes an arrest on transit property of a person whose identity is unknown, the ARJIS-8 form is not required. An Officer's Report (ARJIS-9) is sufficient documentation.

3. SERIOUS CRIMES

A Crime/Incident Report (ARJIS-2) must be completed whenever a serious crime occurs on transit property and officers observe or become aware of the incident. In addition, an ARJIS-3 form must be completed when necessary to list the names and identification information for additional reporting parties, victims, witnesses, and suspects. If a name is not available, such as in the case of a suspect who has fled, list all of the identification information that is known.

A Crime/Incident Report (ARJIS-2) is not required when a victim or witness contacts an outside law enforcement agency directly and Transit Systems Security officers are not involved. In this case, do not interfere with the law enforcement agency's handling of the incident. If Transit Systems Security officers become aware of the nature of the incident that the law enforcement agency is investigating, an Officer's Report (ARJIS-9) is sufficient documentation.

The following are examples of serious crimes which require a Crime Report (ARJIS-2):

- (1) Assault (PC 240 or similar offenses)
- (2) Battery (PC 242 or similar offenses)
- (3) Aggravated Assaults (PC 245 or similar offenses)
- (4) Weapons Offenses
- (5) Sex Offenses (rape, sexual battery, indecent exposure)
- (6) Drug Offenses (e.g., sales or possession of large quantities)
- (7) Robbery
- (8) Theft Offenses
- (9) Auto Theft
- (10) Burglary (structure or vehicle)
- (11) Malicious Mischief (vandalism, graffiti)
- (12) Any attempt to commit one of the above offenses.

Although not specifically listed, a Crime/Incident Report (ARJIS-2) is also required to document the occurrence of any other serious crime which occurs on transit property.

4. INCIDENTS REQUIRING AN OFFICER'S REPORT (ARJIS-9)

Officers must submit an Officer's Report (ARJIS-9) whenever:

- (1) any type of physical force is used against any person, no matter how minor. The report must carefully document the reasons for the use of physical force and the specific nature of the physical force used. Officers will also complete a Use of Force form and submit it with the Officer's Report. If an arrest is made, an Arrest Report (ARJIS-8) must also be submitted.
- (2) a firearm is drawn, except for necessary inspection in the designated area of the Department facility. The report must carefully document the reasons for drawing the firearm, the actions of any suspects or witnesses who were present, and the final disposition of the incident.
- (3) an outside law enforcement agency or fire department is called to respond to transit property to handle an individual or incident.
- (4) it is expected that a person may file a complaint regarding the officer's actions.
- (5) there is reason to believe that an outside law enforcement agency is investigating an incident in which the officer has taken action.
- (6) it would be prudent to document the reasons for the officer's actions, particularly in cases when the officer, the client, or Transit Systems Security may incur civil or criminal liability as a result of the officer's actions.
- (7) it is necessary to report employee misconduct.
- (8) when there is any other problem, situation, or condition requiring notification of the Watch Commander so that an investigation and/or corrective action may be initiated.

5. INCIDENTS REQUIRING A SICK/INJURY REPORT

- (1) a person slips and falls on transit property, whether or not there are visible or reported injuries.
- (2) an injured or sick person comes to an officer's attention, whether or not the injury occurred on transit property.
- (3) an officer renders first-aid or assistance of any kind to an injured person, whether or not the injury occurred on transit property.

6. DRUNK IN PUBLIC ARREST REPORT

Officers will complete a Drunk in Public Arrest Report (Form 1017) and submit it to the Watch Commander anytime an arrest is made for violation of PC 647(f) regardless of the disposition of the person arrested.

7. CROSSING GATE ACCIDENT REPORTS

Officers will complete the Crossing Gate Accident Report for all accidents involving a crossing gate and any other vehicle or person. Accidents involving a patrol vehicle will be documented on an ARJIS-9. At the scene of an accident, officers shall not give any information, opinion or conclusion as to the cause of the accident or the working order of any equipment, such as a crossing gate. If persons involved in any accident have any questions, comments, or requests for a report, refer them to San Diego Transit Risk Management at 619-238-0100, Ext. 479.

8. DAILY PATROL LOGS

Officers will complete all sections of the daily patrol log in black ink and submit it to the Watch Commander at the end of each shift. During the shift, officers will carefully document all activity with a log entry using the appropriate codes. Log entries must clearly and concisely reflect the nature of the activity and the actions taken by the officer. Officers cannot be paid for hours worked unless these hours are documented on a patrol log which has been submitted in a timely manner to their supervisor. Failure to document all activity or making false entries on a daily patrol log will result in disciplinary action, up to and including termination of employment.

9. SUBMISSION OF REPORTS

All reports will be block printed in black ink using all capital letters or computer generated. White-out or other correction fluids will **never** be used on any report or log entry. To correct reports or entries written in ink, draw one line through the error and initial it. Do not use derogatory names to refer to any person in a written report or log entry. When necessary, profanity may be used in a report if quoting language that was used by a particular person.

Officers will complete and submit all reports and logs to the Watch Commander prior to leaving at the end of the shift. If a report is returned for correction or if a specific report is requested by the Watch Commander, the report will be completed and returned to the Watch Commander by the end of the officer's shift.

10. POSSESSION AND RELEASE OF REPORTS

Reports and logs that are prepared by officers in the normal course of their duties constitute an employee's work product and as such are the property of Transit Systems Security, not the employee. Consequently, officers are not authorized to make personal copies of reports nor remove any report or copy of a report from a Department office, facility or vehicle except as provided for in Department Instruction 1.12. Officers are not authorized to release Department reports to personnel not listed in Department Instruction 1.12 unless authorized by the Department Lieutenant or Captain of Transit Systems Security.

TRANSIT SYSTEMS SECURITY DEPT. INSTRUCTION	DATE: 05/13/09 PAGE: 1 OF 5 NO. 3.1
TO: ALL PERSONNEL	SUBJECT: RULES & REGULATIONS GOVERNING ALL WATCHES
ORIGIN: CAPTAIN OF TRANSIT SYSTEMS SECURITY	INSTRUCTION SUPERSEDES & REPLACES: 3.1 DATED: 04/01/05

I. PURPOSE

The purpose of this instruction is to establish rules and regulations which apply to all personnel.

II. WATCH CHANGE PROCEDURES

At the beginning time for their watch, officers will report to the briefing room in full uniform ready to go to work. Prior to reporting to the briefing room, officers will have checked all of their equipment and be ready to go directly to their assigned place of duty immediately after briefing. Assignments will be given by the Watch Commander. Officers shall not question the watch commander regarding their assigned place of duty. Officers shall not report late for briefing nor loiter in or around the Department facility after briefing. Officers who are authorized to report directly to a field location for duty shall report to that location at the assigned time in full uniform and ready to go to work. After receiving a briefing from the on-duty officer, if present, the reporting officer shall assume the duties of the post.

At the end of the watch, officers will report back to the Department facility or assigned field location to check out. Officers will not return to the Department facility early nor loiter in or around the facility after their tour of duty is over. During their watch, officers will not return to the Department facility without clearance from the Watch Commander. When off duty, officers will not loiter in or around the Department facility and should not come to the Department facility unless they have official business there. Officers will not loiter in or around the Transit Systems Security Administration Office and should avoid this area unless they have official business there.

III. REPORTING FOR DUTY

Officers shall ensure that the Department Lieutenant has their current address and phone numbers at all times. Officers will submit changes of address or phone numbers in writing to their supervisor immediately after such change takes place. Officers shall report for duty according to the posted duty schedule and shall not modify this schedule in any manner whatsoever without express permission from the Watch Commander or Department Lieutenant. Officers must submit a Special Request Form in advance of any absence from an assigned watch. Requests for time-off will be approved by the Captain of Transit Systems Security based on the operational needs of the Department. Refer to Department Instruction 1.17 for policy and procedures governing the use of sick leave.

Officers will comply with the instructions contained in all lawfully served subpoenas and appear at the designated court at the time and date indicated on the subpoena unless they have contacted the district attorney's office, the city attorney's office, or the court and received different instructions. Officers will contact their supervisor far enough in advance of their scheduled court date to obtain any reports which may be necessary. Officers will be paid a two hour minimum for all court appearances.

IV. TARDINESS

Officers are expected to report for duty as assigned on time and ready to go to work. Officers must avoid tardiness which tends to reflect negatively on the Department. Tardiness will be addressed with progressive disciplinary measures, including (1) Letter of Counseling, (2) Letter of Warning, (3) Letter of Reprimand, (4) Letter of Final Warning and (5) termination of employment. Transit Systems Security reserves the right to modify the above tardiness sanctions due to extenuating circumstances on a case by case basis.

V. MAINTENANCE OF EQUIPMENT

Officers will completely and thoroughly inspect all assigned equipment at the beginning of the shift. Any damaged, defective, or malfunctioning equipment will be reported in writing to the Watch Commander. Officers must specifically describe the problem with malfunctioning equipment so that appropriate corrective action may be taken. Officers are not authorized to modify, repair, or change the configuration of any assigned equipment.

VI. GRATUITIES

Officers shall not accept free or discounted food or beverages or other favors from patrons or other persons working at businesses in the officers' patrol areas.

VI. MEAL BREAKS

Officers are entitled to take a meal break during their shift. This break should normally be taken at a time that does not interfere with security duties. Officers are expected to remain in radio communication and to leave their meal break and return to duty when they are needed to handle security duties. Consequently, officers will be paid for the meal break period.

VII. OTHER BREAK PERIODS

Officers are entitled to take periodic breaks during the shift to get a drink or to use the restroom. Depending on operational requirements, these breaks are normally limited to two 15-minute breaks per shift, one taken during the first half of the shift and one taken during the last half of the shift. However, break periods will not be so frequent or of such duration that they interfere with the officer's proper performance of his duties. Officers will be paid for these break periods. Also, while on break, officers will avoid presenting an unprofessional appearance or demeanor or engaging in conduct which reflects poorly on the officer or the Department. Officers should avoid smoking, eating, or drinking while on transit property and in the public view since this gives the appearance of inattention to duty and encourages criticism of the officer and the Department. Officers remain on duty during break periods. Consequently, sleeping while on duty is prohibited.

VIII. PLACE OF DUTY

Officers shall not leave their assigned place of duty during their assigned shift without the authorization of the Watch Commander. An officer's place of duty is the location listed on the posted duty schedule or the location assigned by the Watch Commander.

IX. ELECTRONIC EQUIPMENT

Officers shall not bring or use personal radios, televisions, stereos, computers, video games, or any other electronic equipment to their place of duty. Officers shall not use any Department computer, electronic radio device, radio, or any other electronic equipment unless specifically authorized to do so and then only in the manner prescribed.

X. SECURITY OF FACILITIES

Only Security Department personnel are allowed to enter Department facilities. However, a few exceptions are (1) authorized revenue collection, custodial, and maintenance personnel, (2) arrestees under the supervision of an officer, (3) law enforcement personnel while conducting an investigation, and (4) at-risk minors who are allowed to remain in a Department facility for a short period of time under an officers' supervision while arrangements are being made for their safe release. To ensure accountability, officers must avoid allowing access to any Security Department area by any person not assigned to the Department or who has not been cleared for access by management. Officers who are not in full uniform must have their issued identification card worn in such a manner that it is clearly visible.

XI. TIME CARDS

At the end of each pay period, all officers will submit a complete and accurate time card to their supervisor. All hours worked will be accurately documented in the proper spaces on the time sheet. Supervisors will ensure that officers submit time sheets by the published deadline and that time worked, particularly FTO time, is properly documented on the time sheets. Supervisors will forward time sheets to the Administrative Lieutenant for processing. The Administrative Lieutenant will process the time sheets and payroll records and submit them to the Accounting Department by the deadline. Failure to submit a time sheet in a timely manner as indicated above will result in disciplinary action, up to and including termination of employment.

XII. DUTY SCHEDULE

Officers shall submit Special Request Forms to their supervisor for approval well in advance of any requested time-off. Requests for time-off may be disapproved if insufficient notice is given. Once the master duty schedule has been posted, officers shall report for duty according to the master schedule. Officers shall not make any changes whatsoever to the assignment dates, duty locations, or shift hours listed on the master work schedule without prior written approval of their supervisor.

XIII. PART-TIME OFFICERS

Part-time officers must submit a Notice of Availability to the Scheduling Sergeant each Friday for the subsequent workweek. Failure to do so will result in the part-time officer not being scheduled for that subsequent workweek. Part-time officers shall not report for open shifts without prior approval from the on-duty supervisor.

XIV. CENTRAL CONTROL

Central Control is a secure and sensitive area. Only on-duty Watch Commanders are allowed in Central Control, unless a supervisor or Controller requests that an officer reports to Central Control.

FIELD OPS 3.1

3

XV. PATROL ROUTINES

Officers will vary their patrol routines so that they are available in high activity areas during peak times. Officers will remain in constant radio contact with Central Control and will respond expeditiously and effectively to all requests from Central Control.

XVI. DEPARTMENT PROPERTY

Any destruction, whether intentional or due to negligence, abuse, misuse, theft, or misappropriation of Department property is prohibited.

XVII. STATE PERMITS

While on duty, officers will keep on their person all required California state permits issued by the Bureau of Security and Investigative Services including (1) guard registration, (2) baton permit, and (3) permit for exposed firearm. Officers shall not, under any circumstances, work or perform security duties without a valid guard card registration in their personal possession. Officers shall not, under any circumstances, carry a firearm on duty without a valid permit for exposed firearm in their personal possession. Officers shall not, under any circumstances, carry a baton on duty without a valid baton permit in their personal possession.

Officers are responsible for obtaining, maintaining in their possession, and renewing all required state permits. Officers will notify their supervisor immediately of any loss of a state permit. Officers are required to notify the Bureau of Security and Investigative Services (BSIS) of any change of address. BSIS may suspend a permit for failure to notify them of an address change. Officers who fail to obtain, maintain in their possession, or renew required state permits are subject to disciplinary action up to an including termination of employment.

XVIII. DEPARTMENT INSTRUCTIONS

Department Instructions are the primary means of communicating Department policies and procedures to officers. All officers are required to keep their instruction manuals updated and to comply with all instructions. Officers will ask their supervisor for guidance if they are unsure about how to comply with any Department Instruction. In addition to complying with the written Department Instructions, officers will comply with all lawful instructions issued by their superiors. Failure to comply with any provision of any Department Instruction or any instruction given by a supervisor is grounds for disciplinary action, including termination of employment.

IX. DRUGS AND ALCOHOL

Officers shall not report for duty under the influence of alcohol and shall not consume any alcoholic beverage within (8) hours of reporting for duty. Officers shall not report for duty under the influence of any illegal drug or controlled substance. Officers shall not report for duty under the influence of any prescription medication or non-prescription medication if such medication would impair the officer's mental or physical condition to such an extent that the officer is unable to safely and effectively perform his duties. The use of alcohol, or any intoxicant, narcotic, or controlled substance while on duty is prohibited. Officers who exhibit symptoms or behavior consistent with being under the influence of alcohol or any other drug may be relieved of duty by a supervisor and may be asked to submit to an alcohol/drug screening test. In addition to the initial drug test taken at the commencement of employment with this Department, officers are also subject to monthly random D.O.T. drug/alcohol screening tests.

XX. SMOKING

Smoking in unauthorized areas is prohibited. Officers must avoid smoking in the public view in such a manner that would give the impression of unprofessional conduct or inattention to duty. While in the performance of their duties, officers shall not smoke while making direct contact with patrons, suspects, witnesses, complainants or other persons. Failure to obey this instruction will result in disciplinary action, up to and includin

TRANSIT SYSTEMS SECURITY DEPT. INSTRUCTION	DATE: 05/13/09 PAGE: 1 OF 6 NO. 3.2
TO: ALL PERSONNEL	SUBJECT: ARRESTS BY TRANSIT SYSTEMS SECURITY OFFICERS
ORIGIN: CAPTAIN OF TRANSIT SYSTEMS SECURITY	INSTRUCTION SUPERSEDES & REPLACES: 3.2 DATED: 04/01/05

I. PURPOSE

The purpose of this instruction is to provide the law and policy which will govern the making of arrests by Transit Systems Security officers.

II. LEGAL SUMMARY

A. P.C. 834 Arrest defined.

An arrest is taking a person into custody, in a case and in the manner authorized by law. An arrest may be made by a peace officer or by a private person.

B. P.C. 837 Arrests by private persons.

A private person may arrest another:

1. For a public offense committed or attempted in his presence.
2. When the person arrested has committed a felony, although not in his presence.
3. When a felony has been in fact committed, and he has reasonable cause for believing the person arrested to have committed it.

C. P.C. 847 Delivery of person after arrest.

A private person who has arrested another for the commission of a public offense must, without unnecessary delay, take the person arrested before a magistrate, or deliver him to a peace officer. There shall be no civil liability on the part of, and no cause of action shall arise against, any peace officer acting within the scope of his authority, for false arrest or false imprisonment arising out of any arrest when any one of the following circumstances exist:

- (a) The arrest was lawful or when the peace officer, at the time of the arrest, had reasonable cause to believe the arrest was lawful.
- (b) When the arrest was made pursuant to a charge made, upon reasonable cause, of the commission of a felony by the person to be arrested.
- (c) When the arrest was made pursuant to the requirements of Section 142, 838, or 839.

D. P.C. 142 Peace officer refusing to receive or arrest parties charged with a crime.

(a) Any peace officer who has the authority to receive or arrest a person charged with a criminal offense and willfully refuses to receive or arrest such person shall be punished by a fine not exceeding ten thousand dollars, or by imprisonment in the state prison, or in a county jail not exceeding one year, or by both such fine and imprisonment.

III. POLICY ON ARRESTS BY SECURITY OFFICERS

A. General

Under most circumstances, officers are not expected to attempt an arrest when it would be dangerous or imprudent to do so. Officers accomplish nothing by becoming a victim themselves. Therefore, whenever possible, officers shall request that the appropriate law enforcement agency respond when it is necessary for an arrest to be made. This does not prevent officers, when necessary, from coming to the assistance of other Transit Systems Security officers, law enforcement officers, or other persons. However, officers are reminded to use extreme caution when coming to the assistance of another person so that they are able to render effective assistance while minimizing the risk of injury to themselves.

B. Misdemeanors & Infractions

When officers observe misdemeanors or infractions such as disturbing the peace, public intoxication, or various trespassing violations being committed in their presence, they should attempt to persuade the violator to leave transit property. If the violator refuses, the officer should request that the appropriate law enforcement agency respond. The responding law enforcement officers may (1) persuade the violator to leave, (2) arrest the violator, or (3) require that the Transit Systems Security officer make a citizen's arrest. If a citizen's arrest is required, the security officer will complete the citizen's arrest form, and the law enforcement officer will cite and release the violator or will take the violator into custody.

When officers observe other types of misdemeanors such as malicious mischief, assault against a transportation worker, or battery on a public conveyance, they may elect to make a citizen's arrest and request that the appropriate law enforcement agency respond to accept custody of the violator. However, officers should not attempt to make an arrest if it would be dangerous or imprudent to do so. Under these circumstances, officers should request that the appropriate law enforcement agency be contacted to make the arrest.

If an infraction arrest would be appropriate under the circumstances for violation of an MTDB ordinance, PC 640, or an applicable PUC section, officers should request that a CCI respond to their location. Refer to D.I. 3.7 on fare enforcement for further guidelines.

It is unlawful for security officers to make an arrest for a misdemeanor or an infraction not committed in their presence. Therefore, security officers will not make arrests based on reports of misdemeanor violations observed by train operators, custodians, other transit employees, or any other person.

If any other person wants to make a citizen's arrest based on the observation of a misdemeanor committed in their presence, clearly advise them that they must be willing (1) to prosecute the violator, (2) to wait for the arrival of law enforcement officers, (3) to advise the violator that he is under arrest, (4) to complete the citizen's arrest form, and (5) to testify against the violator. If the reporting party is not willing to follow through with the entire citizen's arrest procedure, clearly advise them that security officers are not permitted by law to take any further action.

Pursuant to P.C. 839, a person, such as a train operator, may summon other persons, such as security officers, to aid him/her in effecting an arrest. Unless the security officer has actually observed the violation himself, he should use extreme caution whenever coming to the assistance of another person who is making an arrest. In these situations, the security officer does not know who the actual violator may be or if the person making the arrest is actually making a lawful arrest. Under these circumstances, the security officer could be exposing himself to unnecessary danger and civil liability. Consequently, these types of arrests shall be avoided whenever possible.

C. Felony Arrests

Under most circumstances, it would be dangerous and imprudent for security officers to attempt felony arrests. Therefore, security officers shall not attempt to make felony arrests, unless the officer can clearly articulate that, under the circumstances, it was prudent and necessary. For example, a security officer observes another officer being struck by a suspect wielding a stick. The security officer has a reasonable belief that he can get behind the suspect, disarm him, and place him under arrest. The security officer takes such action and is able to place the suspect under arrest and is able to articulate the reasons for his actions in an arrest report. This would be a reasonable arrest under the circumstances.

In another example, a security officer observes a suspect holding a gun on a train operator. An officer would be hard pressed to articulate that it was prudent and necessary to attempt a felony arrest in this situation before requesting professional assistance from the appropriate law enforcement agency.

Unless facts are present which clearly necessitate the immediate arrest of a felony suspect by a security officer, officers shall contact the appropriate law enforcement agency when it is necessary for a felony arrest to be made.

IV. HANDCUFFING POLICY

No person shall be handcuffed by any officer unless that person is being placed under lawful citizen's arrest for the violation of a criminal statute pursuant to California Penal Code Section 837. The following rules have been formulated to give direction to all officers regarding the use of handcuffs on lawfully arrested persons.

A. Felony Arrestees

All felony arrestees shall be handcuffed with their hands behind them and remain handcuffed until they are turned over to the appropriate law enforcement agency unless handcuffing would hamper the conduct of any investigation or the physical condition of the arrestee would preclude handcuffing.

B. Misdemeanor Arrestees

As a general rule, misdemeanor arrestees should be handcuffed with their hands behind them unless, in the opinion of the officer, the arrestee need not be handcuffed due to age or physical condition.

C. Exceptions

1. Officers are not expected to attempt the arrest or handcuffing of any person when, in the opinion of the officer, it would pose an undue risk to the safety of the officer. In these cases, officers may elect to contact the appropriate law enforcement agency to effect the arrest of the person.
2. Juveniles under the age of 14, mentally disabled persons, and physically deformed persons should not be handcuffed unless unusual circumstances are present at the time of the arrest.

V. HANDCUFFING PROCEDURES

A. Standard Procedure

Arrestees shall be handcuffed with their hands behind them. Arrestees shall not be handcuffed with their hands in front unless they are suffering from a deformity, disability, or injury which makes handcuffing behind them impractical.

B. Double-Locking Handcuffs

Handcuffs shall be double-locked whenever they are used. This procedure keeps the handcuffs from tightening on the wrist of the arrestee and causing injury.

C. Removing Handcuffs

Arrestees shall remain handcuffed until they are released to the custody of the law enforcement agency which has jurisdiction. Officers shall not be swayed into removing handcuffs because of an apparent change in the attitude of the arrestee.

D. Prohibited Practices

1. Do not handcuff an arrestee to any fixed object such as a sign post or vehicle door post.
2. Do not handcuff an arrestee to yourself.
3. Do not attach one handcuff to an arrestee and use the handcuffs as a come-along.

VI. SEARCHING PROCEDURES

A. Arrestees

1. To ensure the safety of the officer, arrestees shall be searched **after** being handcuffed.
2. The intent of the search after a lawful arrest is to recover any weapons which may pose a threat to arresting officers or responding law enforcement officers. Consequently, all visible weapons must be removed from the arrestee and a cursory pat-down search of the arrestee's outer clothing must be conducted to locate and remove any other obvious weapons from the arrestee's person.

3. Under limited and unusual circumstances, the search of an arrestee may also extend to other physical evidence which may be destroyed or lost if not secured by the officer. Officers must be sure that they can clearly articulate facts which would support such an extended search, and officers must use extreme care to avoid being injured by needles, razor blades, and other objects which may be concealed on the arrestee. It is preferred that officers wear rubber gloves when conducting this type of extended search.
4. The search of an arrestee should not extend to the arrestee's separate property. It is preferred that this type of search be conducted by the appropriate law enforcement agency.

B. Other Persons

1. Transit Systems Security officers do not have the police powers of detention or stop-and-frisk. Consequently, Transit Systems Security officers should not search the person or property of any person who is not under lawful citizen's arrest.
2. Transit Systems Security officers have no authority to demand identification from any person who is not under lawful citizen's arrest.

VII. PROCEDURES FOR HOLDING ARRESTEES

- A. Officers shall keep arrestees in front of them at all times. Any officer with a person in his custody who needs to conduct immediate business regarding the arrest of such person shall make arrangements for another officer to take custody of the arrestee during the officer's absence. If another officer is not available, the arresting officer will keep the arrestee with him until he can be released to the appropriate law enforcement agency.
- B. Officers will never allow an arrestee to move out of their sight or get so far away from the officer that he is unable to control the arrestee or prevent his escape.
- C. It is preferred that arrestees remain at or near the location where they were arrested until law enforcement officers arrive. However, if this is impractical or if it is necessary to move the arrestee to ensure the safety and security of the arrestee and/or the officer, arrestees may be transported to and held in a suitable location near the location of the arrest or in a nearby Security Department office or building.
- D. It is preferred that arrestees sit on the ground or floor or in a chair while waiting for responding law enforcement officers. Officers must keep arrestees under close supervision to prevent arrestees from injuring themselves. Officers must be prepared to render first-aid and/or contact the paramedics should the arrestee require medical treatment while in custody.
- E. Any arrestee who becomes unconscious, semi-conscious, or who begins to vomit must be placed in a position to prevent him from aspirating vomit or foreign substances into his lungs. It is preferred that the person be placed on his side with his head in a position which will allow him to freely expel vomit or foreign substances. Never allow an arrestee to lie in a prone position on his back or face down on his stomach.

VIII. RELEASING ARRESTEES

Upon the arrival of an officer from the law enforcement agency which has jurisdiction, officers will inform the officer of the criminal offense for which the person has been arrested pursuant to California Penal Code Section 837. When appropriate, the officer will offer to complete a citizen's arrest form. In certain cases, the responding officer may elect to make an arrest or remove the arrestee from transit property without the formality of having the Transit Systems Security officer complete a citizen's arrest form.

Transit Systems Security officers shall not argue with or attempt to force any law enforcement officer into taking a specific action. Transit Systems Security officers must limit themselves to clearly specifying to the responding officer the criminal offense for which the person has been arrested and offering to complete a citizen's arrest form when appropriate

TRANSIT SYSTEMS SECURITY DEPT. INSTRUCTION	DATE: 05/13/09 PAGE: 1 OF 2 NO. 3.5
TO: ALL PERSONNEL	SUBJECT: PATROL VEHICLE OPERATION
ORIGIN: CAPTAIN OF TRANSIT SYSTEMS SECURITY	INSTRUCTION SUPERSEDES & REPLACES: 3.5 DATED: 04/01/05

I. PURPOSE

The purpose of this instruction is to provide the policy and procedures relating to the use of transit patrol vehicles.

II. POLICY AND PROCEDURES

1. Watch Commanders will assign officers to patrol vehicles on each watch to conduct patrols of transit property. Watch Commanders will also check out a vehicle for their use during the watch to facilitate their supervision of officers and response to incidents throughout the system. Officers will use only those vehicles which have been designated for patrol use by the Watch Commander. Assigned vehicles will be used solely for the patrol of transit property and for responding to incidents occurring of transit property. Patrol vehicles will not be used for any other purpose without specific authorization from the Controller.
2. Patrol vehicles are assigned for the routine patrol of transit property. Officers will operate patrol vehicles at or below posted speed limits and in accordance with all provisions of the California Vehicle Code. Officers shall never engage in a pursuit of another vehicle nor use the patrol vehicle to conduct a traffic stop on any vehicle. Officers on patrol who observe criminal activity involving a moving motor vehicle shall report the activity to the Controller who shall contact the appropriate law enforcement agency to respond. Officers may follow a suspect vehicle at a safe distance until law enforcement officers arrive only if they have received specific authorization to do so from the Controller.
3. Unless express permission is obtained from the Controller, officers will not operate patrol vehicles outside the limits of transit property in response to any incident or activity. Officers are authorized to operate patrol vehicles off transit property only as necessary to travel between the various locations of transit property and then only by the most direct route.
4. Officers will not follow any person off of transit property unless this has been authorized by the Controller. Such following shall be conducted at the speed limit and in accordance with all provisions of the California Vehicle Code.
5. Except under unusual circumstances, patrol vehicles will not be used to transport arrestees or other persons. When clearly necessary and in the best interest of transit operations, officers may transport intoxicated persons to a designated detoxification center if accompanied by a client representative. Authorization must be received from the Controller prior to transporting any person. The transportation of PC 647(f) arrestees must be documented on a Drunk in Public Arrest Report (Form 1017). The transportation of other persons will be documented on an Arrest Report (ARJIS-8) or an Officer's Report (ARJIS-9).

6. Officers are not authorized to allow any other employee or other person to use a patrol vehicle. This permission must be obtained from the Watch Commander.
7. Officers will inspect all assigned vehicles at the beginning of each watch and complete the vehicle inspection form. Officers will also check the vehicle at the end of the watch. Officers shall immediately report any damage or failed equipment to the Watch Commander and note the damage or failed equipment on the vehicle inspection form. Officers will ensure that all vehicles are properly secured whenever they are away from the vehicle. All equipment must be removed and the vehicle left clean at the end of the shift.
8. Patrol vehicles will not be driven over curbs nor in any other area not intended for regular vehicular traffic. Officers will not park in bus lanes or at bus stops except in the case of an emergency.
9. Only one officer will be assigned to each patrol vehicle except when a new officer is being trained or during special deployments such as Halloween and New Year's Eve. All officers assigned to a vehicle will be listed on the Deployment Form by the Watch Commander. In addition, the patrol officer will notify the Controller when going in-service that a second officer is assigned.

III. VEHICLE ACCIDENTS

1. If an officer is involved in an accident while operating a patrol vehicle, the Controller will be notified. Officers will describe to the Controller all of the circumstances surrounding the accident and wait for a transit supervisor to respond. If no supervisor is available, officers will follow the instructions in the accident report packet carried in each vehicle and complete all forms.
2. All officers who are involved in any accident while operating a patrol vehicle shall be transported to the designated industrial medicine facility for drug/alcohol screening by the supervisor or his designee.
2. Officers shall submit an Officer's Report to the Watch Commander prior to the end of the shift. Watch Commanders will ensure that officers complete all of the forms in the vehicle accident report packet prior to the end of the shift.
3. When involved in a vehicle accident while driving a patrol vehicle outside of transit property, officers shall also request that the appropriate law enforcement agency respond.

TRANSIT SYSTEMS SECURITY DEPT. INSTRUCTION	DATE: 05/13/09 PAGE: 1 OF 3 NO. 3.7
TO: ALL PERSONNEL	SUBJECT: FARE ENFORCEMENT
ORIGIN: CAPTAIN OF TRANSIT SYSTEMS SECURITY	INSTRUCTION SUPERSEDES & REPLACES: 3.7 DATED: 1/13/97

I. PURPOSE

The purpose of this instruction is to establish Department policy regarding fare enforcement.

II. PROCEDURES

Officers are expected to make routine checks of patrons riding the trains and waiting in the fare paid zones to ensure that they have the proper fare. If an officer discovers that the patron does not have the proper fare several options are available to the officer to effectively handle the situation:

- (1) Remind the patron that the proper fare is required and advise the patron that in the future he/she could be cited for riding the train or being in a fare paid zone without the proper fare. Officers may then allow the patron to continue on the train or remain in the fare paid zone. If officers decide that this is the best course of action, officers will notify the Controller of their action and the reasons to support such a decision.

Examples of situations where this action would be appropriate would include young children, the elderly, or the mentally disabled who do not have the proper fare. This action would also be appropriate if pursuing the matter further would cause an unnecessary escalation of the situation which may endanger the officer's safety or needlessly disrupt transit operations.

- (2) In addition to advising the patron that the proper fare is required, the officer may ask the patron to deboard the train at the next appropriate station or leave the fare paid zone until they acquire the proper fare. Officers must consider the age, physical condition, and mental state of the patron prior to asking the patron to deboard the train or leave the station. Officers must also consider the patron's level of sophistication, familiarity with the area, and familiarity with the fare system. For example, patrons who unintentionally failed to purchase the proper fare and who might become targets of crime because they are naive and/or unfamiliar with the area must not be removed from the train or a station. Officers will assist these patrons in purchasing the correct fare prior to boarding or at their destination.

Under most circumstances officers must not ask a young child or a person with physical or mental impairments to deboard a train or leave a station, particularly at night, in inclement weather, or in high-crime areas. Persons waiting briefly in a fare paid zone to meet their spouse or friend on an arriving train is another example of a patron who, under most circumstances, must not be asked to leave the fare paid zone.

In all cases, officers will use discretion during fare enforcement activities and the benefit of the doubt shall be given to patrons. The patron's safety shall take priority over fare enforcement.

- (3) If a CCI is **nearby**, officers may summon the CCI to handle the situation. The officer may accomplish this directly or by making a request to the Controller. The officer will ask the patron to wait for the CCI. If the patron states that they will not wait or starts to walk away, the officer must decide if an arrest would be appropriate. In most cases, an arrest would not be appropriate. Making an arrest in such a situation creates the potential for violence resulting in possible injury to the officer and/or the patron and is an unrealistic response and overreaction to the nonpayment of a train fare.

When a CCI is summoned, the officer will explain the problem with the patron in detail to the CCI. The CCI will then decide how the situation is to be handled. The officer will provide assistance as needed to the CCI and support whatever decision the CCI makes to handle the situation.

- (4) Officers may make an arrest. This course of action should be the one of last resort and only used when the other methods of handling patrons without the proper fare have been attempted and failed or the officer has considered the other methods and judged them inappropriate for the situation. The officer will advise the Controller immediately whenever an arrest is made and will request that a CCI respond.

While waiting for the CCI to arrive, the officer will advise the person that they are under arrest and explain the offense for which they have been arrested. Officers will move the person to an appropriate location which will ensure the officer's and the arrestee's safety and which will minimize disruption of transit operations. Patrons will not be handcuffed solely for a fare evasion offense. Officers must ensure that the arrest can be made safely and shall not make arrests which would (1) needlessly endanger the safety of the officer, (2) unnecessarily result in escalation of the incident which could possibly result in physical harm to the officer or the patron, or (3) needlessly disrupt transit operations.

If the patron states that they will not stay with the officer or starts to walk away, it is preferred in almost all cases that the officer allow the person to leave. Attempting an arrest in such a situation could result in unnecessary violence and a disruption of transit operations which cannot be supported solely for a fare evasion offense. Officers will comply with the provisions of Department Instruction 3.2, Arrests by Transit Security Officers, when making arrests for fare evasion.

Officers will complete an Arrest Report which specifically states the aggravating circumstances which made it necessary to effect an arrest for fare evasion. It shall be clear from the report that other alternatives for dealing with the fare evasion offense would have been inappropriate.

III. CONFISCATION OF FARES

Monthly passes, tickets, or transfers shall be confiscated only under the following circumstances.

The holder of the pass, ticket, or transfer has misused the fare in violation of PC 640(b)(2).

The holder of the pass, ticket, or transfer has committed a crime of violence against another person while on transit property.

The holder of the pass, ticket, or transfer has committed a crime involving the deliberate damage or destruction of a transit vehicle or other transit property.

The holder of the pass, ticket, or transfer has engaged in loud and unruly conduct in violation of PC 640(b)(6).

Under most circumstances passes shall not be confiscated without the authorization of a supervisor. If a supervisor is not available to approve the confiscation in person or by radio, the person will be given the benefit of the doubt, unless there are aggravating circumstances present which would call for the confiscation of the pass. Proof of age will only be requested from persons whose age is questionable. Youth Ready Passes are valid for ages 6 through 18 inclusive.

Officers shall confiscate a pass, ticket, or transfer only after the holder of the pass, ticket, or transfer has been placed under arrest for the appropriate offense. Officers will complete an Arrest Report which specifically states the aggravating circumstances which made it necessary to effect an arrest. It shall be clear from the report that other alternatives for dealing with the offense short of arrest would have been inappropriate.

An Officer's Report must be completed and forwarded to the officer's supervisor explaining the reason for the confiscation. The confiscated p

TRANSIT SYSTEMS SECURITY DEPT. INSTRUCTION	DATE: 05/13/09 PAGE: 1 OF 2 NO. 3.9
TO: ALL PERSONNEL	SUBJECT: ASSISTING PATRONS, MOTORISTS, INJURED PERSONS
ORIGIN: CAPTAIN OF TRANSIT SYSTEMS SECURITY	INSTRUCTION SUPERSEDES & REPLACES: DATED: 04/01/05

I. PURPOSE

The purpose of this instruction is to provide procedures for assisting stranded patrons, motorists and injured persons.

II. STRANDED PATRONS

Legitimate passengers who have become stranded on a train, in a transit center, or at a station may be allowed to continue to their destination or remain at the station until arrangements can be made for them to continue their trip. Officers will advise the Controller of the situation and receive authorization to allow the patron to remain on the train or at a station. This policy does not apply to transients or other trespassers who are attempting to evade the fare. Officers shall not give free passes or tickets to any person nor accept money from any person for a pass or ticket.

Under almost all circumstances officers should avoid giving cash to persons requesting assistance. Persons with subsistence needs should be referred to appropriate social service agencies. Officers shall not give any person permission to loiter, sleep, camp-out or otherwise unlawfully remain on transit property.

III. ASSISTING MOTORISTS

Except in an emergency situation, officers shall not assist locked-out motorists by attempting to gain access to their vehicle with the use of a slim jim or any other tool or device. Motorists will be referred to AAA or other lock-out services for assistance. In an emergency situation, such as a child locked in a vehicle, officers will advise the Controller of the situation and receive authorization to enter a locked vehicle. Officers will submit an Officer's Report to the Watch Commander describing the circumstances which required the use of a slim jim or other device to enter the vehicle.

Officers shall not perform mechanical repairs on any vehicle belonging to a patron. Officers shall not perform jump starts or attempt to push a patron's vehicle by hand or by using a patrol car or other vehicle.

IV. ASSISTING INJURED PERSONS

Officers must use extreme caution when attempting to render first-aid to any passenger or other person. Officers must recognize that they will be held accountable for all of their actions and that they subject themselves and Transit Systems Security to significant civil liability when offering any type of first-aid assistance. Whenever possible, officers should refer persons with minor injuries to appropriate medical professionals for treatment.

In emergency situations, officers must request that the paramedics respond. Unless exigent circumstances are present which endanger the safety of the victim, do not move or allow others to move the victim. Keep spectators away and keep the victim comfortable and calm until the paramedics arrive.

Officers are not authorized to move an unconscious victim unless there are exigent circumstances present, such as fire or fallen electrical wires, which could endanger the safety of the victim. Under other circumstances, officers will request that the police and/or the paramedics respond to handle an unconscious victim.

Officers are permitted to give injured persons bandages or other first-aid items for self-treatment. This is the preferred method of offering medical assistance. If officers decide that they must render first-aid assistance, they should put on rubber gloves to avoid contact with the persons's body fluids.

All injured/sick person cases will be documented on a Sick/Injury Report. The report will include (1) the name and identification information of the injured person and any witnesses, (2) where and how the injury occurred, (3) a specific description of the injury, and (4) the nature of any first-aid or other medical treatment provided.

TRANSIT SYSTEMS SECURITY DEPT. INSTRUCTION	DATE: 05/13/09 PAGE: 1 OF 2 NO. 3.10
TO: ALL PERSONNEL	SUBJECT: REFUSAL OF SERVICE
ORIGIN: CAPTAIN OF TRANSIT SYSTEMS SECURITY	INSTRUCTION SUPERSEDES & REPLACES: 3.10 DATED: 04/01/05

I. PURPOSE

The purpose of this instruction is to define the policy regarding the refusal of service to persons attempting to board or ride trains or buses and to provide procedures for handling such persons.

II. REFUSAL OF SERVICE BASED ON PRESENT MISCONDUCT

As a general rule, a common carrier of passengers such as SDTI or SDTC is bound to receive for transportation, without discrimination, all persons who desire and properly offer to become passengers. However, a common carrier owes the highest degree of care to its passengers and is bound to use the utmost care and diligence to protect those passengers. Consequently, a common carrier may discriminate with respect to who is received as a passenger if there is some reason or excuse for refusal of transportation.

According to the case law that has developed over the years, legitimate reasons for refusal of service are as follows:

1. A common carrier may refuse to carry as passengers persons who refuse to comply with its reasonable regulations.
2. A common carrier may refuse to carry as passengers persons who are likely to become obnoxious or dangerous to other passengers.
3. A common carrier may refuse to carry as passengers persons who interfere with the safe and convenient conduct of the carrier's business.

The more common situations involve intoxicated, mentally disturbed, violent, or potentially dangerous persons. The courts have generally found that a person can be refused service if the person is so intoxicated that the person is a danger to other passengers or is unable to care for himself. This is also the general rule with respect to persons who are mentally disturbed, violent, or potentially dangerous. The general rule which has developed is that a passenger may be refused service if such action was necessary to protect the safety or convenience of the other passengers.

III. REFUSAL OF SERVICE BASED ON PRIOR MISCONDUCT

The more difficult question involves the refusal of service to persons because of their prior misconduct. Clearly, a person cannot be refused service for the sole reason that the person has been accused of a crime, even a violent crime, or because a person was formerly convicted of a crime. Generally speaking, a carrier must carry passengers regardless of their character or conduct at other times.

There is a narrow exception to this rule, and it is based primarily on a passenger's prior misconduct on the same carrier. If a passenger has, on prior occasions, been violent or dangerous to other passengers or has interfered with the convenient operation of the train or bus, and there is a reasonable belief based on the facts and circumstances at the time that, if admitted, the person would again behave in the same way, the carrier can rightfully refuse to carry the person on a subsequent trip. This is a narrow exception, and the person would have to develop a pattern, in most cases, of abusive or disruptive behavior before a carrier could refuse service.

Courts have also held that although on a prior occasion a passenger had been guilty of misconduct, there is no justification for a carrier to refuse service on a subsequent trip if, when the passenger presents himself for passage, he is sober and is conducting himself in a decent and orderly manner.

IV. PROCEDURES

When officers observe or are contacted regarding passengers who may be engaging in misconduct which would call for the refusal of service to them, officers will approach the passenger, if safe to do so, and evaluate the passenger's demeanor, attitude, appearance, and behavior to determine if the passenger may be legally refused service. If the officer determines that the passenger may be refused service, the officer will notify the Controller and will attempt to talk the passenger into leaving the train, bus or station.

If it is safe and reasonable to do so under the circumstances, officers may also escort the passenger from the train, bus or station. However, if significant physical force, including wrist locks or other pain compliance holds, would be required to remove the passenger from the train, bus or station, officers shall disengage from the passenger and request that the appropriate law enforcement agency respond to remove the passenger.

There is no expectation whatsoever that officers are ever required to physically remove a passenger from a train, bus or station. This is properly the role of the law enforcement agency which has jurisdiction. If it is necessary for a train or bus to remain at a station while law enforcement officers respond to remove a passenger, this is completely acceptable and the expected course of action. Officers should not feel under any pressure or obligation whatsoever to take action to physically remove a passenger so that a train or bus may continue on its run.

There is also no expectation that an officer must approach or contact passengers who are potentially dangerous. Based on observations and information available to officers, officers may elect to request that the appropriate law enforcement agency respond to handle any passenger or incident which he perceives as potentially dangerous.

TRANSIT SYSTEMS SECURITY DEPT. INSTRUCTION	DATE: 05/13/09 PAGE: 1 OF 2 NO. 3.11
TO: ALL PERSONNEL	SUBJECT: TRESPASSERS ON TRANSIT PROPERTY
ORIGIN: CAPTAIN OF TRANSIT SYSTEMS SECURITY	INSTRUCTION SUPERSEDES & REPLACES: 3.11 DATED: 04/01/05

I. PURPOSE

The purpose of this instruction is to provide policy and procedures for dealing with trespassers on transit property.

II. POLICY

It is the goal of the Department to promote a safe and healthy environment for patrons and employees. To accomplish this goal, officers have the primary responsibility of ensuring that all trespassers are lawfully ejected from transit property.

For the purposes of this instruction, a trespasser is defined as any person who (1) has no lawful business on transit property, (2) has substantially interfered with the conduct of transit operations, or (3) has violated any local or state law. Statutes that are commonly violated on transit property include PC 415, Disturbing the Peace; PC 594, Malicious Mischief; PC 602, Trespassing; PC 647(f), Drunk in Public; and W&I 5150, Mental Cases.

Officers will initiate action to lawfully eject persons from transit property only if the person is a trespasser as defined in this instruction.

III. PROCEDURES

- A. Whenever a trespasser is observed on transit property, officers will approach the trespasser, if safe to do so, and explain to the person why he/she must leave transit property. Officers should attempt to refer the person to some other location off transit property and give the person a reasonable amount of time to leave the property.
- B. If the trespasser refuses to leave transit property, or if it would be unsafe to approach the trespasser, the appropriate law enforcement agency will be requested to respond. Officers are permitted to escort trespassers off transit property, but the use of physical force to eject trespassers from transit property is generally prohibited unless the officer can articulate facts and circumstances which made such use of force necessary.
- C. When law enforcement personnel arrive, officers will explain the legal basis for the request to have the trespasser removed from transit property. Officers must explain that the person has no lawful business on transit property, has substantially interfered with the conduct of transit operations, and/or has violated one or more local or state laws.

- D. Law enforcement personnel may elect to order the person from transit property or arrest the person. Officers will complete a citizen's arrest form if requested to do so. Officers may offer to complete a citizen's arrest form if the law enforcement officer seems reluctant to remove the trespasser. Officers will never argue with or attempt to tell a law enforcement officer that he must take a particular action. If the law enforcement officer fails to take what the security officer feels to be appropriate action, include this information in the Officer's Report. Be sure to include the law enforcement officer's name.
- E. Officers will submit an Officer's Report to the Watch Commander whenever there is a significant problem in lawfully ejecting a trespasser or when a law enforcement agency must be contacted to remove any person from transit property.
- F. Persons who are suspected to be undocumented aliens will not be considered trespassers unless they otherwise meet the definition of a trespasser provided in this instruction. For example, the undocumented alien has no lawful business on transit property, has substantially interfered with the conduct of transit operations, and/or has violated some other local or state law.

IV. OTHER APPLICABLE INSTRUCTIONS

When dealing with trespassers, officers must also comply with the following Department Instructions:

- (1) 1.13 Use of Physical Force,
- (2) 3.2 Arrests by Transit Security Officers, and
- (3) 1.7 Non-Transit Related Incidents

TRANSIT SYSTEMS SECURITY DEPT. INSTRUCTION	DATE: 05/13/09 PAGE: 1 OF 3 NO. 3.13
TO: ALL PERSONNEL	SUBJECT: RADIO COMMUNICATIONS
ORIGIN: CAPTAIN OF TRANSIT SYSTEMS SECURITY	INSTRUCTION SUPERSEDES & REPLACES: 3.13 DATED: 04/01/05

I. PURPOSE

The purpose of this instruction is to establish Department policy and procedures regarding the use of Department radios and the transit radio system.

II. POLICY

All officers shall remain in constant radio contact with Central Control and respond expeditiously to all radio calls. To maintain effective security operations, it is Department policy that radio communications will be professional, brief, clear, impersonal, and in compliance with the following guidelines.

III. RADIO PROCEDURES

A. Codes

Plain language will be used if codes do not fit the situation or when the use of codes would obscure clear and accurate radio communications.

B. Radio Protocol

1. The calling unit will transmit its identifier, then the called unit's identifier.
For example, "Central, 322"
2. The called unit acknowledges with its identifier and location, "322, 12th & Imperial." The calling unit then transmits its message.
3. The message is then acknowledged by the called unit with "10-4." No further transmissions are necessary.

C. Unnecessary Radio Transmissions

1. To ensure clear and concise communications, terms such as the following should be avoided:
 - a. Be advised
 - b. Please
 - c. Thanks
 - d. Would you
 - e. Could you

2. To enhance effective communications, officers should provide adequate information to the called party during the first message transmission. If adequate information cannot be obtained, the transmission should end with "No Further Information," or "No Further Description."
3. The called party should not engage in lengthy requests for additional information that is unnecessary to handle the situation or incident described in the original transmission.

IV. PORTABLE RADIOS

A. Authorization for Use

1. Portable radios are for the use of security personnel only.
2. Portable radios will not be issued to or used by other persons without the authorization of the Watch Commander.

B. Storage and Use Procedures

1. All portable radio batteries will be stored in the chargers when not in use. Officers will ensure that batteries are inserted correctly and that the light on the charger is illuminated indicating that the charger is operating.
2. Radios will be carried in an approved radio holder when not in use. Officers will avoid carrying radios in their hands or pockets to prevent accidental dropping and damage.
3. Radios will be properly checked in and out at the beginning and end of each watch.

C. Repair Procedures

1. If a portable radio will not transmit or receive, first replace the battery with one that is known to be good. Also check the contacts on the radio and battery. If the contacts appear dull or corroded, clean them with a pencil eraser.
2. If replacing the battery and cleaning the contacts does not correct the problem, complete an Officer's Report and describe the problem thoroughly. Give the report and the radio to the Watch Commander.
3. Officers are not authorized to open or repair any radio or associated radio equipment.

V. RADIO CHANNELS

A. Channel 1 (Blue Line)

1. The primary function of Channel 1 is for dispatching all emergency and routine radio traffic between the Controller and all security personnel on the Blue Line.
2. Officers assigned to the Blue Line will routinely monitor and transmit on Channel 1 unless assigned to another channel.

B. Channel 2 (Orange Line)

1. The primary function of Channel 2 is for dispatching all emergency and routine radio traffic between the Controller and all security personnel on the Orange Line.
2. Officers assigned to the Orange Line will routinely monitor and transmit on Channel 2 unless assigned to another channel.

VI. RADIO CALL SIGNS

The following call signs have been established to designate various personnel.

<u>Series</u>	<u>Assignment</u>
100:	SDTI Administrative Personnel
200:	Line Supervisors
300:	Transit Systems Security
400:	Maintenance
500:	Code Compliance
600:	Revenue Collection
700-709:	Special Yard Personnel
710-799:	Special Detail Security Personnel

VII. PHONETIC ALPHABET

The general phonetic alphabet for law enforcement will be used (1) to transmit single letters such as those found in license plate numbers and radio call signs, (2) to spell out names that do not have a common spelling, and (3) whenever necessary to spell out terms to ensure clear and accurate communications.

A - ADAM	J - JOHN	S - SAM
B - BOY	K - KING	T - TOM
C - CHARLES	L - LINCOLN	U - UNIT
D - DAVID	M - MARY	V - VICTOR
E - EDWARD	N - NORA	W - WILLIAM
F - FRANK	O - OCEAN	X - X-RAY
G - GEORGE	P - PAUL	Y - YELLOW
H - HENRY	Q - QUEEN	Z - ZEBRA
I - IDA	R - ROBERT	

TRANSIT SYSTEMS SECURITY DEPT. INSTRUCTION	DATE: 05/13/09 PAGE: 1 OF 1 NO. 3.14
TO: ALL PERSONNEL	SUBJECT: TELEPHONE COMMUNICATIONS
ORIGIN: CAPTAIN OF TRANSIT SYSTEMS SECURITY	INSTRUCTION SUPERSEDES & REPLACES: 3.14 DATED: 04/01/05

I. PURPOSE

The purpose of this instruction is to provide policy on the use of Transit Systems Security office phones and issued cellular phones.

II. POLICY

A. Office Phones

Personnel are authorized to use the Transit Systems Security office phones in the Department Facility "C" Building for conducting official business only. Personnel are not authorized to use the phones in Facility "C" which are assigned to SDTI employees.

B. Transit Center Phones

Officers shall use phones provided at transit centers and at other field locations for conducting official business only.

C. Cellular Phones

Officers and supervisors shall use issued cellular phones for conducting official business only. Officers carrying personal cellular telephones shall not abuse them by spending an inordinate amount of time using such telephones while on duty. The Captain of Transit Systems Security may suspend or remove cellular telephone privileges for any officer found to be in violation of this section.

D. Authorization for Use

Officers will not permit unauthorized persons to use office phones or issued cellular phones. Office phones and issued cellular phones are for the exclusive use of Transit Systems Security personnel to conduct official business.

E. Reporting Misuse of Phones

Officers shall report any fraud, waste, or abuse associated with the use of office phones or issued cellular phones to their Supervisor. Supervisors shall forward all reports of misuse of office phones or issued cellular phones to the Captain of Transit Systems Security.

III. TELEPHONE LOGS

When telephone logs are provided at transit centers or other facilities, officers will complete a log entry for each telephone call made. Officers will request that supervisors and other authorized personnel complete the log entries when using Department phones.

TRANSIT SYSTEMS SECURITY DEPT. INSTRUCTION	DATE: 05/13/09 PAGE: 1 OF 3 NO. 3.15
TO: ALL PERSONNEL	SUBJECT: CODE OF CONDUCT
ORIGIN: CAPTAIN OF TRANSIT SYSTEMS SECURITY	INSTRUCTION SUPERSEDES & REPLACES: 3.14 DATED: 04/01/05

IN ORDER TO PROMOTE GOOD ORDER AND DISCIPLINE, FOSTER A PRODUCTIVE WORKING ENVIRONMENT, AND FACILITATE MISSION ACCOMPLISHMENT, THIS CODE OF CONDUCT IS ESTABLISHED FOR ALL MEMBERS OF TRANSIT SYSTEMS SECURITY.

ARTICLE 1 ABSENCE WITHOUT LEAVE

Any member of Transit Systems Security who, without proper authority fails to go to his appointed place of duty at the time prescribed; leaves his appointed place of duty; or absents himself or remains absent from his unit, watch, or place of duty at which he is required to be at the time prescribed shall be subject to disciplinary action, up to and including termination of employment.

ARTICLE 2 INSUBORDINATE CONDUCT TOWARD SUPERIOR OFFICER

Any member of Transit Systems Security who

- (1) strikes or assaults a superior officer while that officer is in the performance of his duties;
- (2) willfully disobeys the lawful order of a superior officer; or
- (3) treats with contempt or is disrespectful in language or deportment toward a superior officer while that officer is in the performance of his duties

shall be subject to disciplinary action up to and including termination of employment.

ARTICLE 3 FAILURE TO OBEY ORDER OR REGULATION

Any member of Transit Systems Security who

- (1) violates for fails to obey any Department Instruction, Department Order, or other regulation;
- (2) having knowledge of any other lawful order issued by a superior officer, which it is his duty to obey, fails to obey the order;
- (3) is derelict in the performance of his duties; or
- (4) sleeps while on duty

shall be subject to disciplinary action up to and including termination of employment.

ARTICLE 4 CRUELTY AND MALTREATMENT

Any member of Transit Systems Security who is culpable of cruelty toward, or oppression or maltreatment of any person subject to his orders shall be subject to disciplinary action up to and including termination of employment.

ARTICLE 5 RELEASING ARRESTED PERSONS WITHOUT PROPER AUTHORITY

Any member of Transit Systems Security who, without proper authority, releases any person who has been placed under arrest, or who through neglect or design assists any such arrested person to escape, shall be subject to disciplinary action up to and including termination of employment whether or not the person was arrested in strict compliance with the law.

ARTICLE 6 UNLAWFUL DETENTION

Any member of Transit Systems Security who, except as provided by law, arrests, detains or confines any person shall be subject to disciplinary action up to and including termination of employment.

ARTICLE 7 WRONGFUL DISPOSITION OF EVIDENCE OR FOUND PROPERTY

Any member of Transit Systems Security who buys, sells, trades, or in any way deals in or disposes of evidence or abandoned or found property, whereby he receives or expects any profit, benefit, or advantage to himself or another directly or indirectly connected with himself shall be subject to disciplinary action up to and including termination of employment.

ARTICLE 8 FALSE STATEMENTS

Any member of Transit Systems Security who, with intent to deceive, signs any false record, report, or other official document, knowing it to be false, or makes any verbal false statement knowing it to be false, shall be subject to disciplinary action up to and including termination of employment.

ARTICLE 9 LOSS, DAMAGE, DESTRUCTION, WRONGFUL DISPOSITION, OR WRONGFUL APPROPRIATION OF PROPERTY

Any member of Transit Systems Security who

- (1) sells or otherwise disposes of;
- (2) willfully or through neglect damages, destroys, or loses; or
- (3) willfully or through neglect causes to be lost, damaged, sold, wrongfully disposed of; or
- (4) steals or wrongfully appropriates

any property owned or operated by Transit Systems Security or by a client of Transit Systems Security or by any other person or entity shall be subject to disciplinary action up to and including termination of employment.

ARTICLE 10 DRUNK OR RECKLESS DRIVING

Any member of Transit Systems Security who operates any vehicle owned or operated by Transit Systems Security while under the influence of alcohol, or in a reckless or wanton manner, or while impaired by any drug or substance shall be subject to disciplinary action up to and including termination of employment.

ARTICLE 11 DRUNK ON DUTY

Any member of Transit Systems Security who is found on duty while under the influence of alcohol or while impaired by any drug or substance shall be subject to disciplinary action up to and including termination of employment.

ARTICLE 12 WRONGFUL USE OR POSSESSION OF CONTROLLED SUBSTANCES

Any member of Transit Systems Security who wrongfully possesses, manufactures, distributes, or introduces at his place of duty any alcoholic beverage, drug, or controlled substance shall be subject to disciplinary action up to and including termination of employment.

ARTICLE 13 MALINGERING

Any member of Transit Systems Security who for the purpose of avoiding work, duty, or service

(1) feigns illness, physical disablement, mental lapse or derangement; or

(2) intentionally inflicts self-injury

shall be subject to disciplinary action up to and including termination of employment.

ARTICLE 14 PROVOKING SPEECHES OR GESTURES

Any member of Transit Systems Security who uses provoking or reproachful words or gestures toward any other person shall be subject to disciplinary action up to and including termination of employment.

ARTICLE 15 GENERAL ARTICLE

Though not specifically mentioned in the Department Instructions, any member of Transit Systems Security who engages in conduct which is prejudicial to the maintenance of good order and discipline or who engages in conduct of a nature which brings discredit upon Transit Systems Security shall be subject to disciplinary action up to and including termination of employment.

Appendix 3 – Screening Materials

Screening Materials

LIVESCAN

Effective January 1, 2003, a new California state requirement mandates that all security guards must have a permanent guard card prior to beginning work. LIVESCAN is a new government approved fingerprint reporting system designed to shorten the length of time needed to conduct background investigations. Through LIVESCAN, fingerprints are electronically transmitted to the Department of Justice and the Federal Bureau of Investigation does their background investigation. Those results determine whether a permanent guard card will be issued. Our office is notified of the results within two working days of submission.

Heritage Security Services is providing on site LIVESCAN screening in order to accommodate candidates with a one stop hiring process. Qualified candidates will be at work within a few days resulting in a win/win situation for the new employee, Heritage Security Services and the Client.

Screening for Dishonesty, Substance Abuse, Safety, and Courtesy

In order to assess an applicant's propensity for future misbehavior, Heritage Security Services administers a computer-scored system for assessment of the risk of theft, drug or alcohol abuse and poor customer service and work place disciplinary problems. The PE-3 Safe Pre-Employment Survey compares each applicant's attitudes to standardized populations regarding:

- Work Place Substance Abuse
- Theft and Dishonesty
- Customer Service
- Supervisory Attitudes
- Prospects for Long-Term Employment
- Safety and Risk Avoidance

Applicants responses reflect personal values as they project them onto an "average person". The resulting PE-3 Safe scores include:

- A. Distortion Score – The degree of consistency among answers, reflecting applicant honesty in taking the test.
- B. High Risk = Applicant is not eligible for hire.
- C. Marginal Risk = Applicant may be a doubtful hire, particularly if the Distortion Score is low.
- D. Low Risk = Qualified for employment. A low Distortion Score, however would indicate caution.
- E. Validity = This additional score indicates whether the above answers were honest or attempted deception.

The PE-3 Safe answer sheet directs the interviewer to key applicant answers for discussion during the personal interview.

THE ORION SYSTEM PROFILE OF SAMPLE PROFILE FOR PE-3 SAFE

SSN 000-00-000
Location #432

VALIDITY INDEX: LEVEL 1 - Low Risk

The subject does not appear to be attempting to alter the results of the survey.

SAMPLE PROFILE FOR PE-3 SAFE has made the following **SELF-ASSESSMENTS**:

...Gave up some safety considerations in order to work faster in previous jobs.

Supervisory Attitudes	Average
Work Attitudes	Above Average
Workplace Drug Use Attitudes	Low Risk
Workplace Theft Attitudes	Low Risk
Prospects for Long-Term Employment	Above Average
Safety and Risk Avoidance	Counsel Level One

Counsel Level One - Counsel the applicant on the importance of safety and risk avoidance. Continue with pre-hire procedures.

Questions for the POST-SURVEY INTERVIEW are:
15, 16, 36, 58

The Orion System is a pre-employment survey of applicants opinions concerning relevant subjects. The Orion System is not intended, nor should it ever be used, as the sole determining factor in hiring the most qualified applicant.

This Orion PE Profile is confidential. This Profile and its contents should not be shown or published to any unauthorized individual. Any unauthorized distribution or publication of its contents is strictly prohibited.

Copyright ©2008 Orion Systems. All rights reserved.

Psychological Screening

Prior to assignment at an armed post, or a post that requires driving a company vehicle, applicants are required to take a two-hour multiple choice test, the Minnesota Multiphasic Personality Inventory (MMPI) which is screened by an independent, licensed psychologist. This is the definitive assessment tool for all aspects of personality disorders and measures such factors as aggression, impulsiveness, suspicion, personality maladjustment, etc. Applicants whose scores indicate unsuitability for high-stress are screened out.

**TRANSIT SYSTEMS SECURITY
PERSONNEL SCREENING SUMMARY REPORT
MMPI-2**

Name: _____

Date: March 2, 2010

Position: TSS

CURRENT PSYCHOLOGICAL ADJUSTMENT

- No apparent problems
- Possible problems; may affect job performance
- Definite problems; likely to affect job performance

Grade: C

Job Relevant Positive Traits

	<i>BELOW AVERAGE</i>	<i>AVERAGE</i>	<i>ABOVE AVERAGE</i>
Ability to control anger	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Positive work attitudes	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
General impulse control	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Social responsibility	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Coping Abilities	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Compatibility with TSS Standards

	<i>BELOW AVERAGE</i>	<i>AVERAGE</i>	<i>ABOVE AVERAGE</i>
Stress tolerance	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Resistance to addiction	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Overall compatibility	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Date: March 2, 2010

Potential Problems for Monitoring During Probation

- Overly sensitive in interpersonal relationships.
- Problems with passivity and lack of assertiveness.
- Work relationships limited by intolerance of views of others.
- Mistrustful of others causing interpersonal friction at times.
- Harbors hostility towards others.
- Has temper control problems.
- Has antisocial attitudes and behaviors.
- Has unconventional beliefs and attitudes.
- Shows irresponsible attitudes.
- Sometimes disregards rules when it suits them.
- Has problems with authority.
- Questions supervisory decisions.
- Inappropriately aggressive at times.
- Has cynical attitude towards life that causes motivational problems at times.
- Rigid and inflexible in thinking.
- Attitudes or behaviors that would interfere with work adjustment.

COMMENTS:

Mr. _____ responses to the MMPI-2 suggest that he is generally well adjusted and he does not seem to have any significant psychological problems at this time. However, his profile indicates that he is an independent person who seeks excitement and challenge. Additionally it should be kept in mind that his approach to the test was defensive and that he gave an overly favorable self-appraisal. Therefore some caution is warranted. It will be important to verify these results with other selection procedures to make a final determination of his suitability.

Nancy Haller, Ph.D.
Nancy Haller, Ph.D.
California License PSY8638

Behavioral Personnel Assessment Devices (B-Pad)

The developers of B-PAD found in their review of the public safety selection research literature over more than 50 years that only three approaches to applicant screening are shown to produce consistently valid and practically useful predictions of on-the-job performance: (1) cognitive or intelligence testing, (2) specific biodata inquiries and (3) structured situational interviews (in which applicants are read two or so scenarios and asked to describe what they would do if faced with such a situation in real life). Among these, the situational interview has emerged as the most commonly used applicant screening approach.

As a starting point in their effort to develop a behaviorally-based public safety assessment tool, the B-PAD test developers analyzed the features of the situational interview that contributed to its effectiveness. Their study led them to conclude that the moderate predictive power of the situational interview is attributable to the fact that the questions are all standardized (every applicant gets the same set of questions) and job-referenced (the applicant must imagine himself or herself in the role, responding to a real situation), the focus of assessment (judgment) is narrow and the raters' interaction with the applicant is minimal.

Building on these three key components of the situational interview, the B-PAD test developers designed a new assessment tool that is behaviorally focused (i.e., that requires applicants to demonstrate their responses to scenarios rather than merely describe what they would do). The importance of a behavioral focus was three-fold: (1) behavioral assessments provide the fairest method of assessment for all ethnic and gender groups; (2) the Americans with Disabilities Act of 1990 (ADA), while placing significant limitations on an employer's ability to assess an applicant before making a conditional offer of employment, permits an employer at any time to ask an applicant to describe or demonstrate how he or she would perform job-related tasks; and (3) by having applicants role-play their responses rather than describe what they would do, an applicant's job-relevant interpersonal skills could be assessed, not merely what the applicant says he or she would do.

B-PAD was designed with four key features:

1. Each scenario is a videotaped, realistic reenactment of an actual on-the-job incident. This not only allows for maximum standardization of the test stimulus, but it also optimizes what is known as the "frame of reference effect" (i.e., the more the applicant is able to place him- or herself in a specific work situation while responding to the test, the more predictively valid the test).
2. Applicants are required to respond to each scenario as if he or she is the employee in the scene responding to real people in a real situation.
3. Each applicant is required to respond to eight (8) situations, building on previous research that showed that fewer scenarios provides an unreliable picture of the applicant's true competency.
4. The raters and applicant would be separated--by videotaping the applicant's responses--in order to improve test standardization and eliminate potential differential effects caused by rater behavior in the testing room.

In short, B-PAD measures behavioral competence in handling job-relevant interpersonal challenges: what is called "interpersonal competence."

B-PAD derives from the basic tenet of "behavioral consistency"--that the best predictor of performance not yet observed is performance already observed under similar circumstances. B-PAD's focus is narrow: it assesses social (interpersonal) judgment and skill.

The B-PAD Testing procedure works like this:

- A. The applicant is seated before a video monitor and video camera and given instructions (once orally, once in writing and once again on video tape).
- B. The applicant views 8 professionally acted and produced video scenarios--each portraying essential functions and situations. (All scenes were developed by incumbents and were rated by a national panel of subject matter experts on the basis of realism, difficulty and importance to the job.)
- C. At a point in the action of each scene, the word "Respond" appears and the applicant has 45 seconds to respond to the actors as if he or she is at the scene. (Applicants are instructed not to give "would do" responses.)
- D. The applicant's responses are videotaped and then scored by trained raters. (Because the scoring criteria focus on social problem-solving behavior, not knowledge of law, policies, or procedures, scores are not dependent on experience.)
- E. The resulting scores are then used in making decisions about the applicant's qualifications.

B-PAD Scoring Form: Rater #2

Candidate's Name:

Date of Testing:

0	3	0	9	1	0
Month		Day		Year	

Video Test Version:

G	W	Z
---	---	---

Position Tested For:

Rater's Name:

Rater's Initials:

K	A	J
---	---	---

Scene	SCALE 1 Task Orient.	SCALE 2 Interp. Skills	SCALE 3 Overall Effect	Observations/Comments
1	3	3	3	Good introduction. Preliminary questions. Appropriate level of force - Resolution
2	2	2	2	Reluctant to engage in conversation. No offer of assistance. Inappropriate force
3	3	3	3	Control of group. Good instructions. Separation of group. Dispersed group.
4	3	2	3	Lack of verbal control. Good Advice. Removal of subj.
5	3	3	3	Appropriate Response. Direct. Common sense communication. Resolution
6	4	4	4	Excellent approach. Empathy. Multiple options offered. Resolution
7	3	3	3	Good force. Safety. Explanations of options. Rapport w/ subj.
8	2	2	2	Very Aggressive. Inappropriate Escalation. Nervous
Total	23	22	23	

Appendix 4 – Training

GENERAL EMPLOYEE TRAINING

All new employees must undergo the following training coursework prior to being assigned permanently to any HSS site or startup project:

Basic guard training “Power to Arrest” **8 hrs**

State Mandated “Weapons of Mass Destruction” **4 hrs**

COURSE OUTLINE

Unit 1

1. History and Threats of Mass Destruction
2. The Historic Model of Deterrence
3. The Historic Fear of Nuclear Holocaust
4. Modern Threats
5. The Modern Reengineering of Threat Analysis
6. Modern Day Targets and Locations
7. The Simplicity of WMD
8. The Sacrifice and Costs of Defense

Unit 2

1. Historical Pattern of Biological Warfare
2. Overview of Bio-Terrorism
3. Types of Biological Agents
4. Effects and Impacts from Exposure
5. Laws: International and US Prohibiting Usage
6. Biological Weapons as Avoidance of Arms Limitations
7. Bio-Terrorism and Iraq
8. Iraq’s Program of Biological Development
9. Iraq’s History of Usage

Unit 3

1. Historical Pattern of Chemical Warfare
2. Overview of Chemical Terrorism
3. Types of Chemical Agents
4. Effects and Impacts from Exposure
5. Laws: International and US Prohibiting Usage
6. Specific Applications
7. Special Cases: VX Nerve Agent
8. Special Cases: Saran Gas
9. Special Cases: Phosgene/Chlorine
10. Special Cases: Chemical Stockpiles

Unit 4

1. Historical Patterns of Nuclear Threats
2. Reality of Modern Nuclear Threats
3. Emergence of New Possibilities
4. Dirty Bombs
5. Infrastructure Invasion by Nuclear Agents

Unit 5

1. Vulnerability Analysis- Bio-Terrorism
2. Measuring Biological Attack Risk Rates
3. Measuring Biological Employment Indicators
4. Reports and Risk Documentation in Bio-Terrorism
5. Biological Vulnerability Reduction Techniques

Unit 6

1. Vulnerability Analysis: Chemical Agents
2. Traditional Toxic Agents
3. Industrial Toxic Agents

Unit 7

1. Vulnerability Analysis: Nuclear Materials and Agents
2. Nuclear Weapons and Materials
3. The Treaty on the Non-Proliferation of Nuclear Weapons
4. Proliferation Problems in Nuclear Treaties
5. Nuclear Supplier Organizations

State Mandated AB 2880 40 hrs training program 40 hrs

COURSE OUTLINE

Company Policies / Orientation

1. Company Reports / Paperwork
2. Reporting Processes / Procedures
3. Tax Forms, Health Forms, Etc.
4. Uniforms
5. Work Schedules
6. Other Internal Policies, Processes or Procedure

Post Orders & Assignments

(Includes Access Control, Crowd Control and Radio Procedures)

1. Site Specific Training
2. Equipment
 - Monitoring
 - Communication
 - Alarms
 - Elevators, Etc.
3. Emergency Response Issues
4. Liability Implications
5. Lost / Found Articles

Observation & Documentation

1. Report Writing
2. Observation and Patrol Techniques
3. Asking Appropriate Questions
4. Observing Suspects/Suspicious Activity

Public Relations (Community & Customer)

1. Gender & Racial Harassment & Discrimination
2. Respect:
 - Stereotyping
 - Attitude
3. Verbal Skills / Crisis Intervention
4. Cultural Diversity
5. Substance Abuse & Mental Illness
6. Ethics & Professionalism
 - Appearance
 - Command Presence
 - Proper Conduct

Communication and its Significance

1. Internal
 - Protocols Pursuant to Contract (Who to Contact & When)
 - Radio / Monitors
 - Other Technology
2. External
 - Emergency/First Responders
 - Medical Personnel
 - Police / Sheriff / Other Enforcement
 - City Services / Government Services

Liability / Legal Aspects

(Includes Criminal law and Courtroom Demeanor)

1. Personal / Contractor / Employer
2. Criminal, Civil, Administrative
3. BSIS Code & Regulations
4. Role of a Security Guard
5. Courtroom Demeanor

Handling Difficult People (Includes Workplace Violence)

1. Communications
2. Conflict Management
3. Speaking Constructively
4. Valuing Diversity
5. Negotiating
- 6 Workplace Violence

Gang Identification and History **4 hrs**

Advanced Trespass **4 hrs**

SPECIALIZED TRAINING

TRANSIT SYSTEMS SECURITY BASIC TRAINING PROGRAM

DIVERSITY/SEXUAL HARASSMENT TRAINING

During orientation training of all new officers, Transit Systems Security's policies on discrimination and sexual harassment are reviewed with each officer. All officers then sign a statement certifying that they have read the policies and that a supervisor has reviewed the policies with them. In addition, notices regarding discrimination and sexual harassment that are required by state law to be displayed are prominently posted in the Supervisor's Office near the posted duty schedules so that officers may clearly see the notices. In addition, the Manager of TSS has posted a Department Order on Sexual Harassment, which clearly states the prohibition against sexual harassment in the workplace and outlines the reporting and investigation procedures. Also, all employees when hired receive a pamphlet explaining the law and policies regarding sexual harassment in the workplace. This pamphlet is reissued to all employees once a year. To emphasize TSS' commitment to preventing discrimination and sexual harassment in the workplace, the Department Instruction regarding these issues is reviewed by a supervisor with each employee every six months. Department Instruction 1.14 regarding Discrimination/Sexual Harassment is included in Appendix A.

CUSTOMER RELATIONS TRAINING

All new officers receive customer relations and diversity training based on “The Professional” training program, which was developed, jointly by SDTI and TSS. The program covers the latest customer and public relations techniques while providing the officer with a variety of tools to effectively deal with the diverse population that uses public transit. A copy of “The Professional” training guide, which is issued to all new officers, is included in Appendix C of this proposal. In addition to the initial customer relations training provided to all new officers, in-service training on customer and public relations is provided to all officers during briefings when Department Instructions are reviewed with the officers by TSS Supervisors. The underpinning of all TSS’ Department Instructions is an emphasis on using appropriate customer and public relations techniques. Department Instructions 1.13 on the Use of Physical Force, 3.2 on Arrests by TSS Officers and 3.7 on Fare Enforcement illustrate TSS’ dedication to the concepts of relying on discretionary decision-making and public relations techniques while engaging in enforcement activities. TSS Department Instructions may be reviewed in Appendix A of this proposal.

BASIC NEW HIRE TRAINING

Newly hired officers at TSS undergo the following 160-hour Basic Training Program. This overview of the training program will outline the training process and specify the performance areas where Probationary Officers will be required to gain proficiency. Progress toward training goals will be recorded in the Probationary Officer Field Training Guide. Regardless of the hours specified for each training phase, training will not be considered complete until the areas of proficiency, described in each section of the Probationary Officer Field Training Guide, are demonstrated and signed off by the Training Supervisor and Field Training Officer. Field Training Guides are found in Appendix C of this proposal.

PHASE I - INTRODUCTION & ORIENTATION (16 HRS)

This phase of training will be conducted by the Training Supervisor with assistance from Field Training Officers. The goal of this phase is to provide the Probationary Officer with introductory training in the organizational structure and primary mission of San Diego Trolley, Inc., San Diego Transit Corporation and TSS and the various resources available to officers to support their role in accomplishing the mission of providing a high level of transit security service to the public. Training topics will include:

- Organizational Structure of MTDB, SDTI, & SDTC/Chain-of-Command
- Introduction to Department Instruction Manual
- Familiarization Tour of Department Facilities
- Familiarization Tour of LRV: Emergency Door Release (interior & exterior), Mag-latch, Cab Radio, Door Activation, Door Sensors and Retracting Steps (1000 Series LRVs Only)
- Familiarization Tour of Stations: Fare Machines, Validators and Schedule Boards
- Radio Checkout Procedures
- Introduction to Fare Media: Vendo, Vendo Day Tripper, Day Tripper, 4 Day Tripper, Bus Pass (Various Eligibilities), Bus Transfer, Ready-2, 10-Pack, Coaster and NCTD)
- Introduction to Department Forms: Officer's Daily Log, Train Officer's Log and Time Card
- Introduction to Report Forms: ARJIS-2, ARJIS-8, ARJIS-9, 647(f), Regional Vehicle Report, Sick/Injury Report, Crossing Gate Accident and Field Interview

During Phase I training, the Training Supervisor also will assign the Probationary Officer a series of eight training scenarios. These assignments are to be completed throughout the training program with instruction and assistance from the Field Training Officers and Training Supervisor. These scenarios are designed to develop and assess the Probationary Officer's ability to (1) use appropriate discretionary decision-making skills in responding to violations, (2) research elements of violations, (3) operate within legal and department limits when making contacts and arrests, (4) determine appropriate report forms and (5) write articulate and complete reports of the scenarios. To facilitate report writing, the Preliminary Investigation & Documents Manual (Appendix C of this proposal) will be used by trainees for reference and guidance. In addition, trainees are provided with the County-Wide Report Narrative guide from the San Diego Law Enforcement Training Center.

PHASE II - PATROL PROCEDURES: STATION EMPHASIS (40 HRS)

This phase of training will be conducted by a Field Training Officer under the supervision of the Training Supervisor. The Probationary Officer will be assigned the same work schedule as the Field Training Officer. The goal of this phase is to enable the Probationary Officer to competently perform all duties routinely required within the transit station environment with an emphasis on a public relations oriented approach to enforcement. This phase of training will be conducted in various transit stations throughout the system.

The Field Training Officer will fully explain and demonstrate each task that is to be performed by an officer at each station. After sufficient explanation and demonstration by the Field Training Officer (FTO), the Probationary Officer will be given the opportunity to perform the task while being observed by the FTO. When the Probationary Officer demonstrates proficiency in performing the task, the FTO will sign-off this task as completed in the Probationary Officer Field Training Guide. This training method with an emphasis on explanation by the FTO, demonstration by the FTO and competent performance by the trainee will be used throughout the training program. Training topics in Phase II include:

- Fare Inspection
- Proper Use of Portable Radio
- Proper Completion of Officer's Daily Log
- Assisting of Patrons with Fare Purchase
- Common Violations: MTDB Ordinance Sections 2, 3 and 5; Subsections of Penal Code 640(b); Public Utilities Code 120451; and Various Penal Codes Relating to Vandalism
- Public Relations Techniques for Dealing with Confused, Uncooperative, Hostile, or Diminished Capacity Patrons
- Enforcement Limits Regarding Arrests (All Elements of Violation Present, Judgment Regarding Prosecution vs. Confrontation and Proper Use of Force)
- Discretion in Enforcement Activities: Verbal Warnings, Removal From Transit Property and Refusal of Service
- Procedures for Verbal Warnings (No Unlawful Detentions)
- Procedures for Field Interviews (Voluntary Contacts Only-No Detentions)
- Proper Completion of Required Reports

In addition, proper officer safety procedures will be emphasized during each of the training activities. The Probationary Officer will learn and perform (1) proper Field Interviewing techniques, (2) proper positioning in relation to contacts to minimize risk of assault or flight, (3) "contact and cover" strategies and (4) weapon retention techniques. Video presentations including "Contact and Cover" will supplement the field training.

PHASE III - PATROL PROCEDURES: LRV EMPHASIS (40 HRS)

This phase of training will be conducted by Field Training Officers under the supervision of the Training Supervisor. The Probationary Officer will be assigned to a work schedule and an on-duty Field Training Officer will accompany him in the field. The goal of this phase is to prepare the Probationary Officer to competently perform all duties routinely required onboard a Light Rail Vehicle (LRV) with an emphasis on a public relations oriented approach to enforcement. This phase of training will be conducted onboard in-service trains throughout the system. Training topics will include:

- Fare Inspection
- Proper Use of Cab and Portable Radios
- Proper Completion of Officer's Daily Log and Train Officer's Log
- Common Violations: MTDB Ordinance Sections 2 and 5; Subsections of Penal Code 640(b); and Various Penal Codes Relating to Vandalism
- Public Relations Techniques When Dealing with Confused, Uncooperative, Hostile, or Diminished Capacity Patrons
- Enforcement Limits Regarding Arrests (All Elements of Violation Present, Judgment Regarding Prosecution vs. Confrontation and Proper Use of Force)
- Discretion in Enforcement Activities: Verbal Warnings, Removal From Transit Property and Refusal of Service
- Procedures for Verbal Warnings (No Unlawful Detentions)
- Procedures for Field Interviews (Voluntary Contacts Only-No Detentions)
- Proper Completion of Required Reports
- System Geography

In addition, all officer safety procedures learned during Phase II will be applied to the LRV environment. The confined, crowded environment inside an LRV presents a unique challenge to maintaining appropriate officer safety techniques. A great deal of emphasis will be placed on proper positioning, weapon retention awareness and safe contact procedures.

PHASE IV - VEHICLE PATROL ORIENTATION (24 HRS)

This phase of training will be conducted by Field Training Officers under the supervision of the Training Supervisor. The Probationary Officer will continue his assigned work schedule and an on-duty Field Training Officer will accompany him in the field. The goal of this phase is to familiarize the Probationary Officer with the duties of vehicle patrol assignments. Providing the necessary training to enable the officer to perform these duties is not the intention of this phase, since vehicle patrol assignments are reserved for advanced officers. Rather, this training is intended to provide an overview of vehicle patrol duties, which will allow the Probationary Officer to better coordinate his efforts in station and train assignments with officers on vehicle patrol. This phase will be conducted in a patrol vehicle and will include travel throughout the entire system. Training topics will include:

- Vehicle Inspection & Checkout Procedures
- Department Instructions Regarding Use of Patrol Vehicles
- Department Instructions Regarding Compliance with California Vehicle Code
- System Geography: Location of and Vehicle Access to Stations, Substations, Gate Crossings and Significant Locations (Sweetwater Flats, Horseshoe, Graveyard, etc.)

In addition, this phase of training will be used to review any performance areas that either the Probationary Officer or the Field Training Officer feels is required. Field Training Officers will continue to emphasize making appropriate contact with the public in the stations visited.

PHASE V - COMPREHENSIVE EVALUATION (40 HRS)

The first eight hours of this phase will be coordinated by a Supervisor. The Supervisor will review each required area of proficiency with the Probationary Officer. Additionally, the Probationary Officer will complete an evaluation of each Field Training Officer regarding their instructional abilities, compliance with the training program guidelines and presentation of a public relations oriented approach to performing transit security duties.

The remainder of this phase will be conducted by Field Training Officers. The Probationary Officer will continue his assigned work schedule and the Field Training Officer will accompany him in the field. This phase will be conducted onboard in-service trains and in stations throughout the system. The goal of this phase is for the Probationary Officer to demonstrate proficiency in all required areas. The Probationary Officer will perform all required duties without the assistance of the Field Training Officer. The Field Training Officer will act as an observer and evaluate the Probationary Officer's performance. The Field Training Officer will only provide assistance in the event of an unusual occurrence or if the Probationary Officer's actions appear to be leading to an unsafe situation. At the end of each shift, the Field Training Officer will share his evaluations with the Probationary Officer and forward the evaluations to the Training Supervisor for review. Upon certification by the Field Training Officers and concurrence by the Training Supervisor that all areas of proficiency in the Probationary Officer Field Training Guide have been signed-off and that the Probationary Officer is able to competently and professionally perform all required duties, the Probationary Officer will be assigned to transit patrol as a regular TSS Officer.

ADVANCED TRAINING PROGRAM

P.C. 832 TRAINING (64 HRS)

Upon successful completion of the Basic Training Program (included in Section 5.5), officers will be scheduled for P.C. 832 Training at San Diego Miramar College, the site of the P.O.S.T. Certified Regional Academy.

P.C. 832 Training will consist of the following Administration of Justice courses:

356A Peace Officer Orientation II

32 hours lecture, 8 hours lab, 2.5 units

Next Class Scheduled: January 3 - 7, 2000

This course meets the P.O.S.T. requirements of P.C. 832 and includes Professional Orientation, Ethics, Administration of Justice, California Court System, Discretionary Decision Making, Community Relations, Introduction to Law, Laws of Arrest, Laws of Evidence, Communications, Investigation and Arrest and Control Techniques.

356B Peace Officer Orientation II

8 hours lecture, 16 hours lab, 1 unit

Prerequisite: Administration of Justice 356A

Next Class Scheduled: January 8, 9, 15, 2000

This course meets the P.O.S.T. requirements for the P.C. 832 Firearms Course and includes Dangerous Weapon Control Law, Legal and Moral Aspects of Firearm Use and Range Training.

FIRST AID & CPR TRAINING (7 HRS)

7 hours of lecture/lab

Schedule for July-December 1999: Courses are scheduled Monday-Saturday during day and evening hours at all of the American Red Cross Service Centers.

Upon successful completion of the Basic Training Program, officers will also be scheduled for Standard First Aid Training at one of the six American Red Cross Service Centers located in San Diego County. American Red Cross Standard First Aid Training includes CPR (identifying and caring for breathing and cardiac emergencies and injury prevention) and first aid (control of bleeding and how to care for muscle, bone, joint injuries, burns and sudden illness. This training meets OSHA requirements.

CPR FOR THE PROFESSIONAL RESCUER (9 HRS)

FIRST AID FOR PUBLIC SAFETY PERSONNEL (15 HRS)

In addition to the Standard First Aid and CPR training that all officers will receive, Supervisors and a select group of Advanced Officers will receive advanced training in CPR and First Aid that is designed for public safety personnel. The Supervisors and Advanced Officers who receive this training will be assigned throughout the Department on various shifts at a variety of locations to be available to respond to medical emergencies throughout the transit system. This training is provided by the American Red Cross at various Service Centers throughout San Diego County.

ADVANCED OFFICER TRAINING (40 HRS)

Upon completion of the probationary period, officers will be assigned to a Field Training Officer by the Training Supervisor for advanced officer training. Field Training Officers will work with each officer to complete the Advanced Officer Field Training Guide. This training is designed to prepare the officer for additional responsibilities and to allow the officer to obtain the knowledge, skills and abilities necessary to perform the duties of the vehicle patrol officer. Areas of proficiency for Advanced Officer Training are included in the Advanced Officer Field Training Guide.

FIELD TRAINING OFFICER (40 HRS)

All candidates for the position of Field Training Officer must participate in a promotional process which will include (1) the submission of an application packet for the assessment of the requisite training and experience necessary to function effectively as a Field Training Officer, (2) the successful completion of a written examination to assess written communication skills and knowledge of field operations and (3) successful completion of an oral examination to assess verbal communication skills and knowledge of patrol procedures.

Successful candidates will be assigned to the Training Supervisor for completion of FTO training. After successful completion of the FTO training program, officers will be appointed as a Field Training Officer and will assume the collateral duties of training officers assigned to the field. Areas of proficiency for Field Training Officers are included in the Field Training Officer Training Guide.

IN-SERVICE TRAINING

Throughout the year officers will receive training in a variety of areas. Most of this training will be in response to recognized needs and will be tailored to meet specific requirements.

In addition to formal classroom and practical in-service training classes, TSS has established a "Department Instruction of the Week" program. Each week, one or two Department Instructions are reviewed with all officers during scheduled briefings so that during each six-month instructional cycle, all Department Instructions are thoroughly reviewed with each officer. In addition, important topics such as Defensive Tactics, Use of Force, Arrests by Transit Security Officers and Use of Firearms are reviewed with all officers by the Training Supervisor on at least a monthly basis. Also, whenever incidents occur in the field, which present training issues, all officers are debriefed on these incidents to develop better discretionary decision making skills.

To enhance in-service training, TSS Training Bulletins are prepared on a periodic basis to cover important issues effecting field operations. Reference guides are also issued to officers during training sessions, which they may use in the field. Examples of some of our reference guides that were developed for field use include (1) legal codes, (2) conducting an investigation and (3) phrases for Spanish-speaking patrons.

Appendix 5 – Detailed Invoicing

**TRANSIT SYSTEMS SECURITY
SAN DIEGO TROLLEY INC.
CHARGES BY ASSIGNMENTS/POSTS**

For Service Period March 1-15, 2010

12th & Imperial TS

Officer	Position	Rate	Regular Hours	Overtime Hours	Doubletime Hours	Regular Charges	Overtime Charges	Doubletime Charges	Total Charges
Biscocho, E. S.	ARM-C	18.71	10.00	0.00	0.00	187.10	0.00	0.00	187.10
Borja, J. P.	UNARM-C	16.37	25.00	0.00	0.00	409.25	0.00	0.00	409.25
Corriveau, S. B.	UNARM-B	16.17	10.00	0.00	0.00	161.70	0.00	0.00	161.70
Fuentevilla, R.	UNARM-A	15.97	30.00	0.00	0.00	479.10	0.00	0.00	479.10
Garcia, J. D.	UNARM-C	16.37	10.00	0.00	0.00	163.70	0.00	0.00	163.70
Gutierrez, F.	UNARM-B	16.17	30.00	0.00	0.00	485.10	0.00	0.00	485.10
Haughton, S. E.	UNARM-D	16.57	20.00	0.00	0.00	331.40	0.00	0.00	331.40
Huapaya, A. L.	UNARM-B	16.17	10.00	0.00	0.00	161.70	0.00	0.00	161.70
Langseth, J. K.	UNARM-P	14.94	10.00	0.00	0.00	149.40	0.00	0.00	149.40
Lehnher, J. P.	ARM-C	18.71	30.00	0.00	0.00	561.30	0.00	0.00	561.30
Mercado, B. J.	ARM-B	18.39	10.00	0.00	0.00	183.90	0.00	0.00	183.90
Mercado, S. B.	UNARM-B	16.17	40.00	0.00	0.00	646.80	0.00	0.00	646.80
Okalski II, T. A.	ARM-B	18.39	10.00	0.00	0.00	183.90	0.00	0.00	183.90
Rogers Jr., R. M.	UNARM-E	16.78	30.00	0.00	0.00	503.40	0.00	0.00	503.40
Spight, K. D.	ARM-P	17.43	20.00	0.00	0.00	348.60	0.00	0.00	348.60
TOTAL			295.00	0.00	0.00	\$ 4,956.35	\$ 0.00	\$ 0.00	\$ 4,956.35
12th & Imperial TS TOTAL									\$ 4,956.35

47th Street Detail

Officer	Position	Rate	Regular Hours	Overtime Hours	Doubletime Hours	Regular Charges	Overtime Charges	Doubletime Charges	Total Charges
Cardenas, J. L.	ARM-B	18.39	74.00	0.00	0.00	1,360.86	0.00	0.00	1,360.86
Flores-Varela, I.	ARM-A	18.07	70.00	0.50	0.00	1,264.90	13.56	0.00	1,278.46
Garcia, M. A.	ARM-A	18.07	70.00	0.50	0.00	1,264.90	13.56	0.00	1,278.46
Mckee, J. A.	UNARM-P	14.94	70.00	0.50	0.00	1,045.80	11.21	0.00	1,057.01
Mercado, B. J.	ARM-B	18.39	10.75	0.00	0.00	197.69	0.00	0.00	197.69
Meza, R. E.	ARM-B	18.39	80.00	0.00	0.00	1,471.20	0.00	0.00	1,471.20
Stogsdill, B. A.	ARM-H	20.41	70.00	0.00	0.00	1,428.70	0.00	0.00	1,428.70
TOTAL			444.75	1.50	0.00	\$ 8,034.05	\$ 38.33	\$ 0.00	\$ 8,072.38
47th Street Detail TOTAL									\$ 8,072.38

5th Avenue

Officer	Position	Rate	Regular Hours	Overtime Hours	Doubletime Hours	Regular Charges	Overtime Charges	Doubletime Charges	Total Charges
Aldama, R. M.	ARM-B	18.39	10.00	0.00	0.00	183.90	0.00	0.00	183.90
Araujo, N. J.	ARM-C	18.71	10.00	0.00	0.00	187.10	0.00	0.00	187.10
Bell, M. S.	UNARM-A	15.97	10.00	0.00	0.00	159.70	0.00	0.00	159.70
Borja, J. P.	UNARM-C	16.37	40.00	0.00	0.00	654.80	0.00	0.00	654.80
Burton, G. G.	ARM-E	19.37	5.00	0.00	0.00	96.85	0.00	0.00	96.85
Contreras, F. I.	UNARM-C	16.37	10.00	0.00	0.00	163.70	0.00	0.00	163.70
Corriveau, S. B.	UNARM-B	16.17	10.00	0.00	0.00	161.70	0.00	0.00	161.70
Davis, A. M.	ARM-A	18.07	10.00	0.00	0.00	180.70	0.00	0.00	180.70
Fuentevilla, R.	UNARM-A	15.97	30.00	0.00	0.00	479.10	0.00	0.00	479.10
Garcia, A. P.	ARM-P	17.43	10.00	0.00	0.00	174.30	0.00	0.00	174.30
Garcia, M. A.	ARM-A	18.07	10.00	0.00	0.00	180.70	0.00	0.00	180.70
Harris, Y. T.	ARM-H	20.41	60.00	0.00	0.00	1,224.60	0.00	0.00	1,224.60
Haughton, S. E.	UNARM-D	16.57	10.00	0.00	0.00	165.70	0.00	0.00	165.70

3/18/2010 1:49 PM

Page 1 of 14

5th Avenue									
Officer	Position	Rate	Regular Hours	Overtime Hours	Doubletime Hours	Regular Charges	Overtime Charges	Doubletime Charges	Total Charges
Hernandez, A. M.	UNARM-P	14.94	10.00	0.00	0.00	149.40	0.00	0.00	149.40
Launiu, N.	UNARM-P	14.94	10.00	0.00	0.00	149.40	0.00	0.00	149.40
Lowe Jr, A.	UNARM-P	14.94	20.00	0.00	0.00	298.80	0.00	0.00	298.80
Martinez, J. J.	UNARM-B	16.17	30.00	0.00	0.00	485.10	0.00	0.00	485.10
Mercado, B. J.	ARM-B	18.39	20.00	0.00	0.00	367.80	0.00	0.00	367.80
Mercado, S. B.	UNARM-B	16.17	20.00	0.00	0.00	323.40	0.00	0.00	323.40
Rangel, D. S.	ARM-C	18.71	10.00	0.00	0.00	187.10	0.00	0.00	187.10
Romero Jr, J.	UNARM-P	14.94	60.00	0.00	0.00	896.40	0.00	0.00	896.40
Sales, D. D.	ARM-C	18.71	2.00	0.00	0.00	37.42	0.00	0.00	37.42
Spight, K. D.	ARM-P	17.43	10.00	0.00	0.00	174.30	0.00	0.00	174.30
Thomas, T. L.	UNARM-B	16.17	10.00	0.00	0.00	161.70	0.00	0.00	161.70
Vasquez Jr, G.	ARM-A	18.07	5.50	0.00	0.00	99.39	0.00	0.00	99.39
TOTAL			432.50	0.00	0.00	\$ 7,343.06	\$ 0.00	\$ 0.00	\$ 7,343.06
5th Avenue TOTAL									\$ 7,343.06

Admin									
Officer	Position	Rate	Regular Hours	Overtime Hours	Doubletime Hours	Regular Charges	Overtime Charges	Doubletime Charges	Total Charges
Dean, S. J.	ARM-B	18.39	88.00	0.00	0.00	1,618.32	0.00	0.00	1,618.32
Werden, D. R.	UNARM-E	16.78	88.00	0.00	0.00	1,476.64	0.00	0.00	1,476.64
TOTAL			176.00	0.00	0.00	\$ 3,094.96	\$ 0.00	\$ 0.00	\$ 3,094.96
Admin TOTAL									\$ 3,094.96

CCTV Room									
Officer	Position	Rate	Regular Hours	Overtime Hours	Doubletime Hours	Regular Charges	Overtime Charges	Doubletime Charges	Total Charges
Brown, A. D.	ARM-C	18.71	39.00	0.00	0.00	729.69	0.00	0.00	729.69
Castillo, A. L.	ARM-E	19.37	10.00	0.00	0.00	193.70	0.00	0.00	193.70
Garcia Gonzalez, Y. Y.	ARM-D	19.04	46.00	0.00	0.00	875.84	0.00	0.00	875.84
Marquez, A. S.	ARM-G	20.06	62.00	0.00	0.00	1,243.72	0.00	0.00	1,243.72
Miles, K. L.	ARM-F	19.71	60.00	1.00	0.00	1,182.60	29.57	0.00	1,212.17
Williams III, P. L.	ARM-J	21.13	81.00	1.00	0.00	1,711.53	31.70	0.00	1,743.23
TOTAL			298.00	2.00	0.00	\$ 5,937.08	\$ 61.27	\$ 0.00	\$ 5,998.35
CCTV Room TOTAL									\$ 5,998.35

City College									
Officer	Position	Rate	Regular Hours	Overtime Hours	Doubletime Hours	Regular Charges	Overtime Charges	Doubletime Charges	Total Charges
Aldama, R. M.	ARM-B	18.39	5.00	0.00	0.00	91.95	0.00	0.00	91.95
Araujo, N. J.	ARM-C	18.71	8.00	0.00	0.00	149.68	0.00	0.00	149.68
Armstrong, K.	UNARM-P	14.94	8.00	0.00	0.00	119.52	0.00	0.00	119.52
Bell, M. S.	UNARM-A	15.97	2.50	0.00	0.00	39.93	0.00	0.00	39.93
Biscocho, E. S.	ARM-C	18.71	8.00	0.00	0.00	149.68	0.00	0.00	149.68
Dawson, A. J.	ARM-B	18.39	8.00	0.00	0.00	147.12	0.00	0.00	147.12
Garcia, A. P.	ARM-P	17.43	8.00	0.00	0.00	139.44	0.00	0.00	139.44
Garcia, J. A.	UNARM-P	14.94	20.00	0.00	0.00	298.80	0.00	0.00	298.80
Garcia, J. D.	UNARM-C	16.37	10.00	0.00	0.00	163.70	0.00	0.00	163.70
Irish, M. J.	UNARM-P	14.94	8.00	0.00	0.00	119.52	0.00	0.00	119.52
Kang, T.	UNARM-B	16.17	43.00	0.00	0.00	695.31	0.00	0.00	695.31
Lopez, D. P.	ARM-B	18.39	8.00	0.00	0.00	147.12	0.00	0.00	147.12
Martinez, J. J.	UNARM-B	16.17	8.00	0.00	0.00	129.36	0.00	0.00	129.36

City College									
Officer	Position	Rate	Regular Hours	Overtime Hours	Doubletime Hours	Regular Charges	Overtime Charges	Doubletime Charges	Total Charges
Mercado, B. J.	ARM-B	18.39	5.00	0.00	0.00	91.95	0.00	0.00	91.95
Miranda, P.	UNARM-C	16.37	10.00	0.00	0.00	163.70	0.00	0.00	163.70
Padilla, A.	UNARM-B	16.17	10.00	0.00	0.00	161.70	0.00	0.00	161.70
Pinkett, D. C.	UNARM-P	14.94	10.00	0.00	0.00	149.40	0.00	0.00	149.40
Sams, F. E.	ARM-P	17.43	5.00	0.00	0.00	87.15	0.00	0.00	87.15
Sigurdson, M. G.	UNARM-A	15.97	9.00	0.00	0.00	143.73	0.00	0.00	143.73
Spight, K. D.	ARM-P	17.43	10.00	0.00	0.00	174.30	0.00	0.00	174.30
TOTAL			203.50	0.00	0.00	\$ 3,363.06	\$ 0.00	\$ 0.00	\$ 3,363.06
City College TOTAL									\$ 3,363.06

Civic Center									
Officer	Position	Rate	Regular Hours	Overtime Hours	Doubletime Hours	Regular Charges	Overtime Charges	Doubletime Charges	Total Charges
Martinez, J. J.	UNARM-B	16.17	8.00	0.00	0.00	129.36	0.00	0.00	129.36
Mckee, J. A.	UNARM-P	14.94	6.00	0.00	0.00	89.64	0.00	0.00	89.64
Miranda, P.	UNARM-C	16.37	26.00	0.00	0.00	425.62	0.00	0.00	425.62
Mixon, J. R.	ARM-P	17.43	6.00	0.00	0.00	104.58	0.00	0.00	104.58
TOTAL			46.00	0.00	0.00	\$ 749.20	\$ 0.00	\$ 0.00	\$ 749.20
Civic Center TOTAL									\$ 749.20

El Cajon TC									
Officer	Position	Rate	Regular Hours	Overtime Hours	Doubletime Hours	Regular Charges	Overtime Charges	Doubletime Charges	Total Charges
Bell, M. S.	UNARM-A	15.97	10.00	0.75	0.00	159.70	17.97	0.00	177.67
Brinkmeier, D. L.	ARM-G	20.06	90.00	0.25	0.00	1,805.40	7.52	0.00	1,812.92
Dawson, A. J.	ARM-B	18.39	50.00	0.00	0.00	919.50	0.00	0.00	919.50
Garcia, A. P.	ARM-P	17.43	10.00	0.00	0.00	174.30	0.00	0.00	174.30
Johnson, G. W.	UNARM-E	16.78	80.00	0.00	0.00	1,342.40	0.00	0.00	1,342.40
Rodriguez, J. A.	UNARM-B	16.17	60.00	0.00	0.00	970.20	0.00	0.00	970.20
TOTAL			300.00	1.00	0.00	\$ 5,371.50	\$ 25.49	\$ 0.00	\$ 5,396.99
El Cajon TC TOTAL									\$ 5,396.99

Euclid Avenue									
Officer	Position	Rate	Regular Hours	Overtime Hours	Doubletime Hours	Regular Charges	Overtime Charges	Doubletime Charges	Total Charges
Buenrostro, J. L.	ARM-E	19.37	80.00	0.00	0.00	1,549.60	0.00	0.00	1,549.60
Cardenas, J. L.	ARM-B	18.39	10.00	0.00	0.00	183.90	0.00	0.00	183.90
Dotson, L. L.	ARM-B	18.39	80.00	0.00	0.00	1,471.20	0.00	0.00	1,471.20
Lopez, D. P.	ARM-B	18.39	40.00	0.00	0.00	735.60	0.00	0.00	735.60
Marrs, J. L.	ARM-D	19.04	70.00	2.25	0.00	1,332.80	64.26	0.00	1,397.06
Mixon, J. R.	ARM-P	17.43	70.00	0.50	0.00	1,220.10	13.08	0.00	1,233.18
Randazzo, M.	ARM-P	17.43	70.00	0.25	0.00	1,220.10	6.54	0.00	1,226.64
Sams, F. E.	ARM-P	17.43	30.00	0.00	0.00	522.90	0.00	0.00	522.90
TOTAL			450.00	3.00	0.00	\$ 8,236.20	\$ 83.88	\$ 0.00	\$ 8,320.08
Euclid Avenue TOTAL									\$ 8,320.08

IAD Bus Yard									
Officer	Position	Rate	Regular Hours	Overtime Hours	Doubletime Hours	Regular Charges	Overtime Charges	Doubletime Charges	Total Charges
Anderson Jr., R. C.	ARM-E	19.37	18.00	0.00	0.00	348.66	0.00	0.00	348.66

IAD Bus Yard									
Officer	Position	Rate	Regular Hours	Overtime Hours	Doubletime Hours	Regular Charges	Overtime Charges	Doubletime Charges	Total Charges
Buenrostro, J. L.	ARM-E	19.37	0.00	8.00	0.00	0.00	232.48	0.00	232.48
Chee, S. L.	ARM-B	18.39	88.00	0.00	0.00	1,618.32	0.00	0.00	1,618.32
Corriveau, S. B.	UNARM-B	16.17	16.00	0.00	0.00	258.72	0.00	0.00	258.72
Haughton, S. E.	UNARM-D	16.57	33.00	0.00	0.00	546.81	0.00	0.00	546.81
Hernandez, R.	UNARM-A	15.97	88.00	0.00	0.00	1,405.36	0.00	0.00	1,405.36
Lantano, M. A.	UNARM-B	16.17	84.50	0.00	0.00	1,366.37	0.00	0.00	1,366.37
Lowe Jr, A.	UNARM-P	14.94	55.00	0.00	0.00	821.70	0.00	0.00	821.70
Molozhaviy, A. V.	UNARM-C	16.37	0.00	8.00	0.00	0.00	196.48	0.00	196.48
Navarro, M.	ARM-A	18.07	0.00	8.00	0.00	0.00	216.88	0.00	216.88
Spight, K. D.	ARM-P	17.43	0.00	8.00	0.00	0.00	209.20	0.00	209.20
Troidl, P. F.	UNARM-D	16.57	72.00	0.00	0.00	1,193.04	0.00	0.00	1,193.04
TOTAL			454.50	32.00	0.00	\$ 7,558.98	\$ 855.04	\$ 0.00	\$ 8,414.02
IAD Bus Yard TOTAL									\$ 8,414.02

KMD Bus Yard									
Officer	Position	Rate	Regular Hours	Overtime Hours	Doubletime Hours	Regular Charges	Overtime Charges	Doubletime Charges	Total Charges
Colon Lopez, A.	ARM-B	18.39	40.00	0.00	0.00	735.60	0.00	0.00	735.60
Estrada, H.	ARM-E	19.37	10.00	0.00	0.00	193.70	0.00	0.00	193.70
Hamada, D. A.	ARM-C	18.71	10.00	0.50	0.00	187.10	14.04	0.00	201.14
Marrs, J. L.	ARM-D	19.04	3.50	0.00	0.00	66.64	0.00	0.00	66.64
Okalski II, T. A.	ARM-B	18.39	42.50	0.50	0.00	781.58	13.80	0.00	795.38
Randazzo, M.	ARM-P	17.43	3.00	0.00	0.00	52.29	0.00	0.00	52.29
Sams, F. E.	ARM-P	17.43	25.50	0.00	0.00	444.47	0.00	0.00	444.47
TOTAL			134.50	1.00	0.00	\$ 2,461.38	\$ 27.84	\$ 0.00	\$ 2,489.22
KMD Bus Yard TOTAL									\$ 2,489.22

Lemon Grove Depot									
Officer	Position	Rate	Regular Hours	Overtime Hours	Doubletime Hours	Regular Charges	Overtime Charges	Doubletime Charges	Total Charges
Araujo, N. J.	ARM-C	18.71	20.00	0.00	0.00	374.20	0.00	0.00	374.20
Arias, J. C.	UNARM-P	14.94	20.00	0.00	0.00	298.80	0.00	0.00	298.80
Bell, M. S.	UNARM-A	15.97	20.00	0.00	0.00	319.40	0.00	0.00	319.40
Colon Lopez, A.	ARM-B	18.39	50.00	0.00	0.00	919.50	0.00	0.00	919.50
Fuentevilla, R.	UNARM-A	15.97	20.00	0.00	0.00	319.40	0.00	0.00	319.40
Garcia, J. D.	UNARM-C	16.37	29.50	0.00	0.00	482.92	0.00	0.00	482.92
Haughton, S. E.	UNARM-D	16.57	10.00	0.00	0.00	165.70	0.00	0.00	165.70
Huapaya, A. L.	UNARM-B	16.17	10.00	0.00	0.00	161.70	0.00	0.00	161.70
Lopez, D. P.	ARM-B	18.39	10.00	0.00	0.00	183.90	0.00	0.00	183.90
Marquez, C. A.	UNARM-E	16.78	70.00	0.00	0.00	1,174.60	0.00	0.00	1,174.60
Sams, F. E.	ARM-P	17.43	10.00	0.00	0.00	174.30	0.00	0.00	174.30
Soto, R. F.	UNARM-B	16.17	30.00	0.00	0.00	485.10	0.00	0.00	485.10
TOTAL			299.50	0.00	0.00	\$ 5,059.52	\$ 0.00	\$ 0.00	\$ 5,059.52
Lemon Grove Depot TOTAL									\$ 5,059.52

Old Town TC									
Officer	Position	Rate	Regular Hours	Overtime Hours	Doubletime Hours	Regular Charges	Overtime Charges	Doubletime Charges	Total Charges
Denherder, W. D.	ARM-B	18.39	70.00	0.25	0.00	1,287.30	6.90	0.00	1,294.20
Kosak, M. G.	UNARM-B	16.17	80.00	0.00	0.00	1,293.60	0.00	0.00	1,293.60
Navarro, M.	ARM-A	18.07	70.00	0.00	0.00	1,264.90	0.00	0.00	1,264.90

Old Town TC									
Officer	Position	Rate	Regular Hours	Overtime Hours	Doubletime Hours	Regular Charges	Overtime Charges	Doubletime Charges	Total Charges
Vasquez Jr, G.	ARM-A	18.07	80.00	0.00	0.00	1,445.60	0.00	0.00	1,445.60
TOTAL			300.00	0.25	0.00	\$ 5,291.40	\$ 6.90	\$ 0.00	\$ 5,298.30
Old Town TC TOTAL									\$ 5,298.30

Grossmont									
Officer	Position	Rate	Regular Hours	Overtime Hours	Doubletime Hours	Regular Charges	Overtime Charges	Doubletime Charges	Total Charges
Aldama, R. M.	ARM-B	18.39	10.00	0.00	0.00	183.90	0.00	0.00	183.90
Armstrong, K.	UNARM-P	14.94	40.00	0.00	0.00	597.60	0.00	0.00	597.60
Bibby, E. A.	ARM-B	18.39	10.00	0.00	0.00	183.90	0.00	0.00	183.90
Biscocho, E. S.	ARM-C	18.71	10.00	0.00	0.00	187.10	0.00	0.00	187.10
Danh Jr., L.	ARM-P	17.43	70.00	0.50	0.00	1,220.10	13.08	0.00	1,233.18
Garcia, A. P.	ARM-P	17.43	10.00	0.00	0.00	174.30	0.00	0.00	174.30
Garcia, J. D.	UNARM-C	16.37	10.00	0.00	0.00	163.70	0.00	0.00	163.70
Irish, M. J.	UNARM-P	14.94	10.00	0.00	0.00	149.40	0.00	0.00	149.40
Lehnher, J. P.	ARM-C	18.71	30.00	0.00	0.00	561.30	0.00	0.00	561.30
Martinez, G. A.	UNARM-P	14.94	10.00	0.00	0.00	149.40	0.00	0.00	149.40
Martinez, J. J.	UNARM-B	16.17	9.00	0.00	0.00	145.53	0.00	0.00	145.53
Molozhaviy, A. V.	UNARM-C	16.37	50.00	0.00	0.00	818.50	0.00	0.00	818.50
Rivera Jr, E.	ARM-B	18.39	10.00	0.00	0.00	183.90	0.00	0.00	183.90
Sajona, M. C.	UNARM-P	14.94	20.00	0.50	0.00	298.80	11.21	0.00	310.01
TOTAL			299.00	1.00	0.00	\$ 5,017.43	\$ 24.29	\$ 0.00	\$ 5,041.72
Grossmont TOTAL									\$ 5,041.72

Revenue Collection									
Officer	Position	Rate	Regular Hours	Overtime Hours	Doubletime Hours	Regular Charges	Overtime Charges	Doubletime Charges	Total Charges
George, R. E.	ARM-A	18.07	80.00	0.00	0.00	1,445.60	0.00	0.00	1,445.60
Jaime, J. S.	ARM-B	18.39	72.00	0.00	0.00	1,324.08	0.00	0.00	1,324.08
Wiacek, W.	ARM-H	20.41	79.25	0.00	0.00	1,617.49	0.00	0.00	1,617.49
TOTAL			231.25	0.00	0.00	\$ 4,387.17	\$ 0.00	\$ 0.00	\$ 4,387.17
Revenue Collection TOTAL									\$ 4,387.17

San Diego State Univ									
Officer	Position	Rate	Regular Hours	Overtime Hours	Doubletime Hours	Regular Charges	Overtime Charges	Doubletime Charges	Total Charges
Alatorre, H.	ARM-B	18.39	80.00	0.00	0.00	1,471.20	0.00	0.00	1,471.20
Araujo, N. J.	ARM-C	18.71	10.00	0.00	0.00	187.10	0.00	0.00	187.10
Askren, T. T.	UNARM-P	14.94	30.00	0.00	0.00	448.20	0.00	0.00	448.20
Bibby, E. A.	ARM-B	18.39	50.00	0.00	0.00	919.50	0.00	0.00	919.50
Cuellar, J. E.	UNARM-B	16.17	80.00	0.00	0.00	1,293.60	0.00	0.00	1,293.60
Flores-Varela, I.	ARM-A	18.07	10.00	0.00	0.00	180.70	0.00	0.00	180.70
Gonzalez Iniguez, L. M.	UNARM-P	14.94	30.00	0.00	0.00	448.20	0.00	0.00	448.20
Jaeger, C. B.	UNARM-B	16.17	60.00	0.00	0.00	970.20	0.00	0.00	970.20
Kendrick, D. A.	UNARM-P	14.94	40.00	0.00	0.00	597.60	0.00	0.00	597.60
Lozano, J. L.	ARM-C	18.71	80.00	0.00	0.00	1,496.80	0.00	0.00	1,496.80
Lytte, K. L.	ARM-H	20.41	80.00	0.00	0.00	1,632.80	0.00	0.00	1,632.80
Mancuso, P. B.	ARM-P	17.43	80.00	0.00	0.00	1,394.40	0.00	0.00	1,394.40
Martinez, G. A.	UNARM-P	14.94	10.00	0.00	0.00	149.40	0.00	0.00	149.40
Mcgrath Sr., K. M.	UNARM-E	16.78	80.00	0.00	0.00	1,342.40	0.00	0.00	1,342.40
Padilla, A.	UNARM-B	16.17	10.00	0.00	0.00	161.70	0.00	0.00	161.70

San Diego State Univ									
Officer	Position	Rate	Regular Hours	Overtime Hours	Doubletime Hours	Regular Charges	Overtime Charges	Doubletime Charges	Total Charges
Reynoso Jr., D.	ARM-D	19.04	90.00	0.00	0.00	1,713.60	0.00	0.00	1,713.60
Rivera Jr, E.	ARM-B	18.39	70.00	0.00	0.00	1,287.30	0.00	0.00	1,287.30
Thomas, T. L.	UNARM-B	16.17	20.00	0.00	0.00	323.40	0.00	0.00	323.40
Valle, R.	UNARM-D	16.57	60.00	0.00	0.00	994.20	0.00	0.00	994.20
Verdugo, S. L.	ARM-H	20.41	70.00	0.00	0.00	1,428.70	0.00	0.00	1,428.70
TOTAL			1,040.00	0.00	0.00	\$ 18,441.00	\$ 0.00	\$ 0.00	\$ 18,441.00
San Diego State Univ TOTAL									\$ 18,441.00

San Ysidro									
Officer	Position	Rate	Regular Hours	Overtime Hours	Doubletime Hours	Regular Charges	Overtime Charges	Doubletime Charges	Total Charges
Borja, J. P.	UNARM-C	16.37	10.00	0.00	0.00	163.70	0.00	0.00	163.70
Chapman, M. L.	ARM-C	18.71	80.00	0.00	0.00	1,496.80	0.00	0.00	1,496.80
Garcia, F. J.	ARM-B	18.39	59.00	0.00	0.00	1,085.01	0.00	0.00	1,085.01
Guzman Hinojosa, J.	ARM-C	18.71	80.00	0.00	0.00	1,496.80	0.00	0.00	1,496.80
Tello-Lopez, H. F.	ARM-C	18.71	70.00	0.00	0.00	1,309.70	0.00	0.00	1,309.70
TOTAL			299.00	0.00	0.00	\$ 5,552.01	\$ 0.00	\$ 0.00	\$ 5,552.01
San Ysidro TOTAL									\$ 5,552.01

Spring Street									
Officer	Position	Rate	Regular Hours	Overtime Hours	Doubletime Hours	Regular Charges	Overtime Charges	Doubletime Charges	Total Charges
Araujo, N. J.	ARM-C	18.71	10.00	0.00	0.00	187.10	0.00	0.00	187.10
Arias, J. C.	UNARM-P	14.94	20.00	0.00	0.00	298.80	0.00	0.00	298.80
Bell, M. S.	UNARM-A	15.97	10.00	0.50	0.00	159.70	11.98	0.00	171.68
Buck, B. G.	UNARM-P	14.94	60.00	0.00	0.00	896.40	0.00	0.00	896.40
Garcia, A. P.	ARM-P	17.43	10.00	0.00	0.00	174.30	0.00	0.00	174.30
Garcia, J. D.	UNARM-C	16.37	10.00	0.00	0.00	163.70	0.00	0.00	163.70
Huapaya, A. L.	UNARM-B	16.17	5.50	0.00	0.00	88.94	0.00	0.00	88.94
Irish, M. J.	UNARM-P	14.94	20.00	0.00	0.00	298.80	0.00	0.00	298.80
Kendrick, D. A.	UNARM-P	14.94	40.00	0.00	0.00	597.60	0.00	0.00	597.60
Lopez, D. P.	ARM-B	18.39	10.00	0.00	0.00	183.90	0.00	0.00	183.90
O'Connor, T. J.	UNARM-E	16.78	80.00	0.00	0.00	1,342.40	0.00	0.00	1,342.40
Padilla, A.	UNARM-B	16.17	14.50	0.00	0.00	234.47	0.00	0.00	234.47
Romero-Wilson, P. A.	UNARM-C	16.37	10.00	0.00	0.00	163.70	0.00	0.00	163.70
TOTAL			300.00	0.50	0.00	\$ 4,789.81	\$ 11.98	\$ 0.00	\$ 4,801.79
Spring Street TOTAL									\$ 4,801.79

Supervisors									
Officer	Position	Rate	Regular Hours	Overtime Hours	Doubletime Hours	Regular Charges	Overtime Charges	Doubletime Charges	Total Charges
Alexander, I. R.	LT-A	21.21	80.00	0.00	0.00	1,696.80	0.00	0.00	1,696.80
Burton, G. G.	SUP-G	24.74	90.00	0.50	0.00	2,226.60	18.56	0.00	2,245.16
Fewell, L.	SUP-G	24.74	80.00	3.00	0.00	1,979.20	111.33	0.00	2,090.53
Jackson, D. C.	CAPT-I	36.51	88.00	0.00	0.00	3,212.88	0.00	0.00	3,212.88
Mireles Jr., F.	SUP-A	22.29	90.00	6.00	1.00	2,006.10	200.64	44.58	2,251.32
Pitt, S. R.	SUP-D	23.48	80.00	0.50	0.00	1,878.40	17.61	0.00	1,896.01
Salcedo, C.	LT-G	23.54	90.00	0.00	0.00	2,118.60	0.00	0.00	2,118.60

TOTAL	598.00	10.00	1.00	\$ 15,118.58	\$ 348.14	\$ 44.58	\$ 15,511.30
Supervisors TOTAL							\$ 15,511.30

Transit Store									
Officer	Position	Rate	Regular Hours	Overtime Hours	Doubletime Hours	Regular Charges	Overtime Charges	Doubletime Charges	Total Charges
Armstrong, K.	UNARM-P	14.94	20.00	0.75	0.00	298.80	16.81	0.00	315.61
Lopez, D. P.	ARM-B	18.39	11.00	0.00	0.00	202.29	0.00	0.00	202.29
TOTAL			31.00	0.75	0.00	\$ 501.09	\$ 16.81	\$ 0.00	\$ 517.90
Transit Store TOTAL									\$ 517.90

Blue Line									
Officer	Position	Rate	Regular Hours	Overtime Hours	Doubletime Hours	Regular Charges	Overtime Charges	Doubletime Charges	Total Charges
Aguilar Lucio, E.	UNARM-D	16.57	19.00	0.00	0.00	314.83	0.00	0.00	314.83
Anderson Jr., R. C.	ARM-E	19.37	25.00	0.00	0.00	484.25	0.00	0.00	484.25
Biscocho, E. S.	ARM-C	18.71	10.00	0.00	0.00	187.10	0.00	0.00	187.10
Castillo, A. L.	ARM-E	19.37	10.00	1.50	0.00	193.70	43.59	0.00	237.29
Chavez, C. A.	ARM-B	18.39	20.00	0.00	0.00	367.80	0.00	0.00	367.80
Contreras, F. I.	UNARM-C	16.37	47.00	1.00	0.00	769.39	24.56	0.00	793.95
Diega, J. J.	ARM-G	20.06	100.00	0.00	0.00	2,006.00	0.00	0.00	2,006.00
Estrada, H.	ARM-E	19.37	57.00	0.00	0.00	1,104.09	0.00	0.00	1,104.09
Fewell, L.	ARM-E	19.37	20.00	0.00	0.00	387.40	0.00	0.00	387.40
Garcia, F. J.	ARM-B	18.39	10.00	0.00	0.00	183.90	0.00	0.00	183.90
Garcia, J. A.	UNARM-P	14.94	20.00	0.00	0.00	298.80	0.00	0.00	298.80
Gutierrez, F.	UNARM-B	16.17	18.00	0.00	0.00	291.06	0.00	0.00	291.06
Hamada, D. A.	ARM-C	18.71	2.50	0.00	0.00	46.78	0.00	0.00	46.78
Hernandez, A. M.	UNARM-P	14.94	10.00	0.00	0.00	149.40	0.00	0.00	149.40
Howard, S. B.	ARM-C	18.71	67.00	0.00	0.00	1,253.57	0.00	0.00	1,253.57
King, J. M.	ARM-A	18.07	20.00	0.00	0.00	361.40	0.00	0.00	361.40
Lamora, D. M.	ARM-E	19.37	4.00	0.00	0.00	77.48	0.00	0.00	77.48
Lehnerr, J. P.	ARM-C	18.71	9.00	0.00	0.00	168.39	0.00	0.00	168.39
Martinez, J. J.	UNARM-B	16.17	10.00	0.00	0.00	161.70	0.00	0.00	161.70
Martinez, L. H.	ARM-C	18.71	50.00	0.00	0.00	935.50	0.00	0.00	935.50
Martinez, T.	ARM-D	19.04	10.00	0.00	0.00	190.40	0.00	0.00	190.40
Miranda, P.	UNARM-C	16.37	10.00	0.00	0.00	163.70	0.00	0.00	163.70
Moya Ramirez, A.	ARM-F	19.71	10.00	0.00	0.00	197.10	0.00	0.00	197.10
Pomeroy, R. P.	ARM-I	20.76	10.00	0.00	0.00	207.60	0.00	0.00	207.60
Rangel, D. S.	ARM-C	18.71	30.00	0.00	0.00	561.30	0.00	0.00	561.30
Renteria, J. A.	ARM-B	18.39	9.00	0.00	0.00	165.51	0.00	0.00	165.51
Rivera, J. A.	ARM-E	19.37	20.00	0.00	0.00	387.40	0.00	0.00	387.40
Rodriguez, E. M.	ARM-F	19.71	10.00	0.00	0.00	197.10	0.00	0.00	197.10
Sandez, C. H.	UNARM-E	16.78	10.00	0.00	0.00	167.80	0.00	0.00	167.80
Sigurdson, M. G.	UNARM-A	15.97	18.00	0.00	0.00	287.46	0.00	0.00	287.46
Soto, R. F.	UNARM-B	16.17	19.00	0.00	0.00	307.23	0.00	0.00	307.23
Spight, K. D.	ARM-P	17.43	9.00	0.00	0.00	156.87	0.00	0.00	156.87
Strickland, R. A.	ARM-E	19.37	10.00	0.00	0.00	193.70	0.00	0.00	193.70
Tello-Lopez, H. F.	ARM-C	18.71	10.00	0.00	0.00	187.10	0.00	0.00	187.10
Torres, C. A.	ARM-E	19.37	40.00	0.00	0.00	774.80	0.00	0.00	774.80
Torres, J. F.	ARM-E	19.37	10.00	0.00	0.00	193.70	0.00	0.00	193.70
TOTAL			763.50	2.50	0.00	\$ 14,081.31	\$ 68.15	\$ 0.00	\$ 14,149.46
Blue Line TOTAL									\$ 14,149.46

Green Line									
Officer	Position	Rate	Regular Hours	Overtime Hours	Doubletime Hours	Regular Charges	Overtime Charges	Doubletime Charges	Total Charges
Collins, Z. L.	ARM-C	18.71	57.00	0.00	0.00	1,066.47	0.00	0.00	1,066.47
Contreras, F. I.	UNARM-C	16.37	8.25	0.00	0.00	135.05	0.00	0.00	135.05
Denherder, W. D.	ARM-B	18.39	20.00	0.00	0.00	367.80	0.00	0.00	367.80
Diega, J. J.	ARM-G	20.06	10.00	0.00	0.00	200.60	0.00	0.00	200.60
Hinojos, A. A.	ARM-E	19.37	65.00	0.00	0.00	1,259.05	0.00	0.00	1,259.05
Lamora, D. M.	ARM-E	19.37	10.00	0.00	0.00	193.70	0.00	0.00	193.70
Launiu, N.	UNARM-P	14.94	20.00	0.00	0.00	298.80	0.00	0.00	298.80
Lehherr, J. P.	ARM-C	18.71	10.00	0.00	0.00	187.10	0.00	0.00	187.10
Navarro, M.	ARM-A	18.07	10.00	0.00	0.00	180.70	0.00	0.00	180.70
Spight, K. D.	ARM-P	17.43	10.00	0.00	0.00	174.30	0.00	0.00	174.30
Taa, H. K.	UNARM-H	17.42	44.00	1.00	0.00	766.48	26.13	0.00	792.61
TOTAL			264.25	1.00	0.00	\$ 4,890.05	\$ 26.13	\$ 0.00	\$ 4,856.18
Green Line TOTAL									\$ 4,856.18

Metro/Valley									
Officer	Position	Rate	Regular Hours	Overtime Hours	Doubletime Hours	Regular Charges	Overtime Charges	Doubletime Charges	Total Charges
Aldama, R. M.	ARM-B	18.39	29.00	0.00	0.00	533.31	0.00	0.00	533.31
Anderson Jr., R. C.	ARM-E	19.37	30.00	0.00	0.00	581.10	0.00	0.00	581.10
Araujo, N. J.	ARM-C	18.71	9.00	0.00	0.00	168.39	0.00	0.00	168.39
Askren, T. T.	UNARM-P	14.94	29.00	0.00	0.00	433.26	0.00	0.00	433.26
Bernardino, J. E.	ARM-E	19.37	18.00	0.00	0.00	348.66	0.00	0.00	348.66
Biscocho, E. S.	ARM-C	18.71	28.00	0.00	0.00	523.88	0.00	0.00	523.88
Brown, A. D.	UNARM-D	16.57	37.00	0.00	0.00	613.09	0.00	0.00	613.09
Burton, G. G.	ARM-E	19.37	30.00	0.00	0.00	581.10	0.00	0.00	581.10
Castillo, A. L.	ARM-E	19.37	50.00	0.50	0.00	968.50	14.53	0.00	983.03
Collins, Z. L.	ARM-C	18.71	10.00	0.00	0.00	187.10	0.00	0.00	187.10
Coriveau, S. B.	UNARM-B	16.17	1.00	0.00	0.00	16.17	0.00	0.00	16.17
Davis, A. M.	ARM-A	18.07	10.00	0.00	0.00	180.70	0.00	0.00	180.70
Diaz, A. C.	ARM-E	19.37	50.00	0.00	0.00	968.50	0.00	0.00	968.50
Estrada, H.	ARM-E	19.37	10.00	0.00	0.00	193.70	0.00	0.00	193.70
Fewell, L.	ARM-E	19.37	7.00	0.00	0.00	135.59	0.00	0.00	135.59
Fuentevilla, R.	UNARM-A	15.97	5.50	0.00	0.00	87.84	0.00	0.00	87.84
Garcia Gonzalez, Y. Y.	UNARM-D	16.57	34.00	0.00	0.00	563.38	0.00	0.00	563.38
Garcia, A. P.	ARM-P	17.43	10.00	0.00	0.00	174.30	0.00	0.00	174.30
Garcia, J. A.	UNARM-P	14.94	10.00	0.00	0.00	149.40	0.00	0.00	149.40
Gonzalez Iniguez, L. M.	UNARM-P	14.94	30.00	0.00	0.00	448.20	0.00	0.00	448.20
Hamada, D. A.	ARM-C	18.71	2.00	0.00	0.00	37.42	0.00	0.00	37.42
Hernandez, A. M.	UNARM-P	14.94	10.00	0.00	0.00	149.40	0.00	0.00	149.40
Hinojos, A. A.	ARM-E	19.37	10.00	0.00	0.00	193.70	0.00	0.00	193.70
Huapaya, A. L.	UNARM-B	16.17	10.00	0.00	0.00	161.70	0.00	0.00	161.70
Jaeger, C. B.	UNARM-B	16.17	5.50	0.00	0.00	88.94	0.00	0.00	88.94
Jaime, J. S.	ARM-B	18.39	18.00	0.00	0.00	331.02	0.00	0.00	331.02
King, J. M.	ARM-A	18.07	50.00	0.00	0.00	903.50	0.00	0.00	903.50
Lamora, D. M.	ARM-E	19.37	69.00	5.50	0.50	1,336.53	159.83	19.37	1,515.73
Langseth, J. K.	UNARM-P	14.94	32.00	0.00	0.00	478.08	0.00	0.00	478.08
Launiu, N.	UNARM-P	14.94	20.00	0.00	0.00	298.80	0.00	0.00	298.80
Lopez, D. P.	ARM-B	18.39	5.00	0.00	0.00	91.95	0.00	0.00	91.95
Marquez, A. S.	UNARM-D	16.57	18.00	0.00	0.00	298.26	0.00	0.00	298.26
Martinez, J. J.	UNARM-B	16.17	10.00	0.00	0.00	161.70	0.00	0.00	161.70
Martinez, L. H.	ARM-C	18.71	10.00	0.00	0.00	187.10	0.00	0.00	187.10
Martinez, T.	ARM-D	19.04	70.00	2.00	0.00	1,332.80	57.12	0.00	1,389.92

Metro/Valley									
Officer	Position	Rate	Regular Hours	Overtime Hours	Doubletime Hours	Regular Charges	Overtime Charges	Doubletime Charges	Total Charges
Mattie, J. T.	ARM-F	19.71	10.00	0.00	0.00	197.10	0.00	0.00	197.10
Mckee, J. A.	UNARM-P	14.94	2.00	0.00	0.00	29.88	0.00	0.00	29.88
Mercado, B. J.	ARM-B	18.39	30.00	0.00	0.00	551.70	0.00	0.00	551.70
Miles, K. L.	UNARM-E	16.78	20.00	0.00	0.00	335.60	0.00	0.00	335.60
Mixon, J. R.	ARM-P	17.43	2.00	0.00	0.00	34.86	0.00	0.00	34.86
Moya Ramirez, A.	ARM-F	19.71	10.00	0.00	0.00	197.10	0.00	0.00	197.10
Okalski II, T. A.	ARM-B	18.39	13.00	0.00	0.00	239.07	0.00	0.00	239.07
Padilla, A.	UNARM-B	16.17	1.50	0.00	0.00	24.26	0.00	0.00	24.26
Pinkett, D. C.	UNARM-P	14.94	20.00	0.00	0.00	298.80	0.00	0.00	298.80
Pomeroy, R. P.	ARM-I	20.76	73.00	0.00	0.00	1,515.48	0.00	0.00	1,515.48
Rangel, D. S.	ARM-C	18.71	29.00	0.00	0.00	542.59	0.00	0.00	542.59
Reaves, D. H.	UNARM-B	16.17	37.00	0.00	0.00	598.29	0.00	0.00	598.29
Renteria, J. A.	ARM-B	18.39	48.00	0.00	0.00	882.72	0.00	0.00	882.72
Rivera, J. A.	ARM-E	19.37	20.00	0.00	0.00	387.40	0.00	0.00	387.40
Rodriguez, E. M.	ARM-F	19.71	9.00	0.00	0.00	177.39	0.00	0.00	177.39
Rogers Jr., R. M.	UNARM-E	16.78	15.50	0.00	0.00	260.09	0.00	0.00	260.09
Sales, D. D.	ARM-C	18.71	10.00	0.00	0.00	187.10	0.00	0.00	187.10
Sandez, C. H.	UNARM-E	16.78	37.00	0.00	0.00	620.86	0.00	0.00	620.86
Sigurdson, M. G.	UNARM-A	15.97	21.00	0.00	0.00	335.37	0.00	0.00	335.37
Spedel, J. A.	ARM-A	18.07	78.00	1.00	0.00	1,409.46	27.11	0.00	1,436.57
Splight, K. D.	ARM-P	17.43	10.00	0.00	0.00	174.30	0.00	0.00	174.30
Strickland, R. A.	ARM-E	19.37	68.00	2.00	0.50	1,317.16	58.12	19.37	1,394.65
Thomas, T. L.	UNARM-B	16.17	21.00	0.00	0.00	339.57	0.00	0.00	339.57
Torres, C. A.	ARM-E	19.37	10.00	0.00	0.00	193.70	0.00	0.00	193.70
TOTAL			1,372.00	11.00	1.00	\$ 24,756.92	\$ 316.71	\$ 38.74	\$ 25,112.37
Metro/Valley TOTAL									\$ 25,112.37

Orange Line									
Officer	Position	Rate	Regular Hours	Overtime Hours	Doubletime Hours	Regular Charges	Overtime Charges	Doubletime Charges	Total Charges
Aguilar Lucio, E.	UNARM-D	16.57	9.00	0.00	0.00	149.13	0.00	0.00	149.13
Aldama, R. M.	ARM-B	18.39	28.00	0.00	0.00	514.92	0.00	0.00	514.92
Anderson Jr., R. C.	ARM-E	19.37	20.00	0.00	0.00	387.40	0.00	0.00	387.40
Araujo, N. J.	ARM-C	18.71	10.00	0.00	0.00	187.10	0.00	0.00	187.10
Arias, J. C.	UNARM-P	14.94	9.00	0.00	0.00	134.46	0.00	0.00	134.46
Biscocho, E. S.	ARM-C	18.71	19.00	0.00	0.00	355.49	0.00	0.00	355.49
Brown, A. D.	UNARM-D	16.57	10.00	0.00	0.00	165.70	0.00	0.00	165.70
Buck, B. G.	UNARM-P	14.94	10.00	0.00	0.00	149.40	0.00	0.00	149.40
Burton, G. G.	ARM-E	19.37	5.00	0.00	0.00	96.85	0.00	0.00	96.85
Chavez, C. A.	ARM-B	18.39	100.00	2.25	0.00	1,839.00	62.08	0.00	1,901.08
Corriveau, S. B.	UNARM-B	16.17	18.00	0.00	0.00	291.06	0.00	0.00	291.06
Davis, A. M.	ARM-A	18.07	10.00	0.00	0.00	180.70	0.00	0.00	180.70
Diaz, A. C.	ARM-E	19.37	10.00	0.00	0.00	193.70	0.00	0.00	193.70
Garcia, A. P.	ARM-P	17.43	19.00	0.00	0.00	331.17	0.00	0.00	331.17
Garcia, F. J.	ARM-B	18.39	10.00	0.00	0.00	183.90	0.00	0.00	183.90
Garcia, J. A.	UNARM-P	14.94	20.00	0.00	0.00	298.80	0.00	0.00	298.80
Gutierrez, F.	UNARM-B	16.17	19.00	0.50	0.00	307.23	12.13	0.00	319.36
Hamada, D. A.	ARM-C	18.71	30.00	0.00	0.00	561.30	0.00	0.00	561.30
Huapaya, A. L.	UNARM-B	16.17	24.50	0.00	0.00	396.17	0.00	0.00	396.17
Kang, T.	UNARM-B	16.17	30.00	0.00	0.00	485.10	0.00	0.00	485.10
King, J. M.	ARM-A	18.07	10.00	0.00	0.00	180.70	0.00	0.00	180.70
Lopez, D. P.	ARM-B	18.39	9.00	0.00	0.00	165.51	0.00	0.00	165.51

Orange Line									
Officer	Position	Rate	Regular Hours	Overtime Hours	Doubletime Hours	Regular Charges	Overtime Charges	Doubletime Charges	Total Charges
Martinez, G. A.	UNARM-P	14.94	10.00	0.00	0.00	149.40	0.00	0.00	149.40
Mercado, B. J.	ARM-B	18.39	10.00	0.00	0.00	183.90	0.00	0.00	183.90
Molozhaviy, A. V.	UNARM-C	16.37	20.00	0.50	0.00	327.40	12.28	0.00	339.68
Okalski II, T. A.	ARM-B	18.39	10.00	0.00	0.00	183.90	0.00	0.00	183.90
Reaves, D. H.	UNARM-B	16.17	28.00	0.00	0.00	452.76	0.00	0.00	452.76
Rivera, J. A.	ARM-E	19.37	20.00	0.00	0.00	387.40	0.00	0.00	387.40
Rodriguez, E. M.	ARM-F	19.71	58.00	0.00	0.00	1,143.18	0.00	0.00	1,143.18
Rodriguez, J. A.	UNARM-B	16.17	10.00	0.00	0.00	161.70	0.00	0.00	161.70
Sajona, M. C.	UNARM-P	14.94	10.00	0.00	0.00	149.40	0.00	0.00	149.40
Sales, D. D.	ARM-C	18.71	78.00	0.00	0.00	1,459.38	0.00	0.00	1,459.38
Sams, F. E.	ARM-P	17.43	10.00	0.00	0.00	174.30	0.00	0.00	174.30
Sandez, C. H.	UNARM-E	16.78	29.00	0.00	0.00	486.62	0.00	0.00	486.62
Soto, R. F.	UNARM-B	16.17	10.00	0.00	0.00	161.70	0.00	0.00	161.70
Torres, C. A.	ARM-E	19.37	30.00	0.00	0.00	581.10	0.00	0.00	581.10
Villa, N. J.	ARM-E	19.37	40.00	0.50	0.00	774.80	14.53	0.00	789.33
TOTAL			802.50	3.75	0.00	\$ 14,331.73	\$ 101.02	\$ 0.00	\$ 14,432.75
Orange Line TOTAL									\$ 14,432.75

Plainclothes Special									
Officer	Position	Rate	Regular Hours	Overtime Hours	Doubletime Hours	Regular Charges	Overtime Charges	Doubletime Charges	Total Charges
Lapan, J. M.	ARM-B	18.39	80.00	1.25	0.00	1,471.20	34.49	0.00	1,505.69
Moya Ramirez, A.	ARM-F	19.71	80.00	0.00	0.00	1,576.80	0.00	0.00	1,576.80
Salas, B. R.	ARM-C	18.71	80.00	3.00	0.00	1,496.80	84.21	0.00	1,581.01
Torres, J. F.	ARM-E	19.37	80.00	0.00	0.00	1,549.60	0.00	0.00	1,549.60
TOTAL			320.00	4.25	0.00	\$ 6,094.40	\$ 118.70	\$ 0.00	\$ 6,213.10
Plainclothes Special TOTAL									\$ 6,213.10

Amaya Trolley Sta									
Officer	Position	Rate	Regular Hours	Overtime Hours	Doubletime Hours	Regular Charges	Overtime Charges	Doubletime Charges	Total Charges
Armstrong, K.	UNARM-P	14.94	10.00	0.00	0.00	149.40	0.00	0.00	149.40
Bell, M. S.	UNARM-A	15.97	20.00	0.00	0.00	319.40	0.00	0.00	319.40
Bibby, E. A.	ARM-B	18.39	20.00	0.00	0.00	367.80	0.00	0.00	367.80
Buck, B. G.	UNARM-P	14.94	10.00	0.00	0.00	149.40	0.00	0.00	149.40
Garcia, J. A.	UNARM-P	14.94	5.00	0.00	0.00	74.70	0.00	0.00	74.70
Hernandez, A. M.	UNARM-P	14.94	30.00	0.00	0.00	448.20	0.00	0.00	448.20
Irish, M. J.	UNARM-P	14.94	30.00	0.00	0.00	448.20	0.00	0.00	448.20
Martinez, G. A.	UNARM-P	14.94	50.00	0.00	0.00	747.00	0.00	0.00	747.00
Padilla, A.	UNARM-B	16.17	10.00	0.00	0.00	161.70	0.00	0.00	161.70
Sajona, M. C.	UNARM-P	14.94	30.00	0.00	0.00	448.20	0.00	0.00	448.20
Trujillo, E.	UNARM-D	16.57	70.00	0.00	0.00	1,159.90	0.00	0.00	1,159.90
Valle, R.	UNARM-D	16.57	10.00	0.00	0.00	165.70	0.00	0.00	165.70
TOTAL			295.00	0.00	0.00	\$ 4,639.60	\$ 0.00	\$ 0.00	\$ 4,639.60
Amaya Trolley Sta TOTAL									\$ 4,639.60

SDTI Court									
Officer	Position	Rate	Regular Hours	Overtime Hours	Doubletime Hours	Regular Charges	Overtime Charges	Doubletime Charges	Total Charges
Fewell, L.	SUP-G	24.74	0.00	2.00	0.00	0.00	74.22	0.00	74.22
Kosak, M. G.	UNARM-B	16.17	0.00	2.00	0.00	0.00	48.52	0.00	48.52

SDTI Court									
Officer	Position	Rate	Regular Hours	Overtime Hours	Doubletime Hours	Regular Charges	Overtime Charges	Doubletime Charges	Total Charges
Martinez, L. H.	ARM-C	18.71	0.00	4.50	0.00	0.00	126.32	0.00	126.32
Miles, K. L.	UNARM-E	16.78	0.00	2.00	0.00	0.00	50.34	0.00	50.34
TOTAL			0.00	10.50	0.00	\$ 0.00	\$ 299.40	\$ 0.00	\$ 299.40
SDTI Court-TOTAL									\$ 299.40

SEU									
Officer	Position	Rate	Regular Hours	Overtime Hours	Doubletime Hours	Regular Charges	Overtime Charges	Doubletime Charges	Total Charges
Aguilar Lucio, E.	UNARM-D	16.57	19.00	0.00	0.00	314.83	0.00	0.00	314.83
Alatorre, H.	ARM-B	18.39	10.00	0.00	0.00	183.90	0.00	0.00	183.90
Arias, J. C.	UNARM-P	14.94	10.00	0.00	0.00	149.40	0.00	0.00	149.40
Armstrong, K.	UNARM-P	14.94	10.00	0.00	0.00	149.40	0.00	0.00	149.40
Askren, T. T.	UNARM-P	14.94	10.00	0.00	0.00	149.40	0.00	0.00	149.40
Bell, M. S.	UNARM-A	15.97	16.50	0.00	0.00	263.51	0.00	0.00	263.51
Bernardino, J. E.	ARM-E	19.37	20.00	0.00	0.00	387.40	0.00	0.00	387.40
Biscocho, E. S.	ARM-C	18.71	10.00	0.00	0.00	187.10	0.00	0.00	187.10
Borja, J. P.	UNARM-C	16.37	9.00	0.00	0.00	147.33	0.00	0.00	147.33
Buck, B. G.	UNARM-P	14.94	10.00	0.00	0.00	149.40	0.00	0.00	149.40
Chavez, C. A.	ARM-B	18.39	10.00	0.00	0.00	183.90	0.00	0.00	183.90
Collins, Z. L.	ARM-C	18.71	20.00	0.00	0.00	374.20	0.00	0.00	374.20
Contreras, F. I.	UNARM-C	16.37	10.00	0.00	0.00	163.70	0.00	0.00	163.70
Corriveau, S. B.	UNARM-B	16.17	10.00	0.00	0.00	161.70	0.00	0.00	161.70
Cuellar, J. E.	UNARM-B	16.17	10.00	0.00	0.00	161.70	0.00	0.00	161.70
Danh Jr., L.	ARM-P	17.43	20.00	0.00	0.00	348.60	0.00	0.00	348.60
Dawson, A. J.	ARM-B	18.39	10.00	0.00	0.00	183.90	0.00	0.00	183.90
Diaz, A. C.	ARM-E	19.37	10.00	0.00	0.00	193.70	0.00	0.00	193.70
Estrada, H.	ARM-E	19.37	10.00	0.00	0.00	193.70	0.00	0.00	193.70
Flores-Varela, I.	ARM-A	18.07	10.00	0.00	0.00	180.70	0.00	0.00	180.70
Fuentevilla, R.	UNARM-A	15.97	10.00	0.00	0.00	159.70	0.00	0.00	159.70
Garcia, F. J.	ARM-B	18.39	10.00	0.00	0.00	183.90	0.00	0.00	183.90
Garcia, J. A.	UNARM-P	14.94	10.00	0.00	0.00	149.40	0.00	0.00	149.40
Gonzalez Iniguez, L. M.	UNARM-P	14.94	10.00	0.00	0.00	149.40	0.00	0.00	149.40
Gutierrez, F.	UNARM-B	16.17	10.00	0.00	0.00	161.70	0.00	0.00	161.70
Hamada, D. A.	ARM-C	18.71	16.50	0.00	0.00	308.72	0.00	0.00	308.72
Harris, Y. T.	ARM-H	20.41	10.00	0.00	0.00	204.10	0.00	0.00	204.10
Haughton, S. E.	UNARM-D	16.57	10.00	0.00	0.00	165.70	0.00	0.00	165.70
Hernandez, A. M.	UNARM-P	14.94	30.00	0.00	0.00	448.20	0.00	0.00	448.20
Hinojos, A. A.	ARM-E	19.37	9.00	0.00	0.00	174.33	0.00	0.00	174.33
Howard, S. B.	ARM-C	18.71	19.00	0.00	0.00	355.49	0.00	0.00	355.49
Huapaya, A. L.	UNARM-B	16.17	10.00	0.00	0.00	161.70	0.00	0.00	161.70
Irish, M. J.	UNARM-P	14.94	10.00	0.00	0.00	149.40	0.00	0.00	149.40
Jaeger, C. B.	UNARM-B	16.17	10.00	0.00	0.00	161.70	0.00	0.00	161.70
Kang, T.	UNARM-B	16.17	19.00	0.00	0.00	307.23	0.00	0.00	307.23
Lamora, D. M.	ARM-E	19.37	10.00	1.50	0.00	193.70	43.59	0.00	237.29
Launiu, N.	UNARM-P	14.94	20.00	0.00	0.00	298.80	0.00	0.00	298.80
Lowe Jr, A.	UNARM-P	14.94	10.00	0.00	0.00	149.40	0.00	0.00	149.40
Marquez, C. A.	UNARM-E	16.78	10.00	0.00	0.00	167.80	0.00	0.00	167.80
Marrs, J. L.	ARM-D	19.04	16.50	0.00	0.00	314.16	0.00	0.00	314.16
Martinez, G. A.	UNARM-P	14.94	10.00	0.00	0.00	149.40	0.00	0.00	149.40
Martinez, L. H.	ARM-C	18.71	19.00	0.00	0.00	355.49	0.00	0.00	355.49
Mercado, B. J.	ARM-B	18.39	9.25	0.00	0.00	170.11	0.00	0.00	170.11
Mercado, S. B.	UNARM-B	16.17	20.00	0.00	0.00	323.40	0.00	0.00	323.40

SEU									
Officer	Position	Rate	Regular Hours	Overtime Hours	Doubletime Hours	Regular Charges	Overtime Charges	Doubletime Charges	Total Charges
Miles, K. L.	ARM-F	19.71	10.00	0.00	0.00	197.10	0.00	0.00	197.10
Miranda, P.	UNARM-C	16.37	20.00	0.00	0.00	327.40	0.00	0.00	327.40
Molozhaviy, A. V.	UNARM-C	16.37	10.00	0.00	0.00	163.70	0.00	0.00	163.70
Navarro, M.	ARM-A	18.07	10.00	0.00	0.00	180.70	0.00	0.00	180.70
Okalski II, T. A.	ARM-B	18.39	4.50	0.00	0.00	82.76	0.00	0.00	82.76
Padilla, A.	UNARM-B	16.17	10.00	0.00	0.00	161.70	0.00	0.00	161.70
Randazzo, M.	ARM-P	17.43	17.00	0.00	0.00	296.31	0.00	0.00	296.31
Rangel, D. S.	ARM-C	18.71	19.00	0.00	0.00	355.49	0.00	0.00	355.49
Reaves, D. H.	UNARM-B	16.17	10.00	0.00	0.00	161.70	0.00	0.00	161.70
Renteria, J. A.	ARM-B	18.39	20.00	0.00	0.00	367.80	0.00	0.00	367.80
Rodriguez, E. M.	ARM-F	19.71	10.00	0.00	0.00	197.10	0.00	0.00	197.10
Romero Jr, J.	UNARM-P	14.94	10.00	0.00	0.00	149.40	0.00	0.00	149.40
Sams, F. E.	ARM-P	17.43	4.50	0.00	0.00	78.44	0.00	0.00	78.44
Sandez, C. H.	UNARM-E	16.78	10.00	0.00	0.00	167.80	0.00	0.00	167.80
Sigurdson, M. G.	UNARM-A	15.97	10.00	0.00	0.00	159.70	0.00	0.00	159.70
Soto, R. F.	UNARM-B	16.17	10.00	0.00	0.00	161.70	0.00	0.00	161.70
Speidel, J. A.	ARM-A	18.07	10.00	0.00	0.00	180.70	0.00	0.00	180.70
Spight, K. D.	ARM-P	17.43	19.00	0.00	0.00	331.17	0.00	0.00	331.17
Tello-Lopez, H. F.	ARM-C	18.71	10.00	1.00	0.00	187.10	28.07	0.00	215.17
Trujillo, E.	UNARM-D	16.57	10.00	0.00	0.00	165.70	0.00	0.00	165.70
TOTAL			796.75	2.50	0.00	\$ 13,663.67	\$ 71.66	\$ 0.00	\$ 13,735.53
SEU TOTAL									\$ 13,735.53

Veolia Bus Coverage									
Officer	Position	Rate	Regular Hours	Overtime Hours	Doubletime Hours	Regular Charges	Overtime Charges	Doubletime Charges	Total Charges
Anderson Jr., R. C.	ARM-E	19.37	8.00	0.00	0.00	154.96	0.00	0.00	154.96
Kang, T.	UNARM-B	16.17	5.00	0.00	0.00	80.85	0.00	0.00	80.85
Marquez, Jr, A.	UNARM-A	15.97	72.00	1.00	0.00	1,149.84	23.96	0.00	1,173.80
Romero-Wilson, P. A.	UNARM-C	16.37	56.00	0.00	0.00	916.72	0.00	0.00	916.72
Sigurdson, M. G.	UNARM-A	15.97	8.00	0.00	0.00	127.76	0.00	0.00	127.76
Thomas, T. L.	UNARM-B	16.17	8.00	0.00	0.00	129.36	0.00	0.00	129.36
TOTAL			157.00	1.00	0.00	\$ 2,559.49	\$ 23.96	\$ 0.00	\$ 2,583.45
Veolia Bus Coverage TOTAL									\$ 2,583.45

OTTC SANDAG Detail									
Officer	Position	Rate	Regular Hours	Overtime Hours	Doubletime Hours	Regular Charges	Overtime Charges	Doubletime Charges	Total Charges
Ramirez, H. D.	UNARM-B	16.17	60.00	0.00	0.00	970.20	0.00	0.00	970.20
Taa, H. K.	UNARM-H	17.42	50.00	0.00	0.00	871.00	0.00	0.00	871.00
TOTAL			110.00	0.00	0.00	\$ 1,841.20	\$ 0.00	\$ 0.00	\$ 1,841.20
OTTC SANDAG Detail TOTAL									\$ 1,841.20

Palm-Iris Bus Brdg									
Officer	Position	Rate	Regular Hours	Overtime Hours	Doubletime Hours	Regular Charges	Overtime Charges	Doubletime Charges	Total Charges
Arias, J. C.	UNARM-P	14.94	20.00	0.50	0.00	298.80	11.21	0.00	310.01
Askren, T. T.	UNARM-P	14.94	10.00	0.00	0.00	149.40	0.00	0.00	149.40
Borja, J. P.	UNARM-C	16.37	10.00	0.00	0.00	163.70	0.00	0.00	163.70
Burton, G. G.	ARM-E	19.37	5.00	0.00	0.00	96.85	0.00	0.00	96.85
Castillo, A. L.	ARM-E	19.37	10.00	2.00	2.50	193.70	58.12	96.85	348.67

Palm-Iris Bus Brdg

Officer	Position	Rate	Regular Hours	Overtime Hours	Doubletime Hours	Regular Charges	Overtime Charges	Doubletime Charges	Total Charges
Diega, J. J.	ARM-G	20.06	10.00	0.00	0.00	200.60	0.00	0.00	200.60
Gonzalez Iniguez, L. M.	UNARM-P	14.94	10.00	0.00	0.00	149.40	0.00	0.00	149.40
Langseth, J. K.	UNARM-P	14.94	20.00	0.00	0.00	298.80	0.00	0.00	298.80
Launiu, N.	UNARM-P	14.94	10.00	0.00	0.00	149.40	0.00	0.00	149.40
Martinez, T.	ARM-D	19.04	10.00	0.00	0.00	190.40	0.00	0.00	190.40
Padilla, A.	UNARM-B	16.17	10.00	0.25	0.00	161.70	6.07	0.00	167.77
Ramirez, H. D.	UNARM-B	16.17	10.00	0.00	0.00	161.70	0.00	0.00	161.70
Romero Jr, J.	UNARM-P	14.94	10.00	0.00	0.00	149.40	0.00	0.00	149.40
Sigurdson, M. G.	UNARM-A	15.97	10.00	0.50	0.00	159.70	11.98	0.00	171.68
Spight, K. D.	ARM-P	17.43	10.50	0.00	0.00	183.02	0.00	0.00	183.02
TOTAL			165.50	3.25	2.50	\$ 2,706.57	\$ 87.38	\$ 96.85	\$ 2,890.80
Palm-Iris Bus Brdg TOTAL									\$ 2,890.80

Park and Mkt TS

Officer	Position	Rate	Regular Hours	Overtime Hours	Doubletime Hours	Regular Charges	Overtime Charges	Doubletime Charges	Total Charges
Irish, M. J.	UNARM-P	14.94	5.00	0.00	0.00	74.70	0.00	0.00	74.70
TOTAL			5.00	0.00	0.00	\$ 74.70	\$ 0.00	\$ 0.00	\$ 74.70
Park and Mkt TS TOTAL									\$ 74.70

School Detail

Officer	Position	Rate	Regular Hours	Overtime Hours	Doubletime Hours	Regular Charges	Overtime Charges	Doubletime Charges	Total Charges
Aguilar Lucio, E.	UNARM-D	16.57	3.00	0.00	0.00	49.71	0.00	0.00	49.71
Aldama, R. M.	ARM-B	18.39	3.00	0.00	0.00	55.17	0.00	0.00	55.17
Araujo, N. J.	ARM-C	18.71	3.00	0.00	0.00	56.13	0.00	0.00	56.13
Arias, J. C.	UNARM-P	14.94	1.00	0.00	0.00	14.94	0.00	0.00	14.94
Armstrong, K.	UNARM-P	14.94	2.00	0.00	0.00	29.88	0.00	0.00	29.88
Askren, T. T.	UNARM-P	14.94	1.00	0.00	0.00	14.94	0.00	0.00	14.94
Bell, M. S.	UNARM-A	15.97	1.00	0.00	0.00	15.97	0.00	0.00	15.97
Bernardino, J. E.	ARM-E	19.37	2.00	0.00	0.00	38.74	0.00	0.00	38.74
Biscocho, E. S.	ARM-C	18.71	5.00	0.00	0.00	93.55	0.00	0.00	93.55
Borja, J. P.	UNARM-C	16.37	1.00	0.00	0.00	16.37	0.00	0.00	16.37
Collins, Z. L.	ARM-C	18.71	3.00	0.00	0.00	56.13	0.00	0.00	56.13
Contreras, F. I.	UNARM-C	16.37	4.75	0.00	0.00	77.76	0.00	0.00	77.76
Corriveau, S. B.	UNARM-B	16.17	2.00	0.00	0.00	32.34	0.00	0.00	32.34
Dawson, A. J.	ARM-B	18.39	2.00	0.00	0.00	36.78	0.00	0.00	36.78
Estrada, H.	ARM-E	19.37	3.00	0.00	0.00	58.11	0.00	0.00	58.11
Garcia, A. P.	ARM-P	17.43	3.00	0.00	0.00	52.29	0.00	0.00	52.29
Gutierrez, F.	UNARM-B	16.17	3.00	0.00	0.00	48.51	0.00	0.00	48.51
Hamada, D. A.	ARM-C	18.71	1.00	0.00	0.00	18.71	0.00	0.00	18.71
Hinojos, A. A.	ARM-E	19.37	6.00	0.00	0.00	116.22	0.00	0.00	116.22
Howard, S. B.	ARM-C	18.71	4.00	0.00	0.00	74.84	0.00	0.00	74.84
Irish, M. J.	UNARM-P	14.94	2.00	0.00	0.00	29.88	0.00	0.00	29.88
Kang, T.	UNARM-B	16.17	3.00	0.00	0.00	48.51	0.00	0.00	48.51
Lehnher, J. P.	ARM-C	18.71	1.00	0.00	0.00	18.71	0.00	0.00	18.71
Lopez, D. P.	ARM-B	18.39	3.00	0.00	0.00	55.17	0.00	0.00	55.17
Martinez, J. J.	UNARM-B	16.17	4.00	0.00	0.00	64.68	0.00	0.00	64.68
Martinez, L. H.	ARM-C	18.71	1.00	0.00	0.00	18.71	0.00	0.00	18.71
Mckee, J. A.	UNARM-P	14.94	2.00	0.00	0.00	29.88	0.00	0.00	29.88
Miranda, P.	UNARM-C	16.37	4.00	0.00	0.00	65.48	0.00	0.00	65.48

School Detail									
Officer	Position	Rate	Regular Hours	Overtime Hours	Doubletime Hours	Regular Charges	Overtime Charges	Doubletime Charges	Total Charges
Mixon, J. R.	ARM-P	17.43	2.00	0.00	0.00	34.86	0.00	0.00	34.86
Rangel, D. S.	ARM-C	18.71	2.00	0.00	0.00	37.42	0.00	0.00	37.42
Reaves, D. H.	UNARM-B	16.17	5.00	0.00	0.00	80.85	0.00	0.00	80.85
Renteria, J. A.	ARM-B	18.39	3.00	0.00	0.00	55.17	0.00	0.00	55.17
Rodriguez, E. M.	ARM-F	19.71	3.00	0.00	0.00	59.13	0.00	0.00	59.13
Sandez, C. H.	UNARM-E	16.78	4.00	0.00	0.00	67.12	0.00	0.00	67.12
Sigurdson, M. G.	UNARM-A	15.97	5.00	0.00	0.00	79.85	0.00	0.00	79.85
Soto, R. F.	UNARM-B	16.17	1.00	0.00	0.00	16.17	0.00	0.00	16.17
Speidel, J. A.	ARM-A	18.07	2.00	0.00	0.00	36.14	0.00	0.00	36.14
Spight, K. D.	ARM-P	17.43	2.00	0.00	0.00	34.86	0.00	0.00	34.86
Strickland, R. A.	ARM-E	19.37	4.00	0.00	0.00	77.48	0.00	0.00	77.48
Thomas, T. L.	UNARM-B	16.17	1.00	0.00	0.00	16.17	0.00	0.00	16.17
Wiacek, W.	ARM-H	20.41	8.75	0.00	0.00	178.59	0.00	0.00	178.59
TOTAL			116.50	0.00	0.00	\$ 2,061.92	\$ 0.00	\$ 0.00	\$ 2,061.92
School Detail TOTAL									\$ 2,061.92

TRO Coverage									
Officer	Position	Rate	Regular Hours	Overtime Hours	Doubletime Hours	Regular Charges	Overtime Charges	Doubletime Charges	Total Charges
Bernardino, J. E.	ARM-E	19.37	30.00	2.50	1.00	581.10	72.65	38.74	692.49
Hamada, D. A.	ARM-C	18.71	20.00	0.50	0.00	374.20	14.04	0.00	388.24
TOTAL			50.00	3.00	1.00	\$ 955.30	\$ 86.69	\$ 38.74	\$ 1,080.73
TRO Coverage TOTAL									\$ 1,080.73

TRANSIT SYSTEMS SECURITY
SAN DIEGO TROLLEY INC.

BILLING RECAP
 For Service Period March 1-15, 2010

MTDB

Employee Name	MARCH 2010												TOTAL			Regular	Overtime	Deductions	Net Pay		
	1	2	3	4	5	6	7	8	9	10	11	12	REG	OT	DED						
Davis, A. M./ARM-A	10.00	10.00	10.00															30.00	0.00	0.00	0.00
Dawson, A. J./ARM-B			10.00	10.00														70.00	0.00	0.00	0.00
Dean, S. J./ARM-B	8.00	8.00	8.00	8.00														88.00	0.00	0.00	0.00
Denbender, W. D./ARM-B	10.00	10.00	10.00															90.25	90.00	0.25	0.00
Diaz, A. C./ARM-E			10.00	10.00	10.00													70.00	0.00	0.00	0.00
Diega, J. J./ARM-G	10.00		10.00	10.00	10.00	10.00	10.00											120.00	0.00	0.00	0.00
Dotson, L. L./ARM-B			10.00	10.00	10.00	10.00												80.00	0.00	0.00	0.00
Estrada, H. J./ARM-E	10.00	10.00	10.00															90.00	0.00	0.00	0.00
Fewell, L. J./ARM-E			10.00															27.00	0.00	0.00	0.00
Fewell, L. J./SUP-G																		95.00	90.00	5.00	0.00
Flores-Varela, I. J./ARM-A	10.00	10.00	10.00															90.50	90.00	0.50	0.00
Fuentevilla, R. J./ARM-A	10.00	10.00	10.00															95.50	95.50	0.00	0.00
Garcia Gonzalez, Y. Y. J./ARM-D				4.00	4.00	10.00												46.00	46.00	0.00	0.00
Garcia Gonzalez, Y. Y. J./UNARM-D			10.00	6.00	6.00													34.00	0.00	0.00	0.00
Garcia, A. P./ARM-P			10.00	10.00	10.00	10.00												80.00	80.00	0.00	0.00
Garcia, F. J./ARM-B	10.00	9.00	10.00															89.00	0.00	0.00	0.00
Garcia, J. A./UNARM-P	10.00	10.00	10.00															85.00	85.00	0.00	0.00
Garcia, J. D./UNARM-C				10.00	10.00	10.00												69.50	69.50	0.00	0.00
Garcia, M. A./ARM-A	10.00	10.00	10.00															80.00	80.00	0.00	0.00
George, R. E./ARM-A			8.00	8.00	8.00	8.00	8.00											80.00	80.00	0.00	0.00
Gonzalez Iniguez, L. M./UNARM-P			10.00	10.00	10.00	10.00												80.00	80.00	0.00	0.00
Gutierrez, F. J./UNARM-B	10.00	10.00	10.00	10.00	10.00	10.50												80.00	80.00	0.00	0.00
Guzman Hinojosa, J. J./ARM-C	10.00	10.00	10.00	10.00	10.00													82.00	82.00	1.00	0.00
Hameda, D. A./ARM-C			10.00	10.00	10.00													70.00	70.00	0.00	0.00
Harris, Y. T./ARM-H			10.00	10.00	10.00													83.00	83.00	0.00	0.00
Haughton, S. E./UNARM-D	c 9.00	8.00																90.00	90.00	0.00	0.00
Hernandez, A. M./UNARM-P	10.00	10.00	10.00															88.00	88.00	0.00	0.00
Hernandez, R. J./UNARM-A	8.00	8.00	8.00	8.00														90.00	90.00	0.00	0.00
Hingos, A. A./ARM-E	10.00	10.00	10.00															90.00	90.00	0.00	0.00
Howard, S. B./ARM-C	10.00	10.00	10.00															90.00	90.00	0.00	0.00

TRANSIT SYSTEMS SECURITY

SAN DIEGO TROLLEY INC.

BILLING RECAP

For Service Period March 1-15, 2010

MTDB

Legend: "a" - billable overtime; "c" - non-billable overtime; "na" - billable and non-billable overtime

Holidays

03/14 Beginning of Daylight Savings Period

TRANSIT SYSTEMS SECURITY

PO Box 84540
San Diego, CA 92138-4540
(619) 275-7000, fax (619) 275-7035

BILL TO:
SAN DIEGO TROLLEY INC. ATTN: ACCOUNTING DEPARTMENT 1255 IMPERIAL AVENUE SUITE 1000 SAN DIEGO, CA 92101-7490

INVOICE

Invoice Date	03/15/2010
Invoice No	101364
Customer No	MTDB
Terms	DUE UPON RECEIPT

SECURITY SERVICES	Service Period: March 1-15, 2010
-------------------	----------------------------------

INVOICE SUMMARY		
Cost Center	Account Code	Amount
Fixed Posts		
12th & Imperial TS	420-53510	4,956.35
47th Street Detail	420-53510	8,072.38
5th Avenue	420-53510	7,343.06
Admin	420-53510	3,094.96
Auto Insurance	633-56220	717.47
CCTV Room	420-53510	5,998.35
City College	420-53510	3,363.06
Civic Center	420-53510	749.20
Contract Admin	420-53510	475.00
El Cajon TC	420-53510	5,396.99
Equipment	420-53510	340.00
Euclid Avenue	420-53510	8,320.08
Grossmont	420-53510	5,041.72
IAD Bus Yard	922-53510	8,414.02
KMD Bus Yard	922-53510	2,489.22
Lemon Grove Depot	420-53510	5,059.52
Old Town TC	420-53510	5,298.30
Revenue Collection	620-53510	4,387.17
San Diego State Univ	420-53523	18,441.00
San Ysidro	420-53510	5,552.01
Spring Street	420-53510	4,801.79
Supervisors	420-53510	15,511.30
Transit Store	921-53510	517.90
Variable Posts		
Amaya Trolley Sta	420-53510	4,639.60
Blue Line	420-53510	14,149.46
Green Line	420-53510	4,856.18
Metro/Valley	420-53510	25,112.37
Orange Line	420-53510	14,432.75
OTTC SANDAG Detail	420-53524	1,841.20
Palm-Iris Bus Brdg	922-53510	2,890.80
Park and Mkt TS	420-53510	74.70
Plainclothes Special	420-53510	6,213.10
School Detail	420-53510	2,061.92
SDTI Court	902-52820	299.40
SEU	420-53510	13,735.53
TRO Coverage	922-53510	1,080.73
Veolia Bus Coverage	921-53510	2,583.45
TOTAL AMOUNT DUE		\$ 218,312.04

This invoice due upon receipt. All balances over 09 days past due are subject to a service charge of 1% per month (12% per annum).

Please Make Check Payable To TRANSIT SYSTEMS SECURITY

THANK YOU!

Employee List

Code	Officer	Part-Time Full Time	DOH	Classification Date	Classification and Step	Pay Rate	Classification Multiplier
AGUIER	Aguilar Lucio, Erick	FT	04/10/2008	10/16/2009	Unarmed Officer - D	9.98	1.66
ALATHE	Alatorre, Henry	FT	04/14/2009	11/01/2009	Armed Officer - B	11.08	1.66
ALDARM	Aldama, Robert M.	FT	03/27/2009	10/16/2009	Armed Officer - B	11.08	1.66
ALEXTR	Alexander, Isaiah R.	FT	03/15/2002	11/16/2009	Lieutenant - A	15.15	1.40
ANDERC	Anderson Jr., Richard C.	FT	12/18/2006	02/01/2010	Armed Officer - E	11.67	1.66
ARAUNJ	Araujo, Nora J.	FT	09/23/2008	01/16/2010	Armed Officer - C	11.27	1.66
ARIAJC	Arias, Julio C.	FT	02/10/2010	02/10/2010	Unarmed Officer - P	9.00	1.66
ARMSKR	Armstrong, Kevin	FT	02/05/2010	02/05/2010	Unarmed Officer - P	9.00	1.66
ASKRTT	Askren, Timothy T.	FT	02/04/2010	02/04/2010	Unarmed Officer - P	9.00	1.66
BELLS	Bell, Michael S.	FT	11/17/2009	03/01/2010	Unarmed Officer - A	9.62	1.66
BERNJE	Bernardino, Jose E.	FT	04/15/2009	11/01/2009	Armed Officer - E	11.67	1.66
BIBBEA	Bibby, Eustace A.	FT	02/25/2009	12/01/2009	Armed Officer - B	11.08	1.66
BISCES	Biscocho, Evan S.	FT	10/31/2008	02/16/2010	Armed Officer - C	11.27	1.66
BORJJP	Borja, Jose P.	FT	02/19/2009	03/01/2010	Unarmed Officer - C	9.86	1.66
BRINDL	Brinkmeyer, David L.	FT	04/02/2003	09/16/2009	Armed Officer - G	12.08	1.66
BROWAL	Brown, Aleccia D.	FT	01/02/2008	09/16/2009	Unarmed Officer - D	9.98	1.66
BUCKBG	Buck, Bill G.	FT	01/14/2010	01/16/2010	Unarmed Officer - P	9.00	1.66
BUENJL	Buenrostro, Jesse L.	FT	05/26/2006	03/01/2010	Armed Officer - E	11.67	1.66
BURGGG	Burton, Garry G.	FT	06/29/1999	09/16/2009	Supervisor - G	15.27	1.62
CARDJL	Cardenas, Jorge L.	FT	01/15/2009	11/01/2009	Armed Officer - B	11.08	1.66
CASTAL	Castillo, Amadeo L.	FT	02/12/2007	10/16/2009	Armed Officer - E	11.67	1.66
CHAPML	Chapman, Michael L.	FT	05/07/2008	12/16/2009	Armed Officer - C	11.27	1.66
CHAVCA	Chavez, Caesar A.	FT	08/18/2008	02/01/2010	Armed Officer - B	11.08	1.66
CHEESL	Chee, Salvador L.	FT	04/06/2009	10/16/2009	Armed Officer - B	11.08	1.66
COLLZL	Collins, Zachary L.	FT	08/19/2008	12/16/2009	Armed Officer - C	11.27	1.66
CONTFI	Contreras, Francisco I.	FT	10/07/2008	10/16/2009	Unarmed Officer - C	9.86	1.66
CORRSB	Corriveau, Shane B.	FT	05/14/2009	11/16/2009	Unarmed Officer - B	9.74	1.66
CUELJE	Cuellar, Jorge E.	FT	04/10/2009	10/16/2009	Unarmed Officer - B	9.74	1.66
DANHLE	Danh Jr., Leo	FT	08/30/2007	02/01/2010	Armed Officer - P	10.50	1.66
DAVIAM	Davis, Alvin M.	FT	02/09/2007	01/16/2010	Armed Officer - A	10.89	1.66
DAWSON	Dawson, Adam J.	FT	12/24/2007	10/16/2009	Armed Officer - B	11.08	1.66
DEANSJ	Dean, Stephen J.	FT	03/31/2009	03/01/2010	Armed Officer - B	11.08	1.66
DENHWD	Denherder, Wallace D.	FT	05/28/2009	02/16/2010	Armed Officer - B	11.08	1.66
DIAZAC	Diaz, Alexander C.	FT	09/07/2007	12/16/2009	Armed Officer - E	11.67	1.66
DIEGJJ	Diega, Jay J.	FT	06/03/2004	12/16/2009	Armed Officer - G	12.08	1.66
DOTSLL	Dotson, Lewis L.	FT	04/15/2009	03/01/2010	Armed Officer - B	11.08	1.66
ESTRHU	Estrada, Humberto	FT	10/16/2007	11/16/2009	Armed Officer - E	11.67	1.66
FEWELE	Fewell, Leonardo	FT	12/27/2000	09/16/2009	Supervisor - G	15.27	1.62
FLORIS	Flores-Varela, Isaac	FT	04/23/2009	03/01/2010	Armed Officer - A	10.89	1.66
FUENRE	Fuentevilla, Rene	FT	09/29/2009	01/16/2010	Unarmed Officer - A	9.62	1.66
GARCAP	Garcia, Andrew P.	FT	02/25/2010	03/01/2010	Armed Officer - P	10.50	1.66
GARCFJ	Garcia, Francisco J.	FT	09/29/2008	02/01/2010	Armed Officer - B	11.08	1.66
GARCJA	Garcia, Jonathan A.	FT	02/18/2010	02/18/2010	Unarmed Officer - P	9.00	1.66
GARCJD	Garcia, Johana D.	FT	12/30/2008	01/16/2010	Unarmed Officer - C	9.86	1.66
GARCMA	Garcia, Marco A.	FT	04/22/2009	03/01/2010	Armed Officer - A	10.89	1.66
GARCYY	Garcia Gonzalez, Yessenia Y.	FT	05/07/2008	11/16/2009	Unarmed Officer - D	9.98	1.66
GEORRE	George, Reginald E.	FT	05/19/2009	02/01/2010	Armed Officer - A	10.89	1.66
GONZLM	Gonzalez Triguez, Leoncio M.	FT	01/28/2010	01/28/2010	Unarmed Officer - P	9.00	1.66
GUTIFL	Gutierrez, Florencio	FT	05/12/2009	11/16/2009	Unarmed Officer - B	9.74	1.66
GUZMJO	Guzman Hinojosa, Jose	FT	07/23/2008	02/16/2010	Armed Officer - C	11.27	1.66
HAMADA	Hamada, Derek A.	FT	10/22/2008	12/16/2009	Armed Officer - C	11.27	1.66
HARRYT	Harris, Yaphet T.	FT	05/17/2004	10/16/2009	Armed Officer - H	12.29	1.66
HAUGSE	Houghton, Sade E.	FT	06/12/2008	01/16/2010	Unarmed Officer - D	9.98	1.66

Code	Officer	Part Time Full Time	DOH	Classification Date	Classification and Step	Pay Rate	Classification Multiplier
HERNAN	Hernandez, Andrew M.	FT	12/17/2009	12/17/2009	Unarmed Officer - P	9.00	1.66
HERNRI	Hernandez, Ricardo	FT	11/17/2009	03/01/2010	Unarmed Officer - A	9.62	1.66
HINOAA	Hinojos, Anthony A.	FT	09/18/2007	12/01/2009	Armed Officer - E	11.67	1.66
HOWASB	Howard, Steven B.	FT	07/06/2007	01/16/2010	Armed Officer - C	11.27	1.66
HUAPAL	Huapaya, Andrea L.	FT	05/14/2009	11/16/2009	Unarmed Officer - B	9.74	1.66
IRISMJ	Irish, Michael J.	FT	02/04/2010	02/04/2010	Unarmed Officer - P	9.00	1.66
JACKS	Jackson, Dennis C.	FT	09/18/1990	09/16/2009	Captain - I	26.08	1.40
JAEGCB	Jaeger, Clyde B.	FT	09/19/2009	03/01/2010	Unarmed Officer - B	9.74	1.66
JAIMJS	Jaime, Jorge S.	FT	07/02/2009	03/01/2010	Armed Officer - B	11.08	1.66
JOHNGW	Johnson, George W.	FT	11/20/2007	12/01/2009	Unarmed Officer - E	10.11	1.66
KANGTO	Kang, Tony	FT	07/21/2009	02/01/2010	Unarmed Officer - B	9.74	1.66
KENDDA	Kendrick, Dewayne A.	FT	01/06/2010	01/06/2010	Unarmed Officer - P	9.00	1.66
KINGJM	King, Joel M.	FT	11/04/2008	02/16/2010	Armed Officer - A	10.89	1.66
KOSAMG	Kosak, Michael G.	FT	04/09/2009	10/16/2009	Unarmed Officer - B	9.74	1.66
LAMODM	Lamora, Donny M.	FT	07/18/2007	09/16/2009	Armed Officer - E	11.67	1.66
LANGJK	Langseth, Jeffrey K.	FT	01/26/2010	01/26/2010	Unarmed Officer - P	9.00	1.66
LANTMA	Lantano, Mark A.	FT	07/29/2009	02/01/2010	Unarmed Officer - B	9.74	1.66
LAPAJM	Lapan, Joseph M.	FT	04/17/2009	12/01/2009	Armed Officer - B	11.08	1.66
LAUNNP	Launui, Nicholas	FT	02/10/2010	02/10/2010	Unarmed Officer - P	9.00	1.66
LEHNJP	Lehnerr, John P.	FT	02/10/2009	03/01/2010	Armed Officer - C	11.27	1.66
LOPEAL	Colon Lopez, Alex	FT	02/28/2008	02/01/2010	Armed Officer - B	11.08	1.66
LOPEDP	Lopez, Daniel P.	FT	04/14/2009	03/01/2010	Armed Officer - B	11.08	1.66
LOWEAE	Lowe Jr, Andre	FT	02/03/2010	02/03/2010	Unarmed Officer - P	9.00	1.66
LOZAJL	Lozano, Jose L.	FT	11/02/2007	03/01/2010	Armed Officer - C	11.27	1.66
LYTLKL	Lytle, Kenneth L.	FT	03/21/2003	09/16/2009	Armed Officer - H	12.29	1.66
MARQAL	Marquez, Jr, Alfredo	FT	10/06/2009	01/16/2010	Unarmed Officer - A	9.62	1.66
MARQAS	Marquez, Amor S.	FT	03/29/2007	02/01/2010	Armed Officer - G	12.08	1.66
MARQCA	Marquez, Cristian A.	FT	09/19/2007	11/16/2009	Unarmed Officer - E	10.11	1.66
MARRJL	Marrs, James L.	FT	04/09/2008	09/16/2009	Armed Officer - D	11.47	1.66
MARTGR	Martinez, Gabriel A.	FT	02/03/2010	02/03/2010	Unarmed Officer - P	9.00	1.66
MARTINL	Martinez, Luis H.	FT	12/24/2007	02/16/2010	Armed Officer - C	11.27	1.66
MARTJJ	Martinez, Joetta J.	FT	07/23/2009	03/01/2010	Unarmed Officer - B	9.74	1.66
MARTTO	Martinez, Toby	FT	04/24/2008	02/01/2010	Armed Officer - D	11.47	1.66
MATTJT	Mattie, Joseph T.	PT	08/18/1997	04/16/2009	Armed Officer - F	11.87	1.66
MCGRKM	Mcgrath Sr., Keith M.	FT	12/11/2006	09/16/2009	Unarmed Officer - E	10.11	1.66
MCKEJA	Mckee, Jacob A.	FT	12/29/2009	12/29/2009	Unarmed Officer - P	9.00	1.66
MERCSB	Mercado, Bryan J.	FT	03/27/2009	11/01/2009	Armed Officer - B	11.08	1.66
MERCSB	Mercado, Sergio B.	FT	07/28/2009	02/01/2010	Unarmed Officer - B	9.74	1.66
MEZARE	Meza, Ramiro E.	FT	09/14/2007	11/01/2009	Armed Officer - B	11.08	1.66
MILEKL	Miles, Katherine L.	FT	05/31/2006	10/16/2009	Armed Officer - F	11.87	1.66
MIRAPA	Miranda, Patricia	FT	10/29/2008	01/16/2010	Unarmed Officer - C	9.86	1.66
MIREFE	Mireles Jr., Felipe	FT	06/21/2005	08/01/2008	Supervisor - A	13.76	1.62
MIXOJR	Mixon, Joshua R.	FT	10/23/2009	02/01/2010	Armed Officer - P	10.50	1.66
MOLOAV	Molozhaviy, Andrey V.	FT	11/03/2008	12/16/2009	Unarmed Officer - C	9.86	1.66
MOYAAL	Moya Ramirez, Alberto	FT	04/19/2005	09/16/2009	Armed Officer - F	11.87	1.66
NAVAMA	Navarro, Max	FT	04/08/2009	01/16/2010	Armed Officer - A	10.89	1.66
OCONTJ	O'Connor, Todd J.	FT	05/16/2007	12/01/2009	Unarmed Officer - E	10.11	1.66
OKALTH	Okalski II, Thomas A.	FT	10/08/2008	02/16/2010	Armed Officer - B	11.08	1.66
PADIAN	Padilla, Anaelisa	FT	07/21/2009	02/01/2010	Unarmed Officer - B	9.74	1.66
PINKDC	Pinkett, Donnie C.	FT	03/02/2010	03/02/2010	Unarmed Officer - P	9.00	1.66
PITTSR	Pitt, Steven R.	FT	10/19/2004	01/16/2010	Supervisor - D	14.50	1.62
POMERP	Pomeroy, Ryan P.	FT	06/16/2004	09/16/2009	Armed Officer - I	12.51	1.66
RAMIHD	Ramirez, Hector D.	FT	05/30/2008	12/01/2009	Unarmed Officer - B	9.74	1.66
RANDMI	Randazzo, Michael	FT	12/22/2009	02/01/2010	Armed Officer - P	10.50	1.66
RANGDS	Rangel, David S.	FT	03/13/2007	02/16/2010	Armed Officer - C	11.27	1.66

Code	Officer	Part-Time Full Time	DOH	Classification Date	Classification and Step	Pay Rate	Classification Multiplier
REAVDH	Reaves, Dennis H.	FT	06/24/2009	01/16/2010	Unarmed Officer - B	9.74	1.66
RENTJA	Renteria, James A.	FT	04/06/2009	10/16/2009	Armed Officer - B	11.08	1.66
REYNDA	Reynoso Jr., David	FT	05/30/2008	01/16/2010	Armed Officer - D	11.47	1.66
RIVEED	Rivera Jr, Edwin	FT	05/12/2009	02/01/2010	Armed Officer - B	11.08	1.66
RIVEJA	Rivera, Jonathan A.	FT	01/10/2007	09/16/2009	Armed Officer - E	11.67	1.66
RODREM	Rodriguez, Esteban M.	FT	02/28/2006	02/01/2010	Armed Officer - F	11.87	1.66
RODRJA	Rodriguez, Joseph A.	FT	04/14/2009	10/16/2009	Unarmed Officer - B	9.74	1.66
ROGERM	Rogers Jr., Ricky M.	FT	04/11/2007	11/16/2009	Unarmed Officer - E	10.11	1.66
ROMEJU	Romero Jr, Juan	FT	02/01/2010	02/01/2010	Unarmed Officer - P	9.00	1.66
ROMEPA	Romero-Wilson, Priscilla A.	FT	04/23/2008	09/16/2009	Unarmed Officer - C	9.86	1.66
SAJOMC	Sajona, Martis C.	FT	02/02/2010	02/02/2010	Unarmed Officer - P	9.00	1.66
SALABR	Salas, Bobby R.	FT	03/24/2008	11/16/2009	Armed Officer - C	11.27	1.66
SALCCA	Salcedo, Calistro	FT	04/05/2001	12/16/2009	Lieutenant - G	16.81	1.40
SALEDD	Sales, David D.	FT	08/21/2008	10/16/2009	Armed Officer - C	11.27	1.66
SAMSE	Sams, Fred E.	FT	12/03/2009	02/16/2010	Armed Officer - P	10.50	1.66
SANDCH	Sandez, Carlos H.	FT	04/13/2005	02/16/2010	Unarmed Officer - E	10.11	1.66
SIGUMG	Sigurdson, Matthew G.	FT	10/01/2009	01/16/2010	Unarmed Officer - A	9.62	1.66
SOTORF	Soto, Robert F.	FT	03/30/2009	10/16/2009	Unarmed Officer - B	9.74	1.66
SPEIJA	Speidel, James A.	FT	08/05/2009	03/01/2010	Armed Officer - A	10.89	1.66
SPIGKD	Spight, Kerry D.	FT	09/18/2006	03/01/2010	Armed Officer - P	10.50	1.66
STOGBA	Stogsdill, Brent A.	FT	04/21/2000	09/16/2009	Armed Officer - H	12.29	1.66
STRIRA	Strickland, Robert A.	FT	03/27/2007	02/01/2010	Armed Officer - E	11.67	1.66
TAAHAK	Taa, Harrison K.	FT	08/16/2005	09/16/2009	Unarmed Officer - H	10.49	1.66
TELFHF	Tello-Lopez, Hector F.	FT	07/15/2008	01/16/2010	Armed Officer - C	11.27	1.66
THOMTL	Thomas, Timothy L.	FT	08/19/2009	03/01/2010	Unarmed Officer - B	9.74	1.66
TORRCA	Torres, Christian A.	FT	09/28/2007	12/01/2009	Armed Officer - E	11.67	1.66
TORRJJ	Torres, Javier F.	FT	12/13/2006	09/16/2009	Armed Officer - E	11.67	1.66
TROIPI	Troidl, Paul F.	FT	01/02/2007	09/16/2009	Unarmed Officer - D	9.98	1.66
TRUJER	Trujillo, Erick	FT	04/18/2008	03/01/2010	Unarmed Officer - D	9.98	1.66
VALLERO	Valle, Rodolfo	FT	02/26/2008	01/16/2010	Unarmed Officer - D	9.98	1.66
VASQGU	Vasquez Jr, Guillermo	FT	08/28/2008	01/16/2010	Armed Officer - A	10.89	1.66
VERDSL	Verdugo, Saul L.	FT	03/08/2000	01/16/2010	Armed Officer - H	12.29	1.66
VILLANJ	Villa, Nicolas J.	FT	05/15/2007	02/01/2010	Armed Officer - E	11.67	1.66
WERDDR	Werden, Daniel R.	FT	06/22/2007	12/01/2009	Unarmed Officer - E	14.75	1.66
WIACWI	Wiacek, William	FT	05/20/2005	03/01/2010	Armed Officer - H	12.29	1.66
WILLPL	Williams Iii, Paul L.	FT	02/28/2002	10/16/2009	Armed Officer - J	12.73	1.66

Employee Summary:

Classification and Step	Total
Unarmed Officer - P	17
Unarmed Officer - A	5
Unarmed Officer - B	16
Unarmed Officer - C	6
Unarmed Officer - D	7
Unarmed Officer - E	7
Unarmed Officer - H	1
Armed Officer - P	6
Armed Officer - A	8
Armed Officer - B	20
Armed Officer - C	14
Armed Officer - D	3
Armed Officer - E	13
Armed Officer - F	4
Armed Officer - G	3
Armed Officer - H	5
Armed Officer - I	1
Armed Officer - J	1
Supervisor - A	1
Supervisor - D	1
Supervisor - G	2
Lieutenant - A	1
Lieutenant - G	1
Captain - I	1
TOTAL	144

Billing Rates:

Position	Billing Rates		
	Hourly	Monthly	Annual
Unarmed Officer - P	\$14.94	\$22.41	\$29.88
Unarmed Officer - A	\$15.97	\$23.96	\$31.94
Unarmed Officer - B	\$16.17	\$24.26	\$32.34
Unarmed Officer - C	\$16.37	\$24.56	\$32.74
Unarmed Officer - D	\$16.57	\$24.86	\$33.14
Unarmed Officer - E	\$16.78	\$25.17	\$33.56
Unarmed Officer - H	\$17.42	\$26.13	\$34.84
Armed Officer - P	\$17.43	\$26.15	\$34.86
Armed Officer - A	\$18.07	\$27.11	\$36.14
Armed Officer - B	\$18.39	\$27.59	\$36.78
Armed Officer - C	\$18.71	\$28.07	\$37.42
Armed Officer - D	\$19.04	\$28.56	\$38.08
Armed Officer - E	\$19.37	\$29.06	\$38.74
Armed Officer - F	\$19.71	\$29.57	\$39.42
Armed Officer - G	\$20.06	\$30.09	\$40.12
Armed Officer - H	\$20.41	\$30.62	\$40.82
Armed Officer - I	\$20.76	\$31.14	\$41.52
Armed Officer - J	\$21.13	\$31.70	\$42.26
Supervisor - A	\$22.29	\$33.44	\$44.58
Supervisor - D	\$23.48	\$35.22	\$46.96
Supervisor - G	\$24.74	\$37.11	\$49.48
Lieutenant - A	\$21.21	\$31.82	\$42.42
Lieutenant - G	\$23.54	\$35.31	\$47.08
Captain - I	\$36.51	\$54.77	\$73.02

Appendix 6 – CyCop®

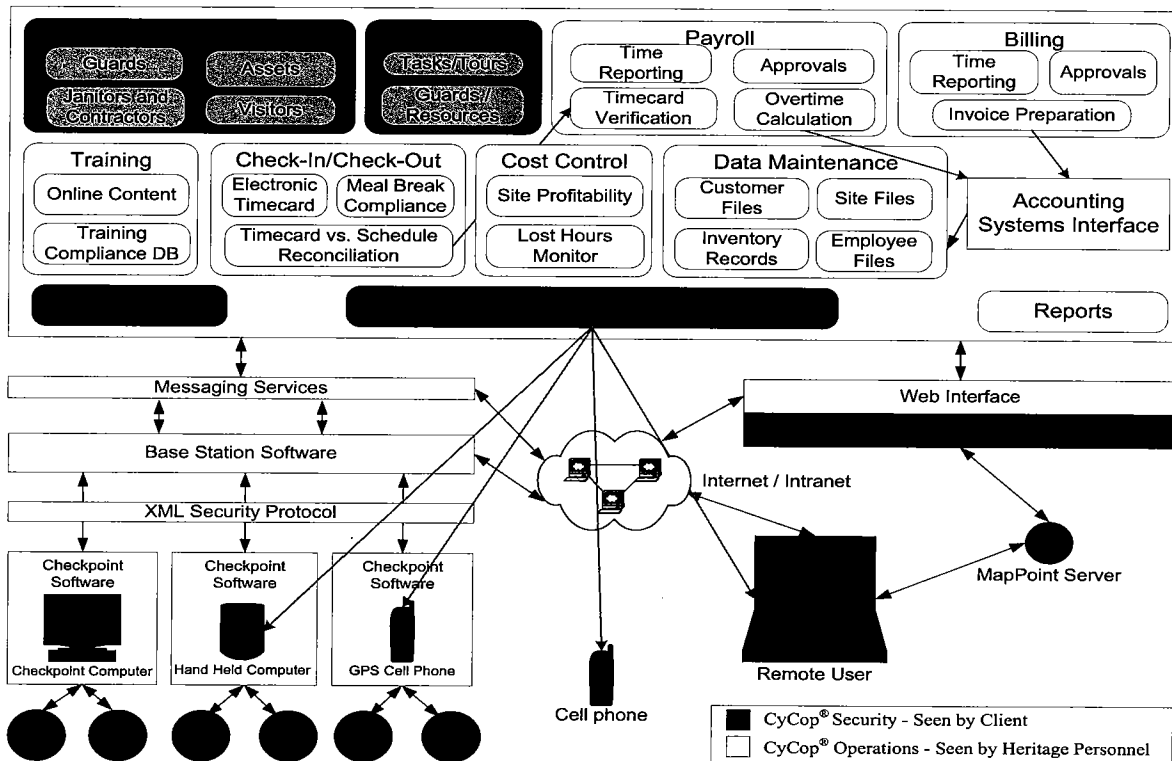
CyCop® Security Management System Overview

The CyCop® system is a comprehensive suite of software management tools designed specifically for the management of a security guard work force to improve guard efficiency, company profitability and customer satisfaction.

CyCop® offers the flexibility of low-cost access to all the following sophisticated web-based functions for managing a workforce in a real-time, multi-site environment:

- Check In / Check Out Module
- Scheduling System
 - Scheduled Coverage Real-Time Alerts
 - Payroll Reconciliation Module
 - Payroll/Billing Preparation Module
- Real-Time Site Activity Monitoring System
- Activity Logs & Reports
- Training Management System
 - Compliance Database
 - Content Delivery Engine

CyCop® Enterprise Security Management System Overview



The CyCop® software services are provided in an **Application Service Provider (ASP)** model that uses RTC enterprise software, running on remotely located RTC computers, under local the client's control, via the internet. The client never needs to invest in, or maintain, a computer system, nor in a large IT staff. The selected systems can be up and running very quickly, because they are always up and running.

CyCop® automates and optimizes tedious, complex tasks like scheduling. Automatic real-time alerts are generated and sent to authorized recipients that normally include guards, supervisors, management and clients via emails, cell phones, pagers and/or PDA. Supervisor-defined grace periods are available for each incident type to minimize excessive alert traffic that might decrease or blunt supervisory responsiveness.

Guards can also receive real-time CyCop® alerts for self-correction while on patrol, thus enabling fewer supervisors to manage and monitor much larger work forces. Those same alerts can be sent to clients' authorized personnel on a need basis.

Reports and logs are instantly available on-line, as they are filed and easy-to-use CyCop® tools are designed to interface with all types of accounting and payroll systems.

Alerts

The system automatically generates alerts that are transmitted to supervisors and/or guards. They can be sent to most cell phones, digital pagers, email boxes, or Blackberry® devices. The system supports automatic escalation according to site-defined rules. A user-defined grace period must expire before an alert is generated. The customizable schedule-related alerts that are automatically generated include No Shows, Early or Late Arrivals, Early Departures and Late Departures.

Alert Recipients Screen

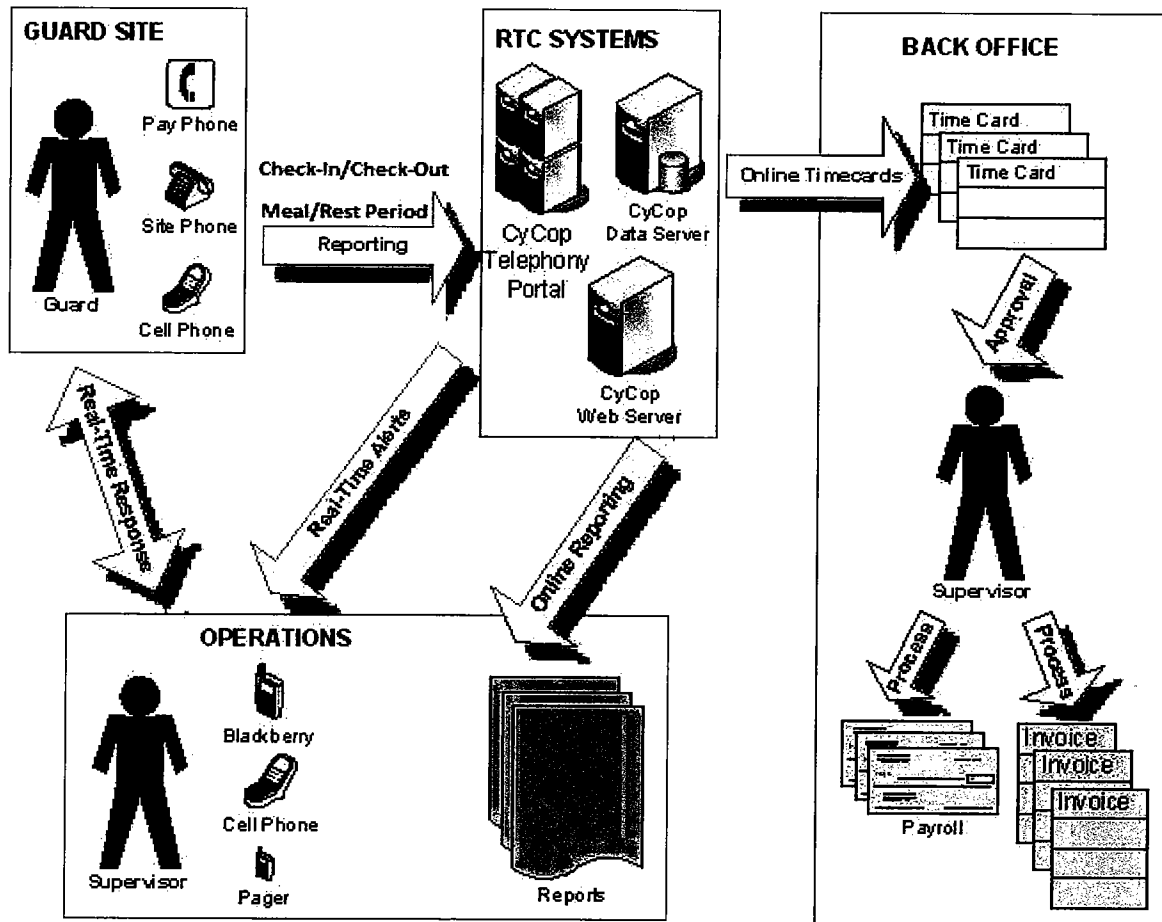
Alert Type	Delay (min)	Recipient Contact Info	Shift Type	Edit
<input type="checkbox"/> Early Clock In	0	Email: alonescu@richmantech.com Administrator		
<input type="checkbox"/> Early Clock In	0	No contact method(s) defined. Define contact method(s).		
<input type="checkbox"/> Early Clock Out	0	Email: alonescu@richmantech.com Administrator		
<input type="checkbox"/> Early Clock Out	0	No contact method(s) defined. Define contact method(s).		
<input type="checkbox"/> Inactivity	0	Administrator No contact method(s) defined. Define contact method(s).		
<input type="checkbox"/> Late Clock In	0	Email: alonescu@richmantech.com Administrator		
<input type="checkbox"/> Late Clock In	0	No contact method(s) defined. Define contact method(s).		
<input type="checkbox"/> Late Clock Out	0	Email: alonescu@richmantech.com Administrator		
<input type="checkbox"/> Late Clock Out	0	No contact method(s) defined.		

Check-In-Check-Out Module

The CyCop® Check-In-Check-Out module uses a state-of-the-art Interactive Voice Response (IVR) system coupled to a database server with web access. When employees report for or leave work, they check-in and check-out by dialing a special toll-free number that automatically accesses the CyCop® IVR system. **The calls must originate from user-designated, on-site, authorized telephones, thereby ensuring that the officer is in fact on site and not calling from an off-site telephone.**

The following diagram depicts the relationship between each component of the full Check-In-Check-Out module:

CyCop® Check-In/Check-Out System Overview



CyCop® Check-In/ Check-Out system operation is simple and intuitive. No special skills are required. The system captures clock “in” and “out” times via standard phone lines using any telephone keypad. The system also verifies legally mandated meal and rest break compliance and immediately notifies appropriate personnel of any non-compliance.

The required start-up information is collected using supplied data entry forms and includes company escalation policies, standard shift durations by site, site details and individual guard information.

The CyCop® system automatically records the caller's phone number, the time, the clock-in or out information and the GPS location of the phone if available. The time of the call is used as the punch time, thereby saving employees an unnecessary entry.

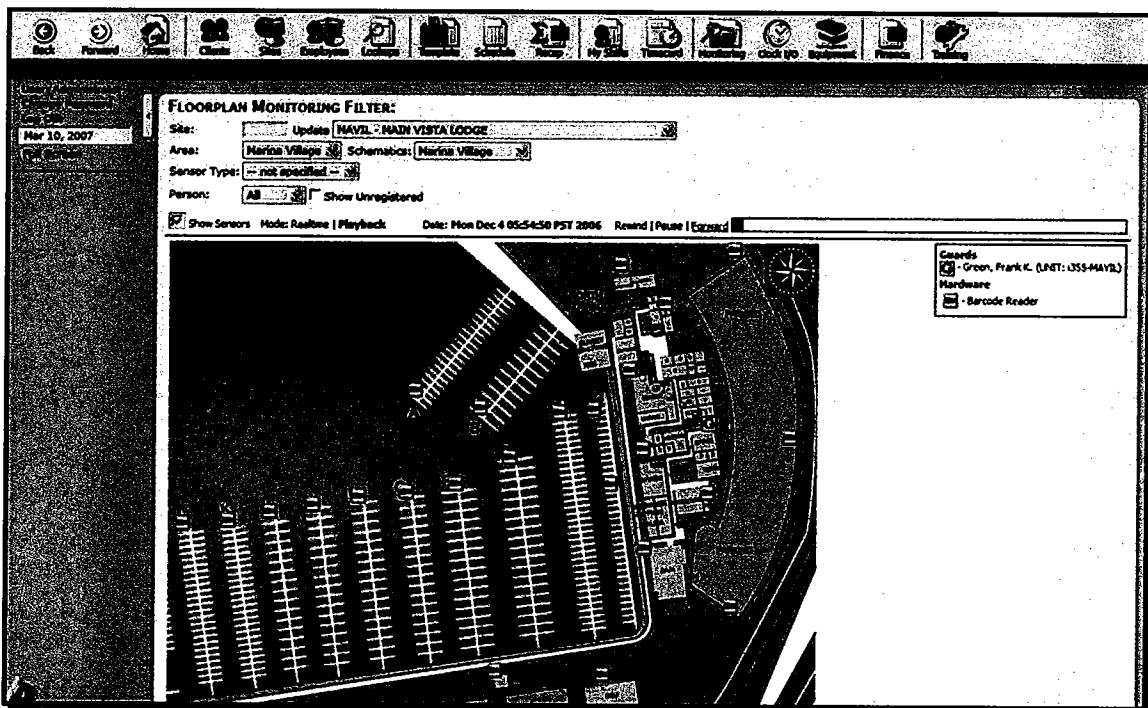
Real-time Clock In / Clock Out problem alerts are generated for:

- Guard inactivity after a prescribed number of hours,
- Entry of an invalid password,
- Unauthorized shift length,
- Unauthorized daily shift over 8 hours,
- Missing "in" or "out" time punches,
- Reporting time from an invalid location and
- Non-compliance with complex meal and rest break laws.

Site Tracking System

A site tracking system is available as well. This system tracks guard or visitor movement using GPS-equipped cell phones and/or radio frequency identification (RFID) tags. This permits the guard's movements to be monitored in real-time. The guards can be better supervised, more responsive, more effective and safer. The system can be integrated with schematic diagrams or site maps, as shown below:

Sensor-Location Schematic Diagram Site Screen

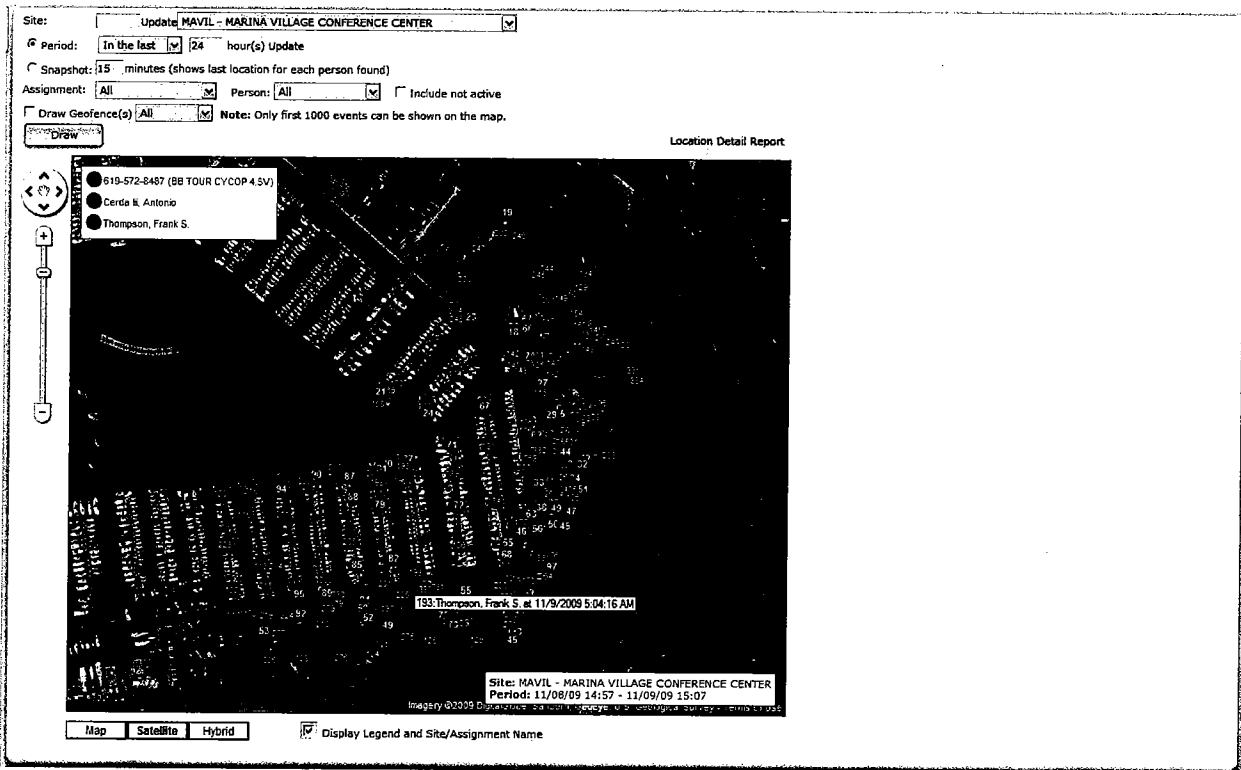


Each guard's movements can be plotted, recorded and even played back, at high speed. Each location reading is time and date stamped and each individual guard's movements can be identified by color.

The playback feature can display a guard or visitor's movements at up to 25 times real time. This can be valuable when searching for an incident or reconstructing an incident. Real-time movement information can also be made available to authorized clients via the web interface.

Patrol coverage can also be displayed on an actual map or photo image, which makes it easier to determine the exact location of various events.

GPS/Geo Fence Map Site Screen



Site movement information is used to generate alerts for:

- Inactivity
- Missed Checkpoints
- Geo-Fence Violations.

A geo-fence violation occurs when the guard transitions beyond predetermined and pre-calibrated site boundaries.

Activity Logs & Reports

An activity reporting system is provided that allows the guard to record incidents and shift activity. Logs can be queried, printed, or made available to clients on-line.

Daily Activity Report (DAR) Screen

ACTIVITY:

Date: Mar 10, 2007

Time: 11/18/2003 21:19

Activity Type: [Select]

Activity Name: SHIFT SUMMARY FOR THE 18TH OF NOVEMBER

Description:

1804 - S/O DOMINGUEZ CALLING FROM HORIZ TO REPORT THAT A SUSPICIOUS PERSON WAS LOOKING THROUGH THE GATE AT PINCL. HE WATCHED THE MAN WALK AROUND THE SITE SEVERAL TIMES AND THEN DISSAPEARED. I THANKED DOMINGUEZ FOR THE INFO, BUT WE DONT PROVIDE SERVICE THERE ANYMORE, EXCEPT FOR THE WEEKENDS. RIGHT?

1810 - S/O BULLOCK CALLING TO FIND OUT IF HE WAS AT PLSSC TONIGHT. I TOLD HIM THAT I TOOK HIM OFF, SO THAT HE COULD WORK AT BPIER TOMORROW MORNING.

1815 - S/O ALDAY CALLING TO REPORT THAT HE WAS AVAILABLE WEDNESDAY, THURSDAY AND FRIDAY FOR A SWING SHIFT. I TRIED TO STAY AWAY FROM USING HIM, BECAUSE HE'S BEEN WORKING WAY TOO MUCH O.T. LATELY.

1822 - S/O M. GARCIA CALLING TO REPORT THAT SHE WAS UPSET DUE TO PROBLEMS WITH HER PAYCHECK. APPARENTLY SHE WAS SHORT 8 OR MORE HOURS ON HER TIMECARD AND WAS TOLD BY A SUPERVISOR THAT SHE WOULDN'T GET PAID FOR IT. I TOLD HER TO SPEAK WITH SAM TOMORROW AND THAT HE LOOK INTO THE MATTER.

Include in the incident report

Task:

Reported By: Clark, K. S.

San Diego Regional Crime Report (ARJIS) Screen

ARJIS-9 REPORT:

Site: MTDB - SAN DIEGO TROLLEY INC.

Officer's Report Only

Arr./Juv.Conn Gang Related

Cont. from: Crime Other

Page: 0 of 0

Case Number: [Field]

Code Section and Description: [Select] Date/Time: [Field] Day of Week: [Field]

Location of Incident: City: [Field] Beat: CVPD District: [Field]

Person(s) Involved: Victim: [Field] Suspect (if named): [Field] Property Tag No(s): [Field]

Narrative: [Field]

ORIGIN:

NARRATIVE:

DISPOSITION:

Reporting Officer: Simpson, J. J. I.D. = [Field] Division: [Field] Date/Time: [Field] Day of Week: [Field]

Approved By Officer: [Field] I.D. = [Field]

Continued

Medical Report Screen

MEDICAL REPORT: Save & Back Save Delete

Site: 800MA - PERELMAN-PIIONEER DIEGO BUILDING
Time: 03/10/2007 13:14
Person Injured: Johnny Smith
Birthday:
Home Address: 1224 Main Street
Phone:
Why On Premises: Visitor
Description Of Injury: Broken Leg
Medical Attention Offered:
Medical Attention Accepted:
Medical Personnel Responding: Yes; Called an ambulance
Location Of Incident: North Parking Lot
Conditions: Raining
Describe Incident: Visitor tripped over curb.
Witnesses: (Names, addresses, phone numbers) Mary 619-222-3425; Bill 760-323-1212

Incident Report Screen

INCIDENT: Save & Back Save Delete

Report
Site: HQ - HEADQUARTERS
Time: 03/09/2004 14:15
Person: Udom, B. I.
Incident: Slip and fall
Location: parking lot
Summary: Officer Johnson was making rounds at 02:15 hours in the parking lot and observed blue spray paint on a retaining wall at north end of parking lot resembling gang graffiti.
Narration: N/A

Guard Training Compliance System

The training tracking tool ensures all mandated training is successfully administered in compliance with state law. The database tracks optional and mandated training, by guard and generates notifications and reports to alert management of scheduled and over-due courses. The system delivers, tests and tracks all training without human involvement.

Training Assignments Screen


TRAINING ASSIGNMENTS:

Select Desired Options:
 All Units and All Training Groups
 Training Group:
 Unit:
 Person:
 Period: -
 Status: Active Only

Training Group	Unit	Person	Mandatory	From	To	Completed	Audit
<input type="checkbox"/>	SOTA-Session One	Power to Arrest / WND	Michaelos, William R. (GC Issued: 03/27/1993)		04/03/2006	04/03/2006	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/>	SOTA-Session One	Company Policies and Orientation	Michaelos, William R. (GC Issued: 03/27/1993)		03/18/2006	03/18/2006	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/>	SOTA-Session One	Observation and Documentation	Michaelos, William R. (GC Issued: 03/27/1993)		03/18/2006	03/18/2006	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/>	SOTA-Session One	PostOrders	Michaelos, William R. (GC Issued: 03/27/1993)		03/15/2006	03/15/2006	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/>	SOTA-Session One	Public relations	Michaelos, William R. (GC Issued: 03/27/1993)		03/18/2006	03/18/2006	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/>	SOTA-Session Two	Handling Difficult Persons	Michaelos, William R. (GC Issued: 03/27/1993)		03/18/2006	03/18/2006	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/>	SOTA-Session Two	Liability and legal	Michaelos, William R. (GC Issued: 03/27/1993)		03/22/2006	03/22/2006	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/>	SOTA-Session Two	Communication and its significance	Michaelos, William R. (GC Issued: 03/27/1993)		03/18/2006	03/18/2006	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/>	SOTA-Session Two	Gang awareness and identification	Michaelos, William R. (GC Issued: 03/27/1993)		03/18/2006	03/18/2006	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/>	SOTA-Other	Sexual Harassment	Michaelos, William R. (GC Issued: 03/27/1993)		03/09/2006	03/09/2006	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/>	SOTA-Other	Basic Guard Training	Michaelos, William R. (GC Issued: 03/27/1993)		01/06/2004	01/06/2004	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>
<input type="checkbox"/>	SOTA-Other	Weapons of Mass Destruction	Michaelos, William R. (GC Issued: 03/27/1993)		04/10/2006	04/10/2006	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/>

The system also produces certificates for each course successfully completed:

Training Certificate (Company Standard)



Heritage Security Service hereby certifies that this Security Officer, has satisfactorily completed the course entitled:



AB2880 Training


1. Power To Arrest: WAD	Star:	4. Public Relations	Star:	7. Liability and Legal	Star:
2. Post Orders	Star:	5. Observation and Documentation	Star:	8. Handling Difficult Person	Star:
3. Company Policies and Ordinances	Star:	6. Communications and Its Significance	Star:	9. Gang Awareness and Identification	Star:

This course complies with the California Department of Consumer Affairs Skills Training for Security Guards. This course was conducted in conjunction with Bureau of Security and Investigations Services guidelines and in conjunction with Business and Professions Code Sections 7533.6 and 7533.7 and Title 16, Division 7, Article 9, Section 643 of the California Code of Regulations.

FOR SATISFACTORY COMPLETION OF THE PRESCRIBED COURSE OF INSTRUCTION IN EVIDENCE WHEREOF, THIS CERTIFICATE HAS BEEN AWARDED IN THE STATE CALIFORNIA, ON THE DATE INDICATED TO THIS SECURITY OFFICER FOR WHICH THE INDICATED HOURS OF SECURITY OFFICER TRAINING IS HEREBY GRANTED.

Michalios, William R.

 Lawrence Richman, Owner & CFO	SAMPLE Hours Awarded: 8.0 Date: 01/01/2014 Card Number: 926448	 Ken Moller, President
--	--	---


Bill PoeCavage, Supervisor of Training
(Credentialed Instructor)

California State License # PPO 7901, #09 84079, 1260 Monrovia Boulevard, Suite 200
San Diego, California 92110, Telephone: (619) 275-7000

The training module administers tests and tracks all test results on-line. A system generated verbal warning can be delivered to each guard via the Check-In-Check-Out module telephone voice message, when mandated training is about to expire and daily thereafter, until the deficiency is corrected.

The system will track the expiration of certifications, guard cards and gun permits. Reports warning of impending expirations as well as incomplete coursework are provided.

