



Intelligent Protective Service, LLC

"Protection You Can Count On"

www.ipsdmv.com

Orders

A. GENERAL ORDERS

01. All employees shall follow the Chain of Command. Those employees who have attained Administrative, Managerial, and/or Supervisory Positions are entitled to the respect and cooperation from all employees of the Company.
02. All employees shall treat each other and the public with respect.
03. Duties and responsibilities of each position as established will remain in effect. Position titles and duties may be changed only through the authorization of the company executives.
04. Employees shall keep all Company and/or Client Owned Vehicles, Equipment, and Facilities clean and in proper order at all times.
05. Any employee injured while on duty will notify their Immediate Supervisor or Senior Officer In Charge as soon as possible.
06. Employees may not borrow any Company and/or Client Owned Vehicles and/or Equipment without prior approval from their Immediate Supervisor.
07. Employees may not make a purchase on behalf of the Company and/or Client without prior approval from their Immediate Supervisor.
08. All employees shall take appropriate action to aid a fellow employee exposed to danger.
09. Employees shall not terminate or walk away from an assigned duty, post, or position unless properly relieved.
10. Employees shall not possess Company and/or Client Owned Equipment not assigned to oneself.
11. All employees shall give full attention to their duty performance. Failure to give suitable attention will be considered Neglect of Duty. Examples include, but are not necessarily limited to the following:
 - A. Failure to take appropriate action regarding any occasion deserving attention from the Company;
 - B. Unnecessary absence from one's assignment while on duty;
 - C. Failure to perform duties or failure to comply with all Standard Operating Guidelines, Rules, Regulations, General and Special Orders, Written or Verbal Orders.
12. All employees shall report in writing a fellow employee's violation of a Law, Standard Operating Guideline, Rule, Regulation, General and Special Order, and Written or Verbal Order. All such violations shall be reported to the proper Chain of Command.
13. Insubordination which shall include, but not necessarily be limited to the following:
 - A. Any failure or deliberate refusal to obey a lawful order given by an Immediate Supervisor or Senior Officer In Charge;
 - B. Any disrespectful, mutinous, insolent, abusive language or action toward any employee in or out of their presence.

14. Employees in violation of these General Rules & Regulations will be subject to Disciplinary Action, up to and including Termination from the Company.

B. RULES OF CONDUCT

01. All Employees shall conduct themselves in a manner that is a credit to themselves and the Company.
02. Employees shall work together for the betterment of the Company. Employees who cause internal strife, dissension, infighting, or who are unable to work within the Company harmoniously will be Terminated.
03. Employees shall refrain from unnecessary shouting or using obscene language.
04. Employees shall not display a lack of courtesy to an individual on the phone or in person at any time.
05. Employees in violation of these General Rules & Regulations will be subject to Disciplinary Action, up to and including Termination from the Company.

C. RULES OF COMPLIANCE

01. All employees shall follow all Local, County, State, and Federal Laws.
02. No employee shall use their position to seek or gain influence from a Local, County, State, or Federal Employee, who is attempting to do their duty.
03. No employee shall use their position for any political or unlawful purpose.
04. All employees shall carry their Company Identification Card, State issued Driver's License, and State Gun Permit, if applicable, on them at all times while on duty. No Company Identification shall be openly displayed unless conducting Official Company Business.
05. Employees who are repeatedly in violation of traffic laws, disorderly conduct, driving under the influence, or any misdemeanors, or who are arrested on any felony charges, shall be subject to Disciplinary Action, up to and including Termination from the Company.
06. Employees shall seek information from an Immediate Supervisor or Senior Officer In Charge when in doubt as to the nature or detail of an assignment.
07. Employees shall maintain a working knowledge of all Rules, Regulations, Standard Operating Guidelines, Special or Written Orders, and Laws that pertain to the Company.
08. Any employee receiving an unlawful, unjust, or improper order shall report this fact to their Immediate Supervisor or Senior Officer In Charge.
09. All employees shall wear the proper uniform and/or carry all necessary equipment and maintain them in good order and appearance at all times.
10. Upon receipt of an order conflicting with any previous order or instruction, the employee affected shall advise their Immediate Supervisor or Senior Officer In Charge issuing the second order of this fact. Responsibility for countermanding the original order or instruction then rests with the Immediate Supervisor or Senior Officer In Charge issuing the second order. If so directed, the second order shall be obeyed first. Orders will be countermanded or conflicting orders will be issued only when necessary for the good of the Company.

11. No employee shall withhold from any Law Enforcement Official any information of criminal activity or failure to cooperate fully with any Investigation, as long as not to violate one's Federal or State Constitutional Rights.
12. Employees in violation of these General Rules & Regulations will be subject to Disciplinary Action, up to and including Termination from the Company.

D. RELEASE OF INFORMATION AND EMPLOYEE FILES

01. All employees shall be prohibited from communicating matters of a confidential nature to any person outside the Company.
02. Employees shall not release any information to the General Public or Members of the Media without prior approval from their Immediate Supervisor.
03. Employees in violation of these Standard Operating Guidelines will be subject to Disciplinary Action, up to and including Termination from the Company.

The Company shall collect some basic information about each employee. However, to protect the employee, only information necessary for administrative or legal purposes will be collected.

01. All employees shall submit a copy of their Birth Certificate, Social Security Card, High School Diploma or GED, State issued Driver's License, and State Gun Permit, if applicable.
02. All employees shall inform their Immediate Supervisor within 24 hours of any telephone or address change.
03. All employees are required to keep their personal information current and up to date.
04. Employees in violation of these General Rules & Regulations will be subject to Disciplinary Action, up to and including Termination from the Company.

By signing below, I acknowledge that I have read the Intelligent Protective Service Orders and will always comply with them . I also understand that if I fail to comply with the orders may lead to corrective action up to and including termination.

Full Name

Signature

Date