

HOMELAND INTELLIGENCE & PROTECTIVE SERVICES



SECURITY PROPOSAL

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November 25, 2022

Mr. R. Scott Domowicz
McKeesport Area School District
3590 O'Neil Blvd
McKeesport, PA 15132

RE: Security Services- McKeesport Area School District

Mr. Domowicz

Homeland Intelligence & Protective Services is pleased to submit a comprehensive proposal for Security Services for the McKeesport Area School District

Each proposed program is individually created and based on our knowledge of the security and safety industry and your site's unique needs.

When working with Homeland Intelligence & Protective Services, our number one goal is to provide a high profile presence that sends a clear message that you are serious about protecting your property and people. You can also expect:

Integrity – Homeland Intelligence & Protective Services will demonstrate our integrity through our decisions, actions, and programs. Trust, Transparency, Accountability, Dedication, Commitment, and Teamwork are all essential blocks in demonstrating our Integrity.

Professionalism – You can count on Homeland Intelligence & Protective Services to interact with your employees, tenants, visitors, and vendors in a respectful, passionate, and consistent manner.

Leadership – Homeland Intelligence & Protective Services will continuously develop our programs and personnel to prepare for future threats, to find solutions, and create innovative ways of accomplishing goals – setting a high standard to improve the Private Security Industry as a whole.

Diversity – Because we live and work in a persistently changing culture, Homeland Intelligence & Protective Services prides itself on the diversity of our personnel, products, and services. Homeland Intelligence & Protective Services isn't simply a "Guard Company" – we're a business partner dedicated to securing the success of our partners.

I have included information about our patented Skool Dogs program inside as well and we are available for a formal presentation demonstrating how Homeland Intelligence & Protective Services can continue to meet your security needs. We look forward to providing the McKeesport Area School District the high quality security services that Homeland Intelligence & Protective Services is known for.

Sincerely,

Brandon F. Womack

Brandon Womack, M.S.
Chief Executive Officer

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Executive Summary

Homeland Intelligence & Protective Services has management offices located in Orlando, Florida, Philadelphia and Pittsburgh, Pennsylvania. We are committed to a performance that places our clients and the quality of our services at the top of our agenda.

Qualifications

Homeland Intelligence & Protective Services team has more than 75 years of experience in providing security services to high-end clients within the United States and around the globe. Our superior reputation and extensive expertise in the safety and security industry will always ensure that the highest standards of integrity and devotion are delivered to our clients.

Our advantage is that our management team, from the CEO to the Director of Operations, will visit your site to ensure that your site has constant management support and supervision. Our security officers are trained to maintain a vigilant eye on security needs, while maintaining a warm, approachable demeanor. By focusing on customer service, and maintaining good security practices and awareness, we foster partnerships and open communication with the employees and visitors at the locations we serve.

Management Team

Our management team offers a diverse combination safety and security experience. Having our management staff readily available allows us to make certain that the security officers are receiving constant support and supervision in their daily activities.

Our highly experienced management team provides you with the best individualized solutions as well as personalized service. By choosing Homeland Intelligence & Protective Services, it allows you to have the freedom to focus elsewhere, leaving the detailed daily management to us.

Quality

We know that in our business the security officer is the first point of contact with your employees, customers and visitors, because of this, we ensure that every officer displays a professional demeanor and has strong customer and concierge service skills, as well as, a solid work ethic.

We make every effort to fulfill our client's expectations and look for ways to exceed them in our service, communications, and management. We are committed to delivering service excellence, a philosophy that runs through our organization from our company executives to all of our security officers.

Human Resources: Recruiting, Hiring, and Documentation Policies

Homeland Intelligence & Protective Services takes pride in the quality of our service we deliver and personnel we hire. Our hiring process begins with recruitment. Homeland Intelligence & Protective Services utilizes a variety of methods to recruit candidates. Typical recruitment occurs both online and through print. We have developed relationships with the Veterans Employment Center as well as various job recruiting centers, such as Career Links. All potential employees are thoroughly screened before being hired. A detailed background check is conducted on each candidate, which includes, criminal history, fingerprint and drug testing. This ensures that all candidates are free of any undisposed arrests, felony convictions or drug use.

Training

Pennsylvania does not require any type of specialized training for unarmed security officers. Keeping this in mind, we do not just put a uniform on anyone; the foundation of our success is how well our people perform in their roles. Homeland Intelligence & Protective Services works to ensure that our employees have the necessary knowledge and training to not only do their work technically correct, but with a customer focused “can do” approach. We have developed a comprehensive security officer training program that all of our employees have to attend. This training prepares the individual for the challenges a security officer can face. Along with our initial training, there is site specific training that the security officer will also learn. Our management team along and site supervisor ensures that these procedures are being met and followed on a daily basis.

Licensing

Homeland Intelligence and Protective Services is licensed by the New Jersey State Police License Number 1717, the Florida Department of Agriculture and Consumer Services License Number B1700020 and by the Commonwealth of Pennsylvania License Number 17-889.

Homeland Intelligence & Protective Services Values

Homeland Intelligence & Protective Services has some very distinct values – in fact, it is one of our key strengths. The employees of Homeland Intelligence & Protective Services Security live by our values; they guide our behavior towards our employees, our customers and our business. These values are the foundation upon which Homeland Intelligence & Protective Services was built.

Honesty

Honesty is the foundation upon which Homeland Intelligence & Protective Services is built. It is one of the core values that link each of us. Our solid reputation for honesty is the sum of the performance of the men and women of Homeland Intelligence & Protective Services Security, and it creates successful long-term relationships with our customers, open communication, a strong sense of being a "family" and a better overall work environment.

Entrepreneurship

Action speaks louder than words. Homeland Intelligence & Protective Services is known to be very focused on our customers' business and our own. We want to prove to our customers every day that we are committed to their success. We have created an environment in which innovations can thrive, helping our customers and ourselves to improve.



Responsibility

Responsibility is a key word in Homeland Intelligence & Protective Services. Decisions in Homeland Intelligence & Protective Services are made at the lowest possible level, where the necessary insight is available.

Quality

We conduct ourselves professionally, promise only what we can deliver, and deliver what we promise. We do not only adhere to the highest standards of our business; we often create them through our passion for quality.

Service Capabilities

Security, especially in today's environment of high global threat, has become increasingly complex. Unfortunately, it is also an area which, despite its critical nature, is not well understood by many Security Service providers or end users. We have made significant investments in developing our security expertise. Many of our middle and senior management possess tertiary qualifications in Security Risk Management and are actively involved with the global security community, both Government and non-Government.

At Homeland Intelligence & Protective Services we recognize that we cannot hope, nor should we attempt, to work (successfully) in isolation. We believe it is impractical to have the total in-depth expertise in all of the many fields of security.

Instead, we focus on offering from within, the security management expertise, together with the personnel resources necessary to provide and facilitate the complete security program. We provide "one-stop" end-to-end services through our strategic partnerships with "the best in the business".

Key Customer Outcomes

Homeland Intelligence & Protective Services is one of the most experienced providers of security services to a wide range of properties, industries and other interest groups. We pride ourselves on our long and successful association with our customers. A strong focus on key customer outcomes allows us to deliver superior security services in today's challenging market.

Outcomes include:

- Providing a secure and safe environment.
- Providing personable, efficient and effective customer service.
- Providing experienced well-trained and reliable security staff.
- Providing cost-effective service to agreed deliverables.

What makes Homeland Intelligence & Protective Services successful is also what makes us different. Complete with a solid financial base we approach customers and prospects in a collaborative way. We don't simply establish a security contract and place officers on-site. Instead, we establish long-term partnerships by learning the business, workings, and mission of each of our client partners. We then establish methods to assist each one in meeting their goals for the future.

Service Offerings

Homeland Intelligence & Protective Services believes the key to a successful client relationship starts with offering the best and most professional security services available.

Homeland Intelligence & Protective Services officers are trained to maintain a vigilant eye on security needs, while maintaining a warm, approachable demeanor. By focusing on Customer Service and maintaining good security practices and awareness, we foster partnerships and open communication with the employees and visitors at the locations we serve. Our service offerings include:



Physical Security

- Utilizing fixed post or foot or Mobile Patrols
- Soft or paramilitary appearance
- Building Locks / Unlock
- Undercover Operatives



Response

- Central Station Monitoring
- Key Control Monitoring
- Alarm Response



Specialist Services

- Investigations
- Electronic Security (sweeps, computer security, etc.)
- Consultancy / Advice
- Corporate investigation
- Training



Technical

- CCTV & Alarm Installation

Value Added Features

Security Officer Responsibilities

- The major responsibility of a security officer is prevention BEFORE an incident/offense occurs. Homeland Intelligence & Protective Services officers are highly visible – by being seen, the officer may discourage anyone who might be considering theft, damage, or personal injury. Homeland Intelligence & Protective Services officer's job is PREVENTION.
- Security officers "OBSERVE" conditions and incidents on and/or around their post while patrolling and makes inquiry and/or investigates and providing a quick response to every situation.
- Security officers "REPORT" to their Supervisor and to the dispatch office any unusual or unexpected activities or conditions.
- Security officers "RECORD" all unusual or unexpected activities, conditions and incidents that occur or are discovered while the Officer is working.
- Security officers complete DAILY ACTIVITY REPORTS & INCIDENT REPORTS for all activities, conditions and incidents that occur in Client buildings and/or on Client property.

Suggested Authority of Homeland Intelligence & Protective Services Officers

The authority of the Homeland Intelligence & Protective Services Security Officer will be determined by the client.

- Authority to come onto or remain upon the Clients property during hours that the business is closed, when all others, including Client employees, are excluded.
- Authority to call for emergency maintenance services for critical machinery or equipment.
- Authority to request specific Emergency Services in the absence of the Client or designated Client Representative.
- Authority to prevent trespassing or to confront trespassers.
- Authority to ensure that all facility regulations are being enforced.

Consultants on Staff

Aside from what the Homeland Intelligence & Protective Services Security Officers do every day we have experts on call to provide expertise in the following areas:

- Executive protection
- Firearms training
- Loss prevention and fire protection engineering
- IT security and consulting

Quality Processes

Quality is first and foremost about meeting the needs and expectations of our customers. It is a process made up of many components that enable you to receive consistent, high-performance service day in and day out. Our quality processes focus on seven key elements which are discussed in this proposal document.

Quality Assurance

Quality is more than just results; it is our way of doing business. Together with you, we develop standards of performance by which the quality of our services can be measured. Our approach to quality provides you with peace-of-mind that buildings under our care are secure. Upholding high standards is the first responsibility of a Homeland Intelligence & Protective Services security officer.

Management Team

Proven management methods guarantee consistency and satisfaction. Our managers are hands-on, in the field, checking the work every day, so you don't have to. To ensure the highest partner satisfaction at all times Supervisors and Managers make unscheduled stops and inspections at the locations we secure.

Staffing

After passing tests, stringent employment and personal history investigation, our uniformed guards are ready for your site. From pre-hire screening to employee development, Homeland Intelligence & Protective Services provides stability in an industry notorious for turnover; Homeland Intelligence & Protective Services has a stable workforce with the majority of employees serving since inception.

Training

The responsibilities of private security have greatly expanded since September 11, 2001, creating the need for highly qualified and trained officers. After hiring the very best applicants, it only makes sense to complete the process by turning them into the very best security officers. We go beyond the minimum training and make the extra effort to insure that our officers are thoroughly trained in report writing, communications, legal limitations, controversial situations, client expectations, first aid, fire prevention, appearance, conduct, company rules and on-site procedures.

Transition Plan

The transition from one security service contractor to another can be a positive experience when an effective, detailed plan is in place.

Services

Your site has specific service needs and concerns that are unique; therefore, post orders are created specifically for your location.

Pricing

Competitive pricing assists you in meeting your total facility requirements while freeing your management to focus on your core business and your company's bottom line.

Quality Assurance

It is our goal to provide a level of service that exceeds our client's expectations and provides peace of mind that buildings under our care are safe and secure. Providing quality service is a function of fulfilling post orders, being responsive to our clients and providing a sense of well-being to those visiting your facility. We maintain quality in numerous ways.

1. Developing customized post orders. The first step in a comprehensive security program is to develop, with the client, customized post order specific to the needs of the location.
2. Conducting continuous training. Officers participate in regular training exercises and assessments to ensure they are operating at or above our standard.
3. Performing site audits of our personnel; all security officers must maintain the highest level of professionalism, appearance, attitude, training and vigilance as well as keeping all necessary credentials and licenses current.

We have a vested interest in our client's safety and our quality assurance processes are in place to protect that relationship. The system provides inspection and reporting procedures for our management team and provides total accountability. The tools include a hierarchical management reporting approach through utilization of the following:

- Daily Post Order Check List
- Security Patrol Magnetic Wands
- Performance Audit Reports (PARs) both scheduled and unscheduled
- Executive Status Report

The Daily Post Order Check List is a tool used by management and supervisory staffs to assure that our security officers complete their daily tasks per the contract and post orders. Simply put the officer's check off each item as it is completed and their supervisor routinely inspects their processes on an unscheduled basis. The results of the post order checklist are then used by the supervisor to provide reinforcement training if needed.

Security Patrol Magnetic Wands are utilized by officers when performing rounds. Small plastic dots are placed in inconspicuous places on their route and allow supervisors to monitor the frequency of daily checks. Managers can print reports that can be made available to the customer to show the frequency and time a security officer has been to a particular location. This extra degree of comfort lets you know that our personnel are adequately performing their routine checks of the key areas and monitoring incidents that take place and will be augmented by our routine inspections to check for quality.

The Performance Audit Report is an independent audit performed by the Quality Assurance Manager. It is independent in that our service department is not influential in the process. The Quality Assurance Manager reports directly to the CEO. The results of this audit are shared with the customer, our on-site officers and their direct.

The Executive Status Report is a formal mid-year inspection and evaluation by the senior management and on-site officers, presented to the Executive Managers and the customer. Among other things the report includes a history of our JSR and PAR scores; a summary of the past issues and solutions applied; the identification of new issues or challenges of the security program and will make recommendations if needed.

Human Resources

Recruiting, Standards, Screening and Human Resources

Our management team takes care of all of the human resource responsibilities associated with hiring and maintaining employment such as hiring, terminations, training and the cost associated with the training. We provide each security officer uniforms and ensure that each security officer looks presentable when representing your facility.

We also provide the scheduling for each officer and our management staff will respond to all emergencies 24 hours a day.

Selection Process

Homeland Intelligence & Protective Services is a specialist in delivering security services to many types of facilities including educational campuses, commercial high-rise buildings and financial institutions. We have the demonstrated skills and capability to manage the staffing needs of any facility. The security division has developed a body of knowledge regarding the unique staffing requirements that security entails. This knowledge has enabled us to develop proven hiring practices which facilitate our ability to provide unparalleled service and flexibility.

Homeland Intelligence & Protective Services officers are carefully selected through our aggressive recruitment program. We employ several practical and successful strategies to support the optimal staffing needs of your site:

1. Use local media and internet search engines to advertise for qualified workers.
2. Relationship with the Veterans Employment Center.
3. Attract current workers already employed at your facility.
4. Contact local professional organizations to advertise for qualified applicants.

In a labor market where good employees are hard to come by, solid recruiting strategies become essential. Losing good employees is a terrible drain on any company; therefore, we take the time during the initial hiring process to ensure that current employees are provided the opportunity to continue working with Homeland Intelligence & Protective Services.

Applicant Standards

Each applicant shall meet the following standards:

- a) Be a citizen of the United States;
- b) Be able to read, write and understand the English language;
- c) Be in good physical health to be able to endure the following:
 1. Standing or walking for an entire shift
 2. Climbing stairs and ladders
 3. Lifting and carrying objects weighing up to 50 pounds
 4. Running
 5. Self defense
- d) Be capable of understanding and performing the duties and responsibilities of a security position;
- e) Meet physical and mental standards equivalent to those required of department police officers
- f) Have no felony or misdemeanor conviction; or city ordinance convictions involving moral turpitude;
- g) Not be on probation as the result of any federal, state or city ordinance violation except probation assessed as a result of a violation of city traffic ordinances;
- h) Not be awaiting a court date or have any trial date pending on any arrest. Such persons will be denied until such time as the case or cases have been finally adjudicated;
- i) Have no prior revocation of a security license; and
- j) Be free of any type of chemical dependency.

Screening

You can feel completely at ease knowing that each Homeland Intelligence & Protective Services officer...

- Background checks are conducted not only local criminal history checks, but multi-state and national background checks that can indicate name changes, identity alteration.
- Completed an oral interview with management staff.
- Is meticulously screened through the National Crime Information Center (NCIC) along with the state and local police departments to ensure no criminal background. Candidates must be free from any felony or misdemeanor convictions and not have been arrested for or knowingly involved in a crime of moral turpitude.
- Fingerprinted and a 5-year employment history check.
- Is drug tested in conjunction with a 7 panel drug test.
- Has a valid State Identification or Driver's License, dependable transportation to and from the facility they are assigned.

- Has the ability to read, write, speak, and understand the English language to the extent of giving and understanding written orders, verbal instructions, and are capable of composing reports which convey complete and accurate information.
- Is a U.S. Citizen or Legal U.S. Resident, free of any physical or mental handicaps that would prevent them from performing their duties as a Security Officer.

Drug and Alcohol Abuse Policy

Homeland Intelligence & Protective Services is committed to providing a drug-free and alcohol-free work place. We strive to promote the health and safety of our employees, protection of Homeland Intelligence & Protective Services and Client property, prevention of abusive behavior related to drug and alcohol consumption, and the preservation of an environment that encourages positive work ethics. The purpose of our policy is twofold: 1) to communicate the concern we have for the health and safety of its employees and 2) to comply with the DRUG-FREE WORKPLACE ACT OF 1988 and all other pertinent federal, state, and local regulations regarding substance abuse in the workplace.

To do so the following rules will be enforced:

1. Employees are forbidden to use or possess alcohol during the work period or anywhere on work sites or come to work under the influence of alcohol. Violators will be subject to immediate discipline, up to and including termination.
2. Employees are prohibited to use, possess, manufacture, sale or distribute any controlled substances during the work period or anywhere on any of our work sites. Employees are forbidden to work under the influence of illegal controlled substances. Violators will be subject to immediate termination.
3. Homeland Intelligence & Protective Services may conduct tests for alcohol and drug usage for all employees involved in any accident resulting in any injury no matter how slight, or any major incident, or resulting in property damage or when his or her behavior causes a reasonable suspicion on the part of supervisors. An employee who refuses to submit to drug or alcohol test under these circumstances will be terminated.
4. Homeland Intelligence & Protective Services reserves the right to search lockers, handbags, lunch boxes, other containers, or other personal effects when there is a reasonable suspicion of drug or alcohol possession.
5. All employees who must use a prescription drug that may cause adverse side effects must inform their supervisor or may be asked to submit to drug testing. An employee may be asked to submit a doctor's statement as to the type of medication and restrictions.
6. In the event of a positive test result, a confirmation test will be performed using the original sample. Homeland Intelligence & Protective Services will pay for the confirmation test. If an employee desires additional tests, they must be scientifically approved test from a certified testing lab, approved by Homeland Intelligence & Protective Services and will be paid for the employee.
7. All employees who test positive for drug or alcohol usage will receive a list of community agencies, which provide rehabilitation. A decision to be rehired will be based on the agency's statement of successful rehabilitation, as well as work performance and supervisor's recommendation. The request for rehire must be received within 60 days of termination. Should a second offence occur, the employee will be terminated with no possibility of rehire.

Low Employee Turnover

Almost 50% of our employees have worked with us for 3 or more years. We know that a solid foundation of employees supports our client's efforts and provides a consistent service – on a daily basis. What makes Homeland Intelligence & Protective Services so different when it comes to managing staff?

The keys to our low employee turnover success are:

- Solid recruiting practices
- Retention programs
- Training
- Consistent management and supervision

Retention of Personnel Employee and Recognition Programs

Our employees are more than “just a body” to us. Officer retention is paramount to the security industry and our company. We strive to “take care of our Officers” by offering higher starting wages and employment advancement. By offering higher starting wages, Homeland Intelligence & Protective Services is able to be picky about who we put at your facility. We are not a “walk in, walk out employed” security agency.

We have programs in place that recognize superior work and we make sure that work is rewarded accordingly. Our programs which include certification recognition, incentive compensation and paid vacations amplify officer retention and eliminates pointless officer turnover.

We believe that a well-paid Officer is a happy Officer. The welfare of our Officers is paramount, even over our bottom line.

Training

After hiring the very best applicants, it only makes sense to complete the process by turning them into the very best security officers. Every office abides by the state laws and provides the required training. However, we go beyond the minimum and make the extra effort to insure that our officers are thoroughly trained in report writing, communications, legal limitations, controversial situations, client expectations, first aid, fire prevention, appearance, conduct, company rules and on-site procedures.

Developing individual officers and supervisory personnel is critical. Homeland Intelligence & Protective Services emphasizes recruitment, screening, training, education and support that foster a loyal, cohesive team of security professionals.

Management Approach

Our management team prides ourselves in being more to our employees than “just a boss” and our employees are more to management than just a name and number on a spreadsheet. Our management team is not a faceless entity to our staff, we maintain close relationships with our officers instilling a sense of family and breaking down the barriers often associated with rank.

Our management staff will apply their knowledge and expertise to facilitate a comprehensive security program for your facility and ensure that it is efficiently carried out. Each member of our management team will make frequent visits to your site at various hours and shifts to ensure that operations are being performed efficiently. Over all account responsibility is placed with the Regional Manager but the day to day supervision will be carried out by the Security Manager and site supervisor.

Officer Training

Pennsylvania does not require any type of specialized training for unarmed security officers. Keeping this in mind we do not just put a uniform on anyone; the foundation of our success is how well our people perform in their roles. Homeland Intelligence & Protective Services works to ensure that our employees have the necessary knowledge and training to not only do their work technically correct but with a customer focused “can do” approach. Homeland Intelligence & Protective Services has developed a comprehensive security officer training program that all of our employees have to attend. We prepare each officer by having them attend a basic security officer training before they even put a uniform on. This training includes topics such as:

The responsibilities of private security officers have greatly expanded since September 11, 2001, creating the need for highly qualified and trained officers. To meet the demand Homeland Intelligence & Protective Services has designed and developed an aggressive training program that provides Officers with the skills necessary to:

- Ensure public safety
- Protect the integrity of our clients

Security Testing Requirements

All applicants must successfully pass a written examination presented by the specific State mandate or the Homeland Intelligence & Protective Services in-house training staff.

- Established categories of testing that reflect responsibilities and qualifications required for a security license sought by Homeland Intelligence & Protective Services officers are met.
- Applicants are tested on crime and criminal liability, detaining or apprehending, firearms responsibility and liability, and patrol techniques among other topics.

Orientation Class

Employee orientation is designed to reduce first day uneasiness and to bring the employee into the work process as quickly as possible by familiarizing them with their jobs and company operations, policies and procedures.

Orientation session objectives:

Instill a positive attitude about Homeland Intelligence & Protective Services

- Ensure quicker productivity
- Reduce the likelihood of problems from misunderstandings and misconceptions about company policies
- Improve communication between employees and management.

Training Topics

Administrative Procedures

- Payroll, absenteeism, disciplinary action
- Employee handbook and Internal forms

Role of Security Officer

- Responsibilities and relationships with the police
- Inspections, safety, emergency procedures
- Fire extinguishers/first aid kits
- Liability
- Probable cause

Uniforms

- Standard issue
- Cleaning of uniform
- Upkeep and appearance requirements

Communications

- Organization reporting
- Dispatch
- Serious incident reporting, emergency reporting

Public Relations

- Appearance, attitude and conduct
- Communicating with the public
- Communicating with client representatives
- Rules and responsibilities
- Professionalism and courtesy
- Special care/assistance for handicapped persons

Report Writing

- Report procedure, log book
- Daily Officer's Report
- Irregularity/Incident Report

Commitment to Training

Homeland Intelligence & Protective Services is committed to the training and development of our security officers. We know that training is the key to success. Homeland Intelligence & Protective Services officers participate in the **Security Officer Entry Level Training Course (SOELTC)** training program. The program provides the framework to prepare new officers as well as enhance the skills of the entire workforce.

Work Rules and Standard Operating Procedure Manual (SOP)

- Work Rules and SOP are issued, discussed, and reviewed with the new Officer by Homeland Intelligence & Protective Services Security management
- Both the new hire and Homeland Intelligence & Protective Services Security management signs an Acknowledgement that the Work Rules and SOP have been reviewed and discussed
- A copy of the Acknowledgement is given to the new hire, and the original is placed in the Officers personnel folder

Security Officer Entry Level Training Course (SOELTC)

- Initial test given to all new hires to give them a sense of what is expected of them, and a broad outline of their duties and responsibilities as a Security Officer
 - Must score at least a 76% (19/25) to pass
 - If new hire does not pass, all answers are reviewed and discussed, and retesting is conducted
- Upon completing this course, the new hire is ready to enter the field
 - A certificate of Completion is given to the new hire, signed by the Homeland Intelligence & Protective Services Security management team
 - A copy of the Certificate of Completion and the completed test are placed in the new hire's personnel folder
- Upon successful completion of this training, the officer is given the designation of being nationally certified as an Entry Level Protection Officer and begins on-the-job training.

On-the-Job Training

We recognize that every client is unique; therefore, one training program will not fit all. Once Homeland Intelligence & Protective Services officers have completed their initial classroom training they are assigned to their post where they receive site specific training.

Site specific training consists is based upon detailed site-specific post orders. An officer in training will work with a field supervisor using a detailed training checklist that mirrors the post orders.



On-The-Job Training

On-the-job training allows the security officer to:

- Practice basic security concepts
- Learn the specific requirements of the account
- Promote a safe and secure environment for all employees and visitors
- Develop and use good public relations skills
- Recognize unsafe and suspicious circumstances
- Produce concise reports on their activities
- All new Security Officers receive 3 days (8 hours/day) of on-the-job training before they are permitted to work by “themselves”
- Site-specific duties and responsibilities are taught and reviewed by experienced Security Officers and Site Supervisor

Site Training Checklist

- A Site Training Checklist is utilized to ensure all facets of the Security Officer’s duties and responsibilities are reviewed
- At the completion of training, the Site Training Checklist is initialed and signed by both the trainer and trainee
- The new hire must demonstrate to the instructor that they are capable of performing everyday duties and responsibilities without guidance or instruction
- The Site Training Checklist is then sent to the Homeland Intelligence & Protective Services management office and is placed in the new hire’s personnel folder

Once the new officer has completed the checklist and becomes comfortable with the procedures, he/she is given a test to review the training. As we score this test, we don’t look at it as a reflection upon the officer, but upon the trainer. The goal is to have the test serve as a safety net. Questions that are answered incorrectly are reviewed by the officer until the supervisor is comfortable that he/she knows and understands the procedures.

Review of Duties

- Throughout the course of their employment, all Homeland Intelligence & Protective Services Security Officers are quizzed on post procedures and duties by the Security management on an informal basis

Changes to Scope of Orders or Security Officer Responsibility

- Any changes made to the site's post orders or the responsibilities of the Security Officers by either the client or management of Homeland Intelligence & Protective Services are given to the Officers in written form and are demonstrated by the Security management

Site-Required Training

- Security Officers are subject to scheduled training sessions required by the client
- Fire Alarm Procedure Training
- Emergency Procedure and Response Training

Periodic Training

Security Officers are also subject to periodic, topic-specific training. This training includes:

- Report Writing
- Investigation
- Incident Photography
- Proper Interview techniques
- Overall security methods

In-Service Training

- All Homeland Intelligence & Protective Services Security Officers must attend annual In-Service training to refresh, review, and discuss all facets of their job duties and responsibilities on both a general and site-specific level
- The In-Service training is given by Homeland Intelligence & Protective Services management
- Upon completion of this annual training, a Certificate of Completion is issued to the Officers
- The Certificate of Completion is signed by both members of the Homeland Intelligence & Protective Services management team
- A copy of the Certificate of Completion is placed in the Security Officer's personnel folder

Specialized Training

Homeland Intelligence & Protective Services also delivers ongoing specialized training by certified instructors. Training areas include:

- Bloodborne Pathogens Training
- First responder training with the American Red Cross
- Basic handcuffing and physical restraint
- Use and administration of O.C. pepper spray
- Confrontational Behavior Resolution Personal Safety & Practical Self-Defense
- Bomb Threats and Other Threat Assessments and Response
- Workplace Violence Awareness Training



EMERGENCY[®]
first response

First Aid: CPR, AED, Blood borne Pathogens

First aid programs are delivered to all levels of management and officers at the request of the client.

- American Red Cross (ARC) classes in Adult, Infant, and Child CPR (including choking).
- ARC Automated External Defibrillator First Aid/CPR combination classes.
- American Red Cross first aid and blood borne pathogens classes.



Management Team

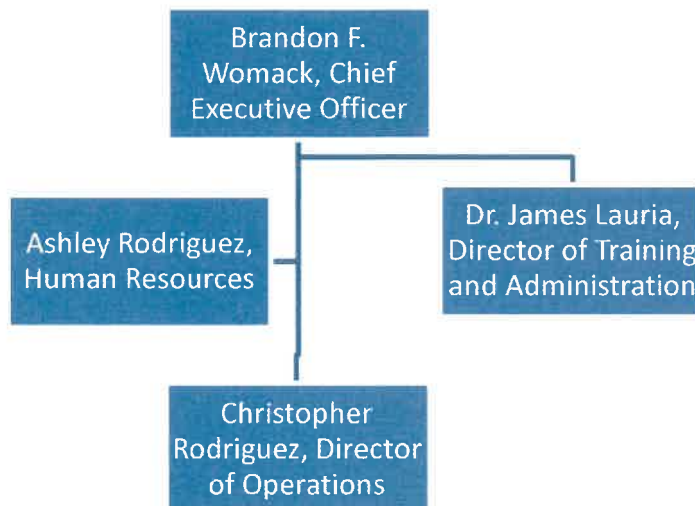
Homeland Intelligence & Protective Services realizes that being selected to provide your security service is just the beginning. We are committed to providing a quality service beyond the initial "promise." We provide a strong support system that establishes a solid foundation for the officers assigned to your facility. In addition, sophisticated and trained management personnel are critical to providing you a service that is differentiated on the basis of quality, consistency and superior management. The experience and effectiveness of the management team is unmatched – no other security firm in the region can boast such an extraordinary level of experience, knowledge, and access to public safety resources as Homeland Intelligence & Protective Services. The team possesses a broad array of experience in law enforcement, military and the private security industry.

Relationships

- To us, our Officers are not names on a spreadsheet
- To our Officers, management is not a faceless entity
 - Management is more than "just a boss"
 - Break down rank barriers
 - Confidant
 - Friend

Leadership

- Management on-call 24/7 to assist both Officers and clients alike
- Have never missed a shift due to staffing
- Management is not beyond "putting on the uniform"
 - Instills a sense of "team-building"
 - Shows Officers that management does not see themselves as "above it"
 - Hard for Officers to complain when they see boss standing working beside them



Brandon F. Womack. M.S
Chief Executive Officer, Homeland Intelligence & Protective Services

Our CEO, Brandon Womack earned his Associate's Degree in Business with a concentration in Safety & Security at Pittsburgh Technical Institute. He then, continued his education at Kaplan University where he graduated with a Bachelor's Degree in Criminal Justice and a Master's Degree in Legal Studies.

Brandon has been in the security & law enforcement field for over twenty years with live experiences in armor carrier service, public housing complexes, residential college campus, medical facilities and personal protection. Before becoming the CEO of Homeland Intelligence & Protective Services, Brandon served as Deputy Director of Public Safety and an Adjunct Instructor for the School of Criminal Justice at Pittsburgh Technical Institute. Brandon is also a Partner with Blue Line Training and Consulting/ PhaZZer Training Group.

Brandon currently maintains instructor level certifications in Defensive Tactics, Spontaneous Knife Defense, Ground Avoidance/Ground Escape, Sexual Harassment Assault and Rape Prevention, Fox Labs OC Spray, CPR/AED, First Aid, Professional Rescuer, Act 235 (Academics & Special Skills) PhaZZer, Florida Security Guard Instructor, New Jersey Security Guard Instructor and Taser X26.

In addition to the instructor certifications, Brandon holds certifications in Management of Aggressive Behavior, Advance Law Enforcement Rapid Responder for Active Shooter, Department of Homeland Security certifications in Special Events Contingency Planning for Public Safety Agencies, National Incident Management System, Incident Command System for Law Enforcement, PA ACT 235, ACT 49, American Red Cross Professional Rescuer and several other certifications.

Brandon is a licensed Private Investigator and is actively involved with ASIS International, International Law Enforcement Educators and Training Association and Pennsylvania Association of Licensed Investigators

Ashley Rodriguez
Director of Human Resources, Homeland Intelligence & Protective Services

Our Vice President of Human Resources for Homeland Intelligence and Protective Services, Ashley is responsible for directing all areas of human resources, including employment and recruitment, benefit administration, employee relations, training compliance, labor relations and compensation administration. Ashley has provided rapid recruitment and HR transition services on all new contracts. She oversees policy and procedure administration and provides continued training to all employees at all sites.

Prior to her role with Homeland Intelligence and Protective Services, Ashley served as the administrator for Pennsylvania Private Police. In this position she was responsible for HR management and security, recruitment, employment, benefits administration, drug testing procedures, peer review, employee relations, worker's compensation administration and labor relations.

Ashley also serves as a Notary Public in Bucks County, Pennsylvania.

Dr. James J. Lauria, Ed.D
Director of Training and Administration, Homeland Intelligence & Protective Services

Our Director of Training and Administration, Dr. Lauria's accomplishments have spanned across military, law enforcement, academia, and corporate worlds. He currently serves as the Chief of Police in Oakdale and McKees Rocks. Dr.

Lauria is responsible for birthing the school's Criminal Justice Program, which is currently growing into one of the most respected programs of its kind. He is also a Pennsylvania State Constable and Consultant for companies, police and security organization in need of internal and external cultural and leadership effectiveness

Dr. Lauria is a retired Lieutenant Colonel of the United States Air Force with over 20 years of service, earning numerous military awards and decorations. His service included such positions as, Director of Productivity and Quality; Logistics Management Officer; Chief of Staff during Desert Shield and Desert Storm; Commander of Airbase Security, Helicopter Crewman and Door Gunner during the Vietnam War; as well as Master Trainer.

Currently, Dr. Lauria has over 1,800 hours of military, police, and civilian training, in such areas, as law enforcement, emergency operations, incident command, nuclear-chemical-biological warfare, emergency-operational-strategic planning, organizational development and behavior, total quality management, conflict resolution, mediation, hostage negotiations, team building, leadership, and operations management.

Dr. Lauria has authored many publications on subject matters involving military leadership, problem solving, teaming, and process improvement. Dr. Lauria has published study guides, teaching curriculum, strategic plans, and articles used by such establishments as schools, the National Guard, and the Air Force Reserve. Dr. Lauria received his Ed.D. in Education from Nova Southeastern University, Ft. Lauderdale, Florida with a concentration in Adult Education. His M.A. in Regional Planning was received at California University of Pennsylvania, California, Pennsylvania and he received his B.S. in Criminal Justice from Edison State College, Trenton, New Jersey.

Christopher Rodriguez Director of Operations, Homeland Intelligence & Protective Services

Our Director of Operations, Chris Rodriguez is a highly organized and detail oriented security professional whose background combines the best attributes of both private and public sector experience. Chris has over 15 years in private and public security/law enforcement experience. Chris is responsible for all day to day operations of Homeland Intelligence and Protective Services including supervision of all front line supervisors, contract acquisition, training coordination, and the customer experience to name a few.

Prior to his role as Director of Operations, Chris served as the Operations Manager for Homeland Intelligence and Protective Services which enabled him to gain a greater understanding of the role. Prior to joining Homeland Intelligence and Protective Services, Chris was the Vice President of Operations for Pennsylvania Private Police.

Chris has completed training in HAZMAT, Emergency Vehicle Operations, New Jersey Firefighter, National Incident Management Systems, and is a Certified Narcotics Canine Handler.

Transition Implementation Plan

The transition to a security service contractor can be a positive experience when an effective and strategic plan is in place. At Homeland Intelligence & Protective Services, we recognize the potential for transition difficulties. Our Transition Plan virtually eliminates these problems.

In order for our services to be productive from the very first day, we spend time planning how the transition will be performed. Post orders are written with extra attention to customer's special requirements and requests. Potential employees are screened, interviewed and the successful applicants are trained in the basic aspects of security and safety for your specific needs.

All security personnel receive extensive training prior to launch to ensure that everyone is familiar with our work ethics and post procedures. During the transition period, new security officers work with seasoned security personnel to ensure the quality of service meets Homeland Intelligence & Protective Services' high standards and to our customer's expectations.

Planning Process

Phase I – On-Site Strategic Planning Sessions with Security Personnel

Phase II – Human Resource Planning

Phase III – Work Plan Refinement

Phase IV – Training and Development

Phase V – Start Date and Evaluation of Plan

Transition Team

The project team for this proposal will be the following individuals:

Brandon F. Womack- Chief Executive Officer

Ashley Rodriguez- Director of Human Resources

Dr. James J. Lauria- Director of Training and Administration

Christopher Rodriguez- Director of Operations

Homeland Intelligence & Protective Services Transition Plan

WEEK 1

- ◆ Review expectations and strategically plan for the formal transition.
- ◆ Begin the recruiting process.

WEEK 2

- ◆ Tour of the facility to include all offices and storage facilities. Identify key security concerns and special requirements.
- ◆ Assign expert resources from other accounts to assist in the launch.
- ◆ Schedule training classes to include OC Pepper Spray and Basic Handcuffing (if requested).

WEEK 3

- ◆ Assign Operations Management Team, Site Manager, and Facility Supervisor.
- ◆ Development of work plans and post orders for all areas.

WEEK 4

- ◆ New employees will attend Homeland Intelligence & Protective Services orientation presented by Human Resources Coordinator and Recruiter.
- ◆ New Employees will be scheduled for training in CPR / AED (if requested).
- ◆ New employees will undergo National Certification with the Entry-Level Protection Officers Course provided by the International Foundation for Protection Officers.
- ◆ New employees will undergo OC Pepper Spray and Handcuffing training classes provided by Homeland Intelligence & Protective Services in-house training coordinator. (Upon Request of the Client)

WEEK 5

- ◆ Homeland Intelligence & Protective Services Management works with facility manager to ensure that all contract specifications are being met.
- ◆ Homeland Intelligence & Protective Services will conduct a review of all employee scheduling and assignments.
- ◆ Operations team will conduct briefings with all supervisors to review job assignments.
- ◆ Site Manager/Supervisor will perform a walk-through of the property with Client.

WEEK 6

- ◆ Have designated security officers meet and walk their respective areas.
- ◆ Schedule final meetings with facility manager to ensure project is on target.

WEEK 7

- ◆ The Homeland Intelligence & Protective Services operations team will be available 24/7 to assure a smooth transition in the security process.
- ◆ Scheduled meetings with the Client and facility manager to review post orders and the launch progress for any concerns.
- ◆ Daily post inspections performed by Homeland Intelligence & Protective Services field supervision to ensure objectives are being met.

WEEK 8

- ◆ Weekly meetings scheduled with the Client and facility manager to review the transition and to address concerns.

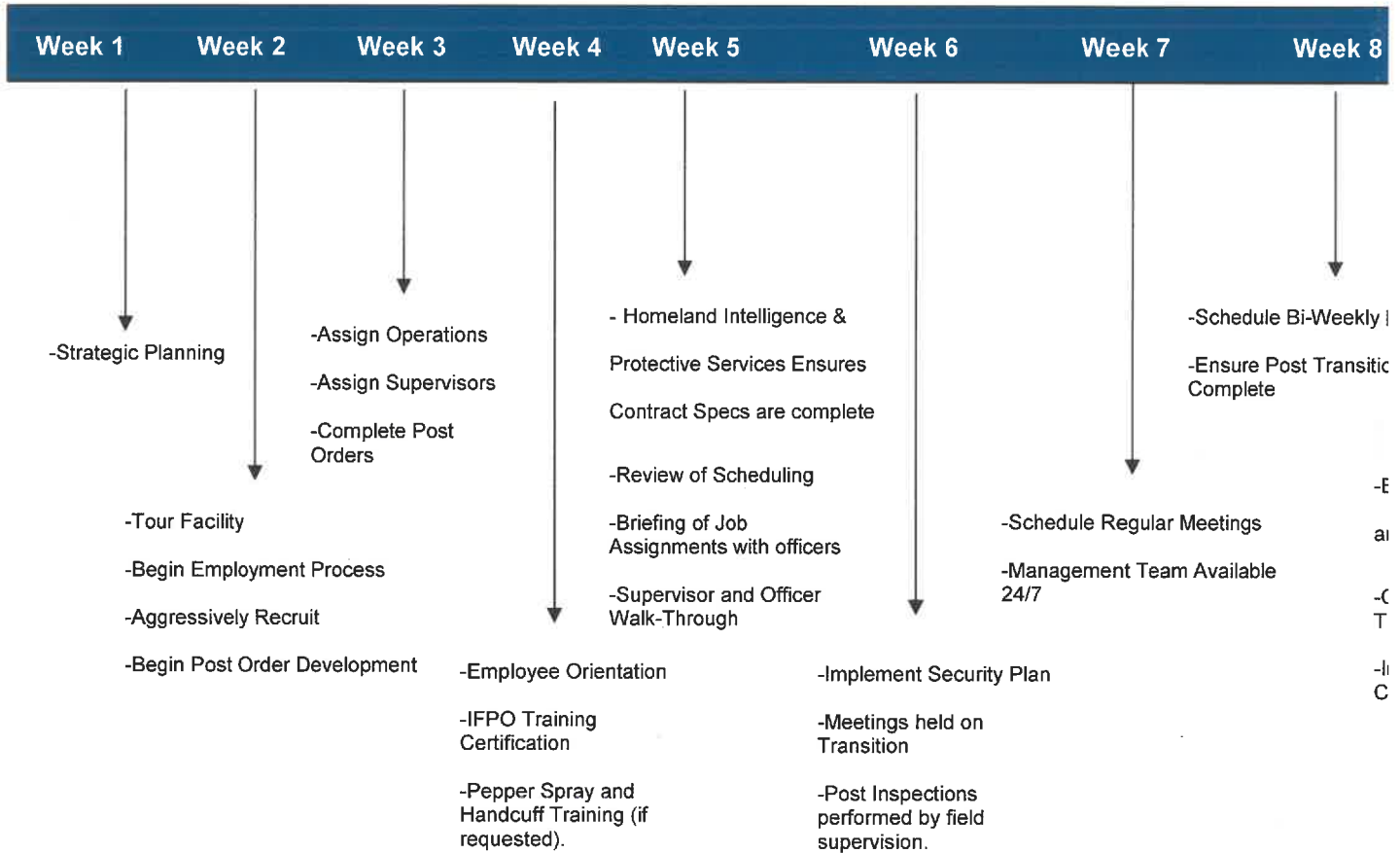
WEEK 9 AND BEYOND

- ◆ Bi-weekly meetings with the Client and facility manager to review post orders and security concerns.
- ◆ If requested, implement post-transition training and development for this account.
- ◆ Implement regular **Security Council Meetings** with the Client and facility manager to ensure security concerns are being addressed and performance standards are being met.

Transition Plan Timeline

Pre-Launch

Post-Launch



Relevant Experience

- Orange County Tax Collector- Provide armed security services to 6 office locations throughout the county. POC Cindy Valentine Assistant Tax Collector- 407-836-2716
- Pittsburgh Zoo and PPG Aquarium- Provided unarmed security services 24 hours a day 7 days per week. POC Calvin Andrews Chief of Security 412-365-2518
- Anderson Construction- Provide armed security along Interstate 95 for PENNDOT prevent incidence of violence and theft. Greg Redman Project Management 215-416-6986
- Bentworth Area School District- Provide armed security for all sporting events such as football games, soccer games, and volleyball games. Brian Malecki Athletic Director 724-239-2861
- Winn Residential- Provide armed security for several low income housing communities throughout the City of Pittsburgh. Connie Buza Senior Manager 814-659-0076
- Wilkinsburg Athletic Association- Provide armed security officer for game day security for all football games. Christina Posey- Board Member 412-609-7330

Insurance

Homeland Intelligence & Protective Services is a licensed, bonded and insured security company.

Certificate of Insurance included in documentation

Client Training Services

Homeland Intelligence and Protective Services fully believes that a better trained client can only be an asset to the organization as a whole. This is why we offer a full line of training and education services to our clients at no additional charge. All of our training services are taught by individuals that are certified in that specific discipline.

Some of the training and educational services we provide are as follows:

- Defensive Tactics
- Sexual Harassment Assault and Rape Prevention
- Active Shooter Training and Presentation
- American Red Cross CPR/AED, First Aid for the Professional Rescuer*
- MOAB Management of Aggressive Behavior
- Use of Force
- Report Writing
- And more...

We can even customize a program for your organization

Some Programs Require Certification Fees that must be paid by the client

#22.85

Costs Criteria

	School Year 2023	School Year 23-24	School Year 24-25
Unarmed School Safety Officer Annual Cost 10 Officers 8 Hours per day 190 days	\$347,320*	\$356,440	\$370,120
Officer Training Cost	Included	Included	Included
Management Oversight	Included	Included	Included

****School Year 2023 would be the total for the full 190 days. This would be a prorated amount based on the number of school days left in the year.***