

**PROPOSAL NUMBER: 20-101 DCS - PARKING AND MOBILITY SERVICES**

**PROPOSAL FOR:**

**VILLAGE OF OAK PARK**

**SECURITY & SUPPORT STAFFING SERVICES – VILLAGE PARKING  
STRUCTURES AND SECURITY SERVICES AT VILLAGE HALL**

**PREPARED BY:**

**ADVANCED SECURITY SOLUTIONS INCORPORATED**

**MAY 08, 2020**



## **Statement of Confidentiality & Non-Disclosure**

**This document contains proprietary and confidential information. All data submitted to The Village of Oak Park is provided in reliance upon its consent not to use or disclose any information contained herein except in the context of its business dealing with Advanced Security Solutions. The recipient of this document agrees to inform present and future employees of The Village of Oak Park who view or have access to its content of its confidential nature.**

**The recipient agrees to instruct each employee that they must not disclose any information concerning this document to others except to the extent that such matters are generally known to, and are available for use by, the public. The recipient also agrees not to duplicate or distribute or permit others to duplicate or distribute any materials contained herein without Advanced Security Solutions expressed written consent.**

**Advanced Security Solutions retains all title, ownership and intellectual property rights to the material and trademarks contained herein, including all supporting documentation, files, marketing materials, and multimedia.**

**BY ACCEPTANCE OF THIS DOCUMENT, THE RECIPIENT AGREES TO BE BOUND BY THE AFOREMENTIONED STATEMENT.**

## **INTRODUCTION**

**Advanced Security Solutions Inc. would like to thank you for taking the time to review our Proposal. We take pride in providing you with the maximum standard of service in the security and protection industry. If you have any questions or concerns, please do not hesitate to communicate frequently with myself or any member of Advanced Security Solutions management staff. We look forward to the opportunity to work together to accomplish your security and protection goals.**

## **HISTORY AND BACKGROUND**

**Advanced Security Solutions was incorporated on April 01, 2005 in the State of Illinois, conducting business for fifteen years. Since inception we have grown rapidly to cover such services as unarmed guard patrol, mobile patrol, high value cargo escort, training, event staffing and several other services. We currently employ 350 employees with over thirty patrol vehicles. We have more than two hundred years of management experience, with senior managers averaging more than 20 years each. Advanced Security Solutions provides services that accommodate multiple needs and can be customized for each individual client. Our corporate headquarters are located at 1645 Birchwood Ave, Des Plaines, IL 60018, in the northwestern suburbs of Chicago. Advanced Security Solutions offers services in the local Mideast region of Illinois and the Milwaukee, Wisconsin area.**

**All of the staff recognizes that our success depends on our customer service. We have invested in technology that allows us to provide prompt and accurate information to the client at a moment's notice, ranging from our patrol units that are equipped with on board computers, to the client data base used for documentation of all events. We have spared no expense in offering the fastest and most accurate information to our clients regarding their assets. Advanced Security Solutions furnishes highly trained officers who undergo drug testing, background and employment screening and a DMV records check. Our officers are also evaluated every three months regarding their performance. Their continued employment depends upon the results of their evaluation.**



## **PRE – QUALIFICATION AND AGENCY EVALUATION**

**Company Name:** ADVANCED SECURITY SOLUTIONS INCORPORATED

**Address:** 1645 BIRCHWOOD AVENUE

**City:** DES PLAINES **State:** ILLINOIS **Zip:** 60018

**Telephone #:** 847-299-0210 **Contact:** LOUIE RADIC

**Email address:** LOUIE@ADVANCEDGUARDS.COM

**Note any and all names that the company has operated under since 2002.**

ADVANCED SECURITY SOLUTIONS INCORPORATED

**State of Illinois License #**122.001137

**Describe any licensing disciplinary action taken against the company since 2002.**

NONE

**What is the size and location of the local office?**

30,000 SQ. FT. LOCATED AT

1645 BIRCHWOOD AVENUE

DES PLAINES, IL 60018

**Operating for 15 years.**

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## **1. PROFILE/RESUME OF OPERATIONS SUPERVISOR, SUPERVISORS AND SENIOR EXECUTIVES.**

### **Louie Radic - Director**

Louie Radic has been in the Private Security Industry for over 18 years. His training stretches from NRA Law Enforcement Training to CM certified. He is an Illinois and Wisconsin Private Security Contractor and Private Detective and the licensee for Advanced Security Solutions. Mr. Radic holds certifications in NRA LE, Taser, ILEETA, Monadnock, Verbal Judo, ASP, Armor Holding OC, Saber and PATH. With 16 years of Security Management experience Mr. Radic has managed hundreds of employees and supervisors. Mr. Radic is experienced in client relations, corporate management and business development.

### **Joseph Jeremias - Company Development**

Joseph is a highly trained and qualified security expert with over twenty years of loss prevention, pre-deployment military instruction, correctional and incident command security. Joseph is responsible for guaranteeing all security specialists are providing the highest level of professional security, and to ensure our officers are aware of all policies and procedures. Joseph has certifications and training in many aspects including Firearms, Defensive Tactics, CQC, Executive Protection, Investigations and much more.

### **Jozef Eremias - Manager of Operations**

Patrol Manager Jozef Eremias, has over 12 years of Operational Management experience. A licensed Private Detective Jozef came from a fast paced, VIP client operation. He has excellent skills for customer service and client satisfaction. In the last 10 years Jozef managed operations for two different fast paced companies and provided VIP clients with the highest satisfaction scores in the Industry.

### **Giovanni Medina - Manager of Training**

With over a decade working in the security industry, Giovanni leads the training efforts for Advanced Security Solutions. Giovanni is an ASP Tactical weapon instructor, is the lead trainer for our Scenario Based Training Program and oversees all training, both in the classroom and in the field. Giovanni's responsibilities heading our training department range from instruction, to curriculum development and employee skill evaluation. He is also responsible for overseeing the day to day operations of our Armed Division, ensuring that our armed officers exceed all state standards as well as making sure our Armed Division is constantly retraining to stay up to date with the latest tactics and laws. Prior heading up our Training Department, Giovanni oversaw our Residential Enforcement Department which provided community policing and patrol services to low income housing complexes in the Chicagoland area. Giovanni studied public administration at Northern Illinois University in DeKalb, IL and Political Science at DePaul University in Chicago, IL.

### **Jordinay McNeal - Field Supervisor**

Jordinay is the most recent addition to our Field Supervisory team. She joined the Advanced Security family in early 2020 bringing with her 7 years of security experience and three years of supervisory experience. Jordinay is also a certified police dispatcher and holds certifications in ASP tactical weapons, firearms (semi-auto,) SBT, and CPR. McNeal studied Criminal Justice at Triton College in River Grove, IL and Justice Studies with a minor in Criminology at Northeastern Illinois University in Chicago, IL.

### **Damien Hopkins - Field Supervisor**

Damien has over 20 years of Security experience and over ten years of supervisory experience that he has attained supervising different types of security operations and personnel over his 2-decade career. Damien has worked in entertainment security, corporate security, hospital security, and as an armed response officer. He uses the knowledge he has attained in working in different sectors of our industry to mentor employees and advise the management team on day to day operations. Damien is certified in Firearms (semi-auto,) ASP tactical weapons, SBT, and Monadnock baton. Damien was born on the US Naval Base at Guantanamo Bay, Cuba and is the son of two sailors who he attributes instilling in him the importance of helping people, which is why he entered the security field.

### **Matthew Aparo - Field Supervisor**

Matt has been working in the security industry since 2012 and has over 4 years of supervisory experience. He has a background in commercial and corporate security and has been an Armed officer with us since 2017. Matt also worked as a correctional officer for the Racine County Sheriff's officer prior to joining the Advanced Security Family. Prior to being promoted as a Field Supervisor, Matt was a member of our Check-up response team (CRT) a team who's responsibilities ranged from checking on garages and other sites to protect against vagrants and crime to responding to any kind of emergency that may arise in the field. He is certified in Firearms (semi-auto,) ASP tactical weapons, SBT, Taser, Crisis Investigation, and TacMed. Matt studied Criminal Justice at Carthage College in Kenosha, WI.

### **Rasko Krajisnik - Operations Manager / Senior Instructor**

Rasko Krajisnik has been in the Private Security Industry for over 16 years. Rasko is a 2<sup>nd</sup> degree Black Belt in Shotokan Karate. He has also taught Karate for over 19 years to regular students and those with special needs. Rasko is the Senior Instructor for ATS and one of the main instructors with Certifications and Skills in Firearms, Close Quarter Combat, Defensive Tactics, Executive Protection, Hospitality Venue Protection, ASP Tactical Weapons, ILEETA Member, Scenario Based Training Instruction, Use Of Force, Combat Mentality, Threat/Risk Assessment and Management, Active Threat Management among many other things constantly being learned and development. Rasko believes that you cannot fix problems with the same thinking that was used to create them in this volatile and versatile world.

### **Robert Tomez - Mobile Supervisor**

Mobile Supervisor Robert Tamez, a member of the R.E.D. team with over 13 years of supervisory experience. Robert holds certificates in ASP, Manadnock, Taser, Firearms, SBT, MDTs and PATH. Robert has experience in the hospitality, entertainment, corporate and residential fields and holds several awards in client satisfaction.

**All Officers Registered and/or Licensed?   X   Yes      No**

### **3. A COPY OF THE COMPANY'S FINANCIAL PROSPECTUS AND A STATEMENT OF ANY LAWSUIT OR LABOR ACTION TO WHICH THE COMPANY IS CURRENTLY A PARTY.**

Advanced Security Solutions is not a publicly traded company.

Advanced Security Solutions is not a party to any current labor action or lawsuit.

### **4. LIST 4 LOCAL REFERENCES:**

STANDARD PARKING  
CONTACT: MR. IVAN MATIC  
SENIOR MANAGER  
[773-714-1290](tel:773-714-1290)  
[IMAPTIC@SPPLUS.COM](mailto:IMAPTIC@SPPLUS.COM)

LAZ PARKING  
CONTACT: Mr Thaddeus Johnson  
Project manager  
Cell: (331) 333-0495  
Email: [TJohnson@lazparking.com](mailto:TJohnson@lazparking.com)

LAZ PARKING  
CONTACT: Mr Bajram Metovic  
Director of Operations  
Cell: (773) 817-1447  
Email: [BMetovic@lazparking.com](mailto:BMetovic@lazparking.com)

LEGACY PARKING  
CONTACT: Mr Jonathan Garcia  
Senior Facilities Manager  
Cell: (773) 844-2820  
Email: [JGarcia@legacyparking.com](mailto:JGarcia@legacyparking.com)

**5. A WRITTEN OVERVIEW OF THE COMPANY'S HISTORY. INCLUDE THE NUMBER OF YEARS THE COMPANY HAS BEEN IN BUSINESS, THE LOCATION OF THE CORPORATE HEADQUARTERS, AND THE TOTAL NUMBER OF PEOPLE EMPLOYED BY THE COMPANY. NOTE ANY AND ALL NAMES THAT THE COMPANY HAS OPERATED UNDER SINCE 1999.**

Advanced Security Solutions was incorporated on April 01, 2005 in the State of Illinois, conducting business for fifteen years. Since inception we have grown rapidly to cover such services as unarmed patrol, mobile patrol, high value cargo escort, training, event staffing and several other services. We currently employ 350 employees with over thirty patrol vehicles. We have more than two hundred years of management experience, with senior managers averaging more than 20 years each. Advanced Security Solutions provides services that accommodate multiple needs and can be customized for each individual client. Our corporate headquarters are located at 1645 Birchwood Ave, Des Plaines, IL 60018, in the northwestern suburbs of Chicago. Advanced Security Solutions offers services in the local Mideast Region of Illinois and the Milwaukee, Wisconsin area.

Note: Advanced Security Solutions Inc. has not operated under any other name.

**6. A DESCRIPTION OF ANY LICENSING DISCIPLINARY ACTION TAKEN AGAINST THE COMPANY SINCE 2002.**

**NONE**

**7. An overview of screening, evaluation, and hiring policies together with a copy of all documentation currently in use.**

**EMPLOYMENT SCREENING PROCESS**

- A. Once the applicant has submitted their resume it is reviewed by our Human Resource Department. If all of the basic requirements are fulfilled we will schedule a pre employment info class. Where the applicant will learn about how we operate and if they are a good fit for us and if we are a good fit for them. During this process applicants are monitored for their ability to follow directions and their willingness to participate. If both parties are in agreement then the applicant will fill out an employee application and a basic security questionnaire.
- B. Once the physical application is filled out and signed we will interview the individual to check the accuracy of the resume as far as prior skill, knowledge and work history as well as the questionnaire. Why they left previous jobs. We conduct a character assessment by asking a series of questions.
- C. Once the interview is concluded we conduct a background check, Permanent Employee Registration Card (PERC) check. We also check to make sure the fingerprints are still eligible to date.

- D. If the employee needs to obtain a PERC card by filling out the PERC application and submitting their fingerprints.
- E. When the background checks and PERC checks come back clear with no discrepancies and fingerprints are cleared call the references to check for prior work history, skill assessment and character witness statements.
- F. Employees are then required to pass a drug/alcohol screening
- G. Employees hired and working unarmed security are screened every six months plus random screening.
- H. Employees hired and working armed security are screened every three months plus random drug testing.

### **SECURITY OFFICER BASIC REQUIREMENTS**

- Must be 18 years of age or older
- High school diploma or GED equivalent
- Must have at least two verifiable employers
- Must be able to handle various weather conditions
- Ability to communicate effectively both orally and in writing in the English language for the purpose of public interaction and report writing
- Drug-free per pre-employment drug screen
- Authorized to work in the United States
- Proficiency in other languages is a plus
- Ability to work on a team
- Ability to maintain satisfactory attendance and punctuality standard
- Neat and professional appearance
- No criminal history
- Must be responsible and have a professional attitude
- Ability to provide quality customer service
- Ability to handle typical and crisis situations efficiently and effectively on duty
- Security, military, or law enforcement background is a plus
- Computer literacy is valued
- Lift 50 pounds

**DESCRIBE THE BENEFITS PACKAGE FOR EMPLOYEES ASSIGNED TO THIS CONTRACT.**

**Benefits Program**

**Medical/Health Insurance Payroll Deduction**

**Employee Plan-\$5,000.00 deductible through United Healthcare**

- . **Employee Cost \$41.74 per week**
- . **Employee & Spouse \$133.57 per week**
- . **Employee & Children \$101.85**
- . **Employee Family \$210.38 per Week**

**Dental**

- . **Monthly Premium \$6.93 per Employee through United Healthcare**
- . **Annual Max \$1,500.00**

**Vision**

- . **Monthly Premium \$1.33 per employee**

**8. A FULL DESCRIPTION OF INITIAL TRAINING AND ONGOING TRAINING, INCLUDING ALL SUBJECTS AND CATEGORIES.**

**SECURITY OFFICER TRAINING**

Advanced Security Solutions conducts training that exceeds that of any of our competitor's programs. The knowledge of our management team is passed on to our new employees. In addition to the state mandated certification courses, Advanced Security Solutions personnel must attend:

- 20-hour State of Illinois Security Course
- 8-hour Security Defensive Tactics Training
- 4-hour Patrol Techniques & Criminal Law
- 4-hour Customer Service Seminar
- 16-hour On Site Training
- 4-hour Client Rules and Policies

Our methods for training have been proven in our work. We can take any individual with the desire and the commitment and produce a qualified security officer. Our structuring of training is not complicated and that is the key to success. We teach fundamentals that can be developed and cultivated. There are no shortcuts to any place worth going. We can assist the individual as

well as the company in structuring your training. All training receives certifications if the individuals pass the course.

To receive certification, candidates must pass written, performance, and situational assessments.

These assessments determine competency based on established professional attributes and standards of responsibility

## **PHASES**

### **INDUCTION**

Policies and Procedures/Conduct/Ethics-Fundamentals and company standards

Guidance-Providing employees with essential skills to join the company or begin a new role

Basic Orientation-Company values and culture. Job SOP (Standard Operating Procedures)

### **JOB TRAINING -ON SITE**

Shadowing/Observation-Visual learning and performing job functions, essential job functions

Coaching/Mentoring-Improve on the employees existing skills or provide new. Discuss Performance

Assessment-Creating a starting point to gauge increase or decrease in performance

### **JOB TRAINING -OFF SITE**

Lectures-Theory, Report Writing and Incident Documentation, Liability, etc.

Hands on Training-Baton, Handcuff, Firearms, Taser, OC, Scenario

Continuous Training-Through simulation of scenarios. Constant skill development

Only through scenario simulation and stimulation can mistakes be made and corrected. In the real world we hope that no ill-fated situation comes upon yourself as an individual or your organization. But in the event if something should happen our trained guards are prepared for the situation. Skills not used are perishable.

## **9. ANY SPECIAL TRAINING AND SPECIAL ACTIVITIES OF COMPANY PERTINENT TO PARKING FACILITIES AND PUBLIC FACILITIES.**

Advanced Security Solutions offers a Garage Based Training (GBT) course for our parking and patrol officers. GBT is a course that involves our instructors gathering previous incidents and utilizing lessons learned to teach officers real life issues. This course allows officers to figure out solutions at a reality-based level. Scenarios include a vehicle driving through a gate, a patron lifting a gate, traffic accidents in a parking structure, a large vehicle hitting a sign or sprinkler, homeless in the stairwells, trespassers, break-ins, criminal damage to property and several other garage specific incidents. Our officers are challenged by the instructors and role players to



make quick decisions in resolving the issues. Teaching our officers how to verbally deescalate a situation and to take notes on all vehicles and visitors.

#### **10. PROOF OF TRAINING AND UNDERSTANDING OF SECURITY SURVEILLANCE EQUIPMENT SYSTEMS.**

Our security staff is trained in the basic use of CCTV cameras and basic computer use. Security surveillance equipment is not the same from jobsite to jobsite therefore we provide most of the training in the field on site. For site specific training our Supervisor will train employees who are assigned to work at the site in addition to new employees on the specific equipment.

#### **11. AN OVERVIEW OF THE TRAINING PROGRAMS FOR SUPERVISORS, INCLUDING THE FREQUENCY OF SUCH PROGRAMS.**

Since the security industry is so specialized by the needs of our clients, we promote supervisors and management positions within the company. We feel that supervisors and management employees have a better understanding of the tasks at hand and the needs of our clients when they have spent time working in the field and jobsites. We promote the best candidates for supervisor and management roles. All our supervisors are required to take several types of training; ASP Handcuffing, SBT Scenario Based Training, Verbal Judo, Customer Service, Report Writing and a few client specific classes. Some of the training is on the job training shadowing a current supervisor. We are always evaluating our staff looking for the next possible candidate for promotion.

#### **12. FOUR COPIES OF ALL LICENSES, INSURANCE CERTIFICATES, AND OTHER PERTINENT INFORMATION.**

SEE ADDITIONAL DOCUMENTATION ATTACHED

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**13. A WRITTEN OVERVIEW OF THE VENDOR'S EXPERIENCE IN PROVIDING SECURITY AT HIGH-RISE PARKING STRUCTURES; THIS OVERVIEW SHOULD NAME SPECIFIC CLIENTS AND THE CITY AND STATE IN WHICH THEY ARE LOCATED.**

**STANDARD PARKING**

Description: Four accounts located in Chicago, IL. These accounts are all multi-use encompassing public, business, and residential parking. We staff four different locations that range from a guard in a booth with hourly stairwell checks to a guard on foot patrolling the garage 24/7. We also have a location where we staff a plainclothes officer to catch crime and assess current security procedures.

**LAZ PARKING**

Description: Four accounts located in Chicago, IL. These accounts are a mix of multi-use encompassing public, business, and residential parking. We staff four different locations that range from a guard in a booth with hourly stairwell checks to a guard on foot patrolling the garage 24/7 we also provide a guard in the office to validate tickets, check the machines and check the business center. Some of the garages are from upscale residential areas where we are also responsible for their lobby and the entertainment area as well. We even have several parks that we must patrol.

**IMPARK**

Description: One account located in Chicago, IL. The account is a mix of multi-use encompassing public, business, and residential parking. We staff this location 24/7 and are responsible for employee escorts, stairwell checks, parking lot counts, traffic control at peak hours as well as patrols in the residential areas and the business center.

**KASS MANAGEMENT**

Description: Two accounts located in Chicago, IL. The account is a mix of multi-use encompassing public and residential parking. We staff this location overnight and are responsible for resident escorts, stairwell checks, vehicle count and pictures of reserved areas, as well as patrols in the residential areas.

**LEGACY PARKING**

Description: One account located in Chicago, IL. This account is multi-use encompassing public, business, and residential parking. This location we staff a guard 24/7 in the booth with hourly stairwell checks and foot patrol.

**14. QUALIFICATIONS OF ALL STAFF TO BE EMPLOYED AT THIS LOCATION, INCLUDING EDUCATIONAL BACKGROUND AND DETAILS OF PAST EXPERIENCES AT SIMILAR LOCATIONS AND THE IDPR PERMANENT EMPLOYEE REGISTRATION CARD NUMBER FOR EACH STAFF MEMBER – NOTING THE TOTAL NUMBER OF ANY REGISTRATION DISCIPLINE AS WELL AS THE REASON, THAT HAS BEEN TAKEN AGAINST STAFF. INCLUDE ANY OTHER CREDENTIALS THAT SUGGEST SUPERIOR QUALITY OF EXPERIENCE AND JOB KNOWLEDGE. THIS REQUIREMENT INCLUDES SECURITY PERSONNEL, OPERATIONS SUPERVISORS AND MANAGEMENT, AND ANY INDIVIDUALS PERFORMING RANDOM INSPECTIONS.**

**Nicholas Wingo**

**Hire Date – 02/21/2020**

**PERC# 129.290182**

**FOID# 1710663162**

**EDUCATION:**

**DePaul University Chicago IL – 2011 – 2014**

**Hales Franciscan High School**

**Cisco Networking Academy Certification**

**Officer N. Wingo has worked at multiple parking garage locations. Skilled at observation and resolving issues that occurred (Homeless activity, property damage report...). Has a great presence and positive attitude.**

**Officer N. Wingo was disciplined one time on 04/11/2020 due to tardiness.**

**Francisco Valdes**

**Hire Date – 06/27/2018**

**PERC# 129.436677**

**EDUCATION:**

**High School Diploma**

**Officer F. Valdes has worked at multiple parking garage locations (Including upscale residential parking garages downtown Chicago). Skilled at observation and resolving issues that occurred (Homeless activity, property damage report...). Has a great presence and positive attitude. Officer F. Valdes has worked with Advanced Security Solutions for almost 2 years and has been a great asset.**

**Officer F. Valdes was disciplined one time on 07/01/2019 due to tardiness.**

**Gabrielle Sylvester**

**Hire Date – 01/07/2019**

**PERC# 129.432936**

**EDUCATION:**

**High School Diploma**

**Officer G. Sylvester has worked at multiple parking garage locations but works at 1 location for the last year. Skilled at observation and resolving issues that occurred (Homeless activity – particularly good, property damage report, great at report writing...). Has a great presence and positive attitude. This Officer has never been disciplined.**

**Terrence Smith**

**Hire Date – 12/26/2018**

**PERC# 129.432713**

**EDUCATION:**

**High School Diploma**

**Officer T. Smith has worked at multiple parking garage locations. Skilled at observation and resolving issues that occurred (Homeless activity – particularly good, property damage report...). Has a great presence and positive attitude. This Officer works mainly at locations with high presence of homeless activity and has never been disciplined.**

**Kevin Rubalcava**

**Hire Date – 08/01/2016**

**Perc# 129.400775**

**EDUCATION:**

**High School Diploma**

**Officer K. Rubalcava has worked at multiple parking garage locations. Skilled at observation and resolving issues that occurred (Homeless activity, property damage report, great at report writing...). Has a great presence and positive attitude. This Officer works mainly at locations with high presence of homeless activity and has never been disciplined. Advanced Security Solutions is incredibly happy with this officer's performance throughout the time he has been with us and has never been disciplined.**

**Wilneshia Rainey**

**Hire Date – 07/31/2019**

**PERC# 129.415175**

**EDUCATION:**

**High School Diploma**

**Officer W. Rainey has worked at multiple parking garage locations. Skilled at observation and resolving issues that occurred (Homeless activity, property damage report, great at report writing). Has a great presence and positive attitude.**

**Officer W. Rainey was disciplined one time on 09/17/2019 due to not submitting reports within 45 minutes after the shift.**

**Anthony Maxwell**

**Hire Date – 07/24/2019**

**PERC# 129.439818**

**EDUCATION:**

**High School Diploma**

**Officer A. Maxwell has worked at multiple parking garage locations. Skilled at observation and resolving issues that occurred (Homeless activity, property damage report...). Has a great presence and incredibly positive attitude.**

**Joseph Maldonado**

**Hire Date – 09/06/2018**

**PERC# 129.428472**

**EDUCATION:**

**High School Diploma**

**U.S Army - Active**

**Officer J. Maldonado has worked at multiple parking garage locations. Skilled at observation and resolving issues that occurred (Homeless activity, property damage report, great at report writing...). Has a great presence and incredibly positive attitude. This Officer has worked at almost all our locations and always delivered great results. Officer J. Maldonado was never disciplined.**

**Ramon Lopez**

**Hire Date – 01/11/2019**

**PERC# 129.432446**

**EDUCATION:**

**High School Diploma**

**Officer R. Lopez has worked at multiple parking garage locations. Skilled at observation and resolving issues that occurred (Homeless activity, property damage report, great at report writing...). Has a great presence and positive attitude. This Officer has worked mainly at parking garages and being a great asset to Advanced Security Solutions. This Officer was never disciplined.**

**Rashaan Lewis**

**Hire Date – 05/25/2018**

**PERC# 129.443192**

**EDUCATION:**

**High School Diploma**

**Officer R. Lewis has worked at multiple parking garage locations. Skilled at observation and resolving issues that occurred (Homeless activity, property damage report, great at report writing...). Has a great presence and positive attitude. This Officer has worked mainly at parking garages and being a great asset to Advanced Security Solutions. This Officer was never disciplined.**

**George Cramer**

**Hire Date – 09/26/2018**

**PERC# 129.169964**

**EDUCATION:**

**High School Diploma**

**Officer G. Cramer has worked at multiple parking garage locations. Skilled at observation and resolving issues that occurred (Homeless activity, property damage report...). Has a great presence and positive attitude. This Officer has worked mainly at parking garages and being a great asset to Advanced Security Solutions. This Officer was never disciplined.**

**Fontaine Collins**

**Hire Date – 02/26/2020**

**PERC# 129446984**

**EDUCATION:**

**High School Diploma**

**Officer F. Collins has worked at one parking garage only but delivers great results. Skilled at observation and resolving issues that occurred (Homeless activity, property damage report, report writing...). Has a great presence and positive attitude. This Officer was never disciplined.**

**Jason Blackmon**

**Hire Date – 06/14/2018**

**PERC# 129.160417**

**EDUCATION:**

**High School Diploma**

**Officer J. Blackmon has worked at multiple parking garage locations. Skilled at observation and resolving issues that occurred (Homeless activity, property damage report, report writing...). Has a great presence and positive attitude. This Officer was never disciplined.**

**Jasmine Golden**

**Hire Date – 06/12/2019**

**PERC# 129.438517**

**EDUCATION:**

**High School Diploma**

**Officer J. Golden has worked at one parking garage only but delivers great results. Skilled at observation and resolving issues that occurred (Homeless activity, property damage report, report writing...). Has a great presence and positive attitude. This Officer was never disciplined.**

**Adrienne Goodman**

**Hire Date – 02/16/2016**

**PERC# 129.371987**

**EDUCATION:**

**High School Diploma**

**Officer A. Goodman has worked at multiple parking garage locations. Skilled at observation and resolving issues that occurred (Homeless activity, property damage report, report writing...). Has a great presence and positive attitude. Exceptional performance throughout the time she has been with us. This Officer was never disciplined.**

**Leneil Boyd**

**Hire Date – 04/26/2018**

**PERC# 129.311797**

**EDUCATION:**

**High School Diploma**

**Officer L. Boyd has worked at multiple parking garage locations. Skilled at observation and resolving issues that occurred (Homeless activity, property damage report, report writing...). Has a great presence and positive attitude. This Officer was never disciplined.**



## **15. A COPY OF THE COMPANY'S PRE-EMPLOYMENT DRUG TESTING POLICY.**

### **DRUG TESTING POLICY**

#### **PURPOSE**

All candidates who have received a written offer of employment will be required to undergo testing for commonly abused controlled substances in accordance with this policy.

#### **SUBSTANCES COVERED BY DRUG AND ALCOHOL TESTING**

Candidates will be tested for their use of commonly abused controlled substances, including amphetamines, barbiturates, benzodiazepines, opiates, cannabinoids, cocaine, methadone, methaqualone, phencyclidine (PCP), propoxyphene and chemical derivatives of these substances.

Candidates must advise the testing lab of all prescription drugs taken in the past month before the test and be prepared to show proof of such prescriptions to testing lab personnel.

#### **TESTING METHODS AND PROCEDURE**

All testing will be conducted by a licensed independent medical laboratory, which will follow established testing standards. Testing will be conducted on a urine sample provided by the candidate to the testing laboratory under procedures established by the laboratory to ensure privacy of the employee, while protecting against tampering/alteration of the test results.

Advanced Security Solutions will pay for the cost of the testing, including the confirmation of any positive test result by gas chromatography. The testing lab will retain samples in accordance with state law, so that a candidate may request a retest of the sample at his or her own expense if he or she disagrees with the test result.

#### **REFUSAL TO UNDERGO TESTING**

Candidates who refuse to submit to a drug test or who fail to show up for a drug test will no longer be considered for employment.

#### **POSITIVE TEST**

If a candidate tests positive on a screening test, the employment offer will be formally withdrawn, and the candidate will be provided The reason why he or she is no longer being considered for employment.

#### **RIGHT TO EXPLAIN TEST RESULTS**

All candidates have the right to speak to the testing laboratory and with Advanced Security Solutions, to explain their test results. These discussions will be considered confidential except that information disclosed in such tests will be communicated to personnel within Advanced Security Solutions or within the lab who need to know such information to make proper decisions regarding the test results or employment of the individual.

#### **RIGHT TO REVIEW RECORDS**

Advanced Security Solutions will provide a copy of test results only to candidates who test positive and request a copy.

## **CONFIDENTIALITY REQUIREMENTS**

All records concerning test results will be kept in medical files that are maintained separately from Advanced Security Solutions personnel files.

Testing laboratories may conduct testing only for substances included on the disclosure list provided to the individual and may not conduct general testing related to the medical conditions of the individual that are unrelated to drug usage.

## **RETESTING**

Candidates may request a retest of their positive test results within five working days after notification by Advanced Security Solutions of such positive test results. This retest is at the expense of the individual unless the original test result is called into question by the retest.

## **16. A COPY OF THE COMPANY'S POST EMPLOYEE AND RANDOM DRUG TESTING POLICY.**

### **RANDOM DRUG TESTING POLICY**

#### **PURPOSE**

This policy describes Advanced Security Solutions' policy and procedures for conducting random drug tests of employees.

#### **RANDOM TESTING**

Advanced Security Solutions will randomly test employees for compliance with its drug-free workplace policy. As used in this policy, "random testing" means a method of selection of employees for testing, performed by an outside third party. The selection will result in an equal probability that any employee from a group of employees will be tested. Furthermore, Advanced Security Solutions has no discretion to waive the selection of an employee selected by this random selection method.

#### **SCHEDULED PERIODIC TESTING**

Advanced Security Solutions reserves the right to conduct periodic testing on a regularly scheduled basis for employees in designated departments, classifications or workgroups.

#### **SUBSTANCES COVERED BY DRUG AND ALCOHOL TESTING**

Employees will be tested for their use of commonly abused controlled substances, which include amphetamines, barbiturates, benzodiazepines, opiates, cannabinoids, cocaine, methadone, methaqualone, phencyclidine (PCP), propoxyphene and chemical derivatives of these substances.

Employees must advise testing lab employees of all prescription drugs taken in the past month before the test and be prepared to show proof of such prescriptions to testing lab personnel.

#### **TESTING METHODS AND PROCEDURE**

All testing will be conducted by a licensed independent medical laboratory, which will follow testing standards established by the state or federal government. Testing will be conducted on a urine sample provided by the employee to the testing laboratory under procedures established

by the laboratory to ensure privacy of the employee, while protecting against tampering/alteration of the test results.

Advanced Security Solutions will pay for the cost of the testing,

### **REFUSAL TO UNDERGO TESTING**

Employees who refuse to submit to a test are subject to immediate discharge.

### **POSITIVE TEST**

If a candidate tests positive, the employee will be invited into the office for an ESM. The employee will need to provide the reason why he or she may have tested positive and will be subject to disciplinary action, up to and including discharge. Discipline selected by Advanced Security Solutions will depend on a variety of factors, including the prior work record of the employee, the length of prior employment, the prior accident and attendance record of the employee, the circumstances that led to the testing, and the proposals by the employee to address the problem.

### **RIGHT TO EXPLAIN TEST RESULTS**

All candidates have the right to speak to the testing laboratory and with Advanced Security Solutions, to explain their test results. These discussions will be considered confidential except that information disclosed in such tests will be communicated to personnel within Advanced Security Solutions or within the lab who need to know such information to make proper decisions regarding the test results or employment of the individual.

### **RIGHT TO REVIEW RECORDS**

Employees have a right to obtain copies of all test results from the testing laboratory, or from Advanced Security Solutions. When an employee disagrees with the test results, the individual may request that the testing laboratory repeat the test. Such repeat testing will be at the expense of the individual, unless the repeat test overturns the original report of the lab, in which case Advanced Security Solutions will reimburse the employee for the costs incurred for the retest.

### **CONFIDENTIALITY REQUIREMENTS**

All records concerning test results will be kept in medical files that are maintained separately from the personnel file of the employee.

Testing laboratories may conduct testing only for substances included on the disclosure list provided to the individual and may not conduct general testing related to the medical conditions of the individual that are unrelated to drug use.

### **RETESTING**

Employees may request a retest of their positive test results within five working days after notification by Advanced Security Solutions of such positive test result. This retest is at the expense of the individual unless the original test result is called into question by the retest.

Where the employee or applicant believes that the positive test result was affected by taking lawful or prescribed substances, the individual may be suspended without pay pending receipt

of confirming information to substantiate the claims of the individual. Normally, the individual will be provided no more than five business days in which to provide this additional information.

Once Advanced Security Solutions has determined whether there is evidence to indicate that the test results are incorrect, Advanced Security Solutions will advise the individual of its decision.

## **17. A DESCRIPTION OF THE COMPANY'S PROCESS FOR CONDUCTING PRE-EMPLOYMENT BACKGROUND CHECKS AND WHAT STEPS ARE TAKEN TO DURING THE COURSE OF EMPLOYMENT TO MAINTAIN AND VERIFY EMPLOYEE BACKGROUND INFORMATION.**

### **EMPLOYMENT SCREENING PROCESS**

- I. Once the applicant has submitted their resume it is reviewed by our Human Resource Department. If all of the basic requirements are fulfilled we will schedule a pre employment info class. Where the applicant will learn about how we operate and if they are a good fit for us and if we are a good fit for them. During this process applicants are monitored for their ability to follow directions and their willingness to participate. If both parties are in agreement then the applicant will fill out an employee application and a basic security questionnaire.
- J. Once the physical application is filled out and signed we will interview the individual to check the accuracy of the resume as far as prior skill, knowledge and work history as well as the questionnaire. Why they left previous jobs. We conduct a character assessment by asking a series of questions.
- K. Once the interview is concluded we conduct a background check, Permanent Employee Registration Card (PERC) check. We also check to make sure the fingerprints are still eligible to date.
- L. If the employee needs to obtain a PERC card by filling out the PERC application and submitting their fingerprints.
- M. When the background checks and PERC checks come back clear with no discrepancies and fingerprints are cleared call the references to check for prior work history, skill assessment and character witness statements.
- N. Once the employee is hired his PERC card will be verified every six months

## **18. AN OVERVIEW AND DESCRIPTION OF THE PATROLLING POLICIES USED AT SIMILAR LOCATIONS.**

### **Specific Patrolling Policies**

Specific duties (Policies) describing the nature and scope of security agents' duties will be specified in the guard assignment schedule. Generally, they will include physical protection of

the grounds, equipment, and property of the Village; prevention of burglary, vandalism, pilferage, and robbery; enforcement of rules and regulations of Client; quelling of disorders; verification of identification; and logging of employees in and out of Owners buildings.

The security officer will act on their own initiative at the direction of authorized personnel of Client and on orders from Contractor. Their personal appearance, attitudes, and manner of performance, at all times, will reflect a favorable public image, both for Client and Contractor. Officers will be under constant scrutiny by the Contractor's security supervisor, duty officers, and staff. This supervision will include inspection, control checks, and continual re-evaluation to insure top performance from each security agent and supervisor.

## **19. PROPOSED POST ORDERS, POLICIES, PROCEDURES, AND REPORTS FOR SECURITY THAT WOULD BE UTILIZED BY THE COMPANY RELATIVE TO THIS CONTRACT AND IN CONSIDERATION OF THE APPENDIX.**

Since every garage and location of service is different we would be making a new procedure, checklist and process for the guards as we custom make changes to every account.

### **POST ORDERS**

To all Security Officers assigned for parking garages:

Listed are the responsibilities and directions to what needs to be checked and done during your shifts.

**ALL REPORTS NEED TO BE INFORMATIVE** - When you notice an issue, you need to write it down and attach a picture in your report (from cell phone).

Reports without detailed information will not be accepted.

**ALL SITUATIONS LISTED ON THE REPORT SHOULD INCLUDE DETAILED INFORMATION:**

**WHAT HAPPENED**

**WHO IS INVOLVED** (Names, ID copies, etc.)

**WHAT DID YOU DO REGARDING THE SITUATION**

**WHAT WAS THE END RESULT** (how was it fixed or addressed?)

**MUST CARRY POST ORDERS WITH YOU AT ALL TIMES**

**\*Flashlight, notepad, and a pen are part of each Officer's MUST HAVE.**

Please notice that each account has different personal (Email Addresses) for sending reports.

**\*\*\*Call button at garages goes directly to managers and sends them an email every time someone presses on it. Use it to report any property damage or equipment malfunction. If there is an issue that you cannot resolve, please contact Advanced Security Solutions**

**Mobile Supervisor at (224) 567-0854 (24/7 number) as well as notify your direct SUPERVISOR. If you still cannot resolve an issue, contact your direct Manager.**

**All officers must do the following while on post:**

**Must report to work on time and notify the Mobile Supervisor and the Client staff (If Present) once on post**

**Follow proper dress code and all Advanced Security Solutions Policies and Procedures. Remember that presence is the 1st impression. (Make sure that it is positive)**

**Retrieve equipment necessary for duty (Company cell phone, radio**

**Be pleasant, customer friendly, professional, positive and have good public relations**

**VERY IMPORTANT - BE VISIBLE & PROVIDE DETERRENCE**

**Keep log while on duty/patrolling**

**Report every issue/problem you notice (ex. Glass on the floor, flat tire, broken window, broken doors, garbage laying around, abundant cars, broken gate, etc.)**

**Perform foot patrols of all levels, stairwells, and perimeter of the property**

**Perform a reserved parking spot check and note cars parked in your report**

**Perform and empty stall count during the time provide by the client**

**If you are taking a lunch break (30 minutes) in a booth or an office contact the Mobile Supervisor and notify them when you started or when in and when you ended or went out. (Do not sit in your personal or any vehicles)**

**Foot Patrols must be performed constantly with 15-minute breaks in between unless instructed otherwise**

**Watch out for valet parking violations (Illegal parking, loitering, any unusual/illegal activity) - note in report (Make sure to attach picture if possible) color of uniform and the violation**

**Pay station lobbies need to be checked during every patrol as well as the stairwells. All trespassers are to be escorted off property. Repeat offenders are to be logged and local PD must be contacted to trespass the subjects. Contact the Mobile Supervisor for any questions or backup**

**Must keep a copy of your post orders with you at all times. If you need additional guidance please contact your direct Supervisor.**

**MOBILE SUPERVISOR WILL PERFORM RANDOM CHECKS TO ENFORCE ALL POLICIES AND RULES AS LISTED ABOVE.**

## **REPORT WRITING DIRECTIONS:**

**All reports must have a HEADING and a SUBJECT.**

**Example:**

**Daily report: (address of the location)**

**Shift: (start and end time)**

**Date: (day, month, year)**

**S/O: (name of officer on duty)**

**00:00 S/O Sylvester on duty. Checked in with the front desk Officer. Retrieved a company phone and a radio. Nothing further to report at this time.**

**While patrolling S /O Sylvester observed the following:**

**Lights out in the south stairwell on the following levels 2 and 6. Graffiti on the wall also in the south stairwell on level 4. See attached pictures.**

**00:45 – 01:00 S/O Sylvester monitored CCTV system. Looking for any suspicious activity and or unauthorized subjects. No incident to report at this time.**

**01:00 S/O Sylvester performed a foot patrol of all levels looking for any vehicle damages or other suspicious activity. Nothing to report at this time.**

**01:20 Performed a foot patrol of all stairwells. Looking for any graffiti, damages, or unauthorized subjects.**

**01:58 A pile of cigarette butts was observed by the north elevator. See attached picture.**

**02:00 S/O Sylvester monitored CCTV system looking for any activity.**

**02:15 S/O Sylvester performed a foot patrol of all levels looking for any vehicle damages or other suspicious activity. Nothing to report at this time.**

**02:45 Performed a foot patrol of all stairwells. Looking for any graffiti, damages, or unauthorized subjects. I observed a male (Description) sitting in the west stairwell on the 8th floor on the. He was asked to gather his things and leave the garage. The subject was escorted off the property without an incident. See attached pictures of subject and ID.**

**03:20 S/O Sylvester monitored CCTV system looking for any activity.**

**03:50 Performed a foot patrol of all stairwells. Looking for any graffiti, damages, or unauthorized subjects.**

**04:20 LUNCH BREAK**

**04:50 Performed a foot patrol of all stairwells. Looking for any graffiti, damages, or unauthorized subjects.**

**05:30 S/O Sylvester performed a foot patrol of all levels looking for any vehicle damages or other suspicious activity. Observed a BLK Nissan Rogue with a broken driver's window. The glove box and middle console were open. Broken glass was found next to**



the vehicle. See attached pictures of the vehicle and LP. I contacted the Mobile Supervisor to report my observation.

**05:45 Mobile Supervisor on site.**

**06:00 Performed a foot patrol of all stairwells. Looking for any graffiti, damages, or unauthorized subjects.**

**06:40 S/O Sylvester performed a foot patrol of all levels looking for any vehicle damages or other suspicious activity. Nothing to report at this time.**

**07:00 Off Duty. S/O Sylvester returned the company phone and radio. Checked out with the front desk Officer.**

**20. A Proposed Management Plan That describes the company's plan for meeting the requirements of the contract. The management plan should define how the private security company will utilize unarmed staff to ensure timely, professional and High-quality performance and achievement of deadlines. Elements of the private security company's technical ability that must be addressed in the Management Plan include but are not limited to: (A) organization and management, (B) the company's inspection system, (C) key personnel, (D) training plan, (E) surveillance detection, (F) personnel action prevention, (G) experience in the use of maintenance of the property used in performance of this contract. The management plan must contain;**

## **MANAGEMENT PLAN**

The following management plan describes how Advanced Security Solutions will manage the parking structures for Oak Park Village as defined by the RFP. Advanced Security Solutions will provide you with certified, insured, and bonded Security Guards and a vehicle. Each has been professionally screened to the standards of the State of Illinois. Each uniformed security guard is trained to act as a criminal deterrent by adopting the principles of the CPOP (Community Police Officer Program) methodology. Simply put, our guards are encouraged to be an approachable source of information to employees and the public. Letting the public know that we are there for them generates a feeling of community and safety.

### **A. ORGANIZATION AND MANAGEMENT**

Advanced Security Solutions has a three tier management system for their patrol and parking department. We have supervisors, mobile supervisors and security guards organized to manage the account directly. When more than one guard staffed on an account there will be a designated lead or higher level guard to manage the account and lower level guards.

### **PROPOSED LINES OF RESPONSIBILITY, AUTHORITY, AND COMMUNICATION OF KEY PERSONNEL**

Patrol Manager – Schedule, assign patrol security posts, and liaison between upper management and the client. The supervisor assesses employee performance. Observations of Mobile Supervisor regarding employees is an element of our performance evaluation.



**Mobile Supervisors** – Is a roving supervisor responsible for performing daily checks on Advanced Security Solutions accounts ensuring staff is in uniform, performing the post orders for each account, and abiding by our policies and procedures, etc. The Mobile Supervisor can write up employees for not performing per our standards.

**Patrol Guards** – Our Patrol Guard Staff are the face of the company. Our Patrol Guards are representing both Advanced Security Solutions and the Village of Oak Park. They are encouraged to be very helpful to the public and customers visiting your park garages. They will be performing all the patrol checks, report writing, etc. as defined by this RFP.

**Lead Guard / Site Supervisor** – is the on-site supervisor for all guards on this contract. They will act as the on-site Liaison between the guards and Village Designee.

## PROPOSED ORGANIZATIONAL STRUCTURE



## PROPOSED TRANSITION PLAN

Advanced Security Solutions will transition per the Client's request. We will have our staff ready and trained for the Notice to Proceed Date. Advanced Security Solutions will request on-site training if possible before taking over the staffing of the account.

Our transition plan is to walk each property with the person in charge of the security, Village of Oak Park Designee, to review all that is expected and write up policies, procedures, and post orders. After doing so we would over staff the first few days. For example, if the shift calls for 2 officers and a supervisor. We would place 4 officers and 2 supervisors to train everyone and have a better understanding of the requirements. We would also assign our current garage supervisor who oversees 9 different parking structures to work several shifts,

in order to ensure that the policies and post orders meet our standards. All this would be done at no extra expense to the client. Our company provides mobile supervisors 24 hours a day working several shifts in order to become familiar with the account and perform quality checks in addition to review of the post orders.

#### **CLIENT RELATIONSHIP MANAGEMENT PLAN**

Advanced Security Solutions employees recognize that our success depends on our customer service. Our supervisors review daily reports every morning to insure employees are following the post orders and to make sure incidents are reported and properly taken care of. Our staff will be communicating through reports, over the phone and in person with Village designees to resolve problems and inquiries.

#### **DESCRIPTION OF PLANS THAT IDENTIFY AND RESOLVE PROBLEMS**

As stated above Advanced Security Solutions will be in constant contact alerting the Village to incidents, problems, etc. Our staff will resolve all issues in its power but will elevate anything out of our control and authority to the Village designee.

#### **AN AUGMENTATION PLAN THAT DEMONSTRATES THE ABILITY TO RESPOND TO WORKLOAD FLUCTUATIONS IN A TIMELY MANNER**

Advanced Security Solutions is currently staffing 11 other parking facilities in Chicago, IL and would not have an issue supplying additional trained staff at a moment's notice.

We also staff two cover officers across our parking structure accounts that are not billed to any client in order to maintain extra personnel as a safeguard in case an employee falls ill, does not perform to our standards, last minute call offs or a client wishes to add more staff or emergency service. We are also one of the few security companies that have a State of Illinois Licensed Security Training Academy. With this academy we can select specific types of security officers and are able to hand pick the best candidate for each client. This also allows us to hire and train a large number of employees in a short period of time.

#### **SAMPLE DAILY ACTIVITY REPORT**

Daily report for Grand Plaza. 12/6-12/7

Inbox x



**Kenn Masella Jr**

7:12 AM (8 hours ago) ☆



to: Park Management, Louis, etc. CH Masella, Al, etc. (please see)

**Laz Parking Garage Daily Report for 12/6-12/7/14.**

**Officer Kenneth Masella duty log.**

2300 - Lobby. No radio.  
2308 - Full stairwell patrol.  
2326 - Perimeter patrol.  
2330 - Lobby. Have received a battery.  
2332 - Full interior.

2345 - State side, ramp P3-P4. Silver ford focus. Illinois plate L51 5727. Interior dome light on.

2347 - State side ramp P3 - P4. Silver Nissan Altima, Illinois plate P17 7879. Car appears abandoned. Has a flat, thick dust. And long over expired plates.

0010 - Had a customer at the middle exit gate complain to me the assistance.

0018 - Lobby. Had to get a new battery

0023 - Full state side patrol.  
0049 - Full Dearborn patrol.  
0059 - Perimeter patrol.

0115 - Helped a customer with a spot hero.

## SAMPLE INCIDENT REPORT FORM

### INCIDENT STATEMENT

				Incident Statement Number (year,month,day,24time,employee #)			
Date Reported (Month, Day, Year)		Time Reported (24hr.)		Date Occurred (Month, Day, Year)		Time of Occurred (24hr.)	
Incident Location/Address			City		State	Zip	
<b>Suspect #1</b>							
Suspect Name (Last, First, Middle)			Sex	Race	HT	W T	Hair Eyes
			<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Asian <input type="checkbox"/> Indian <input type="checkbox"/> Hispanic <input type="checkbox"/> Unknown			
			DOB:       /       /				
Street Address (include apartment numbers)			City	State	Zip	Phone <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell	
Occupation Employee/School					Military Branch <input type="checkbox"/> Army <input type="checkbox"/> Navy <input type="checkbox"/> Marine <input type="checkbox"/> Air Force CO:		

<b>Type of Identifications Provided:</b>					
<input type="checkbox"/> No I.D. Verbal Only <input type="checkbox"/> Drivers License # _____ State _____ <input type="checkbox"/> State I.D. # _____ State _____		<input type="checkbox"/> Other (clarify in narrative) _____ <input type="checkbox"/> Passport # _____ Country _____			
Resident <input type="checkbox"/> Yes <input type="checkbox"/> No			Employee <input type="checkbox"/> Yes <input type="checkbox"/> No		
Clarify suspect release disposition and police response information in the report narrative: <input type="checkbox"/> Juvenile Suspect <input type="checkbox"/> Adult Suspect					
<input type="checkbox"/> Released to Parent/Guardian (Name): _____ <input type="checkbox"/> Release to Police (Officer's Name): _____ <input type="checkbox"/> Released by Security <input type="checkbox"/> Police Responded <input type="checkbox"/> Police Assisted Only					
<b>Police Report Number</b> _____					
<b>Offenses</b>					
<input type="checkbox"/> Theft <input type="checkbox"/> Trespass <input type="checkbox"/> Assault <input type="checkbox"/> Drug <input type="checkbox"/> Burglary <input type="checkbox"/> Criminal Damage to Property <input type="checkbox"/> Battery <input type="checkbox"/> Vehicle Break In <input type="checkbox"/> Other _____					
<b>Suspect #2</b>					
<b>Suspect Name</b> (Last, First, Middle)		<b>Sex</b>	<b>Race</b>	<b>HT</b>	<b>W T</b>
		<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Asian <input type="checkbox"/> Indian <input type="checkbox"/> Hispanic <input type="checkbox"/> Unknown		
		DOB: ____ / ____ / ____			
<b>Address</b> (include apartment numbers)		<b>City</b>	<b>State</b>	<b>Zip</b>	<b>Phone</b> <input type="checkbox"/> Home <input type="checkbox"/> Work <input type="checkbox"/> Cell
Occupation Employee/School				<b>Military Branch</b> <input type="checkbox"/> Army <input type="checkbox"/> Navy <input type="checkbox"/> Marine <input type="checkbox"/> Air Force <b>CO:</b> _____	
<b>Type of Identifications Provided:</b>					
<input type="checkbox"/> No I.D. Verbal Only <input type="checkbox"/> Drivers License # _____ State _____ <input type="checkbox"/> State I.D. # _____ State _____		<input type="checkbox"/> Other (clarify in narrative) _____ <input type="checkbox"/> Passport # _____ Country _____			
Resident <input type="checkbox"/> Yes <input type="checkbox"/> No			Employee <input type="checkbox"/> Yes <input type="checkbox"/> No		
Clarify suspect release disposition and police response information in the report narrative: <input type="checkbox"/> Juvenile Suspect <input type="checkbox"/> Adult Suspect					
<input type="checkbox"/> Released to Parent/Guardian (Name): _____ <input type="checkbox"/> Release to Police (Officer's Name): _____ <input type="checkbox"/> Released by Security <input type="checkbox"/> Police Responded <input type="checkbox"/> Police Assisted Only					
<b>Police Report Number</b> _____					
<b>Offenses</b>					
<input type="checkbox"/> Theft <input type="checkbox"/> Trespass <input type="checkbox"/> Assault <input type="checkbox"/> Drug <input type="checkbox"/> Burglary <input type="checkbox"/> Criminal Damage to Property <input type="checkbox"/> Battery <input type="checkbox"/> Other _____					
<input type="checkbox"/> <b>Additional Suspects</b> (Document additional suspects on a second IS form).					

Victim/Witness				
Business Name	Address	City	State	Zip
<b>Institution Type</b>				
<input type="checkbox"/> 110 Nightclub <input type="checkbox"/> 112 School <input type="checkbox"/> 114 Office Building <input type="checkbox"/> 116 Banquet Hall <input type="checkbox"/> 118 Factory <input type="checkbox"/> 120 Bank <input type="checkbox"/> 111 Bar <input type="checkbox"/> 113 Apartment Building <input type="checkbox"/> 115 Parking Lot/Garage <input type="checkbox"/> 117 Residential <input type="checkbox"/> 119 Restaurant <input type="checkbox"/> 121 Department Store				

Complainant/Witness				
<b>Primary Complainant/Witness Name</b> (Last, First, Middle)		<b>Sex</b> <input type="checkbox"/> Male <input type="checkbox"/> Female	<b>Race</b> <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Asian <input type="checkbox"/> Indian <input type="checkbox"/> Hispanic <input type="checkbox"/> Unknown	
<b>Address</b> (include apartment numbers)		<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Statement Taken</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		<b>Vehicle Involved</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		
Witness				
<b>Primary Complainant/Witness Name</b> (Last, First, Middle)		<b>Sex</b> <input type="checkbox"/> Male <input type="checkbox"/> Female	<b>Race</b> <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Asian <input type="checkbox"/> Indian <input type="checkbox"/> Hispanic <input type="checkbox"/> Unknown	
<b>Address</b> (include apartment numbers)		<b>City</b>	<b>State</b>	<b>Zip</b>
Other Witness				
<b>Primary Complainant/Witness Name</b> (Last, First, Middle)		<b>Sex</b> <input type="checkbox"/> Male <input type="checkbox"/> Female	<b>Race</b> <input type="checkbox"/> White <input type="checkbox"/> Black <input type="checkbox"/> Asian <input type="checkbox"/> Indian <input type="checkbox"/> Hispanic <input type="checkbox"/> Unknown	
<b>Address</b> (include apartment numbers)		<b>City</b>	<b>State</b>	<b>Zip</b>
Job Detail				
<input type="checkbox"/> Indoors <input type="checkbox"/> Vehicle Patrol <input type="checkbox"/> Check Up <input type="checkbox"/> Club <input type="checkbox"/> Money Escort <input type="checkbox"/> Event <input type="checkbox"/> Courier Service <input type="checkbox"/> K-9 Unit <input type="checkbox"/> Training <input type="checkbox"/> Outdoors <input type="checkbox"/> Foot Patrol <input type="checkbox"/> Dispatched <input type="checkbox"/> TRU <input type="checkbox"/> Truck Escort <input type="checkbox"/> Loss Prevention <input type="checkbox"/> Key Holder <input type="checkbox"/> Executive Protection				
Vehicles #1				
<b>Plate</b>	<b>State</b>	<b>Color</b>	<b>Make</b>	<b>Model</b>
<b>Car Accident</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			<b>Break In</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
Vehicles #2				
<b>Plate</b>	<b>State</b>	<b>Color</b>	<b>Make</b>	<b>Model</b>
<b>Car Accident</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			<b>Break In</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	
Vehicles #3				
<b>Plate</b>	<b>State</b>	<b>Color</b>	<b>Make</b>	<b>Model</b>
<b>Car Accident</b> <input type="checkbox"/> Yes <input type="checkbox"/> No			<b>Break In</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	

Incident Narrative- Fill in all detailed information


## (B) INSPECTION SYSTEM

The third quality control we have in place is the training manager and secret shopper. Both are required to make their way around and evaluate both the work performance of our security staff and the sites difficulty level. This ensures that the guard is doing well and is projecting a positive, helpful attitude in order to provide the customers and the public an environment

capable of having great parking experience. It also allows management to make changes to the staff and site if things need to be adjusted.

### **(C) KEY PERSONNEL**

COMPANY CONTACT NAME TELEPHONE

A. LOUIE RADIC, 847-409-2573

B.. JOZEF EREMIAS, 708-238-4001

C. GIOVANNI mEDINA, 773-315-2175

D. THE MOBILE SUPERVISORS 224-567-0854

### **(D) TRAINING PLAN**

All Employees will be required to pass our Security Officer Training outlined in the PRE – QUALIFICATION AND AGENCY EVALUATION Question Number 8. All employees assigned will be trained on site to complete the tasks specific to the Village of Oak Park garages outlined in the RFP.

### **(E) SURVEILLANCE DETECTION**

Advanced Security Solutions will be using fixed and mobile assets assigned to the garages to survey the parking facility. We will use handheld radios and cell phones to communicate with one another. The fixed guard located in the CCTV room, monitoring the cameras, will contact the guards on foot patrol if there are any issues the foot patrol is unaware of. The foot patrol guards will be conducting their checks and noting anything out of the ordinary in addition to providing customer service activities to customers and the public in the parking facilities.

### **(F) PERSONNEL ACTION PREVENTION**

Advanced Security Solutions works very hard to maintain a positive and happy environment for our employees. Management maintains consistent communication with all employees. Employees have access to the Mobile Supervisors and the Supervisors located at HQ for any concerns and complaints. Additionally the on-site supervisor elevates all employee concerns to the HQ Supervisor.

All personnel actions will be handled by Advanced Security Solutions HQ. All employee assignment changes regarding new and removed employees will be submitted via email to the Village of Oak Park Designee.

### **(G) EXPERIENCE IN THE USE AND MAINTENANCE OF PROPERTY USED IN THE PERFORMANCE OF THIS CONTRACT**

Advanced Security Solutions parking, and mobility guards have experience in the use and maintenance of property related to parking structures, elevators, stairwells, gates, booths and CCTV equipment.

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# State of Illinois

## Department of Financial and Professional Regulation Division of Professional Regulation

LICENSE NO.  
122.001137  
119.001512

The person, firm, or corporation whose name appears on this certificate has complied with the provisions of the Illinois Statutes and/or rules and regulations and is hereby authorized to engage in the activity as indicated below:

EXPIRES:  
08/31/2020

### LICENSED PRIVATE SECURITY CONTRACTOR AGENCY



ADVANCED SECURITY SOLUTIONS INC  
LJUBISA L RADIC  
1645 BIRCHWOOD AVE  
DES PLAINES, IL 60018



DEBORAH HAGAN  
SECRETARY

CECILIA ABUNDIS  
ACTING DIRECTOR

The official status of this license can be verified at [www.idfpr.com](http://www.idfpr.com)

11684565

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For future reference, IDFPR is now providing each person/business a unique identification number, 'Access ID', which may be used in lieu of a social security number, date of birth or FEIN number when contacting the IDFPR. Your Access ID is: 3526625

# State of Illinois

## Department of Financial and Professional Regulation Division of Professional Regulation

LICENSE NO.  
122.001137  
119.001512

The person, firm, or corporation whose name appears on this certificate has complied with the provisions of the Illinois Statutes and/or rules and regulations and is hereby authorized to engage in the activity as indicated below:

EXPIRES:  
08/31/2020

### LICENSED PRIVATE SECURITY CONTRACTOR AGENCY



ADVANCED SECURITY SOLUTIONS INC  
LJUBISA L RADIC  
1645 BIRCHWOOD AVE  
DES PLAINES, IL 60018



DEBORAH HAGAN  
SECRETARY

CECILIA ABUNDIS  
ACTING DIRECTOR

The official status of this license can be verified at [www.idfpr.com](http://www.idfpr.com)

11684565

Cut on Dotted Line



For future reference, IDFPR is now providing each person/business a unique identification number, 'Access ID', which may be used in lieu of a social security number, date of birth or FEIN number when contacting the IDFPR. Your Access ID is: 3526625



# State of Illinois

## Department of Financial and Professional Regulation Division of Professional Regulation

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DATE (MM/DD/YYYY)

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License#: 7496976 ADVASEC-01		<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> ADVANCED SECURITY SOLUTIONS, INC. 1645 Birchwood Avenue Des Plaines IL 60018		<b>INSURER A:</b> Scottsdale <b>INSURER B:</b> LIBERTY MUTUAL <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	
		<b>NAIC #</b> 41297 18333	

**COVERAGES****CERTIFICATE NUMBER:** 306471916**REVISION NUMBER:**

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**CERTIFICATE HOLDER****CANCELLATION**Advanced Security Solutions  
1645 Birchwood Avenue  
Des Plaines IL 60018

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	<b>PHONE (A/C, No, Ext):</b> 262-456-0566	<b>E-MAIL ADDRESS:</b> christiner@compassinsgrp.com	
<b>INSURED</b> ADVANCED SECURITY SOLUTIONS, INC. 1645 Birchwood Avenue Des Plaines IL 60018	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
	<b>INSURER A :</b> Scottsdale		41297
	<b>INSURER B :</b> LIBERTY MUTUAL		18333
	<b>INSURER C :</b>		
	<b>INSURER D :</b>		
	<b>INSURER E :</b>		
<b>INSURER F :</b>			

License#: 7496976

ADVASEC-01

**COVERAGES****CERTIFICATE NUMBER:** 306471916**REVISION NUMBER:**

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## EMPLOYMENT APPLICATION

### POSITION(S) APPLYING FOR

☐ **UNARMED PATROL OFFICER (MUST BE 18 YRS OF AGE)**

*Requirements: (PERC/ 20 Hour Unarmed Training)*

☐ **ARMED SECURITY OFFICER (MUST BE 21 YRS OF AGE)**

*Requirements: (FOID Card/PERC/40 Hour Training)*

Current FCC Holder? YES ☐ NO ☐

☐ **RETAIL STAFF (REQUIRES BLACK SUIT)**

*Requirements: (MUST BE 21 YRS OF AGE/PERC/ 20 Hour Unarmed Training)*

☐ **EVENT STAFF (MAY REQUIRE BLACK SUIT)**

*Requirements: (MUST BE 18 YRS OF AGE)*

☐ **ON-CALL FOR POSITIONS SELECTED**

### APPLICANT INFORMATION

Full Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Last First M.I.

Address: \_\_\_\_\_  
Street Address Apartment/Unit #  
\_\_\_\_\_  
City State ZIP Code

Primary Contact Number: \_\_\_\_\_ Secondary Contact Number: \_\_\_\_\_

Email: \_\_\_\_\_

Emergency Contact: \_\_\_\_\_ Relationship: \_\_\_\_\_ Phone #: \_\_\_\_\_

### QUALIFICATION QUESTIONS

--Select All That Apply--

Date Available to Start Working if Hired: \_\_\_\_\_

What days are you willing to work? Mon ☐ Tue ☐ Wed ☐ Thru ☐ Fri ☐ Sat ☐ Sun ☐

What shifts are you willing to work? 1st ☐ 2nd ☐ 3rd ☐

Are you willing to work Holidays? YES ☐ NO ☐

Any Restrictions? YES ☐ NO ☐

If YES Please List: \_\_\_\_\_

Do you have reliable transportation? (Personal Vehicle, CTA, Etc.) YES ☐ NO ☐

If YES Please List: \_\_\_\_\_

Do you have reliable communication? YES ☐ NO ☐

If YES List Type of Phone and Service: \_\_\_\_\_

If not a U.S. citizen, have you the legal right to remain/work in the United States? YES ☐ NO ☐

Permanent Employee Registration Card (PERC)? YES ☐ NO ☐

If YES, Please Provide LIC #: \_\_\_\_\_

Firearms Owner's Identification Card (FOID)? YES ☐ NO ☐

If YES, Please Provide LIC #: \_\_\_\_\_

Original Firearms Training (Semi-Auto Required) YES ☐ NO ☐

If YES, Please Provide LIC #: \_\_\_\_\_



## GENERAL QUESTIONS:

1. Are you currently suffering from habitual drunkenness or any narcotic addiction? YES ☐ NO ☐
2. Are you willing to take a drug test? YES ☐ NO ☐
3. Will you notify your supervisor 24hrs before your shift if you are not able to work? YES ☐ NO ☐
4. Do you have any pre-existing conditions that would limit your work ability?  
If YES, what are they? \_\_\_\_\_ YES ☐ NO ☐
5. Are you willing to take a Physical Test/Examination? YES ☐ NO ☐
6. Do you understand the adherent risks of working in the Security/Law Enforcement field?  
(extreme weather, violence, other) YES ☐ NO ☐
7. Why do you want to get into this kind of work? \_\_\_\_\_
8. Why do you think you are qualified for this position? \_\_\_\_\_
9. Do you speak any other languages? List the languages: \_\_\_\_\_

## TRAINING BACKGROUND:

- HANDCUFF TRAINED - If YES, When and Where: \_\_\_\_\_ YES ☐ NO ☐
- BATON TRAINED - If YES, When and Where: \_\_\_\_\_ YES ☐ NO ☐
- TASER TRAINED - If YES, When and Where: \_\_\_\_\_ YES ☐ NO ☐
- Have you ever served in Military Service? YES ☐ NO ☐
- Can You Provide Discharge Papers? YES ☐ NO ☐
- Do you have any experience in the Security/Law enforcement? YES ☐ NO ☐
- If YES, what company did you work for and what were your job duties?  
\_\_\_\_\_

## EDUCATION

- High School or G.E.D Completed? YES ☐ NO ☐ Name of School: \_\_\_\_\_
- College Name: \_\_\_\_\_ Completed? YES ☐ NO ☐ Course Study: \_\_\_\_\_
- Strength/Skills/Certifications: \_\_\_\_\_
- Other Information you would like considered: \_\_\_\_\_

## WORK HISTORY

1. Company Name: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Manager: \_\_\_\_\_ May We Contact? YES ☐ NO ☐

Job Duties: \_\_\_\_\_

Reason You Left: \_\_\_\_\_

2. Company Name: \_\_\_\_\_ Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Manager: \_\_\_\_\_ May We Contact? YES ☐ NO ☐

Job Duties: \_\_\_\_\_

Reason You Left: \_\_\_\_\_

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Address: \_\_\_\_\_

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Job Duties: \_\_\_\_\_

Reason You Left: \_\_\_\_\_

## REFERENCES

*-List two references that are familiar with your work history and experience-*

1. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Years Known: \_\_\_\_\_

Phone Number: \_\_\_\_\_ City Residing In: \_\_\_\_\_

2. Name: \_\_\_\_\_ Relationship: \_\_\_\_\_ Years Known: \_\_\_\_\_

Phone Number: \_\_\_\_\_ City Residing In: \_\_\_\_\_



## APPLICANT AGREEMENT

I hereby certify that all answers to the questions herein are true, accurate and complete to the best of my knowledge. I agree and understand that any false statements, misrepresentations or omissions of fact contained in this application (or any other accompanying or required documents) may cause the rejection of this application or termination of employment without notice, regardless of how and/or when discovered.

I hereby understand and acknowledge that, unless otherwise defined by applicable law, any employment relationship with organization is of an "at will" nature, which means that the Employee may resign any time and the Employer may discharge Employee at any time with or without a reason. It is further understood that this "at will" employment relationship may not be changed by any written document or by conduct unless such change is specifically acknowledged in writing by an authorized executive of this organization.

I understand that all candidates hired are subject to satisfactory completion of a 90 day introductory period. I release Advanced Security Solutions from any and all liability that might result from conducting a background investigation. I also release from liability anyone supplying information pursuant to such investigation.

I understand that this application is not, nor is it intended to be, a contract of employment. If hired, I agree to abide by all applicable Advanced Security Solutions rules, regulations, and drug screening.

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



**\*\*FOR PERSONNEL DEPARTMENT USE ONLY \*\***

Arrange Interview - YES ☐ NO ☐ Interviewer: \_\_\_\_\_ Date: \_\_\_\_\_

Remarks: \_\_\_\_\_

Approved to Work Date: \_\_\_\_\_ Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Employed? YES ☐ NO ☐ Date of Employment: \_\_\_\_\_ Company ID#: \_\_\_\_\_

Job Title: \_\_\_\_\_ Department: \_\_\_\_\_

Grade: \_\_\_\_\_ Hourly Rate/Salary: \_\_\_\_\_

Benefits Offered: \_\_\_\_\_

Print/Signature of Dept Head: \_\_\_\_\_

Changes: \_\_\_\_\_ Effective Date: \_\_\_\_\_

Discharged: \_\_\_\_\_ Effective Date: \_\_\_\_\_

Notes: \_\_\_\_\_

# ADVANCED SECURITY SOLUTIONS

## SECURITY KNOWLEDGE AND ASSESSMENT QUESTIONNAIRE

*Please answer all questions to the best of your knowledge and ability*

### OBSERVE AND REPORT CATEGORY

1. While on patrol in the parking lot, you observe several parking lot lights that are not working, what would you do in this situation?
  - A. Get some tools and try to get them working
  - B. Replace the bulbs
  - C. Record the locations and report the lights to management
  - D. None of the above
2. While on duty, you observe a situation that is happening across the street from your assigned post, what would you do?
  - A. Leave your post to investigate
  - B. Ignore the situation as it is not a part of your job
  - C. Contact your Supervisor
  - D. None of the above
3. While on duty, you are working with a partner who you have observed drinking alcohol on while break, what would you do?
  - A. Nothing
  - B. Ask him if he has extra
  - C. Speak to him/her about his conduct
  - D. Contact your supervisor
4. While on duty, you observe several Managers removing company property from your site, what would you do?
  - A. Since they are Managers, assume they have authority to remove the property
  - B. Approach them and request property removal passes
  - C. Report their actions to your Supervisor and write a report
  - D. Immediately call the Police
5. While off duty (your day off), you observe a person shooting his weapon at another in a park, you are armed, and required to take action?
  - A. True
  - B. False
  - C. Contact Police
  - D. Both A and C

### REPORTING AND DOCUMENTATION

6. What is the purpose of reporting and documentation?
  - A. Both are not really necessary
  - B. Verbally reporting a situation is better because I will remember all the details
  - C. To serve as a matter of record and to possibly aide in court testimony
  - D. None of the above
7. Why is it important to carry a pocket notebook and a pen?
  - A. To record events, descriptions, and names of involved persons or property
  - B. To record personal information
  - C. Use as a scribble pad when you get bored
  - D. All of the above
8. Reports should be as long or short as needed: True or False

**ADVANCED SECURITY SOLUTIONS  
SECURITY KNOWLEDGE AND ASSESSMENT QUESTIONNAIRE**

21. You are armed and patrolling an empty warehouse when you discover an open and broken door. As you investigate, you encounter 2 subjects. One is armed with a knife, and the other does not display any type of weapon, however, he is making threats to harm you. Based on the above scenario, describe what you would do?

**SECURITY OFFICER CONDUCT CATEGORY**

22. Security Officers authority is obtained from the following

- A. State Law
- B. Company and Client Policy
- C. Same as a Police Officer
- D. Just do what needs to be done

23. While on duty, it's acceptable to eat at your post:

True or False

24. While on duty Security Officers must be:

- A. In proper uniform based on company Policy
- B. Clean shaven
- C. Not have any unauthorized equipment
- D. All the above

25. Security Officers who are always late reporting for duty or breaks, is ok as long as your Supervisor says it's ok?

- A. True
- B. False

26. In your own words, you as a Supervisor have an Officer who is always late and confrontational when you attempt to correct his/her conduct:

**HANDCUFFING CATEGORY**

27. Handcuffs are meant to be used as:

- A. Defensive option
- B. Offensive option
- C. Not necessary
- D. A control technique to restrain combative subjects

28. Handcuffs should be carried and used only if:

- A. The officer is properly trained and certified in their use
- B. Authorized
- C. Part of the uniform
- D. All of the above

29. After applying handcuffs, what must the Security Officer check?

- A. Proper application
- B. Double locking
- C. Proper fit
- D. All of the above



FULL PERC APPLICATION PROCESSING \$115.00  
LIVE SCAN FINGERPRINT COST \$60.00

VENDOR:	ADVANCED SECURITY SOLUTIONS
ADDRESS:	1645 BIRCHWOOD AVE
AGENCY #	LS11175
CONTACT PHONE:	847-299-0210
FAX:	847-739-7400
WEBSITE:	www.AdvancedGuards.com

## LIVE SCAN FINGERPRINT AUTHORIZATION FORM

### APPLICANT INFORMATION

Name: Last, First, Middle					Sex:	Date of Birth:
Height	Weight	Eye color	Hair Color	Race:	Place of Birth:	
Drivers License #				DL State:	Social Security Number:	
Address:					Phone Number:	

### LIVE SCAN PURPOSE CODE

PRIVATE SECURITY CONTRACTOR (PSC) <input type="checkbox"/>	SECURITY GUARD - P.E.R.C. (SEC) <input type="checkbox"/>
CONCEAL CARRY LICENSE STATE OF ILLINOIS(CCW) <input type="checkbox"/>	LOCK SMITH (LOC) <input type="checkbox"/>
PRIVATE ALARM CONTRACTOR (PAC) <input type="checkbox"/>	LIVE SCAN FINGERPRINT VENDOR (LFV) <input type="checkbox"/>

### APPLICANT CONSENT

I the undersigned, hereby authorize the release of any criminal history record information that may exist regarding me from an agency, organization, institution, or entity having such information on file. I am aware and understand that my fingerprints will be taken and used to check the criminal history record information files of the Illinois State Police and Federal Bureau of Investigation. I further understand that I have the right to challenge any information disseminated from these criminal justice agencies regarding me that may be inaccurate or incomplete. This document serves as your confirmation receipt for services rendered. Applicant fingerprints are valid for one submission only. NO REFUNDS, please retain this document for your records. Copies/Replacements will be charged a processing fee of \$10.00.

Applicant Name Printed:	Date:
Applicant Name Signature:	
By signing this document you authorized your photograph being taken for this application	

TCN :	Date/Time Fingerprinted
LS11175 -	
AUTHORIZED VENDOR SIGNATURE:	



## NEW HIRE ONBOARDING CHECKLIST

Employee Name: \_\_\_\_\_ Date of Hire: \_\_\_\_\_ ID# \_\_\_\_\_

Exhibit Number	EXHIBIT TITLES	YES	NO	N/A	DATE	ADDED TO FILE BY AUTHORIZED PERSON	NOTES
2.00	NEW HIRE ONBOARDING CHECKLIST						
2.01	APPLICATION						
2.03	EMPLOYEE ID DOCS AND DRIVERS LICENSE						
2.04	I-9 DHS EMPLOYMENT ELIGIBILITY VERIFICATION						
2.05	EMPLOYEE STATEMENT						
2.07	FINGERPRINT IDPR PRINTOUT						
2.08	PERC PRINTOUT						
2.09	PERC COPY						
2.10	BACKGROUND CHECK						
2.11	COMPLETED ORIENTATION TRAINING QUESTIONNAIRE						
2.12	POLICY & PROCEDURE ACKNOWLEDGMENT						
2.13	CONFIDENTIALITY PROVISION						
2.14	EMPLOYMENT REFERENCE FORM						
2.15	REFERENCE VERIFIED FORM (Completed by HR)						
2.16	COMPANY VEHICLE USE AGREEMENT						
3.00	PAY RATE AGREEMENT/HR PAYROLL FORM						
3.03	STATE AND FEDERAL TAX FORMS W-4						
3.05	DIRECT DEPOSIT AUTHORIZATION						
3.07	UNIFORM DEPOSIT AUTHORIZATION						
5.04	20 HR ARMED COPY <i>**IF WORKING ARMED</i>						
5.05	FCC <i>**IF WORKING ARMED</i>						
5.06	FOID <i>**IF WORKING ARMED</i>						

Arrange Interview - YES ☐ NO ☐ Interviewer: \_\_\_\_\_ Date: \_\_\_\_\_

Remarks: \_\_\_\_\_

Verified References - YES ☐ NO ☐ Authorized Name : \_\_\_\_\_ Date: \_\_\_\_\_

Remarks: \_\_\_\_\_

Approved to Work Date: \_\_\_\_\_ Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

☐ Patrol – Rate: \_\_\_\_\_ ☐ Garage – Rate: \_\_\_\_\_ ☐ CRT – Rate: \_\_\_\_\_ ☐ Other – Rate: \_\_\_\_\_

Hourly Rate/Salary: \_\_\_\_\_

Benefits Offered: \_\_\_\_\_

Print AND Signature of Dept Head: \_\_\_\_\_

\_\_\_\_\_ Changes: \_\_\_\_\_ Effective Date: \_\_\_\_\_

Discharged: \_\_\_\_\_ Effective Date: \_\_\_\_\_





**Employment Eligibility Verification**  
**Department of Homeland Security**  
**U.S. Citizenship and Immigration Services**

**USCIS**  
**Form I-9**  
OMB No. 1615-0047  
Expires 10/31/2022

► **START HERE:** Read instructions carefully before completing this form. The instructions must be available, either in paper or electronically, during completion of this form. Employers are liable for errors in the completion of this form.

**ANTI-DISCRIMINATION NOTICE:** It is illegal to discriminate against work-authorized individuals. Employers **CANNOT** specify which document(s) an employee may present to establish employment authorization and identity. The refusal to hire or continue to employ an individual because the documentation presented has a future expiration date may also constitute illegal discrimination.

**Section 1. Employee Information and Attestation** *(Employees must complete and sign Section 1 of Form I-9 no later than the first day of employment, but not before accepting a job offer.)*

Last Name (Family Name)		First Name (Given Name)		Middle Initial	Other Last Names Used (if any)	
Address (Street Number and Name)			Apt. Number	City or Town		State ZIP Code
Date of Birth (mm/dd/yyyy)	U.S. Social Security Number [ ][ ] - [ ][ ] - [ ][ ][ ][ ]		Employee's E-mail Address		Employee's Telephone Number	

I am aware that federal law provides for imprisonment and/or fines for false statements or use of false documents in connection with the completion of this form.

I attest, under penalty of perjury, that I am (check one of the following boxes):

<input type="checkbox"/> 1. A citizen of the United States	<div>OR Code - Section 1 Do Not Write In This Space</div>
<input type="checkbox"/> 2. A noncitizen national of the United States (See instructions)	
<input type="checkbox"/> 3. A lawful permanent resident (Alien Registration Number/USCIS Number): _____	
<input type="checkbox"/> 4. An alien authorized to work until (expiration date, if applicable, mm/dd/yyyy): _____ Some aliens may write "N/A" in the expiration date field. (See instructions)	
<i>Aliens authorized to work must provide only one of the following document numbers to complete Form I-9: An Alien Registration Number/USCIS Number OR Form I-94 Admission Number OR Foreign Passport Number.</i>	
1. Alien Registration Number/USCIS Number: _____ <b>OR</b> 2. Form I-94 Admission Number: _____ <b>OR</b> 3. Foreign Passport Number: _____ Country of Issuance: _____	

Signature of Employee	Today's Date (mm/dd/yyyy)
-----------------------	---------------------------

**Preparer and/or Translator Certification (check one):**

☐ I did not use a preparer or translator. ☐ A preparer(s) and/or translator(s) assisted the employee in completing Section 1.  
(Fields below must be completed and signed when preparers and/or translators assist an employee in completing Section 1.)

I attest, under penalty of perjury, that I have assisted in the completion of Section 1 of this form and that to the best of my knowledge the information is true and correct.

Signature of Preparer or Translator		Today's Date (mm/dd/yyyy)	
Last Name (Family Name)		First Name (Given Name)	
Address (Street Number and Name)		City or Town	State ZIP Code



Employer Completes Next Page



IMPORTANT NOTICE: Completion of this form is necessary to accomplish the requirements outlined in 225 ILCS 446/1 et. seq. (Illinois Compiled Statutes). Disclosure of this information is REQUIRED. Failure to provide any information will result in this form not being processed.

### EMPLOYEE'S STATEMENT

To be retained in employee's personnel file by the employing agency.

EMPLOYEE NUMBER

DATE OF EMPLOYMENT

NAME AND ADDRESS OF EMPLOYING AGENCY

Advanced Security Solutions Inc.  
1645 Birchwood Ave.  
Des Plaines IL 60018

NAME OF EMPLOYEE

SOCIAL SECURITY NUMBER

ADDRESS OF EMPLOYEE (Include Street, City, State, and ZIP Code)

DATE OF BIRTH (Month/Day/Year)

PLACE OF BIRTH

Have you ever been dishonorably discharged from the armed services?

☐ Yes ☐ No

Have you ever been convicted of ANY criminal offense, including a misdemeanor or a felony?

☐ Yes ☐ No

*If yes, include a detailed explanation of the nature of the offense and the final disposition of the case.*

Have you been declared by any court incompetent by reason of mental or physical defect or disease?

☐ Yes ☐ No

*If yes, please explain.*

Have you suffered from habitual drunkenness or from narcotic addiction or dependence?

☐ Yes ☐ No

*If yes, please explain.*

Have you ever had a certificate denied, suspended or revoked under the Illinois Private Detective, Private Alarm, and Private Security, and Locksmith Act?

☐ Yes ☐ No

*If yes, please explain.*

Please state business or occupation engaged in for the five (5) years immediately preceding the date of execution of this statement, the location of such business or occupation, and the names of employers, if any.

Date: \_\_\_\_\_ Signature of Employee: \_\_\_\_\_



## POLICY AND PROCEDURE ACKNOWLEDGEMENT

By signing this, I, \_\_\_\_\_, acknowledge that I have received a copy of the Policy and Procedures Manual, on \_\_\_\_\_ which describes important information about **ADVANCED SECURITY SOLUTIONS**, and understand that I should consult the Human Resource Department if I have questions. I have entered into employment with **ADVANCED SECURITY SOLUTIONS** voluntarily and acknowledge that it is for no specified length of time. Accordingly, either I or **ADVANCED SECURITY SOLUTIONS** may terminate the relationship at will, with or without cause, at any time, for any reason or no reason. I understand that neither this Manual nor any other **ADVANCED SECURITY SOLUTIONS** policy, practice or procedure is intended to provide any contractual obligations related to continued employment, compensation or employment contract.

Since the information, policies and benefits described here are necessarily subject to change, I acknowledge that revisions to the Manual may occur, except to **ADVANCED SECURITY SOLUTIONS** policy of employment-at-will. I understand that **ADVANCED SECURITY SOLUTIONS** may change, modify, suspend, interpret or cancel, in whole or part, any of the published or unpublished personnel policies or practices, with or without notice, at its sole discretion, without giving cause or justification to any employee. Such revised information may supersede, modify or eliminate existing policies. The **ADVANCED SECURITY SOLUTIONS** Manager shall have sole authority to add, delete or adopt revisions to the policies in this Manual. Any written or oral statement by a supervisor or department director contrary to the personnel policy manual is invalid and should not be relied upon by any employee.

I understand and agree that I have read and will comply with the policies contained in this Manual and any revisions, am bound by the provisions contained therein, and that my continued employment is contingent on following those policies.

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_



## CONFIDENTIALITY PROVISION

The confidentiality policy applies to all employees of Advanced Security Solutions. The purpose of the policy is to protect the interests of Advanced Security Solutions as well as its clients.

As an employee of Advanced Security Solutions I agree to the following:

I will not disclose or divulge in any manner, outside of the scope of my employment duties, any information pertaining to Advanced Security Solutions, including but not limited to the names of the Advanced Security Solution's clients and/or any information pertaining to Advanced Security Solutions clients, which may come to my attention, knowledge or into my possession as a result of employment with Advanced Security Solutions, to any person, party, firm, attorney corporation or any entity whatsoever without the prior written consent of Advanced Security Solutions and such clients of Advanced Security Solutions.

I understand and recognize that Advanced Security Solutions and I are each required to maintain and honor the confidentiality of Advanced Security Solutions and its clients. Accordingly, I understand and agree that except as I may be required to do so by legal process, I shall not disclose or disseminate to any person, party, firm, attorney, corporation or any entity whatsoever, any matters on which I have been working or any information or knowledge that I have acquired as a result of my employment with Advanced Security Solutions including but not limited to documents, materials, facts, evidence or legal arguments, or positions utilized or sought to be utilized by Advanced Security Solutions or by Advanced Security Solutions on behalf of its clients.

I further understand that violation of this policy will result in immediate termination and that I may be responsible for any direct or consequential damages including any reasonable attorneys' fees incurred by Advanced Security Solutions or any officer or agent of Advanced Security Solutions resulting from any violation, on my part of this agreement.

**PRINT NAME:** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**Employee's Withholding Certificate**

OMB No. 1545-0074

- ▶ **Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay.**  
 ▶ **Give Form W-4 to your employer.**  
 ▶ **Your withholding is subject to review by the IRS.**

**2020****Step 1:  
Enter  
Personal  
Information**

(a) First name and middle initial	Last name	(b) Social security number
Address		▶ <b>Does your name match the name on your social security card?</b> If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or go to <a href="http://www.ssa.gov">www.ssa.gov</a> .
City or town, state, and ZIP code		
(c) <input type="checkbox"/> <b>Single or Married filing separately</b> <input type="checkbox"/> <b>Married filing jointly</b> (or Qualifying widow(er)) <input type="checkbox"/> <b>Head of household</b> (Check only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)		

**Complete Steps 2–4 ONLY if they apply to you; otherwise, skip to Step 5.** See page 2 for more information on each step, who can claim exemption from withholding, when to use the online estimator, and privacy.

**Step 2:  
Multiple Jobs  
or Spouse  
Works**

Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.

Do **only one** of the following.

- (a) Use the estimator at [www.irs.gov/W4App](http://www.irs.gov/W4App) for most accurate withholding for this step (and Steps 3–4); **or**  
 (b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below for roughly accurate withholding; **or**  
 (c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is accurate for jobs with similar pay; otherwise, more tax than necessary may be withheld . . . . . ▶ ☐

**TIP:** To be accurate, submit a 2020 Form W-4 for all other jobs. If you (or your spouse) have self-employment income, including as an independent contractor, use the estimator.

**Complete Steps 3–4(b) on Form W-4 for only ONE of these jobs.** Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3–4(b) on the Form W-4 for the highest paying job.)

**Step 3:  
Claim  
Dependents**

If your income will be \$200,000 or less (\$400,000 or less if married filing jointly):

Multiply the number of qualifying children under age 17 by \$2,000 ▶ \$

Multiply the number of other dependents by \$500 . . . . . ▶ \$

Add the amounts above and enter the total here . . . . .

**3** \$**Step 4  
(optional):  
Other  
Adjustments**

(a) **Other income (not from jobs).** If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income . . . . .

**4(a)** \$

(b) **Deductions.** If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here . . . . .

**4(b)** \$

(c) **Extra withholding.** Enter any additional tax you want withheld each pay period . . . . .

**4(c)** \$**Step 5:  
Sign  
Here**

Under penalties of perjury, I declare that this certificate, to the best of my knowledge and belief, is true, correct, and complete.

▶ **Employee's signature** (This form is not valid unless you sign it.)

▶ **Date****Employers  
Only**

Employer's name and address

First date of  
employmentEmployer identification  
number (EIN)





## EMPLOYEE DIRECT DEPOSIT AUTHORIZATION

This document must be signed by employees requesting automatic deposit of paychecks and will be retained on file by the employer. **If you do not provide a voided check at the time of this authorization, Advanced Security Solutions is not responsible for incorrect information that is printed on this form by the employee.**

A digit copy via email sent to Tina@AdvancedGuards.com is acceptable.  
Subject Line should be addressed: **Direct Deposit/Full Name/ ID#**

Employee Name: \_\_\_\_\_ ID# \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Apt/Unit# \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Bank Routing Number (ABA number): \_\_\_\_\_

Account Number: \_\_\_\_\_

### Authorization

This authorizes Advanced Security Solutions Inc, to send credit entries (and appropriate debit and adjustment entries), electronically or by any other commercially accepted method, to my bank account indicated above and to other accounts I request in the future. This authorizes the financial institution holding the Account to post all such entries. I agree that the ACH transactions authorized herein shall comply with all applicable U.S. Law. This authorization will be in effect until the Company receives a written termination notice from myself and has a reasonable opportunity to act on it.

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

-----  
-  
**Direct Deposit Additional Information**

### All Employees,

The way to get your check stub or view your check stubs at any time is at [paychecks.intuit.com](http://paychecks.intuit.com). You will need to create a new account. You use the last amount of your check Friday. If you have any questions or concerns please call or email Payroll Manager, Tina S



## Direct Deposit Acknowledgment Form

I \_\_\_\_\_ acknowledge and understand that Advance Security Solutions Inc. is an **ONLY Direct Deposit** (No Paper Check) Company.

\_\_\_\_\_ (Initials) I understand if I do not submit the correct document needed, I will not receive a payroll payment until I do - I acknowledge it takes 2 business days for payroll & 2 business days for the bank to process.

\_\_\_\_\_ (Initials) I understand & received the take home paperwork that shows what correct documents are accepted for payroll (e.g. letter from financial intuition, voided check or screenshot of pre-paid info.)

\_\_\_\_\_ (Initials) I understand that once I received my first check, it is my duty to set up an account with Intuit in order to view my W-2 and Check Stubs.

\_\_\_\_\_  
(Employee Printed Name)

\_\_\_\_\_  
(Employee Signature)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(HR Signature)

\_\_\_\_\_  
(Date)

## UNIFORM DEPOSIT AUTHORIZATION

A \$80.00 Uniform Deposit is required for the use of the Advanced Security Solutions Security Officer Uniform. To be taken out of your first, two payroll payments.

The deposit covers Advanced Security Solutions in the event that the uniform is not returned or it is returned in a manner in which it can no longer be used to include staining and/or destruction of the uniform. If either is the case upon resignation/termination the \$80.00 deposit will not be returned to you in your last payroll payment.

**Per Illinois Statute, (225 ILCS 447/25-30, d)**

*Employees shall return any uniform, badge, identification card, or equipment issued, but not sold, to the employee by the agency within 72 hours of termination of employment.*

I, \_\_\_\_\_ authorize Advanced Security Solutions to deduct \$80.00 from my first, two payroll payments. If the uniform is returned in a manner in which it can be reutilized, \$80.00 will be returned to employee in last payroll payment.

DESCRIPTION OF ITEM							
UNIFORM SHIRT	QTY	COLOR	SIZE	L / S	NOTES	PRICE	TOTAL
SHORT SLEEVE						\$45	
LONG SLEEVE						\$50	
JACKET	WINTER	RAIN	VEST		NOTES		
SIZE						\$80	
PATCHES	QTY	COLOR			NOTES		
US FLAG						\$4	
COMPANY ID						\$6	

PRINT NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**\*\*FOR PERSONNEL DEPARTMENT USE ONLY \*\***

FIRST INSTALLMENT	SECOND INSTALLMENT	UNIFORMS RETURNED





## Vehicle Use Policy

Upon assuming the position of Checkup and Response Team (CRT) with Advanced Security Solutions (hereinafter referred to as the Company), as appropriate, effective 01/20/2020, I will be allowed to use a Company vehicle to perform my job duties. As such, the vehicle is a tool related to the performance of specific jobs and is never to be considered a part of compensation. Therefore, should I be transferred or promoted in the future to a position within the Company for which a vehicle is not deemed an appropriate or necessary tool, I will cease to have the use of the vehicle.

### **I agree to abide by the following when a Company vehicle is in my care, custody or control:**

1. I will use the Company vehicle only for Company business and never for personal use unless specifically authorized, in writing, by the Patrol Manager or General Manager.
2. If personal use of the vehicle is specifically authorized, only I will drive the vehicle.
3. I will practice sound defensive driving techniques and otherwise exercise reasonable care in the operation of the Company vehicle.
4. When used for company business, only company employees or other persons being transported for business purposes will be allowed to ride in or enter the Company vehicle, and only other authorized company personnel will be permitted to drive it.
5. I will not drive the Company vehicle while consuming alcoholic beverages or other drugs or while under the influence of alcohol or other drugs, nor will I allow anyone else to do so. I understand that violation of this policy may mean termination of my employment. I also understand that I am subject to random drug testing and drug testing for just cause.
6. **I will obey all traffic laws, ordinances, and regulations pertaining to the operation of motor vehicles. I will notify the company management of any citations received while operating a company vehicle. I will pay any fines, parking tickets, or other assessments for violations of traffic laws, ordinances, or regulations imposed on me as well as a company filling fee of \$10.00. \_\_\_ Initial. I acknowledge fines paid by me for any violations of such motor vehicle laws, ordinances, or regulations are totally my responsibility and will not be reimbursed by the Company. Social media or video site may not be used or visited while on duty.**
7. **I will wear a seat belt at all times and will require all passengers to do so as well. I understand that failure to do so will result in disciplinary action up to and including termination as well as fine of \$25.00 \_\_\_ Initial.**
8. Prior to driving the vehicle, I will check tires, lights, wipers, horn, turn signals, rear view mirrors, and brakes to be sure they appear to be in safe operating condition. If defects are noted, I will promptly report the defect via email to Jozef.jr@advancedguards.com. I will also inform the dispatcher on duty.
9. I understand that it is my responsibility to maintain a proper and current driver's license for the type of company vehicle that I am operating, and I am to notify management if I no longer have a current driver's license.
10. I will not make any modifications or add equipment to any company owned vehicle.

11. All company-provided vehicles are designated as "non-smoking" areas. **You are expected to keep your vehicle in a clean, well-maintained condition. The vehicle is to be filled up above a half a tank at beginning and at the end of the shift. I understand that violation of this policy may mean termination of my employment. If your vehicle is found to have garbage, food, crumbs, cigarette buds, ash or personal belongings that are to be discarded there will be a \$50.00 fee taken out of your check to have the garbage removed and/or to have the vehicle cleaner and/or vacuumed.**  
\_\_\_\_ Initial.

12. I am responsible for parking cars in safe and legal areas off public ways.

13. In the event of an accident, I will notify the company management as soon as possibly safe not to exceed 1 hour and comply with the Company automobile accident reporting procedures.

14. I understand that if I am involved in an accident with a company vehicle and the Company's insurance carrier assumes responsibility for payment of resulting claims, **I will be responsible for a \$1500.00 deductible if the accident is deemed avoidable. This amount will be withdrawn from your paycheck in one lumpsum. I will also be required take a drug test and to attend a Defensive Driving training course from ATS at your own expense** \_\_\_\_ Initial.

15. I am aware that the Company's automobile insurance DOES NOT cover me when I am driving a non-company car for personal use, it only insures the Company vehicles. I understand that if I do not have my own personal auto policy, it is very important that I contact my agent to purchase Named Non-owner automobile insurance to cover me when driving other automobiles (vacation rentals, etc.).

These policies have been fully explained to me and I understand the contents of the Company Vehicle Agreement. I am aware that the failure to abide by these policies will result in disciplinary action, up to and including termination of my employment with the Company.

\_\_\_\_\_  
(Employee Name)

\_\_\_\_\_  
(Date)

By: \_\_\_\_\_

(Signature)

By: \_\_\_\_\_

(Company Authorized Signature)