

AGREEMENT
between
THE WACKENHUT CORPORATION
and
INTERNATIONAL UNION
UNITED PLANT GUARD WORKERS
OF AMERICA (UGPWA)
and its
AMALGAMATED LOCAL 515
for
SECURITY EMPLOYEES
at
ConED NUCLEAR POWER STATION
Indian Point, N.Y.

March 8, 1999 to March 3, 2002

ATTACHMENT-1

THIS HANDBOOK IS THE PROPERTY OF THE WACKENHUT CORPORATION AND SHALL BE TREATED BY THE EMPLOYEE AS CONFIDENTIAL. THE CONTENTS HEREIN SUPERSEDE ALL PREVIOUS EDITIONS OF THE WACKENHUT CORPORATION SECURITY OFFICER HANDBOOKS/MANUALS.

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**A MESSAGE FROM OUR
PRESIDENT**

Your job as a Security Officer is of utmost importance because of the great responsibility it carries. Our clients depend upon you to endeavor to protect their property from burglary, fire and many other dangers and, in many instances, you are required to preserve and maintain the security of the United States through prevention of improper disclosure of classified information, sabotage or any other act detrimental to the security of the United States.

In order that we may continue to provide a high degree of protection and safety for business and industry, we have prepared this Security Officer Handbook which contains information and suggestions to help you do a better job. Through a careful reading of this Handbook, members of our Security Officer forces will become better acquainted with their duties and responsibilities. You should follow diligently the rules and regulations listed and make full use of the suggestions provided. Alertness and security consciousness serve the best interests of you, your Company and your country.

I'm sure that all Security Officers will cooperate to the fullest extent in our efforts to provide the best service possible for our clients.

*Richard R. Wackenhut
President*

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AGREEMENT BETWEEN THE WACKENHUT CORPORATION AND UNITED
PLANT GUARD WORKERS OF AMERICA AND ITS
AMALGAMATED LOCAL 515 FOR SECURITY EMPLOYEES AT
ConEd NUCLEAR POWER STATION, INDIAN POINT, N.Y.

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PREAMBLE

This Agreement is entered into this twenty-fifth (25th) day of February 1999, by and between The Wackenhut Corporation, hereinafter referred to as the "Company" and the International Union, United Plant Guard Workers of America and its Amalgamated Local No. 515 hereinafter referred to as the "Union", as the sole and exclusive representative for purposes of collective bargaining for the employees covered by this Agreement.

The parties acknowledge that during the negotiations which resulted in this Agreement each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understanding and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement.

Therefore, the Company and the Union, for the life of this Agreement, each voluntarily and unqualifiedly waives the right and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter not specifically referred to or covered in this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

ARTICLE 1
INTENT AND PURPOSE

Section 1. This Agreement evidences the desire of the parties to promote and maintain harmonious relations between the Company, its employees and Union as their representatives.

Section 2. It is the intent and purpose of this Agreement to assure sound and mutually beneficial, industrial and economic relationships between the parties, to provide an orderly and peaceful means of resolving grievances, and to set forth the basic agreement between the parties covering rates of pay, wages, hours of work and other conditions of employment.

Section 3. The Union, the Company and all employees are bound by and hereby pledge their cooperation in observing all of this Agreement.

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ARTICLE 2
RECOGNITION

Section 1. The Company recognizes the International Union, United Plant Guard Workers of America (UPGWA) and its Amalgamated Local No. 515 as the exclusive bargaining representative for a Full-time and Part-time Security Officers and Watchpersons employed by the Employer at the Con Edison Nuclear Power Station, Indian Point N.Y. but excluding all office clerical administrative employees, professional employees, CAS/SAS Operators, Sergeants, Lieutenants, Captains, and all Supervisors as defined in the National Labor Relations Act, as amended.

ARTICLE 3
MANAGEMENT RIGHTS

Section 1. This Agreement shall not be construed to infringe or impair any of the normal management rights of the Company which are not inconsistent with the provisions of this Agreement. Included among management rights is the authority to administer and/or manage the Company's business, including but not limited to the direction of the working force; the right to hire, discipline suspend or discharge employees for just cause, to relieve employees from duty because of lack of work or at client request, to assign shifts, to require employees to observe Company as well as Client policies, to enforce rules and regulations not inconsistent with this Agreement, to establish rules and regulations, to plan, direct, control and continue operations, to establish and change work schedules and assignments, to select and determine the number and type of employees required, to determine the method and manner of operations and number of employees necessary to perform operations, to establish the standards of work performance for employees, to introduce new or improved methods, to change existing business practices, shall be vested exclusively in the Company. This statement of management rights which remains unimpaired by this Agreement is not intended to exclude others which are not mentioned herein. In exercising these rights, it is also agreed the Company will not violate any of the provisions of this Agreement.

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ARTICLE 4

CHECK-OFF

Section 1. Subject to the limitations of any state or federal law, the Company agrees to deduct from the first paycheck earned each calendar month by an employee covered by this Agreement, the Union membership dues and initiation fees levied by the International Union or the applicable Local Union in accordance with said Union's Constitution and Bylaws, of each member of the Union who has in effect at that time a proper authorization card executed by the employee, authorizing the company to make such deduction. The Company will be advised by the Union of the exact dollar amount due from each employee.

Section 2. All sums collected in accordance with such signed authorization cards shall be mailed by the Company to Secretary-Treasurer of Local (515) not later than the (15) of the month subsequent to the month in which such sums are deducted by the Company.

Section 3. The Check-Off Authorization Card to be executed and furnished to the Company by the Union and the Employees shall be the official Union AUTHORIZATION FOR CHECK-OFF OF DUE, a copy of which shall be attached and made a part of this agreement as APPENDIX "A". No other form shall be accepted by the Company unless the substitute is mutually agreed to by the parties.

Section 4. The Union accepts full responsibility for the authenticity for each Check-Off card submitted by it to the Company, and any authorizations which are incomplete or in error shall be disregarded by the Company, and shall be returned to the Union for correction. The Union agrees that upon receipt of proper proof, it will refund to the employees any deduction erroneously or illegally withheld from an employee's earnings by the Company which has been transmitted to the Union by the Company. The Union further agrees to indemnify the Company and hold it harmless against any and all claims, suits, demands and liabilities for damages, back pay, penalties, or costs which may be made against it by any party for amounts deducted from wages for the purpose of complying with the foregoing provisions of Section 1 of Article 2 of this Agreement, and any Section of this Article 4.

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Section 5. No deductions of Union dues will be made from the wages of any employee who has executed a Check-Off form and who has been transferred to a job not covered by this Agreement, or who is not in pay status. Upon return to work within a classification covered by this Agreement, deductions from future wages shall be automatically resumed, provided the employee has not revoked the assignment in accordance with this Agreement, and provided it is in accordance with the other appropriate provisions of this Agreement and of the National Labor Relations Act, as amended.

Section 6. An employee who has executed a Check-Off form and who resigns or is otherwise terminated from the employ of the Company shall be deemed to have automatically revoked his/her assignment, and if the employee is recalled or re-employed, further deduction of Union dues will be made only upon execution and receipt of a new Check-Off form.

Section 7. Collections of any back dues owed at the time of starting deductions for any employee, and collection of dues missed because the employee's earnings were not sufficient to cover payment of dues for a particular pay period, will be the responsibility of the Union, and will not be the subject of payroll deductions.

Section 8. Deduction of membership dues shall be made at the rate of 2 hours straight time pay per month, provided there is a balance in the paycheck sufficient to cover the amount after all other deductions authorized by the employee, or required by law have been satisfied. In the event of termination of employment, the obligation of the Company to collect shall not extend beyond the pay period in which the employee's last day of work occurs.

Section 9. Any employee who, on the effective date of this Agreement, is not a member of the Union, and each employee hired on or after such effective date, shall, as a condition of employment, beginning on the 31st day following the date the employee is site approved, site qualified and starts his first shift, acquire and maintain membership in the Union to the extent of paying the initiation fee and the periodic membership dues and assessments, required of all Union members.

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ARTICLE 5
NON-DISCRIMINATION

Section 1. The Employer and the Union agree to maintain a policy of no discrimination in violation of applicable federal laws by reason of age, sex, creed, race, color or national origin, Religion, nor against the qualified physically handicapped.

Section 2. The use of one gender in this Agreement shall include the other gender. As used herein, the words, "he", "his", "him" and "employee" refer to both male and female employees.

ARTICLE 6
REPRESENTATION

Section 1. A regular full time employee is one who is employed by the Company on a job within the classifications covered by this Agreement for the purpose of performing such work as has to be done continuously and regularly, and who regularly works 40 hours weekly.

Section 2. There shall be one (1) Steward elected for each shift. Each Steward may have an alternate who shall function only in the absence of the Steward. The President shall designate one (1) Steward as his alternate who shall function in his absence. The Union shall notify the Company, in writing, of its Steward, Alternates and President. The Company will not be required to recognize any of the above unless it has been notified in writing by the Local President or his designated representative fifteen (15) days in advance.

Section 3. The Company agrees, for the duration of this Contract, upon seventy-two (72) hours notice and not more frequently than once per month to permit any guard elected to the office of President, Vice President, Secretary-Treasurer, Recording Secretary and Chief Steward of Local 515 United Plant Guard Workers of America, to be absent from work without pay to conduct necessary Union business. In no case will more than three (3) people be off on Union business at the same time, and more than two (2) people from any one (1) shift.

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Section 4. Officers and Stewards of the Local may receive and may discuss complaints and grievances of employees on the premises. This may be done on Company time, but must not interfere with normal duties. No Shop Steward or Officer shall be transferred unnecessarily.

ARTICLE 7
GRIEVANCE AND ARBITRATION PROCEDURE

Section 1. For the purpose of this Agreement a grievance is defined as a difference of opinion, controversy, or dispute between the Employer and an employee regarding only the meaning or application of this Agreement, but not involving any change in or addition to such provisions.

In order to establish effective machinery for a fair, expeditious, and orderly adjustment of grievances, the parties agree that, in the event any grievance arises over the interpretation or application of any provisions of this Contract, it will be settled by the following procedure.

Section 2. Step 1. An employee who believes he has a grievance shall discuss the grievance with his immediate supervisor, and/or shift supervisor within five (5) calendar days (excluding Saturdays, Sundays and Holidays) after the occurrence of the facts giving rise to the grievance in an attempt to settle the grievance. In the absence of the employee, the grievance may be presented to the employee's immediate Supervisor and/or Shift Supervisor by the Union Steward.

Section 3. Step 2. If the matter is not resolved in Step 1, the grievance shall, not later than ten (10) calendar days (excluding Saturdays, Sundays and Holidays) after the occurrence of the facts giving rise to the grievance, be reduced to writing setting forth the facts in detail, and specifying the Article and Section/Paragraph allegedly violated, and signed by the aggrieved employee and the Steward or Chief Steward, and shall be submitted to the Site Project Manager or his designee.

The Union President, or his designee, have the option to request a meeting with the Site Project Manager or his designee, not later than ten (10) calendar days (excluding Saturdays, Sundays and Holidays) from the date the grievance is presented to the Site Project Manager or his designee at this Step 2 of the procedure.

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The Site Project Manager or his designee will have twenty (20) calendar days (excluding Saturdays, Sundays and Holidays) from the date the grievance was presented to him to answer the Union President, in writing, with a copy to the aggrieved employee and the Steward.

Section 4. If the grievance is still unsettled, it will be reviewed by the International Union representative or his designee and the Company's Corporate Labor Relations Vice President or his designee within thirty (30) days, (excluding Saturdays, Sundays and Holidays), of the denial by the Company's designated representative or his designee at Step 3.

Section 5. Grievances which have been processed in accordance with the requirements of the above paragraphs and which remain unsettled shall be processed to arbitration in accordance with the following procedures and limitations.

Section 6. The Union International representative, or his designee within ten (10) calendar days (excluding Saturdays, Sundays and Holidays) after the rejection of the grievance by the Company's Corporate Labor Relations Vice President, or his designee, will, in writing, notify the Company's Corporate Labor Relations Vice President of the Union's intent to invoke arbitration. The Company and the Union will jointly attempt to agree upon the selection of a neutral arbitrator, to hear the case. Should the parties fail to agree upon the selection of an arbitrator, the Union will request the Federal Mediation and Conciliation Service to supply a list of seven (7) arbitrators to hear the case. A copy of this request will be sent to the Company. This request will be made within ten (10) calendar days (excluding Saturdays, Sundays and Holidays) after failure of the parties to agree upon an arbitrator. An arbitrator will be selected from the list supplied by the Federal Mediation and Conciliation Service by the parties alternately striking from the list until one name remains, and this individual will be the arbitrator to hear the case.

Section 7. The arbitrator may examine the witness or witnesses of each party. Each party shall have the right to cross examine the witness or witnesses of the other party.

Section 8. The decision of the arbitrator shall be submitted in writing and shall be final and binding on all parties to this Agreement. Unless written authority is given, the decision shall be made within thirty (30) days following the close of the

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hearing. Each party hereto shall bear the expense of preparing and presenting its own case. The cost and all expenses of the arbitrator shall be borne equally by the parties.

Section 9. The arbitrator's authority shall be limited to finding a direct violation of the express purpose of the Agreement provision or provisions in question rather than an implied or indirect purpose. The arbitrator cannot modify, amend, add to, detract from or alter the provisions of this Agreement, nor substitute his judgement for that of management.

Section 10. Any grievance involving discharge, layoff or other potential accumulating back pay liability shall be commenced at Step 2 of this procedure, and the written grievance shall be presented to the officer in charge of the operation or, in his absence, to his designee within five (5) calendar days (excluding Saturdays, Sundays and Holidays) after the occurrence of the facts giving rise to the grievance.

Section 11. Any grievance shall be considered null and void if not filed and processed by the Union, or the employee represented by the Union, in strict accordance with the time limitations set forth above. There shall be no recognition of a continuing grievance so as to frustrate the intent of strict adherence on these time limitations. Failure of the Company to act within the time frame required will entitle the grievant to the next step. In any particular case, any time limit specification may be extended by mutual agreement between the Company and the Union.

Section 12. Any employee who does not qualify or requalify under the State Licensing Laws or NRC who is subsequently declined licenses or any required clearances, etc., shall not be entitled to back pay if he or she is later reinstated because of subsequent permission or qualification by the Secretary of State or NRC Regulations.

Section 13. The Employer shall have the right to call a conference with the Steward or Representative of the Union for the purpose of discussing grievances, criticisms or other problems.

ARTICLE 8

SENIORITY

Section 1. During the first ninety (90) calendar days from the date the employee starts his first shift after being site approved, site qualified, the employee shall

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be a probationary employee, and shall have no seniority, seniority rights, or fringe benefits (i.e.; Holiday, Vacation, etc.) whatsoever, and may be disciplined up to and including discharge without recourse to the Grievance and Arbitration Procedure. Any absence during the probation may, at the Employer's discretion, extend the probation for a like period of time.

Section 2. The employee's seniority date will be the first day following completion of the employee's ninety (90) calendar day probationary period. Seniority of those employees who start to work on the same day and shift shall be determined by the lowest of the last four digits of their social security number.

Section 3. The Company agrees to prepare seniority lists covering employees covered by this Agreement, a copy of which will be furnished to the Union. The seniority list will be kept up-to-date quarterly by the Company.

Section 4. The decision as to the number of employees to be scheduled for training/retraining, and the number of Security Officers and Watchpersons to be utilized at any one time, shall be at the sole discretion of the Company.

Section 5. The Company retains the unilateral right to set the standards for qualifying Guards and the method of administering these standards; such standards and the method of administering such standards; equally applied within any single training group of employees, may not be the subject of a grievance under the grievance/arbitration provisions of the Agreement.

Section 6. Employees may lose their seniority and employment shall be terminated for any of the following:

- a) One (1) year from layoff date, or length of employment, whichever is less.
- b) Award of compensation for permanent total disability on account of occupation injury or illness.
- c) Discharge for just cause.
- d) Failure to report for work (no-call, no-show) two times during the term of this Agreement, unless due to conditions beyond the employee's control.
- e) Quits.

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- f) Fails to return from an approved leave of absence on the scheduled date of return.
- g) Sick or off-the job injury for a period exceeding twelve (12) consecutive months.
- h) Fails to accept and report to work on a timely basis upon recall from layoff as provided in Section 11 below.
- i) Gives a false reason for a leave of absence and/or engages in other employment during such leave.

Section 7. Any part time employee who becomes a full time employee shall be placed upon the seniority roster for full time employees on the date he is termed a full time employee, provided the employee has completed a probationary period as set forth in Section 1 above. For purposes of this Agreement, a part time employee is defined as an employee who is regularly scheduled to work less than a forty (40) hour work week.

Full-time employees who become part-time employees shall have their seniority dates moved forward from their original seniority date should they return to full-time status to reflect the non-accrual of full-time seniority during their part-time status.

Section 8. Employees promoted from Watchperson to Security Officer shall serve a probationary period of ninety (90) calendar days. Should the employee not be able to perform in the Security Officer classification he may be returned to the Watchperson classification anytime during this probationary period providing a Watchperson assignment is available.

Section 9. A reasonable number of probationary Nuclear Guards shall be assigned work in any department in classifications covered by the bargaining unit as part of the training.

Section 10. An employee from the bargaining unit promoted to a supervisory position over employees in the bargaining unit shall retain the seniority the employee had as of the date of his promotion to a supervisor for a period of ninety (90) days, but will not accumulate seniority while acting in a supervisory capacity. If the employee is later returned to the bargaining unit, he will return to a job to which his qualification entitles him. If the employee is outside the bargaining unit in excess of ninety (90) days, he will return as a new employee.

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Section 11. Layoffs and recalls therefrom shall be effected on a seniority basis, to the extent that employees are qualified to fill the available assignments. Laid-off employees shall have call-back rights for a period of one (1) year, or length of employment, whichever is less, and shall retain their accumulated seniority as of the date of layoff. In case of reemployment, employees who have been laid-off shall be notified at their last known address, in order of Company seniority to report to work. The notice will be by Certified mail, return receipt. In the event a former employee so notified fails to report for work within three (3) days after receipt of such notice, his seniority shall be terminated however, if the employee is prevented from reporting because of sickness or emergency involving the employee or immediate family, and so notifies the Company within the three (3) day period, his recall status will remain unchanged until such time as the sickness or emergency has been resolved, up to one-year limitation specified above. It will be the responsibility of the laid-off employee to keep the Company notified of any change of address.

For the purpose of layoff the President of the Union, and Stewards shall enjoy super-seniority, and will be the last employees to be laid off. The Union agrees that it will not appoint Stewards to avoid layoffs.

Section 12. When possible the Company will notify the Union two (2) weeks prior to affecting a lay-off.

Section 13. Employees will be given the opportunity to select their shifts on the basis of seniority with the Company. However, it is recognized that the Company's need for trained and qualified employees of either gender within particular classifications, and number of such employees of either gender in particular classifications, on specific shifts, may vary from time to time and make it impossible to have all shift assignments made in accordance with strict seniority. Therefore, it is agreed that the Union will not seek to enforce shift seniority preference where it will interfere with the efficient and reasonable servicing of the client.

ARTICLE 9

NO STRIKES - NO LOCKOUT

Section 1. During the term of this Agreement or any renewal or extension thereof, neither the Union, its officers, officials, representatives, agents, members or any

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employee will authorize, instigate, aid, condone, promote, participate in or engage in any strike, work stoppage, slowdown, boycott, picket line, unfair listing, sit-down, sit-in, refusal to cross any picket line, or other interruption, refusal, cessation, limitation or interference with employer's work or the business of the Company, or any impeding of business of the company, regardless of whether there is a claim by the Union of breach of this Agreement, or of federal, state or local law by the Company. Any employee or employees who violate the provisions of this Article will be subject to disciplinary action up to and including dismissal.

Section 2. During the term of this contract, the Company agrees there will be no lockout.

Section 3. In the event of any work stoppage by another labor group or organization involving the client's property or operations the employees will continue to man stations for the protection of life and property, and protection of security interests.

ARTICLE 10

HOURS OF WORK AND OVERTIME

Section 1. The work week shall commence at 12:01 A.M. Monday and end one hundred sixty-eight hours (168) later. The foregoing is descriptive only, nothing herein shall be construed as guaranteeing any specified number of hours or work or pay per week.

The work day shall be defined as the twenty-four (24) hour period commencing with the start of an employee's shift and terminating twenty-four (24) hours thereafter.

Section 2. Overtime at the rate of one and one-half (1½x) times an employee's regular base, straight time wage rate will be paid to the employee for all hours above forty (40) hours in the work week or eight (8) consecutive hours in a work day. There shall be no compounding, duplicating, or pyramiding of payments for the same hours worked under any circumstances of any description.

ARTICLE 11

CALL - IN PAY

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Section 1. Employees who report for work as scheduled and are sent home because there is no work and have/had not been notified that there was no work shall be paid four (4) hours call-in-pay. The Company shall have the right, however, to use the employees for work while they are receiving call-in-pay.

ARTICLE 12
HOLIDAYS

Section 1. During the term of this Agreement the Company will provide the following paid holidays to full-time non-probationary employees.

New Year's day	Veteran's Day
Memorial Day	Thanksgiving Day
4th of July	Christmas Day
Labor Day	

Holidays will be celebrated on the day designated by the Company. Holiday dates will be announced the December preceding the year the Holiday's will be celebrated.

Section 2. In order to be eligible to receive holiday pay, an employee must have worked his last scheduled workday prior to the holiday and his first scheduled workday following the holiday, unless his absence is excused by the Company.

Section 3. Eligible employees who do not work on a holiday shall receive eight (8) hours pay at their base straight-time hourly rate. Hours paid under this paragraph will not be considered as hours worked for the purpose of computing overtime.

Section 4. Eligible employees who work on one of the above holidays shall be paid one and one-half (1½x) times their base straight-time hourly rate for all hours worked on the holiday, plus eight (8) hours holiday pay at their base straight-time hourly rate provided Section 2 above is complied with. Employees who are scheduled to work on a holiday who fail to report for work shall forfeit holiday pay for time off otherwise scheduled to work, unless excused by the Company. An employee who reports late for work on a scheduled holiday will be paid for the hours worked.

Section 5. Probationary employees who work on one of the above holidays shall be paid one and one-half (1½x) times their straight-time hourly rate for all hours worked on the day of the holiday.

Section 6. Personal Day Holiday

During the term of this Agreement, full-time non-probationary employees, with one or more years of service, shall be entitled to take one (1) personal day each contract year of this Agreement. The Personal Day will be scheduled by mutual agreement between the employee and the Company Administrative Coordinator or his designee.

Personal Day will be paid at the employee's regular base straight-time hourly wage rate, eight (8) hours. Hours paid under this Section will not be considered as hours worked for the purpose of computing overtime.

Personal Day cannot be carried over from one contract year to another contract year. Eligible employees shall be paid for unused Personal Day at the end of each contract year.

ARTICLE 13
VACATIONS

Section 1. During the term of this Agreement the Company will provide the following paid vacation to full-time employees.

After one (1) year but less than two (2) years of employment	40 hours
After two (2) years but less than five (5) years of employment	80 hours
After five (5) years but less than ten (10) years of employment	120 hours
After ten (10) years of employment	160 hours

Vacation will be paid at the employee's base, straight-time hourly rate of pay the pay period following the employee's completion of an anniversary year of employment. All vacations will be paid based upon an eight (8) hour day. Employees who are scheduled for a week of vacation will be able to take it over five (5) days.

Section 2. Vacation time off must be taken during the twelve (12) month period following completion of the anniversary year of employment.

Vacation requests for one (1) consecutive vacation period of forty (40) hours or more must be submitted in writing by March 31st of each calendar year, and will be granted, in writing, by seniority, in accordance with the needs of the business. In situations where seniority dates are identical the employee with the lowest last four (4) digits of their Social Security number will be given preference.

Vacation requests submitted in writing after March 31st will be granted on a first come, first served basis, and will be granted, in writing, in accordance with the needs of the business. If two or more employees submit their vacation requests on the same day for the same vacation dates, the employee(s) with the lowest last four (4) digits of their social security number will be given preference.

Section 3. Vacation requests of less than forty (40) hours, five (5) consecutive days, must be approved by the Project Manager or his designee and must be taken in not less than eight (8) hour increments.

Section 4. It is understood that vacation requests already submitted may be changed by mutual consent between the employee and the company.

Section 5. If an employee leaves the employ of the Company, except for discharge for just cause, who has completed an anniversary year of employment and has not received pay for the earned vacation the employee shall be paid for his earned vacation. Pro-rata vacation benefits shall not be paid.

Section 6. If a paid holiday named in Article 12, Holidays, hereto falls during an employee's vacation period, such employee shall be entitled to receive pay for such holiday, or another day off with pay scheduled by mutual agreement of the employee and Company.

Section 7. Employees who do not take time off for vacation during the twelve month period following their anniversary date of employment will lose the time off for vacation.

Section 8. Earned vacation will be reduced by one-twelfth (1/12) for each consecutive month or thirty (30) day period an employee had been on any leave of

absence during the preceding anniversary year of employment in which they earn vacation.

ARTICLE 14 GENERAL

Section 1. This Agreement constitutes the sole and entire existing agreement between the parties and supersedes all previous agreements between the Company and the Union or the Company and any of the covered employees, and expresses all obligations of, and restrictions imposed on, the Company and the Union for the period of this Agreement. All supplements, amendments or modifications when agreed upon and signed by the parties to the Agreement shall be a part of this Agreement. No agreement, alteration, understanding, variation, waiver or modification of any of the terms, conditions or covenant contained herein shall be made by an employee or group of employees with the Company, and none shall be valid or binding unless such is made and executed in writing between the parties hereto.

Section 2. The Union recognizes that it is the responsibility of employees to familiarize themselves with rules and regulations established by the Company's client, and faithfully to report all security violations thereof. The Union agrees that employees shall discharge all security duties as assigned to them impartially and without regard to any Union or Non-Union affiliation of any employee of the Company's client, and that failure to do so constitutes sufficient cause for discipline, up to and including discharge.

Section 3. It is understood between the parties that no provision of this Agreement will apply to any supplementary guard force working during the existence of a labor dispute involving the client's employees. Such supplementary force will not result in job loss or loss of normal hours to permanent employees coming under this Agreement while the supplementary force is being utilized. After dispute ends all employees retained would immediately revert to the bargaining unit with seniority from date of permanent employee status.

Section 4. The Company recognizes the need to provide hygiene relief for a guard. The Union in turn recognizes the need for guards to limit their request for necessary hygiene relief and further recognizes the requirement that guards must be relieved before leaving their posts.

Section 5. Employees must have a telephone in their place of residence, or a positive means of contact, and they are required to provide the Company with their current address and telephone number so they may be contacted by management immediately.

Section 6. Bereavement. Full-time employees shall be entitled to a maximum of three (3) day's off between the day of death and the day of the funeral, with pay for actual time lost from work when a death occurs in the immediate family. The immediate family is defined as: mother, father, spouse, mother-in-law, father-in-law, children, brother, sister, grandchildren, grandparents and step-children. The terms father and mother are not limited to the employees natural or legal father or mother but, in the absence of a natural or legal father or mother, shall include those persons considered by family, friends and the community to bear such a relationship to the employee.

In the event of the death of a brother-in-law, sister-in-law, aunt or uncle, full-time employees shall be entitled to a maximum two (2) days off between the day of death and the day of the funeral, with pay for actual time lost from work.

In order to receive bereavement pay a death notice or other satisfactory proof of death must also be submitted to the Company.

Section 7. Jury Duty. All full-time employees, after passing their probationary period, who are called to state, county or federal jury duty for any day during their regularly scheduled work week, shall receive the difference between the daily jury fee and their regular hourly rate for eight (8) hours. This payment shall be limited to ten (10) working days in any one, contract year.

Section 8. The Company will continue in its efforts to protect and promote the health of all employees. The Company will also endeavor to maintain a clean, properly lighted, screened and heated squad room.

The Company will furnish, maintain all items of uniforms, rain gear and other gear required by the Company, but excluding shoes. The Company will pay \$6.00 per week to each full time guard for cleaning. Effective 3/7/2000, the Company will increase

pay for cleaning to \$6.50 per week, and effective 3/5/2001, the Company will increase pay for cleaning to \$7.00 per week.

Section 9. The Company shall provide a bulletin board at mutually agreeable locations to be used exclusively for Union notices. The Union notices shall be restricted to the following:

- 1) Notices of Union recreational and social affairs.
- 2) Notices of Union elections, appointments and results of Union elections.
- 3) Notices of Union Meetings.
- 4) Reports of Committees.

Political and controversial information is excluded. Any posting will be submitted to the Employer for review prior to posting.

Section 10. The Company will rotate all job assignments among employees in each job classification, as required.

Section 11. When qualifications are approximately equal, seniority will be a prevailing factor when considering full-time and part-time employees for job promotions as well as temporary promotions.

Section 12. During the term of this Agreement the Company will maintain issue of uniforms at the following level: four (4) trousers, four (4) winter, long sleeve shirts, five (5) summer shirts.

Section 13. Uniforms remain the property of the Company. Damaged or worn out articles of clothing may be returned to the Company for replacement at no cost to the employee. However, the cost of replacement articles of clothing shall be borne by the employee if the articles of clothing are lost, misplaced or stolen, or if the damage or wear is the result of the employee's negligent or intentional conduct.

Section 14. All uniforms and Company equipment must be returned to the Company upon termination of employment. Failure to comply with this requirement will result in the cost of said uniform and/or equipment being deducted from any monies due to the employee. Company equipment issued to an employee, lost, misplaced, stolen or

damaged as a result of the employee's negligent or intentional conduct, the cost of such equipment shall be borne by the employee.

Section 15. Employees, following the effective date of this Agreement, who are required to have a "firearms permit" will be reimbursed by the Company for the cost of such permit.

Section 16. The Company and the Union agree to share equally, the cost of having the Agreement printed in booklet form, not to exceed 350 booklets.

Section 17. An employee's personal property, required by the Company, in the performance of their duty, accidentally ruined in the performance of his duties, and not caused by his carelessness, will be replaced by the Company at fair market value.

Section 18. Employees, whenever possible, shall not be required to remain at an outpost in inclement weather without proper shelter and heat.

Section 19. Any employee who fails to maintain plant access in accordance with NRC or licensee requirements, or fails to pass the medical or psychological requirements as specified by the NRC or licensee shall be terminated.

Section 20. Employees who have demonstrated perfect attendance during their anniversary year of employment will receive two (2) days pay, (sixteen (16) hours at their straight-time hourly rate). Employees who have one (1) absence during their anniversary year of employment will receive one (1) days pay, (eight (8) hours at their straight-time hourly rate). Perfect attendance pay earned will be paid the first pay period following completion of the employee's anniversary year of employment. Perfect attendance is defined as no absence in excess of earned vacation, or excused late reporting time.

ARTICLE 15 LEAVES OF ABSENCES

Section 1. Any employee who is elected or appointed to attend a Union convention, or is elected to office as an official of the Union, necessitating a temporary leave of absence, shall be granted such leave of absence, without pay. If elected as a delegate to a Union convention, or to any official position in either the local or International Union, the Union shall notify the company two (2) weeks in advance of

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taking leave of absence. The Company may limit such leaves to three (3) employees at any one time.

Section 2. The Company may grant temporary written leaves of absences without pay to plant protection employees for periods up to thirty (30) calendar days for personal reasons other than Union business. Leaves of absence may be extended by the Company. Seniority shall accumulate during such leave.

Employees taking a personal leave of absence in excess of thirty (30) days are responsible to pay the cost of insurance premiums for coverage described in Article 24 Health and Welfare.

Section 3. An employee who is sick or injured shall automatically be granted a leave of absence during the period of his illness or injury without loss of seniority and subject to Article 8, (Seniority), provided the employee notified the Company that he is sick or injured not less than four (4) hours prior to reporting time of his next scheduled shift, unless failure to give such notice is caused by reasons beyond the employee's control. The Company may require satisfactory evidence of such employee's sickness or injury. At anytime upon request of the Company, the employee must submit to an examination by a physician of the Company's choice. The Company will pay the physician's bill if a specific doctor's opinion is required. After ninety (90) calendar days of medical leave of absence, the employee shall pay the cost of insurance premiums for insurance benefits to continue.

Section 4. All leaves shall be in writing and upon approval, signed by the Company and the employee receiving same. Employees on leave shall report their availability for reassignment to work to the officer in charge of the operation, or his designated representative, not later than the first working day preceding the expiration of their leave.

Section 5. An authorized leave of absence in pregnancy cases will be granted upon request of the employee, or at such time as leave shall be mandatory under any applicable law. The Company shall be notified immediately upon medical confirmation that a pregnancy exists. Seniority shall accumulate during such leave. In the event of a pregnancy related health condition which prevents her return to work, her leave of absence will governed by provisions of Section 3 herein.

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Section 6. The Company will grant employees a Military Leave of absence to perform reserve training in accordance with applicable law. A copy of the employee's orders will be provided to the Company to substantiate such leave upon receipt of such orders by the employee.

Section 7. Holidays that fall during a leave of absence are not payable under this Article.

ARTICLE 16
WAIVER

The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the areas of collective bargaining, and that the understanding and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Company and the Union, for the life of this Agreement, each voluntarily and unqualifiedly waives the right, and each agree that the other shall not be obligated to bargain collectively with respect to any subject or matter not specifically referred to or covered in this Agreement, even though such subject or matters may not have been within the knowledge or contemplation of either parties at the time they negotiated or signed this Agreement.

ARTICLE 17
EMERGENCY WORK

Section 1. Any employee may be directed to work or remain at work to perform during any emergency situation which endangers persons, client or Company property.

Section 2. Employees who are directed to report to work shall make every effort to arrive at work in the shortest possible time.

ARTICLE 18
SEPARABILITY

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Should any provisions of this Agreement at anytime during its life be found in conflict with the federal or state law, or as such laws may be amended, then such provision shall continue in effect only to the fullest extent permissible under the applicable law, with the further understanding that if at anytime thereafter such provision is no longer in conflict with the law, then such provision of the Agreement as originally embodied therein shall be restored in full force and effect, as if it had never been in controversy or violation.

It is further understood and agreed that the provisions of this Agreement are deemed to be separable to the extent that, if and when a court or government agency of competent jurisdiction adjudges any provision of this Agreement to be in conflict with any law, rule or regulation issued thereunder, such decision shall not affect the validity of the remaining provisions of this Agreement, but such remaining provisions shall continue in full force and effect.

ARTICLE 19
DURATION

Section 1. This Agreement shall be effective 12:01 A.M., Monday, March 8, 1999 and shall continue in full force and effect until Midnight, Sunday, March 3, 2002, and from year to year thereafter unless either party receives written notice by certified mail from the other party, not less than sixty (60) days, nor more than ninety (90) days, immediately prior to the expiration date, of its intention to amend, modify or terminate this Agreement, provided that if the Company shall cease to operate guard services at the ConEdison, Nuclear Power Station, Indian Pt. N.Y. this contract shall automatically terminate and the rights and obligations of both the Union and the Company hereunder shall automatically cease except with reference of those employees covered herein who shall remain in the employment of the Company for the purpose of performing work arising from the termination provisions of the Company agreement with the client, and as such employees, this contract shall continue in effect until termination of employment of such employees.

ARTICLE 20
WAGES

The following base straight-time hourly pay rates are effective on the dates indicated below.

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<u>Classification</u>	<u>Effective</u> <u>March 8, 1999</u>	<u>Effective</u> <u>March 6, 2000</u>	<u>Effective</u> <u>March 5, 2001</u>
Security Officer	16.11	16.59	17.09
Watchperson	12.44	12.81	13.19

ARTICLE 21

SICK PAY

Section 1. Upon completion of the employees probationary period, regular full-time employees shall accrue four (4) hours of sick pay per month for a maximum of six (6) days of paid sick leave during each anniversary year of employment. Employees may use in advance of being earned, sick leave days they are projected to earn in their anniversary year up to a maximum of six (6) days. However, it is agreed that the employee will reimburse the Company for all used but unearned leave, if any, at the time of their termination of employment with the Company

Section 2. Pay for a day of sick leave shall constitute eight (8) times the employees straight-time hourly rate of pay.

Section 3. Sick pay is not cumulative and cannot be carried over from one-twelve (12) month period to another.

Section 4. Unused sick pay will be paid at the base straight time hourly rate the first pay period following completion of the anniversary year of employment in which the sick pay was accumulated.

ARTICLE 22

DEFINITIONS

Section 1. A "regular full-time employee" under this Agreement is one who is assigned a minimum of forty (40) hours per week. All other employees under this Agreement shall be classified as regular part-time employees.

Section 2. The term "Security Officer" shall mean an employee who has successfully completed:

a. the physical and mental examinations and re-examinations as required by the United States Government and/or the State Government, and/or the Client;

b. and passes all the necessary firearms training requirements and meets all necessary firearms qualifications and re-qualifications as required by the United States Government, and/or the State Government and/or the Client: and carries a firearm as part of his/her job requirements;

c. all required training programs as prescribed by Nuclear Security Regulations, Radiation Control, and other training programs and/or security requirements as required by the United States Government and/or the Client at present or in the future.

d. all physical agility tests.

Section 3. The term "Watchperson" shall mean an employee who has successfully completed:

a. The physical and mental examinations and re-examinations as required of a Watchperson by the United States Government, and/or the State Government and/or the Client.

b. All required training programs as prescribed by Nuclear Security Regulations, Radiation Control, and other training programs as required by the United States Government and/or the State Government and/or the Client.

ARTICLE 23

COMPANY REGULATIONS

Section 1. Any rules or regulations including but not limited to the Security Officers Handbook and those imposed upon the Company by its client, or the Nuclear Regulatory Commission, or any agency of the Federal Government will apply with equal force and effect to employees hereunder, notwithstanding any possible conflict with any provisions of this Agreement. Copies of the rules or regulations so imposed will be made available to the Union upon request.

ARTICLE 24
HEALTH & WELFARE

Section 1. The Company will provide full-time eligible employees and their dependents (if they elect coverage) Medical Plan 63 at no cost to the employee.

Section 2. Full-time eligible employees are eligible for coverage the first of the month following completion of their ninety (90) day probationary period.

Section 3. Effective March 1, 1999, Employees will co-pay the premium cost for dependent coverage in the amount of sixty (\$60.00) dollars per month, carried on payroll deduction.

Section 4. A calendar year deductible is applicable to the Prescription Card program; fifty (\$50.00) dollars per person, one-hundred (\$100.00) dollars per family. In addition, the per prescription co-pay for general drugs is five (\$5.00) dollars, and brand drugs, ten (\$10.00) dollars.

A calendar year prescription cost cap of ten-thousand (\$10,000) dollars per person or per family is applied. Calendar year prescription charges exceeding ten-thousand (\$10,000) dollars are applied to the coverage under Medical Plan 63.

The Medical Plan 63 lifetime maximum benefit is two-hundred fifty thousand (\$250,000) dollars.

As part of the Medical Plan 63, the Metlife Network Preferred Provider Program (PPO) may be used by eligible employees. The availability of the PPO program is determined by the carrier.

Employees are subject to the rules and regulations of the aforementioned plan(s).

ARTICLE 25
MISCELLANEOUS PROVISIONS

Section 1. It is agreed the Company may grant part-time employees time off for unpaid vacation, providing vacation is scheduled in accordance with the needs of the business.

Section 2. The Company will replace shoes which have been damaged accidentally radiologically or otherwise.

Section 3. A second pair of glasses will be provided by the Company as required by Appendix "B" for those who don't have them.

Section 4. A meal as best as can be provided will be made available, if requested by the employee, providing the employee must work two (2) or more hours overtime past the end of his scheduled shift. Should the employer fail to provide the requested meal the employee will be provided with a six (\$6.00) dollar meal allowance.

Section 5. In the event the Company cancels an already approved vacation, the Company will pay the employee unrefundable deposits/out of pocket expenses lost by the employee for travel costs, reservations where proof can be provided.

Section 6. The Company shall not normally use security personnel to perform duties assigned to other contractors or ConEd employees.

Section 7. The Company will provide a range, range officer, and ammo for practice with revolvers issued at the range prior to required re-qualification.

Section 8. When an employee is authorized to use their personal motor vehicle on Company business the employee shall be paid thirty (\$30.00) dollars for the use of said vehicle for an eight (8) hour period or any part thereof plus twenty-eight (28) cents per mile.

Section 9. Overtime shall first be offered on a fair and equitable basis. In the event overtime cannot be filled from the volunteer overtime list, then the Company, in order to meet the security requirements at the site, has the right to mandate overtime be worked. Mandated overtime will be rotated when ever possible. No Sergeant/Lieutenant or above should normally do a subordinates post if there is a bargaining unit employee and qualified to perform the work.

Section 10. Full-time employees who have one (1) or more years of service on the dates listed below will receive the shoe allowance indicated:

Effective March 8, 1999 - \$60.00
Effective March 6, 2000- \$60.00
Effective March 5, 2001 - \$65.00

ARTICLE 26
401 (K) PLAN

Section 1. During the term of this Agreement the Company shall provide a 401(K) Plan. Employees shall be subject to the eligibility requirements and rules of the Plan.

IN WITNESS WHEREOF, the parties have caused their representatives to sign this Agreement as full acknowledgment of their intention to be bound hereby.

FOR THE EMPLOYER:
THE WACKENHUT CORPORATION

FOR THE UNION:
THE INTERNATIONAL
UNION, UNITED PLANT GUARD
WORKERS OF AMERICA,
LOCAL #515

BY: G. S. Beeg
TITLE: U. P. Labor Relations
DATE: 3-4-99

BY: Jeffrey
TITLE: Director, Local 6
DATE: 4-1-99

BY: Gary A Sanders
TITLE: President Nuclear Services Division
DATE: 3-4-99

BY: James A. Moore
TITLE: PRESIDENT LOCAL 515
DATE: 9 MARCH 1999

BY: Fredrick A. Mayes
TITLE: Director, Nuclear Operations
DATE: 3-4-99

BY: Paul Kuchler
TITLE: member
DATE: 3/12/99

BY: Joseph D. Small
TITLE: Project Mgr.
DATE: 3-5-99

BY: Lucretia Lane
TITLE: Vice President
DATE: 3/12/99

LETTER OF UNDERSTANDING

March 5, 1999

Subject: Sick Pay Carry-Over

Under the terms of Article 15, D, of the Collective Bargaining Agreement between the Wackenhut Corrections Corporation and the UPGWA, Local #500, dated March, 1999: "employee may carry-over Sick Pay up to four (4) days from one anniversary to the next."

It was not the Employer's intent to reduce the "current" practice of allowing employees with perfect attendance to carry over up to six (6) days.

Therefore, it is understood and agreed that employees who earn six (6) Sick Days by having perfect attendance may carry over all or a portion of those Sick Days from one anniversary year to the next. At no time will an employee have more than twelve (12), earned Sick Days in their account. Days in excess of twelve (12) will be paid off.

FOR THE UNION:
INT'L UNION, UNITED
UNITED PLANT GUARD WORKERS
OF AMERICA AND ITS
AMALGAMATED LOCAL #500

Kerry Lacey
NAME
Director, Region 6
TITLE
4-1-99
DATE

FOR THE EMPLOYER:
THE WACKENHUT CORRECTIONS
CORPORATION

Con Shyne
NAME
C.E. Labor Relations
TITLE
3-17-99
DATE

Kerry Lacey
Director, Region 6
UPGWA
270 East End Ave., Apt. B
Beaver, PA 15009

Re: Health Care Changes

Dear Mr. Lacey:

During the course of our 1999 negotiations of the Indian Point Nuclear Facility CBA, the parties discussed the possibility of introducing an HMO Medical Plan into the contract. It was agreed, without opening the rest of the contract, that if the Employer was able to offer its employees an HMO Medical Plan which offered comparable or better coverage than the current Plan, together with a cost-benefit, then it would do so.

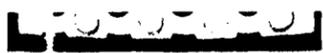
The Employer agrees to present such an HMO to the Union Committee for its review and approval. The Union agrees that the introduction "in mid-term" will not require a re-opener to the entire Agreement.

FOR THE UNION:
INTERNATIONAL UNION
UNITED PLANT GUARD WORKERS
OF AMERICA, AND ITS LOCAL
AFFILIATE #515

Kerry Lacey
NAME
Director, Region 6
TITLE
4-1-99
DATE

FOR THE EMPLOYER:
THE WACKENHUT CORPORATION

Con Shyne
NAME
Vice President Labor Relations
TITLE
3/5/99
DATE



March 5, 1999

Kerry Lacey
Director, Region 6
UPGWA
270 East End Ave., Apt. B
Beaver, PA 15009

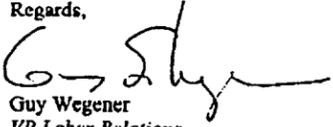
Re: Laundry

Dear Mr. Lacey:

The parties agreed during the 1999 re-negotiation of the CBA covering the Indian Point Nuclear facility to the following:

Under the current CBA, Article 14, Section 8, the Employer pays a uniform cleaning allowance. It was agreed that should the Employer find an "outside cleaning service" to launder the employees' uniforms, then the uniform allowance would cease.

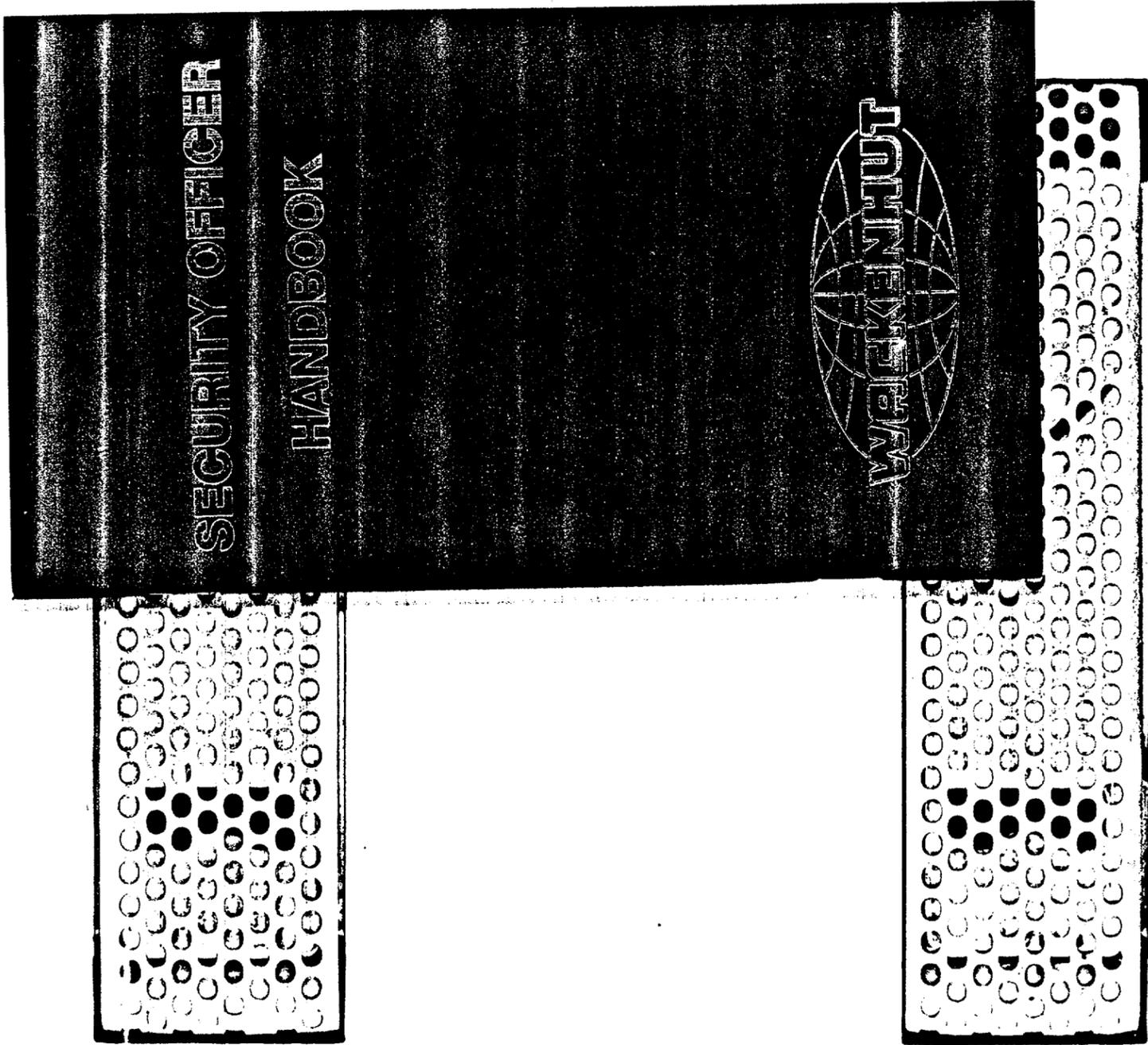
Regards,

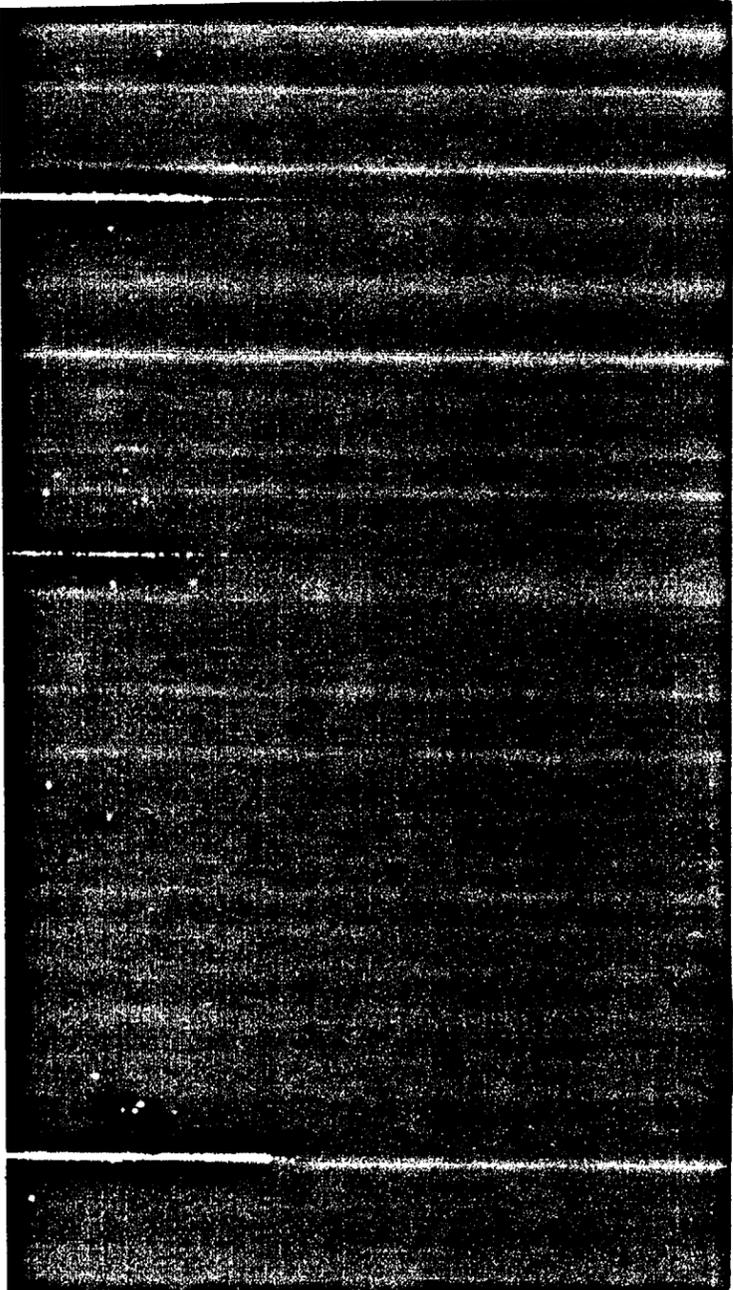

Guy Wegener
VP Labor Relations
The Wackenhut Corporation

FOR THE UNION:
INTERNATIONAL UNION,
UNITED PLANT GUARD
WORKERS OF AMERICA,
AND ITS LOCAL AFFILIATE #515

Kerry Lacey
NAME
Director, Region 6
TITLE
4-1-99
DATE







**WACKENHUT
SECURITY OFFICER HANDBOOK**

THIS HANDBOOK IS INTENDED AS A GUIDE FOR THE EFFICIENT AND PROFESSIONAL PERFORMANCE OF YOUR JOB. NOTHING HEREIN CONTAINED SHALL BE CONSTRUED TO BE A CONTRACT BETWEEN THE EMPLOYER AND THE EMPLOYEE. ADDITIONALLY, THIS HANDBOOK IS NOT TO BE CONSTRUED BY ANY EMPLOYEE AS CONTAINING BINDING TERMS AND CONDITIONS OF EMPLOYMENT. THE COMPANY RETAINS THE ABSOLUTE RIGHT TO TERMINATE ANY EMPLOYEE, AT ANY TIME, WITH OR WITHOUT GOOD CAUSE. MANAGEMENT RETAINS THE RIGHT TO CHANGE THE CONTENTS OF THIS HANDBOOK AS IT DEEMS NECESSARY, WITH OR WITHOUT NOTICE.

THIS HANDBOOK IS THE PROPERTY OF THE WACKENHUT CORPORATION AND SHALL BE TREATED BY THE EMPLOYEE AS CONFIDENTIAL. THE CONTENTS HEREIN SUPERSEDE ALL PREVIOUS EDITIONS OF THE WACKENHUT CORPORATION SECURITY OFFICER HANDBOOKS/MANUALS.

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A MESSAGE FROM OUR PRESIDENT

Your job as a Security Officer is of utmost importance because of the great responsibility it carries. Our clients depend upon you to endeavor to protect their property from burglary, fire and many other dangers and, in many instances, you are required to preserve and maintain the security of the United States through prevention of improper disclosure of classified information, sabotage or any other act detrimental to the security of the United States.

In order that we may continue to provide a high degree of protection and safety for business and industry, we have prepared this Security Officer Handbook which contains information and suggestions to help you do a better job. Through a careful reading of this Handbook, members of our Security Officer forces will become better acquainted with their duties and responsibilities. You should follow diligently the rules and regulations listed and make full use of the suggestions provided. Alertness and security consciousness serve the best interests of you, your Company and your country.

I'm sure that all Security Officers will cooperate to the fullest extent in our efforts to provide the best service possible for our clients.

*Richard R. Wackenhut
President*

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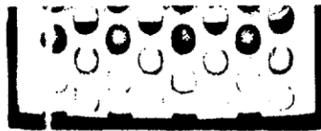


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**SECTION I
GENERAL INFORMATION**

1. THE WACKENHUT STORY

The history of The Wackenhut Corporation goes back to 1954.

In December of that year George R. Wackenhut and three other former Special Agents of the Federal Bureau of Investigation established their own company in Miami, Florida to provide investigative services to business and industry.

The new company was called Special Agent Investigators, Inc. Professionalism and quality were the hallmarks of the Wackenhut philosophy from the beginning and the fledgling firm quickly earned a solid reputation.

As its clientele expanded, a second company was formed in 1955 to apply this same philosophy to physical security problems. It was called Special Agent Security Guards, Inc. and it also quickly prospered.

In December 1958, Special Agent Security Guards, Inc. became Security Services Corp. with Mr. Wackenhut as President and Chief Executive Officer. The name of this firm was changed to The Wackenhut Corporation in September 1959 and Special Agent Investigators, Inc. was merged into it in 1960.

By 1960 business exceeded the million-dollar mark and TWC was embarked on a growth path that would sweep across the United States and around the world.

In 1996, the headquarters were moved to Palm Beach Gardens, Florida. All operations, domestic and foreign, are directed from there.



As the demand for Wackenhut's security expanded, the Company gradually added a number of wholly-owned subsidiaries. Today it provides a wide range of highly specialized services including electronic security systems and products.

The Wackenhut Corporation is now one of the world's largest international security and investigative organizations and is listed on the New York Stock Exchange.

Its operations extend across the United States, from Hawaii and Alaska to Puerto Rico and into Canada, the United Kingdom, the Orient, Central and South America, the Caribbean and a representative station in Europe. In addition, electronic products and systems are marketed throughout the world.

Despite the growth and diversity of its services, Wackenhut's uniformed security personnel still constitute the backbone of the Corporation and best symbolize the professionalism and quality performance which propelled TWC into the forefront of the security industry.

Strong management and dedicated employees have steadily reinforced the Wackenhut reputation, making the Company one of the most respected in the world. Proud of its past accomplishments, The Wackenhut Corporation looks to the future with confidence.

2. SERVICES OF THE WACKENHUT CORPORATION AND SUBSIDIARIES

Each person in the Wackenhut organization contributes to the total security services the Company provides its clients. Together, our thousands of employees, with their individual talents and professional training, comprise the strength of The Wackenhut Corporation.

There is a great and growing demand for security. Business, industry and the professions recognize the need to prevent losses, to safeguard physical assets, and to provide numerous other services a modern security force can be called upon to perform. Increasingly, this demand is accompanied by management preference for the Wackenhut Systems Approach to security problems.

Through this approach, Wackenhut people first evaluate the client's security requirements in terms of a plan for total security. Though a client may be considering just one aspect of Wackenhut services as the apparent answer to security needs, the Wackenhut Approach is to first completely analyze the security situation. When this analysis is accomplished a plan for total security is developed and presented to the client.

Wackenhut is able to provide all the services which a complete plan for total security may require. The plan might call for guard service supplemented by electronic security equipment. Investigative or pre-employment screening work could be involved. The inclusion of Wackenhut electronics for building management and security might be indicated in new client building plans. Training in employee security awareness could well be a part of the plan. And, if international operations were a client's consideration, this, too, could be part of the plan, utilizing Wackenhut's international capabilities.

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Wackenhut is a large and growing Company. It has the personnel and the complete range of services required by today's sophisticated security client. The future of the security business, and particularly the Wackenhut Systems Approach to total security, is bright. Each individual among the thousands of Wackenhut employees contributes in his or her own way to the growth of the Company and the attainment of The Wackenhut Corporation's position as the industry leader.

WACKENHUT SUBSIDIARIES INCLUDE:

WACKENHUT SERVICES, INC. (WSI)- provides security services, fire protection, training and other security related services to agencies at municipal, state and federal levels.

AMERICAN GUARD AND ALERT, INC. - provides Wackenhut security services for the TransAlaska Pipeline System, in addition to the Anchorage, Alaska business community.

WACKENHUT INTERNATIONAL, INC. (WII)- provides Wackenhut security services to forty (40) countries on six (6) continents; and security to U.S. Embassies in over a dozen countries.

WACKENHUT AIRLINE SERVICES, INC. - provides security and security related services to the major airline companies at locations throughout the country.

WACKENHUT CORRECTIONS CORP. (WCC)- provides design, construction, financing and management services to detention / correction facilities for municipal, state, and federal agencies.

3. EMPLOYMENT FACTS

WAGES AND HOURS - One of your main concerns will be the wages or salary you receive for the hours you work. At Wackenhut our pay rates are fair, equitable and compare favorably with rates for similar work in the industry. We comply with all applicable Federal and State Wage and Hour laws.

Since our business is built on serving clients and is subject to the client's convenience, those of you hired as security personnel will work hours that conform to the demands of the client. You will be advised of your work schedule by your Supervisor.

PAYDAYS - With the exception of a few states in which pay periods are weekly, we pay bi-weekly. The payday will depend on the area you are in. Any questions regarding pay should be directed to your immediate Supervisor.

PAYROLL DEDUCTIONS - Each pay period the Payroll Department is required by law to make certain deductions from your earnings. These include FICA (Social Security), Federal Withholding Tax, and State or local withholding tax, or disability payments, as may be required in your particular area. The amounts of the deductions are subject to change for various reasons: change in wage rate, tax legislation, and changes in the number of your dependents. Each check stub will itemize all deductions. Upon being hired you prepared a W-4 (Federal) withholding exemption form. From the information you provide on this form your income tax deductions are computed. At the end of each year you will be given a W-2 withholding statement itemizing the income tax and FICA (Social Security) deductions withheld from your salary.



FICA TAX (Social Security) - Each employee pays tax on his or her salary for Social Security purposes through payroll deductions. The amount deducted is matched equally by a contribution from Wackenhut, thereby sharing with you the cost of paying for Social Security benefits. These benefits are in the form of retirement pension, Medicare insurance, death benefits to dependents and disability benefits. In addition, in the event of your death, either before or after retirement, your dependents may receive benefits in accordance with the terms of the Social Security Act.

In order to receive proper credit for FICA (Social Security) deductions, you must have a Social Security account card. Report changes in name immediately to your local Social Security office or to the Wackenhut office to which you are assigned so that your earnings will not be reported under two different names.

WORKERS' COMPENSATION - According to the laws of the state in which we operate, our Company carries Workers' Compensation Insurance, which applies to all accidental injuries to an employee while at work. The cost is paid entirely by Wackenhut. Workers' Compensation is carried to cover expenses and earnings lost due to injury while you are on the job. The individual laws of your state regulate the amount you are entitled to receive to cover medical expenses and to make up part of any loss in earnings. You must immediately report any work-related injury to your Supervisor.

UNEMPLOYMENT COMPENSATION - In accordance with the provisions of your State Unemployment Act, if you become unemployed, due to lack of work, you will be eligible for weekly benefits, provided you meet the requirements of the Act. Wackenhut pays the entire tax in the majority of states.

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EQUAL OPPORTUNITY EMPLOYER - It is the policy of the Wackenhut Corporation is an Equal Opportunity/ Affirmative Action Employer. All personnel actions are effected without regard to race, color, religion, sex, national origin, age, ancestry, marital or veteran status, or the presence of a non-job related medical condition or handicap.

DUTIES - You have been selected and placed in your present assignment after having met certain requirements necessary to perform your duties. Your Supervisor will instruct you as to what your work and responsibilities are. You should diligently follow your duties and look to your Supervisor for guidance. He or she will answer any questions concerning your job.

TRANSFERS - Due to the nature of the contract security industry, no employee shall have a vested interest in any specific assignment, shift, post, or location and may be removed / transferred for any reason including but not limited to a client-directed request. To effect continuity of employment, it may be necessary for you to transfer from your particular location to another site where the Company is in need of employees. If you wish to be considered for a transfer within your present work unit, discuss the matter with your Supervisor.

TRAINING - According to your position with the Company, various training programs will be provided. After basic training, your Supervisor will conduct an on-the-job training program in which procedures and forms applicable to your job will be discussed. It is the policy of Wackenhut to encourage and assist you in broadening your knowledge and to prepare you for increasing responsibility within the Company. To meet this obligation, manuals, monthly training bulletins and other materials for your self-improvement are available. You are urged to learn as much as you can about your present job and to qualify yourself for other important positions with the Company.

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TWC DRUG AND ALCOHOL POLICY - Except when undergoing prescribed medical treatment as stated below, any use, sale, or possession of narcotics, drugs, controlled substances or alcohol while on duty or on Company property is an offense subject to termination of employment.

Off-the-job use of alcohol which adversely affects an employee's job performance or which jeopardizes the safety of other employees, the public or Company equipment is proper cause for administrative or disciplinary action up to and including termination of employment. Illegal use, sale or possession of narcotics, drugs, or controlled substances, at any time, shall be proper cause for severe disciplinary action up to and including termination of employment.

Employees undergoing prescribed medical treatment with a controlled substance should immediately report this treatment to their Supervisor. Although not grounds for disciplinary action, the use of controlled substances as part of a prescribed medical treatment program requires a medical certificate from the prescribing physician stating that job performance will not be impaired by the treatment. If job performance could be impaired, a medical leave of absence will be required.

DRUG AND ALCOHOL POLICY FOR FEDERAL CONTRACTS OR GRANT RECIPIENTS - Except when undergoing prescribed medical treatment, as previously stated, any unlawful use, sale, distribution, manufacture, or possession of narcotics, drugs, controlled substances or alcohol, while on duty, or on Corporate property, is an offense subject to termination of employment.

Off-the-job use of substances or alcohol which adversely affects an employee's job performance, or which jeopardizes the safety of other employees, the public or

Corporate equipment, is proper cause for administrative or disciplinary action up to, and including, termination of employment.

The illegal use, sale or possession of narcotics, drugs or controlled substances, at any time, shall be proper cause for severe disciplinary action up to, and including, termination of employment.

Employees undergoing prescribed medical treatment with a controlled substance should immediately report this treatment to their Supervisor. Although not grounds for disciplinary action, the use of controlled substances, as part of a prescribed medical treatment program, requires a medical certificate from the prescribing physician stating that job performance will not be impaired by treatment. If job performance could be impaired, a medical leave of absence is required.

LEAVES OF ABSENCE - Personal, military and disability leaves are available for employees who qualify. These leaves of absence are always without pay.

1. Personal leave will normally not be granted for a period exceeding sixty (60) days and where applicable, will be applied against Family & Medical Leave Act.

2. Military leave as required to fulfill military obligations.

3. Disability leave (will be in accordance with the Family & Medical Leave Act (FMLA) of 1993 and any applicable state law).

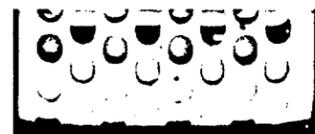
4. Family & Medical Leave

TWC policy complies with the FMLA (Family & Medical Leave Act) of 1993.

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General

Employees who have been employed for at least one (1) year, and for at least 1,250 hours during the preceding 12-month period are eligible for family and medical leave. Except for those employees who are considered as "key employees" or "highly compensated employees," employees will be returned to the same or to an equivalent position upon their return from leave.

Family and medical leave will be unpaid leave. If leave is requested for an employee's own serious health condition, the employee must use all of his/her accrued sick leave (if available). If leave is for any of the reasons listed below, the employee has the option of using vacation time.

Reasons for Leave

All employees who meet the time-of-service requirements may be granted a total of twelve (12) weeks of unpaid family leave during any 12-month period for the following reasons:

1. the birth of the employee's child and in order to care for the child;
2. the placement of a child with the employee for adoption or foster care;
3. to care for a spouse, child, or parent who has a serious health condition; or,
4. a serious health condition that renders the employee incapable of performing the functions of his or her job.

The entitlement to leave for the birth or placement of a child for adoption or foster care will expire twelve (12) months from the date of the birth or placement.

Spouses employed by the same employer are permitted to take only a combined total of 12 weeks of leave during any 12 month period if the leave is taken for the birth or placement of a son or daughter or to care for a parent with a serious health condition. For their own serious health condition, or to care for their spouse or son or



daughter, each spouse would be entitled to 12 weeks of leave during any 12 month period.

FMLA-The Twelve Month Period

Eligible employees may take up to twelve weeks of leave during a twelve month period under FMLA. This "twelve month period" is considered as beginning on the first day of the employee's leave.

Intermittent Leave

An employee may take leave on an intermittent basis when medically necessary to care for a spouse, child, or parent or because of the employee's own serious health condition.

Procedure for Requesting Leave

In all cases, an employee requesting leave must complete an Application for Family & Medical Leave and return it to his/her Supervisor. The completed application must state the reason for the leave, the duration of the leave, and the starting and ending dates of the leave. An employee intending to take family or medical leave because of an expected birth or placement, or because of a planned medical treatment, must submit an application for leave at least thirty (30) days before the leave is to begin. If leave is to begin within thirty (30) days, an employee must give notice to his/her Supervisor as soon as the necessity for the leave arises.

Medical Certification

An application for leave based on the serious health condition of the employee or the employee's spouse, child or parent must also be accompanied by a "Medical Certification Statement" completed by a health care provider. The certification must state the date on which the health condition commenced, the probable duration of the condition, and the appropriate medical facts regarding the condition. If the employee has a serious health condition, the certification must state that the employee cannot perform the functions of his or her job. TWC has



the option of requesting a second opinion. If the employee is needed to care for a spouse, child or parent, the certification must so state, along with an estimate of the amount of time the employee will be needed.

Subsequent Medical Re-Certifications

TWC has the option of requesting periodical medical re-certifications.

Fitness for Duty Certificate

Employees who request leave because of a health condition will be required to submit certification from the health care provider that the employee is able to resume work.

Benefits Coverage During Leave

During a period of family or medical leave, an employee may be retained on his/her health plan under the same conditions that applied before leave commenced. To continue health coverage, the employee must continue to make any contributions that he/she made to the plan before taking leave. If the employee chooses to not continue coverage during the leave, he/she may elect to reinstate coverage (without a waiting period) upon return from leave. An employee continues to accrue seniority and vacation while on family or medical leave.

An employee does not continue to accrue sick days while on family or medical leave unless the employee is using sick or vacation days. An employee who takes family or medical leave will not lose any employment benefits that accrued before the date leave began.

Restoration to Employment Following Leave

An employee eligible for family and medical leave - with the exception of those employees designated as "highly compensated employees" - will be restored to his or her old position or to a position with equivalent pay, benefits, and other terms and conditions of employment.



TWC cannot guarantee that an employee will be returned to his or her original job.

All applicable leaves will be applied against FMLA leave.

FMLA does not supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

5. In accordance with the Pregnancy Discrimination Act of 1978, employers are required to treat pregnancy and pregnancy related medical disabilities the same as any other medical disability with respect to all terms and conditions of employment. There are states that have additional laws with respect to maternity leave. Management at each location should ensure compliance with any applicable state laws and FMLA.

For further details regarding leaves of absence, please see your Supervisor.

SEXUAL HARASSMENT - Sexual harassment, whether it occurs between a Supervisor and a subordinate or between co-workers, can not and will not be tolerated by The Wackenhut Corporation.

Sexual harassment is a violation of Title VII of the Civil Rights Act of 1964 and it is against our policy for any employee, male or female, to sexually harass other employees by: (1) Making unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature a condition of an employee's employment, or (2) Making submission to or rejection of such conduct the basis for employment decisions affecting the employee, or (3) Creating an intimidating, hostile or offensive working environment by such conduct.



Sexual harassment may take different forms. Examples of several types of forms are: **Verbal:** Sexual innuendoes, suggestive comments, jokes of sexual nature, sexual propositions or sexual threats. **Non-verbal:** Sexually suggestive objects or pictures, graphic commentaries, suggestive or insulting sounds, leering, whistling or obscene gestures. **Physical:** Unwanted physical contact, including touching, pinching, brushing the body, coerced sexual intercourse or assault.

If an investigation into a sexual harassment complaint concludes that an employee violated this policy by sexually harassing another employee, the violator will be subjected to discipline which may include termination of employment, regardless of his/her level. Supervisors in particular will be held to the highest of standards with respect to their conduct.

Employees who believe they are the victims of sexual harassment are to immediately contact their Supervisor, the Area Manager or the Corporate Human Resources Department for appropriate action. For the comfort of the complaining employee, upon request, a management representative who is the same gender as the employee may be made available to discuss the issue.

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4. ADVANCEMENT AND INCENTIVE AWARDS

PROMOTIONS - We want you to advance within our Company. You are encouraged to develop and improve skills and abilities in order that you may qualify for promotion. We are proud of the many employees who have risen within the ranks to positions of additional responsibility. Your ability to learn and your attitude toward your work are factors that will help you make progress. The ongoing training Wackenhut provides gives you the incentive to broaden your horizons with us and may prepare you to accept new challenges and responsibilities.

SELF IMPROVEMENT - Your Company encourages you to improve your qualifications, not only for your present position but for promotion. Any courses or special training completed should be reported to your Supervisor for inclusion in your permanent personnel file, so that we may, at all times, know your qualifications and accomplishments.

EMPLOYEE SUGGESTION PROGRAM - We are always interested in suggestions that will improve the efficiency and operations of the Corporation. There is a formalized method for Wackenhut employees to submit suggestions for Management review.

Employees can submit their suggestions directly to the Human Resources Department at Headquarters or use a Suggestion Box, at locations where provided. Suggestions should be submitted on an 8.5 x 11 sheet of paper and be brief and concise. Information on which areas of the Corporation would be affected and what benefit would be derived are essential. The signature of the employee making the suggestion, location and date must be entered below the suggestion.

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**INCENTIVE AWARD CERTIFICATES
SECURITY OFFICER OF THE QUARTER
SECURITY OFFICER OF THE YEAR**

The Security Officer of the Quarter and Security Officer of the Year awards have been established to recognize outstanding performance by Field Office Security Officer personnel. Area Office recipients will be eligible for the Corporate Security Officer of the Year Award.

CERTIFICATE OF ACHIEVEMENT

The Certificate of Achievement is awarded for the successful completion of a Wackenhut Training Institute Program.

CERTIFICATE OF APPRECIATION

The Certificate of Appreciation is presented in response to a letter of commendation for a job well done or for performance of a valued act of service for the client or Corporation.

CERTIFICATE OF RECOGNITION

The Certificate of Recognition is presented in recognition of unusual and outstanding service, and for courage and initiative.

CERTIFICATE OF DISTINCTION

The Certificate of Distinction is presented for the performance of an act of valor above and beyond the call of duty, an act that reflects great credit on the individual, the client, and the Corporation.

W-VALOR AWARD

The W-Valor Award may be awarded to employees who have received a Certificate of Distinction and are eligible for this prestigious award.

SERVICE AWARDS

To reward longevity with the Company, Wackenhut service pins are given for each 5 year period of continuous service with the Company. Each year, on a monthly basis, service pins are issued to those employees who are eligible in recognition of longevity with Wackenhut.

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**SECTION II
THE ROLE OF THE
SECURITY OFFICER**

TO EACH SECURITY OFFICER

In your position as a Security Officer, you will be called on to perform many different assignments. This Handbook has been prepared to serve as a guide in performing these tasks. Even though the procedures will vary from place to place, the basic purpose behind your work is the same.

It is impossible to cover all of the duties that you will be called on to perform, but this Handbook provides you with general information on accepted techniques. As new techniques are developed, they will be furnished in the form of revisions to the present sections or as additional chapters. You will be expected to keep this book available for ready reference.

**1. REQUIREMENTS OF A
SECURITY OFFICER**

1.1 WHAT IS EXPECTED OF A SECURITY OFFICER:

ABILITY: To be able to handle any normal situation which a Security Officer may encounter and know how and where to get help if it is needed.

ALERTNESS: To be alert at all times while on duty, to be always on the watch for activities, conditions or hazards which could result in injury or damage to property and equipment.

ATTITUDE: The Security Officer is frequently the first contact a visitor has with the client. The way in which the visitor is greeted and the visitor's questions are answered will play a significant part on the visitor's ap-

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praisal of the client's company. Human and employee relations depend a great deal upon the Security Officer's attitude.

COURTESY: Security Officers must be courteous at all times. An Officer need not be belligerent to be firm. An Officer can be courteous and well-mannered and still be effective.

DISCIPLINE: Personal likes and dislikes should not swerve a Security Officer from his or her duty. Prompt obedience and proper execution of all orders given by superiors is expected from all Security Officers. Discipline does not mean punishment. True discipline is indicated by proper conduct under all conditions - by individuals away from the presence of their Supervisors.

EXEMPLARY CONDUCT: To conduct ourselves at all times in a manner which will reflect credit on ourselves and The Wackenhut Corporation.

IMAGINATION: Security Officers should develop the ability to: Imagine what might happen under a given set of circumstances.

Determine the correct action to be taken if a given emergency should arise.

JOB INTEREST: Security Officers should take pride in their duties and maintain a keen interest in their jobs. This will show in the manner in which they perform their duties and will be recognized by all who come in contact with them.

LOYALTY: A Security Officer must be loyal to the Company. Learn to ask yourself, "Is this best for the Company?" Loyalty also means that supervisors are able to trust a Security Officer with confidential information.

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TACT: A Security Officer should act without haste or undue emotion. Do not argue with people, and avoid force unless absolutely necessary. Present a calm, dignified bearing.

1.2 OUR MISSION:

To endeavor to protect all property within the limits of the client's property boundaries and to endeavor to protect employees and other persons on the client's property:

By the prevention of fire, disorderly conduct, vandalism, espionage or spying, stealing and carelessness.

By the promotion of safety, public relations, order in the plant, good will, discipline and respect for and confidence in ourselves and others. By enforcement of rules of conduct, rules of safety and client policy and procedures.

1.3 WE ENDEAVOR TO PROTECT BY:

Observing irregular or unusual conditions and activities. Correcting or reporting irregular or unusual conditions. Permitting only authorized materials into or out of the client's premises. Permitting only authorized persons into or out of the client's premises. Enforcing rules and laws. Rendering service to management and employees. Planning against potential harm. Acquiring the respect and good will of employees.

1.4 WE INSPECT FOR:

Fire and safety hazards.

Evidence of sabotage.

Waste of materials.

Theft of client materials or employee's property.

Incendiary or explosive materials carried into the client's premises.

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Proper badge identification, passes and material releases.
Carrying or use of intoxicants or non-prescription narcotic drugs.
Possession of firearms or other weapons.
Lights out of order or burning needlessly.
Exposed classified or important documents.
Good housekeeping.
Unlocked doors and rooms.
Misconduct on client property.
Loitering.
Disturbances that interfere with production.
Smoking where not permitted.
Unlocked file cabinets in security areas.
All other violations of the client's policies or rules.

1.5 WE ENFORCE AGAINST:

Tampering with fire equipment, utilities, or machinery.
Sabotage or espionage and subversive activities.
Violation of safety rules.
Theft of client's and employees' property.
Possession or use of intoxicants and /or non-prescription narcotic drugs on the client's premises.
Possession of weapons.
Misconduct or indecent behavior.
Rowdiness or vandalism.
Gambling or soliciting on the client's premises.
Use of profane or indecent language.
Abuse or destruction of property, tools, machines or equipment.
Smoking where not permitted.
Unauthorized demonstrations or disturbances on the client's premises.
Creating unsanitary conditions.
Unauthorized distribution of literature on the client's premises.
Loitering.
Unauthorized peddling on the client's premises.

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1.6 PRODUCTION SECURITY:

We endeavor to protect and thereby permit uninterrupted production.
We screen out the unwanted and let in those needed to make the product.
We preserve the buildings, machines, tools, materials and utilities for production.
We endeavor to protect the property of the client and of the employees involved in production against theft or misuse and to report all such occurrences.
We report and assist in the investigation of all instances of suspected production sabotage or subversive activity.
We inspect safety devices and enforce safety rules. We preserve order and enforce rules of conduct.
We do everything except make the product with our hands - and we produce secure conditions under which the client's product may be made.

REMEMBER:

COURTESY - Earns Respect.
KNOWLEDGE - Gets Results.
PATIENCE - Receives Cooperation.
SERVICE - Increases Good Will.

The *APPLICATION* of all of the above gets the job done well. To properly enforce client rules, a Security Officer must, at all times, abide by these rules as well as abide by our Company's regulations. This is of the utmost importance.

Authority is easily abused and nothing creates resentment so quickly as its misapplication. Keep in mind, each person is an individual very similar to yourself and should be treated as such. Seeking revenge for an offense against you lowers you to the level of the offender. Patience and tact are needed under all circumstances.

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2. RULES AND REGULATIONS

2.1 ATTENTION TO DUTY:

Security Officers shall demonstrate interest in their work by alertness and attention to duty.

2.2 OBEY LAWS:

No Security Officer shall knowingly and intentionally violate the laws of the United States, a state, county or municipality.

2.3 APPEARANCE OF SECURITY OFFICERS:

Security Officers shall be neat and clean in appearance on duty, and shall wear only the complete uniform as prescribed by their Supervisor.

Leather and brass will be polished.

Due to the public nature of our business, and the business necessity that uniformed personnel represent a figure of authority, a code relative to hair length and facial hair is hereby prescribed:

Hair is to be neatly combed and appropriately cut to accommodate the wearing of the Security Officer cap. The cap is part of the official uniform and is required to be worn by male personnel. Female Security Officers will not wear a uniform cap except when client-requested, and then they are limited to the official cap or a hard hat. Men's hair length should not extend beyond the shirt collar. Female Officers should wear their hair in a neat fashion.

Regarding male facial hair, a neatly trimmed mustache which does not extend beyond the width of the mouth and the lower lip is permitted; neatly trimmed side-burns that do not extend beyond the lower part of the ear lobe are also permitted.

Uniforms will be clean and presentable at all times.

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Badges will be worn at times while on duty. If lockers are provided, the badge and uniform may be kept on the client's premises.

It is the responsibility of the Security Officer to maintain the post to which he/she is assigned in a clean and orderly manner.

No insignias, emblems, buttons, or items other than those issued by the Company will be worn on the uniform without the expressed permission of the Company.

Shoes will be black leather or comparable material, and polishable. The shoe style must not inhibit safe, agile, and free movement as determined by the Supervisor.

2.4 COURTESY TO THE PUBLIC:

Security Officers will at all times be courteous, kind, patient, and respectful in their dealings with the public and will, by an impartial discharge of their duties, bring credit to themselves, TWC, and the client they represent.

2.5 PUNCTUALITY:

Security Officers will be prompt and punctual in all assignments. If a Security Officer, for any reason, is unable to report for duty at the specified time, he/she will notify his/her Supervisor at least 4 hours before shift change. A Security Officer will not leave an assigned post unless properly relieved. Absence without notification will be cause for disciplinary action.

2.6 ORDERS:

A Security Officer will obey all order promptly and inform his or her relief of all new orders issued. Willful disregard of orders and instructions will be cause for disciplinary action.

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2.7 CONDUCT WHILE ON DUTY:

A Security Officer:

- Will remain awake and alert at all times during his or her tour of duty.
- Will not read while on duty except material furnished for instructions and in connection with the performance of his or her job.
- Will carry on no unnecessary conversations.
- Will not argue controversial subjects.
- Will not conduct outside business at the employment location or while in Company uniform.
- Will not accept gifts or gratuities from anyone for any reason.
- Will not attempt to borrow money from fellow employees or employees of the firm where assigned.
- Will not use the telephone for personal calls.
- Will answer the telephone by saying, "Security Officer (Name)." Will write all messages.
- Unless authorized, will not open drawers in cabinets, desks or other storage places. Will not remove, rearrange or read material left on desks or cabinets or allow any unauthorized person to do so.
- Will not smoke in prohibited areas or in view of the public. The general client rules in regard to smoking will be adhered to.
- Will not use threatening, abusive or insulting language or behave in a disrespectful manner to the public or fellow employees.

2.8 PROHIBITED ACTIVITIES:

A Security Officer:

- Will not knowingly associate or have any dealings with any person or organization advocating or fostering hatred or prejudice against any racial or religious group.
- Will at no time knowingly associate with any persons engaged in unlawful activities.
- Will not drink intoxicants immediately prior to or while on duty, or at any time to the extent of becoming unfit for duty. Will not at any time use narcotic or habit-forming drugs unless prescribed by a licensed physician.



- Will not enter premises where intoxicants are sold while in an identifiable Wackenhut uniform.
- Will not report for duty with the odor of any alcoholic beverage on his/her breath.
- Will not play cards or games of chance on the client's premises.
- Will not authorize his or her name and title on photographs in uniform for an advertisement, endorsement or subscription for any company without the written permission of The Wackenhut Corporation.

2.9 REPORTS:

A Security Officer:

- Will be alert and observe everything that takes place within sight and hearing of assigned post.
- Will in an emergency not covered by Post Orders immediately report by telephone to his/her Supervisor.
- Will make written reports on all observed violations of laws, client or Post Orders.
- Will provide information in reports covering who, when, where, what and how.
- Will report facts, not opinions. False statements will be cause for severe disciplinary action. Will, if a Security Officer meets with an accident in the line of duty, however slight, complete a written report covering details with the names of witnesses. This report will be furnished to his/her Supervisor.
- Will immediately report to his/her Supervisor in writing any change of home address or telephone number.
- Will complete a written report in any case where a weapon has been discharged either by citizens, employees or Security Officers.
- Will accurately report all hours worked on the prescribed sign in form.

2.10 COURT CASES:

- A Security Officer will immediately report to his/her Supervisor on being summoned to appear in court as a defendant or a witness in either civil or criminal proceedings.



2.1 CONFIDENTIAL MATERIAL:

Security Officers will regard as confidential all material and information that come to their attention in the line of duty. Security Officers will not give interviews or make public statements concerning the activities or policies of Wackenhut or the client to which they are assigned without the written permission of The Wackenhut Corporation.

2.12 DEBTS:

All Security Officers are expected to support their families and pay their debts.

2.13 VISITING:

Security Officers: Are prohibited from entering a working area of a client more than ten (10) minutes before the start of their work shift and from remaining more than ten (10) minutes after their shift has ended. Security Officers are not permitted to enter any work area of a client for any purpose during their off-duty hours except as may be expressly authorized by appropriate authorities. This prohibition does not apply to off-duty employees entering a client's premises as a member of the general public for purposes for which the client's business is held open to the general public.

Will not permit individuals to visit with them for the purpose of discussing personal or other unofficial matters while on duty at a client's premises.

2.14 SOLICITATION:

Solicitation for any purpose by a Security Officer is prohibited while either the person soliciting or the person being solicited should be performing job duties. Distribution of any materials for any purpose by a Security Officer is prohibited at all times in a client's working areas. Distribution of any materials for any purpose by a Security Officer is prohibited in a client's non-working areas while the person

distributing materials or the person receiving them should be performing job duties.

Solicitation or distribution of any materials for any purpose by non-employees is prohibited at all times on the premises of TWC and prohibited on clients' property where prohibited by the client. Even though Security Officers are paid for the entire time they are working at a client's premises, this rule does not prohibit Security Officers from engaging in solicitation during no more than the one-half-hour period while Security Officers are properly engaged in eating their meals and during periods, if any, when Security Officers are properly not engaged in performing their work tasks.

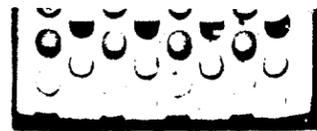
2.15 DISCIPLINE: The following are not binding terms and conditions of employment. The Company retains the absolute right to terminate any employee at any time with or without good cause.

Violations of any Rules and Regulations under Chapter 2 may result in disciplinary action to include:

1. **ORAL REPRIMAND:** when unintentional carelessness results in a problem. The employee will be counseled regarding the problem and proper action to correct the problem.

2. **WRITTEN REPRIMAND:** when a second reprimand is necessary for the same offense which originally carried an oral reprimand. However, in certain circumstances, it may be appropriate to bypass the oral reprimand and progress immediately to the written reprimand should the nature of the infraction warrant this. The written reprimand is to be entered into the employees file.

3. **SUSPENSION:** a temporary disciplinary layoff for serious misconduct or repeated offenses. The employee doesn't lose his/her job or seniority rights, but loses his/her pay for the designated period of suspension.



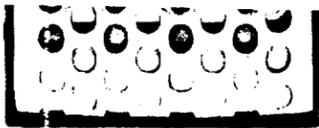
4. **DISMISSAL:** a result of a serious breach of a rule, standard, practice, policy or procedure. Additionally, dismissal may result from repeated disciplinary problems of a less serious nature.

GROUNDS FOR IMMEDIATE DISMISSAL:

The disciplinary process referenced above will be followed in most instances of employee non-compliance, with the exception of the following violations of prescribed standards which will result in immediate dismissal:

1. Refusal to work.
2. Extreme insubordination.
3. Fighting on the job.
4. Intoxication on the job or reporting to work in an impaired state (this applies to alcohol, drugs, narcotics or any substance which alters perception, awareness and which inhibits normal human response).
5. Theft.
6. Willful destruction of client or Wackenhut Corporation property.
7. Unauthorized or careless use of firearms or other weapons.
8. Malicious harassment (including sexual or racial) of fellow employees, client employees or members of the public.
9. "Horseplay" or any other activity with potentially serious consequences such as personal injury or property damage.
10. Unexcused "No call, No show" absence(s).
11. Job performance that is unacceptable.
12. Conviction or pleading guilty to any criminal act.
13. Falsification or fraudulent alteration of any company document or record.
14. Sleeping on duty.
15. Failure to report to your Supervisor your arrest or conviction.
16. Aiding a competitor or any other act which intends to inflict injury upon TWC or its clients.
17. Any other acts which, by their nature and impact, severely limit the employee's ability to perform the essential elements of the job.

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3. SABOTAGE

3.1 DEFINITION:

Sabotage is the intentional act of destroying, damaging or otherwise interfering with the production process.

3.2 TYPES OF SABOTAGE:

MECHANICAL SABOTAGE

Damaging machines or equipment by breakage or manipulation. Damaging power stations, transmission lines, transfer stations, switchboards or other key points of the power system. Placing abrasives or chemicals in motors or foreign objects in machinery to cause rapid, excessive wear. Tampering with a lubrication system; for example, draining motors and pouring molasses into crankcases to burn out bearings. Damaging electrical equipment or controls, causing overload of motors. Damaging telephone and communication systems. Damaging or stealing precision tools or technical mechanisms. Damaging materials either used or being manufactured at the client's premises. Damaging or delaying finished products both at the client's premises and in transit. Damaging, stealing, or tampering with blueprints, formulae, working models or other confidential data.

FIRE OR BOMB

Delayed-action incendiary or explosive action. Damaging by arson or by existing fire hazards. Damaging vital machinery, equipment or buildings by time bombs, gas explosions, incendiary bombs and devices or the use of other explosives. Placing holes in intake manifolds on motors to cause fires.

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GERMS AND POISONS - ACTION AGAINST FOOD-STUFFS

Bacterial infection or other pollution of water and food-stuffs for employee consumption. Injury to personnel, including the introduction of contagious disease. Sabotage of refrigeration machinery to ruin food. Addition of moisture or other agents to ruin food.

LABOR SABOTAGE

Deliberate attempts to create unrest. Using "stink bombs" or other nuisances to damage morale, disrupt normal routine and keep employees away from work. Spreading rumors to undermine employee loyalty and morale, and thus create dissension and friction. Fomenting strikes, unrest, personal antagonism, spoilage of work and "slow-down" operations; provoking fear and work stoppages through false alarm. Saboteurs can be expected to work themselves into positions of some responsibility in order to act as strike provokers.

The most popular technique used in industrial sabotage is called **WORKING TO RULE**: The employee does nothing incorrectly or with evident malice, but works with extreme caution, paying attention to each detail, and asking instructions prior to every move. This slows down the employee's production and the production of all others whose work depends upon him/her.

POLITICAL MEANS

Provoking antagonism to government policies. Encouraging certain elements of the population to react against the government's course of action.

PSYCHOLOGICAL SABOTAGE

Systematic undermining of morale. Use of lies, rumors and deception to instill fear and weaken the will of the people to resist a hostile attack. Issuing false orders and communications.

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3.3 REASONS FOR COMMITTING SABOTAGE:

For money.

Patriotic Extremism - Any sacrifice for country.

Political Extremism - Any sacrifice to extend political philosophy.

Threats - Of force or exposure of an indiscreet act in past life.

Revenge - Deep-seated grievance against government, an employer or fellow employee.

3.4 WHAT CAN BE DONE TO PREVENT SABOTAGE:

Watch for individuals who appear to be loyal, industrious workers who show interest in the work of others, an unusual interest in the layout of the client's premises, unguarded vulnerable spots, and patterns of plant activity and office personnel.

Watch for individuals who disrupt production by making fractional errors on precision work.

Watch for individuals who create small bottlenecks that delay major projects.

Carefully inspect all equipment and frequently check physical safeguards.

Constantly guard valuable equipment and documents.

Deny admittance of unauthorized persons or persons with no "need to know" to restricted areas.

Report all unidentified persons and challenge suspicious activities.

Report defects immediately to the proper authority.

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4. LEGAL ASPECTS OF INDUSTRIAL SECURITY AND PLANT PROTECTION

4.1 GENERAL INFORMATION:

A Security Officer is not engaged in law enforcement as such. Therefore, an industrial Security Officer is not a Law Enforcement Officer like a Police Officer or Sheriff.

Security Officers endeavor to protect the production of goods and services and the client management makes rules and regulations regarding the conduct of persons engaged in production. The result is a smooth flow of production - not law enforcement.

Most rules and regulations do not have the force of law. An employee cannot be deprived of his/her freedom because he/she has broken a rule or regulation to help production. The most that can be done is dismissal of the employee.

Violation of law by someone working on the client's premises presents the same situation as someone breaking the law elsewhere - the case is under the jurisdiction of law enforcement agencies; local, state or federal.

Work performed by a Security Officer is not related to police work. Execution of the job and training are different. Leave law enforcement to the responsible agencies.

4.2 DUTIES OF INDUSTRIAL SECURITY OFFICERS:

To endeavor to prevent unlawful entry.

To endeavor to prevent theft.

To endeavor to prevent violation of client rules and regulations.

To endeavor to prevent violations of local, state and federal laws.

To endeavor to prevent fires, and in the event of a fire to give the alarm immediately and take other action that is necessary.

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To know the location of the nearest telephone and how to report fire, emergency or conditions of disorder.

To be alert for and report safety hazards.

To know the location of the nearest first aid, firefighting and medical equipment.

To familiarize yourself with the installation geography and be able to direct people.

To enforce all security, traffic and parking regulations.

To keep roadways clear in case of an emergency.

To take charge of your post and to endeavor to protect all government and client property in view as well as personal property of client employees.

To familiarize yourself with the latest issue of the special and General Orders of the guard post.

To report immediately any unusual happenings to your immediate Supervisor.

To call your immediate Supervisor in any case not covered by orders.

To immediately call your Supervisor if you receive an order from a recognized client or government official, inform the Supervisor of the instructions received, and request official orders.

4.3 ARRESTS:

A Security Officer has no greater authority than a private citizen. As a general rule, a Security Officer or any private citizen may arrest an offender without a warrant when the offense is committed in his or her presence, within his/her view, if the offense is a felony or an offense against public peace. However, arrest laws vary from state to state and this rule does not apply in every state.

A felony is ordinarily any offense punishable by death or confinement in a penitentiary for a period of more than one year.

Arrests should be made only with the consent of a superior and only on client or Company property, except in an emergency situation.

False arrests and searches can result in civil and criminal lawsuits.

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Before making an arrest the Security Officer should know:

That the violation committed is a crime.

That he/she has information in his/her possession to prove, beyond a reasonable doubt, that the suspect committed the crime.

No person may be arrested on a charge of suspicion. No arrest is legal until AFTER the actual violation of a law.

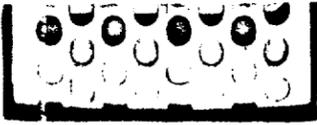
Arrest is made by restraint of the suspect or by the Security Officer saying, "You are under arrest." Actual touching of a person is unnecessary - it is enough if the person submits to your custody.

No person is to be transported as a prisoner off the client's premises by a Security Officer. Notify the local law enforcement agency and turn the prisoner over to police on the client premises.

4.4 CRIMES WHICH MAY OCCUR ON CLIENT PREMISES:

- Murder
- Arson
- Assault
- Burglary
- Larceny
- Intoxication
- Violation of sabotage and espionage laws

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5. PROCEDURES

5.1 THEFT CONTROL PROCEDURES:

SUGGESTIONS FOR REDUCING PILFERAGE:

Look for careless storage and handling of valuable metals, such as nickel anodes, copper, brass, lead, etc. Give special attention to carelessness or suspicious activities in areas where valuable items may be stored or used: batteries, tires, clocks, radios, etc. Make recommendations for more secure control of property which may be particularly subject to misappropriation.

Report areas or jobs where tools may be carelessly left lying around at the end of a shift. It may be advisable to bring some of these tools to the client premises protection headquarters for safekeeping. Report tools and supplies which are left on receiving docks at the end of a shift, when there are no receiving room employees on the job.

Check tool cribs and stock rooms for the presence of unauthorized or suspiciously-acting employees. Check into rubbish piles or other possible places of concealment near the property's edge.

Check questionable employees who may be moving motors or other equipment in machinery or equipment-storage areas.

Check on questionable persons in finished-products storage areas. Look in tool cribs or rooms for property which apparently should not be there.

Check persons who are suspiciously loitering near client fences or building windows.

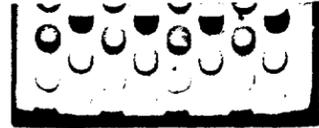
Immediately report the presence of property which is out of its proper area or appears to be placed for misappropriation.

WHERE TO WATCH FOR STOLEN PROPERTY:

Carried under the coat.

Wrapped around the body (wire, valuable cloth goods, etc.)

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Tied to a rope suspended from the waist under a coat.
Hung over the shoulders under a shirt or coat.
Suspended in pants legs.
Placed in a cap or hat.
Placed in stockings so that it fits next to the shin bone or calf of the leg.
Taped to the leg.
In clothing carried over the arm.
In sleeves of clothing.
Under the armpits.
In an unopened umbrella.

ACTIONS OF AN EMPLOYEE TO AROUSE A SECURITY OFFICER'S SUSPICIONS:

Approaches gate too nonchalantly.
Approaches gate too fast or too slow.
Approaches gate and waves at someone.
Approaches gate and turns back.
Starts useless conversations with the Security Officer on patrol.
Too eager to show lunch box or parcel.
Overdressed.
Not dressed for the weather.
Picks position in screening line.
Sidles away from the Security Officer on patrol as he/she nears gate.
Says he/she forgot something and starts back into the client's premises.
Walks lame or stiff-legged - not natural.
Walks too erect to be natural.
Carries arms or arm rigidly, not naturally.
Goes into client premises before signing or checking in.
Loiters in areas other than own department.
Goes to car during working hours.
Has a marked or sudden change of actions toward a Security Officer on patrol, or in general behavior, such as a change from a friendly attitude to one of hostility or indifference, or from being quiet to talkative.

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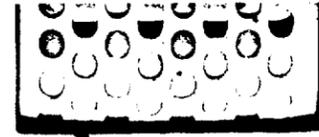
5.2 PASS AND BADGE CONTROL, WHEN USED:

See that badges are worn on employee's outer garment in such a manner as to be visible at all times. See that all persons wear a badge within the confines of the client's premises. See that all visitors have a special pass when entering the client's premises. See that all official and administrative personnel wear badges at all times when they are on the client's premises, other than in the main office. There are to be no exceptions to these rules. Any person observed on the client's premises without proper identification, irrespective of official rank, should be immediately reported to the Officer in charge of your shift. Employees reporting for work without their badges are to report to the Security Officer's post for a gate pass.

5.3 LOCK AND KEY SUGGESTIONS:

Report all defective locks.
Report misuse of locks or keys, or destruction and abuse of locks.
Make sure that all locks which should be locked are fastened, and report failure of persons to lock them. If padlocks are found hanging unlocked, lock them and notify your Supervisor for corrective action. An Incident Report will be required.
In opening locks for admittance of a person be sure that person has the right to enter. Report the occurrence, giving the name of the person admitted and other necessary information.
Do not leave departmental, post or patrol keys where they may be picked up by unauthorized persons. Look for night latches which can be opened by inserting a knife blade or similar device. A baffle may be necessary.
Closely check all exterior door and gate locks. Recommend installation of locks where it is believed to be necessary.

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5.4 PATROLLING:

Be alert and careful.

Have a known purpose for going into each department and area.

Use the five senses: hearing, seeing, smelling, feeling and tasting.

Don't patrol with clock-like regularity, either by time or route covered, unless otherwise instructed. It is not desirable to have persons know when you will come and go.

Look at things searchingly.

Be alert to the additional dangers confronting you at night.

Day or night, have a good workable flashlight available.

Thoroughly check all restricted areas on each patrol. Inspect all fences to determine whether attempts have been made either to penetrate or tunnel underneath. Check on foreign objects placed near fences, inside or outside, that may be used for climbing over the fences or to commit an act of sabotage.

From time to time stop on patrol rounds, step back into the shadows and observe for any suspicious activity.

Know the employees and the shifts they work. Check on any persons, including employees, who do not seem to have a reason to be in the area.

Check on drivers and passengers who look out of place.

Know regularly parked cars.

Look above and about you as you patrol.

Look for signs that would indicate a burglary has been attempted. If you suspect a person may be hiding in a building, push doors fully open on entering a room and keep your flashlight away from your body.

When you patrol suspecting a problem, be prepared to handle any situation.

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5.5 FLAG INSTRUCTIONS:

The flag should be displayed from SUNRISE TO SUNSET. It is a universal custom to display the flag only from sunrise to sunset on buildings and on stationary flag staffs in the open.

The flag should NOT be DISPLAYED IN INCLEMENT WEATHER. Unless there is some special reason for doing so, the flag should not be flown in rainy or stormy weather.

The flag should always be raised briskly and lowered slowly and ceremoniously.

The flag should NEVER TOUCH THE GROUND while being lowered or raised.

HALF-STAFF: When the flag is to be flown at half-staff it shall be first raised to full staff and then slowly lowered to half-staff. When taken down from half-staff, the flag must again be raised to full staff and then lowered.

5.6 RIOT DUTY:

Remain calm and strictly neutral. Riots thrive on lawless leadership. This is fundamental in riots.

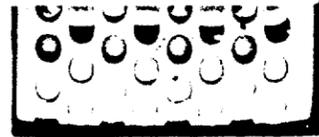
Pick the leaders and make a mental record of distinctive marks, so that you can positively swear to their presence at the scene of the riot. Note what particular action they took, what weapons they had in their possession, what oral threats were uttered, and what threatening action there was.

Remember, the Security Officers are an organized force versus a disorganized force, or mob. Every act of the Security Officers must be according to law and legal procedure.

Only those who are unquestionably violating the law should be arrested. Names, addresses, occupations, and identification marks of witnesses should be recorded in a memorandum book. Evidence must be secured and safeguarded. (See Chapter 4.3)

Don't make idle threats. Announce what you intend to do in a clear voice, then do it.

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Never draw firearms to threaten. Never shoot over the heads of people. Firearms should be used properly and only in a life-threatening situation.
(See Chapter 9.1)

5.7 PROTECTION OF A CRIME SCENE:

When a crime is committed on client property, it is imperative that the Security Officer on duty take prompt measures to protect the crime scene.

In the event of a serious crime, Security Officers will NOT investigate the area.

The Security Officer should refrain from touching any evidence in the crime scene area and should prevent unauthorized persons from handling such evidence. The nature of the crime and the type of evidence in the area require that the Security Officer be extremely careful in moving about so as not to obliterate or otherwise destroy crime evidence.

Security Officers will rope off or isolate the area and all possible avenues of entry or escape. No one should be allowed to enter or leave the area pending the arrival of representatives of the law enforcement agency bearing primary investigative jurisdiction.

Obtain the names and addresses of any possible witnesses to be furnished to the law enforcement agency.

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6. FIRE PROTECTION AND PREVENTION

6.1 GENERAL INFORMATION:

Fire is an old enemy as well as friend of mankind. Fire out of control can destroy people, homes, all we hold dear. Fire under control supplies heat, power, energy to manufacture necessities of life. Fire is common. Strike a match to light a cigarette (a half-million matches are struck every minute) and you have fire under control. Throw the match away still burning, let it fall among combustible materials such as leaves, paper, flammable liquids, and in a very few minutes you have fire out of control.

Carelessness is the cause of great loss of life and enormous property damage from fire. The carelessly thrown cigarette or burning match, the paper-littered area, the poorly lubricated machine or improperly disposed flammable in the factory are careless causes of fire which may start as flickering flame and quickly spread out into an uncontrollable inferno.

A Security Officer's main job is to endeavor to protect life and property. It is extremely important that an Officer know exactly what to do in the event a fire occurs. Properly placed and maintained equipment and frequent inspections, knowledge of fire protective equipment, its operation and application, if needed, are MUSTS for good fire security.

6.2 PRIMARY RESPONSIBILITY OF PLANT SECURITY:

As Plant Security Officers we are - 24 hours a day, 365 days a year - PLANT INSPECTORS.

Endeavoring to protect the property from fire is a primary duty of Security Department members. **Fire protection involves four activities:**

FIRE PREVENTION - Consists of minimizing every cause of fire. It embraces the prevention of careless, ignorant or malicious acts by employees or others which may cause a fire or create a fire hazard.

SAFEGUARDING EMPLOYEES - Consists of evacuating and excluding all unnecessary persons from areas which may become

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dangerous, and giving first aid to any injured.
FIRE EXTINGUISHING - Can be done quickly and with a minimum loss only through a thorough knowledge of the fire equipment at hand and its operation.
SALVAGE WORK - Action taken during and following a fire. The object is to prevent excessive loss by fire, water, smoke, falling stock, walls, or roofs and other causes.

6.3 WHAT IS FIRE?

FIRE IS - Rapid combustion in air with heat and flame.
COMBUSTION IS - A chemical reaction involving the union of oxygen with another element. When it occurs at such a rate as to produce appreciable heat it becomes a fire hazard.

FUEL + OXYGEN + HEAT = FIRE
REMOVE ANY ONE TO PREVENT FIRE.

6.4 FOR EFFECTIVE FIRE CONTROL:

The Security Officer should know the location of: Alarm Boxes (and how to activate). Telephones (and whom to call). Extinguishers (and how to use). Aisles (and where they go). All exits (including usable windows).

6.5 FIRE PREVENTION:

The time to stop a fire is before it starts.
 Good housekeeping is an important factor in the prevention of fires.
 See that rags soaked with flammable liquids or greases are disposed of in approved containers.
 Make sure **NOSMOKING** rules are enforced where they are in effect.
 See that flammable liquids are always in closed, approved containers.
 See that all welding and burning jobs have a welding and burning permit prominently displayed, if a permit system is used in the plant.

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Remember that any source of heat is a potential fire hazard. Care must be exercised in preventing any nearby materials from reaching dangerous temperatures.

6.6 FIRE EXTINGUISHING:

COOLING: Using water or water solution to lower the temperature of substances below burning point.
SMOTHER OR BLANKETING: Oxygen content of air is reduced below 15% (from normal 21%) in volume by using chemicals, water, fog, sand, blankets, etc.
STARVING: Supply of fuel is cut off, as in a gas jet.

6.7 USE OF EXTINGUISHING AGENTS:

FIRE EXTINGUISHERS AND CLASSES OF FIRES: The following table gives the various kinds of fires and types of extinguishers to be used.

CLASSES	EXTINGUISHING AGENT				
	CO ₂	Foam	Dry Chemical if rated A,B,C	Water	Metal X Powder
Class "A" Wood, Rubbish, Textiles,	NO	YES	YES	YES	NO
Class "B" Oils, Solvents, Greases, etc.	YES	YES	YES	NO	NO
Class "C" Electrical Machinery, Automobiles	YES	NO	YES	NO	NO
Class "D" Magne- sium Alloy, Titanium	NO	NO	NO	NO	YES

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Five (5) extinguishing agents are generally provided throughout the plant: CO₂, Foam, Dry Chemical, Water and Metal X Powder.

Electrical fires require CO₂ or Dry Chemical. Metal X Powder for magnesium and titanium alloy fires is provided for use in areas where these metals are being worked. This powder should be distributed carefully over the top of the blaze to form a smothering blanket. CO₂, Dry Chemical, and Foam are provided for oil and other flammable-liquid fires.

Care must be exercised in extinguishing oil fires, particularly where a quantity of oil is confined in a bucket or other container, to avoid spreading the burning oil by the pressure of the extinguisher. In such cases, the extinguishing agent should be applied to the fire gently. Water hoses will not be placed in service except on authority of a Fireman or an Officer of the Security Department.

6.8 EXTINGUISHER IDENTIFICATION:



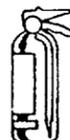
1. Extinguishers suitable for "Class A" fires should be identified by a triangle containing the letter "A." The triangle may be colored green.
2. Extinguishers suitable for Class B" fires should be identified by a square containing the letter "B". The square may be colored red.
3. Extinguishers suitable for "Class C" fires should be identified by a circle containing the letter "C". The circle may be colored blue.
4. Extinguishers suitable for fires in involving metals should be identified by a five-pointed star containing the letter "D". The star may be colored yellow.

Extinguishers suitable for more than one class of fire should be identified by multiple symbols placed in a horizontal sequence.



... there are different kinds of
FIRE EXTINGUISHERS

Find out **WHERE THEY ARE** and **HOW THEY WORK**
... *NOW, before a fire starts*

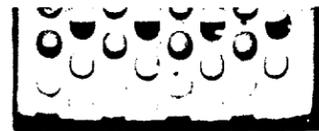
<p>WATER</p> <ul style="list-style-type: none"> • TYPES: PUMP TANK; stored pressure; cartridge • Works by COOLING fire  <p>• Use for Class A Fires</p>	<p>CHEMICAL FOAM</p> <ul style="list-style-type: none"> • Works by SMOTHERING fire with foam  <p>• Use for class A and B fires</p>
<p>COMPRESSED GAS</p> <ul style="list-style-type: none"> • TYPES: CO₂; Bromotrifluoromethane; Halon • Works by SMOTHERING fire with gas  <p>• Use for class B and C fires</p>	<p>DRY CHEMICAL</p> <ul style="list-style-type: none"> • TYPES: stored pressure; cartridge operated • Works by SMOTHERING fire with a blanket of powder  <p>• Use for class B and C fires</p>
<p>MULTIPURPOSE DRY CHEMICAL</p> <ul style="list-style-type: none"> • Works by SMOTHERING fire with a blanket of powder  <p>• Use for class A, B and C fires</p>	<p>DRY POWDER</p> <ul style="list-style-type: none"> • TYPES: special ones for the different combustible metals.  <p>• Use for class D fires</p>

KNOW THE LOCATION of emergency equipment in your work area.

FIRST AID KIT
Fast action can save a life. Know where to find stretcher, rolled blanket, too.



PLUS
Ladder, ax, breathing equipment, etc.



6.10 SODIUM FIRES:

Small amounts of sodium can be allowed to burn up completely. The only agents for extinguishing sodium fires are fine, dry soda-ash or Metal X Extinguisher. Sodium fires are promptly put out by throwing liberal quantities of these agents over the burning surface. In air these agents absorb water and containers for them must be kept covered. Covered containers of one or the other of these agents must always be at hand where sodium is being used. If sodium should burn in a drum, the fire can be extinguished by closing the cover. Wait until the drum is cool before removing the cover again. None of the standard fire extinguishers or water should be used on burning sodium. USE SODA-ASH or Metal X Extinguisher only.

6.1 ACIDS:

ACETIC ACID.

Usual shipping containers are glass carboys and barrels. Dangerous in contact with chromic acid, sodium peroxide or nitric acid; yields moderately flammable vapors above Flash Point-104 degrees Fahrenheit. May cause painful burns on skin. Safeguard in storage against physical damages. Isolate from oxidizing material. Extinguishing agent - water. Expands on solidification and may burst container unless kept at a temperature above 61 degrees Fahrenheit.

HYDROCHLORIC ACID (MURIATIC ACID). Usual shipping containers are tank cars (rubber-lined), carboys and glass bottles. Not combustible (in air), but if allowed to come in contact with common metals hydrogen is produced, which may form explosive mixtures with air. Mixed with water it is corrosive and irritating to mucous membranes. Safeguard containers against damage. Keep away from oxidizing agents, particularly nitric acid and chlorates. Avoid contact by leakage or otherwise with all common metals. Use water or chemically basic substances such as soda-ash or slaked lime as extinguishing agents.

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HYDROFLUORIC ACID. Usual shipping containers, water solution in lead carboys and wax or gutta-percha bottles. Colorless, volatile liquid. Not combustible but reacts with glass and most substances, platinum being an exception. Water solution also attacks glass and several metals. Acid and its vapor are highly toxic and irritating to skin, eyes and respiratory tract. Fumes produced by contact with ammonia and many metals are poisonous. May be neutralized with chalk. Bicarbonate of soda solution may be immediately applied to burns as first aid and used as a gargle. Isolate. Ventilate. Use water in case of fires involving hydrofluoric acid vapors. Use oxygen helmet on entering atmospheres known to contain hydrofluoric acid vapors. Vapors have been known to cause serious corrosion of sprinkler piping and heads.

NITRIC ACID. Usual shipping containers are carboys and glass bottles. May cause ignition when in contact with combustible materials; corrodes iron or steel; may cause explosion when in contact with hydrogen sulphide and certain other chemicals. Corrosive; causes severe burns by contact; deadly if inhaled. Safeguard against damage to containers; isolate from turpentine, combustible materials, carbides, metallic powders, fulminates, picrates or chlorates. In event of fire use large volumes of water. Use gas mask.

PHOSPHORIC ACID. Usual shipping containers are carboys and glass bottles. May cause burns on skin. In event of fire, use water. Not readily combustible in air. Avoid damage to containers.

SULPHURIC ACID. Usual shipping containers are carboys, iron drums, glass bottles and tankcars. May cause ignition by contact with combustible materials. Corrodes metal. Corrosive; dangerous fumes under fire conditions. Safeguard containers against damage; isolate from saltpeter, metallic powders, carbides, picrates, fulminates, chlorates and combustible materials. In case of fire, smother with sand, ashes, or rock dust, but avoid water.

SULPHUROUS ACID. Usual shipping containers are carboys and glass bottles. Not readily combustible in air. Avoid damage to containers. Has a suffocating sulphurous odor. In case of a fire, use water.

CAUTION: Use self-contained breathing apparatus or approved gas masks when combatting any of the above-listed materials, fire or other toxic vapor-emitting fires.

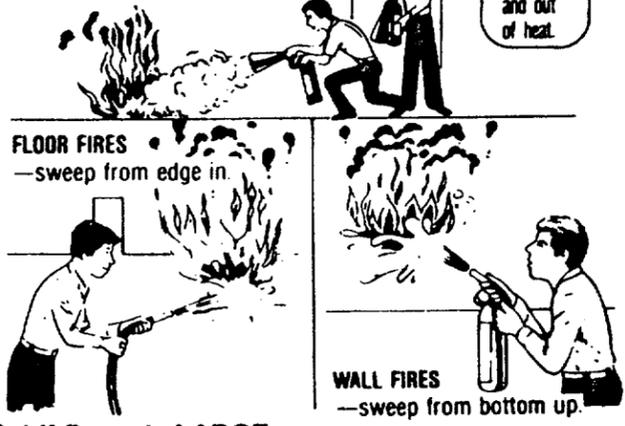
3 BASIC INGREDIENTS of a fire
... take one away and FIRE STOPS!

AIR	(Cover—fire SMOTHERS)
+	
HEAT	(Drench with water—fire COOLS)
+	
FUEL	(Shut off gas—fire DIES OUT)
<hr/>	
= FIRE!	

How to FIGHT SMALL FIRES

Aim extinguisher or hose at **BASE OF FIRE.**

YOUR SAFETY COMES FIRST!
Stay near exit—low and out of heat.



But if fire gets **LARGE—GET OUT!** (And close all doors behind you.)



7. FIRST AID

7.1 GENERAL INFORMATION:

First aid is the immediate, temporary care of an injured or ill person before a physician arrives or regular medical aid can be obtained, or the patient is taken to a physician.

A Security Officer should respond immediately to a medical problem or emergency by seeking proper assistance.

7.2 SECURITY OFFICER PROCEDURES IN A MEDICAL EMERGENCY:

Remain calm.

Call for emergency aid.

Keep a crowd away from the injured person.

Assist law enforcement personnel and/or emergency medical personnel as directed.

ALWAYS keep emergency telephone numbers conveniently available.

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8. REPORT-WRITING

8.1 THE IMPORTANCE OF REPORTS:

Written reports by Security Officers are essential in providing protection and safety for business and industry. Reports inform supervisory personnel and management of conditions that need correcting, are used for reference purposes and general record keeping, and as an aid in conducting investigations.

Reports may concern present conditions or past occurrences, but in either case they are frequently kept as a permanent record and often are shown to top management officials.

8.2 BASIC ELEMENTS OF A REPORT:

What?

When?

Where?

Who?

How?

8.3 ESSENTIAL CONSIDERATIONS IN REPORT-WRITING:

OBSERVATION- notice details, train yourself to see in detail what you are looking at.

ACCURACY- state the facts as you have seen them and keep personal opinions out of the report.

DETAILS - do not overlook date, correct time, subject, exact location, what action, if any, was taken, whether the action taken achieved results, and who wrote the report. Do not exaggerate.

SEQUENCE - set forth the details in the report in the order in which they took place.

BREVITY - be brief, but tell the story completely.

LEGIBILITY- print or write neatly and distinctly.

NEATNESS - correct mistakes and avoid a dirty, finger-marked report.

SPELLING AND PUNCTUATION - be careful to use correct spelling and punctuation.

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8.4 WHAT SHOULD BE REPORTED:

Fire or safety hazards.
Gas or steam leaks.
Water or liquid overflows.
Power and lights left on unnecessarily.
Theft, accident or property damage.
Defective electrical equipment.
Poor housekeeping and improperly stored materials.
Violations of Company or client rules and regulations.
Punching of another employee's time card.
Evidence of sabotage.
Unauthorized distribution of literature on client property.
Difficulties encountered with employees or visitors requested to comply with client rules and regulations.
Deviations during patrol which require additional time.
Any other unusual occurrences noted by the Security Officer during a tour of duty.
Record of Detex clock tours.
Client, Wackenhut Supervisor or Manager visit to the post.

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9. FIREARMS

9.1 GENERAL INSTRUCTIONS:

The authority to carry firearms gives only the right to use them in self-defense or in defense of an imminent threat to another human life.
A Security Officer will be held accountable for the unwarranted use of firearms and is personally liable for the WRONGFUL or NEGLIGENT use of firearms.
This does not mean that undue risk should be taken when danger threatens, but it does mean that judgment must be used in resorting to the use of firearms. Security Officers must avoid all reference to firearms in ordinary circumstances, but so train themselves that they may, in an emergency, make quick and accurate use of them. Firearms will be issued by either the on-site or Area Supervisor and shall be inspected by that individual for loads and cleanliness at the time of issue.
Upon being issued a firearm preparatory to assuming a post of duty, each Security Officer will examine his/her weapon, verify loads and immediately holster the firearm before going on duty, and will not again remove it during the tour of duty except to use in an emergency. In no situation are weapons to be cleaned on post. Supervisors will issue necessary instructions to provide that all weapons be cleaned and oiled in appropriate areas, when available.
Treat all firearms as though they are loaded. The accidental discharge of firearms will be regarded as negligence.
Weapons will never be laid on desks or furniture during exchanges, or kept in desk drawers.
Any damage to a weapon shall immediately be made the subject of a written report.
Firearms shall not be altered, filed, fitted with new parts, or changed in any way, except when such changes shall have been previously approved by the Supervisor. Company firearms, when not in use, will normally be placed in a secure area.

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A Security Officer will use the utmost care in handling firearms.

No weapon will be removed from the facility where the Security Officer is assigned without the express permission of the Supervisor.

Transportation of all weapons will be in accordance with all state, county and municipal laws.

A Security Officer will never use warning shots in an effort to apprehend a violator.

A Security Officer will not carry a personal weapon of any kind, unless mandated by state or local law, while on duty. This includes, but is not limited to, firearms, mace, batons, knives, and handcuffs. The use of personal holsters, belts and other associated equipment is also prohibited.

All weapons, including firearms, batons, mace, etc., should be used only at specified posts and only by qualified and licensed personnel and worn in the prescribed manner.

9.2 SAFETY PRECAUTIONS PISTOL AND REVOLVER:

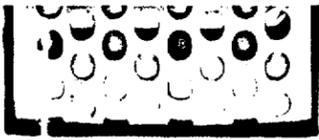
The following rules will be strictly enforced on the range:

When picking up a weapon, make a safety check to see that it is not loaded. When handing a weapon to another person, make certain the cylinder is open, and the weapon unloaded.

Never handle, point, or look over the sights of any firearm handed to you without first opening it to be sure it is NOT loaded. Look a SECOND time to make sure. Never glance hurriedly into a revolver or pistol and "decide that it is not loaded. That is the mark of an amateur. LOOK again to be SURE you have not made a mistake.

If a revolver or pistol is handed to you (or if you pick one up) ALWAYS look to see that it is NOT loaded. Then LOOK AGAIN to be sure you have not made a mistake.

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NEVER draw a weapon unless commanded to do so by the Range Instructor.

ALWAYS be sure that there is no obstruction in the barrel (foreign matter, heavy oil or grease, or cleaning patch, etc.).

Weapons are only loaded on command by the Range Instructor.

NEVER load (or cock) any firearm until you are actually at the firing point.

Weapons will be pointed down-range at all times. No talking on the firing line. No talking to shooters on the firing line except by the Range Instructor. Never point a firearm at any part of your body.

In case of misfire (failure to "go off"), do not open the revolver for at least 15 seconds (count 20), and keep the muzzle pointed toward the target.

Never leave the firing point without first unloading your firearm.

NEVER unload behind the firing line. If you have a loaded firearm which you wish to unload, step to the firing point, unload and show the firearm to the Range Instructor.

In presenting a firearm for inspection, first open the cylinder and insure that it is unloaded.

REMEMBER - There is no such thing as an UNLOADED firearm. Treat ALL firearms as LOADED until you have looked, then look AGAIN to be sure that you have not made a mistake.

Disregard of any of the provisions in 9.1 - FIREARMS, GENERAL INSTRUCTIONS - and 9.2 - SAFETY PRECAUTIONS - will be cause for immediate disciplinary action which could include discharge if the infraction was of such magnitude that it placed in jeopardy the life of an innocent person.

10. ESPIONAGE AND WAYS TO COMBAT IT

10.1 GENERAL INFORMATION:

Espionage is not a new concept. The earliest recorded reports of spying occur in the Bible, when God spoke to Moses and told him to send men to search the land. The art of spying or espionage is a very important factor in the cold war and in modern warfare when production capacity, raw material stockpiles, technological developments and scientific discoveries play a top role in deciding who will win.

American history is filled with references to spies, for example: Benedict Arnold, Klaus Fuchs, the Rosenbergs, David Greenglass and Myron Soble.

The best plan of action is useless if the enemy is prepared for it. That is what causes our enemies to train and use espionage agents. If the espionage agent is successful, espionage helps the enemy not only to know how far advanced we are, but also allows the enemy to duplicate our products and anticipate how we will wage a war based on our current degree of technological development.

10.2 WHAT DOES AN ESPIONAGE AGENT WANT TO KNOW?

Plans and specifications of missiles, weapons, systems and other items of national defense.

Test records of new equipment.

Sources of components.

Destination of finished products and routes followed.

Production methods data.

Rates of production, capacity, schedules of production and orders on hand.

Critical points and possible ways of effective sabotage.

Security measures in force and measures for sabotage prevention.

Dependability of Security Officers and frequency of inspection. Dissatisfied labor elements in critical jobs.

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10.3 HOW DOES AN ESPIONAGE AGENT OBTAIN INFORMATION?

Loose talk.

Carelessness.

Infiltration onto client property as employees, visitors, inspectors or by other means.

Stealing or buying information from employees.

Stealing data from records or other sources and reporting personal observations and studies of material.

Reproducing documents through various measures.

Using fronts, such as commercial concerns, to obtain confidential information or pertinent statistics which can be translated to strategic data.

10.4 HOW TO FIGHT ESPIONAGE:

Use good judgment and common sense:

Be careful about what you say.

Don't be too friendly - and become a bad security risk.

Don't write what you wouldn't say.

Report anyone whom you suspect of being a possible espionage agent.

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11. TRAFFIC

11.1 INTERSECTION CONTROL:

Sometimes there isn't room enough in the street for all the drivers who want to use it. Left to themselves, they quickly get in each other's way and can cause a traffic jam. This can lead to accidents caused by impatient drivers. To keep traffic congestion from becoming a traffic jam somebody must act as an umpire to decide how cars shall move so that the delay to all will be as short as possible.

You are the umpire when you are assigned to direct vehicle movements. If you are on the job, drivers will usually be glad to wait until you tell them it is their turn to move because they know you are trying to make the best possible use out of the street and that you can prevent the delays they dread.

You become responsible for the smooth flow of traffic and for preventing or breaking jams at your post or intersection the minute you take your station. Here is what you are expected to do:

Regulate cross-flow, that is, direct whether east and west or north and south traffic will move and for how long a time. Control turning movements, especially left turns.

Coordinate vehicle movement at your intersection with that in adjacent blocks and at neighboring intersections.

Detour traffic in emergencies. Supervise traffic signal obedience, if necessary directing traffic to disregard signal indications.

Protect pedestrians crossing streets.

Restrain pedestrians from jaywalking and illegal crossings.

Prevent illegal parking, double parking or standing of vehicles near your post, especially if it interferes with traffic movement.

Provide for the safe passage of emergency vehicles. Assist people seeking information.

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Handle accidents at your intersection or within your area of control, at least until accident investigation squads can take over.

11.2 YOUR POSITION IN THE INTERSECTION:

Stop and think about each of these points before taking your position to direct traffic: Can you see and be seen by all approaching lines of traffic and by pedestrians? Will you interfere with the free movement of traffic and thus be forced continually to shift positions? Can you handle all turning movement from that point? Can you direct pedestrian movement from that point? Are you safe there? This is highly important to you, naturally, and to your Company.

11.3 GENERAL RULES FOR SMOOTH OPERATION:

After you have taken your position and have coordinated traffic-directing with the adjacent intersection, try to improve smoothness and continuity of flow by applying the rules set forth below. It may take time to become proficient in all of these, but experience will show you how valuable they are:

Use uniform signals and gestures.

Try to break traffic at natural gaps whenever possible. This will give following vehicles an opportunity to stop smoothly to allow cross traffic to flow.

When no normal break appears in the line of traffic you wish to halt, try to break the line behind a slow-moving vehicle such as a large truck. If you do this, re-starting traffic in that lane will not be hampered by the slow vehicle.

Keep stragglers and "day-dreamers" alert and rolling, and in their proper lanes. Three sharp blasts on your whistle will usually bring the day-dreamer back to the wheel.

Remain calm. If a jam starts forming in your intersection, look for the trouble spot immediately. Do not lose your temper. Make your decision as to what must be done and do it systematically.

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If you have to leave your position when the intersection is crowded, tell drivers not to move into the intersection until they can move clear across, otherwise your corner may become jammed. Do not leave your position just to "bawl out" a driver.

Use the parking control officer to relay information to Security Officers on adjoining posts, or to your Supervisor, regarding change which might improve the situation at your intersection. Look cheerful. Be cheerful, but firm. Do not argue with drivers. You will be surprised at the extra cooperation you will get!

114 SIGNALS AND GESTURES:

TO STOP TRAFFIC, two motions are used. First, point with your arm and finger and look straight at the driver you want to stop. Watch the driver and hold this point until he/she sees you, or at least has had plenty of time to do so. Then, raise your pointing hand (but not your whole arm) so that the palm is toward the driver. Hold this until the driver stops.

You have to stop traffic from both directions to allow traffic on the cross-street to move. Because you cannot look both ways at once, stop the traffic coming from one side first, then the traffic from the other. After you have halted traffic with one hand, hold that hand in the stop position and turn to the other side and repeat the process. Do not lower either arm until cars coming from both ways are halted.

TO START TRAFFIC, place yourself so that your side is toward traffic to be started. Point with your arm and finger toward the car you want to start and hold this position until you get attention. And then, with your palm up, swing your hand up and over to your chin. Bend your arm only at the elbow. If you get the attention of the driver first by pointing you will not have to make the signal a second time. After traffic has been started from one side, drop that arm and start traffic from the other side in the same way.

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Use the same signals to give the go-ahead to slow and timid drivers.

RIGHT TURN. Signals for a right turn movement are not usually required at an intersection. When it is necessary, the arm you signal with will be determined by the car's direction. If it approaches from the right, point toward the driver with your right arm. Give the driver time to see your gesture and then swing your arm to point in the direction the driver is turning. Keep pointing in that direction until the driver begins to turn.

If the car approaches you from the left, point with your left arm. When the driver sees you point, swing your arm in the direction he/she is to go. Because of your position you will not be able to make a complete swing with your arm. If you prefer and find it more comfortable, bend your left arm at the elbow and with your thumb and forearm indicate the direction the driver is to take.

LEFT TURN. In helping a driver make a left turn, you may first have to halt traffic in the lane or lanes the turning car must cross. If the car is approaching from your left, give the stop signal with your right arm to stop traffic in the lane through which the turning driver is to pass. Hold the stop signal with your right arm and then give the turning gesture with your left arm. If the car approaches from your right, turn around so that you face toward the direction the car making the turn is to go. Halt traffic with your right arm and give the turning gesture with your left.

USE OF WHISTLE. The whistle is used to get the attention of drivers and pedestrians. It is used as follows:

One long blast with a STOP signal. Two short blasts with the GO signal.

Several short blasts to get the attention of a driver or pedestrian who does not respond to a given signal. Be judicious in the use of your whistle at all times. Whistle blasts directed at pedestrians usually need not be as shrill as those used to command the attention of motorists.

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THE CHALLENGE

We hope this Handbook assists you in better understanding the goals, policies, and employment benefits of your new organization.

You play an important role in a Company which is in a rapidly growing service field. We at Wackenhut firmly believe that we have the skill, the determination, and the zeal to push our Company to the top of the field.

To continue this growth, the devotion and effort of every employee in the organization will be needed. The future is our challenge.

Let's go to work!

NOTES



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