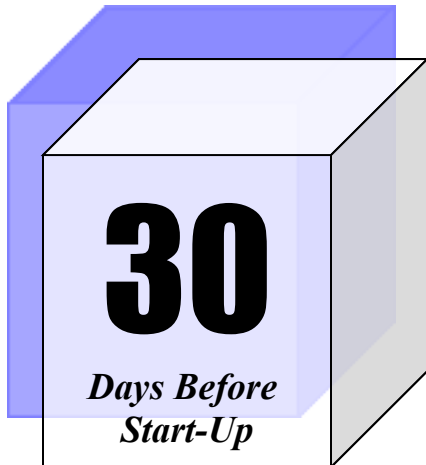


## Sample Outline of Start-Up Process Activities

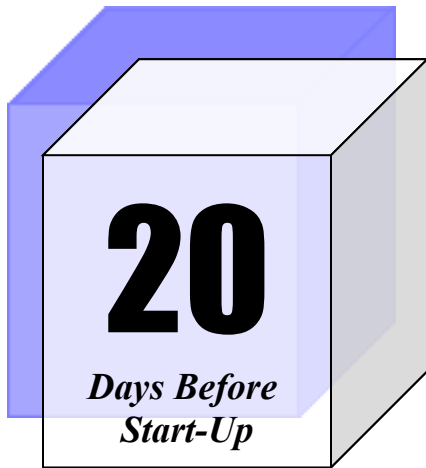
\*\*Although the 30 day transition planning period is recommended, our start-up process procedures can be tailored to meet more demanding deadlines.



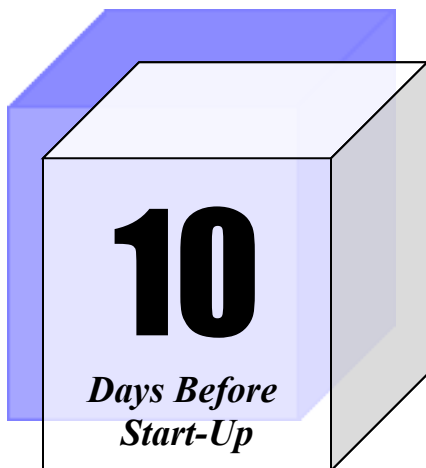
- Confirmation meeting to award Code 3 Security the service agreement.
- Code 3 Security's home office employees are notified of the start-up process initiation.
- Confirmation of time-line for implementing new security service.
- Initial review of assignment specifications.
- Local recruitment activities are initiated.
- Identification of currently employed security guards which are eligible for transfer.
- Screening of new security guard candidates and support personnel.
- Creation of detailed job descriptions and preferred levels of experience.



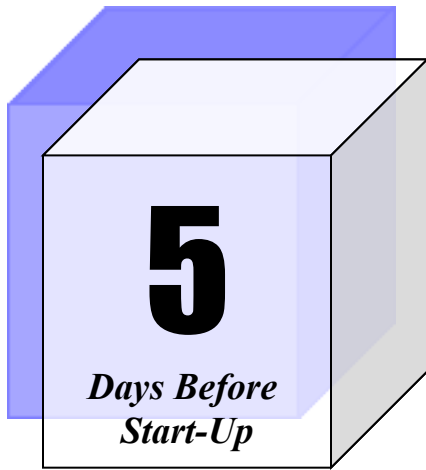
- Local educational institutions are contacted for possible security guard applicants.
- Program questionnaire is provided to your representative regarding program specifics.
- Draft of initial site-specific training sessions completed by our home office support team.
- Status report of start-up process activities is provided to your designated representative.
- Program questionnaire is completed by your management team.
- Establishment of security guard evaluation agenda.
- Initiation of criminal background check for security guard applicants.
- Continued analysis of existing personnel for potential transfer.



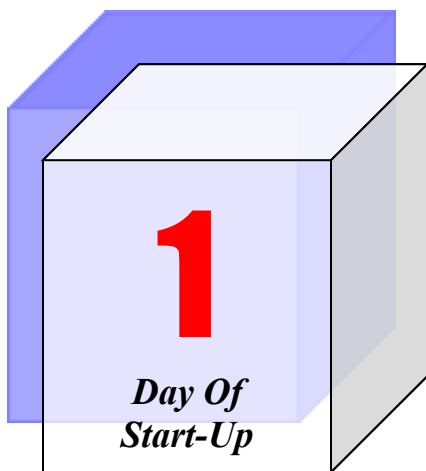
- Initial submission of the Security Site Operations Plan.
- Meeting between our General Operations Manager and your representative(s) for feed back on the start-up process.
- Submission of site-specific training sessions scheduled for the first three months.
- Continuation of criminal background checks and recruiting of security guard applicants.
- Draft of the Security Site Operation Plan is returned to Code 3 Security with comments and revision requests.
- Character reference and driving record checks are initiated for security guard candidates.
- Detailed list of task assignment questions and unresolved issues is delivered to your designated representative.
- Pre-employment drug testing of security guard candidates is performed, when permissible by law.
- On-going local recruitment is continued beyond the start-up date to establish a plethora of reserve candidates.



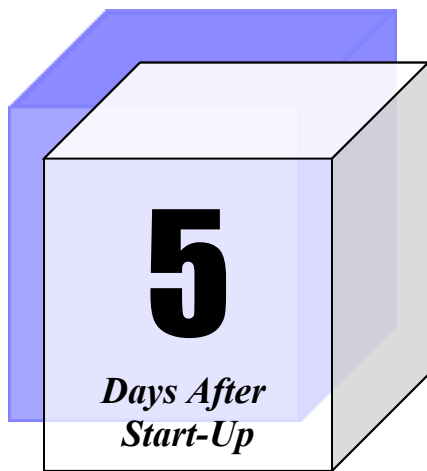
- Finalized Security Site Operation Plan is submitted to designated representative.
- Field Supervisors assigned to your site are re-tested on classroom training modules and introduced to the completed Security Site Operation Plan.
- Recruitment status outline is presented to your designated representative.
- Site specific uniforms are issued to currently employed security guards and supervisors assigned to your site, as required.
- Acceptance of the most qualified applicants is finalized.
- Classroom training modules and testing are implemented for new security guards assigned to your location.
- Appropriate uniforms and equipment are issued to new security guards.



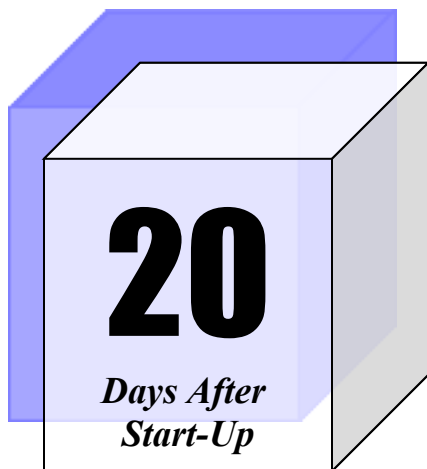
- Commencement of site-specific training for new security guards assigned to your location.
- Final review of personnel assigned to your location conducted by the General Operation Manager and the Security Assessment Director.
- Testing of employee's understanding of the finalized Security Site Operation Plan.
- Our Security Assessment Director and General Operations Manager meet with your representative for final briefing.
- All security personnel assigned to your location are briefed with their specific responsibilities.
- Confirmed start-up date/time and work schedule are issued to security guards.



- Supervisors and security guards report for duty.
- Security operations are initiated.
- Schedule of work environment training sessions is issued to active personnel, allocated by job responsibility.
- Service monitoring and inspecting of security guards is outlined by Field Supervisors, and submitted for approval.
- All security equipment issued for use at your site is re-inspected for functionality and cleanliness.
- All necessary client contact information is issued to the appropriate personnel.
- Inventory of necessary reporting documentation is verified by the assigned field supervisor.
- Field Lieutenants are present for security personnel shift change, if applicable.
- Daily Activity reports are reviewed by Field Supervisors for accuracy, thoroughness and authenticity.



- Day-to-day contact between your representative(s) and our supervisors is an on-going progress.
- The General Operations Manager meets with your representative to discuss service satisfaction and any concerns.
- Operational and procedural adjustments are made based on the feed back provided by your management team.
- Field Supervisors maintain task responsibility on an individual training basis.
- Field Lieutenants visit with your representative on a weekly basis from this point moving forward. These meetings are pre-scheduled to avoid intervention in your representative's regular job duties.



- Executive Operations Manager and General Operations Manager meet with Field Supervisors for assessment of operations to date.
- Field Supervisors begin cross-training of various assignments to increase efficiency.
- Reduction of recruiting efforts is analyzed.
- Support Specialists continue to monitor operation progress to ensure your satisfaction.
- Cross-training continues.
- General Operations Manager meets with your representative to discuss operations and adjust procedures as necessary.

Field Supervisors will work with your representatives to address perceived personnel and/or program weaknesses