

## POPE SECURITY & INVESTIGATIONS, LLC-PSI

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<b>TITLE</b>	:	<b>Company Vehicles</b>
<b>GENERAL ORDER NUMBER</b>	:	<b>012</b>
<b>ISSUE DATE</b>	:	<b>12/01/11</b>
<b>AREA OF CONTROL</b>	:	<b>All Employees</b>

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### I. PURPOSE

The purpose of this General Order is to establish guidelines, policy and procedure for Employee operation of Company Vehicles.

### II. BACKGROUND

PSI requires that its Security Officers uphold the highest level of professional conduct and safe operation of our company or patrol vehicles. All officers are subject to follow PSI and client regulations. Violation of these policies will result in disciplinary action. Any officer whose behavior while operating a company vehicle reflects unfavorably on PSI or the client may be subject to disciplinary action.

The Director will rule in circumstances of judgment and interpretation.

### III. POLICY

1. Employees of PSI will not engage in any immoral, unethical, or illegal activities while operating a company vehicle.
2. Employees of PSI will not engage in any of the following actions:

The use or purchase of alcoholic beverages while in a company vehicle.

1. Eat, drink or use tobacco products while in a company vehicle.
2. Be out of uniform while in a company vehicle.
3. Use company vehicle for personal use.
4. Operate company vehicle off of client's property without director's approval.
5. Willfully operate company vehicle in any matter not in accordance with law.

6. Destroy, deface or damage any company vehicle.
7. Failure to report maintenance or service needed allowing further damage.
8. Operate company vehicle with less than (1/4) one-fourth tank of fuel without having notified an immediate supervisor.

#### IV. REVIEW OF PROCESS

1. The Command Staff conduct a periodic review of this Order to determine if it should be revised, cancelled or continued in its present form.
2. This order shall remain in effect until revoked or superseded by competent authority.