

MALCO THEATERS PSI-POST ORDERS

APRIL 13, 2017

ARMED / UNARMED OFFICER PATROL

OBJECTIVE: This is a very high profile account with both armed and unarmed officers along with a great deal of client and guest interaction. Our primary objective is to deter criminal activity by our presence and report as well as notate any suspicious activity. All occurrences must be handled with the upmost professionalism, courtesy and patience. All PSI officers must follow the Use of Force time continuum under any circumstance, complete a shift report for each shift that is worked, complete an incident report after any incident and fax it to the PSI office before the end of that shift. The theater manager must also receive a copy of all incident reports. Do not hang out in one area for any length of time. Remain highly visible inside and outside where staff can see you so they may let you know of any problems. Personal cell phone use will be kept to a minimum. Contact supervisor immediately if incident occurs or you have any questions. Have your shift report signed by a member of management before leaving each night.

EQUIPMENT: Authorized PSI Uniform (Neat/Clean)

All licensed duty gear State Valid Driver's License and Security License Radio (obtained on-site)

OFFICERS' DUTIES:

- Call supervisor as soon as you are on post (901-354-4877). Check in with manager on duty after you have reported in service to the supervisor.
- Officers will patrol all theaters, hallways, lobbies, building exteriors and parking lots regularly. Patrols will be done on foot, on a PSI security bicycle, or in a PSI patrol car, where available.
 - o Foot patrol- regular patrols inside all interior areas of theaters, around all theater exterior entrances and exits. Periodic patrols of parking lot.
 - o Bicycle patrol- Periodic patrol of parking lot during daytime hours and weather permitting only. The use of bicycles allows for the officer to cover a larger area of distance in a shorter amount of time.
 - o Vehicle patrol- Regular/Routine patrol of parking lot and building perimeter. Strobe lights must be activated during times of heavy congestion on parking lots. If pedestrian and vehicle traffic is too congested, do not attempt to maneuver/operate the patrol within the congested area. Patrol the lot and building perimeter. During times of low parking lot activity, strobe lights may be deactivated for the purpose of covert patrols of lot.
- Monitor for any suspicious activities, loitering, thefts, break-ins, vandalism, etc.
- Monitor for the use of cell phones inside theaters as well as any type of recording device. The use of these items ARE NOT ALLOWED to be used inside any theater.
- Escort all monies being carried between kiosk and manager's office.
- Escort all theater employees as requested to their vehicles and the end of their shifts.
- Secure all exit doors and theaters. Ensure everyone has exited the building and escort closing employees out of building at time of theater close.

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This pertains to the following theaters:

Tennessee Collierville Towne Cinema- 380 Market Boulevard Collierville, TN 38017 / 901-850-0522
Cordova Towne Cinema- 1080 Germantown Parkway Cordova, TN 38018 / 901-309-8550 Majestic
Cinema- 7051 Malco Crossing Memphis, TN 38115 / 901-758-2484 Paradiso- 584 South Mendenhall
Memphis, TN 38117 901-682-1754

Mississippi Columbus Cinema- 2320 Hwy. 45 North Columbus, MS 39701 / 662-240-4171 Desoto Towne
Cinema- 7130 Malco Boulevard Southaven, MS 38671 / 662-349-6601 Oxford Studio Cinema- 1111
Jackson West Oxford, MS 38655 / 662-236-4962,, Oxford Commons, 662-638-0365 & Family Fun Center
Premier Lanes, 204 Commonwealth Blvd, Oxford - 662-234-8431, Tupelo Commons Cinema- 3088
Tupelo Commons Ave. Tupelo, MS 38804 / 662-841-2088, Olive Branch Cinema - 6430 Goodman Rd. /
662-895-1240