



# COVENANT

HOMELAND SECURITY SOLUTIONS, LTD.



## Schedule

**Place Orders:**

Covenant Homeland Security Solutions, Ltd.  
11781 Lee Jackson Highway, Suite 200  
Fairfax, Virginia 22033

*Attention: Louis Fuertes, Senior Vice President*

703-273-2266 x 222 - Phone

703-273-2272 - Fax

[louis.fuertes@covenantsecurity.com](mailto:louis.fuertes@covenantsecurity.com)

**Contract Administration:**

Covenant Services Worldwide, LLC  
270 Remington Boulevard, Suite B  
Bolingbrook, Illinois 60440

*Attention: Pam Fisher, Contract Manager*

630-771-0800 x 225 - Phone

630-633-2579 - Fax

[pam.fisher@covenantsecurity.com](mailto:pam.fisher@covenantsecurity.com)

### GENERAL SERVICES ADMINISTRATION FEDERAL SUPPLY SERVICE AUTHORIZED FEDERAL SUPPLY SCHEDULE ORDERING GUIDELINES

On-line access to contract ordering information, terms and conditions, up-to-date pricing, and the option to create an electronic delivery order are available through **GSA ADVANTAGE!**, a menu-driven database system. The INTERNET address **GSA ADVANTAGE! IS: GSAAdvantage.gov**.

For more information on ordering from Federal Supply Schedules click on the Federal Supply Service or Federal Acquisition Service "Overview" button at [fss.gsa.gov](http://fss.gsa.gov).

#### SCHEDULE 84

TOTAL SOLUTIONS FOR LAW ENFORCEMENT, SECURITY,  
FACILITIES MANAGEMENT, FIRE, RESCUE, CLOTHING,  
MARINE CRAFT AND EMERGENCY/DISASTER RESPONSES

Contract Number GS-07F-0505M

Contract Period: 08/01/02 through 08/31/07

Special Item No. 246-54 Guard Services

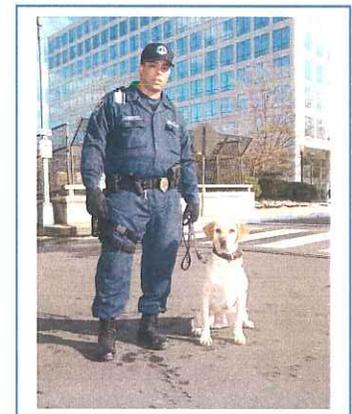
Special Item No. 426-2A Canine Explosive Detection Services Teams

FSC Group: 63

FSC Class: 6350

Product Code: PSC S206

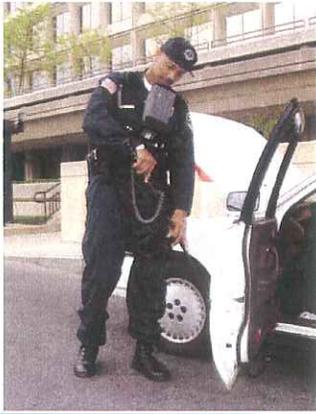
Business Size: Large



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## Our Vision

The “World Class” security service provider of choice.

## Our Mission

To provide world class security services to our customer, acting as a first line of defense for the protection of our homeland to ensure a strong, free, and secure United States

## Our Values

Customer Satisfaction, corporate leadership, citizenship, responsibility, ethics, honesty, and teamwork.

## Our Code

I am a member of Covenant Homeland Security Solutions’ team of Security Professionals. I and my colleagues constitute a Total Force Team and the first line of defense for the protection of our homeland. I will discharge my duties with pride – lead by example – and through my actions, demonstrate the highest standards of appearance, performance and competency. When challenged, I will act firmly but with courtesy and restraint, exhibit flexibility without vulnerability, and maintain control with sensitivity and reasonableness. Above all, I am an American serving to held safeguard my country, accountable for my actions and dedicated to ensuring a strong, free and secure United States of America. “The Price of Freedom is Eternal Vigilance.”

# ABOUT US



**Covenant Homeland Security Solutions (CHSS)** was founded in 1992 as Worldwide Security Services, Ltd., and is currently headquartered in the Metropolitan Area of Washington, D.C.

- We are a “World Class” security company who is proactive, innovative, flexible, agile, and responsive to meet customer needs.
- We provide the “Best Value” to our customers by being:
  - Experts in Security and Protective Force Operations
  - Provide a holistic approach to the solution
  - Data Driven, Results Oriented
- We use cutting edge technology and management techniques as “security force multipliers”:
  - Information Technology
  - State-of-the-Art Innovative Management Approach
- We have extensive past performance
  - “We have been there and done that” in an outstanding manner
- We believe it is our duty to provide the first line of defense for the protection of our customers and homeland
  - It’s not just a contract...it is our mission!”
- We believe in being an integral part of a customers’ security management program
  - “One Team...One Fight”
- We have the capability to provide our customers a full menu of capabilities to include canine operations (train, procure, manage)
  - A proven deterrent and security force multiplier



# Capabilities

Covenant Homeland Security Solutions is committed to providing a wide range of high-end protective force and technical security solutions for our U.S. Government clients. With more than a decade of experience, our clients have come to trust in our ability to consistently meet and exceed their expectations. Our services include:

## Security Operations

- Armed & Unarmed
- Executive Protection
- Access Control
- Visitor Reception
- Badging/Pass & Identification
- Security Escort



## Human Reliability Programs

- Security Clearance Processing
- Drug Testing Program Management
- Pre-Employment Screening

## Technical Security

- Technical Surveillance/Countermeasure Oversight

## Information Security

- Classified Material Protection & Control
- Computer Security Program Oversight



## Canine Services

- Patrol Detection
- Explosives Detector
- Narcotics/Drug
- Detector
- Cadaver Detector
- On Leash/Off Leash
- Training  
(Handler; Canine, Teams, Trainers)



## LOCATIONS AND CONTRACTS

CHSS has provided high-end protective force and technical security solutions to key agencies at locations in the U.S. and abroad including:

- **Strategic Petroleum Reserve**  
*Nationwide*
- **DOT Headquarters**  
*Washington, D.C.*
- **DOE Headquarters**  
*Washington, D.C.*
- **Ronald Reagan Library**  
*Simi Valley, California*
- **Richard Nixon Library**  
*Yorba Linda, California*
- **Department of Defense**  
*International*
- **National Energy Technology Laboratory**  
*Albany, Oregon & Morgantown, WV*
- **Wyoming Army National Guard**  
*Guernsey, Wyoming*



## SECURITY PROGRAM MANAGEMENT

- Risk Management
- Data Driven Security Program Development (COMPSTAT)
- OPSEC

## EMERGENCY MANAGEMENT

- First Response
- Exercise Development and Execution

## TRAINING MANAGEMENT

- Specialized Training
- Security Awareness Training

SUMMARY MATRIX Experience/Capabilities for Government Contracts FUNCTIONS	IRS (previous contract)	DOE HQ SPR NETL	DOT	RFETS (previous contract)	Reagan Presidential Library	DOJ (previous contract)	USAF (previous contract)
<b>Security Services Operations</b>							
*Armed/Unarmed Security Officers	X	X	X		X	X	X
Bi-lingual Officers	X	X			X	X	
*Background Check Requirements	X	X	X	X	X	X	X
*Pass and ID and Visitor Control	X	X	X	X	X	X	X
*Communications/Alarm Center and Dispatch	X	X	X	X	X	X	
*Traffic Enforcement and Control	X	X	X		X		X
*Criminal/Incident Investigations	X	X	X	X	X	X	
SRT/Tactical Operations		X					
*Canine Explosive Detection Team (CEDT)	X	X	X				
Force-on-Force Exercises		X					X
*Physical Fitness Standards	X	X	X		X	X	X
<b>Training Programs</b>							
Security Officer Basic/Advanced/Refresher	X	X	X	X	X	X	X
Supervisor and Management	X	X	X	X	X	X	X
Special Weapons and Tactics		X					
Instructor and Supervisor Certification	X	X	X	X	X	X	X
Annual Training and Qualification Plan	X	X	X		X	X	X
Chemical Agent Training/Refresher	X	X					
Hostage/Crisis Negotiation		X					
*Canine/Handler/Trainer Training		X					
Firearms Video Stress Course		X					
Emergency Management	X	X	X	X	X	X	X
<b>Project Management</b>							
*Financial Administration	X	X	X	X	X	X	X
*Develop/Publish SOPs/Manuals/Checklists	X	X	X	X	X	X	X
*Budget Preparation	X	X	X	X	X	X	X
*Union Labor Relations	X	X	X		X	X	
*Procurement/Records Management/EDP		X					X
*Quality Control and Safety Management	X	X	X	X	X	X	X
*Advise/Coordinate with COTR	X	X	X	X	X	X	X
*Participate in Award Fee Contract		X					
<b>Emergency Management</b>							
Emergency Response Planning		X					X
Emergency Response Operations	X	X	X		X	X	X
Crisis Management Team		X					X
Tactical Operations Command Center		X					X
Emergency Readiness Assurance		X					X
Emergency Security Operations Plans	X	X	X	X	X	X	X
Consequence Management	X	X	X		X	X	X
<b>Administrative Security</b>							
Classification Management				X			
*Pass and Identification Management				X			
*Personnel Security Management				X			
*Classified Visitor Control Management				X			
Communications Security Program Management				X			
*Operations Security Program Management				X			
Computer Security Program Management				X			
*Lock and Key Control Program Management				X			
Personnel Assurance Program Management				X			
Technical Security Counter Measures		X		X			
*GSA Schedule price in place for this function, or function is included in applicable Schedule Service.							

## I. CONTRACTOR INFORMATION

## II. CUSTOMER INFORMATION (ORDERING GUIDANCE)

1a. Table of Awarded Special Item Numbers:

SIN 246-54:	Guard Services
SIN 426-2A:	Canine Explosive Detection Services (CEDS) Teams
SIN 426-2A:	Canine Sales and Canine/Handler Training

1b. Lowest Price Model Number and Lowest Unit Price

SIN 246-54:	Guard I Services @ \$12.73 (WD 1994-2017 Rev #30)
SIN 426-2A:	CEDS Team @ \$135.00/Hr.

2. Maximum Order:

\$200,000 PER SIN and \$200,000 per order.

If the “best value” selection places your order over the Maximum Order identified in the catalog/price list, you have an opportunity to obtain a better schedule contract price. Before placing your order, contact the contractor for a better price. The contractor may (1) offer a new price for this requirement (2) offer the lowest price available under the contract or (3) decline the order within (5) days. A delivery order that exceeds the maximum order may be placed under the Schedule contract in accordance with FAR 8.404. Orders above this threshold are considered contract orders.

3. Minimum Order: \$100.00

4. Geographic Coverage (Delivery): Locations Awarded set forth in Price List, Pages 7-14.

5. Points of Production: N/A – Services

6. Discounts from List Prices: Discounts in Price Lists, Pages 13 and 14.

7. Quantity Discounts: Quantity Discounts with Price Lists, Pages 13 and 14

8. Prompt Payment Terms: Prompt payment terms with Price Lists, Pages 13 and 14

9. Government Purchase Cards:

Accepted (Mastercard/Visa)

10. Foreign Items: Locations Awarded set forth in Price Lists, Pages 7-14.
11. Time of Delivery  
**SIN 246-54 Guard Services:**  
Delivery: 60 Days ARO  
Emergency Delivery: 7-30 Days ARO or Consult with Contractor  
  
**SIN 426-2A CEDTS Services:**  
Delivery: 60 Days ARO  
Emergency Delivery: Consult with Contractor
12. F.O.B. Points:  
  
As negotiated.
13. Ordering Address – All SINS:  
  
**DEFENSE AND GOVERNMENT PROGRAMS:**  
  
Covenant Homeland Security Services, Ltd.  
Suite 200  
11781 Lee Jackson Highway  
Fairfax, Virginia 22033  
  
Attention: Louis Fuertes, Senior Vice President  
  
PHONE: 703-273-2266, Extension 222  
FAX: 703-273-2272  
EMAIL: [lfuertes@covenantsecurity.com](mailto:lfuertes@covenantsecurity.com)  
  
Reference Ordering Procedures for Services
14. Payment Address:  
  
Covenant Homeland Security Services, Ltd.  
Attention: Accounts Payable  
270 Remington Boulevard, Suite B  
Bolingbrook, Illinois 60440
15. Warranty Provision:  
  
Standard Commercial, reference Ordering Procedures for Services.
16. Export Packing Charges: N/A

17. Terms and Conditions of Government Purchase Card Acceptance:  
Determined on case-by-case basis.
18. Terms and Conditions of Rental, Maintenance and Repair: N/A
19. Terms and Conditions of Installation, if Applicable: N/A
20. Terms and Conditions of Repair Parts if Applicable: N/A
21. List of Service and Distribution Points: N/A
22. List of Participating Dealers: N/A
23. Preventative Maintenance: N/A
24. Environmental Attributes: N/A
25. DUNS Number: 80-006-7233
26. CCR Registration: Registered, Cage Code 0X9S0

### III. PRICES AND DISCOUNTS SIN 246-54 GUARD SERVICES

List Prices: CHSS' pricing methodology will remain the same throughout the contract period.

#### (1) SCA POSITIONS

Per Contract GS-07F-0505M, Page 1D, additional locations and current Wage Determination adjustments will be added as RFQs/SOWs are presented. The same methodology for pricing will be used substituting current local Wage Determinations.

(Price updates will proposed to GSA based current Wage Determinations/Collective Bargaining Agreements at time of offer or inquiry. Billing rates for Service Contract Act (SCA) positions subject to equitable adjustment pursuant to FAR 52.222-43; non-SCA positions will be escalated annually from base year pricing. Pricing methodology will remain as approved by GSA.)

<b>SCA Table 1</b>					
<b>Geographic Region</b>	<b>Court Security Officer</b>	<b>Guard I</b>	<b>Guard II</b>	<b>Alarm Monitor</b>	<b>Security Clerk</b>
<b>California</b>					
Los Angeles	47.09	20.57	37.84	40.25	20.64
<b>District of Columbia</b>					
DC, MD, VA Counties	39.71	21.81	31.40	30.83	25.05
<b>Maryland</b>					
Montgomery County et al See District of Columbia					
<b>New York</b>					
New York	46.48	27.79	34.62	30.64	24.96
<b>Ohio</b>					
Butler			17.30		
Ashland			14.83		
Crawford			15.66		
Clark			17.82		
Fulton			15.52		
Belmont			14.84		
<b>Texas</b>					
Dallas County	19.65	11.63	16.68	16.09	
<b>Virginia</b>					
Fairfax County et al See District of Columbia					

<b>SCA Table 2</b>				
<b>Geographic Region</b>	<b>Locksmith</b>	<b>Police Officer I</b>	<b>Police Officer II</b>	<b>Admin Asst</b>
<b>District of Columbia</b>				
DC, MD, VA Counties	30.62	40.72	44.67	35.61
<b>Maryland</b>				
Montgomery County et al See District of Columbia				
<b>Texas</b>				
Dallas County	17.26	25.26	28.07	22.51
<b>Virginia</b>				
Fairfax County et al See District of Columbia				

**NON-SCA POSITIONS**

Out-year escalations based on annual equitable adjustment from pricelist award, for salary increases prior to task order award.

<b>NON-SCA Table</b>							
<b>Geographic Region</b>	<b>Shift Super I</b>	<b>Shift Super II</b>	<b>Shift Super III</b>	<b>Asst. Proj. Mgr</b>	<b>Proj. Mgr. I</b>	<b>Proj. Mgr. II</b>	<b>Proj. Mgr. III</b>
<b>California</b>							
Los Angeles	42.08	44.32		45.44	45.44	49.31	70.75
<b>Maryland</b>							
Montgomery County et al See District of Columbia							
<b>District of Columbia</b>							
DC, MD, VA Counties	31.52	34.53		35.17	35.17	44.56	68.03
<b>New York</b>							
New York	34.86	38.23		38.98	38.98	49.48	79.23
<b>Texas</b>							
Dallas County	17.29						
<b>Virginia</b>							
Fairfax County et al See District of Columbia							

Discount from List Prices:

**SIN 246-54 – Guard Services:**

List prices shown herein are net (discount deducted).

Volume Discounts:

**SIN 246-54 – Guard Services:**

Contract Value \$ 5 Million – 0.5%

Contract Value \$10 Million – 1.0%

(\*Discount taken from G&A rate)

**COMPANY PROPRIETARY**

Discount will be taken from G&A Rate

#### IV. PRICES AND DISCOUNTS - SIN 426-2A – CEDS TEAMS

GSA List Prices:

CHSS' pricing methodology derived from CHSS Commercial Price List effective 2/19/02 will remain the same throughout the contract period. (\*Negotiated Task Orders will add 0.75% to the net GSA price for the statutory Industrial Funding Fee (IFF).

Service	Discounted GSA Hourly Price
Unarmed CEDS - Long Term* (*Minimum One-Year Contract)	\$121.50*
Armed CEDS - Long Term* (*Minimum One-Year Contract)	\$135.00*

Discounts from List Prices:

SIN 426-2A – CEDS Teams

GSA List Prices shown herein are Net (discount deducted).

The price/discount relationship with the Government and with the Most Favored Customer (MFC), identified as the Airline Industry, shall remain throughout the contract period no less favorable to the Government as follows: (a) the Government's basic discount of 10% will always be 10% greater than the MFC discount of 0% for the Unarmed CEDS (called CEDS Team [Long Term]) and (b) the Government's basic discount of 10% will always be 10% greater than the MFC discount of 0% for the Armed CEDS (called Armed CEDS Team [Long Term]), on price list for Contract GS-07F-0505M Modification Number A009.

Volume Discounts:

5% \$750,000+ annual contract performed at any one site.

#### V. PRICES AND DISCOUNTS - SIN 426-2A – CANINE SALES

GSA List Prices:

CHSS' pricing methodology derived from CHSS Commercial Price List effective 7/1/06 will remain the same throughout the contract period. (\*Negotiated Task Orders will add 0.75% to the net GSA price for the statutory Industrial Funding Fee (IFF).

PRODUCT NAME	DISCOUNTED GSA LIST PRICE
Canine – Dual Purpose – Green (Selection Tested)	\$6,300/Ea.*

COMPANY PROPRIETARY

Canine – Dual Purpose Fully Trained	\$8,550.00/Ea.*
Canine – Single Purpose Fully Trained	\$6,750.00/Ea.*
Canine – Single Purpose Fully Trained (Cadaver Detection)	\$10,800/Ea.*
Canine – Single Purpose – Green (Selection Tested)	\$5,400.00/Ea.*
Canine, as above, Titled – (European KNVP, IPO, DPO, etc.)	\$1,350.00/Ea.* Additional

Discounts from List Prices:SIN 426-2A – Canine Sales

GSA List Prices shown herein are Net (discount deducted).

The price/discount relationship with the Government and with the Most Favored Customer (MFC), identified as All Commercial Customers, shall remain throughout the contract period no less favorable to the Government as follows: (a). the Government's basic discount of 10% will always be 10% greater than the MFC discount of 0% for all Canine Sales Products on price list for Contract GS-07F-0505M Modification Number A009.

Volume Discounts:

- 10+ Canines within 12 months 1%
- 20+ Canines within 12 months 2%

## **VI. PRICES AND DISCOUNTS - SIN 426-2A – TRAINING SERVICES**

GSA List Prices:

CHSS' pricing methodology derived from CHSS Commercial Price List effective 7/1/06 will remain the same throughout the contract period. (\*Negotiated Task Orders will add 0.75% to the net GSA price for the statutory Industrial Funding Fee (IFF).

PRODUCT NAME	DISCOUNTED GSA LIST PRICE
Handler – Dual Purpose Course – 5 Weeks (Detection and Patrol/Apprehension)	\$3,870.00/Ea.
Handler – Single Purpose Course – 3 Weeks (Detection Only)	\$3,010.00/Ea.
Handler – Recertification Course – 1 Week (Recertified to Original 5 or 3-Week Course)	\$850.00/Ea.

**COMPANY PROPRIETARY**

Trainer – Trainer Course – 7 Weeks (Odor imprinting Process; Student Interaction; Canine Selection and Training)	\$5,160/Ea.
Trainer – Recertification Course – 2 Weeks (Recertified to Original 7-Week Course)	\$1,720/Ea.
Lodging	\$50.00/Day/Ea.

Discounts from List Prices:

**SIN 426-2A – Training Services**

GSA List Prices shown herein are Net (discount deducted).

The price/discount relationship with the Government and with the Most Favored Customer (MFC), identified as All Commercial Customers, shall remain throughout the contract period no less favorable to the Government as follows: (a). the Government's basic discount of 14% will always be 14% greater than the MFC discount of 0% for all Training Courses on price list for Contract GS-07F-0505M Modification Number A009. There is no Lodging Discount.

Volume Discounts:

Class of 5+ Pupils – 10%  
Class of 20+ Pupils Aggregate in 12 Mos. – 20%  
Lodging – 0%

**VII. PROMPT PAYMENT TERMS**

We also offer the following prompt payment discount for all SINS

0.125%/10, Net 30

**VIII. LABOR CATEGORY DESCRIPTIONS**

[SIN 246-54 – Guard Services](#)

(Contractor adheres to each Government customer's requirements as to minimum standards for screening, clearance, residency, age, citizenship, education, English fluency, experience, training, integrity and physical, and medical and mental suitability for duty. Pricing is based on compliance with GSA Federal Protective Service qualifications and may vary somewhat with lesser or greater contractual requirements.)

**COURT SECURITY OFFICER:**

**General Qualifications:** Associates degree from accredited institution in law enforcement, security management, business or related fields or equivalent experience in the application of security principles for the protection of critical national assets, protection of sensitive materials, weapons, facilities and personnel, and advanced educational courses in security/law enforcement. Must be able to obtain firearms permit and certification.

**Duties:** Patrols courthouse to maintain interior and exterior security; escorts defendants to and from courtroom and stands guard during court proceedings; checks courtroom for security violations; monitors court entrances, including use of x-ray and magnetometer equipment; attends to the special needs of the court system, particularly in the area of personal protection for the judges, jurors, witnesses, attorneys and other persons involved with the court, including the general public. Duties require specialized training in protection methods and techniques. Court Security Officers are also required to demonstrate continuing physical fitness and proficiency with firearms or other special weapons.

**GUARD/ESCORT- I:**

**General Qualifications:** Valid driver's license and high school or equivalency diploma, and one year experience with knowledge, skills and abilities necessary to perform duties successfully, such as with a public or private protective organization or Military service, or specialized training in or tested aptitude for the protection of property, maintaining order and protecting life.

**Duties:** Carries out instructions primarily oriented toward insuring that emergencies, criminal and security violations are readily discovered and reported to appropriate authority. Intervenes directly only in situations which require minimal action to safeguard property from theft or damage, or persons from hazards or interference. Duties involve serving at a fixed post, foot or motor vehicle patrol, or escorting persons, providing security against loss from fire or mechanical equipment failure, enforcement of customer facility rules and regulations, and control of access to specific areas of a facility, including crowd control. May be deputized to make arrests. May help visitors and customers by answering questions and giving directions. Requires standard training and the ability to demonstrate continuing physical fitness.

**GUARD/ESCORT II:**

**General Qualifications:** Valid driver's license and high school diploma, and one year experience with knowledge, skills and abilities necessary to perform duties successfully, such as with a public or private protective organization or Military service, and specialized training in or the protection of property, maintaining order and protecting life. Must be able to obtain firearms permit and certification.

**Duties:** Enforces regulations designed to prevent breaches of security, escorts persons. Exercises judgment and uses discretion in dealing with whether first response should be to intervene directly (asking for assistance when deemed necessary and time allows), to keep situation under surveillance, or to report situation so that it can be handled by appropriate authority. Duties require specialized training in methods and techniques of protecting security areas. Required to comply with ongoing training and certification requirements, demonstrate continuing physical fitness and proficiency with firearms or other special weapons.

**POLICE OFFICER I**

Carries out general and specific assignments from superior officers in accordance with established rules and procedures. Maintains order, enforces laws and ordinances, and protects life and property in an assigned patrol district or beat by performing a combination of duties as: patrolling a specific area on foot or in a vehicle; directing traffic, issuing traffic summonses; investigating accidents; apprehending and arresting suspects; processing prisoners; and protecting scenes of major crimes. May participate with detectives or investigators in conducting surveillance operations.

**POLICE OFFICER II**

In addition to the basic police duties described at level I, receives additional compensation to specialize in one or more activities, such as: canine patrol; special reaction teams; juvenile cases; hostage negotiations; and participating in investigations or other enforcement activities requiring specialized training and skills.

**\*<sup>1</sup>SHIFT SUPERVISOR III (Site Security Captain):**

**General Qualifications:** Valid driver's license, and Associates degree from accredited institution in law enforcement, security management, business or related fields or high school diploma and minimum three years experience in the application of security principles for the protection of critical national assets, protection of sensitive materials, lawful detention, weapons and use of deadly force, facilities and personnel with a public or private protective organization or Military service, and advanced educational courses in security/law enforcement, including knowledge of labor laws, investigation and reports of incidents/violations and daily logs, training and certification specifications. Must be able to obtain firearms permit and certification..

**Duties:** Responsible to site, facility or program manager for day-to-day execution of operational functions of site or facility security program by officers assigned to a specific shift at a facility or within a geographic area. Provides oversight during shift to security operations and establishes, promotes and maintains site security and property protection programs and ensures compliance with directives and policies. Develops work schedules, directs activities of personnel in adhering to security measures to comply with federal regulations, disseminates pertinent information, inspects security guard uniforms and appearance for compliance with established standards, issues equipment, assures all personnel are fit for duty, performs clearing barrel duties, inspects security posts, provides direction and guidance to personnel on shift, reviews reports for accuracy and completeness, responds to emergencies and incidents, directs contract security personnel during emergencies and incidents, provides relief to personnel on shift on a temporary basis in an emergency situation, prepares supervisory reports, briefs his/her replacement, responsible for day-to-day oversight of property control to include government furnished equipment, contractor furnished equipment, keys, weapons and ammunition and controlled government forms, etc.

**\*SHIFT SUPERVISOR II (LIEUTENANT):**

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<sup>1</sup> \* Project Management and Supervision levels defined: Level I = 024 staff; Level II = 25-49 staff, Level III = 50 or more staff, and require 3 (Supervisor) to 5 (Project Manager) additional years of combined educational and/or experiential background at each increase of level. Supervision and management levels may "step up" for smaller sites/facilities.

**General Qualifications:** Valid driver's license, high school diploma and minimum two years experience in the application of security principles for the protection of critical national assets, protection of sensitive materials, lawful detention, weapons and use of deadly force, facilities and personnel with a public or private protective organization or Military service, and advanced educational courses in security/law enforcement, including knowledge of labor laws, investigation and reports of incidents/violations and daily logs, training and certification specifications. Must be able to obtain firearms permit and certification..

**Duties:** Responsible to and assists site security captain in compliance with and enforcement of site or facility, General Orders, Post Orders and other applicable security measures, policies and procedures on assigned shift; provide first-line supervision of on-duty Protective Force members including immediate guidance and instructions to officers when situations arise that are not covered by instructions, policies or procedures, counsel subordinates and administer discipline as required, conduct guard mounts in accordance with procedures,, issue and recover weapons, ammunition within procedures, prepare accurate reports, inventory control forms and time sheets, be knowledgeable of and ensure compliance with labor laws and agreements, ensure required training is conducted on shift, respond to alarms as required, ensure proper notification is made of all reportable offenses/incidents, be responsible for daily journal, assume command/control in absence of site security captain, oversee key control while on duty, ensure safety requirements compliance and safety work practices, support quality assurance program, participate in quality improvement and make suggestions for quality and safety, participate in and support emergency management initiatives and adhere to emergency management procedures and policies, respond to emergency management incidents. May be uniformed or armed and is required to comply with ongoing training and certification requirements, and demonstrate continuing physical fitness and proficiency with firearms or other special weapons.

**\*SHIFT SUPERVISOR I (SERGEANT):**

**General Qualifications:** Valid driver's license, high school diploma or equivalent and minimum one year experience in the application of security principles for the protection of critical national assets, protection of sensitive materials, lawful detention, weapons and use of deadly force, facilities and personnel with a public or private protective organization or Military service, and advanced educational courses in security/law enforcement, including knowledge of labor laws, investigation and reports of incidents/violations and daily logs, training and certification specifications. Must be able to obtain firearms permit and certification..

**Duties:** Responsible to and assists shift lieutenant in compliance with and enforcement of site or facility General Orders, Post Orders and other applicable security measures, policies and procedures, to provide first-line supervision of on-duty protective force members including immediate guidance and instructions to officers when situations arise that are not covered by instructions, policies or procedures, conduct guard mounts in accordance with procedures in the absence of the shift lieutenant, issue and recover weapons, ammunition within prescribed procedures. May be uniformed or armed and is required to comply with ongoing training and certification requirements, and demonstrate continuing physical fitness and proficiency with firearms or other special weapons.

**\*PROJECT (GENERAL) MANAGER III:**

**Qualifications:** Relevant four-year college or university degree, or degree from an accredited law enforcement or military academy, and/or equivalent experience, including advanced specialized educational courses and continually increasing responsibility in all pertinent security operations, supervision, management and executive disciplines, and demonstrated ability to understand the application of a wide range of federal, state and local laws and regulations and federal orders and security requirements sufficient to evaluate, develop and effectuate complex strategies for protection of assets and persons at large or multifaceted facilities, including financial management and planning, and human relations aspects of major project management.

**Duties:** Responsible to Executive Program Manager for daily oversight, planning and direction to effectively and efficiently operate security force mission and readiness, acting as central point of contact between client technical group and Program Management, including requirements to prepare security manuals outlining and establishing measures and procedures for the security operation, develop staffing plans and work schedules, interview and hire applicants to fill assistant project management, site captaincy and subordinate positions as required, direct activities of personnel in adhering to security measures to comply with all applicable regulations, direct and participate in human relations management, act as facility point of contact for contract issues, direct oversight of all quality assurance and safety requirements and staff.

**\*PROJECT (GENERAL) MANAGER II/DEPUTY:**

**Qualifications:** Relevant four-year college or university degree, or degree from an accredited law enforcement or military academy, and/or equivalent experience, including advanced specialized educational courses and continually increasing responsibility in all pertinent security operations, supervision, management and executive disciplines, and demonstrated ability to understand the application of a wide range of federal, state and local laws and regulations and federal orders and security requirements sufficient to evaluate, develop and effectuate complex strategies for protection of assets and persons, including financial management and planning, and human relations aspects of project management.

**Duties:** Responsible to Executive Program Manager for daily oversight, planning and direction to effectively and efficiently operate security force mission and readiness, acting as central point of contact between client technical group and Program Management, including requirements to prepare security manuals outlining and establishing measures and procedures for the security operation, develop staffing plans and work schedules, interview and hire applicants to fill assistant project management, site captaincy and subordinate positions as required, direct activities of personnel in adhering to security measures to comply with all applicable regulations, direct and participate in human relations management, act as facility point of contact for contract issues, direct oversight of all quality assurance and safety requirements and staff. May act as Deputy Project Manager, or as Project Manager for midsize projects.

**\*PROJECT (GENERAL) MANAGER I/ASSISTANT PROJECT MANAGER:**

**Qualifications:** Relevant four-year college or university degree, or degree from an accredited law enforcement or military academy, and/or equivalent experience, including advanced specialized educational courses and continually increasing responsibility in all pertinent security operations, supervision, management and executive disciplines, and demonstrated ability to understand the application of a wide range of federal, state and local laws and regulations and federal orders and security requirements sufficient to evaluate, develop and effectuate complex

strategies for protection of assets and persons, including financial management and planning, and human relations aspects of project management.

**Duties:** Assists the Project Manager or responsible to the Project Manager to ensure that goals and objectives of the project are accomplished, including for daily oversight, planning and direction to effectively and efficiently operate security force mission and readiness, acting as central point of contact between client technical group and Program Management (when acting as Project Manager), including requirements to assist in or prepare security manuals outlining and establishing measures and procedures for the security operation, develop staffing plans and work schedules, interview and hire applicants to fill assistant project management, site captaincy and subordinate positions as required, direct activities of personnel in adhering to security measures to comply with all applicable regulations, direct and participate in human relations management, act as facility point of contact for contract issues, direct oversight of all quality assurance and safety requirements and staff. May act as Assistant/Deputy Project Manager, or as Project Manager to small projects.

#### **ADMINISTRATIVE ASSISTANT**

In addition to secretarial duties (filing, taking phone calls, scheduling appointments, making travel arrangements), this position will provide administrative support to executive staff with office management responsibilities to include budgeting, personnel records and payroll. The Administrative Assistant may be required to work independently on projects requiring research and preparation of briefing charts and other presentation materials.

#### **SECURITY CLERK:**

**Qualifications:** High school diploma or equivalent and one year experience performing administrative functions utilizing software applications in a LAN environment, including word processing, spreadsheets, scheduling software, electronic mail, presentation and graphics software, communications and records management. Must possess organizational skills and professional interpersonal, verbal and written communication skills.

**Duties:** Performs administrative and clerical duties in support of mission, following clearly detailed procedures or self-directed as required, such as office reception, data input, maintenance, retrieval and transmission, information management, travel arrangements, suspense date monitoring, assistance in purchasing and report preparation and formatting, and project fulfillment as directed.

#### **LOCKSMITH**

Installs, repairs, modifies, and opens a variety of locking mechanisms found on doors, desks, compartments, mobile equipment, safes and vaults. Examines locking mechanism and installs new unit or disassembles unit and replaces worn tumblers, springs, and other parts or repairs them by filing, drilling, chiseling and grinding. Opens door locks by moving lockpick in cylinder or opens safe locks by listening to lock sounds or by drilling. Makes new or duplicate keys, using key cutting machine. Changes combination by inserting new or repaired tumblers into lock. Establishes keying systems for buildings.

#### **ALARM MONITOR**

**Qualifications:** High School diploma or equivalent and abilities to efficiently operate a telecommunications keyboard and radio communication equipment, understand detailed

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instructions, procedures, orders and training materials, and communicate effectively utilizing clear, accurate written communications skills to prepare reports and logs; demonstrated ability to maintain composure under stress. Possess ability to become certified on all law enforcement information networks and to understand and apply public safety radio and telephone communication procedures and terminology and utilize multiple communications and/or central alarm monitoring systems.

**Duties:** Monitor surveillance camera/video monitoring systems, and operate intrusion, fire, natural disaster, duress warning systems, elevator emergency communications systems, voice radio systems, public safety and law radio and telephone communication systems, and law enforcement information networks, maintaining continual status of awareness, as required. Make log entries and alarm/incident notifications and follow-up reports in accordance with facility/site policies and procedures.

### SIN 426-2A – CEDS SERVICES

#### **CEDT: (CANINE EXPLOSIVE DETECTION TEAM) – Canine Handler**

Transports, maintains (kennel support), trains with and utilizes detection dogs to conduct routine and urgent explosive detection operations, employing trained, certified explosive detection canines to conduct searches in variety of open and closed areas, in compliance with company and client regulations and guidance; handles and uses training aids in compliance with safety instructions and regulations; operates and communicates effectively with electronic communication devices, works with and communicates effectively with such entities as law enforcement agents, company and client security management personnel and explosive ordinance disposal personnel; maintains logs, writes reports, monitors canine certifications in concert with company administrative management. Maintains personal qualifications, training requirements and certifications, and participates actively in maximum maintenance of requisite canine order proficiency standards.

## **IX. CANINE SALES AND TRAINING SERVICES DESCRIPTIONS**

### **SIN 246-2A – Training Services**

- **Single Purpose Explosives Detection Training**

The single-purpose detection canine is trained to detect explosives odors as the canine's only certified task. Single-purpose detection canines are also trained in obedience and agility. Canines are imprinted and trained on the following explosives odors at a minimum, and other odors can be added to meet contractor requirements: C-4 Bulk; Detonation Cord; Sheet Explosive; Ammonium Nitrate; Watergel, SEC Detagel, Stick; Cast Boosters (PETN RDX TNT HMX); Dynamite, Unigel, Stick; Black Powder; Smokeless Powder; Potassium Nitrate; TATP; Composition B; A-5; ANFO; Nitromethane; TNT, Granular; SEMTEX; Emulsion Explosive, Stick; Pyrodex; Sodium Nitrate; Flash Cord.

- **Dual Purpose Training**

Dual-purpose canines are trained to the same standards as described above and are also trained in apprehension capabilities depending on client's needs. Canines selected by CHSS are selected from European stock and include titled or untitled canines. Possible training includes: Apprehension on command; Building Search; Area Search; Tracking (hard surface & vegetation); Vehicle Extraction.

- **Handler Training**

All canine handlers will be trained at the Covenant Farms Training Facility and will attend classroom as well as hands on training. Classroom training includes, but is not limited to: Canine First Aid; Canine Liability Issues; Canine Drives & Behavior; Ethics; Record Keeping; Standardization Training; Certification Training; Maintenance Training; Canine Survival Tactics; Explosives Handling & Recognition; Canine Operations Activity Tracking Systems (canine documentation software).

- Dual Purpose Course – Detection and Patrol/Apprehension (5 Weeks)
- Single Purpose Course – Detection Only (3 Weeks)
- Recertification Course – (1 Week)
- Trainer Course – (7 Weeks)
- Trainer Recertification Course – (2 Weeks)

### **SIN 246-2A – Canine Sales**

- **Dual Purpose – Green (Selection Tested)**
- **Dual Purpose – Fully Trained**
- **Single Purpose – Fully Trained**
- **Single Purpose – Fully Trained (Cadaver Detection)**
- **Single Purpose – Green (Selection Tested)**
- **All Canine as above plus Titled – European KNVP, IPO, DPO, etc.**