SECURITY OFFICER & PATROL OFFICER PROTOCOL

SECURITY OFFICER LOCATIONS AND SHIFTS

- La Entrada – Main Security Center – 24 hour coverage 7 days per week
- Plant 1 – Main Gate – Monday – Friday, 5:00 AM – 6:00 PM
- Patrol Officer – La Entrada Base Location
  - Monday – Thursday, 4:30 PM – 8:30 AM
  - 4:30 PM Friday through 8:30 AM Monday – 24 hours per day
  - 24 hours coverage during holidays
  - Will rotate patrol shifts with La Entrada security officers
- CAVSARP
  - Monday – Thursday 6:00 PM – 6:00 AM
  - 6:00 PM Friday through 6:00 AM Monday – 24 hours per day
  - 24 hour coverage during holidays

Tucson Water Security Contacts:
- Allan Tarket @ 520-349-9157
- Cathy Bacher @ 520-349-1668

MAIN SECURITY CENTER – LA ENTRADA

The monitoring of security cameras and alarms at the Main Security Center at La Entrada is the top priority for the Security Officers on duty. The following protocol should be followed for the proper monitoring of the cameras and response to the alarms:

No one is allowed to access the security system equipment, cameras or computers at the Main Security Desk AT ANY TIME unless the person(s) has been authorized by the Tucson Water Security Personnel. Each time access to the system is requested the Tucson Water Security Personnel MUST be contacted to grant access. Any Security Officer violating this policy will be terminated from the Tucson Water post.

Security Cameras

The security system is currently set to monitor a specific number of cameras – when this is exceeded there may be problems with the system and it can go down.

- When conducting routine monitoring of the cameras, only the cameras that are inclusive of the entry gates for a site need to be monitored and displayed on the screens. The perimeter cameras do not need to be monitored unless an alarm is triggered.

SECURITY PATROL OFFICER

The Security Patrol Officer will patrol several Tucson Water sites several times every shift to ensure the security of the facilities. While conducting their patrols, the officers shall “double-back” or return unexpectedly to a site periodically so that a pattern of patrolling the site will not be established.

It is essential for the Patrol Officer to be aware of their “Importance of Presence”. While patrolling any Tucson Water property the Patrol Officer shall alternate between high visibility and low visibility surveillance. At times the Patrol Officer shall patrol the sites with their yellow beacon light flashing and other times they shall patrol without the flashing yellow beacon. This will eliminate the potential for developing a visibility pattern.

The main patrol route will include the following Tucson Water locations:

- Plant 1, Plant 2, and La Entrada – patrol these locations several times each shift
The Wetlands will be patrolled periodically and on a daily basis the patrol officer will be responsible for opening the gates at 5:30AM and closing and locking the gates at sunset ensuring that there are no cars parked inside the fencing.

Additional patrols (once per shift) will include CAVSARP, SAVSARP and Plant 9.

The Security Patrol Officer will respond to alarms as they occur with the expected average response time of approximately 10 minutes.

RESPONSE TO ALARMS

1. In the event that the camera and alarm are triggered for an area, the additional site cameras should be monitored on the screens to verify the reason for the alarm.

2. If the event is not an intrusion, and it can be cleared on the system, the cameras do not need to be monitored on the screens after the event has been cleared.
   a. The entry should be made into the written log

3. In the event a SECOND ALARM occurs and an intrusion can not be verified by monitoring the cameras:
   a. Dispatch the Patrol Officer to the site to observe and verify the possible cause of the alarms.
   b. If an unauthorized intrusion is verified by the Patrol Officer and logged – continue to Step #6 below

4. If the event is an actual unauthorized intrusion onto a site:
   a. 911 should be called immediately and the police or sheriff dispatched.
      i. When calling 911 and asking for police to respond, use the term “Burglary” or “Theft” – DO NOT use “Trespass”
   b. The patrolling officer shall be notified and dispatched to the site.

5. If intruders are found on site the Patrol Officer shall:

   THE PATROL OFFICER SHALL NOT INTERACT WITH THE INTRUDERS IN ANY FASHION – THEIR PRIMARY RESPONSE IS TO OBSERVE AND REPORT.

   a. Verify with the Main Security Center that 911 has been called
   b. Observe the event and the people involved and report their observations to the Main Security Center and the responding police
      i. Write down license numbers, vehicle descriptions, descriptions of the intruders, what damage was done or items taken (if known), etc.

6. Tucson Water Control (791-4133) should be called to contact the On Call Supervisor and contact the On Call Tucson Water Safety/Security personnel.

7. The event should be monitored by all the site cameras needed on the screens until police, security patrol and the designated Tucson Water representative have cleared the event.

If there are multiple verified intrusions at different sites:

8. 911 should be called immediately and the police or sheriff dispatched to the different locations.

9. The patrolling security officer shall be dispatched to the site that is deemed the most critical either by Tucson Water function or by criminal activity taking place.
10. Tucson Water Control (791-4133) should be called to contact the On Call Supervisor and contact the On Call Tucson Water Safety/Security personnel.

11. The event should be monitored by all the site cameras needed on the screens until police, security patrol and the designated Tucson Water representative have cleared the events.

Checking Security Performance and Effectiveness

Tucson Water security personnel will monitor the security system and performance of the security officers at the Main Security Center and on patrol.

- Random spot checks will be conducted by Tucson Water staff
- Camera and card reader logs will be checked

If the security officers would have concerns or suggestions to improve the Tucson Water security system that they are responsible for, they are encouraged to talk to any of the Tucson Water security staff for assistance.
PATROL OFFICER
Post Orders

Base of Operation

The Main Security Post is located at 310 West Alameda in the main lobby area. This is the main contact point for all visitors, vendors, and customers requiring access to the main business center for the Tucson Water Department.

The Patrol Vehicle will be parked at Plant 1 in the South parking lot area behind the Security Post. Obtain the keys for the vehicle from the Security Officer at the beginning of the patrol shift. Return the keys to the Security Officer at the Plant 1 post when returning the vehicle at the end of the patrol shift. The Patrol Officer may park their vehicle in the parking lot at Plant 1 during their shift.

The patrol shifts are 1630 to 0030 and 0030 to 0830, Monday through Thursday, and 16:30 Friday through 0830 Monday on weekends (24 hour coverage). The Patrol Officer will also cover 24 hours during scheduled holidays.

Part of the duties of the Patrol Officer is relief and rotation with the second and third shift officers, and the officers covering this post during the weekends and holidays. Rotation will be **every three hours** unless the Patrol Officer is involved in a security issue or emergency.

Officer Demeanor

It is essential for the Patrol Officer to be aware of their “Importance of Presence”. While patrolling any Tucson Water property the Patrol Officer shall alternate between high visibility and low visibility surveillance. At times the Patrol Officer shall patrol the sites with their yellow beacon light flashing and other times they shall patrol without the flashing yellow beacon. This will eliminate the potential for developing a visibility pattern.

The Patrol Officer will need to “double back” on their patrols at Tucson Water locations periodically during their shift to eliminate the potential for patrol patterns.

Uniforms must be worn at all times while representing Tucson Water. Uniforms will be clean, of proper size and worn in a professional manner. Accessories will be of approved styles. Security badges, rank earned and company insignia will be worn and maintained as required by the contracting security company. Tucson Water will issue a photo ID badge to each security officer assigned to it’s facilities. The ID badge will be displayed in the proper place and in the manner intended. The ID badge will be returned to Tucson Water upon termination of a security officer’s service.

General Duties

The Patrol Officer shall be familiar with the established post orders for all the Tucson Water facilities and shall be prepared to perform any of the duties designated in the post orders. The Patrol Officer will be required to submit their daily logs at the end of each shift to the Main Security Center.

The daily routine patrol route shall be La Entrada, Plant 1 and Plant 2. The Wetlands are part of the routine patrol at sunset and sunrise (times will change with the seasonal changes). The Cleanwell Reservoir, CAVSARP, SAVSARP and Plant 9 will be patrolled at least once every shift.

In addition to relieving and rotating patrol duties with the Security Officer stationed at the Main Security Center, the Patrol Officer is also responsible for the following duties:

**LA ENTRADA BUILDING**

1. After business hours close and lock ALL gates in the parking garage and back patio.
2. Verify that the North glass doors on the first floor by the employee elevator are secure.
3. Lower the flag and bring it to the Main Security Center.
4. Throughout the shift check the patio perimeter fence line gates and both rear exterior doors on the north side patio and verify that they are secure.
5. Open vehicle and pedestrian gates in parking garage area at 06:00
6. Raise the flag.
PLANT 1 PATROL

1. Check all of the entrance gates to verify that they are secure.
2. Patrol the exterior and interior fence lines and report any damage or tampering.
3. Patrol buildings and storage yards and verify that they are secure – report any damage, open doors or other disturbances.
4. At 2100 report back to Plant 1 to be present when the remaining employees leave for the night.
   a. If unable to be there on time call the Main Security Center and have them call the employees and have them wait until the patrol officer can arrive.
   b. If unavailable for a long period of time the Security supervisor should be called to respond to Plant 1 to stand by while the employees leave.

PLANT 2 PATROL

1. Check entrance gates to verify that they are secure.
2. Check the compound gates and verify that they are secure.
3. Patrol the interior fence lines and report any damage or tampering.
4. Patrol buildings and storage yards and verify that they are secure – report any damage, open doors or other disturbances.
5. Patrol the TARP location and report any unusual noises from the equipment or any leaks.

CLEARWELL RESERVOIR

1. Check entrance gates to verify that they are secure.
2. Patrol fence lines and report any damage or tampering.
3. Patrol control buildings to verify that they are secure – report any open doors or disturbances.
4. Drive around the reservoir to check for any intrusion, damage or leaks.
5. Climb up stairs/ladders and verify that hatches above reservoir are secured and locked.

CAVSARP

See the CAVSARP Post Orders for instructions for this site.

SAVSARP

1. Check the entrance gates to verify that they are secure.

Plant 9

1. Patrol the interior and exterior fence line and report any damage or tampering.
2. Report any unusual noises form the equipment or leaks.
3. Check the entrance gates to verify that they are secure.

The Wetlands

1. At sunrise (time will change due to seasonal time changes) unlock and open the gates.
2. Unlock the restroom doors.
3. Patrol inside the property and report any damage or disturbance.
4. Patrol along the Santa Cruz River Park walk and report any damage or disturbance.
5. At sunset (time will change due to seasonal time changes) patrol inside the property and report any damage or disturbance.
6. Lock the restroom doors.
7. Insure there are no vehicles parked in the parking lot – close and lock the gates.

REPORTING ANY FINDINGS DURING THE PATROL

While patrolling any Tucson Water location, if any damage, unusual noises, leaks, disturbances or unauthorized intrusions are noted, contact the Main Security Center immediately. The Main Security Center shall contact the
Tucson Water Emergency number (791-4133) immediately to report the finding. Tucson Water dispatch will contact the On Call Supervisor and/or the On Call Safety/Security Representative and report the finding.

All findings must be entered into the Patrol Officer’s log and the Main Security Log, including time of finding and action taken.

VIDEO ALARM RESPONSE

No one is allowed to access the security system equipment, cameras or computers at the Main Security Desk AT ANY TIME unless the person(s) has been authorized by the Tucson Water Security Personnel. Each time access to the system is requested the Tucson Water Security Personnel MUST be contacted to grant access. Any Security Officer violating this policy will be terminated from the Tucson Water post.

In the event a video alarm is triggered, the following steps should be taken:

1. **If the event is not an intrusion**, and it can be cleared on the system, the cameras do not need to be monitored on the screens after the event has been cleared.
   
   a. The entry should be made into the written log
   
   b. In the event a SECOND ALARM occurs and an intrusion cannot be verified by monitoring the cameras:
      
      1. Dispatch the Patrol Officer to the site to observe and verify the possible cause of the alarms.
      2. If an unauthorized intrusion is verified by the Patrol Officer and logged – continue to Step #6 below

   **If the event is an actual unauthorized intrusion onto a site:**

   2. 911 should be called immediately and the police or sheriff dispatched. When calling 911 and asking for police to respond, use the term “Burglary” or “Theft” – DO NOT use the term “Trespass”

   3. The patrolling officer shall be notified and dispatched to the site.

   **THE PATROL OFFICER SHALL NOT INTERACT WITH THE INTRUDERS IN ANY FASHION – THEIR PRIMARY RESPONSE IS TO OBSERVE AND REPORT.**

   4. If intruders are found on site the Patrol Officer shall:
      
      a. Verify with the Main Security Center that 911 has been called
      
      b. Observe the event and the people involved and report their observations to the Main Security Center and the responding police
         
         ▪ Write down license numbers, vehicle descriptions, descriptions of the intruders, what damage was done or items taken (if known), etc.

   5. Tucson Water Control (791-4133) should be called to contact the On Call Supervisor and the On Call Safety/Security person.

   6. The event should be monitored by all the site cameras needed on the screens until police, security patrol and the designated Tucson Water representative have cleared the event.

   **If there are multiple verified intrusions at different sites:**

   7. 911 should be called immediately and the police or sheriff dispatched to the different locations.

   8. The patrolling security officer shall be dispatched to the site that is deemed the most critical by criminal activity taking place.
9. Tucson Water Control (791-4133) should be called to contact the On Call Supervisor and the On Call Safety/Security person.

10. The event should be monitored by all the site cameras needed on the screens until police, security patrol and the designated Tucson Water representative have cleared the events.
LA ENTRADA
Site Specific Post Orders

Entry Portals

The Main Security Post is located at 310 West Alameda in the main lobby area. This is the main contact point for all visitors, vendors, and customers requiring access to the main business center for the Tucson Water Department.

This post will be manned at all times during business hours (24 hours per day including holidays). All other activities performed at this facility will begin and end at this location. The post has three officers covering three different shifts. The shifts are 0700 to 1500, 1500 to 2300 and 2300 to 0700 with duties to be performed during these hours of operation. The schedules also cover weekend and holiday coverage.

Officer Demeanor

It is essential that all officers assigned to La Entrada be aware of their “Importance of Presence”. Officers shall remain visible to the customers and general public that enter the building and shall be readily available to assist Tucson Water employees in the event of an emergency, evacuation or security situation.

Uniforms must be worn at all times while representing Tucson Water. Uniforms will be clean, of proper size and worn in a professional manner. Accessories will be of approved styles. Security badges, rank earned and company insignia will be worn and maintained as required by the contracting security company. Tucson Water will issue a photo ID badge to each security officer assigned to it’s facilities. The ID badge will be displayed in the proper place and in the manner intended. The ID badge will be returned to Tucson Water upon termination of a security officer’s service.

General Duties

Lobby Check-in

1. Check in with your Dispatch
2. Check logs for Pass-Ons
3. Check for meeting, interview notices, etc.
4. Obtain cell phone
5. Take out sign-in sheets and clipboard with employee temp badges and visitor badges

Parking Garage Level Duty

1. Monitor Employee Elevator through security cameras
2. Issue badges as required
   Elevator is for employee and pre-approved access only. The procedure may change due to scheduled meetings or other planned activities as required by Tucson Water.

Front Lobby

1. Main lobby doors are opened at 0800
2. Monitor main lobby and cameras and report unusual activities immediately
3. Sign-in guests/vendors and visitors as required
4. Act as point of contact for assistance questions
5. Secure Lobby at 1700 stand by to assist remaining customers in building with exiting

Patrol Buildings

1. Walk patrol of all three floors. Walk hallways only - walk quietly and do not disturb employees.
   Perimeter patrol will be performed by the roving Patrol Officer.

Shifts: 1500 – 2300 & 2300 - 0700

Lobby Check-in

1. Check in with Dispatch
2. Check logs for Pass-Ons
3. Obtain keys and cell phone as required
Lockdown
1. Open door to billing department for cleaning personnel to access

Routine Duties
1. Monitor front lobby area and cameras for unusual activity
2. Patrol all floors at least once during the shift
3. Follow custodial departure, insure building is secure
4. Place all visitor logs and Daily Action Reports (DARS) for the day in the Tucson Water Security Staff mailbox on the third floor.
5. Lock all stairwell doors (all three floors)
6. Check rear patio door
7. Check front door

The ONLY reason to leave the building or garage area(s) is to escort an employee, when asked, to their car or in an emergency. Coordinate escort with the Patrol Officer. Assistance for a person who is not a Tucson Water employee can be accomplished BY PHONE – DO NOT LEAVE A SECURED BUILDING!!!

When you leave for the day, go through the parking garage.

VIDEO ALARM RESPONSE

No one is allowed to access the security system equipment, cameras or computers at the Main Security Desk AT ANY TIME unless the person(s) has been authorized by the Tucson Water Security Personnel. Each time access to the system is requested the Tucson Water Security Personnel MUST be contacted to grant access. Any Security Officer violating this policy will be terminated from the Tucson Water post.

In the event a video alarm is triggered, the following steps should be taken:

1. Activate alarm icon on computer – Right click on the icon
   a. This will bring up the video on the monitor
2. Review the video to verify whether there is an actual unauthorized intrusion onto the site.
3. If the event is not an intrusion, and it can be cleared on the system, the cameras do not need to be monitored on the screens after the event has been cleared.
   a. The entry should be made into the written log
   b. In the event a SECOND ALARM occurs and an intrusion can not be verified by monitoring the cameras:
      1. Dispatch the Patrol Officer to the site to observe and verify the possible cause of the alarms.
      2. If an unauthorized intrusion is verified by the Patrol Officer and logged – continue to Step #6 below

If the event is an actual unauthorized intrusion onto a site:

4. 911 should be called immediately and the police or sheriff dispatched. When calling 911 and asking for police to respond, use the term “Burglary” or “Theft” – DO NOT use the term “Trespass”
5. The patrolling officer shall be notified and dispatched to the site.

THE PATROL OFFICER SHALL NOT INTERACT WITH THE INTRUDERS IN ANY FASHION – THEIR PRIMARY RESPONSE IS TO OBSERVE AND REPORT.

6. If intruders are found on site the Patrol Officer shall:
   a. Verify with the Main Security Center that 911 has been called
b. Observe the event and the people involved and report their observations to the Main Security Center and the responding police
   - Write down license numbers, vehicle descriptions, descriptions of the intruders, what damage was done or items taken (if known), etc.

7. Tucson Water Control (791-4133) should be called to contact the On Call Supervisor and the On Call Safety/Security person.

8. The event should be monitored by all the site cameras needed on the screens until police, security patrol and the designated Tucson Water representative have cleared the event.

If there are multiple intrusions at different sites:

9. 911 should be called immediately and the police or sheriff dispatched to the different locations.

10. The patrolling security officer shall be dispatched to the site that is deemed the most critical either by Tucson Water function or by criminal activity taking place.

11. Tucson Water Control (791-4133) should be called to contact the On Call Supervisor and the On Call Safety/Security person.

12. The event should be monitored by all the site cameras needed on the screens until police, security patrol and the designated Tucson Water representative have cleared the events.

Emergency Action and Evacuation Procedures

When a threat or emergency has been identified and appropriate steps are taken by Tucson Water. The primary mission for Security Officers assigned to Tucson Water Facilities is the safety and security of personnel and property in and around a Tucson Water Department facility. In this case the Downtown La Entrada Facility is the assigned facility. All reasonable steps shall be taken to assure the success of the primary mission, the safety and security of employees.

Post Duties During Emergency

Desk/Escort Post

When evacuation alarm is activated

1. Turn off automatic doors and secure in “Open” position.
2. Take up position in the lobby area to assist in an orderly evacuation of personnel through the front lobby doors (Alameda Street Entry).
3. After the last person has exited the building, take position outside front entrance to restrict entry to the building Assist emergency personnel, i.e. Tucson Police Department, Tucson Fire Department, etc. in crowd control.

Patrol Officer

Proceed to Garage level.

1. Close gates on North Side of Granada and walk-through passage gate East side of Alameda, to restrict access to the parking garage
2. Place warning cones at curb to entrance side of parking garage.
3. Direct pedestrians exiting the parking garage to designated assembly safe area.
4. Assist emergency responders as needed

Once all personnel have evacuated the building and the parking garage level has been secured against entry. If the Security Officers have been relieved by the proper authority (Tucson Police or Tucson Fire Department), the security
officers will proceed to the designated assembly safe area and assist the Department Fire Wardens with employee head counts until the all clear has been given.

When notification of safe condition is given by Tucson Water, Security Officers shall reset the elevators on the first floor then resume their designated duties as described previously.

Security Officers will denote all activities in the Daily Activity Report.
Plant 1 Operations
Site Specific Post Orders

Entry Portals

The Main Security Post is located at 501 West 18th Street. This is the main contact point for all visitors, vendors, and customers requiring access to the operations center for the Tucson Water Department.

It is essential that all officers assigned to Plant 1 be aware of their “Importance of Presence”. This post will be manned at all times during non-business hours (Monday through Friday 05:00-18:00). All other activities performed at this facility will begin and end at this Post. Explanation of duties appears under separate headings.

Officer Demeanor

It is essential that all officers assigned to Plant 1 be aware of their “Importance of Presence”. Officers shall remain visible to the customers and vendors that enter the facility and shall be readily available to assist Tucson Water employees in the event of an emergency, evacuation or security situation.

Uniforms must be worn at all times while representing Tucson Water. Uniforms will be clean, of proper size and worn in a professional manner. Accessories will be of approved styles and security badges, rank earned, company insignia will be worn and maintained as required by the contracting security company. Tucson Water will issue a photo ID badge to each security officer assigned to its facilities. The ID badge will be displayed in the proper place and in the manner intended. The ID badge will be returned to Tucson Water upon termination of a security officer’s service.

General Duties

Assignments

One (1) officer will be on duty five (5) days a week. Hours of security coverage will be Monday thru Friday, 05:00 - 18:00.

Telephone

A client telephone is available in the Security Post office – the phone number is 837-2317. In the event an emergency situation arises, the Security Officer shall contact the Tucson Water Emergency number (791-4133). **Long distance calls from this phone are not authorized.**

Issuance Of Access

Tucson Water will provide one (1) key 5C71 – used for emergency lock-down only, ID badges which will access the main gates and the key to the Security Post building.
A combination lock box is located on the north wall of the Security Post building for leaving the assigned City key inside when there are no Security Officers on duty. Tucson Water will provide the combination.

This combination shall **not** be given out to any other person without prior written or direct verbal approval from a Tucson Water Management representative. Any Security Officer violating this policy will be terminated from the Tucson Water post.

Leaving Post

Security Officer’s will **not**, under any circumstance, leave the Post unless properly relieved by an authorized Security Officer, the Field Supervisor, the Patrol Officer or an authorized Water Department Management representative.

In the event of an emergency situation, sickness or injury, contact the Security duty supervisor immediately. If an Officer does need relief during a shift, the Supervisor will ensure that the Post is properly covered at all times during the normal shift hours.

Duties And Responsibilities
1. Officers will arrive on Post with sufficient time to allow for the City employee to brief them on any current events or security issues.

2. Contact the dispatcher to advise that you are on post and are assuming site duties.

3. Initiate all required paperwork. This will include your Security Service Report (SSR) and the daily “Employee/Visitor and Vehicle Register”.

4. In the morning, an authorized Tucson Water Management representative or one of the Tucson Water Safety/Security representatives will pick up the paperwork from the day before, and get it to Allan Tarket.

5. Communications Operator in Building #12 leaves at 2100 hours weekdays Monday thru Friday – the roving Patrol Officer shall be responsible for coverage at that time.

6. The SSR should be updated hourly or more often if the situation warrants it. Contact the Field Supervisor for any situation when warranted.

7. Secure all areas to include vehicles, buildings and gates at the end of the shift.

8. Return keys to their appropriate lock boxes and secure the guard post building.
CAVSARP
(CLEARWATER PROJECT)

Entry Portals

The Main Security Post is located at 310 West Alameda in the main lobby area. This facility will be covered by the roving Patrol Officer as part of their daily route.

Officer Demeanor

Uniforms must be worn at all times while representing Tucson Water. Uniforms will be clean, of proper size and worn in a professional manner. Accessories will be of approved styles and security badges, rank earned, company insignia will be worn and maintained as required by the contracting security company. Tucson Water will issue a photo ID badge to each security officer assigned to its facilities. The ID badge will be displayed in the proper place and in the manner intended. The ID badge will be returned to Tucson Water upon termination of a security officer’s service.

Patrol Hours

Monday through Thursday, 4:30PM – 8:30AM
4:30PM Friday through 8:30AM Monday – 24 hour coverage
24 Hour Coverage on Holidays

General Duties

| Stay On Gravel and Paved Roads - Especially If It Has Just Rained Or Is Raining |

Gate A – Well Sites – Basin (RB111)
1. Patrol fenced in compound area where Field Training Trailer is housed
2. Ride the berm around the basin (RB111)
3. Check inner perimeter fence line for damage or entry - report any findings to the Main Security Center – they shall then call Tucson Water Emergency number (791-4133) immediately
4. Visually inspect all well sites for damage and or unlocked conditions
5. Listen for any abnormal noises coming from the equipment
6. Look and listen for signs of leakage on the sites, such as oil, water, etc.

Gate B – Well Sites
1. Check inner perimeter fence line for damage or entry - report any findings to the Main Security Center – they shall then call Tucson Water Emergency number (791-4133) immediately
2. Visually inspect all well sites for damage and or unlocked conditions
3. Listen for any abnormal noises coming from the equipment
4. Look and listen for signs of leakage on the sites, such as oil, water, etc.

Gate C – Well Sites – Basins (RB101 to RB110)
1. Check inner perimeter fence line for damage or entry - report any findings to the Main Security Center – they shall then call Tucson Water Emergency number (791-4133) immediately
2. Verify that all basin locks are secure
3. Visually inspect all well sites for damage and or unlocked conditions
4. Listen for any abnormal noises coming from the equipment
5. Look and listen for signs of leakage on the sites, such as oil, water, etc.

Central Compound - Booster Site and Main Reservoir
1. The entry gate to the Reservoir, booster site location may be found open. If so, note the time in the log.
2. Visually inspect all boosters for damage or evidence of tampering and look and listen for abnormal noises or signs of leakage on the sites, such as oil, water, etc.
3. Check hatch on reservoir, if unlocked report immediately and lock the hatch lock.
4. Check doors on Control building, if unlocked report immediately.
5. Lock the gate when you leave.
IF THERE ARE ANY PROBLEMS NOTED, notify the Main Security Center and they will call the Tucson Water Emergency number (791-4133) and report any findings immediately.

**Patrolling Areas OUTSIDE of Gates A, B & C**

1. Patrol the fence line along Mile Wide Rd. from San Joaquin Rd. to the west boundary of the property up to the second vehicle bridge.
   - Reverse direction on Mile Wide Rd and inspect the fence line in the opposite direction.
2. Head east on Mile Wide Road towards the Block house (CAP Valve bunker), located on the south side of Mile Wide Road west of Sandario Road.
   - Check and verify that the gates and fences are secured
3. After checking the Block house, continue east on Mile Wide Road towards Sandario Road. When you see a "No Passing" sign on the north side of Mile Wide Road, you will observe a Gate designated CAP, which sits back from the road.
   - Verify the gates are secured