

Job Abandonment Policy

Acknowledgement Form

Overview

It is misconduct for a security officer to abandon their post for any period of time without relief or authorization.

Examples of post abandonment include:

- An employee who accepts a post and is absent without notifying Unique Surveillance and/or their on-site supervisor
- Sleeping on duty
- Being under the influence of drug or alcohol while on duty

Any employee who abandons their post will be terminated for job abandonment and will not be eligible for rehire. We are also required to notify the misconduct to the State which will result in revocation/termination of your security license(s).

Rationale

In order to meet business challenges, Fast Guard Services requires all employees to provide a minimum of 4 hours cancellation notice prior to their scheduled post time.

Please initial each line below:

_____ I have read and been informed about the content, requirements, and expectations of the job abandonment policy for employees at Fast Guard Services.

_____ I have received a copy of the policy and agree to abide by the policy guidelines as a condition of my employment and my continuing employment at Fast Guard Services

_____ I understand that if I abandon my post, at any time, I will be reported to the State which will result in revocation/termination of my security license(s).

_____ I understand that I am required to provide a minimum of 4 hours cancellation notice prior to my scheduled post time.

I acknowledge that I have read and understand the job abandonment policy.

Employee Full Name (please print): _____

Employee Signature: _____ Date: _____