

Rodgers Security Solutions

Employee Onboarding Document

English Version_Q1_2026

VIDEO 1

Access the first video using the link below

<https://youtu.be/XYFLeiDErGI>

Welcome

We are excited to have you on board as a crucial part of our security team at **Rodgers Security Solutions (RSS)**. Your role is essential in ensuring the safety and success of the clients we secure, and we value the expertise and dedication you bring to the team.

Whether you are joining us for a one-day event, a multi-day assignment, or working with our patrol, executive protection, or operations teams, we're pleased to welcome you.

The information provided here is designed to help you with the **next two stages** of your onboarding.

The entire process should take you approximately 30-45 minutes to complete. Please ensure you read each section fully and complete the required forms on this page to avoid delaying your onboarding.

Our Team

Our Commitment:

At RSS, our focus is to provide top-tier security services that ensure a safe and enjoyable environment for employees, clients, guests, vendors, event attendees, and the public. Your work helps us maintain our reputation for excellence in security services.

Your Role: As a member of our team, you will be responsible for maintaining order, monitoring activities, ensuring compliance with safety regulations, and providing assistance as needed. Your vigilance and professionalism are key to the smooth operation of every shift.

Character & Conduct Expectations

As a member of the Rodgers Security Solutions team, you are not just a presence—you are a **first impression**. Your behavior, professionalism, and attitude are just as important as your physical presence. The following expectations must be upheld at all times while on duty:

Professionalism

- Maintain a respectful, calm, and controlled presence—especially in high-traffic or tense situations.
- Follow the chain of command and communicate clearly and respectfully.
- Avoid using foul language, engaging in confrontations, or making comments that could be considered rude, inappropriate, or dismissive.

Reliability

- Arrive on time, in full uniform, with all required equipment and materials.
- Remain alert and attentive throughout your shift—no sleeping or disengagement while on post. If you are assigned to an event, please limit your phone usage while at your post.
- Complete all assigned tasks, incident reports, and check-ins accurately and without delay.

Accountability

- Take responsibility for your assigned posts and actions at all times.
- Report incidents immediately and thoroughly—don't attempt to "handle it quietly" or conceal issues.
- **Supervisors:** Keep your radio or team communication device active and nearby at all times.

Command Presence & Judgment

- Maintain good posture, appropriate tone, and calm nonverbal behavior—your body language matters.
- Exercise sound judgment, especially when resolving conflicts or enforcing access rules.
- Always defer to the Lead Supervisor or Site Manager when escalation is required.

Team Integrity

- Work collaboratively and respectfully with fellow guards, support staff, and client personnel.
- Do not abandon your post without clearance, leave early without approval, or switch roles unless instructed by a supervisor.
- Represent RSS with honor and integrity—your performance impacts future opportunities for both you and the company.

Discretion & Confidentiality

- **Never** record or photograph clients, guests, staff, or site/event operations without **express permission** from RSS leadership.
- **Do not** share sensitive and/or confidential information about the client, event, post location, venue, personnel, or incidents—verbally, via text or email, as an audiovisual recording, or on social media.

Non-Disclosure Agreement

While working with RSS — whether at an event, client site, or supporting company operations, you may see or hear confidential information such as:

- Event/site details, schedules, client names, or site-specific instructions
- Internal communications, staffing assignments, or operating procedures
- Any other non-public information shared by RSS or its clients

By accepting this assignment, you agree that:

- You will not share, post, copy, or discuss confidential or sensitive information outside of RSS.
- You will use confidential information only for your assigned work duties.
- You will return or delete any sensitive materials at the end of your assignment.
- You understand that violating this agreement may result in removal from current and future assignments and/or legal action.

This confidentiality agreement remains in effect even after your assignment ends.

Getting Started: Step 1

Since you have been sent to this page and are viewing this video, you should have:

1. **Already completed the Application, which requested the following information:**

- Your Contact information
- Permits and license information
- Plus other pertinent details

1. Received your **Assignment Offer Letter** with your pay details, worker classification, and other pertinent information. In this case, **you accepted the offer and the terms as outlined.**

Step 2: Employment Eligibility, Tax & Payroll Forms

- Employment Eligibility Form I-9**
- Tax information:** W-4 and DE-4 (for state and federal compliance)
- Financial Information:** For payroll distribution (direct deposit, etc.)
- You will need to provide either:**
 - One item of identification from LIST A** on the I-9 Form
 - OR one item from LIST B AND one item from LIST C** of the I-9 form.
 - This is required by the U.S. Federal government.** An RSS Admin must see and verify your proof to finalize processing this form.

Mandatory Bullying and Harassment Prevention & Ethics Online Training

- **Effective Q1 2025:** RSS is strengthening its training and compliance policy. All workers assigned to represent RSS — regardless of employment status or assignment duration — are required to complete our **Bullying and Harassment Prevention & Ethics Training before receiving their site assignment or uniform** (with a few exceptions regarding timing).
- Contact our HR department if you have not received an email link (or other notification) to attend the online training **within two (2) business days** of being directed to this welcome page.
 - HR@rodgerssecuritysolutions.com

Event Briefing: In-Person and/or Online

- **Pre-Event Orientation(s) or Briefings:** Prior to the event, you will attend a briefing session where you will receive all necessary details, including event schedules [the event agenda and any changes], security protocols, and other valuable information.
 - **This session may be in-person and/or online.** We might record a video to share and ensure everyone is aware of the latest.

- **Pre-Event Walk-Through:** You will perform an in-person site walk-through with the Lead Event Supervisor [time-permitted]. The date and time will be provided to you once the event venue provides them, as we must have that approval first. Some venues have multiple overlapping events, which can restrict our ability to coordinate a full-team walk-through. We simply adapt to the constraints before us and then modify our logistics accordingly.
 - An **RSS-issued company shirt** will be provided to you during the pre-event walk-through or before your shift begins.

Non-Event Orientation

- All non-event workers will be scheduled for an in-person and/or online orientation where you will receive specific information about your work assignment and responsibilities.
- For post and executive protection assignments, you will also receive an on-site walk-through and be trained on any checkpoints, shift reports, and apps that you will be required to use.
- An **RSS-issued company shirt** will be provided to you during the orientation, walk-through, or before your shift begins.

Role Assignment & Communication

Role Assignment

You will be assigned specific duties and locations, tailored to your skills and experience. Your specific shift days and times will be provided to you by or before the walk-through date.

- Please be patient with our logistics team as they coordinate your preferred shift days and times with those of other event personnel and any scheduling changes the Client makes. Once we have finalized the shifts, assignments will be provided.

Communication

- **Team Coordination:** Effective communication is critical. You may be equipped with communication devices to stay in touch with the team and respond promptly to any situation. Or a team lead or supervisor assigned to you and your group will have a device.
- **Supervisor Contact:** Your immediate supervisor will be your primary point of contact. Please report any issues or concerns directly to them.

Uniform & Equipment

- **Uniform:** Please ensure you are in full uniform, clean, and well-presented. Your uniform helps to identify you as a trusted security professional.
- **Equipment & Supplies:** All necessary equipment and supplies will be provided before the event. Make sure you are familiar with its use and operation.

Safety, Conduct & Workplace Postings

- **Safety and Conduct:**
 - **Safety Protocols:** Adherence to safety protocols is paramount. Familiarize yourself with the specific safety guidelines for each event.
 - **Professionalism:** Always maintain a high level of professionalism and courtesy, as you represent RSS and play a significant role in the client's overall experience.
- **Workplace Postings and Resources**
 - Visit our Workplace Posting portal for direct access to our **Employee Handbook**, important workplace notices, safety plans, and employment policies for all RSS employees.
 - Access it on the RSS website at:

RodgersSecuritySolutions.com/[Workplace Postings](https://RodgersSecuritySolutions.com/Workplace Postings)

Workers' Compensation Coverage

RSS provides state-required workers' comp coverage for employees. For carrier details, see your Pay Rate Confirmation Form or contact HR.

Employees must report all workplace injuries to their supervisor and HR immediately.

For questions, contact HR at hr@rodgerssecuritysolutions.com or **213-757-7774** x 102 [**213-818-7020** direct]

Are You Ready For Step 2?

If you are ready to provide your **Employment Eligibility, Tax & Payroll Information**, please continue to the next video on this webpage.

Rodgers Security Solutions

Onboarding Part 2

Step 2: Employment Eligibility, Tax & Payroll Information

VIDEO 2

Access the second video using the link below

<https://youtu.be/rWoHamL1Gg4>

Pay & Tax Information

On our **Welcome Page**, you should see a **digital Rodgers Security Solutions Tax & Payroll Intake Form**, which allows you to upload your **I-9 form and tax forms** [DE-4, W4], and provide your payroll information for direct deposit.

- **Effective Q2 of 2026**, we will be transitioning to a new platform that will allow you to import this information and create an employee profile account during your onboarding.
- You will be provided with further instructions at that time.

Required Forms

Please ensure that you have the following items accessible and information completed BEFORE proceeding to the form.

- **Taxpayer ID Number:** Social Security Number or Employer ID Number
- **Completed I-9 Form:** Click this link to access and complete the PDF <https://www.uscis.gov/sites/default/files/document/forms/i-9.pdf>
- **Completed DE-4 Form:** Click this link to access and complete the PDF https://edd.ca.gov/siteassets/files/pdf_pub_ctr/de4.pdf
- **Completed W-4 Form:** Click this link to access and complete the PDF <https://www.irs.gov/pub/irs-pdf/fw4.pdf>

I-9 List of Acceptable Documents

All documents containing an expiration date must be unexpired. * Documents extended by the issuing authority are considered unexpired. Employees may present **one selection from List A or a combination of one selection from List B and one selection from List C.**

LIST A Documents that Establish Both Identity and Employment Authorization

-OR-

LIST B Documents that Establish Identity

AND

LIST C Documents that Establish Employment Authorization

You May Choose One of the Following Submission Methods

Option 1 — Print + Bring to Command Post

- Print the forms.
- Complete, sign, and date each document.
- Bring the documents **and two forms of ID** (one proving identity and one proving eligibility to work in the U.S.) to the **RSS Command Post** where you clock in/out.

Option 2 — Print + Upload

- Print the forms.
- Complete, sign, and date each document.
- Scan or take clear photos/screenshots.
- Upload the documents **and your two forms of ID** to the **RSS Intake Form**.

Option 3 — Type + E-Sign + Upload

- Type your information directly into the forms.
- Sign using an e-signature **or** type your name in the signature box and date it.
 - *State and federal guidelines permit typed signatures and dates as long as the documents are handled properly.*
- Save the documents as files on your device
- Upload the documents **and your two forms of ID** to the **RSS Intake Form**.

Option 4 — Type + E-Sign + Screenshot + Upload

- Type your information directly into the forms.
- Sign using an e-signature **or** type your name in the signature box and date it.
 - *State and federal guidelines permit typed signatures and dates as long as the documents are handled properly.*
- Take a screenshot of each completed document for your records.
- Upload the documents **and your two forms of ID** to the **RSS Intake Form**.

If preferred, you may still bring your two forms of ID to the Command Post.

NOTE: Incomplete forms may delay processing.

Important Payroll Distribution Information

For individuals who use financial apps such as Venmo, CashApp, PayPal, Chime, Varo, etc.

- If you use any of these alternative financial providers, you might think you can't receive Direct Deposit, but each of those apps uses banks to process the financial transactions. That means there is a Bank Routing number for your provider and a designated Account Number assigned to you.
- You need to authorize your app to process direct deposits on your behalf.
- Once you access that information and you have been granted with direct deposit features, you can share it with us so we can process your payroll.

Notice About Enabling Your Financial App

- If you choose to receive your pay via Cash App, Venmo, Chime, or similar financial apps, or via prepaid cards, **you must first enable direct deposit in the app** and ensure your account is fully verified. Submitting routing and account numbers without activating direct deposit may result in **payment rejection and delays of up to 5 business days** while funds are returned to RSS.
- **To avoid delays:**
- Confirm your app/account is set up to **receive ACH direct deposits**
- Use only the official routing/account info provided by the app
- Double-check that your account is active and eligible to receive payroll payments
- **RSS is not responsible for delays caused by unverified or improperly set up accounts.**
- **RSS will issue a paper paycheck if you have not properly setup your direct deposit.**

Subject to Change

- Please note that as RSS and its vendors make updates and changes to our technologies and policies, the information provided here may be subject to change.
- Any direct impact that those changes may have on you will be addressed in verbal and/or written notifications.

Let's Begin

You can now proceed with submitting your forms, supporting documentation, and payroll information as required.

If you have any questions or concerns, please contact HR at HR@RodgersSecuritySolutions.com or at 213-757-7774 x 102 [213-818-7020 direct]

Once you have submitted your information, you will be ready to take the **Bullying and Harassment Prevention & Ethics Training**.