



Officer Policies and Procedures

- **Must be an employed POST-Certified law enforcement officer employed by a state agency.**
- **Be in full uniform according to your agency and bring equipment necessary for your assignment.** Bring flashlight, traffic vest, light key, etc.
- **Be on time.** Let us know immediately if you are going to be late to your assignment.
- **Have cell phone with you.** We may need to reach you regarding the assignment, and this could be the key for a successful day! **Limit cell phone use.**
- **Bring food and plenty of water (drink).** Although rarely, you may not get a lunch break.
- **Be responsible for your assignment. A professional attitude is expected at all times.** We depend on you to be there. If you are unable to make your assignment, please call our office immediately. We understand emergencies, but short-notice, non-emergency situations will not be tolerated.
- **Contact the job foreman.** Immediately upon arrival making sure to make contact with the correct company.
- **Do not sit in your vehicle unless the foreman tells you too.**
- **IF A CREW DOES NOT SHOW DO NOT LEAVE! Call our office and SPEAK to a coordinator – DO NOT JUST leave a message.** Many times a crew will be a few minutes late or just down the road. Calling our office enables us to diagnose the situation by finding the crew or sending you elsewhere. Be patient. ***If you leave the job site without our approval, you risk not being paid your minimum hrs.***
- **Report Your Hours.** Email info@lesaz.com or call to report your time worked to the Hours Line **623-825-6700 option #1 and #1 again** as soon as you have completed your assignment. Include your name, the company worked for, date and hours worked.
- **Your Availability.** Call or email our office weekly with the days and times you are available to work. We work from an availability list. When we exhaust the list then we go into our database.
- **Sign the 'Sign in Sheet' or fill out the 'Time Record' if applicable.** Some companies such as SRP, SW Gas and Talis require you to fill out a time record. The foreman at the job sight will give you a copy. If he does not, ask for one before you leave the job sight.
- **Laptops, reading materials and electronic games are not part of your assignment.**
- **If you are on a bank assignment, contact the manager first.** You are a “visual deterrent” so you must be visible to all who enter the bank. You must be in **FULL** uniform. There will be a sign in sheet for you to fill out. Be sure to do so as this is proof you were there.
- **HOA REPORTS** should be **detailed!** Fax or email a copy to LES with in 24 hours of assignment completion.
- **Report Injuries.** If you are injured on the job, please contact our office at 623-825-6700 as soon as the injury occurs for further instructions.
- **REPORT ALL ACCIDENTS**

Pay periods: LES pays weekly on Friday for jobs worked the previous Sunday thru Saturday. If you are signed up for direct deposit, your check will be deposited into your account on Friday. Paper checks are mailed on payday. If the pay date falls on a weekend, your check will be deposited/mailed the following business day.