



# SECURITY OPERATIONS PLAN

Department of Public Works  
 8300 Santa Monica Blvd.  
 West Hollywood, CA 90069  
 (323) 848-6375

This form shall be completed and submitted, with all requisite supporting documentation, at the time of application for a West Hollywood Business License.

## BUSINESS INFORMATION

Please list the business name, street address and mailing address, and E-Mail. The business address may not be a P.O. Box, Mailbox, Message Service, or Similar Device.

Business Name

Location Address

Mailing Address (if different)

What Type of Business

Phone Number

Fax Number

E-mail Address

## OWNER/ MANAGER INFORMATION

Type of Ownership of Your Business?

Sole Ownership

Partnership

Corporation

LCC

Other

Owner's Name

Owner's Phone

Manager's Name

Manager's Phone

## BUSINESS OPERATION INFORMATION

### Normal Hours of Operation:

MONDAY

FRIDAY

TUESDAY

SATURDAY

WEDNESDAY

SUNDAY

THURSDAY

### Security Staff Information

Head of Security's Name

Head of Security's Emergency Contact Number

Total Number of Security Staff Employed

Total Number of Security Staff Working During the Week

Total Number of Security Staff Working On the Weekend

What Trainings/ Certifications Does Your Security Staff Have?

How often does your security personnel receive training and what does it consist of?

### **\*\* PURSUANT TO WEST HOLLYWOOD MUNICIPAL CODE 5.104.030**

**Section (b )All security personnel must have a California Guard Card and/or must possess a certificate of completion from a Penal Code 832 course instruction within six months of employment.**

***The City of West Hollywood can not give out a specific organization to use for obtaining your Guard Card. Go to any web search engine and enter "California Guard Card" or "PC 832 Card" then click search.***

# SECURITY OPERATIONS PLAN

## Continued

### Security Procedures

Give Detailed Answers To The Following Questions. If A Question Does Not Apply, Write N/A. Do Not Leave Any Question Blank

What is your total occupancy as determined by the LA County Fire Department?

Is your occupancy posted in every room of your establishment?

Describe your policy for evacuation:

What types of security tools are used by your staff? (i.e. Wands, spray, handcuffs, etc.)? Please list all:

Under what circumstances do you pat down guests?

What is the procedure for searching someone's purse or bag?

What happens to confiscated personal property acquired during a search?

When visually observing patrons in the establishment or the queue line, what does security look for? What suspicious behavior?

Does your security staff wear marked clothing? If so, please describe:

Are any members of your security staff licensed to carry firearms? If so, do they?

Where do you queue guests and who monitors the queue?

A fight breaks out on the public sidewalk outside by the queue line, what does your security staff do?

What is your policy for an intoxicated patron?

What is your re-entry policy? Can patrons leave the establishment and come back in?

Do you have an outside area and do you monitor smoking?

How do you prevent the passing of contraband from the queue line to someone already inside the establishment?

Have you or any of the officers of the partnership/ corporation been convicted of a felony? If yes, please explain:

Do you utilize security cameras? If so, how many?

Are your cameras connected to a recording device or are they solely for watching live feeds? How long are recordings kept?

### Business Owner Acknowledgement

I / We agree to comply with all the laws, state and federal, pertaining to the conduct of said business and to all the ordinances, rules and regulations of the City of west Hollywood. I declare under penalty of perjury that the above statements are true and correct.

In addition, I agree to advise the City of West Hollywood of any and all changes to this Security Operations Plan when they occur including security personnel changes.

I understand the failure to truthfully complete this application may result in the denial of the application or a revocation of any licenses issued.

Business Name

Applicant's Name

Applicant's Signature

Date

### Required Documentation

1. ALL SECURITY PERSONNEL: ATTACH A PHOTOCOPY OF A: "CALIFORNIA CONSUMER AFFAIRS GUARD CARD" OR A "PC832 CERTIFICATE" ALONG WITH A PHOTOCOPY OF EITHER A VALID CALIFORNIA DRIVERS LICENSE OR A VALID GOVERNMENT ID/PASSPORT.
2. BUSINESS OWNER, MANAGER AND HEAD OF SECURITY: ATTACH A PHOTOCOPY OF A CURRENT CALIFORNIA DRIVERS LICENSE OR A VALID GOVERNMENT ID/PASSPORT.
3. A SITE MAP OF YOUR BUSINESS ILLUSTRATING ALL EMERGENCY EXITS, CAMERAS (IF ANY), QUEUE LINE, AND ALL RELEVANT SECURITY INFORMATION THAT WOULD APPLY TO YOUR BUSINESS (SAMPLE SITE MAP PROVIDED).

*Once This Security Operations Plan Has Been Received, You May Then Be Contacted By The City Of West Hollywood To Schedule A Site Inspection.*

*It Is The Responsibility Of The Business to Contact the City To Update Your Security Operations Plan Regarding Any Changes/Updates, I.E., Guards, New Management, Etc*

Office Use Only		
Date Received	Date Approved	Reviewed By
Notes		