

Exhibit 2



DEPARTMENT OF HUMAN RESOURCES
DIVISION OF ADMINISTRATIVE OPERATIONS
SECURITY & PUBLIC SAFETY

WALK THRU METAL DETECTORS & HAND WAND PROCEDURES



APRIL 2013

**DEPARTMENT OF HUMAN RESOURCES
WALK THRU METAL DETECTOR & HAND WAND
PROCEDURES**

CAUTION: The information contained in this policy and procedure document has been compiled to serve as a guide, and not intended to substitute your site-specific post orders.

PURPOSE

To provide guidance and direction to Security Guard(s) assigned to the Department of Human Resources facilities for routine access control, security screening and prevention of entry of unlawful items into government facilities.

SIGNIFICANCE AND USE

Security personnel may employ multiple layers of screening to prevent the unauthorized introduction of unlawful items into a client protected facility. Screening devices often serve as an effective and less intrusive means for searching for unauthorized items. Commonly employed screening methods include the following:

1. Walk-through metal detector
2. Hand-held metal detectors

The above-mentioned devices are often employed to prevent the unauthorized entry of weapons into facilities and/or unauthorized removal of client property. Routine functional testing of mechanical and electronic screening devices ensures continued functionality.

SCANNING PROCEDURES WITH A WALK-THRU METAL DETECTOR

As previously noted, the walk-thru metal detector serves as the primary component in a multi-layered screening process. To begin the screening process, the patron will be directed to disclose and display all metallic objects in their possession including, but not limited to spare change, keys, watches, cell phones, wallets, cigarette lighters, money clips, belts, shoes, jewelry, etc. Upon presenting the referenced items, the patron is directed to walk through the metal detector. Depending on the screening device employed, the metal detector will trigger an alarm and may display flashing lights in the area parallel to the location of the unauthorized item.

Security personnel must readily verify the item that caused the alarm to trigger, and determine that such item does not pose a threat to personnel and the client-facility. Additional screening devices may also be utilized. Otherwise, the patron will be denied entry into the facility.

Note: Security personnel are strictly prohibited from advising patron to cover items and proceed through screening slowly. This practice inadvertently reveals a defect in the screening device, and subsequently teaches a means to circumvent security procedures.

SCANNING PROCEDURES WITH A HAND HELD METAL DETECTOR

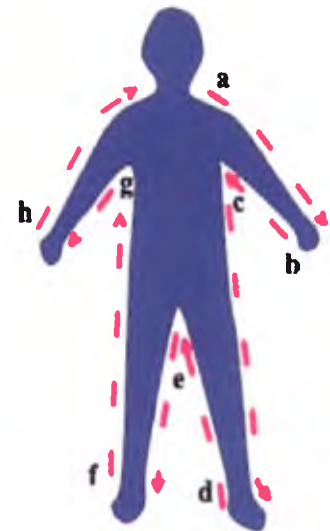
It is important to understand that hand held metal detectors were designed as a secondary screening device and deemed most effective as a means to compliment full body scanning using walk-through metal detectors. As a precaution, it must be emphasized that hand scanning is not recommended as a substitute for walk-through metal detection screening; though this practice is common in several facilities. A properly conducted screening using a hand held metal detector must be conducted systematically, rather than randomly and inconsistently; as is often the case.

To begin the screening, the subject must be properly positioned and hold such position until requested to change positions at the discretion and direction of the screener.

The subject should face the screener with both arms raised at approximately a 45 to 90 degree angle, and a stance with their feet properly separated. Screening is to be conducted using a smooth, even, yet rapid motion. With a distance of approximately 1 inch between the subject and the metal detector, position the flat surface of the metal detector parallel to the subject's profile, and begin scan as follows:

Begin the scan from the upper left shoulder.

- a) Scan across the full length of the left arm to the wrist
- b) Scan up the underside of the left arm to the armpit
- c) Scan down the full length of the left side of body (underarm to feet)
- d) Scan up the inner side of the left leg from ankle to crotch area
- e) Scan down the inner side of the right leg from crotch area to ankle
- f) Scan up the full length of right side of body from ankle to underarm
- g) Scan down the underside of right arm from armpit to wrist
- h) Scan across the length of arm from wrist to shoulder and neck area



With the flat surface of metal detector positioned parallel to the subject's torso, scan the full area of the torso, down to the lower front portions of subject's anatomy.

With the flat surface of metal detector positioned parallel to the subject's backside, scan the full area of the backside, down to the lower back portions of subject's anatomy.

NOTE: Scanning must not be done as a mere formality. Security personnel must stop and inquire about any items detected during screening. While the duties of conducting security screening often seems repetitious and fruitless, a thorough screening is necessary for an effective access control program.

REFERENCES:

ASTM, International, Standard Practice for Performance Evaluation of In-Plant Walk-Through Metal Detectors, Retrieved on 03/26/2013 from <http://www.astm.org/Standards/C1309.htm>

Security Pro USA, "*Hand Held Metal Detectors*", Retrieved on 01/10/2012 from <http://www.securityprousa.com/hahemedeb.html>

XRay Screener.com, version current as of 04/01/13, <http://www.x-rayscreener.com/?CategoryID=286&ArticleID=133&sg=1>