HALO PRIVATE SECURITY

HOA security contract checklist

Tick each row before the board votes. The Basis column shows which items come from California code and which are industry practice.

Association _____ **Security company** _____

PPO license no. _____ **Reviewed by** _____

Date _____

The company and its guards

	ITEM	WHAT TO CHECK	BASIS
☐	PPO license	Current on the state license search, no discipline	B&P 7582.1
☐	Guard registrations	Each assigned guard registered, card carried on duty	B&P 7583.3(a)
☐	Armed posts	Firearms permit for each armed guard; guard employed by the PPO	B&P 7583.3
☐	Subcontractors	Only with written board consent; sub holds its own PPO license	B&P 7582.1; practice

Insurance

	ITEM	WHAT TO CHECK	BASIS
☐	General liability	At least $1,000,000 per occurrence, on file with BSIS	B&P 7583.39, 7583.40
☐	Additional insured	Association (and manager) named by endorsement	Industry practice
☐	Workers' comp and auto	Certificates received; auto if patrol vehicles are used	Industry practice
☐	Association's own cover	GL and D&O at Civil Code 5800 levels; GL at 5805 levels	Civ. 5800, 5805

Service terms

	ITEM	WHAT TO CHECK	BASIS
☐	Post orders	Written duties, posts, routes and what guards are not to do	Industry practice
☐	Hours and staffing	Schedule, minimum staffing, cover for missed shifts	Industry practice
☐	Incident reporting	Daily logs, report deadline, firearm discharge reports to the board	B&P 7583.3(d); practice
☐	Indemnity and termination	Indemnity for guard negligence; ending for cause or convenience	Industry practice

Board steps

	ITEM	WHAT TO CHECK	BASIS
☐	Board vote	Negotiate in executive session if needed; vote at a meeting, not by email	Civ. 4910, 4935
☐	Records	Signed contract filed as a record owners can inspect	Civ. 5200

Notes