



FRONTIER PUBLIC SAFETY SERVICES LLC

CANDIDATE STARTUP

FORMS & POLICY ACKNOWLEDGMENTS

Pre-Employment Candidate Packet

STRICT LICENSING GATE

Applicants may complete candidate paperwork while licensing and verification are pending. No applicant may perform security services, wear a Frontier duty uniform, carry a weapon for Frontier, or accept a post assignment until the required credentials, company affiliation, and assignment requirements are verified and Frontier provides written deployment authorization.

Prepared for

Frontier Public Safety Services LLC

Alfredo “Freddy” Contreras • Owner | Chief of Security

Laredo, Texas • frontierpublicsafety@outlook.com

Packet Instructions and Status Notice

Complete every applicable field electronically or in ink. Write “N/A” where a question does not apply. Read and sign each applicable acknowledgment. Duty policies describe expectations if you are later verified and assigned; signing them does not authorize work. Frontier may verify all job-related information provided.

NO GUARANTEE OF WORK OR HOURS

Completing this packet, interviewing, entering the candidate roster, beginning licensing, or receiving a conditional selection notice does not create a promise of employment, a specific assignment, a start date, or any minimum number of hours. Any employment remains at will unless a written agreement signed by Frontier’s authorized representative expressly states otherwise.

Candidate document checklist

- ☐ Completed employment application
- ☐ Government-issued photo identification
- ☐ Texas TOPS credential printout or screenshot if available
- ☐ Pending TOPS application and training documentation, if available; unlicensed candidates may complete these steps as directed.
- ☐ Training certificates applicable to the requested position
- ☐ Résumé and two professional references
- ☐ Signed background-check disclosure and authorization
- ☐ Signed policy acknowledgments in this packet

Do not attach medical records or other sensitive information unless Frontier specifically requests it through a lawful, confidential process.

1. Employment Application

Position sought: ☐ Level II Noncommissioned Officer ☐ Level III Commissioned Officer ☐

Other: _____

Legal name	Preferred name
Street address	City / State / ZIP
Mobile phone	Email address

Work eligibility and availability

- ☐ Are you at least 18 years old? ☐ Yes ☐ No
- ☐ Are you legally authorized to work in the United States? ☐ Yes ☐ No
- ☐ Can you reliably report to assignments throughout the Laredo area? ☐ Yes ☐ No
- ☐ Do you possess a valid driver's license if driving is required? ☐ Yes ☐ No

Earliest available date	Minimum hourly rate requested
Days available	Hours available
Maximum weekly hours	Transportation limitations

Employment history

Employer	Dates	Position	Supervisor / Phone	Reason for Leaving

Professional references

Name	Relationship	Phone / Email	Years Known

I certify that the information in this application is true and complete. I understand that material falsification or omission may disqualify me or result in termination, subject to applicable law.

Applicant Signature: 	Date:
Printed Name:	Candidate ID:

2. Texas Security Credential and Licensing Status

ONBOARDING ELIGIBILITY

Licensed, pending, and not-yet-licensed applicants may enter the candidate process. Frontier will verify all required credentials and company affiliation before authorizing an assignment. Level II training arrangements are pending Texas Workforce confirmation; candidates will be notified when confirmed.

- ☐ ACTIVE: My required Texas security credential is currently active.
- ☐ IN PROCESS: My application is pending and I have supplied verifiable documentation.
- ☐ NOT STARTED: I have not started licensing. I may continue candidate screening and training arrangements, but I am not authorized for security duty.

TOPS individual license/registration number 	Credential type and level
Issue date 	Expiration date
TOPS application/submission date 	Fingerprint date
Training school 	Training completion date

Applicant acknowledgments

- ☐ Frontier may verify my credential and application status directly through TOPS and other lawful sources.
- ☐ I must immediately disclose any deficiency, denial, suspension, expiration, arrest, charge, protective order, firearm prohibition, or other event that may affect my eligibility or assignment.

- ☐ A training certificate, pending application, fingerprint receipt, or interview does not authorize me to work for Frontier.
- ☐ I will not report to a security post, perform regulated security services, wear a Frontier duty uniform, display a Frontier badge, or carry a firearm for Frontier until I receive written deployment authorization.
- ☐ Armed assignments require the appropriate active commission and all additional company approvals. There is no pre-license armed assignment.

Applicant Signature: 	Date:
Printed Name:	Candidate ID:

3. Conditional Hire Acknowledgment

Frontier may conditionally select an applicant for its candidate roster while verification and a suitable client assignment are pending. Conditional selection is not deployment authorization. Frontier will confirm employment and start arrangements separately when applicable requirements are satisfied.

Frontier security posts are based on contracted client services. Assignments depend on an active client contract, staffing needs, and a match with the candidate's qualifications and availability. Proposed or anticipated contracts may be delayed, changed, reduced, canceled, or never awarded.

Completing onboarding, training, licensing, company affiliation, or roster placement does not guarantee an assignment, a job post, a start date, minimum hours, income, or continued work. Even after verification, a candidate may remain without a post. If a contract ends or staffing needs change, available hours may decrease or end; reassignment is not guaranteed.

I understand that Frontier may lawfully delay or withdraw conditional selection when applicable requirements are not met or a suitable contracted post is unavailable. If employment begins, it remains at will unless an express written agreement signed by an authorized Frontier representative provides otherwise. This acknowledgment does not waive payment for compensable work or training actually performed, or any rights protected by law.

Candidate Signature: 	Date:
Printed Name:	Candidate ID:

Frontier Representative Signature: 	Date:
Printed Name:	Candidate ID:

4. Standalone Background-Check Disclosure

Frontier Public Safety Services LLC may obtain a consumer report and/or investigative consumer report about you for employment purposes. The report may include information concerning criminal history, identity verification, employment history, education, professional credentials, driving history when job-related, references, and other lawful employment-related information.

This disclosure is provided in a document consisting solely of the disclosure, as required when the federal Fair Credit Reporting Act applies. Additional notices required by federal, state, or local law may be provided separately.

YOUR RIGHTS

Before adverse action based in whole or in part on a third-party consumer report, Frontier will provide notices and documents required by applicable law. You may request information about the nature and scope of an investigative consumer report within the period allowed by law.

Applicant Signature: 	Date:
Printed Name:	Candidate ID:

5. Background-Check Authorization

I authorize Frontier Public Safety Services LLC and its authorized consumer-reporting agency or screening provider to obtain employment-related consumer reports and investigative consumer reports about me, as permitted by law, for the purpose of evaluating my suitability for employment, assignment, promotion, retention, or reassignment.

I authorize appropriate persons, employers, schools, licensing agencies, courts, and record custodians to provide job-related information to the extent permitted by law. This authorization does not authorize access to information prohibited by law.

Full legal name 	Other names used for record verification
Current address 	Previous address if requested
Date of birth (for verification only) 	Last four digits of SSN (if requested)

Sensitive identifiers should be collected and stored separately with restricted access. Do not email a full Social Security number.

Applicant Signature: 	Date:
Printed Name:	Candidate ID:

6. Professional Behavior, Conduct and Ethics

Candidate policy acknowledgments: Read and sign the following sections now. Assignment, pay, equipment issuance, and deployment approval are handled separately after verification. Weapons rules apply only to authorized duties; driving rules apply only when driving is assigned.

Every Frontier employee represents the company during client assignments, training, meetings, authorized travel, electronic communications, and any time the employee wears or displays Frontier identification. Employees must act lawfully, professionally, impartially, and with sound judgment.

Professional presence and public interaction

- ☐ Treat clients, visitors, vendors, coworkers, law-enforcement personnel, and members of the public with dignity, patience, and respect.
- ☐ Use calm, clear, businesslike language. Profanity, insults, taunting, arguments, discriminatory remarks, sexual comments, and unnecessary confrontation are prohibited.
- ☐ Maintain appropriate posture, personal hygiene, grooming, uniform condition, and equipment readiness for the entire assignment.
- ☐ Do not eat, smoke, vape, use entertainment media, conduct personal business, or engage in extended personal phone use while on post except as authorized.
- ☐ Do not solicit tips, gifts, loans, favors, employment, or personal relationships from clients or persons encountered through an assignment.

Integrity, authority and duty performance

- ☐ Follow lawful post orders, company policies, supervisor instructions, licensing requirements, and client rules that do not conflict with law or Frontier policy.
- ☐ Remain awake, alert, sober, attentive, properly equipped, and fit for duty. Maintain continuous awareness of the assigned area.
- ☐ Never abandon a post, sleep on duty, falsify a report, misuse credentials, accept a bribe, steal, conceal misconduct, or knowingly make a false statement.

- ☐ Do not claim police authority or use titles, markings, actions, or statements that misrepresent the limited authority of a private security officer.
- ☐ Do not access restricted areas, records, cameras, computer systems, vehicles, lockers, containers, or personal property without a legitimate assignment-related purpose and authorization.
- ☐ Avoid conflicts of interest and disclose any personal, family, financial, or outside-employment relationship that could affect impartial performance.

Communication, confidentiality and accountability

- ☐ Protect confidential information, keys, access cards, codes, records, video, client property, evidence, and security procedures.
- ☐ Immediately report emergencies, suspected crimes, safety hazards, injuries, use-of-force incidents, client complaints, licensing problems, and policy violations.
- ☐ Complete reports promptly, accurately, objectively, and in sufficient detail for a person who was not present to understand what occurred.
- ☐ Follow the chain of command, but immediately elevate urgent safety, legal, payroll, harassment, retaliation, licensing, or ethical concerns when the normal chain is unavailable or involved.
- ☐ Cooperate honestly with authorized investigations, preserve relevant records, and do not retaliate against anyone who makes a good-faith report.

Frontier may remove an employee from a post immediately when needed to protect safety, a client relationship, evidence, an investigation, licensing compliance, or company operations. Policy violations may result in counseling, retraining, written warning, final warning, suspension, reassignment, termination, client or regulator notification, or referral to law enforcement, depending on the circumstances.

Candidate Signature: 	Date:
Printed Name:	Candidate ID:

7. Attendance, Scheduling, Timekeeping and Pay Practices

- ☐ Report on time, ready for duty, and remain until properly relieved.
- ☐ Notify the designated supervisor as soon as reasonably possible regarding an absence or delay; notification to a coworker is not sufficient unless directed.
- ☐ Accurately record all hours worked. Working “off the clock” is prohibited.
- ☐ Record required training, meetings, report completion, and other compensable work time.
- ☐ Obtain advance approval before overtime when practicable; all time actually worked must still be reported and will be paid according to law.
- ☐ Do not alter another employee’s time record or allow another person to record time for you.
- ☐ Meal or rest periods must comply with the assignment instructions and applicable law; interrupted duty time must be reported accurately.
- ☐ Schedules and assignments may change according to client needs. No minimum number of hours is guaranteed.

Candidate Signature: 	Date:
Printed Name:	Candidate ID:

7A. Corrective Action, Two-Strike Duty Policy and Tardiness Standard

AT-WILL AND MANAGEMENT DISCRETION

This policy provides general guidance and does not create a contract, guarantee progressive discipline, or require Frontier to use every step. Frontier may repeat, skip, combine, or accelerate corrective action and may terminate employment immediately for serious misconduct or any other lawful reason.

Two-strike policy: willful disregard of duties

Willful disregard means an intentional, knowing, reckless, or plainly indifferent failure to perform an assigned duty, follow a lawful post order, comply with a safety or licensing requirement, protect a client's property or access controls, remain attentive, make a required notification, or complete a required report. It is more serious than a minor mistake or a good-faith error.

1. First substantiated occurrence: the employee will normally receive a final written warning, may be removed from the assignment, and may be required to complete retraining or demonstrate competency before returning to duty.
2. Second substantiated occurrence: the employee may be terminated. Frontier will consider the facts, seriousness, prior record, client requirements, honesty during the review, and applicable law.

Examples include knowingly ignoring patrol requirements; failing to monitor an assigned entrance; unauthorized departure from post; refusing a lawful supervisor directive; knowingly failing to report an incident; deliberate failure to complete required logs; disabling required monitoring; or repeated inattention after direct correction.

Three late-arrival standard

An employee is late when the employee is not present, properly uniformed, equipped, briefed, and ready to assume duty at the scheduled start time, unless a supervisor approved the delay or an emergency or protected reason applies. Employees should arrive early enough to complete turnover without delaying the outgoing officer.

3. First unexcused late arrival within a rolling 90-day period: documented coaching or written notice.
4. Second unexcused late arrival within the same rolling 90-day period: written warning, which may be designated a final warning.
5. Third unexcused late arrival within the same rolling 90-day period: removal from the schedule or assignment and possible termination.

Each occurrence is evaluated individually. Proper notice does not automatically excuse tardiness. No-call/no-show, post abandonment, falsified time records, or a delay that creates a serious safety or client risk may result in immediate termination without using the three-arrival sequence.

Serious misconduct permitting immediate termination

- ☐ Violence, credible threats, theft, dishonesty, retaliation, harassment, or deliberate discrimination.
- ☐ Sleeping on duty, abandonment of post, falsifying reports or time records, or deliberate concealment of an incident.
- ☐ Working impaired; possessing unauthorized drugs or weapons; or unauthorized display, carry, or use of a weapon.
- ☐ Major violation of law, licensing rules, use-of-force policy, confidentiality, evidence handling, access control, or safety requirements.
- ☐ Insubordination or conduct that creates a serious risk to a person, client, the public, Frontier's license, or insurance coverage.

Employee response and documentation

Before final action when practicable, Frontier may review available records, obtain witness or client information, and allow the employee to provide a written response. Refusal to sign a corrective-action notice does not invalidate it; a witness may document the refusal. Approved leave, legally protected activity, disability accommodation, military obligations, and other protected reasons will be handled according to applicable law.

Candidate Signature: 	Date:
Printed Name:	Candidate ID:

8. Uniform, Identification and Equipment Agreement

- ☐ Wear only the uniform and insignia approved by Frontier and applicable regulators.
- ☐ Keep the uniform clean, serviceable, professional, and distinct from law-enforcement attire.
- ☐ Display or carry required company and state credentials as directed.
- ☐ Do not wear the Frontier duty uniform while off duty except for authorized travel directly connected to an assignment.
- ☐ Do not loan, alter, copy, sell, or misuse company uniforms, identification, keys, radios, access cards, or equipment.
- ☐ Immediately report loss, theft, damage, or unauthorized access.
- ☐ Return company property promptly upon request, reassignment, suspension, or separation.
- ☐ Any lawful payroll deduction for unreturned property requires a separate written authorization where required; this acknowledgment alone is not a blanket deduction authorization.

Candidate Signature: 	Date:
Printed Name:	Candidate ID:

9. Weapons, Force, Detention and Emergency Response

NO ARMED DUTY WITHOUT AUTHORIZATION

An employee may not carry or use a firearm or other weapon for Frontier unless the employee holds the required active credential, has satisfied all company training and insurance requirements, and has received written authorization for that assignment.

- ☐ Use only the minimum lawful and objectively reasonable force necessary under the circumstances and within training and policy.
- ☐ De-escalation, observation, communication, safe positioning, and prompt law-enforcement notification are preferred whenever feasible.
- ☐ Do not punish, retaliate, intimidate, interrogate, or use force to compel compliance.
- ☐ Any detention must have a lawful basis and remain within the limited authority of a private citizen/security officer.
- ☐ Request police, fire, or EMS promptly when circumstances warrant.
- ☐ Immediately notify supervision after any force, weapon display, detention, injury, pursuit, emergency response, or significant confrontation.
- ☐ Complete truthful, detailed reports before leaving duty unless emergency or medical circumstances prevent it.
- ☐ Preserve video, notes, witness information, evidence, and the scene when safe and lawful.

Candidate Signature: 	Date:
Printed Name:	Candidate ID:

10. Drug, Alcohol and Fitness-for-Duty Policy

- ☐ Do not report to work impaired by alcohol, illegal drugs, misused medication, or any substance that makes duty unsafe.
- ☐ Possession, use, distribution, or sale of illegal drugs while working, on client property, in a company vehicle, or while representing Frontier is prohibited.
- ☐ Lawfully prescribed or over-the-counter medication must be used as directed. Employees should report work restrictions or safety concerns without disclosing unnecessary medical details.
- ☐ Frontier may require lawful testing under a written testing procedure, including reasonable-suspicion, post-incident, return-to-duty, or client-required testing as permitted by law.
- ☐ Refusal to comply with a lawful testing directive, adulteration, substitution, or tampering may result in discipline.
- ☐ Employees must report safety-sensitive fitness concerns and must not drive, carry a weapon, or perform hazardous duties when impaired.

Candidate Signature: 	Date:
Printed Name:	Candidate ID:

11. Equal Employment, Anti-Harassment and Anti-Retaliation

Frontier prohibits unlawful discrimination, harassment, and retaliation. Employment decisions will be based on legitimate business and job-related considerations consistent with applicable law.

- ☐ Do not engage in unwelcome verbal, visual, physical, sexual, or online conduct based on a protected characteristic.
- ☐ Report concerns promptly to the Owner/Chief of Security or another designated management contact. If the normal reporting person is involved, report through the alternate management route provided by Frontier.
- ☐ Supervisors who receive or observe a complaint must elevate it promptly and may not promise complete confidentiality.
- ☐ Retaliation against a person who makes a good-faith report, requests an accommodation, participates in an investigation, or exercises a protected right is prohibited.
- ☐ Employees must cooperate honestly in investigations and maintain appropriate confidentiality.

Primary reporting contact		Alternate reporting contact	
Candidate Signature:		Date:	
Printed Name:		Candidate ID:	

12. Confidentiality, Privacy, Social Media and Client Information

- ☐ Use confidential information only for authorized business purposes.
- ☐ Do not photograph, record, post, stream, copy, or share client sites, incidents, reports, schedules, access systems, security weaknesses, employees, customers, victims, juveniles, or confidential records without authorization.
- ☐ Do not discuss confidential matters in public areas or with unauthorized persons.
- ☐ Use company systems, body-worn cameras, personal devices, and messaging platforms only as authorized.
- ☐ Do not speak for Frontier or a client unless designated. Personal online activity must not falsely imply company endorsement.
- ☐ Immediately report suspected data loss, unauthorized disclosure, compromised credentials, or device loss.
- ☐ Return or securely destroy confidential information as directed at separation or completion of an assignment.

Candidate Signature: 	Date:
Printed Name:	Candidate ID:

13. Incident Reporting, Evidence and Client Property

- ☐ Document facts, observations, actions, times, notifications, persons, and property accurately and objectively.
- ☐ Never backdate, exaggerate, omit material facts, copy another report, or alter a completed report without documenting the correction.
- ☐ Notify supervision immediately of major incidents; a written report does not replace urgent notification.
- ☐ Preserve evidence and maintain chain of custody. Do not unnecessarily handle, search, move, open, or dispose of property.
- ☐ Secure lost-and-found property and client property according to post orders.
- ☐ Do not make unauthorized promises, admissions, settlements, or statements about liability.
- ☐ Forward subpoenas, media inquiries, attorney contacts, regulatory inquiries, and requests for records to management.

Candidate Signature: 	Date:
Printed Name:	Candidate ID:

14. Driving, Mobile Patrol and Vehicle Safety When Assigned

- ☐ Maintain a valid driver's license and acceptable driving status when driving is an essential duty.
- ☐ Use seat belts and comply with traffic laws and company/client vehicle procedures.
- ☐ Do not text, livestream, or use a handheld device while driving. Pull over safely for necessary communications.
- ☐ Do not drive while fatigued, impaired, medically restricted, or otherwise unsafe.
- ☐ Complete required vehicle inspections and promptly report collisions, damage, citations, mechanical defects, or unsafe conditions.
- ☐ Do not use a personal vehicle for company duties without authorization and required insurance.
- ☐ Emergency equipment, pursuit driving, traffic direction, and road closures require specific lawful authority, training, assignment approval, and applicable insurance coverage.

Candidate Signature: 	Date:
Printed Name:	Candidate ID:

15. Safety, Injuries and Workplace Violence

- ☐ Follow site-specific safety rules, emergency plans, hazard controls, and required personal protective equipment.
- ☐ Immediately report every work-related injury or illness, exposure, near miss, threat, damaged equipment, unsafe condition, and workplace violence concern, no matter how minor it initially appears.
- ☐ Obtain emergency care or call 911 when reasonably necessary, then notify Frontier supervision as soon as safely possible.
- ☐ Cooperate with lawful incident documentation and provide accurate information about when, where, and how the event occurred.
- ☐ Do not bring unauthorized weapons onto company or client property.
- ☐ Do not fight, threaten, stalk, intimidate, or engage in horseplay or reckless conduct.
- ☐ Frontier prohibits retaliation for good-faith reporting of an injury, illness, safety concern, legal claim, or suspected violation of law.

Emergency contact name	Relationship
Primary phone	Alternate phone
Candidate Signature:	Date:
Printed Name:	Candidate ID:

16. Electronic Communications, Location and Monitoring Notice

Frontier may use scheduling, timekeeping, dispatch, patrol-verification, incident-reporting, vehicle, camera, access-control, and communication systems for legitimate business, safety, client-service, and compliance purposes, subject to applicable law.

- ☐ I will use company systems lawfully and protect passwords, access codes, and devices.
- ☐ I understand that company-provided systems and client premises may be monitored or recorded as permitted by law.
- ☐ Location verification may be used during scheduled duty or authorized company travel; Frontier should not require off-duty tracking unrelated to business needs.
- ☐ I have no expectation that company systems are private, except where privacy is protected by law.
- ☐ I will not disable, falsify, spoof, or interfere with authorized timekeeping, patrol, GPS, camera, access, or reporting systems.

Candidate Signature: 	Date:
Printed Name:	Candidate ID:

17. At-Will Employment and No-Guarantee Acknowledgment

Unless a written agreement signed by an authorized Frontier representative expressly provides otherwise, employment is at will. This means either the employee or Frontier may end employment at any time, with or without advance notice, for any lawful reason.

No supervisor, recruiter, client, coworker, oral statement, schedule, handbook, policy, interview, conditional offer, or roster placement creates a contract for employment, a fixed term, continued assignment, or guaranteed hours. Only a written agreement signed by Frontier's authorized representative may alter at-will status.

Company policies are guidelines and may be interpreted, revised, suspended, or withdrawn, subject to applicable law. Frontier will communicate material changes as appropriate.

Candidate Signature: 	Date:
Printed Name:	Candidate ID:

18. Candidate Policy Receipt and Acknowledgment

I acknowledge receipt of Frontier's startup forms and policies. I have read the applicable sections and may ask management questions. I agree to follow the conduct, confidentiality, safety, and communication rules during authorized candidate activities. Duty-specific rules apply if I am later verified, hired, and assigned. This acknowledgment does not guarantee employment or authorize deployment.

- ☐ I understand the strict licensing gate and that I cannot perform security work until fully licensed, verified, and authorized for deployment.
- ☐ I understand that licensed, pending, and unlicensed applicants may complete candidate paperwork, but an assignment requires verification and written deployment authorization. No work or hours are guaranteed.
- ☐ I understand that Frontier will provide the applicable verified insurance and workers' compensation notices separately at the appropriate employment stage.
- ☐ I understand that this packet does not replace any required employment or insurance notice and does not waive any lawful workplace-injury claim or remedy.
- ☐ I understand that site-specific post orders supplement these policies and must be reviewed before working each assignment.
- ☐ I know how to report safety, injuries, occupational illnesses, harassment, payroll, licensing, client, and operational concerns.
- ☐ I understand that truthful reporting and immediate disclosure of licensing-status changes are conditions of continued eligibility.

Candidate Signature: 	Date:
Printed Name:	Candidate ID:

Frontier Representative Signature: 	Date:
Printed Name:	Candidate ID: