



higher education
& training

Department:
Higher Education and Training
REPUBLIC OF SOUTH AFRICA



westcol
Western College for Technical, Vocational Education and Training

TERMS OF REFERENCE (TORS)

Provision of Security Guarding Services for a Period of Thirty-Six (36) Months

Provide physical security to one or more of the Westcol campuses for a period of 3 years (36 months).

Carletonville Campus

Westonaria Campus

Randfontein Campus

Krugersdorp Campus

Krugersdorp West Campus

Corporate Office Park (Randfontein)

Compulsory site inspection as follows:

- **Carletonville Campus:** 20 South Street, Carletonville
- **Corporate Office Park:** 42 Johnstone Street, Hectorton, Randfontein
- **Krugersdorp Campus:** Cnr. Market and Von Brandis Street, Krugersdorp (CBD)
- **Krugersdorp West Campus:** Cnr. Figulus and Flemming Avenue, Krugersdorp West
- **Randfontein Campus:** 8 Kiewiet Street, Helikon Park, Randfontein
- **Westonaria Campus:** 106 Botha Avenue (Westonaria Sport complex), Westonaria

1.1.1 MANDATORY REQUIREMENTS

Appendix Number	Description of Appendix	Requirement	Circle yes if submitted	
Appendix A	RFP Document	Each page of the RFP document to be initialled by a delegated representative	Yes	No
Appendix A1	Proof of Payment	Attach Payfast proof of payment and include the company tendering for, if purchased by a different company	Yes	No
Appendix B	Technical specifications and pricing	Attach your pricing schedule as per specifications	Yes	No
Appendix B1	USB X 1/No CD accepted	Fully scanned tender document and all returnable	Yes	No
Appendix C	Proof of Bank Account	Provide Confirmation letter from Bank not be older than 3 months	Yes	No
Appendix D	Company registration documents	Provide Company registration documents	Yes	No
Appendix E	Tax Pin	An original valid Tax Pin	Yes	No
Appendix F	Certified ID Copies of all the directors	Certified ID copies to not be older than 3 months	Yes	No
Appendix G	B-BBEE certification	Provide a valid B-BBEE certificate from a SANAS accredited agency or	Yes	No

		Auditor registered with the IRBA		
Appendix H	Declaration of Interest	Complete Point 9 of this tender document	Yes	No
Appendix I	Registration On Central Supplier Data Base (CSD)	Provide a copy of the full report of registration on National Treasury Central Supplier Database	Yes	No
Appendix J	PSIRA Registration	Valid Proof Required	Yes	No
Appendix K	COIDA	Valid Proof of Letter of Good Standing Required (Department of Labour)	Yes	No
Appendix L	UIF	Valid Proof of Good Standing	Yes	No
Appendix M	Skills Levy	Valid Proof of Good Standing	Yes	No
Appendix N	License for firearms	Valid certified proof of the firearm license	Yes	No
Appendix O	Police Clearance for Armed guards to use firearms	Provide SAPS clearance certificate	Yes	No
Appendix P	Proof of fleet of vehicles to service the sites Traffic register number certificate AND respective Certificate of registration in respect of motor vehicle. (National Road Traffic Act.1996)	Fleet certificates in the name of the tendering Company. All be certified not older than 3 months.	Yes	No
Appendix Q	Public liability cover	Submit proof of public liability cover of R20M	Yes	No
Appendix R	ICASA	Submit proof of ICASA accreditation for radios communication	Yes	No
Appendix S	Local labour – West rand municipality	All guards must be SA and sourced within West Rand district municipality	Yes	No

FUNCTIONALITY EVALUATION CRITERIA

STAGE 1B

- ✓ Technical evaluation as explained
- ✓ Minimum threshold = 70 points

STAGE 2

- ✓ Preference points and price only.
 - Price = 80 points
 - Preference = 20 points
 - 1.1. Responsive bids will be evaluated against the following criteria:
 - 1.1.1. Compliance to the Specification (Mandatory where applicable and Technical/Functional Criteria); and
 - 1.1.2. Price and B-BBEE.

1.2. Only bids that satisfy the technical requirements, i.e. which comply with the Specification, shall be evaluated in respect of B-BBEE and price. The requirements in respect of compliance to the Specification are mandatory requirements – if these criteria are not satisfied bids will not be evaluated Responsive bids will be evaluated against the following criteria:

Item No.	EVALUATION CRITERIA	Weighting
	Item within sub-criterion	Points allocated to item
1	Experience, Skills and ability of service provider to fulfil Westcol's requirements, past experience in work of this nature The service provider must have at least three (3) years' experience in security guarding (supply, management and monitoring of guards), provide written verifiable reference: <ul style="list-style-type: none"> • 3 verifiable reference letters = 40 • 2 verifiable reference letters = 20 • 1 verifiable reference letter = 10 	40
2	Capacity to deliver quality service in time and good understanding of guarding project management. The service provider should indicate whether or not it has the capacity to meet the requirements contained in the TOR: <ul style="list-style-type: none"> • Vehicles – attach proof of e- NATIS registration documents = 10 • Operation manager, 5 years relevant experience - attach grade A Psira registration certificate and CV = 10 • Control room - submit proof of location and network coverage =10 • Firearm licenses – submit copies of firearm licenses for the guards = 10 	40
3	Provide proof of ability to provide adhoc services to the sites bidding for: <ul style="list-style-type: none"> - Bouncers = 5 - Student unrest (riot) = 5 - Armed response = 5 - Special events = 5 	20
	TOTAL	100

	<p>Brochures may be submitted in addition to the proposal. The proposal will be evaluated individually on score sheets, by a representative evaluation panel according to the evaluation criteria indicated above. All service providers who scored less than 70 out of 100 points for functionality will not be considered further.</p> <p>NB: Points scored 70 and above out of 100 for Quality (functionality) will not have an influence on the total tender evaluation points. Method 2 (stage 2) (i.e., financial offer and preferences) will be used to calculate the total tender evaluation points.</p>
	Westcol will only issue <u>one</u> copy of a signed contract.

SPECIFICATION

SCOPE FOR TENDER

Providing physical security (guards) to one or more of the following Westcol campuses for a period of 3 years (36 months).

Carletonville Campus

Randfontein Campus

Westonaria Campus

Krugersdorp Campus

Krugersdorp West Campus

Corporate Office Park

BACKGROUND

Westcol College is a public TVET college situated in the West Rand providing training in the further-education and vocational sector.

GOAL

To obtain reputable, experienced service providers responsible for the physical security (guards) to the respective Westcol campuses on a monthly. Services to be rendered in accordance with best practices to Westcol for a period of 3 years (36 months).

SPECIFICATIONS:

TERMS OF REFERENCE (TOR)

Specifications:

- General Security and Access control needs to be provided (search every vehicle entering and leaving the premises)
- Guarding services provided per site.
- Guard deployment as per table below
- Dayshift: 06H00am – 18H00 pm.
- The following number of guards will be expected to perform roaming duty on the campus:
 - 1 x guard at each of the following sites: Corporate Office, Krugersdorp West and Westonaria campuses;
 - 2 x guards at each of the following sites: Krugersdorp and Carletonville Campuses and
 - 3 x guards at the following site: Randfontein Campus.
- Nightshift: 18h00 pm -06h00 am.
- The Service Provider will be required to provide guard dogs for night duty (when required).
- Additional shifts / guards may be required when the need arise.
- Additional guards / riot team may be requested on short notice in an emergency situation.
- Service provider need to be able to provide guards able of handling student riots / unrest
- Rotation of guards per shift required at least every 3 months to eliminate familiarity with staff / students. Submit a rotation plan.
- No armed guards are required for normal access duty. Armed riot officers may be requested should the situation warrant it.
- No firearms / weapons are allowed on the Westcol premises.
- No monitoring of CCTV by guards required currently.
- Provide guard dogs for night duties.

PERSONNEL (SECURITY OFFICERS)

- All security officers must be PSIRA accredited (detailed proof of registration to be submitted)
- **All security officers should have Grade D security certificate**
- **All supervisory personnel Grade B. Supervisor not required to be based on the respective campuses. Twice weekly inspections/visits required.**
- Competencies required: excellent communication skills, written and verbal, people management skills, investigative skills, knowledge of applicable security systems, first aid and fire fighting skills.
- Must be thoroughly conversant with the following: minimum information security standards, criminal procedure act, control of access to public premises and vehicle act and other applicable legislation.
- Positive security clearance.
- Male and female guards to be used on all campuses. Physical searches not currently conducted.
- Guards to wear security uniforms with name badges.
- Panic button and 2-way radio to be provided to guards to enable communication with regional office.

The Tenderer shall ensure that his Security Personnel carry out the following specific duties and any other duties as may be directed from time to time by the Westcol Representative :-

1. Manage all law and order incidents until the arrival of the proper policy.
2. Man the security access control entrances/exits.
3. Direct members of the public to the various locations within the Site at all times.
4. Conduct indoor and outdoor security patrols.
5. Combat unauthorised entry, trespass, intrusion and acts of vandalism.
6. Combat abuse of facilities provided in the Site by occupiers (including visitors).

7. Implement crowd management procedures in the Site.
8. Monitor that doors are securely locked at all times
9. Lock and unlock doors within the Campus at certain times of the day as stipulated by the Company from time to time.
10. Provide security watch after office hours during Addition and Alteration Works in the Site.
11. Control and direct traffic movements in the car park and driveways.
12. Man the access points during peak traffic hours and direct vehicles along the driveways whenever required.
13. Ensure that all tenants, Tenderers, suppliers and visitors register at the designated security/reception counters and issue visitor pass in exchange for valid identification.
14. Keep track and ensure that all visitor passes are accounted for at the end of each shift. Should there be any visitor passes that are not returned at the end of each working day, Security Supervisor shall contact the visitor to return the visitor pass back to the Company and report the case to the Company on the next working day.
15. Conduct audit check on security passes to ensure only authorized occupants (staff, tenants, Tenderers etc.) gain access into the offices.
16. Detect any irregularities or abnormalities e.g. water seepage, flooding, sparks from light switch, oil leakage, etc. and report such incident(s) immediately to the designated representatives and relevant authorities immediately.
17. Detect and remove any person(s) found loitering in the Site without a valid purpose, or conducting activities of a suspicious/unusual nature. Such incidents shall be immediately reported to the designated representative.
18. Detect and remove unauthorised vendors of food, drinks or other merchandise from the Site.
19. Attempt to detect, apprehend and detain up to the arrival of the Police, intruders and or others persons who have been or are a potential hazard to persons and/or property in the Site.
20. Expel any unruly and or undesirable elements e.g. drunkards/vagrants, etc. from the Site.
21. Report immediately to the security command centre any malfunction in facilities within the boundary of the Site.
22. Control and direct Tenderers and suppliers for the transportation of their goods especially those using trolleys and carrying bulky items, including providing direction and guidance to the visitors.
23. Manage/monitor security systems available and to react/respond immediately to activations in accordance with established procedures until the arrival of the relevant authorities.
24. Respond to any out-breaks of fire and act as an Emergency Response Team (ERT) component before the arrival of the Fire Brigade.
25. Manage and safe keep keys to Sites/security areas/doors, etc. and to ensure only authorised personnel. Should there be any loss of keys from security batch during the term of the Contract, Security Personnel shall be liable to bear all costs to have the relevant door locks replaced if it is proven negligence on the part of Security Personnel resulting in the loss of the keys.
26. Manage "Lost and Found" properties or assets in accordance with established procedures.
27. Provide and maintain proper and legible records of events, activities or occurrences in the following books / forms:
 - a. Occurrence Book
 - b. Key Register Book
 - c. Attendance Book
 - d. Deployment and Duty Roster Forms
 - e. Visitor Registration Books
 - f. Event Instructions File
 - g. Work Information Notification File
 - h. Lost and Found Record File
 - i. Incident reporting form

28. Remove all potential fire hazards such as disused items or unauthorized structures etc. and ensure that all Fire Exits, escape routes and doors are free from any obstruction, or to alert the relevant authorities or designated representatives of such occurrences.
29. Check and ensure no parking of cars at unauthorized places within and around the Site. Issue warning notice in the event of unauthorized parking of cars.
30. Report to the relevant authorities or designated representatives of people smoking around / within the Site outside designated areas.
31. Ensure all facilities are locked by the stipulated timings.
32. Check, switch off and/or alert Westcol of any lights/air-con/fans electrical appliances in the Site that are not in use. At the same time, they are to check and ensure that all doors and/or windows are secured at all times, especially when not in use.
33. Conduct guard tour as and when instructed (or according to the approved guard tour proposed by the Tenderer) for the whole Site to ensure that the entrances and exit doors are locked and apprehend any unauthorized personnel within the premises.
34. In addition to the above duties, **Security Supervisor** shall:
 - a. Submit daily incident report within 2 hours of incident to Westcol. The format of this report shall be subjected to the approval of Westcol
 - b. Check whether the Security Personnel are on duty at their stations;
 - c. Take attendance of the Security Personnel upon taking over of the shift. Immediately arrange for replacement of staff should there be a shortfall of the Security Guards for the particular shift;
 - d. Check whether the Security Guards are properly dressed in their uniforms;
 - e. Be responsible and take remedial action on the spot on any incident that may arise at all times, especially during the night;
 - f. Stand in and release security personnel on the shift for breaks;
 - g. Attend to requests for security assistance by staff, tenants, visitors, etc. as and when requested;
 - h. Attend to major incidents (e.g. incidences which Security Guards deployed are unable to handle the situation) personally.
 - i. Manage and provide all logistics preparation and support on VIP visits / events;
 - j. Ensures that the taking over and handing over of duties of every shift are done in an orderly manner, including keys, incidences and outstanding matters via emails and/or in the occurrence book;
 - k. Security Supervisors shall ensure that the procedures as approved by Westcol are adhered to during the handing and taking over of duties at each and every change of shift with no disruption to the routine and assigned duties.
 - l. The Service Provider will be expected to provide induction to all personnel/guards posted at any of the sites.

PATROL PROCEDURES AND PATROLLING OF COMMON AREAS

1. Patrol the internal areas of the Site including common corridors, entrances, lobbies, common areas, staircases, toilets, workshops, venues and generators.
2. Patrol the external areas of Site including drive-ways, pedestrian walkways, plaza, landscaped areas, generator area and other external areas within the boundary of the Site (better access control).
3. Detect and try to prevent break-ins, burglary, vandalism or theft, detection of fire, leaking pipes, and lighting etc. The Security Personnel shall also have to ensure that no undesirable or unauthorized persons loiter or remain within the Site.
4. The Tenderer shall be deemed to bear the responsibility and costs of rectification works for the damages of Westcol properties arising from the negligence and failure of its Security Personnel to exercise due care and diligence in executing his security services.
5. When patrolling all areas of the Site, the Security Personnel shall pay special attention on prevention and detection of vandalism, sabotage against the Company's properties (including mechanical and electrical installations) and the Company's vehicles.
6. Security Personnel shall carry out external visual scan of the Site grounds to better determine unusual activities in the premises.

7. Security Personnel on patrol for all shifts shall be required to fill up a check-list / logbook provided by the Company and submits through the Security Supervisor to Westcol or his representatives for noting and appropriate follow-up action on any abnormalities detected.
8. Security Personnel shall check and prevent the occurrence of illegal activities including gambling, unlicensed or unauthorized hawking, and parking at unauthorized places in or around the Site.
9. Patrols are required at regular intervals.

GUARD TOUR SYSTEM

1. The Tenderer shall propose, **provide and install a guard tour system as part of the total tender proposal**. The tools and systems to be provided shall be able to meet the requirements of the proposed guard tour routing and frequency.
2. The Tenderer shall supply adequate sets of Guard Tour System with Electronic Sensor for data collection. The system is used mainly by security officers and patrol agencies to conduct patrolling for internal and external Site areas and can also be used for incident time tracking. The cost of design and installation shall be fully borne by the Tenderer
3. The successful tenderer shall provide on a weekly basis guard tour reports (in softcopy excel format) to Westcol showing that patrolling is on time, and according to the proposed routing. Routing to be altered on a weekly basis.

SECURITY MANAGEMENT SERVICES

1. The Tenderer shall ensure that his Security Supervisor carries out the following specific duties and any other security-related duties as may be directed from time to time by Westcol representative: -
 - a. Compile and submit a monthly management report including but not limited to the following:
 1. Incidences/complaints/feedbacks;
 2. Defects Checklists;
 3. Daily attendance;
 4. Summary of the patrol report (to report on any deviations/non compliances);
 5. Changes in the deployment list (to include resignation/retirements, transfers, and/or changes in the daily roster);
 6. Supporting documentations of newly recruited security personnel for the month
 7. Day/Night spot check reports;
 8. Recommendations for improvements in all aspects of operations;
 9. Reports must be emailed to DPC and Campus Managers.
 - b. Management of duty roster and scheduling of security personnel. A time-table plan and duty rosters showing the names of the workmen and the items of the works to be carried out shall be submitted to Westcol every end of the week for the coming week.
 - c. Investigation of incidents and submission of incident reports to Westcol within 8 hours - with an interim report within 2 hours after an incident.
 - d. Annual review of the security operations and infrastructure and report to Westcol Representative, and propose improvement works to improve the efficiency of the security function.
 - e. Manage the daily security operations and management of events and VIP programmes

DISCIPLINE AND WORK PROCEDURES

1. The Tenderer shall familiarize himself with any verbal instructions, written Patrolling Schedule and Standing Instructions on discipline, work schedules or procedures as issued by Westcol Representative from time to time and ensure that all instructions are duly complied with by all his employees. The Tenderer shall ensure that all his employees adhere to, but not limited to, the following: -
 - a. Report for duty punctually at the respective duty posts.
 - b. Be alert at all times.

- c. Be courteous, tactful and professional at all times when dealing with staff, tenants, Tenderers and members of the public.
- d. Wear only approved uniform and ensuring a neat and smart appearance at all times with a decent haircut. Westcol shall be at liberty to remove from the Site any Security Personnel employed by the Agency who is not in uniform or untidily dressed;
- e. All male Security Personnel employed under this Contract shall not keep long hair which is not in accordance to existing acceptable norms.
- f. Shall not be under the influence of any alcohol or drugs/medicine that will affect the alertness and performance of the Security Personnel before reporting for duty and whilst on duty.
- g. Shall not sleep/listen to music e.g. portable radios, Walkman, read newspapers/magazines while on duty.
- h. Shall not leave the place of duty without relief or proper handing over the duty to another Security Personnel.
- i. Shall not divulge any information concerning the premises or their scope of duties to any third party.
- j. Obey all reasonable instructions given by Campus Manager.
- k. Be conversant with all security and fire safety procedures specified by Westcol.
- l. Shall not indulge in unnecessary, idle conversations with staff, Tenderers /workers, students or members of the public. However, the security Personnel shall be cordial, polite and courteous to them.**
- m. Shall not get too acquainted with the workers, Tenderers and/or their staff.
- n. Shall not allow their personal friends/acquaintances/present and ex colleagues, etc. to visit them at the Site.
- o. Shall not smoke cigarettes, cigars, pipes or rolled tobacco, etc. and gamble whilst on duty.
- p. Shall not make unnecessary telephone calls while on duty.
- q. Shall not be involved in canvassing.

TENDERER'S STANDARD OPERATING PROCEDURES AND EMERGENCY PROCEDURES

1. A copy of the agency's standard procedures and emergency procedures for security guards is to be **presented upon request**.

SECURITY OPERATIONS MANUAL

1. The Tenderer shall adhere to the security procedures listed in the Security Operations Policy (not to be submitted with bid). The Security Operations Policy shall be kept confidential by the Tenderer and shall be returned upon termination or completion of this contract. The Security Operations Policy will be provided by the Successful Tenderer. Where necessary, the Tenderer shall propose and assist the Company in making changes/improvement to improve the security manual to suit the current site operation or due to a change in the environment.

SUPERVISION OF SECURITY PERSONNEL

1. The Operation Manager shall carry out day and night spot checks on Security Personnel deployed in the premises. The frequency of checks (i.e. minimum of at least 2 checks a week, of which one of the checks must be carried out between 12am to 4am) shall be agreed upon in writing at the commencement of the Contract. All attendance shall be recorded in the Occurrence Book. A report is required to be submitted to the designated representatives of the Company by the next working day or within 8 hours, whichever is earlier. Format of report shall be submitted and approved by Westcol.

TENDERER'S REPRESENTATIVES

1. The Tenderer shall appoint his own representative(s) (eg Operation Manager), to handle all matters under this Contract, including all administrative matters, logistic preparations of any events, deployment of manpower, counselling, discipline and performance of guards/supervisors, etc.
2. The Tenderer's representative(s) shall attend all regular meetings and submit monthly reports to Westcol. Format of the monthly report shall be submitted and approved by Westcol before the commencement of the Contract.
3. The Tenderer's representative(s) shall remain contactable 24 hours a day via both telephone and e mail

PERFORMANCE MANAGEMENT / GENERAL

Westcol reserve the right to terminate agreement in the following instances:

- ✓ Poor service delivery / continuous poor performance
- ✓ Any financial misconduct detected.
- ✓ Financial instability of supplier resulting in non-delivery of service.
- ✓ Failure to comply with the requested replacement clause as per Service Level Agreement (SLA) (point 15.2)
- ✓ No upfront payments will be entertained.
- ✓ Westcol campus details:
 - Randfontein – Kiewiet street, Helikon Park
 - Carletonville – 20 South street, Carletonville
 - Westonaria – Westonaria Sport Complex, Botha street, Westonaria
 - Krugersdorp – c/o Market and Von Brandis street, Krugersdorp
 - Krugersdorp West – c/o Flemming ave and Figulus street, Krugersdorp West
 - Corporate Office Park – 42 Johnstone street, Hectorton, Randfontein

PRICING SCHEDULE:**Pricing schedule – The detailed pricing schedules must accompany your bid documents**

- ✓ Please indicate your total bid price broken down as follows below **(compulsory)**. WESTCOL will evaluate and award the bid per campus:
- ✓ Westcol reserve the right to allocate different service providers to different campuses based on geographic location.
- ✓ The bidders are to indicate a total for each of the campuses that could be serviced in line with Westcol requirements.
- ✓ The bidder shall provide/indicate a specific price for adhoc services/events (e.g. graduation/crowd control/student unrest etc).

Total per campus :(R.cc) – VAT inclusive, quoted in South African Rand (ZAR), for the 3 years (36 months) period for the number of guards specified

TOTAL BID PRICE:

Campus	Year 1 (Total Guards), Grade C (Unarmed), incl. VAT	Year 2 (Total Guards), Grade C (Unarmed), incl. VAT	Year 3 (Total Guards), Grade C (Unarmed), incl. VAT	GRAND TOTAL (Yr 1 + Yr 2 + Yr 3) (Grade C (Unarmed), incl. VAT (36 Months)
CARLETONVILLE CAMPUS	R	R	R	R
RANDFONTEIN CAMPUS	R	R	R	R
WESTONARIA CAMPUS	R	R	R	R
KRUGERSDORP CAMPUS	R	R	R	R
KRUGERSDORP WEST CAMPUS	R	R	R	R
CORPORATE OFFICE PARK	R	R	R	R

NUMBER OF GUARDS REQUIRED – GRADE C, UNARMED

YEAR 1, YEAR 2 AND YEAR 3

NB: Guard rates must be fixed for 36 months and in line with PSIRA guidelines.

Campus	Dayshift guards Monday – Friday (06:00 – 18:00)		Nightshift guards Monday – Friday (18:00 – 06:00)			Dayshift guards Saturday – Sunday (07:00 – 19:00)		Nightshift guards Saturday – Sunday (19:00 – 07:00)	
	Rate per guard, per month (incl.VAT)	No of guard s	Rate per guard, per month (incl. VAT)	No of guards	No. of dogs	Rate per guard, per month (incl.	No of guard s	Rate per guard, per month (incl.	No of guard s
Krugersdorp	R	3	R	3	2	R	2	R	3
Krugersdorp West	R	3	R	3	1	R	2	R	3
Randfontein	R	4	R	4	3	R	3	R	4
Westonaria	R	2	R	2		R	2	R	2
Carletonville	R	3	R	3	2	R	2	R	2
Corporate Office Park (Randfontei n)	R	2	R	2	1	R	2	R	3

1. Important: It is mandatory to indicate your total bid price per Campus as requested above. Should the total bid prices differ, the one indicated above shall be considered the correct price.
2. NOTE: All prices must be VAT inclusive and must be quoted in South African Rand (ZAR).
3. All rates quoted should be fixed for the contract period (36 months) No escalation accepted.
4. Rates per guard per day to be provided in the table above.
5. Westcol reserves the right to amend the number of required guards as listed above at their own discretion.
6. Any additional guards that might be required during the contract term to be charged at the rates as reflected above.

ADHOC SERVICES

Item	Service	Unit	Rate per Month (including VAT), fixed for 36 Months
1	Bouncer (unarmed)	1	R
2	Armed guard (Grade C)	1	R
3	Special events (Grade C Unarmed)	1	R
4	Student arrest (riot) (Grade C Unarmed)	1	R