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(Date)

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(TITLE)

1. An employer may employ Security Officers from its regular and extra Security Officer lists with the New Jersey State Police Port Security Section, in accordance with the priorities set forth in Section 5.21 through 5.41 of the Port Watchmen Rules and Regulations. Inland employers are required to submit this information pursuant to Section 5.14 of the Port Watchmen Rules and Regulations.

2. On Tuesday of each week, each employer of Security Officers must submit a report of all Security Officer hired during the proceeding week ending on twelve (12) midnight Sunday.

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I N S T R U C T I O N S

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1. A separate report is to be submitted for each pier or terminal.
2. Fill in the information in the heading of the form: Employer -- Pier Or Terminal --Date (month, day, year).
3. For each Security Officer employed, enter: Security Officer License Number  
Last Name and First & Middle Initials  
Status (R=Regular -- E=Extra -- C=Casual)  
Hours worked each day (12-8, 8-4, 4-12)
4. Two columns of this report need not be filled out for submission to the New Jersey State Police Port Security Section. This form is designed so that a company may use it as a timesheet. These two columns are marked with an asterik (\*) and are labeled:  
:  
  - (a) FOR COMPANY USE (This is intended for extra information that might be needed  
on a company time sheet, such as company payroll number.)
  - (b) TOTAL HOURS (This is intended for the company's use when this form is used  
as a time sheet.)

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ANY FALSE STATEMENT CONTAINED HEREIN CONSTITUTES A CRIME AND MAY SUBJECT THE  
PERMITEE/LICENSEE TO SUSPENSION OR REVOCATION OF SUCH PERMIT OR LICENSE.

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