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Incident Report

Reported By Name / Title Signature	Date of Report Incident No. Supervisor
Incident Type _____ Date of Incident _____ Location _____ City _____ State _____ Zip Code _____ Specific Area of Location _____ Incident Description _____ _____ _____ _____	
Name / Title / Contact of Suspect	
1. _____	
2. _____	
3. _____	
Description of Unsupervised Suspect	
1. _____	
2. _____	
3. _____	
Witness of Victim Name / Contact	
1. _____	
2. _____	
3. _____	
Police Report Filed _____	Printed _____
Reporting Officer _____	Phone _____
Follow up Action	



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SAMPLE SERVICE AGREEMENT FOR SECURITY GUARD AND BAILIFF SERVICES

Service Agreement No. 624

THIS Security Guard and Bailiff Service Agreement (this "Agreement") is entered into by and between the City of Corpus Christi, a Texas home-rule municipal corporation ("City"), acting by and through its City Manager or his designee ("City Manager"), and _____ ("Contractor"), effective for all purposes upon execution by the City Manager.

WHEREAS Contractor has proposed to provide Security Guard and Bailiff Services in response to Bid Event No. 95, which includes Specification 1247, dated 1/19/2016;

WHEREAS the City has determined Contractor to be the lowest responsible bidder;

NOW, THEREFORE, Contractor and City enter into this Agreement and agree as follows:

1. **Services.** Contractor will provide Security Guard and Bailiff Services in accordance with Bid Event No. 95, which includes Specification 1247, dated 1/19/2016, ("Services"), which bid and related specifications, if any, are attached to this Agreement and incorporated by referenced into this Agreement as Exhibit "A". Contractor's bid response to provide the services is attached to this Agreement and incorporated by reference into this Agreement as Exhibit "B".

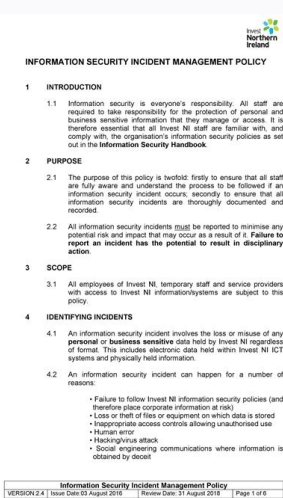
2. **Term.** This Agreement is for a term of three years, commencing on the date signed by the City Manager. The term includes an option to extend for up to two (2) additional twelve-month periods subject to the approval of the Contractor and the City Manager, or designee for Security Guard and Bailiff Services.

3. **Payment.** Payment terms are net 30 days after the goods are provided or services are completed, as required, or a correct invoice is received, whichever is later.

4. **Contract Administrator.** The Contract Administrator designated by the City is responsible for approval of all phases of performance and operations under this Agreement including deductions for non-performance and authorizations for payment. All of the Contractor's notices and communications regarding this Agreement must be directed to the Contract Administrator, who serves as the **Director of Municipal Court**, unless indicated otherwise in this Agreement.

5. **Independent Contractor.** Contractor shall perform the Services hereunder as an independent contractor and furnish such Services in its own manner and method, and under no circumstances will any employee, agent, or representative of the Contractor be considered an employee of the City.

6. **Insurance.** Before Services can begin under this Agreement, the Contractor's insurance company must deliver a Certificate of Insurance as proof of the required insurance coverages to



Information Technology Intern – Internship

Job Title: Information Technology Intern – IT Managed Service Line – Internship
Location: Metro Washington, DC Area

About SAIC
SAIC is a leading technology integrator providing full life-cycle services and solutions in the technical, engineering, and enterprise information technology markets. SAIC's deep domain knowledge and customer relationships enable the delivery of systems engineering and integration offerings for large, complex government and commercial projects. SAIC's approximately 13,000 employees serve customers in the U.S. federal government, state/local, and global commercial markets, specializing in providing a broad range of higher-end, differentiated technical capabilities. Headquartered in McLean, Va., SAIC has annual revenues of about \$4 billion.

Service Line Overview
The **IT Managed Services** Service Line maintains and provides support for IT operations used by SAIC customers. Repeatable services are designed and built to reduce costs and cycle times, eliminate failures, and improve customer satisfaction. Services can be delivered as a packaged solution, or tailored to meet specific contract requirements, and can be provided from an SAIC location, a customer site, or a combination of both. Examples of services we provide include, operations for communications, networks, data centers, applications, enterprise IT systems and applications, cyber defense, help desk and end user services, end user device management, asset management, patch management, release management, desktop management, and server and storage management.

Job Description

Information Technology Intern
Intern is responsible for assisting the project team with integrated security system and physical control solutions that will ensure proprietary/confidential data and systems are protected. Assist with activities which may include one or more of the following: Configuring and validating secure systems and physical controls, and testing security products and systems to detect security weakness.

Qualifications:
To be considered for the Intern program students must be enrolled as a full-time or part-time student at any degree level and meet the following requirements:

- Required Skills**
- Majoring in Computer Science, Industrial System Engineering, Information Technology, Computer Engineering, or related IT discipline
 - Some past leadership experience
 - Community and/or campus involvement
 - Strong technical skills including understanding of software development principles
 - U.S. Citizenship preferred



However, to catch all the available data from numerous sources, you'll have to rely on every employee to follow your system. Use Wrike's two-week free trial to overhaul your data ecosystem or create one from scratch. However, you can always count on tracking the following categories: Customer dataThis category includes anyone who has spent money on your product or service. Update it as compliance regulations change so that the entire organization can stay on top of these important rules. Integrate research tools Wrike integrates with hundreds of data resources you already use for reporting and communicating with customers. Work to protect the data you obtain and remain compliant with the latest regulations on issues like website cookie permission requests. Messy databases Random mistakes, failed updates, and duplicate files make searching for information difficult. You'll need to keep a set workflow and standard form entry protocol in place, especially if you have a large team. Inconsistent tracking Marketing information management can be overseen by marketing management or a business owner. Then, put a list that includes all major information sources you plan to use for that categoryfolder. Add tasks Set up one-time tasks such as connecting your sales CRM to Wrike. — It depends on the size of your organization. Not only does it help prove ROI it also makes it easier to: Accurately forecast growth and sales potential. They can also use marketing information management to create informed business plans and decide in which direction to take their products or services. Why is marketing information management important? To set one up, begin with acquiring data. Smart marketing managers and business owners know that operating without a marketing information management strategy can be costly. Lead data can be captured from social media, websites, and any other major marketing channel from both paid and organic content. Target audience dataA combination of market research and an analysis of the previous two categories will help you better understand how your brand can best appeal to more of your target audience. Sync your favorite tools with this marketing information management system to save time flipping between windows. Give proper access In addition to marketing operations management, you'll need to grant access to any department or team that can contribute information to your system. Despite your preparation, the product receives 30% fewer sales than what you originally forecasted based on related campaigns for lipsticks. Look for trends across individual offers, demographics, and long term clientele. Lead dataLeads in this category refer to potential customers in any stage of the marketing sales funnel. Discover audience preferences. In other words, if marketing information management is the "what," then a marketing information system is the "how," and an efficient system can show you "why" marketing metrics are important. For larger businesses, departments like sales, accounting, and finance can also benefit from having a reference system for all customer-related information. Tips for creating your own marketing information management strategy Don't reinvent the wheel — assess your current system and work from there. Create a master spreadsheet of current information sources and sources you wish to add by next quarter. Prioritize KPIs that tie into major goals and prioritize collecting related information. Build a daily or weekly workflow all employees can follow, so they get in the habit of tracking relevant data. Choose a software that will allow other departments to collaborate on a project without creating additional chaos. Take ownership of your market research Gain full visibility and control over critical market research with an information management system that streamlines the entire process. Marketing information management provides concrete facts in a line of work that is important but often taken for granted. What are the challenges of marketing information management? Cover how you plan to conduct marketing information management in your onboarding or training program and follow up consistently. What is a marketing information system? Add a sentence or two explaining the purpose of the folder. Formalize your system but remember to keep it flexible. Having a system all employees can follow prevents vital details from slipping between the cracks. Here's a fictional example of what can happen to brands who don't use marketing information management: Let's say you are a makeup brand launching a new eye shadow palette to a global audience using television commercials and targeted search ads in three different languages. The biggest challenges of marketing information management include: Data storage and security Lack of systems for labeling, capturing, and sorting data Balancing information accessibility with privacy considerations Data analytics in marketing Finding an efficient yet compliant workflow Holding employees accountable to following the agreed-upon management practices Resolving redundancies and outdated information consistently, aka keeping data "clean" Three key data points you should track with marketing information management Your specific data needs will vary from project to project. Add approvers who can either hold them accountable or use the information for their next step of the project. Automate reminders Add task dependencies so that the minute one task ends, an automated email notification is sent to the assignee of the next task. Marketers and their teams often use marketing information systems. That's precisely why marketing project management software is a great choice for creating a marketing information system your entire team can rely on. How to use Wrike as your marketing information system Follow these step by step instructions to create a marketing information system the whole team can adopt quickly and easily. Establish priorities Determine which marketing research methods you will use and what information you'll need to collect and upload to Wrike. All marketing teams need marketing information management. That's why it's essential to keep these invaluable data sets all in one searchable place. Find new focus areas. Predict seasonal or industry buying cycles. Everything from new studies on demographics to industry trends to relevant global affairs can be used in this category. Common mistakes in marketing information management Here are some common missteps and how to avoid them: Privacy issuesConsumer data privacy will continue to be a hot topic as data hygiene gains popularity post-COVID. You may find your first labels aren't the most efficient later on. Include tags Use key project phrases, stages of your sales funnel, or even client account names to make your system easier to search through. Information can come from the marketing team, but sales and customer support may also offer insights. Pivot your existing strategy to a new, more efficient one. Then set up recurring tasks like adding all social media profile analytics reports to your designated folder every month. Assign duties When you have your tasks sorted, assign them to relevant team members. Keeping up with data quality issues costs the US economy an estimated \$3.1 trillion annually. In the next two years alone, researchers predict we'll see a 48% decrease in outsourced marketing information management as brands transition to creating their own systems. In this guide, you'll learn what marketing information management is and how to overcome common implementation mistakes. Start with any data sources that are frequently used or have a high ROI for your current project. Designate folders Open four new folders and name them after the building blocks of marketing information management: third party databases, internal data, marketing intelligence reports, and additional marketing research. A marketing information system is a tool used by managers and marketing teams to collect, store, and analyze data properly. You can always loop team members into specific conversations or files using @ mentions too. Draft compliant workflows Visualize your market research workflow and marketing information management system with a Gantt chart. Every marketing information system uses these four building blocks: Third-party databases Owned data Marketing intelligence tools Additional marketing research The extent to which you use all of these components for data sourcing depends on your business's needs. Now, you must determine how you'll organize your data and measure your data analytics in marketing. Keep reading to discover the simple step by step process you'll need to develop your own efficient marketing information management system with Wrike. What is marketing information management? Annoyances such as adding Ms. versus Mrs. And with individual businesses shelling out multiple thousands of dollars to outsource the responsibilities, most are looking for a new solution. For smaller companies without formal marketing departments, a business owner may take charge of all marketing information systems as they build their team. That's where marketing information management comes in. In this scenario, marketing teams assumed that an eye shadow product would do as well as a lipstick product with the same audience, strategy, and reach. This data often consists of: Sales reports Results from past campaigns Expert insight from in-house teams Additional analytics from marketing software tools Marketing teams use the compiled information to make decisions about all aspects of future projects. Edit their access level to keep data safe or make it easier for certain users to view what they need right when they need it. Who uses marketing information systems? to separate, almost duplicate files on the same customer can create confusion and bury the most current information. Enter marketing information management. Marketing information management is a powerful way businesses can take back control of their marketing research collection and organization. A shared system of folders, files, and in-app messaging can streamline company-wide communication, all while keeping your system running. Had they done more research, they would have known that Lip products were trending in their highest selling beauty markets anyway, and Those same markets were already oversaturated with palettes because of the recent release of a celebrity eye makeup brand. Had they taken the time to find, save, and organize all their relevant market research into one central marketing information management system, they might have caught these stumbling blocks and pivoted to a better strategy. How do you know if you need marketing information management? Without a proper organization system, information can get lost which skews results, throws off forecasts, and leads to costly marketing spend. Compare branding and products with competitors. Keep a finger on the pulse of global, national, and local industry trends. Marketing information management is the process of gathering, organizing, and analyzing important market research data. Engaging an all-in-one work management platform like Wrike lets you maintain compliance, keep data up to date, and consistently update the data you need to succeed. Over time, this information adds up. As entire government systems fall prey to foreign cyber attacks, the general population reconsiders what information they are willing to share. You can also automate and streamline marketing campaigns in Wrike all at the same time. Create subfolders Label them by date, source, or project. Justify budget allocations.

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