



# TOP GUARD SECURITY

131 Kings Way  
Hampton, VA 23669

7400 Granby St., Ste. G  
Norfolk, VA 23505

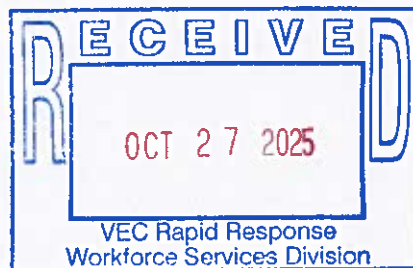
10100 Iron Bridge, Ste.  
102  
Chesterfield, VA 23832

October 23, 2025

**VIA MAIL AND E-MAIL:** ([btavel@vccs.edu](mailto:btavel@vccs.edu) and [mark.brickey@viriniaworks.gov](mailto:mark.brickey@viriniaworks.gov))

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Dear Mr. Tavel and Mr. Brickey,

I write to advise you that Top Guard, Inc. dba Top Guard Security ("Top Guard" or the "Company") is reducing its operations at its workplace in Chesterfield, Virginia. These actions are considered permanent, and employees should not count on being recalled to employment with Top Guard. We do not anticipate that the workplace will shut down.

The layoffs will affect employees at the following site:

10100 Iron Bridge Rd, Suite 102  
Chesterfield VA 23832

The layoffs will take place on October 31, 2025. Effective that date, 79 officers (63 full-time and 16 part-time) will be laid off from that site. As of the date of this notice, Top Guard employs 165 individuals at the Chesterfield location. All affected employees are security officers, who work for Top Guard to provide services for the City of Richmond pursuant to a contract the Company has had with the City for more than four (4) years. On October 10, 2025, Top Guard learned that the City of Richmond had contracted with another company to obtain security services beginning November 1, 2025. Upon the expiration of the contract with the City, all Top Guard officers who worked on the contract will be laid off.<sup>1</sup>

This announcement is based on the best information currently available to the Company at this time. To the extent that this situation constitutes a covered event under the Worker Adjustment and Retraining Notification ("WARN") Act, this letter is intended to fulfill any applicable notice requirements. By providing this information, the Company does not concede that such requirements apply to these circumstances or that such notice otherwise is required. Further, unforeseen business circumstances prevented Top Guard from providing this notice more than 60 days before the terminations. In addition, you should know that there should be no disruption to the employment of the Top Guard employees who are affected by this layoff because Top Guard understands that all affected employees have been offered

<sup>1</sup> Under the contract, as of October 1, 2025, Top Guard provided the City of Richmond with employees in the following positions: Unarmed Security Officer; Unarmed Security Officer, Control Room at City Hall; Armed Security Officer; Supervisor, Armed or Unarmed, Not at City Hall; Assistant Supervisor – Lead – at City Hall; Supervisor – Armed – at City Hall; City Wide; and Account Manager.

employment with the new contractor that will begin providing security services to the City on November 1, 2025.<sup>2</sup>

By separate letters, Top Guard has described its plans to affected employees, and Chesterfield County Executive Jim Engle, Chair, Board of Supervisors. Affected employees are not represented by a union.

Feel free to contact me at [tmorris@topguardinc.com](mailto:tmorris@topguardinc.com) or by phone at 757-722-3961 should you have any questions.

Sincerely,

Theresa Morris  
General Manager  
Top Guard Security

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<sup>2</sup> The Company notified the affected employees immediately on October 10, 2025, when it learned that the contract with the City would expire effective October 31, 2025. In that notice, the Company provided employees who worked on the City of Richmond contract with the name of a Top Guard employee to contact if they wished to maintain employment with Top Guard.