



June 3, 2025

BY ONLINE SUBMISSION

California Labor & Workforce Development Agency
PAGAfilings@dir.ca.gov

**Re: SUPERIOR PROTECTION SERVICES CA, INC.; DAN VINCENT, AN
INDIVIDUAL**

Dear Representative:

We have been retained to represent Tracie Smith against Superior Protection Services CA, Inc., and Dan Vincent, an individual (including any and all affiliates, subsidiaries, parents, directors, officers, agents, and executive employees) (collectively referred to as "Superior Protection Services") for violations of California wage-and-hour laws. Ms. Smith seeks penalties for violations of the California Labor Code, which are recoverable under California Labor Code section 2698, et seq., the Labor Code Private Attorneys General Act of 2004 ("PAGA") and all other remedies available under PAGA.

Dan Vincent is the Chief Executive Officer of Superior Protection Services CA, Inc.. Dan Vincent, at all times herein relevant, was acting either individually or as an officer, owner, director, agent, or employee of Superior Protection Services, who caused and continues to cause all of the wage and hour violations alleged herein against the "aggrieved employees," as defined herein, including without limitation violations of Labor Code Section 558 and 1197.

Ms. Smith seeks these remedies on behalf of the State of California and "aggrieved employees," as defined herein. This letter is sent in compliance with the reporting requirements of California Labor Code section 2699.3.

Superior Protection Services has employed Ms. Smith as an hourly-paid, non-exempt employee from approximately August 2019 to the present, in the State of California.

The "aggrieved employees" that Ms. Smith may seek penalties on behalf of are all current and former hourly-paid or non-exempt employees who worked for any of the above-referenced entities within the State of California.

Based on the following facts and theories, Superior Protection Services has violated and/or continues to violate, among other provisions of the California Labor Code and applicable wage law, California Labor Code sections 201, 202, 203, 204, 226(a), 226.7, 510, 512(a), 551, 552, 558, 1174(d), 1194, 1197, 1197.1, 1198, 2800 and 2802, and IWC Wage Orders including *inter alia*, Wage Order 4-2001.

Superior Protection Services required Ms. Smith and other aggrieved employees to perform work before their scheduled shifts, after their scheduled shifts, during off-the-clock meal breaks, and/or during rest breaks and failed to compensate Ms. Smith and other aggrieved employees for this time. Such work included, but was not limited to, watching security cameras, writing reports, performing security-related tasks, responding to work related communications, conducting security checks, waiting to be relieved from work, answering phone calls and text messages, and completing other regular tasks/duties. Superior Protection Services rounded the work time recorded by Ms. Smith and other aggrieved employees in a manner that was not fair and neutral on its face and/or that favored Superior Protection Services over time, resulting in Ms. Smith and other aggrieved employees being underpaid for their time worked. Furthermore, Superior Protection Services required Ms. Smith and other aggrieved employees to record their scheduled hours instead of the actual hours worked.

California Labor Code sections 510 and 1198 require employers to pay time-and-a-half or double time overtime wages, and make it unlawful to work employees for hours longer than eight hours in one day and/or over forty hours in one week without paying the premium overtime rates at one-and-one-half times or double the regular rate of pay, including additional remuneration. During the relevant time period, Ms. Smith and other aggrieved employees worked in excess of 8 hours in a day and 40 hours in a week. Therefore, Ms. Smith and other aggrieved employees were entitled to receive certain wages for overtime compensation, but they were not paid for all overtime hours worked.

California Labor Code sections 226.7 and 512 require employers to pay an employee one additional hour of pay at the employee's regular rate for each meal or rest period that is not provided. During the relevant time period, Superior Protection Services required Ms. Smith and other aggrieved employees to work during meal and rest periods and failed to compensate them properly for non-compliant meal and rest periods including, *inter alia*, short, late, interrupted, and missed meal and rest periods. Superior Protection Services also required Ms. Smith and other aggrieved employees to stay on work premises during rest periods.

California Labor Code sections 201 and 202 provide that if an employer discharges an employee, the wages earned and unpaid at the time of discharge are due and payable immediately, and if an employee quits his or her employment, his or her wages shall become due and payable not later than seventy-two (72) hours thereafter, unless the employee has given seventy-two (72) hours' notice of his or her intention to quit, in which case the employee is entitled to his or her wages at the time of quitting. During the relevant time period, Superior Protection Services failed to pay Ms. Smith and other aggrieved employees all wages due to them within any time period specified by California Labor Code sections 201 and 202, including earned and unpaid minimum, overtime, and premium wages as discussed above.

California Labor Code section 204 requires that all wages earned by any person in any employment between the 1st and the 15th days, inclusive, of any calendar month, other than those wages due upon termination of an employee, are due and payable between the 16th and the 26th day of the month during which the labor was performed, and that all wages earned by any person in any employment between the 16th and the last day, inclusive, of any calendar month, other than those wages due upon termination of an employee, are due and payable between the 1st and the 10th day of the following month. California Labor Code section 204 also requires that all wages earned for

labor in excess of the normal work period shall be paid no later than the payday for the next regular payroll period. During the relevant time period, Superior Protection Services failed to pay Ms. Smith and other aggrieved employees all wages due to them within any time period specified by California Labor Code section 204, including earned and unpaid minimum, overtime, and premium wages as discussed above.

California Labor Code section 226 requires employers to make, keep and provide complete and accurate itemized wage statements to their employees. During the relevant time period, Superior Protection Services did not provide Ms. Smith and other aggrieved employees with complete and accurate itemized wage statements. The wage statements they received from Superior Protection Services were in violation of California Labor Code section 226(a). The violations include, but are not limited to, the failure to include the total hours worked by Ms. Smith and other aggrieved employees, including time spent working off-the-clock and during meal and rest periods as discussed above.

California Labor Code sections 551 and 552 require that every person employed in any occupation of labor is entitled to one day's rest in a seven-day workweek, that no employer of labor shall cause his employees to work more than six days in a workweek, and that an employer shall pay a civil penalty in the amounts of fifty dollars (\$50) for each aggrieved employee per pay period for the initial violation and one hundred dollars (\$100) for each aggrieved employee per pay period for each subsequent violation. During the relevant time period, Ms. Smith and the aggrieved employees were required to regularly and/or consistently work in excess of six (6) days in a workweek. During the relevant time period, Ms. Smith and the aggrieved employees were required to work in excess of thirty (30) hours in a week and/or six (6) hours in any one (1) day thereof, during workweeks in which they were required to work in excess of six (6) days. During the relevant time period, Ms. Smith and the aggrieved employees were required to work in excess of six (6) days in a workweek without accumulating or being provided the opportunity to take at least one (1) day of rest, and when Ms. Smith and the aggrieved employees accumulated days of rest, they were not actually provided the opportunity to take the equivalent of one (1) day's rest in seven (7) during each calendar month.

California Labor Code sections 1174(d) requires an employer to keep, at a central location in the state or at the plants or establishments at which employees are employed, payroll records showing the hours worked daily by and the wages paid to, and the number of piece-rate units earned by and any applicable piece rate paid to, employees employed at the respective plants or establishments. These records shall be kept with rules established for this purpose by the commission, but in any case shall be kept on file for not less than two years. During the relevant time period, Superior Protection Services failed to keep accurate and complete payroll records showing the actual hours worked daily and the wages earned by Ms. Smith and other aggrieved employees, including earned and unpaid minimum, overtime, and premium wages as discussed above.

California Labor Code section 2810.5 requires an employer to provide written notice to an employee, at the time of hiring, containing the following information:

The rate or rates of pay and basis thereof, whether paid by the hour, shift, day, week, salary, piece, commission, or otherwise, including any rates for overtime, as applicable. Allowances, if any, claimed

as part of the minimum wage, including meal or lodging allowances. The regular payday designated by the employer in accordance with the requirements of this code. The name of the employer, including any “doing business as” names used by the employer. The physical address of the employer’s main office or principal place of business, and a mailing address, if different. The telephone number of the employer. The name, address, and telephone number of the employer’s workers’ compensation insurance carrier. That an employee: may accrue and use sick leave; has a right to request and use accrued paid sick leave; may not be terminated or retaliated against for using or requesting the use of accrued paid sick leave; and has the right to file a complaint against an employer who retaliates. Any other information the Labor Commissioner deems material and necessary.

Superior Protection Services failed to accurately provide Ms. Smith and other aggrieved employees with the requisite notice in violation of California Labor Code section 2810.5.

California Labor Code sections 1194, 1197, and 1197.1 provide the minimum wage to be paid to employees, and the payment of a lesser wage than the minimum so fixed is unlawful. During the relevant time period, Superior Protection Services did not provide Ms. Smith and other aggrieved employees with the minimum wages to which they were entitled for work performed “off-the-clock.”

California Labor Code section 1198 provides that “The employment of any employee ... under conditions of labor prohibited by the [Industrial Wage Orders] is unlawful.” The applicable Industrial Wage Orders, including *inter alia*, Wage Order 4-2001, require that for each workday an employee is required to report for work and does report, but is not put to work or is furnished less than half said employee’s usual or scheduled day’s work, the employee shall be paid for half the usual or scheduled day’s work, but in no event for less than two (2) hours nor more than four (4) hours, at the employee’s regular rate of pay. Further, if an employee is required to report for work a second time in any one workday and is furnished less than two (2) hours of work on the second reporting, said employee shall be paid for two (2) hours at the employee’s regular rate of pay. During the relevant time period, Superior Protection Services failed to pay Ms. Smith and other aggrieved employees half the usual or scheduled day’s work in an amount no less than two (2) hours nor more than four (4) hours at the employee’s regular rate of pay for workdays in which Ms. Smith and the other aggrieved employees reported to work and were furnished less than half the usual or scheduled day’s work. During the relevant time period, Superior Protection Services failed to pay Ms. Smith and other aggrieved employees for two (2) hours at the employee’s regular rate of pay on days in which Ms. Smith and the other aggrieved employees were required to report for work a second time in one workday and were furnished less than two (2) hours of work upon the second reporting.

California Labor Code sections 2800 and 2802 require an employer to reimburse its employee for all necessary expenditures incurred by the employee in direct consequence of the discharge of his or her job duties or in direct consequence of his or her obedience to the directions of the employer. During the relevant time period, Ms. Smith and other aggrieved employees incurred necessary

business-related expenses and costs that were not fully reimbursed by Superior Protection Services. These costs include, but are not limited to, the use of personal phones for business-related purposes, parking fees, the purchasing and maintenance of clothing in compliance with company policy, and the purchasing and maintenance of specialty footwear in compliance with company policy.

Therefore, on behalf of all aggrieved employees, Ms. Smith seeks all applicable penalties arising out of the above-referenced wage, hour, and payroll practices, or which could be assessed and collected by the Labor and Workforce Development Agency, for violation of the California Labor Code pursuant to PAGA, including civil penalties pursuant to Labor Code section 558.

If you have any questions or require additional information, please do not hesitate to contact us. Thank you for your attention to this matter and the noble cause you advance each and every day.

With kind regards,



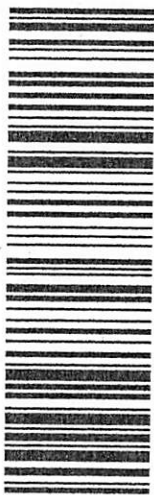
Arman Marukyan, Esq.

Cc: (By U.S. Certified Mail / Return Receipt Requested)

Superior Protection Services CA, Inc.
c/o Dan Vincent
Agent for Service of Process
5800 S. Eastern Ave., #310
Commerce, CA 90040

Dan Vincent
5800 S. Eastern Ave., #310
Commerce, CA 90040

**LAWYERS FOR
JUSTICE**
450 N. BRAND BLVD., SUITE 900 / GLENDALE, CA 91203



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Tracie Smith v. Superior Protection Services CA, Inc., et al.	
For delivery information, visit our website at www.usps.com	
OFFICIAL USE	
Certified Mail Fee	\$
Extra Services & Fees (check box, add fee as appropriate)	
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☐ Adult Signature Restricted Delivery	\$
Postmark Here	
Superior Protection Services CA, Inc. c/o Dan Vincent Agent for Service of Process 5800 S. Eastern Ave., #310 Commerce, CA 90040	

PS Form 3800, January 2023 PSN 7530-02-000-9047 See Reverse for Instructions

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1.

Delivered to:

Superior Protection Services CA, Inc.
c/o Dan Vincent
Agent for Service of Process
5800 S. Eastern Ave., #310
Commerce, CA 90040



9590 9402 8701 3310 7904 83

2. Article Number (Transfer from carrier label)

9589 0710 5270 0409 9586 02

PS Form 3811, July 2020 PSN 7530-02-000-9053

PS Form 3811, July 2020 PSN 7530-02-000-9053

COMPLETE THIS SECTION ON DELIVERY

A. Signature

☒ Agent
☐ Addressee

B. Received by (Printed Name)

C. Date of Delivery

D. Is delivery address different from item 1? ☐ Yes
If YES, enter delivery address below: ☐ No

3. Service Type
- ☐ Adult Signature
 - ☐ Adult Signature Restricted Delivery
 - ☐ Certified Mail®
 - ☐ Certified Mail Restricted Delivery
 - ☐ Collect on Delivery
 - ☐ Collect on Delivery Restricted Delivery
 - ☐ Restricted Delivery
 - ☐ Priority Mail Express®
 - ☐ Registered Mail™
 - ☐ Registered Mail Restricted Delivery
 - ☐ Signature Confirmation™
 - ☐ Signature Confirmation Restricted Delivery

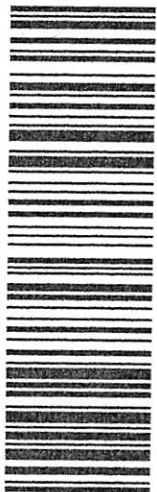
Domestic Return Receipt

Certified Mail

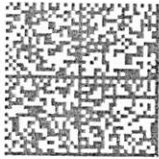
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- Electronic verification of delivery.
- A record of delivery (in delivery) that is retained for a specified period.
- Important Reminders:
 - You may purchase Certified Mail® service.
 - First-Class Mail® service or Priority Mail® service.
 - Certified Mail service is available for international mail.
 - Insurance coverage is available with Certified Mail service.
 - Insurance coverage and certain Priority Mail® services are available for an additional fee.
 - For an additional fee, a return receipt service of delivery (including electronic version, if available) can be requested.
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PS Form 3800, January 2019

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Tracie Smith v. Superior Protection Services CA, Inc., et al.	
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☐ Adult Signature Restricted Delivery \$	
Dan Vincent 5800 S. Eastern Ave., #310 Commerce, CA 90040	
PS Form 3800, January 2023 PSN 7530-02-000-9047 See Reverse for Instructions	

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Address

Dan Vincent
5800 S. Eastern Ave., #310
Commerce, CA 90040



9590 9402 8701 3310 7904 76

2. Article Number (Transfer from envelope label)

9589 0710 5270 0409 9586 19

(over \$500)

PS Form 3811, July 2020 PSN 7530-02-000-9053

COMPLETE THIS SECTION ON DELIVERY

A. Signature

☒ Agent
☐ Addressee

B. Received by (Printed Name)

C. Date of Delivery

D. Is delivery address different from item 1? ☐ Yes
if YES, enter delivery address below: ☐ No

3. Service Type

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- ☐ Certified Mail Restricted Delivery
- ☐ Collect on Delivery
- ☐ Collect on Delivery Restricted Delivery
- ☐ Registered Mail™
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Domestic Return Receipt

Certified Mail

- A receipt (this portion of the form) for your signature and date of delivery.
- A record of delivery (including a signature) that is retained for a specified period.
- Important Reminders:
 - You may purchase Certified Mail® service.
 - First-Class Mail® First-Class Mail® service.
 - Certified Mail service is available for international mail.
 - Insurance coverage is provided with Certified Mail service.
 - Insurance coverage and certain Priority Mail International® services.
 - For an additional fee, a return receipt may be requested.
 - You can request a hard copy of the receipt or an electronic version. For more information, visit usps.com/psform3800.

Receipt; attach PS Form 3800, January 2019