

EXHIBIT A

COVID-19 CONTRACTOR NOTIFICATION & CERTIFICATION

**COVID-19 Vaccination Certification of Compliance**  
**Urgency Ordinance, County Code Title 2 – Administration, Division 4 –**  
**Miscellaneous – Chapter 2.212 (COVID-19 Vaccinations of County Contractor**  
**Personnel)**

I, \_\_\_\_\_, on behalf of  
\_\_\_\_\_, (the "Contractor"), certify that on County  
Contract \_\_\_\_\_ [ENTER CONTRACT NUMBER  
AND NAME]:

\_\_\_\_\_ All Contractor Personnel\* on this Contract are fully vaccinated as required  
by the Ordinance.

\_\_\_\_\_ Most Contractor Personnel\* on this Contract are fully vaccinated as  
required by the Ordinance. The Contractor or its employer of record, has granted a  
valid medical or religious exemption to the below identified Contractor Personnel.  
Contractor will certify weekly that the following unvaccinated Contractor Personnel have  
tested negative within 72 hours of starting their work week under the County Contract,  
unless the contracting County department requires otherwise. The Contractor  
Personnel who have been granted a valid medical or religious exemption are [LIST ALL  
CONTRACTOR PERSONNEL]:

\*Contractor Personnel includes subcontractors.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I have authority to bind the Contractor, and have reviewed the requirements  
above and further certify that I will comply with said requirements.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company/Contractor Name

EXHIBIT B

COUNTY OF LOS ANGELES  
PROBATION DEPARTMENT - ADMINISTRATIVE BUREAU  
9150 East Imperial Highway  
Downey, CA 90242

**BACKGROUND REQUEST FORM**

Email form to: Vivian.Gon ale probation.lacounty.gov & CC Martha.Dia probation.lacounty.gov



Requesting Agency: \_\_\_\_\_  
Agency Address: \_\_\_\_\_  
City and Zip Code: \_\_\_\_\_  
Agency Contact Person: \_\_\_\_\_  
Telephone No: \_\_\_\_\_  
Fax No: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
Lead Agency (if Different): \_\_\_\_\_

**LIVE SCAN SCHEDULE:**

**Monday & Friday: 8:30 AM - 11:30 AM & 1:00 PM - 4:00 PM**  
**Appointments are held every 15 minutes**

**Please Note: We do not live scan on Tuesday, Wednesday, nor Thursday.**  
**Please have applicant arrive on time.**

Completed by Requesting Agency					Completed by Central Processing Unit	
Applicant's Name	Applicant's Position	Work Location	Available Dates & Times		Appointment Date	Appointment Time

- Instructions to Applicants:
1. Prior to the background interview, please complete the application in black or blue ink.
  2. Please bring a valid photo identification (Example: California Driver's License or Identification Card)

## **ADDITIONAL REQUIREMENTS FOR PROBATION DEPARTMENT JUVENILE CAMPS**

Los Angeles County juvenile detention facilities are maintained for the protection of the community and welfare of minors entrusted to the Probation Department's care. These fundamental objectives must be considered at all times by employees, outside contractors, visitors, and other personnel authorized to enter Probation Department Juvenile Camps for any reason.

Therefore, it is essential that the following rules and precautions be taken to ensure proper security and supervision of minors.

- Smoking is not permitted.
- Personnel entering Probation Department Juvenile Camps for work projects, inspections, etc. **must** not engage in any conversation with detained minors.
- All working tools, equipment, ladders, or other loose objects must be secure at all times.
- Cars or trucks needed on the grounds to complete work projects **must** be secured and locked at all times.
- To perform their assignments or work details Probation Department Juvenile Camps Probation Department will provide access and escorts as scheduled ahead of time.
- Keys **must** remain in the custody of authorized Probation Department staff.
- Workers from ISD, visitors and outside contractors are to conduct themselves in a courteous and professional manner at all times while on the grounds of Probation Department Juvenile Camps.
- Personal attire: No shorts, tank tops (muscle shirts), sandals, Adverse T-shirts, ie; clothing imprinted with lettering, pictures or graphics pertaining to or illustrative of sex, profanity drugs, alcohol, tobacco, illicit conduct or advocating political or religious beliefs or messages.
- Visible, appropriate identification **must** be worn in the chest area, picture forward. Visitors Badges may be obtained at the reception in exchange for proper identification.
- Tools used in performing tasks **must** be counted at the **beginning** and **end** of each day before securing.

Any missing tools must be reported **immediately** to the Service Director.

- Contractor's team is expected to acknowledge that they understand and will abide by facility rule. (Probation PM will provide the necessary form shortly.
- Cell phones are not allowed to be kept unattended. Use of cellphones is expected to be used for the sole purpose of work and photographing of youth is not permitted.