

COUNTY OF LOS ANGELES  
PROBATION DEPARTMENT

# DIRECTIVE

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No.:	1079
Issued:	3/8/2006
Post Until:	4/8/2006

## WORKSITE, TOOL AND MATERIALS SAFETY AND SECURITY PROCEDURES

The following guidelines shall apply to contractors or vendors performing repair, alterations, improvements or capital project work within the secure perimeter of any juvenile hall:

- The Services Director or their designee shall conduct a "Tool and Materials" security briefing with each contractor or vendor before they will be allowed to start work inside a juvenile hall.
- The contractor or vendor shall sign the "On-Site Contractor Policy Memo" indicating they participated in the briefing, and must agree to comply with all written security procedures. All records pertaining to the "On-Site Contractor Policy Memo", and security briefings, shall be maintained in a file in the Management Services Bureau Director's office.
- Upon completing the contracted service, or leaving the worksite during their normal workday while the project is still in progress, or upon completing the scheduled work for that day, the contractor or vendor must contact the Management Services Bureau Director's office so that a visual work area inspection can be completed by a Management Services Bureau (MSB) staff member prior to the contractor or vendor being allowed to exit the facility grounds.

Upon completion of the inspection, a designated Management Services Bureau staff member shall authorize the departure of the contractor or vendor, and record their findings in a "Work Areas, Tools and Materials Inspection" form. This log shall include the date, name of contractor, time in, time out, name of the staff completing the "Work Area, Tools and Inspection" Log and the time the inspection was conducted.

Completed "Work Area, Tools and Materials Inspection" forms shall be maintained in a monthly file in the Management Services Bureau Director's office.

The Management Services Bureau Director shall, on a monthly basis and more often if necessary, ensure that the On-site Contractor Policy Memos and the Work Area Tools and Inspection Logs are maintained in a file in their office.

<b>MANUAL HOLDERS: CROSS-REFERENCE YOUR MANUALS TO THIS DIRECTIVE WHERE APPROPRIATE</b>
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In addition to the security procedures outlined above, Detention Services Bureau staff shall also assist in maintaining a secure environment.

Living Unit staff shall conduct security checks in their living units each shift in accordance with Detention Services Bureau, Sections 300, General duties of All Staff; and Section 3800, Security Procedures. Findings from the security checks will be recorded in the Security Check Sheets that are maintained in the living units.

- Staff in the units shall also be informed of work being performed by contractors and other County employees. Staff shall ensure that work areas utilized by the contractors are free of materials and tools prior to minors being allowed back into these areas.
- Access to work areas shall be sealed off and/or clearly marked to prevent minors from inadvertently entering into a work area.
- Living unit supervisors shall ensure staff perform required security checks.

Upon conducting these required security checks, if any safety or security concerns arise, or if any tools or materials are determined to be missing, the Officer of the Day shall be notified immediately so that appropriate institutional security precautions can be initiated.

Any questions or concerns regarding this Directive should be addressed to the Management Services Bureau Consultant at (562) 940-2670, or the Detention Services Bureau Consultant at (562) 940-2851.

  
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Francesca Jones, Chief, Management Services Bureau

  
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Ron Barrett, Chief - Detention Services Bureau

# FACILITY CONTRACTOR'S and WORK SITE INSPECTION LOG

TO BE COMPLETED BY MSB STAFF ONLY  
WORK AREA TOOLS AND MATERIAL CLEARANCE

Security Briefing	DATE	NAME OF CONTRACTOR PLEASE PRINT (COMPANY & EMPLOYEE NAME)	JOB LOCATION	TIME		JOB COMPLETED		STAFF INSPECTING WORK AREA	TIME INSPECTION WAS CONDUCTED	COMMENTS
				IN	OUT					
						<input type="checkbox"/>	<input type="checkbox"/>			
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FOR NON RESIDENT ISD AND OUTSIDE CONTRACTORS