

## MANAGEMENT SERVICES BUREAU ON-SITE CONTRACTOR SECURITY POLICY

Juvenile Halls/Camps are a detention facility that incarcerates Youth who have violated the law. The Probation Department has safety and security rules that govern the activities of staff, contractors, and any visitor that enters a Juvenile Hall/Camp. These rules exist to ensure the protection of the community and welfare of Youth in the Probation Department's care.

It is essential that the following procedures and safeguards be adhered to in order to ensure proper security and supervision of Youth.

- Smoking is **not** permitted anywhere on the grounds of the Juvenile Hall/Camp.
- Personnel on Juvenile Hall/ Campgrounds for work projects, inspections, etc. **must** not engage with the Youth in any fashion.
- Only work trucks with written authorization from the Probation Director in charge of the Juvenile Hall/Camp are permitted on the grounds. These vehicles **must** not have any loose items. The vehicle will be secured and locked at all times. Probation staff has the responsibility to search work trucks before they enter and exit facilities.
- Service providers and outside contractors are to always conduct them-selves in a professional manner while on grounds of Juvenile Hall/Camp.
- Personal attire: No shorts, tank tops (muscle shirts), sandals, adverse T-shirts, i.e., 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, bandanas, scarves, "beanies" are **not allowed** to be worn. Items in the colors of red and blue besides jeans are **not allowed** at any time. Uniforms worn by vendor or contractor staff are not to match the clothing worn by minors at the Juvenile Hall/Camp.
- Authorized identification **must** be visibly worn in the chest area, picture forward. Visitors Badges may be obtained at the Juvenile Hall/Camp in exchange for the person's proper identification that is an authorized Governmental Identification with a picture of the owner.
- Tools used in performing jobs must be counted at the **beginning** and **end** of each day. Any missing tools must be reported **immediately** to the Manager or Director in charge of the facility. An incident report must be written before the contractor or vendor is allowed to leave the facility.
- At the conclusion of each workday the work area will be inspected by Probation staff. The project manager is to report to the Manager on site, what work was completed and what the planned upcoming work will be.
- Any complications or questions arising while working within Juvenile Hall/Camp must be reported to the Manager or Director in charge of the facility immediately. The Manager or Director at the facility may instruct the project manager to document an incident and provide a written report.
- The vendor or contractor must guarantee their crew or staff does not transport contraband (weapons, narcotics, alcohol, etc.) inside the Juvenile Hall/Camp. The Juvenile Hall/Camp will provide the vendor or contractor with a list of items that are classified as contraband. The transport of contraband into a detention facility is a felony and violators are subject to arrest, criminal prosecution, and sentenced to incarceration in a California State Prison. Section 871.5 Welfare and Institution Code.
- To prevent issues with personal property belonging to the vendor or contractor staff, all vendors or contractors are encouraged to make arrangements for having their staff lock all belongings (personal keys, wallets, cell phones, etc.) in a secure area located outside of the perimeter walls of the juvenile hall/camp.

Any violations of the above will result in:

1. Immediate termination of the project.
2. The County of Los Angeles Probation Department pursuing civil litigation to recover monetary damages suffered by the actions of the vendor or contractor and or their staff.
3. Disciplinary action for County of Los Angeles employees.

COMPANY: \_\_\_\_\_

DATE: \_\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_