

ATTACHMENT B



COUNTY OF LOS ANGELES
PROBATION DEPARTMENT - ADMINISTRATIVE BUREAU
9150 East Imperial Highway
Downey, CA 90242
BACKGROUND REQUEST FORM
Email form to: Vivian.Gonzalez@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)

COUNTY OF LOS ANGELES
PROBATION DEPARTMENT

DIRECTIVE

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.

MANUAL HOLDERS: CROSS-REFERENCE YOUR MANUALS TO THIS DIRECTIVE WHERE APPROPRIATE

DIRECTIVE: WORKSITE, TOOL AND MATERIALS SAFETY AND SECURITY PROCEDURES
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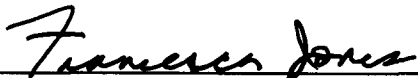
In addition to the security procedures outlined above, Detention Services Bureau staff shall also assist in maintaining a secure environment.

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.



Francesca Jones, Chief, Management Services Bureau



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"/>			
						<input type="checkbox"/>	<input type="checkbox"/>			
						<input type="checkbox"/>	<input type="checkbox"/>			
						<input type="checkbox"/>	<input type="checkbox"/>			
						<input type="checkbox"/>	<input type="checkbox"/>			
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						<input type="checkbox"/>	<input type="checkbox"/>			
						<input type="checkbox"/>	<input type="checkbox"/>			

FOR NON RESIDENT ISD AND OUTSIDE CONTRACTORS

DAILY CONTRACTOR ROSTER

[illegible]

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: _____