

County Courthouses and Other Sheriff's Facilities – Location and Address

Central Bureau	
Central Arraignment Courts	429 Bauchet St., Los Angeles, CA 90012
Central Civil West Courthouse	600 South Commonwealth Ave., Los Angeles, CA 90005
Clara Shortridge Foltz Criminal Justice Center	210 West Temple Street, Los Angeles, CA 90012
Hollywood Courthouse	5925 Hollywood Blvd., Los Angeles, CA 90028
Metropolitan Courthouse	1945 South Hill Street, Los Angeles, CA 90007
Stanley Mosk Courthouse	111 North Hill Street, Los Angeles, CA 90012
East Bureau	
Alhambra Courthouse	150 West Commonwealth, Alhambra, CA 91801
Bellflower Courthouse	10025 East Flower Street, Bellflower, CA 90706
Burbank Courthouse	300 East Olive, Burbank, CA 91502
Compton Courthouse	200 West Compton Blvd., Compton, CA 90220
Downey Courthouse	7500 East Imperial Highway, Downey, CA 90242
East Los Angeles Courthouse	4848 E. Civic Center Way , Los Angeles, CA 90022
Eastlake Juvenile Court	1601 Eastlake Avenue, Los Angeles, CA 90033
Edmund D. Edelman Children's Court	201 Centre Plaza Drive, Monterey Park, CA 91754
El Monte Courthouse	11234 East Valley Blvd., El Monte, CA 91731
Glendale Courthouse	600 East Broadway, Glendale, CA 91206
Huntington Park Courthouse	6548 Miles Ave., Huntington Park, CA 90255
Kenyon Juvenile Justice Center	7625 South Central Avenue, Los Angeles, CA 90001
Los Padrinos Juvenile Courthouse	7281 East Quill Drive, Downey, CA 90242
Mental Health Dept. 95 Courthouse	1150 North San Fernando Rd, Los Angeles, CA 90065
Norwalk Courthouse	12720 Norwalk Blvd., Norwalk, CA 90650
Pasadena Courthouse	300 East Walnut Ave., Pasadena, CA 91101
Pomona Courthouse North	350 West Mission Blvd., Pomona, CA 91766

Pomona Courthouse South	400 Civic Center Plaza, Pomona, CA 91766
West Covina Courthouse	1427 West Covina Parkway, West Covina, CA 91790
Whittier Courthouse	7339 South Painter Ave., Whittier, CA 90602
West Bureau	
Airport Courthouse	11701 S. La Cienega, Los Angeles, CA 90045
Alfred J. McCourtney Juvenile Justice Center	1040 W. Avenue J, Lancaster, CA 93534
Beverly Hills Courthouse	9355 Burton Way, Beverly Hills, CA 90210
Chatsworth Courthouse	9425 Penfield Ave., Chatsworth, CA 91311
Inglewood Courthouse	One Regent Street, Inglewood, CA 90301
Inglewood Juvenile Courthouse	110 Regent Street, Inglewood, CA 90301
Long Beach Courthouse	415 West Ocean Blvd., Long Beach, CA 90802
Malibu Courthouse	23525 Civic Center Way, Malibu, CA 90265
Michael Antonovich Antelope Valley Courthouse	42011 4th Street West, Lancaster, CA 93534
San Fernando Courthouse	900 Third Street, San Fernando, CA 91340
San Pedro Courthouse	505 South Centre Street, San Pedro, CA 90731
Santa Clarita Courthouse	23747 West Valencia Blvd., Santa Clarita, CA 91355
Santa Monica Courthouse	1725 Main Street, Santa Monica, CA 90401
Sylmar Juvenile Courthouse	16350 Filbert Street, Sylmar, CA 91342
Torrance Courthouse	825 Maple Ave., Torrance, CA 90503
Van Nuys Courthouse East	6230 Sylmar Ave., Van Nuys, CA 91401
Van Nuys Courthouse West	14400 Erwin Street Mall, Van Nuys, CA 91401
West Los Angeles Courthouse	1633 Purdue Ave., Los Angeles, CA 90025
Additional Locations	
S.T.A.R.S. Center	11515 South Colima Road, Whittier, CA 90604
University Building	101 Centre Plaza Drive, Monterey Park, CA 91754

County Security Staff Vacancy Levels and Contractor's Required Staffing

BUREAU	PERIMETER SECURITY TOTALS		
	Long Term VACANCIES	Short Term VACANCIES	GUARDS REQUIRED
CENTRAL BUREAU	11.30	5.00	16.30
EAST BUREAU	11.00	8.00	19.00
WEST BUREAU	8.00	2.00	10.00
UNIVERSITY/STAR	4.00	-	4.00
TOTAL DIVISION	34.30	15.00	49.30

CENTRAL BUREAU	SECURITY OFFICER			SECURITY ASSISTANT		
	Budgeted Positions	Long Term	Short Term	Budgeted Positions	Long Term	Short Term
CLARA SHORTRIDGE FOLTZ (CCB)	5.00		1.00	7.00		
METROPOLITAN	5.00			7.00		1.00
METROPOLITAN (After - Hours)	2.90	2.90				
STANLEY MOSK COURTHSE (CCH)	9.00			20.00	4.00	3.00
CCH (After - Hours)	4.40	4.40				
TOTAL CENTRAL BUREAU	26.30	7.30	1.00	34.00	4.00	4.00

EAST BUREAU	SECURITY OFFICER			SECURITY ASSISTANT		
	Budgeted Positions	Long Term	Short Term	Budgeted Positions	Long Term	Short Term
COMPTON	5.00	1.00		9.00		1.00
EAST LOS ANGELES	3.00			4.00		1.00
EASTLAKE JUVENILE	3.00		2.00	1.00		
EDELMAN CHILDREN'S	3.00			4.00	1.00	1.00
EL MONTE	4.00		2.00	2.00	1.00	
GLENDALE	1.00	1.00		2.00	1.00	
HUNTINGTON PARK	3.00			1.00	1.00	
LOS PADRINOS JUVENILE	1.00			2.00	1.00	
PASADENA	2.00			5.00	2.00	
POMONA NORTH	1.00			2.00		1.00
POMONA SOUTH	3.00			2.00	1.00	
WHITTIER	2.00	1.00		1.00		
TOTAL EAST BUREAU	31.00	3.00	4.00	35.00	8.00	4.00

WEST BUREAU	SECURITY OFFICER			SECURITY ASSISTANT		
	Budgeted Positions	Long Term	Short Term	Budgeted Positions	Long Term	Short Term
ANTELOPE VALLEY(ANTONOVICH)	6.00	1.00		4.00		
CHATSWORTH	3.00			3.00	1.00	
SANTA CLARITA	2.00			2.00	1.00	
TORRANCE (incl REDONDO BCH)	3.00			3.00	1.00	1.00
VAN NUYS EAST	4.00	1.00	1.00	6.00	1.00	
VAN NUYS WEST	3.00			4.00	1.00	
WEST L.A.	2.00	1.00		2.00		
TOTAL WEST BUREAU	23.00	3.00	1.00	24.00	5.00	1.00

ATTACHMENT 3

APPENDIX B

STATEMENT OF WORK

MANUAL OF POLICY AND PROCEDURES

POLICY OF EQUALITY

SHERIFF'S DEPARTMENT

COUNTY OF LOS ANGELES

**MANUAL
OF
POLICY
AND
PROCEDURES**

POLICY OF EQUALITY

**SHERIFF'S DEPARTMENT
COUNTY OF LOS ANGELES**

Effective January 5, 2003 (Revised October 1, 2007)

3-01/121.00 POLICY OF EQUALITY

CORE VALUES

Our Policy of Equality reflects and builds upon our Core Values, which each Department member is responsible for demonstrating in both actions and words.

These Core Values lie at the heart of our Policy of Equality:

As a **leader** in the Los Angeles County Sheriff's Department,

I commit myself to **honorably** perform my duties with

respect for the dignity of all people,

integrity to do right and fight wrongs,

wisdom to apply common sense and **fairness** in all I do and

courage to stand against racism, sexism, anti-Semitism,

homophobia and bigotry in all its forms.

These Core Values do not limit the responsibility of Department members to upholding only the stated values. All Department members are required to conduct themselves in accordance with the entirety of this Policy of Equality, and all applicable local, county, state, and federal laws.

PURPOSE

This Policy is intended to preserve the dignity and professionalism of the workplace as well as protect the right of employees to be free from discrimination, harassment, and retaliation. Discrimination, harassment, and retaliation are absolutely contrary to the values of the law enforcement profession as a whole and to the Core Values of the Los Angeles County Sheriff's Department. Discrimination, harassment, and retaliation are also illegal under local, county, state, and federal law.

The Department will not tolerate unlawful discrimination on the basis of sex, race, color, ancestry, religion, national origin, ethnicity, age (40 and over), disability, sexual orientation, marital status, or medical condition, nor will it tolerate unlawful harassment or retaliation. As a preventive measure, the Department also will not tolerate inappropriate conduct toward others based on a protected status even if the conduct does not meet the legal definition of discrimination or harassment.

All Department members are responsible for conducting themselves in accordance with this Policy and its associated Procedures. Violation of the Policy and/or Procedures will lead to prompt and appropriate Departmental action including, but not limited to, counseling, training, written reprimand, suspension, demotion, and/or discharge.

3-01/121.05 POLICY OF EQUALITY - PROHIBITED CONDUCT

Each Department member is responsible for understanding these definitions of prohibited conduct as they will govern in any disciplinary proceeding for violations of this Policy and/or associated Procedures.

3-01/121.10 POLICY OF EQUALITY - DISCRIMINATION

Discrimination is the disparate or adverse treatment of an individual based on or because of that individual's sex, race, color, ancestry, religion, national origin, ethnicity, age (40 and over), disability, sexual orientation, marital status, or medical condition.

3-01/121.15 POLICY OF EQUALITY - SEXUAL HARASSMENT

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature which meets any one of the following three criteria:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with the individual's employment or creating an intimidating, hostile, offensive, or abusive working environment.

3-01/121.20 POLICY OF EQUALITY - DISCRIMINATORY HARASSMENT (OTHER THAN SEXUAL)

Harassment of an individual because of the individual's race, color, ancestry, religion, national origin, ethnicity, age, disability, sexual orientation, marital status, or medical condition is also discrimination and prohibited by federal and/or state civil rights statutes. Discriminatory harassment is conduct which has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, offensive, or abusive work environment.

3-01/121.25 POLICY OF EQUALITY - THIRD-PERSON HARASSMENT

Third-person harassment is indirect harassment of a bystander, even if the person engaging in the conduct is unaware of the presence of the bystander. When an individual engages in harassing behavior, he or she assumes the risk that someone may pass by or otherwise witness the behavior. The Department considers this to be the same as directing the harassment toward that individual.

3-01/121.30 POLICY OF EQUALITY - INAPPROPRIATE CONDUCT TOWARD OTHERS

Inappropriate conduct toward others is any physical, verbal, or visual conduct based on or because of sex, race, color, ancestry, religion, national origin, ethnicity, age (40 and over), disability, sexual orientation, marital status, or medical condition when such conduct reasonably would be considered inappropriate for the workplace.

This provision is intended to stop inappropriate conduct before it becomes unlawful discrimination or harassment. As such, the conduct need not be pervasive or repeated in order to violate this Policy. An isolated derogatory comment, joke, racial slur, sexual innuendo, etc., may be grounds for discipline. Similarly, the conduct need not be unwelcome to the party against whom it is directed; if the conduct reasonably would be considered inappropriate for the workplace, it will violate this Policy.

3-01/121.35 POLICY OF EQUALITY - RETALIATION

Retaliation is an adverse action against another for reporting an incident or filing a complaint of conduct that violates this Policy or the law or participating in an investigation or otherwise exercising their rights or performing their duties under this Policy or the law.

3-01/121.40 POLICY OF EQUALITY - EXAMPLES OF CONDUCT THAT MAY VIOLATE THIS POLICY AND SCOPE OF COVERAGE

Depending on the facts and circumstances, the following are examples of conduct that may violate this Policy:

- Posting, possessing, sending, soliciting or displaying in the workplace sexually suggestive, racist, "hate-site" related, or obscene letters, notes, invitations, cartoons, posters, facsimiles, electronic mail or web links;
- Verbal conduct such as whistling and cat calls, using or making lewd or derogatory noises or making graphic comments about another's body, or participating in explicit discussions about sexual experiences and/or desires;

- Verbal conduct such as using sexually, racially or ethnically degrading words or names, using or making racial or ethnic epithets, slurs, or jokes;
- Verbal conduct such as comments or gestures about a person's physical appearance which have a racial, sexual, disability-related, religious, age or ethnic connotation or derogatory comments about religious differences and practices;
- Physical conduct such as touching, pinching, massaging, hugging, kissing, rubbing or brushing the body, making sexual gestures, impeding or blocking an individual's passage or normal movements;
- Visual conduct such as staring, leering, displaying or circulating sexually suggestive objects, pictures, posters, photographs, cartoons, calendars, drawings, magazines, computer images or graphics;
- Sexual advances or propositions, including repeated and unwanted requests for a date;
- Retaliation in any form, including withholding work-related information, giving punitive work assignments, or denial of job benefits; and
- Hazing based on any protected status, including withholding assistance, giving demeaning, unattainable, or unnecessary job assignments, or ignoring the presence of a co-worker.

This list is not exhaustive. Any conduct which is retaliatory or based on or because of sex, race, color, ancestry, religion, national origin, ethnicity, age (40 and over), disability, sexual orientation, marital status, or medical condition may also violate this Policy.

SCOPE OF COVERAGE

Department Members: For purposes of this Policy, "Department members" is defined as employees of the Los Angeles County Sheriff's Department and applicants for employment, whether sworn (regular or reserve) or civilian, all volunteers, and Explorer Scouts and outside vendors (see the Department's Outside Vendor Policy).

Location: This Policy prohibits discrimination, harassment, retaliation, and inappropriate conduct toward others in the workplace or in other work-related settings such as work-related social events (e.g., retirement parties). Depending upon the facts and circumstances, this Policy also prohibits off-site, off-duty conduct where such conduct meets one of the foregoing definitions of prohibited conduct and has the purpose or effect of unreasonably interfering with an individual's employment or creating an intimidating, hostile, offensive, or abusive working environment.

Communication System/Equipment: This Policy also applies to the use of any Departmental communication system or equipment, including but not limited to, electronic mail, internet, intranet, JDIC, telephone lines, computers, facsimile machines, voice-mail, radio, and mobile digital terminals. Employees will be disciplined in accordance with this Policy for using any Departmental communication system or

equipment to deliver, display, store, publish, circulate, or solicit material in violation of this Policy.

3-01/121.45 POLICY OF EQUALITY - REPORTING VIOLATIONS OF THIS POLICY

Any Department member who believes he or she has been subjected to conduct that violates this Policy is strongly encouraged to report the matter to any Department supervisor or manager or the Intake Specialist Unit. The Intake Specialist Unit may be reached at (323) 890-5371, and is located at: 4900 South Eastern Avenue, Suite 203, Commerce, California, 90040.

Any non-supervisory Department member who believes he or she has knowledge of conduct that violates this Policy is strongly also encouraged to report the matter.

Supervisors and managers have an affirmative duty to report potential violations of this Policy to the Intake Specialist Unit. Supervisors and managers also have additional duties and responsibilities as detailed in the procedures associated with this Policy.

The Department will fully and fairly investigate any complaints and take immediate and appropriate corrective action.

Department members also may contact the California Department of Fair Employment and Housing by calling (800) 884-1684 or visiting their website at www.dfeh.ca.gov and may contact the Federal Equal Employment Opportunity Commission by calling 213-894-1000 or 800-669-4000 or visiting their website at www.eeoc.gov. For more information regarding the Fair Employment and Housing Act, Department members may refer to the California Department of Fair Employment and Housing's brochure entitled "Sexual Harassment: The Facts about Sexual Harassment", which is attached to this Policy.

Department members may also contact the County Office of Affirmative Action Compliance at (213) 974-1251.

3-01/121.50 POLICY OF EQUALITY - DUTY TO COOPERATE

All Department members are responsible for cooperating fully in any Department inquiry or investigation related to this Policy. Failure to do so will lead to prompt Departmental action including, but not limited to, counseling, training, written reprimand, suspension, demotion, and/or termination.

3-01/121.55 POLICY OF EQUALITY - NO RETALIATION

This Policy absolutely prohibits retaliation. No person will be retaliated against for making a complaint of conduct that violates this Policy or the law, cooperating in any

investigation or corrective action, or otherwise preventing prohibited practices under this Policy or the law. The Department will take immediate and corrective action to prevent retaliation, including the imposition of appropriate discipline to any Department member who engages in retaliation.

3-01/122.00 POLICY OF EQUALITY - PROCEDURES

INTRODUCTION

All Department members are responsible for conducting themselves in accordance with the Policy of Equality ("Policy") and these procedures ("Procedures"). The Policy and Procedures are the internal controlling authority for all Department equity matters. Violation of the Policy or Procedures will lead to prompt and appropriate Departmental action including, but not limited to, counseling, training, written reprimand, suspension, demotion, and/or discharge.

Any Department member who believes he or she has been subjected to a violation of the Policy is strongly encouraged to report the matter. Any non-supervisory Department member who has knowledge of a violation of the Policy is also strongly encouraged to report the matter.

Supervisors and managers have an affirmative duty to report potential violations of the Policy. Supervisors and managers shall also take all reasonable steps to prevent discrimination, harassment, and retaliation from occurring in the workplace and take immediate and appropriate corrective action to stop any discrimination, harassment, and retaliation that does occur.

The Department will promptly and effectively investigate all reports of violations of the Policy and will take immediate and appropriate preventive and corrective action. Department members shall cooperate fully in any inquiry or investigation related to the Policy.

3-01/122.05 POLICY OF EQUALITY - PROCEDURES - DUTIES OF SUPERVISORS AND MANAGERS

Under these Procedures, supervisors and managers shall perform certain duties as enumerated below.

Supervisors and managers for purposes of the Procedures include the Sheriff, the Undersheriff, Assistant Sheriffs, Chiefs, Commanders, Captains, Lieutenants, Sergeants, Deputies performing supervisory duties or acting in a supervisory capacity, and civilian directors, managers, and supervisors.

NOTE: FAILURE BY ANY SUPERVISOR OR MANAGER TO CARRY OUT THESE DUTIES MAY BE CAUSE FOR DISCIPLINE.

Duty of All Supervisors and Managers to Report

Supervisors and managers have an affirmative duty to report potential violations of the Policy. Supervisors and managers are required to report potential violations of the Policy to the Intake Specialist Unit as provided below even when a complaining or reporting party requests that no action be taken. The supervisor or manager shall:

- Immediately notify the Intake Specialist Unit of the incident(s) or complaint and any initial steps taken by the supervisor or manager; and
- Complete a Policy Of Equality Report form POE-001 ("POE Report Form") and promptly file the original with the Intake Specialist Unit with copies to: (a) the reporting party's Unit Commander, unless the complaint is against the Unit Commander, in which case it shall be sent to the Department's Equity Commander; and (b) the Equity Oversight Panel.

Additional Duties of All Supervisors and Managers

Supervisors and managers are also responsible for:

- Being aware of and understanding the Policy and Procedures, as well as any modifications that may be made to them;
- Actively monitoring the work environment to ensure that discrimination, harassment, and/or retaliation are not occurring;
- Informing Department members under their supervision of the types of behavior prohibited, and the Department's procedures for reporting and resolving complaints arising under the Policy;
- Stopping conduct that violates the Policy and taking immediate and appropriate action whether or not the involved Department members are within their line of supervision;
- Taking immediate action to prevent retaliation towards the complaining party (if there is one), and to deter and eliminate any hostile work environment. If a situation requires separation of the involved parties, particular care must be taken to avoid actions that appear to punish the complaining party.

Supervisors and managers have the foregoing duties whether or not a complaint has been made.

Additional Duties of Unit Commanders

In addition to the duties described above, Unit Commanders have the following duties:

- Ensuring that blank POE report forms POE-001 are maintained in a prominent and accessible place in every Unit. It is the further duty of the Unit Commander

- to ensure that the location, availability, and purpose of these forms are made known to each Unit member; and
- Performing all duties required by the Outside Vendor Policy Regarding Discrimination, Harassment, and Retaliation.

3-01/122.10 POLICY OF EQUALITY - PROCEDURES - INFORMATION ABOUT THE POLICY AND PROCEDURES

Office of the Ombudsperson

The Office of the Ombudsperson functions as a specialized resource for all Department members concerning the Policy of Equality and these Procedures. The Office of the Ombudsperson shall respond to inquiries, including anonymous inquiries, about the Department's Policy and Procedures and provide information to Department members about, among other things, their rights and responsibilities and complaint and investigation procedures concerning equity matters.

The Office of the Ombudsperson is not a complaint intake Unit. However, if a caller provides enough information to indicate a violation of the Policy, the Office of the Ombudsperson must report the matter to the Intake Specialist Unit. The Office of the Ombudsperson shall notify each caller of this obligation.

QUESTIONS ABOUT THIS POLICY

Any Department member who has questions about the meaning or interpretation of this Policy should contact the Office of the Ombudsperson. They may be reached at:

Office of the Ombudsperson (323) 890-5348

3-01/122.15 POLICY OF EQUALITY - PROCEDURES - EQUITY COMPLAINT PROCESS

Reporting Complaints

Any Department member who believes he or she has been subjected to conduct that violates the Policy is encouraged to report the matter to:

- Any Department supervisor or manager (whether or not in the Department member's chain-of-command); or
- The Intake Specialist Unit at (323) 890-5371.

Non-supervisory Department members are also encouraged to report potential violations of the Policy directed toward another to a supervisor, manager, or to the Intake Specialist Unit, the number for which has been provided above.

Supervisors and managers shall report potential violations of the Policy in accordance with the procedures detailed above.

- The Intake Specialist Unit

The Intake Specialist Unit, staffed by both sworn and civilian Department members, is an initial point of contact for Department members who wish to report a violation of the Policy. Department members are not required to identify themselves when contacting the Intake Specialist Unit.

The Intake Specialist Unit shall be responsible for directing any reports concerning equity issues to the Equity Unit for investigation and resolution. The Intake Specialist Unit also shall assist Department members in finding the right point of contact for questions regarding the Policy and Procedures or equity issues.

The Intake Specialist Unit shall contact the complainant during the course of the investigation to ensure that no retaliation is occurring. The Intake Specialist Unit shall make prompt notification to the appropriate parties if an issue of retaliation is raised.

- Supervisors and Managers

Department members also may report potential violations of the Policy and/or Procedures to any Department supervisor or manager as defined above.

Investigating Complaints: The Equity Unit

The Equity Unit is responsible for promptly and effectively investigating reports of conduct that violates the Policy or Procedures. Equity Unit investigations shall be immediate, thorough, objective, and complete. Equity Unit investigations shall be as confidential as reasonably possible consistent with the Department's obligation to conduct a full and effective investigation. Upon conclusion of the investigation, the Equity Unit investigators shall present their findings to the Equity Oversight Panel for review.

The Equity Unit investigator(s) assigned to the case shall conduct an initial investigation to determine whether there has been a potential violation of the Policy and/or Procedures. If the initial investigation indicates a potential violation of the Policy and/or Procedures, the investigator shall open an administrative investigation at the direction of an Equity Unit Lieutenant, who may seek the advice or concurrence of the Equity Commander or Equity Unit attorney. Any decision not to open an administrative investigation shall be forwarded to the Equity Oversight Panel for review.

Review of Equity Unit Investigations

- The Equity Oversight Panel

The Equity Oversight Panel is an independent oversight body which, in accordance with the procedures described in this section, shall have authority and be responsible for reviewing Equity Unit investigations and making appropriate determinations for violations of the Policy and/or Procedures. The Equity Oversight Panel shall meet bi-monthly, or more frequently if necessary, to discuss and review each Equity Unit investigation.

In addition, the Equity Oversight Panel shall be responsible for, among other matters, monitoring and evaluating the quality of the Equity Unit investigations and the effectiveness of the Policy and Procedures. The Equity Oversight Panel shall also serve as an equity policy advisor to the Department.

- The Review Process

The review process shall consist of the following steps:

- a. The Equity Oversight Panel shall receive a thorough briefing from and have the opportunity to question the investigator(s) who handled the Equity Unit investigation. The subject's Chief and/or Unit Commander may attend the briefing. In addition, the Equity Oversight Panel shall have the authority to command the appearance of any Department member deemed necessary to a full and effective resolution of the complaint or incident. Any information relied upon by the Equity Oversight Panel to reach its decisions must be reflected in the subject's investigation package, including any new information received from any attendee to the Equity Oversight Panel's briefing.
- b. The Equity Oversight Panel shall meet to discuss and deliberate on the Equity Unit case presented. A representative from County Counsel and the Office of Affirmative Action Compliance may be present to offer advice as required under applicable Protocols. The subject's Chief and/or Unit Commander may be present at the request of the Equity Oversight Panel members. After discussion, the Equity Oversight Panel shall determine appropriate dispositions and discipline, if discipline is warranted. The Equity Oversight Panel immediately shall cause to be forwarded to the Sheriff for review all cases where its final recommended discipline determination exceeds 15 days suspension (See "Sheriff's Review of Discipline in Excess of 15 Days Suspension," below.).
- c. In all cases, the Equity Oversight Panel may direct the Equity Unit to conduct further investigation. If further investigation is directed, another review shall be held in accordance with this section after the investigation.
- d. The Equity Oversight Panel shall communicate its recommendations to the Equity Unit, which shall notify the appropriate parties. The Equity Unit

shall issue a Letter of Intent to Impose Discipline to the subject or, where appropriate, inform the subject that the complaint was unfounded or unresolved. At the same time, the Equity Unit shall issue a letter to the complainant indicating that the complaint was either founded, unfounded, or unresolved and that, if founded, appropriate corrective action was determined. Proposed disciplinary action shall be kept confidential until the Equity Unit receives the determinations regarding dispositions and discipline from the Equity Oversight Panel or Sheriff or his delegate.

Sheriff's Review of Discipline in Excess of 15 Days Suspension

The Sheriff shall have the authority to review all cases of discipline in excess of 15 days suspension, including demotion and termination. For these cases, the Sheriff shall have the authority to adopt or modify the discipline and/or reopen the investigation if deemed necessary.

The Sheriff may delegate the aforementioned authority to the Undersheriff or an Assistant Sheriff.

Skelly Hearings

Where applicable, the subject Department member may elect to have a hearing on discipline (a "Skelly" hearing) before the discipline is imposed. If the subject elects to have a Skelly hearing, the Department shall designate a Skelly officer.

Information presented by the subject at the Skelly hearing that was known to the subject at the time of the subject's Equity Unit investigation but not disclosed shall not be grounds for overturning the Equity Oversight Panel's recommendation. If the subject presents new facts during the Skelly hearing (i.e., facts discovered subsequent to the subject's Equity Unit investigation), the Skelly officer shall send the case back to the Equity Unit for further investigation.

The Skelly officer shall promptly communicate, in writing, the factual and legal basis for any decision to modify the Equity Oversight Panel's determinations to the Sheriff and to the Equity Oversight Panel. Failure to do so may be grounds for discipline.

Grievance Procedures

- Department Member Rights

Department members also may grieve disciplinary actions according to the terms of applicable memoranda of understanding ("MOU") negotiated by the Department and the union representing said members. As such, these MOUs may require separate or additional procedures according to their respective terms.

- Supervisors' and Managers' Responsibilities

Any supervisor authorized to conduct grievances shall promptly communicate, in writing, to the Equity Oversight Panel and to the subject's Chief the factual and legal basis for any decision to modify the Equity Oversight Panel's determinations. Failure to do so may be cause for discipline.

Information presented by the subject during the grievance that was known to the subject at the time of the subject's Equity Unit investigation but not disclosed shall not be grounds for overturning the Equity Oversight Panel's recommendation. If the subject presents new facts during the grievance (i.e., facts discovered subsequent to the subject's Equity Unit investigation), the supervisor authorized to conduct the grievance shall send the case back to the Equity Unit for further investigation.

Appeals To Civil Service

Department members also may appeal final determinations of discipline to the Civil Service Commission in accordance with the Civil Service Rules. Where the final discipline determination exceeds 15 days suspension, the Department may not settle a Civil Service Commission case without prior approval by the Sheriff or his designee. In all other cases, the Department may not settle a Civil Service Commission case without prior approval by the Equity Oversight Panel.

3-01/122.20 POLICY OF EQUALITY - PROCEDURES - EXTERNAL COMPLAINT MONITORING

The Department's Affirmative Action Unit, in conjunction with the County's Office of Affirmative Action Compliance, will receive and process all external discrimination, harassment, and retaliation complaints. Where appropriate, the Affirmative Action Unit will forward the complaint to the Equity Unit for investigation and resolution.

3-01/122.25 POLICY OF EQUALITY - PROCEDURES - CONFIDENTIALITY

The Department shall maintain all complaint-related information in confidence to the extent possible given the Department's obligation to conduct a full and effective investigation. For more information concerning confidentiality, Department members should contact the Office of the Ombudsperson.

The Department shall keep all information and material reviewed confidential in accordance with California Penal Code §§ 832.7 and 832.8, California Evidence Code § 1043 *et seq.*, and any other provision regarding the confidentiality of peace officer personnel records.



The definition of sexual harassment includes many forms of offensive behavior.

An employer might avoid liability if

- the harasser is not in a position of authority, such as a lead, supervisor, manager or agent;
- the employer had no knowledge of the harassment;
- there was a program to prevent harassment; and
- once aware of any harassment, the employer took immediate and appropriate corrective action to stop the harassment.

Filing a Complaint

Employees or job applicants who believe that they have been sexually harassed may file a complaint of discrimination with DFEH within **one year** of the harassment.

DFEH serves as a neutral fact-finder and attempts to help the parties voluntarily resolve disputes. If DFEH finds sufficient evidence to establish discrimination occurred and settlement efforts fail, the Department may file a formal accusation. The accusation will lead to either a public hearing before the Fair Employment and Housing Commission or a lawsuit filed by DFEH on behalf of the complaining party.

If the Commission finds that discrimination has occurred, it can order remedies including:

- Fines or damages for emotional distress from each employer or person found to have violated the law
- Hiring or reinstatement

Sexual Harassment

The Facts About Sexual Harassment

The *Fair Employment and Housing Act* (FEHA) defines sexual harassment as harassment based on sex or of a sexual nature; gender harassment; and harassment based on pregnancy, childbirth, or related medical conditions. The definition of sexual harassment includes many forms of offensive behavior, including harassment of a person of the same gender as the harasser. The following is a partial list of types of sexual harassment:

- Unwanted sexual advances
- Offering employment benefits in exchange for sexual favors
- Actual or threatened retaliation
- Leering; making sexual gestures; or displaying sexually suggestive objects, pictures, cartoons, or posters
- Making or using derogatory comments, epithets, slurs, or jokes
- Sexual comments including graphic comments about an individual's body; sexually degrading words used to describe an individual; or suggestive or obscene letters, notes, or invitations
- Physical touching or assault, as well as impeding or blocking movements

- Back pay or promotion
- Changes in the policies or practices of the involved employer

Employees can also pursue the matter through a private lawsuit in civil court after a complaint has been filed with DFEH and a Right-to-Sue Notice has been issued.

For more information, see DFEH publication 159 "Guide for Complainants and Respondents."

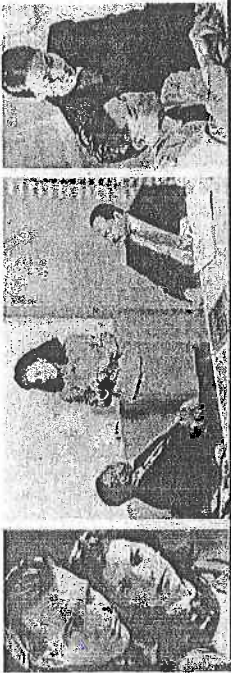
For more information, contact DFEH toll free at (800) 884-1684

TTY number at (800) 700-2320 or visit our web site at www.dfeh.ca.gov

In accordance with the California Government Code and ADA requirements, this publication can be made available in Braille, large print, computer disk, or tape cassette as a disability-related reasonable accommodation for an individual with a disability. To discuss how to receive a copy of this publication in an alternative format, please contact DFEH at the numbers above.



State of California
Department of Fair Employment & Housing



The mission of the Department of Fair Employment and Housing is to protect the people of California from unlawful discrimination in employment, housing and public accommodations, and from the perpetration of acts of hate violence.

Employers' Obligations

All employers must take the following actions against harassment:

- Take all reasonable steps to prevent discrimination and harassment from occurring. If harassment does occur, take effective action to stop any further harassment and to correct any effects of the harassment.
- Develop and implement a sexual harassment prevention policy with a procedure for employees to make complaints and for the employer to investigate complaints. Policies should include provisions to:
 - Fully inform the complainant of his/her rights and any obligations to secure those rights.
 - Fully and effectively investigate. The investigation must be thorough, objective, and complete. Anyone with information regarding the matter should be interviewed. A determination must be made and the results communicated to the complainant, to the alleged harasser and, as appropriate, to all others directly concerned.
 - Take prompt and effective corrective action if the harassment allegations are proven. The employer must take

appropriate action to stop the harassment and ensure it will not continue. The employer must also communicate to the complainant that action has been taken to stop the harassment from recurring. Finally, appropriate steps must be taken to remedy the complainant's damages, if any.

- Post the Department of Fair Employment and Housing (DFEH) employment poster (DFEH 162) in the workplace (available through the DFEH toll-free number [800] 884-1684 or web site).

- Distribute an information sheet on sexual harassment to all employees. An employer may either distribute this pamphlet (DFEH 185) or develop an equivalent document that meets the requirements of Government Code section 12950(b). This pamphlet may be duplicated in any quantity. **However, this pamphlet is not to be used in place of a sexual harassment prevention policy, which all employers are required to have.**

- All employees should be made aware of the seriousness of violations of the sexual harassment policy. Supervisory personnel should be educated about their specific responsibilities. All employees must be cautioned against using peer pressure to discourage harassment victims from complaining.

- A program to eliminate sexual harassment from the workplace is not only required by law, but is the most practical way for an employer to avoid or limit liability if harassment should occur despite preventive efforts.

Employer Liability

All employers, regardless of the number of employees, are covered by the harassment section of the FEHA. Employers are generally liable for harassment by their supervisors or agents. Harassers, including both supervisory and nonsupervisory personnel, may be held personally liable for harassing an employee or coworker or for aiding and abetting harassment.

Additionally, the law requires employers to take "all reasonable steps to prevent harassment from occurring." If an employer has failed to take such preventive measures, that employer can be held liable for the harassment. A victim may be entitled to damages, even though no employment opportunity has been denied and there is no actual loss of pay or benefits.

In addition, if an employer knows or should have known that a nonemployee (e.g. client or customer) has sexually harassed an employee, applicant, or person providing services for the employer and fails to take immediate and appropriate corrective action, the employer may be held liable for the actions of the nonemployee.

APPENDIX B
STATEMENT OF WORK

CIVIL PROCEDURES
SECURITY DUTIES AND CONDUCT

CIVIL PROCEDURES

4-03/000.00 DUTIES AND CONDUCT TOC

Duties and conduct for Security Officers and Security Assistants while in the performance of their duties.

4-03/010.00 INTRODUCTION TOC

The provision and maintenance of adequate security measures throughout the County of Los Angeles Court System, and various other County facilities, is the primary responsibility of both Security Officers and Security Assistants.

The ever-present threats of courthouse disruption, violence, unauthorized access, theft, vandalism, and other crimes demands the implementation of a positive and effective security program to prevent or minimize these hazards.

In both its planning and procedural aspects, security is an operational problem with features unique to each facility and its occupants. To ensure adequate and effective security measures and procedures, responsibility must be delineated and individually placed within each facility.

4-03/015.00 DUTIES TOC

It is the duty of each Security Officer and Security Assistant to be at their post of assignment during working hours, and remain highly visible at all times, and follow the rules and guidelines established by Department Manual of Policy and Procedures, Court Services Division Manual, and Court Services Division Directives.

Security personnel will also be required to monitor the areas in and around their fixed post. Be observant for disturbances, violations of fire safety standards, and report hazards such as blocked exits, and slippery floors.

Security personnel should be aware of points of interest in and around the courthouse. It is not uncommon for an officer to be asked where such places are located. Provide this information in a polite manner.

4-03/020.00 RESPONSIBILITIES TOC

The major responsibility of the Security Officer and Security Assistant is prevention of incidents or offenses. A Security Officer and/or Security Assistant must be highly visible. By remaining visible, security personnel may discourage anyone who might be considering theft, damage, or personal injury to persons or property.

CIVIL PROCEDURES

Security personnel must be alert, listen carefully, and be ever watchful. Prevention of entry of persons who are disruptive, abusive, and/or intoxicated is accomplished by being alert to all who enter your facility. Be aware of warning signs of various problems which may surface ahead of time, such as body language, tone of voice, slurred speech, manner and style of dress, eye movements, etc.

It is the responsibility of security personnel to be thoroughly familiar with the Security Plan of their facility. Only with complete knowledge and familiarity can security personnel act quickly and efficiently in any given situation. If an offense or incident does occur, security personnel must remain calm, observe and remember events, and report the occurrence to their supervisor.

[4-03/025.00](#)

[AUTHORITY](#)

[TOC](#)

Security Officers and Security Assistants are not peace officers. Security personnel do not perform the same duties, receive the same training, or have the same powers under the California Penal Code as peace officers.

Security Officers and Security Assistants are public officers,(as defined in 831.4 P.C.), employed by the Sheriff of a County, whose primary duty is the security of a location or facility with respect to the patrons, employees, and properties of the employing County as directed by the Sheriff.

All security personnel should be reminded that the protection of people and property are their primary duties. Whereas, peace officers protect people, property, and enforce laws.

If a law is violated, peace officers are required to pursue and apprehend the responsible person(s). Security personnel's primary role is that of an observer and reporter. Under certain circumstances, it may become necessary for a Security Officer to pursue a violator only in tandem with a sworn Department member. (Refer to Court Services Division Manual, Security Volume Section 4-03/025.10 - Foot Pursuit Policy For Security Personnel). Record all pertinent information and provide it to the proper law enforcement agency.

A Security Officer is responsible to observe, deter, pursue, and detain persons who have committed a crime on County property. However, they shall never independently place a person under arrest, but must detain the person for further investigation by peace officer personnel. The penal code defines "arrest" as the taking of a person(s) into custody, in a case and in the manner authorized by law. An arrest may be made by a peace officer or by a private person (834PC).

CIVIL PROCEDURES

4-03/025.05 RELATIONS WITH PEACE OFFICERS TOC

Security personnel should maintain a good working relationship with other Sheriff personnel and law enforcement agencies. Security personnel must avoid doing any of the following:

- Never play "cop".
- Do not mislead people. Because of the uniform, the public may perceive security personnel as peace officers. Security personnel are not to imply or represent that they are peace officers.

During an emergency, security personnel should not interfere with peace officers who may be on the scene. However, do cooperate to the fullest extent possible when called upon to assist.

4-03/025.10 FOOT PURSUIT POLICY FOR SECURITY PERSONNEL TOC

Security officers shall not engage in a foot pursuit unless in tandem with a sworn Department member. If a security officer becomes involved as an assisting partner in a foot pursuit and is directed by the sworn member to put out a broadcast, the security officer shall be prepared to provide the following information in a timely manner:

- Officer identifier
- Suspect(s) exact location and description
- Reason for the foot pursuit
- Whether suspect is armed

Security Assistants shall not go in foot pursuit.

(Refer to Manual of Policy and Procedures section 5-09/220.50 - Foot Pursuits)

4-03/030.00 ATTITUDE TOC

Security personnel shall serve the Sheriff's Department loyally and discreetly, and will not display poor judgment or fail to support fellow employees in the lawful performance of their duties.

Security personnel shall always maintain a professional demeanor. They shall perform their duties in a calm, but firm manner, acting together to assist and protect each other and County property.

Security personnel shall direct and coordinate their efforts in a manner which will establish and maintain the highest level of professionalism. Watching television,

CIVIL PROCEDURES

reading newspapers, books, magazines, eating, and smoking are prohibited while working an assigned area except during a break or lunch. Breaks and lunch shall be taken in a designated area or away from assigned post and out of view of the public, especially if eating or talking on a cell phone.

Security personnel should be aware of points of interest in and around the courthouse. It is not uncommon for an officer to be asked where such places are located. Provide this information in a polite manner.

People will remember their encounters with you, both good and bad. This will be retained for weeks or even months. Security personnel should remember they are often the first contact many people have with the court system. The impression security personnel make may have a lasting impression, positive or negative on the public's view or opinion of the Sheriff's Department.

VOLUME 3 - CHAPTER 3

UNIFORM AND SAFETY EQUIPMENT

3-03/000.00 DEPARTMENTAL AUTHORITY

3-03/000.05 AUTHORITY OF THE SHERIFF - UNIFORM AND SAFETY EQUIPMENT

The Sheriff has final authority on matters pertaining to official uniforms, safety equipment and identification items.

3-03/000.10 UNIFORM AND SAFETY EQUIPMENT COMMITTEE

The Sheriff has established a Uniform and Safety Equipment Committee to formulate standards and consider proposed changes in official uniforms, safety equipment and identification items and make recommendations to the Executive Planning Council. The Executive Planning Council has authority to approve specific types of uniform and safety equipment items. The Committee is comprised of the following members:

Voting Members

- One representative from each Division, as selected by the respective Division Chief. A Commander of the Leadership and Training Division, shall serve as the Chairman of the Committee,
- One representative from A.L.A.D.S., who shall serve in accordance with the Memoranda of Understanding for Peace Officers,
- One representative from P.P.O.A., who shall serve in accordance with the Memoranda of Understanding for Supervisory Peace Officers,
- One female representative, selected by female command-level personnel, who will represent the Department at- large.

Advisory Members

The Chairman of the Uniform and Safety Equipment Committee may appoint advisory members as needed. The following members shall always be included:

- Captain of Training Bureau,
- Director of Personnel Administration.

3-03/000.15 OFFICIAL RECORDS OF THE UNIFORM AND SAFETY EQUIPMENT COMMITTEE

A Commander from the Leadership and Training Division shall serve as the Chairman of the Uniform and Safety Equipment Committee, and shall be responsible for maintaining the official records of all committee actions.

The Central Supply/Logistics Section of the Administrative Services Division shall:

- Maintain a file of specifications for approved uniform apparel, safety equipment and uniform identification items,
- Establish purchasing and issuing procedures,
- Maintain records of members who have received Department-issued uniforms and safety equipment.

The Director of Personnel Administration is responsible for the official records pertaining to identification items.

Personnel Administration shall issue and account for official badges, flat badges and identification cards.

3-03/010.00 GENERAL PROVISIONS - UNIFORM AND SAFETY EQUIPMENT

3-03/010.05 REQUIREMENTS/INSPECTIONS - UNIFORM AND SAFETY EQUIPMENT

Unless otherwise indicated, uniform and identification items described in this chapter apply to all uniformed members, both male and female.

Only uniform apparel, safety equipment and identification items specifically approved by the Sheriff and/or the Executive Planning Council are authorized to be worn, carried and/or used by Department members. Items not approved are specifically prohibited. The omission of an item shall not be construed as tacit approval.

Unit Commanders, as part of their management function, shall hold regular inspections to ensure that assigned members wear, carry and use only approved items in the prescribed manner.

3-03/010.10 WHO SHALL POSSESS UNIFORMS

Every sworn member shall possess, at all times, a complete Class A uniform and Department-issued safety equipment in serviceable condition and identification items sufficient to perform uniformed field duty.

All uniformed civilian members shall possess the prescribed uniform, identification and issued equipment required for their classification.

A current list of uniformed civilian classifications shall be maintained by Employee Relations/Advocacy Services.

3-03/010.15 EXEMPTION FROM UNIFORM REQUIREMENTS

During times of emergency, when a specified article of apparel or safety equipment cannot be obtained, or when the specifications cannot be maintained, due to the affects of such an emergency, the Sheriff has the authority to order exceptions as warranted.

3-03/010.20 EMPLOYEE COMMENTS

Employees may submit comments or proposals about items of uniform apparel, safety equipment or identification, or about the wearing of such items, or the adoption of uniform or safety equipment items on an SH-AD-32A, through channels, to their Division Uniform and Safety Equipment Committee representative. Comments/proposals must include a complete description of the item, together with photographs or samples, if possible.

3-03/010.25 OPTIONAL UNIFORM ITEMS

All items identified in this chapter as "optional" shall be purchased at the employee's expense. Optional items may be worn, carried or used only when authorized in accordance with this chapter.

3-03/020.00 SPECIAL UNIFORM NEEDS

Members assigned to perform the below listed duties are deemed to have special clothing and safety equipment needs:

- Arson/Explosives Detail,
- Beach patrol,
- Bicycle teams,
- Canine handlers,
- Commercial Traffic Enforcement,
- Emergency Services Detail,
- Harbor Patrol,
- Motorcycle Patrol,
- Mounted Enforcement,
- Pilots and observers,
- Recruit trainees,
- Search and Rescue Teams,
- Special Weapons teams,
- Training instructors.

These members may wear special clothing items specified in section 3-03/070.25 when authorized by the Undersheriff. Other items may also be worn, but only when directed by, and only those items approved by, their concerned Division Chief and Undersheriff. Any special clothing is optional and may be worn only while performing those duties

pertaining to their specialized positions. Only safety equipment items specified in this chapter may be worn, carried or used while performing those duties.

3-03/030.00 WEARING UNIFORMS

3-03/030.10 WHO SHALL WEAR UNIFORMS

Uniformed members shall wear the approved uniform, safety equipment and identification items appropriate for their rank, classification and/or assignment during their tour of duty.

Department members shall not wear full or partial uniforms, safety equipment or Department identification items while off-duty which would identify them as uniformed members of the Sheriff's Department. Uniforms may be worn by members while traveling to and from their work location provided all clothing or equipment identifying the Department is covered. Any exceptions shall be authorized by the member's Unit Commander prior to the off-duty activity. Funerals are an exception to this policy.

This policy shall not preclude off duty members from carrying concealed an approved weapon and/or identification.

3-03/030.15 EXEMPTIONS FROM WEARING UNIFORMS

The following members are exempt from wearing a uniform during normal duty:

- Sheriff,
- Undersheriff,
- Assistant Sheriff(s),
- Division Chiefs,
- Area Commanders,
- Captains,
- Unit Commanders,
- Sworn members assigned to Detective Division,
- Members assigned to duty wherein the wearing of a uniform is impractical and where prior exemption has been granted.

Members may be excused from wearing certain items of uniform and safety equipment by the officer in charge of a detail when the removal of these items may protect the member from possible injury.

3-03/030.20 MANNER OF WEARING UNIFORMS

Uniforms shall be worn in a military manner with uniform buttons secured at all times. Nothing shall be carried in the pockets of the uniform shirt which produces an obvious bulge or protrusion.

Exception: A pen and pencil and flat badge case may be carried in the left breast pocket.

3-03/030.25 WEARING UNIFORMS ON FORMAL OCCASIONS

A complete Class A uniform shall be worn by sworn members officially representing the Department on formal occasions such as:

- Building or Station dedications,
- Department graduations,
- Parade participation,
- Ceremonial functions,
- Flag Day,
- Law enforcement memorial service,
- Funerals,
- Honor guard.

Sworn members scheduled to participate as a Department representative in any ceremony in connection with such formal occasions shall wear the uniform specified by the Department announcement or directive. The executive uniform shall be worn when so directed.

Sworn members attending such formal occasions as spectators need not wear headgear unless specifically instructed.

3-03/030.35 MIXING CIVILIAN AND UNIFORM CLOTHING

No distinguishable part of any uniform which would identify the wearer as a member of the Department shall be worn in public in conjunction with civilian clothes.

3-03/030.40 WEARING JEWELRY

When wearing the uniform, all visible jewelry shall be limited to rings and watches. Visible necklaces and ornamental bracelets or anklets shall not be worn while in uniform. Uniformed female members with pierced ears are permitted to wear a single stud earring (no larger than 3/8 inch diameter) in each ear lobe.

The Medic Alert necklace and bracelet are exceptions to the above regulations.

The aforementioned dress standards shall be adhered to and enforced by all Unit Commanders.

3-03/030.45 INCLEMENT WEATHER UNIFORM

During inclement weather, Unit Commanders may approve a "Code B," allowing uniformed members who must work in the weather conditions to wear the Class B uniform to approximate the standard Class A uniform.

3-03/040.00 MAINTENANCE AND INSPECTIONS - UNIFORM AND SAFETY EQUIPMENT

3-03/040.05 MAINTAINING UNIFORMS AND SAFETY EQUIPMENT

Approved uniforms, safety equipment and identification items shall be maintained at all times in a clean, serviceable condition, ready for immediate use. Items shall be replaced when they are worn, damaged, present an unacceptable appearance or do not meet current specifications.

3-03/040.10 INSPECTION OF NEW ARTICLES

Uniformed members shall secure approval of all newly purchased uniform and safety equipment items from their Watch Commander who shall personally inspect the items to ensure that all specifications are met.

3-03/040.15 OFFICIAL INSPECTIONS

Uniformed members are subject to inspection of all uniform, safety equipment and identification items to ensure that:

- Only approved items are worn and/or carried,
- Items are worn in the approved manner,
- Items are clean, properly maintained and serviceable,
- Members have in their possession all required items,
- Items fit properly.

Shift Inspections

Watch Commanders shall conduct daily inspections to ensure that articles of the uniform of the day, safety equipment and identification are as prescribed for that assignment.

Special Details

The supervisor calling the roll for special details shall conduct shift inspections.

3-03/040.20 INSPECTION REPORTS - UNIFORM AND SAFETY EQUIPMENT

Supervisors conducting inspections shall report violations of uniform and safety equipment regulations on an SH-AD 32A, through channels, to the concerned Unit Commander.

ATTACHMENT 6

ACKNOWLEDGEMENT OF RECEIPT

I acknowledge that I have received a copy of Los Angeles County Sheriff's Department Policy of Equality Manual (Attachment 3) and Court Services Division Security Manual: Duties and Conduct (Attachment 4).

I have read and understand the contents of this handbook and will act in accord with these policies and procedures as a condition of my employment with Contract Agreement#_____.

I understand that if I have questions or concerns at any time about the policy, I will consult my immediate supervisor, branch manager, or Human Resources staff.

Please read the Manuals carefully to understand these conditions of employment before you sign this document.

Employee Signature

Date

Employee Name (Please Print)