

## **STATEMENT OF WORK ATTACHMENTS**

**AS-NEEDED SECURITY GUARD SERVICES**

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**County Courthouses and Other Sheriff's Facilities**

<b>Central Bureau</b>	
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
Department 95 - 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
<b>East Bureau</b>	
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
Los Padrinos Juvenile Courthouse	7281 East Quill Drive, Downey, CA 90242
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

<b>West Bureau</b>	
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
Gov. George Deukmejian – Long Beach Courthouse	275 Magnolia Ave., Long Beach, CA 90802
Inglewood Courthouse	One Regent Street, Inglewood, CA 90301
Inglewood Juvenile Courthouse	110 Regent Street, Inglewood, CA 90301
Michael Antonovich Antelope Valley Courthouse	42011 4th Street West, Lancaster, CA 93534
San Fernando Courthouse	900 Third Street, San Fernando, CA 91340
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
<b>Additional Locations</b>	
S.T.A.R.S. Center	11515 South Colima Road, Whittier, CA 90604
Mira Loma	45100 60 <sup>th</sup> Street West, Lancaster, CA 93536

### 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	6.00	17.30
EAST BUREAU	3.00	13.00	16.00
WEST BUREAU	15.00	8.00	23.00
STAR/MIRA LOMA	2.00	-	6.00
<b>TOTAL DIVISION</b>	<b>31.30</b>	<b>27.00</b>	<b>62.30</b>

CENTRAL BUREAU	SECURITY OFFICER			SECURITY ASSISTANT		
	Budgeted Positions	Long Term	Short Term	Budgeted Positions	Long Term	Short Term
METROPOLITAN	5.00			8.00	1.00	
METROPOLITAN (After - Hours)	2.90	2.90				
CENTRAL CIVIL WEST	2.00			4.00		1.00
FOLTZ (CCB)	6.00		1.00	7.00	1.00	
STANLEY MOSK COURTHSE (CCH)	9.00		3.00	20.00	2.00	1.00
CCH (After - Hours)	4.40	4.40				
<b>TOTAL CENTRAL BUREAU</b>	<b>29.30</b>	<b>7.30</b>	<b>4.00</b>	<b>39.00</b>	<b>4.00</b>	<b>2.00</b>

EAST BUREAU	SECURITY OFFICER			SECURITY ASSISTANT		
	Budgeted Positions	Long Term	Short Term	Budgeted Positions	Long Term	Short Term
COMPTON	5.00		2.00	9.00	1.00	3.00
EL MONTE	4.00		1.00	2.00		
GLENDALE	1.00			2.00	1.00	1.00
PASADENA	2.00			5.00		2.00
POMONA SOUTH	4.00		1.00	4.00		2.00
WEST COVINA	3.00			4.00		1.00
WHITTIER	2.00	1.00		2.00		
<b>TOTAL EAST BUREAU</b>	<b>21.00</b>	<b>1.00</b>	<b>4.00</b>	<b>28.00</b>	<b>2.00</b>	<b>9.00</b>

WEST BUREAU	SECURITY OFFICER			SECURITY ASSISTANT		
	Budgeted Positions	Long Term	Short Term	Budgeted Positions	Long Term	Short Term
AIRPORT	3.00	1.00		3.00		
ANTELOPE VALLEY	6.00		2.00	4.00	1.00	
CHATSWORTH	3.00			2.00	1.00	1.00
INGLEWOOD	4.00			5.00	3.00	
INGLEWOOD JUVENILE	1.00			2.00		1.00
LONG BEACH	6.00		1.00	7.00	1.00	1.00
SAN FERNANDO	1.00			3.00	1.00	
SANTA MONICA	3.00			2.00	2.00	
TORRANCE (incl REDONDO BCH)	4.00		1.00	3.00	1.00	
VAN NUYS EAST	3.00			5.00	1.00	1.00
VAN NUYS WEST	4.00			5.00	3.00	
<b>TOTAL WEST BUREAU</b>	<b>38.00</b>	<b>1.00</b>	<b>4.00</b>	<b>41.00</b>	<b>14.00</b>	<b>4.00</b>

# STATEMENT ON WORKPLACE EQUALITY

This Statement on Workplace Equality is intended to preserve the dignity and professionalism of the workplace as well as protect the right of County employees and participants 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, 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 Contractor personnel are responsible for conducting themselves in accordance with this Statement on Workplace Equality. Violations will lead to prompt and appropriate Departmental action including, but not limited to, investigation, relocation and/or removal from County assignment, and/or revocation of background clearance.

All Contractor personnel are responsible for understanding the definitions of prohibited conduct contained in this Statement on Workplace Equality.

"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.

“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:

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

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 other than sexual” 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.

“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.

“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 the statement of workplace equality. An isolated derogatory comment, joke, racial slur, sexual innuendo, etc., may be grounds for removal, relocation, or revocation of background clearance. 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 the statement of workplace equality.

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

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

- 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 Statement on Workplace Equality.

## **CIVIL PROCEDURES – SECURITY DUTIES AND CONDUCT**

### **4-03/000.00 DUTIES AND CONDUCT**

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

### **4-03/010.00 INTRODUCTION**

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**

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 to 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**

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.

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

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).

#### 4-03/025.05 RELATIONS WITH PEACE OFFICERS

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

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

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, 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.

**MANUAL OF POLICY AND PROCEDURES**  
**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 or Division Director. A Commander of the Administrative 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; and
- 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; and
- Director of Personnel Administration.

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

A Commander from the Administrative 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 and Training Division shall:

- maintain a file of specifications for approved uniform apparel, safety equipment and uniform identification items;
- establish purchasing and issuing procedures; and
- 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.

Every Custody Assistant member shall possess, at all times, a complete Class A and Class B uniform, identification, and issued equipment required for their duties.

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 Sheriff or Undersheriff. Other items may also be worn, but only when directed by, and only those items approved by, their concerned Division Chief or Division Director and Sheriff or 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; and
- 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 and Custody Assistants 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; and
- honor guard

Sworn members or Custody Assistant 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.

Uniformed civilian members shall wear the uniform specified by the Department announcement or directive.

### **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 uniforms (including Class A and Class B), 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; and
- 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.

## ACKNOWLEDGEMENT OF RECEIPT

I acknowledge that I have received a copy of Attachment A3 (Statement on Workplace Equality) and Attachment A4 (Civil Procedures – Security Duties and Conduct), of the Contract by and between County of Los Angeles and \_\_\_\_\_ for As-Needed Security Guard Services.

I have read and understand the contents of Attachment A3 (Statement of Workplace Equality) and Attachment A4 (Civil Procedures – Security Duties and Conduct), of the Contract by and between County of Los Angeles and \_\_\_\_\_ for As-Needed Security Guard Services and will act in accordance with these policies and procedures as a condition of my employment with \_\_\_\_\_ while providing Services to the County of Los Angeles.

I understand that if I have questions or concerns at any time about the policies and procedures, I will consult my immediate supervisor, branch manager, or Human Resources staff for \_\_\_\_\_.

Please read the Attachments carefully to understand these policies and procedures before you sign this document.

\_\_\_\_\_  
Contractor Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor Employee Name (Please Print)



## PERFORMANCE REQUIREMENTS SUMMARY (PRS) AS-NEEDED SECURITY GUARD SERVICES

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	DEDUCTIONS/FEES TO BE ASSESSED
SOW: PARAGRAPH 2.0  (CONTRACTOR RESPONSIBILITIES)	Paragraph 2.8 In the event that a scheduled Guard is unable to report on time for a work shift, or is out ill for the day, Contractor shall advise the County Project Manager prior to the scheduled starting time.	Observation and inspection	\$100 per occurrence
SOW: PARAGRAPH 4.0  (REQUIRED CERTIFICATES AND LICENSES)	Paragraph 4.1 Contractor's Guards and Supervisors shall be registered and certified by the State of California, Bureau of Security and Investigative Services, and shall fulfill all other State and local license requirements.	Review and inspection of Contractor staff employment records	\$50 per employee with incomplete records or invalid certificates and/or licenses, per inspection
SOW: PARAGRAPH 4.0  (REQUIRED CERTIFICATES AND LICENSES)	Paragraph 4.3 Contractor shall provide to the County Project Manager copies of valid licenses and certificates for all Guards and Supervisors prior to beginning work under the Contract.	Review of Contractor staff employment records and inspection	\$50 per employee with incomplete records or invalid certificates and licenses, per inspection

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	DEDUCTIONS/FEEES TO BE ASSESSED
SOW: PARAGRAPH 5.0 (CONTRACTOR'S OFFICE)	Paragraph 5.4 During office hours, Contractor shall respond to telephone calls from County Project Manager within 15 minutes of the call.	Observation	\$25 per hour beyond the 15 minute turnaround time
SOW: PARAGRAPH 6.0 (CONTRACTOR'S STAFFING PLAN)	Paragraph 6.1 Contractor shall provide an initial staffing plan to County Project Manager within ten Business Days after approval of Contract by the County Board of Supervisors.	Observation & inspection	\$50 per day after day specified
SOW: PARAGRAPH 7.0 (CONTRACTOR'S RELIEF FOR PLANNED AND UNPLANNED ABSENCES OF COUNTY SECURITY OFFICER AND ASSISTANT)	Paragraph 7.1.2 When an Officer or Assistant is absent due to an unplanned short-term leave, the County will notify Contractor of the need for relief Guards as soon as such absence becomes known. Contractor shall ensure a Guard reports to the requested location within two hours of notification.	Observation	\$100 per hour of non-responsiveness beyond first two hours after request for relief Guards
SOW: PARAGRAPH 8.0 (CONTRACTOR'S PLAN IN EMERGENCY SITUATIONS)	Paragraph 8.4 Upon County Project Manager's notification to Contractor of an emergency response request, Contractor shall immediately respond to County Project Manager in the manner set forth in Contractor's Emergency Response Plan regardless of day or time that the call is received by Contractor.	Observation	\$100 per occurrence

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	DEDUCTIONS/FEEES TO BE ASSESSED
SOW: PARAGRAPH 9.0  (CONTRACTOR SUPERVISOR DUTIES)	Paragraph 9.2 Contractor's Supervisors shall immediately respond to on-site emergencies, providing as-needed support.	Observation & incident reports	\$100 per occurrence
SOW: PARAGRAPH 9.0  (CONTRACTOR SUPERVISOR DUTIES)	Paragraph 9.6 Contractor's Supervisors shall ensure that assigned Guard coverage is appropriate and sufficient to meet the County's requirements under the Contract.	Observation and inspection of log sheets, management reports, and random inspections	\$100 per occurrence
SOW: PARAGRAPH 10.0  (CONTRACTOR GUARD DUTIES)	Paragraph 10.13 Contractor's Guards shall ensure that only authorized personnel are permitted access to closed or restricted facilities by visually inspecting persons for proper identification and requiring each person to sign-in and sign-out of facility.	Observation and review of incident reports	\$100 per occurrence

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	DEDUCTIONS/FEEES TO BE ASSESSED
SOW: PARAGRAPH 10.0  (CONTRACTOR GUARD DUTIES)	Paragraph 10.19.1 Contractor's Guards shall report all incidents of an emergent nature that may involve potential damage or injury to any individual within the facility, including notifying Contractor Supervisor immediately.	Observation and review of incident reports and reports prepared by other agencies	\$50 per occurrence
SOW: PARAGRAPH 10.0  (CONTRACTOR GUARD DUTIES)	Paragraph 10.19.2 Contractor's Guards shall report all incidents of an emergent nature that may involve potential damage or injury to any individual within the facility, including completing a full written report of the incident and submitting to County Branch Supervisor by the end of the work shift.	Observation and review of incident reports and reports prepared by other agencies	\$100 per day after time specified
SOW: PARAGRAPH 10.0  (CONTRACTOR GUARD DUTIES)	Paragraph 10.19.3 Contractor's Guards shall report all incidents of an emergent nature that may involve potential damage or injury to any individual within the facility, including if during after hours, immediately requesting appropriate emergency aid from local fire or police.	Observation and review of incident reports and reports prepared by other agencies	\$50 per occurrence

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	DEDUCTIONS/FEEES TO BE ASSESSED
SOW: PARAGRAPH 10.0 (CONTRACTOR GUARD DUTIES)	Paragraph 10.23 Contractor's Guards shall submit an incident report to County Branch Supervisor and the County Project Manager within one hour of incident for any damage or injury resulting from the accidental discharge of Guard's firearm.	Observation and review of incident report	\$200 per occurrence + \$50/hour for late submission of incident report
SOW: PARAGRAPH 11.0 (CONTRACTOR GUARD AND SUPERVISOR GENERAL PERFORMANCE)	Paragraph 11.3.1 All Guards and Supervisors shall be punctual, remain awake, alert, and attentive during their work shifts, without exception.	Observation and inspection of timesheet	\$100 per occurrence
SOW: PARAGRAPH 11.0 (CONTRACTOR GUARD AND SUPERVISOR GENERAL PERFORMANCE)	Paragraph 11.4.5 All Guards and Supervisors are prohibited from bringing visitors, unauthorized firearms, or contraband into any County facility or Location.	Observation and random site visits and review of incident reports	\$200 per occurrence per employee
SOW: PARAGRAPH 11.0 (CONTRACTOR GUARD AND SUPERVISOR GENERAL PERFORMANCE)	Paragraph 11.4.10 All Guards and Supervisors are prohibited from possessing unauthorized firearms, holsters, and ammunition while providing Services at any County facility or Location, at any time.	Observation and random site visits and review of incident reports	\$200 per occurrence per employee

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	DEDUCTIONS/FEEES TO BE ASSESSED
SOW: PARAGRAPH 13.0 (CONTRACTOR-FURNISHED UNIFORMS)	Paragraph 13.1 Contractor shall furnish and provide uniforms for all Guards and Supervisors providing Services under the Contract.	Observation	\$50 per occurrence
SOW: PARAGRAPH 13.0 (CONTRACTOR-FURNISHED ITEMS)	Paragraph 13.2 (l) Photo ID with name, to be in the immediate possession of Guard or Supervisor, and not visibly worn while on duty.	Observation	\$50 per occurrence
SOW: PARAGRAPH 17.0 (COUNTY RECOGNIZED HOLIDAYS)	Paragraph 17.1 In certain specific situations when Guards are required to provide 24-hour, seven-days-per-week coverage, Contractor shall provide Services on County and/or Court-recognized holidays.	Observation	\$100 per occurrence
SOW: PARAGRAPH 18.0 (TRAINING)	Paragraph 18.1 Contractor shall provide training to all Guards and Supervisors assigned to provide Services under the Contract at Contractor's sole expense.	Observation and Inspection	\$100 per occurrence

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	DEDUCTIONS/FEEES TO BE ASSESSED
SOW: PARAGRAPH 18.0 (TRAINING)	Paragraph 18.6 Contractor shall submit a list of the training programs completed by all Contractor Guards and Supervisors identified to work under the Contract within 30 calendar days from the effective date of the Contract. Such list shall also include a schedule of ongoing training and future training requirements for Guards and Supervisors.	Observation and Inspection	\$50 per day after date specified
SOW: PARAGRAPH 18.0 (TRAINING)	Paragraph 18.7 For each Guard and/or Supervisor that is replaced or terminated, Contractor shall provide a revised training list to County Project Manager within five Business Days of effecting such change.	Observation	\$25 per day after date specified
SOW: PARAGRAPH 20.0 (REPLACEMENT OF CONTRACTOR GUARDS AND SUPERVISORS)	Paragraph 20.1 The County Project Manager may, at his/her sole discretion and without stating the cause, direct Contractor to replace any Guard or Supervisor within two hours of such notice.	Observation	\$25 per hour beyond the two hours turnaround time

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	DEDUCTIONS/FEEES TO BE ASSESSED
SOW: PARAGRAPH 22.0  (QUALITY ASSURANCE PLAN)	Paragraph 22.2.1 Contractor shall, on a monthly basis, and not later than the 15th of each month for the prior calendar month Service period, submit to County Project Manager, Contractor's Supervisors' scheduled Guard performance inspection reports.	Inspection and review of inspection reports	\$25 per day after date specified
SOW: PARAGRAPH 23.0  (CONTRACT DISCREPANCY REPORT)	Paragraph 23.3 Upon Contractor's receipt of a Contract Discrepancy Report, Contractor is required to respond in writing to County Project Manager within five Business Days, acknowledging the reported discrepancies or presenting contrary evidence. Contractor must submit its Corrective Action Plan to correct the deficiency(s) identified in the Contract Discrepancy Report to the County Project Manager within ten Business Days.	Observation and Inspection	\$50 per day after date specified

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	DEDUCTIONS/FEEES TO BE ASSESSED
SOW: PARAGRAPH 25.0  (REPORTING REQUIREMENTS)	Paragraph 25.2 Guard shall sign-in upon arrival at Post and sign-out at the end of each shift.	Review of log sheets	\$25 per occurrence per employee
SOW: PARAGRAPH 25.0  (REPORTING REQUIREMENTS)	Paragraph 25.3 All Guards shall immediately report any incidents involving discharge of firearms, bodily injury, fire, theft, and other incidents that involve fire, law enforcement and health authorities to the County Branch Supervisor. All Guards shall immediately follow up on these verbal incident reports by preparing written reports describing the incidents in detail, and submitting them to the County Branch Supervisor and the County Project Manager before the end of the Guard's shift.	Review of log sheets and incident reports and reports from other agencies re: incidents.	\$100 per day after time specified



## GUARD INSPECTION REPORT

County Supervisor: \_\_\_\_\_

Contractor Supervisor: \_\_\_\_\_

Inspection Date: \_\_\_\_\_

### Guard Information

Guard Name: _____	Employee Number: _____
Job Title: _____	Assignment: _____

### Inspected Items

	Yes	No	Comments
Handcuffs	<input type="checkbox"/>	<input type="checkbox"/>	_____
Baton	<input type="checkbox"/>	<input type="checkbox"/>	_____ <i>**Confirm baton card present</i>
Flashlight	<input type="checkbox"/>	<input type="checkbox"/>	_____
Pepper Spray	<input type="checkbox"/>	<input type="checkbox"/>	_____ <i>**10% solution, 1.47 oz. container</i>
Sam/Sally Browne	<input type="checkbox"/>	<input type="checkbox"/>	_____

Handgun

Make: \_\_\_\_\_ Model: \_\_\_\_\_ Serial Number: \_\_\_\_\_

	Yes	No	Verify hand gun matches caliber on the guard card:
Current guard card	<input type="checkbox"/>	<input type="checkbox"/>	_____

Guard Card #: \_\_\_\_\_ Exp. Date: \_\_\_\_\_

	Yes	No	Most recent qualification under BSIS requirements:
Additional ammunition	<input type="checkbox"/>	<input type="checkbox"/>	_____

	Yes	No	Most recent qualification with present weapon:
Mechanical safety on handgun	<input type="checkbox"/>	<input type="checkbox"/>	_____

Is the handgun currently registered and to whom?

\_\_\_\_\_

**Additional Comments/Concerns**

[Large gray rectangular area for additional comments or concerns]

**Corrective Actions Required**

[Large gray rectangular area for corrective actions required]

\_\_\_\_\_  
Signature of Contract Guard

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of County Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Contractor Supervisor

\_\_\_\_\_  
Date