

STATEMENT OF WORK

ATTACHMENTS

TABLE OF CONTENTS

Attachments

- A CONTRACT DISCREPANCY REPORT
- B PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART
- C.1 VENDING EQUIPMENT LIST BY FACILITY
- C.2 VENDING MACHINE DIMENSIONS
- D SYSTEM INTERFACES
- E.1 PHOTOGRAPHY AND/OR PRESS RELATIONS
- E.2 GROOMING AND DRESS STANDARDS
- E.3 POLITICAL ACTIVITY
- E.4 SECURITY OF PERSONAL PROPERTY
- E.5 CONTRABAND DEFINED
- E.6 ENTRY APPLICATION FOR CUSTODY FACILITIES
- E.7 POLICY OF EQUALITY
- E.8 NON-EMPLOYEE INJURY REPORT
- E.9 SAMPLE SECURITY INCIDENT REPORT
- F COMMISSARY AND VENDING PRODUCT MASTER LIST
- F.1 COMMISSARY HOUSING MENUS
- F.2 INDIGENT KITS
- F.3 COUNTY'S KITS AND ASSORTMENTS
- F.4 WEB ORDER MENU
- F.5 VENDING MENU
- F.6 INMATE ACCOUNT DEPOSIT FEE SCHEDULE
- G.1 CONTRACTOR'S DELIVERY PLAN
- G.2 MAINTENANCE AND DELIVERY SCHEDULE

ATTACHMENT A

CONTRACT DISCREPANCY REPORT

ATTACHMENT B

PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART

PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART

| SPECIFIC PERFORMANCE REFERENCE | SERVICE | MONITORING METHOD | SERVICE CREDITS TO BE ASSESSED |
|---|---|-----------------------------------|---|
| Contract: Paragraph 7.0 – Administration of Contract – Contractor | Contractor must notify the County in writing of any change in name or address of the Contractor Project Manager. | Inspection & Observation | \$50 per occurrence |
| Contract: Paragraph 7.2.3 – Regular Management Meetings | Contractor Project Director and/or Contractor Project Manager must attend Title 15 meetings. | Attendance | \$50 per occurrence |
| Contract: Paragraph 7.2.3 – Regular Management Meetings | Contractor must present at the Title 15 meetings a monthly overview of vending sales, trends and contemporary vending issues, which shall include, but are not limited to, sales spikes, billing, inmate complaints, machine maintenance, theft, security concerns involving vending machines, and any other problems being realized by the County or Contractor. | Presentation at Title 15 meetings | \$50 per occurrence |
| Contract: Paragraph 8.38 - Record Retention and Inspection-Audit Settlement | Contractor must maintain all required documents as specified in Paragraph 8.38 | Inspection of files | \$50 per occurrence |
| Contract: Paragraph 8.40 - Subcontracting | Contractor must obtain the County’s written approval prior to subcontracting any Work. | Inspection and Observation | \$100 per occurrence; possible termination for default of Contract. |

| | | | |
|--|--|--|--|
| <p>Exhibit A (SOW): Paragraphs 4.1 – Product Master List</p> | <p>All brands must have prior approval by County Project Director or County Project Manager.</p> | <p>Inspection of items in vending machines and Product Master Lists.</p> | <p>\$50 for each brand found in vending machines that was not an approved brand.</p> |
| <p>Exhibit A (SOW): Paragraphs 4.1.5 – Product Master List and Out-of-Stock Products</p> | <p>Contractor must immediately notify County Project Manager and obtain approval to locate a replacement menu item when the item ordered by inmates becomes unavailable.</p> | <p>Inspection of Monthly reports</p> | <p>\$100 per day for each report received after five Business Days from the delivery date.</p> <p>The County may impose penalty amount equal to the commission lost for the sales of the undelivered item 15 Days after Contractor's inability to replace the menu item ordered.</p> |
| <p>Exhibit A (SOW): Paragraphs 4.1.5 – Product Master List and Out-of-Stock Products</p> | <p>Contractor must immediately notify County Project Manager and obtain approval to locate a replacement menu item when the item ordered by inmates becomes unavailable.</p> | <p>Inspection of Monthly reports</p> | <p>\$100 per day for each report received after five Business Days from the delivery date.</p> <p>The County may impose penalty amount equal to the commission lost for the sales of the undelivered item 15 Days after Contractor's inability to replace the menu item ordered.</p> |

| | | | |
|--|--|---|---|
| <p>Exhibit A (SOW): Paragraph 5.1 – Commissary Reports</p> | <p>Contractor must provide the reports listed in Paragraph 5.1 and listed below to County Project Manager by the date mutually agreed upon by both the County and Contractor. The reports must include, but not limited to the following: Monthly Commissary Delivery Summary Report, Monthly Commissary Sales Summary Report, Commissary Commission Report, Pro-per Sales Delivery Summary Report, Annual Financial Statement Report, Fiscal Year Comparative Report, Yearly Commissary Sales Summary Report, Commissary Inmate Order Summary Report, Sales Analysis Report, Web Order Sales Report, Compliant Summary Report, Monthly Delivery Fill Rate Report.</p> | <p>Inspection of the weekly, monthly, and annual reports and logs</p> | <p>\$25 per Day for each report received late, unless prior approval of the late delivery was obtained from County Project Director.</p> |
| <p>Exhibit A (SOW): Paragraph 5.2 – Vending Reports</p> | <p>Contractor must provide the reports listed in Paragraph 5.2 and listed below to County Project Manager by the date mutually agreed upon by both the County and Contractor. The reports must include, but not be limited to the following: Financial Statements, Monthly Sales Summary Report, County’s Monthly Invoice and Monthly Report, Balance Sheet, Top ten selling snack items and top five selling beverages, Vending Machine Maintenance Report, Inmate and Department Complaint Report, Vending Machine Re-Stocking Report, Weekly Sales Report.</p> | <p>Inspection of the weekly, monthly, and annual reports and logs</p> | <p>\$25 per Day for each report received late, unless prior approval of the late delivery was obtained from County Project Director.</p> |
| <p>Exhibit A (SOW) – Paragraph 7.2.2</p> | <p>Should this Action Plan not be implemented within 30 Days from the date of the second instance liquidated damages will be assessed as stated in this Attachment B to the Contract. County Project Director has the discretion to exempt any instance in writing.</p> | <p>Action plan not implemented as required</p> | <p>\$100 per occurrence</p> |
| <p>Exhibit A (SOW): Paragraph 8.2 – Commissary and Vending Quality Control Program</p> | <p>Contractor must provide a monthly report with synopsis of the types of complaints, location and resolution by the date agreed upon by County Project Manager.</p> | <p>Inspection of Monthly reports and service request logs</p> | <p>\$100 per day for each report received late, unless prior approval of the late delivery was obtained from County Project Director.</p> |

| | | | |
|--|--|---|---|
| Exhibit A (SOW): Paragraph 8.3 – Quality Assurance Plan | Contractor Project Manager must to attend yearly meetings and other meetings deemed necessary by the County Project Manager. | Inspection of management meeting records/reports | \$500 for each failure to attend such meetings, unless prior approval for non-compliance by Contractor was obtained from County Project Director. |
| Exhibit A (SOW) – Paragraph 9.2.1 – Vending Debit Card | Contractor must have a sufficient supply of vending machine debit cards in inventory and ensure that there is a sufficient supply of pre-set value vending machine cards at all times. | Inquiry of, or complaint by Commissary vendor | \$100 per occurrence |
| Exhibit A (SOW) – Paragraphs 9.5 and 10.5 | Contractor must remove any merchandise requested by the County, which the County determines to be inappropriate or a safety or health risk immediately, but in no instance, must removal extend beyond 72 hours. | Inspection of vending machines and Commissary and Vending Menus and Price Lists | \$100 per occurrence |
| Exhibit A (SOW) – Paragraphs 9.5 and 10.5.7 | Contractor must ensure that expiration, sell by or use by dates are not tampered with in any way on all items placed in the Commissary menu and vending machines. | Inspection of merchandise in Commissary Menu and vending machines | \$100 per occurrence |
| Exhibit A (SOW) – Paragraphs 9.5 and 10.5 | Contractor must pro-actively remove any item found to be past the expiration date and replace it within 72 hours after requested by County Project Manager. | Inspection of merchandise in Commissary Menu and vending machines | \$50 per occurrence |
| Exhibit A (SOW): Paragraph 10.7 – Vending Schedule: Re-Stocking and | Contractor must provide repair and maintenance and/or replacement of all equipment used by Contractor to ensure no disruption in vending operations under the terms of the Contract. | Inspection of the service request logs and reports | \$300 per Day for failure to compliance, unless prior approval for the non-compliance is |

| | | | |
|--|---|---|--|
| Maintenance | | | obtained from County Project Director. |
| Exhibit A (SOW): Paragraph 10.9 – Vending Maintenance Requirements | Contractor must provide 24-hour on-call technical staff in resolving system problems or outages for all vending services equipment. The required response time must be within 24 hours from the time notification was received by Contractor. | Inspection of the service request logs and reports. | \$300 per Day for failure to compliance, unless prior approval from the non-compliance is obtained from County Project Director. |

ATTACHMENT C.1

VENDING EQUIPMENT LIST BY FACILITY

VENDING EQUIPMENT LIST BY FACILITY

| FACILITY* | RFID / MEMORY CHIP READER | RFID / MEMORY CHIP ENHANCED READER | RFID / MEMORY CHIP READER PRINTERS | TOTAL READERS | SNACK ITEMS | COLD BEVERAGE (WATER, SODA, ETC.) | TOTAL VENDING MACHINES PER FACILITY |
|--|--|---|---|--------------------------|------------------------|--|--|
| Century Regional Detention Center *** | 1 | 1 | 1 | 3 | 15 | 15 | 30 |
| Men's Central Jail | | | | | 26 | 25 | 51 |
| Mira Loma Detention Center** | | | | | ** | ** | ** |
| North County Correctional Facility | | | | | 22 | 15 | 37 |
| Pitchess Detention Center North | | | | | 16 | 16 | 32 |
| Pitchess Detention Center East | | | | | 1 | 1 | 2 |
| Pitchess Detention Center South | | | | | 7 | 8 | 15 |
| Twin Towers Correctional Facility | | | | | 42 | 24 | 66 |
| Inmate Reception Center (IRC) | 1 | 1 | 1 | 3 | | | |
| Inmate Services Bureau (ISB) | 2 | 2 | 2 | 6 | | | |
| TOTAL | 4 | 4 | 4 | 12 | 129 | 104 | 233 |

*Subject to change during term of the Contract.

ATTACHMENT C.2

VENDING MACHINE DIMENSIONS

VENDING MACHINE DIMENSIONS

Dimensions provided is the amount available for machine(s)

CENTURY REGIONAL DETENTION FACILITY

| LOCATION | QUANTITY | MACHINE TYPE | HEIGHT | WIDTH | DEPTH |
|----------------|----------|--------------|--------|-------|-------|
| 1701 – Dayroom | 1 | Soda | 72" | 39" | 33" |
| 1701 – Dayroom | 1 | Snack | 72" | 40" | 34" |
| 1702 – Dayroom | 1 | Soda | 80" | 33" | 37" |
| 1702 – Dayroom | 1 | Snack | 72" | 40" | 35" |
| 2100 – POD 4 | 1 | Soda | 72" | 32" | 40" |
| 2100 – POD 4 | 1 | Snack | 72" | 33" | 36" |
| 2500 – Dayroom | 1 | Soda | 72" | 36" | 33" |
| 2500 – Dayroom | 1 | Snack | 72" | 40" | 34" |
| 2600 – Dayroom | 1 | Soda | 72" | 36" | 33" |
| 2600 – Dayroom | 1 | Snack | 72" | 40" | 34" |
| 2700 – Dayroom | 1 | Soda | 72" | 36" | 33" |
| 2700 – Dayroom | 1 | Snack | 72" | 40" | 34" |
| 2800 – Dayroom | 1 | Soda | 72" | 36" | 33" |
| 2800 – Dayroom | 1 | Snack | 72" | 40" | 34" |
| 3100 – Dayroom | 1 | Soda | 72" | 36" | 33" |
| 3100 – Dayroom | 1 | Snack | 72" | 40" | 34" |
| 3200 – Dayroom | 1 | Soda | 72" | 36" | 33" |
| 3200 – Dayroom | 1 | Snack | 72" | 40" | 34" |
| 3300 – Dayroom | 1 | Soda | 80" | 36" | 33" |
| 3300 – Dayroom | 1 | Snack | 72" | 40" | 34" |
| 3400 – Dayroom | 1 | Soda | 72" | 36" | 33" |
| 3400 – Dayroom | 1 | Snack | 72" | 40" | 34" |
| 3500 – Dayroom | 1 | Soda | 72" | 36" | 33" |
| 3500 – Dayroom | 1 | Snack | 72" | 40" | 34" |
| 3600 – Dayroom | 1 | Soda | 72" | 36" | 33" |
| 3600 – Dayroom | 1 | Snack | 72" | 40" | 34" |
| 3700 – Dayroom | 1 | Soda | 72" | 36" | 33" |
| 3700 – Dayroom | 1 | Snack | 72" | 40" | 34" |
| 3800 – Dayroom | 1 | Soda | 72" | 36" | 33" |
| 3800 - Dayroom | 1 | Snack | 72" | 40" | 34" |
| | 30 | | | | |

MEN'S CENTRAL JAIL

| LOCATION | QUANTITY | MACHINE TYPE | HEIGHT | WIDTH | DEPTH |
|-------------------|----------|--------------|--------|-------|-------|
| 1750 | 1 | Snack | 72" | 36" | 38" |
| 2100 | 1 | Snack | 72" | 36" | 32" |
| 2100 | 1 | Soda | 72" | 39" | 31" |
| 2201 | 1 | Snack | 72" | 36" | 32" |
| 2201 | 1 | Soda | 72" | 39" | 31" |
| 2601 | 1 | Snack | 72" | 36" | 32" |
| 2601 | 1 | Soda | 72" | 39" | 31" |
| 2700 Laundry Room | 1 | Snack | 72" | 36" | 31" |
| 2700 Laundry Room | 1 | Soda | 72" | 32" | 30" |
| 2900 | 1 | Snack | 72" | 34" | 41" |
| 2900 | 1 | Soda | 72" | 30" | 31" |
| 3201 | 1 | Snack | 72" | 36" | 31" |
| 3201 | 1 | Soda | 72" | 34" | 40" |
| 3100 | 1 | Snack | 72" | 34" | 40" |
| 3100 | 1 | Soda | 72" | 37" | 31" |
| 3701 | 1 | Snack | 72" | 34" | 40" |

| | | | | | |
|--------------|----|-------|-----|-----|-----|
| 3701 | 1 | Soda | 72" | 37" | 31" |
| 3801 | 1 | Snack | 72" | 34" | 40" |
| 3801 | 1 | Soda | 72" | 32" | 36" |
| 4000 Landing | 1 | Snack | 72" | 32" | 40" |
| 4000 Landing | 1 | Soda | 72" | 32" | 36" |
| 5000 Landing | 1 | Snack | 72" | 36" | 37" |
| 5000 Landing | 1 | Soda | 72" | 32" | 36" |
| 5100 | 1 | Snack | 72" | 32" | 40" |
| 5100 | 1 | Soda | 72" | 32" | 35" |
| 5200 | 1 | Snack | 72" | 32" | 40" |
| 5200 | 1 | Soda | 72" | 32" | 35" |
| 5300 | 1 | Snack | 72" | 32" | 40" |
| 5300 | 1 | Soda | 72" | 32" | 36" |
| 5400 | 1 | Snack | 72" | 32" | 40" |
| 5400 | 1 | Soda | 72" | 32" | 35" |
| 5500 | 1 | Snack | 72" | 32" | 40" |
| 5500 | 1 | Soda | 72" | 32" | 35" |
| 6023 | 1 | Snack | 72" | 34" | 40" |
| 6023 | 1 | Soda | 72" | 32" | 36" |
| 7029 | 1 | Snack | 72" | 36" | 32" |
| 7029 | 1 | Soda | 72" | 37" | 31" |
| 7214 | 1 | Snack | 72" | 36" | 32" |
| 7214 | 1 | Soda | 72" | 37" | 31" |
| 8122 | 1 | Snack | 72" | 32" | 40" |
| 8122 | 1 | Soda | 72" | 32" | 36" |
| 9100 | 1 | Snack | 72" | 36" | 33" |
| 9100 | 1 | Soda | 72" | 32" | 36" |
| 9200 | 1 | Snack | 72" | 36" | 33" |
| 9200 | 1 | Soda | 72" | 32" | 36" |
| 9300 | 1 | Snack | 72" | 32" | 32" |
| 9300 | 1 | Soda | 72" | 31" | 36" |
| 9400 | 1 | Snack | 72" | 32" | 32" |
| 9400 | 1 | Soda | 72" | 36" | 32" |
| 9500 | 1 | Snack | 72" | 35" | 40" |
| 9500 | 1 | Soda | 72" | 32" | 36" |
| | 51 | | | | |

NORTH COUNTY CORRECTIONAL FACILITY

| LOCATION | QUANTITY | MACHINE TYPE | HEIGHT | WIDTH | DEPTH |
|------------------|----------|--------------|--------|-------|-------|
| 500 – Lower Deck | 1 | Soda | 72" | 33" | 37" |
| 500 – Lower Deck | 2 | Snack | 72" | 34" | 40" |
| 500 – Upper Deck | 1 | Soda | 72" | 33" | 37" |
| 500 – Upper Deck | 1 | Snack | 72" | 34" | 40" |
| 519 | 1 | Soda | 72" | 33" | 37" |
| 519 | 1 | Snack | 72" | 34" | 40" |
| 521 | 1 | Soda | 72" | 33" | 37" |
| 521 | 1 | Snack | 72" | 34" | 40" |
| 524 | 1 | Soda | 72" | 33" | 37" |
| 524 | 1 | Snack | 72" | 34" | 40" |
| 526 | 1 | Soda | 72" | 33" | 37" |
| 526 | 1 | Snack | 72" | 34" | 40" |
| 527 | 1 | Soda | 72" | 33" | 37" |
| 527 | 1 | Snack | 72" | 34" | 40" |
| 600 – Lower Deck | 1 | Soda | 72" | 33" | 37" |
| 600 – Lower Deck | 2 | Snack | 72" | 34" | 40" |
| 600 – Upper Deck | 1 | Soda | 72" | 33" | 37" |

| | | | | | |
|------------------|----|-------|-----|-----|-----|
| 600 – Upper Deck | 2 | Snack | 72" | 34" | 40" |
| 700 – Lower Deck | 1 | Soda | 72" | 33" | 37" |
| 700 – Lower Deck | 2 | Snack | 72" | 34" | 40" |
| 700 – Upper Deck | 1 | Soda | 72" | 33" | 37" |
| 700 – Upper Deck | 2 | Snack | 72" | 34" | 40" |
| 800 – Lower Deck | 1 | Soda | 72" | 33" | 37" |
| 800 – Lower Deck | 2 | Snack | 72" | 34" | 40" |
| 800 – Upper Deck | 1 | Soda | 72" | 33" | 37" |
| 800 – Upper Deck | 2 | Snack | 72" | 34" | 40" |
| 900 – Lower Deck | 2 | Soda | 72" | 33" | 37" |
| 900 – Lower Deck | 2 | Snack | 72" | 34" | 40" |
| | 37 | | | | |

PITCHESS DETENTION CENTER NORTH FACILITY

| LOCATION | QUANTITY | MACHINE TYPE | HEIGHT | WIDTH | DEPTH |
|----------|----------|--------------|--------|-------|-------|
| A-1 | 1 | Soda | 74" | 56" | 45" |
| A-1 | 1 | Snack | 74" | 47" | 45" |
| A-2 | 1 | Soda | 74" | 56" | 45" |
| A-2 | 1 | Snack | 74" | 47" | 45" |
| A-3 | 1 | Soda | 74" | 56" | 45" |
| A-3 | 1 | Snack | 74" | 47" | 45" |
| A-4 | 1 | Soda | 74" | 56" | 45" |
| A-4 | 1 | Snack | 74" | 47" | 45" |
| B-1 | 1 | Soda | 74" | 56" | 45" |
| B-1 | 1 | Snack | 74" | 47" | 45" |
| B-2 | 1 | Soda | 74" | 56" | 45" |
| B-2 | 1 | Snack | 74" | 47" | 45" |
| B-3 | 1 | Soda | 74" | 56" | 45" |
| B-3 | 1 | Snack | 74" | 47" | 45" |
| B-4 | 1 | Soda | 74" | 56" | 45" |
| B-4 | 1 | Snack | 74" | 47" | 45" |
| C-1 | 1 | Soda | 74" | 56" | 45" |
| C-1 | 1 | Snack | 74" | 47" | 45" |
| C-2 | 1 | Soda | 74" | 56" | 45" |
| C-2 | 1 | Snack | 74" | 47" | 45" |
| C-3 | 1 | Soda | 74" | 56" | 45" |
| C-3 | 1 | Snack | 74" | 47" | 45" |
| C-3 | 1 | Soda | 74" | 56" | 45" |
| C-3 | 1 | Snack | 74" | 47" | 45" |
| D-1 | 1 | Soda | 74" | 56" | 45" |
| D-1 | 1 | Snack | 74" | 47" | 45" |
| D-2 | 1 | Soda | 74" | 56" | 45" |
| D-2 | 1 | Snack | 74" | 47" | 45" |
| D-3 | 1 | Soda | 74" | 56" | 45" |
| D-3 | 1 | Snack | 74" | 47" | 45" |
| D-4 | 1 | Soda | 74" | 56" | 45" |
| D-4 | 1 | Snack | 74" | 47" | 45" |
| | 32 | | | | |

PITCHESS DETENTION CENTER EAST FACILITY

| LOCATION | QUANTITY | MACHINE TYPE | HEIGHT | WIDTH | DEPTH |
|-----------|----------|--------------|--------|-------|-------|
| Fire Camp | 1 | Soda | 73" | 39" | 34" |
| Fire Camp | 1 | Snack | 73" | 33" | 38" |
| | 2 | | | | |

PITCHESS DETENTION CENTER SOUTH FACILITY

| LOCATION | QUANTITY | MACHINE TYPE | HEIGHT | WIDTH | DEPTH |
|--------------------|----------|--------------|--------|-------|-------|
| ADAM – Barrack 31 | 1 | Soda | 72" | 40" | 31" |
| ADAM – Barrack 33 | 1 | Snack | 74" | 41" | 38" |
| BOY – Barrack 35 | 1 | Soda | 72" | 37" | 34" |
| BOY – Barrack 25 | 2 | Snack | 73" | 41" | 38" |
| EDDIE – Barrack 37 | 1 | Soda | 72" | 39" | 34" |
| EDDIE – Barrack 39 | 1 | Snack | 70" | 39" | 37" |
| HENRY – Barrack 43 | 1 | Soda | 72" | 37" | 32" |
| HENRY – Barrack 44 | 1 | Soda | 72" | 37" | 34" |
| HENRY – Barrack 45 | 1 | Snack | 73" | 41" | 37" |
| KING – Barrack 46 | 1 | Soda | 72" | 37" | 34" |
| KING – Barrack 47 | 1 | Soda | 72" | 40" | 32" |
| KING – Barrack 48 | 1 | Snack | 73" | 41" | 38" |
| MARY – Barrack 51 | 1 | Soda | 72" | 37" | 31" |
| MARY – Barrack 51 | 1 | Snack | 71" | 41" | 38" |
| | 15 | | | | |

TWIN TOWERS CORRECTIONAL FACILITY

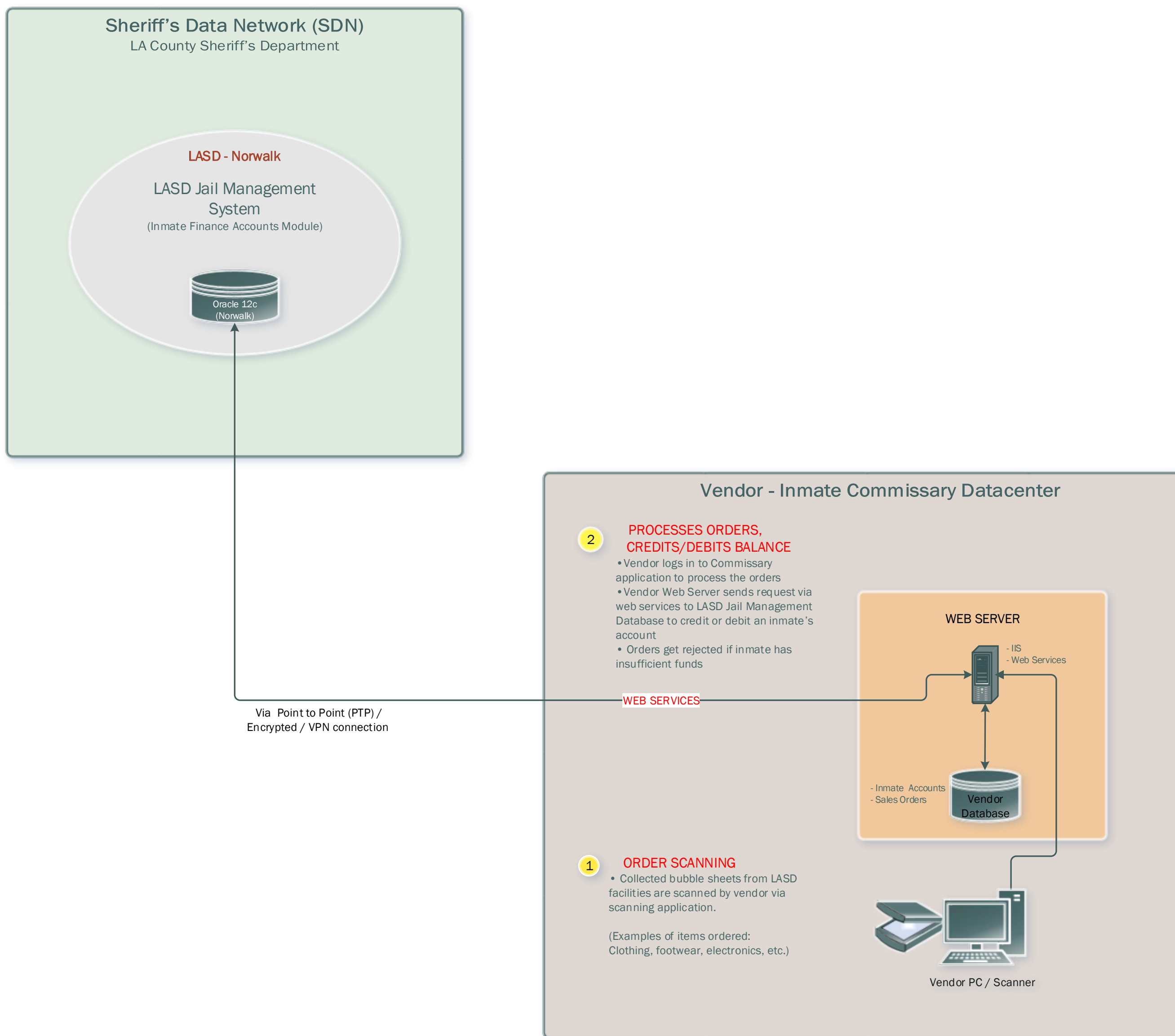
| LOCATION | QUANTITY | MACHINE TYPE | HEIGHT | WIDTH | DEPTH |
|------------|----------|--------------|--------|-------|-------|
| T131 – ABC | 1 | Soda | 72" | 39" | 31" |
| T131 – ABC | 1 | Snack | 72" | 41" | 34" |
| T131 – ABC | 1 | Snack | 72" | 38" | 35" |
| T131 – DEF | 1 | Soda | 72" | 39" | 31" |
| T131 – DEF | 2 | Snack | 72" | 41" | 34" |
| T141 – ABC | 1 | Soda | 72" | 41" | 36" |
| T141 – ABC | 1 | Snack | 72" | 43" | 36" |
| T141 – DEF | 1 | Soda | 72" | 41" | 34" |
| T141 - DEF | 1 | Snack | 72" | 39" | 32" |
| T142 – ABC | 1 | Soda | 72" | 36" | 32" |
| T142 – ABC | 2 | Snack | 72" | 34" | 31" |
| T142 – DEF | 1 | Soda | 72" | 36" | 32" |
| T142 – DEF | 1 | Snack | 72" | 41" | 34" |
| T142 – DEF | 1 | Snack | 72" | 38" | 35" |
| T161 – DEF | 1 | Soda | 72" | 41" | 34" |
| T161 - DEF | 1 | Snack | 72" | 40" | 31" |
| T162 – DEF | 1 | Soda | 72" | 36" | 32" |
| T162 - DEF | 1 | Snack | 72" | 36" | 32" |
| T232 – ABC | 1 | Soda | 72" | 36" | 32" |
| T232 – ABC | 1 | Snack | 72" | 41" | 34" |
| T232 – DEF | 1 | Soda | 72" | 36" | 32" |
| T232 - DEF | 1 | Snack | 72" | 43" | 36" |
| T242 – ABC | 1 | Soda | 72" | 39" | 31" |
| T242 – ABC | 2 | Snack | 72" | 41" | 34" |
| T242 – DEF | 1 | Soda | 72" | 39" | 31" |
| T242 – DEF | 2 | Snack | 72" | 43" | 36" |
| T251 – ABC | 1 | Soda | 72" | 39" | 31" |
| T251 – ABC | 2 | Snack | 72" | 36" | 32" |
| T251 – DEF | 1 | Soda | 72" | 39" | 31" |
| T251 - DEF | 2 | Snack | 72" | 36" | 32" |
| T252 – ABC | 1 | Soda | 72" | 36" | 32" |
| T252 – ABC | 1 | Snack | 72" | 41" | 34" |
| T252 - ABC | 1 | Snack | 72" | 36" | 32" |
| T252 – DEF | 1 | Soda | 72" | 36" | 32" |

| | | | | | |
|------------|----|-------|-----|-----|-----|
| T252 - DEF | 2 | Snack | 72" | 36" | 32" |
| T261 - ABC | 1 | Soda | 72" | 39" | 31" |
| T261 - ABC | 2 | Snack | 72" | 36" | 32" |
| T261 - DEF | 1 | Soda | 72" | 39" | 31" |
| T261 - DEF | 2 | Snack | 72" | 41" | 34" |
| T262 - ABC | 1 | Soda | 72" | 39" | 31" |
| T262 - ABC | 2 | Snack | 72" | 41" | 34" |
| T262 - DEF | 1 | Soda | 72" | 39" | 31" |
| T262 - DEF | 2 | Snack | 72" | 41" | 34" |
| T271 - ABC | 1 | Soda | 72" | 39" | 31" |
| T271 - ABC | 1 | Snack | 72" | 38" | 35" |
| T271 - ABC | 1 | Snack | 72" | 36" | 32" |
| T271 - DEF | 1 | Soda | 72" | 39" | 31" |
| T271 - DEF | 2 | Snack | 72" | 41" | 34" |
| T272 - ABC | 1 | Soda | 72" | 39" | 31" |
| T272 - ABC | 2 | Snack | 72" | 41" | 34" |
| T272 - DEF | 1 | Soda | 72" | 39" | 31" |
| T272 - DEF | 2 | Snack | 72" | 36" | 32" |
| | 66 | | | | |

ATTACHMENT D

SYSTEM INTERFACES

PROPOSED



ATTACHMENT E.1

PHOTOGRAPHY AND/OR PRESS RELATIONS

PHOTOGRAPHY AND/OR PRESS RELATIONS

As a service provider, you are being allowed into our Custody Facilities as a guest of the Sheriff's Department. As a guest, your access to the Custody Facilities provides you with knowledge which may not be readily available to the public. Our Custody Facilities have in the past, and will continue to house many noteworthy individuals who may be of interest to the press (e.g. movie stars, sports celebrities, government officials etc.) These individuals, as well as all other Inmates, are to be considered innocent until proven guilty. During the course of your duties you will become aware of information regarding Inmates and their stay in custody. You will also become familiar with the security practices of your assigned facility. This information is often confidential in nature and if released may be detrimental to the safety and well-being of Inmates or staff or could subject you to criminal prosecution. In order to protect all parties involved, policies involving the release of information have been developed. It is not the Sheriff's Department intention to interfere with any person's rights, as granted by the United States Constitution and Bill of Rights, but to protect the rights of all individuals.

The steps taken here are not done with the intent to minimize your individual rights but to ensure that the rights of all Inmates remanded to the custody of the Sheriff's Department are not compromised.

The policy regarding press relations is as follows:

- Volunteers and service providers shall seek input from the Department's Chief of Correctional Services Division prior to the release to the press of any information regarding jail conditions or operations. The release of confidential information shall be grounds for revocation of access privileges to any Sheriff's Department Custody Facilities.
- All news media organizations requesting direct contact with Inmates, including interviews and photographs, must comply with the Sheriff's Department Manual of Policy and Procedures, Section 5-03/060.10.
- Volunteers and service providers shall obtain approval from the Sheriff's Headquarters' Film and Media Unit prior to photographing or videotaping, or recording Inmates, per the Custody Division Manual of Policy and Procedures, Section 5-16/000.00.
- Volunteers and service providers shall not use the names, photos, likenesses, of any Inmate to promote or advertise their program or services without the expressed written approval of both the Sheriff's Department and the Inmate(s) in question.

This includes any public viewing of photos (e.g. power point presentations, web sites, TV, printed material, etc.).

ATTACHMENT E.2

GROOMING AND DRESS STANDARDS

GROOMING AND DRESS STANDARDS

Any or all of the following guidelines may be inapplicable to an employee as appropriate with the express written approval of the County Project Director.

Contractor employees shall keep their persons clean and sanitary by frequent bathing. Proper barbering shall be practiced.

Official uniform and/or business attire shall always be kept as clean and neat as possible.

DRESS STANDARDS

Male Contractor Employees

Employee's hair shall not extend past the top of the shoulder nor below the eyebrow line on the face. Beards and mustaches are permitted, but must be neatly trimmed and well groomed. Wigs or hairpieces are permitted if they conform to these standards.

Female Contractor Employees

Employee's hair shall be neatly styled, trimmed and well groomed. It shall not be of a style, length or artificial color which is offensive. Wigs or hairpieces are permitted if they conform to these standards.

Uniforms

Partisan political emblems, symbols of fraternal or service organizations, badges and/or emblems of any kind, other than Contractor's and Contractor employee's name, shall not be worn. With the exception of the "Medic Alert" bracelet or necklace, jewelry shall be limited to rings and watches.

Female Personnel

Appropriate undergarments, including brassiere, shall be worn.

Male Personnel

There is no restriction on the exposure of an undergarment with the open collar shirt, providing the undergarment is clean, has a standard round or "V" collars.

Jewelry

No visible necklaces, bracelets, or anklets shall be worn while performing the Services under the Inmate Commissary and Vending Services Contract. Female personnel with

pierced ears are permitted to wear a single stud earring in each ear lobe. All other visible jewelry shall be limited to rings and watches.

The Medic Alert necklace and bracelet shall be exceptions to the above regulations. The aforementioned dress standards shall be adhered to and enforced by the County.

Additional Guidelines - Unacceptable Attire

All Personnel

- See-through fashions, without appropriate undergarments and other fashions wherein the absence of appropriate undergarments is unduly distracting.
- Excessively tight slacks.
- Visible tattoos. All tattoos must be covered by clothing.

ATTACHMENT E.3

POLITICAL ACTIVITY

POLITICAL ACTIVITY

Prohibited Political Activities

- Engaging in any political activity whatsoever on County premises,
- Placing or attaching any political poster, sticker, sign or similar material on County property,
- Soliciting political funds or contributions, directly or indirectly,
- Soliciting contributions, signatures or other forms of support for political candidates, parties, or ballot measures within or upon County property at any time,

Example: County employees and members of the general public shall not solicit signatures for a nominating petition in a County building or on County property,

- Directly or indirectly attempting to interfere with any election or influencing the political actions of anyone by promising, threatening to withhold, giving or withholding anything of value.

ATTACHMENT E.4

SECURITY OF PERSONAL PROPERTY

3-01/090.00 SECURITY OF PERSONAL PROPERTY

In order to ensure the safety and security of all persons in Custody Facilities, the following personal property is **prohibited inside security areas as indicated**:

- Weapons, including but not limited to, firearms and knives, are expressly prohibited in security areas of all facilities.
- Except for the Officer Dining Room (ODR), and only with the specific permission of the unit commander, metal silverware shall not be brought into security areas of any Custody Facility.
- Personal electrical appliances must be approved by the Unit Commander before being brought into the Custody Facility (e.g. coffee pots, toasters, heaters, fans, etc.).
- Electronic entertainment devices are prohibited (e.g. tape, CD, or DVD players, games, radios, etc.).
- Laptop computers and personal digital assistants (PDA's) shall be approved by the watch commander prior to entry into security areas on a daily, shift by shift basis.
- Personal property containers shall not be brought into security areas (e.g. backpacks, fanny packs, purses, ice chests/food containers, etc.). Only soft-sided, hand-held lunch containers, which measure 11" x 14" x 12" or less will be allowed into secured parts of the Custody Facility.
- Reading material not related to the job or the furtherance of formal education is prohibited.
- Prescription medications exceeding that amount required for personal consumption during the concerned shift (s).
- Umbrellas.
- Cell phones.
- Cameras shall not be allowed inside a Custody Facility unless prior approval is obtained from the watch commander or above.
- Tobacco products, matches and cigarette lighters Section [5-11/010.00](#) "Use of Tobacco Products.

Personal security dictates that personnel should refrain from bringing items which contain personal identification information (e.g., wallets, purses, checkbooks, etc.) into security areas to prevent loss or compromise of information.

This policy does not limit persons from bringing into secure areas, items or containers that contain necessary tools, training material or equipment to facilitate the performance of their duties, (i.e., tool chests, medical bags, digital test equipment, etc.), nor does it limit personnel, who are attending training, from entering the facility wearing civilian attire on the way to the Officer's Dining Room (ODR).

This policy shall apply to all persons entering security areas of all Custody Facilities. Additionally, all personal property shall be secured at all times, and shall not be stored in any area accessible to Inmates.

The Unit Commander has the final authority to determine what personal property is allowed within their Custody Facility.

ATTACHMENT E.5

CONTRABAND DEFINED

5-7/010.00 CONTRABAND DEFINED

Contraband includes, but is not limited to:

- Any goods brought illegally into the jail.
- Allowable Inmate property in excess of authorized limits.
- Any item legally possessed which has been altered from its original form, contents, or purpose.
- Any material which is pornography, sexually explicit material that depicts full or partial frontal nudity and/or sexual acts; depicts violent acts, violence or cruelty to animals; depicts or describes how to create weapons or defeat jail security; depicts or describes how to commit crimes; or any matter concerning illegal gambling or an unlawful lottery.
- Any item illegally in the possession of an Inmate, or in violation of posted facility rules.
- Possession of illegal drugs, guns, handmade weapons, lethal weapons, knives, shanks, and tattoo equipment.
- Any item that is worn, carried or displayed that denotes gang affiliation.
- Any gambling paraphernalia such as dice, chips, markers and marked decks of cards.
- Property not listed in the Custody Division Manual, sections [5-06/010.05](#) and [5-06/010.10](#), "Allowable Inmate Property."

Perishable items, which will be disposed of.

ATTACHMENT E.6

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT
ENTRY APPLICATION FOR CUSTODY FACILITIES**

LOS ANGELES COUNTY SHERIFF'S
DEPARTMENT ENTRY APPLICATION FOR
CUSTODY FACILITIES

THIS APPLICATION IS A PERMANENT RECORD. ALL INFORMATION MUST BE TYPED OR NEATLY PRINTED, USING BLACK INK ONLY. ILLEGIBLE OR INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

THE ATTACHED INSTRUCTIONS MUST BE FOLLOWED EXPLICITLY.

PART-TIME APPLICANTS WILL FILL OUT ONLY THOSE SECTIONS MARKED WITH A SHADED BLACK BOX ()

IMPORTANT INSTRUCTIONS FOR COMPLETING APPLICATION

IT IS MANDATORY THAT ALL INFORMATION WHICH IS REQUESTED BE SUPPLIED IN THE EXACT NUMBER REQUESTED. EACH QUESTION ON THIS APPLICATION FORM MUST BE ANSWERED, LEAVE NO BLANKS. IF A QUESTION DOES NOT APPLY, ENTER "D.N.A." IN THE SPACE PROVIDED FOR THE ANSWER. **INCOMPLETE APPLICATION WILL NOT BE ACCEPTED.**

1. READ THE FORMS CAREFULLY.
2. LIST ZIP *CODES* AND *AREA CODES* ON ALL REQUESTED ADDRESSES AND TELEPHONE NUMBERS.
3. YOU MUST HAVE COMPLETE ADDRESSES AND TELEPHONE NUMBERS OF PRESENT AND PAST EMPLOYERS FOR THE LAST 5 YEARS.
4. COMPLETE ALL THE INFORMATION ON EDUCATIONAL BACKGROUND, LIST LAST HIGH SCHOOL ATTENDED OR GRADUATED FROM AND ALL COLLEGES ATTENDED.
5. LIST ALL RESIDENCES FROM LAST 5 YEARS TO PRESENT. TIME SPENT IN THE ARMED FORCES MAY BE SHOWN AS ONE RESIDENCE, I.E. - 1968-70, U.S. ARMY.
6. LIST RELATIVES IN THE ORDER REQUESTED. INFORMATION ON DECEASED RELATIVES SHOULD BE LISTED AS FOLLOWS: RELATIONSHIP, NAME, "DECEASED" AND BIRTHPLACE.
7. IF THERE IS NOT SUFFICIENT SPACE ON THE FORM TO INCLUDE ALL THE INFORMATION REQUIRED, PLACE A SUPPLEMENTAL INFORMATION SHEET, (8-1/2 X 11- LINED PAPER, IN PROPER SEQUENCE AND COMPLETE THE INFORMATION. BE CERTAIN TO IDENTIFY EACH QUESTION BY ITEM NUMBER ON THE SUPPLEMENTAL INFORMATION SHEET.
8. ANY FALSE STATEMENTS MADE ON THIS QUESTIONNAIRE MAY CAUSE THIS APPLICANTS NAME TO BE REMOVED FROM THE ELIGIBLE LIST OR BE CAUSE FOR IMMEDIATE DISMISSAL IF AN APPOINTMENT WAS MADE.

Please initial this page

APPLICATION AND HISTORY RECORD

| | | | | | | | | | | | |
|--|-----|--------------------------------------|--------|-----------------|-------------------|---|-------|--------|----------|--------|--|
| SECTION I - PERSONAL INFORMATION [REDACTED] | | | | | | | | | | | |
| DATE OF APPLICATION | | POSITION APPLIED FOR | | | (LEGAL NAME) LAST | | | FIRST | | MIDDLE | |
| SEX | AGE | HEIGHT | WEIGHT | HAIR | EYES | SOCIAL SECURITY NUMBER | | | | | |
| ALIASES, NICKNAMES, MAIDEN NAME | | | | | | <input type="checkbox"/> U.S. CITIZEN <input type="checkbox"/> NATURALIZED <input type="checkbox"/> LEGAL ALIEN | DATE | STATE: | | | |
| DATE OF BIRTH | | PLACE OF BIRTH (CITY, COUNTY, STATE) | | | | | | | | | |
| MOTOR VEHICLE OPERATOR'S LICENSE OR I.D. CARD NO. AND STATE | | | | EXPIRATION DATE | | AUTO INSURANCE POLICY NUMBER | | | | | |
| NAME OF AUTO INSURANCE COMPANY | | | NUMBER | STREET | | CITY | STATE | | ZIP CODE | | |
| IN EMERGENCY NOTIFY (RELATIONSHIP, NAME, ADDRESS, ZIP CODE, TELEPHONE NUMBER WITH AREA CODE) | | | | | | | | | | | |

| | | | | | | | | | | |
|--|--|--|---|--|--|-------------------------|--|--|--|--|
| SECTION II - CURRENT RESIDENCE [REDACTED] | | | | | | | | | | |
| RESIDENCE ADDRESS (NUMBER, STREET, APT, NUMBER, CITY, STATE, ZIP CODE) | | | | | | | | <input type="checkbox"/> OWN <input type="checkbox"/> RENT <input type="checkbox"/> VISITING | | |
| RESIDENCE PHONE (AREA CODE) | | | BUSINESS PHONE (AREA CODE &, EXTENSION) | | | OTHER PHONE (AREA CODE) | | | | |
| MAILING ADDRESS (IF DIFFERENT FROM RESIDENCE) | | | | | | | | | | |

| | | | | | | | | | | |
|--|--|---------------|---|--|--------------|---|-------------------------|----------------|--|----------------------------|
| SECTION III - MARITAL INFORMATION [REDACTED] | | | | | | | | | | |
| MARITAL STATUS | | | | | | <input type="checkbox"/> SINGLE <input type="checkbox"/> MARRIED | | | | |
| NAME OF PRESENT SPOUSE (FIRST, MIDDLE, LAST) | | | | | | | AGE | DATE OF BIRTH: | | |
| OTHER NAMES SPOUSE HAS USED | | | PLACE OF MARRIAGE (CITY, COUNTY, STATE, ZIP CODE) | | | DATE OF MARRIAGE | | | | |
| SPOUSE'S ADDRESS (IF DIFFERENT THAN APPLICANT'S) | | | | | | | TELEPHONE # (AREA CODE) | | | |
| SPOUSE'S EMPLOYER'S NAME AND ADDRESS | | | | | | | | | | |
| SPOUSE'S POSITION OR TITLE | | | | LENGTH OF TIME SPOUSE EMPLOYED BY PRESENT EMPLOYER | | | TELEPHONE # (AREA CODE) | | | |
| | | | | _____ YEARS _____ MONTHS | | | | | | |
| 1. LIST ALL OF YOUR CHILDREN (INCLUDE STEP CHILDREN, ADOPTED CHILDREN, ETC.) | | | | | | | | | | PRESENTLY LIVING WITH YOU? |
| NAME | | DATE OF BIRTH | | | RELATIONSHIP | | | YES | | NO |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |

SECTION IV - FAMILY HISTORY

1. LIST RELATIVES IN THE FOLLOWING ORDER: MOTHER (MAIDEN NAME), FATHER, STEP-MOTHER, STEPFATHER, BROTHERS, SISTERS, LEGAL GUARDIAN

| | | | | | |
|--------------|-----|-----------|------------|--------|----------------------|
| RELATIONSHIP | AGE | LAST NAME | FIRST | MIDDLE | NICKNAME/MAIDEN NAME |
| | | | | | |
| ADDRESS | | | CITY | STATE | ZIP CODE |
| BIRTHPLACE | | | OCCUPATION | | |
| | | | | | |
| RELATIONSHIP | AGE | LAST NAME | FIRST | MIDDLE | NICKNAME/MAIDEN NAME |
| | | | | | |
| ADDRESS | | | CITY | STATE | ZIP CODE |
| BIRTHPLACE | | | OCCUPATION | | |
| | | | | | |
| RELATIONSHIP | AGE | LAST NAME | FIRST | MIDDLE | NICKNAME/MAIDEN NAME |
| | | | | | |
| ADDRESS | | | CITY | STATE | ZIP CODE |
| BIRTHPLACE | | | OCCUPATION | | |
| | | | | | |
| RELATIONSHIP | AGE | LAST NAME | FIRST | MIDDLE | NICKNAME/MAIDEN NAME |
| | | | | | |
| ADDRESS | | | CITY | STATE | ZIP CODE |
| BIRTHPLACE | | | OCCUPATION | | |
| | | | | | |
| RELATIONSHIP | AGE | LAST NAME | FIRST | MIDDLE | NICKNAME/MAIDEN NAME |
| | | | | | |
| ADDRESS | | | CITY | STATE | ZIP CODE |
| BIRTHPLACE | | | OCCUPATION | | |
| | | | | | |
| RELATIONSHIP | AGE | LAST NAME | FIRST | MIDDLE | NICKNAME/MAIDEN NAME |
| | | | | | |
| ADDRESS | | | CITY | STATE | ZIP CODE |
| BIRTHPLACE | | | OCCUPATION | | |

| IF DIVORCED, WIDOWED OR ANNULLED, LIST PRIOR MARRIAGES IN ORDER OF OCCURRENCE [REDACTED] | | |
|--|--|---------------------------|
| NAME OF FORMER SPOUSE | | DATE FINAL DIVORCE FILED |
| PRESENT ADDRESS OF FORMER SPOUSE | | TELEPHONE NO. (AREA CODE) |
| NAME OF FORMER SPOUSE | | DATE FINAL DIVORCE FILED |
| PRESENT ADDRESS OF FORMER SPOUSE | | TELEPHONE (AREA CODE) |
| AMOUNT OF CHILD SUPPORT OR ALIMONY ORDERED | HAVE YOU EVER BEEN DELINQUENT ON THESE PAYMENTS? IF YES: EXPLAIN: YES NO | |

| SECTION V RESIDENCE INFORMATION [REDACTED] | | |
|--|----------------|--|
| 1. LIST ALL RESIDENCES DURING THE LAST 5 YEARS, START WITH CURRENT LOCATION. | | |
| FROM MO. /YR. | TO MO. /YR. | ADDRESS (NUMBER, STREET, APT. NUMBER, CITY, STATE, ZIP CODE) |
| FROM MO. /YR. | TO MO. /YR. | ADDRESS (NUMBER, STREET, APT. NUMBER, CITY, STATE, ZIP CODE) |
| FROM MO. /YR. | TO MO. /YR. | ADDRESS (NUMBER, STREET, APT. NUMBER, CITY, STATE, ZIP CODE) |
| FROM MO. /YR. | TO MO. /YR. | ADDRESS (NUMBER, STREET, APT. NUMBER, CITY, STATE, ZIP CODE) |
| FROM MO. /YR. | TO MO. /YR. | ADDRESS (NUMBER, STREET, APT. NUMBER, CITY, STATE, ZIP CODE) |

| SECTION VI - EDUCATION INFORMATION [REDACTED] | | | | | | |
|--|----------------|----------|----|----------------|--|--------------|
| 1. LIST HIGH SCHOOL GRADUATED FROM OR LAST ATTENDED: | | | | | | |
| NAME OF SCHOOL | CITY AND STATE | FROM | TO | GRAD. ? | CALIFORNIA PROFICIENCY TEST YES NO WHEN TAKEN | |
| | | | | | | |
| 2. LIST ALL COLLEGES AND UNIVERSITIES ATTENDED INCLUDING POST GRADUATE WORK | | | | | | |
| NAME OF SCHOOL | CITY AND STATE | FROM | TO | GRAD. ? | MAJOR TAKEN | UNITS EARNED |
| | | | | | | |
| 3. IF YOU HAVE OBTAINED A G.E.D. (GENERAL EDUCATION DEVELOPMENT) HIGH SCHOOL LEVEL EQUIVALENT. INDICATE TEST SCORES (STANDARD SCORES) AND U.S. PERCENTILE. [REDACTED] | | | | | | |
| TEST AREAS | | | | STANDARD SCORE | U.S. PERCENTILE | |
| CORRECTIVENESS AND EFFECTIVENESS OF EXPRESSION | | | | | | |
| INTERPRETATION OF READING MATERIALS IN SOCIAL STUDIES | | | | | | |
| INTERPRETATION OF READING MATERIALS IN NATURAL SCIENCES | | | | | | |
| INTERPRETATION OF LITERARY MATERIALS | | | | | | |
| GENERAL MATHEMATICAL ABILITY | | | | | | |
| WHERE TAKEN: | WHERE TAKEN: | AVERAGE: | | | | |

SECTION VII - ARREST INFORMATION [REDACTED]

1. EITHER AS AN ADULT OR A JUVENILE, HAVE YOU EVER BEEN DETAINED FOR INVESTIGATION, NAMED AS A SUSPECT IN A POLICE REPORT. HELD ON SUSPICION, QUESTIONED, FINGERPRINTED OR ARRESTED BY ANY LAW ENFORCEMENT AGENCY OR MILITARY AUTHORITY?

YES NO

IF THE ANSWER TO THE ABOVE QUESTION IS YES, LIST THE INFORMATION BELOW AND WRITE A SHORT NARRATIVE ACCOUNT OF EACH INCIDENT.

| DATE | CHARGE | ARRESTING OR DETAINED AGENCY | PENALTY & COURT |
|------|--------|------------------------------|-----------------|
| | | | |
| | | | |
| | | | |
| | | | |

SECTION VIII -TRAFFIC INFORMATION [REDACTED]

1. LIST THE DESCRIPTION OF CURRENT VEHICLE YOU OWN.

| YEAR | MAKE | COLOR | BODY STYLE | LICENSE NUMBER |
|------|------|-------|------------|----------------|
| | | | | |
| | | | | |
| | | | | |

2. LIST EVERY CITATION RECEIVED FOR A MOVING OR EQUIPMENT VIOLATION IN THE LAST 3 YEARS

| DATE | CHARGE | DEPARTMENT OR AGENCY | PENALTY (FINE, PROBATION, SENTENCE, ETC) |
|------|--------|----------------------|--|
| | | | |
| | | | |
| | | | |
| | | | |

3. HAVE YOU FAILED TO PAY OR APPEAR IN COURT ON ANY OF THE ABOVE CITATIONS? YES NO
[IF YES, EXPLAIN]

4. HAS YOUR DRIVER'S LICENSE EVER BEEN SUSPENDED, REVOKED, PLACED ON PROBATION, OR HAVE YOU EVER RECEIVED A WARNING NOTICE FROM THE STATE THAT ISSUED YOUR LICENSE? YES NO IF YES, EXPLAIN

5. HAVE YOU EVER BEEN INVOLVED IN A TRAFFIC ACCIDENT? YES NO IF YES, DESCRIBE EACH ACCIDENT IN A BRIEF NARRATIVE INCLUDING DATE, LOCATION, AND POLICE AGENCY INVOLVED AND WHETHER OR NOT YOU RECEIVED A CITATION.

6. HAVE YOU EXPERIMENTED OR USED ANY ILLEGAL SUBSTANCE, DRUGS OR NARCOTICS WITHIN THE PAST YEAR? YES NO
(IF YES EXPLAIN)

I UNDERSTAND THAT ANY APPOINTMENT TENDERED ME WILL BE CONTINGENT UPON THE RESULTS OF A THOROUGH CHARACTER AND FITNESS INVESTIGATION, AND I AM AWARE THAT ANY FALSE STATEMENT OR OMISSION MADE ON THIS QUESTIONNAIRE WILL CAUSE MY NAME TO BE REMOVED FROM THE ELIGIBLE LIST, OR BE CAUSE FOR IMMEDIATE DISMISSAL IF AN APPOINTMENT WAS MADE.

DATE: _____ SIGNATURE: _____

ATTACHMENT E.7

POLICY OF EQUALITY

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:

1. Immediately notify the Intake Specialist Unit of the incident(s) or complaint and any initial steps taken by the supervisor or manager; and
2. 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.

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 (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.

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.

ATTACHMENT E.8

**COUNTY OF LOS ANGELES
NON-EMPLOYEE INJURY REPORT**

COUNTY OF LOS ANGELES
NON-EMPLOYEE INJURY REPORT

Dept Name: _____ Dept. #: _____
DIV. or Facility: _____
SECTION: _____
IRMIS Code #: _____

Prepared for County Counsel in defense of the County, Special Districts and employees.

INSTRUCTIONS:

1. All incidents involving injury to non-employees, however minor, while on County property (owned or leased) must be reported by the Guard, Sheriff's Office or Department in proximity to incident, as follows:

Two copies to: CARL WARREN & CO., P.O. Box 11 6, Glendale, CA 91209-0116

FATALITIES OR SERIOUS INJURIES MUST BE REPORTED IMMEDIATELY BY PHONE TO CARL WARREN & CO. (818) 247-2206

INJURED NON-EMPLOYEE:

1. Name _____
(Last Name) (First Name) (Middle Name)
2. Address _____
2B. Telephone: () _____ 3. Age _____ 4. Sex: ___ Male ___ Female If minor, give name of parent or guardian _____

TIME AND PLACE:

5. Place of occurrence _____
(Name of County Facility, Bldg., Street, Number) (City or Town)
6. Location in building _____
(In detail: Bldg., Floor, Room No.)
7. Date of occurrence _____ Hour _____ AM/PM. 8. Weather _____ Clear _____ Rain
POLICE REPORT Yes No POLICE AGENCY REPORTING _____ STATION _____ DEPT. # : _____

DESCRIPTION OF INCIDENT:

9. What was non-employee doing? _____
10. What happened? (Describe fully, stating whether injured person fell, was struck, etc.) Give all factors contributing to injury: _____
(If necessary, continue on separate sheet)
11. Condition of floor, sidewalk, steps or other physical property or equipment involved: _____
12. Was there any defect or foreign substance or object involved? If so, describe: _____
13. If slip and fall: Person's shoes _____ heels _____ caps _____
(Type) (Type) (Type)

NATURE OF INJURY AND PART OF BODY AFFECTED:

14. Be specific! State which part of body injured; whether right or left, etc. If exact nature of injury is undetermined, give opinion:

TREATMENT GIVEN:

15. Was treatment given to the injured person by County personnel? _____ By whom? _____

Type of Treatment: _____

16. Was ambulance called? _____ Which company? _____ By whom? _____

17. Taken to hospital? _____ Which? _____

STATEMENTS BY INJURED AND WITNESSES:

(Note: Attach additional pages if needed)

18. Statement of injured as to what happened: _____

19. Witness No. 1: Name _____ (Last Name) _____ (First Name) _____ (Initial)

Address: _____ (Number) _____ (street) _____ (City) Telephone: _____

Statement: _____

20. Witness No. 2: Name _____ (Last Name) _____ (First Name) _____ (Initial)

Address: _____ (Number) _____ (Street) _____ (City) Telephone: _____

Statement: _____

Date Report Prepared: _____

Prepared by: _____ (Print Name) _____ Phone _____

_____ (Title) _____ Dept. _____

_____ (Signature) _____

ATTACHMENT E.9

SAMPLE SECURITY INCIDENT REPORT

Sample Security Incident Report

Los Angeles County Sheriff's Department – Inmate Commissary and Vending Services

Contractor: _____

Contract No. _____

Type of Incident _____

(Incident types are: Stolen/Lost, Intrusion/Hack, Web Defacement, System Misuse, Denial of Service, Spoofed IP Address, Unauthorized Probe/Scan, Unauthorized Electronic Monitoring, Malicious Code (virus, worm, etc.), and other.)

Date and Time when Incident was Identified/Discovered

Location of Incident (Physical address including specific building location)

Who Identified/Reported the Incident?

(Full Name, Job Title / Position, email address, and Phone number (e.g., work, cell, etc.))

Workforce Members involved with the Incident and/or with the Response

(Full Name, Job Title / Position, email address, and Phone number (e.g., work, cell, etc.))

Brief Synopsis by the Chief Information Security Officer (CISO)

(Narrative or chronology)

Date and Time of the Incident (If known)

Contractor Initial Response

Action(s) Taken to Prevent Further Occurrence (Attach additional sheets as needed)

Contractor Incident Reference Number: _____

ATTACHMENT F

**COMMISSARY AND VENDING PRODUCT
MASTER LIST**

(NOT ATTACHED – TO BE DETERMINED)

ATTACHMENT F.1

COMMISSARY HOUSING MENUS

(NOT ATTACHED – TO BE DETERMINED)

ATTACHMENT F.2

INDIGENT KITS

INDIGENT KIT – GENERAL POPULATION

Indigent Kits shall be issued as a single unit and consist of:

| Product | Quantity | Price |
|--|----------|-------|
| Stamped Envelopes | 4 | |
| Sheets of lined paper (Minimum 5" x 7") | 8 | |
| Shampoo and body bath packs (0.35 ounce each) | 4 | |
| Deodorant Packs (2.5 grams each) | 4 | |
| Flexible Black Comb not to exceed 5" | 1 | |
| 1.5 ounce wrapped bar of deodorant soap | 1 | |
| Disposable OraLine 90021 (or equivalent) advance security razor | 1 | |
| OraLine 90010 (or equivalent) flex security toothbrush, ¾" non-slip grip toothbrush with 41 tuft head – with an overall toothbrush length not to exceed 3" | 1 | |
| Fluoride toothpaste | 1 | |
| Golf-size pencil, no eraser | 1 | |

INDIGENT KIT – RESTRICTED POPULATION

Indigent Kits shall be issued as a single unit and consist of:

| Product | Quantity | Price |
|--|----------|-------|
| Stamped Envelopes | 4 | |
| Sheets of lined paper (Minimum 5" x 7") | 8 | |
| Shampoo and body bath packs (0.35 ounce each) | 4 | |
| Deodorant Packs (2.5 grams each) | 4 | |
| Flexible Black Comb not to exceed 5" | 1 | |
| 1.5 ounce wrapped bar of deodorant soap | 1 | |
| OraLine 90010 (or equivalent) flex security toothbrush, ¾" non-slip grip toothbrush with 41 tuft head – with an overall toothbrush length not to exceed 3" | 1 | |
| Fluoride toothpaste | 1 | |
| Golf-size pencil, no eraser | 1 | |

HYGIENE MAINTENANCE KIT

Hygiene Maintenance Kits consist of:

| Product | Quantity | Price |
|--|----------|-------|
| Disposable Oraline 90021 (or equivalent) advance security razor (this item shall not be issued to Inmates housed in High Power, Mental Health and Disciplined Housing) | 1 | |
| OraLine 90010 (or equivalent) flex security toothbrush, ¾" non-slip grip toothbrush with 41 tuft head – with an overall toothbrush length not to exceed 3" | 1 | |
| 6 ounce toothpaste in a clear tube | 1 | |
| 2.5 grams alcohol-free deodorant packets | 4 | |
| 7 gram packets of conditioning shampoo | 4 | |
| 1.5 ounce wrapped bar of deodorant soap | 1 | |
| Flexible Black Comb not to exceed 5" | 1 | |
| 325mg regular strength non-aspirin reliever (2-tablet pack) | 3 | |

(This item may be subject to change based on housing location and/or medical restrictions.)

ATTACHMENT F.3

COUNTY'S KITS AND ASSORTMENTS

PRO-PER KIT

Pro-Per Kits shall be issued as a single unit and consist of:

| Product | Quantity | Price |
|---------------------------|----------|-------|
| Pencils (3) | 1 | |
| Eraser (1) | 1 | |
| Legal pad (8 ½ x 14) | 1 | |
| Envelopes, legal size (4) | 4 | |
| Numbered pad (5 sheets) | 1 | |
| Carbon paper (10 sheets) | 1 | |

COUNTY GIFT ASSORTMENTS

Note to Contractor: The contents of the County Assortment Packs will be determined by County Project Manager as indicated in Paragraph 9.13.4 of Exhibit A (Statement of Work). For informational purposes, County Gift Assortments may include, but are not limited to, the following products:

| Products | | |
|------------------------|---------|---------------|
| Candy | Cookies | Hot chocolate |
| Chips | Cereal | Beverages |
| Pastry | Nuts | Stationary |
| Soup | Popcorn | Holiday Cards |
| Beef and cheese sticks | Coffee | Lotions |
| Crackers | Juice | |

ATTACHMENT F.4

WEB ORDER MENU

(NOT ATTACHED – TO BE DETERMINED)

ATTACHMENT F.5

VENDING MENU

(NOT ATTACHED – TO BE DETERMINED)

ATTACHMENT F.6

INMATE ACCOUNT DEPOSIT FEE SCHEDULE

(SAMPLE ONLY – TO BE DETERMINED)

INMATE ACCOUNT DEPOSIT FEE SCHEDULE

(SAMPLE ONLY – ACTUAL FEES TO BE NEGOTIATED AND FINALIZED BY THE PARTIES PRIOR TO THE COMMENCEMENT OF WORK)

| Credit Card | By Computer | By Phone |
|-----------------------------|--------------------------|-------------------------------|
| Deposit Amount | Online Computer Deposits | Credit Card Deposits by Phone |
| \$0.01 to \$100.00 | TBD | TBD |
| \$100.01 to \$200.00 | TBD | TBD |
| \$200.01 to \$300.00 | TBD | TBD |

Inmate deposits are limited to \$300.00 per week, as further specified in Paragraph 9.8.3.4 of Exhibit A (Statement of Work).

ATTACHMENT G.1

CONTRACTOR'S DELIVERY PLAN

(NOT ATTACHED – TO BE DETERMINED)

ATTACHMENT G.2

MAINTENANCE AND DELIVERY SCHEDULE

**(SAMPLE ONLY – ACTUAL DATES AND TIMES TO BE
DETERMINED BY THE PARTIES PRIOR TO
COMMENCEMENT OF WORK)**

MAINTENANCE AND DELIVERY SCHEDULE

Delivery:

- Contractor must deliver orders to Inmates between Monday through Friday, between the hours of 7:00 A.M. and 5:00 P.M. (Pacific Time), unless otherwise agreed upon by the County and Contractor.

Re-stocking Schedule:

CRDF-Monday, Tuesday, Wednesday and Friday

TTCF-Tuesday and Thursday

MCJ- Monday-Friday

NCCF-Tuesday and Thursday

PDC-N Tuesday

PDC-S-Tuesday and Friday

PDC-E-Monday and Wednesday

All scheduled re-stocking of Machines shall occur Monday through Friday, between the hours of 7:00 A.M. and 5:00 P.M. (Pacific Time), unless otherwise agreed upon by both County and Contractor. Additional trips to the re-stocking schedule will be at the discretion of the County Project Director and reflected in this Maintenance and Delivery Schedule.

Maintenance Schedule:

- Contractor must provide routine maintenance each time the vending machine is serviced. This includes cleaning the inside and outside of the machine when restocked.

Monthly:

- Clean card readers
- Clean compressors on cold beverage machines