

**CONTRACT FOR
ARMED AND UNARMED SECURITY GUARD SERVICES**

TABLE OF CONTENTS OF EXHIBITS

STANDARD EXHIBITS

- A STATEMENT OF WORK
- B STATEMENT OF WORK ATTACHMENTS
- C PRICING SCHEDULE [Not Attached to Contract; See Exhibit 8, Pricing Schedule, Appendix B, Required Forms]
- D COUNTY ADMINISTRATION
- E CONTRACTOR ADMINISTRATION

FORM(S) REQUIRED AT THE TIME OF CONTRACT EXECUTION

- F1 CONTRACTOR ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT
- OR**
- F2 CONTRACTOR EMPLOYEE ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT
- F3 CONTRACTOR NON-EMPLOYEE ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

- G SAFELY SURRENDERED BABY LAW
- H PAYROLL STATEMENT OF COMPLIANCE
- I BUSINESS ASSOCIATE AGREEMENT UNDER THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996 (HIPAA)
- J CHARITABLE CONTRIBUTIONS CERTIFICATION
- K PERFORMANCE REQUIREMENTS SUMMARY (PRS)
- L CONTRACT DISCREPANCY REPORT (CDR)
- M LIVING WAGE PROGRAM STAFFING PLAN [Not Attached to Contract; See Exhibit 10 , Living Wage Program Staffing Plan, Appendix B, Required Forms]

STATEMENT OF WORK ATTACHMENTS

TABLE OF CONTENTS

SOW ATTACHMENTS

- 1 LOCATION/ADDRESS – ALL SERVICE PLANNING AREAS
- 2 MINIMUM STAFFING PLAN BY SPA
- 3 TRAINING OUTLINE

3A TRAINING OUTLINE
DEPARTMENT OF MENTAL HEALTH (DMH) POSITIONS
- 4 STATEMENT ON WORKPLACE EQUALITY AND
ACKNOWLEDGEMENT OF RECEIPT
- 5 GENERAL POST ORDERS

5A POST ORDERS AMENDMENT FORM

5B SERVICE ANIMALS

**SOW ATTACHMENT 1
LOCATION/ADDRESS
ARMED AND UNARMED SECURITY GUARD SERVICES
ALL SERVICE PLANNING AREAS**

The County of Los Angeles operates numerous Locations within eight Service Planning Areas in Los Angeles County. These County facilities offer a wide range of services to the public who reside in all areas of the County.

LOCATION COUNT	DEPT. CODE	FACILITY NAME	STREET ADDRESS	CITY	STATE	ZIP	SPA	AREA
1	AD	ANTELOPE VALLEY SENIOR CENTER	777 Jackman Street	Lancaster	CA	93534	1	ANTELOPE VALLEY
2	ASSESSOR	LANCASTER	251 E. Avenue K-6	Lancaster	CA	93535	1	ANTELOPE VALLEY
3	CEO	FORMER HIGH DESERT HOSPITAL	44900 North 60th Street West	Lancaster	CA	93536	1	ANTELOPE VALLEY
4	CSSD	DIVISION 6 LANCASTER	42281 10th Street West	Lancaster	CA	93534	1	ANTELOPE VALLEY
5	DCFS	HOLSTON OFFICE	176 Holston Drive	Lancaster	CA	93535	1	ANTELOPE VALLEY
6	DCFS	LANCASTER OFFICE	300 E Avenue K-6 Ste A	Lancaster	CA	93534	1	ANTELOPE VALLEY
7	DCFS	TRADE CENTER	39115 Trader Center Drive	Palmdale	CA	93551	1	ANTELOPE VALLEY
8	MH	ANTELOPE VALLEY MENTAL HEALTH CENTER	349-A East Avenue K-6	Lancaster	CA	93535	1	ANTELOPE VALLEY
9	MH	SERVICE AREA 1 ADMINISTRATION	251 East Avenue K-6	Lancaster	CA	93535	1	ANTELOPE VALLEY
10	MH	ANTELOPE VALLEY FSP	251 East Avenue K-6 STE. H	Lancaster	CA	93535	1	ANTELOPE VALLEY
11	MH	PALMDALE MENTAL HEALTH CENTER	2260 East Palmdale Blvd. Ste. J	Palmdale	CA	93550	1	ANTELOPE VALLEY
12	MH	ANTELOPE VALLEY KIDZ CONNECTION	2323- A East Palmdale Blvd.	Palmdale	CA	93550	1	ANTELOPE VALLEY
13	PH	ACTON REHAB CENTER	30501 Arrastre Canyon Road	Acton	CA	93510	1	ANTELOPE VALLEY
14	PROB	ANTELOPE VALLEY JUVENILE AREA OFFICE	43917 Division Street	Lancaster	CA	93535	1	ANTELOPE VALLEY
15	PROB	ANTELOPE VALLEY REGIONAL OFFICE AB109	43423 Division Street	Lancaster	CA	93535	1	ANTELOPE VALLEY

**SOW ATTACHMENT 1
LOCATION/ADDRESS
ARMED AND UNARMED SECURITY GUARD SERVICES
ALL SERVICE PLANNING AREAS**

16	PROB	CHALLENGER MEMORIAL YOUTH CENTER	5300 W Avenue I	Lancaster	CA	93535	1	ANTELOPE VALLEY
17	PROB	CAMP MUNZ	42230 North Lake Hughes Road	Lake Hughes	CA	93532	1	ANTELOPE VALLEY
18	PROB	CAMP MENDENHALL	42230 North Lake Hughes Road	Lancaster	CA	93535	1	ANTELOPE VALLEY
19	RR/CC	LANCASTER	44509 16th Street West Ste. 101	Lancaster	CA	93534	1	ANTELOPE VALLEY
		9 DEPARTMENTS TOTAL - SPA 1					1	ANTELOPE VALLEY

**SOW ATTACHMENT 1
LOCATION/ADDRESS
ARMED AND UNARMED SECURITY GUARD SERVICES
ALL SERVICE PLANNING AREAS**

LOCATION COUNT	DEPT. CODE	FACILITY NAME	STREET ADDRESS	CITY	STATE	ZIP	SPA	AREA
1	AD	SANTA CLARITA COMMUNITY CENTER	26111 Bouquet Canyon Road	Santa Clarita	CA	91350	2	SAN FERNANDO VALLEY
2	ASSESSOR	NORTH DISTRICT	13800 Balboa Blvd.	Sylmar	CA	91342	2	SAN FERNANDO VALLEY
3	DCFS	ZEV YAROSLAVSKY FAMILY SUPPORT CENTER	7555 Van Nuys Blvd.	Van Nuys	CA	91405	2	SAN FERNANDO VALLEY
4	DCFS	CHATSWORTH	20151 Nordhoff Street	Chatsworth	CA	91311	2	SAN FERNANDO VALLEY
5	DCFS	GLENDALE	611 N. Brand Blvd.	Glendale	CA	91206	2	SAN FERNANDO VALLEY
6	DCFS	SANTA CLARITA	28490 Avenue Stanford #100	Santa Clarita	CA	91355	2	SAN FERNANDO VALLEY
7	MH	VALLEY COORDINATED CHILDREN'S SERVICES	19231 Victory Blvd Suite 110	Reseda	CA	91335	2	SAN FERNANDO VALLEY
8	MH	SAN FERNANDO MENTAL HEALTH CLINIC / WELLNESS CENTER	10605 Balboa Blvd.	Granada Hills	CA	91344	2	SAN FERNANDO VALLEY
9	MH	SANTA CLARITA VALLEY	23501 Cinema Drive	Valencia	CA	91355	2	SAN FERNANDO VALLEY
10	MH	SAN FERNANDO CHILD AND FAMILY CENTER	919 1st Street	San Fernando	CA	91340	2	SAN FERNANDO VALLEY
11	MH	WEST VALLEY MENTAL HEALTH CLINIC	20151 Nordhoff Street	Chatsworth	CA	91311	2	SAN FERNANDO VALLEY
12	MH	OLIVE VIEW MENTAL HEALTH CLINIC	14238 Saranac Lane	Sylmar	CA	91342	2	SAN FERNANDO VALLEY
13	PH	NORTH HOLLYWOOD HEALTH CENTER	5300 Tujunga Ave.	North Hollywood	CA	91601	2	SAN FERNANDO VALLEY
14	PH	GLENDALE HEALTH CENTER	501 N. Glendale Ave	Glendale	CA	91206	2	SAN FERNANDO VALLEY
15	PH	PACOIMA HEALTH CENTER	13300 Van Nuys Blvd.	Pacoima	CA	91328	2	SAN FERNANDO VALLEY

**SOW ATTACHMENT 1
LOCATION/ADDRESS
ARMED AND UNARMED SECURITY GUARD SERVICES
ALL SERVICE PLANNING AREAS**

16	PROB	CAMP GONZALES	1301 North Las Virgenes Road	Calabasas	CA	91302	2	SAN FERNANDO VALLEY
17	PROB	CAMP KILPATRICK	427 South Encinal Canyon Road	Malibu	CA	90265	2	SAN FERNANDO VALLEY
18	PROB	CAMP SCOTT	28700 Bouquet Canyon Road	Santa Clarita	CA	91355	2	SAN FERNANDO VALLEY
19	PROB	EAST SAN FERNANDO VALLEY AREA OFFICE	14414 Delano Street	Van Nuys	CA	91401	2	SAN FERNANDO VALLEY
20	PROB	VALENCIA AREA OFFICE	23759 Valencia Blvd.	Valencia	CA	91355	2	SAN FERNANDO VALLEY
21	PROB	SAN FERNANDO REGIONAL OFFICE AB109	13557 Van Nuys Blvd	Van Nuys	CA	91405	2	SAN FERNANDO VALLEY
		6 DEPARTMENTS TOTAL - SPA 2					2	SAN FERNANDO VALLEY

**SOW ATTACHMENT 1
LOCATION/ADDRESS
ARMED AND UNARMED SECURITY GUARD SERVICES
ALL SERVICE PLANNING AREAS**

LOCATION COUNT	DEPT. CODE	FACILITY NAME	STREET ADDRESS	CITY	STATE	ZIP	SPA	AREA
1	AD	ALTADENA COMMUNITY CENTER	730 E. Altadena Drive	Altadena	CA	91001	3	SAN GABRIEL VALLEY
2	AD	ALTADENA SENIOR CENTER	560 E. Mariposa Street	Altadena	CA	91001	3	SAN GABRIEL VALLEY
3	AD	SAN GABRIEL VALLEY SERVICE CENTER	1441 Santa Anita Ave	South El Monte	CA	91733	3	SAN GABRIEL VALLEY
4	ASSESSOR	EAST DISTRICT ASSESSOR	1190 Durfee Ave.	South El Monte	CA	91733	3	SAN GABRIEL VALLEY
5	CSSD	DIVISION 3 POMONA	3179 Temple Ave	Pomona	CA	91768	3	SAN GABRIEL VALLEY
6	DCFS	GLENDORA OFFICE	725 S. Grand Avenue	Glendora	CA	91740	3	SAN GABRIEL VALLEY
7	DCFS	EL MONTE	4024 N. Durfee Avenue	El Monte	CA	91732	3	SAN GABRIEL VALLEY
8	DCFS	POMONA OFFICE	801 Corporate Center Drive	Pomona	CA	91766	3	SAN GABRIEL VALLEY
9	DCFS	SAN DIMAS OFFICE	955 Overland Court, Suite 100	San Dimas	CA	91773	3	SAN GABRIEL VALLEY
10	MH	ARCADIA MENTAL HEALTH CLINIC	330 E. Live Oak Avenue	Arcadia	CA	91006	3	SAN GABRIEL VALLEY
11	MH	EAST SAN GABRIEL VALLEY MHC	1359 N. Grand Ave	Covina	CA	91724	3	SAN GABRIEL VALLEY
12	PH	TELSTAR HEALTH CENTER	9320 Telstar	El Monte	CA	91773	3	SAN GABRIEL VALLEY
13	PH	MONROVIA HEALTH CENTER	330 W. Maple Ave	Monrovia	CA	91016	3	SAN GABRIEL VALLEY
14	PH	POMONA HEALTH CENTER	750 Park Ave	Pomona	CA	91766	3	SAN GABRIEL VALLEY
15	PROB	POMONA AREA PROBATION	1660 W. Mission Blvd.	Pomona	CA	91766	3	SAN GABRIEL VALLEY

**SOW ATTACHMENT 1
LOCATION/ADDRESS
ARMED AND UNARMED SECURITY GUARD SERVICES
ALL SERVICE PLANNING AREAS**

16	PROB	RIVERVIEW PROBATION	12310 Lower Azusa Rd.	Arcadia	CA	91006	3	SAN GABRIEL VALLEY
17	PROB	CAMP AFFLERBAUGH	6601 N. Stephens Ranch Rd.	La Verne	CA	91750	3	SAN GABRIEL VALLEY
18	PROB	CAMP PAIGE	6631 N. Stephens Ranch Rd.	La Verne	CA	91750	3	SAN GABRIEL VALLEY
19	PROB	CAMP GLENN ROCKEY	1900 Sycamore Canyon Rd.	San Dimas	CA	91733	3	SAN GABRIEL VALLEY
		7 DEPARTMENTS TOTAL - SPA 3					3	SAN GABRIEL VALLEY

**SOW ATTACHMENT 1
LOCATION/ADDRESS
ARMED AND UNARMED SECURITY GUARD SERVICES
ALL SERVICE PLANNING AREAS**

LOCATION COUNT	DEPT. CODE	FACILITY NAME	STREET ADDRESS	CITY	STATE	ZIP	SPA	AREA
1	BOS	HALL OF ADMINISTRATION	500 W. Temple St.	Los Angeles	CA	90012	4	METRO
2	CEO	FORT MOORE MEMORIAL	451 Hill Street	Los Angeles	CA	90012	4	METRO
3	CEO	HALL OF JUSTICE	211 W. Temple St.	Los Angeles	CA	90012	4	METRO
4	CSSD	STANLEY MOSK COURTHOUSE	111 N. Hill St., Room 623	Los Angeles	CA	90012	4	METRO
5	DCFS	METRO NORTH OFFICE (BORAX)	1933 S. Broadway	Los Angeles	CA	90007	4	METRO
6	DA	HALL OF RECORDS	320 W. Temple St.	Los Angeles	CA	90012	4	METRO
7	DEO	FORMER WDACS HEADQUARTERS	3175 W. Sixth St.	Los Angeles	CA	90007	4	METRO
8	ISD	COGEN CENTRAL HEATING PLANT	301 N. Broadway Avenue	Los Angeles	CA	90012	4	METRO
9	ISD	MALL GARAGE PARKING LOT #18	500 W. Temple Street	Los Angeles	CA	90012	4	METRO
10	MH	DOWNTOWN FSP	631 Maple Ave	Los Angeles	CA	90014	4	METRO
11	MH	DOWNTOWN MENTAL HEALTH CLINIC	529 S. Maple Avenue	Los Angeles	CA	90013	4	METRO
12	MH	SKID ROW CONCIERGE	631 Maple Ave	Los Angeles	CA	90014	4	METRO
13	MH	WOMEN'S RE-ENTRY	5000 W. Sunset, Suite 600	Los Angeles	CA	90027	4	METRO
14	MH	VERMONT CORRIDOR	510 South Vermont Ave	Los Angeles	CA	90020	4	METRO
15	MH	KOREATOWN MENTAL HEALTH CLINIC	510 South Vermont Ave	Los Angeles	CA	90020	4	METRO

**SOW ATTACHMENT 1
LOCATION/ADDRESS
ARMED AND UNARMED SECURITY GUARD SERVICES
ALL SERVICE PLANNING AREAS**

16	MH	VETERAN PEER ACCESS NETWORK 6th floor	1816 South Figueroa Street	Los Angeles	CA	90015	4	METRO
17	MH	MEN'S REINTEGRATION	631 Maple Ave	Los Angeles	CA	90014	4	METRO
18	MH	NORTHEAST MHC	3303 N. Broadway Ave	Los Angeles	CA	90031	4	METRO
19	MI & VET	BOB HOPE PATRIOTIC HALL	1816 South Figueroa Street	Los Angeles	CA	90015	4	METRO
20	PH	CENTRAL HEALTH CENTER	241 N. Figueroa Street	Los Angeles	CA	90012	4	METRO
21	PROB	CENTRAL JUVENILE HALL	1605 Eastlake Ave	Los Angeles	CA	90033	4	METRO
22	PROB	EASTLAKE COURT	1601 Eastlake Ave.	Los Angeles	CA	90033	4	METRO
23	PROB	REENTRY OPPORTUNITY CENTER - VERMONT OFFICE	3965 Vermont Ave	Los Angele	CA	90037	4	METRO
24	PROB	PRETRIAL OFFICE AB109	433 Bauchet Street	Los Angeles	CA	90012	4	METRO
		11 DEPARTMENTS TOTAL - SPA 4					4	METRO

**SOW ATTACHMENT 1
LOCATION/ADDRESS
ARMED AND UNARMED SECURITY GUARD SERVICES
ALL SERVICE PLANNING AREAS**

LOCATION COUNT	DEPT. CODE	FACILITY NAME	STREET ADDRESS	CITY	STATE	ZIP	SPA	AREA
1	DCFS	WEST LOS ANGELES OFFICE	5757 Wilshire Blvd.	Los Angeles	CA	90010	5	NORTHWEST
2	DEO	WEST LOS ANGELES COURTHOUSE	1633 Purdue Ave.	Los Angeles	CA	90025	5	NORTHWEST
3	MH	EDELMAN MENTAL/WELLNESS CENTER	11080 W. Olympic Blvd.	Los Angeles	CA	90064	5	NORTHWEST
4	MH	EDELMAN CHILDREN'S PROGRAM	11303 West Washington Blvd, Suite 200	Los Angeles	CA	90066	5	NORTHWEST
5	MH	HOLLYWOOD FSP	947 Cole Ave	Los Angeles	CA	90038	5	NORTHWEST
6	MH	HOLLYWOOD MHC	1224 North Vine Street	Los Angeles	CA	90038	5	NORTHWEST
7	PH	RUTH TEMPLE HEALTH CENTER	3834 South Western Ave.	Los Angeles	CA	90062	5	NORTHWEST
8	PH	HOLLYWOOD WILSHIRE HEALTH	5205 Melrose Ave	Los Angeles	CA	90038	5	NORTHWEST
		4 DEPARTMENTS TOTAL - SPA 5					5	NORTHWEST

**SOW ATTACHMENT 1
LOCATION/ADDRESS
ARMED AND UNARMED SECURITY GUARD SERVICES
ALL SERVICE PLANNING AREAS**

LOCATION COUNT	DEPT. CODE	FACILITY NAME	STREET ADDRESS	CITY	STATE	ZIP	SPA	AREA
1	AD	WILLOWBROOK SENIOR CTR	12915 Jarvis Ave	Los Angeles	CA	90061	6	SOUTH LOS ANGELES
2	AD	EAST RANCHO DOMINGUEZ CTR	15116 S. Atlantic Ave	Compton	CA	90221	6	SOUTH LOS ANGELES
3	DA	COMPTON DA'S OFFICE	200 W. Compton Blvd Suite 700	Compton	CA	90220	6	SOUTH LOS ANGELES
4	DCFS	WATERIDGE OFFICE	5110 W. Goldleaf Circle	Los Angeles	CA	90056	6	SOUTH LOS ANGELES
5	DCFS	8300 VERMONT	8300 S. Vermont Ave	Los Angeles	CA	90044	6	SOUTH LOS ANGELES
6	DPSS	VERMONT CHILDCARE CENTER	8300 S. Vermont Ave	Los Angeles	CA	90044	6	SOUTH LOS ANGELES
7	LIBRARY	FLORENCE FIRESTONE	7807 S. Compton Ave.	Los Angeles	CA	90001	6	SOUTH LOS ANGELES
8	MH	COMPTON FAMILY	921 E. Compton Ave, 1st Floor	Compton	CA	90221	6	SOUTH LOS ANGELES
9	MH	WEST CENTRAL MHC	1720 E. 120th St.	Los Angeles	CA	90059	6	SOUTH LOS ANGELES
10	MH	AUGUSTUS HAWKINS MHC	12021 Wilmington Ave	Los Angeles	CA	90059	6	SOUTH LOS ANGELES
11	MH	WOMENS REINTEGRATION	8300 S. Vermont Ave, 1st Floor	Los Angeles	CA	90044	6	SOUTH LOS ANGELES
12	MH	BEHAVIORAL HEALTH CENTER	12021 Wilmington Ave	Los Angeles	CA	90059	6	SOUTH LOS ANGELES
13	PH	MLK CENTER FOR PUBLIC HEALTH	11833 Wilmington Ave	Los Angeles	CA	90059	6	SOUTH LOS ANGELES
14	PROB	CENTINELA AREA OFFICE	1330 Imperial Hwy.	Los Angeles	CA	90044	6	SOUTH LOS ANGELES
15	PROB	SOUTH CENTRAL AREA OFFICE	200 W. Compton Blvd Suite 300	Compton	CA	90220	6	SOUTH LOS ANGELES

**SOW ATTACHMENT 1
LOCATION/ADDRESS
ARMED AND UNARMED SECURITY GUARD SERVICES
ALL SERVICE PLANNING AREAS**

16	PROB	SOUTH LA OFFICE AB109	236 E. 58th Street	Los Angeles	CA	90221	6	SOUTH LOS ANGELES
17	PROB	BHC ADULT FIELD OFFICE	12021 S. Wilmington Ave. Ste. B001	Los Angeles	CA	90059	6	SOUTH LOS ANGELES
18	PROB	ADULT DAY REPORTING CENTER	5811 San Pedro St.	Los Angeles	CA	90221	6	SOUTH LOS ANGELES
19	PROB	FIRESTONE AREA OFFICE	8526 Grape Street	Los Angeles	CA	90001	6	SOUTH LOS ANGELES
	8 DEPARTMENTS TOTAL - SPA 6						6	SOUTH LOS ANGELES

**SOW ATTACHMENT 1
LOCATION/ADDRESS
ARMED AND UNARMED SECURITY GUARD SERVICES
ALL SERVICE PLANNING AREAS**

LOCATION COUNT	DEPT. CODE	FACILITY NAME	STREET ADDRESS	CITY	STATE	ZIP	SPA	AREA
1	AD	CENTRO MARAVILLA SERVICE CTR	4716 East Cesar Chavez Ave	Los Angeles	CA	90022	7	NORTHEAST
2	AD	EAST LOS ANGELES SERVICE CTR	133 North Sunol Drive	Los Angeles	CA	90063	7	NORTHEAST
3	AD	LOS NIETOS SENIOR CTR	11640 E. Slauson Ave	Whittier	CA	90606	7	SOUTHEAST
4	AD	PROTERO HEIGHTS CTR	8051 Arroyo Drive	Montebello	CA	90670	7	SOUTHEAST
5	CEO	RANCHO LOS AMIGOS-SOUTH CAMPUS	7601 E. Imperial Highway	Downey	CA	90242	7	SOUTHEAST
6	CSSD	COMMERCE	5500 S. Eastern Ave	Commerce	CA	90040	7	SOUTHEAST
7	CSSD	HEADQUARTERS	5770 Eastern Ave	Commerce	CA	90040	7	SOUTHEAST
8	DCFS	BELVEDERE OFFICE	5835 S. Eastern Avenue	Los Angeles	CA	90040	7	SOUTHEAST
9	DCFS	CORPORATE PLACE	2525 Corporate Place	Monterey Park	CA	91754	7	NORTHEAST
10	DCFS	SANTA FE SPRINGS OFFICE	10355 Slusher Drive	Santa Fe Springs	CA	90670	7	SOUTHEAST
11	ISD	DOWNEY ADMIN CENTER	9150 E. Imperial Highway	Downey	CA	90242	7	SOUTHEAST
12	ISD	HEADQUARTERS	1100 Eastern Ave	Los Angeles	CA	90063	7	NORTHEAST
13	LASD	SHERIFF DEPARTMENT HEADQUARTERS	4700 Ramona Blvd	Monterey Park	CA	91754	7	NORTHEAST
14	MH	ROYBAL FAMILY MHC	4701 E. Cesar E. Chavez Avenue, 2nd Flr	Los Angeles	CA	90022	7	NORTHEAST
15	MH	SAN ANTONIO MHC	2629 Clarendon Ave	Huntington Park	CA	90255	7	SOUTHEAST

**SOW ATTACHMENT 1
LOCATION/ADDRESS
ARMED AND UNARMED SECURITY GUARD SERVICES
ALL SERVICE PLANNING AREAS**

16	MH	HUMAN RESOURCES	5601 E. Slauson Ave.	Commerce	CA	90040	7	SOUTHEAST
17	MH	RIO HONDO MHC	17707 Studebaker Rd.	Cerritos	CA	90703	7	SOUTHEAST
18	MH	RIO HONDO CENTRO DE BIENESTAR	6330 Rugby St.	Huntington Park	CA	90255	7	SOUTHEAST
19	PH	DOWNEY HEALTH LAB	12750 Erickson Ave	Downey	CA	90242	7	SOUTHEAST
20	PH	WHITTIER HEALTH CENTER	7643 S. Painter Ave.	Whittier	CA	90602	7	SOUTHEAST
21	PH	FERGUSON BUILDING	5555 Ferguson Dr.	Commerce	CA	90022	7	SOUTHEAST
22	PROB	TRAINING CENTER	3300 Sandoval Ave.	Pico Rivera	CA	90660	7	SOUTHEAST
23	PROB	RIO HONDO AREA OFFICE	8240 S. Broadway Ave.	Whittier	CA	90606	7	SOUTHEAST
24	PROB	EAST LOS ANGELES	4849 Civic Center Way	Los Angeles	CA	90022	7	NORTHEAST
25	PROB	PROPERTY AND SUPPLY	4549 Telegraph Rd.	Los Angeles	CA	90022	7	NORTHEAST
26	PROB	DOROTHY KIRBY CENTER	1500 S. McDonnell Ave.	Los Angeles	CA	90040	7	NORTHEAST
27	RR/CC	NORWALK	12400 Imperial Hwy.	Norwalk	CA	90650	7	SOUTHEAST
28	RR/CC	EAST LOS ANGELES	4716 E. Cesar Chavez Ave	Los Angeles	CA	90022	7	NORTHEAST
29	RR/CC	EMERGENCY OPERATIONS CENTER	12680 Corral Place	Santa Fe Springs	CA	90670	7	SOUTHEAST
30	RR/CC	VSAP OPERATION CENTER, VOC	12100 Rivera Road	Whittier	CA	90606	7	SOUTHEAST
		10 DEPARTMENTS TOTAL - SPA 7					7	NORTHEAST/SOUTHEAST

**SOW ATTACHMENT 1
LOCATION/ADDRESS
ARMED AND UNARMED SECURITY GUARD SERVICES
ALL SERVICE PLANNING AREAS**

LOCATION COUNT	DEPT. CODE	FACILITY NAME	STREET ADDRESS	CITY	STATE	ZIP	SPA	AREA
1	AD	SAN PEDRO SERVICE CTR	769 W. Third Street	San Pedro	CA	90731	8	SOUTHBAY
2	ASSESSOR	SOUTH DISTRICT	1401 E. Willow St.	Signal Hill	CA	90755	8	SOUTHBAY
3	CSSD	DIVISION 5	20221 S. Hamilton Ave	Torrance	CA	90502	8	SOUTHBAY
4	DCFS	COMPTON-CARSON OFFICE	1 Civic Plaza Drive	Carson	CA	90745	8	SOUTHBAY
5	DCFS	SOUTH COUNTY	4060 Watson Plaza	Lakewood	CA	90712	8	SOUTHBAY
6	DCFS	TORRANCE OFFICE	2325 Crenshaw Blvd.	Torrance	CA	90501	8	SOUTHBAY
7	MH	LONG BEACH MENTAL HEALTH CLINIC	2600 Redondo Ave	Long Beach	CA	90806	8	SOUTHBAY
8	MH	SAN PEDRO MENTAL HEALTH CENTER	1360 W. 6th St., Suite 200	San Pedro	CA	90732	8	SOUTHBAY
9	MH	SOUTH BAY MENTAL HEALTH CENTER	1045 W. Redondo Beach Blvd. 3rd Floor	Gardena	CA	90247	8	SOUTHBAY
10	MH	HARBOR MFI	21840 Normandie Ave.	Torrance	CA	90502	8	SOUTHBAY
11	MH	TELEMENTAL HEALTH & PSYCHIATRIC CONSULTATION	21730 S. Vermont Ave	Torrance	CA	90501	8	SOUTHBAY
12	MH	HARBOR-UCLA WELLNESS CENTER	21732 S. Vermont Ave	Torrance	CA	90502	8	SOUTHBAY
13	MH	LONG BEACH ASIAN PACIFIC MHC	4510 E. Pacific Coast Highway, Suite 600	Long Beach	CA	90804	8	SOUTHBAY
14	MH	COASTAL ASIAN PACIFIC MENTAL HEALTH CLINIC	14112 S. Kingsley Drive	Gardena	CA	90249	8	SOUTHBAY
15	MH	HARBOR CHILDREN'S PROGRAM	21810 Normandie Avenue	Torrance	CA	90502	8	SOUTHBAY

**SOW ATTACHMENT 1
LOCATION/ADDRESS
ARMED AND UNARMED SECURITY GUARD SERVICES
ALL SERVICE PLANNING AREAS**

16	MH	HARBOR UCLA MEDICAL CENTER	1000 W. Carson Street, Bldg 5	Torrance	CA	90502	8	SOUTHBAY
17	PH	CURTIS R. TUCKER HEALTH CENTER	123 W. Manchester Blvd.	Inglewood	CA	90301	8	SOUTHBAY
18	PH	TORRANCE HEALTH CENTER	711 Del Amo Blvd.	Torrance	CA	90501	8	SOUTHBAY
19	PROB	HARBOR AREA OFFICE	3221 Torrance Blvd	Torrance	CA	90503	8	SOUTHBAY
20	PROB	SOUTH BAY AREA OFFICE	1299 E. Artesia Blvd	Carson	CA	90731	8	SOUTHBAY
		7 DEPARTMENTS TOTAL - SPA 8					8	SOUTHBAY
		GRAND TOTAL: 18 DEPARTMENTS					8	SPAS

**SOW ATTACHMENT 1
LOCATION/ADDRESS
ARMED AND UNARMED SECURITY GUARD SERVICES
ALL SERVICE PLANNING AREAS**

LEGEND	
CODE	DEPARTMENT NAME
A/C	AUDITOR-CONTROLLER
AD	AGING AND DISABILITY
ASSESSOR	OFFICE OF THE ASSESSOR
BOS	BOARD OF SUPERVISORS
CEO	CHIEF EXECUTIVE OFFICE
CSSD	CHILD SUPPORT SERVICES
DA	DISTRICT ATTORNEY'S OFFICE
DCFS	CHILDREN AND FAMILY SERVICES
DEO	ECONOMIC OPPORTUNITY
DPW	PUBLIC WORKS
ISD	INTERNAL SERVICES
LASD	SHERIFF
LIBRARY	LIBRARY
MH	MENTAL HEALTH
MI & VET	MILITARY & VETERANS AFFAIRS
PH	PUBLIC HEALTH
PROB	PROBATION
RR/CC	REGISTRAR-RECORDER / COUNTY CLERK
18 DEPARTMENTS TOTAL	

**SOW ATTACHMENT 2 MINIMUM STAFFING PLAN - SPA ONE
ARMED AND UNARMED SECURITY GUARD SERVICES
NORTH AREA - SERVICE PLANNING AREA ONE - ANTELOPE VALLEY**

SPA 1	SERVICE ADDRESS	POSITION	SHIFT	DAYS	LUNCH	DAILY			MONTHLY			ANNUAL				
						REG	OT	TOTAL	REG	OT	TOTAL	REG	OT	TOTAL HRS		
1	ANTELOPE VALLEY SENIOR CTR 777 JACKMAN STREET LANCASTER, CALIFORNIA 93534	1	Armed	0800 - 1700	Mon - Fri	LOP	8.00	1.00	9.00	173.81	21.73	195.54	2,085.71	260.71	2,346.43	
		1	Armed	0730 - 1630	Mon - Fri	LOP	8.00	1.00	9.00	173.81	21.73	195.54	2,085.71	260.71	2,346.43	
			Armed	1100 - 2000	3rd & 4th Tues	LOP	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
		2	Total Armed				16.00	2.00	18.00	347.62	43.45	391.07	4,171.43	521.43	4,692.86	
2	LANCASTER 251 E. AVENUE K-6 LANCASTER, CALIFORNIA 93535	1	Armed	0600 - 1700	Mon - Fri	LOP	8.00	3.00	11.00	173.81	65.18	238.99	2,085.71	782.14	2,867.86	
		1	Total Armed				8.00	3.00	11.00	173.81	65.18	238.99	2,085.71	782.14	2,867.86	
3	FORMER HIGH DESERT HOSPITAL 44900 NORTH 60TH STREET WEST LANCASTER, CALIFORNIA 93536	1	Vehicle Patrol	0800 - 1600	Sat, Sun, Hol	LOP	8.00	0.00	8.00	69.52	0.00	69.52	834.29	0.00	834.29	
		1	Vehicle Patrol	1600 - 2400	Sun - Sat, Hol	LOP	8.00	0.00	8.00	243.33	0.00	243.33	2,920.00	0.00	2,920.00	
		1	Vehicle Patrol	2400 - 0800	Sun - Sat, Hol	LOP	8.00	0.00	8.00	243.33	0.00	243.33	2,920.00	0.00	2,920.00	
		3	Total Vehicle Patrol				24.00	0.00	24.00	556.19	0.00	556.19	6,674.29	0.00	6,674.29	
3	Facility Total				24.00	0.00	24.00	556.19	0.00	556.19	6,674.29	0.00	6,674.29			
4	DIVISION 6 LANCASTER 42281 10TH STREET WEST LANCASTER, CALIFORNIA 93534	1	Armed	0700 - 1700	Mon - Fri	LOP	8.00	2.00	10.00	173.81	43.45	217.26	2,085.71	521.43	2,607.14	
		1	Armed	0800 - 1730	Mon - Fri	LOP	8.00	1.50	9.50	173.81	32.59	206.40	2,085.71	391.07	2,476.79	
		2	Total Armed				16.00	3.50	19.50	347.62	76.04	423.66	4,171.43	912.50	5,083.93	
5	HOLSTON OFFICE 176 HOLSTON DRIVE LANCASTER, CALIFORNIA 93535	1	Armed	0700 - 1800	Mon - Fri	LOP	8.00	3.00	11.00	173.81	65.18	238.99	2,085.71	782.14	2,867.86	
		1	Total Armed				8.00	3.00	11.00	173.81	65.18	238.99	2,085.71	782.14	2,867.86	
6	TRADER CENTER 39115 TRADE CENTER DRIVE PALMDALE, CALIFORNIA 93551	1	Armed	0700 - 1700	Mon - Fri	LOP	8.00	2.00	10.00	173.81	43.45	217.26	2,085.71	521.43	2,607.14	
		1	Armed	0900 - 1900	Mon - Fri	.5 hour lunch	8.00	1.50	9.50	173.81	32.59	206.40	2,085.71	391.07	2,476.79	
		2	Total Armed				16.00	3.50	19.50	347.62	76.04	423.66	4,171.43	912.50	5,083.93	
7	LANCASTER 300 E AVENUE K-6, SUITE A LANCASTER, CALIFORNIA 93534	1	Armed	0800 - 1800	Mon - Fri	LOP	8.00	2.00	10.00	173.81	43.45	217.26	2,085.71	521.43	2,607.14	
		1	Armed	0900 - 1900	Mon - Fri	LOP	8.00	2.00	10.00	173.81	43.45	217.26	2,085.71	521.43	2,607.14	
		2	Total Armed				16.00	4.00	20.00	347.62	86.90	434.52	4,171.43	1,042.86	5,214.29	
8	PALMDALE MHC 1529 E PALMDALE BOULEVARD, SUITE 150 PALMDALE, CALIFORNIA 93550	2	Armed	0730 - 1800	Mon - Fri	LOP	16.00	5.00	21.00	347.62	108.63	456.25	4,171.43	1,303.57	5,475.00	
		2	Total Armed				16.00	5.00	21.00	347.62	108.63	456.25	4,171.43	1,303.57	5,475.00	
9	ANTELOPE VALLEY KIDZ CONNECTION 2323-A E PALMDALE BOULEVARD PALMDALE, CALIFORNIA 93550	1	Unarmed	0700 - 1800	M, W, Th, F	.5 hr Lunch	8.00	2.50	10.50	139.05	43.45	182.50	1,668.57	521.43	2,190.00	
		1	Unarmed	0730 - 1730	Tues	LOP	8.00	2.00	10.00	34.76	8.69	43.45	417.14	104.29	521.43	
		2	Total Unarmed				16.00	4.50	20.50	173.81	52.14	225.95	2,085.71	625.71	2,711.43	
10	ANTELOPE VALLEY MHC 349-A E AVENUE K-6 LANCASTER, CALIFORNIA 93535	1	Armed	0700 - 1800	Mon - Fri	LOP	8.00	3.00	11.00	173.81	65.18	238.99	2,085.71	782.14	2,867.86	
		1	Total Armed				8.00	3.00	11.00	173.81	65.18	238.99	2,085.71	782.14	2,867.86	
11	ANTELOPE VALLEY FSP 251 E AVENUE K-6 STE. H LANCASTER, CALIFORNIA 93535	1	Unarmed	0800 - 1700	Mon - Fri	LOP	8.00	1.00	9.00	173.81	21.73	195.54	2,085.71	260.71	2,346.43	
		1	Total Unarmed				8.00	1.00	9.00	173.81	21.73	195.54	2,085.71	260.71	2,346.43	

**SOW ATTACHMENT 2 MINIMUM STAFFING PLAN - SPA ONE
ARMED AND UNARMED SECURITY GUARD SERVICES
NORTH AREA - SERVICE PLANNING AREA ONE - ANTELOPE VALLEY**

SPA 1	SERVICE ADDRESS	POSITION	SHIFT	DAYS	LUNCH	DAILY			MONTHLY			ANNUAL		
						REG	OT	TOTAL	REG	OT	TOTAL	REG	OT	TOTAL HRS
12	SERVICE AREA 1 ADMINISTRATION 251 E AVENUE K-6 LANCASTER, CALIFORNIA 93535	1 Unarmed	0630 - 1800	Mon - Fri	LOP	8.00	3.50	11.50	173.81	76.04	249.85	2,085.71	912.50	2,998.21
		1 Total Unarmed				8.00	3.50	11.50	173.81	76.04	249.85	2,085.71	912.50	2,998.21
13	ANTELOPE VALLEY JUVENILE AREA OFFICE 43917 DIVISION STREET LANCASTER, CALIFORNIA 93535	2 Armed	0730 - 1700	Mon - Fri	1 hr. Lunch	16.00	1.00	17.00	347.62	21.73	369.35	4,171.43	260.71	4,432.14
		2 Armed	0800 - 1800	Mon - Fri	1 hr. Lunch	16.00	2.00	18.00	347.62	43.45	391.07	4,171.43	521.43	4,692.86
		4 Total Armed				32.00	3.00	35.00	695.24	65.18	760.42	8,342.86	782.14	9,125.00
14	ANTELOPE VALLEY REGIONAL OFFICE AB109 43423 DIVISION STREET LANCASTER, CALIFORNIA 93535	4 Armed	0800 - 1700	Mon - Fri	1 hr. Lunch	32.00	0.00	32.00	695.24	0.00	695.24	8,342.86	0.00	8,342.86
		4 Total Armed				32.00	0.00	32.00	695.24	0.00	695.24	8,342.86	0.00	8,342.86
15	CHALLENGER MEMORIAL YOUTH CENTER 5300 W AVENUE I LANCASTER, CALIFORNIA 93535	1 Armed	0600 - 1400	Sun - Sat, Hol	LOP	8.00	0.00	8.00	243.33	0.00	243.33	2,920.00	0.00	2,920.00
		1 Armed	1400 - 2200	Sun - Sat, Hol	LOP	8.00	0.00	8.00	243.33	0.00	243.33	2,920.00	0.00	2,920.00
		1 Armed	2200 - 0600	Sun - Sat, Hol	LOP	8.00	0.00	8.00	243.33	0.00	243.33	2,920.00	0.00	2,920.00
		1 Armed	0600 - 1400	Sun - Sat, Hol	LOP	8.00	0.00	8.00	243.33	0.00	243.33	2,920.00	0.00	2,920.00
		1 Armed	1400 - 2200	Sun - Sat, Hol	LOP	8.00	0.00	8.00	243.33	0.00	243.33	2,920.00	0.00	2,920.00
		1 Armed	2200 - 0600	Sun - Sat, Hol	LOP	8.00	0.00	8.00	243.33	0.00	243.33	2,920.00	0.00	2,920.00
		1 Armed	0500 - 1700	Mon - Fri	LOP	8.00	4.00	12.00	173.81	86.90	260.71	2,085.71	1,042.86	3,128.57
		1 Armed	0500 - 1700	Mon - Fri	LOP	8.00	4.00	12.00	173.81	34.76	208.57	2,085.71	417.14	2,502.86
		8 Total Armed				64.00	8.00	72.00	1,807.62	121.67	1,929.29	21,691.43	1,460.00	23,151.43
16	CAMP MUNZ 42230 NORTH LAKE HUGHES ROAD LAKE HUGHES, CALIFORNIA 93532	1 Armed	0800 - 1600	Sun - Sat, Hol	LOP	8.00	0.00	8.00	243.33	0.00	243.33	2,920.00	0.00	2,920.00
		1 Armed	1600 - 0000	Sun - Sat, Hol	LOP	8.00	0.00	8.00	243.33	0.00	243.33	2,920.00	0.00	2,920.00
		1 Armed	0000 - 0800	Sun - Sat, Hol	LOP	8.00	0.00	8.00	243.33	0.00	243.33	2,920.00	0.00	2,920.00
		3 Total Armed				24.00	0.00	24.00	730.00	0.00	730.00	8,760.00	0.00	8,760.00
17	CAMP MENDENHALL 42230 NORTH LAKE HUGHES ROAD LAKE HUGHES, CALIFORNIA 93532	1 Armed	0800 - 1600	Sun - Sat, Hol	LOP	8.00	0.00	8.00	243.33	0.00	243.33	2,920.00	0.00	2,920.00
		1 Armed	1600 - 0000	Sun - Sat, Hol	LOP	8.00	0.00	8.00	243.33	0.00	243.33	2,920.00	0.00	2,920.00
		1 Armed	0000 - 0800	Sun - Sat, Hol	LOP	8.00	0.00	8.00	243.33	0.00	243.33	2,920.00	0.00	2,920.00
		3 Total Armed				24.00	0.00	24.00	730.00	0.00	730.00	8,760.00	0.00	8,760.00
18	LANCASTER 44509 16TH STREET WEST STE 101 LANCASTER, CALIFORNIA 93535	1 Armed	0800 - 1700	Mon - Fri	1 hr. Lunch	8.00	0.00	8.00	173.81	0.00	173.81	2,085.71	0.00	2,085.71
		1 Total Armed				8.00	0.00	8.00	173.81	0.00	173.81	2,085.71	0.00	2,085.71
19	ACTON REHABILITATION CENTER 30501 ARRASTRE CANYON ROAD ACTON, CALIFORNIA 93510	1 Unarmed	0700 - 1500	Sun - Sat, Hol	LOP	8.00	0.00	8.00	243.33	0.00	243.33	2,920.00	0.00	2,920.00
		1 Unarmed	1500 - 2300	Sun - Sat, Hol	LOP	8.00	0.00	8.00	243.33	0.00	243.33	2,920.00	0.00	2,920.00
		1 Unarmed	2300 - 0700	Sun - Sat, Hol	LOP	8.00	0.00	8.00	243.33	0.00	243.33	2,920.00	0.00	2,920.00
		3 Total Unarmed				24.00	0.00	24.00	730.00	0.00	730.00	8,760.00	0.00	8,760.00
		1 On Site Supervisor	0700 - 1500	Sun - Sat, Hol	LOP	8.00	0.00	8.00	243.33	0.00	243.33	2,920.00	0.00	2,920.00
		1 On Site Supervisor	1500 - 2300	Sun - Sat, Hol	LOP	8.00	0.00	8.00	243.33	0.00	243.33	2,920.00	0.00	2,920.00
		1 On Site Supervisor	2300 - 0700	Sun - Sat, Hol	LOP	8.00	0.00	8.00	243.33	0.00	243.33	2,920.00	0.00	2,920.00
		3 Total On Site Supervisor				24.00	0.00	24.00	730.00	0.00	730.00	8,760.00	0.00	8,760.00
		6 Total Facility				48.00	0.00	48.00	1,460.00	0.00	1,460.00	17,520.00	0.00	17,520.00

**SOW ATTACHMENT 2 MINIMUM STAFFING PLAN - SPA ONE
 ARMED AND UNARMED SECURITY GUARD SERVICES
 NORTH AREA - SERVICE PLANNING AREA ONE - ANTELOPE VALLEY**

SPA 1	SERVICE ADDRESS	POSITION	SHIFT	DAYS	LUNCH	DAILY			MONTHLY			ANNUAL		
						REG	OT	TOTAL	REG	OT	TOTAL	REG	OT	TOTAL HRS
GRAND TOTAL														
SPA 1	GUARDS	POSITION				DAILY			MONTHLY			ANNUAL		
						REG	OT	TOTAL	REG	OT	TOTAL	REG	OT	TOTAL HRS
LOCS		7 Unarmed				56.00	9.00	65.00	1,251.43	149.91	1,401.34	15,017.14	1,798.93	16,816.07
19		36 Armed				288.00	38.00	326.00	7,091.43	773.45	7,864.88	85,097.14	9,281.43	94,378.57
		3 Vehicle Patrol				24.00	0.00	24.00	556.19	0.00	556.19	6,674.29	0.00	6,674.29
		46				368.00	47.00	415.00	8,899.05	923.36	9,822.41	106,788.57	11,080.36	117,868.93
SPA 1	SUPERVISION	POSITION				MONTHLY			ANNUAL					
						REG	OT	TOTAL	REG	OT	TOTAL HRS			
		4 Field Supervisors 10:1				982.00	0.00	982.00	11,784.00	0.00	11,784.00			
		3 On Site Supervisors				730.00	0.00	730.00	8,760.00	0.00	8,760.00			
		7				1,712.00	0.00	1,712.00	20,544.00	0.00	20,544.00			

SOW ATTACHMENT 2 MINIMUM STAFFING PLAN - SPA TWO
ARMED AND UNARMED SECURITY GUARD SERVICES
NORTH AREA - SERVICE PLANNING AREA TWO - SAN FERNANDO VALLEY

SPA 2	SERVICE ADDRESS	POSITION	SHIFT	DAYS	LUNCH	DAILY			MONTHLY			ANNUAL				
						REG	OT	TOTAL	REG	OT	TOTAL	REG	OT	TOTAL HRS		
1	SANTA CLARITA VALLEY COMMUNITY CENTER 26111 BOUQUET CANYON ROAD SANTA CLARITA, CALIFORNIA 91350	1	Armed	0800 - 1700	Mon - Fri	LOP	8.00	1.00	9.00	173.81	21.73	195.54	2,085.71	260.71	2,346.43	
		1	Total Armed				8.00	1.00	9.00	173.81	21.73	195.54	2,085.71	260.71	2,346.43	
2	NORTH DISTRICT 13800 BALBOA BOULEVARD SYLMAR, CALIFORNIA 91342	1	Armed	0600 - 1730	Mon - Fri	LOP	8.00	3.50	11.50	173.81	76.04	249.85	2,085.71	912.50	2,998.21	
		1	Total Armed				8.00	3.50	11.50	173.81	76.04	249.85	2,085.71	912.50	2,998.21	
3	ZEV YAROSLAVSKY FAMILY SUPPORT CENTER 7555 VAN NUYS BOULEVARD VAN NUYS, CALIFORNIA 91405	1	Armed	0700 - 1500	Mon - Fri	LOP	8.00	0.00	8.00	173.81	0.00	173.81	2,085.71	0.00	2,085.71	
		2	Armed	0800 - 1630	Mon - Fri	.5 hr. Lunch	16.00	0.00	16.00	347.62	0.00	347.62	4,171.43	0.00	4,171.43	
		3	Armed	0830 - 1700	Mon - Fri	.5 hr. Lunch	24.00	0.00	24.00	521.43	0.00	521.43	6,257.14	0.00	6,257.14	
		1	Armed	0800 - 1800	Mon - Fri	LOP	8.00	2.00	10.00	173.81	43.45	217.26	2,085.71	521.43	2,607.14	
		1	Armed	0730 - 1730	Mon - Fri	LOP	8.00	2.00	10.00	173.81	43.45	217.26	2,085.71	521.43	2,607.14	
		1	Armed	0800 - 1600	Mon - Fri	LOP	8.00	0.00	8.00	173.81	0.00	173.81	2,085.71	0.00	2,085.71	
		1	Armed	1000 - 1800	Mon - Fri	LOP	8.00	0.00	8.00	173.81	0.00	173.81	2,085.71	0.00	2,085.71	
		1	Armed	0700 - 1500	Mon - Fri	LOP	8.00	0.00	8.00	173.81	0.00	173.81	2,085.71	0.00	2,085.71	
		1	Armed	0700 - 1500	Mon - Fri	LOP	8.00	0.00	8.00	173.81	0.00	173.81	2,085.71	0.00	2,085.71	
		2	Armed	0700 - 1500	Mon - Fri	LOP	8.00	0.00	8.00	173.81	0.00	173.81	2,085.71	0.00	2,085.71	
		2	Armed	0700 - 1500	Mon - Fri	LOP	8.00	0.00	8.00	173.81	0.00	173.81	2,085.71	0.00	2,085.71	
		2	Armed	0700 - 1500	Mon - Fri	LOP	8.00	0.00	8.00	173.81	0.00	173.81	2,085.71	0.00	2,085.71	
		2	Armed	0700 - 1500	Mon - Fri	LOP	8.00	0.00	8.00	173.81	0.00	173.81	2,085.71	0.00	2,085.71	
		2	Armed	0700 - 1500	Mon - Fri	LOP	8.00	0.00	8.00	173.81	0.00	173.81	2,085.71	0.00	2,085.71	
		2	Armed	1500 - 2300	Sun - Sat, Hol	LOP	16.00	0.00	16.00	486.67	0.00	486.67	5,840.00	0.00	5,840.00	
		2	Armed	1500 - 2300	Sun - Sat, Hol	LOP	16.00	0.00	16.00	486.67	0.00	486.67	5,840.00	0.00	5,840.00	
		2	Armed	2300 - 0700	Sun - Sat, Hol	LOP	16.00	0.00	16.00	486.67	0.00	486.67	5,840.00	0.00	5,840.00	
		18	Total Armed					144.00	4.00	148.00	3,545.71	86.90	3,632.62	42,548.57	1,042.86	43,591.43
		1	Total On Site Supervisor	0800 - 1700		Mon - Fri	1 hr. Lunch	8.00	0.00	8.00	173.81	0.00	173.81	2,085.71	0.00	2,085.71
19	Facility Total					152.00	4.00	156.00	3,719.52	86.90	3,806.43	44,634.29	1,042.86	45,677.14		
4	CHATSWORTH 20151 NORDHOFF STEET CHATSWORTH, CALIFORNIA 91311	1	Armed	0700 - 1900	Mon - Fri	LOP	8.00	4.00	12.00	173.81	86.90	260.71	2,085.71	1,042.86	3,128.57	
		1	Total Armed				8.00	4.00	12.00	173.81	86.90	260.71	2,085.71	1,042.86	3,128.57	
5	GLENDALE 611 N. BRAND BOULEVARD GLENDALE, CALIFORNIA 91203	1	Armed	0730 - 1730	Mon - Fri	LOP	8.00	1.50	9.50	173.81	32.59	206.40	2,085.71	391.07	2,476.79	
		1	Total Armed				8.00	1.50	9.50	173.81	32.59	206.40	2,085.71	391.07	2,476.79	
6	SANTA CLARITA 28490 AVENUE STANFORD, STE 100 SANTA CLARITA, CALIFORNIA 91355	1	Armed	0800 - 1800	Mon - Fri	LOP	8.00	2.00	10.00	173.81	43.45	217.26	2,085.71	521.43	2,607.14	
		1	Total Armed				8.00	2.00	10.00	173.81	43.45	217.26	2,085.71	521.43	2,607.14	
7	VALLEY COORDINATED 19231 VICTORY BOULEVARD, STE 110 RESEDA, CALIFORNIA 91335	1	Unarmed	0800 - 1900	Mon - Fri	LOP	8.00	3.00	11.00	173.81	65.18	238.99	2,085.71	782.14	2,867.86	
		1	Total Unarmed				8.00	3.00	11.00	173.81	65.18	238.99	2,085.71	782.14	2,867.86	
8	SAN FERNANDO MHC / WELLNESS 10605 BALBOA BOULEVARD, #100 GRANADA HILLS, CALIFORNIA 91344	1	Armed	0700 - 1630	Mon - Fri	LOP	8.00	1.50	9.50	173.81	32.59	206.40	2,085.71	391.07	2,476.79	
		2	Armed	0800 - 1730	Mon - Fri	1 hr. Lunch	16.00	1.00	17.00	347.62	21.73	369.35	4,171.43	260.71	4,432.14	
		2	Armed	0800 - 1830	Mon - Fri	1 hr. Lunch	16.00	3.00	19.00	347.62	65.18	412.80	4,171.43	782.14	4,953.57	
		5	Total Armed				40.00	5.50	45.50	869.05	119.49	988.54	10,428.57	1,433.93	11,862.50	
9	SANTA CLARITA VALLEY 23501 CINEMA DRIVE VALENCIA, CALIFORNIA 91355	1	Armed	0800 - 1730	Mon - Fri	LOP	8.00	1.50	9.50	173.81	32.59	206.40	2,085.71	391.07	2,476.79	
		1	Armed	0800 - 1830	Mon - Fri	LOP	8.00	2.50	10.50	173.81	43.45	217.26	2,085.71	521.43	2,607.14	
		2	Total Armed				16.00	4.00	20.00	347.62	76.04	423.66	4,171.43	912.50	5,083.93	

**SOW ATTACHMENT 2 MINIMUM STAFFING PLAN - SPA TWO
ARMED AND UNARMED SECURITY GUARD SERVICES
NORTH AREA - SERVICE PLANNING AREA TWO - SAN FERNANDO VALLEY**

SPA 2	SERVICE ADDRESS	POSITION	SHIFT	DAYS	LUNCH	DAILY			MONTHLY			ANNUAL			
						REG	OT	TOTAL	REG	OT	TOTAL	REG	OT	TOTAL HRS	
10	SAN FERNANDO CHILD AND FAMILY CENTER 919 1ST STREET SAN FERNANDO, CALIFORNIA 91340	1	Armed	0800 - 1900	Mon - Fri	LOP	8.00	3.00	11.00	173.81	65.18	238.99	2,085.71	782.14	2,867.86
		1	Armed	0730 - 1830	Mon - Fri	LOP	8.00	3.00	11.00	173.81	65.18	238.99	2,085.71	782.14	2,867.86
		2	Total Armed				16.00	6.00	22.00	347.62	130.36	477.98	4,171.43	1,564.29	5,735.71
11	WEST VALLEY MHC 20151 NORDHOFF STREET CHATSWORTH, CALIFORNIA 91311	2	Armed	0730 - 1800	Mon - Fri	LOP	16.00	5.00	21.00	347.62	65.18	412.80	4,171.43	782.14	4,953.57
		2	Total Armed				16.00	5.00	21.00	347.62	65.18	412.80	4,171.43	782.14	4,953.57
12	OLIVE VIEW MHC 14238 SARANAC LANE SYLMAR, CALIFORNIA 91342	1	Unarmed	0800 - 1830	Mon - Fri	LOP	8.00	2.50	10.50	173.81	10.86	184.67	2,085.71	130.36	2,216.07
		1	Total Unarmed				8.00	2.50	10.50	173.81	10.86	184.67	2,085.71	130.36	2,216.07
13	CAMP GONZALES 1301 NORTH LAS VIRGENES ROAD CALABASAS, CALIFORNIA 91302	1	Vehicle Patrol	1200 - 0800	Sun - Sat, Hol	LOP	8.00	0.00	8.00	243.33	0.00	243.33	2,920.00	0.00	2,920.00
		1	Vehicle Patrol	0800 - 1600	Sun - Sat, Hol	LOP	8.00	0.00	8.00	243.33	0.00	243.33	2,920.00	0.00	2,920.00
		1	Vehicle Patrol	1600 - 2400	Sun - Sat, Hol	LOP	8.00	0.00	8.00	243.33	0.00	243.33	2,920.00	0.00	2,920.00
		3	Total Vehicle Patrol				24.00	0.00	24.00	730.00	0.00	730.00	8,760.00	0.00	8,760.00
14	CAMP SCOTT 28700 BOUQUET CANYON ROAD SANTA CLARITA, CALIFORNIA 91390	1	Vehicle Patrol	1700 - 2400	Mon - Fri	LOP	7.00	0.00	7.00	152.08	0.00	152.08	1,825.00	0.00	1,825.00
		1	Vehicle Patrol	0600 - 1400	Sat, Sun, Hol	LOP	8.00	0.00	8.00	69.52	0.00	69.52	834.29	0.00	834.29
		1	Vehicle Patrol	1400 - 2200	Sat, Sun, Hol	LOP	8.00	0.00	8.00	69.52	0.00	69.52	834.29	0.00	834.29
		1	Vehicle Patrol	2200 - 0600	Sat, Sun, Hol	LOP	8.00	0.00	8.00	69.52	0.00	69.52	834.29	0.00	834.29
4	Total Vehicle Patrol				31.00	0.00	31.00	360.65	0.00	360.65	4,327.86	0.00	4,327.86		
15	EAST SAN FERNANDO VALLEY AREA OFFICE 14414 DELANO STREET VAN NUYS, CALIFORNIA 91401	1	Armed	0800 - 1700	Mon - Fri	LOP	8.00	1.00	9.00	173.81	21.73	195.54	2,085.71	260.71	2,346.43
		1	Armed	0815 - 1715	Mon - Fri	LOP	8.00	1.00	9.00	173.81	21.73	195.54	2,085.71	260.71	2,346.43
		2	Total Armed				16.00	2.00	18.00	347.62	43.45	391.07	4,171.43	521.43	4,692.86
16	VALENCIA AREA OFFICE 23759 VALENCIA BOULEVARD VALENCIA, CALIFORNIA 91355	1	Armed	0800 - 1700	Mon - Fri	1 hr. Lunch	8.00	0.00	8.00	173.81	0.00	173.81	2,085.71	0.00	2,085.71
		1	Total Armed				8.00	0.00	8.00	173.81	0.00	173.81	2,085.71	0.00	2,085.71
17	SAN FERNANDO REGIONAL OFFICE AB109 13557 VAN NUYS BOULEVARD PACOIMA, CALIFORNIA 91331	4	Armed	0800 - 1700	Mon - Fri	1 hr. Lunch	32.00	0.00	32.00	695.24	0.00	695.24	8,342.86	0.00	8,342.86
		4	Total Armed				32.00	0.00	32.00	695.24	0.00	695.24	8,342.86	0.00	8,342.86
18	ZEV YAROSLAVSKY FAMILY SUPPORT CENTER 7555 VAN NUYS BOULEVARD VAN NUYS, CALIFORNIA 91405	1	Armed	0830 - 1630	Tues - Thu	LOP	8.00	0.00	8.00	104.29	0.00	104.29	1,251.43	0.00	1,251.43
		1	Total Armed				8.00	0.00	8.00	104.29	0.00	104.29	1,251.43	0.00	1,251.43
19	GLENDALE HEALTH CENTER 501 NORTH GLENDALE AVENUE GLENDALE, CALIFORNIA 91206	1	Unarmed	0700 - 1530	Mon - Fri	.5 hr Lunch	8.00	0.00	8.00	173.81	0.00	173.81	2,085.71	0.00	2,085.71
		1	Unarmed	0930 - 1800	Mon - Fri	.5 hr Lunch	8.00	0.00	8.00	173.81	0.00	173.81	2,085.71	0.00	2,085.71
2	Total Unarmed					16.00	0.00	16.00	347.62	0.00	347.62	4,171.43	0.00	4,171.43	
20	NORTH HOLLYWOOD HEALTH CENTER 5300 TUJUNGA AVENUE NORTH HOLLYWOOD, CALIFORNIA 91601	1	Unarmed	0700 - 1800	Mon - Fri	LOP	8.00	3.00	11.00	173.81	65.18	238.99	2,085.71	782.14	2,867.86
		1	Unarmed	1800 - 2000	Wed	LOP	0.00	2.00	2.00	0.00	8.69	8.69	0.00	104.29	104.29
		2	Total Unarmed				8.00	5.00	13.00	173.81	73.87	247.68	2,085.71	886.43	2,972.14

**SOW ATTACHMENT 2 MINIMUM STAFFING PLAN - SPA TWO
ARMED AND UNARMED SECURITY GUARD SERVICES
NORTH AREA - SERVICE PLANNING AREA TWO - SAN FERNANDO VALLEY**

SPA 2	SERVICE ADDRESS	POSITION	SHIFT	DAYS	LUNCH	DAILY			MONTHLY			ANNUAL		
						REG	OT	TOTAL	REG	OT	TOTAL	REG	OT	TOTAL HRS
21	PH PACOIMA HEALTH CENTER 13300 VAN NUYS BOULEVARD PACOIMA, CALIFORNIA 91328	1 Unarmed	0700 - 1800	Mon - Fri	LOP	8.00	3.00	11.00	173.81	65.18	238.99	2,085.71	782.14	2,867.86
		1 Total Unarmed				8.00	3.00	11.00	173.81	65.18	238.99	2,085.71	782.14	2,867.86

GRAND TOTAL													
SPA 2	POSITION	DAILY			MONTHLY			ANNUAL			TOTAL HRS		
		REG	OT	TOTAL	REG	OT	TOTAL	REG	OT	TOTAL HRS			
LOCS 21	7 Unarmed	48.00	13.50	61.50	1,042.86	215.09	1,257.95	12,514.29	2,581.07	15,095.36			
	42 Armed	336.00	38.50	374.50	7,647.62	782.14	8,429.76	91,771.43	9,385.71	101,157.14			
	7 Vehicle patrol	55.00	0.00	55.00	1,090.65	0.00	1,090.65	13,087.86	0.00	13,087.86			
	56	439.00	52.00	491.00	9,781.13	997.23	10,778.36	117,373.57	11,966.79	129,340.36			

SUPERVISION	POSITION	MONTHLY			ANNUAL		
		REG	OT	TOTAL	REG	OT	TOTAL HRS
6	Field Supervisors 10:1	1,078.00	0.00	904.19	10,850.29	0.00	10,850.29
1	On Site Supervisor	173.81	0.00	173.81	2,085.71	0.00	2,085.71
7		1,251.81	0.00	1,078.00	12,936.00	0.00	12,936.00

**SOW ATTACHMENT 2 MINIMUM STAFFING PLAN - SPA THREE
ARMED AND UNARMED SECURITY GUARD SERVICES
NORTH AREA - SERVICE PLANNING AREA THREE - SAN GABRIEL VALLEY**

SPA 3	SERVICE ADDRESS	POSITION	SHIFT	DAYS	LUNCH	DAILY			MONTHLY			ANNUAL			
						REG	OT	TOTAL	REG	OT	TOTAL	REG	OT	TOTAL	
1	ALTADENA COMMUNITY CENTER 730 EAST ALTADENA DRIVE ALTADENA, CALIFORNIA 91001	1	Armed	0800 - 1700	Mon - Fri	LOP	8.00	1.00	9.00	173.81	21.73	195.54	2,085.71	260.71	2,346.43
		1	Total Armed				8.00	1.00	9.00	173.81	21.73	195.54	2,085.71	260.71	2,346.43
2	ALTADENA SENIOR CTR 560 EAST MARIPOSA STREET ALTADENA, CALIFORNIA 91001	1	Armed	0830 - 1730	Mon - Fri	LOP	8.00	1.00	9.00	173.81	21.73	195.54	2,085.71	260.71	2,346.43
		1	Total Armed				8.00	1.00	9.00	173.81	21.73	195.54	2,085.71	260.71	2,346.43
3	SAN GABRIEL VALLEY SERVICE CENTER 1441 SANTA ANITA AVENUE SOUTH EL MONTE, CALIFORNIA 91733	1	Armed	0800 - 1700	Mon & Fri	LOP	8.00	1.00	9.00	69.52	8.69	78.21	834.29	104.29	938.57
		1	Armed	1200 - 2100	Tues	LOP	8.00	1.00	9.00	34.76	4.35	39.11	417.14	52.14	469.29
		1	Armed	0800 - 1700	Wed	LOP	8.00	1.00	9.00	34.76	4.35	39.11	417.14	52.14	469.29
		1	Armed	1030 - 1930	Thu	LOP	8.00	1.00	9.00	34.76	4.35	39.11	417.14	52.14	469.29
		4	Total Armed				32.00	4.00	36.00	173.81	21.73	195.54	2,085.71	260.71	2,346.43
4	EAST DISTRICT 1190 DURFEE AVENUE SOUTH EL MONTE, CALIFORNIA 91733	1	Total Armed	0600 - 1800	Mon - Fri	LOP	8.00	4.00	12.00	173.81	86.90	260.71	2,085.71	1,042.86	3,128.57
		1	Facility Total				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5	DIVISION 3 POMONA 3179 TEMPLE AVENUE POMONA, CALIFORNIA 91768	1	Armed	0630 - 1700	Mon - Fri	LOP	8.00	2.50	10.50	173.81	54.32	228.13	2,085.71	651.79	2,737.50
		1	Armed	0800 - 1800	Mon - Fri	LOP	8.00	2.00	10.00	173.81	43.45	217.26	2,085.71	521.43	2,607.14
		2	Total Armed				16.00	4.50	20.50	347.62	97.77	445.39	4,171.43	1,173.21	5,344.64
6	GLENDORA 725 S GRAND AVENUE GLENDORA, CALIFORNIA 91740	1	Armed	0800 - 2000	Mon - Thu	LOP	8.00	4.00	12.00	139.05	69.52	208.57	1,668.57	834.29	2,502.86
		1	Armed	0800 - 1700	Fri	LOP	8.00	1.00	9.00	34.76	4.35	39.11	417.14	52.14	469.29
		1	Armed	0830 - 1730	Mon - Thu	LOP	8.00	1.00	9.00	139.05	17.38	156.43	1,668.57	208.57	1,877.14
		1	Armed	0830 - 2000	Fri	LOP	8.00	3.50	11.50	34.76	15.21	49.97	417.14	182.50	599.64
		4	Total Armed				32.00	9.50	41.50	347.62	106.46	454.08	4,171.43	1,277.50	5,448.93
7	EL MONTE 4024 N DURFEE AVENUE EL MONTE, CALIFORNIA 91732	2	Armed	0700 - 1900	Mon - Fri	.5 hr Lunch	16.00	7.00	23.00	347.62	152.08	499.70	4,171.43	1,825.00	5,996.43
		1	Armed	1030 - 1900	Mon - Fri	.5 hr Lunch	8.00	0.00	8.00	173.81	0.00	173.81	2,085.71	0.00	2,085.71
		3	Total Armed				24.00	7.00	31.00	521.43	152.08	673.51	6,257.14	1,825.00	8,082.14
8	POMONA OFFICE 801 CORPORATE CENTER DRIVE POMONA, CALIFORNIA 91766	1	Armed	0700 - 1900	Mon - Fri	LOP	8.00	4.00	12.00	173.81	86.90	260.71	2,085.71	1,042.86	3,128.57
		1	Armed	0800 - 1730	Mon - Fri	LOP	8.00	1.50	9.50	173.81	32.59	206.40	2,085.71	391.07	2,476.79
		2	Total Armed				16.00	5.50	21.50	347.62	119.49	467.11	4,171.43	1,433.93	5,605.36
9	SAN DIMAS OFFICE 955 OVERLAND COURT, SUITE 100 SAM DIMAS, CALIFORNIA 91773	1	Armed	0800 - 1700	Mon - Fri	LOP	8.00	1.00	9.00	173.81	21.73	195.54	2,085.71	260.71	2,346.43
		1	Total Armed				8.00	1.00	9.00	173.81	21.73	195.54	2,085.71	260.71	2,346.43
10	ARCADIA MHC 330 E LIVE OAK AVENUE ARCADIA, CALIFORNIA 91006	1	Armed	0730 - 1800	Mon - Fri	LOP	8.00	2.50	10.50	173.81	54.32	228.13	2,085.71	651.79	2,737.50
		1	Armed	0800 - 1800	Mon - Fri	LOP	8.00	2.00	10.00	173.81	43.45	217.26	2,085.71	521.43	2,607.14
		2	Total Armed				16.00	4.50	20.50	347.62	97.77	445.39	4,171.43	1,173.21	5,344.64
11	EAST SAN GABRIEL VALLEY MHC 1359 NORTH GRAND AVENUE COVINA, CALIFORNIA 91724	1	Armed	0800 - 1900	Mon & Wed	LOP	8.00	3.00	11.00	69.52	26.07	95.60	834.29	312.86	1,147.14
		1	Armed	0730 - 1800	T, Th, F	LOP	8.00	2.50	10.50	104.29	32.59	136.88	1,251.43	391.07	1,642.50
		1	Armed	0800 - 1900	Mon & Wed	LOP	8.00	3.00	11.00	69.52	26.07	95.60	834.29	312.86	1,147.14
		1	Armed	0800 - 1700	T, Th, F	LOP	8.00	1.00	9.00	104.29	13.04	117.32	1,251.43	156.43	1,407.86
		4	Total Armed				32.00	9.50	41.50	347.62	97.77	445.39	4,171.43	1,173.21	5,344.64

**SOW ATTACHMENT 2 MINIMUM STAFFING PLAN - SPA THREE
ARMED AND UNARMED SECURITY GUARD SERVICES
NORTH AREA - SERVICE PLANNING AREA THREE - SAN GABRIEL VALLEY**

SPA 3	SERVICE ADDRESS	POSITION	SHIFT	DAYS	LUNCH	DAILY			MONTHLY			ANNUAL			
						REG	OT	TOTAL	REG	OT	TOTAL	REG	OT	TOTAL	
12	CAMP AFFLERBAUGH 6601 NORTH STEPHENS RANCH ROAD LA VERNE, CALIFORNIA 91750	1	Vehicle Patrol	0600 - 1400	Sun - Sat, Hol	LOP	8.00	0.00	8.00	243.33	0.00	243.33	2,920.00	0.00	2,920.00
		1	Vehicle Patrol	1400 - 2200	Sun - Sat, Hol	LOP	8.00	0.00	8.00	243.33	0.00	243.33	2,920.00	0.00	2,920.00
		1	Vehicle Patrol	2200 - 0600	Sun - Sat, Hol	LOP	8.00	0.00	8.00	243.33	0.00	243.33	2,920.00	0.00	2,920.00
		3	Total Vehicle Patrol				24.00	0.00	24.00	730.00	0.00	730.00	8,760.00	0.00	8,760.00
13	CAMP PAIGE 6631 NORTH STEPHENS RANCH ROAD LA VERNE, CALIFORNIA 91750	1	Vehicle Patrol	0600 - 1400	Sun - Sat, Hol	LOP	8.00	0.00	8.00	243.33	0.00	243.33	2,920.00	0.00	2,920.00
		1	Vehicle Patrol	1400 - 2200	Sun - Sat, Hol	LOP	8.00	0.00	8.00	243.33	0.00	243.33	2,920.00	0.00	2,920.00
		1	Vehicle Patrol	2200 - 0600	Sun - Sat, Hol	LOP	8.00	0.00	8.00	243.33	0.00	243.33	2,920.00	0.00	2,920.00
		3	Total Vehicle Patrol				24.00	0.00	24.00	730.00	0.00	730.00	8,760.00	0.00	8,760.00
14	CAMP GLENN ROCKEY 1900 SYCAMORE CANYON ROAD SAN DIMAS, CALIFORNIA 91773	1	Vehicle Patrol	0600 - 1400	Sun - Sat, Hol	LOP	8.00	0.00	8.00	243.33	0.00	243.33	2,920.00	0.00	2,920.00
		1	Vehicle Patrol	1400 - 2200	Sun - Sat, Hol	LOP	8.00	0.00	8.00	243.33	0.00	243.33	2,920.00	0.00	2,920.00
		1	Vehicle Patrol	2200 - 0600	Sun - Sat, Hol	LOP	8.00	0.00	8.00	243.33	0.00	243.33	2,920.00	0.00	2,920.00
		3	Total Vehicle Patrol				24.00	0.00	24.00	730.00	0.00	730.00	8,760.00	0.00	8,760.00
15	POMONA AREA OFFICE 1660 W MISSION BOULEVARD POMONA, CALIFORNIA 91766	2	Armed	0800 - 1700	Mon - Fri	LOP	16.00	2.00	18.00	347.62	43.45	391.07	4,171.43	521.43	4,692.86
		2	Armed	1700 - 1900	2nd Tues	LOP	0.00	4.00	4.00	0.00	4.00	4.00	0.00	48.00	48.00
		4	Total Armed				0.00	4.00	4.00	347.62	47.45	395.07	4,171.43	569.43	4,740.86
16	RIVERVIEW AREA OFFICE 12310 LOWER AZUSA ROAD ARCADIA, CALIFORNIA 91006	1	Armed	1300 - 1900	1st Wed	LOP	0.00	6.00	6.00	0.00	6.00	6.00	0.00	72.00	72.00
1	Total Armed					0.00	6.00	6.00	0.00	6.00	6.00	0.00	72.00	72.00	
17	TELSTAR HEALTH CENTER 9320 TELSTAR AVENUE EL MONTE, CALIFORNIA 91731	1	Unarmed	0700 - 1500	Sun - Sat, Hol	LOP	8.00	0.00	8.00	243.33	0.00	243.33	2,920.00	0.00	2,920.00
		1	Unarmed	1500 - 2330	Sun - Sat, Hol	.5 hr Lunch	8.00	0.00	8.00	243.33	0.00	243.33	2,920.00	0.00	2,920.00
		1	Unarmed	2300 - 0700	Fri - Sun, Hol	LOP	8.00	0.00	8.00	104.29	0.00	104.29	1,251.43	0.00	1,251.43
		2	Unarmed	0700 - 1500	Mon - Thu	LOP	16.00	0.00	16.00	278.10	0.00	278.10	3,337.14	0.00	3,337.14
		1	Unarmed	0630 - 1430	Mon - Fri	LOP	8.00	0.00	8.00	173.81	0.00	173.81	2,085.71	0.00	2,085.71
		6	Total Unarmed				48.00	0.00	48.00	1,042.86	0.00	1,042.86	12,514.29	0.00	12,514.29
18	MONROVIA HEALTH CENTER 330 WEST MAPLE AVENUE MONROVIA, CALIFORNIA 91016	1	Unarmed	0700-1730	Mon - Fri	LOP	8.00	2.50	10.50	173.81	54.32	228.13	2,085.71	651.79	2,737.50
1	Total Unarmed					8.00	2.50	10.50	173.81	54.32	228.13	2,085.71	651.79	2,737.50	
19	POMONA HEALTH CENTER 750 PARK AVENUE POMONA, CALIFORNIA 91766	1	Unarmed	0630 - 1500	Mon - Fri	.5 hr Lunch	8.00	0.00	8.00	173.81	0.00	173.81	2,085.71	0.00	2,085.71
		1	Unarmed	1000 - 1830	Mon - Fri	.5 hr Lunch	8.00	0.00	8.00	173.81	0.00	173.81	2,085.71	0.00	2,085.71
		1	Unarmed	0830 - 1530	Sat	LOP	7.00	0.00	7.00	30.42	0.00	30.42	365.00	0.00	365.00
		3	Total Unarmed				23.00	0.00	23.00	378.04	0.00	378.04	4,536.43	0.00	4,536.43
GRAND TOTAL															
SPA 3	GUARDS	POSITION					DAILY			MONTHLY			ANNUAL		
							REG	OT	TOTAL	REG	OT	TOTAL	REG	OT	TOTAL
LOCS		10	Unarmed				79.00	2.50	81.50	1,594.70	54.32	1,649.02	19,136.43	651.79	19,788.21
19		30	Armed				200.00	61.50	261.50	3,476.19	898.60	4,374.79	41,714.29	10,783.21	52,497.50
		9	Vehicle Patrol				72.00	0.00	72.00	2,190.00	0.00	2,190.00	26,280.00	0.00	26,280.00
		49					351.00	64.00	415.00	7,260.89	952.92	8,213.81	87,130.71	11,435.00	98,565.71

**SOW ATTACHMENT 2 MINIMUM STAFFING PLAN - SPA THREE
 ARMED AND UNARMED SECURITY GUARD SERVICES
 NORTH AREA - SERVICE PLANNING AREA THREE - SAN GABRIEL VALLEY**

SPA 3	SERVICE ADDRESS	POSITION	SHIFT	DAYS	LUNCH	DAILY			MONTHLY			ANNUAL				
						REG	OT	TOTAL	REG	OT	TOTAL	REG	OT	TOTAL		
SPA 3	SUPERVISION	POSITION														
		4 Field Supervisors 10:1							821.00	0.00	821.00	9,852.00	0.00	9,852.00		
		0 On Site Supervisors				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00		
		4				0.00	0.00	0.00	821.00	0.00	821.00	9,852.00	0.00	9,852.00		

**SOW ATTACHMENT 2 MINIMUM STAFFING PLAN - SPA FOUR
ARMED AND UNARMED SECURITY GUARD SERVICES
NORTH AREA - SERVICE PLANNING AREA FOUR - METRO**

SPA 4	SERVICE ADDRESS	POSITION	SHIFT	DAYS	LUNCH	DAILY			MONTHLY			ANNUAL				
						REG	OT	TOTAL	REG	OT	TOTAL	REG	OT	TOTAL HRS		
1	HALL OF ADMINISTRATION 500 WEST TEMPLE STREET LOS ANGELES, CALIFORNIA 90012	2	Armed	0600 - 1800	Mon - Fri	LOP	16.00	8.00	24.00	347.62	173.81	521.43	4,171.43	2,085.71	6,257.14	
		2	Armed	0600 - 1800	Mon - Fri	LOP	16.00	8.00	24.00	347.62	173.81	521.43	4,171.43	2,085.71	6,257.14	
		2	Armed	0600 - 1800	Mon - Fri	LOP	16.00	8.00	24.00	347.62	173.81	521.43	4,171.43	2,085.71	6,257.14	
		2	Armed	0600 - 1800	Mon - Fri	LOP	16.00	8.00	24.00	347.62	173.81	521.43	4,171.43	2,085.71	6,257.14	
		1	Armed	0600 - 1400	Mon - Fri	LOP	8.00	0.00	8.00	173.81	0.00	173.81	2,085.71	0.00	2,085.71	
		2	Armed	1000 - 1800	Mon - Fri	LOP	16.00	0.00	16.00	347.62	0.00	347.62	4,171.43	0.00	4,171.43	
		1	Armed	0600 - 1800	Mon - Fri, Hol	LOP	8.00	4.00	12.00	173.81	86.90	260.71	2,085.71	1,042.86	3,128.57	
		1	Armed	0700 - 1800	Mon - Fri, Hol	LOP	8.00	3.00	11.00	173.81	65.18	238.99	2,085.71	782.14	2,867.86	
		1	Armed	0600 - 1400	Sun - Sat, Hol	LOP	8.00	0.00	8.00	243.33	0.00	243.33	2,920.00	0.00	2,920.00	
		1	Armed	1400 - 2200	Sun - Sat, Hol	LOP	8.00	0.00	8.00	243.33	0.00	243.33	2,920.00	0.00	2,920.00	
		1	Armed	2200 - 0600	Sun - Sat, Hol	LOP	8.00	0.00	8.00	243.33	0.00	243.33	2,920.00	0.00	2,920.00	
		2	Armed	0600 - 1400	Sun - Sat, Hol	LOP	16.00	0.00	16.00	486.67	0.00	486.67	5,840.00	0.00	5,840.00	
		2	Armed	1400 - 2200	Sun - Sat, Hol	LOP	16.00	0.00	16.00	486.67	0.00	486.67	5,840.00	0.00	5,840.00	
		1	Armed	2200 - 0600	Sun - Sat, Hol	LOP	8.00	0.00	8.00	243.33	0.00	243.33	2,920.00	0.00	2,920.00	
		21	Total Armed					168.00	39.00	207.00	4,206.19	847.32	5,053.51	50,474.29	10,167.86	60,642.14
		1	Unarmed	0600 - 1400	Sun - Sat, Hol	LOP	8.00	0.00	8.00	243.33	0.00	243.33	2,920.00	0.00	2,920.00	
		1	Unarmed	1400 - 2200	Sun - Sat, Hol	LOP	8.00	0.00	8.00	243.33	0.00	243.33	2,920.00	0.00	2,920.00	
		1	Unarmed	2200 - 0600	Sun - Sat, Hol	LOP	8.00	0.00	8.00	243.33	0.00	243.33	2,920.00	0.00	2,920.00	
		3	Total Unarmed				24.00	0.00	24.00	730.00	0.00	730.00	8,760.00	0.00	8,760.00	
		1	On Site Supervisor	0600 - 1400	Sun - Sat, Hol	LOP	8.00	0.00	8.00	243.33	0.00	243.33	2,920.00	0.00	2,920.00	
		1	On Site Supervisor	1400 - 2200	Sun - Sat, Hol	LOP	8.00	0.00	8.00	243.33	0.00	243.33	2,920.00	0.00	2,920.00	
1	On Site Supervisor	2200 - 0600	Sun - Sat, Hol	LOP	8.00	0.00	8.00	243.33	0.00	243.33	2,920.00	0.00	2,920.00			
3	Total On Site Supervisor				24.00	0.00	24.00	730.00	0.00	730.00	8,760.00	0.00	8,760.00			
27	Facility Total					216.00	39.00	255.00	5,666.19	847.32	6,513.51	67,994.29	10,167.86	78,162.14		
2	FORT MOORE MEMORIAL 451 HILL STREET LOS ANGELES, CALIFORNIA 90012	1	Vehicle Patrol	0900 - 1800	Mon - Fri	1 hr. Lunch	8.00	0.00	8.00	173.81	0.00	173.81	2,085.71	0.00	2,085.71	
		1	Vehicle Patrol	0600 - 1800	Sat, Sun, Hol	1 hr. Lunch	8.00	3.00	11.00	69.52	26.07	95.60	834.29	312.86	1,147.14	
		2	Total Vehicle Patrol				16.00	3.00	19.00	243.33	26.07	269.40	2,920.00	312.86	3,232.86	
3	STANLEY MOSK COURTHOUSE 111 N. HILL STREET, ROOM 623 LOS ANGELES, CALIFORNIA 90012	1	Unarmed	0800 - 1700	Mon - Fri	.5 hr. Lunch	8.00	0.50	8.50	173.81	10.86	184.67	2,085.71	130.36	2,216.07	
		1	Total Unarmed				8.00	0.50	8.50	173.81	10.86	184.67	2,085.71	130.36	2,216.07	
4	HALL OF RECORDS 320 WEST TEMPLE STREET LOS ANGELES, CALIFORNIA 90012	2	Armed	0600 - 1400	Mon - Fri, Hol	LOP	16.00	0.00	16.00	347.62	0.00	347.62	4,171.43	0.00	4,171.43	
		2	Armed	1400 - 2200	Mon - Fri, Hol	LOP	16.00	0.00	16.00	347.62	0.00	347.62	4,171.43	0.00	4,171.43	
		1	Armed	0800 - 1700	Mon - Fri, Hol	LOP	8.00	1.00	9.00	173.81	21.73	195.54	2,085.71	260.71	2,346.43	
		2	Armed	0600 - 1400	Sun - Sat, Hol	LOP	16.00	0.00	16.00	486.67	0.00	486.67	5,840.00	0.00	5,840.00	
		2	Armed	1400 - 2200	Sun - Sat, Hol	LOP	16.00	0.00	16.00	486.67	0.00	486.67	5,840.00	0.00	5,840.00	
		2	Armed	2200 - 0600	Sun - Sat, Hol	LOP	16.00	0.00	16.00	486.67	0.00	486.67	5,840.00	0.00	5,840.00	
		11	Total Armed					88.00	1.00	89.00	2,329.05	21.73	2,350.77	27,948.57	260.71	28,209.29
5	METRO NORTH (BORAX BLDG) 1933 SOUTH BROADWAY LOS ANGELES, CALIFORNIA 90007	1	Armed	1800 - 0700	Sun - Sat, Hol	LOP	8.00	5.00	13.00	243.33	152.08	395.42	2,920.00	1,825.00	4,745.00	
		1	Armed	0700 - 1500	Sun - Sat, Hol	LOP	8.00	0.00	8.00	243.33	0.00	243.33	2,920.00	0.00	2,920.00	
		1	Armed	1500 - 2300	Sun - Sat, Hol	LOP	8.00	0.00	8.00	243.33	0.00	243.33	2,920.00	0.00	2,920.00	
		1	Armed	2300 - 0700	Sun - Sat, Hol	LOP	8.00	0.00	8.00	243.33	0.00	243.33	2,920.00	0.00	2,920.00	
		2	Armed	0700 - 1500	Sun - Sat, Hol	LOP	16.00	0.00	16.00	486.67	0.00	486.67	5,840.00	0.00	5,840.00	
		2	Armed	1500 - 2300	Sun - Sat, Hol	LOP	16.00	0.00	16.00	486.67	0.00	486.67	5,840.00	0.00	5,840.00	
		2	Armed	2300 - 0700	Sun - Sat, Hol	LOP	16.00	0.00	16.00	486.67	0.00	486.67	5,840.00	0.00	5,840.00	
		10	Total Armed					80.00	5.00	85.00	2,433.33	152.08	2,585.42	29,200.00	1,825.00	31,025.00
6	FORMER WDACS HEADQUARTERS 3175 WEST SIXTH STREET LOS ANGELES, CALIFORNIA 90020	1	Vehicle Patrol	2200 - 0600	Sun - Sat, Hol	LOP	8.00	0.00	8.00	243.33	0.00	243.33	2,920.00	0.00	2,920.00	
		1	Total Vehicle Patrol				8.00	0.00	8.00	243.33	0.00	243.33	2,920.00	0.00	2,920.00	
7	COGEN PLANT 301 NORTH BROADWAY AVENUE LOS ANGELES, CALIFORNIA 90012	1	Armed	0700 - 1500	Sun - Sat, Hol	LOP	8.00	0.00	8.00	243.33	0.00	243.33	2,920.00	0.00	2,920.00	
		1	Armed	1500 - 2300	Sun - Sat, Hol	LOP	8.00	0.00	8.00	243.33	0.00	243.33	2,920.00	0.00	2,920.00	
		1	Armed	2300 - 0700	Sun - Sat, Hol	LOP	8.00	0.00	8.00	243.33	0.00	243.33	2,920.00	0.00	2,920.00	
		3	Total Armed				24.00	0.00	24.00	730.00	0.00	730.00	8,760.00	0.00	8,760.00	

**SOW ATTACHMENT 2 MINIMUM STAFFING PLAN - SPA FOUR
ARMED AND UNARMED SECURITY GUARD SERVICES
NORTH AREA - SERVICE PLANNING AREA FOUR - METRO**

SPA 4	SERVICE ADDRESS	POSITION	SHIFT	DAYS	LUNCH	DAILY			MONTHLY			ANNUAL			
						REG	OT	TOTAL	REG	OT	TOTAL	REG	OT	TOTAL HRS	
8	ISD 24/7 MALL GARAGE LOT #18 500 WEST TEMPLE STREET LOS ANGELES, CALIFORNIA 90012	1	Armed	0630 - 1430	Sun - Sat, Hol	LOP	8.00	0.00	8.00	243.33	0.00	243.33	2,920.00	0.00	2,920.00
		1	Armed	1430 - 2230	Sun - Sat, Hol	LOP	8.00	0.00	8.00	243.33	0.00	243.33	2,920.00	0.00	2,920.00
		1	Armed	2230 - 0630	Sun - Sat, Hol	LOP	8.00	0.00	8.00	243.33	0.00	243.33	2,920.00	0.00	2,920.00
		1	Armed	1800 - 0600	Sun - Sat, Hol	LOP	8.00	4.00	12.00	243.33	121.67	365.00	2,920.00	1,460.00	4,380.00
		4	Total Armed				32.00	4.00	36.00	973.33	121.67	1,095.00	11,680.00	1,460.00	13,140.00
9	MH DOWNTOWN FSP 631 MAPLE AVENUE LOS ANGELES, CALIFORNIA 90014	1	Unarmed	0730 - 1700	Mon - Fri	1 hr Lunch	8.00	0.50	8.50	173.81	10.86	184.67	2,085.71	130.36	2,216.07
		1	Total Unarmed				8.00	0.50	8.50	173.81	10.86	184.67	2,085.71	130.36	2,216.07
10	MH DOWNTOWN MHC 529 SOUTH MAPLE AVENUE LOS ANGELES, CALIFORNIA 90013	1	Unarmed	0730 - 1730	Mon - Fri	.5 hr. Lunch	8.00	1.50	9.50	173.81	32.59	206.40	2,085.71	391.07	2,476.79
		1	Unarmed	0800 - 1700	Mon - Fri	.5 hr. Lunch	8.00	0.50	8.50	173.81	10.86	184.67	2,085.71	130.36	2,216.07
		1	Unarmed	0800 - 1830	Mon - Fri	.5 hr. Lunch	8.00	2.00	10.00	173.81	43.45	217.26	2,085.71	521.43	2,607.14
		3	Total Unarmed				24.00	4.00	28.00	521.43	86.90	608.33	6,257.14	1,042.86	7,300.00
		1	On Site Supervisor	0730 - 1830	Mon - Fri	.5 hr. Lunch	8.00	2.50	10.50	173.81	54.32	228.13	2,085.71	651.79	2,737.50
		4	Total Facility				32.00	6.50	38.50	695.24	141.22	836.46	8,342.86	1,694.64	10,037.50
11	MH WOMEN'S RE-ENTRY 5000 WEST SUNSET BOULEVARD, SUITE 600 LOS ANGELES, CALIFORNIA 90027	1	Unarmed	0800 - 1800	Mon - Fri	LOP	8.00	2.00	10.00	173.81	43.45	217.26	2,085.71	521.43	2,607.14
		1	Total Unarmed				8.00	2.00	10.00	173.81	43.45	217.26	2,085.71	521.43	2,607.14
12	MH KOREATOWN MHC 510 SOUTH VERMONT AVENUE LOS ANGELES, CALIFORNIA 90020	1	Unarmed	0730 - 1800	M, T, Th, F	LOP	8.00	2.50	10.50	139.05	43.45	182.50	1,668.57	521.43	2,190.00
		1	Unarmed	0730 - 1730	Wed	LOP	8.00	2.00	10.00	34.76	8.69	43.45	417.14	104.29	521.43
		2	Total Unarmed				16.00	4.50	20.50	173.81	52.14	225.95	2,085.71	625.71	2,711.43
13	MH VERMONT CORRIDOR 510 SOUTH VERMONT AVENUE LOS ANGELES, CALIFORNIA 90020	1	Armed	0600 - 1400	Sun - Sat, Hol	LOP	8.00	0.00	8.00	243.33	0.00	243.33	2,920.00	0.00	2,920.00
		1	Armed	1400 - 2200	Sun - Sat, Hol	LOP	8.00	0.00	8.00	243.33	0.00	243.33	2,920.00	0.00	2,920.00
		1	Armed	2200 - 0600	Sun - Sat, Hol	LOP	8.00	0.00	8.00	243.33	0.00	243.33	2,920.00	0.00	2,920.00
		1	Armed	0530 - 1400	Mon - Fri	LOP	8.00	0.50	8.50	173.81	10.86	184.67	2,085.71	130.36	2,216.07
		1	Armed	1400 - 2200	Mon - Fri	LOP	8.00	0.00	8.00	173.81	0.00	173.81	2,085.71	0.00	2,085.71
		1	Armed	0730 - 1700	Mon - Fri	.5 hour lunch	8.00	1.00	9.00	173.81	21.73	195.54	2,085.71	260.71	2,346.43
		6	Total Armed				48.00	1.50	49.50	1,251.43	32.59	1,284.02	15,017.14	391.07	15,408.21
		1	Unarmed	0530 - 1800	Mon - Fri	1 hr. Lunch	8.00	3.50	11.50	173.81	76.04	249.85	2,085.71	912.50	2,998.21
		1	Unarmed	0800 - 1700	Mon - Fri	LOP	8.00	1.00	9.00	173.81	21.73	195.54	2,085.71	260.71	2,346.43
1	Unarmed	0800 - 1700	Mon - Fri	1 hr. lunch	8.00	0.00	8.00	173.81	0.00	173.81	2,085.71	0.00	2,085.71		
3	Total Unarmed				24.00	4.50	28.50	521.43	97.77	619.20	6,257.14	1,173.21	7,430.36		
		9	Facility Total				72.00	6.00	78.00	1,772.86	130.36	1,903.21	21,274.29	1,564.29	22,838.57
14	MH VETERAN PEER ACCESS NETWORK 1816 SOUTH FIGUEROA STREET LOS ANGELES, CALIFORNIA 90015	1	Armed	0800 - 1700	Mon - Fri	LOP	8.00	1.00	9.00	173.81	21.73	195.54	2,085.71	260.71	2,346.43
		1	Total Armed				8.00	1.00	9.00	173.81	21.73	195.54	2,085.71	260.71	2,346.43
15	MH SKID ROW CONCIERGE 631 MAPLE AVENUE STE. C LOS ANGELES, CALIFORNIA 90014	1	Unarmed	0730 - 1700	Mon - Fri	.5 hr Lunch	8.00	1.00	9.00	173.81	21.73	195.54	2,085.71	260.71	2,346.43
		1	Total Unarmed				8.00	1.00	9.00	173.81	21.73	195.54	2,085.71	260.71	2,346.43
16	MH MEN'S REINTEGRATION 631 MAPLE AVENUE LOS ANGELES, CALIFORNIA 90014	1	Total Armed	0800 - 1700	Mon - Fri	.5 hr Lunch	8.00	0.50	8.50	173.81	10.86	184.67	2,085.71	130.36	2,216.07
		1	Total Unarmed	0800 - 1700	Mon - Fri	.5 hr Lunch	8.00	0.50	8.50	173.81	10.86	184.67	2,085.71	130.36	2,216.07
		2	Facility Total				16.00	1.00	17.00	347.62	21.73	369.35	4,171.43	260.71	4,432.14
17	MH NORTHEAST MHC 3303 N. BROADWAY LOS ANGELES, CALIFORNIA 90031	1	Armed	0700 - 1800	Mon - Fri	LOP	8.00	3.00	11.00	173.81	65.18	238.99	2,085.71	782.14	2,867.86
		1	Armed	0800 - 1800	Mon - Fri	LOP	8.00	2.00	10.00	173.81	43.45	217.26	2,085.71	521.43	2,607.14
		1	Armed	0730 - 1800	Mon - Fri	LOP	8.00	2.50	10.50	173.81	54.32	228.13	2,085.71	651.79	2,737.50
		1	Armed	0730 - 1700	Mon - Fri	LOP	8.00	1.50	9.50	173.81	32.59	206.40	2,085.71	391.07	2,476.79
		4	Total Armed				32.00	9.00	41.00	695.24	195.54	890.77	8,342.86	2,346.43	10,689.29

**SOW ATTACHMENT 2 MINIMUM STAFFING PLAN - SPA FOUR
ARMED AND UNARMED SECURITY GUARD SERVICES
NORTH AREA - SERVICE PLANNING AREA FOUR - METRO**

SPA 4	SERVICE ADDRESS	POSITION	SHIFT	DAYS	LUNCH	DAILY			MONTHLY			ANNUAL			
						REG	OT	TOTAL	REG	OT	TOTAL	REG	OT	TOTAL HRS	
18	MI & VET BOB HOPE PATRIOTIC HALL 1816 SOUTH FIGUEROA STREET LOS ANGELES, CALIFORNIA 90015	1	Armed	0700 - 1500	Mon - Fri	.5 hr Lunch	8.00	0.50	8.50	173.81	10.86	184.67	2,085.71	130.36	2,216.07
		1	Armed	0800 - 1700	M, T, Th, F	.5 hr Lunch	8.00	1.00	9.00	139.05	17.38	156.43	1,668.57	208.57	1,877.14
		1	Armed	0800 - 2100	Wed	.5 hr Lunch	8.00	5.00	13.00	34.76	21.73	56.49	417.14	260.71	677.86
		1	Armed	0900 - 1800	M, T, Th, F	LOP	8.00	1.00	9.00	139.05	17.38	156.43	1,668.57	208.57	1,877.14
		1	Armed	0900 - 2100	Wed	LOP	8.00	4.00	12.00	34.76	17.38	52.14	417.14	208.57	625.71
		5	Total Armed				40.00	11.50	51.50	521.43	84.73	606.16	6,257.14	1,016.79	7,273.93
19	PROB 24/7 CENTRAL JUVENILE HALL 1605 EASTLAKE AVENUE LOS ANGELES, CALIFORNIA 90033	1	Unarmed	0600 - 1400	Sun - Sat, Hol	LOP	8.00	0.00	8.00	243.33	0.00	243.33	2,920.00	0.00	2,920.00
		1	Unarmed	1400 - 2200	Sun - Sat, Hol	LOP	8.00	0.00	8.00	243.33	0.00	243.33	2,920.00	0.00	2,920.00
		2	Total Unarmed				16.00	0.00	16.00	486.67	0.00	486.67	5,840.00	0.00	5,840.00
		1	Armed	0600 - 1400	Sun - Sat, Hol	LOP	8.00	0.00	8.00	243.33	0.00	243.33	2,920.00	0.00	2,920.00
		1	Armed	1400 - 2200	Sun - Sat, Hol	LOP	8.00	0.00	8.00	243.33	0.00	243.33	2,920.00	0.00	2,920.00
		2	Total Armed			16.00	0.00	16.00	486.67	0.00	486.67	5,840.00	0.00	5,840.00	
		4	Facility Total			32.00	0.00	32.00	973.33	0.00	973.33	11,680.00	0.00	11,680.00	
20	PROB EASTLAKE COURT 1601 EASTLAKE AVENUE ROOM 4 LOS ANGELES, CALIFORNIA 90033	2	Armed	0800 - 1700	Mon - Fri	LOP	16.00	2.00	18.00	347.62	43.45	391.07	4,171.43	521.43	4,692.86
		2	Total Armed				16.00	2.00	18.00	347.62	43.45	391.07	4,171.43	521.43	4,692.86
21	PROB REENTRY OPPORTUNITY CENTER - VERMONT OFFICE 3965 VERMONT AVE LOS ANGELES, CA 90037	2	Armed	0730 - 1700	Mon - Fri	.5 hr. Lunch	16.00	2.00	18.00	347.62	43.45	391.07	4,171.43	521.43	4,692.86
		2	Armed	0730 - 1700	Mon - Fri	.5 hr. Lunch	16.00	2.00	18.00	347.62	43.45	391.07	4,171.43	521.43	4,692.86
		1	Armed	0800 - 1800	Mon - Fri	.5 hr. Lunch	8.00	1.50	9.50	173.81	32.59	206.40	2,085.71	391.07	2,476.79
		1	Armed	0830 - 1730	Mon - Fri	.5 hr. Lunch	8.00	0.50	8.50	173.81	10.86	184.67	2,085.71	130.36	2,216.07
		1	Armed	1730 - 1900	1st Tues	LOP	0.00	1.50	1.50	0.00	6.52	6.52	0.00	78.21	78.21
		1	Armed	1800 - 1900	1st Tues	LOP	0.00	1.00	1.00	0.00	4.35	4.35	0.00	52.14	52.14
		8	Total Armed				48.00	8.50	56.50	1,042.86	141.22	1,184.08	12,514.29	1,694.64	14,208.93
		1	Unarmed	0800 - 1800	Mon - Fri	.5 hr. Lunch	8.00	1.50	9.50	173.81	32.59	206.40	2,085.71	391.07	2,476.79
		1	Unarmed	0700 - 1800	Mon - Fri	.5 hr. Lunch	8.00	2.50	10.50	173.81	54.32	228.13	2,085.71	651.79	2,737.50
		2	Unarmed	1800 - 1900	1st Tues	.5 hr. Lunch	0.00	2.00	2.00	0.00	8.69	8.69	0.00	104.29	104.29
		1	Unarmed	0900 - 1730	Mon - Fri	.5 hr. Lunch	8.00	0.00	8.00	173.81	0.00	173.81	2,085.71	0.00	2,085.71
		5	Total Unarmed				24.00	6.00	30.00	521.43	95.60	617.02	6,257.14	1,147.14	7,404.29
				13	Facility Total			72.00	14.50	86.50	1,564.29	236.82	1,801.10	18,771.43	2,841.79
22	PROB PRETRIAL OFFICE AB 109 433 BAUCHET STREET LOS ANGELES, CALIFORNIA 90012	1	Armed	0530 - 1830	Mon - Fri	1 hr. Lunch	8.00	4.00	12.00	173.81	86.90	260.71	2,085.71	1,042.86	3,128.57
		1	Total Armed				8.00	4.00	12.00	173.81	86.90	260.71	2,085.71	1,042.86	3,128.57
23	SPA 4 PH CENTRAL HEALTH CENTER 241 NORTH FIGUEROA STREET LOS ANGELES, CALIFORNIA 90012	1	Unarmed	0545 - 1415	Mon - Fri	.5 hr Lunch	8.00	0.00	8.00	173.81	0.00	173.81	2085.71	0.00	2085.71
		1	Unarmed	0930 - 2000	Mon - Fri	.5 hr Lunch	8.00	2.00	10.00	173.81	43.45	217.26	2085.71	521.43	2607.14
		1	Unarmed	0800 - 2000	Sat & Sun	LOP	8.00	4.00	12.00	173.81	86.90	260.71	2085.71	1042.86	3128.57
		3	Total Unarmed				24.00	6.00	30.00	521.43	130.36	651.79	6,257.14	1,564.29	7,821.43
GRAND TOTAL															
SPA 4	GUARDS	POSITION		SHIFT	DAYS	LUNCH	DAILY			MONTHLY			ANNUAL		
							REG	OT	TOTAL	REG	OT	TOTAL	REG	OT	TOTAL HRS
LOCS	23	26	Unarmed				192.00	29.50	221.50	4,345.24	560.54	4,905.77	52,142.86	6,726.43	58,869.29
		79	Armed				616.00	87.00	703.00	15,538.57	1,759.82	17,298.39	186,462.86	21,117.86	207,580.71
		3	Armed Vehicle Patrol				24.00	3.00	27.00	486.67	26.07	512.74	5,840.00	312.86	6,152.86
		108					832.00	119.50	951.50	20,370.48	2,346.43	22,716.90	244,445.71	28,157.14	272,602.86
SPA 4	SUPERVISION	POSITION		SHIFT	DAYS	LUNCH	DAILY			MONTHLY			ANNUAL		
							REG	OT	TOTAL	REG	OT	TOTAL	REG	OT	TOTAL HRS
		4	On Site Supervisor				32.00	2.50	34.50	903.81	54.32	958.13	10,845.71	651.79	11,497.50
		11	Field Supervisors 10:1							2,272.00	0.00	2,272.00	27,264.00	0.00	27,264.00
										3,175.81	54.32	3,230.13	38,109.71	651.79	38,761.50

**SOW ATTACHMENT 2 MINIMUM STAFFING PLAN - SPA FIVE
ARMED AND UNARMED SECURITY GUARD SERVICES
NORTH AREA - SERVICE PLANNING AREA FIVE - NORTHWEST**

SPA 5	SERVICE ADDRESS	POSITION	SHIFT	DAYS	LUNCH	DAILY			MONTHLY			ANNUAL			
						REG	OT	TOTAL	REG	OT	TOTAL	REG	OT	TOTAL	
1	DCFS WEST LOS ANGELES 5757 WILSHIRE BLVD LOS ANGELES, CA 90036	1	Armed	0800 - 1800	Mon - Fri	LOP	8.00	2.00	10.00	173.81	43.45	217.26	2,085.71	521.43	2,607.14
		1	Total Armed				8.00	2.00	10.00	173.81	43.45	217.26	2,085.71	521.43	2,607.14
2	DEO WEST LOS ANGELES COURTHOUSE 1633 PURDUE AVE LOS ANGELES, CALIFORNIA 90025	1	Vehicle Patrol	0000 - 0800	Sun - Sat, Hol	LOP	8.00	0.00	8.00	243.33	0.00	243.33	2,920.00	0.00	2,920.00
		1	Total Vehicle Patrol				8.00	0.00	8.00	243.33	0.00	243.33	2,920.00	0.00	2,920.00
3	MH EDELMAN MENTAL/WELLNESS CENTER 11080 W OLYMPIC BLVD LOS ANGELES, CA 90064	1	Unarmed	0715 - 1730	Mon - Fri	.5 hr Lunch	8.00	1.75	9.75	173.81	38.02	211.83	2,085.71	456.25	2,541.96
		1	Unarmed	0730 - 1700	Mon - Fri	.5 hr Lunch	8.00	1.00	9.00	173.81	21.73	195.54	2,085.71	260.71	2,346.43
		1	Unarmed	0730 - 1700	Mon - Fri	.5 hr Lunch	8.00	1.00	9.00	173.81	21.73	195.54	2,085.71	260.71	2,346.43
		1	Unarmed	0730 - 1800	Mon - Fri	.5 hr Lunch	8.00	2.00	10.00	173.81	43.45	217.26	2,085.71	521.43	2,607.14
		4	Total Unarmed				32.00	5.75	37.75	695.24	124.93	820.16	8,342.86	1,499.11	9,841.96
		1	Armed	0730 - 1700	Mon - Fri	.5 hr Lunch	8.00	1.00	9.00	173.81	21.73	195.54	2,085.71	260.71	2,346.43
		1	Armed	0730 - 1800	Mon - Fri	.5 hr Lunch	8.00	1.00	9.00	173.81	21.73	195.54	2,085.71	260.71	2,346.43
		1	Armed	0830 - 1815	Mon - Fri	.5 hr Lunch	8.00	1.25	9.25	173.81	27.16	200.97	2,085.71	325.89	2,411.61
		3	Total Armed				24.00	3.25	27.25	521.43	70.61	592.04	6,257.14	847.32	7,104.46
		7	Facility Total				56.00	9.00	65.00	1,216.67	195.54	1,412.20	14,600.00	2,346.43	16,946.43
4	MH EDELMAN CHILDREN'S PROGRAM 11303 WEST WASHINGTON BOULEVARD, SUITE 200 LOS ANGELES, CALIFORNIA 90066	1	Armed	0800 - 1830	Mon - Thu	LOP	8.00	2.50	10.50	139.05	43.45	182.50	1,668.57	521.43	2,190.00
		1	Armed	0800 - 1730	Fri	LOP	8.00	1.50	9.50	34.76	6.52	41.28	417.14	78.21	495.36
		2	Total Armed				16.00	4.00	20.00	173.81	49.97	223.78	2,085.71	599.64	2,685.36
5	MH HOLLYWOOD FSP 947 COLE AVENUE LOS ANGELES, CALIFORNIA 90038	2	Armed	0730 - 1700	Mon - Fri	LOP	16.00	3.00	19.00	347.62	65.18	412.80	4,171.43	782.14	4,953.57
		2	Total Armed				16.00	3.00	19.00	347.62	65.18	412.80	4,171.43	782.14	4,953.57
6	MH HOLLYWOOD MHC 1224 NORTH VINE STREET LOS ANGELES, CALIFORNIA 90038	2	Armed	0700 - 1730	Mon - Fri	.5 hr Lunch	16.00	4.00	20.00	347.62	86.90	434.52	4,171.43	1,042.86	5,214.29
		2	Armed	0730 - 1730	Mon - Fri	.5 hr Lunch	16.00	3.00	19.00	347.62	65.18	412.80	4,171.43	782.14	4,953.57
		4	Total Armed				32.00	7.00	39.00	695.24	152.08	847.32	8,342.86	1,825.00	10,167.86
		1	Total Unarmed	0730 - 1730	Mon - Fri	.5 hr Lunch	8.00	1.50	9.50	173.81	32.59	206.40	2,085.71	391.07	2,476.79
		5	Facility Total				40.00	8.50	48.50	869.05	184.67	1,053.72	10,428.57	2,216.07	12,644.64
SPA 5	SERVICE ADDRESS	POSITION	SHIFT	DAYS	LUNCH	DAILY			MONTHLY			ANNUAL			
						REG	OT	TOTAL	REG	OT	TOTAL	REG	OT	TOTAL HRS	
7	PH HOLLYWOOD WILSHIRE HEALTH 5205 MELROSE AVENUE LOS ANGELES, CALIFORNIA 90038	1	Unarmed	0615 - 1545	Mon - Thu	LOP	8.00	1.50	9.50	139.05	26.07	165.12	1,668.57	312.86	1,981.43
		1	Unarmed	0615 - 1845	Fri	LOP	8.00	4.50	12.50	34.76	19.55	54.32	417.14	234.64	651.79
		1	Unarmed	1515 - 2315	Mon - Thu	LOP	8.00	0.00	8.00	139.05	0.00	139.05	1,668.57	0.00	1,668.57
		1	Unarmed	0700 - 1730	Sat	LOP	8.00	2.50	10.50	34.76	10.86	45.63	417.14	130.36	547.50
		4	Total Unarmed				32.00	8.50	40.50	347.62	56.49	404.11	4,171.43	677.86	4,849.29
		1	Total Armed	0730 - 1630	Mon - Fri	LOP	8.00	1.00	9.00	173.81	21.73	195.54	2,085.71	260.71	2,346.43
5	Facility Total				40.00	9.50	49.50	521.43	78.21	599.64	6,257.14	938.57	7,195.71		
8	PH RUTH TEMPLE HEALTH 3834 SOUTH WESTERN AVENUE LOS ANGELES, CALIFORNIA 90062	1	Unarmed	0630 - 1500	Mon - Fri	.5 hr Lunch	8.00	0.00	8.00	173.81	0.00	173.81	2,085.71	0.00	2,085.71
		1	Unarmed	0930 - 1800	M, T, W, F	.5 hr Lunch	8.00	0.00	8.00	139.05	0.00	139.05	1,668.57	0.00	1,668.57
		1	Unarmed	1000 - 1830	Thu	.5 hr Lunch	8.00	0.00	8.00	34.76	0.00	34.76	417.14	0.00	417.14
		1	Unarmed	0600 - 1430	M, T, W, F	.5 hr Lunch	8.00	0.00	8.00	139.05	0.00	139.05	1,668.57	0.00	1,668.57
		1	Unarmed	1130 - 2000	Thu	.5 hr Lunch	8.00	0.00	8.00	34.76	0.00	34.76	417.14	0.00	417.14
		5	Total Unarmed				40.00	0.00	40.00	521.43	0.00	521.43	6,257.14	0.00	6,257.14
		1	Total Armed	0530 - 1130	3rd Sat	LOP	8.00	0.00	8.00	34.76	0.00	34.76	417.14	0.00	417.14
6	Facility Total				48.00	0.00	48.00	556.19	0.00	556.19	6,674.29	0.00	6,674.29		

**SOW ATTACHMENT 2 MINIMUM STAFFING PLAN - SPA FIVE
 ARMED AND UNARMED SECURITY GUARD SERVICES
 NORTH AREA - SERVICE PLANNING AREA FIVE - NORTHWEST**

SPA 5	SERVICE ADDRESS	POSITION	SHIFT	DAYS	LUNCH	DAILY			MONTHLY			ANNUAL		
						REG	OT	TOTAL	REG	OT	TOTAL	REG	OT	TOTAL
GRAND TOTAL														
SPA 5	GUARDS	POSITION				DAILY			MONTHLY			ANNUAL		
						REG	OT	TOTAL	REG	OT	TOTAL	REG	OT	TOTAL
LOCS		14	Unarmed			112.00	15.75	127.75	1,738.10	214.00	1,952.10	20,857.14	2,568.04	23,425.18
8		14	Armed			112.00	20.25	132.25	2,120.48	403.02	2,523.50	25,445.71	4,836.25	30,281.96
		28				224.00	36.00	260.00	3,858.57	617.02	4,475.60	46,302.86	7,404.29	53,707.14
SPA 5	SUPERVISION	POSITION				DAILY			MONTHLY			ANNUAL		
						REG	OT	TOTAL	REG	OT	TOTAL	REG	OT	TOTAL
		3	Field Supervisors 10:1						448.00	0.00	448.00	5,376.00	0.00	5,376.00
		3							448.00	0.00	448.00	5,376.00	0.00	5,376.00

**SOW ATTACHMENT 2 MINIMUM STAFFING PLAN - SPA SEVEN
ARMED AND UNARMED SECURITY GUARD SERVICES
NORTH AREA - SERVICE PLANNING AREA SEVEN- NORTHEAST**

SPA 7	SERVICE ADDRESS	POSITION	SHIFT	DAYS	LUNCH	DAILY			MONTHLY			ANNUAL			
						REG	OT	TOTAL	REG	OT	TOTAL	REG	OT	TOTAL HRS	
1	CENTRO MARAVILLA SERVICE CTR 4716 EAST CESAR CHAVEZ AVENUE LOS ANGELES, CALIFORNIA 90022	2	Armed	0800 - 1700	Mon - Fri	LOP	16.00	1.00	17.00	347.62	21.73	369.35	4171.43	0.00	4432.14
		1	Armed	1700 - 1730	Tues & Thu	LOP	0.00	0.50	0.50	0.00	4.35	4.35	0.00	0.00	52.14
		3	Total Armed					16.00	1.50	17.50	347.62	26.07	373.69	4171.43	0.00
2	EAST LA SERVICE CTR 133 NORTH SUNOL DRIVE LOS ANGELES, CALIFORNIA 90063	1	Armed	0700 - 1700	Mon - Fri	LOP	8.00	2.00	10.00	173.81	43.45	217.26	2,085.71	521.43	2,607.14
		1	Total Armed				8.00	2.00	10.00	173.81	43.45	217.26	2,085.71	521.43	2,607.14
3	CORPORATE PLACE 2525 CORPORATE PLACE MONTEREY PARK, CALIFORNIA 91754	1	Armed	0800 - 1800	Mon - Fri	LOP	8.00	2.00	10.00	173.81	43.45	217.26	2,085.71	521.43	2,607.14
		1	Armed	0800 - 1900	Mon - Fri	LOP	8.00	3.00	11.00	173.81	65.18	238.99	2,085.71	782.14	2,867.86
		2	Total Armed				16.00	5.00	21.00	347.62	108.63	456.25	4,171.43	1,303.57	5,475.00
4	HEADQUARTERS 1100 EASTERN AVENUE LOS ANGELES, CALIFORNIA 90063	1	Armed	0600 - 1800	Mon - Thu	LOP	8.00	4.00	12.00	139.05	69.52	208.57	1,668.57	834.29	2,502.86
		1	Armed	0700 - 1600	Fri	LOP	8.00	1.00	9.00	34.76	4.35	39.11	417.14	52.14	469.29
		1	Armed	0800 - 1600	Sun - Sat, Hol	LOP	8.00	0.00	8.00	243.33	0.00	243.33	2,920.00	0.00	2,920.00
		2	Armed	1600 - 2400	Sun - Sat, Hol	LOP	16.00	0.00	16.00	486.67	0.00	486.67	5,840.00	0.00	5,840.00
		1	Armed	2400 - 0800	Sun - Sat, Hol	LOP	8.00	0.00	8.00	243.33	0.00	243.33	2,920.00	0.00	2,920.00
		1	Armed	0700 - 1800	Mon - Fri	LOP	8.00	3.00	11.00	173.81	65.18	238.99	2,085.71	782.14	2,867.86
		7	Total Armed				56.00	8.00	64.00	1,320.95	139.05	1,460.00	15,851.43	1,668.57	17,520.00
5	SHERIFF DEPARTMENT HEADQUARTERS 4700 RAMONA BOULEVARD MONTEREY PARK, CA 91754	2	Armed	1800 - 0600	Mon - Fri	LOP	16	8	24	347.62	173.81	521.43	4,171.43	2,085.71	6,257.14
		2	Armed	0600 - 1400	Sat, Sun, Hol	LOP	16	0	16	139.05	0.00	139.05	1,668.57	0.00	1,668.57
		2	Armed	1400 - 2200	Sat, Sun, Hol	LOP	16	0	16	139.05	0.00	139.05	1,668.57	0.00	1,668.57
		2	Armed	2200 - 0600	Sat, Sun, Hol	LOP	16	0	16	139.05	0.00	139.05	1,668.57	0.00	1,668.57
		8	Total Armed				64.00	8.00	72.00	764.76	173.81	938.57	9,177.14	2,085.71	11,262.86
6	ROYBAL FAMILY MHC 4701 E CESAR CHAVEZ AVENUE, 2ND FLOOR LOS ANGELES, CALIFORNIA 90022	2	Armed	0800 - 1730	Mon - Fri	LOP	16.00	3.00	19.00	347.62	65.18	412.80	4171.43	782.14	4953.57
		2	Total Armed				16.00	3.00	19.00	347.62	65.18	412.80	4171.43	782.14	4953.57
7	EAST LOS ANGELES AREA OFFICE 4849 CIVIC CENTER WAY LOS ANGELES, CALIFORNIA 90022	1	Armed	0800 - 1700	Mon - Fri	LOP	8.00	1.00	9.00	173.81	21.73	195.54	2,085.71	260.71	2,346.43
		1	Armed	1700 - 1900	2nd Mon	LOP	0.00	2.00	2.00	0.00	2.00	2.00	0.00	24.00	24.00
2	Total Armed					8.00	3.00	11.00	173.81	23.73	197.54	2,085.71	284.71	2,370.43	
8	EAST LOS ANGELES 4716 EAST CESAR CHAVEZ AVENUE LOS ANGELES, CALIFORNIA 90022	1	Armed	0800 - 1700	Mon - Fri	1 hr. Lunch	8.00	0.00	8.00	173.81	0.00	173.81	2,085.71	0.00	2,085.71
		1	Total Armed				8.00	0.00	8.00	173.81	0.00	173.81	2,085.71	0.00	2,085.71
GRAND TOTAL															
SPA 7	GUARDS	POSITION	DAILY			MONTHLY			ANNUAL						
			REG	OT	TOTAL	REG	OT	TOTAL	REG	OT	TOTAL HRS				
LOCS 8		0	Unarmed												
		26	Armed												
		26													
						192.00	30.50	222.50	3,650.00	579.92	4,229.92	43,800.00	6,959.00	50,759.00	
						192.00	30.50	222.50	3,650.00	579.92	4,229.92	43,800.00	6,959.00	50,759.00	
SPA 7	SUPERVISION	POSITION	DAILY			MONTHLY			ANNUAL						
			REG	OT	TOTAL	REG	OT	TOTAL	REG	OT	TOTAL HRS				
		0	On Site Supervisors			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
		3	Field Supervisors 10:1			423.00	0.00	423.00	5,076.00	0.00	5,076.00	5,076.00	0.00	5,076.00	
		3				0.00	0.00	0.00	423.00	0.00	423.00	5,076.00	0.00	5,076.00	

SOW ATTACHMENT 2 MINIMUM STAFFING PLAN - SPA SIX
ARMED AND UNARMED SECURITY GUARD SERVICES
SOUTH AREA - SERVICE PLANNING AREA SIX - SOUTH LOS ANGELES

SPA 6	SERVICE ADDRESS	POSITION	SHIFT	DAYS	LUNCH	DAILY			MONTHLY			ANNUAL		
						REG	OT	TOTAL	REG	OT	TOTAL	REG	OT	TOTAL HRS
1	FLORENCE/FIRESTONE CTR 7807 SOUTH COMPTON AVENUE LOS ANGELES, CALIFORNIA 90012	1 Armed	0800 - 1700	Mon - Fri	LOP	8.00	1.00	9.00	173.81	21.73	195.54	2,085.71	260.71	2,346.43
		1 Total Armed				8.00	1.00	9.00	173.81	21.73	195.54	2,085.71	260.71	2,346.43
2	WILLOWBROOK SENIOR CTR 12915 JARVIS AVENUE LOS ANGELES, CALIFORNIA 90061	1 Total Unarmed	0800 - 1700	T, Th, F	LOP	8.00	1.00	9.00	104.29	13.04	117.32	1,251.43	156.43	1,407.86
		1 Total Armed	0800 - 1700	Mon - Fri	LOP	8.00	1.00	9.00	173.81	21.73	195.54	2,085.71	260.71	2,346.43
		2 Facility Total				16.00	2.00	18.00	278.10	34.76	312.86	3,337.14	417.14	3,754.29
3	EAST RANCHO DOMINGUEZ CTR 15116 SOUTH ATLANTIC AVENUE COMPTON, CALIFORNIA 90221	1 Armed	0800 - 1700	Mon - Fri	LOP	8.00	1.00	9.00	173.81	21.73	195.54	2,085.71	260.71	2,346.43
		1 Armed	1700 - 2100	4th Thu	LOP	0.00	4.00	4.00	0.00	4.00	4.00	0.00	48.00	48.00
		2 Total Armed				8.00	5.00	13.00	173.81	25.73	199.54	2,085.71	308.71	2,394.43
4	COMPTON DA'S OFFICE 200 WEST COMPTON BOULEVARD, SUITE 700 COMPTON, CA 90220	2 Armed	0800 - 1700	Mon - Fri	.5 hr Lunch	16.00	1.00	17.00	347.62	21.73	369.35	4,171.43	260.71	4,432.14
		2 Total Armed				16.00	1.00	17.00	347.62	21.73	369.35	4,171.43	260.71	4,432.14
5	WATERIDGE OFFICE 5110 WEST GOLDLEAF CIRCLE LOS ANGELES, CALIFORNIA 90056	2 Armed	0700 - 1900	Mon - Fri	LOP	16.00	8.00	24.00	347.62	173.81	521.43	4,171.43	2,085.71	6,257.14
		1 Armed	0800 - 1730	Mon - Fri	LOP	8.00	1.50	9.50	173.81	32.59	206.40	2,085.71	391.07	2,476.79
		3 Total Armed				24.00	9.50	33.50	521.43	206.40	727.83	6,257.14	2,476.79	8,733.93
6	8300 VERMONT 8300 VERMONT AVENUE LOS ANGELES, CALIFORNIA 90044	1 Armed	0700 - 1500	Mon - Fri	.5 hr Lunch	8.00	0.00	8.00	173.81	0.00	173.81	2,085.71	0.00	2,085.71
		1 Armed	0700 - 1530	Mon - Fri	.5 hr Lunch	8.00	0.00	8.00	173.81	0.00	173.81	2,085.71	0.00	2,085.71
		1 Armed	0730 - 1730	Mon - Fri	.5 hr Lunch	8.00	1.00	9.00	173.81	21.73	195.54	2,085.71	260.71	2,346.43
		2 Armed	0730 - 1700	Mon - Fri	.5 hr Lunch	16.00	2.00	18.00	347.62	43.45	391.07	4,171.43	521.43	4,692.86
		1 Armed	0800 - 1700	Mon - Fri	.5 hr Lunch	8.00	0.50	8.50	173.81	10.86	184.67	2,085.71	130.36	2,216.07
		1 Armed	0730 - 1600	Mon - Fri	.5 hr Lunch	8.00	0.00	8.00	173.81	0.00	173.81	2,085.71	0.00	2,085.71
		1 Armed	0800 - 01800	Mon - Fri	.5 hr Lunch	8.00	1.50	9.50	173.81	32.59	206.40	2,085.71	391.07	2,476.79
		1 Armed	1000 - 2100	Mon - Fri	.5 hr Lunch	8.00	2.50	10.50	173.81	54.32	228.13	2,085.71	651.79	2,737.50
		1 Armed	0930 - 1800	Mon - Fri	.5 hr Lunch	8.00	0.00	8.00	173.81	0.00	173.81	2,085.71	0.00	2,085.71
		1 Armed	0800 - 1830	Mon - Fri	.5 hr Lunch	8.00	2.00	10.00	173.81	43.45	217.26	2,085.71	521.43	2,607.14
		1 Armed	0800 - 1700	Mon - Fri	.5 hr Lunch	8.00	0.50	8.50	173.81	10.86	184.67	2,085.71	130.36	2,216.07
		1 Armed	1200 - 2100	Mon - Fri	.5 hr Lunch	8.00	0.50	8.50	173.81	10.86	184.67	2,085.71	130.36	2,216.07
		13 Total Armed				104.00	10.50	114.50	2,259.52	228.13	2,487.65	27,114.29	2,737.50	29,851.79
		1 Unarmed	0800 - 1700	Mon - Fri	.5 hr Lunch	8.00	0.50	8.50	173.81	10.86	184.67	2,085.71	130.36	2,216.07
		1 Unarmed	0800 - 1700	Mon - Fri	1 hr. Lunch	8.00	0.00	8.00	173.81	0.00	173.81	2,085.71	0.00	2,085.71
		2 Total Unarmed				16.00	0.50	16.50	347.62	10.86	358.48	4,171.43	130.36	4,301.79
1 Total On Site Supervisor	0800 - 1600	Mon - Fri	LOP	8.00	0.00	8.00	173.81	0.00	173.81	2,085.71	0.00	2,085.71		
16 Facility Total				128.00	11.00	139.00	2,780.95	238.99	3,019.94	33,371.43	2,867.86	36,239.29		
7	VERMONT CHILDCARE CENTER 8300 VERMONT AVENUE LOS ANGELES, CALIFORNIA 90044	1 Unarmed	0600 - 1800	Mon - Fri	1 hr. Lunch	8.00	3.00	11.00	173.81	65.18	238.99	2,085.71	782.14	2,867.86
		1 Total Unarmed				8.00	3.00	11.00	173.81	65.18	238.99	2,085.71	782.14	2,867.86
8	COMPTON FAMILY MHC 921 EAST COMPTON BOULEVARD, 1ST FLOOR COMPTON, CALIFORNIA 90221	1 Armed	0800 - 1830	Mon - Fri	LOP	8.00	2.50	10.50	173.81	54.32	228.13	2,085.71	651.79	2,737.50
		1 Armed	0730 - 1830	Mon - Fri	LOP	8.00	3.00	11.00	173.81	65.18	238.99	2,085.71	782.14	2,867.86
		1 Armed	0830 - 1830	Mon - Fri	LOP	8.00	2.00	10.00	173.81	43.45	217.26	2,085.71	521.43	2,607.14
		3 Total Armed				24.00	7.50	31.50	521.43	162.95	684.38	6,257.14	1,955.36	8,212.50
9	BEHAVIORAL HEALTH CENTER 12021 WILMINGTON AVENUE LOS ANGELES, CALIFORNIA 90059	1 Unarmed	0800 - 2000	Mon - Fri	LOP	8.00	0.00	8.00	173.81	0.00	173.81	2,085.71	0.00	2,085.71
		1 Unarmed	0800 - 2000	Mon - Fri	LOP	8.00	4.00	12.00	243.33	121.67	365.00	2,920.00	1,460.00	4,380.00
		2 Unarmed	0800 - 2000	Sun - Sat, Hol	LOP	16.00	8.00	24.00	486.67	243.33	730.00	5,840.00	2,920.00	8,760.00
		2 Unarmed	0800 - 1600	Mon - Sat, Hol	LOP	16.00	0.00	16.00	417.14	0.00	417.14	5,005.71	0.00	5,005.71
		1 Unarmed	0600 - 1400	Sun - Sat, Hol	LOP	8.00	0.00	8.00	243.33	0.00	243.33	2,920.00	0.00	2,920.00
		1 Unarmed	1400 - 2200	Sun - Sat, Hol	LOP	8.00	0.00	8.00	243.33	0.00	243.33	2,920.00	0.00	2,920.00
		1 Unarmed	2200 - 0600	Sun - Sat, Hol	LOP	8.00	0.00	8.00	243.33	0.00	243.33	2,920.00	0.00	2,920.00
		9 Total Unarmed				72.00	12.00	84.00	2,050.95	365.00	2,415.95	24,611.43	4,380.00	28,991.43

**SOW ATTACHMENT 2 MINIMUM STAFFING PLAN - SPA SIX
ARMED AND UNARMED SECURITY GUARD SERVICES
SOUTH AREA - SERVICE PLANNING AREA SIX - SOUTH LOS ANGELES**

SPA 6	SERVICE ADDRESS	POSITION	SHIFT	DAYS	LUNCH	DAILY			MONTHLY			ANNUAL			
						REG	OT	TOTAL	REG	OT	TOTAL	REG	OT	TOTAL HRS	
10	MH AUGUSTUS HAWKINS MHC / BHC 2D 12021 WILMINGTON AVENUE LOS ANGELES, CALIFORNIA 90059	2	Unarmed	0800 - 1800	Mon - Fri	LOP	16.00	4.00	20.00	347.62	86.90	434.52	4,171.43	1,042.86	5,214.29
		2	Total Unarmed				16.00	4.00	20.00	347.62	86.90	434.52	4,171.43	1,042.86	5,214.29
11	MH WOMEN'S REINTEGRATION 8300 SOUTH VERMONT AVENUE, 1ST FLOOR LOS ANGELES, CALIFORNIA 90044	1	Unarmed	0800 - 1730	Mon - Fri	LOP	8.00	1.50	9.50	173.81	32.59	206.40	2,085.71	391.07	2,476.79
		1	Total Unarmed				8.00	1.50	9.50	173.81	32.59	206.40	2,085.71	391.07	2,476.79
12	MH WEST CENTRAL MHC 1720 EAST 120TH STREET LOS ANGELES, CALIFORNIA 90059	1	Armed	0730 - 1800	Mon - Fri	LOP	8.00	2.50	10.50	173.81	54.32	228.13	2,085.71	651.79	2,737.50
		1	Armed	0800 - 1900	Mon - Fri	LOP	8.00	3.00	11.00	173.81	65.18	238.99	2,085.71	782.14	2,867.86
		1	Armed	1900 - 2030	Tues - Thu	LOP	0.00	1.50	1.50	0.00	19.55	19.55	0.00	234.64	234.64
		1	Armed	1800 - 2030	Tues & Thu	LOP	0.00	2.50	2.50	0.00	21.73	21.73	0.00	260.71	260.71
		1	Armed	0730 - 1700	Mon - Fri	LOP	8.00	1.50	9.50	69.52	13.04	82.56	834.29	156.43	990.71
5	Total Armed				24.00	11.00	35.00	417.14	173.81	590.95	5,005.71	2,085.71	7,091.43		
13	PROB CENTINELA AREA OFFICE 1330 IMPERIAL HIGHWAY LOS ANGELES, CALIFORNIA 90044	2	Armed	0800 - 1700	Mon - Fri	LOP	16.00	2.00	18.00	347.62	43.45	391.07	4,171.43	521.43	4,692.86
		1	Armed	1700 - 1900	2nd Tues	LOP	0.00	2.00	2.00	0.00	2.00	2.00	0.00	24.00	24.00
		3	Total Armed				16.00	4.00	20.00	347.62	45.45	393.07	4,171.43	545.43	4,716.86
14	PROB SOUTH CENTRAL AREA OFFICE 200 W. COMPTON BLVD., SUITE 300 COMPTON, CA 90220	2	Armed	0800 - 1700	Mon - Fri	.5 hr Lunch	16.00	1.00	17.00	347.62	21.73	369.35	4,171.43	260.71	4,432.14
		2	Total Armed				16.00	1.00	17.00	347.62	21.73	369.35	4,171.43	260.71	4,432.14
15	PROB SOUTH LA OFFICE AB109 236 EAST 58TH STREET LOS ANGELES, CALIFORNIA 90221	1	Armed	0730 - 1600	Mon - Fri	.5 hr Lunch	8.00	0.00	8.00	173.81	0.00	173.81	2,085.71	0.00	2,085.71
		1	Armed	0730 - 1630	Mon - Fri	.5 hr Lunch	8.00	0.50	8.50	173.81	10.86	184.67	2,085.71	130.36	2,216.07
		1	Armed	0800 - 1700	Mon - Fri	.5 hr Lunch	8.00	0.50	8.50	173.81	10.86	184.67	2,085.71	130.36	2,216.07
		2	Armed	0800 - 1730	Mon - Fri	.5 hr Lunch	16.00	2.00	18.00	347.62	43.45	391.07	4,171.43	521.43	4,692.86
		1	Armed	0830 - 1700	Mon - Fri	.5 hr Lunch	8.00	0.00	8.00	173.81	0.00	173.81	2,085.71	0.00	2,085.71
6	Total Armed				48.00	3.00	51.00	1,042.86	65.18	1,108.04	12,514.29	782.14	13,296.43		
16	PROB LYNWOOD REGIONAL JUSTICE CENTER 1701 ALAMEDA STREET LYNWOOD, CALIFORNIA 90262	1	Armed	0630 - 1730	Mon - Fri	1 hr lunch	8.00	2.00	10.00	173.81	43.45	217.26	2,085.71	521.43	2,607.14
		1	Total Armed				8.00	2.00	10.00	173.81	43.45	217.26	2,085.71	521.43	2,607.14
17	PROB MLK BHC ADULT FIELD OFFICE 12021 SOUTH WILMINGTON AVENUE, BUILDING 18 SUITE B001 LOS ANGELES, CALIFORNIA 90059	4	Armed	0800 - 1700	Mon - Fri	LOP	32.00	4.00	36.00	695.24	86.90	782.14	8,342.86	1,042.86	9,385.71
		4	Total Armed				32.00	4.00	36.00	695.24	86.90	782.14	8,342.86	1,042.86	9,385.71
18	PROB ADULT DAY REPORTING CENTER 5811 SAN PEDRO STREET LOS ANGELES, CALIFORNIA 90221	1	Armed	0800 - 1700	Mon - Fri	.5 hr Lunch	8.00	0.50	8.50	173.81	10.86	184.67	2,085.71	130.36	2,216.07
		1	Total Armed				8.00	0.50	8.50	173.81	10.86	184.67	2,085.71	130.36	2,216.07
19	PROB FIRESTONE AREA OFFICE 8526 GRAPE STREET LOS ANGELES, CALIFORNIA 90001	2	Armed	0800 - 1700	Mon - Fri	LOP	16.00	2.00	18.00	347.62	43.45	391.07	4,171.43	521.43	4,692.86
		2	Total Armed				16.00	2.00	18.00	347.62	43.45	391.07	4,171.43	521.43	4,692.86
20	SPA 6 PH MLK CENTER FOR PUBLIC HEALTH 11833 WILMINGTON AVENUE LOS ANGELES, CALIFORNIA 90059	1	Armed	0630 - 1530	Mon - Fri	.5 hr Lunch	8.00	0.50	8.50	173.81	10.86	184.67	2,085.71	130.36	2,216.07
		1	Armed	0730 - 1630	Mon - Fri	.5 hr Lunch	8.00	0.50	8.50	173.81	10.86	184.67	2,085.71	130.36	2,216.07
		1	Armed	0800 - 1730	Mon - Fri	.5 hr Lunch	8.00	1.00	9.00	173.81	21.73	195.54	2,085.71	260.71	2,346.43
		1	Armed	1030 - 1830	M, T, TH, F	LOP	8.00	0.00	8.00	139.05	0.00	139.05	1,668.57	0.00	1,668.57
		1	Armed	1200 - 2030	Wed	.5 hr Lunch	8.00	0.00	8.00	34.76	0.00	34.76	417.14	0.00	417.14
		1	Armed	0630 - 1830	Mon - Fri	.5 hr Lunch	8.00	3.50	11.50	173.81	76.04	249.85	2,085.71	912.50	2,998.21
		1	Armed	1630 - 2030	Wed	LOP	0.00	4.00	4.00	0.00	17.38	17.38	0.00	208.57	208.57
		1	Armed	1830 - 2030	Wed	LOP	0.00	2.00	2.00	0.00	8.69	8.69	0.00	104.29	104.29
		8	Total Armed				48.00	11.50	59.50	869	146	1,014.61	10,428.57	1,746.79	12,175.36

**SOW ATTACHMENT 2 MINIMUM STAFFING PLAN - SPA SIX
 ARMED AND UNARMED SECURITY GUARD SERVICES
 SOUTH AREA - SERVICE PLANNING AREA SIX - SOUTH LOS ANGELES**

SPA 6	SERVICE ADDRESS	POSITION	SHIFT	DAYS	LUNCH	DAILY			MONTHLY			ANNUAL		
						REG	OT	TOTAL	REG	OT	TOTAL	REG	OT	TOTAL HRS
GRAND TOTAL														
SPA 6	GUARDS	POSITION				DAILY			MONTHLY			ANNUAL		
						REG	OT	TOTAL	REG	OT	TOTAL	REG	OT	TOTAL HRS
LOCS		16	Unarmed			128.00	22.00	150.00	3,198.10	573.57	3,771.67	38,377.14	6,882.86	45,260.00
20		57	Armed			408.00	74.50	482.50	8,586.19	1,324.78	9,910.97	103,034.29	15,897.36	118,931.64
		73				536.00	96.50	632.50	11,784.29	1,898.35	13,682.64	141,411.43	22,780.21	164,191.64
SPA 6	SUPERVISION	POSITION				MONTHLY			ANNUAL					
						REG	OT	TOTAL	REG	OT	TOTAL HRS			
		7	Field Supervisors 10:1					1,368.00	0.00	1,368.00	16,416.00	0.00	16,416.00	
		1	On Site Supervisors			8.00	0.00	8.00	173.81	0.00	173.81	2,085.71	0.00	2,085.71
		8						1,541.81	0.00	1,541.81	18,501.71	0.00	18,501.71	

**SOW ATTACHMENT 2 MINIMUM STAFFING PLAN - SPA SEVEN
ARMED AND UNARMED SECURITY GUARD SERVICES
SOUTH AREA - SERVICE PLANNING AREA SEVEN- SOUTHEAST**

SPA 7	SERVICE ADDRESS	POSITION	SHIFT	DAYS	LUNCH	DAILY			MONTHLY			ANNUAL			
						REG	OT	TOTAL	REG	OT	TOTAL	REG	OT	TOTAL HRS	
1	LOS NIETOS SENIOR CTR 11640 EAST SLAUSON AVENUE WHITTIER, CALIFORNIA 90606	1	Armed	0800 - 1700	Mon - Fri	LOP	8.00	1.00	9.00	173.81	21.73	195.54	2,085.71	260.71	2,346.43
		1	Total Armed				8.00	1.00	9.00	173.81	21.73	195.54	2,085.71	260.71	2,346.43
2	POTRERO HEIGHTS CTR 8051 ARROYO DRIVE MONTEBELLO, CALIFORNIA 90640	1	Armed	0800 - 1700	Mon - Fri	LOP	8.00	1.00	9.00	173.81	21.73	195.54	2085.71	0.00	2346.43
		1	Total Armed				8.00	1.00	9.00	173.81	21.73	195.54	2085.71	0.00	2346.43
3	RANCHO LOS AMIGOS-SOUTH CAMPUS 7601 EAST IMPERIAL HIGHWAY DOWNEY, CALIFORNIA 90242	1	Vehicle Patrol	0600 - 1400	Sun - Sat, Hol	LOP	8.00	0.00	8.00	243.33	0.00	243.33	2,920.00	0.00	2,920.00
		1	Vehicle Patrol	1400 - 2200	Sun - Sat, Hol	LOP	8.00	0.00	8.00	243.33	0.00	243.33	2,920.00	0.00	2,920.00
		1	Vehicle Patrol	2200 - 0600	Sun - Sat, Hol	LOP	8.00	0.00	8.00	243.33	0.00	243.33	2,920.00	0.00	2,920.00
		3	Total Vehicle Patrol				24.00	0.00	24.00	730.00	0.00	730.00	8,760.00	0.00	8,760.00
4	COMMERCE 5500 SOUTH EASTERN AVENUE COMMERCE, CALIFORNIA 90040	1	Armed	0630 - 1700	Mon - Fri	LOP	8.00	2.50	10.50	173.81	54.32	228.13	2,085.71	651.79	2,737.50
		1	Armed	0800 - 1800	Mon - Fri	LOP	8.00	2.00	10.00	173.81	43.45	217.26	2,085.71	521.43	2,607.14
		2	Total Armed				16.00	4.50	20.50	347.62	97.77	445.39	4,171.43	1,173.21	5,344.64
5	HEADQUARTERS 5770 EASTERN AVENUE COMMERCE, CALIFORNIA 90040	1	Armed	0630 - 1700	Mon - Fri	LOP	8.00	2.50	10.50	173.81	54.32	228.13	2,085.71	651.79	2,737.50
		1	Total Armed				8.00	2.50	10.50	173.81	54.32	228.13	2,085.71	651.79	2,737.50
6	BELVEDERE OFFICE 5835 SOUTH EASTERN AVENUE LOS ANGELES, CALIFORNIA 90040	1	Armed	0800 - 1800	Mon - Fri	LOP	8.00	2.00	10.00	173.81	43.45	217.26	2085.71	521.43	2607.14
		1	Armed	0800 - 1900	M, T, TH, F	LOP	8.00	3.00	11.00	139.05	52.14	191.19	1668.57	625.71	2294.29
		1	Armed	0900 - 2000	Wed	LOP	8.00	3.00	11.00	34.76	13.04	47.80	417.14	156.43	573.57
		3	Total Armed				24.00	8.00	32.00	347.62	108.63	456.25	4171.43	1303.57	5475.00
7	SANTA FE SPRINGS OFFICE 10355 SLUSHER DRIVE SANTA FE SPRINGS, CALIFORNIA 90670	1	Armed	0730 - 1730	Mon - Fri	LOP	8.00	2.00	10.00	173.81	43.45	217.26	2085.71	521.43	2607.14
		1	Armed	0930 - 1930	Mon - Fri	LOP	8.00	2.00	10.00	173.81	43.45	217.26	2085.71	521.43	2607.14
		2	Total Armed				16.00	4.00	20.00	347.62	86.90	434.52	4171.43	1042.86	5214.29
8	DOWNEY ADMIN CTR 9150 EAST IMPERIAL HIGHWAY DOWNEY, CALIFORNIA 90242	1	Armed	0630 - 1530	Mon - Fri	1 hr. Lunch	8.00	0.00	8.00	173.81	0.00	173.81	2085.71	0.00	2085.71
		1	Armed	0800 - 1800	Mon - Thu	1 hr. Lunch	8.00	1.00	9.00	139.05	17.38	156.43	1668.57	208.57	1877.14
		1	Armed	1500 - 2300	Sun - Sat, Hol	LOP	8.00	0.00	8.00	243.33	0.00	243.33	2920.00	0.00	2920.00
		1	Armed	2300 - 0700	Sun - Sat, Hol	LOP	8.00	0.00	8.00	243.33	0.00	243.33	2920.00	0.00	2920.00
		1	Armed	0700 - 1500	Sat & Sun	LOP	8.00	0.00	8.00	69.52	0.00	69.52	834.29	0.00	834.29
		1	Armed	0830 - 1730	Fri	1 hr. Lunch	8.00	0.00	8.00	34.76	0.00	34.76	417.14	0.00	417.14
		6	Total Armed				48.00	1.00	49.00	903.81	17.38	921.19	10845.71	208.57	11054.29
		1	Total Field Supervisor				97.33	3.48	100.81	1168.00	41.71	1209.71	1168.00	41.71	1209.71
1	Total On Site Supervisor		0700 - 1500	Mon - Fri, Hol	LOP	8.00	0.00	8.00	173.81	0.00	173.81	2085.71	0.00	2085.71	
7	Facility Total				56.00	1.00	57.00	1077.62	17.38	1095.00	12931.43	208.57	13140.00		
9	HUMAN RESOURCES 5601 EAST SLAUSON AVENUE COMMERCE, CALIFORNIA 90040	1	Unarmed	0630 - 1730	Mon - Fri	LOP	8.00	3.00	11.00	173.81	65.18	238.99	2085.71	782.14	2867.86
		1	Total Unarmed				8.00	3.00	11.00	173.81	65.18	238.99	2085.71	782.14	2867.86
10	RIO HONDO MHC 17707 STUDEBAKER ROAD CERRITOS, CALIFORNIA 90703	1	Armed	0730 - 1830	Mon - Fri	.5 hr Lunch	8.00	2.50	10.50	173.81	54.32	228.13	2,085.71	651.79	2,737.50
		1	Armed	0800 - 1830	Mon - Fri	.5 hr Lunch	8.00	2.00	10.00	173.81	43.45	217.26	2,085.71	521.43	2,607.14
		1	Armed	0800 - 1830	Mon - Fri	.5 hr Lunch	8.00	2.00	10.00	173.81	43.45	217.26	2,085.71	521.43	2,607.14
		1	Armed	0830 - 1700	Mon - Fri	.5 hr Lunch	8.00	0.00	8.00	34.76	0.00	34.76	417.14	0.00	417.14
		4	Total Armed				32.00	6.50	38.50	556.19	141.22	697.41	6674.29	1694.64	8368.93

**SOW ATTACHMENT 2 MINIMUM STAFFING PLAN - SPA SEVEN
ARMED AND UNARMED SECURITY GUARD SERVICES
SOUTH AREA - SERVICE PLANNING AREA SEVEN- SOUTHEAST**

SPA 7	SERVICE ADDRESS	POSITION	SHIFT	DAYS	LUNCH	DAILY			MONTHLY			ANNUAL			
						REG	OT	TOTAL	REG	OT	TOTAL	REG	OT	TOTAL HRS	
11	SAN ANTONIO MHC 2629 CLARENDON AVENUE HUNTINGTON PARK, CALIFORNIA 90255	3	Armed	0730 - 1800	Mon & Thu	LOP	24.00	7.50	31.50	208.57	65.18	273.75	2502.86	782.14	3285.00
		3	Armed	0730 - 1900	Tues & Wed	LOP	24.00	10.50	34.50	208.57	91.25	299.82	2502.86	1095.00	3597.86
		3	Armed	0730 - 1700	Fri	LOP	24.00	4.50	28.50	104.29	19.55	123.84	1251.43	234.64	1486.07
		9	Total Armed				72.00	22.50	94.50	521.43	175.98	697.41	6257.14	2111.79	8368.93
12	RIO HONDO CENTRO DE BIENESTAR 6330 RUGBY STREET HUNTINGTON PARK, CALIFORNIA 90255	1	Armed	0730 - 1730	Mon - Fri	LOP	8.00	2.00	10.00	173.81	43.45	217.26	2,085.71	521.43	2,607.14
		1	Armed	0800 - 1730	Mon - Fri	LOP	8.00	1.50	9.50	173.81	32.59	206.40	2,085.71	391.07	2,476.79
		2	Total Armed				16.00	3.50	19.50	347.62	76.04	423.66	4,171.43	912.50	5,083.93
13	TRAINING CENTER 3300 SANDOVAL AVENUE PICO RIVERA, CALIFORNIA 90060	1	Vehicle Patrol	0600 - 1400	Sun - Sat, Hol	LOP	8.00	0.00	8.00	243.33	0.00	243.33	2920.00	0.00	2920.00
		1	Vehicle Patrol	1400 - 2200	Sun - Sat, Hol	LOP	8.00	0.00	8.00	243.33	0.00	243.33	2920.00	0.00	2920.00
		1	Vehicle Patrol	2200 - 0600	Sun - Sat, Hol	LOP	8.00	0.00	8.00	243.33	0.00	243.33	2920.00	0.00	2920.00
		3	Total Vehicle Patrol				24.00	0.00	24.00	730.00	0.00	730.00	8760.00	0.00	8760.00
14	RIO HONDO AREA OFFICE 8240 SOUTH BROADWAY AVENUE WHITTIER, CALIFORNIA 90606	2	Armed	0800 - 1700	Mon - Fri	LOP	16.00	2.00	18.00	347.62	43.45	391.07	4171.43	521.43	4692.86
		2	Armed	1700 - 1900	1st Tues	LOP	0.00	4.00	4.00	0.00	4.00	4.00	0.00	48.00	48.00
		4	Total Armed				16.00	6.00	22.00	347.62	47.45	395.07	4171.43	569.43	4740.86
15	PROPERTY AND SUPPLY 4549 TELEGRAPH ROAD LOS ANGELES, CALIFORNIA 90022	1	Armed	0700 - 1800	Mon - Fri	1 hr. Lunch	8.00	2.00	10.00	173.81	43.45	217.26	0.00	0.00	0.00
		1	Total Armed				8.00	2.00	10.00	173.81	43.45	217.26	2085.71	521.43	2607.14
16	DOROTHY KIRBY CENTER 1500 SOUTH MCDONNELL AVENUE COMMERCE, CALIFORNIA 90040	1	Vehicle Patrol	0600 - 1400	Sun - Sat, Hol	LOP	8.00	0.00	8.00	243.33	0.00	243.33	2920.00	0.00	2920.00
		1	Vehicle Patrol	1400 - 2200	Sun - Sat, Hol	LOP	8.00	0.00	8.00	243.33	0.00	243.33	2920.00	0.00	2920.00
		1	Vehicle Patrol	2200 - 0600	Sun - Sat, Hol	LOP	8.00	0.00	8.00	243.33	0.00	243.33	2920.00	0.00	2920.00
		3	Total Vehicle Patrol				24.00	0.00	24.00	730.00	0.00	730.00	8760.00	0.00	8760.00
		1	Armed	0600 - 1400	Sun - Sat, Hol	LOP	8.00	0.00	8.00	243.33	0.00	243.33	2920.00	0.00	2920.00
		1	Armed	1400 - 2200	Sun - Sat, Hol	LOP	8.00	0.00	8.00	243.33	0.00	243.33	2920.00	0.00	2920.00
		2	Total Armed				16.00	0.00	16.00	486.67	0.00	486.67	5840.00	0.00	5840.00
5	Facility Total				40.00	0.00	40.00	1216.67	0.00	1216.67	14600.00	0.00	14600.00		
17	NORWALK 12400 IMPERIAL HIGHWAY NORWALK, CALIFORNIA 90650	1	Armed	0800 - 1600	Sat, Sun, Hol	LOP	8.00	0.00	8.00	69.52	0.00	69.52	834.29	0.00	834.29
		1	Armed	1600 - 2400	Sat, Sun, Hol	LOP	8.00	0.00	8.00	69.52	0.00	69.52	834.29	0.00	834.29
		1	Armed	2400 - 0800	Sun - Sat, Hol	LOP	8.00	0.00	8.00	243.33	0.00	243.33	2920.00	0.00	2920.00
		1	Armed	0800 - 1700	Mon - Fri	1 hr. Lunch	8.00	0.00	8.00	173.81	0.00	173.81	2085.71	0.00	2085.71
		4	Total Armed				32.00	0.00	32.00	556.19	0.00	556.19	6674.29	0.00	6674.29
		1	Unarmed	0500 - 1300	Mon - Fri	LOP	8.00	0.00	8.00	173.81	0.00	173.81	2085.71	0.00	2085.71
		1	Unarmed	1300 - 2100	Mon - Fri	LOP	8.00	0.00	8.00	173.81	0.00	173.81	2085.71	0.00	2085.71
		3	Total Unarmed				24.00	0.00	24.00	521.43	0.00	521.43	6257.14	0.00	6257.14
7	Facility Total				56.00	0.00	56.00	1077.62	0.00	1077.62	12931.43	0.00	12931.43		
18	EMERGENCY OPERATIONS CENTER 12680 CORRAL PLACE SANTA FE SPRINGS, CALIFORNIA 90670	1	Vehicle Patrol	0730 - 1530	Sat, Sun, Hol	LOP	8.00	0.00	8.00	69.52	0.00	69.52	834.29	0.00	834.29
		1	Vehicle Patrol	1530 - 2330	Sun - Sat, Hol	LOP	8.00	0.00	8.00	243.33	0.00	243.33	2920.00	0.00	2920.00
		1	Vehicle Patrol	2330 - 0730	Sun - Sat, Hol	LOP	8.00	0.00	8.00	243.33	0.00	243.33	2920.00	0.00	2920.00
		3	Total Vehicle Patrol				24.00	0.00	24.00	556.19	0.00	556.19	6,674.29	0.00	6,674.29
19	VSAP Operation Center, VOC 12100 RIVERA ROAD WHITTIER, CALIFORNIA 90606	2	Armed	0600 - 1400	Sun - Sat, Hol	LOP	16.00	0.00	16.00	486.67	0.00	486.67	5840.00	0.00	5840.00
		2	Armed	1400 - 2200	Sun - Sat, Hol	LOP	16.00	0.00	16.00	486.67	0.00	486.67	5840.00	0.00	5840.00
		2	Armed	2200 - 0600	Sun - Sat, Hol	LOP	16.00	0.00	16.00	486.67	0.00	486.67	5840.00	0.00	5840.00
		6	Total Armed				48.00	0.00	48.00	1460.00	0.00	1460.00	17520.00	0.00	17520.00

**SOW ATTACHMENT 2 MINIMUM STAFFING PLAN - SPA SEVEN
ARMED AND UNARMED SECURITY GUARD SERVICES
SOUTH AREA - SERVICE PLANNING AREA SEVEN- SOUTHEAST**

SPA 7	SERVICE ADDRESS	POSITION	SHIFT	DAYS	LUNCH	DAILY			MONTHLY			ANNUAL				
						REG	OT	TOTAL	REG	OT	TOTAL	REG	OT	TOTAL HRS		
20	DOWNEY HEALTH LAB 12750 ERICKSON AVENUE DOWNEY, CALIFORNIA 90242	1	Unarmed	0700 - 1500	Sun - Sat, Hol	LOP	8.00	0.00	8.00	243.33	0.00	243.33	2,920.00	0.00	2,920.00	
		1	Unarmed	1500 - 2300	Sun - Sat, Hol	LOP	8.00	0.00	8.00	243.33	0.00	243.33	2,920.00	0.00	2,920.00	
		2	Total Unarmed					16.00	0.00	16.00	486.67	0.00	486.67	5,840.00	0.00	5,840.00
		1	Total Armed	2300-0700	Sun - Sat, Hol	LOP	8.00	0.00	8.00	243.33	0.00	243.33	2,920.00	0.00	2,920.00	
		3	Facility Total					24.00	0.00	24.00	730.00	0.00	730.00	8,760.00	0.00	8,760.00
21	FERGUSON BUILDING 5555 FERGUSON DRIVE COMMERCE, CALIFORNIA 90022	1	Unarmed	0700 - 1500	Sun - Sat, Hol	LOP	8.00	0.00	8.00	243.33	0.00	243.33	2,920.00	0.00	2,920.00	
		1	Unarmed	1500 - 2300	Sun - Sat, Hol	LOP	8.00	0.00	8.00	243.33	0.00	243.33	2,920.00	0.00	2,920.00	
		1	Unarmed	2300 - 0700	Sun - Sat, Hol	LOP	8.00	0.00	8.00	243.33	0.00	243.33	2,920.00	0.00	2,920.00	
		1	Unarmed	0730 - 1530	Mon - Fri	LOP	8.00	0.00	8.00	173.81	0.00	173.81	2,085.71	0.00	2,085.71	
		4	Total Unarmed					32.00	0.00	32.00	903.81	0.00	903.81	10,845.71	0.00	10,845.71
22	WHITTIER HEALTH CENTER 7643 SOUTH PAINTER AVENUE WHITTIER, CALIFORNIA 90602	1	Unarmed	0630 - 1500	Mon - Fri	.5 hr Lunch	8.00	0.00	8.00	173.81	0.00	173.81	2,085.71	0.00	2,085.71	
		1	Unarmed	0900 - 1730	M, T, W, F	.5 hr Lunch	8.00	0.00	8.00	139.05	0.00	139.05	1,668.57	0.00	1,668.57	
		1	Unarmed	0930 - 1800	M, T, W, F	.5 hr Lunch	8.00	0.00	8.00	139.05	0.00	139.05	1,668.57	0.00	1,668.57	
		1	Unarmed	1130 - 2000	Thu	.5 hr Lunch	8.00	0.00	8.00	34.76	0.00	34.76	417.14	0.00	417.14	
		1	Unarmed	1200 - 2030	Thu	.5 hr Lunch	8.00	0.00	8.00	34.76	0.00	34.76	417.14	0.00	417.14	
		1	Unarmed	2030 - 2230	Thu	LOP	0.00	2.00	2.00	0.00	8.69	8.69	0.00	104.29	104.29	
		6	Total Unarmed					40.00	2.00	42.00	521.43	8.69	530.12	6,257.14	104.29	6,361.43
GRAND TOTAL																
SPA 7	GUARDS	POSITION		DAILY			MONTHLY			ANNUAL						
				REG	OT	TOTAL	REG	OT	TOTAL	REG	OT	TOTAL HRS				
LOCS 22		16	Unarmed	120.00	5.00	125.00	2,607.14	73.87	2,681.01	31,285.71	886.43	32,172.14				
		49	Armed	376.00	62.50	438.50	7,160.95	892.60	8,053.55	85,931.43	10,711.21	96,642.64				
		12	Vehicle Patrol	96.00	0.00	96.00	2,746.19	0.00	2,746.19	32,954.29	0.00	32,954.29				
		77		592.00	67.50	659.50	12,514.29	966.47	13,480.76	150,171.43	11,597.64	161,769.07				
SPA 7	SUPERVISION	POSITION		DAILY			MONTHLY			ANNUAL						
				REG	OT	TOTAL	REG	OT	TOTAL	REG	OT	TOTAL HRS				
		1	On Site Supervisors	8.00	0.00	8.00	173.81	0.00	173.81	2,085.71	0.00	2,085.71				
		8	Field Supervisors 10:1				1,348.00	0.00	1,348.00	16,176.00	0.00	16,176.00				
		9		8.00	0.00	8.00	1,521.81	0.00	1521.81	18261.71	0.00	18261.71				

**SOW ATTACHMENT 2 MINIMUM STAFFING PLAN - SPA EIGHT
ARMED AND UNARMED SECURITY GUARD SERVICES
SOUTH AREA - SERVICE PLANNING AREA EIGHT - SOUTH BAY**

SPA 8	SERVICE ADDRESS	POSITION	SHIFT	DAYS	LUNCH	DAILY			MONTHLY			ANNUAL			
						REG	OT	TOTAL	REG	OT	TOTAL	REG	OT	TOTAL HRS	
1	SAN PEDRO SERVICE CTR 769 WEST THIRD STREET SAN PEDRO, CALIFORNIA 90731	1	Armed	0800 - 1800	Mon - Fri	LOP	8.00	2.00	10.00	173.81	43.45	217.26	2,085.71	521.43	2,607.14
		1	Total Armed				8.00	2.00	10.00	173.81	43.45	217.26	2,085.71	521.43	2,607.14
2	SOUTH DISTRICT 1401 EAST WILLOW STREET SIGNAL HILL, CALIFORNIA 90755	1	Armed	0600 - 1800	Mon - Fri	LOP	8.00	4.00	12.00	173.81	86.90	260.71	2,085.71	1,042.86	3,128.57
		1	Total Armed				8.00	4.00	12.00	173.81	86.90	260.71	2,085.71	1,042.86	3,128.57
3	DIVISION 5 20221 S HAMILTON AVENUE TORRANCE, CALIFORNIA 90502	1	Armed	0630 - 1730	Mon - Fri	LOP	8.00	3.00	11.00	173.81	65.18	238.99	2,085.71	782.14	2,867.86
		1	Armed	0730 - 1730	Mon - Fri	LOP	8.00	2.00	10.00	173.81	43.45	217.26	2,085.71	521.43	2,607.14
		1	Armed	0800 - 1800	Mon - Fri	LOP	8.00	2.00	10.00	173.81	43.45	217.26	2,085.71	521.43	2,607.14
		3	Total Armed				24.00	7.00	31.00	521.43	152.08	673.51	6,257.14	1,825.00	8,082.14
4	COMPTON-CARSON OFFICE 1 CIVIC PLAZA DRIVE CARSON, CALIFORNIA 90745	1	Armed	0700 - 1900	Mon - Fri	LOP	8.00	4.00	12.00	173.81	86.90	260.71	2,085.71	1,042.86	3,128.57
		1	Armed	0830 - 2030	Mon - Fri	LOP	8.00	4.00	12.00	173.81	86.90	260.71	2,085.71	1,042.86	3,128.57
		2	Total Armed				16.00	8.00	24.00	347.62	173.81	521.43	4,171.43	2,085.71	6,257.14
5	SOUTH COUNTY 4060 WATSON PLAZA LAKEWOOD, CALIFORNIA 90712	2	Armed	0700 - 1900	Mon - Fri	LOP	16.00	8.00	24.00	347.62	173.81	521.43	4,171.43	2,085.71	6,257.14
		2	Total Armed				16.00	8.00	24.00	347.62	173.81	521.43	4,171.43	2,085.71	6,257.14
6	TORRANCE OFFICE 2325 CRENSHAW BOULEVARD TORRANCE, CALIFORNIA 90501	1	Armed	0700 - 1700	Mon - Fri	LOP	8.00	2.00	10.00	173.81	43.45	217.26	2,085.71	521.43	2,607.14
		1	Armed	0800 - 1900	Mon - Fri	LOP	8.00	3.00	11.00	173.81	65.18	238.99	2,085.71	782.14	2,867.86
		2	Total Armed				16.00	5.00	21.00	347.62	108.63	456.25	4,171.43	1,303.57	5,475.00
7	HARBOR CHILDREN'S PROGRAM 21810 NORMANDIE AVENUE TORRANCE, CALIFORNIA 90502	1	Armed	0800 - 1800	Mon - Fri	LOP	8.00	2.00	10.00	173.81	43.45	217.26	2,085.71	521.43	2,607.14
		1	Total Armed				8.00	2.00	10.00	173.81	43.45	217.26	2,085.71	521.43	2,607.14
		2	Unarmed	0800 - 1800	Mon - Fri	.5 hr. Lunch	16.00	3.00	19.00	347.62	65.18	412.80	4,171.43	782.14	4,953.57
		2	Total Unarmed				16.00	3.00	19.00	347.62	65.18	412.80	4,171.43	782.14	4,953.57
3	Facility Total				24.00	5.00	29.00	521.43	108.63	630.06	6,257.14	1,303.57	7,560.71		
8	HARBOR UCLA MEDICAL CENTER 1000 WEST CARSON STREET, BLDG 5 TORRANCE, CALIFORNIA 90502	1	Armed	0700 - 1730	Mon - Fri	LOP	8.00	2.50	10.50	173.81	54.32	228.13	2,085.71	651.79	2,737.50
		1	Armed	0730 - 1800	Mon - Fri	LOP	8.00	3.00	11.00	173.81	65.18	238.99	2,085.71	782.14	2,867.86
		1	Armed	1000 - 1800	Mon - Fri	LOP	8.00	0.00	8.00	173.81	0.00	173.81	2,085.71	0.00	2,085.71
		3	Total Armed				24.00	5.50	29.50	521.43	119.49	640.92	6,257.14	1,433.93	7,691.07
		1	Unarmed	0730 - 1730	Mon - Fri	LOP	8.00	2.00	10.00	173.81	43.45	217.26	2,085.71	521.43	2,607.14
		1	Unarmed	0800 - 1900	Mon - Fri	LOP	8.00	3.00	11.00	173.81	65.18	238.99	2,085.71	782.14	2,867.86
2	Total Unarmed				16.00	5.00	21.00	347.62	108.63	456.25	4,171.43	1,303.57	5,475.00		
5	Facility Total				40.00	10.50	50.50	869.05	228.13	1,097.17	10,428.57	2,737.50	13,166.07		
9	HARBOR MFI 21840 NORMANDIE AVENUE TORRANCE, CALIFORNIA 90502	1	Unarmed	0600 - 1730	Mon - Fri	LOP	8.00	3.50	11.50	173.81	76.04	249.85	2,085.71	912.50	2,998.21
		1	Total Unarmed				8.00	3.50	11.50	173.81	76.04	249.85	2,085.71	912.50	2,998.21
10	LONG BEACH MHC 2600 REDONDO AVENUE LONG BEACH, CALIFORNIA 90806	5	Unarmed	0730 - 1830	Mon - Fri	LOP	40.00	15.00	55.00	869.05	325.89	1,194.94	10,428.57	3,910.71	14,339.29
		5	Total Unarmed				40.00	15.00	55.00	869.05	325.89	1,194.94	10,428.57	3,910.71	14,339.29
11	SAN PEDRO MHC 1360 WEST 6TH STREET SUITE 200 SAN PEDRO, CALIFORNIA 90731	2	Total Armed	0800 - 1800	Mon - Fri	LOP	16.00	4.00	20.00	347.62	86.90	434.52	4,171.43	1,042.86	5,214.29
		1	Total Unarmed	0800 - 1700	Mon - Fri	LOP	8.00	1.00	9.00	173.81	21.73	195.54	2,085.71	260.71	2,346.43
		3	Facility Total				24.00	5.00	29.00	521.43	108.63	630.06	6,257.14	1,303.57	7,560.71

**SOW ATTACHMENT 2 MINIMUM STAFFING PLAN - SPA EIGHT
ARMED AND UNARMED SECURITY GUARD SERVICES
SOUTH AREA - SERVICE PLANNING AREA EIGHT - SOUTHBAY**

SPA 8	SERVICE ADDRESS	POSITION	SHIFT	DAYS	LUNCH	DAILY			MONTHLY			ANNUAL			
						REG	OT	TOTAL	REG	OT	TOTAL	REG	OT	TOTAL HRS	
12	SOUTH BAY MHC 1045 WEST REDONDO BEACH BOULEVARD 3RD FLOOR GARDENA, CALIFORNIA 90247	1	Armed	0730 - 1830	Mon - Fri	1 hr. Lunch	8.00	2.00	10.00	173.81	43.45	217.26	2,085.71	521.43	2,607.14
		1	Armed	0800 - 1700	Mon - Fri	LOP	8.00	1.00	9.00	173.81	21.73	195.54	2,085.71	260.71	2,346.43
		1	Armed	0900 - 1830	Mon - Fri	1 hr. Lunch	8.00	0.50	8.50	173.81	10.86	184.67	2,085.71	130.36	2,216.07
		3	Total Armed				24.00	3.50	27.50	521.43	76.04	597.47	6,257.14	912.50	7,169.64
		1	Total Unarmed	0730 - 1630	Mon - Fri	1 hr. Lunch	8.00	0.00	8.00	173.81	0.00	173.81	2,085.71	0.00	2,085.71
		4	Facility Total				32.00	3.50	35.50	695.24	76.04	771.28	8,342.86	912.50	9,255.36
13	LONG BEACH ASIAN PACIFIC MHC 4510 EAST PACIFIC COAST HIGHWAY, SUITE 600 LONG BEACH, CALIFORNIA 90804	2	Armed	0730 - 1800	Mon - Fri	LOP	16.00	5.00	21.00	347.62	108.63	456.25	4,171.43	1,303.57	5,475.00
		2	Armed	0730 - 1700	Fri	LOP	16.00	3.00	19.00	69.52	13.04	82.56	834.29	156.43	990.71
		4	Total Armed				32.00	8.00	40.00	417.14	121.67	538.81	5,005.71	1,460.00	6,465.71
14	COASTAL API 14112 SOUTH KINGSLEY DRIVE GARDENA, CALIFORNIA 90249	2	Armed	0800 - 1800	Mon - Fri	LOP	16.00	4.00	20.00	347.62	86.90	434.52	4,171.43	1,042.86	5,214.29
		2	Total Armed				16.00	4.00	20.00	347.62	86.90	434.52	4,171.43	1,042.86	5,214.29
15	TELEMENTAL HEALTH & PSYCHIATRIC CONSULTATION 21730 SOUTH VERMONT AVENUE, SUITE 122 TORRANCE, CA 90501	1	Unarmed	0800 - 1600	Mon - Fri	LOP	8.00	0.00	8.00	173.81	0.00	173.81	2,085.71	0.00	2,085.71
		1	Total Armed				8.00	0.00	8.00	173.81	0.00	173.81	2,085.71	0.00	2,085.71
16	HARBOR UCLA WELLNESS CTR 21732 SOUTH VERMONT AVENUE #210 TORRANCE, CA 90502	1	Unarmed	0800 - 1730	Mon - Fri	LOP	8.00	1.50	9.50	173.81	32.59	206.40	2,085.71	391.07	2,476.79
		1	Total Unarmed				8.00	1.50	9.50	173.81	32.59	206.40	2,085.71	391.07	2,476.79
		1	Total Armed	0800 - 1700	Mon - Fri	LOP	8.00	1.00	9.00	173.81	21.73	195.54	2,085.71	260.71	2,346.43
		2	Facility Total				16.00	2.50	18.50	347.62	54.32	401.93	4,171.43	651.79	4,823.21
17	HARBOR AREA OFFICE 3221 TORRANCE BOULEVARD TORRANCE, CALIFORNIA 90503	2	Armed	0800 - 1700	Mon - Fri	LOP	16.00	2.00	18.00	347.62	43.45	391.07	4,171.43	521.43	4,692.86
		2	Total Armed				16.00	2.00	18.00	347.62	43.45	391.07	4,171.43	521.43	4,692.86
18	SOUTH BAY AREA OFFICE 1299 EAST ARTESIA BOULEVARD CARSON, CALIFORNIA 90746	5	Armed	0700 - 1800	Mon - Fri	1 hr. Lunch	40.00	10.00	50.00	869.05	217.26	1,086.31	10,428.57	2,607.14	13,035.71
		5	Total Armed				40.00	10.00	50.00	869.05	217.26	1,086.31	10,428.57	2,607.14	13,035.71
19	CURTIS TUCKER HEALTH CTR 123 WEST MANCHESTER BOULEVARD INGLEWOOD, CALIFORNIA 90301	1	Unarmed	0700 - 1530	Mon - Fri	.5 hr Lunch	8.00	0.00	8.00	173.81	0.00	173.81	2,085.71	0.00	2,085.71
		2	Unarmed	0930 - 1800	M, TH, F	.5 hr Lunch	16.00	1.00	17.00	208.57	13.04	221.61	2,502.86	156.43	2,659.29
		2	Unarmed	1130 - 2000	Tues & Wed	.5 hr Lunch	16.00	1.00	17.00	139.05	8.69	147.74	1,668.57	104.29	1,772.86
		5	Total Unarmed				40.00	2.00	42.00	521.43	21.73	543.15	6,257.14	260.71	6,517.86
		1	Total Armed	0800 - 1630	Mon - Fri	.5 hr Lunch	8.00	0.00	8.00	34.76	0.00	34.76	417.14	0.00	417.14
		6	Facility Total				48.00	2.00	50.00	556.19	21.73	577.92	6,674.29	260.71	6,935.00
20	TORRANCE HEALTH CENTER 711 DEL AMO BOULEVARD TORRANCE, CALIFORNIA 90501	1	Unarmed	0700 - 1500	Mon - Fri	.5 hr Lunch	8.00	0.50	8.50	173.81	10.86	184.67	2,085.71	130.36	2,216.07
		1	Unarmed	0930 - 1800	M, T, TH, F	.5 hr Lunch	8.00	0.00	8.00	139.05	0.00	139.05	1,668.57	0.00	1,668.57
		1	Unarmed	1130 - 2000	Wed	.5 hr Lunch	8.00	0.50	8.50	34.76	2.17	36.93	417.14	26.07	443.21
		3	Total Unarmed				24.00	1.00	25.00	347.62	13.04	360.65	4,171.43	156.43	4,327.86
GRAND TOTAL															
SPA 8	GUARDS	POSITION					DAILY			MONTHLY			ANNUAL		
							REG	OT	TOTAL	REG	OT	TOTAL	REG	OT	TOTAL HRS
LOCS 20		21	Unarmed				168.00	32.00	200.00	3,128.57	664.82	3,793.39	37,542.86	7,977.86	45,520.71
		36	Armed				288.00	74.00	362.00	5,840.00	1,555.60	7,395.60	70,080.00	18,667.14	88,747.14
		57					456.00	106.00	562.00	8,968.57	2,220.42	11,188.99	107,622.86	26,645.00	134,267.86
SPA 8	SUPERVISION	POSITION					MONTHLY			ANNUAL					
							REG	OT	TOTAL	REG	OT	TOTAL HRS			
		6	Field Supervisors 10:1				1,119.00	0.00	1,119.00	13,428.00	0.00	13,428.00	0.00	13,428.00	
		0	On Site Supervisor				0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
		6					1,119.00	0.00	1,119.00	13,428.00	0.00	13,428.00	0.00	13,428.00	

TRAINING OUTLINE

The following is an outline of the training requirements for the provision of armed and unarmed security guard services under the Contract. Detail of the training curriculum with Contract-specific requirements, noted as required, begins on page one of this Training Outline.

Training required under the Contract includes, but is not limited to, Skills Training Course for Security Guards, provided by Contractor to meet State and County requirements. On-site training will be provided by Contractor on the Security Guards and Security Guard Supervisors first day of work to orient Security Guards and Security Guard Supervisors to the assigned Location, Post, equipment, and/or procedures. County-provided training will meet the regulatory requirements and/or policies of the specific Location or Post. Specialized County-provided training will be provided when required by the particular Location. Annual County and/or Contractor-provided continuing education will be provided, supported by Contractor's evaluation of licensed Security Guards and Security Guard Supervisors skills and based on the requirements of the site and/or regulatory or license requirements. All training is to be provided at no cost to the County. Any costs associated with training attendance or backfill Post coverage will adhere to Paragraph 2.1.5 (County-Provided Training – Pay for Attendance and Backfill Post Coverage) of this Attachment.

1.0 Skills Training Course for Security Guards - Background

Security Guards throughout the State of California must comply with the training, licensing, and certification requirements of the Department of Consumer Affairs (DCA), Bureau of Security and Investigative Services (BSIS), under Title 16, Division 7 of the California Code of Regulations, Article 9. §643. Skills Training Course for Security Guards, (detail to follow) under the Authority of Sections 7581, 7583.6, and 7583.7 of the Business and Professions Code.

1.1 Skills Training Course for Security Guards - Overview

The following is an overview of the Skills Training Course for Security Guards required under the Business and Professions Code. Skills Training Course details and Contract-specific requirements follow the Skills Training Course Information for each section below.

1.1.1 Skills Training Course for Security Guards – Divided Into Four Sections:

- 1.1.1.1 Power to Arrest Course – test score of 100% is required to receive Guard Registration Card (license).
- 1.1.1.2 Mandatory Courses – instruction in basic skills and a common body of knowledge for all guards. Completion is required “the day the guard begins employment as a Security Guard or Security Guard Supervisor.”

Contract-specific: Completion prior to submission of Administrative File. Specific training as noted in the Training Outline.

Test score of 100% for all courses required by the County.

- 1.1.1.3 Elective Courses – instruction in performance of duties/ opportunity to select additional course work. Completion is required the day the guard begins employment as a Security Guard or Security Guard Supervisor.

Contract-specific: Twenty hours completed prior to Administrative File.

Twenty-eight hours prior if firearms training required.
Eight hours training by Contractor on Security Guard’s first day.

Specific training on the Training Outline as noted.
Test scores of 100% for all courses required by the County. Courses pre-selected to meet Contract requirements.

Allowable hours are reduced/number of courses increased.

CPR and First Aid eight hours each.

- 1.1.1.4 Continuing Education – additional or remedial instruction in private security subject matter. Completion is required annually and is to be supported by an evaluation of licensed Security Guard’s skills and Security Guard Supervisor’s skills.

Contract-specific: County notification eight weeks prior to annual training date.

1.1.2 Skills Training Course for Security Guards - Conclusion

The Contract requires Power to Arrest (PTA) Course, and all but eight hours of the Skills Training Course for Security Guards to be completed at the time Contractor submits the Security Guards and Security Guard Supervisors Administrative File to the County with a request for the County to review the Administrative File and conduct a background investigation.

Contractor must provide the remaining required eight hours of Skills Training Course for Security Guards on-site on their employee's first day of work at a Location.

1.1.3 Skills Training Course for Security Guards - Summary:

- 1.1.3.1 Power to Arrest Course:
Eight hours with 100% test score required to receive Guard Registration Card.
- 1.1.3.2 Courses required prior to submission of Administrative File:
Sixteen hours mandatory plus 20 hours elective (if unarmed), or 28 hours elective (if armed) 100% test score required on courses completed prior to submission of Administrative File.
- 1.1.3.3 Courses required on Security Guards and Security Guard Supervisors first day of work:
Eight hours elective pre-selected by County Services Bureau to be in Contract compliance.
- 1.1.3.4 Continuing Education:
Eight hours annual training with notification six weeks prior to any required County-provided training.

2.0 County-Provided Training – Background/Overview

In addition to the Skills Training Course for Security Guards, Security Guards and Security Guard Supervisors will be required to receive initial, specialized, and annual and/or continuing education and County-provided training, conducted by County personnel, based on the regulatory requirements and/or policies of the County, specific assignment, Location and/or Post where security services are being provided. Security Guards or Security Guard Supervisors are required to attend training on scheduled workdays only.

2.1 County-Provided Training – Overview

Up to 16 hours of County-provided training is to be completed, usually during the Security Guards and Security Guard Supervisors first 30 to 60 days of work, as part of a Location's outside vendor orientation, customer service training, regulatory compliance, and/or Location-specific training requirements.

Annual training updates, continuing education and/or additional specialized training will be determined by the needs of the specific assignment, Work Location, and/or Post. Contractor must maintain a Training File on each of their employees (with an on-site file copy if required by the Location).

2.1.1 County-Provided Training – Up to 16 Hours Based On Location Requirements

Based on the regulatory requirements and/or policies of the County, specific assignment, Location and/or Post, up to 16 hours of County-provided training will be required. Examples of the County-provided required training may include, but will not be limited to:

2.1.1.1 Fire - Life Safety Training

2.1.1.2 Hazardous Material and Infection Control

2.1.1.3 Outside Vendor New Employee Orientation

2.1.1.4 Facility Training

2.1.1.5 Crisis Intervention Techniques Training

2.1.1.6 Infant / Child Abduction Security Training

2.1.1.7 HIPPA (Privacy Rules)

2.1.1.8 Disaster Preparedness Manual, HEICS, Code Triage

2.1.1.9 Hostage Crisis Plan

2.1.1.10 EMTALA (Emergency Medical Treatment & Active Labor Act)

2.1.1.11 Restraint Guidelines and Policy

2.1.1.12 5150 Hold (Welfare and Institutions Code)

2.1.2 County-Provided Training – Mandatory Prior to Assignment to Department of Mental Health

Prior to assignment to a mental or behavioral health Location, as specified in Attachment 2 (Minimum Staffing Plan by SPA) of Exhibit B (SOW Attachments), Security Guards and Security Guard Supervisors must receive mandatory training, as required by Department of Mental Health (DMH). The training may be administered by County on-line, via electronic media (DVD), or in a classroom setting, at the discretion of the County.

2.1.3 County-Provided Training – Mandatory After Assignment to Department of Mental Health

After assignment to a mental or behavioral health Location, Security Guards and Security Guard Supervisors must receive, and demonstrate proficiency in, an additional eight hours of mandatory County-provided crisis intervention techniques training, as required by DMH, and provided by County personnel. In addition, post or pre-

placement to work at any DMH locations, Security Guards and Security Guard Supervisors will be required to attend specialized Mental Health First Aid (MHFA) training as outlined in Attachment 3A [Training Outline Department of Mental Health (DMH) Positions] of Exhibit B (SOW Attachments).

2.1.4 County-Provided Training - Mandatory Notification of Training Anniversary Date

Contractor will notify the County Project Manager eight weeks prior to the training anniversary date for individuals assigned to Locations where an annual update to County-provided training is required. The County Project Manager will arrange the County-provided annual update training with the Location and notify Contractor of training date and time. Contractor will inform Security Guard personnel of training date and time and arrange for Post coverage for Security Guard or Security Guard Supervisors when training is scheduled.

2.1.5 County-Provided Training – Pay for Attendance and Backfill Post Coverage

The cost associated with training is the hourly rate paid to the Security Guard or Security Guard Supervisor. Contractor will pay up to eight hours of straight time per Security Guard or Security Guard Supervisor to attend initial, annual, specialized and/or additional required Contractor or County-provided training. Contractor will provide and pay for back fill coverage for any Security Guard or Security Guard Supervisor attending required training. Contractor is not required to pay for the County personnel who provide training.

2.1.6 County-Provided Specialized Training

In the event that specialized training is needed, the County Project Manager will coordinate training with the Contractor Project Manager. Contractor will arrange Post coverage and notify Security Guard or Security Guard Supervisor of the required training.

2.1.7 County-Provided Training - Summary

Contractor must ensure that Security Guards and Security Guard Supervisors receive all training needed to meet the initial, annual, and specialized training requirements of the State, County, Contract and specific assignment, Location, and/or Post where armed and unarmed security guard services and security guard supervision are provided.

2.2 Contractor and/or County-Provided – Annual and/or Continuing Education Training

Contractor will ensure Security Guards and Security Guard Supervisors complete eight hours of additional or remedial instruction annually. Courses

may be provided by an independent training entity, by the Contractor, or by the County. Training will be supported by an annual evaluation, performed by Contractor, of the licensed Security Guards and Security Guard Supervisors skills and based on regulatory requirements and/or policies of the County, specific assignment, Location and/or Post or license requirements.

TRAINING OUTLINE

DEPARTMENT OF MENTAL HEALTH (DMH) POSITIONS

The following is an outline of the training requirements for the provision of armed and unarmed Security Guards and Security Guard Supervisors assigned to work at any Location within the County of Los Angeles, Department of Mental Health (DMH). These training requirements are in addition to the training requirements listed in SOW Attachment 3 (Training Outline) of Exhibit B (SOW Attachments).

Training required under the Contract includes, but is not limited to, Mental Health First Aid (MHFA) and Customer Service Training, provided by DMH to meet department training requirements. Training provided by DMH within six months of working at any DMH Location and a refresher training every year thereafter. This specialized County departmental training whether initial or annual continuing training is to be provided at no cost to the County. DMH will incur costs to backfill security at DMH Locations paying straight or overtime when necessary. Any costs associated with training attendance or backfill Post coverage must adhere to Paragraph 4.0 (County-Provided Training – Pay for Attendance and Backfill Post Coverage) of this Attachment 3A (Training Outline).

1.0 Mental Health First Aid Training - Background

Security Guards and Security Guard Supervisors working with DMH must comply with this eight-hour training and receive a certificate of completion within six months of being placed at a DMH Location. This training will provide useful skills to assist DMH clients and will teach Security Guards and Security Guard Supervisors how to improve their customer service skills.

2.0 Mental Health First Aid Training – Overview

The Following is an overview of the Mental Health First Aid (MHFA) training course required by DMH for Security Guards and Security Guard Supervisors at DMH Locations or Posts. See below training outline.

2.1 Part I – Introduction to MHFA

- Overview of Manual
- What is MHFA?
- Why MHFA for Public Safety?
- What are mental health problems?
- Group Exercise: Disability
- MHSA Action Plan: Public Safety/Police Task Analogies
- Signs and Symptoms of Depression
- Signs and Symptoms of Anxiety
- Risk Factors of Depression

2.2 Part II – Assess for Risk: Suicide

- Myths and Facts

2.3 Part III – Panic Attack/Traumatic Events

- Understanding Psychosis

2.4 Part IV – MHFA for Substance Use Disorders:

- Public Safety
- Using your MHFA Training
- Scenarios
- Evaluation Wrap

3.0 Customer Service Training - Background

Security Guards and Security Guard Supervisors working at DMH Locations must comply with this four-hour Customer Service Training and continuing training as an annual training after completing the initial MHFA training. This training along with the MHFA will provide additional useful customer service skills to Security Guards and Security Guard Supervisors at DMH Locations on how to interact and assist DMH clients and visitors. The training will also help Security Guards and Security Guard Supervisors improve their customer service skills and reduce the number of incidents (e.g. disturbances, calls to law enforcement, contract discrepancy reports, etc.) involving Security Guards and Security Guard Supervisors, clients, and visitors. Additionally, this training, will reduce the overall liability risk to the County and complaints.

4.0 County-Provided Training – Pay for Attendance and Backfill Post Coverage

The cost associated with training is the hourly rate paid for the Security Guard or Security Guard Supervisor. Contractor will pay up to eight hours of straight time per Security Guard or Security Guard Supervisor to attend initial, annual, specialized and/or additional required Contractor or County-provided training. DMH will incur costs to back fill security guard coverage at our DMH Locations for any Security Guard or Security Guard Supervisor attending required training. Contractor is not required to pay for County personnel who provides training.

STATEMENT ON WORKPLACE EQUALITY AND ACKNOWLEDGEMENT OF RECEIPT

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 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, not limited to, 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.

**STATEMENT ON WORKPLACE EQUALITY
ACKNOWLEDGEMENT OF RECEIPT**

I acknowledge that I have received a copy of the Statement on Workplace Equality.

I have read and understand the Statement on Workplace Equality and will act in accordance with the statement as a condition of beginning and continuing my employment as a Security Guard or Security Guard Supervisor on this Contract.

I understand that if I have questions or concerns at any time about the Statement on Workplace Equality, I will consult a Security Guard Supervisor or the Human Resources Department from my company.

Security Guard Signature

Security Guard Name (please print)

Date

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT
COUNTY SERVICES BUREAU**



**ARMED AND UNARMED SECURITY
GUARD SERVICES**

GENERAL POST ORDERS

TABLE OF CONTENTS

1. INTRODUCTION	Page 1
2. GENERAL POST ORDERS	Page 2
3. SECURITY GUARD STANDARDS OF CONDUCT & APPEARANCE	Page 8
4. WEAPONS SCREENING	Page 12
5. DISASTERS, EARTHQUAKE and FIRE DISASTERS	Page 14
6. BOMB THREATS/EXPLOSIVE DEVICES	Page 15
7. WORKPLACE VIOLENCE	Page 15
8. REPORTING PROCEDURES	Page 16
9. CITIZEN COMPLAINT AND/OR COMMENDATIONS	Page 17
10. SEXUAL HARRASSMENT	Page 17
11. LOCATION OPENING/FLAG DETAIL/CLOSING	Page 18
12. EMPLOYEE AND VISITOR ESCORTS	Page 18
13. STAFF IDENTIFICATION BADGE	Page 18
14. EMERGENCY TELEPHONE NUMBERS	Page 19
15. EMERGENCY PREPAREDNESS	Page 19
16. RADIO PROCEDURES	Page 19
17. POLICY OF EQUALITY	Page 21

ATTACHMENTS

- ATTACHMENT 5A - POST ORDERS AMENDMENT FORM
- ATTACHMENT 5B - SERVICE ANIMALS

1. INTRODUCTION

It is the purpose of these General Post Orders to promote and continuously provide for harmonious relations, cooperation, and understanding between staff from this Location and the security guard company under Contract with the Los Angeles County Sheriff's Department (Department), County Services Bureau (CSB).

All Security Guards and Security Guard Supervisors assigned under the Contract will assist and/or report to prevent injurious acts to persons and property, conduct searches of individuals for weapons and/or illegal contraband and detain individuals for further investigation or arrest where circumstances warrant such action. All calls for service must be handled promptly. However, emergency calls take priority and will be handled immediately. An emergency call is defined as a potential danger to persons or property, or an urgent need to keep the peace. Security Guards and Security Guard Supervisors will control all situations professionally, based on training and experience, while being mindful to safeguard the rights of all involved.

Security Guards and Security Guard Supervisors will immediately and professionally react to threats against the safety of persons or property. They will investigate suspicious persons or incidents. They will prepare and submit written reports on events and incidents occurring on their shift to a Security Guard Supervisor, and at the request of the CSB's Contract Monitoring Unit (CSB CMU) before the end of that shift.

Security Guards and Security Guards Supervisors are responsible for notifying the on-duty Sheriff's Security Officer (SSO) (Locations where Deputy Personnel are assigned), a Security Guard Supervisor, and Facility Administrator regarding incidents that require a law enforcement response. This notification will take place **once** the Security Guard has handled the situation.

The Security Guard and Security Guard Supervisor's primary role is to provide on-site security guard services to ensure that the County programs and services at this Location are not disrupted due to unruly persons or unsafe conditions.

2. GENERAL POST ORDERS

Security Guards and Security Guard Supervisors will be governed by the following General Post Orders:

A. Security Guards and Security Guard Supervisors will perform the following tasks:

1. Be familiar with the Location and duties contained herein. Duties outside of the General Post Orders must be approved by the CSB CMU and/or the County Project Manager.
2. Sign in and out at the start/end of each shift on the timesheet and Daily Activity Report (DAR). Sign in and sign out times recorded on the timesheet and DAR must be made available for review if requested by onsite administration and/or the CSB CMU.
3. DARs must be generated at the beginning of each shift and completed hourly through the end of shift. DAR to be used daily to sign in and out.
4. Report to work on time and in full uniform with all equipment.
5. Must hold-over on specified Posts until relieved.
6. Maintain good personal and uniform appearance; must be courteous to the public and County personnel at all times.
7. Cover an assignment at a fixed Post or patrol an area or Location for the purpose of detecting and preventing individuals or groups from criminal activity to person(s) or to property.
8. Operate a Contractor vehicle or County equipment when assigned to meet the needs of the County Contract. ** [A valid California Driver's License "Class C" will be required for Security Guards and Security Guard Supervisors operating vehicles] **. Prior to the start of shift, all Contractor vehicle(s) must have the following items:
 - First Aid Kit;
 - 5lb ABC type fire extinguisher;
 - Handheld or vehicle spotlight;
 - Traffic cones;
 - Flares;
 - Yellow scene management (banner guard type) tape;
9. Raise and lower flags if staffing, duties, and weather permits.

10. Lock/unlock gates and doors at designated times and be able to utilize on-site lockboxes where applicable. Security Guards and Security Guard Supervisors must be able to lift, push or pull 20lbs.
11. Keys and keycards are not to be duplicated or taken off County property. Lost/stolen keys/keycards must be immediately reported to Facility Administrator, Security Guard's Supervisor and the CSB CMU. All keycards must be surrendered upon transfer, leave of absence, removal or revocation from the Contract.
12. Turn off/on lights at close/start of business when applicable.
13. Immediately assist and/or report to prevent injurious acts and/or crimes against persons or property until local law enforcement arrives.
14. Operate and conduct searches/screenings of individuals' property for weapons or contraband, by use of Magnetometers, hand-held wands, X-ray machines, and pointer(s) utilized for bag/purse searches. Security Guards and Security Guard Supervisors **WILL NOT** conduct cursory pat downs or make physical contact. Hand-held wands should be utilized at a minimum distance of 6 inches while conducting weapon screening.
15. Check all scanners daily (walk-through, hand-held, and X-ray machines) to ensure proper operability. Identify problems with the weapon screening equipment and immediately report to Facility Administrator, County Contract Monitor(s), and Contractor Project Manager.
 - At the end of each shift, document in the CSB Weapon Screening Log, the person count from the weapon screening magnetometer(s).
16. Security Guards and Security Guard Supervisors will not allow private persons to bring or possess an illegal weapon or contraband item inside a County Location. Any illegal weapon, as defined in the Penal Code, will be immediately confiscated, and the on-duty SSO or local law enforcement agency notified.
17. Under no circumstance will a Security Guard or Security Guard Supervisor direct or facilitate where prohibited/contraband items are to be placed. Property will not be stored or taken into temporary custody by any Security Guard or Security Guard Supervisor. If a County department allows temporary storage of property, the County department will take possession of, and be responsible for said property.
18. Provide Location interior/exterior patrol as duties and weather permitting.
19. Communicate effectively in English, both verbal and written, with the public

and with County personnel. Clear communication is necessary to direct visitors to the appropriate personnel or services within the Location and to assist and/or report to prevent crimes against persons or property.

20. Observe/report and respond to calls for service; respond to emergent situations.
21. Monitor closed-circuit television (CCTV) equipment. All video footage will be deemed confidential, and Security Guards and Security Guard Supervisors will not stop, record, rewind, forward, or review unless authorized by Facility Administrator. Video footage will not be accessible to the public or non-administrative staff. Request to review footage will be documented in the DAR. Under emergency situations, Department personnel and local law enforcement may ask to review footage without administrative approval.
22. Monitor and be knowledgeable of every aspect of the operation of alarm systems. May be tasked to assist with monthly testing in conjunction with a County employee.
23. May be required to complete a sign in visitor sheet of vendors and/or deliveries. Forms to be prepared and maintained by County personnel.
24. May not sign receipt(s) for or accept deliveries/equipment.
25. Ensure that only authorized personnel are permitted access to closed or restricted Locations or areas.
26. Do not engage with groups such as intermeddler(s), First Amendment auditor(s) or social media influencer(s). Monitor and intervene if the group(s) is intentionally interfering with County business or from committing acts which are injurious to other individuals or property. Must notify County Project Manager, if not available, then notify County Services Bureau Watch Commander and document in the DAR.
27. Ensure that all County employees display County identification upon entering County Locations. The supervisor of any County employee refusing to comply will be summoned to handle their employee. Security Guards and Security Guard Supervisors must log the date, time, name of County employee and supervisor into the Daily Activity Report, and CSB CMU will be notified. If there is a LASD employee assigned to the Location, the LASD employee will be requested to handle the incident.
28. Immediately relay reports of bomb threats to Department personnel, Facility Administrator, and call the local law enforcement agency via 911. After the incident has been deemed safe and people are allowed to return to the location, the Security Guard must notify the Field Supervisor, and complete

and submit a Security Incident Report to the County Project Manager.

29. Report safety hazards, malfunctioning equipment, liquid spills, plumbing, power outages and other building matters to the appropriate maintenance personnel, Department personnel, Security Guard Supervisor, and Facility Administrator. After hour notifications should be made to the designated after hour County Services Bureau Watch Commander.
30. Detain persons suspected of damaging property or injuring others until local law enforcement arrives.
31. Maintain order using good judgment and discretion in handling unruly or trespassing public. Proper signage must be posted and be enforced at the request of a Facility Administrator or Field Supervisor.
32. If staffing and situation allows escort County employees to their vehicles within County property. Assist other Security Guards or Security Guard Supervisors as necessary.
33. Report all incidents of emergency nature involving damage or injury to the on-duty SSO, Facility Administrator, local law enforcement, or local fire department via 911. Security Guards must notify the Security Guard Supervisor and complete an Incident Report by the end of their shift.
34. Be awake and alert of surroundings at **all times** during Post.
35. Security Guards and Security Guard Supervisors will remain on Post until otherwise notified and authorized to leave due to early site closures. Confirmation must be from an On-Site Security Guard Supervisor (i.e., Holiday, emergent situations, power outages, etc.).
36. Keys **are not** to be **DUPLICATED OR REMOVED FROM THE SITE.**

B. Security Guards and Security Guard Supervisors /Rovers must be knowledgeable of and:

1. Be familiar with the Location of and duties contained within the General Post Orders, Site-Specific Post Orders, security procedures, alarm systems and electronic devices, at each assigned Post.
2. The operation of assigned radios, including all appropriate codes.
3. Local law enforcement jurisdiction and whom to call when incidents occur.
4. Adhere to Department and Bureau of Security and Investigations Services (BSIS) regulations regarding weapon safety.

5. Perform tasks listed and be knowledgeable of procedures and operations listed.
6. Respond to the scene of locally activated fire and door alarms; evaluate situation encountered, take prescribed action, and notify the on-duty SSO, local law enforcement or local fire department, if necessary.
7. Keep assigned keys under strict control. (i.e., return them back to Facility Administrator or lockbox.)
8. Provide break relief or patrol when applicable.
9. Rovers will and may perform the same duties of Security Guards and Security Guard Supervisors.

C. Security Guards and Security Guard Supervisors are not permitted to:

1. Eat/drink outside of designated areas.
2. Vacate Post without approval and without authorization from the On-Site and/or Field Supervisor.
3. Lean against walls, doors, etc.
4. Engage in idle talk and behavior, fraternize with other security personnel, County employees, visitors or vendors.
5. Use profanity or abusive language, flirting, displaying discourteous conduct, divulging inappropriate or controversial material which may result in a violation of the Policy of Equity (POE).
6. Sleep on duty.
7. Use or possess or be under the influence of alcoholic beverages or illegal drugs while at County Locations.
8. Smoking/vaping of any electronic devices prohibited while on-duty or in non-designated County areas.
9. Use, talk, text, watch any electronic devices to include, but not limited to cellphones, iPod/iPad, TV, computer, smart watch, Bluetooth devices, tablets, or wear earbuds.
10. Bring unauthorized visitors, or animals to Location while on-duty.

11. Disturb or remove County property and/or personal belongings of County employees and non-County staff. Failure to adhere to this will result in immediate removal or revocation from the Contract.
12. Access County computer, training and/or programs without prior approval from the County department.
13. Park Contractor owned vehicles at any site unless they have received prior approval from CSB CMU or conducting a post check /backfilling for the day or vehicle patrols.

D. Security Guard Supervisors will perform the following tasks:

1. Be familiar with the Location of and duties contained in the General Post Orders or Site-Specific Post Orders issued by CSB for the site where assigned. Follow Post Orders for assignment.
2. Conduct Daily Post Checks which will include:
 - Ensure vehicles used for patrol are properly equipped and fueled. All vehicles must have a vehicle check list at site(s) that are staffed as a vehicle patrol.
 - Inspection of all Security Guard personnel to ensure proper uniform, permits, equipment, sobriety and clear comprehension of Post Orders and emergency procedures.
 - Provide breaks/lunch relief.
 - Issue radios, radio holders and keys (as appropriate) to all Security Guards.
 - Maintain and check the condition and performance of radios; report any frequency or range issues.
 - Provide written and/or oral briefings to Security Guard Supervisors regarding any non-emergent unusual incidents and/or deviations from approved staffing pattern.
 - Ensure rain gear is provided to all Security Guards posted outside in inclement weather.
 - Ensure that Security Guards possess all required equipment.
 - Verify or report suitable/non-suitable work conditions (i.e., construction, access to water, shelter, restroom facilities, etc.).
3. Maintain sign in on Timesheets/Daily Activity Report, as follows:
 - Verify Security Guards name is neatly printed on daily timesheets.
 - Verify signature(s) of all Security Guards on shift; ensure sign in and sign out times are accurate; and all signatures are legible.
 - Must sign in on the daily activity report and timesheet at the location conducting Post checks/covering a Post.
4. Orient, train, and document orientation and training for all newly assigned

Security Guards to the Location (i.e. New Hire Training/Site Checklist).

5. Provide refresher and/or remedial training to Security Guard personnel, as needed.
6. When posted or covering a Post assignment, a Security Guard Supervisor will perform the same duties and functions listed in the General Post Orders for Security Guards.
7. While posted as a Security Guard; Security Guard Supervisors will follow proper reporting procedures to another on-duty Field Supervisor or County and/or Contractor Project Manager.
8. Be present at the start of new service Location ensuring Security Guards understand duties and assignment.

3. SECURITY GUARD & SECURITY GUARD SUPERVISORS STANDARDS OF CONDUCT & APPEARANCE

Security Guards and Security Guard Supervisors are responsible for providing quality security guard services in a professional manner. The proper discharge of this responsibility requires trained Security Guards and Security Guard Supervisors that are dedicated to his/her tasks. Every Security Guard and Security Guard Supervisor working under the Contract must observe strict standards of conduct, performance, and appearance. Adherence to these standards is required to maintain compliance with the Contract.

A. Required Credentials:

All Security Guards and Security Guard Supervisors are required to have the following current credentials in their possession at all times while on duty:

1. State-issued Security Guard Registration Card
2. First Aid/CPR Card
3. California Driver's License or state-issued Identification Card.
4. Current Baton Permit
5. Valid/ Current Firearms permit listing the specific firearm issued by (BSIS), for armed Security Guards.

These credentials must be surrendered for review, upon request, to CSB Sworn personnel and/or CSB CMU.

All Security Guards and Security Guard Supervisors will be equipped as follows:

- Current California Guard Registration Card;
- Sam/Sally Browne (gun belt);

- One Handcuff case;
- One set Handcuffs plus key;
- Four keepers;
- One Key Snap;
- One heavy-duty 3 cell flashlight approved by the County, or approved alternate, with batteries;
- One radio holder/pouch;
- Badge, to be worn on the upper left breast of the uniform;
- Side Handle Baton with Baton Ring or Collapsible Side Handle Baton with Baton Ring. Handler, 12", or the ASP (24" or 26") expandable straight stick;
- Valid and current permit for Baton, and;
- Pepper spray or pepper gel (ten percent solution of oleoresin capsicum in a 1.47 oz. container and carried in holster).

B. Security Guards are to adhere to the following appearance standards:

The appearance, bearing, and general (deportment) of all Security Guards and Security Guard Supervisors will be of a high standard and meet the following requirements of the Los Angeles County Sheriff's Department:

C. Appearance:

1. Uniforms are to be clean, pressed, and in good condition. Uniform must consist of the following:
 - a) Trouser – Navy, or Black;
 - b) Shirt/blouse – Gray, Black, or Blue;
 - c) Alternate Shirt – Gray, Black, or Blue Polo (as requested and approved by the County);
 - d) Belt – Solid Black basket weave;
 - e) Tie – solid black (as needed);
 - f) Tie bar – Gold in color (as needed);
 - g) Socks – Solid Black or Navy Blue;
 - h) Shoes – Solid Black, leather, Military Type (low laced, plain toed oxfords, with smooth finish);
 - i) Shoulder patches, as required by California Business and Professions Code 7582.26(f), on both arms of uniform shirt/blouse and jacket;
 - j) Rain gear (as needed);
 - k) Name tags;
 - l) Jacket, with appropriate shoulder patches, as appropriate to weather conditions – Navy or Black (as needed);
 - m) Photo Identification Badge, with name, to be in the immediate possession of employee, and not visibly worn while on duty.

2. Head and facial hair will be neat, clean and well groomed. Exaggerated hairstyles that detract from the uniform image are not acceptable.

Mustaches and sideburns will be modest and well groomed. Beards are not acceptable unless it's for religious purposes/medical condition.

3. Shoes will be clean, polished and must conform to the uniform image. No suede or tennis shoes allowed.
4. The body will be clean and free from offensive odors, including excessive scented fragrances (i.e. perfumes, hand lotions, marijuana, etc.)
5. Visible jewelry will be limited to rings and watches. Visible necklaces and ornamental bracelets or anklets are not permitted while in uniform. Security Guards or Security Guard Supervisors with pierced ears are permitted to wear a single stud earring, tunnels, or plugs (no larger than 3/8 inch diameter or 9mm) in each ear lobe.
6. Body piercings (except those specifically outlined in this section) including but not limited to nose rings, tongue rings, eyebrow rings, or any other form of ornamentation visible or affixed in a position which may be seen by a member of the public are expressly prohibited.
7. Fingernails are to be clean, neat and not extreme in length or color.
8. While on duty and wearing uniform or appropriate business attire, Security Guards and Security Guard Supervisors are prohibited from exhibiting any tattoos, brandings, or other form of body art which may be seen by another person.
9. Security Guards and Security Guard Supervisors who have a tattoo referenced above **must** completely cover the tattoo with a skin-toned patch, long-sleeved uniform shirt, or other material which must be formally approved by the Department.

D. Armed Security Guard Weapons Policy

Armed Security Guards and Security Guard Supervisors **must** observe the following firearm safeguards while assigned to security duties at this Location:

1. Unauthorized weapons, holsters and ammunition are expressly prohibited. Security Guards and Security Guard Supervisors will only carry a firearm for which they are currently licensed and qualified and carry a permit issued by the State of California, DCA BSIS. The specific firearm carried must be listed on the firearm permit.

Contractor will provide armed Security Guards and Security Guard Supervisors one firearm that will be limited to the following authorized firearms list:

A. Authorized firearms:(1) a. 9 mm, semi-automatic authorized firearms

- Beretta: models 92F, 92G, Compact models, M9, M9A1, 92G-SD; must be traditional double/single action (DA/SA) with de-cocking lever on the slide and external hammer.
- Glock: models 17, 17L, 19, 19X, 21, 21sf, 34, 41, 45, 47, and 48. Glock MOS versions are authorized.
- Smith and Wesson: models M&P9, M&P 9 M2.0, M&P 9 M2.0 Compact (Performance Models or Pro models are not authorized).

(2) b. .45 caliber, semi-automatic authorized firearms

- Beretta: models Cougar 8045F and 8045G.
- Glock: models 17, 17L, 19, 19X, 21, 21sf, 34, 41, 45, 47, and 48. Glock MOS versions are authorized.
- Heckler and Koch (DA/SA): models USP45 and HK45, including compact models (The press button de-cocker is prohibited).
- Smith and Wesson: models M&P45, M&P45 M2.0, M&P45c M2.0 Compact, (Models 645, 4506, 4566, and 457 are also approved).

c. Firearm holster;

d. Ammunition pouch and speedy loaders;

e. 9 mm or .45 caliber ammunition;

f. Jacketed hollow point bullets in accordance with the following:

- Must be factory loaded;
- A minimum of 12 additional rounds must be carried for the handgun;
- The ammunition is to be replaced annually;
- Must be approved by the Department's Range staff.

2. Weapons i.e., firearms and batons, including Sam/Sally Browne belt and ammunition, are not to be stored at any County Location, at any time.

3. At no time will a Security Guard or Security Guard Supervisor leave the Sam/Sally Browne belt, firearm, baton or ammunition unattended.

4. Firearms are not to be loaded, unloaded, removed for cleaning or removed for ease of restroom use at any Location at any time.

5. Firearms and batons are to be used only in a life-threatening situation and not as a measure of threat or intimidation. This should not be interpreted to mean

that Security Guards or Security Guard Supervisors cannot protect himself/herself or the public.

6. Security Guard and Security Guard Supervisors are required to qualify/re-qualify with their firearm twice annually.
7. If a firearm is discharged intentionally or unintentionally the Security Guard and Security Guard Supervisor, must immediately make notification with Facility Administrator, the Security Guards employer, or the CSB CMU so that proper notification can be made to CSB Watch Deputy at (213) 974-8000. A LASD Field Sergeant will be dispatched to the Location to conduct an investigation.
8. If you are unsure whether or not to report an incident, contact a Field Supervisor, County Project Manager, CSB Contract Monitor, or the CSB Watch Deputy for clarification and/or instructions.

4. WEAPONS SCREENING

Security Guards and SSO's interact jointly to prevent the entry of weapons and illegal contraband into Locations by using a team effort, which is utilized for the essential safety of all employees, patients, and visitors at County Locations.

As a result of intensified weapons screening of persons at the Location entrances, each Security Guard and Security Guard Supervisor must have weapons screening training prior to performing duties. This training will help security guard personnel understand and demonstrate proper procedures regarding appropriate weapons screening during the use of various detection devices, accompanied by enhanced education of search and seizure issues. **(As stated in General Post Order on page 3, number 14.)**

A. Prohibited Weapons/Unauthorized Property:

Security Guards and Security Guard Supervisors must not allow prohibited weapons/items (unauthorized property) to enter the Location. The person in possession of a prohibited weapon/item will be advised to return the prohibited weapon/item to a protected area (locked in a car). **At no time will any Security Guard or Security Guard Supervisor maintain custody of personal belongings for safekeeping.**

Prohibited weapons/items include, but are not limited to:

- Any pocket or exposed sheath knife with a blade over 3 inches;
- Any tool with a sharp end or edge;

- Any large blunt instrument (baseball bat) not needed to conduct business at this Location (not to include canes, crutches, or other items used to assist in walking);
- Items such as an ice pick, straight razor, or elongated scissors can be used as a weapon;
- Toy (“dummy”), replica weapons and imitation grenades are prohibited; and
- All tear gas, mace, pepper spray, (pistol, canister, etc.), and other disabling devices such as electronic stunning/shocking devices.

Employees authorized to carry such devices are exempt from restriction.

B. Illegal Weapons and Contraband Items:

Security Guard(s) & Security Guard Supervisor(s) **must not** allow private persons to bring or possess an illegal weapon or contraband item inside a Location or clinic. Any illegal weapon, as defined in the Penal Code, will be immediately confiscated, and the on-duty SSO or local law enforcement be notified.

C. Illegal weapons include, but are not limited to:

- Concealed weapons, ammunition, explosive substances and metal plate weapons. This includes any cane gun or wallet gun, any plastic firearm, any undetectable firearm, any firearm which is not immediately recognizable as a firearm;
- Any nunchaku (nunchucks), any metal knuckles, any zip gun, any shuriken (throwing stars), any writing pen knife, any knife with a blade over 3 inches, any instrument or weapon of the kind commonly known as sap, or any explosive substance, other than fixed ammunition or any dirk or dagger.

D. Contraband items include but, are not limited to:

- Any item which is illegal to possess. Narcotics are considered contraband. If found, these items will only be released to a SSO to be given to a CSB Deputy Sheriff or to local law enforcement officer for confiscation.

E. Firearms Inside the Location:

In the event a person is in possession of a concealed firearm and claims to be a Peace Officer, they must produce satisfactory identification. Normally, a badge alone is NOT sufficient. Bona Fide law enforcement officials must be in possession of a badge and photo identification card stating they are a Peace Officer in the State of California.

F. Concealed Weapons Permit (CCW)/Legal Handguns at Screening Station:

All persons armed and possessing a concealed weapons permit (CCW) **must** be reported to the Department or local law enforcement for permission to enter the Location. A Peace Officer will retrieve the legal handgun from the owner. This section does not apply to duly appointed Peace Officers, with official identification, recognized by California Penal Code Section 830, et al.

5. DISASTERS, EARTHQUAKE, AND FIRE DISASTERS

The actions of Security Guards and Security Guard Supervisors during disasters can minimize injury and death to patrons and staff, as well, as damage to the Location(s). Remain calm, as the public will look to you for assistance. If you demonstrate fear, you make the situation worse as the public will become an unguided mass. These procedures apply in the event of all natural disasters:

Reporting

Immediately call 911; if 911 cannot be reached call the CSB Watch Deputy at (213) 974-8000. Comply with the directives of the 911 operator, Building Emergency Coordinator (BEC) or the CSB Watch Deputy until the arrival of law enforcement or fire department. The safety of persons and security of buildings is the primary focus in disasters. Any written paperwork or reports are secondary and can be completed after the emergent portion of the disaster.

Safety

Assist and tend to the needs of people requiring medical attention, rendering basic first aid. Upon the arrival of their BEC or law enforcement, comply with their directives.

Note: BEC, LASD/law enforcement, and fire department have the responsibility for determining if an evacuation or search is to take place. Once the determination has been made to evacuate, Security Guards and Security Guard Supervisors will assist LASD personnel and the BEC in the evacuation, search, and containment of the incident.

A. EARTHQUAKE

Contact local law enforcement and CSB Watch Deputy and advise the extent of damage to your Location. If there are any other governmental buildings within your view, also provide any damage of these buildings. Include any injuries to the public, County employees, Security Guards and Security Guard Supervisors. If unable to communicate with the CSB Watch Deputy, notify the Security Guard Supervisor of the situation and advise radio/telephone communication to the CSB Watch Deputy is not possible.

B. FIRE

R – Remove participants, visitors, and staff from fire or smoke area

A – Alert the local fire station

C – Contain the smoke/fire by closing all doors and room

E – Extinguish the fire (if safe to do so)

Area evacuation maps and fire extinguishers are located on each floor of the building.

To operate the fire extinguisher:

P – Pull the pin.

A – Aim the nozzle at the base of the fire,

S – Squeeze the handle,

S – Sweep the nozzle from side to side.

In the event of a fire or serious injury occurring on the grounds and/or major damage to the building after hours, call 911 and request the local fire department. Immediately notify Facility Administrator, Security Guard Supervisor, County Project Manager and/or CSB CMU.

6. BOMB THREATS/EXPLOSIVE DEVICES

Security Guards and Security Guard Supervisors are to treat all bomb threat/explosive device incidents as serious and take definitive action. **Do not touch any suspected device. Immediately cease all radio and/or cellular telephone transmissions if a device is detected. Notify the Facility Administrator and call 911.** As soon as it is safe to do so, the Security Guard must notify their Security Guard Supervisor and/or Contractor Project Manager of the incident. Security Guard Supervisor must contact the Location Facility Administrator, CSB CMU and/or CSB Watch Commander.

7. WORKPLACE VIOLENCE

The Los Angeles County Sheriff's Department and the County of Los Angeles are committed to providing a safe workplace for all employees. It is the policy of the County that all employees have the right to work in an environment that promotes safety, respect and dignity, free from acts of violence and threats of violence. To ensure a safe workplace, the Department has adopted a policy of zero tolerance for workplace violence or threats of violence. [LASD Manual of Policy and Procedures (MPP) 3-01/030.23 (Workplace Violence)]

The Department prohibits both threats and acts of violence, including physical assault and intimidation. Any activity involving violence and/or the threat of violence is subject to disciplinary action up to and including discharge.

Workplace violence is a form of employee misconduct. For the purposes of this policy, Workplace Violence can take the form of violent acts or the threat of violence. [LASD MPP 3-01/030.24 (Definition of Workplace Violence)]. Workplace violence includes:

- Verbal Attacks:
 - threats implying property will be destroyed;
 - threats toward another person, their family members and associates; and/or
 - threats by challenging another person to fight;
- Physical Attacks:
 - assaults; and/or
 - engaging in dangerous or threatening horseplay;
- Use of Weapons:
 - use of a gun, knife or other object to inflict injury upon another; and/or
 - use of a gun, knife, or other object to threaten or intimidate another;
- Stalking:
 - willfully, maliciously, repeatedly follow or harass another and make a credible threat with the intent to jeopardize the safety of another.

Los Angeles County has a zero tolerance policy toward acts or threats of violence in the workplace.

8. REPORTING PROCEDURES

Security Guards and Security Guard Supervisors **must** contact the local law enforcement agency or SSO immediately regarding observed emergent criminal activity. Once the emergency has concluded, a Security Guard or Security Guard Supervisor is to notify CSB Watch Deputy at (213) 974-8000. For non-emergent criminal activity or suspicious persons/circumstances, contact the security supervisor or SSO. An incident report or documentation must be completed and given to the Security Guard Supervisor by the end of the Security Guard or Security Guard Supervisor's shift. This procedure also applies to after-hour incidents.

Be very clear and concise when explaining the problem, incident, or circumstances. Include the time, room name and/or number, Location, and nature of the problem. Have all the information ready when reporting.

If you are unsure whether or not to report an incident, contact the Field Security Guard Supervisor or CSB CMU for clarification and/or instructions.

If you are unsure whether or not to report an incident, contact the CSB Watch Deputy for clarification and/or instructions.

9. CITIZEN COMPLAINTS AND/OR COMMENDATIONS

CSB personnel will make Contract Discrepancy Report forms available upon request to the public or facility personnel to document the performance of individual Security Guards or the Security Guard Supervisors. Refer to Exhibit L (Contract Discrepancy Report) of the Contract.

A. Complaints and/or commendations fall into three categories:

1. External Commendation: An external communication to commend the performance of an individual Security Guard, Security Guard Supervisor, and the service provided.
2. Service Complaint: An external communication of dissatisfaction with performance of services provided not involving employee misconduct.
3. Personnel Complaint: An external allegation of misconduct; either a violation of law, County ordinance, or LASD Policy of Equality against any member of the public, County employee, or security service provider.

10. SEXUAL HARRASSMENT

Sexual harassment and retaliation are against the policies of the County of Los Angeles and LASD Policy of Equality. These behaviors demean others; undermine the integrity of working relationships; and prevent LASD from carrying out its mission. Sexual harassment and retaliation are forms of employee misconduct and will not be tolerated.

Sexual harassment is defined as:

Unwelcome sexual advances, requests for sexual favors and/or other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of employment; or
2. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; or

3. Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive working environment. (Ord. 94-0074 § 2 (part), 1994.)

All Security Guards and Security Guard Supervisors are subject to all rules, regulations, policy and procedures regarding all workplace behavior matters. This is based on established criteria per Section 8 of the 1968 Federal Civil Rights Act, California Civil Code Section 51, County of Los Angeles Commission on Human Relations, and the LASD Policy of Equality.

Security Guards and Security Guard Supervisors are subject to all Los Angeles County, Sheriff's Department and County Services Bureau County Policy of Equity rules, regulations, and procedures related to conduct and performance at all Locations.

11. LOCATION OPENING/ FLAG DETAIL/CLOSING

Security Guards and Security Guard Supervisors may be responsible for the raising of the U.S., State and County flags. Flags must be raised at dawn and lowered at dusk.

Exception: Flags **must not** be raised and must be lowered during inclement (rain, etc.) weather.

Security Guards and Security Guard Supervisors **will** open the main entrance doors at the beginning of the business day, in the presence of County management or staff. Participants/visitors/clients **must** be allowed to enter the Location once the main entrance doors are unlocked. Security Guards and Security Guard Supervisors may lock the main entrance doors after weapon screening at the end of the business day, if applicable.

NOTE: If the Security Guard or Security Guard Supervisor determines there is a large number of participants that will create a safety or security hazard, the Facility Administrator and SSO will be summoned. **However, this should be a rare occurrence.**

12. EMPLOYEE AND VISITOR ESCORTS

Upon request and if the situation allows, a Security Guard or Security Guard Supervisor **will** escort County employees to their vehicles within County property, if staffing is available.

13. STAFF IDENTIFICATION BADGE

All staff (i.e., employees, temporary housed, medical students, attending physicians, and volunteers) must have and wear a photo identification badge while

on the grounds of a County Location. The badge is to be worn so that the person's name and picture is readily visible. **The supervisor of staff refusing to comply will be summoned to handle their employee. The date, time, name of County employee and supervisor will be entered into a Daily Activity Report logbook. A Security Guard Supervisor and CSB CMU must be notified.**

14. EMERGENCY TELEPHONE NUMBERS

Los Angeles County Sheriff/Local Law Enforcement	911 Emergency
Los Angeles Co. Fire Department	(323) 262-2111 Dispatch
Los Angeles County Animal Control	(562) 940-6898
ISD After-Hours for County Personnel	(213) 974-9593

G. **Note:** Anytime one of the above agencies is contacted, immediately report the incident to the on-site SSO or CSB Watch Deputy at (213) 974-8000.

15. EMERGENCY PREPAREDNESS

The term refers to the steps you take to make sure you are safe before, during and after an emergency or natural disaster. These plans are important for your safety in both natural disasters and man-made disasters. Examples of natural disasters are floods, blizzards, tornadoes, and earthquakes. Man-made disasters can include explosions, fires, chemical and biological attacks. All Security Guards and Security Guard Supervisors must be properly trained and prepared to respond to emergency situations and/or incidents that disrupt normal operations. People with disabilities may be especially vulnerable during and after emergencies. In an emergency, many systems you rely on may not function as well as they usually do. Familiar landmarks and usual travel routes you know may be altered. Utilities like electricity, water, gas and phone service may be disrupted. You might need to temporarily evacuate to a shelter which may not be fully accessible.

16. RADIO PROCEDURES

All communications, regardless of the nature, must be restricted to the minimum practical transmission time and in an efficient operating procedure.

Federal Communications Commission (FCC) rules and regulations state that it is unlawful to: (1) use profane, indecent, or obscene language, or meaning, (2) interrupt a distress or emergency message, (3) send false call letters, or a false distress or emergency message, (4) repeat, or otherwise make known, anything you overhear on your radio, except on a 'need to know' basis, (5) willfully damage or permit damage to radio equipment, (6) create willful or malicious interference, (7) transmit unnecessary, unidentified, or superfluous communication or signals.

Authorized radio messages are: (1) related directly to the safety of life or protection of property, (2) considered essential to the efficient conducting of business.

Proper radio usage also requires the user to listen before broadcasting a call. If, after a reasonable period of listening the channel appears to be clear, make your call. Do not attempt to transmit while another unit is using the air unless it is an emergency. Do not monopolize the air. If lengthy transmissions are required, break the message every ten seconds to enable a calling party to reach you.

Personnel utilizing the radio **must** use the following ten codes when appropriate and the phonetic alphabet when the need to spell should arise. Security Guards and Security Guard Supervisors interact jointly with SSO's and must utilize the Ten Codes and Message Codes that correspond. This is to mitigate miscommunication between both parties.

Phonetic Alphabet

A Adam	H Henry	O Ocean	V Victor
B Boy	I Ida	P Paul	W William
C Charles	J John	Q Queen	X X-ray
D David	K King	R Robert	Y Young
E Edward	L Lincoln	S Sam	Z Zebra
F Frank	M Mary	T Tom	
G George	N Nora	U Union	

Ten Codes and Message Codes

10-1	Receiving poorly	10-6	Busy
10-2	Receiving well	10-7	End of watch
10-3	Stop transmitting	10-8	In service/ On duty
10-4	Acknowledged	10-9	Repeat
10-5	Relay	10-19	Return to Indicated Location
10-20	Location	10-37	Identify self-call sign
10-21	Phone the station	10-100	Restroom break
10-22	Cancel	Code1	Acknowledge transmission
10-23	Stand by	Code 4	No further assistance
		Code 7	Out of service to eat

17. POLICY OF EQUALITY

The Policy of Equality 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 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 [LASD MPP 3-01/121.00 (Policy of Equality)].

A. Discrimination is defined as:

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 [LASD MPP 3-01/121.10 (Policy of Equality – Discrimination)].

B. Sexual Harassment is defined as:

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, offensive, or abusive working environment [LASD MPP 3-01/121.15 (Policy of Equality – Sexual Harassment)].

C. Discriminatory Harassment (other than sexual) is defined as:

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 (LASD MPP 3-01/121.20 [Policy of Equality – Harassment (Other than Sexual)]).

D. Third Person Harassment is defined as:

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 (LASD MPP 3-01/121.25 [Policy of Equality – Third-Person Harassment]).

E. Inappropriate Conduct toward Others is defined as:

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 unwelcomed to the party against whom it is directed; if the conduct reasonably would be considered inappropriate for the workplace, it will violate this Policy [LASD MPP 3-01/121.30 (Policy of Equality – Inappropriate Conduct Toward Others)].

F. Retaliation is defined as:

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 [LASD MPP 3-01/121.35 (Policy of Equality – Retaliation)].

All security personnel are subject to POE requirements; this includes Security Guards, Security Guard Supervisors, management, and executives. All security personnel must have been trained in LASD Policy of Equality procedures. A signed receipt for the training must be placed in security personnel's jackets. This jacket is subject to review at any time by CSB CMU or sworn CSB personnel.

Los Angeles County Sheriff's Department
County Services Bureau
Armed and Unarmed Security Guard Services
Post Orders Amendment Form

Utilize Attachment 5A (Post Orders Amendment Form) of Exhibit B (SOW Attachments) of the Contract, to add specific duties (not covered in the Armed and Unarmed Security Guard Services General Post Orders) for your Location. Submit this form to the authorized Department representative for review and, if approved, submit this to the County Project Manager.

By: _____
Contractor Project Manager

By: _____
County Project Manager

Date: _____

Date: _____

By: _____
Contractor Authorized Official

By: _____
County Project Director

Date: _____

Date: _____

POST ORDERS AMENDMENT FORM

Los Angeles County Sheriff's Department
County Services Bureau
Armed and Unarmed Security Guard Services
Post Orders Amendment Form

Utilize this form to add specific duties (not covered in the General or Site-Specific Post Orders) for your Location. Submit this form to the authorized department representative for review and if approved, submit this to the Contractor Project Manager for signature.

The Post Orders Amendment duties will not take effect until the Sheriff's Department-County Services Bureau (LASD-CSB) County Project Manager verifies the duties are in compliance with the Board-adopted Proposition A contract and are approved by the LASD-CSB Unit Commander/Designee and County Project Manager.

Contractor & Contract No.:

Location Address:

Post:

Times/Shift:

Duration:

This Post Orders Amendment Form is only valid through the Contract term, unless otherwise specified.

Specific Duties (include attachments, if necessary):

Department of: Los Angeles County Sheriff's Department

By: _____
Client Department Authorized Representative

By: _____
County Project Director

Date: _____

Date: _____

By: _____
Contractor Project Manager

By: _____
County Project Manager

Date: _____

Date: _____

SERVICE ANIMALS

Los Angeles County Sheriff's Department**NEWSLETTER**Field Operations Support Services, (323) 890-5411



VOLUME 19 NUMBER 06

DATE: March 19, 2019

SERVICE ANIMALS

The purpose of this newsletter is to provide guidance to Department personnel who may encounter calls for service involving service animals.

Requirements and regulations for service animals are set forth under the Americans with Disabilities Act (ADA), as well as California Access Laws as recorded in the California Civil Code.

Service Animals Defined

According to the ADA, service animals are defined as **dogs** that are individually trained to do work or perform tasks for people with disabilities. Examples of such work or tasks include; guiding people who are blind, alerting people who are deaf, pulling a wheelchair, alerting and protecting a person who is having a seizure, reminding a person with mental illness to take prescribed medications, calming a person with Post Traumatic Stress Disorder (PTSD) during an anxiety attack, or performing other duties. Service animals are working animals, not pets. The work or task a dog has been trained to provide must be directly related to the person's disability.

Service animals must be harnessed, leashed, or tethered unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls.

Someone training a service animal has the same access and rights as stated above and shall keep the animal leashed and tagged as a "guide dog, signal dog or service animal."

In addition to the provisions about service dogs, ADA regulations have a new, separate provision about miniature horses that have been individually trained to do work or perform tasks for people with disabilities. Entities covered by the ADA must modify their policies to permit miniature horses, where reasonable.

The regulations set out four assessment factors to assist entities in determining whether miniature horses can be accommodated in their facility. The assessment factors are:

- Whether the miniature horse is housebroken;
- Whether the miniature horse is under the owner's control;

SERVICE ANIMALS

Newsletter 19-06

- 2 -

March 19, 2019

- Whether the facility can accommodate the miniature horse's type, size, and weight; and
- Whether the miniature horse's presence will compromise legitimate safety requirements necessary for safe operation of the facility.

When it is not obvious what service an animal provides, only limited inquiries are allowed. Staff of the establishment or Department personnel may only ask two questions:

- Is the service animal required because of a disability? and
- What work or task has the service animal been trained to perform?

Staff of the establishment or Department personnel cannot ask about the person's disability, require medical documentation, require a special identification card or training documentation for the service animal, or ask that the service animal demonstrate its ability to perform the work or task. Allergies or fear of animals are not appropriate reasons to exclude a service animal.

Animals whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA or California law.

Where Service Animals are Allowed

Under the ADA and California law, state and local governments, businesses, and nonprofit organizations that serve the public generally must allow service animals to accompany people with disabilities in all areas of the facility where the public is normally allowed to go. For example, in a hospital it would be inappropriate to exclude a service animal from areas such as patient rooms, clinics, cafeterias, or examination rooms. However, it may be appropriate to exclude a service animal from operating rooms or burn units where the animal's presence may compromise a sterile environment.

The ADA and California Civil Code section 54.7 authorize zoos and wild animal parks to prohibit service animals from accompanying persons with disabilities in areas where patrons of the park are not separated from zoo or park animals by physical barriers.

Owners cannot be denied housing for owning a service animal even if there is a prohibition on pet ownership as a condition of residency.

In all cases, owners are liable for any provable damages caused by their service animal.

Enforcement

The following Penal Code sections apply to service animals:

- **Penal Code section 365.5(c)** - Anyone who prevents a disabled person from exercising the rights entitled to them is guilty of a misdemeanor;
- **Penal Code section 365.6** – Anyone who intentionally interferes with the use of a service animal by harassment or obstruction is guilty of a misdemeanor; and,

SERVICE ANIMALS

Newsletter 19-06

- 3 -

March 19, 2019

- **Penal Code section 365.7** – Anyone who knowingly or fraudulently represents themselves as a service animal trainer is guilty of a misdemeanor.

A person who believes their right of admittance to or enjoyment of one of these facilities has been violated, may file a lawsuit under Civil Code section 54.3.

Department personnel responding to calls for service involving service animals should keep the peace. In most cases, the use of a detailed log entry when clearing the call is sufficient. Arrests or crime reports should only be made in instances where the above listed penal code sections are violated and warranted. When arresting a person who is in possession of any animal, deputies should reference MPP section 3-01/050.42 for proper care of the animal.

If you have any questions regarding the content of this newsletter, please call or email Field Operations Support Services, at (323) 890-5411 or foss@lasd.org.

KLU:CCS:cs

PRICING SCHEDULE

**[NOT ATTACHED TO APPENDIX A, CONTRACT;
SEE EXHIBIT 8, PRICING SCHEDULE,
APPENDIX B, REQUIRED FORMS]**

COUNTY ADMINISTRATION

CONTRACT NO. _____

COUNTY PROJECT DIRECTOR:

Name: _____

Title: _____

Address: _____

Telephone: _____

Facsimile: _____

E-Mail Address: _____

COUNTY PROJECT MANAGER:

Name: _____

Title: _____

Address: _____

Telephone: _____

Facsimile: _____

E-Mail Address: _____

COUNTY CONTRACT COMPLIANCE MANAGER:

Name: _____

Title: _____

Address: _____

Telephone: _____

Facsimile: _____

E-Mail Address: _____

COUNTY ADMINISTRATION

CONTRACT NO. _____

COUNTY SERVICES BUREAU (CSB) WATCH COMMANDER

Name: _____

Title: _____

Address: _____

Telephone: _____

Facsimile: _____

E-Mail Address: _____

CSB CONTRACT MONITOR/CONTRACT PROGRAM MONITOR:

Name: _____

Title: _____

Address: _____

Telephone: _____

Facsimile: _____

E-Mail Address: _____

CONTRACTOR ADMINISTRATION

CONTRACT NO. _____

CONTRACTOR PROJECT MANAGER:

Name: _____
Title: _____
Address: _____

Telephone: _____
Facsimile: _____
E-mail Address: _____

CONTRACTOR AUTHORIZED OFFICIAL(S):

Name: _____
Title: _____
Address: _____

Telephone: _____
Facsimile: _____
E-mail Address: _____

Name: _____
Title: _____
Address: _____

Telephone: _____
Facsimile: _____
E-mail Address: _____

NOTICES TO CONTRACTOR:

Name: _____
Title: _____
Address: _____

Telephone: _____
Facsimile: _____
E-mail Address: _____

FORMS REQUIRED AT THE TIME OF CONTRACT EXECUTION

NON-IT CONTRACTS

F1 CONTRACTOR ACKNOWLEDGEMENT AND CONFIDENTIALITY
AGREEMENT

OR

F2 CONTRACTOR EMPLOYEE ACKNOWLEDGEMENT AND CONFIDENTIALITY
AGREEMENT

F3 CONTRACTOR NON-EMPLOYEE ACKNOWLEDGEMENT AND
CONFIDENTIALITY
AGREEMENT

CONTRACTOR ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

Contractor Name: _____ Contract No _____

GENERAL INFORMATION:

The Contractor referenced above has entered into a contract with the County of Los Angeles to provide certain services to the County. The County requires the Corporation to sign this Contractor Acknowledgement and Confidentiality Agreement.

CONTRACTOR ACKNOWLEDGEMENT:

Contractor understands and agrees that the Contractor employees, consultants, Outsourced Vendors and independent contractors (Contractor's Staff) that will provide services in the above referenced agreement are Contractor's sole responsibility. Contractor understands and agrees that Contractor's Staff must rely exclusively upon Contractor for payment of salary and any and all other benefits payable by virtue of Contractor's Staff's performance of work under the above-referenced contract.

Contractor understands and agrees that Contractor's Staff are not employees of the County of Los Angeles for any purpose whatsoever and that Contractor's Staff do not have and will not acquire any rights or benefits of any kind from the County of Los Angeles by virtue of my performance of work under the above-referenced contract. Contractor understands and agrees that Contractor's Staff will not acquire any rights or benefits from the County of Los Angeles pursuant to any agreement between any person or entity and the County of Los Angeles.

CONFIDENTIALITY AGREEMENT:

Contractor and Contractor's Staff may be involved with work pertaining to services provided by the County of Los Angeles and, if so, Contractor and Contractor's Staff may have access to confidential data and information pertaining to persons and/or entities receiving services from the County. In addition, Contractor and Contractor's Staff may also have access to proprietary information supplied by other vendors doing business with the County of Los Angeles. The County has a legal obligation to protect all such confidential data and information in its possession, especially data and information concerning health, criminal, and welfare recipient records. Contractor and Contractor's Staff understand that if they are involved in County work, the County must ensure that Contractor and Contractor's Staff, will protect the confidentiality of such data and information. Consequently, Contractor must sign this Confidentiality Agreement as a condition of work to be provided by Contractor's Staff for the County.

Contractor and Contractor's Staff hereby agrees that they will not divulge to any unauthorized person any data or information obtained while performing work pursuant to the above-referenced contract between Contractor and the County of Los Angeles. Contractor and Contractor's Staff agree to forward all requests for the release of any data or information received to County's Project Manager.

Contractor and Contractor's Staff agree to keep confidential all health, criminal, and welfare recipient records and all data and information pertaining to persons and/or entities receiving services from the County, design concepts, algorithms, programs, formats, documentation, Contractor proprietary information and all other original materials produced, created, or provided to Contractor and Contractor's Staff under the above-referenced contract. Contractor and Contractor's Staff agree to protect these confidential materials against disclosure to other than Contractor or County employees who have a need to know the information. Contractor and Contractor's Staff agree that if proprietary information supplied by other County vendors is provided to me during this employment, Contractor and Contractor's Staff must keep such information confidential.

Contractor and Contractor's Staff agree to report any and all violations of this agreement by Contractor and Contractor's Staff and/or by any other person of whom Contractor and Contractor's Staff become aware.

Contractor and Contractor's Staff acknowledge that violation of this agreement may subject Contractor and Contractor's Staff to civil and/or criminal action and that the County of Los Angeles may seek all possible legal redress.

SIGNATURE: _____ DATE: _____

PRINTED NAME: _____

POSITION: _____

County of Los Angeles
Sheriff's Department

Armed and Unarmed Security Guard Services
RFP 692-SH
Contract Exhibits

CONTRACTOR EMPLOYEE ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

Contractor Name: _____ Contract No _____

Employee Name: _____

GENERAL INFORMATION:

Your employer referenced above has entered into a contract with the County of Los Angeles to provide certain services to the County. The County requires your signature on this Contractor Employee Acknowledgement and Confidentiality Agreement.

EMPLOYEE ACKNOWLEDGEMENT:

I understand and agree that the Contractor referenced above is my sole employer for purposes of the above-referenced contract. I understand and agree that I must rely exclusively upon my employer for payment of salary and any and all other benefits payable to me or on my behalf by virtue of my performance of work under the above-referenced contract.

I understand and agree that I am not an employee of the County of Los Angeles for any purpose whatsoever and that I do not have and will not acquire any rights or benefits of any kind from the County of Los Angeles by virtue of my performance of work under the above-referenced contract. I understand and agree that I do not have and will not acquire any rights or benefits from the County of Los Angeles pursuant to any agreement between any person or entity and the County of Los Angeles.

I understand and agree that I may be required to undergo a background and security investigation(s). I understand and agree that my continued performance of work under the above-referenced contract is contingent upon my passing, to the satisfaction of the County, any and all such investigations. I understand and agree that my failure to pass, to the satisfaction of the County, any such investigation will result in my immediate release from performance under this and/or any future contract.

CONFIDENTIALITY AGREEMENT:

I may be involved with work pertaining to services provided by the County of Los Angeles and, if so, I may have access to confidential data and information pertaining to persons and/or entities receiving services from the County. In addition, I may also have access to proprietary information supplied by other vendors doing business with the County of Los Angeles. The County has a legal obligation to protect all such confidential data and information in its possession, especially data and information concerning health, criminal, and welfare recipient records. I understand that if I am involved in County work, the County must ensure that I, too, will protect the confidentiality of such data and information. Consequently, I understand that I must sign this agreement as a condition of my work to be provided by my employer for the County. I have read this agreement and have taken due time to consider it prior to signing.

I hereby agree that I will not divulge to any unauthorized person any data or information obtained while performing work pursuant to the above-referenced contract between my employer and the County of Los Angeles. I agree to forward all requests for the release of any data or information received by me to my immediate supervisor.

I agree to keep confidential all health, criminal, and welfare recipient records and all data and information pertaining to persons and/or entities receiving services from the County, design concepts, algorithms, programs, formats, documentation, Contractor proprietary information and all other original materials produced, created, or provided to or by me under the above-referenced contract. I agree to protect these confidential materials against disclosure to other than my employer or County employees who have a need to know the information. I agree that if proprietary information supplied by other County vendors is provided to me during this employment, I must keep such information confidential.

I agree to report to my immediate supervisor any and all violations of this agreement by myself and/or by any other person of whom I become aware. I agree to return all confidential materials to my immediate supervisor upon completion of this contract or termination of my employment with my employer, whichever occurs first.

SIGNATURE: _____ DATE: _____

PRINTED NAME: _____

POSITION: _____

County of Los Angeles
Sheriff's Department

Armed and Unarmed Security Guard Services
RFP 692-SH
Contract Exhibits

CONTRACTOR NON-EMPLOYEE ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

Contractor Name: _____ Contract No _____

Non-Employee Name: _____

GENERAL INFORMATION:

The Contractor referenced above has entered into a contract with the County of Los Angeles to provide certain services to the County. The County requires your signature on this Contractor Non-Employee Acknowledgement and Confidentiality Agreement.

NON-EMPLOYEE ACKNOWLEDGEMENT:

I understand and agree that the Contractor referenced above has exclusive control for purposes of the above-referenced contract. I understand and agree that I must rely exclusively upon the Contractor referenced above for payment of salary and any and all other benefits payable to me or on my behalf by virtue of my performance of work under the above-referenced contract.

I understand and agree that I am not an employee of the County of Los Angeles for any purpose whatsoever and that I do not have and will not acquire any rights or benefits of any kind from the County of Los Angeles by virtue of my performance of work under the above-referenced contract. I understand and agree that I do not have and will not acquire any rights or benefits from the County of Los Angeles pursuant to any agreement between any person or entity and the County of Los Angeles.

I understand and agree that I may be required to undergo a background and security investigation(s). I understand and agree that my continued performance of work under the above-referenced contract is contingent upon my passing, to the satisfaction of the County, any and all such investigations. I understand and agree that my failure to pass, to the satisfaction of the County, any such investigation will result in my immediate release from performance under this and/or any future contract.

CONFIDENTIALITY AGREEMENT:

I may be involved with work pertaining to services provided by the County of Los Angeles and, if so, I may have access to confidential data and information pertaining to persons and/or entities receiving services from the County. In addition, I may also have access to proprietary information supplied by other vendors doing business with the County of Los Angeles. The County has a legal obligation to protect all such confidential data and information in its possession, especially data and information concerning health, criminal, and welfare recipient records. I understand that if I am involved in County work, the County must ensure that I, too, will protect the confidentiality of such data and information. Consequently, I understand that I must sign this agreement as a condition of my work to be provided by the above-referenced Contractor for the County. I have read this agreement and have taken due time to consider it prior to signing.

I hereby agree that I will not divulge to any unauthorized person any data or information obtained while performing work pursuant to the above-referenced contract between the above-referenced Contractor and the County of Los Angeles. I agree to forward all requests for the release of any data or information received by me to the above-referenced Contractor.

I agree to keep confidential all health, criminal, and welfare recipient records and all data and information pertaining to persons and/or entities receiving services from the County, design concepts, algorithms, programs, formats, documentation, Contractor proprietary information, and all other original materials produced, created, or provided to or by me under the above-referenced contract. I agree to protect these confidential materials against disclosure to other than the above-referenced Contractor or County employees who have a need to know the information. I agree that if proprietary information supplied by other County vendors is provided to me, I must keep such information confidential.

I agree to report to the above-referenced Contractor any and all violations of this agreement by myself and/or by any other person of whom I become aware. I agree to return all confidential materials to the above-referenced Contractor upon completion of this contract or termination of my services hereunder, whichever occurs first.

SIGNATURE: _____ DATE: _____

PRINTED NAME: _____

POSITION: _____

County of Los Angeles
Sheriff's Department

Armed and Unarmed Security Guard Services
RFP 692-SH
Contract Exhibits

THERE'S A BETTER CHOICE. SAFELY SURRENDER YOUR BABY.

Any fire station. Any hospital. Any time.



1.877.222.9723

BabySafeLA.org

No shame | No blame | No names



Some parents of newborns can find themselves in difficult circumstances. Sadly, babies are sometimes harmed or abandoned by parents who feel that they're not ready or able to raise a child. Many of these mothers or fathers are afraid and don't know where to turn for help.

This is why California has a Safely Surrendered Baby Law, which gives parents the choice to legally leave their baby at any hospital or fire station in Los Angeles County.

FIVE THINGS YOU NEED TO KNOW ABOUT BABY SAFE SURRENDER

- 1 Your newborn can be surrendered at any hospital or fire station in Los Angeles County up to 72 hours after birth.
- 2 You must leave your newborn with a fire station or hospital employee.
- 3 You don't have to provide your name.
- 4 You will only be asked to voluntarily provide a medical history.
- 5 You have 14 days to change your mind; a matching bracelet (parent) and anklet (baby) are provided to assist you if you change your mind.

No shame | No blame | No names



ABOUT THE BABY SAFE SURRENDER PROGRAM

In 2002, a task force was created under the guidance of the Children's Planning Council to address newborn abandonment and to develop a strategic plan to prevent this tragedy.

Los Angeles County has worked hard to ensure that the Safely Surrendered Baby Law prevents babies from being abandoned. We're happy to report that this law is doing exactly what it was designed to do: save the lives of innocent babies. Visit BabySafeLA.org to learn more.

No shame | No blame | No names

ANY FIRE STATION.
ANY HOSPITAL.
ANY TIME.

1.877.222.9723
BabySafeLA.org

THERE'S A
BETTER CHOICE.
SAFELY SURRENDER
YOUR BABY.



BabySafeLA.org

No shame | No blame | No names





FROM SURRENDER TO ADOPTION: ONE BABY'S STORY

Los Angeles County firefighter Ted and his wife Becki were already parents to two boys. But when they got the call asking if they would be willing to care for a premature baby girl who'd been safely surrendered at a local hospital, they didn't hesitate.

Baby Jenna was tiny, but Ted and Becki felt lucky to be able to take her home. "We had always wanted to adopt," Ted says, "but taking

home a vulnerable safely surrendered baby was even better. She had no one, but now she had us. And, more importantly, we had her."

Baby Jenna has filled the longing Ted and Becki had for a daughter—and a sister for their boys. Because her birth parent safely surrendered her when she was born, Jenna is a thriving young girl growing up in a stable and loving family.

ANSWERS TO YOUR QUESTIONS

Who is legally allowed to surrender the baby?

Anyone with lawful custody can drop off a newborn within the first 72 hours of birth.

Do you need to call ahead before surrendering a baby?

No. A newborn can be surrendered anytime, 24 hours a day, 7 days a week, as long as the parent or guardian surrenders the child to an employee of the hospital or fire station.

What information needs to be provided?

The surrendering adult will be asked to fill out a medical history form, which is useful in caring for the child. The form can be returned later and includes a stamped return envelope. No names are required.

What happens to the baby?

After a complete medical exam, the baby will be released and placed in a safe and loving home, and the adoption process will begin.

What happens to the parent or surrendering adult?

Nothing. They may leave at any time after surrendering the baby.

How can a parent get a baby back?

Parents who change their minds can begin the process of reclaiming their baby within 14 days by calling the Los Angeles County Department of Children and Family Services at (800) 540-4000.

If you're unsure of what to do:

You can call the hotline 24 hours a day, 7 days a week and anonymously speak with a counselor about your options or have your questions answered.

1.877.222.9723 or BabySafeLA.org

English, Spanish and 140 other languages spoken.

**COUNTY OF LOS ANGELES
LIVING WAGE PROGRAM**

PAYROLL STATEMENT OF COMPLIANCE

I, _____ (Name of Owner or Company Representative) _____ (Title)

Do hereby state:

That I pay or supervise the payment of the persons employed by (Contractor/Subcontractor) on the _____ (contract) that during the payroll period commencing on the _____ (day) of _____ (Month and Year) and ending the _____ (day) of _____ (Month and Year), all persons employed on said work site have been paid the full weekly wages earned, that no rebates have been or will be made, either directly or indirectly, to or on behalf of _____ (Contractor/Subcontractor) from the full weekly wages earned by any person, and that no deductions have been made either directly or indirectly, from the full wages earned by any person, other than permissible deductions as defined in Regulations, Part 3 (29 CFR Subtitle A), issued by the Secretary of Labor under the Copeland Act, as amended (48 Stat. 948, 63 Stat. 108, 72 Stat. 357; 40 U.S.C. 276c), and described below:

That any payrolls otherwise under this contract required to be submitted for the above period are correct and complete; that the wage rates for employees contained therein are not less than the applicable County of Los Angeles Living Wage rates contained in the contract.

I have reviewed the information in this report and as company owner or authorized agent for this company, I sign under penalty of perjury certifying that all information herein is complete and correct.	
Print Name and Title	Owner or Company Representative Signature: Date:
THE WILLFUL FALSIFICATION OF ANY OF THE ABOVE STATEMENTS MAY SUBJECT THE CONTRACTOR OR SUBCONTRACTOR TO CIVIL OR CRIMINAL PROSECUTION. IN ADDITION, THE CONTRACTOR OR SUBCONTRACTOR MAY BE SUSPENDED AND PRECLUDED FROM BIDDING ON OR PARTICIPATING IN ANY COUNTY CONTRACT OR PROJECT FOR A PERIOD CONSISTENT WITH THE SERIOUSNESS OF THE VIOLATION.	

**BUSINESS ASSOCIATE AGREEMENT
UNDER THE HEALTH INSURANCE PORTABILITY
AND ACCOUNTABILITY ACT OF 1996 (HIPAA)**

The County is a Covered Entity as defined by, and subject to the requirements and prohibitions of, the Administrative Simplification provisions of the Health Insurance Portability and thereunder, including the Privacy, Security, Breach Notification, and Enforcement Rules at 45 Code of Federal Regulations (C.F.R.) Parts 160 and 164 (collectively, the "HIPAA Rules").

Contractor performs or provides functions, activities or services to County that require Contractor in order to provide such functions, activities or services to create, access, receive, maintain, and/or transmit information that includes or that may include Protected Health Information, as defined by the HIPAA Rules. As such, Contractor is a Business Associate, as defined by the HIPAA Rules, and is therefore subject to those provisions of the HIPAA Rules that are applicable to Business Associates.

The HIPAA Rules require a written agreement ("Business Associate Agreement") between County and Contractor in order to mandate certain protections for the privacy and security of Protected Health Information, and these HIPAA Rules prohibit the disclosure to or use of Protected Health Information by Contractor if such an agreement is not in place.

This Business Associate Agreement and its provisions are intended to protect the privacy and provide for the security of Protected Health Information disclosed to or used by Contractor in compliance with the HIPAA Rules.

Therefore, the parties agree as follows:

1. DEFINITIONS

- 1.1 "Breach" has the same meaning as the term "breach" at 45 C.F.R. § 164.402.
- 1.2 "Business Associate" has the same meaning as the term "business associate" at 45 C.F.R. § 160.103. For the convenience of the parties, a "business associate" is a person or entity, other than a member of the workforce of covered entity, who performs functions or activities on behalf of, or provides certain services to, a covered entity that involve access by the business associate to Protected Health Information. A "business associate" also is a subcontractor that creates, receives, maintains, or transmits Protected Health Information on behalf of another business associate. And in reference to the party to this Business Associate Agreement "Business Associate" will mean Contractor.

- 1.3 "Covered Entity" has the same meaning as the term "covered entity" at 45 C.F.R. § 160.103, and in reference to the party to this Business Associate Agreement, "Covered Entity" will mean County.
- 1.4 "Data Aggregation" has the same meaning as the term "data aggregation" at 45 C.F.R. § 164.501.
- 1.5 "De-identification" refers to the de-identification standard at 45 C.F.R. § 164.514.
- 1.6 "Designated Record Set" has the same meaning as the term "designated record set" at 45 C.F.R. § 164.501.
- 1.7 "Disclose" and "Disclosure" mean, with respect to Protected Health Information, the release, transfer, provision of access to, or divulging in any other manner of Protected Health Information outside Business Associate's internal operations or to other than its workforce. (See 45 C.F.R. § 160.103.)
- 1.8 "Electronic Health Record" means an electronic record of health-related information on an individual that is created, gathered, managed, and consulted by authorized health care clinicians and staff. (See 42 U.S. C. § 17921.)
- 1.9 "Electronic Media" has the same meaning as the term "electronic media" at 45 C.F.R. § 160.103. For the convenience of the parties, electronic media means (1) Electronic storage material on which data is or may be recorded electronically, including, for example, devices in computers (hard drives) and any removable/transportable digital memory medium, such as magnetic tape or disk, optical disk, or digital memory card; (2) Transmission media used to exchange information already in electronic storage media. Transmission media include, for example, the Internet, extranet or intranet, leased lines, dial-up lines, private networks, and the physical movement of removable/transportable electronic storage media. Certain transmissions, including of paper, via facsimile, and of voice, via telephone, are not considered to be transmissions via electronic media if the information being exchanged did not exist in electronic form immediately before the transmission.
- 1.10 "Electronic Protected Health Information" has the same meaning as the term "electronic protected health information" at 45 C.F.R. § 160.103, limited to Protected Health Information created or received by Business Associate from or on behalf of Covered Entity. For the convenience of the parties, Electronic Protected Health Information means Protected Health Information that is (i) transmitted by electronic media; (ii) maintained in electronic media.

- 1.11 "Health Care Operations" has the same meaning as the term "health care operations" at 45 C.F.R. § 164.501.
- 1.12 "Individual" has the same meaning as the term "individual" at 45 C.F.R. § 160.103. For the convenience of the parties, Individual means the person who is the subject of Protected Health Information and will include a person who qualifies as a personal representative in accordance with 45 C.F.R. § 164.502 (g).
- 1.13 "Law Enforcement Official" has the same meaning as the term "law enforcement official" at 45 C.F.R. § 164.103.
- 1.14 "Minimum Necessary" refers to the minimum necessary standard at 45 C.F.R. § 164.502 (b).
- 1.15 "Protected Health Information" has the same meaning as the term "protected health information" at 45 C.F.R. § 160.103, limited to the information created or received by Business Associate from or on behalf of Covered Entity. For the convenience of the parties, Protected Health Information includes information that (i) relates to the past, present or future physical or mental health or condition of an Individual; the provision of health care to an Individual, or the past, present or future payment for the provision of health care to an Individual; (ii) identifies the Individual (or for which there is a reasonable basis for believing that the information can be used to identify the Individual); and (iii) is created, received, maintained, or transmitted by Business Associate from or on behalf of Covered Entity, and includes Protected Health Information that is made accessible to Business Associate by Covered Entity. "Protected Health Information" includes Electronic Protected Health Information.
- 1.16 "Required by Law" " has the same meaning as the term "required by law" at 45 C.F.R. § 164.103.
- 1.17 "Secretary" has the same meaning as the term "secretary" at 45 C.F.R. § 160.103
- 1.18 "Security Incident" has the same meaning as the term "security incident" at 45 C.F.R. § 164.304.
- 1.19 "Services" means, unless otherwise specified, those functions, activities, or services in the applicable underlying Agreement, Contract, Master Agreement, Work Order, or Purchase Order or other service arrangement, with or without payment, that gives rise to Contractor's status as a Business Associate.
- 1.20 "Subcontractor" has the same meaning as the term "subcontractor" at 45 C.F.R. § 160.103.

- 1.21 "Unsecured Protected Health Information" has the same meaning as the term "unsecured protected health information" at 45 C.F.R. § 164.402.
- 1.22 "Use" or "Uses" means, with respect to Protected Health Information, the sharing, employment, application, utilization, examination or analysis of such Information within Business Associate's internal operations. (See 45 C.F.R § 164.103.)
- 1.23 Terms used, but not otherwise defined in this Business Associate Agreement, have the same meaning as those terms in the HIPAA Rules.

2. PERMITTED AND REQUIRED USES AND DISCLOSURES OF PROTECTED HEALTH INFORMATION

- 2.1 Business Associate may only Use and/or Disclose Protected Health Information as necessary to perform Services, and/or as necessary to comply with the obligations of this Business Associate Agreement.
- 2.2 Business Associate may Use Protected Health Information for de-identification of the information if de-identification of the information is required to provide Services.
- 2.3 Business Associate may Use or Disclose Protected Health Information as Required by Law.
- 2.4 Business Associate will make Uses and Disclosures and requests for Protected Health Information consistent with the Covered Entity's applicable Minimum Necessary policies and procedures.
- 2.5 Business Associate may Use Protected Health Information as necessary for the proper management and administration of its business or to carry out its legal responsibilities.
- 2.6 Business Associate may Disclose Protected Health Information as necessary for the proper management and administration of its business or to carry out its legal responsibilities, provided the Disclosure is Required by Law or Business Associate obtains reasonable assurances from the person to whom the Protected Health Information is disclosed (i.e., the recipient) that it will be held confidentially and Used or further Disclosed only as Required by Law or for the purposes for which it was disclosed to the recipient and the recipient notifies Business Associate of any instances of which it is aware in which the confidentiality of the Protected Health Information has been breached.
- 2.7 Business Associate may provide Data Aggregation services relating to Covered Entity's Health Care Operations if such Data Aggregation services are necessary in order to provide Services.

3. PROHIBITED USES AND DISCLOSURES OF PROTECTED HEALTH INFORMATION

- 3.1 Business Associate must not Use or Disclose Protected Health Information other than as permitted or required by this Business Associate Agreement or as Required by Law.
- 3.2 Business Associate must not Use or Disclose Protected Health Information in a manner that would violate Subpart E of 45 C.F.R. Part 164 if done by Covered Entity, except for the specific Uses and Disclosures set forth in Sections 2.5 and 2.6.
- 3.3 Business Associate must not Use or Disclose Protected Health Information for de-identification of the information except as set forth in section 2.2.

4. OBLIGATIONS TO SAFEGUARD PROTECTED HEALTH INFORMATION

- 4.1 Business Associate must implement, use, and maintain appropriate safeguards to prevent the Use or Disclosure of Protected Health Information other than as provided for by this Business Associate Agreement.
- 4.2 Business Associate must comply with Subpart C of 45 C.F.R Part 164 with respect to Electronic Protected Health Information, to prevent the Use or Disclosure of such information other than as provided for by this Business Associate Agreement.

5. REPORTING NON-PERMITTED USES OR DISCLOSURES, SECURITY INCIDENTS, AND BREACHES OF UNSECURED PROTECTED HEALTH INFORMATION

- 5.1 Business Associate must report to Covered Entity any Use or Disclosure of Protected Health Information not permitted by this Business Associate Agreement, any Security Incident, and/ or any Breach of Unsecured Protected Health Information as further described in Sections 5.1.1, 5.1.2, and 5.1.3.
 - 5.1.1 Business Associate must report to Covered Entity any Use or Disclosure of Protected Health Information by Business Associate, its employees, representatives, agents or Subcontractors not provided for by this Agreement of which Business Associate becomes aware.
 - 5.1.2 Business Associate must report to Covered Entity any Security Incident of which Business Associate becomes aware.
 - 5.1.3 Business Associate must report to Covered Entity any Breach by Business Associate, its employees, representatives, agents, workforce members, or Subcontractors of Unsecured Protected

Health Information that is known to Business Associate or, by exercising reasonable diligence, would have been known to Business Associate. Business Associate will be deemed to have knowledge of a Breach of Unsecured Protected Health Information if the Breach is known, or by exercising reasonable diligence would have been known, to any person, other than the person committing the Breach, who is an employee, officer, or other agent of Business Associate, including a Subcontractor, as determined in accordance with the federal common law of agency.

5.2 Except as provided in Section 5.3, for any reporting required by Section 5.1, Business Associate must provide, to the extent available, all information required by, and within the times frames specified in, Sections 5.2.1 and 5.2.2.

5.2.1 Business Associate must make an immediate telephonic report upon discovery of the non-permitted Use or Disclosure of Protected Health Information, Security Incident or Breach of Unsecured Protected Health Information to **(562) 940-3335** that minimally includes:

- (a) A brief description of what happened, including the date of the non-permitted Use or Disclosure, Security Incident, or Breach and the date of Discovery of the non-permitted Use or Disclosure, Security Incident, or Breach, if known;
- (b) The number of Individuals whose Protected Health Information is involved;
- (c) A description of the specific type of Protected Health Information involved in the non-permitted Use or Disclosure, Security Incident, or Breach (such as whether full name, social security number, date of birth, home address, account number, diagnosis, disability code or other types of information were involved);
- (d) The name and contact information for a person highly knowledgeable of the facts and circumstances of the non-permitted Use or Disclosure of PHI, Security Incident, or Breach

5.2.2 Business Associate must make a written report without unreasonable delay and in no event later than three (3) business days from the date of discovery by Business Associate of the non-permitted Use or Disclosure of Protected Health Information, Security Incident, or Breach of Unsecured Protected Health Information and to the **HIPAA Compliance Officer at: Hall of Records, County of Los Angeles, Chief Executive Office, Risk**

Management Branch-Office of Privacy, 320 W. Temple Street, 7th Floor, Los Angeles, California 90012, PRIVACY@ceo.lacounty.gov, that includes, to the extent possible:

- (a) A brief description of what happened, including the date of the non-permitted Use or Disclosure, Security Incident, or Breach and the date of Discovery of the non-permitted Use or Disclosure, Security Incident, or Breach, if known;
- (b) The number of Individuals whose Protected Health Information is involved;
- (c) A description of the specific type of Protected Health Information involved in the non-permitted Use or Disclosure, Security Incident, or Breach (such as whether full name, social security number, date of birth, home address, account number, diagnosis, disability code or other types of information were involved);
- (d) The identification of each Individual whose Unsecured Protected Health Information has been, or is reasonably believed by Business Associate to have been, accessed, acquired, Used, or Disclosed;
- (e) Any other information necessary to conduct an assessment of whether notification to the Individual(s) under 45 C.F.R. § 164.404 is required;
- (f) Any steps Business Associate believes that the Individual(s) could take to protect themselves from potential harm from the non-permitted Use or Disclosure, Security Incident, or Breach;
- (g) A brief description of what Business Associate is doing to investigate, to mitigate harm to the Individual(s), and to protect against any further similar occurrences; and
- (h) The name and contact information for a person highly knowledgeable of the facts and circumstances of the non-permitted Use or Disclosure of PHI, Security Incident, or Breach.

5.2.3 If Business Associate is not able to provide the information specified in Section 5.2.1 or 5.2.2 at the time of the required report, Business Associate must provide such information promptly thereafter as such information becomes available.

- 5.3 Business Associate may delay the notification required by Section 5.1.3, if a law enforcement official states to Business Associate that notification would impede a criminal investigation or cause damage to national security.
- 5.3.1 If the law enforcement official's statement is in writing and specifies the time for which a delay is required, Business Associate must delay its reporting and/or notification obligation(s) for the time period specified by the official.
- 5.3.2 If the statement is made orally, Business Associate must document the statement, including the identity of the official making the statement, and delay its reporting and/or notification obligation(s) temporarily and no longer than 30 days from the date of the oral statement, unless a written statement as described in Section 5.3.1 is submitted during that time.

6. WRITTEN ASSURANCES OF SUBCONTRACTORS

- 6.1 In accordance with 45 C.F.R. § 164.502 (e)(1)(ii) and § 164.308 (b)(2), if applicable, Business Associate must ensure that any Subcontractor that creates, receives, maintains, or transmits Protected Health Information on behalf of Business Associate is made aware of its status as a Business Associate with respect to such information and that Subcontractor agrees in writing to the same restrictions, conditions, and requirements that apply to Business Associate with respect to such information.
- 6.2 Business Associate must take reasonable steps to cure any material breach or violation by Subcontractor of the agreement required by Section 6.1.
- 6.3 If the steps required by Section 6.2 do not cure the breach or end the violation, Contractor must terminate, if feasible, any arrangement with Subcontractor by which Subcontractor creates, receives, maintains, or transmits Protected Health Information on behalf of Business Associate.
- 6.4 If neither cure nor termination as set forth in Sections 6.2 and 6.3 is feasible, Business Associate must immediately notify County.
- 6.5 Without limiting the requirements of Section 6.1, the agreement required by Section 6.1 (Subcontractor Business Associate Agreement) must require Subcontractor to contemporaneously notify Covered Entity in the event of a Breach of Unsecured Protected Health Information.
- 6.6 Without limiting the requirements of Section 6.1, agreement required by Section 6.1 (Subcontractor Business Associate Agreement) must include a provision requiring Subcontractor to destroy, or in the alternative to return to Business Associate, any Protected Health Information created, received, maintained, or transmitted by Subcontractor on behalf of Business

Associate so as to enable Business Associate to comply with the provisions of Section 18.4.

- 6.7 Business Associate must provide to Covered Entity, at Covered Entity's request, a copy of any and all Subcontractor Business Associate Agreements required by Section 6.1.
- 6.8 Sections 6.1 and 6.7 are not intended by the parties to limit in any way the scope of Business Associate's obligations related to Subcontracts or Subcontracting in the applicable underlying Agreement, Contract, Master Agreement, Work Order, Purchase Order, or other services arrangement, with or without payment, that gives rise to Contractor's status as a Business Associate.

7. ACCESS TO PROTECTED HEALTH INFORMATION

- 7.1 To the extent Covered Entity determines that Protected Health Information is maintained by Business Associate or its agents or Subcontractors in a Designated Record Set, Business Associate must, within two (2) business days after receipt of a request from Covered Entity, make the Protected Health Information specified by Covered Entity available to the Individual(s) identified by Covered Entity as being entitled to access and must provide such Individuals(s) or other person(s) designated by Covered Entity with a copy the specified Protected Health Information, in order for Covered Entity to meet the requirements of 45 C.F.R. § 164.524.
- 7.2 If any Individual requests access to Protected Health Information directly from Business Associate or its agents or Subcontractors, Business Associate must notify Covered Entity in writing within two (2) days of the receipt of the request. Whether access will be provided or denied will be determined by Covered Entity.
- 7.3 To the extent that Business Associate maintains Protected Health Information that is subject to access as set forth above in one or more Designated Record Sets electronically and if the Individual requests an electronic copy of such information, Business Associate must provide the Individual with access to the Protected Health Information in the electronic form and format requested by the Individual, if it is readily producible in such form and format; or, if not, in a readable electronic form and format as agreed to by Covered Entity and the Individual.

8. AMENDMENT OF PROTECTED HEALTH INFORMATION

- 8.1 To the extent Covered Entity determines that any Protected Health Information is maintained by Business Associate or its agents or Subcontractors in a Designated Record Set, Business Associate must, within ten (10) business days after receipt of a written request from Covered Entity, make any amendments to such Protected Health Information that

are requested by Covered Entity, in order for Covered Entity to meet the requirements of 45 C.F.R. § 164.526.

- 8.2 If any Individual requests an amendment to Protected Health Information directly from Business Associate or its agents or Subcontractors, Business Associate must notify Covered Entity in writing within five (5) days of the receipt of the request. Whether an amendment will be granted or denied will be determined by Covered Entity.

9. ACCOUNTING OF DISCLOSURES OF PROTECTED HEALTH INFORMATION

- 9.1 Business Associate must maintain an accounting of each Disclosure of Protected Health Information made by Business Associate or its employees, agents, representatives or Subcontractors, as is determined by Covered Entity to be necessary in order to permit Covered Entity to respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with 45 C.F.R. § 164.528.

9.1.1 Any accounting of disclosures provided by Business Associate under Section 9.1 must include:

- (a) The date of the Disclosure;
- (b) The name, and address if known, of the entity or person who received the Protected Health Information;
- (c) A brief description of the Protected Health Information Disclosed; and
- (d) A brief statement of the purpose of the Disclosure.

9.1.2 For each Disclosure that could require an accounting under Section 9.1, Business Associate must document the information specified in Section 9.1.1, and must maintain the information for six (6) years from the date of the Disclosure.

- 9.2 Business Associate must provide to Covered Entity, within ten (10) business days after receipt of a written request from Covered Entity, information collected in accordance with Section 9.1.1 to permit Covered Entity to respond to a request by an Individual for an accounting of disclosures of Protected Health Information in accordance with 45 C.F.R. § 164.528

- 9.3 If any Individual requests an accounting of disclosures directly from Business Associate or its agents or Subcontractors, Business Associate must notify Covered Entity in writing within five (5) days of the receipt of the request, and must provide the requested accounting of disclosures to the Individual(s) within 30 days. The information provided in the accounting must be in accordance with 45 C.F.R. § 164.528.

10. COMPLIANCE WITH APPLICABLE HIPAA RULES

- 10.1 To the extent Business Associate is to carry out one or more of Covered Entity's obligation(s) under Subpart E of 45 C.F.R. Part 164, Business Associate must comply with the requirements of Subpart E that apply to Covered Entity's performance of such obligation(s).
- 10.2 Business Associate must comply with all HIPAA Rules applicable to Business Associate in the performance of Services.

11. AVAILABILITY OF RECORDS

- 11.1 Business Associate must make its internal practices, books, and records relating to the Use and Disclosure of Protected Health Information received from, or created or received by Business Associate on behalf of Covered Entity available to the Secretary for purposes of determining Covered Entity's compliance with the Privacy and Security Regulations.
- 11.2 Unless prohibited by the Secretary, Business Associate must immediately notify Covered Entity of any requests made by the Secretary and provide Covered Entity with copies of any documents produced in response to such request.

12. MITIGATION OF HARMFUL EFFECTS

- 12.1 Business Associate must mitigate, to the extent practicable, any harmful effect of a Use or Disclosure of Protected Health Information by Business Associate in violation of the requirements of this Business Associate Agreement that is known to Business Associate.

13. BREACH NOTIFICATION TO INDIVIDUALS

- 13.1 Business Associate must, to the extent Covered Entity determines that there has been a Breach of Unsecured Protected Health Information by Business Associate, its employees, representatives, agents or Subcontractors, provide breach notification to the Individual in a manner that permits Covered Entity to comply with its obligations under 45 C.F.R. § 164.404.
- 13.1.1 Business Associate must notify, subject to the review and approval of Covered Entity, each Individual whose Unsecured Protected Health Information has been, or is reasonably believed to have been, accessed, acquired, Used, or Disclosed as a result of any such Breach.
- 13.1.2 The notification provided by Business Associate must be written in plain language, will be subject to review and approval by Covered Entity, and must include, to the extent possible:

- (a) A brief description of what happened, including the date of the Breach and the date of the Discovery of the Breach, if known;
 - (b) A description of the types of Unsecured Protected Health Information that were involved in the Breach (such as whether full name, social security number, date of birth, home address, account number, diagnosis, disability code, or other types of information were involved);
 - (c) Any steps the Individual should take to protect themselves from potential harm resulting from the Breach;
 - (d) A brief description of what Business Associate is doing to investigate the Breach, to mitigate harm to Individual(s), and to protect against any further Breaches; and
 - (e) Contact procedures for Individual(s) to ask questions or learn additional information, including a toll-free telephone number, an e-mail address, Web site, or postal address.
- 13.2 Covered Entity, in its sole discretion, may elect to provide the notification required by Section 13.1 and/or to establish the contact procedures described in Section 13.1.2.
- 13.3 Business Associate must reimburse Covered Entity any and all costs incurred by Covered Entity, in complying with Subpart D of 45 C.F.R. Part 164, including but not limited to costs of notification, internet posting, or media publication, as a result of Business Associate's Breach of Unsecured Protected Health Information; Covered Entity will not be responsible for any costs incurred by Business Associate in providing the notification required by 13.1 or in establishing the contact procedures required by Section 13.1.2.

14. INDEMNIFICATION

- 14.1 Business Associate must indemnify, defend, and hold harmless Covered Entity, its Special Districts, elected and appointed officers, employees, and agents from and against any and all liability, including but not limited to demands, claims, actions, fees, costs, expenses (including attorney and expert witness fees), and penalties and/or fines (including regulatory penalties and/or fines), arising from or connected with Business Associate's acts and/or omissions arising from and/or relating to this Business Associate Agreement, including, but not limited to, compliance and/or enforcement actions and/or activities, whether formal or informal, by the Secretary or by the Attorney General of the State of California.
- 14.2 Section 14.1 is not intended by the parties to limit in any way the scope of Business Associate's obligations related to Insurance and/or Indemnification in the applicable underlying Agreement, Contract, Master

Agreement, Work Order, Purchase Order, or other services arrangement, with or without payment, that gives rise to Contractor's status as a Business Associate.

15. OBLIGATIONS OF COVERED ENTITY

- 15.1 Covered Entity will notify Business Associate of any current or future restrictions or limitations on the Use or Disclosure of Protected Health Information that would affect Business Associate's performance of the Services, and Business Associate must thereafter restrict or limit its own Uses and Disclosures accordingly.
- 15.2 Covered Entity will not request Business Associate to Use or Disclose Protected Health Information in any manner that would not be permissible under Subpart E of 45 C.F.R. Part 164 if done by Covered Entity, except to the extent that Business Associate may Use or Disclose Protected Health Information as provided in Sections 2.3, 2.5, and 2.6.

16. TERM

- 16.1 Unless sooner terminated as set forth in Section 17, the term of this Business Associate Agreement will be the same as the term of the applicable underlying Agreement, Contract, Master Agreement, Work Order, Purchase Order, or other service arrangement, with or without payment, that gives rise to Contractor's status as a Business Associate.
- 16.2 Notwithstanding Section 16.1, Business Associate's obligations under Sections 11, 14, and 18 will survive the termination or expiration of this Business Associate Agreement.

17. TERMINATION FOR CAUSE

- 17.1 In addition to and notwithstanding the termination provisions set forth in the applicable underlying Agreement, Contract, Master Agreement, Work Order, Purchase Order, or other services arrangement, with or without payment, that gives rise to Contractor's status as a Business Associate, if either party determines that the other party has violated a material term of this Business Associate Agreement, and the breaching party has not cured the breach or ended the violation within the time specified by the non-breaching party, which must be reasonable given the nature of the breach and/or violation, the non-breaching party may terminate this Business Associate Agreement.
- 17.2 In addition to and notwithstanding the termination provisions set forth in the applicable underlying Agreement, Contract, Master Agreement, Work Order, Purchase Order, or other services arrangement, with or without payment, that gives rise to Contractor's status as a Business Associate, if either party determines that the other party has violated a material term of

this Business Associate Agreement, and cure is not feasible, the non-breaching party may terminate this Business Associate Agreement immediately.

18. DISPOSITION OF PROTECTED HEALTH INFORMATION UPON TERMINATION OR EXPIRATION

- 18.1 Except as provided in Section 18.3, upon termination for any reason or expiration of this Business Associate Agreement, Business Associate must return or, if agreed to by Covered entity, must destroy as provided for in Section 18.2, all Protected Health Information received from Covered Entity, or created, maintained, or received by Business Associate on behalf of Covered Entity, that Business Associate, including any Subcontractor, still maintains in any form. Business Associate will retain no copies of the Protected Health Information.
- 18.2 Destruction for purposes of Section 18.2 and Section 6.6 will mean that media on which the Protected Health Information is stored or recorded has been destroyed and/or electronic media have been cleared, purged, or destroyed in accordance with the use of a technology or methodology specified by the Secretary in guidance for rendering Protected Health Information unusable, unreadable, or indecipherable to unauthorized individuals.
- 18.3 Notwithstanding Section 18.1, in the event that return or destruction of Protected Health Information is not feasible or Business Associate determines that any such Protected Health Information is necessary for Business Associate to continue its proper management and administration or to carry out its legal responsibilities, Business Associate may retain that Protected Health Information for which destruction or return is infeasible or that Protected Health Information which is necessary for Business Associate to continue its proper management and administration or to carry out its legal responsibilities and must return or destroy all other Protected Health Information.
- 18.3.1 Business Associate must extend the protections of this Business Associate Agreement to such Protected Health Information, including continuing to use appropriate safeguards and continuing to comply with Subpart C of 45 C.F.R Part 164 with respect to Electronic Protected Health Information, to prevent the Use or Disclosure of such information other than as provided for in Sections 2.5 and 2.6 for so long as such Protected Health Information is retained, and Business Associate must not Use or Disclose such Protected Health Information other than for the purposes for which such Protected Health Information was retained.

18.3.2 Business Associate must return or, if agreed to by Covered entity, destroy the Protected Health Information retained by Business Associate when it is no longer needed by Business Associate for Business Associate's proper management and administration or to carry out its legal responsibilities.

18.4 Business Associate must ensure that all Protected Health Information created, maintained, or received by Subcontractors is returned or, if agreed to by Covered entity, destroyed as provided for in Section 18.2.

19. AUDIT, INSPECTION, AND EXAMINATION

19.1 Covered Entity reserves the right to conduct a reasonable inspection of the facilities, systems, information systems, books, records, agreements, and policies and procedures relating to the Use or Disclosure of Protected Health Information for the purpose determining whether Business Associate is in compliance with the terms of this Business Associate Agreement and any non-compliance may be a basis for termination of this Business Associate Agreement and the applicable underlying Agreement, Contract, Master Agreement, Work Order, Purchase Order or other services arrangement, with or without payment, that gives rise to Contractor's status as a Business Associate, as provided for in section 17.

19.2 Covered Entity and Business Associate will mutually agree in advance upon the scope, timing, and location of any such inspection.

19.3 At Business Associate's request, and to the extent permitted by law, Covered Entity will execute a nondisclosure agreement, upon terms and conditions mutually agreed to by the parties.

19.4 That Covered Entity inspects, fails to inspect, or has the right to inspect as provided for in Section 19.1 does not relieve Business Associate of its responsibility to comply with this Business Associate Agreement and/or the HIPAA Rules or impose on Covered Entity any responsibility for Business Associate's compliance with any applicable HIPAA Rules.

19.5 Covered Entity's failure to detect, its detection but failure to notify Business Associate, or its detection but failure to require remediation by Business Associate of an unsatisfactory practice by Business Associate, will not constitute acceptance of such practice or a waiver of Covered Entity's enforcement rights under this Business Associate Agreement or the applicable underlying Agreement, Contract, Master Agreement, Work Order, Purchase Order or other services arrangement, with or without payment, that gives rise to Contractor's status as a Business Associate.

19.6 Section 19.1 is not intended by the parties to limit in any way the scope of Business Associate's obligations related to Inspection and/or Audit and/or similar review in the applicable underlying Agreement, Contract, Master

Agreement, Work Order, Purchase Order, or other services arrangement, with or without payment, that gives rise to Contractor's status as a Business Associate.

20. **MISCELLANEOUS PROVISIONS**

- 20.1 **Disclaimer.** Covered Entity makes no warranty or representation that compliance by Business Associate with the terms and conditions of this Business Associate Agreement will be adequate or satisfactory to meet the business needs or legal obligations of Business Associate.
- 20.2 **HIPAA Requirements.** The Parties agree that the provisions under HIPAA Rules that are required by law to be incorporated into this Amendment are hereby incorporated into this Agreement.
- 20.3 **No Third Party Beneficiaries.** Nothing in this Business Associate Agreement will confer upon any person other than the parties and their respective successors or assigns, any rights, remedies, obligations, or liabilities whatsoever.
- 20.4 **Construction.** In the event that a provision of this Business Associate Agreement is contrary to a provision of the applicable underlying Agreement, Contract, Master Agreement, Work Order, Purchase Order, or other services arrangement, with or without payment, that gives rise to Contractor's status as a Business Associate, the provision of this Business Associate Agreement will control. Otherwise, this Business Associate Agreement will be construed under, and in accordance with, the terms of the applicable underlying Agreement, Contract, Master Agreement, Work Order, Purchase Order or other services arrangement, with or without payment, that gives rise to Contractor's status as a Business Associate.
- 20.5 **Regulatory References.** A reference in this Business Associate Agreement to a section in the HIPAA Rules means the section as in effect or as amended.
- 20.6 **Interpretation.** Any ambiguity in this Business Associate Agreement will be resolved in favor of a meaning that permits the parties to comply with the HIPAA Rules.
- 20.7 **Amendment.** The parties agree to take such action as is necessary to amend this Business Associate Agreement from time to time as is necessary for Covered Entity or Business Associate to comply with the requirements of the HIPAA Rules and any other privacy laws governing Protected Health Information.

CHARITABLE CONTRIBUTIONS CERTIFICATION

Company Name

Address

Internal Revenue Service Employer Identification Number

California Registry of Charitable Trusts "CT" number (if applicable)

The Nonprofit Integrity Act (SB 1262, Chapter 919) added requirements to California's Supervision of Trustees and Fundraisers for Charitable Purposes Act which regulates those receiving and raising charitable contributions.

Check the Certification below that is applicable to your company.

- Proposer or Contractor has examined its activities and determined that it does not now receive or raise charitable contributions regulated under California's Supervision of Trustees and Fundraisers for Charitable Purposes Act. If Proposer engages in activities subjecting it to those laws during the term of a County contract, it will timely comply with them and provide County a copy of its initial registration with the California State Attorney General's Registry of Charitable Trusts when filed.*

OR

- Proposer or Contractor is registered with the California Registry of Charitable Trusts under the CT number listed above and is in compliance with its registration and reporting requirements under California law. Attached is a copy of its most recent filing with the Registry of Charitable Trusts as required by Title 11 California Code of Regulations, sections 300-301 and Government Code sections 12585-12586.*

Signature: _____ *Date:* _____

Printed Name: _____ *Title:* _____

PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART

PART ONE OF TWO

ARMED AND UNARMED SECURITY GUARD SERVICES

PERFORMANCE REQUIREMENTS SUMMARY

All listing of services used in Exhibit K [Performance Requirements Summary (PRS) Chart] of the Contract, are intended to be consistent with the Contract and the Statement of Work (SOW), and are not meant in any case to create, extend, revise, or expand any obligation of Contractor beyond that which is defined in the Contract and the SOW. In any case of apparent inconsistency between the services as stated in the Contract, the SOW, and the PRS, the meaning apparent in the Contract and the SOW will prevail. If any service seems to be created in the PRS which is not set forth in the Contract and/or the SOW, that apparent service will be null and void and place no requirement on Contractor.

When Contractor performance does not conform to the requirements of the Contract and/or the SOW, the County will have the option to apply the following non-performance remedies:

1. Require Contractor to implement a formal corrective action plan, subject to approval by the County. In the plan, Contractor must include reasons for the unacceptable performance, specific steps to return performance to an acceptable level, and monitoring methods to prevent recurrence.
2. Reduce payment to Contractor by a computed amount based on the assessment(s) in the PRS.
3. Reduce, suspend, or cancel the Contract for systematic, deliberate misrepresentations or unacceptable levels of performance.

4. Failure of Contractor to comply with or satisfy the request(s) for improvement of performance or to perform the neglected work specified within ten Days will constitute authorization for the County to have the service(s) performed by others. The entire cost of such work performed by others as a consequence of Contractor failure to perform said service(s), as determined by the County, will be credited to the County on Contractor's future invoice.

This section does not preclude the County's right to terminate the Contract upon not less than ten Days written notice with or without cause, as provided for in Paragraph 8.42 (Termination for Convenience) of the Contract.

PERFORMANCE REQUIREMENTS SUMMARY (PRS) CHART – PART TWO OF TWO

ARMED AND UNARMED SECURITY GUARD SERVICES

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	DEDUCTIONS/ FEES TO BE ASSESSED
<p>1. Contract: Paragraph 8.5 - Complaints</p>	<p>Contractor must develop, maintain, and operate procedures for receiving, investigating, and responding to complaints made by Security Guards, Security Guard Supervisors, and members of the public and/or County personnel.</p> <p>Complaint Procedures:</p> <p>Within ten Business Days after the Contract effective date, Contractor must provide the County with Contractor’s procedures for receiving, investigating, and responding to user complaints.</p> <p>The County will review Contractor’s procedures and provide the Contractor with approval of said procedures or with requested changes. If the County requests changes in the Contractor’s procedures, the Contractor must make such changes and resubmit the procedures within five Business Days for County approval.</p> <p>If, at any time, the Contractor wishes to change the Contractor’s procedures, Contractor must submit proposed changes to the County for approval before implementation.</p> <p>The Contractor must preliminarily investigate all complaint log complaints received from Security Guards, Security Guard Supervisors, members of the public, and/or County personnel.</p> <p>The complaint log must contain the date of receipt of the complaint, name of the complainant, nature of the complaint, time and action taken, or reason for inaction. An updated copy of the complaint log must be made available to the County Project Director and County Project Manager upon request.</p>	<p>Observation, inspection of log sheets, management reports and random inspections</p>	<p>\$50 per day for delay in required reporting.</p>

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	DEDUCTIONS/ FEES TO BE ASSESSED
	<p>Complaints relating to Security Guard and Security Guard Supervisor’s appearance, attitude, or Work performance will be recorded in the complaint log pursuant to Paragraph 8.5.6 above, and an immediate notification must be made to the County Project Manager.</p> <p>The Contractor must preliminarily investigate all complaints and notify the County Project Manager of the status of the investigation within five Business Days of receiving the complaint.</p> <p>When complaints cannot be resolved informally, a system of follow-through will be instituted which adheres to formal plans for specific actions and strict time deadlines.</p> <p>Copies of all written responses must be sent to the County Project Manager within five Business Days of mailing a response to the complainant.</p>		
<p>2. Contract: Paragraph 8.28 - Nondiscrimination and Affirmative Action</p>	<p>The Contractor certifies and agrees that all persons employed by it, its affiliates, subsidiaries, or holding companies are and will be treated equally without regard to or because of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, in compliance with all applicable Federal and State anti-discrimination laws and regulations.</p> <p>Contractor certifies to the County each of the following:</p> <ul style="list-style-type: none"> a) Contractor has a written policy statement prohibiting discrimination in all phases of employment. b) Contractor periodically conducts a self-analysis or utilization analysis of its work force. c) That Contractor has a system for determining if its employment practices are discriminatory against protected groups. d) Where problem areas are identified in employment practices, the Contractor has a system for taking reasonable corrective action, to include establishment of goals or timetables. 	<p>Inspection and Review</p>	<p>\$500 for each violation.</p>

<p>SPECIFIC PERFORMANCE REFERENCE</p>	<p>SERVICE</p>	<p>MONITORING METHOD</p>	<p>DEDUCTIONS/ FEES TO BE ASSESSED</p>
	<p>The Contractor must take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, in compliance with all applicable Federal and State anti-discrimination laws and regulations. Such action must include, but is not limited to employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.</p> <p>The Contractor certifies and agrees that it will deal with its subcontractors, bidders, or vendors without regard to or because of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation.</p> <p>The Contractor certifies and agrees that it, its affiliates, subsidiaries, or holding companies will comply with all applicable Federal and State laws and regulations to the end that no person will, on the grounds of race, color, religion, ancestry, national origin, sex, age, physical or mental disability, marital status, or political affiliation, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under this Contract or under any project, program, or activity supported by this Contract.</p> <p>The Contractor will allow County representatives access to Contractor's employment records during regular business hours to verify compliance with the provisions of this Paragraph 8.28 (Nondiscrimination and Affirmative Action) when so requested by the County.</p> <p>If the County finds that any provisions of this Paragraph 8.28 (Nondiscrimination and Affirmative Action) have been violated, such violation will constitute a material breach of this Contract upon which the County may terminate or suspend this Contract. While the County reserves the right to determine independently that the anti-discrimination provisions of this Contract have been violated, in addition, a</p>		

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	DEDUCTIONS/ FEES TO BE ASSESSED
	<p>determination by the California Fair Employment and Housing Commission or the Federal Equal Employment Opportunity Commission that Contractor has violated Federal or State anti-discrimination laws or regulations will constitute a finding by the County that Contractor has violated the anti-discrimination provisions of this Contract.</p> <p>The parties agree that in the event Contractor violates any of the anti-discrimination provisions of this Contract, the County will, at its sole option, be entitled to the sum of \$500 for each such violation pursuant to California Civil Code Section 1671 as liquidated damages in lieu of terminating or suspending this Contract.</p>		
<p>3. SOW: Paragraph 3.1 - Quality Control Plan</p>	<p>Contractor must establish and utilize a comprehensive Quality Control Plan to be utilized as a self-monitoring tool to ensure the required services are provided to the County throughout the term of the Contract, that meets or exceeds all requirements. In the event that the requirements and/or policies and procedures change during the term of the Contract, Contractor must update the Quality Control Plan and submit such updated plan to the County Project Manager for review and approval. The Quality Control Plan will include, but not be limited to the following:</p> <p>Method of monitoring all tasks and services to ensure that Contract requirements are being met. The monitoring system must specify methods for identifying and preventing deficiencies in the quality of services performed before the level of performance becomes unacceptable.</p> <p>The Quality Control Plan must include, but is not limited to the information specified below:</p> <p>Specific activities to be monitored either on scheduled or unscheduled basis, to ensure compliance with all Contract requirements.</p> <p>Monitoring methods to be used to verify authenticity of reports, and methods to ensure quality of services.</p> <p>Frequency of monitoring.</p>	<p>Inspection and Review</p>	<p>\$100 per occurrence.</p>

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	DEDUCTIONS/ FEES TO BE ASSESSED
	<p>Samples of forms to be used in monitoring.</p> <p>Job title and level, and qualifications of personnel performing monitoring functions (Contractor must ensure that Contractor’s Project Manager and/or Quality Control personnel, not the Security Guards actually performing the security services, will implement the Quality Control Plan).</p> <p>Contractor’s BCP Plan for ensuring that security guard services will continue in the event of a natural or man-made disaster or strike of Security Guards and/or Security Guard Supervisors.</p> <p>Documentation methods of all monitoring results, including corrective action taken.</p>		
<p>4. SOW: Paragraph 3.4 - Performance Evaluation Meetings</p>	<p>The County and Contractor must meet quarterly and/or more frequently if deemed necessary, to discuss the status of the Contract, new or on-going problems, and other issues. Failure to attend will cause an assessment of \$100 as specified in Exhibit K [Performance Requirements Summary (PRS)] of the Contract. County Project Manager reserves the right to schedule more frequent meetings if Contractor’s quality of performance is not at an acceptable level. An acceptable level will be determined by, but not limited to, Contractor adhering to the requirements of Exhibit K [Performance Requirements Summary (PRS) Chart] of the Contract.</p>	<p>Inspection and Review</p>	<p>Failure to attend will cause an assessment of \$100 per occurrence.</p>
<p>5. SOW: Paragraph 3.5 - Review of Monthly Inspection Reports</p>	<p>Contractor must submit to the County Project Manager the Contractor’s scheduled and unscheduled inspection reports on a monthly basis as specified in Paragraph 8.3 (Monthly Inspection Report) of this SOW. The inspection reports must include: (1) date of inspection, (2) problem(s) identified, (3) corrective action taken, and (4) time elapsed between identification of a problem and corrective action completed. The County Project Manager will review all reports to ensure that the County’s requirements are being met. Failure to submit scheduled or unscheduled inspection reports will cause an assessment of \$100 as specified in Exhibit K [Performance Requirements Summary (PRS) Chart] of the Contract.</p>	<p>Inspection and Review of Reports</p>	<p>\$100 per occurrence.</p>

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	DEDUCTIONS/ FEES TO BE ASSESSED
<p>6. SOW: Paragraph 3.6 - Contract Discrepancy Report (CDR)</p>	<p>Verbal and electronic notification of a Contract discrepancy will be made to Contractor’s Project Manager as soon as possible whenever a Contract discrepancy is identified. The problem must be resolved within a time period mutually agreed upon by the County and Contractor.</p> <p>A Contract Discrepancy Report (CDR) must be issued at the County Project Manger’s discretion. Upon receipt of a CDR, Contractor is required to respond in writing to the County Project Manager within five Business Days, acknowledging the reported discrepancies or presenting contrary evidence. Contractor must submit its plan to correct the deficiency(s) identified in the CDR to County Project Manager within five Business Days. A sample of the CDR is attached as Exhibit L [Contract Discrepancy Report (CDR)] of the Contract. Contractor must provide disciplinary sequence/levels for each in accordance with Exhibit L [Contract Discrepancy Report (CDR)] of the Contract.</p> <p>Additionally, the County may initiate a County Policy of Equality (CPOE) process related to allegations involving Security Guards and/or Security Guard Supervisors. Contractor will immediately investigate all CPOE allegations upon receipt and within 24 hours. County may reassign Security Guards and/or Security Guard Supervisors involved in a CPOE allegation during the investigation process.</p>	<p>Observation and Inspection</p>	<p>\$50 per day after time specified.</p>
<p>7. SOW: Paragraph 4.1 - Work Schedule/ Deployment</p>	<p>Contractor must have discretion over the deployment of Security Guards and Security Guard Supervisors and shifts as long as service levels are met. Contractor must maintain a continuously updated deployment roster, which must be incorporated herein by this reference, and submit a copy upon request and during the quarterly performance evaluation meeting.</p> <p>In the event that the County requires additional Work hours or service Days due to temporary changes in workload, emergencies and/or other urgent needs of the Department, Contractor’s Project Manager will work with County Project Manager to develop a plan to meet the new requirements. County will prepare a Change Notice in accordance with Paragraph 8.1 (Amendments and Change Notices) of the Contract.</p>		

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	DEDUCTIONS/ FEES TO BE ASSESSED
8. SOW: Paragraph 4.1.1 - Supervision	Security Guards must be adequately supervised by a Field Supervisor. Contractor must provide one hour of field supervision by a Field Supervisor for every ten hours of security guard service as required in Attachment 2 (Minimum Staffing Plan by SPA) of Exhibit B (SOW Attachments) and Exhibit C (Pricing Schedule) of the Contract. Ratio of one hour of field supervision for every ten hours of security guard services (ten to one ratio-billed by hours). Supervisors assigned to the field must travel to their assigned Locations on a regular basis to work with their subordinates. Only actual hours worked by Supervisors in the capacity of performing supervision duties are billable to the County. Contractor will not bill the County for supervision hours due to Contractor's administrative duties or duties not directly related to security guard services as required in this SOW.	Inspection and Review	Open Post assessment of \$500 per post, per day until post filled; liquidated damages of \$1,000 per day upon third occurrence in 30-Day period.
9. SOW: Paragraph 4.1.3 - Contractor Living Wage Staffing Plan	<p>Pursuant to the requirements of Paragraph 9.1.8 (Use of Full Time Employees) of the Contract, and the County's Living Wage Ordinance entitled Living Wage Program as codified in Sections 2.201.010 through 2.201.100 of the Los Angeles County Code, Contractor must submit a monthly staffing plan to be submitted by the tenth of each month following the reporting period. Staffing plan must be prepared for each SPA using the blank form attached as Exhibit M (Living Wage Contractor Staffing Plan by SPA) of the Contract. Contractor must submit their fulfillment of the Locations set forth in Attachment 2 (Minimum Staffing Plan by SPA) of Exhibit B (SOW Attachments) of the Contract, to include use of full-time and part-time employees.</p> <p>A completed Exhibit M (Living Wage Contractor Staffing Plan by SPA) of the Contract must be submitted for each Location for review and approval by County Project Manager at least ten Business Days prior to the commencement of Work under the Contract.</p> <p>In accordance with Paragraph 5.1.6.4 (Living Wage Compliance Forms: County form) of this SOW, staffing plans for each Location must also be submitted monthly in Exhibit M (Living Wage Contractor Staffing Plan by SPA) of the Contract, as part of Living Wage compliance.</p>	Inspection and Review	\$50 per day after time specified.

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	DEDUCTIONS/ FEES TO BE ASSESSED
	<p>In the event that County’s requirements change during the term of the Contract, Contractor must provide a revised Exhibit M (Living Wage Contractor Staffing Plan by SPA) of the Contract, for County Project Manager approval, based on County’s revised requirements, as specified in Attachment 2 (Minimum Staffing Plan by SPA) of Exhibit B (SOW Attachments) of the Contract.</p> <p>If Contractor changes its full-time employee staffing plan, Contractor must immediately provide a revised Exhibit M (Living Wage Contractor Staffing Plan by SPA) of the Contract, for County Project Manager approval, in accordance with Paragraph 9.1.8 (Use of Full-Time Employees) of the Contract.</p> <p>All completed Exhibit M (Living Wage Contractor Staffing Plan by SPA) must be incorporated into this Contract by this reference.</p>		
<p>10. SOW: Paragraph 4.1.4 - Open Post</p>	<p>Contractor must provide sufficient Security Guards and Security Guard Supervisors as necessary to ensure there are no Open Posts for all Locations, at any time. Contractor must not use meal period or break period as “grace period” to send a replacement Security Guard or Security Guard Supervisor to stand Post. Contractor must ensure a Security Guard or Security Guard Supervisor is present at all Post assignments at all times-as set forth in Attachment 2 (Minimum Staffing Plan by SPA) of Exhibit B (SOW Attachments) of the Contract, and Paragraph 4.1.1 (Supervision) of the SOW, unless County gives written approval of an exception, modification, or change.</p> <p>More than three instances of an Open Post in a Location within a 30-Day period or three consecutive Days of an Open Post will subject Contractor to significant additional assessments, liquidated damages, and possible forfeiture of Location and/or Post, termination of the Contract, and/or debarment.</p> <p>Failure to fill Security Guard and Security Guard Supervisor positions as required will constitute an Open Post and will subject Contractor to Open Post assessment(s), as specified in Paragraph 4.1.4.2 of the SOW, and</p>	<p>Inspection and Review</p>	<p>Withholding of up to full amount of any invoice otherwise due; liquidated damages of \$500 per Post, per Day until Post filled; liquidated damages of \$1,000 per day upon third occurrence in a 30-Day period; possible termination for default of Contract for continue failure to perform; and debarment for up to three years.</p>

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	DEDUCTIONS/ FEES TO BE ASSESSED
	in Exhibit K [Performance Requirements Summary (PRS) Chart] of the Contract.		
11. SOW: Paragraphs 4.1.5, 4.1.6, and 4.1.7 - Absence Relief	<p>Security Guards and Security Guard Supervisors will be responsible for reporting absences to Contractor Project Manager. Contractor must report to County Project Manager before a planned absence or within one hour of Security Guard or Security Guard Supervisor reporting any unplanned absence(s). Upon reporting unplanned absences, Contractor must deploy a replacement Security Guard or Security Guard Supervisor (billed at Security Guard rate if replacing a Security Guard) to the Location immediately to ensure Post coverage at all times. If a Security Guard Supervisor is deployed for a Security Guard, they must stand Post until a replacement Security Guard arrives. The replacement Security Guard or Security Guard Supervisor must report within one hour or less from absence notification.</p> <p>In the event that a Security Guard or Security Guard Supervisor must leave during the workday, creating an Open Post, Contractor must send a replacement Security Guard or Security Guard Supervisor within one hour or less of the Security Guard or Security Guard Supervisor's absence, with the replacement Security Guard or Security Guard Supervisor completing the remaining work schedule. In the event that a Security Guard Supervisor replaces a Security Guard, Contractor must bill the County at the Security Guard rate. The one-hour replacement requirement is a baseline; Contractor must make every effort to have a replacement on Location immediately upon notice of an Open Post.</p> <p>Security Guard Supervisors must not permanently stand Post due to Contractor staffing shortages and are only allowed to stand Post for the duration of the temporary planned or unplanned Open Post due to call off, emergencies, or unforeseen circumstances. Contractor cannot utilize Security Guard Supervisors to fulfill Security Guard vacancies. As set forth in Paragraph 2.1.1 of the SOW, the County reserves the right to assign new Locations to any awarded Contractor, based on the affected</p>	Inspection and Review	\$25 per hour beyond the one hour specified.

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	DEDUCTIONS/ FEES TO BE ASSESSED
	SPA or Area, Contractor's capacity, capability, performance, and business needs of the County, is at the sole discretion of the County.		
12. SOW: Paragraph 4.2 - Unscheduled Work Due to Security Incident and/or Contractor Staffing Unavailability	<p>When a condition exists wherein there is imminent danger of injury to the public or damage to property, the Security Guard must control the situation and assist and/or report as appropriate, to prevent injurious acts to persons or property. As soon as it is safe to do so, the Security Guard must notify the Security Guard Supervisor and/or Contractor Project Manager of the incident. Security Guard Supervisor must contact the County manager or administrator at the Location and the County Project Manager or County Services Bureau Watch Commander to advise them of the situation and request approval and/or direction before allowing Security Guard to begin or continue Work under the Contract. The County will provide verbal or electronic authorization for additional service hours and/or additional Security Guards or Security Guard Supervisors if necessary. The County will follow verbal authorization with an email approving additional services to Security Guard Supervisor and/or Contractor Project Manager who will provide direction to Security Guard. Contractor must proceed diligently to Work within the approved service hours.</p> <p>All authorized unscheduled service hours must commence on the date and time specified, by County Project Manager or County Services Bureau Watch Commander, followed by evidence of the change in accordance with Paragraph 8.1 (Amendments and Change Notices) of the Contract.</p> <p>The County reserves the right to perform unscheduled Work due to security incident using County staff and/or to assign the Work to another County Contractor. The County at its sole discretion, may assign unscheduled Work to any awarded Contractor that adheres to the requirements set forth in Paragraph 6.3.2 (Background Investigations) of this SOW.</p>	Inspection and Review of Records	Withholding of invoice amount due to unscheduled work provided without written authorization.
13. SOW: Paragraph 4.3 - Security Guard and	Contractor must comply with all applicable provisions of the Federal Fair Labor Standards Act regarding payment of overtime, consistent with	Review log sheets and	\$100 per occurrence per employee plus a

<p>SPECIFIC PERFORMANCE REFERENCE</p>	<p>SERVICE</p>	<p>MONITORING METHOD</p>	<p>DEDUCTIONS/ FEES TO BE ASSESSED</p>
<p>Security Guard Supervisor Overtime</p>	<p>Paragraph 8.19 (Fair Labor Standards) of the Contract. The County may impose an assessment against Contractor for failure to observe this requirement as specified in Exhibit K, [Performance Requirements Summary (PRS) Chart] of the Contract. County may report Contractor’s non-compliance with the California Labor Code to the California Labor Commissioner.</p> <p>Contractor must monitor and ensure that each of its Security Guards and Security Guard Supervisors work no more than 36 hours per week of overtime on any County assignment. County will only pay for the overtime specified in Attachment 2 (Minimum Staffing Plan by SPA) of Exhibit B (SOW Attachments) of the Contract. The County will not pay the overtime rate if Contractor deviates from or splits any shift at any Post, Location, SPA or Area as specified in Attachment 2 (Minimum Staffing Plan by SPA) of Exhibit B (SOW Attachments) of the Contract. Overtime hours worked that are considered overtime and required by the County are set forth in Attachment 2 (Minimum Staffing Plan by SPA) of Exhibit B (SOW Attachments) of the Contract. Contractor will be compensated at the overtime rate of one and one-half times the hourly labor rate only for actual overtime hours worked by Security Guards and Security Guard Supervisors. County Project Manager will have the authority to deny overtime that is not specified in Attachment 2 (Minimum Staffing Plan by SPA) of Exhibit B (SOW Attachments) of the Contract. Overtime that is not specified in Attachment 2 (Minimum Staffing Plan by SPA) of Exhibit B (SOW Attachment) of the Contract, and/or not approved by County Project Manager or a Department Watch Commander, must be paid at the straight time rate by County.</p> <p>Security Guards and Security Guard Supervisors who use their employment with Contractor as a “second job” must limit their weekly hours to 36 hours for the Contract.</p> <p>Contractor’s failure to observe the requirements as specified in Paragraphs 4.3.1 and 4.3.2 above may cause the County to impose an</p>	<p>research State Labor Commission records.</p> <p>Observation, review of log sheets and random site visits.</p> <p>Review of log sheets</p>	<p>report to California Labor Commission if not remedied.</p>

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	DEDUCTIONS/ FEES TO BE ASSESSED
	<p>assessment of \$100 per occurrence as specified in Exhibit K [Performance Requirements Summary (PRS) Chart] of the Contract.</p> <p>Contractor will pay Security Guards and Security Guard Supervisors (other than those with an alternate work schedule) who have worked in excess of eight hours per Day, at the compensation rate of one and one-half times their hourly labor rate for such work in excess of eight hours per calendar Day, or as required by law. The County will only pay for the overtime specified in Attachment 2 (Minimum Staffing Plan by SPA) of Exhibit B (SOW Attachments) of the Contract. Payment for any unspecified overtime will be the Contractor’s responsibility.</p> <p>The County will not pay overtime for any Security Guard or Security Guard Supervisor who has worked a full shift at another non-Contract Post and is brought in to cover a County assignment, such as when a guard is unable to report to work and creates an Open Post.</p>		
<p>14. SOW: Paragraph 4.4 - Services in Emergency Situations</p>	<p>In the event of an “emergency situation,” Contractor must continue to provide services under the Contract. Notifications and authorizations for “emergency situations” must be the same as stated in Paragraph 4.2.1 of the SOW. An "emergency situation" includes, but is not limited to, fire, flood, earthquake, civil disturbance and other natural or manmade disasters. County Project Manager or County Services Bureau Watch Commander will determine if a particular situation constitutes an “emergency situation” as specified in Paragraph 4.4 (Services in Emergency Situations) of the SOW and will determine the extent to which services will be provided. Contractor must provide adequate staffing to ensure continued services to the extent determined by County.</p> <p>Contractor must prepare and maintain a continuously updated Business Continuity Plan (BCP), in accordance with Paragraph 6.7 [Contractor Business Continuity Plan (BCP) Emergency Response] of this SOW.</p>	<p>Inspection and Review</p>	<p>\$100 per occurrence.</p>
<p>15. SOW: Paragraph 4.5 - Holidays</p>	<p>Contractor may be required to provide services at specific Locations and Posts on County recognized holidays when 24 hours/seven Days a week coverage is required at specified Locations and Posts.</p>	<p>Observation and Review</p>	<p>\$100 per occurrence for failure to provide required service.</p>

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	DEDUCTIONS/ FEES TO BE ASSESSED
	<p>Contractor will be paid by the County at the overtime rate of one and one-half times the hourly labor rate for Security Guard and Security Guard Supervisor hours required on dates that are recognized by both County and Contractor as holidays, provided the Contractor pays the overtime rate of one and one-half times the hourly labor rate to Security Guards and Security Guard Supervisors.</p> <p>Holiday dates will vary from year to year. County Project Manager will provide a list of County recognized holidays to Contractor at the time the Contract is approved and annually, at the beginning of the calendar year. or as soon as they become known. Contractor must provide County Project Manager with a list of Contractor-recognized holidays for the following calendar year as soon as they become known.</p> <p>Pursuant to the requirements of Paragraph 4.5.2 above, should a Holiday date not coincide between County-recognized holidays and Contractor-recognized holidays, County Project Manager and Contractor must come to a mutual decision and agreement on when to recognize the Holiday for the purpose of the overtime rate of one and one-half times the hourly labor rate for Security Guards and Security Guard Supervisors.</p>		
<p>16. SOW: Paragraph 5.2 - County-Provided Training</p>	<p>The County will provide training in accordance with Paragraph 2.1 (County-Provided Training – Overview) and Paragraph 2.2 (Contractor and/or County Provided – Annual and/or Continuing Education Training) of Attachment 3 (Training Outline) and training in accordance with Attachment 3A [Training Outline – Department of Mental Health (DMH) Positions] of Exhibit B (SOW Attachments) of the Contract.</p> <p>The County will provide the training set forth in Paragraph 2.1 (County-Provided Training – Overview) and Paragraph 2.2 (Contractor and/or County-Provided – Annual and/or Continuing Education Training) of Attachment 3 (Training Outline) and Attachment 3A [Training Outline - Department of Mental Health (DMH) Positions] of Exhibit B (SOW Attachments) of the Contract, to Security Guards and Security Guard Supervisors performing services at specific County Locations. Training</p>	<p>Observation and Inspection</p>	<p>\$100 per occurrence.</p>

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	DEDUCTIONS/ FEES TO BE ASSESSED
	<p>may include, but will not be limited to, initial, annual, continuing education, and specialized County-provided training conducted by County personnel, in accordance with Title 22, the Commission on Accreditation of Rehabilitation Facilities, and/or other compliance or regulatory bodies, and/or policies of the specific assignment, Location, and/or Post where security services are being provided.</p> <p>Contractor will pay each Security Guard or Security Guard Supervisor up to eight hours of straight time per Day, for up to two Days per year, to attend required initial, annual, continuing education, and/or specialized Contractor or County provided training. Contractor will also provide and pay for backfill coverage for any Security Guard or Security Guard Supervisor attending required training. Contractor may not bill the County and the County will not be responsible for payment to Security Guards and Security Guard Supervisors during attendance at required trainings. County personnel that provide County-required training will be paid directly by the County.</p> <p>The County may provide Security Guards and/or Security Guard Supervisors a maximum of two hours of straight time for Travel Time to County-provided training on a case-by-case basis and at the discretion of the County Project Manager. If Contractor must pay overtime to Security Guards and/or Security Guard Supervisors for Travel Time to attend County-provided training, Contractor must adhere to overtime guidelines as set forth in Paragraph 4.3.1 of this SOW.</p>		
<p>17. SOW: Paragraph 6.3 - Personnel</p>	<p>Contractor must have the flexibility and capability to provide varying numbers of Security Guards and Security Guard Supervisors to Locations in the SPA as specified in Paragraph 1.0 (Scope of Work) of the SOW. In addition to the staffing required from Attachment 2 (Minimum Staffing Plan by SPA) of Exhibit B (SOW Attachments) of the Contract, a minimum of an additional five percent Security Guards and Security Guard Supervisors who are background-cleared, trained, certified, and equipped must be available for deployment at any time by Contractor throughout the term of the Contract.</p>	<p>Review of Contractor employment records and inspection</p>	<p>\$100 per person short of the five percent, per inspection.</p>

<p>SPECIFIC PERFORMANCE REFERENCE</p>	<p>SERVICE</p>	<p>MONITORING METHOD</p>	<p>DEDUCTIONS/ FEES TO BE ASSESSED</p>
	<p>All armed and unarmed Security Guards, Security Guard Supervisors, and any other Contractor staff performing or providing services under the Contract, will be required to undergo and pass a background investigation, to the satisfaction of County as a condition of beginning and continuing to provide services under this Contract, or as a condition for promotion to a supervisory position under the Contract, as described in Paragraph 7.5 (Background and Security Investigations) of the Contract. All background clearances will be determined by the Department. Arrest investigations and subsequent arrest information obtained by the Department may cause a background clearance to be revoked.</p> <p>The County will not accept any of Contractor's employees who have been involved in any of the following:</p> <ul style="list-style-type: none"> a) Felony conviction. b) Conviction for a sex offense. c) Military conduct that involved dishonorable discharge, bad conduct, or an undesirable discharge. d) Conduct that would preclude the employee from receiving a bond. e) Convictions of drunk or reckless driving within the last three years. f) Any pattern of irresponsible behavior including, but not limited to, unsatisfactory driving or employment records. g) Any pattern of recent or habitual illegal drug use. <p>The background investigation requirements are subject to change at any time, at the sole discretion of the County.</p> <p>Contractor may be responsible for reimbursement or direct payment to County for actual costs of performing each background investigation. Associated background fees may be deducted from monthly invoices at County sole discretion. The cost is approximately \$150 per employee. This fee may be charged to Contractor and subject to change, whether an individual is cleared or not, at the County sole discretion.</p>		

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	DEDUCTIONS/ FEES TO BE ASSESSED
<p>18. SOW: Paragraph 6.3.3.2 - Administrative File</p>	<p>Contractor must provide to County Project Manager a pre-background Administrative File and documentation for each employee prior to background investigation. County Project Manager will review and approve the Administrative File prior to scheduling a background investigation. The Administrative File must contain copies of the following:</p> <p>Statement on Workplace Equality Acknowledgement of Receipt - Contractor must include the Statement on Workplace Equality Acknowledgement of Receipt, attached hereto as Attachment 4 (Statement on Workplace Equality and Acknowledgement of Receipt) of Exhibit B (SOW Attachments) of the Contract, signed by the employee scheduled for background investigation.</p> <p>Contractor Employment Application - Contractor must include a copy of a completed Department approved Contractor employment application on each prospective Security Guard, Security Guard Supervisor, Contractor Project Manager, Programs/Operations Manager, and On-Site Supervisors. The application must, as applicable and appropriate, include the following:</p> <ul style="list-style-type: none"> a) <u>Employment History</u> Employment history must include a list of candidates present or last job first, then all jobs held and any periods of unemployment for the previous seven years, including all security services experience, if applicable (dependent on age). b) <u>Military Service</u> All military experience (regular or reserve) must be documented. Include a copy of candidate's Selective Service Card and/or military discharge papers DD214. If the candidate does not possess a Selective Service Card or military discharge papers, explain why information is not available. c) <u>Guard Registration Card</u> 	<p>Review</p>	<p>\$50 per incomplete administrative file, per occurrence.</p>

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	DEDUCTIONS/ FEES TO BE ASSESSED
	<p>Include copy of current Guard Registration Card, issued by the California Department of Consumer Affairs (DCA), Bureau of Security and Investigative Services (BSIS).</p> <p>d) <u>Certificate for Cardiopulmonary Resuscitation (CPR) for Adult, Child, and Infant, including Automated External Defibrillator (AED)</u> Include copy of current Adult, Child, and Infant CPR card, issued by American Red Cross, American Heart Association, or equivalent provider (eight hours) and Automated External Defibrillator (AED) certification.</p> <p>e) <u>First Aid Certification for Adult, Child, and Infant</u> Include copy of current First Aid Certification, issued by American Red Cross, American Heart Association, or equivalent provider (eight hours).</p> <p>f) <u>Baton Permit Issued by BSIS</u> Include copy of current baton permit issued by BSIS.</p> <p>g) <u>Certificate of Training: BSIS Certified Course in Baton Training (4 hours)</u> Include copy of POST certification in baton, according to Paragraph 8.9.3.2(f) of this SOW. All licensees/registrants holding a current or valid baton permit may carry any type of baton on the job, as long as he or she is proficient in the use of the specific type of baton.</p> <p>h) <u>California Firearm Qualification Card</u> (armed Security Guards and Security Guard Supervisor positions only) Include a copy of the current California Firearm Qualification Card.</p> <p>i) <u>California Firearm Permit</u> (armed Security Guards and Security Guard Supervisors positions only). Include a copy of the current California Firearm Permit.</p> <p>j) <u>BSIS Certified Course in Firearms Training</u> (eight hours) Include copy of current BSIS Certified Course in Firearms Training.</p>		

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	DEDUCTIONS/ FEES TO BE ASSESSED
	<ul style="list-style-type: none"> k) <u>Pepper Spray/Pepper Gel Permit</u> Include copy of permit to carry ten percent solution of oleoresin capsicum (pepper spray) or pepper gel. l) <u>Valid California Class "C" Driver's License or California Identification Card</u> Include copy of valid California Class "C" Driver's License or California Identification Card. m) <u>High School or G.E.D. diploma or equivalent</u> Include copy of High School or G.E.D. diploma or equivalent. An equivalent High School or G.E.D. certification obtained from another country will be acceptable. If an employee is unable to provide a High School, G.E.D, or international equivalent, the Contractor must submit a written acknowledgment to County Project Manager explaining the reason for the unavailable required document. n) <u>Voided Contractor Photo Identification Badge of Employee (if applicable)</u> Include Contractor voided photo identification badge of employee once employment with Contractor has been terminated or has concluded. 		
<p>19. SOW: Paragraph 6.3.3.3 - Preliminary and Annual Physical/ Examination/ Testing/Proof of Vaccination</p>	<p>Based on the regulatory compliance requirements of Cal/OSHA standard set forth at 8 CCR § 5199, and Title 22 of California Code of Regulations, the County has established and maintains policies related to initial and annual health examination, testing, and proof of vaccination of all individuals working in all Locations.</p> <ul style="list-style-type: none"> a) Contractor must provide an initial physical examination and testing, and provide proof of vaccination, as specified below, for all Security Guards, Security Guard Supervisors; and any employee designated as Programs/Operations Manager, On-Site Supervisors and Contractor Project Manager, assigned to provide services under the Contract at the time the Administrative File is submitted for County review, and annually thereafter. 	<p>Observation and Inspection</p>	<p>\$100 per employee with incomplete/out-of-date physical examination records.</p>

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	DEDUCTIONS/ FEES TO BE ASSESSED
	<p>b) The physical examination must include, but will not be limited to, the following: Complete Blood Count (CBC), urinalysis, Rapid Plasma Reagin (RPR), Tuberculosis (TB) Screening (skin test with chest x-ray follow-up test for positive skin test), proof of vaccination for: Measles, Mumps, Rubella (MMR) and varicella (chickenpox). Proof of vaccination or declination form signed by candidate for Hepatitis B vaccine. In addition, tetanus, diphtheria, and acellular pertussis (Tdap), H1N1 vaccination, vision, and other tests are optional but may be required by County during the term of the Contract. Seasonal influenza vaccination (one dose for current season each year) may be declined; however, persons who decline the vaccination will be required to wear a mask during the influenza season.</p> <p>c) Security Guards, Security Guard Supervisors, Programs/Operations Manager, On-Site Supervisors, and Contractor Project Manager may undergo additional or annual physical examinations, which will include TB screening. Results of these examinations must be submitted to Contractor and maintained in Contractor's employee files, (on-site if required by the Location).</p> <p>d) Security Guards and Security Guard Supervisors must have the physical capability to perform all of the duties specified in this SOW. The County may require Contractor to provide fitness for duty examinations and/or medical certifications for individual Security Guards or Security Guard Supervisors, if the County determines that their physical condition appears to be questionable.</p>		
<p>20. SOW: Paragraph 6.4.1 - Uniforms/Photo Identification Badges</p>	<p>Contractor must ensure that all on-duty Security Guards and Security Guard Supervisors wear complete Department approved uniforms.</p> <p>Contractor must provide, at Contractor expense and at no cost to Contractor employee or to the County, all employees providing services under the Contract with Department-approved uniform as specified in Paragraph 6.4.1.4. below. Uniforms must be tailored for the particular</p>	<p>Observation</p>	<p>\$50 per occurrence.</p>

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	DEDUCTIONS/ FEES TO BE ASSESSED
	<p>employee. Uniforms must be the same for all assigned Security Guards and Security Guard Supervisors unless an exception is required or approved by the County Project Director with a Change Notice in accordance with Paragraph 8.1 (Amendments and Change Notices) of the Contract.</p> <p>Contractor must obtain written approval for uniform(s) and other related attire from County Project Manager at least ten Days prior to commencing Work under the Contract.</p> <p>Uniforms must consist of the following items, unless an exception is required or approved in writing by the Department:</p> <ul style="list-style-type: none"> a) Trouser – Navy, or Black. b) Shirt/blouse – Gray, Black, or Blue. c) Alternate Shirt – Gray, Black, or Blue Polo (as requested and approved by the County). d) Belt – Solid Black, basket weave. e) Tie – Solid Black (as needed). f) Tie bar – Gold in color (as needed). g) Socks – Solid Black or Navy Blue. h) Shoes – Solid Black, leather, Military Type (low laced, plain toed oxfords, with smooth finish). i) Shoulder patches, as required by California Business and Professions Code (BPC) 7582.26(f), on both arms of uniform shirt/blouse and jacket. j) Rain gear (as needed). k) Name Tags. l) Jacket, with appropriate shoulder patches, as appropriate to weather conditions – Navy or Black (as needed). m) Photo Identification Badge, with name, to be in the immediate possession of employee, and not visibly worn while on duty. 		

<p>SPECIFIC PERFORMANCE REFERENCE</p>	<p>SERVICE</p>	<p>MONITORING METHOD</p>	<p>DEDUCTIONS/ FEES TO BE ASSESSED</p>
	<p>Security Guard and Security Guard Supervisor uniforms must always be clean and neatly pressed.</p> <p>Contractor must provide, at Contractor expense, at no cost to Contractor employee or to the County, all employees providing services under the Contract with a County-approved photo identification badge, listed in Paragraph 6.4.1.4(m) above, as noted in Paragraph 7.4 (Contractor's Staff Identification) of the Contract. Contractor photo identification badge is subject to County Project Manager approval and must contain a graphic image of the appropriate badge, Contractor name, and at least the following identifying information and specifications:</p> <ul style="list-style-type: none"> a) Recent photograph of the employee (within last five years). b) Full name of employee, employee number, and title. c) Card should note: Los Angeles County Sheriff's Contracted Employee. d) Signature of employee and approving authority. e) Height, eye color, and hair color of employee. f) The card should be numbered by issuing employer. g) The card may contain medical information (e.g. blood type) if that information is supported by competent medical documentation. h) The card should be approximately 3 ½ inches wide by 2 ½ inches high. i) The card should indicate the date issued and any expiration date established by Contractor. j) The completed card must be laminated securely both front and back. <p>Contractor must issue a photo identification badge, as described above, to each employee before assigning the employee to Work in any County Location. Contractor employees may be asked to leave a County Location by a County representative if they do not have proper photo identification badge on their person.</p> <p>Contractor must notify the County within one Business Day when staff is terminated from providing services under this Contract. Contractor must</p>		

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	DEDUCTIONS/ FEES TO BE ASSESSED
	retrieve the Contractor photo identification badge within the next Business Day after the employee has been terminated or County has revoked clearance. The photo identification badge will be voided and archived in the Administrative File of the terminated employee as described in Paragraph 6.3.3.2(n) [Voided Contractor photo identification badge of employee (if applicable)] of this SOW.		
21. SOW: Paragraphs 6.4.2 - Security Guard Equipment and Accessories	<p>All armed and unarmed Security Guards and Security Guard Supervisors (including relief, as required) must be equipped by the Contractor, at Contractor expense and at no cost to Contractor employee or to the County, with at least the following equipment/accessories:</p> <ul style="list-style-type: none"> a) Current California Guard Registration Card b) Sam/Sally Browne (gun belt). c) One Handcuff case. d) One set Handcuffs plus key. e) Four keepers f) One Key Snap. g) One heavy-duty 3-cell flashlight approved by the County, or approved alternate, with batteries. h) One radio holder/pouch. i) Badge, to be worn on the upper left breast of the uniform. j) Side Handle Baton with Baton Ring or Collapsible Side Handle Baton with Baton Ring. Handler, 12", or the ASP (24" or 26") expandable straight stick. k) Valid and current permit for Baton, and l) Pepper spray or pepper gel (ten percent solution of oleoresin capsicum in a 1.47 oz. container and carried in holster). <p>Contractor must be responsible for the maintenance of all Contractor-furnished Security Guard equipment/accessories.</p>	Observation	\$50 per occurrence.
22. 6.4.3 - Armed Security Guard Equipment and Accessories	All armed Security Guard equipment and accessories are to be provided by the Contractor, at Contractor's expense at no cost to Contractor		

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	DEDUCTIONS/ FEES TO BE ASSESSED
	<p>employee or to the County, unless otherwise provided by the employee and upon County approval by the County Project Manager.</p> <p>Armed Security Guards must be equipped with all items listed in Paragraph 6.4.2 (Security Guard Equipment and Accessories) of this SOW, plus:</p> <ul style="list-style-type: none"> a) Valid and current firearms permit indicating the specific firearm issued. b) Contractor must provide Armed Security Guards one firearm that must be limited to the following authorized firearms list and if personal firearm is desired to be used, the County Project Director must be notified prior: <ul style="list-style-type: none"> i. 9 mm, semi-automatic authorized firearms <ul style="list-style-type: none"> • Beretta: models 92F, 92G, Compact models, M9, M9A1, 92G-SD; must be traditional double/single action (DA/SA) with de-cocking lever on the slide and external hammer. • Glock: models 17, 17L, 19, 19X, 21, 21sf, 34, 41, 45, 47, and 48. Glock MOS versions are authorized. • Smith and Wesson: models M&P9, M&P 9 M2.0, M&P 9 M2.0 Compact (Performance Models or Pro models are not authorized). ii. .45 caliber, semi-automatic authorized firearms <ul style="list-style-type: none"> • Beretta: models Cougar 8045F and 8045G. • Glock: models 17, 17L, 19, 19X, 21, 21sf, 34, 41, 45, 47, and 48. Glock MOS versions are authorized. • Heckler and Koch (DA/SA): models USP45 and HK45, including compact models (The press button de-cocker is prohibited). • Smith and Wesson: models M&P45, M&P45 M2.0, M&P45c M2.0 Compact, (Models 645, 4506, 4566, and 457 are also approved). c) Firearm holster. d) Ammunition pouch and speedy loaders. 		

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	DEDUCTIONS/ FEES TO BE ASSESSED
	<ul style="list-style-type: none"> e) 9mm or .45 caliber ammunition. f) Jacketed hollow point bullets in accordance with the following: <ul style="list-style-type: none"> i. Must be factory loaded. ii. A minimum of 12 additional rounds must be carried for the handgun. iii. The ammunition is to be replaced annually. iv. Must be approved by the Department's Range staff. <p>Contractor must be responsible for the maintenance of all Contractor-furnished armed Security Guard firearms, equipment, and accessories.</p>		
<p>23. SOW: Paragraph 6.4.4.1 - Radios</p>	<p>Contractor must provide hand-held digital radios, desktop radio(s), batteries, supplies, and maintenance for radios, as follows:</p> <ul style="list-style-type: none"> a) Contractor must ensure all radios are programmed and available, and that the radio system is operational prior to commencing Work under the Contract, and that the radio system is able to operate efficiently and effectively throughout Locations or building and grounds of the Location without interruption and follow all Federal Communications Commission (FCC) regulations. b) Contractor must provide one hand-held digital radio for each Contractor personnel, designated Department personnel, and one or more facility administration personnel, as required. c) Contractor must provide a sufficient number of batteries to provide a fully charged battery and a fully operational radio for each Security Guard and each Security Guard Supervisor on each shift at Locations designated as requiring 24 hour and/or 16-hour coverage. d) Contractor must provide one desktop radio (dependent on Location and/or SPA) for Department personnel as required by the County. e) Contractor must provide one hand-held digital radio for the designated Department personnel as required. 	<p>Observation</p>	<p>\$50 per occurrence for inoperable radios or missing radio equipment or supplies.</p>

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	DEDUCTIONS/ FEES TO BE ASSESSED
	f) Contractor must provide regular maintenance, repair and/or replacement for radio equipment as needed		
24. SOW: Paragraph 6.4.5 – Vehicles	<p>All vehicles are to be provided by the Contractor, at Contractor’s expense, at no cost to Contractor’s employee or to the County.</p> <p>Contractor must provide vehicles for Contractor’s relief personnel and Security Guard Supervisors to enable them to provide relief, make their rounds of inspections, conduct random site visits, and fulfill relief and supervisory responsibilities at the different Locations.</p> <p>Where vehicle patrol is required, Contractor must provide vehicles to Security Guard personnel to perform their vehicle patrol duties as stated in Attachment 2 (Minimum Staffing Plan by SPA) of Exhibit B (SOW Attachments) of the Contract.</p> <p>Contractor vehicles must be clearly identified and must be well maintained and kept clean at all times.</p> <p>Contractor provided vehicles must be as follows:</p> <ul style="list-style-type: none"> a) Less than five years old. b) In good condition/repair with no visible damage. c) Properly marked with company name and logo. d) Suitable for parking lot patrol. e) Must have yellow light bar affixed to the roof. f) Must have the following items: <ul style="list-style-type: none"> i. First Aid Kit. ii. Five lb. ABC type fire extinguisher. iii. Hand-held or vehicle spotlight. iv. Traffic cones. v. Flares. vi. Yellow scene management (banner guard type) tape. g) Tires must be in good condition at all times. <p>Contractor must maintain and provide, upon request by County, a current vehicle list, including description, license plate numbers, vehicle</p>	Observation and Inspection of work schedules and records	\$50 per occurrence.

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	DEDUCTIONS/ FEES TO BE ASSESSED
	<p>identification numbers and proof of insurance of all Contractor owned vehicles used by Security Guards and Security Guard Supervisors providing services under the Contract. All vehicles must be in safe operating condition in compliance with all California Vehicle Code regulations.</p> <p>County may conduct periodic inspections of all Contractor vehicles used to provide services under the Contract. Contractor must not park Contractor owned vehicles at any County site overnight or when vehicles are not used to conduct inspections or vehicle patrols. Contractor-owned vehicles must be parked overnight at Contractor provided parking facilities.</p> <p>Contractor must be responsible for making parking arrangements and paying parking fees for Contractor employees assigned to Work at any Location without public parking. County will not make any special parking arrangements for Contractor personnel.</p>		
<p>25. SOW: Paragraph 6.5 - Security Guard and Security Guard Supervisor Training Requirements, Paragraphs 6.5.1 – 6.5.1.2</p>	<p>A detailed outline of all required training is provided in Attachment 3 (Training Outline) and Attachment 3A [Training Outline - Department of Mental Health (DMH) Positions] of Exhibit B (SOW attachments) also referenced in Paragraph 6.5 (Security Guard and Security Guard Supervisor Training Requirements) and in Paragraph 5.2 (County-Provided Training) of the SOW. Any required certifications must be validated and documented on employee training records, as specified in Paragraph 8.9 (Security Guard and Security Guard Supervisor Training Program Reports), of the SOW.</p> <p>Except as otherwise specified in this Paragraph 6.5 (Security Guard and Security Guard Supervisor Training Requirements), Paragraph 5.2 (County-Provided Training) of this SOW, and Attachment 3 (Training Outline) and Attachment 3A [Training Outline - Department of Mental Health (DMH) Positions] of Exhibit B (SOW Attachments) of the Contract, Contractor must be responsible for the training of its Security Guards and Security Guard Supervisors, and must bear all such expenses.</p>	<p>Observation and Inspection</p>	<p>\$100 per occurrence.</p>

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	DEDUCTIONS/ FEES TO BE ASSESSED
	County may audit Contractor’s training classes and/or inspect employee training records at any time at County Project Manager’s discretion.		
26. SOW: Paragraph 6.5.1 – Security Guard and Security Guard Supervisor Training Requirements, Paragraphs 6.5.1.3 – 6.5.1.4	<p>Contractor must submit to County Project Manager, ten Business Days prior to commencing Work under the Contract, a report of the training courses completed by Security Guards and Security Guard Supervisors assigned to provide services under the Contract. This report must include a roster of Security Guards and Security Guard Supervisors and each training course attended, as well as a schedule of ongoing training and future training requirements for employees as specified in Paragraph 8 (Reporting Requirements) of the SOW.</p> <p>Training of Security Guards and Security Guard Supervisors for weapon screen/magnetometer must be provided by County or Contractor, as required, on County property.</p>	Observation and Inspection	\$50 per Day.
27. SOW: Paragraph 6.5.3 - Training - Assigned Tasks and Safety	Contractor must ensure all Security Guards and Security Guard Supervisors are trained in their assigned tasks and in the safe handling of equipment. All equipment must be checked by the Contractor’s personnel daily for safety. All Security Guards and Security Guard Supervisors must be provided with, and trained in the use of, safety and protective equipment by Contractor according to CAL/OSHA standards.	Observation and Inspection	\$50 per occurrence.
28. SOW: Paragraph 6.5.6 - Weapon Screening, Magnetometer, and X-ray Machine Training	<p>Contractor must provide weapon screening, magnetometer, and X-ray machine training to Security Guards and Security Guard Supervisors located at Locations having such equipment. Such training must be provided at the time Security Guard and Security Guard Supervisors are assigned to the Post.</p> <p>Contractor must provide a training certificate which certifies that Security Guard and Security Guard Supervisors are competent in equipment use.</p>	Observation and Inspection	\$50 per occurrence.
29. SOW: Paragraph 6.5.7 - Quarterly Customer Service Training	<p>Every three months, Contractor must provide one hour of Customer Service Training instruction to all assigned Security Guard and Security Guard Supervisor personnel.</p> <p>Quarterly Customer Service Training must include topics set forth in Attachment 3A [Training Outline - Department of Mental Health (DMH)]</p>	Observation, review, and Inspection of Records	\$50 per occurrence.

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	DEDUCTIONS/ FEES TO BE ASSESSED
	<p>Positions] and topics set forth in Attachment 4 (Statement on Workplace Equality and Acknowledgement of Receipt) of Exhibit B (SOW Attachments) of the Contract.</p> <p>Contractor must ensure Security Guards' and Security Guard Supervisors' personnel continuously display courtesy, cultural sensitivity, good manners, and a professional and respectful demeanor.</p>		
<p>30. SOW: Paragraph 6.6 - Contractor Office</p>	<p>Contractor must maintain an office, within the County of Los Angeles, with a telephone in Contractor's name, where Contractor conducts business, to facilitate County Contract monitoring. The office must be staffed during the hours of 6:00 a.m. to 6:00 p.m., seven Days a week, by at least one employee who can respond to inquiries by and complaints from County regarding Contractor performance of the Contract. When the office is closed, an answering service must be provided to receive calls. Contractor must answer calls received by the answering service within one hour of receipt of the call. Contractor may be required to maintain an additional "on-site" office at particular Locations, with space provided by County, based on the needs of the Locations.</p>	<p>Observation</p>	<p>\$25 per hour beyond the one-hour call back time.</p>
<p>31. SOW: Paragraph 6.7 - Contractor Business Continuity Plan (BCP) -Emergency Response</p>	<p>In compliance with County Chief Executive Office, Emergency Management guidelines, County requires that Contractor(s) are familiar with each County Department's Contractor Business Continuity Plan (BCP) for each Location.</p> <p>The Department is responsible for providing security for many essential County programs and services. Contractor's BCP is used for service restoration in the event of an emergency. In order to ensure uninterrupted services for essential County programs, Contractor must:</p> <ul style="list-style-type: none"> a) Prepare a BCP for each Location within 30 Days of commencement of the Contract and submit it to County Project Director and County Project Manager, for approval. b) Conduct emergency response drills at a minimum of one time per year, at each Location where services are provided. Emergency drills are to be conducted in cooperation with Department personnel and/or local emergency responders and Location 	<p>Observation, review, and Inspection of Records</p>	<p>\$1,000 per occurrence for failure to comply with any component of the BCP requirement; and, if non-compliance persists, possible termination for default of Contract for continued failure to perform; and debarment for up to three years.</p>

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	DEDUCTIONS/ FEES TO BE ASSESSED
	<p>administration personnel. Contractor must document and report the results of these emergency response drills to County Project Manager within five Days of occurrence.</p> <p>c) Conduct a tabletop (scenario) BCP exercise, for each Location where services are provided, at a minimum of one time per year. Contractor’s tabletop (scenario) BCP exercises should include active shooter, fire, earthquake, civil unrest, or other natural disaster emergent situations. The tabletop exercise will ensure that information in BCP is complete and accurate, and that Security Guards and Security Guard Supervisors know their responsibilities in an emergency. Results of tabletop (scenario) exercises are to be documented and reported to County Project Director and County Project Manager within five Days of occurrence. The report must include, but is not limited to, an overview of the exercise conducted, name and position of participant(s), nature of any deficiencies, a corrective action plan, and the timeframe to correct deficiencies. Contractor must ensure all information included in BCP is accurate and complete.</p> <p>d) Update the BCP, including employee contact information, on an ongoing basis to ensure information contained in BCP is complete and accurate, and provide an updated copy to the County Project Manager. All BCPs are incorporated herein by this reference.</p> <p>Failure to comply with the requirements of this Paragraph 6.7 (Contractor Business Continuity Plan (BCP) – Emergency Response) of this SOW may result in a County imposed assessment of \$1,000 per occurrence against Contractor and, if non-compliance persists, termination or suspension of Contract, as specified in Exhibit K [Performance Requirements Summary (PRS) Chart] of the Contract.</p>		
<p>32. SOW: Paragraph 7.1 - Security Guard and Security Guard Supervisor General</p>	<p>Security Guards and Security Guard Supervisors must possess basic writing skills and computer knowledge for notetaking and completing report forms; the ability to write and speak in English; the ability to work</p>	<p>Observation, random and/or scheduled</p>	<p>\$50 per occurrence per employee.</p>

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	DEDUCTIONS/ FEES TO BE ASSESSED
Requirements and Qualifications, Paragraphs 7.1.1 – 7.1.2	<p>with the public and with County employees; and the ability to accept responsibility and work independently.</p> <p>Security Guards and Security Guard Supervisors must have satisfactorily completed California DCA, BSIS, and County training requirements as required in the SOW and otherwise.</p>	inspection of reports	
33. SOW: Paragraph 7.1 - Security Guard and Security Guard Supervisor General Requirements and Qualification, Paragraphs 7.1.4 – 7.1.5	<p>Security Guards and Security Guard Supervisors must have a working knowledge of pertinent California Penal Code Sections (i.e., power of arrest, and search and seizure).</p> <p>Security Guards and Security Guard Supervisors must keep current and have the proper and current certificates and licenses required to perform the services under the Contract, including but not limited to those specified in Paragraph 6.3.3 (Administrative File), of the SOW.</p>	Observation and inspection of employee files	\$50 per occurrence per employee.
34. SOW: Paragraph 7.1 - Security Guard and Security Guard Supervisor General Requirements and Qualification, Paragraphs 7.1.6 – 7.1.7	<p>Security Guards and Security Guard Supervisors must be in good physical condition and must be able to carry out all Work requirements specified in the Contract. This may require, at County's discretion, that Contractor send Security Guards or Security Guard Supervisors for a fitness for duty examination upon County's request as incorporated in Paragraph 6.3.3.3 (Preliminary and Annual Physical / Examination / Testing / Proof of Vaccination) of this SOW.</p> <p>When starting Work at a Location that is new to the Security Guard or Security Guard Supervisor, the Security Guard or Security Guard Supervisor must receive on site specific training, provided by County and/or Security Guard Supervisors, as the case may be, prior to or after beginning Work under the Contract, as stated in Site Specific Post Orders, developed and provided by the Department, as described in Paragraph 5.1.6.1 (Post Orders: County form) and Paragraph 6.5 (Security Guard and Security Guard Supervisor Training Requirements) of this SOW and Attachment 5 (General Post Orders) of Exhibit B (SOW Attachments) of the Contract.</p>	Observation and inspection of employee files and management reports	\$50 per occurrence per employee.

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	DEDUCTIONS/ FEES TO BE ASSESSED
35. SOW: Paragraph 7.2 – General Performance Requirements, Paragraph 7.2.1	Security Guards and Security Guard Supervisors are required to perform the following general performance Work requirements: Security Guards and Security Guard Supervisors must not eat, read, or use personal radios, earbuds, headphones, cellular telephones, televisions, tablets, laptops, or any kind of electronic entertainment devices at their assigned Posts at any time.	Observation and inspection	\$50 per occurrence per employee.
36. SOW: Paragraph 7.2 - General Performance Requirements, Paragraph 7.2.2	Security Guards and Security Guard Supervisors must be punctual, remain awake, alert, and attentive during their shifts, without exception.	Observation and random site visits	\$500 Open Post assessment per occurrence per employee.
37. SOW: Paragraph 7.2 - General Performance Requirements, Paragraphs 7.2.3 – 7.2.4	Security Guards and Security Guard Supervisors must report to work attired in full uniform as specified in Paragraph 6.4.2 (Security Guard Equipment and Accessories), and Paragraph 6.4.3 (Armed Security Guard Equipment and Accessories) of the SOW, and with all materials and equipment as specified in Paragraph 6.4.4 (Materials and Equipment) of the SOW. Security Guards and Security Guard Supervisors must not remove or borrow items owned by County employees. Such items include, but are not limited to, radios, heaters, fans, etc.	Observation and inspection	\$50 per occurrence per employee.
38. SOW: Paragraph 7.2 - General Performance Requirements, Paragraph 7.2.5	Contractor is responsible for filling assigned Posts at all times according to the schedule set forth in Attachment 2 (Minimum Staffing Plan by SPA), of Exhibit B (SOW Attachments) of the Contract. Security Guards and Security Guard Supervisors must not leave their assigned Posts until properly relieved. Contractor must be responsible for payment of relief staff. County will not incur additional costs for any relief staff.	Observation, inspection of timesheets, management reports and random site visit	\$500 assessment per occurrence per employee.

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	DEDUCTIONS/ FEES TO BE ASSESSED
39. SOW: Paragraph 7.2 - General Performance Requirements, Paragraph 7.2.6	Security Guards and Security Guard Supervisors must not use any County telephones except for the purpose of making or receiving calls to or from their supervisors, emergency contacts, or County representatives.	Observation and inspection	\$50 per occurrence per employee.
40. SOW: Paragraph 7.2 - General Performance Requirements, Paragraph 7.2.7	Security Guards and Security Guard Supervisors must present a businesslike demeanor at all times. Excessive socializing with the public, County employees, or other Security Guards and Security Guard Supervisors during working hours is prohibited.	Observation and random site visits	\$50 per occurrence per employee.
41. SOW: Paragraph 7.2 – General Performance Requirements, Paragraph 7.2.8	Security Guards and Security Guard Supervisors must maintain their Post desk in a neat and presentable manner.	Observation and inspection	\$25 per occurrence per employee.
42. SOW: Paragraph 7.2 – General Performance Requirements, Paragraphs 7.2.9 – 7.2.10	Security Guards and Security Guard Supervisors must have a good working knowledge of self-defense and lawful public restraint procedures. Security Guards and Security Guard Supervisors must react quickly and take command of emergency situations and use sound judgment and discretion in handling unruly or trespassing members of the public.	Observation and random site inspection	\$50 per occurrence per employee.
43. SOW: Paragraph 7.2 - General Performance Requirements, Paragraph 7.2.11	Security Guards and Security Guard Supervisors, and other Contractor employees, must not bring visitors, firearms (other than Security Guard or Security Guard Supervisor’s Contractor-issued firearm), or contraband into Locations.	Observation and random site visits	\$250 per occurrence per employee.
44. SOW: Paragraph 7.3 - Security Guard Duties, Restrictions, and Obligations, Paragraph 7.3.1	Security guard duties must include, but will not be limited to, the following: Sign in and sign out each Day using both the Electronic Work Schedule/Post Assignment Verification System, or similar Contractor system, and record time entries on a hard copy of the Security Guard Daily Activity Report (DAR), provided by the Contractor and located at	Observation, inspection of time sheets and random site visits	\$100 per occurrence per employee.

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	DEDUCTIONS/ FEES TO BE ASSESSED
	each Post. Guards must report to work on time and hold over on assigned post(s) until relieved.		
45. SOW: Paragraph 7.3 - Security Guard Duties, Restrictions and Obligations, Paragraph 7.3.2	Operate weapon screening equipment, including x-ray machine and magnetometers, both screen-operated and hand-held, if required.	Observation and random site visit	\$50 per occurrence per employee.
46. SOW: Paragraph 7.3 - Security Guard Duties, Restrictions and Obligations, Paragraph 7.3.3	Cover an assignment at a fixed Post or patrol an area or Location for the purpose of detecting and preventing individuals or groups from committing acts which are injurious to other individuals or to property.	Observation, review of written incident and other management reports	\$50 per occurrence per employee.
47. SOW: Paragraph 7.3 - Security Guard Duties, Restrictions and Obligations, Paragraph 7.3.4	Detain individuals for further investigation until local law enforcement arrives when circumstances and conditions warrant such action.	Observation, review of written incident reports and other management reports	\$50 per occurrence per employee.
48. SOW: Paragraph 7.3 - Security Guard Duties, Restrictions and Obligations, Paragraph 7.3.5	Assist and/or report when necessary to prevent injurious acts to persons or property, conduct cursory searches, as required, for firearms and contraband, and provide details to local law enforcement on individuals for investigations, detention, or arrest.	Observation, review of transmittal forms and reports	\$500 per occurrence.
49. SOW: Paragraph 7.3 - Security Guard Duties, Restrictions and Obligations, Paragraph 7.3.6	Investigate questionable acts or behavior observed or reported on County property, and question witnesses and/or involved party to ascertain or verify facts.	Observation and review of incident reports	\$50 per occurrence.

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	DEDUCTIONS/ FEES TO BE ASSESSED
50. SOW: Paragraph 7.3 - Security Guard Duties, Restrictions and Obligations, Paragraph 7.3.7	Answer questions and provide vehicle/building escorts within County properties as duties permit, to members of the public or County employees.	Observation and random site visit	\$50 per occurrence per employee.
51. SOW: Paragraph 7.3 - Security Guard Duties, Restrictions and Obligations, Paragraph 7.3.8	Monitor the security of safes and secure areas within each Location where equipment or items of value are stored.	Observation, review of written incident reports and other management reports	\$50 per occurrence per employee.
52. SOW: Paragraph 7.3 - Security Guard Duties, Restrictions and Obligations, Paragraphs 7.3.9 – 7.3.10	Lock and unlock gates and doors as directed in Post Orders or by Facility Administrator or in the presence of County employee or facility designee. Limitations based on guidelines and Cal-OSHA safety requirements. Turn off and/or dim lights, and close window coverings at each Location as directed in General Post Orders, Site Specific Post Orders, or by Facility Administrator.	Observation, site inspection and review of reports	\$50 per occurrence per employee.
53. SOW: Paragraph 7.3 - Security Guard Duties, Restrictions and Obligations, Paragraph 7.3.11	Ensure that only authorized personnel are permitted access to closed or restricted Locations or areas, and report unidentified or unauthorized individuals. Visually inspect all persons, including County employees, for proper identification and require such individuals to sign in and sign out of a Location, as required in General Post Orders, Site Specific Post Orders or by Facility Administrator.	Observation and review of incident reports	\$100 per occurrence.
54. SOW: Paragraph 7.3 - Security Guard Duties, Restrictions and Obligations, Paragraph 7.3.12	Raise and lower flags at designated times according to General Post Orders, Site Specific Post Orders, or as directed by Facility Administrator.	Observation and random site visit	\$50 per occurrence.

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	DEDUCTIONS/ FEES TO BE ASSESSED
55. SOW: Paragraph 7.3 - Security Guard Duties, Restrictions and Obligations, Paragraph 7.3.13	Respond to reports of ill or injured visitors, patrons, or employees; render first aid and notify local law enforcement and/or Department personnel or Location administrator, as soon as practically feasible; notify law enforcement if further assistance is necessary or desirable.	Observation and review of written incident reports	\$50 per occurrence per employee.
56. SOW: Paragraph 7.3 - Security Guard Duties, Restrictions and Obligations, Paragraph 7.3.14	Relay reports of bomb threats immediately to local law enforcement, and/or Department personnel, or Location administrator; upon request to assist in bomb searches organized by County Services Bureau or other law enforcement agency personnel.	Observation and review of written incident reports	\$500 per occurrence per employee.
57. SOW: Paragraph 7.3 - Security Guard Duties, Restrictions and Obligations, Paragraph 7.3.15	Respond to scene of locally activated fire, burglary, or other alarms, evaluate the situation, and take appropriate action.	Observation and review of written incident reports	\$50 per occurrence per employee.
58. SOW: Paragraph 7.3 - Security Guard Duties, Restrictions and Obligations, Paragraph 7.3.16	Monitor building alarm systems and electronic surveillance equipment, such as closed-circuit television (CCTV) monitors, in buildings, halls, or parking lots, as required in General Post Orders, Site Specific Post Orders, or as directed by Facility Administrator.	Observation and review of incident reports	\$50 per occurrence.
59. SOW: Paragraph 7.3 - Security Guard Duties, Restrictions and Obligations, Paragraph 7.3.17	Receive additional training in the use of County and/or Contractor-provided radio equipment, including knowledge of all appropriate codes, and ensure that such equipment is properly used, stored, and maintained as required by Location. County radios are provided only when Security Guards need to be in contact with the Department's County Services Bureau personnel. Contractor is required to provide all radios for Security Guards and at least one radio for each Facility Administrator as specified in Paragraph 6.4.4.1 (Radios) of this SOW.	Observation and inspection	\$50 per occurrence per employee.

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	DEDUCTIONS/ FEES TO BE ASSESSED
60. SOW: Paragraph 7.3 - Security Guard Duties, Restrictions and Obligations, Paragraph 7.3.18	Conduct regular foot and vehicle patrols of Locations, utilizing Contractor-issued motor vehicles, as required in General Post Orders, Site Specific Post Orders, or as directed by the Facility Administrator.	Observation, random inspections, and review of reports	\$50 per occurrence.
61. SOW: Paragraph 7.3 - Security Guard Duties, Restrictions and Obligations, Paragraph 7.3.19	Possess knowledge of the following: a) Working knowledge of assigned Location. b) Procedures for reporting and/or correcting hazardous conditions. Report safety hazards, malfunctioning equipment, liquid spills, and other such matters to the appropriate Department personnel and/or Location administrator and/or emergency agency.	Observation and review of written incident reports	\$50 per occurrence.
62. SOW: Paragraph 7.3 - Security Guard Duties, Restrictions and Obligations, Paragraph 7.3.20	Monitor parking as directed in General Post Orders, Site Specific Post Orders, or as directed by Facility Administrator.	Observation and random site visits	\$50 per occurrence.
63. SOW: Paragraph 7.3 - Security Guard Duties, Restrictions and Obligations, Paragraph 7.3.21 a)	Properly maintain and handle safely all firearms and batons (armed Security Guards and Security Guard Supervisors only). Armed Security Guards and Security Guard Supervisors must not store any firearms, firearm accessory, baton, ammunition, or Sam/Sally Browne belt at any Location where services under the Contract are being provided, unless specifically authorized, in writing, by County Project Director. County will not be responsible for storage of Contractor firearms at any Location.	Observation, random inspection, and written incident reports	\$100 per occurrence.
64. SOW: Paragraph 7.3 - Security Guard Duties, Restrictions and Obligations, Paragraph 7.3.21 b)	Armed Security Guards and Security Guard Supervisors must not remove firearms, batons, Sam/Sally Browne belts from their persons or leave such items unattended at any Location, unless under extreme emergency or in a life-threatening situation, or unless specifically authorized, in writing, by County Project Director.	Observation, inspection, and written incident reports	\$200 per occurrence per employee.

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	DEDUCTIONS/ FEES TO BE ASSESSED
65. SOW: Paragraph 7.3 - Security Guard Duties, Restrictions and Obligations, Paragraph 7.3.21 d)	Armed Security Guards and Security Guard Supervisors must not clean firearms at any Location at any time.	Observation, inspection, and review of written incident reports	\$200 per occurrence per employee
66. SOW: Paragraph 7.3 - Security Guard Duties, Restrictions and Obligations, Paragraph 7.3.21 e)	Armed Security Guards and Security Guard Supervisors must not bring in, and must not use, unauthorized firearms, holsters, and ammunition at any Location at any time.	Observation, random site visits and written incident reports	\$200 per occurrence per employee.
67. SOW: Paragraph 7.3 - Security Guard Duties, Restrictions and Obligations, Paragraph 7.3.21 f)	In the event of an incident involving serious misuse of authority or violation of firearm regulations by Security Guard, Security Guard Supervisor or any Contractor employees, County Project Manager may proceed with and conduct an administrative investigation. Contractor must fully cooperate with the County in such situation, including, but not limited to, submitting documentation requested by County Project Manager, and allowing Contractor employees to be interviewed at a Location designated by County Project Manager.	Interview, inspection of documents and written incident reports	\$200 per occurrence per employee.
68. SOW: Paragraph 7.3 - Security Guard Duties, Restrictions and Obligations, Paragraphs 7.3.21 g) - 7.3.21 h)	Contractor shall maintain all firearms, ammunition, and accessories in good working condition. Firearms and ammunition used by armed Security Guards and Security Guard Supervisors will be subject to inspection by sworn Department supervisory personnel at any time.	Observation, random and scheduled inspections	\$200 per occurrence.
69. SOW: Paragraph 7.4 – Security Guard Supervisor Duties, Paragraphs 7.4.1 – 7.4.2	Security Guard Supervisor duties must include, but must not be limited to, the following: Sign in and sign out each day using both the Electronic Work Schedule/Post Assignment Verification System, or similar Contractor system, and a hard copy of the Security Guard Supervisor DAR. Provide direction and instruction to Post and/or patrolling Security Guards by making daily rounds of assigned Locations and monitoring Security Guards’ performance under the Contract.	Observation, scheduled and random site visits	\$100 per occurrence per Security Guard Supervisor.

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	DEDUCTIONS/ FEES TO BE ASSESSED
	Explain post procedures which are outlined in General Post Orders and Site-Specific Post Orders to assigned Security Guards.		
70. SOW: Paragraph 7.4 – Security Guard Supervisor Duties, Paragraph 7.4.3	Immediately respond to on-site emergencies, providing support as needed.	Observation and incident reports	\$100 per occurrence.
71. SOW: Paragraph 7.4 – Security Guard Supervisor Duties, Paragraph 7.4.4	Provide training to Security Guards under his/her supervision and ensure that each Security Guard fully understands the duties and services to be provided under the Contract, prior to Security Guard starting Work as set forth throughout the Contract.	Observation, inspection of training records & Interview	\$50 per occurrence per Security Guard Supervisor.
72. SOW: Paragraph 7.4 – Security Guard Supervisor Duties, Paragraphs 7.4.5.	Be available for inspections from County Services Bureau Contract Monitors and other County Services Bureau personnel.	Observation, scheduled and random site visits	\$100 per occurrence per Security Guard Supervisor.
73. SOW: Paragraph 7.4 – Security Guard Supervisor Duties, Paragraphs 7.4.6 – 7.4.7	Be available to the Security Guards under his/her supervision at all times during the assigned shift. Provide technical and administrative advice to Security Guards as appropriate.	Observation, random site visits and guard Interviews	\$100 per occurrence.
74. SOW: Paragraph 7.4 – Security Guard Supervisor Duties, Paragraph 7.4.8	Ensure that assigned Security Guard coverage is appropriate and adequate to meet County requirements.	Observation, inspection of log sheets, management reports and random inspections	\$100 per occurrence.
75. SOW: Paragraph 7.4 – Security Guard Supervisor Duties, Paragraph 7.4.10	Respond to requests from Security Guards for assistance.	Observation, random site visits, and guard Interviews	\$100 per occurrence.

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	DEDUCTIONS/ FEES TO BE ASSESSED
76. SOW: Paragraph 7.4 – Security Guard Supervisor Duties, Paragraph 7.4.11	Have a thorough knowledge of radio usage and codes, and train Security Guards in these areas.	Observation, inspection of employee files and management reports	\$100 per occurrence.
77. SOW: Paragraph 7.4 – Security Guard Supervisor Duties, Paragraph 7.4.12	Conduct investigations of incidents and prepare a written memorandum, SIR, or other documentation as appropriate.	Inspection of incident and management reports	\$50 per occurrence per Security Guard Supervisor.
78. SOW: Paragraph 7.4 – Security Guard Supervisor Duties, Paragraph 7.4.13	Drive a Contractor-provided motor vehicle to the different assigned Locations.	Observation, inspection of work schedules, logbooks, and records	\$200 per occurrence.
79. SOW: Paragraph 7.4 – Security Guard Supervisor Duties, Paragraph 7.4.14	Sign in and sign out at visited Locations. A Security Guard Supervisor must sign in and sign out using both the Electronic Work Schedule/Post Assignment Verification System and the hard copy Security Guard Supervisor DAR, provided by the Contractor, to record each Location visited.	Observation, inspection of time sheets and random site visits	\$100 per occurrence Security Guard Supervisor.
80. SOW: Paragraph 7.4 – Security Guard Supervisor Duties, Paragraph 7.4.15	Contractor will be solely liable and responsible for providing all compensation and benefits for Security Guards, including breaks and lunch breaks.	Observation and inspection	\$50 per occurrence per Security Guard Supervisor.
81. SOW: Paragraph 8.1 - Invoices	Contractor must furnish to the County, in a timely manner, true, accurate, and complete electronic copies of monthly Invoice(s), with all necessary supporting documentation, as set forth in Paragraph 5.5 (Invoices and Payments) of the Contract.	Review of report	\$50 per occurrence for incomplete, inaccurate, or late monthly invoices.

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	DEDUCTIONS/ FEES TO BE ASSESSED
82. SOW: Paragraph 8.3 - Monthly Inspection Report	A Monthly Inspection Report (MIR) is to be completed by the tenth Day of each month for each Location for which services were provided, according to Attachment 2 (Minimum Staffing Plan by SPA) of Exhibit B (SOW Attachments) of the Contract, which must provide full details on all services provided, any corrective action taken, the time a problem was first identified, a clear description of the problem, and the time elapsed between identification and completed corrective action must be provided. A complete record of all MIRs conducted by Contractor must be made available upon request by the County. Contractor must maintain all MIR records and reports for five years following termination of the Contract.	Review of report	\$50 per occurrence for any incomplete or delayed report.
83. SOW: Paragraph 8.5 - Procedural Manual	Contractor must develop and provide a procedural manual describing how Contractor will inform their employees of all procedures and procedural changes made by the County or other entity to its employees, at least ten Business Days prior to commencing Work under the Contract.	Review of plan	\$50 per day late.
84. SOW: Paragraph 8.6 - Background Investigation Clearance Report	Contractor must forward a Background Investigation Clearance Report to County Project Manager by the tenth Day of each month. The Background Investigation Clearance Report must include employee name, Location, Security Guard and Security Guard Supervisor guard registration card number (if applicable), and date background cleared by the County.	Review of report	\$50 per day late.
85. SOW: Paragraph 8.7 - Complaint Investigation Procedures	Within ten Business Days prior to commencing Work under the Contract, Contractor must develop, maintain, and follow procedures for receiving, investigating, and responding to complaints by Security Guards, Security Guard Supervisors, members of the public, and/or County personnel as set forth in Paragraph 8.5 (Complaints) of the Contract. Contractor must provide the County with Contractor disciplinary sequence upon investigating and responding to complaints.	Review of manual	\$50 per day late.

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	DEDUCTIONS/ FEES TO BE ASSESSED
<p>86. SOW: Paragraph 8.8 - Firearms List, Paragraphs 8.8.1 – 8.8.3</p>	<p>For every armed Security Guard and Security Guard Supervisor performing services under the Contract, Contractor must provide a list of firearms to County Project Manager, with the make, manufacturer, and serial number of each armed Security Guard or Security Guard Supervisor’s firearm. The firearms list must be provided prior to an armed Security Guard or Security Guard Supervisor being assigned to a Location. Contractor is responsible for providing an updated list when changes occur.</p> <p>Contractor must be responsible for keeping the firearms list up to date, adding or deleting personnel, and noting other changes as appropriate. Contractor must provide County Project Manager with updated firearms list upon request.</p> <p>County Project Manager must verify the firearms list on at least an annual basis during the term of the Contract to make sure that the firearms list is current and accurate.</p>	<p>Review and Inspection</p>	<p>\$50 per occurrence as previously listed under Item 20, Firearms List, of this PRS.</p>
<p>87. SOW: Paragraph 8.9.1 - Training Tracker, Training Compliance Report, and Notification of Required County Training</p>	<ul style="list-style-type: none"> a) Contractor must ensure that all Security Guard and Security Guard Supervisors remain current in all required training and certifications, including required updates provided by the County. b) Contractor must establish a method of tracking all required certificates, training, and training updates needed to maintain compliance with this Contract. c) Contractor must provide a Training Compliance Report at the time of the quarterly performance evaluation meetings, or as requested by County Project Manager. d) Contractor must request annual County-required training, as specified in Paragraph 6.5.2.1 of this SOW, by providing a Notification of Required County Training to County Project Manager at least 60 Days prior to the date annual training is needed, to allow time for coordination and scheduling of the necessary training with County 	<p>Observation and Inspection</p>	<p>\$100 per occurrence.</p>

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	DEDUCTIONS/ FEES TO BE ASSESSED
	<p>providers. The content of County and Contractor training plans are subject to change at the sole discretion of County.</p> <p>e) A Training Compliance Report must be kept in each employee's Training File and must include:</p> <ul style="list-style-type: none"> i. Name of Security Guard or Security Guard Supervisor. ii. Title of training. iii. Date completed. iv. Number of hours. v. Certificate of completion received. vi. Future training and date needed. 		
<p>88. SOW: Paragraph 8.9.2 - In-Service Training Report</p>	<p>Contractor must provide a monthly report of all in-service training (training received while providing services at a Location) to County Project Manager by the tenth Day of the following month in which training was completed. Report must be in spreadsheet format and include the following: Location name, Security Guard or Security Guard Supervisor last name, Security Guard or Security Guard Supervisor first name, Security Guard or Security Guard Supervisors guard card number, date of training, name of in-service training, type of training (computer, class, handout, demonstration), brief description of training, and attach course description if available.</p>	<p>Review and Inspection</p>	<p>\$50 per day for delay in required reporting.</p>
<p>89. SOW: Paragraph 8.9.3 -Security Guard and Security Guard Supervisor Training File</p>	<p>Contractor must be responsible for maintaining a Training File for each employee assigned to provide services under the Contract. The Training File must contain copies of completed Contractor background investigation records; records of training received from Contractor or the County with dated certificates of completion; current cards (batons, weapons, etc.), licenses, and certifications and any additional information as required by County. The Training File shall be kept by Contractor, updated with current information on an on-going basis, and made available for inspection upon request by the County, state, or federal representatives. On-site storage and retrieval of Security Guard</p>	<p>Review and Inspection</p>	<p>\$100 per incomplete/ missing employee file, per inspection, as noted under number 25, Training File, and number 101 of this PRS.</p>

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	DEDUCTIONS/ FEES TO BE ASSESSED
	<p>and Security Guard Supervisor Training Files may be required, based on the needs of the Location where services are performed.</p> <p>The Training File must include, but will not be limited to, the following current certifications and information:</p> <ul style="list-style-type: none"> a) Annual Performance Evaluations as required in Paragraph 6.3.7 (Annual Performance Evaluations) of this SOW. b) Current Cardiopulmonary Resuscitation Certificate (CPR) Card for Adult, Child, and Infant, issued by American Red Cross or equivalent provider. c) Current First Aid Certificate for Adult, Child and Infant, issued by American Red Cross or equivalent provider. d) Current Security Guard and Security Guard Supervisor Guard Registration Card issued by the California Department of Consumer Affairs (DCA), Bureau of Security and Investigative Services (BSIS). e) Current permit for baton pursuant to Section 12002 of the California Penal Code. f) Current BSIS certification in the use of baton. g) Current permit to carry ten percent solution of oleoresin capsicum (pepper spray) or pepper gel. h) Current California Firearm Permit (armed Security Guards and Security Guard Supervisors only). i) Current State of California Firearms Qualification Card – twice per year, first six months of year and second six months of year (armed Security Guards and Security Guard Supervisors only). j) Valid California Class “C” Driver’s License and/or Identification Card (Driver’s License only if required by position). 		

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	DEDUCTIONS/ FEES TO BE ASSESSED
	<p>k) Record of Radio Procedures Training.</p> <p>l) Record of crisis intervention techniques training (if required).</p> <p>m) Record of training as specified in Attachment 3 (Training Outline), Attachment 3A [Training Outline - Department of Mental Health (DMH) Positions] of Exhibit B (SOW Attachments) of the Contract, and Paragraph 6.5 (Security Guard and Security Guard Supervisor Training Requirements) of this SOW.</p> <p>n) Record of Location-specific employee training.</p>		
<p>90. SOW: Paragraph 8.10 - Notification of Infectious Potential</p>	<p>Contractor must immediately notify the County Project Manager of any Security Guard or Security Guard Supervisor reporting contact with, or evidencing signs or symptoms indicating the presence of, an infectious disease, illness, or virus. Any Security Guard or Security Guard Supervisor determined to have infectious potential must be removed from his/her Post until it has been determined that the individual is no longer infectious as evidenced by a doctor's note.</p> <p>County may provide, without incurring liability, referrals to Contractor and its Security Guards and Security Guard Supervisors with respect to health examinations, vaccinations, or other medical treatment which may be necessitated as a result of infection potential notification.</p> <p>Contractor must, utilizing available public information, make its employees aware of recommended vaccinations for diseases that can be prevented by vaccination.</p>	<p>Review and Inspection</p>	<p>\$100 per Day for delay in reporting.</p> <p>\$100 per occurrence for failure to remove infectious Security Guard or Security Guard Supervisor.</p> <p>\$100 per occurrence for failure to provide vaccination information.</p>
<p>91. SOW: Paragraph 8.11 - Security Guard and Security Guard Supervisor Medical Records</p>	<p>Contractor must maintain compliance with HIPAA as set forth in Paragraph 9.2 [Health Insurance Portability and Accountability Act of 1996 (HIPAA)] of the Contract and Exhibit I [Business Associate Agreement under the Health Insurance Portability and Accountability Act of 1996 ("HIPAA")] of the Contract.</p> <p>To the extent expressly authorized by law, Security Guard, Security Guard Supervisor, Program/Operations Manager, and On-site Supervisor medical records must be maintained and made available for</p>	<p>Review and Inspection</p>	<p>\$100 per occurrence.</p>

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	DEDUCTIONS/ FEES TO BE ASSESSED
	<p>review upon the request of appropriate County personnel, local, or state health officials. The County Department of Health Services and Department of Public Health may need to access the medical records in the event of a medical outbreak. On-site storage and retrieval of some Security Guard, Security Guard Supervisor, Program/Operations Manager, and On-site Supervisor medical records may be required by Contractor, based on the needs of the Location where services are to be performed.</p>		
<p>92. SOW: Paragraph 8.13 - Illness and Injury Prevention Program</p>	<p>Contractor must, upon award of Contract and prior to commencement of services under the Contract, provide County Project Manager with a copy of Contractor's CAL/OSHA-compliant Illness and Injury Prevention Program (IIPP).</p>	<p>Review and Inspection</p>	<p>\$50 per occurrence.</p>
<p>93. SOW: Paragraph 8.14 - Daily/Weekly Reporting Documents</p>	<p>Contractor must provide Security Guards and Security Guard Supervisors with DAR to sign in and sign out and log daily activity at each Location where services are provided. Upon County request, the completed DAR must be submitted to County Project Manager, or designee, for review. Records must include, but are not limited to:</p> <p>Security Guards must sign in upon arrival at Post and sign out at the end of each shift using both the Electronic Work Schedule/Post Assignment Verification System, or similar Contractor system, and the Security Guard DAR.</p> <p>Security Guard Supervisors must sign in and sign out at each Location when making their rounds using both the Electronic Work Schedule/Post Assignment Verification System, or similar Contractor system, and the Security Guard Supervisor DAR.</p> <p>Security Guards must use the Security Guard DAR to sign in, sign out, and note the time and briefly describe events that have taken place each day, such as relief given for breaks or meal periods, theft, fire, unauthorized entry to secured area, property damage, bodily injury, etc. The DAR must be completed at the end of each shift and available for inspection at the beginning of the next shift.</p>	<p>Review and Inspection</p>	<p>\$100 per incomplete/missing documents.</p> <p>\$50 per day for each document for delay in submission.</p>

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	DEDUCTIONS/ FEES TO BE ASSESSED
	<p>Security Guard Supervisors must use the Security Guard Supervisor DAR to sign in, sign out, and while conducting vehicle patrol in Contractor-furnished motor vehicles, note their starting and ending mileage when making the rounds, Locations visited, guards inspected, training completed, relief given for breaks or meal periods, records reviewed, Department personnel encountered, County Services Bureau Contract Monitors contacted, and any Contract Discrepancy Report (Exhibit L of the Contract) follow-up completed. The DAR notations are to be made following each Location visit. The DAR must be completed at the end of each shift and available for inspection at the beginning of the next shift.</p>		
<p>94. SOW: Paragraph 8.15 – Security Incident Report (SIR)</p>	<p>Security Guards and Security Guard Supervisors must report any loss, theft, or misuse or any Contractor-owned or County-owned equipment immediately to Contractor Project Manager by phone or email. Preliminary notification is to be followed by written memorandum or an SIR by the end of shift. Written documentation must include: report date, date, time, and Location where item became lost or was stolen, description of missing item, serial number (if applicable), Contractor and County employees assigned to Post. Contractor Project Manager will notify and provide written documentation to County Project Manager.</p> <p>Security Guards and Security Guard Supervisor must report the loss, theft, or misuse of any weapon, baton, Sam/Sally Browne belt, or ammunition immediately to Contractor Project Manager. Any and all damage to County facilities, buildings, or grounds caused by the Contractor or employees or agents of Contractor must also be reported immediately to Contractor Project Manager. A written memorandum or an SIR will be submitted to the County Project Manager describing the missing item, serial number, date of incident and name of employee assigned to Location.</p> <p>Security Guards or Security Guard Supervisors must immediately report to County Project Manager any incidents requiring fire, law enforcement, health authorities and/or Facility Administrator response on any incidents</p>	<p>Review and Inspection</p>	<p>\$100 per occurrence for failure to make immediate notification as required.</p> <p>\$50 per day for delay in submission.</p>

SPECIFIC PERFORMANCE REFERENCE	SERVICE	MONITORING METHOD	DEDUCTIONS/ FEES TO BE ASSESSED
	<p>involving: arrest/detention of member of the public or County employee, assault, force used by security guard, act or threat of physical violence, attempted suicide, bomb threat, death at the Location, shooting, natural or manmade disaster, incident involving a restraining order, evacuation or partial evacuation, visit by regulatory authorities such as Cal/OSHA, fire, theft, flood, hazardous materials, hostage or barricade, mechanical or power failure, discharge of firearms, bodily injury, any and all damage to County facilities, buildings, or grounds caused by Contractor employees or agents, allegation of sexual harassment or contact by Facility Administrator involving Security Guard. Security Guards or Security Guard Supervisors must immediately follow up on these incidents by preparing a written memorandum or an SIR. Written documentation must describe the incidents in detail, and be submitted to the County Project Manager before the end of the shift, or if incidents occur after hours, the next morning.</p> <p>Report all incidents of an emergent nature that may involve potential property damage or personal injury to any Security Guard or Security Guard Supervisor. Security Guard Supervisor must report the incidents to County Services Bureau, Contract Monitoring Unit, and/or local law enforcement agency as outlined in Post Orders:</p> <ul style="list-style-type: none"> a) Immediately request appropriate emergency aid. b) Notify Contractor's Project Manager as soon as practicably feasible. Contractor's Project Manager must notify the County Project Manager immediately upon notification of property damage to County facilities, buildings, or grounds caused by Contractor employees or agents and/or personal injury to any Security Guard or Security Guard Supervisor. c) Prepare a written memorandum or SIR, as required, and submit to Contractor's Project Manager by the end of the shift or if incidents occur after hours, by the next morning. Contractor Project Manager must immediately provide a copy of the written memorandum or SIR upon receipt to the County Project Manager 		

<p>SPECIFIC PERFORMANCE REFERENCE</p>	<p>SERVICE</p>	<p>MONITORING METHOD</p>	<p>DEDUCTIONS/ FEES TO BE ASSESSED</p>
	<p>documenting the property damage or personal injury to any Security Guard or Security Guard Supervisor.</p> <p>Any damage or injury resulting from an accidental firearm discharge, use of force, or pepper spray or pepper gel deployment by a Security Guard or Security Guard Supervisor must be the sole liability of Contractor. Pursuant to BSIS, Business and Professions Code section 7583.4, Security Guard or Security Guard Supervisor must notify the County Project Manager and the County Services Bureau, Contract Monitoring Unit and/or the local law enforcement agency immediately of any accidental discharge and submit an SIR to the County Project Manager within one hour of incident. Contractor must investigate all incidents listed above and provide a follow-up report of the findings to the County Project Manager if an incident occurred due to negligence, identified training issues, or equipment malfunction. For all incidents listed above, Contractor must provide a follow-up report listing if actions were reasonable and within policy.</p>		

CONTRACT DISCREPANCY REPORT

SAMPLE

CONTRACTOR RESPONSE DUE BY _____ (enter date and time)

Date:		Contractor Response Received:			
Contractor:		Contract No.		County's Project Manager:	
Contact Person:		Telephone: ()-		County's Project Manager Signature:	
Email:		Email:			
<p>A contract discrepancy(s) is specified below. The Contractor will take corrective action and respond back to the County personnel identified above by the date required. Failure to take corrective action or respond to this Contract Discrepancy Report by the date specified may result in the deduction of damages.</p>					
No.	Contract Discrepancy	Contractor's Response*	County Use Only		
			Date Correction Due	Date Completed	Approved
1					
2					
3					
4					

*Use additional sheets if necessary

_____ *Contractor's Representative Signature*

_____ *Date Signed*

***LIVING WAGE PROGRAM
STAFFING PLAN***

**[NOT ATTACHED TO CONTRACT;
SEE EXHIBIT 10, LIVING WAGE PROGRAM STAFFING PLAN.
APPENDIX B, REQUIRED FORMS]**