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- **Unit Order: 03-001**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

**ADMINISTRATIVE SERVICES DIVISION**

**FACILITIES PLANNING BUREAU**

**Unit Order: 03-001**

**Effective Date: 02-04-08**

**Subject:**

Required Documentation for Projects

**Reference:**

Sheriff's Facilities Planning Procedures Manual (revised 1993) section 5.8

**PURPOSE OF ORDER:**

The purpose of this order is to establish procedures for reporting and record keeping for all Facilities Planning Bureau projects.

**SCOPE OF ORDER:**

This order shall apply to all planners, project managers, or others managing or acting as back-up on a Facilities Planning Bureau project. This order effects all projects, official and proposed.

## **ORDER**

All decisions made with input from entities and/or individuals outside of the Facilities Planning Bureau must be documented in the master project file. Decision which effect the project schedule, scope or budget require official documentation in the form of a letter or change order. All official letters and change orders must be signed by the Facilities Planning Bureau Director. The Director may delegate this authority, but only on a case by case basis.

Decisions made which do not effect the schedule, scope or budget of a project may be documented via e-mail. A copy of the e-mail transaction must be included in the project master file.

All project meetings must be documented via meeting minutes. A draft of these minutes shall be recorded and distributed within three days of the meeting. The FPB project manager shall determine, in conjunction with all participating entities, an appropriate method of determining how comments with be collected and when the minutes will become official. A copy of the official meeting minutes show be placed into the project master file. The Facilities Planning Bureau Director shall be provided with a copy of all official meeting minutes.

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### **• Unit Order: 03-001**

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

#### **ADMINISTRATIVE SERVICES DIVISION**

#### **FACILITIES PLANNING BUREAU**

**Unit Order: 03-001**

**Effective Date: 02/04/2008**

**Revision Date: 06/02/2011**

**Subject:**

Required Documentation for Projects

**Reference:**

Sheriff's Facilities Planning Procedures Manual (revised 1993) section 5.8

**PURPOSE OF ORDER:**

The purpose of this order is to establish procedures for reporting and record keeping for all Facilities Planning Bureau (FPB) projects.

**SCOPE OF ORDER:**

This order shall apply to all planners, project managers, or others managing or acting as back-up on a Facilities Planning Bureau project. This order effects all projects, official and proposed.

**ORDER:**

**Project Scope of Work**

All project scope of work shall be approved, in writing, by FPB's Director. Upon approval of the project scope of work, the documents (memoranda, drawings, and other forms deemed necessary) shall be signed off on by the FPB's Director before it is presented to the requesting unit.

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**Project Budget and Schedule**

Upon approval of project scope of work, the assigned staff shall prepare a cost estimate and schedule, which shall be approved, in writing, by FPB's Director.

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• **Directive Order: 07-001**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

**ADMINISTRATIVE SERVICES DIVISION**

**FACILITIES PLANNING BUREAU**

**Directive Order: 07-001**

**Effective Date:**

**Revision Date:**

**Subject:**

Open Lines of Communication

**Reference:**

**PURPOSE OF ORDER:**

The purpose of this Directive is to establish procedures regarding the necessity to develop and maintain "Open Lines of Communication" in our daily interaction among all staff, units, and other entities. This directive supersedes all current policies, Facilities Planning Bureau Directives, Unit Orders, or any other document that contradicts procedures set forth in this Directive. The policies and procedures outlined in this Directive shall remain in effect until revised and/or rescinded.

**OPEN LINES OF COMMUNICATION:**

Research shows that increased communication with stakeholders promotes greater collaboration, coordination, and buy-in to projects, programs, and goals. Increasing communication also helps to create a sense of collective purpose among staff, facilitates internal lines of communication, and fosters an atmosphere of participatory decision-making.

People with common interests benefit from sharing ideas, discussing problems, and negotiating solutions. Opening discussions to stakeholders on a wide variety of issues facilitates input to planning committees,

improves articulation, and increases involvement in policy formation and the sharing of ideas in the work environment. Opening these discussions to stakeholders also improves vertical communication, and allows the development of a common language and shared vision.

In light of the numerous Capital and major renovation projects currently assigned to this Bureau and the addition of several expansive new projects anticipated within the immediate future, it is of paramount importance that open lines of communication are implemented and continuously maintained among all parties. Of vital importance is our continued open dialog and sharing of information with other service providers such as, but not limited to, the Facilities Services Bureau. Communications and Fleet Management Bureau, and Data Systems Bureau.

These essential service providers are key-components as project team members for the successful completion of our Capital Projects.

I strongly encourage each of you to conscientiously maintain open lines of communication with all project team members, regardless of their unit of assignment. Furthermore, these communication efforts should be expanded to include our clients (station and/or other unit personnel).

Effective project teams increase workplace morale and productivity. Teams that are innovative make fewer mistakes, save money, and are more efficient. These open dialogs may discourage unnecessary conflicts, minimize misunderstandings, and allow for the successful development of our projects.

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- **Unit Order: 09-001**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

**ADMINISTRATIVE SERVICES DIVISION**

**FACILITIES PLANNING BUREAU**

**Unit Order: 09-001**

**Effective Date: 08/13/2009**

**Revision Date:**

**Subject:**

## Procedures for Unanticipated Absences (Sick Call-ins)

### **Reference:**

MPP 3-01/02.75 Reports of Sickness, MPP 3-01/050.50 Absence, MPP 3-02/030 05 Routine Absences

### **PURPOSE OF ORDER:**

The purpose of this unit order is to establish procedures for reporting unanticipated absences.

### **SCOPE OF ORDER:**

This order shall apply to all personnel.

### **ORDER:**

Except when sickness or injury to himself or his immediate family keeps him from reporting for duty, a member of the Facilities Planning Bureau shall be absent only with proper leave or permission.

A member unable to report for duty shall immediately report the fact and reasons for his absence to his direct supervisor. If his direct supervisor is unavailable, the member shall report the absence to any other supervisor within the Bureau holding the rank of Administrative Services Manager III or above. It is the responsibility of the absent member to continue calling the Bureau until contact is made with an appropriate supervisor.

The supervisor receiving notification of a member's absence shall document this information on the "Telephonic Notification" portion of the Absence Request report (SH-R-96). Verbal or e-mail notification of the member's absence shall then be made to the Bureau Director, Assistant Director, and the member's direct supervisor (if applicable).

Each supervisor shall determine the authenticity of sickness or injury reported by or on behalf of subordinates. He shall take steps to make a determination concerning the justification for the absence. The County Code provides that any employee who is absent due to sickness, injury, quarantine, or non-emergency medical or dental care may be required to furnish a doctor's certificate or other proof that his absence was due to such cause.

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## **• Unit Order: 09-002**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

**ADMINISTRATIVE SERVICES DIVISION**

**FACILITIES PLANNING BUREAU**

**Unit Order: 09-002**

**Effective Date: 08/13/2009**

**Revision Date:**

**Subject:**

Overtime Reporting Procedures

**Reference:**

MPP 3-02/280.00 Overtime, MPP 3-02/280.10 Overtime Authorization, MPP 3-02/290.05 General Guidelines.

**PURPOSE OF ORDER:**

The purpose of this unit order is to establish procedures for reporting overtime worked.

**SCOPE OF ORDER:**

This order shall apply to all personnel.

**ORDER:**

Overtime is defined as time worked in excess of 40 hours in a workweek. Except for emergencies, all overtime shall be authorized in advance. Unless special provisions have been made, within the Facilities



Planning Bureau, the only person who may authorize overtime is the Director. Should any member of the Facilities Planning Bureau be held past his regular work hours due to an emergency or unforeseen circumstance, it is the responsibility of that member to inform the Director as soon as possible and no later than within the first two hours of the next business day.

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- **Unit Order: 09-003**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

**ADMINISTRATIVE SERVICES DIVISION**

**FACILITIES PLANNING BUREAU**

**Unit Order: 09-003**

**Effective Date: 08/13/2009**

**Revision Date:**

**Subject:**

Performance Log

**Reference:**

MPP 3-02/085.10 Employee Performance Records

**PURPOSE OF ORDER:**

The purpose of this unit order is to establish procedures for documenting employee performance.

**SCOPE OF ORDER:**

This order shall apply to all personnel.

## **ORDER:**

The unit performance log is comprised of interim supervisory notations about employee performance during a given rating period. The purpose of the unit performance log is to document supervisors' observations about performance and supervisor/employee discussions about performance (goals, strengths/weaknesses, career guidance, etc.).

The documentation on a given employee in the unit performance log shall be shown to, and discussed with, the employee by the supervisor who recorded it, who shall obtain this employee's signature as evidence that the employee saw the documentation.

If the employee refuses to provide a signature acknowledging awareness of the documentation, the supervisor shall have another supervisor witness the refusal. Both supervisors shall sign the documentation.

Performance log documentation may be referred to in the employee's current performance evaluation, after which all the past rating period's notations shall be removed from the log and new notations only, shall be entered for the next rating period. The supervisor completing the employee evaluation shall be responsible for removing any relevant entries from the performance log. The entries shall be turned in with the completed evaluation. Once the evaluation approval process is complete and the employee has signed the evaluation, these entries shall be destroyed.

The Performance Log Book is a confidential document. As such, it shall remain in a locked cabinet when not in use. Employees may only view the entries relating to themselves and only in the presence of a supervisor.

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## **• Unit Order: 09-004**

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

#### **ADMINISTRATIVE SERVICES DIVISION**

#### **FACILITIES PLANNING BUREAU**

**Unit Order: 09-004**

**Effective Date: 08/13/2009**

**Revision Date:**

**Subject:**

Procedures Regarding Lost or Stolen Department Property

**Reference:**

MPP 3-03/060.00

**PURPOSE OF ORDER:**

The purpose of this unit order is to establish procedures for reporting lost or stolen property.

**SCOPE OF ORDER:**

This order shall apply to all personnel.

**ORDER:**

Members who have Department property stolen or lost, on duty or off duty, shall immediately advise his/her direct supervisor of the loss. He/she shall submit a SH-AD-32A to the Director of Facilities Planning Bureau detailing the circumstances of the loss within two business days.

Attached to the SH-AD-32A shall be:

- A completed Uniform and Equipment Replacement Request form, SH-AD-588
- A completed Incident Report or copy of the investigating police agency's report

The Director is required to forward the paperwork to the Division Chief and to make a recommendation regarding the degree of responsibility of the member for the theft or loss.

If the Director determines the member was totally or partially responsible or negligent or that the loss was preventable, the Director is required to recommend that the employee pay replacement costs, or that appropriate remedial or disciplinary action be taken in accordance with existing Department guidelines. The recommendation shall be forwarded to the concerned Division Chief who has final authority.

The Central Supply/Logistics Section shall determine the replacement cost and accept payment.

After the Division Chief's determination of liability, the Unit Commander shall sign the SH-AD-588. Copies of the SH-AD-32A, SH-AD-588 and police report shall be sent to Central Supply/Logistics authorizing the issuance of a replacement item(s).

If stolen or lost items are found or recovered the normal entry shall be made in the Property Control Ledger. The items shall be forwarded to Central Supply/Logistics. If retention of such items is required for evidence, a memo concerning their recovery shall be sent to the Central Supply/Logistics Section as soon as possible.

When stolen or lost items have been paid for by the member and the items are later recovered and found to be in serviceable condition, the employee shall be reimbursed by Fiscal Administration.

All members are reminded that any Department-owned property must be returned upon their separation from the service of this Department. (See Retirement, Transfer and Resignations in the Personnel chapter.)

Property permanently confiscated by any law enforcement agency shall be considered lost.

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- **Unit Order: 09-005**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

**ADMINISTRATIVE SERVICES DIVISION**

**FACILITIES PLANNING BUREAU**

**Unit Order: 09-005**

**Effective Date: 08/13/2009**

**Revision Date:**

**Subject:**

Purchasing Guidelines

**Reference:**

**PURPOSE OF ORDER:**

The purpose of this unit order is to establish guidelines for making purchases utilizing County Funds.

**SCOPE OF ORDER:**

This order shall apply to all personnel.

**ORDER:**

Purchases for supplies and services may only be made by members of the Unit's Operations/Purchasing Section who have completed procurement training. All purchases must be pre-approved and all approval documents completed. Prior to the placement of an order. This includes the solicitation of services such as that of furniture design and/or inventory. All work performed must be in accordance with a valid purchase or work order. Do not allow a vendor to begin work without an order in place.

Purchases made utilizing the Unit's "services and supplies" funding must be pre-approved by the Director. The Director has not unilaterally delegated this authority to any staff member or manager. Delegated approval authority will be addressed on a case by case basis. Prior to authorizing an emergency purchase, managers must make every effort to gain approval from the Director.

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• **Unit Order: 09-006**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

**ADMINISTRATIVE SERVICES DIVISION**

**FACILITIES PLANNING BUREAU**

**Unit Order: 09-006**

**Effective Date: 08/13/2009**

**Revision Date: 06/08/2011**

**Subject:**

Authorized Work Schedules

**Reference:**

**PURPOSE OF ORDER:**

The purpose of this unit order is to establish work schedules that will satisfy the employee's desire for a flexible and shorter workweek while also ensuring the Department's and/or Bureau's needs are met.

**SCOPE OF ORDER:**

This order shall apply to all personnel.

**ORDER:**

Facilities Planning Bureau (FPB) has three authorized work schedules, including:

1. **5 day, 40 hours per week (5/40)**
2. **4 day, 10 hours per day (4/40) with Friday or Monday off**
3. **9 day, 80 hours bi-weekly (9/80) with alternating Fridays off**

Section supervisors shall schedule their staff to ensure the Department's and/or the Bureau's needs are met, according to the following criteria:

1. **Employees shall begin their shift no earlier than 0630 hours;**
2. **Employees shall end their shift no earlier than 1530 hours (except those on 9/80 schedule on their 8 hour day);**
3. **Employees shall end their shift no later than 1730 hours;**
4. **Supervisors shall approve work schedules which ensure appropriate staffing in their Section;**
5. **Supervisors shall identify a back-up staff member for each person, ensuring that the designated back-up staff member is aware of their identified fellow staff's priority projects and can assist in addressing issues that may arise in their absence; and**
6. **A Bureau supervisor/manager shall be present during employee's working hours.**

Alternate work schedules shall be available as long as the needs of the Department and/or Bureau are being met. Management reserves the rights to revert back to a 9/80 or 5/40 work schedule and/or to revert back to 0700 – 1730 standard business hours, if the needs of the Department and/or Bureau are not being met. Management further reserves the right to implement reversion to a 9/80 or 5/40 work schedule on a Bureau-wide, Section-wide, or individual employee basis. If this occurs, management shall provide the allotted notification time as outlined in the respective memoranda of understanding (MOU).

All schedules shall comply with applicable County and Department policies and procedures, respective MOUs, and the Fair Labor Standards Act.

Requests to change a work schedule shall be submitted, in writing, to the employee's immediate supervisor two weeks in advance of the requested effective date. Requests to deviate from the delineated work schedules due to short-term, life situations shall be submitted, in writing, to the employee's immediate supervisor for consideration on a case-by-case basis. Schedule changes shall be approved on a first come, first served bases. Schedule selection conflicts will be resolved based on the affected employees' Unit seniority date and, in the event of a tie, then by the affected employees' Department seniority date.

FPB's Director, or his/her designee, shall have final approval of any schedule change.

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- **Unit Order: 09-006**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

**ADMINISTRATIVE SERVICES DIVISION**

**FACILITIES PLANNING BUREAU**

**Unit Order: 09-006**

**Effective Date: 08/13/2009**

**Revision Date:**

**Subject:**

Hours of Operation

**Reference:**

**PURPOSE OF ORDER:**

The purpose of this unit order is to establish hours of operation for Facilities Planning Bureau.

**SCOPE OF ORDER:**

This order shall apply to all personnel.

**ORDER:**

The hours of operation for Facilities Planning Bureau are 0700 – 1730 hours, Monday through Friday, excluding holidays. Personnel wishing to be placed on permanent work schedule (for more than a one week period) with duty hours outside those listed above must make such a request in writing. The Unit Commander will review and evaluate the requests on a case-by-case basis. Employees granted an alternative work schedule must renew their request annually each January. Requests will be reevaluated based on the needs of the unit.

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• **Unit Order: 09-007**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

**ADMINISTRATIVE SERVICES DIVISION**

**FACILITIES PLANNING BUREAU**

**Unit Order: 09-007**

**Effective Date: 08/13/2009**

**Revision Date:**

**Subject:**



Daily Time Sheet / Sign-out Board

**Reference:**

MPP 3-02/330.00

**PURPOSE OF ORDER:**

The purpose of this unit order is to establish procedures for the proper documentation of hours worked.

**SCOPE OF ORDER:**

This order shall apply to all personnel.

**ORDER:**

Each employee shall record his hours accurately on a daily basis and sign the time sheet at the conclusion of the work week. The starting time shall be recorded immediately upon the start of the work day and the ending time shall be recorded prior to the employee leaving the work place at the end of the day.

Facilities Planning Bureau also maintains a sign in/out board. Employees whose duties require them to be away from the Facilities Planning Bureau office shall sign-out on the board listing the location where they can be contacted. The board shall be updated when the employee returns to the office.

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• **Unit Order: 09-008**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

**ADMINISTRATIVE SERVICES DIVISION**

**FACILITIES PLANNING BUREAU**

**Unit Order: 09-008**

**Effective Date: 08/13/2009**

**Revision Date:**

**Subject:**

FPB Project Log Database – Daily Logs

**Reference:**

**PURPOSE OF ORDER:**

The purpose of this unit order is to establish procedures for the proper recording of project hours worked.

**SCOPE OF ORDER:**

This order shall apply to all planners, project managers, or others managing or acting as back-up on a Facilities Planning Bureau project.

**ORDER:**

On a daily basis, each employee shall prepare and document the activities, events, decisions, and other project related information in the Daily Log. Additionally, each employee shall accurately record in the Daily Log, the number of hours worked per project, administrative function, and/or special assignment. Such hours recorded shall reflect a minimum project activity reporting of 90% of the total number of actual hours worked per day.

The Daily Log entry is a mandatory requirement for all staff members assigned to work on any project assigned to Facilities Planning Bureau. The respective section supervisor/manager, Assistant Director, or Director may conduct periodic reviews of staff's adherence to this policy.

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• **Unit Order: 09-009**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

**ADMINISTRATIVE SERVICES DIVISION**

## **FACILITIES PLANNING BUREAU**

**Unit Order: 09-009**

**Effective Date: 08/13/2009**

**Revision Date:**

**Subject:**

Project Scope, Budget, and Schedule

**Reference:**

Unit Order 03-001, "*Required Documentation for Project*", dated January 7, 2008; Sheriff's Facilities Planning Procedures Manual (revised 1993), section 5.8

### **PURPOSE OF ORDER:**

The purpose of this unit order is to establish the role and responsibility of staff in matters of Project Budget, Scope, and Schedule.

### **SCOPE OF ORDER:**

This order shall apply to all planners, project managers, or others managing or acting as back-up on a Facilities Planning Bureau project. This order affects all projects, official and proposed.

### **ORDER:**

The project scope, budget, and schedule are the backbones of project management. They are the framework that guide the project team, allowing them to look forward and prepare appropriately. Completing projects on-time and within budget begins with careful planning and is achieved through long term attention to the plan.

Any project manager, planner, or others managing or acting as the back-up on any Facilities Planning Bureau project is responsible for maintaining their respective project scope, budgets, and schedules. Once the scope, budget and/or schedule has been received and approved by the Director, it shall become the baseline of the project. Any deviation of any portion of the approved scope, budget, or schedule must be approved by the Director of Facilities Planning Bureau before any work proceeds.

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- **Unit Order: 09-009**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

**ADMINISTRATIVE SERVICES DIVISION**

**FACILITIES PLANNING BUREAU**

**Unit Order: 09-009**

**Effective Date: 08/13/2009**

**Revision Date: 10/11/2011**

**Subject:**

Project Scope, Budget, and Schedule

**Reference:**

Unit Order 03-001, "*Required Documentation for Project*", dated January 7, 2008; Sheriff's Facilities Planning Procedures Manual (revised 1993), section 5.8

**PURPOSE OF ORDER:**

The purpose of this unit order is to establish the role and responsibility of staff in matters of Project Budget, Scope, and Schedule.

## **SCOPE OF ORDER:**

This order shall apply to all planners, project managers, or others managing or acting as back-up on a Facilities Planning Bureau project. This order affects all projects, official and proposed.

## **ORDER:**

The project scope, budget, and schedule are the backbones of project management. They are the framework that guide the project team, allowing them to look forward and prepare appropriately. Completing projects on-time and within budget begins with careful planning and is achieved through long term attention to the plan.

Any project manager, planner, or others managing or acting as the back-up on any Facilities Planning Bureau project is responsible for maintaining their respective project scope, budgets, and schedules. Once the scope, budget and/or schedule has been received and approved by the Director, it shall become the baseline of the project. Any deviation of any portion of the approved scope, budget, or schedule must be approved by the Director of Facilities Planning Bureau before any work proceeds.

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## **• Unit Order: 09-010**

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

#### **ADMINISTRATIVE SERVICES DIVISION**

#### **FACILITIES PLANNING BUREAU**

**Unit Order: 09-010**

**Effective Date: 08/13/2009**

**Revision Date:**

**Subject:**

Project Correspondence (Internal/External)

**Reference:**

**PURPOSE OF ORDER:**

The purpose of this unit order is to establish procedures when responding to project inquiries, clarification of project direction/instruction, notification to proceed, or other issues concerning all Facilities Planning Bureau projects.

**SCOPE OF ORDER:**

This order shall apply to all planners, project managers, or others managing or acting as back-up on a Facilities Planning Bureau project. This order affects all projects, official and proposed.

**ORDER:**

The key to successful project management is the ability to communicate effectively, stay organized, solve problems/make decisions, and build good teams. All personnel should be able to communicate effectively in written form whether writing emails or producing project documentation, plans, specifications, reports, agendas, status updates and such. Equally important is the ability to verbalize your thoughts and get important points across clearly. Whether your audience is your project team, executive staff, external customers, other, you need to be able to communicate your ideas and ensure they are understood, rather than simply heard.

All personnel responsible for activity on any Facilities Planning Bureau project (capital projects, Departmental projects, leases, etc.) shall adhere to the following method of written communication:

- **eMail communication shall not be used in any incident to provide or request information on project scope, schedule, budget, or project decision;**
- **Office correspondence in the form of a memorandum, completed on the Sheriff's Department SHAD-32A, shall be used to respond to all internal Sheriff's Department personnel regarding any/all project inquiries, direction, status, other; and**
- **Letters prepared on official Sheriff's Department letterhead shall be used to respond to all other county department, governmental agency, or private entities regarding any/all project inquiries, direction, status, other.**

All office correspondence (memorandums) and/or letters shall be prepared for signature by the Director of Facilities Planning.

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• **Unit Order: 10-001**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

**ADMINISTRATIVE SERVICES DIVISION**

**FACILITIES PLANNING BUREAU**

**Unit Order: 10-001**

**Effective Date: 05-26-2010**

**Revision Date:**

**Subject:**

Procedures for Use of FPB County Pool Vehicles

**Reference:**

MPP Section, 3-01/040.15 Care of County Property and Equipment

**PURPOSE OF ORDER:**

The purpose of this unit order is to establish procedures for the use and accountability of County vehicles assigned and designated as pool vehicles to the Facilities Planning Bureau (FPB).

**SCOPE OF ORDER:**

This order shall apply to all FPB personnel.

**ORDER:**

Effective immediately, all FPB personnel shall comply with the following procedures when using the County pool vehicle:

1. **Reserve the pool vehicle in advance, utilizing the “Pool Car” sign out book. List your name,**

vehicle number, destination/purpose, and anticipated time out/time returning.

2. Obtain the appropriate vehicle key with corresponding parking access card, and a blank Vehicle Inspection Sheet.
3. Conduct a vehicle inspection and complete the correlating entries on the Vehicle Inspection Sheet PRIOR to leaving the parking lot.
4. Prior to returning the vehicle to FPB Headquarters, ensure that the fuel level is at a minimum half-full level.
5. Upon arrival at FPB Headquarters, complete the final entries on the Vehicle Inspection Sheet. Note any deficiencies required for vehicle maintenance, and remove all trash and/or transported items.
6. Return keys and parking access card.
7. Turn in the completed and signed Vehicle Inspection Sheet to your supervisor for review and approval.
8. Supervisor must review Vehicle Inspection Sheet for thoroughness, sign/approve, and turn in the original completed Sheet to the operations staff Joann Huerta, Maria Mora, or their subsequent replacement.

Vehicle keys and parking access cards shall be maintained in the secretariat within a secured operations' cabinet. All blank Vehicle Maintenance Sheets shall be kept in a folder within the same file cabinet.

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## • Unit Order: 11-001

### LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

#### ADMINISTRATIVE SERVICES DIVISION

#### FACILITIES PLANNING BUREAU

**Unit Order: 11-001**

**Effective Date: 12/01/11**

**Revision Date:**

**Subject:**

Annual Vacation Sign-ups



**Reference:**

*Manual of Policy and Procedures* Section 3-02/030.45 Vacations; *Los Angeles County Code* Section 6.18 Vacations; and *Time and Attendance Accounting Manual* Section TK-01/011.55 Vacation Leave and Grants.

**PURPOSE OF ORDER:**

The purpose of this unit order (Order) is to establish procedures for equitable, annual vacation sign-ups for Facilities Planning Bureau (FPB).

**SCOPE OF ORDER:**

This order shall apply to all FPB personnel.

**ORDER:**

1. **During the period of December 1 through 31 of the current calendar year, all Section Supervisors shall coordinate the approval of vacation time off requests for the upcoming calendar year (January 1 through December 31), using the following criteria:**
  - A. **No more than 50% of the current Section staff shall be off on vacation on any given day.**
  - B. **Priority shall be based on “seniority”, which is the employee’s Department continuous service date (then by continuous County service date, in the event of a tie).**
  - C. **Requests will be reviewed and approved/denied, based on seniority, during several rounds of requests.**
  - D. **Each employee may submit one contiguous period vacation request during each round (e.g., if an employee receives three weeks of vacation each year, he/she may either submit one request for three weeks’ consecutive days off – OR – submit a request to use a portion of the three week period during the current round and submit additional request(s) for consideration of for other period(s) for consideration in subsequent rounds.**
  - E. **Employee shall be notified when his/her request is denied, allowed to submit an alternate available date period request before the supervisor reviews the next most senior employee’s request, and/or request placement on a stand-by list for future consideration, in the event personnel changes occur or employees with approved time off cancel their vacations.**
  - F. **Employee who does not submit a time off request within 1 business day (taking into**

consideration employee's regular day off) of the supervisor's request to do so, shall forfeit his/her seniority rights for the current round.

2. **Section Supervisors shall return the approved copy of each employee's vacation request form at the end of each round.**
3. **Section Supervisors shall maintain the original, approved copy of the time off slip for subsequent submission with the affected period's timesheets.**
4. **Section Supervisors shall provide one copy of the approved time off slip to Support Staff who will record the time off on the FPB Master Calendar. Section Supervisors will routinely review and monitor the FPB Master Calendar throughout the year to ensure all approved time off is accurately reflected.**
5. **Special Circumstances:**
  - A. **Emergency leave is not subject to the above conditions. Employees may request Family Medical Leave Act (FMLA) time, per Department policies.**
  - B. **If an employee wishes to request more than of four (4) weeks of vacation or other leave, he or she shall submit a memorandum to the Director, via chain of command, indicating the reason for the request.**
  - C. **Per *Manual Policies and Procedures*, Employees having excess vacation leave must sign up for vacation time to exhaust their excess leave before the end of the calendar year. If an employee does not sign up, the leave may be selected for them by the Director, at a time that does not impact their Section's operations.**

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## • Unit Order: 12-001

### LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

#### ADMINISTRATIVE SERVICES DIVISION

#### FACILITIES PLANNING BUREAU

**Unit Order: 12-001**

**Effective Date: 6/19/2012**

**Revision Date:**

**Subject:**

Plan Check Review Submission Procedure

**Reference:**

Department of Public Works/Building & Safety Division

**PURPOSE OF ORDER:**

The purpose of this unit order (Order) is to establish procedures for Plan Check Submission.

**SCOPE OF ORDER:**

This order shall apply to all FPB personnel.

**ORDER:**

1. Unless otherwise specifically directed by the Sheriff's Department (Department) Facilities Planning Bureau's (FPB) Director, all projects (Department and Capital) shall be submitted to Department of Public Works (DPW) for Plan Check Review (PCR).
2. DPW will determine if a Building Permit is required for each project.
3. All PCRs shall be coordinated through Mr. Mahesh Parekh of DPW. Mr. Parekh's telephone number is (626) 458-6388 and his E-mail address is [mparekh@dpw.lacounty.gov](mailto:mparekh@dpw.lacounty.gov).
4. Department personnel shall meet with Mr. Parekh and identify the appropriate section(s) and level of PCR (e.g., Building, Structural, American with Disabilities Act, Plumbing, Mechanical, Electrical, Grading, Geotechnical, Environmental Programs, et cetera) required for all projects.
5. Mr. Parekh shall obtain cost(s) and time duration(s) from each one of the required DPW Plan Check sections.
6. DPW shall submit a formal, written proposal (quote) of both cost and time required to complete the various PCRs to the Department. The quote is for a guaranteed amount, which shall not be reduced or increased. The quote shall also include a maximum PCR time frame for review of the project documents.
7. Once the cost and time quote is accepted by the Department, the Department shall issue a Notice to Proceed to DPW confirming acceptance and authorization of this cost and time quote.
8. A Department Service Order (DSO) shall be issued to cover DPW Plan Check Review services. A separate DSO is required for Fire Department Plan Check services. A DSO (preferred) or check (discouraged) is required for Regional Planning Department Plan Check services. All PCR payments shall be in accordance with FPB's Fiscal Section's requirements and must be

reviewed and approved by Fiscal, prior to submitting to management. Upon award of a construction contract or at the appropriate time, a separate DSO will be issued to DPW Project Management Division for inspection services.

9. The Department shall submit completed plans; no incomplete plans shall be accepted.
  10. After the plans are reviewed, Department staff may communicate directly with the respective Plan Checker.
  11. DPW may coordinate outside jurisdictional reviews, including Regional Planning, Fire Department, Air Quality Management District, and Public Health.
  12. In the event of the jurisdictional agencies is not able to provide a fee, a DSO in the minimum amount of \$500 shall be prepared and issued to the agency before any Plan Check work starts.
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## • Unit Order: 14-002

### LOS ANGELES COUNTY SHERIFF'S DEPARTMENT

#### ADMINISTRATIVE SERVICES DIVISION

#### FACILITIES PLANNING BUREAU

**Unit Order: 14-002**

**Effective Date: 6/17/14**

**Revision Date:**

**Subject:**

Master Agreement Vendors

**Reference:**

#### **PURPOSE OF ORDER:**

This Unit Order is to clarify procedures for utilizing vendors in a Master Agreement.

A Master Agreement (MA) is made up of Vendors who meet the minimum qualifications and accept the terms necessary to become County contractors in the specific service category for which they qualify or which each of the vendors has been selected based on a “bid” process administered by ISD. As services are required, MA vendors receive word orders or purchase order solicitations for their qualified services.

### **SCOPE OF ORDER:**

This order shall apply to all FPB planners, project managers, and all personnel responsible for obtaining initial vendor quote(s).

### **ORDER:**

When utilizing a Master Agreement, vendors shall be selected on a rotating basis ensure all vendors are used equitably. Alternatively, a bid process may be utilized among the Master Agreement vendors with the lowest bidder being awarded the purchase order.

The following steps are taken when placing agreement orders:

- **All prices must be verified with vendor**
- **Include Master Agreement number on Quotation**
- **Line number(s) that apply to the bid item**
- **Expiration date of agreement**

**Please note:** It is possible that not all items or services sold by an Agreement vendor are included in the Master Agreement. Any item or service not part of the Agreement list as approved by ISD is considered Non-Agreement and must be purchased through a separate solicitation process.

Exceptions:

**Furniture** – Purchases of furniture can be made up to \$100,000 through an agreement vendor. Any aggregate total of furniture that exceeds \$100,000 must be processed through ISD.

**Fixed Assets with a unit price over \$250,000.** Any Fixed Asset with a unit cost of \$250,000 or more, must be approved by the Board of Supervisors before a solicitation can be initiated.

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### **• Unit Order: 16-001**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

**ADMINISTRATIVE SERVICES DIVISION**

**FACILITIES PLANNING BUREAU**

**Unit Order: 16-001**

**Effective Date: 08/18/2016**

**Revision Date: 10/18/2017**

**Subject:**

Daily Time Sheet/Sign-out Board

**Reference:**

MPP 3-02/330.00 Daily/Weekly Time Sheets

**PURPOSE OF ORDER:**

The purpose of this unit order is to establish procedures for the proper documentation of hours worked and work schedule compliance.

**SCOPE OF ORDER:**

This order shall apply to all personnel.

**ORDER:**

Each employee, on a daily basis, shall accurately record his/her hours on the unit time sheets and sign the time sheet at the conclusion of the work week. The start time shall be recorded immediately upon the start of the work day and shall be recorded within the nearest quarter increment of the hour.

On occasion, an employee may arrive late due to unforeseen circumstances. If an employee anticipates arriving 15 minutes late he/she shall notify their immediately supervisor or manager regarding their status. Additionally, if an employee is more than 30 minutes late he/she must submit a time off slip to cover the late arrival time, or appropriate alternative such as a same day shift adjustment, as agreed upon by your

supervisor or manager.

The ending time shall be recorded prior to the employee leaving the work place at the end of each work day.

Facilities Planning Bureau also maintains a sign in/out board. Employees whose duties require them to be away from the Facilities Planning Bureau office shall sign-out on the board listing the location where they can be contacted and the expected time of return. The board shall be updated when the employee returns to the office.

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- **Unit Order: 16-002**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

**ADMINISTRATIVE SERVICES DIVISION**

**FACILITIES PLANNING BUREAU**

**Unit Order: 16-002**

**Effective Date: 10/24/2016**

**Revision Date:**

**Subject:**

Department equipment and resources

**Reference:**

MPP 3-07/210.05 Permissible Use; MPP 3-07/210.10 System Use; MPP 3-07/210.15 Privacy

**PURPOSE OF ORDER:**

The purpose of this unit order is to establish unit level guidelines related to the usage of Department equipment and resources.

**SCOPE OF ORDER:**

This order shall apply to all personnel.

**ORDER:**

As outlined in the above referenced Department Policy and Procedures, all personnel are reminded all County resources/equipment are to be utilized for business related purposes only and there is no exception of privacy while using such devices. County resources/equipment include, but are not limited to: all Department owned or controlled, printers, copying machines, phones, computers, and all accompanying software/data bases.

Additionally, each supervisor has the affirmative responsibility to monitor these Department owned or controlled resources to ensure compliance; therefore, all non-supervisory computer monitors must be unencumbered by any "privacy screens" or any other item used to minimize the visibility of one's monitor by others in the vicinity.

All employees are reminded that these guidelines remain in effect even during lunch or official break periods.

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• **Unit Order: 17-001**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

**ADMINISTRATIVE SERVICES DIVISION**

**FACILITIES PLANNING BUREAU**

**Unit Order: 17-001**

**Effective Date: 11/01/17**

**Revision Date:**

**Subject:**

Bureau Dress Code Policy



**Reference:**

3-01/050.80 Grooming and Dress Standards

**PURPOSE OF ORDER:**

To provide guidelines for employees regarding acceptable attire.

**SCOPE OF ORDER:**

This order shall apply to all personnel.

**ORDER:**

Employees of the Facilities Planning Bureau are expected to present a clean and professional appearance while representing the Bureau, whether in or outside of the office. Employees should dress appropriately in business or business casual attire. Employees are expected to use good judgement and to show courtesy to their co-workers by dressing in a manner that is presentable and appropriate. At all times, employees are asked to be cognizant that regardless of their interaction with other units and bureaus, Facilities Planning is still a place of business.

Business and business casual attire includes suits, pants, jackets, collared shirts, skirts and dresses that, while not formal, are appropriate for a business environment. However, at no time except for a Department authorized fundraising, are jeans/denim material clothing to be worn. Due to the nature of our work, site visits may require a more relaxed attire.

All dress attire should be clean, serviceable, and appropriate to represent Facilities Planning Bureau, regardless of it being in an office setting or work site. Employees who wear business attire that is deemed inappropriate in this workplace will be dealt with on an individual basis rather than subjecting all employees to a more stringent dress code for appropriate business attire.

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• **Unit Order: 17-005**

**LOS ANGELES COUNTY SHERIFF'S DEPARTMENT**

**ADMINISTRATIVE SERVICES DIVISION**

**FACILITIES PLANNING BUREAU**

**Unit Order: 17-005**

**Effective Date: 11/20/17**

**Revision Date:**

**Subject:**

Procedures for Unanticipated Absences (Sick Call-ins)

**Reference:**

MPP 3-01/020.75 Reports of Sickness, MPP 3-01/050.50 Absence, MPP 3-02/030.05 Routine Absences

**PURPOSE OF ORDER:**

The purpose of this unit order is to establish procedures for reporting unanticipated absences.

**SCOPE OF ORDER:**

This order shall apply to all personnel.

**ORDER:**

When an employee is unable to report for duty, he or she shall immediately report the fact and reasons for their absences to the Bureau by calling the main office phone number, which is (323) 526-5194. They must provide the anticipated length of the absence, reason for the absence, and what type of leave they intend to use to cover their work hours. E-mail notification of the employee's absence shall then be made by the office staff to the Bureau Director, Assistant Director, and the employee's director supervisor.

Voice mail has been activated on the main line; in the event that the employee should call before the office opens at 6:30 AM, a message should be left to include the above-mentioned information. Once staff arrives at 6:30, they will check the messages and make the necessary notifications accordingly as indicated above.

The supervisor receiving notification of a member's absence shall document this information on the "Telephonic Notification" portion of the Absence Request report (SH-R-96). The County Code provides that any employee who is absent due to sickness, injury, quarantine or non-emergency medical or dental care may be required to furnish a doctor's certificate or other proof that the absence was due to such cause.

Please note that this is a change in previous policy (Unit Order 09-001) of which the employee was instructed to speak directly to their manager or another supervisor in the Bureau. This did not allow for proper notification, specifically in the absence of the supervisor. Also, please note that text messages, emails, or calls to personal cell phones are not acceptable.

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