

## **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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