

## **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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