

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.
