



TERRI L. McDONALD
Chief Probation Officer

**COUNTY OF LOS ANGELES
PROBATION DEPARTMENT**

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ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

36 March 14, 2017

LORI GLASGOW
EXECUTIVE OFFICER

March 14, 2017

The Honorable Board of Supervisors
County of Los Angeles
383 Kenneth Hahn Hall of Administration
500 West Temple Street
Los Angeles, California 90012

Dear Supervisors:

EXECUTION OF WORK ORDER UNDER CRIMINAL JUSTICE RESEARCH AND EVALUATION SERVICES MASTER AGREEMENT FOR JUVENILE JUSTICE CRIME PREVENTION ACT (JJCPA) PROGRAM EVALUATION AND IMPROVEMENT PLAN

(ALL SUPERVISORIAL DISTRICTS) (3 VOTES)

SUBJECT

The Los Angeles County Probation Department (Probation), jointly with the Executive Director of the Countywide Criminal Justice Coordination Committee (CCJCC), is seeking Board approval to execute a Worker Order under the Criminal Justice Research and Evaluation Services Master Agreement with Resource Development Associates, Inc. (RDA) for Probation's Juvenile Justice Crime Prevention Act (JJCPA) Program Evaluation and Improvement Plan.

IT IS RECOMMENDED THAT THE BOARD:

Authorize Probation, jointly with the Executive Director of CCJCC, to execute a Work Order substantially similar to the attached Probation's Juvenile Justice Crime Prevention Act (JJCPA) Program Evaluation and Improvement Plan Work Order, for a contact amount not to exceed \$579,040, under the Criminal Justice Research and Evaluation Services Master Agreement with RDA for JJCPA Program Evaluation and Improvement Plan.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

The purpose of the recommended action is to authorize the Executive Director of CCJCC and the Chief Probation Officer to sign and execute the Work Order with RDA.

The Juvenile Justice Crime Prevention Act (JJCPA) was created by the Crime Prevention Act of 2000 to provide a stable funding source for local juvenile justice programs aimed at curbing crime and delinquency among at-risk youth. JJCPA is a collaboration between government agencies and community based organizations. As described in Welfare and Institutions Code Section 749.22, local officials and stakeholders determine where to direct resources through an interagency planning process.

Each year, Probation is required to submit the Comprehensive Multi-Agency Juvenile Justice Plan (CMJJP) to the Board of State and Community Corrections (BSCC). The JJCPA legislation requires funded programs to model strategies that demonstrate effectiveness in curbing juvenile delinquency. Additionally, this legislation requires counties to collect and report information related to annual program expenditures and juvenile justice outcomes.

An evaluation of the JJCPA grant is required to ensure that programs and services are delivered with fidelity and to identify gaps in services to improve the lives of youth and their families. Currently, the evaluation of the JJCPA funding is predicated on the "Big 6 Outcomes": Successful completion of probation; preventing arrests, probation violations, and incarcerations; successful completion of restitution, and successful completion of community service. However, these outcomes provide no analysis or correlation to an improved quality of life, which is the reason for this evaluation. Evaluations will enable stakeholders to assess progress toward desired goals, refine existing programs, and target available resources towards reducing juvenile delinquency.

Implementation of Strategic Plan Goals

The recommended action is consistent with the County of Los Angeles Strategic Plan Goal III: Realize Tomorrow's Government Today. Specifically, it will address Strategy IIB to Pursue Operational Effectiveness, Fiscal Responsibility, and Accountability.

FISCAL IMPACT/FINANCING

The cost for the term of this Contract shall not exceed \$579,040. The cost is fully funded through JJCPA.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

On November 18, 2014, the Board approved CCJCC's Master Agreement for Criminal Justice Research and Evaluation Services with multiple vendors to support departments' goals of evaluation program effectiveness. At that time, the Board delegated authority to the Executive Director of CCJCC to execute Master Agreement Work Orders (MAWOs) up to \$200,000, jointly with departments, for services under the Master Agreement. The Board requested that Work Orders with contract sums in excess of \$200,000 return for Board approval. The Master Agreement expires on November 30, 2020.

County Counsel has approved the attached Work Order as to form.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

Approval of the recommended action will allow Probation to improve and enhance JJCPA

programming by providing stakeholders with an analysis regarding the efficacy of existing services, gaps in services, and recommendations to direct and coordinate resources. This information will ensure that programs and services are targeted to address risk and needs of youth and their families, thereby impacting the reduction of juvenile delinquency in the community.

Respectfully submitted,



TERRI L. McDONALD
Chief Probation Officer

TLM:TH:YT:jl

Enclosures

c: Executive Officer
Chief Executive Office
County Counsel



MARK DELGADO
Executive Director,
Countywide Criminal Justice Coordination
Committee

Los Angeles County
Master Agreement for Criminal Justice Research and Evaluation Services
Work Order Form

Project Title Juvenile Justice Crime Prevention Act (JJCPA) Program Evaluation and Improvement Plan Services

Department Probation

RFS No. CJ-03 Work Order No. CJWO-03

Effective Date [Month, Day], 2017 Expiration Date [Month, Day], 2018

Maximum Total Amount \$579,040

Invoice shall be sent to the following County address:

Name: Senior Probation Director
Division: JJCPA Fiscal Unit, Room P-73
Department Name: Probation
Address: 9150 East Imperial Highway
City, Zip: Downey, CA 90242

I. SIGNATURES

Contractor's Authorized Official _____ DATE

Department Project Director _____ DATE

County Project Director (CCJCC) _____ DATE

II. BUSINESS OBJECTIVE and EXPECTED OUTCOME

To provide Probation with an evaluation and a detailed analysis of Juvenile Justice Crime Prevention Act (JJCPA) programs and services. The deliverables will be utilized to make data-driven recommendations to Probation and the Juvenile Justice Coordinating Council to improve upon the County's current Comprehensive Multi-Agency Juvenile Justice Plan (CMJJP) which will further reduce crime and delinquency.

III. PROJECT OVERVIEW

An evaluation of the JJCPA grant is required to ensure programs and services are delivered with fidelity and to identify any gaps in services needed to improve the lives of youth and their families.

The evaluation will measure efficacy of services and identify gaps in treatment based on the risks and needs of the target population. Currently, the evaluation of the JJCPA funding is predicated on the "Big 6 Outcomes" (successful completion of probation, arrests, probation violations, incarcerations, successful completion of restitution, and successful completion of community service) which do not provide an analysis and correlation to an improved quality of life, which is the impetus for this evaluation.

IV. PROJECT SCOPE

The Contractor shall evaluate the JJCPA program and work with Probation staff to identify a project timeline and implementation. As part of the evaluation, the Contractor is required to conduct an initial overview of the JJCPA program. Based on their assessment, a project plan will be completed within 30 days of contract execution. Operations staff will be made available to work with the Contractor to obtain data; provide historical documentation; facilitate interviews with youth and families; and to assist the Contractor with developing the project scope and methodology. Probation will assign operations staff to assist the Contractor with executing the work plan/schedule upon completion to meet the requisite timelines.

V. STATEMENT OF WORK

(including detailed Project Plan, Tasks, Milestones, Deliverables, and Acceptance Criteria)

Please see Appendix A, Statement of Work, of this Work Order, attached hereto.

VI. PROJECT SCHEDULE

Please see Appendix B, Project Schedule, of this Work Order, attached hereto.

VII. PAYMENT SCHEDULE

Invoices, accompanied by the Work Order Deliverable Acceptance Form, to be submitted monthly to Probation's Juvenile and Adult Field District Services – Fourth District (9150 East Imperial Highway, Downey, CA 90242).

b. A final written report upon completion of Phase 2 and 3 that:

- Articulates a guiding philosophy and principles of a multi-agency plan to fund effective juvenile justice programs under JJCPA.
- Describes implementation and impact of the programs, services, and staffing funding by JJCPA on youth served.
- Critically analyzes the JJCPA population focus and program effectiveness, in light of outcomes data and best practices research.
- Makes recommendations for future CMJJP improvements and modifications, including data collection, information gathering, regular assessment of JJCPA through internal tools and procedures, and a process to avoid the excessive accumulation of unspent funds in the future.

ACCEPTANCE CRITERIA

All deliverables must be provided according to the attached Project Schedule.

All deliverables must describe services provided and provide hours worked on the appropriate invoice.

SIGNATURES

Contractor's Authorized Official _____ DATE

Department Project Director _____ DATE

County Project Director
(CCJCC) _____ DATE

APPENDIX A

STATEMENT OF WORK

**JUVENILE JUSTICE CRIME PREVENTION ACT (JJCPA) PROGRAM
EVALUATION AND IMPROVEMENT PLAN**

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STATEMENT OF WORK (SOW)

1.0 SCOPE OF WORK

In support of the County's effort to improve the implementation and impact of JJCPA, Probation seeks a Contractor to conduct a comprehensive evaluation of JJCPA programming. The Contractor shall review and evaluate JJCPA program and service delivery, cost and impact, and youth populations served. The Contractor shall provide data-driven recommendations to improve the County's current CMJJP plan under JJCPA, and more effectively reduce youth crime, delinquency and to improve youth outcomes.

The Contractor, in consultation with the Chief Probation Officer or designee, JJCC, and a Stakeholder Advisory Body as described herein, shall develop:

- a. A quantitative and qualitative description of current JJCPA programs and services.
- b. A quantitative and qualitative description of youth populations currently served under JJCPA funding.
- c. An analysis and assessment of JJCPA population focus and program effectiveness, in light of outcomes data and best practices research.
- d. Recommendations for future CMJJP improvements and modifications.

The evaluation shall consist of three phases that may proceed concurrently, with early data analysis and assessments informing work in subsequent phases.

The evaluation shall focus on all core programs funded under JJCPA and also review the utilization of unspent funds.

During Phase 2, the Contractor shall conduct more in-depth evaluations of the following:

- School-Based Probation Supervision programs
- After-School Enrichment and supervision
- New Directions early intervention program
- Day Reporting Centers
- High Risk and High Need services
- Gender Specific services
- Housing-Based Day supervision
- Abolish Chronic Truancy program
- Youth substance abuse intervention funded through JJCPA
- Inside Out Writers
- Other JJCPA funded programs (i.e. Law Enforcement)

The Contractor shall evaluate all components of each program, including contract and memorandums of understanding or agreements and services/programming provided by the City, County and community-based organizations, and the collaboration, if any, among them.

Mental health screening, assessment and services provided through the Department of Mental Health and the Special Needs Court shall not be evaluated in-depth in Phase 2, but should be analyzed during Phase 1 for numbers and demographics of youth served and program cost. Based on the results of Phase 1, the Contractor shall identify, in conjunction with the Stakeholder Advisory Body, any modifications to the programs in greater depth during Phase 2.

2.0 SPECIFIC TASKS

2.1 Phase 1. Landscape Analysis of Program and Service Delivery, Costs and Population Served

2.1.1 The Contractor shall describe and analyze the current landscape of all programs and services funded under JJCPA between 2001 to 2016, including their staffing, costs, and populations served, using both quantitative and qualitative methodologies. The objective of Phase 1 is to determine program effectiveness based on their delivery and outcomes to determine and understand the current program landscape, the Contractor shall, at a minimum, describe the following, for each program/service funded by JJCPA:

- a. Where the program or service takes place.
- b. When the program or service takes place.
- c. Type(s) and dosage(s) of programs or services youth receive.
- d. Referral process(es) and needs/risk assessment(s) conducted.
- e. Program/service duration.
- f. The number of staff funded to facilitate interventions.
- g. Number of staff vacancies.
- h. The duties and roles of staff funded to facilitate interventions.
- i. The quantity and quality of caseloads per staff.
- j. Minimum education and license requirements for staff.
- k. Initial training and ongoing in-service training of staff.
- l. Collaborations and the nature of collaborations between the Probation and agencies or community-based service providers.

2.1.2 To determine and understand JJCPA costs and changes to cost over time, the Contractor shall, at a minimum, collect and analyze:

- a. Overall expenditures from 2001 to 2016, including percentages of overall expenditures for staffing and overhead.

- b. Costs by program from 2001 to 2016, including percentages of expenditures for staffing and overhead. It has been observed that for most programs, the largest cost was the administration of the JJCPA program itself.
- c. Costs per participant.

2.1.3 The Contractor shall identify the number of youth both referred and served: 1) annually using JJCPA funds; and 2) for each program and service funded by JJCPA, disaggregated by year. The following demographic information should be provided for both (1) and (2):

- a. Age
- b. Race
- c. Gender, gender identity
- d. Geography and/or neighborhood
- e. DCFS status
- f. Past mental health interventions
- g. Delinquency background, including previous probation or police contacts, and nature of offenses, if any
- h. School
- i. Special education status
- j. The source and reason for referral

2.1.4 In addition to aggregate totals, the demographic data should be disaggregated by:

- a. At-risk youth and probation youth
- b. Low, medium and high-risk youth
- c. Program type and service or supervision dosages

2.1.5 The Contractor may also use whatever additional criteria or analysis the Contractor deems appropriate to evaluate JJCPA programs and services. In addition to quantitative data, the Contractor shall collect and analyze qualitative data on program and service delivery. Qualitative data collection should explore, at a minimum: a) experiences with program delivery (services offered, youth reached, perceptions of program, etc.); b) barriers/challenges to program delivery. The qualitative data shall, at a minimum, be collected through interviews and/or focus groups with Deputy Probation Officers and their supervisors, community-based service providers, youth participants and their families.

2.1.6 The Contractor shall note the extent to which data is unavailable, and identify possible methods for obtaining that data in the short-term for use in Phase 2.

2.2 Phase 2. Program Effectiveness – Determining Best Practices for Best Outcomes

Contractor shall focus on studying the effectiveness of select JJCPA-funded programs. All data, information and assessments from Phase 1 shall be used to inform and focus Phase 2.

2.2.1 Existing or pending studies and evaluations of any programs and services under JJCPA should be considered to determine the best focus of an in-depth program evaluation. Existing or pending County studies and evaluations relevant to JJCPA should also be considered to avoid unnecessary duplication. Studies underway that should not be duplicated – and instead should be connected to wherever appropriate and relevant – include:

- a. A study resulting from a motion approved by the County Board of Supervisors on February 16, 2016 to consider Probation's overall structure, finances and service delivery and best practices on intervention and prevention.
- b. A study on the Mental Health Court by the Department of Public Health.
- c. A study on ways to enhance the System of Care Coordination & Integration for Adolescent Substance Use Disorder Treatment by the Department of Public Health, Substance Abuse Prevention and Control (through UCLA/Azusa Pacific University).

2.2.2 Determine how JJCPA Programs improve client outcomes and community safety and whether they implement and represent best practices. The Contractor must examine, at a minimum, the following outcomes in the aggregate, and disaggregated by population (for Welfare and Institutions Code section 236 at-risk youth and probation youth; by risk level - low, medium and high-risk youth; and by program type and service or supervision dosages):

- a. Contacts with law enforcement, including arrests, rearrests, petitions sustained, technical probation violations, length of probation, incarceration, and future adult arrests.
- b. Quality of life improvements for the youth served in the following areas:
 - Education, including enrollment in school, attendance rate, grades, graduation, GPA, credits earned, credits by grade level, matriculation to the next grade, college enrollment, special education status or accommodations, standardized test scores, discipline history (including suspensions and expulsions)

- Family relations
 - Employment
 - Pro-social skills acquisition, like conflict resolution
 - Health
 - Community engagement
 - Social attachments, including peer relations, influences and significant adults in youth's life
 - Referral and participation in programs and services
- c. Control/comparison groups of youth who do not receive the program or service being evaluated.
 - d. Control/comparison groups of youth who receive a different community-based program or service.
 - e. Best practices research, including on evidence-based and promising practices.

2.2.3 The Contractor shall note the extent that data is unavailable, and identify possible methods to obtain that data in the short and long term. The Contractor may use whatever additional criteria the Contractor deems appropriate to evaluate the JJCPA Programs.

2.2.4 In addition to quantitative data, the Contractor shall collect and analyze qualitative data on program and service impact. The qualitative data shall at a minimum be collected through interviews and/or focus groups with Deputy Probation Officers and their supervisors, community-based service providers, and youth participants and their families.

2.3 Phase 3. Gap Analysis and Recommendations

2.3.1 Using data from Phase 1 and 2, as well as best practices research, the evaluation should result in an analysis and assessment of the overall CMJJP as a comprehensive juvenile justice plan. The Contractor shall, at a minimum:

- a. Clarify and make recommendations on the guiding philosophy and principles of a multi-agency plan to fund effective juvenile justice programs under JJCPA.
- b. Analyze and make recommendations on the population focus under JJCPA, in light of outcomes data and best practices research, and other streams of funding available, including Youth Offender Block Grant and Juvenile Probation Camp Funding.
- c. Analyze and make recommendations on program delivery and effectiveness under JJCPA. Analyze the appropriate role of probation officers and other law enforcement in delivering youth services and supports, in light of outcomes data and best

practices research and other streams of funding (including Youth Offender Block Grant and Juvenile Probation Camp Funding).

- d. Identify current gaps in programs and services and strategies to achieve a more effective comprehensive intervention and prevention plan, including the role of the JJCC in better informing and facilitating that plan.
- e. Identify the barriers and potential solutions to effective programming and service delivery.
- f. Make recommendations for data collection, information gathering and regular assessment of JJCPA through internal tools and procedures that may be used on an on-going basis.
- g. Make recommendations regarding program improvements, such as standardization of program curriculum and targeted outcomes for different program types, such as substance abuse counseling, gang prevention, and anger management.

2.4 Evaluation Process

2.4.1 To perform the analysis and assessment, a Contractor shall familiarize itself with the full JJCPA landscape, including, but not limited to, a review and understanding of:

- a. Rand reports submitted on JJCPA from 2001 to 2016.
- b. Any and all other program evaluations completed of JJCPA services and interventions.
- c. All available data collected for JJCPA services and interventions.
- d. Budgets for JJCPA from 2001 to the current fiscal year.
- e. Budgets for the unspent JJCPA funds of approximately \$21.7 million that accumulated over about 5 years.
- f. Seven (7) audit reports of Probation, completed by County Auditor-Controller from 2015-2016.
- g. A comprehensive list of providers who have received contracts through JJCPA funding to provide programs or services to youth.
- h. Los Angeles Risk and Resiliency Checkup (LARRC) assessment and any other assessments of youth served through JJCPA funding.
- i. Probation Outcomes Study released in April 2015 by the Advancement Project, Children's Defense Fund-California, USC School of Social Work and Cal-State LA.
- j. Existing research on best practices for youth prevention and intervention to reduce crime and delinquency.
- k. Purpose and amounts of Youth Offender Block Grant and Juvenile Probation Camp Funding.

2.4.2 The following principles shall govern the Contractor in developing its evaluation methodologies and plan:

- a. Data, information and assessments from Phase 1 shall be used to make any early recommendations and improvements to JJCPA and/or the evaluation plan.
- b. All data, information, and assessments shall be used to institutionalize data collection, information gathering and assessment of JJCPA through the development of tools and procedures used on an on-going basis by the program and service providers themselves.
- c. Qualitative measures of JJCPA programs and services shall include participatory methodologies that involve youth, families, community-based advocates and community-based service providers, probation officers and supervisors.
- d. Accountability and transparency in the evaluation process is critical.

2.5 Stakeholder Advisory Body

Stakeholder Advisory Body to be jointly formed and convened by the Chief Probation Officer (or designee) and Contractor and such Advisory Body to guide, advise and assist the plans and progress of the JJCPA Program Evaluation. After developing a preliminary work plan and schedule in the first month, Probation and Contractor shall convene the Advisory Body to present the plan and schedule. The schedule shall establish meetings with the Advisory Body at regular intervals thereafter during the implementation of the project. At least one week before convening in-person, the Contractor shall provide any supporting documentation for the Advisory Body's review.

2.6 Deliverables

2.6.1 The fieldwork deliverables shall include:

- a. A preliminary work plan/schedule shall be provided to the Chief Probation Officer or designee, JJCC and Stakeholder Advisory Body within one month into the project timeline that identifies and describes the evaluation process.
- b. Regular monthly written status reports describing progress to the Chief Probation Officer or designee, and Stakeholder Advisory Body.
- c. Work with Stakeholder Advisory Body at the direction of the Chief Probation Officer (or designee); work to include participating in scheduled meetings with Advisory Body during the implementation of the project. Advisory Body meetings

shall be conducted according to a schedule proposed by the Contractor and approved by the Chief Probation Officer or designee and Stakeholder Advisory Body.

- d. Present progress reports to JJCC at quarterly meetings or as otherwise determined by Chief Probation Officer (or designee).
- e. All data collection tools and written protocols (data abstraction forms, interview/focus group guides, surveys, etc.), de-identified quantitative and qualitative data sets, accompanying documentation and codebook(s).

The Contractor shall notify the Chief Probation Officer (or designee) within two (2) business days, of any difficulties encountered that could jeopardize the schedule, completion of the Work Order, milestones or deliverables.

2.6.2 The report deliverables shall include:

- a. A preliminary report on Phase 1 within six months that:
 - Provides a quantitative and qualitative description of current JJCPA programs and services.
 - A quantitative and qualitative description of youth populations served under JJCPA funding.
 - Makes recommendations for any initial changes or modifications to JJCPA supported by the early data, information gathering and analysis.
- b. A final written report upon completion of Phase 2 and 3 that:
 - Articulates a guiding philosophy and principles of a multi-agency plan to fund effective juvenile justice programs under JJCPA.
 - Describes implementation and impact of the programs, services, and staffing funding by JJCPA on youth served.
 - Critically analyzes the JJCPA population focus and program effectiveness, in light of outcomes data and best practices research.
 - Makes recommendations for future CMJJP improvements and modifications, including data collection, information gathering, regular assessment of JJCPA through internal tools and procedures, and a process to avoid the excessive accumulation of unspent funds in the future.

APPENDIX B

PRICING SCHEDULE



Los Angeles County Probation Department RFS No. CI-03
 Juvenile Justice Crime Prevention Act Program Evaluation and Improvement Plan
 RDA Project Staff

Project Activity	Quantity	Project Director (\$225/hr)	Project Manager (\$175/hr)	IT Director (\$200/hr)	Qual Lead (\$140/hr)	Quant Lead (\$140/hr)	Research Assoc (\$140/hr)	Research Assoc (\$140/hr)	Research Asst (\$115/hr)	Total Hours	Total Cost	
Phase I: Landscape Analysis												
1.1 Project Launch and Discovery												
1.1a Project Kickoff Meeting	12	12			8	8				40	\$7,040	
1.1b Convene Stakeholder Advisory Body	24	72			56	32				216	\$34,800	
1.1c Obtain Data Use Agreements and IRB Approval	6	21	4		10	10				51	\$8,625	
1.1d Collect and Review Documentation about JJCPA		6			6	6		24	24	72	\$9,690	
1.2 Data Collection												
1.2a Request Administrative Data (JAI, PCMS, Program delivery data)	6	36		13		12				79	\$13,610	
1.2b Qualitative data collection (Train Youth Researchers, Identify Areas of Inquiry, Develop Tools)	8	24			24			16		72	\$11,600	
Focus Groups with Youth Participants (includes scheduling & logistics)	20	3	10		10			50	50	123	\$16,575	
Focus Groups with Family members of Youth Participants	10	2	5		5			25	25	62	\$8,400	
Focus Groups with DPOs	3		2		10	10				22	\$3,150	
Focus Groups with Probation Supervisors	1				4	4				8	\$1,120	
Focus Groups with Service Providers	3				10			10		20	\$2,800	
Interviews with Probation Leadership & JJCC Members	6		6			12				18	\$2,730	
Focus Groups with JJCPA Program Managers and Directors	1		4					4		8	\$1,260	
Focus Groups with School Leadership and Staff	5				20	20		20		40	\$5,600	
1.3 Data Analysis and Interpretation												
1.3a Quantitative Data Analysis	8	18				120		200		466	\$66,550	
1.3b Qualitative Data Analysis	8	18			44			80	80	230	\$31,510	
1.3c Interpretation of Results	4	12			18	18		18		88	\$13,080	
1.3d Assessment of Data Quality for Outcome Analysis	1	6		4		24				59	\$8,795	
1.4 Write Phase I Report												
	4	24			16	24		36	24	164	\$23,540	
Phase II: Program Effectiveness Analysis												
2.1 Initial Analysis of Quantitative and Qualitative Data												
2.1a Quantitative Data Analysis	6	12				120		110		368	\$52,450	
2.1b Qualitative Data Analysis	4	16			24					88	\$13,220	
2.1c Geographic Analysis	1	6				36		42		85	\$12,195	
2.1d Interpretation and Identification of Preliminary Findings	4	6			12	12		12	12	70	\$10,050	
2.2 Supplemental Best Practice Research												
		4			10	20		36	36	84	\$11,000	
2.3 Supplemental Qualitative Data Collection												
	4	4			16	16		16	20	70	\$9,300	
2.4 Final Data Analysis and Interpretation												
	2	12			18	18		18		86	\$12,630	
2.5 Write Interim Memo												
Phase III: Program Effectiveness Analysis												
3.1 Analysis of Program Selection and Implementation												
	1	6			18	18		18		43	\$6,315	
3.2 Analysis of JJCPA Planning Process												
	4	4			18					22	\$3,220	
3.3 Development of Recommendations												
3.3a Vision and Strategy Session	1	8			12	12		12		45	\$6,665	
3.3b Draft and Refine Recommendations	1	4			12	12				29	\$4,285	
3.4 Write Final Report												
	4	8			12	12		48	48	132	\$19,100	
Phase IV: Ongoing Project Management, Communication, and Stakeholder Involvement												
4.1 Status Reports												
	3	12			8	8			12	27	\$4,155	
4.2 Progress Reports												
	16	16								32	\$5,040	
4.3 Ongoing Communication and Project Management												
	12	36		4	12	12		12	12	112	\$17,900	
Grand total	129	430	25	375	568	530	851	295	3203	\$468,560		



Methodological Subject Matter Experts

Project Activity	Prof. Hunter (\$200/hr)	Prof. Franke (\$200/hr)	Total Hours	Total Cost
Phase I: Landscape Analysis				
1.1 Project Launch and Discovery				
1.1a Project Kickoff Meeting	8		8	\$1,600
1.1b Convene Stakeholder Advisory Body	48	14	62	\$12,400
1.1c Obtain Data Use Agreements and IRB Approval				
1.1d Collect and Review Documentation about JJCPA				
1.2 Data Collection				
1.2a Request Administrative Data (JAI, PCMS, Program delivery data)		12	12	\$2,400
1.2b Qualitative data collection (Train Youth Researchers, Identify Areas of Inquiry, Develop Tools)	16		16	\$3,200
1.3 Data Analysis and Interpretation				
1.3a Quantitative Data Analysis		40	40	\$8,000
1.3b Qualitative Data Analysis	24		24	\$4,800
1.3c Interpretation of Results	12	12	24	\$4,800
1.3d Assessment of Data Quality for Outcome Analysis		16	16	\$3,200
1.4 Write Phase I Report				
	4	4	8	\$1,600
Phase II: Program Effectiveness Analysis				
2.1 Initial Analysis of Quantitative and Qualitative Data				
2.1a Quantitative Data Analysis		12	12	\$2,400
2.1b Qualitative Data Analysis	8		8	\$1,600
2.1c Geographic Analysis		6	6	\$1,200
2.1d Interpretation and Identification of Preliminary Findings	4	4	8	\$1,600
2.2 Supplemental Best Practice Research				
2.3 Supplemental Qualitative Data Collection				
2.4 Final Data Analysis and Interpretation				
	4	4	8	\$1,600
2.5 Write Interim Memo				
	2	2	4	\$800
Phase III: Program Effectiveness Analysis				
3.1 Analysis of Program Selection and Implementation				
3.2 Analysis of JJCPA Planning Process				
3.3 Development of Recommendations				
3.3a Vision and Strategy Session	4	4	8	\$1,600
3.3b Draft and Refine Recommendations				
3.4 Write Final Report				
	2	2	4	\$800
Phase IV: Ongoing Project Management, Communication, and Stakeholder Involvement				
4.1 Status Reports				
4.2 Progress Reports				
4.3 Ongoing Communication and Project Management				
	12	12	24	\$4,800
Grand total	148	144	292	\$58,400



Youth Justice Coalition

Project Activity	Quantity	Staff (\$ 100/hr)	Youth (\$25/hr)	Total Hours	Total Cost
Phase I: Landscape Analysis					
1.2 Data Collection					
1.2a Request Administrative Data (JAI, PCMS, Program delivery data)					
1.2b Qualitative data collection (Train Youth Researchers, Identify Areas of Inquiry, Develop Tools)	20	16	64	80	\$3,200
Focus Groups with Youth Participants (includes scheduling & logistics)		20	100	120	\$4,500
Focus Groups with Family members of Youth Participants	10	10	50	60	\$2,250
1.3 Data Analysis and Interpretation					
1.3a Quantitative Data Analysis		4	64	68	\$2,000
1.3b Qualitative Data Analysis		4	32	36	\$1,200
1.3c Interpretation of Results					
1.3d Assessment of Data Quality for Outcome Analysis					
1.4 Write Phase I Report					
Phase II: Program Effectiveness Analysis					
2.1 Initial Analysis of Quantitative and Qualitative Data					
2.1a Quantitative Data Analysis		4	64	68	\$2,000
2.1b Qualitative Data Analysis					
2.1c Geographic Analysis		4	32	36	\$1,200
2.1d Interpretation and Identification of Preliminary Findings					
2.2 Supplemental Best Practice Research					
2.3 Supplemental Qualitative Data Collection					
2.4 Final Data Analysis and Interpretation	10	10	50	60	\$2,250
2.5 Write Interim Memo		4	32	36	\$1,200
Phase III: Program Effectiveness Analysis					
3.1 Analysis of Program Selection and Implementation					
3.2 Analysis of JJCPA Planning Process					
3.3 Development of Recommendations					
3.3a Vision and Strategy Session					
3.3b Draft and Refine Recommendations		4	32	36	\$1,200
3.4 Write Final Report					
Phase IV: Ongoing Project Management, Communication, and Stakeholder Involvement					
4.1 Status Reports					
4.3 Stakeholder Advisory Body Meetings					
4.3 Ongoing Communication and Project Management					
Grand total		88	552	640	\$22,600



Additional Project Costs

Travel

	Per Unit	Number	Total Cost
Flight	\$150	24	\$3,600
Hotel	\$200	48	\$9,600
Car	\$50	36	\$1,800
Food	\$60	108	\$6,480
Total			\$21,480

Focus Group Incentives

When conducting focus groups with public system clients and other vulnerable populations, RDA’s practice is to provide an honorarium as an appreciation for their time and willingness to participate. We anticipate conducting up to 40 focus groups with Probation clients and their family members, with an estimated 10 people per focus group. We propose a \$20/participant honorarium, for a total of \$8,000.

Maximum Total Project Cost

RDA	\$468,560
UCLA Methodological Experts	\$58,400
YJC	\$22,600
Travel	\$21,480
Focus Group Honorariums	\$8,000
Total	\$579,040

APPENDIX C

REQUIRED FORMS

REQUIRED FORMS

Exhibits

- 1 CERTIFICATION OF EMPLOYEE STATUS
- 2 CERTIFICATION OF NO CONFLICT OF INTEREST
- 3 CONTRACTOR ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT
- 4 CONTRACTOR EMPLOYEE ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT
- 5 CONTRACTOR NON-EMPLOYEE ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT
- 6 INDIVIDUAL'S ASSIGNMENT AND TRANSFER OF COPYRIGHT
- 7 CONTRACTOR'S ASSIGNMENT AND TRANSFER OF COPYRIGHT
- 8 CONFIDENTIALITY OF CORI INFORMATION
- 9 SEXUAL HARASSMENT POLICY
- 10 SEXUAL HARASSMENT/DISCRIMINATION/RETALIATION PROHIBITED FORM

**CRIMINAL JUSTICE RESEARCH AND EVALUATION SERVICES
MASTER AGREEMENT WORK ORDER**

CERTIFICATION OF EMPLOYEE STATUS

(Note: This certification is to be executed and returned to County with Contractor's executed Work Order. Work cannot begin on the Work Order until County receives this executed document.)

CONTRACTOR NAME

Work Order No. _____ County Master Agreement No. _____

I CERTIFY THAT: (1) I am an Authorized Official of Contractor; (2) the individual(s) named below is(are) this organization's employee(s); (3) applicable state and federal income tax, FICA, unemployment insurance premiums, and workers' compensation insurance premiums, in the correct amounts required by state and federal law, will be withheld as appropriate, and paid by Contractor for the individual(s) named below for the entire time period covered by the attached Work Order.

EMPLOYEES

- 1. _____
- 2. _____
- 3. _____
- 4. _____

I declare under penalty of perjury that the foregoing is true and correct.

Signature of Authorized Official

Printed Name of Authorized Official

Title of Authorized Official

Date

**CRIMINAL JUSTICE RESEARCH AND EVALUATION SERVICES
MASTER AGREEMENT WORK ORDER**

CERTIFICATION OF NO CONFLICT OF INTEREST

(Note: This certification is to be executed and returned to County with Contractor's executed Work Order. Work cannot begin on the Work Order until County receives this executed document.)

Resource Development Associates
CONTRACTOR NAME

Work Order No. CJWO-03 County Master Agreement No. CJ-1016

Los Angeles County Code Section 2.180.010.A provides as follows:

“Certain contracts prohibited.

- A. Notwithstanding any other section of this code, the county shall not contract with, and shall reject any bid or proposal submitted by, the persons or entities specified below, unless the board of supervisors finds that special circumstances exist which justify the approval of such contract:
 - 1. Employees of the county or of public agencies for which the board of supervisors is the governing body;
 - 2. Profit-making firms or businesses in which employees described in subdivision 1 of subsection A serve as officers, principals, partners, or major shareholders;
 - 3. Persons who, within the immediately preceding 12 months, came within the provisions of subdivision 1 of subsection A, and who:
 - a. Were employed in positions of substantial responsibility in the area of service to be performed by the contract; or
 - b. Participated in any way in developing the contract or its service specifications; and
 - 4. Profit-making firms or businesses in which the former employees, described in subdivision 3 of subsection A, serve as officers, principals, partners, or major shareholders.”

Contractor hereby declares and certifies that no Contractor Personnel, nor any other person acting on Contractor’s behalf, who prepared and/or participated in the preparation of the bid or proposal submitted for the Work Order specified above, is within the purview of County Code Section 2.180.010.A, above.

I declare under penalty of perjury that the foregoing is true and correct.

Signature of Authorized Official

Printed Name of Authorized Official

Title of Authorized Official

Date

CONTRACTOR ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

(Note: This certification is to be executed and returned to County with Contractor's executed Work Order. Work cannot begin on the Work Order until County receives this executed document.)

Contractor Name Resource Development Associates

Work Order No. CJWO-03 County Master Agreement No. CJ-1016

GENERAL INFORMATION:

The Contractor referenced above has entered into a Master Agreement 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 Master Agreement.

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 Master Agreement. 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 Master Agreement 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 Master Agreement. 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 shall 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: _____

CONTRACTOR EMPLOYEE ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

(Note: This certification is to be executed and returned to County with Contractor's executed Work Order. Work cannot begin on the Work Order until County receives this executed document.)

Contractor Name Resource Development Associates Employee Name _____

Work Order No. CJWO-03 County Master Agreement No. CJ-1016

GENERAL INFORMATION:

Your employer referenced above has entered into a Master Agreement 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 Master Agreement. 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 Master Agreement.

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 Master Agreement. 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 Master Agreement 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 shall result in my immediate release from performance under this and/or any future Master Agreement.

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 Master Agreement 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 Master Agreement. 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 shall 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 Master Agreement or termination of my employment with my employer, whichever occurs first.

SIGNATURE: _____

DATE: ____/____/____

PRINTED NAME: _____

POSITION: _____

CONTRACTOR NON-EMPLOYEE ACKNOWLEDGEMENT AND CONFIDENTIALITY AGREEMENT

(Note: This certification is to be executed and returned to County with Contractor's executed Work Order. Work cannot begin on the Work Order until County receives this executed document.)

Contractor Name Resource Development Associates Non-Employee Name _____

Work Order No. CJWO-03 County Master Agreement No. CJ-1016

GENERAL INFORMATION:

The Contractor referenced above has entered into a Master Agreement 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 Master Agreement. 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 Master Agreement.

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 Master Agreement. 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 Master Agreement 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 shall result in my immediate release from performance under this and/or any future Master Agreement.

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 Master Agreement 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 Master Agreement. 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 shall 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 Master Agreement or termination of my services hereunder, whichever occurs first.

SIGNATURE: _____ DATE: ____/____/____

PRINTED NAME: _____

POSITION: _____

INDIVIDUAL'S ASSIGNMENT AND TRANSFER OF COPYRIGHT

For good and valuable consideration, receipt of which is hereby acknowledged, the undersigned, _____, an individual ("Grantor"), does hereby assign, grant, convey and transfer to the County of Los Angeles, California ("Grantee") and its successors and assigns throughout the world in perpetuity, all of Grantor's right, title and interest of every kind and nature in and to all materials, documents, software programs and documentation, written designs, plans, diagrams, reports, software development tools and aids, diagnostic aids, computer processable media, source codes, object codes, conversion aids, training documentation and aids, and other information and/or tools of all types (including, without limitation, those items listed on Schedule A, attached hereto and incorporated herein by reference) developed or acquired, in whole or in part, under the Agreement described below, including, but not limited to, all right, title and interest in and to all copyrights and works protectable by copyright and all renewals and extensions thereof (collectively, the "Works"), and in and to all copyrights and right, title and interest of every kind or nature, without limitation, in and to all works based thereon, incorporated in, derived from, incorporating, or related to, the Works or from which the Works are derived.

Without limiting the generality of the foregoing, the aforesaid conveyance and assignment shall include, but is not limited to, all prior choses-in-action, at law, in equity and otherwise, the right to recover all damages and other sums, and the right to other relief allowed or awarded at law, in equity, by statute or otherwise.

_____ and Grantee have entered into County of Los Angeles Agreement Number CJWO-03 for _____, dated _____, as amended by Amendment Number _____, dated _____,

{NOTE to Preparer: reference all existing Amendments} as the same hereafter may be amended or otherwise modified from time to time (the "Agreement").

Grantor's Signature

Date

Grantor's Printed Name: _____

Grantor's Printed Position: _____

CONTRACTOR'S ASSIGNMENT AND TRANSFER OF COPYRIGHT

For good and valuable consideration, receipt of which is hereby acknowledged, the undersigned, _____, a _____, ("Grantor") does hereby assign, grant, convey and transfer to the County of Los Angeles, California ("Grantee") and its successors and assigns throughout the world in perpetuity, all of Grantor's right, title and interest of every kind and nature in and to all materials, documents, software programs and documentation, written designs, plans, diagrams, reports, software development tools and aids, diagnostic aids, computer processable media, source codes, object codes, conversion aids, training aids, training documentation and aids, and other information and/or tools of all types (including, without limitation, those items listed on Schedule A, attached hereto and incorporated herein by reference) developed or acquired, in whole or in part, under the Agreement described below, including, but not limited to, all right, title and interest in and to all copyrights and works protectable by copyright and all renewals and extensions thereof (collectively, the "Works"), and in and to all copyrights and right, title and interest of every kind or nature, without limitation, in and to all works based thereon, incorporated in, derived from, incorporating or relating to, the Works or from which the Works are derived.

Without limiting the generality of the foregoing, the aforesaid conveyance and assignment shall include, but is not limited to, all prior choices-in-action, at law, in equity and otherwise, the right to recover all damages and other sums, and the right to other relief allowed or awarded at law, in equity, by statute or otherwise.

Grantor and Grantee have entered into County of Los Angeles Agreement Number CJWO03 _____ for _____, dated _____, as amended by Amendment Number _____, dated _____,

{NOTE to Preparer: reference all existing Amendments} as the same hereafter may be amended or otherwise modified from time to time (the "Agreement").

Grantor's Signature Date

Grantor's Printed Name: _____

Grantor's Printed Position: _____

CONFIDENTIALITY OF CORI INFORMATION

Criminal Offender Record Information (CORI) is that information which is recorded as the result of an arrest, detention or other initiation of criminal proceedings including any consequent proceedings related thereto. As an employee of _____, during the legitimate course of your duties, you may have access to CORI. The Probation Department has a policy of protecting the confidentiality of Criminal Offender Record Information.

You are required to protect the information contained in documents against disclosure to all individuals who do not have a right-to-know or a need-to-know this information.

The use of any information obtained from case files or other related sources of CORI to make contacts with probationers or their relatives, or to make CORI available to anyone who has no real and proper reason to have access to this information as determined solely by the Probation Department is considered a breach of confidentiality, inappropriate and unauthorized.

Any _____ employee engaging in such activities is in violation of the Probation Department's confidentiality policy and will be subject to appropriate disciplinary action and/or criminal action pursuant to Section 11142 of the Penal Code.

I have read and understand the Probation Department's policy concerning the confidentiality of CORI records.

(Signature)

Name (Print)

Classification

Date

Copy to be forwarded to COUNTY Program Manager within five (5) business days of start of employment.

Title 5 PERSONNEL
Chapter 5.09.010 through 5.09.030
SEXUAL HARASSMENT POLICY

Chapter 5.09 SEXUAL HARASSMENT POLICY

[5.09.010 Sexual harassment prohibited.](#)

[5.09.020 Sexual harassment defined.](#)

[5.09.030 Responsibilities of county personnel.](#)

5.09.010 Sexual harassment prohibited.

Sexual harassment is a form of unlawful sex discrimination, which is a violation of Title VII of the Civil Rights Act of 1964, as amended, and Chapter 6 of the California Fair Employment and Housing Act. It is the policy of the county of Los Angeles that sexual harassment is unacceptable and will not be tolerated. It is improper and against this policy for a county officer or employee to ask for or receive sexual favors from another county employee or prospective employee in return for or as a condition of county employment, promotion, job retention, a particular job or duty assignment, or any other action relating to county employment. It shall be the policy of the county of Los Angeles to:

- A. Dissuade such practices through communication, training and other appropriate methods that will sensitize employees and all persons involved with the county work force concerning sexual harassment issues;
- B. Investigate all observed or reported instances of sexual harassment, and take appropriate corrective action, including disciplinary action, when warranted;
- C. Provide an internal complaint process for employees who experience or witness a violation of the sexual harassment policy which will protect employee confidentiality to the extent legally permissible, shield the individual from retaliation, and allow for appropriate corrective action. (Ord. 94-0074 § 2 (part), 1994.)

5.09.020 Sexual harassment defined.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and/or other verbal or physical conduct of a sexual nature when:

- A. Submission to such conduct is made either explicitly or implicitly a term or condition of employment; or
- B. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; or
- C. 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.)

Title 5 PERSONNEL
Chapter 5.09.010 through 5.09.030
SEXUAL HARASSMENT POLICY

5.09.030 Responsibilities of county personnel.

- A. County employees: All county employees are responsible for assuring that sexual harassment does not occur in the Los Angeles County work environment.

Any employee who believes that she or he has been the object of or has been affected by sexual harassment in county work situations, or who is aware of an occurrence of sexual harassment, should report any such action or incidents to his or her supervisors, department head, departmental affirmative action coordinator or the county's affirmative action compliance officer so that the matter can be promptly investigated and appropriate corrective action considered.

- B. Department heads: Each department head shall be responsible for promoting a work environment free from sexual harassment in his or her department. Each department head shall personally acknowledge his or her commitment to the county's sexual harassment policy by assuring that:

1. The county's sexual harassment policy is disseminated to every employee in the department;
2. All managers and supervisory personnel are held accountable for complying with the county's sexual harassment policy; and
3. A process for promptly responding to and resolving sexual harassment complaints within the department is in place and is communicated to all employees.

- C. Managers and supervisory personnel: Managers and supervisory personnel are responsible for the prevention and correction of sexual harassment occurrences in their areas of responsibility. Managers and supervisory personnel at all levels are responsible for:

1. Ensuring that all employees in their areas of responsibility are aware of the county's sexual harassment policy;
2. Ensuring that all personnel decisions are made in accordance with this policy; and
3. Implementing and/or recommending immediate and appropriate corrective action when warranted.

- D. Office of Affirmative Action Compliance (OAAC): The OAAC is responsible for the following:

Title 5 PERSONNEL
Chapter 5.09.010 through 5.09.030
SEXUAL HARASSMENT POLICY

1. Educating managers, supervisors and employees, and informing them of their rights and responsibilities under the county's sexual harassment policy;
2. Developing processes for conducting investigations of alleged violations and advising management on corrective actions when such actions appear to be warranted;
3. Investigating employee complaints of sexual harassment when filed with the OAAC;
4. Responding to charges of sexual harassment filed by county employees with state and federal enforcement agencies; and
5. Investigating, at the request of a department head, employee complaints of sexual harassment or complaints of other types of employment discrimination, harassment or related misconduct prohibited by federal or state law, or County ordinance, policy, or departmental regulation. (Ord. 2003-0040 § 1, 2003: Ord. 94-0074 § 2 (part), 1994

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**SEXUAL HARASSMENT/DISCRIMINATION/RETALIATION
PROHIBITED FORM**

A copy of this completed document must be forwarded to the Los Angeles COUNTY Probation Department Contract Manager within five (5) business days of start of employment. All staff assigned/working under the Contract must complete a Sexual Harassment/Discrimination/Retaliation Prohibited form. Please forward a copy as follows:

**Los Angeles COUNTY Probation Department
Attn: Contracts & Grants Management Division
9150 E. Imperial Hwy., Rm. D-29
Downey, CA 90242**

Sexual harassment is a form of unlawful sex discrimination, which is a violation of Title VII of the Civil Rights Act of 1964, as amended, and Chapter 6 of the California Fair Employment and Housing Act. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and/or other verbal or physical conduct of a sexual nature when:

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

The County of Los Angeles has a policy that sexual harassment is unacceptable and will not be tolerated. In addition, the County of Los Angeles has a policy that individuals should be educated and informed of their rights and responsibilities. Based upon the existence of a Contract, all Contractors' employees assigned under the Contract shall receive sexual harassment training and be familiar with policies and reporting procedures. Such training shall be provided by the CONTRACTOR and shall include the following at a minimum:

1. Definition of Sexual Harassment
2. Definition of Discrimination
3. Definition of Retaliation
4. Their Rights
5. Their Responsibilities
6. Procedure for Reporting Discrimination/Harassment/Retaliation with the Contractor
7. Procedure for Filing a Complaint of Discrimination/Harassment/Retaliation with the Contractor

I have read and understand that as an employee of _____ assigned under the Contract that I **must** receive the above referenced training. I _____ hereby confirm that I have received such training and information on _____, 20_____.

NAME (PRINT):	
POSITION:	
SIGNATURE:	DATE: