



COUNTY OF LOS ANGELES
DEPARTMENT OF PARKS AND RECREATION

"Parks Make Life Better!"

Norma E. García-González, Director

Alina Bokde, Chief Deputy Director

June 14, 2022

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

ADOPTED

BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

76 June 14, 2022

CELIA ZAVALA
EXECUTIVE OFFICER

Dear Supervisors:

**APPROVAL TO ENTER INTO A THIRTY-YEAR LEASE WITH THE
WATERSHED CONSERVATION AUTHORITY FOR THE
OPERATION AND MAINTENANCE OF RIVER PARK
(SUPERVISORIAL DISTRICT 1) (3-VOTES)**

SUBJECT

Approval of the recommended actions will authorize the Director of Parks and Recreation to enter into an initial thirty (30)-year lease agreement with the Watershed Conservation Authority, with up to two (2) five (5)-year options, to operate and maintain River Park, located at 255 San Fidel Ave, La Puente, CA 91746.

IT IS RECOMMENDED THAT THE BOARD:

1. Find that the proposed actions are not a project under the California Environmental Quality Act for the reasons stated in the Board letter and the record.
2. Authorize the Director of Parks and Recreation, or her designee, to approve and execute, in a form substantially similar to the Attachment A and upon approval as to form by County Counsel, a thirty (30)-year lease agreement with the Watershed Conservation Authority for the County of Los Angeles to operate and maintain River Park and a portion of Los Angeles County Flood Control District property, effective upon Board approval, with an option to extend the term for two (2) additional five (5)-year terms.
3. Find that the approval of the lease agreement, pursuant to Government Code Sections 25353 and 25350.51, is in the public interest and will enhance community service by providing recreational opportunities for residents of the County of Los Angeles.

4. Direct the Department of Parks and Recreation to post a Notice of Intention to Consummate the Lease in a public place for five (5) working days prior to execution of the lease pursuant to Government Code section 25350.51. The notice shall describe the property proposed to be leased or licensed, the terms of the lease or license, and any County of Los Angeles officer authorized to execute the lease or license.

PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION

River Park (Park) is a proposed recreation area of approximately 31 acres extending along a 1-mile stretch of the San Gabriel River in the unincorporated community of Avocado Heights. The project is located on the former site of Woodland Duck Farm that Watershed Conservation Authority (WCA) redeveloped into an urban greenway for the San Gabriel Valley. The lease will provide for operation and maintenance of the Phase I portion of the Park, approximately 23 acres of the total development.

The Park is an integral piece of the larger, and much utilized, Emerald Necklace Greenway, an interconnected loop of parks and greenways along our urban San Gabriel and Rio Hondo waterways. The Park connects the community with river and riparian area through a 1.5-mile trail loop, river overlook, native planting, demonstration garden, dry-stream, picnic area, and interpretative panels. Native landscaping and a river overlook connect residents with the natural and historical identity of the San Gabriel River Watershed. Landscape elements and trailside interpretive stations will inform park guests of the story of natural infrastructure, water conservation, “green” energy from wind farms, local equestrian culture, and native ecology. The park’s riparian area, a 600-foot dry-stream bioswale, showcases natural floodplain processes and provides valuable habitat and tree cover for local and migratory birds and other wildlife, while providing a place for park visitors to sit, relax, and enjoy the vistas. Energy-themed interpretive stations offer fun and kinetic means to observe and learn about the site, the river, green energy, and sustainability.

The land that would eventually become “River Park” was once the largest duck farm in the West, and the main supplier of ducks in Los Angeles for 50 years. After the farm ceased operations in 2001, the Sierra Club envisioned developing the land as public open space and restoring a lost connection to the San Gabriel River. Working together with the Trust for Public Land (TPL) and the Rivers and Mountains Conservancy (RMC), the property was acquired from Woodland Duck Farms by the Watershed Conservation Authority (WCA) in 2003. The RMC additionally funded the development of the Park’s master plan and environmental documents, and the Mitigated Negative Declaration recorded in 2007.

WCA began construction in 2008 with the award of a design contract to complete construction documents while funding was sought for the Park’s construction. Following the State Bond Crisis of 2008 and 2009, initial permit approvals and sufficient funding allowed for construction of Phase 1A to complete the infrastructure and phytoremediation (the use of living plants to clean up soil, air, and water contaminated with hazardous contaminant) improvements of the Park. This process began in 2010, to transition the commercial farm’s nutrient rich ‘duck matter’ soil to a native plant-ready landscape. The initial construction phase was completed in 2012, while phytoremediation continued into 2014. Over the next six years, the park amenities portion of the project went into construction and encountered numerous challenges including delays related to Southern California Edison’s (SCE) Tehachapi Renewal Transmission Project (TRTP) project and negotiations with LA County Flood Control District (LACFCD) to construct the overlook, as well as consultant staffing issue, all while securing additional funding to close the last remaining funding gap. In 2018, the project design was value engineered by streamlining construction methods and simplifying decorative features to

reduce overall project cost. The Park's remaining funding gap was filled in late 2018 through a grant from the RMC. In 2019, final amenity construction and landscaping began but encountered additional delays, related to the COVID-19 pandemic. As of 2022, Park construction is nearing completion, with final elements targeted to be complete by the summer.

The Park will be a Regional facility that serves a broad constituency, including those in High and Very High Park needs communities according to the County Park Needs Assessment (<https://lacountyparkneeds.org/>). While San Angelo County Park is a block east of the River Park entrance, the proposed lease agreement will allow the County of Los Angeles (County) to provide additional community and regional recreational programs, which will contribute to the attainment of the County's educational and recreational goals for children and adults. Parks and recreational programming are fundamental to the social-emotional, physical development, and well-being of children and adults in Los Angeles County. The 23-acre River Park development will expand equitable access to disadvantaged and severely disadvantaged neighborhoods that surround the park by expanding opportunities for passive recreation experiences and nature-based programming for adults and youth.

The County will provide the WCA a Park Maintenance Plan that outlines and sets forth certain operational and maintenance management guidelines for the Park to be mutually agreed upon between County and WCA; and, upon mutual agreement (attached) and during the Term, County shall have the right to the exclusive possession, control, use, maintenance management and operation of the Park, the Improvements, and all related services, programs, activities, and revenue.

The proposed lease includes a portion of land owned by the LACFCD, under a separate agreement between LACFCD and the WCA, which includes the San Gabriel River East Bank Trail and the overlook. The LACFCD portion includes a road that travels down one side of the site with an overlook to the west of the road. The road provides access for a nursery to the south that is under lease with the WPA, as well as providing access for LACFCD and SCE trucks for maintenance. This condition requires park patrons to cross the road to access the overlook. There are traffic calming devices being added to the project to mitigate pedestrian risk.

As future phases of the Park are completed, the Department of Parks and Recreation (Department) will return to the Board to gain authority to enter into amendments to expand the lease area and request additional resources for operations and maintenance.

Implementation of Strategic Plan Goals

The recommended actions will further the Board-approved County Strategic Plan Goal of Operational Effectiveness/Fiscal Sustainability (Goal 1) by enhancing safe and accessible recreational opportunities for residents and visitors to Los Angeles County.

Implementation of County Sustainability Goals

The Our County Sustainability Plan, adopted in 2019, establishes goals to address the environmental impacts of climate change and the subsequent social challenges. The proposed Project will achieve the goals of creating buildings and infrastructure that support human health and resilience (Goal 2) and creating accessible parks, public lands, and public spaces that create opportunities for respite, recreation, ecological discovery, and cultural activities (Goal 6).

Implementation of County Anti-Racism, Diversity, and Inclusion Initiative

The Project is aligned with the County's Anti-Racism, Diversity, and Inclusion Initiative and guided by the Countywide Equity Guiding Principles adopted by the Board on September 15, 2021 including the reduction of racial disparities in life outcomes as well as disparities in public investment to shape those outcomes. Consistent with these Principles, the Department has developed and proposes implementation of projects that support the most disadvantaged geographies and populations.

Data on disadvantaged and severely disadvantaged communities taken from the Park Needs Assessment, CalEnviroscreen, and statewide mapping tools were used to scope and identify projects. Finally, the investment represents an important step in continuing to advance the Department's urgent and bold action to achieve tangible results to eliminate racism.

FISCAL IMPACT/FINANCING

During the initial thirty (30)-year term and subsequent two (2) five (5)-year option terms, the County will make no rent payments to the WCA or LACFCD, in exchange for operating and maintaining the Regional Facilities Agency - Natural Area facility. The County will incur the costs related to the operation and maintenance of the facility.

Operating Budget Impact

Based on the Project description, the Department anticipates one-time costs of \$428,000 and ongoing costs of \$1,415,000 for recreation and maintenance staff, utilities, and grounds maintenance supplies following project completion. The Department has submitted to the Chief Executive Office a funding request through the budget process. The Department will work on the funding request with the Chief Executive Office in order to allow DPR to operate, program and maintain the new facility.

FACTS AND PROVISIONS/LEGAL REQUIREMENTS

The proposed lease agreement will provide access for the operation and maintenance of the twenty-three (23)-acre Phase I portion of the WCA-owned property. The County shall enter into a thirty (30)-year lease agreement with the WCA, plus the option to extend the term for two additional (five) 5-year terms, effective upon approval by the Board and commencing upon acceptance by the County.

The lease will include LACFCD property under a separate existing agreement to the WCA (Agreement #78226) which includes the San Gabriel River Trail East Bank and the overlook portion of the property. The County has the right to the exclusive possession, control, use, management, and operation of the facility and all related services, programs, and activities. The County shall pay the expense of all utility services supplied to the facility. The County, at its sole cost and expense, shall keep and maintain the facility.

The proposed lease agreement is authorized by Section 25353 of the California Government Code, which allows the County to lease real property for County use and other public purposes.

The Department has inspected the property and has found it suitable for County occupancy. WCA has represented that the project's design and construction is compliant with applicable planning and building codes and the Americans with Disabilities Act

ENVIRONMENTAL DOCUMENTATION

The recommended actions are not subject to the California Environmental Quality Act (CEQA) because they are activities that are excluded from the definition of a project by section 21065 of the Public Resources Code and section 15378 (b) of the State CEQA Guidelines. The proposed leasing of the WCA property by the County for operation and maintenance of the Park is an administrative activity of government which will not result in direct or indirect physical changes to the environment.

IMPACT ON CURRENT SERVICES (OR PROJECTS)

The proposed lease agreement will have no impact on current services offered by the Department's Regional Facilities Agency recreation program.

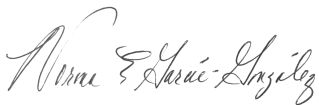
CONCLUSION

It is requested that a certified copy of the action taken by the Board be mailed to: Watershed Conservation Authority 'El Encanto' 100 N Old San Gabriel Canyon Road Azusa, CA 91702.

It is also requested that one conformed copy be forwarded to the Department of Parks and Recreation.

Should you have any questions, please contact Jill Sourial (626) 588-5322, Sean Woods at (626) 588-5345, or Lee Barocas at (626) 588-5303.

Respectfully submitted,



Norma E. Garcia-Gonzalez

Director

NEGG:AB:JS:SWLB:bm

Enclosures

c: Chief Executive Officer
County Counsel
Executive Officer, Board of Supervisors

Exhibit A - Site



River Park - Los Angeles County Parks Lease Area

EXHIBIT B

Lease Area Legal Description

(to be added once produced)

Duck Farm River Park

LA County Parks & Rec — Lease Map

LEGEND

-  **Duck Farm River Parkway Property Boundary**
-  **Lease Area (Phase 1a)**
(To be maintained by County Parks)
-  **Future Lease Area (Under Development)**
(Potentially to be added to Lease by future addendum)
-  **WCA 3rd Party Lease Area**
(Property not maintained by County Parks)

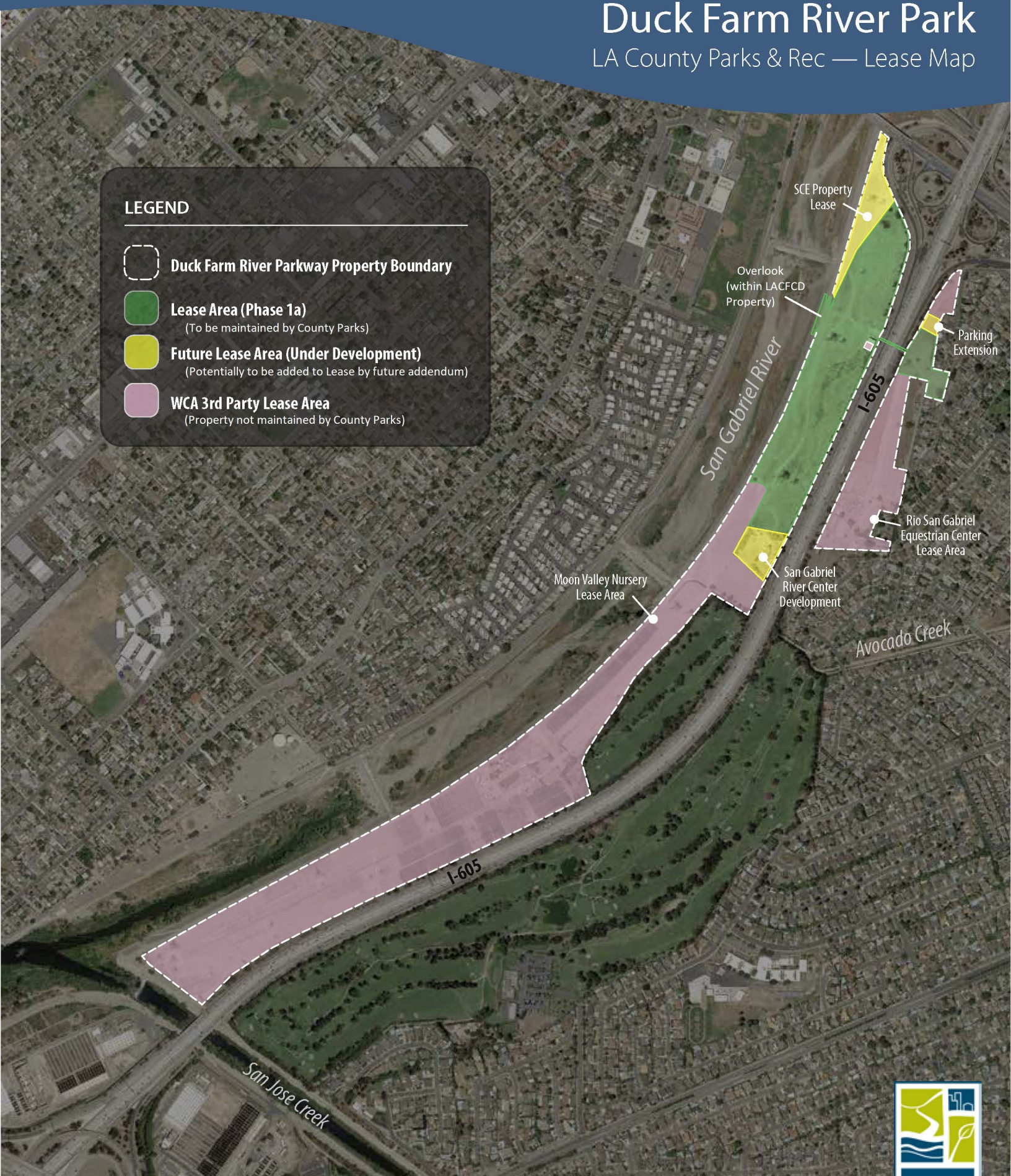


EXHIBIT B-2
LACFCD Duck Farm Agreement 78266

Use Agreement No. 78226
San Gabriel River
Parcels 10, 11, 251, and 254
Assessor's Identification Nos. 8110-029-900,
901, and 902 (Portions)
Right-of-Way Map Nos. 6-RW 8.2 and 9.2
Thomas Guide Pages 637, E5, F4, F5, and G5
Supervisory District 1

USE AND FUNDING AGREEMENT

This Use Agreement is entered into by and between the

LOS ANGELES COUNTY FLOOD CONTROL DISTRICT,
a body corporate and politic,

herein referred to as DISTRICT

and the

WATERSHED CONSERVATION AUTHORITY,

herein referred to as WCA

RECITALS

WHEREAS, DISTRICT owns fee title to portions of the San Gabriel River generally located south of Valley Boulevard, northerly of the 60 Freeway and along the west of the 605 Freeway in the City of Industry, State of California and, as more particularly shown on Exhibit A attached hereto, and made a part hereof, hereafter referred to as PREMISES; and

WHEREAS, WCA proposes to construct, operate, and maintain a project known as the Duck Farm River Parkway and Riparian Enhancement Project, Phase 1A, hereafter referred to as PROJECT that will be located partially on the PREMISES and partially on property owned by WCA that is adjacent to the PREMISES, hereafter referred to as WCA PROPERTY; and

WHEREAS, the PROJECT includes a passive park, pedestrian access improvements, riparian habitat, kiosks, interpretive graphics and landforms, landscaping, irrigation systems, gateways and vehicle ramps, paving, seating, recreational pedestrian and equestrian trails, and a river overlook hereafter referred to as IMPROVEMENTS; and

WHEREAS, the DISTRICT proposes to partially fund the construction of the river overlook portion of the IMPROVEMENTS, which includes a rest area, landscaping, and

a trail connection from the WCA PROPERTY as shown on Exhibit B, hereinafter separately referred to as RIVER OVERLOOK; and

WHEREAS, a portion of the WCA PROPERTY is encumbered by a lease (to Coiner Nursery) and an easement (to Southern California Edison Company) and Coiner Nursery and Southern California Edison Company currently take access through the WCA PROPERTY in a manner that would substantially interfere with the construction, operation, and use of the PROJECT; and

WHEREAS, WCA also proposes to use PREMISES to provide substitute access to Coiner Nursery and Southern California Edison Company so that the ingress and egress by these entities would not interfere with construction, operation, and use of the PROJECT.

NOW, THEREFORE, in consideration of these recitals and the faithful performance by WCA and DISTRICT of the mutual covenants herein contained, for the period of time herein set forth, the DISTRICT and WCA hereto mutually agree as follows:

SECTION 1. Authorized Use

- 1.1. WCA is authorized and permitted to use PREMISES for the construction, operation, maintenance, and use of IMPROVEMENTS in accordance with the terms and conditions of this Use Agreement. Any other use of PREMISES by WCA is expressly prohibited.
- 1.2. WCA's use of the PREMISES shall be subordinate to the primary uses and purposes of the PREMISES for watershed management, including flood control, water conservation, and water quality purposes, by DISTRICT and others (pursuant to DISTRICT's permission), and WCA's use of the PREMISES shall at no time interfere with the use of PREMISES or the use of DISTRICT's adjacent property and/or improvements for such purposes.
- 1.3. DISTRICT reserves the right to use or allow others to use PREMISES for any and all lawful purposes in addition to flood control, water conservation, and watershed management including, but not limited to, public transportation, utilities, roads, parks and recreation, and/or other related uses together with incidental rights of construction and installation of facilities, ingress and egress, operation, and maintenance. The exercise of the rights reserved herein shall not be inconsistent with the WCA's use or constitute unreasonable interference.
- 1.4. This Use Agreement is valid only to the extent of DISTRICT's jurisdiction. Acquisition of permits required by other affected agencies and the consent

of underlying fee owner(s) other than DISTRICT's, if any, are the responsibility of the WCA.

SECTION 2. Construction and Maintenance of Improvements

- 2.1. WCA understands and acknowledges that it is required to comply with the requirements set forth in the California Environmental Quality Act (CEQA) and the State CEQA guidelines prior to implementing IMPROVEMENTS and that WCA shall be the lead agency with respect to any and all CEQA compliance related to the IMPROVEMENTS or PROJECT. In addition to its other indemnification obligations as specified below, WCA hereby agrees to indemnify, defend, and hold harmless DISTRICT and County of Los Angeles and their elected and appointed officers, employees, and agents from and against any and all claims and/or actions related to the IMPROVEMENTS or PROJECT that may be asserted by any third party or public agency alleging violations of CEQA or the CEQA Guidelines or the National Environmental Policy Act.
- 2.2. WCA shall bear all costs in connection with the construction of the IMPROVEMENTS, except as herein expressly provided, including preparation of plans and specifications and all construction costs and expenses.
- 2.3. Prior to commencement of any construction activity on PREMISES by or on behalf of WCA, WCA shall submit the plans and specifications for the IMPROVEMENTS proposed to be constructed on PREMISES to, and shall apply for and obtain a permit from, the Land Development Division, Subdivision and Permits Unit, of the County of Los Angeles Department of Public Works. WCA shall also obtain DISTRICT's prior written approval should WCA propose to make any changes to the approved plans and specifications.
- 2.4. Upon completion of the construction of the IMPROVEMENTS on the PREMISES, WCA shall provide DISTRICT with approved As-Built plans.
- 2.5. WCA shall keep, inspect, and maintain the PREMISES and the IMPROVEMENTS located thereon in a safe, clean, and orderly condition at all times during the term of this Use Agreement and shall not permit trash and debris including, but not limited to, rubbish, tin cans, bottles, and garbage to accumulate at any time, nor shall WCA commit, suffer, or permit any waste on the PREMISES or IMPROVEMENTS located thereon or permit any acts to be done in violation of any laws or ordinances thereon.
- 2.6. WCA shall remove graffiti from the PREMISES and IMPROVEMENTS located thereon and any walls, fences, and signs that are located within

the PREMISES, anytime graffiti is discovered by WCA or anytime WCA is notified by DISTRICT. Graffiti must be removed within the following guidelines:

- 2.6.1 Remove vulgar graffiti (i.e., profane, obscene, or racist) within 24 hours, Monday through Friday.
- 2.6.2 Remove other graffiti within 72 hours, Monday through Friday.
- 2.7. WCA shall replace or repair any property of DISTRICT that becomes damaged by WCA or any person entering the PREMISES at WCA's invitation or with the consent of the WCA, either expressed or implied, within a reasonable time to the satisfaction of the DISTRICT or shall compensate the DISTRICT for the damage within thirty (30) days of WCA's receipt of an invoice from DISTRICT.
- 2.8. WCA shall close all gates and take all actions necessary to render the PREMISES inaccessible to public access in the event WCA abandons its operation and maintenance of the IMPROVEMENTS located thereon or when the weather forecast for the next 24-hour period is for one (1) inch of rain or more, or when notified by the DISTRICT.

SECTION 3. Term

- 3.1. The term of this Use Agreement shall be for twenty-five (25) years, subject to the DISTRICT's right to terminate WCA's use as provided for in Sections 4 and 6 below.
- 3.2. This Use Agreement shall expire at the end of the initial term provided, however, that DISTRICT may extend the term of this Use Agreement beyond the initial term, subject to such terms and conditions as it deems appropriate, upon receipt of a written request from WCA no earlier than twelve (12) months or later than six (6) months prior to the end of the initial term.

SECTION 4. Termination of Use

- 4.1. DISTRICT shall have the right to cancel this Use Agreement and terminate WCA's use of PREMISES, pursuant to this Use Agreement, by giving WCA at least ninety (90) days' prior written notice under the following conditions:
 - 4.1.1 DISTRICT proposes to implement a project on, or including, the PREMISES for watershed management purposes, including flood control, water conservation, and water quality; and

- 4.1.2 DISTRICT determines, in good faith, that the IMPROVEMENTS and/or WCA's use of the PREMISES, or any of them, would be substantially incompatible with the proposed project; and
- 4.1.3 DISTRICT has notified WCA of the basis for DISTRICT's determination that a substantial incompatibility will exist and has provided WCA with a reasonable opportunity to propose modifications to the IMPROVEMENTS or WCA's use of the PREMISES that will eliminate the incompatibility.
- 4.2. DISTRICT shall have the right to cancel this Use Agreement and terminate WCA's use of PREMISES by giving WCA at least 60 days' prior written notice if WCA breaches any term or condition of this Use Agreement.
- 4.3. DISTRICT shall have the right to cancel this Use Agreement and terminate WCA's use of the PREMISES if construction of the IMPROVEMENTS on the PREMISES has not been completed within five (5) years from the date this Use Agreement is fully executed.
- 4.4. DISTRICT shall have the right to immediately cancel and terminate WCA's use of PREMISES, pursuant to this Use Agreement or, in the DISTRICT'S sole discretion, to temporarily suspend such use in the event DISTRICT determines, in good faith, that it is necessary for DISTRICT to enter and take exclusive possession of PREMISES in order to respond to an emergency, as defined in Public Contract Code Section 1102. In the event of an emergency, WCA shall bear any expenses associated with the cessation of such use, and shall have no rights or claims therefore against DISTRICT.
- 4.5. WCA shall have the right to cancel and terminate its use of PREMISES, pursuant to this Use Agreement, for any reason by giving DISTRICT at least sixty (60) days' prior written notice.

SECTION 5. Removal of Improvements and Restoration of Premises

- 5.1. Upon the expiration or sooner termination of this Use Agreement, WCA shall, at its own expense, remove the IMPROVEMENTS located on the PREMISES and restore the PREMISES to a condition similar to or better than that which existed on the effective date of this Use Agreement, reasonable wear and tear excepted.
- 5.2. Prior to commencing the removal of the IMPROVEMENTS located on the PREMISES, or any of them, WCA shall apply for and obtain a permit therefore, from the Land Development Division, Subdivision and Permits Unit, of the County of Los Angeles Department of Public Works.

- 5.3. If WCA fails to remove the IMPROVEMENTS and restore the PREMISES within ninety (90) days of the expiration of this Use Agreement or sooner termination of WCA's use of PREMISES, pursuant to this Use Agreement, DISTRICT may remove the IMPROVEMENTS.
- 5.4. If DISTRICT removes the IMPROVEMENTS pursuant to Subsection 5.3, DISTRICT shall submit a billing invoice to WCA indicating the costs and expenses incurred by DISTRICT in connection with the removal of the IMPROVEMENTS and WCA shall reimburse DISTRICT all such costs and expenses for removing said IMPROVEMENTS within thirty (30) days of the billing invoice.

SECTION 6. Funding

- 6.1. WCA and DISTRICT shall have no financial obligation to each other under this Use Agreement, except as herein expressly provided.
- 6.2. DISTRICT agrees to deposit \$280,000 with WCA for the construction of the RIVER OVERLOOK.
- 6.3. WCA agrees:
 - 6.3.1 To construct the RIVER OVERLOOK by the end of Fiscal Year 2016-17. If construction of the RIVER OVERLOOK is not completed by the end of Fiscal Year 2016-17, Section 6.2 of this Use and Funding Agreement shall be deemed canceled and the WCA shall refund the unused amount of the DISTRICT's deposit as provided in Section 6.3.5, below.
 - 6.3.2 To utilize the funds deposited by the DISTRICT only for the construction of the RIVER OVERLOOK portion of PROJECT.
 - 6.3.3 To provide all statements in connection with the construction of the RIVER OVERLOOK.
 - 6.3.4 To provide the DISTRICT with an electronic copy and five (5) hard copies of the completed as-built RIVER OVERLOOK construction documents.
 - 6.3.5 To return the unused portion of all funds deposited by the DISTRICT as follows: (1) if construction of the RIVER OVERLOOK is completed prior to the end of Fiscal Year 2016-17, within 90 days of the completion of construction; (2) if construction of the RIVER OVERLOOK is not completed by the end of Fiscal Year 2016-17, not later than October 2017; or (3) if the

RIVER OVERLOOK is canceled for any reason, within 90 days of the cancellation.

SECTION 7. Miscellaneous Terms and Conditions

7.1. Indemnification.

7.1.1 In accordance with Government Code Section 895.4, DISTRICT and WCA agree to apportion responsibility and indemnification, notwithstanding any other provision of law, as follows:

7.1.1.1 WCA shall indemnify, defend, and hold DISTRICT and the County of Los Angeles and their respective officers, employees, and agents harmless from, and against, any claims, demands, liability, damages, costs, and expenses, including, without limitation, involving bodily injury, death, or personal injury of any person or property damage of any nature whatsoever, arising from, or related to, the construction, reconstruction, maintenance, operation, use, or removal of the IMPROVEMENTS or use of the PREMISES by WCA, Coiner Nursery (or its successors or assignees), or Southern California Edison Company (or its successors or assignees).

7.1.1.2 DISTRICT shall indemnify, defend, and hold WCA and its officers, employees, and agents harmless from and against, any claims, demands, liability, damages, costs, and expenses including, without limitation, involving bodily injury, death, or personal injury of any person or property damage of any nature whatsoever, arising from or related to the construction, reconstruction, maintenance, operation, use, or removal of any improvements constructed or maintained by DISTRICT on, above, or under the PREMISES or arising from any and all uses of the PREMISES by DISTRICT.

7.1.2. WCA releases DISTRICT and waives all rights to damages for any loss, costs, or expenses WCA may sustain as a result of any damage to, or destruction of, the IMPROVEMENTS or to the PREMISES attributable to DISTRICT's watershed management activities, including any flood control, water conservation or water quality activities on, or adjacent to, the PREMISES, or attributable to any flooding caused by inadequacy or failure of DISTRICT's facilities, except to the extent caused by the DISTRICT's negligence or willful misconduct.

- 7.1.3 Each party to this Use Agreement shall include the other within the protection of any indemnification clause contained in any ancillary contract relating to the PREMISES.
- 7.2. Without limiting WCA's indemnification of the DISTRICT, WCA shall procure and maintain, in full force and effect during the term of this Use Agreement, insurance policies providing for the following insurance coverage:
- Comprehensive general liability and property damage coverage with a combined single limit liability in the amount of not less than TWO MILLION DOLLARS (\$2,000,000) per occurrence.
 - Worker's Compensation coverage in such amount as will fully comply with the laws of the State of California and which shall indemnify, insure, and provide legal defense for both the DISTRICT and WCA against any loss, claim, or damage arising from any injuries or occupational diseases occurring to any worker employed by or any person retained by WCA in the course of carrying out the work or services contemplated in this Agreement.
 - Automobile Liability Insurance: WCA shall procure such policy with coverage of not less than ONE MILLION DOLLARS (\$1,000,000) per accident.
 - The County of Los Angeles and Los Angeles County Flood Control District, its governing board, officers, agents, contractors, and employees shall be named as additional insureds on all policies of liability insurance. WCA shall furnish to DISTRICT a Policy of Insurance evidencing WCA's insurance coverage no later than (10) working days after execution of the Agreement, but before WCA takes possession of the PREMISES. Upon renewal of said policy, WCA shall furnish to DISTRICT a Certificate evidencing WCA's continued insurance coverage as required herein.
 - The DISTRICT may accept, should WCA elect to provide, a Certificate of Self-Insurance. The limits of such self-insurance coverage shall meet or exceed those stated herein.
- 7.3. The parties expressly recognize and intend that in consideration of this Use Agreement, which is solely for WCA's benefit that DISTRICT is not to incur any liability whatsoever for any injury, death, or property damage arising from any use of the PREMISES or the IMPROVEMENTS by persons who gain entry through openings or areas provided for WCA's use.

- 7.4. DISTRICT, its Board, and any authorized officer, engineer, employee, or contractor, through its agents or representatives, shall have full right and authority to enter in and upon PREMISES at any and all reasonable times during the term of this Use Agreement, all without interference or hindrance by WCA, its agents, officers, contractors, employees, or representatives for the purpose of inspecting the same and to serve or post any notice required or permitted by law for protection of any right or interest of DISTRICT.
- 7.5. Except as to fuels, lubricants, and products associated with motorized vehicles, equipment, gardening, or maintenance-related substances, or all of the above, WCA shall not cause or allow the presence, use, storage, or disposal of any hazardous substances on or about the PREMISES without the prior written consent of the DISTRICT, which consent shall not be unreasonably denied. In the event of spillage, leakage, or escape of any hazardous substance onto the PREMISES, WCA shall immediately notify DISTRICT by calling (800) 675-4357. If the spillage, leakage, or escape was caused by WCA, WCA shall promptly remove any such substance from the PREMISES to the DISTRICT's satisfaction. In addition to removing any of WCA's hazardous substances, WCA shall be liable for and reimburse DISTRICT for any and all cost and expenses that DISTRICT may incur or suffer as a result thereof. Such responsibility shall include cost or expenses as DISTRICT may incur by reason of Federal, State, local, or other authoritative agency's laws and regulations. Notwithstanding the foregoing, WCA shall have no responsibility regarding any spillage, leakage, or escape associated with any of DISTRICT's tenants, licensees, or easement holders.
- 7.6. Any notice, bills, invoices, or reports relating to this Agreement, and any request, demand, statement, or other communication required or permitted hereunder shall be in writing and shall be delivered in person or by private courier or may be deposited in the United States mail, duly registered or certified, with postage prepaid and addressed to the party for whom intended as follows:

To Los Angeles County Flood Control District
Attention Survey/Mapping & Property Management Division
P.O. Box 1460
900 South Fremont Avenue, 10th Floor, Alhambra, CA 91802-1460
Telephone: (626) 458-7061 or (626) 458-7072; Fax (626) 289-3618
for Emergencies, contact (626) 458-HELP (4357)

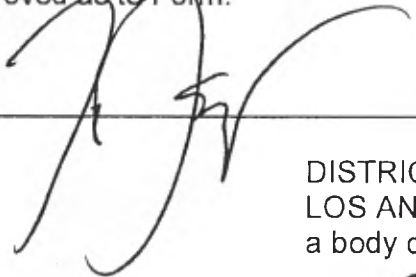
To Watershed Conservation Authority
100 North Old San Gabriel Canyon Road, Azusa, CA 91702
Party Representative: Mark Stanley
e-mail: mstanley@rmc.ca.gov
Telephone: (626) 815-1019, Extension 100
Fax: (626) 815-1269

IN WITNESS WHEREOF, the LOS ANGELES COUNTY FLOOD CONTROL DISTRICT, a body corporate and politic, by order of its Board of Supervisors, has caused this Use Agreement to be subscribed by the Chairman of the Board of Supervisors and the seal of the DISTRICT to be affixed hereto and attested by its executive Officer of the Board of Supervisors, and WCA has caused this Use Agreement to be executed by its duly authorized officer as of the date indicated below.

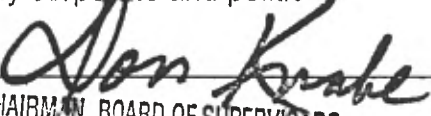
WATERSHED CONSERVATION AUTHORITY

By:  Dec 12, 2013
Date

Approved as to Form:



DISTRICT:
LOS ANGELES COUNTY FLOOD CONTROL DISTRICT
a body corporate and politic

By: 
CHAIRMAN, BOARD OF SUPERVISORS
ATTEST.

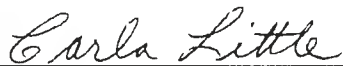
APPROVED AS TO FORM

JOHN F. KRATTLI
County Counsel

SACHI A. HAMAI
Executive Officer of the
Board of Supervisors of the
County of Los Angeles



By: 
Deputy

By: 
Deputy



ADOPTED
BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES

-23

JUN 24 2014


SACHI A. HAMAI
EXECUTIVE OFFICER

**ACKNOWLEDGMENT FORM
(FOR COUNTY USE ONLY)**

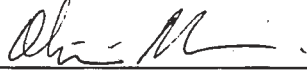
STATE OF CALIFORNIA)
) ss.
COUNTY OF LOS ANGELES)

On DECEMBER 12, 2013, before me, DEAN C. LOGAN, Registrar-Recorder/County Clerk of the County of Los Angeles, personally appeared MARK A. STANLEY
EXECUTIVE OFFICER who proved to me on the basis of satisfactory evidence) to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/~~she~~/they executed the same in his/~~her~~/their authorized capacity(ies), and that by his/~~her~~/their signature(s) on the instrument, the person(s), or the entity on behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

DEAN C. LOGAN, Registrar-Recorder/
County Clerk of the County of Los Angeles

By 
Deputy County Clerk



STATE OF CALIFORNIA)
) ss.
 COUNTY OF LOS ANGELES)

On January 6, 1987, the Board of Supervisors for the County of Los Angeles and ex officio the governing body of all other special assessment and taxing districts, agencies, and authorities for which said Board so acts adopted a resolution pursuant to Section 25103 of the Government Code that authorized the use of facsimile signatures of the Chairman of the Board on all papers, documents, or instruments requiring the Chairman's signature.

The undersigned hereby certifies that on this 24th day of June, 2014, the facsimile signature of DON KNABE, Chairman of the Board of Supervisors of the LOS ANGELES COUNTY FLOOD CONTROL DISTRICT, was affixed hereto as the official execution of this document. The undersigned further certifies that on this date, a copy of the document was delivered to the Chairman of the Board of Supervisors of the LOS ANGELES COUNTY FLOOD CONTROL DISTRICT.

In witness whereof, I have also hereunto set my hand and affixed my official seal the day and year above written.



(LACFCD-SEAL)

SACHI A. HAMAI
 Executive Officer of the
 Board of Supervisors of the
 County of Los Angeles

By: Carla Little
 Deputy

APPROVED AS TO FORM

JOHN F. KRATTLI
 County Counsel

By: [Signature]
 Deputy

OM:hp
 P6:\USEAGRMT SGR

NOTE:
DIMENSIONS ARE IN FEET.
RECORD DISTANCES ARE SHOWN IN ().

SUBDIVISIONS OF THE RANCHO POTRERO DE FELIPE LUGO

CURVE DATA			
CURVE	DELTA	RADIUS	ARC LENGTH
C1	26°44'27"	120.00	56.01
C2	31°46'09"	95.00	52.68
C3	30°29'48"	95.00	50.57
C4	02°44'55"	6516.50	312.60

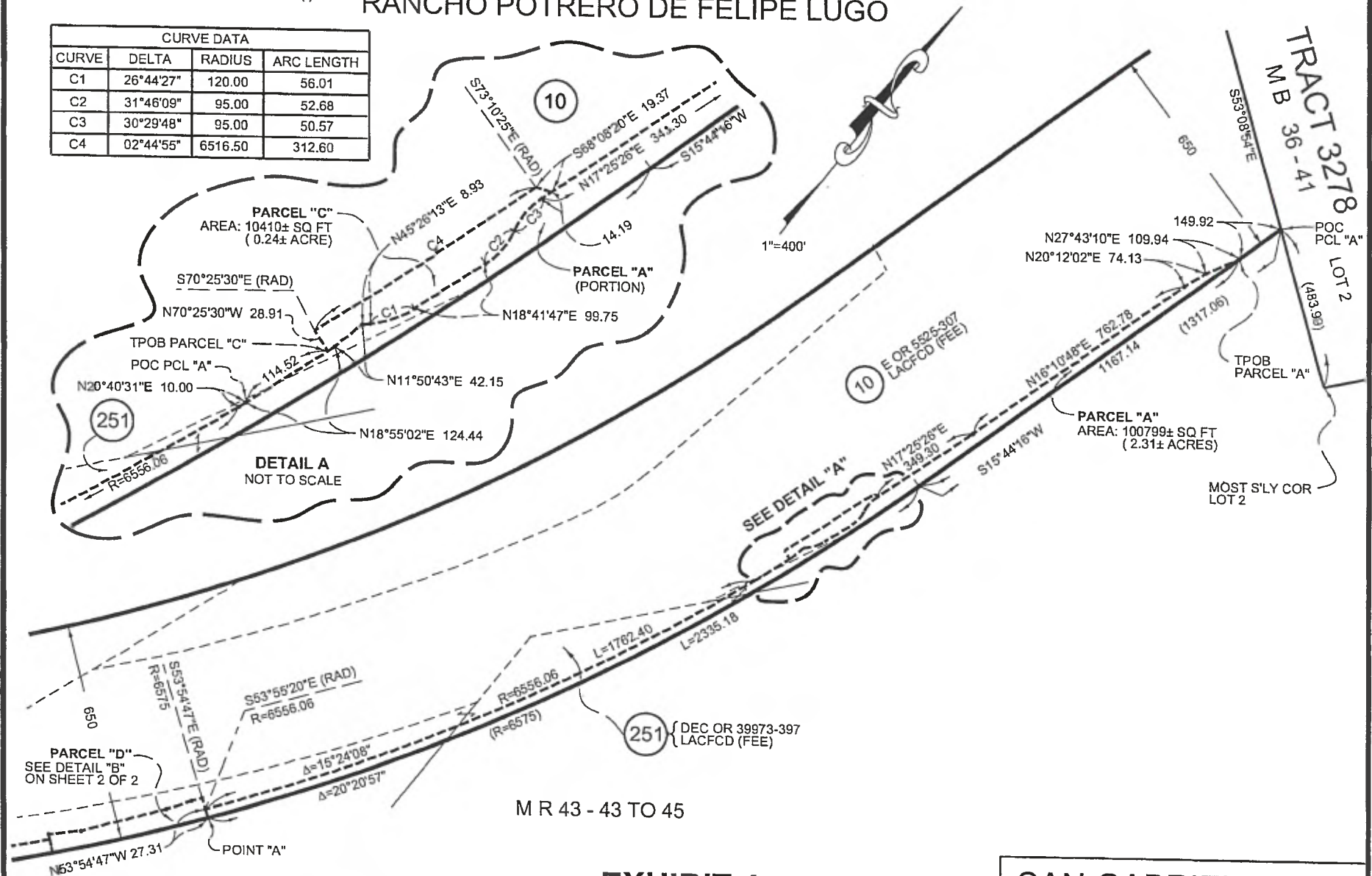


EXHIBIT A
SHEET 1 OF 2

SUBDIVISIONS OF THE RANCHO POTRERO DE FELIPE LUGO

M R 43 - 43 TO 45

TRACT NO 2377

LOT 1

LOT 2

LOT 3

M B 23 - 107

EXHIBIT A
SHEET 2 OF 2

SAN GABRIEL RIVER
REF: 6-RW 8.2 & 6-RW 9.2

DETAIL "B"
NOT TO SCALE

PARCEL "D"
AREA: 25546± SQ FT
(0.59± ACRE)

POINT "A"
POB PCL "D"

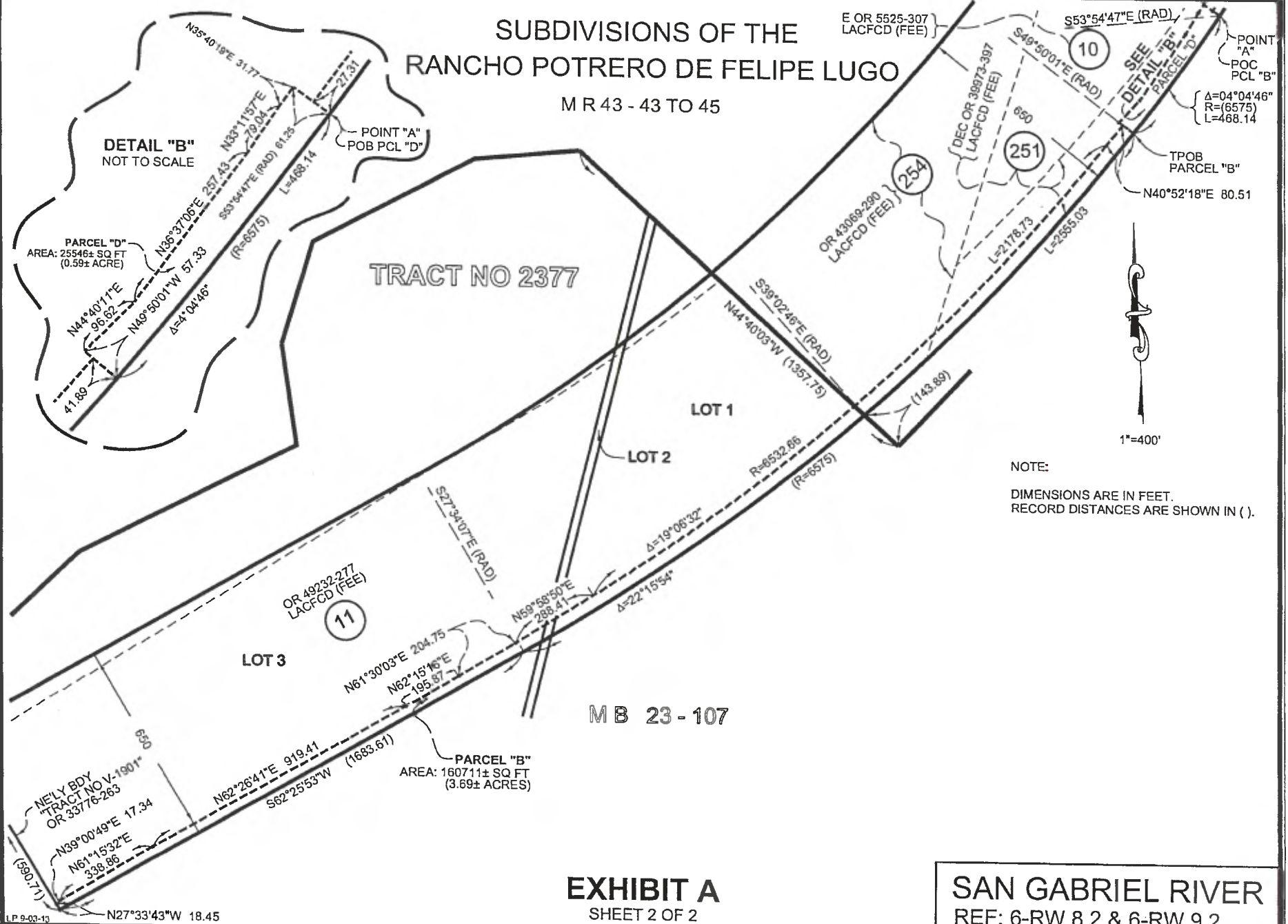
TPOB
PARCEL "B"

N40°52'18"E 80.51

1"=400'

NOTE:

DIMENSIONS ARE IN FEET.
RECORD DISTANCES ARE SHOWN IN ().



Watershed Conservation Authority

Exhibit B-3: Legal Description of LACFCD ROW

Governing Board

Teresa Villegas, Chair

Designee for Gloria Molina
Los Angeles County Board of
Supervisors, 1st District

Brian Mejia, Vice Chair

Designee for Michael D.
Antonovich
Los Angeles County Board of
Supervisors, 5th District

Karly Katona

Designee for Mark Ridley-
Thomas
Los Angeles County Board of
Supervisors, 2nd District

Connie Sziebl

Designee for Don Knabe
Los Angeles County Board of
Supervisors, 4th District

Dan Arrighi

Rivers and Mountains
Conservancy

Frank Colonna

Rivers and Mountains
Conservancy

Edward Wilson

Rivers and Mountains
Conservancy

Gail Farber

Director
Los Angeles County
Department of Public Works

Mark Stanley

Executive Officer

January 10, 2012 Revision 1

September 19, 2011

Michael Rodriguez
Principal Real Property Agent
Department of Public Works
Survey/Mapping & Property Management Division
900 South Fremont Avenue, 10th Floor
Alhambra, CA 91803-1331

Re: Legal Description for Proposed Land Transfer at Duck Farm

Dear Mr. Rodriguez:

The Watershed Conservation Authority (WCA), a Joint Powers Authority between the State of California Rivers and Mountains Conservancy and Los Angeles County Flood Control District (LACFCD), respectfully submits for your consideration a legal description and associated graphics for the proposed land transfer of surplus property at the Duck Farm located along the San Gabriel River bounded by Valley Blvd. to the north and San Jose Creek to the South.

The WCA is in the process of developing the land adjacent to the San Gabriel River and LACFCD fee property as a public park known as the Duck Farm. Over the course of moving the project to construction it was revealed that the property boundaries did not terminate at the levy fence line, as widely thought, but extended easterly varying distances. As the fee owner LACFCD was contacted to discuss the WCA obtaining an easement or use agreement to develop this easterly area. From these discussions the possibility of having the excess land deeded to the WCA became a consideration.

In coordination with your department, LACFCD and the WCA, a formal survey was commissioned to define the proposed land transfer area. The survey effort was led by the WCA and completed by B & E Engineering, Inc., see attached Exhibit A for your consideration, including an **update to Parcel C description**.

The basis of the survey that produced the attached legal description and associated graphics reflects the following criteria provided by LACFCD:

- Capture existing easternmost levy ROW fence line +/- 6" AND all LACFCD land easterly thereof to form basis of

proposed property transfer boundaries (Exhibit A: Parcels A & B).

With the following two notable exceptions:

1. Ensure Right of Way maintenance road, including proposed detour of road around proposed Duck Farm river overlook, remains within LACFCD fee property. As such, for this area defined as Exhibit A: Parcel C, a use agreement with the WCA would be executed with LACFCD for this parcel to develop and operate the river overlook feature of the park. **UPDATED 1/11/2012: Parcel C has been changed to reflect revised footprint to accommodate 16' access gates to LACFCD ROW as requested.**
2. LACFCD to maintain fee property at Avocado Creek, defined as Exhibit A: Parcel D, and existing easements on WCA fee property for existing ROW road would remain unchanged.

The proposed land to be transferred (Parcels A & B) and use agreement (Parcel C) between the WCA and LACFCD is being considered to:

1. Transfer excess LACFCD land, deemed not necessary for flood risk mitigation and/or water conservation, to the WCA for use as a public park space and its associated operations;
2. Align responsibility for operations and maintenance of the land with the entity developing the park (WCA); and
3. Limit LACFCD liability for land that will be primarily utilized by public for park purposes.

In addition, to the above land considerations, the WCA seeks to establish an overall use agreement with LACFCD to support the long-term design and development of the Duck Farm by having an agreement in place to in the future allow the WCA to develop a multi-purpose path and additional overlooks on what would be the remaining existing ROW adjacent to Parcels A & B and incorporating Parcel D. This request is in addition to the immediate need to resolve the disposition of Parcels A, B and C and therefore can be either considered at the same time or revisited at a later date.

Thank you for your consideration and timely attention to this request. If you have any questions regarding the project, the attached documents or require any additional information regarding this matter please contact our project manager, Debbie Enos at 626-815-1019 ext 112 or denos@wca.ca.gov.

We look forward to continuing the mutually beneficial relationship between our agencies and our proactive approach in forwarding the realization of the Duck Farm as a public park.

Sincerely,



Mark Stanley,
Executive Officer

Enclosure: Exhibit A: Parcel legal descriptions and graphics
Exhibit B: Reference aerial with parcel lines
CD of Exhibits A & B Electronic Files

MS: (de)

Cc: Elaine Kunitake
Olivia Moreno
Andrew Ross

L:\Projects\Duck Farm Phase 1A Implementation\Land Transfer LACFCD to WCA\Land Transfer Letter and Exhibits\DF Land Transfer Request Letter Rev1.docx

EXHIBIT B-3
Legal Description of LACFCD ROW

EXHIBIT "A"

That portion of Lots 1, 2 and 3, Tract No. 2377, as shown on Map recorded in Book 23, Page 107, of Maps and that parcel of land in subdivisions of the Rancho Potrero De Felipe Lugo, as shown on Map recorded in Book 43, Pages 43, 44 and 45 of Miscellaneous Records, on file in the Office of the Registrar-Recorder/County Clerk of the County of Los Angeles, described in document recorded October 14, 1955 in Book 49232 Page 277, O.R. and document recorded April 29, 1954 in Book 44458 Page 362, O.R. in the Office of said Recorder, described as follows:

Parcel "A"

Commencing at a point in the southwesterly line of Lot 2 of Tract No. 3278, as shown on Map recorded in Book 36, Page 41, of Maps, in the Office of said Recorder, distant thereon North 53°08'54" West 483.59 feet from the most southerly corner of said Lot 2; thence South 15°44'16" West 149.92 feet to the True Point of Beginning; thence South 15°44'16" West 1167.14 feet to the beginning of a tangent curve concave to the Northwest, having a radius of 6575.00 feet; thence Southwesterly along said curve through a central angle of 20°20'57" an arc distance of 2335.18 feet to a point hereby designated as Point "A"; thence radial to said curve North 53°54'47" West 27.31 feet to a point in a non-tangent curve concave Northwesterly and having a radius of 6556.06 feet, a radial of said last mentioned curve to said point bears South 53°55'20" East; thence along said last mentioned curve through a central angle of 15°24'08" an arc distance of 1762.41 feet; thence tangent to said last mentioned curve North 20°40'31" East 10.00 feet; thence North 18°55'02" East 124.44 feet; thence North 11°50'43" East 42.15 feet; thence North 45°26'13" East 8.93 feet to the beginning of a tangent curve concave Northwesterly, having a radius of 120.00 feet; thence Northeasterly along said curve through a central angle of 26°44'27" an arc distance of 56.01 feet; thence tangent to said curve North 18°41'47" East 99.75 feet to the beginning of a tangent curve concave Westerly, having a radius of 95.00 feet; thence northerly along said curve through a central angle of

31°46'09" an arc distance of 52.68 feet to the beginning of a reverse curve concave easterly, having a radius of 95.00 feet; thence northerly along said reverse curve through a central angle of 30°29'48" an arc distance of 50.57 feet; thence tangent to said reverse curve North 17°25'26" East 349.30 feet; thence North 16°10'48" East 762.78 feet; thence North 20°12'02" East 74.13 feet; thence North 27°43'04" East 109.92 feet to the True Point of Beginning.

Parcel "B"

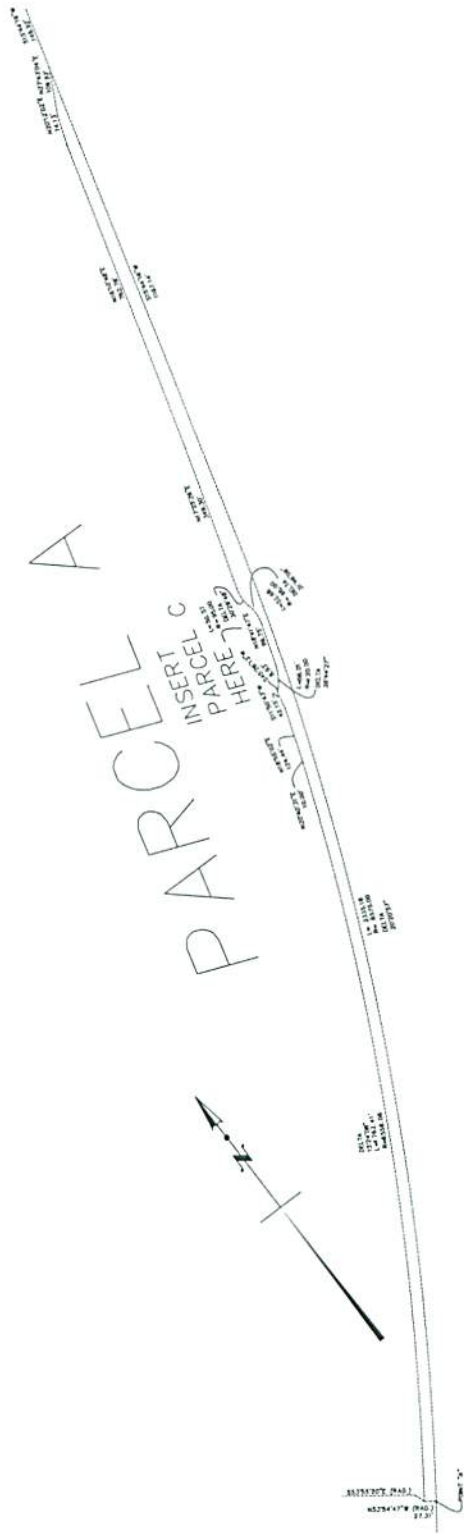
Commencing at the above designated Point "A", being a point in a curve concave Northwesterly, having a radius of 6575.00 feet, a radial of said curve to said point bears South 53°54'47" East; thence Southwesterly along said curve through a central angle of 04°04'46" an arc distance of 468.13 feet to the True Point of Beginning; thence continuing Southwesterly along said curve through a central angle of 22°15'54" an arc distance of 2555.03 feet; thence tangent to said curve South 62°25'53" West 1683.61 feet, more or less, to a point in the Northeasterly boundary of that parcel of land designated "Tract No. V-1901" in a final judgment recorded in Book 33776, Page 263, of Official Records in the Office of said Registrar-Recorder/County Clerk, said point being the Southeasterly terminus of that course in the said Northeasterly boundary having a bearing and distance of "South 27°33'29" East 590.71 feet"; thence Northwesterly along said Northeasterly line 27°33'43" West 18.45 feet; thence North 39°00'49" East 17.34 feet; thence North 61°15'32" East 338.86 feet; thence North 62°26'41" East 919.49 feet; thence North 62°15'16" East 195.87 feet; thence North 61°30'03" East 204.75 feet; thence North 59°58'50" East 288.41 feet to the beginning of a tangent curve concave Northwesterly and having a radius of 6532.66 feet; thence Northeasterly along said curve through a central angle of 19°06'32" an arc distance of 2178.73 feet; thence tangent to said curve North 40°52'18" East 80.44 feet; thence South 49°50'02" East 41.85 feet to the True Point of Beginning.

Parcel "C"
Easement

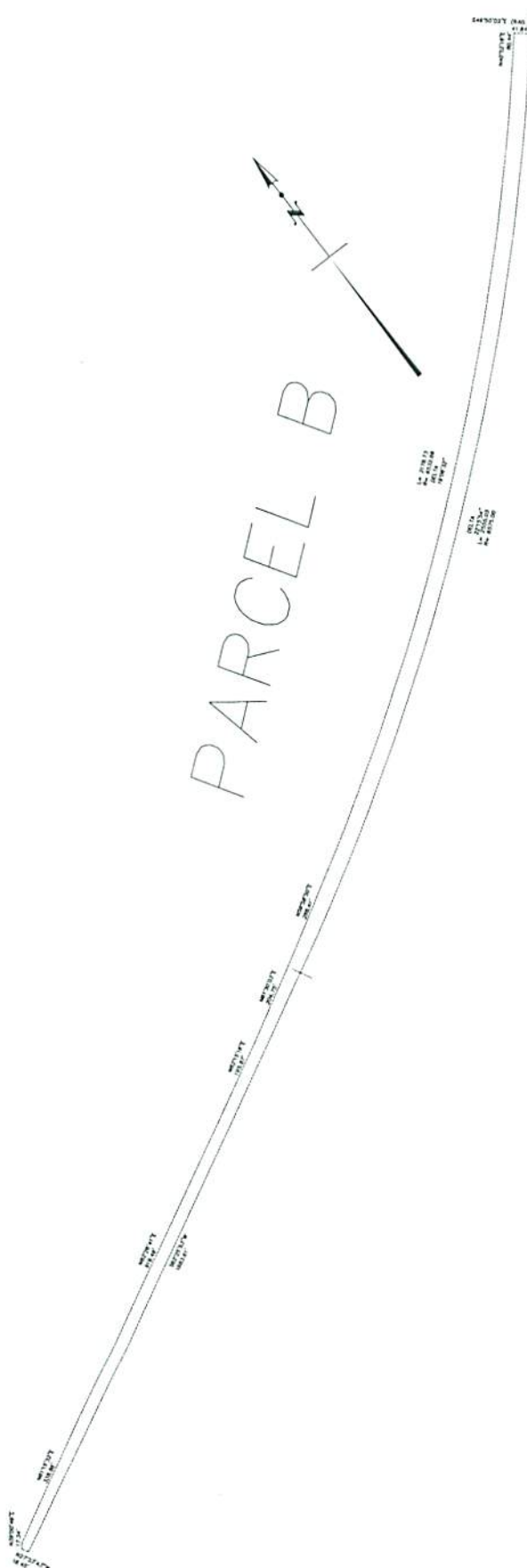
Commencing at the northerly terminus of that certain course North 20°40'31" East 10.00 feet, as described in parcel "A" hereinabove; thence North 18°55'02" East 114.52 feet to the True Point of Beginning; thence North 70°25'30" West 28.91 feet to a point in a nontangent curve concave Northwesterly, having a radius of 6516.50 feet, a radial of said curve to said point bears South 70°25'30" East; thence along said curve through a central angle of 02°44'55" an arc distance of 312.60 feet; thence South 68°08'20" East 19.37 feet; thence South 17°25'26" West 14.19 feet to the beginning of a tangent curve concave easterly, having a radius of 95.00 feet; thence southerly along said curve through a central angle of 30°29'48" an arc distance of 50.57 feet to the beginning of a reverse curve concave westerly, having a radius of 95.00; thence along said reverse curve through a central angle of 31°46'09" an arc distance of 52.68 feet; thence tangent to said curve South 18°41'47" West 99.75 feet to the beginning of a tangent curve, concave Northwesterly and having a radius of 120.00 feet; thence along said curve through a central angle of 26°44'27" an arc distance of 56.01 feet; thence tangent to said curve South 45°26'13" West 8.93 feet; thence South 11°50'43" West 42.15 feet; thence South 18°55'02" West 9.92 feet to the True Point of Beginning.

Parcel "D"
Easement

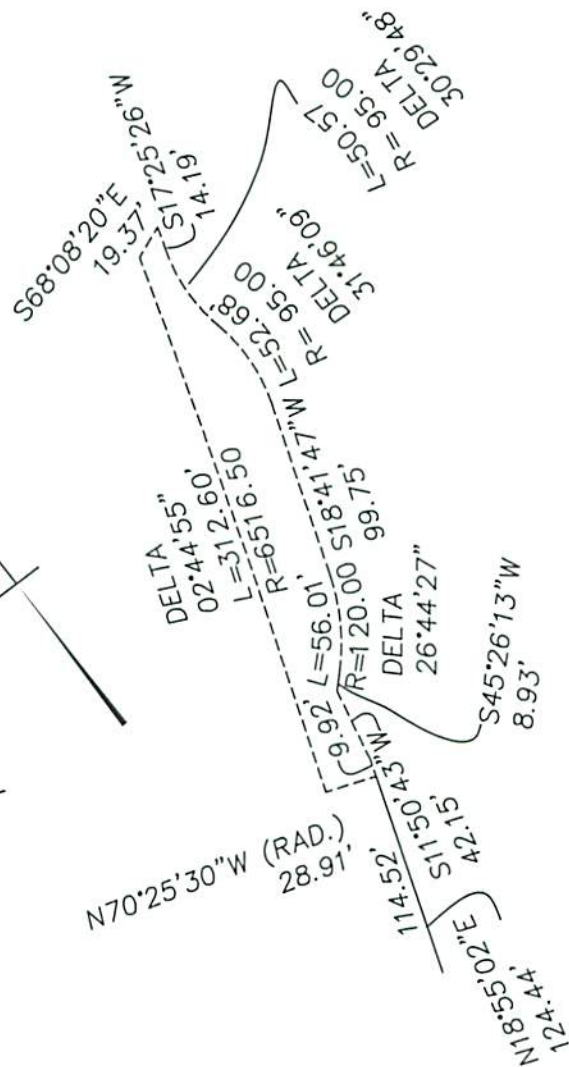
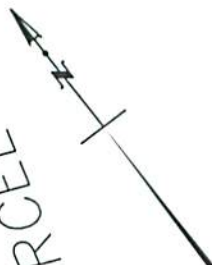
Beginning at the above designated Point "A", being a point in a curve concave Northwesterly and having a radius of 6575.00 feet, a radial of said curve to said Point "A" bears South 53°54'47" East; thence Southwesterly along said curve through a central angle of 04°04'46" an arc distance of 468.13 feet; thence North 49°50'02" West 57.33 feet; thence North 44°40'11" East 96.62 feet; thence North 36°37'06" East 257.43 feet; thence North 33°11'57" East 79.04 feet; thence North 35°40'19" East 31.76 feet; thence South 53°54'47" East 61.25 feet to the Point of Beginning.



The diagram shows a horizontal line. A ray starts at a point on this line and extends to the right. A vertical line segment intersects the horizontal line at a point to the left of the ray's starting point. The intersection is marked with a right-angle symbol.



PARCEL C



PARCEL D

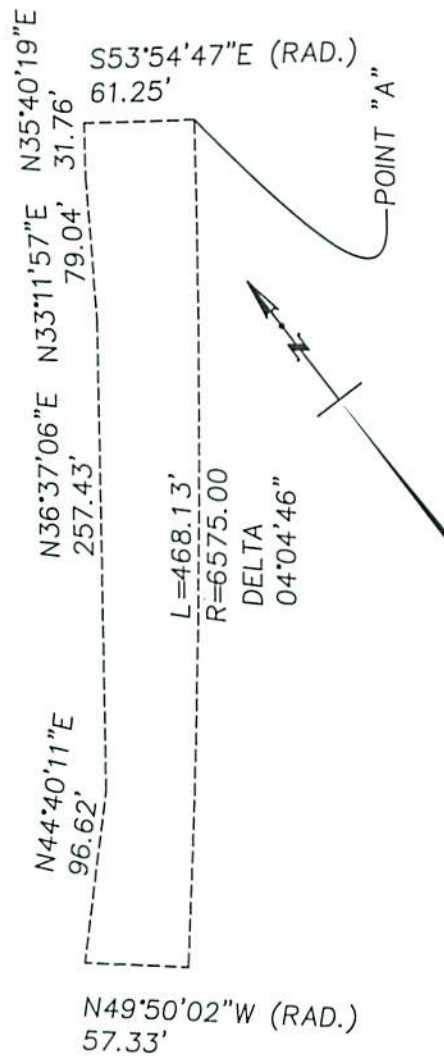


EXHIBIT C- Park Plan

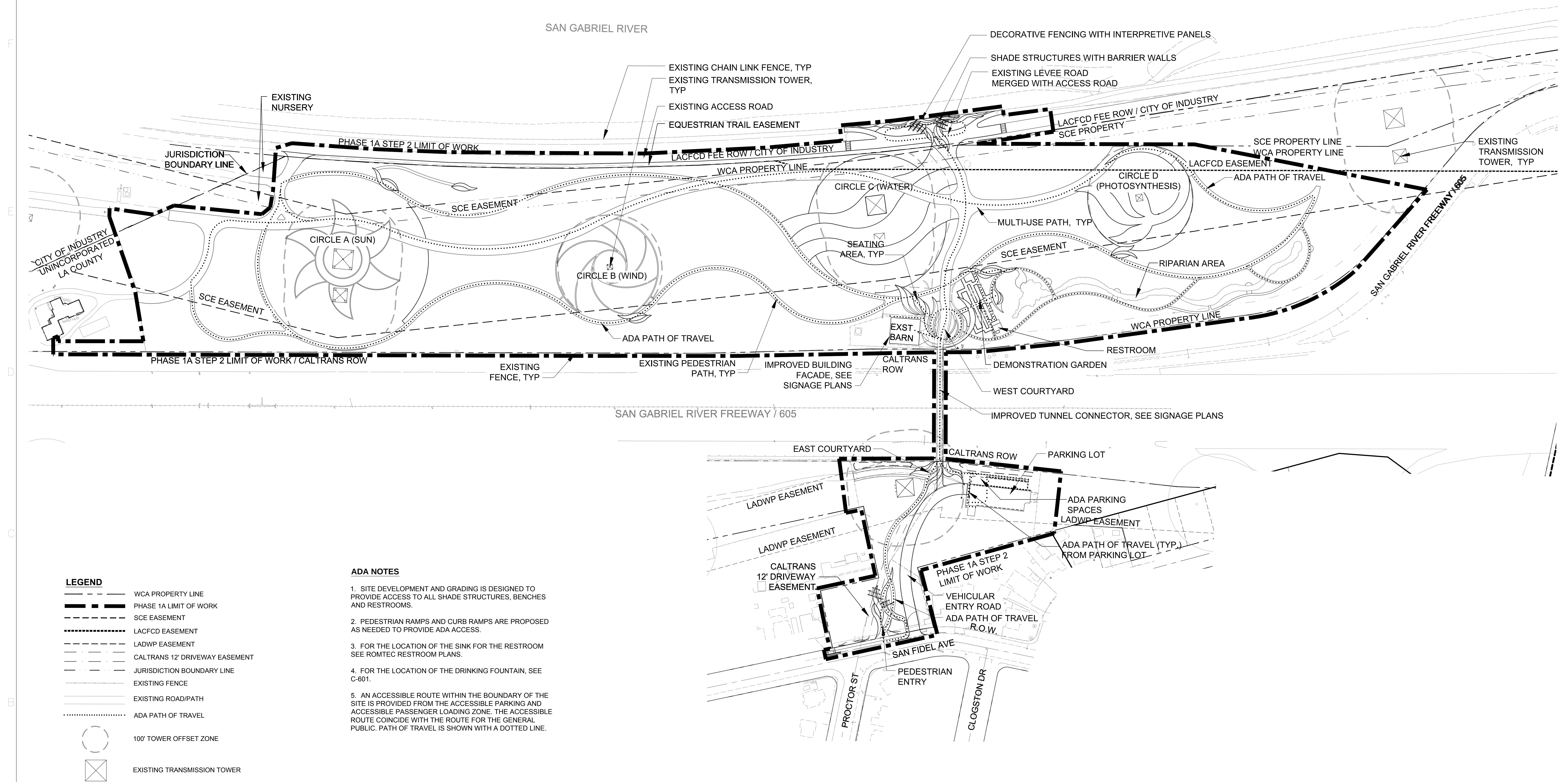




EXHIBIT D - Park Maintenance Plan



COUNTY OF LOS ANGELES DEPARTMENT OF PARKS AND RECREATION

DRAFT

DUCK FARM RIVER PARK



GROUPS MAINTENANCE HANDBOOK

**Parks
Make
Life
Better!**

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County of Los Angeles

Vision & Values

VISION

TO BE A WORLD-CLASS PARKS AND RECREATION
ORGANIZATION



VALUES

INTEGRITY & DEDICATION INCLUSION HEALTH &
WELLNESS COMPASSION STEWARDSHIP &
SUSTAINABILITY INNOVATION

Regional Facilities Agency Background

The Los Angeles County Department of Parks and Recreation Regional Agency proudly maintains 25 facilities including parks, lakes, gardens, trails and performance venues for residents residing in all Supervisorial District! Regional facilities are the heart of our department including the famous Hollywood Bowl. More than 300 staff members from grounds maintenance, construction, plumbing, painting, recreation and support staff make up the committed group of employees who keep the parks beautiful and well programmed.



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County of Los Angeles

Code of Ethics



CODE OF ETHICS

A-125

The Code of Ethics establishes a set of rules to be used by the grounds maintenance division of the South Agency within the Department of Parks and Recreation dealing with moral conduct, duty and judgment. It establishes standards of professional conduct and behavior.

The responsibilities of all employees are to:

- a. Respect the authority of the Director and the importance of responsibilities of the position assigned.
- b. Conscientiously performs assigned duties.
- c. Owes to the Director continuing personal and professional growth and creative performance of his duties.
- d. Contributes ideas and suggestions for improvement in parks and recreation services, proposing procedures and methods for their implementation.
- e. Respect the professional competence of their colleagues and recognize that different techniques and philosophies may accomplish identical goals and objectives.
- f. Contribute to staff moral by refraining from actions, words, or deeds which negate mutual respect, cooperation, and team work.
- g. Recognizes needs and interest of people in a service area, establishing goals, and provides for joint staff-participating planning, leadership, and conduct of programs.
- h. Provides supporting resources to enable and encourage participate to maximize his/her professional potential.

As employee, we believe in and endeavor to adhere to these basic principles:

- a. Faithful and conscientious performance of our duties.
- b. Striving to improve our own fitness and the efficiency of our profession.
- c. Loyalty to the welfare of the people we serve.
- d. Forethought and enthusiasm in the promotion of our parks and recreation plans and programs.
- e. Preservation and protection of the natural resources and beauty of the land, with special regard to its flora, fauna, and historic shrines.
- f. Enlargement of opportunities and facilities for more expressive lives.
- g. Adhere to the belief that "public office is a public trust."
- h. Devotion to the spirit of the law and sincere execution of its provisions.

Department employees are expected to conduct themselves on County time and County facilities in a manner which promotes the safety and welfare of other employees, encourages a pleasant and efficient work environment and protects members of the public, other employees and County property. In order to accomplish the above, and so that all employees may know the type of conduct which is to be avoided and which upon discovery may result in disciplinary action up to and including discharge, the following examples are cited. It should be noted that these are examples and are not all-inclusive.





County of Los Angeles
Department of Parks and Recreation

POLICY/PROCEDURE

No. A-125

Date 1/79

Subject: *CODE OF ETHICS*

1.0 INTRODUCTION/PURPOSE

- 1.1 This Code of Ethics establishes a set of rules to be used by the employees of the Department of Parks and Recreation dealing with moral conduct, duty and judgement. It establishes standards of professional right and wrong conduct or behavior.

2.0 THE CODE

- 2.1 Establishes desirable standards of relationship to accomplish the declared purpose and objectives of the Department of Parks and Recreation.
- 2.2 States the standards for professional relationships so that the Director of Parks and Recreation or other interested persons or groups can express an opinion on a violation of any principles contained herein.
- 2.3 Provides employees with basic principles in the form of a department credo.
- 2.4 Provides general guidelines indicating reasons for employee discipline.

3.0 PART I - DECLARATION OF POLICY

- 3.1 The Los Angeles County Department of Parks and Recreation, recognizing its obligations to its employees and to those whom they serve, issue this Code of Professional Ethics which constitutes the departmental standards.
- 3.2 Responsibility and Obligation: By the publication of these principles the Department of Parks and Recreation assumes responsibility for:
- a. The competence of its employees.
 - b. The character of professional relationship among its many employees.
 - c. The character of professional relationship between its employees and the publics which they serve.
 - d. The quality of performance expected by the employee of one another and by the publics whom they serve.
 - e. The prohibition of conduct which brings disrepute to the profession and the department.
 - f. The conduct of recreation and management of parks in the interests of communities served.

3.3 Definitions:

- 3.31 Parks and Recreation: Parks and Recreation provide the opportunities for leisure living which is satisfying, meaningful, and necessary for the purposeful fulfillment of life: mental, physical, social, cultural, and educational. They include the leadership, services, and facilities desirable to achieve such a quality of life.
- 3.32 Ethics: The discipline dealing with what is good or bad and with moral duty and obligation; a set of moral principles or values; the principles of conduct governing an individual or a group; conforming to accepted professional standards of conduct.

- 3.4 Professional Qualifications: Park and Recreation professionals are career personnel qualified by education and experience to assume the professional responsibilities for delivery of park and recreation services.

4.0 PART 2 - CANONS

These principles express standards of duty, obligation, and conduct of professional employees to one another, to groups, agencies, authorities, and participants in park and recreation services.

4.1 Governing Authority Policies

4.11 Board of Supervisors governing authority to Director:

- a. Represents the people served and constitutes the legally responsible body to determine policy for the Department of Parks and Recreation.
- b. Recognizes that parks and recreation are essential and important services, necessary to human well-being.

- c. Recognizes that park and recreation services are varied in nature and must be designed to serve interests and needs of all.
- d. Selects the parks and recreation director on the basis of clearly defined personal and professional qualifications.
- e. Delegates implementation of approved policies to the Director, gives him the freedom to execute them, and holds him responsible for results of his management.
- f. Observes and receives public reaction regarding the execution of policy as well as needs and demands for new services and keeps the Director informed.

4.12 Director to the governing authority

The Director:

- a. Accepts and supports the statutes which bind the County of Los Angeles and the Board of Supervisors and executes its policies and decisions in an efficient manner.
- b. Keeps the Board of Supervisors fully, promptly, and objectively informed.
- c. Owes his loyalty to the Board of Supervisors.
- d. Keeps informed and is alert to trends and needs in programs, finance, maintenance, facilities, and personnel. He provides professional information, advice, and recommendations on these matters to the Board of Supervisors.

4.2 Administration and Staff

4.21 Director to Staff:

The Director

- a. Informs staff of the objectives, policies, and decisions of the Board of Supervisors.
- b. Provides the organizational structure, personnel policies, and operating procedures for the Department and communicates these to staff.
- c. Defines responsibilities and delegates authority commensurate therewith.
- d. Evaluates performances of staff members, providing continuing opportunities for professional growth.
- e. Recognizes staff members as human beings with feelings, problems, and ambitions within context of their relationships.
- f. Provides fair and objective procedures for consideration of personal concerns.
- g. Provides opportunities for the staff to develop their professional skills.
- h. Sets an example by his own high standard of personal and professional conduct.

4.22 Staff to Director

The Staff:

- a. Respects the authority of the Director and the importance of responsibilities of the position he holds.
- b. Conscientiously performs delegated duties.
- c. Owes to the Director continuing personal and professional growth and creative performance of his duties.
- d. Contributes ideas and suggestions for improvements in park and recreation services, proposing procedures and methods for their implementation.

4.23 Staff to Staff

All Staff members:

- a. Respect the professional competence of their colleagues and recognize that different techniques and philosophies may accomplish identical objectives.
- b. Contribute to staff morale by refraining from actions, words, or deeds which negate mutual respect, cooperation, and team work.

4.3 Staff and Participants

4.31 Staff to Participants

The Staff:

- a. Recognizes needs and interests of people in a service area, establishes goals, and provides for joint staff-participant planning, leadership, and conduct of program.

- b. Provides supporting information, equipment, facilities, instruction, and leadership to enable and encourage the participant to develop his potential qualities so that he may become self-sufficient in his own leisure time pursuits.
- c. Respects the dignity of the participants as a person and maintains relationships based on integrity and understanding.
- d. Seeks to improve personal and professional qualities to assure enthusiastic and imaginative performance and desired relationships.

4.32 Participant to Staff

The Participant:

- a. Develops and uses his leadership qualities for growth and maintenance of parks and recreation in his community.
- b. Respects and protects the personal and property rights of others.
- c. Engages in activity for his own satisfaction and personal growth.

4.4 Staff and Public

4.41 Staff to Public

The Staff:

- a. Plans and works with self-organized and motivated specialized interest groups for enriching and increasing participating in their activities.
- b. Develops awareness of the importance of leisure time opportunities for people of all ages on a year-round basis.

4.42 Public to Staff

The Public:

- a. Shares skills, interests, and programs with others by means of training, leadership, and sponsorship.
- b. Encourages actions which make possible the establishment and maintenance of year-round programs and facilities for all people.

4.5 Department of Parks and Recreation and Voluntary Agencies

4.51 Department to voluntary agencies

The Department is:

- a. Obligated to plan policies and coordinate services with voluntary agencies, and to share information, facilities, and program responsibilities with them in order to provide leisure time opportunities in the most economic and efficient manner.

The Voluntary Agency is:

- b. Obligated to state its policies, objectives, areas of service, and programs, and to join with the department in developing and providing information, facilities, and programming.
- c. Obligated to plan with the department for addition, change, or curtailment of any park or recreation services which might alter respective park or recreation responsibilities.

4.6 Department of Parks and Recreation and Commercial Recreation

4.61 Department to Commercial recreation

The Department:

- a. Recognizes as necessary and desirable the role of commercial interests as a means of providing adequate and desirable leisure time opportunities to meet the demands of people.
- b. Plans and works with commercial interests in development of skills, insights, and resources for leisure and in the operation of desirable facilities and programs.

4.62 Commercial recreation to Department of Parks and Recreation

Commercial recreation:

- a. Provides, operates and maintains specialized programs and facilities with adequate and qualified leadership in an orderly and efficient manner.
- b. Plans and works with the Department in development of resources for leisure, skills, and operation of desirable programs and facilities.
- c. Recognizes and appreciates the mental, physical, and emotional objectives of park and recreation services and cooperates and plans with other agencies to provide satisfying opportunities for all.

4.7 Department of Parks and Recreation and Suppliers

4.71 Department to Supplier

The Department:

- a. Recognizes economic implications of parks and recreation and their dynamic effect on the general economy.
- b. Informs potential suppliers and the Purchasing Agent of purchasing and accounting requirements and procedures and makes no exceptions in following ethical business practices in dealing with them.
- c. Respects supplier representatives as they communicate information about the benefits of their products and services as they relate to needs.
- d. Is aware of departmental needs for goods and services and keeps informed about trends in products and services with regard to utility and availability.
- e. Permits no employee to transact business on behalf of the Department directly or indirectly with supplier for personal gain.

4.72 Suppliers to Department

The Supplier:

- a. Encourages and supports department consideration and evaluation of supplies, equipment and services, only on basis of quality, utility and economy.
- b. Understands and respects existing laws, rules, and regulations regarding purchase of goods and services by the department.
- c. Maintains high standards of quality in products with regard to safety, economy, and attractiveness, and works constantly to improve their products.
- d. Maintains high standards of competency and quality in consultants' services.

4.8 Department of Parks and Recreation and Institutions of Higher Education

4.81 Department to University

The Department:

- a. Cooperates with colleges and universities in the recruitment of students who qualify for careers in parks and recreation in the development, supervision and conduct of field work; internship programs and research; and in financing of student assistance.
- b. Conveys to the college or university information about needs and requirements of parks and recreation program, personnel, qualifications, facilities, finance, and maintenance.

4.82 University to the Department of Parks and Recreation

The University:

- a. Offers a professional curriculum, broad in concept, high in academic standards, practical in content and imaginative in outlook, under the direction of a qualified instructional staff provided with adequate educational facilities, appropriately financed, and an independently administered curriculum.
- b. Provides for research and dissemination of information on problems that confront the profession.

4.9 Department and the Communications Media

4.91 Department to Media

The Department:

- a. Works with the media within the public relations policy, outlined by the Board of Supervisors.
- b. Utilizes all media to inform the people.
- c. Must provide the media with continuing newsworthy information, adequate calendar scheduling, cooperation in coverage, and evaluate facts descriptive of plans, performance, and achievement.
- d. Offers orientation to assist the media in the interpretation of significance of parks and recreation matters as to their economic and social implications.

4.92 Media to Department

Communication Media:

- a. Should feel an obligation to tell the parks and recreation story on the basis of facts supplied, and on appropriate occasions, interpret to the public the necessity for support, the rewards of participation, the opportunities available and what they meant to the public.

5.0 DEPARTMENT AND PROFESSIONAL SOCIETY

5.01 Department to the Society

- a. Qualified career park and recreation personnel should be active members of professional societies, support the principles for which they stand, participate in their affairs, and contribute personally to development and maintenance of professional standards.

5.02 Society to the Department

The Society should:

- a. Provide mutual association for continuing growth and professional excellence, cooperating and working with other organizations, groups, and individuals for the advancement of the parks and recreation profession.

5.1 Department Credo

As employees, we believe in and endeavor to adhere to these basic principles:

- a. Faithful and conscientious performance of our duties.
- b. Striving to improve our own fitness and the efficiency of our profession.
- c. Loyalty to the welfare of the people we serve.
- d. Forethought and enthusiasm in the promotion of our park and recreation plans and programs.
- e. Preservation and protection of the natural resources and beauties of the land, with special regard to its flora, fauna, and historic shrines.
- f. Enlargement of opportunities and facilities for more expressive lives.
- g. Truly conscious that "public office is a public trust."
- h. Devotion to the spirit of law and sincere execution of its provision.

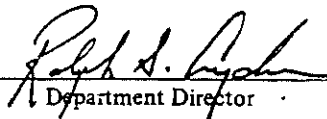
5.2 Enforcement

Department employees are expected to conduct themselves on County time and County facilities in a manner which promotes the safety and welfare of other employees, encourages a pleasant and efficient work environment and protects members of the public, other employees and County property. In order to accomplish the above, and so that all employees, may know the type of conduct which is to be avoided and which upon discovery may result in disciplinary action up to and including discharge, the following examples are cited. It should be noted that these are examples only and are not all-inclusive.

- 5.21 Conviction of a felony or a lesser offense if it has a negative effect on the County Service.
- 5.22 Insubordination (Disobedience).
- 5.23 Use of sick leave in excess of that accrued at 100% pay unless approved by department in advance, or any abuse of sick leave.
- 5.24 Unauthorized absence without pay.
- 5.25 Excessive tardiness.
- 5.26 Inefficiency.
- 5.27 Abuse or misuse of County property.
- 5.28 Giving false statements to supervisors or the public.
- 5.29 Violation of County ordinances, administrative regulations, or departmental rules and policies.
- 5.30 Consuming alcoholic beverages or drugs, under the influence of alcohol or drugs or possession of alcoholic beverages or drugs in County owned vehicles or on County property or on County time.
- 5.31 Any conduct which reflects unfavorably on the County as an employer.
- 5.32 False statement in an application or other official document.
- 5.33 Repeated failure to pay acknowledged debts or to reimburse the County for funds due.
- 5.34 Acceptance of gratuities or gifts or services.
- 5.35 Refusal to be examined by a County authorized physician when so directed.

- 5.36 Unlawful political activity as stated:
"No employee shall during regular hours take part in the management or affairs of any political party or in any political campaign, except to exercise his rights as a citizen privately to express his opinion and cast his vote."
- 5.37 Making any personal use of vehicles (trucks, vans, tractors, dozers and cars) or equipment (tools, recreation supplies, office supplies, telephone, etc.) provided by this department for the performance of regular departmental duties.
- 5.38 Failure to wear County uniform on duty when such uniform is required and issued. The uniform should not be worn during off-duty hours except while going directly to and from work.
- 5.39 Failure to sign in and out as required; signing in or out for another or permitting another to sign you in or out.
- 5.40 Loitering, loafing or sleeping on the job.
- 5.41 Immoral or indecent conduct.
- 5.42 Creating or contributing to unsafe or unsanitary conditions.
- 5.43 Unauthorized solicitation.
- 5.44 Unauthorized distribution of literature.
- 5.45 Theft, fraud, or misappropriation of property.

Approved _____


Department Director

Authority Reference: Approved by Executive Staff December 4, 1978



County of Los Angeles

County Policy of Equity

COUNTY OF LOS ANGELES POLICY OF EQUITY



Effective July 1, 2011

THE POLICY

All Los Angeles County (County) employees are required to conduct themselves in accordance with the entirety of this County Policy of Equity (Policy), and all applicable local, county, state, and federal laws.

PURPOSE

This Policy is intended to preserve the dignity and professionalism of the workplace as well as protect the right of employees to be free from discrimination, unlawful harassment, retaliation and inappropriate conduct toward others based on a protected status.

Discrimination, unlawful harassment, retaliation and inappropriate conduct toward others based on a protected status, are contrary to the values of the County. The County will not tolerate unlawful discrimination on the basis of sex, race, color, ancestry, religion, national origin, ethnicity, age (40 and over), disability, sexual orientation, marital status, medical condition or any other protected characteristic protected by state or federal employment law, nor will it tolerate unlawful harassment, or retaliation. As a preventive measure, the County also will not tolerate inappropriate conduct toward others based on a protected status even if the conduct does not meet the legal definition of discrimination or unlawful harassment. All County employees are responsible for conducting themselves in accordance with this Policy and its associated Procedures. Violation of the Policy and/or Procedures will lead to prompt and appropriate administrative action including, but not limited to, counseling, training, written warning, written reprimand, suspension, demotion, or discharge.

COUNTY POLICY OF EQUITY PROHIBITED CONDUCT

Each County employee is responsible for understanding and abiding by these definitions of prohibited conduct as they may impact any administrative process/proceeding for potential violations of this Policy and/or associated Procedures.

COUNTY POLICY OF EQUITY DISCRIMINATION

Discrimination is the disparate or adverse treatment of an individual based on or because of that individual's sex, race, color, ancestry, religion, national origin, ethnicity, age (40 and over), disability, sexual orientation, marital status, medical condition or any other protected characteristic protected by state or federal employment law.

COUNTY POLICY OF EQUITY SEXUAL HARASSMENT

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal, visual or physical conduct of a sexual nature which meets any one of the following three criteria:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;

- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with the individual's employment or creating an intimidating, hostile, offensive, or abusive working environment.

COUNTY POLICY OF EQUITY UNLAWFUL HARASSMENT (OTHER THAN SEXUAL)

Unlawful harassment of an individual because of the individual's race, color, ancestry, religion, national origin, ethnicity, age (40 and over), disability, sexual orientation, marital status, medical condition or any other protected characteristic protected by state or federal employment law is also discrimination and prohibited. Unlawful harassment is conduct which has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, offensive, or abusive work environment.

COUNTY POLICY OF EQUITY THIRD-PERSON HARASSMENT

Third-person unlawful harassment is indirect harassment of a bystander, even if the person engaging in the conduct is unaware of the presence of the bystander. When an individual engages in harassing behavior, he or she assumes the risk that someone may pass by or otherwise witness the behavior. The County considers this to be the same as directing the harassment toward that individual.

COUNTY POLICY OF EQUITY INAPPROPRIATE CONDUCT TOWARD OTHERS

Inappropriate conduct toward others is any physical, verbal, or visual conduct based on or because of sex, race, color, ancestry, religion, national origin, ethnicity, age (40 and over), disability, sexual orientation, marital status, medical condition or any other protected characteristic protected by state or federal employment law when such conduct reasonably would be considered inappropriate for the workplace.

This provision is intended to stop inappropriate conduct based on a protected status before it becomes discrimination or unlawful harassment. As such, the conduct need not meet legally actionable state and/or federal standards of severe or pervasive to violate this Policy. An isolated derogatory comment, joke, racial slur, sexual innuendo, etc., **may** constitute conduct that violates this policy and is grounds for discipline. Similarly, the conduct need not be unwelcome to the party against whom it is directed; if the conduct reasonably would be considered inappropriate by the County for the workplace, it **may** violate this Policy.

COUNTY POLICY OF EQUITY RETALIATION

Retaliation for the purposes of this Policy is an adverse employment action against another for reporting a protected incident or filing a complaint of conduct that violates this Policy or the law or participating in an investigation, administrative proceeding or otherwise exercising their rights or performing their duties under this Policy or the law.

COUNTY POLICY OF EQUITY EXAMPLES OF CONDUCT THAT MAY VIOLATE THIS POLICY AND SCOPE OF COVERAGE

Depending on the facts and circumstances, the following are examples of conduct that may violate this Policy:

- Posting, sending, forwarding, soliciting or displaying in the workplace any materials, documents or images that are, including but not limited to, sexually suggestive, racist, "hate-site" related, letters, notes, invitations, cartoons, posters, facsimiles, electronic mail or web links;
- Verbal conduct such as whistling and cat calls, using or making lewd or derogatory noises or making graphic comments about another's body, or participating in explicit discussions about sexual experiences and/or desires;
- Verbal conduct such as using sexually, racially or ethnically degrading words or names, using or making racial or ethnic epithets, slurs, or jokes;
- Verbal conduct such as comments or gestures about a person's physical appearance which have a racial, sexual, disability-related, religious, age or ethnic connotation or derogatory comments about religious differences and practices;
- Physical conduct such as touching, pinching, massaging, hugging, kissing, rubbing the body or making sexual gestures;
- Visual conduct such as staring, leering, displaying or circulating sexually suggestive objects, pictures, posters, photographs, cartoons, calendars, drawings, magazines, computer images or graphics;
- Sexual advances or propositions, including repeated requests for a date;
- Adverse employment actions like discharge and/or demotion, this list is not exhaustive.

SCOPE OF COVERAGE

County Workforce: For purposes of this Policy, County Workforce includes but is not limited to County employees, applicants for employment, all volunteers, and outside vendors.

Location: This Policy prohibits discrimination, unlawful harassment, retaliation, and inappropriate conduct toward others based on a protected status in the workplace or in other work-related settings such as off site work-related events (e.g., retirement parties) with a nexus to the workplace.

Communication System/Equipment: This Policy also applies to the use of any communication system or equipment in the workplace, including but not limited to,

electronic mail, internet, intranet, telephone lines, computers, facsimile machines, voice-mail, radio, cell phones, blackberries and mobile digital terminals. Employees may be disciplined in accordance with this Policy for using any communication system or equipment to deliver, display, store, forward, publish, circulate, or solicit material in violation of this Policy.

COUNTY POLICY OF EQUITY REPORTING VIOLATIONS OF THIS POLICY

Any County employee who believes he or she has been subjected to conduct that potentially violates this Policy is strongly encouraged to report the matter to any Department supervisor or manager or the County Intake Specialist Unit. The County Intake Specialist Unit may be reached by phone: **1-855-999-CEOP (2367)** or website: <https://CEOP.bos.lacounty.gov> and is located at: **Kenneth Hahn Hall of Administration, 500 West Temple Street, Room # B-26, Los Angeles, CA 90012**

Any non-supervisory County employee who believes he or she has knowledge of conduct that potentially violate this Policy is also strongly encouraged to report the matter.

Supervisors and managers have an affirmative duty to report potential violations of this Policy to the County Intake Specialist Unit. Supervisors and managers also have additional duties and responsibilities as detailed in the procedures associated with this Policy.

The County will promptly, fully and fairly investigate any reports/complaints and take appropriate corrective action.

County employees also may contact the California Department of Fair Employment and Housing by calling (800) 884-1684 or visiting their website at www.dfeh.ca.gov; and/or may contact the Federal Equal Employment Opportunity Commission by calling (213) 894-1000 or (800) 669-4000 or visiting their website at www.eeoc.gov.

COUNTY POLICY OF EQUITY - DUTY TO COOPERATE

All County employees are responsible for cooperating fully in any administrative investigation related to this Policy in accordance with County PPG 910.

COUNTY POLICY OF EQUITY NO RETALIATION

This Policy absolutely prohibits retaliation. No County employee will be subjected to an adverse employment action for: making a complaint of conduct that potentially violates this Policy, or cooperating in any administrative investigation or otherwise preventing prohibited practices under this Policy. The County will take corrective administrative action to prevent retaliation, including the imposition of appropriate discipline to any County employee who engages in retaliation.

COUNTY POLICY OF EQUITY PROCEDURES

INTRODUCTION

All County employees are responsible for conducting themselves in accordance with the County Policy of Equity ("Policy") and these Procedures ("Procedures"). The Policy and Procedures are the internal controlling authority for all County administrative equity matters. Violation of the Policy or Procedures will lead to prompt and appropriate administrative action including, but not limited to, counseling, training, written reprimand, suspension, demotion, and/or discharge.

Any County employee who believes he or she has been subjected to a potential violation of the Policy is strongly encouraged to report the matter.

Any non-supervisory County employee who has knowledge of a potential violation of the Policy is also strongly encouraged to report the matter.

Supervisors and managers have an affirmative duty to report potential violations of the Policy. Supervisors and managers also have an affirmative duty to take all reasonable steps to prevent and stop (through prompt and appropriate administrative action) County Policy of Equity discrimination, unlawful harassment, retaliation and inappropriate conduct toward others based on a protected status from occurring in the workplace.

The County will promptly, fully and fairly investigate all reports/complaints of potential violations of the Policy and will take prompt and appropriate administrative action. County employees shall cooperate fully in any administrative investigation related to the Policy.

COUNTY POLICY OF EQUITY PROCEDURES DUTIES OF SUPERVISORS AND MANAGERS

Under these Procedures, supervisors and managers have an affirmative duty to perform certain duties as enumerated below.

Supervisors and managers, for purposes of the Policy include: any employee regardless of job description or title, having authority, in the interest of the employer, to hire, transfer, suspend, layoff, recall, promote, discharge, assign, reward, or discipline other employees, or responsibility to direct them, or to adjust their grievances, or effectively to recommend this action, if, in connection with the foregoing, the exercise of this authority is not of a merely routine or clerical nature, but requires the use of independent judgment.

NOTE:

FAILURE BY ANY SUPERVISOR OR MANAGER TO CARRY OUT
THESE DUTIES MAY BE CAUSE FOR DISCIPLINE.

Duty of All Supervisors and Managers to Report

Supervisors and managers have an affirmative duty to report potential violations of the Policy. Supervisors and managers are required to report potential violations of the Policy to the County Intake Specialist Unit as provided below even when a complaining or reporting party requests that no action be taken. The supervisor or manager shall:

Immediately notify the County Intake Specialist Unit of the incident(s) or complaint and any initial steps taken by the supervisor or manager; and Complete a County Policy Of Equity Report form ("County POE Report Form") and file the original with the County Intake Specialist Unit with copies to:

- (a) the reporting party's Department Head, unless the complaint is against the Department Head, in which case it shall be sent to the Executive Director of the County's Equity Oversight Panel; and
- (b) the Executive Director of the County's Equity Oversight Panel.

Additional Duties of All Supervisors and Managers

Supervisors and managers are also responsible for:

- Being aware of, abiding by and understanding the Policy and Procedures, as well as any modifications that may be made to them;
- Actively monitoring the work environment to ensure that County Policy of Equity discrimination, unlawful harassment, retaliation and/or inappropriate conduct toward others based on a protected status are not occurring;
- Informing County employees under their supervision of the types of behavior prohibited, and the County's procedures for reporting and resolving complaints arising under the Policy;
- Stopping conduct that potentially violates the Policy and taking immediate and **appropriate administrative action** whether or not the involved County employees are within their line of supervision; and
- If a situation requires separation of the involved parties, particular care must be taken to avoid actions that appear to punish the complaining party. (Note: Supervisors are not required to place themselves in physical harms way to separate the parties.)

Supervisors and managers have the foregoing duties whether or not a complaint has been made.

Additional Duties of Department Heads

In addition to the duties described above, Department Heads have the following duties:

- Ensuring that the County's POE is disseminated to every employee in the Department; and
- Ensuring that blank County POE Report Forms are maintained in a prominent and accessible place in every Department Unit. It is the further duty of the Department Head to ensure that the location, availability, and purpose of these forms are made known to each Department member.

COUNTY POLICY OF EQUITY - PROCEDURES - INFORMATION ABOUT THE POLICY AND PROCEDURES

QUESTIONS ABOUT THIS POLICY

County Intake Specialist Unit

The County Intake Specialist Unit functions as a specialized resource for all County employees concerning the County Policy of Equity and these Procedures. The County Intake Specialist Unit shall respond to inquiries, including anonymous inquiries, about the Policy and Procedures and provide information to County employees about, among other things, their rights and responsibilities and complaint and investigation procedures concerning administrative equity matters.

If a caller provides enough information to indicate a potential violation of the Policy, the County Intake Specialist Unit shall complete the County Policy of Equity Report Form and inform the caller of this fact.

COUNTY POLICY OF EQUITY - PROCEDURES - ADMINISTRATIVE EQUITY COMPLAINT PROCESS

Reporting Complaints

Any County employee who believes he or she has been subjected to conduct that potentially violates the Policy is encouraged to report the matter to:

- Their Department supervisor or manager (whether or not in the County employee's chain-of-command); or
- The County Intake Specialist Unit by phone at: **1-855-999-CEOP (2367)**, or website: <https://CEOP.bos.lacounty.gov> or is located at: **Kenneth Hahn Hall of Administration, 500 West Temple Street, Room # B-26, Los Angeles, CA 90012**

Non-supervisory County employees are also encouraged to report potential violations of the Policy directed toward another to a supervisor, manager, or to the County Intake Specialist Unit, the number for which has been provided above.

Supervisors and managers have an affirmative duty to report potential violations of the Policy in accordance with the procedures detailed above.

The County Intake Specialist Unit

The County Intake Specialist Unit, is an initial point of contact for County employees who wish to report a potential violation of the Policy. County employees are not required to identify themselves when contacting the County Intake Specialist Unit.

The County Intake Specialist Unit shall be responsible for conducting an initial investigation of the report/complaint to determine the appropriate course of action based on the designations below:

- "A" designation indicates that, based on the initial intake investigation, it is determined that there has been/is a potential violation of the County Policy of Equity, which rises to a level requiring a further investigation by the County Equity Investigations Unit (CEIU);
- "B" designation indicates that, based upon the initial intake investigation, the County Intake Specialist Unit (CISU) has determined that although the situation may involve, or appear to involve, an equity issue, the situation does not rise to the level of a potential violation of the County Policy of Equity;
- "C" designation indicates that, based upon the initial intake investigation, the CISU has determined that there is no equity issue involved;
- "E" designation indicates that the initial intake investigation reveals that a discrimination, harassment, and/or retaliation complaint was received by County from an external agency, such as the California Department of Fair Employment and Housing (DFEH), and/or from the Federal Equal Employment Opportunity Commission (EEOC); and
- "N" designation indicates a non-County involved incident.

The County Intake Specialist Unit shall contact the complainant during the course of the investigation to ensure that no retaliation is occurring. The County Intake Specialist Unit shall make prompt notification to the appropriate parties if an issue of retaliation is raised.

Supervisors and Managers

County employees also may report potential violations of the Policy and/or Procedures to their Department supervisor or manager as defined above.

Investigating Complaints: The County Equity Investigations Unit

The County Equity Investigations Unit is responsible for promptly, fully and fairly investigating reports/complaints of conduct that potentially violate the Policy or

Procedures. County Equity Investigations Unit ("CEIU") investigations shall be prompt, thorough, objective, and complete. CEIU investigations shall be as confidential as reasonably possible consistent with the County's obligation to conduct a full and fair investigation. Upon conclusion of the investigation, the CEIU investigators shall present their findings to the County Equity Oversight Panel for review.

Review of County Equity Investigations Unit Investigations

- The County Equity Oversight Panel

The County Equity Oversight Panel is an independent oversight body which, in accordance with the procedures described in this section, shall have authority and be responsible for reviewing County Equity Investigations Unit investigations and making recommendations to County Department Heads concerning the disposition and discipline recommended. The County Equity Oversight Panel shall meet as needed to discuss and review each County Equity Investigations Unit investigation.

- The Review Process

The review process shall consist of the following steps:

The County Equity Oversight Panel shall receive a thorough briefing from and have the opportunity to question the CEIU investigator(s) who handled the investigation. The involved subject's Department Head or supervising chain of command shall attend the briefing. After the briefing presented by the CEIU investigator, the County Equity Oversight Panel shall recommend appropriate dispositions and discipline, if discipline is warranted.

- The County Equity Oversight Panel shall meet to read, review and discuss each CEIU investigation;
- In all cases, the County Equity Oversight Panel may direct the County Equity Investigations Unit to conduct further investigation. If further investigation is directed, another briefing shall be held in accordance with this section after the investigation; and
- The Executive Director of the County's Equity Oversight Panel shall communicate the Panel's recommendations to the involved Department Head. When required the involved Department shall issue all required administrative action letters to the subject or, where appropriate, inform the subject that the complaint was founded, unfounded or unresolved. At the same time, the involved Department shall issue a letter to the complainant indicating the status of administrative action.

Due Process, Grievance and Appeal Rights

County Employee Rights

All applicable County employee due process, grievance and appeal rights remain in tact under this Policy and Procedures.

Represented County employees may grieve disciplinary actions according to the terms of applicable memoranda of understanding ("MOU") negotiated by the Department and the union representing said members. As such, these MOUs may require separate or additional procedures according to their respective terms.

Supervisors' and Managers' Responsibilities

Any supervisor authorized to conduct grievances shall promptly communicate, in writing, to the Executive Director of the County's Equity Oversight Panel and to the involved subject's Department Head the factual basis for any decision to modify the County Equity Oversight Panel's recommendation. Failure to do so may be cause for discipline.

Appeals To Civil Service Commission

County Employees also may appeal final determinations of discipline to the Civil Service Commission in accordance with the Civil Service Rules. The Department shall notify the Executive Director of the County's Equity Oversight Panel of a settled Civil Service Commission case.

COUNTY POLICY OF EQUITY PROCEDURES EXTERNAL COMPLAINT MONITORING

The County's Intake Specialist Unit, shall receive and process all external discrimination, harassment, and/or retaliation complaints. A Department in receipt of an external discrimination, harassment and/or retaliation complaint shall forward the complaint to the County's Intake Specialist Unit for processing. Where appropriate, the County's Intake Specialist Unit will forward the complaint to the County's Equity Investigations Unit for investigation and any required contact, communication and/or closure with the involved external entity.

COUNTY POLICY OF EQUITY PROCEDURES CONFIDENTIALITY

The County shall maintain all complaint-related information in confidence to the extent possible given the obligation to conduct a full and fair investigation. For more information concerning confidentiality, County employees should contact the County's Intake Specialist Unit.



County of Los Angeles

Employee Code of Conduct



Employee Code of Conduct

Acting Responsibly with Care and Integrity



MESSAGE FROM JOHN WICKER

Some of the very best places in Los Angeles County are found within our 179 County parks.

All of us at Parks are working hard to create patron opportunities for play, enlightenment and inspiration. Much of what we do serves to enhance the enjoyment and appreciation of our rich natural and cultural heritage as well as supporting outdoor and indoor recreational experiences. These experiences present patrons with healthy physical, mental and social opportunities that build community.

Public trust rests on the public's perception of us and we need to earn it every day. Your role as a member of the Parks team is critical to our mission. How we go about achieving our mission is most important with care and utmost integrity in all that we do and with respect for each other. It's about doing the right thing following the law, acting with integrity, treating each other with respect and stepping up to provide caring friendly service to everyone.

To help guide and align our behaviors as we make daily work decisions, this Code of Conduct describes Our Code Values, Guide to Good Decision Making and key Behavioral Hallmarks.

Use our shared values and this Code as guides whenever you have a question about the right thing to do. For additional guidance or if you ever think one of your co-workers may be falling short of our commitment, don't be silent. Your supervisor or our Human Resources wants to hear from you.

Thank you for joining me in our commitment to incorporating the values and principles of the Code into our important work within our communities.

John Wicker
Director

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OUR VALUES

Our values guide our behavior and collectively our behaviors determine how we are perceived. We say what is true and we do what is right.

TRUST AND RESPECT

Integrity: we will not lie, nor cheat, nor steal, nor tolerate those who do.
All interactions should build trust.

Respect/Positive Environment: we treat fellow workers and patrons with respect and do our utmost to create a workplace free of harassment, intimidation, bigotry, and discrimination.

Behaving Professionally: we apply and maintain current expertise to assigned duties, and to maintain positive interpersonal relationships.

Teamwork and Collaboration: we act in a cooperative manner with groups and other individuals as a member of a cohesive team.

SERVICE

Service Oriented and Caring: we provide interested, engaged, friendly, receptive, courteous service to everyone.

Accountability: we take accountability for actions, decisions and results instead of deflecting or blaming and can be counted on to meet deadlines.

Behaving Professionally: we apply and maintain current expertise to assigned duties, and to maintain positive interpersonal relationships.

Responsiveness/Take Initiative: we take the initiative to step forward when patrons could be better served.

RESOURCES AND RISK

Safe Workplace: we are committed to a violence free workplace.

Drugs and Alcohol: substance abuse is incompatible with the health and safety of our employees.

Fiscally Responsible: we are committed to prudent use of personnel, time, property, equipment and funds.

PREFACE

The Department of Parks and Recreation Code of Conduct is one of the ways we put our core values into practice. Our values were validated through an all employee survey in which participants were asked to rate the importance of values. The code and all relevant County and Department policies apply to all Parks employees including managers and executives.

Each of us is responsible for adhering to the values and standards set forth in this Code, for compliance with relevant County and Department policies. Violations of the Code may result in a variety of corrective actions and may result in disciplinary action up to and including discharge. Understanding the code provides necessary guidance in our daily work.

No guidelines, no matter how detailed, can possibly anticipate all of the issues we may face on the job. That is why there are additional resources we can access when we have questions about conduct. This Code of Conduct is not an exhaustive description of all policies and standards. Throughout the Code, you will find answers to real questions raised by staff.

Some sections or topics may be more relevant to certain functions or agencies within the Department than to others. The Department has provided resources to help address specific issues within an operation. However, our values and standards are universal. We strive to hire great people, provide great services to our communities and promote trust and mutual respect among employees.

If your questions are not fully addressed by the Code or policy resources accessed via the intranet (<http://parks.lacounty.gov>) your next step should be to discuss your questions with your manager. Other resources are also available including Department of Parks and Recreation Human Resources, Department of Parks and Recreation Management Services, County Equity Oversight Panel, Auditor-Controller, Department of Human Resources, Office of Public Integrity, Office of County Investigations, Inspector General and Executive Office of the Board of Supervisors.

There are additional resources available depending upon the issues. You can seek out resources when you need clarification of policies, need help dealing with "gray areas" or when you are concerned about possible violations or our standards, laws or policies.

DECISION TEST

The Decision Test is a set of criteria you can use to help determine the appropriate course of action.

Ask yourself:

- Is it legal?
- Does it comply with the letter of our Code and policies?
- Does it comply with the spirit of our Code and policies?
- How would it look in the newspaper or in the media?
- Would it appear to be improper or make you feel embarrassed or reflect poorly on the Department and the County?

If you are unsure about what to do, in most cases the best initial resource to consult is your Manager. In addition, Department of Parks and Recreation Human Resources and Management Services can assist you in finding a solution to your particular conduct, concern or issue.





Stop Think & Act Responsibly

Our Work Decisions

Use the "STAR" method to make work decisions: **Stop**, **Think**, and **Act Responsibly**.

Apply Department of Parks and Recreation's values to all work decisions. Deal fairly with patrons, contractors and employees. Don't take unlawful advantage of anyone through manipulation, concealment, abuse of privileged information, misrepresentation of material facts, favoritism or any other practice involving unfair dealing.

Never knowingly violate laws, regulations, policies, standards or procedures, even if you think doing so would lower costs, increase funding, or satisfy a patron or political interest. Make yourself aware of the requirements associated with your job. Your supervisor can't order you to take an action that intentionally violates this Code, a law, a regulation, or a County policy, standard, or procedure.

Ensure your decisions and actions do not give the appearance of impropriety.

Consider how your actions and decisions will be perceived by others. If you're unsure, ask for other opinions.

Use this decision-making checklist:

- Have I verified the significant facts?
- Is it legal and ethical, and does it meet our internal requirements?
- Will my actions impact public or employee safety?
- Have I made a decision that feels right and is fair and just?
- How would it look in a newspaper or on the Internet?
- Could I explain it to my parents or children?
- How would my decision or actions be judged by others?
- Will I feel comfortable with my decision?
- If I'm not sure of something, have I asked for advice?

NO RETALIATION: A “SAFE TO SPEAK UP” CULTURE

Employees who raise concerns help the Department correct problems early. The Department prohibits retaliation against any worker here at Department of Parks and Recreation who reports in good faith or participates in an investigation of a possible violation of our Code or policy. Raising a concern in “good faith” means you have made a genuine effort to provide honest and accurate information even if you are later proven to be mistaken. The fact that an employee has raised concerns in good faith or has provided information in an investigation cannot be the basis for denial of benefits, discharge, reduction, suspension, threats, harassment or discrimination. Employees and managers who work with those who raise concerns should continue to treat them in a courteous and respectful manner and should not engage in behavior that might alienate or intimidate.

MANAGERS

Managers are responsible for creating and sustaining a safe to speak up culture that makes it easy to raise concerns about possible misconduct and issues that may impact the reputation of the Department and the County. Open communication between managers and employees is essential to foster a safe to speak up culture. Actions managers can take include:

- **REGULARLY** discuss the Department’s mission, values and Code standards at tailgate or team meetings.
- **BE** accessible to employees and reaching out to invite open communication.
- **PERIODICALLY** remind employees to bring possible concerns forward to their manager or to another Department resource such as Human Resources or Management Services.
- **SUPPORT** employees who choose to consult other County resources or their union instead of coming directly to you.
- **ENSURE** you have enough time to adequately hear employee concerns and listen actively.
- **DO NOT** become defensive or attempt to cut off the discussion or defend the Department or an individual before having heard all the facts.
- **ASK** for clarification and additional information and document what you heard and the actions you take.
- **DO NOT** feel you need to give an on the spot response.
- **REMIN**d the employee that the Department takes reports of misconduct very seriously and that appropriate people will address the matter.
- **ASSURE** the employee you will get back to him or her and do so in 30-day intervals even if no new information is available.

EMPLOYEES

Raising concerns requires courage and integrity. Here are some tips for employees on how to discuss your concern with your management:

- **SCHEDULE** a specific time with your manager or another Department or County resource to discuss your issue.
- **DISCUSS** your issue calmly and professionally.
- **HIGHLIGHT** risks to the Department and the potential impact of the particular misconduct.
- **ACKNOWLEDGE** that you may not have all the pertinent information or facts.
- **THANK** the manager or receiver of your report for their time and attention to the issue.

When you honestly and truthfully raise a concern, you help protect the Department, your workplace and ultimately your coworkers and yourself. By speaking up, you become a partner in doing the right thing. If you believe you have experienced retaliation, please contact Department of Parks and Recreation Human Resources.

Please note that the Department reserves the right to discipline anyone who knowingly makes a false accusation, provides false information to the Department or its investigators or has acted improperly or maliciously. Under Los Angeles County Policy, Procedure Guideline 910, employees are also required to fully cooperate in an Administrative Investigation and are exposed to potential discipline for obstructing, delaying or failing to do so.

Many employees who raise concerns are particularly sensitive to perceived slights or perceived retaliation following a report or complaint. It is imperative that the manager continues to treat the employee with dignity and respect including:

- **EVALUATE BASED** on actual performance.
- **PROVIDE** meaningful assignments.
- **SHARE** information needed to get the work done.
- **INVOLVE** in social functions.
- **TREAT** with courtesy and the same way as before.
- **REINFORCE** the positive action of coming forward.



CONFLICT OF INTEREST STANDARDS:

Close Friends, Romantic Relationships and Relatives, Appearance of Favored Treatment and Reporting Relationships

Avoid participating in a potential or existing management reporting relationship or business relationships with a nexus to your County employment involving your relatives, spouse or significant other, romantic partner(s) or close friends. This includes being the hiring or examination interviewing manager for a position for which a relative or close friend is being considered or representing the Department to a company or organization associated with your spouse, significant other, close friend or romantic partner.

Such relationships in the workplace can interfere with judgment, create employee morale issues, lead to claims of conflict of interest and the appearance of impropriety.

Just because a relative, spouse/significant other or close friend works at Parks doesn't mean there is a Conflict of Interest. The right thing to do to avoid these problems and foster a positive workplace is to promptly and sufficiently report in writing to Human Resources any relative, spouse/significant other or close friend or romantic partner seeking employment with or employed by the Department. Also ensure the Department Director or Chief Deputy concurs in writing if you are allowed to remain in a reporting relationship or situation that could be perceived as favored treatment.

Los Angeles County Parks and Recreation Policy (Policy) PM 102 further defines various familial legal relationships as within the scope of "conflict" by their existence and link to current employee. The Department has an Acknowledgment and Disclosure Form for your completion and signature. The policy calls on covered employees to disclose their relationships. PM 102 permits familial relationships with the approval of the Executive Team.

The policy empowers the Department to separate employees who may present a potential liability to the Department, to pursue discipline or other corrective action with employees who conceal their relationships, and also create a standard for which the Department can avoid the appearance of impropriety.

Generally, staff should avoid entering into a situation that may create a conflict of interest or the appearance of impropriety or favoritism. If staff finds themselves in a situation that may create a Conflict of Interest or the appearance of a Conflict of Interest, it is always a good idea to review the situation with the Deputy Director or Management Services or Human Resources. Finally, it's important to understand that as circumstances change, a situation that did not previously present a conflict may present one. A supervisor bears an affirmative responsibility for sustaining a positive workplace environment free from favoritism and one which is conducive to the professional growth of all employees.

A supervisor must be regarded as trustworthy and fair for such an environment to exist. It is important to understand that even when arrangements have been made to minimize conflicts of interest regarding particular employment-related decisions, it is more difficult for a supervisor to be fair when a close relationship exists with an employee. Disruption to the workplace can occur when a family member or relative is known to exist or a close personal relationship exists but cannot be discussed openly.

Supervisors should also understand that even consensual romantic relationships in the workplace pose substantial risk of allegations of sexual harassment or favoritism when supervision is involved. There is also the risk of personal exposure to liability when the relationship sours.

Dating between co-workers in the same Agency is not prohibited as long as neither holds a supervisory position. Such relationships are to be handled in a professional manner and will not be allowed to compromise the efficient operation of the Department or service to our patrons. Displays of affection, touching and any other conduct that would not occur between non-involved professional co-workers at the workplace are inappropriate and may lead to disciplinary action.

Employees in a supervisory capacity are expected to refrain from dating an employee who works in the same Agency. Such relationships undermine fairness and have the potential to result in legal liability. All MAPP managers are strongly discouraged from dating an employee who works within the Department. All supervisors and above have a duty to report such relationships to their manager or Assistant Director within ten days of commencement of the relationship. Any manager so informed must also report it immediately to the Chief Deputy or Department Director and the Departmental Human Resources Manager.

Some non-supervisory staff functions have responsibilities that require heightened objectivity and/or access to sensitive employee information or financial data. Accordingly, employees in Human Resources, Information Technology, and Management Services should not date co-workers regardless of the absence of a supervisory relationship. In addition, employees of Budget and Fiscal Services should not date any field operations employee with related responsibility in any Agency.

Finally, romantic or sexual relationships between co-workers, depending on the work roles and respective positions of the co-workers involved, can create an actual or apparent conflict of interest. If a romantic relationship does create an actual or apparent conflict, it may require changes to work arrangements or a transfer to another location or separation from employment of either or both of the individuals involved.

Disclosure Form: Employment of Family Members

Department Policy PM 102 requires disclosure by all employees of family members or relatives employed in Parks and so the following disclosure form is provided. Managers must review the disclosure form with the affected employees and confirm that no potential for favoritism or conflict of interest exists. All requests for a waiver for a relationship that presents the appearance of a potential conflict must be approved by the Department Director or designee.

Disclosure of Family Member or Relatives Employed or Prospectively Employed by Department of Parks and Recreation

This form is to be completed by any staff member who has a family member or relative employed or seeking employment with the Department. A copy of the completed and signed form is to be stored in the staff member's personnel file in Human Resources. Staff members are expected to promptly report relatives as defined in the policy and review the record annually during the performance evaluation process

STAFF MEMBERS DISCLOSURE OF RELATIVES EMPLOYED BY DPR:

Please complete your answers in block letters.

I, (Insert full name, employee number) _____

Of (Insert unit) _____

Hereby declare the following family member(s) or relative(s): _____

If applicable: describe the nepotism mitigation plan (attach separately if appropriate):

By signing this disclosure, I also agree to:

- update this disclosure throughout the period of my employment with the County of Los Angeles Parks and Recreation on an annual basis or until such time as the conflict ceases to exist;
- co-operate in the formulation of a "nepotism mitigation plan" as required;
- Comply with any conditions or restrictions imposed by the Department to manage, mitigate or eliminate any actual, potential or perceived conflict of interest under PM 102.

Signed: _____

Date: _____

I, (insert full name) _____

have reviewed the disclosure and plan where applicable*:

(*delete as appropriate)

- Believe that a plan to manage the conflict of interest is not required and that no further action is necessary in relation to this matter.
- Believe that the plan outlined in the disclosure will mitigate or remove the Conflict of Interest but will continue to monitor the situation.
- Cannot adequately resolve the Conflict of Interest with the staff member concerned and have referred the matter to the Director or Chief Deputy for resolution.

Deputy Director's Signature: _____

Date: _____

REVIEW BY DIRECTOR:

I, (insert full name) _____

have reviewed the Conflict of Interest Disclosure (and plan) and have taken the following action in relation to this matter: _____

Director's Signature: _____

Date: _____

BRINGING ILLEGAL WEAPONS IN THE WORKPLACE: SAFE WORKPLACE

We are committed to a violence free work environment and will not tolerate any level of violence or threat of violence in the workplace. Under no circumstances should anyone bring illegal weapons to work. ALL employees who become aware of a violation of this standard are required to report it immediately to the Police, the Office of Security Management and Human Resources. A Security Incident Report is required as well. In case of potential violence, contact the police and tell your supervisor

DRUGS AND ALCOHOL, SUBSTANCE ABUSE

Substance abuse is incompatible with the health and safety of Parks' employees and the public so we don't permit it. Use of non-prescription drugs and or alcohol at work may lead to impaired performance or inappropriate behavior, endangers the safety of others or violates the law or safety regulations. Illegal drugs at our facilities or at sponsored events are strictly prohibited. Consumption of alcohol is discouraged at Department sponsored employee events and celebrations and if permitted, participants are to use good judgment. Never drink in a way that leads to impairment.

If a manager has a reasonable suspicion that an employee's appearance, behavior or speech are likely symptoms of adverse employee performance and risk to the safety of the employee or others or the employee engages in conduct unbecoming a County employee, the manager may request an alcohol and drug screening test. Refusing a test exposes the suspected employee to discipline based on the refutable presumption that he was under the influence at the time he was ordered to take the test. Resources on reasonable suspicion drug and alcohol testing are available from Department of Parks and Recreation Human Resources and online at the County intranet site.





RESPECT AND EQUITY

Our Department aspires to be a great place to work as well as a great source of recreation, play and cultural experiences for our patrons.

Therefore, we are committed to a workplace culture that is free of harassment, intimidation, bias and discrimination in violation of the County Policy of Equity. The policy of equity applies to conduct in the workplace and other work related settings such as off-site work related events with a nexus to the workplace. It also extends to the use of communications systems or equipment in the workplace. Each employee is expected to do his or her utmost in both actions and words to create a respectful workplace. Discrimination, sexual harassment, unlawful harassment, retaliation and inappropriate conduct toward others based on a protected class status are absolutely contrary to the values of the Department and the County and are also illegal under local, state and federal law. As a preventive measure, the Department and the County will not tolerate inappropriate conduct toward others based on a protected class status even if the conduct does not meet the legal definition of discrimination or harassment.

All employees are responsible for cooperating fully in any administrative investigation. ALL Supervisors and above have an affirmative duty to report potential Equity violations promptly and diligently. Any failure or delay may violate the Policy. Supervisors and Managers are also required to actively monitor the work environment, take immediate action to stop conduct that potentially violates equity and immediately report any potential violations using the CEOP online reporting system. Additional resources are available through DPR Human Resources or call (855) 999-CEOP or (213) 974-9868. Equity will promptly assess all complaints.



County of Los Angeles

Daily Tasks



DRINKING FOUNTAIN MAINTENANCE

- Maintain all interior and exterior drinking fountains by cleaning and disinfecting daily.
- Inspect for operability and report any clogs and/or damaged drinking fountains.

GRAFFITI REMOVAL

- Graffiti eradication and control shall be included in all surfaces to the following areas as noted; All exterior wall surfaces, Park signs and park fountains, wooden bridges, play structures, picnic pavilions, patios, tables, slabs, restroom and comfort stations, County service yards and buildings, concrete and block walls, concrete walks throughout the park, curbs in parking lots and on streets and drives, trash barrels, doors, other surfaces within the park, park offices, meeting rooms, and storage rooms.
- Appropriate surface preparation shall be made on painted walls, and paint applied shall be the exact shade of color as existing paint.
- Clean and sanitize all walls, boards, cupboard doors, stoves, dispensers, sinks and food preparation surfaces.
- Thoroughly clean, wet mop and disinfect floors taking care to clean corners and around other obstacles.

INTERIOR BUILDING MAINTENANCE

- Interior building included, but not limited to, multi-purpose rooms, recreation offices, stages, gym, all restrooms, dressing rooms, patio behind kitchens, all exterior restrooms, maintenance offices, sheds, and utility offices.
- Pick-up debris, trash, and remove cobwebs and other foreign materials from doors, walls, ceilings, partitions, vents, etc.
- Dust counter tops and other horizontal surfaces.
- Remove, empty, clean and disinfect all trash receptacles.
- Stack chairs on tables and clear floor area.
- Inspect and replace burnt out lights and tubes.
- Removal all graffiti using graffiti removal materials, scrubbing techniques or paint when applicable.
- Clean doors, door frames, light switch, kick and push plates and handles.
- Clean and disinfect top and side of drinking fountains and scrub and dry fixtures.
- Sweep and dust mop floors taking care to clean corners and around obstacles.
- Spot mop around entryways and all stains and spills.
- Replace chairs, tables and containers, etc.
- Deodorize room.
- All areas shall be left clean and free, streaks, stains, film, debris, water spots and odors.
- Thoroughly vacuum carpeted floors, taking care to clean corners and around obstacles.
- Clean and disinfect all furniture including desks, chairs and tables.
- Dust all exposed cabinets, bookcases, shelves and legs.
- Empty, clean and sanitize all kitchen trash containers.
- Thoroughly mop and disinfect kitchen floor, taking care to clean corners and around other obstacles.
- Inspect and refill all Kitchen Dispensers.
- Wash and sanitize all kitchen walls, splash boards, cupboard doors and dispensers.
- Clean and sanitize stoves, ovens, refrigerators, other appliances and food preparation surfaces.
- Sweep and dust wood floors and tile with a dust mop daily, seven (7) days per week.
- Spot clean and remove foreign material from the wood floors daily as necessary. Damp mop to remove spills and soiled spots only.
- Buff the wood floors with a No. 2 wool pad or equivalent.

LITTER CONTROL

- Complete policing and litter pick-up to remove paper, rocks, glass, trash, undesirable materials, including fallen tree branch(es) and other accumulated debris upon hard surfaces, developed, bare and undeveloped areas to be maintained, including but not limited to: walkways, roadways, service yards, between and around planted areas, steps, planters, drains, stream beds, areas on slopes, catch basins, play equipment, sand areas and turfed areas.
- Complete policing, litter pick up and supplemental hand sweeping of parking lots corners and other parking lot areas inaccessible to power equipment shall be accomplished to ensure a neat appearance.
- Complete removal of floating debris and litter in lakes and /or streams.
- Litter pick-up shall be completed as early in the day as possible, but in no case later than 10:00 am.
- Trash cans and any other large materials placed into lakes or streams shall be removed.
- Submerged debris within the incline of the lake shall be removed daily.

Litter picked up on site shall be placed in trash bins and not in trash containers.

PICNIC AREA MAINTENANCE

- Inspect for safety tables, benches, brazier, fireplaces, fire rings, sinks, and food preparation surfaces, including shelters.
- Empty trash containers, including shelters.
- Remove litter, including shelters.
- Spot clean and disinfect tables, pads, benches, including shelters.
- Clean braziers, fire rings, and in and around picnic appurtenances by removing ashes, partially burned charcoal, garbage, debris and left-over food.
- The entire picnic area, including shelters, shall be kept free of broken glass, cans, pop-tops, paper, etc.

PLANT CARE AND MAINTENANCE

Plant care and maintenance can be divided into four main tasks:

Watering, Trimming, Pest Control and Fertilizing.

Watering:

- Initial watering after plants are installed is crucial, as well as the ongoing watering management. Remember not to over water by checking the soil conditions at the base of the plant prior to watering to determine if moisture is present. Be sure to consider recent weather activity that may have provided plant moisture.
- Check foliage condition because if too much water is being received the foliage may be yellow. This applies to deciduous shrubs and evergreen shrubs and trees as well as annuals.
- After initial watering, plants need to be monitored for moisture, pests, growth, and nutrient deficiency. This can easily be accomplished by regular inspections. Weekly inspections will show if a plant is in need of more or less water. It will also show if the plant is under stress due to a pest, or in need of some nutrients. If a plant is not growing at a normal rate, it may be a sign of poor soil and a fertilization program needs to be developed.

Trimming:

- If a plant is growing well, but is interfering with the growth of other plants or growing over surface where there is traffic, a good trimming schedule needs to be implemented. This applies mostly to trees and shrubs. Keep in mind, a good plant selection is key for minimal pruning and trimming. Trimming consists of removing all dead, dying and diseased branches. Trimming may also consist of hedging for a formal look.

Pest Control:

- There are many ways to control pest control by using various herbicides, fungicides and pesticides. Please note, that any use of these products needs to be done by a Chemical Agriculture Sprayer's direction and obtain a

written recommendation for a Pest Advisor if the products are considered to be restricted. Also, please note that in order to use these products, one must know what the pest is and should be marked on the label of each product.

Fertilizers:

One of the best ways to combat pest is to ensure that that plants are healthy and growing. The first thing that should be done is to have the soil tested for soil type, moisture content and nutrient ratio. These tests are usually performed by a certified lab, which can tell you which micro nutrients and macro nutrients are deficient and how to replace them with the use of fertilizers. Fertilizer can be spread in granular form, liquid form or natural ways such as mulching. Please see fertilizers tailgate for information.

RAKING

- Accumulation of leaves shall be removed from all landscaped areas including beds, planters and turf areas under trees and placed in appropriate trash bin(s).
- Please utilize burlaps to collect leaves and dispose in bins. All though rash bags can be used, every effort shall be used not to collect green waste. Keep in mind that trash bags don't degrade rapidly and prevents green waste to properly release nutrients to the soils.

RESTROOM CLEANING

All Restrooms shall be cleaned thoroughly once per day in accordance with the following tasks and all tasks shall be completed and restrooms opened for public use prior to 8 a.m. In addition, restrooms shall be checked at approx. 10:30am and 2:00pm for cleanliness and stocking. Additional cleaning past 2:00 pm may be required based on need of facility/program.

- Pick up debris and trash, then sweep floor. Removed articles are not to be swept outside of the restroom.
- Empty trash and napkins receptacles and replace liners as needed.
- Check and refill all dispensers as needed.
- Replace burnt out light bulbs inside restrooms and security lights outside.
- Remove graffiti using removal materials or other scrubbing techniques.
- Remove spitballs, cobwebs, and other foreign materials from doors, walls, ceiling, partitions, vents, etc.
- Do high and low dusting of ledges, tops of partitions, etc. using a dampened cloth or other device.
- Disinfect the inside of urinals and toilets.
- Disinfect the top and bottom of toilet seats, fixtures, and surfaces of and surrounding each fixture.
- Disinfect stall walls and other areas where hands are normally placed. Clean doors and door frames.
- Disinfect around urinals under sinks, around drains, and other areas where bacteria might breed.
- Disinfect sinks, dispensers, receptacles, trash containers and surrounding walls.
- Clean mirrors.
- Scrub sinks and wipe dry. Use small scrub brush to clean corners, cracks and narrow areas.
- Scrub inside surface of toilets/urinals; be sure to scrub upper lip. Do not flush.
- Scrub outside of toilets, urinal, and rear wall.
- Wipe toilet seats, toilet bowls, urinals, and fixtures until dry.
- Spot clean walls; scrub hand prints, etc. from walls and partitions; wipe dry.
- Disinfect and mop floors; ensure corners, drains, areas around toilets, and feet of partitions are thoroughly cleaned with no accumulation of dirt or other matter. Leave floor as dry as possible.
- Wipe off cove base and remove mop strands caught around posts, etc.
- Replace receptacles and trash containers following their cleaning.
- Deodorize the restrooms.
- Immediately notify supervisor of any irregularities or hazards.
- Report running water, broken fixtures, or clogged sewer lines that cannot be normalized or isolated to supervisor; lock restroom.
- Remove graffiti from outside of the restroom building and wash off any dirt clods, mud, or foreign material.
- Clean top and sides of drinking fountains outside of restrooms; clean drains.
- Disinfect drinking fountains, scrub fixture, and dry it.

- All areas are to be left clean and free of streaks, stains, film, debris, water spots, and odors. All fixtures shall be clean, including piping.
- Make sure that supplies are in their appropriate dispensers and in adequate amounts to meet demands.
- All leaking fixtures, clogged drains, stopped up or damaged basins, toilets or urinals, and damaged or inoperable lighting fixtures that cannot be repaired by the following are to be reported to the supervisor: a) tightened to stop leaks; b) unclog by using a plunger or short snake.

SWEEPING

- Walkways, steps, hard court areas, picnic pads, picnic shelters, and patios shall be cleaned including but not limited to; the removal of all foreign objects from surfaces such as gum, grease, paint, graffiti, broken glass, etc.
- Methods of sweeping of designed areas can require one or all of the following: power pack blowers, vacuums, brooms, push blowers.
- Power equipment usage shall not be used prior to 7:00 am.
- Supplemental hand sweeping of parking lot corners and other parking lots are required in those areas inaccessible to power equipment.

Sweeping operation of the hard-court areas, including but not limited to tennis courts, in conjunction with washing shall not be performed on the same day. One operation shall be performed at the beginning of the week and the other operation at the end of the week. (i.e. Sweeping performed on Monday or Tuesday and washing performed on Thursday or Friday).

TRASH CONTAINER

- Exterior trash containers shall be emptied prior to 10:00 am and all materials shall be placed in appropriate trash bin(s).
- Receptacles shall be conveniently located for public use and returned daily to such locations if the receptacles are displaced by third parties.
- Containers or related appurtenances shall be cleaned and painted to avoid concentrations of insects and not detract from the overall appearance of the area.
- Containers shall be painted and stenciled as needed.
- Containers shall be fifty-five (55) gallon drums.



County of Los Angeles

Weekly Tasks



IRRIGATION SYSTEM OPERABILITY

AND TESTING -OPERATION

- To insure the operability of the irrigation system, staff shall cycle controller(s) through each station manually and automatically to check the function of all facets of the irrigation system and report any damage or incorrect operation.
- During the testing, staff shall:
 - Adjust all sprinkler heads for correct coverage, to prevent excessive runoff and/or erosion and to prevent the spread of onto roadways, sidewalks, hard surface areas and private property.
 - Unclog heads and flush lines to free lines of rocks, mud and debris.
 - Record and report all system malfunction, damage and obstructions to the Plumbers shop and take corrective action.
 - Replace or repair inoperable irrigation equipment identified as staff's responsibility.
 - In addition to regular testing, all irrigation systems shall be tested and inspected as necessary when damage is suspected, observed or reported.
 - Repair/replace malfunction sprinkler heads within one (1) watering cycle.
 - Correct malfunctioning irrigation system and equipment that are identified as Staff's responsibility within two (2) hours of identification or following verbal notification.
 - Control the irrigation system during inclement weather conditions and limit the use of water concurrent with the weather situation.

PICNIC AREA MAINTENANCE

- Scrub and disinfect all braziers, fire rings and grills. Clean and disinfect tables, pads, benches, walls, splash boards, cupboard doors, stoves, dispensers, sinks, food preparation surfaces and trash containers. Remove all tacks, staples, strings and other objects.
- Clean, wet mop and disinfect interior floors.

RESTROOM CLEANING

The following tasks are to be performed on a weekly basis prior to commencing the daily tasks:

- Use a plunger, lower water levels below waterline; use a bowl cleaner to descale and dissolve water rings on urinals surfaces and under the flushing rim; allow bowl cleaner to soak for 20-30 minutes. Do not flush.
- Following the soaking period, scrub the bowls and urinals to remove deposits and strains; flush the toilets and urinals.
- Scrub underneath sinks and disinfect. Disinfect and wipe dry all partitions, doors, door frames, metal plates, handles and hinges.
- Scrub and clean all base molding and “hard to get” areas.
- Use only materials that are not caustic or damaging to the fixtures
- Clean all light fixture covers.

WASHING

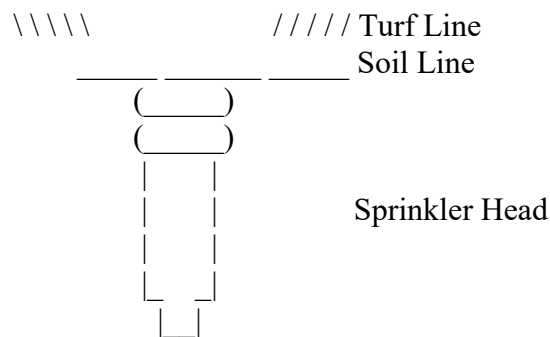
- Washing operation of the hard-court areas, including but not limited to tennis courts, in conjunction with sweeping shall not be performed on the same day. One operation shall be performed at the beginning of the week and the other operation at the end of the week. (i.e. Sweeping performed on Monday or Tuesday and washing performed on Thursday or Friday); twice per week
- Picnic table pads, shelter, patios and designated hard surface areas shall be thoroughly washed (cleaned) to remove accumulated materials.
- Patio areas used for food service shall be washed (cleaned) to remove accumulated materials before 10:00 am.

WATER AND IRRIGATION CONTROL

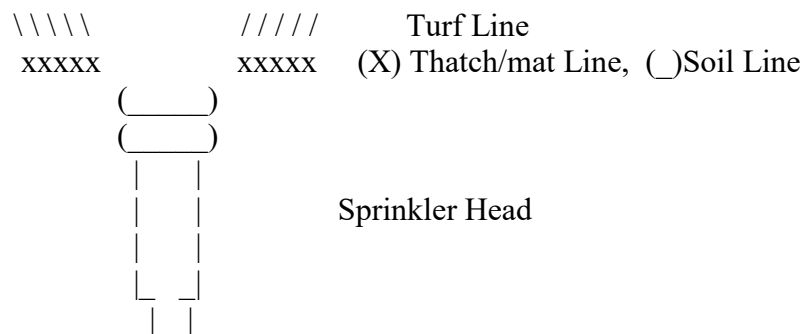
- Since water requirements by plants vary according to the season and a particular year, extremely close attention shall be paid to the demands of the plants as influenced by their exposure to sun, wind, shade, and location in the individual planters. The variation in the size of plants installed as well as the varieties shall be taken in consideration. All landscaped and turf areas shall be irrigated as required to maintain adequate growth and appearance with a schedule most conducive to plant growth. The delivery of adequate moisture to the landscape areas shall include, but not be limited to: hand watering, operation of manual valves, proper utilization of automatic controllers, and the bleeding of valves.
- To provide adequate soil moisture, consideration must be given to the soil conditions, humidity, minimizing runoff and the relationship of conditions which affect day and night watering. This may include day time watering during freezing weather to prevent icy conditions and manual operation of the irrigation system and/or hand watering with portable sprinklers during periods of windy or inclement weather. A soil probe shall be used to a depth of (12) inches to determine the water penetration by random testing of the root zones.
- Watering shall be regulated to avoid interference with any use of the facility's roadways, paving, walks, or areas as designated for scheduled special events.
- In the areas where wind creates problems of spraying water onto private property or road right-of-ways, the controllers shall be set to operate during the period of lowest wind velocity which would normally occur at night or early morning hours.
- Irrigation system will be controllers in such a way as not to cause any excessively wet or "waterlogged" areas which could interfere with the ability to mow all turf. "In lawn" trees and other planting shall be protected from overwatering and run-off drowning
- New turf (up through the sixth mowing shall be watered immediately after mowing. Well established turf shall not be watered for at least four (4) hours after mowing.
- All ground cover areas shall be watered as needed to maintain a healthy condition, with appropriate care being taken not to over water in shady areas.
- All lead personnel shall be responsible for the operation of the automatic controllers, valves, and sprinkler heads in managing the overall irrigation water delivery system of the area. All irrigation systems shall be regularly inspected and tested in accordance with the specifications and frequencies specified herein.
- All lead personnel shall insure that all personnel working on the irrigation system are fully trained in all phases of landscape irrigation systems and can easily identify and isolate problems and perform the proper testing and inspection of irrigation system and the maintenance of the sprinkler heads. The knowledge of landscape irrigation system shall include, but not limited to the operation, maintenance, adjustment and repair of said systems and their components.
- All lead personnel are responsible for maintenance for the irrigation system by performing the following tasks;
 - Monitoring all irrigation controllers,
 - Inspection and reporting of irrigation system status,

- Adjusting and cleaning of sprinkler heads (may require the removal of the sprinkler head for this function),
- Locate, remove and replace sprinkler heads for optimum coverage,
- Replace all nipples, caps, plugs, elbows, couplings, etc. as needed,
- Replace all risers and swing joints due to normal wear,
- Flushing irrigation pipelines following repairs and replacements,
- Replacement of valve box and covers due to normal wear,
- Following the repair or exchange of sprinkler heads in turf areas, the sprinkler heads shall be returned to grade per the following illustrations:

1. Standard sprinkler head installation without consideration for the thatch and mat accumulation.....



1. Standard sprinkler head installation with consideration for the thatch and mat accumulation.....



- Provide 1" X 1 ¼ "inch angle iron, 30 inches in length for supporting risers on slopes and in beds.
 - Provide ½" worn drive clamps for securing risers to stake.
- The Plumber Shop is responsible for the following components of the irrigation system: quick couplers, remote control valves, gate valves, automatic controller repairs, and backflow devices.
 - Replacement of all irrigation components shall be completed with-in twenty-four (24) hours upon receiving the component.

- Replacement of irrigation components that are identified shall be completed within one (1) watering cycle of determining damaged or inoperable irrigation component.

WEED REMOVAL

- All grass-like type weeds, morning glory or vine-weeds types, ragweed or other underground spreading weeds shall be kept under strict control.
- Methods for removal of weeds, can incorporate one or all four of the following; hand removal (mechanical), cultivation, chemical eradication and mulching.
- Removal or control all weeds and grasses from the following areas: beds planters, walkways, ball diamonds, hard courts, picnic pavilions, drainage areas, play areas, patios, expansion joints in all hard surface areas, driveways, roadways, parking lots, drainage areas, slopes and hillsides, bare areas, undeveloped areas.
- Remove all weeds, mechanically, from shrub beds, planters and other cultivated areas.
- Weeds treated with a contact weed chemical shall be left in place for a minimum of seven (7) days.

Cultivation

- Cultivate beds and planter areas to ensure a neat appearance using appropriate equipment designed to loosen the soil to a depth of three (3) inches. Care shall be taken so as not to disturb plant materials, or their roots in accomplishing this operation.



County of Los Angeles

Monthly / Quarterly Tasks

PRUNING AND HEDGING

- Maintain trees to achieve a seven (7) foot clearance for all branches within the developed park area and fourteen (14) foot clearance for branches overhanging beyond curb line into paved section of roadways and hiking and riding trails. Prune all plant materials where necessary to maintain access and safe vehicular and pedestrian visibility and clearance and to prevent or eliminate hazardous situations.
- Shear fence lines to limited growth to just outside of chain link fabric.
- Trim designated formal plant materials to maintain formal hedges and topiary work.
- All dead, diseased and unsightly branches, vines or growth or other growth shall be removed as they develop. All groundcover areas shall be pruned to maintain a neat edge along planter box walls.
- Damage trees shall be staked and tied within twenty-four (24) hours. Replacement stakes or new staking shall be completed within (5) days.
- Remove and replace in appropriate trash bin(s) all clippings the same day.
- Shrub and Tree Care/Pruning
- Tree pruning shall be performed with the intent of developing structurally sound trees, symmetrical appearance with the proper vertical and horizontal clearance as follows:
 - All trees shall be trimmed, shaped and thinned.
 - All dead and damaged branches and limbs shall be removed at the point of breaking.
 - All trees shall be trimmed to prevent encroachment on private property.
- Prune shrubs to encourage healthy growth habits and for shape in order to retain their natural form and proportionate size. Restrict growth of shrubbery to area behind curbs and walkways and within planter beds by trimming. Under no circumstances shall hedge shears be used as a means of pruning.
- Pruning Procedures
- Rapid healing of pruning wounds is dependantdependent upon where the cut is made when removing limbs. Never Leave Short Stubs. Some trees produce a corky ring of growth where the limb originates. The pruning cut should be toward the outside portion of this "Collar". If a tree does not produce this characteristic collar, then make the cut flush of the limb where it is growing.
- All limbs 1 ½ "or greater in diameter shall be undercut to prevent splitting.
- All limbs shall be lowered to the ground using a method which prevents damage to the remaining limbs.
- All cuts exceeding ½" shall be treated with an appropriate three heal compound.

- All equipment utilized shall be cleaned, sharp and accessible designed for tree pruning.
- Climbing spurs shall not be used.
- Pruning Criteria
 - The initial step of pruning shall be the removal of all deadwoods, weak, diseased, insect infested and damaged limbs.
 - All trees shall be pruned for vertical and horizontal clearance. Such clearances are: seven feet (7') for pedestrian areas and walkways; fourteen feet (14') for vehicular roadways.
 - All crossed or rubbing limbs shall be removed unless removal will result in large gaps in the general outline. Limbs should extend alternately from the trunk on 12" or 24" spacing.
 - All trees shall be thinned of smaller limbs to distribute the foliage evenly.
 - All trees shall be trimmed and shaped to provide a symmetrical appearance typical of the species.
 - All suckers and sprouts shall be cut flush with the trunk or limb.
 - No stubs will be permitted.
 - All structural weakness such as split crotch or limbs, diseased or decayed limbs, or severe damage shall be reported to tree crew.
 - Special emphasis shall be placed upon public safety during pruning operations, particularly when adjacent to roadways.
 - All trimming and debris shall be removed and disposed of offsite at the end of each day's work.
 - All trees which are downed by either natural or unnatural causes shall be removed and disposed off site. Where possible stumps shall be removed to 12 inches below grade and wood chips removed and hole backfilled to grade.

SERVICE YARD AND STORAGE AREA CLEANING

- Cleaning and sweeping of service yard and storage shall be performed once per month.
- Removal of undesirable materials accumulated debris and unusable equipment as needed.

SWALES AND DRAINS

- All swale and drains shall be maintained in an operable condition and free of siltation and debris so that water will have an unimpeded passage to its outlet, by performing the hereinafter specified operations and their entire work incidental thereto.
- Swales shall be inspected and kept clear of all silt, debris and litter.
- Drains and collection boxes shall be cleaned and cleared of all debris.
- Drain grates shall be inspected to restrict hazards. All hazards shall be immediately reported of any broken or missing grates, and secure same to keep the area safe for public use.

TOOL CLEANING

- Blow off, wash and wipe down after each use. (Including all hand tools.)
- Wipe down tools after they cool off to avoid damage to yourself before leaving for the day.
- Do not apply cold water to hot engines or damage may occur.
- Ensure that moving parts are lubricated as stated in the owner's manual.
- Ensure all protective covers are installed after in use.
- Report any damage or malfunctions to immediate supervisor or lead staff



County of Los Angeles

Specialty Tasks



AREA LOGS

The County of Los Angeles provides area logs to record all matters of importance on a daily basis. These log books are warranted and regulated by Policy and Procedure PM 501.

Here is a summary of what PM 501 prescribes:

All employees assigned to an area will sign their names legibly, and in chronological order. No blank spaces are to be left between entries. They are to sign their names, and record each arrival and departure time with the necessary explanation.

The arrival and departure of other employees shall also be recorded as well as unusual incidents such as burglary, damage property, or malicious mischief.

Supervisory staff is required to ensure that the log is kept current and accurate.

This information sheet was prepared for training purposes only, and it does not represent the entire nature of the policy. For detailed information on area logs, please read County Policy Manual PM 501.



County of Los Angeles
Department of Parks and Recreation

POLICY/PROCEDURE

No. PM 501

Date Rev. 8/91

Subject: **AREA LOGS**

1.0 PURPOSE

- 1.1 The Department for many years has provided areas under its jurisdiction with a log book to record all matters of importance. In order to maintain a chronological record of events, it is necessary that accurate log books be maintained.
- 1.2 This Procedure Memorandum is designed to outline the content, to define the method of entering information in the logs, and to provide for the retention of this information placed in the area logs. Attached are two samples of daily logs, one to be retained with this memorandum, the other to be placed in the area log as an example for future reference.

2.0 POLICY

- 2.1 All Department field areas will maintain an area log. Insofar as it is practicable, each field area will maintain only one official log. Exceptions to this rule will require the approval of the Division Head concerned.
- 2.2 To assure that the area log is complete, the supervising permanent staff (i.e., Park Superintendent, Senior Grounds Maintenance Worker, Pool Manager, etc.), is required to ensure that the log is kept current and accurate.

3.0 PROCEDURE

- 3.1 All entries shall be made in ink and as events occur. (See attached sample.)
- 3.2 Employees assigned to an area shall legibly sign their names and record each arrival and departure time.
 - 3.21 Employee will sign-in and out in chronological order and will not leave blank spaces between entries.

- 3.22 Separate entries shall be made for each arrival and each departure with the necessary explanation (e.g. arrival, out to bank funds, meetings, lunch, etc.).
- 3.3 The arrival and departure of other departmental employees or other special visitors and the purposes of the visit shall be recorded. (See attached sample.)
- 3.4 All unusual incidents, such as burglary, damage to property, or malicious mischief, shall be recorded when discovered.
 - 3.41 The recording of the incidents indicated above does not release the area head (supervising permanent staff) of his/her responsibility of reporting such damage and burglaries to local law enforcement agencies and the Main Office through the regional office as prescribed more fully in P.M. #200.
 - 3.42 Separate recordings should be made when the Sheriff or local police arrive and leave the area for their investigations.
- 3.5 Pertinent facility rental information including the permittee's name, time and type of rental equipment needed, rental fee paid, the Department receipt number issued, and the employee's initials detailing the rental request should be recorded in the area log or on the building calendar on the date the facility is to be used when final approval is received.
- 3.6 Accidents to persons involving property damage or requiring medical treatment (other than minor cuts and bruises) must be recorded at the time they occur. This does not release facility staff of responsibility in reporting such accidents as outlined in the P.M. #200 and P.M. #204.
- 3.7 Any other matters not covered above which are deemed of importance shall be recorded in the log book by staff on duty. All entries in the log book shall make reference to the time when incidents occur.
- 3.8 The area supervisor should reconcile employee log book entries to corresponding timecards before signing (when appropriate), to ensure accurate timecard reporting.

4.0 PERIODIC CHECKS OF LOG BOOKS

- 4.1 The supervising permanent staff shall review the log periodically (i.e., at least once per pay period), signifying such review with his/her initials as the last entry.
- 4.2 Area logs should be periodically inspected by the Assistant Regional Recreation Director or above.
- 4.3 The person inspecting the log shall see that corrective and/or disciplinary action is initiated against the area supervisor and staff that are in noncompliance.

Approved by *Anthony S. Longo*
Department Director

SAMPLE LOG

8:50 A.M. John Smith in.

8:55 Mary Jones in.

9:00 to 9:15 John Smith made daily check of facilities and grounds. Broken window discovered in craft room and reported to maintenance and the District office.

10:30 Accident to park patron, Billy Jones, 10 years old. Address: 1222 North Dockson, Studio City. Called his mother and she came to park. Advised mother to take son to doctor. Accident report made out for County. Accident due to horseplay in north corridor as boys were using bicycles as ramming instruments.

11:00 Regional Director Frank Hill arrived for inspection.

12:00 P.M. Mary Jones out for lunch.

1:00 Mary Jones in from lunch.

1:05 John Smith out for lunch.

2:05 John Smith in from lunch.

3:40 Complaint received from Gloria Brown about park security. She claims Safety Police are not doing their job. Referred her to Chief Green of North Region Safety Police.

4:30 Regional Director Frank Hill departs following his inspection of park facilities and records.

5:00 Mary Jones out.

5:35 John Smith out. Checked and secured all facilities and equipment locked away, all okay.

CLOGGED DRAINS – METHODS/TOOLS/SAFETY

Safety:

Use appropriate personal protective devices to prevent splashing into eyes or contaminating yourself.

Tools:

Closet auger – Used for clearing stubborn clogs in toilets/drains

Plunger – used for clogs in sinks, toilets, etc.

High Pressure nozzle – Used for clogs in large drains and drains outside of buildings.

Methods:

Closet Auger

- 1) Release auger head from clip on tube. Pull handle up. Place spring head at bowl/drain opening.
- 2) Turn down handle clockwise to operate spring into bowl/drain. After completing the downturn, press button at the top of the square tubing below the handle.
- 3) If the clog is further in the line; press button at top of square tubing (this will release coupling and extra footage stored in square tubing). While pressing button, pull back square handle tube until button locks in hole at bottom of square tubing.
- 4) Continue to turn clockwise down through drain to complete a 6-foot operation.
- 5) Rinse unit and disinfect as needed.
- 6) Reverse steps 1-4 for storage.

Plunger

A complete seal of drain/bowel is necessary when using a plunger. The head of the plunger must cover the drain. The tapered end of the plunger is designed to enter the bowl to create a seal.

Note: Use a wet rag to seal overflowing opening in sinks prior to plunging.

- 1) Remove as much large material from/drain as possible, prior to plunging.
- 2) Create a positive seal
- 3) Use short, forceful strokes forcing water through clog
- 4) Repeat steps 1-3 as necessary. For stubborn clogs, use closet auger.
- 5) Rinse and disinfect plunger as necessary.

High Pressure Nozzle

- 1) Remove as much large debris as possible prior to attempting to use high pressure nozzle
- 2) Place nozzle into or flush with drain opening. Use a rag to create a seal around the nozzle
- 3) Use a small volume of water at first, increasing volume if seal can be maintained
- 4) Repeat steps 1-3 as necessary. If three attempts do not clear the drain, use of drain auger may be necessary.

EMERGENCY SHUT-OFF (GAS, ELECTRIC, AND WATER)

Each park shall maintain an accurate set of plots plans showing locations of all emergency shut-off and post them in a prominent location in each tool room

The plot plans shall indicate all gas, electric and water main supply- shut-offs. It may be helpful to color code the different shut-offs by type and provide a legend on each plot plan.

Use caution when accessing infrequently opened boxes or panels to avoid injury from insects or other pests.

Water

- 1) All water meters
- 2) All R.P.'s and S.M.R.'s
- 3) All major isolation valves

Electric

- 1) All meters
- 2) Main breaker panels
- 3) Electrical sub-panels

Gas

- 1) All meters
- 2) Main breaker panels
- 3) Electrical sub-panels

Note: if gas mains are shut off, please contact plumbing shop to certify and turn main back on.



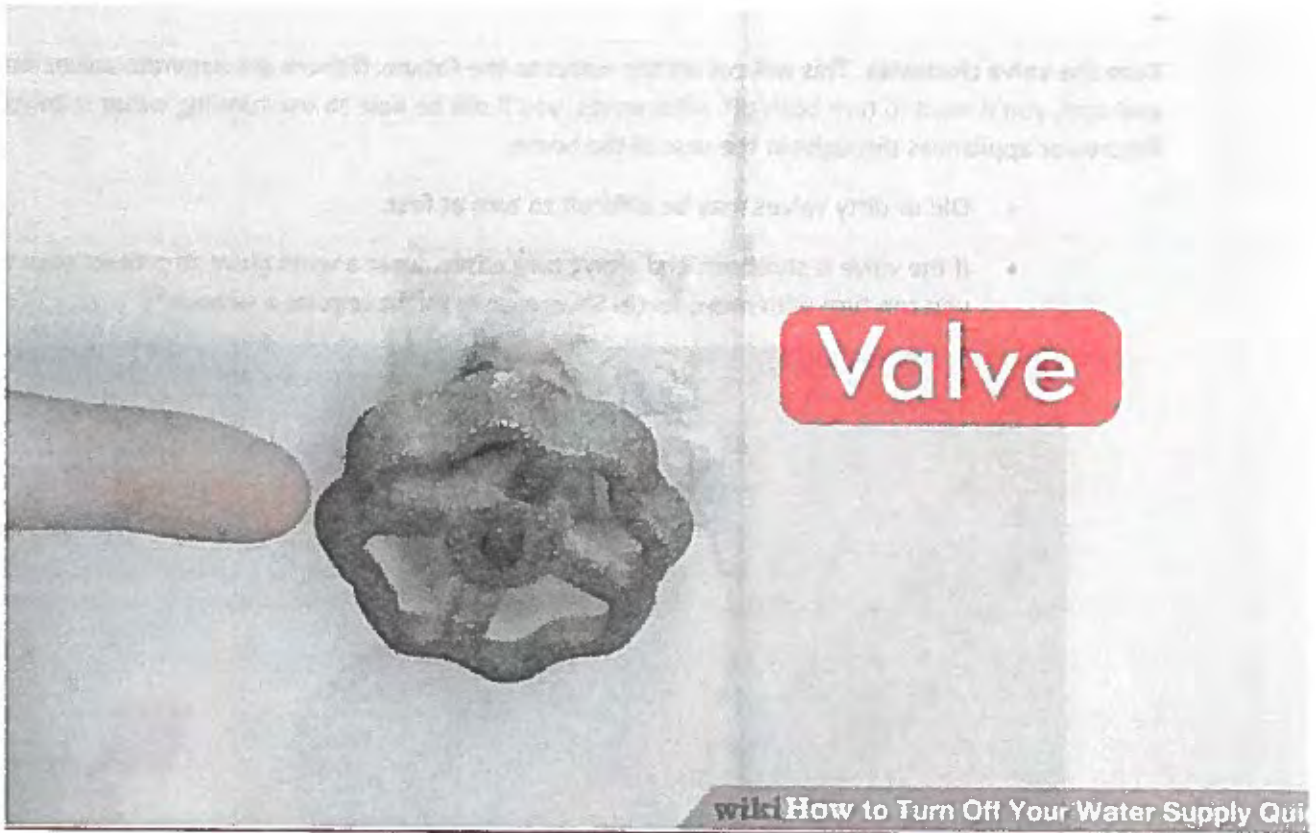
How To Turn The Water Off At The Main Water Supply Shut-Off

You have several options when it comes to turning off the main water supply. Choose the option that best suits your circumstance.

1. Turn off the main water valve to the house
- Turn off the main water valve in a clockwise direction until the water shuts off. This valve is typically located in front of the house just below the garden hose faucet.
- After shutting the main water supply off, open up an outside faucet to allow the pressure to be relieved and excess water in the system to drain outside.
2. Shut off the main water supply from the city, located in the water meter box, usually underground near the street. A street key is required for access.
3. You can also call your local water department or our friendly staff for assistance

Method 1

Shutting Off the Water to a Fixture



1.

``

1

Locate the cutoff valve closest to the fixture. Most fixtures will have an individual shut-off located beneath the fixture. It will likely be a chrome valve. Sinks and showers may have two valves, one for hot and one for cold.

- Some appliances, such as washing machines, dish washers, and refrigerators, may have a water shut off switch on the body of the appliance or on the hose connecting the appliance to the wall.
- To find the shut off for a water heater, look for a water cutoff valve directly above the heater on a connected pipe.^[1]

2.

to Turn Off Your Water Supply Quick and Easy

2

Turn the valve clockwise. This will cut off the water to the fixture. If there are separate valves for hot and cold, you'll need to turn both off. Afterwards, you'll still be able to use running water in other fixtures or appliances throughout the rest of the home.

- Old or dirty valves may be difficult to turn at first.
- If the valve is stubborn and won't turn easily, wear a work glove to protect your hand so you can turn with more force. Severe cases might require a wrench.^[2]



3.

``

3

Make any necessary repairs. With the valve closed, the water should be shut off. You'll need to drain water remaining in the line between the valve and fixture, so keep a bucket handy. When you are finished, turn the valve counter-clockwise restore the water supply.^[3]

- Gravity will cause excess water to drain. Position your bucket beneath the line or part you are repairing. When the fastener is loosened, water will drain into the bucket.

Method 2

Stopping the Water Supply to Your Home



1.

``

1

Identify the main shut off valve. This is usually a brass valve that has a round handle. In most homes, it is located near the main water pipe leading into your home. Common locations for this pipe include the kitchen, downstairs, or a utility room.^[4]

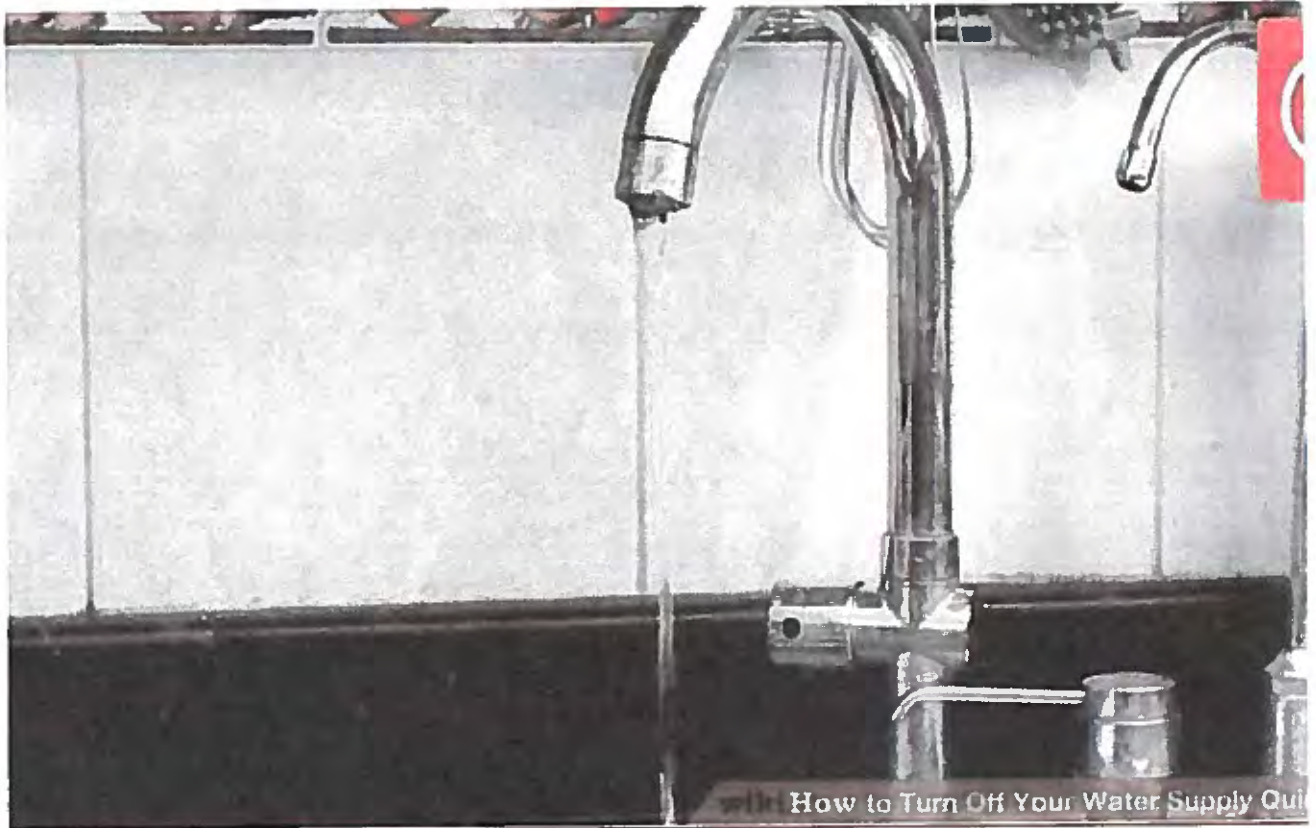
- In warmer regions, you may even find this valve outside. However, in colder climates, expect to find it inside the home.

2. **to Turn Off Your Water Supply Quick and Easy**

2

Shut the valve by turning it clockwise. This will cut off the stream of water flowing into your home. If the valve is stiff, wear a glove while closing it to protect your hand as you apply some elbow grease. After that, all appliances that use water will no longer work until the water is turned back on.^[5]

- **Fixtures or appliances with a reservoir may still have limited usage after cutting off the water. Toilets, for example, usually flush one more time even while the supply is cut.^[6]**



3.

3

Turn on all of the faucets to flush the remaining water in the system. Run your sinks, baths, and showers until the water stops flowing. When water's been bled from the lines completely, turn all of the faucets off. Now you can begin your plumbing repairs safely.

- **When you are finished with your work, turn the valve counterclockwise to restore the water supply to your home.**

4. **to Turn Off Your Water Supply Quick and Easy**

4

Run all water lines and water-using appliances. After restoring water to your home, run faucets for a short while to bleed air from the pipes. You'll also want to run appliances that use water, like your dishwasher and washing machine.^[7]

Method 3

Cutting the Water Supply to Your Property



1. [How to Turn Off Your Water Supply Quick](https://www.wikihow.com/turn-off-your-water-supply-quick-and-easy-step-7)

``

1

Contact your water company. Most companies will allow you to access the lot shutoff valve if you have a good reason. So long as you are the owner of the parcel, the following three reasons are generally considered acceptable:

- Your property water shutoff has failed and you have an emergency, such as a burst pipe.
- There is a leak in the pipe between the street shutoff and your property shutoff valve.
- You are replacing the main shutoff valve on your property.^[8]



2.

2

Locate the outdoor shutoff valve. Many houses have a water meter and shut off valve located together, generally in a box with an access cover. Look for this box in the area between the street and the building.



3.

3

Lift off the cover. These covers can be quite heavy and are difficult to open by design. A standard screwdriver can be helpful prying the lid open. You may need a wrench with a long extension to access valves that are deeper. This is common practice where the weather is colder.^[9]



4.

4

Look for a valve or small handle. These are the two possible types of shutoffs that you may encounter. The type of valve with a handle is called a ball valve. The kind with a wheel shaped handle is called a gate valve.^[10]

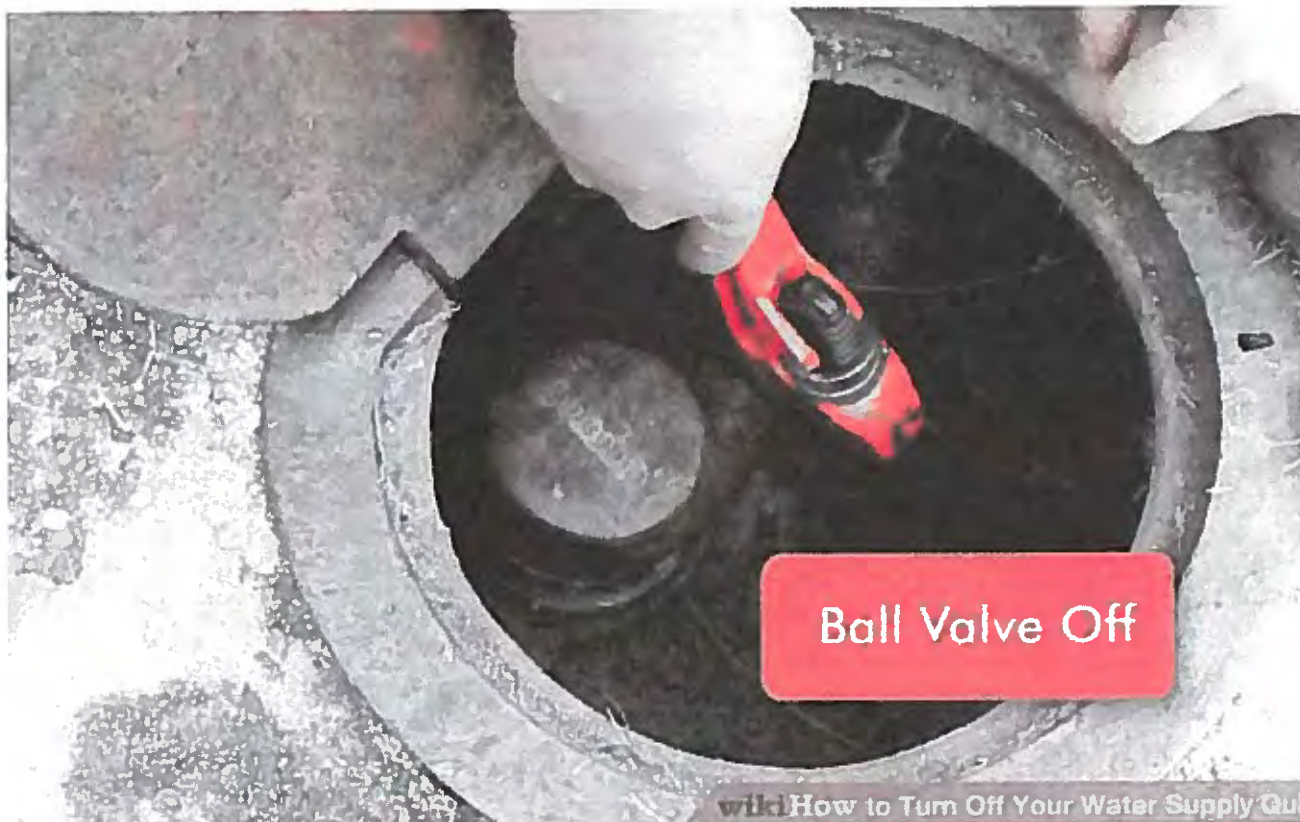


5. [wikiHow to Turn Off Your Water Supply Quick and Easy Step 11](https://www.wikihow.com/How-to-Turn-Off-Your-Water-Supply-Quick-and-Easy-Step-11-Version-2)

5

Turn a gate valve handle clockwise as far as possible. Make sure the valve is all the way closed so there is no more water flowing to the property. These valves can lock up if they have not been used recently.

- A sturdy screwdriver can be inserted in the tines of the wheel to apply additional leverage so you can break free stubborn valves.
- If a valve will not turn with a reasonable amount of pressure, do not force it. Call a licensed plumber or a public works representative to assist you.^[11]



6.

6

Turn the ball valve off by spinning it a quarter of a turn. If you see a valve with metal flange, you may have to make use of a pipe wrench to turn it. When the valve is on, the handle will be aligned with the pipe. When the handle forms an L-shape with the pipe, the water is off.^[12]

7. **to Turn Off Your Water Supply Quick and Easy**

7

Make plumbing adjustments while the water is off. However, keep in mind that there will still be water in the pipes in the house. Run the lines you wish to drain until the water stops, then those lines will be dry.

- To drain the water in your building most quickly, turn on all faucets and water using fixtures, including baths and showers.



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Know Where Your Utility Main Shutoffs Are and How to Operate Them

Water, gas and electric utilities produce a constant supply to your home and if there is a failure in a pipe, valve, circuit, equipment or an appliance, then uninterrupted flow of any utility source can pose, at a minimum, serious damage to your home and at worst lethal consequences. In case of an emergency all responsible adults in the home should know where and how to operate the main shutoffs for the water, gas, and electric utilities.

Information, instruction and illustrations for shutting down each utility are provided in the following pages.

It is also important the area around each utility shutoff is kept clear of obstructions such as structures, furniture, storage items or, in the case of an outside gas main, blocking foliage to allow quick identification and easy access.

Water Shutoff Instructions

The main water shutoff will be located near the water meter for city water supply or the well water entrance pipe for private water supply.

The shutoff valves used in private water well systems are the same as city systems so the procedure to turn off the water for both systems is the same.

Location - City Supplied Water

For city supplied water, the main water shutoff is easily identified by the water meter attached to the entrance pipe. See *Fig. 1* at right. In Michigan the water meter will be located inside the house (look in the basement if you have one, otherwise a utility room).

There may be one valve on the city side of the water meter or two valves, one on each side of the meter. If you have two valves only one will need to be turned off, and while it shouldn't matter which one, it is best to turn off the city side valve.

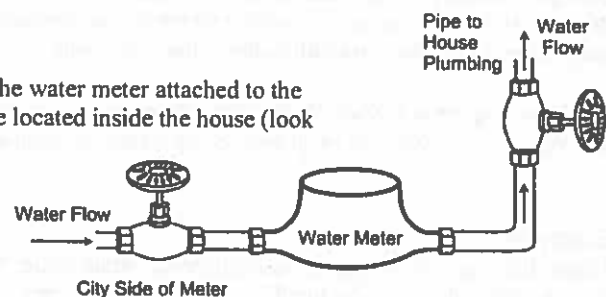


Fig. 1

Location - Private Well Supplied Water

For private well systems, look for a shutoff valve near the pressure tank. The well supply line coming through the wall is connected to the pressure tank and continues on to the main water supply pipe to the house. The shutoff valve should be on this main supply pipe just after the pressure tank connection. See *Fig. 2* at right. This may be a little more difficult to find in private well systems because additional appliances such as water softeners and purifiers may make the plumbing appear more complicated and intimidating. If you need to, ask someone who is knowledgeable about your system installation to show you where the main water shutoff valve is.

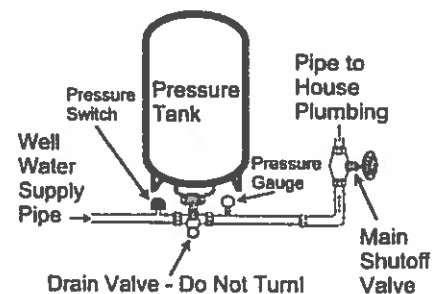


Fig. 2

Water Main Shutoff Valve

There are two types of valves typically used, a gate valve or a ball valve. See *Fig. 3* below. The gate valve is closed by turning the turn wheel clockwise a number of revolutions until it stops turning. The ball valve requires only a quarter turn of the lever handle until it is perpendicular to the pipe, at this position it is shut off.

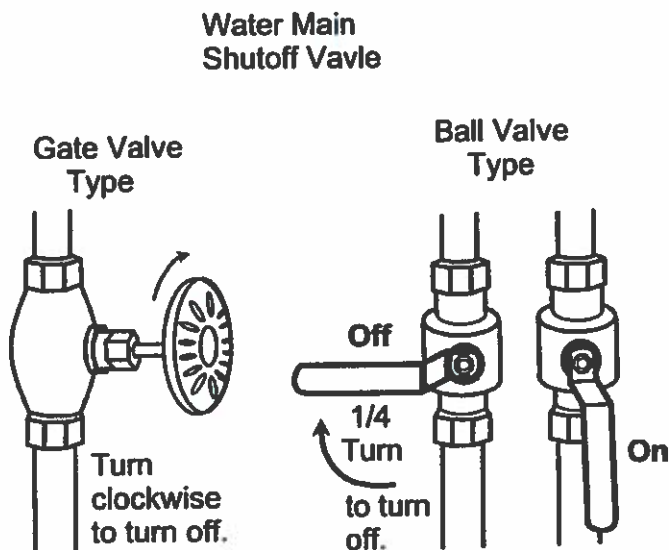


Fig. 3

Complimentary Instructional Main Water Shutoff Tag

Because of the importance of knowing where the main water shutoff is and how to shut it off, a tag with the above pictorial and written instruction on shutting down the water main has been provided to you during the inspection as a safety service.

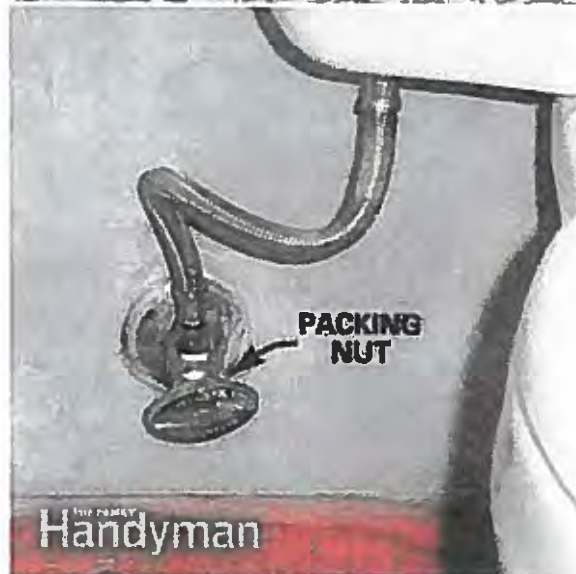
Hang the instructional Main Water Shutoff tag from the shutoff valve at the water meter or the water supply line from the well pump. This will help to quickly locate where the main water shutoff is and provide quick instruction in an emergency.

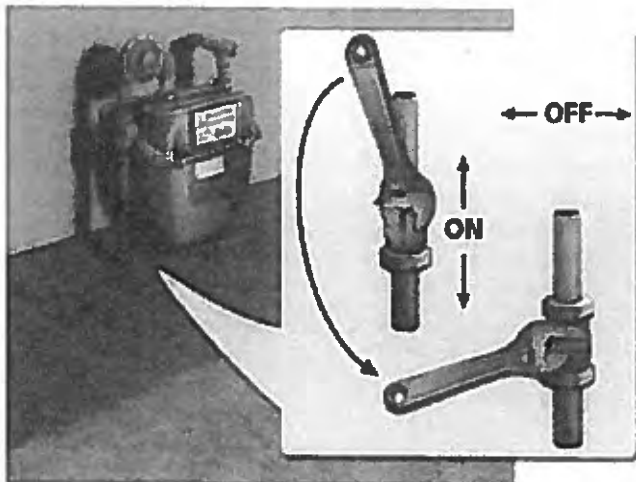
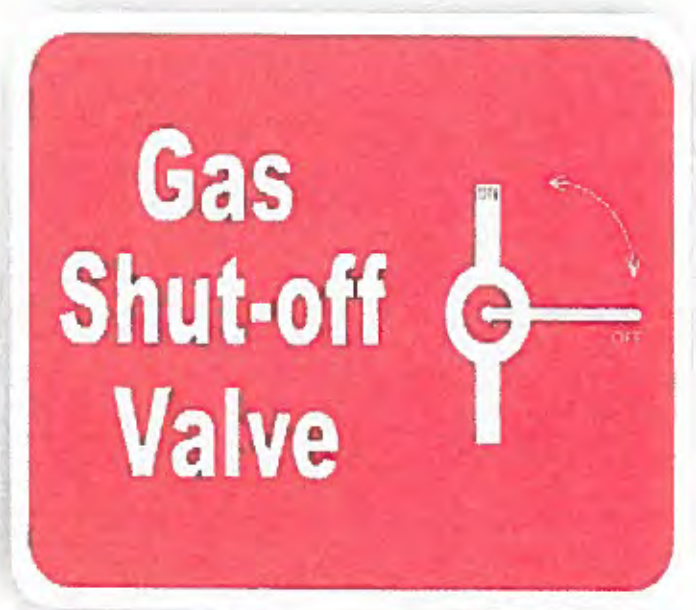
Example

Pictured in *Fig. 4* at right is the complimentary Main Water Shutoff tag strung from the main shutoff valve that is located in the basement.



Fig. 4





Learn how to locate and shut off your natural gas meter in case of an emergency.

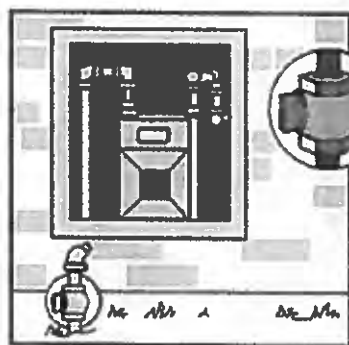
How to Shut Off Your Meter

1. Locate your natural gas meter.
2. Find the natural gas shut off valve.
3. Using a 12-inch or larger adjustable wrench, turn the valve 1/4 turn in either direction

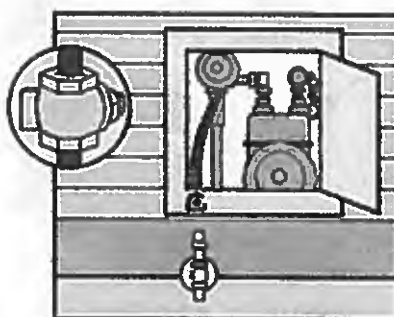
Step 1: Locate Your Natural Gas Meter

It's important to know exactly where your natural gas meter is so you can find it in case of an emergency. The following diagram shows four possible natural gas meter locations:

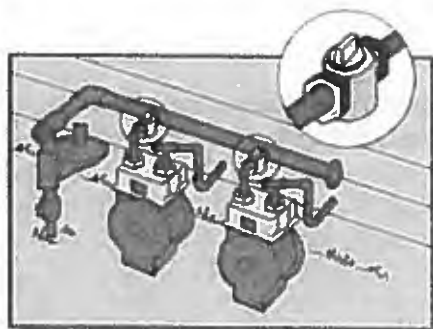
Diagram A



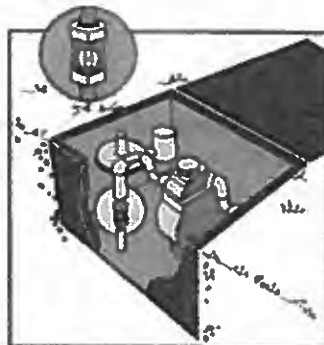
Under-the-house meter



Cabinet meter



Multiple meter



Underground meter

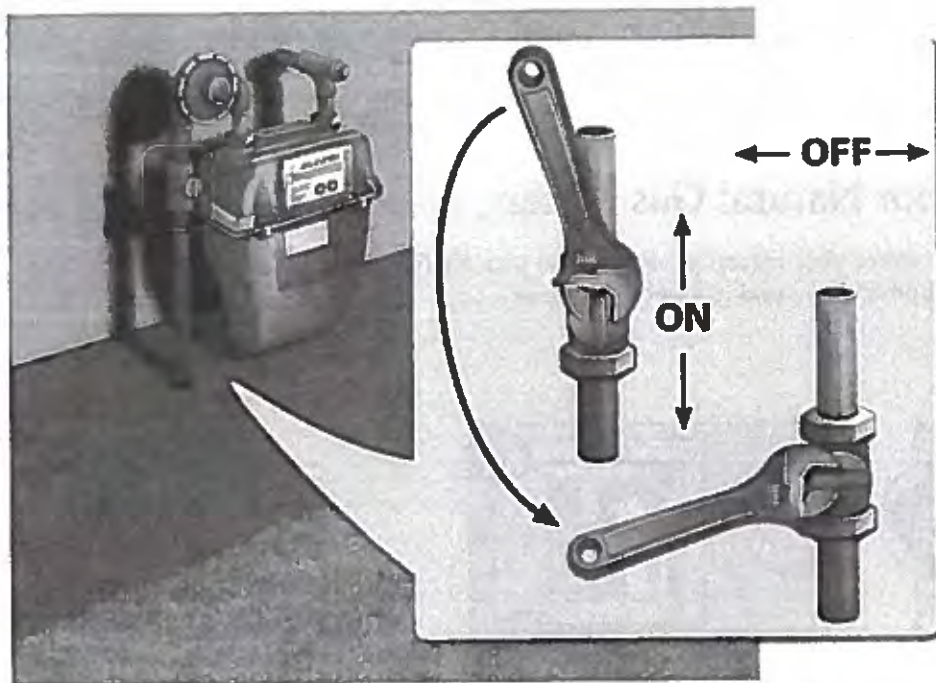
NOTE: *DO NOT* turn off your meter unless you smell natural gas, hear the sound of gas escaping or see other signs of a leak—*ONLY* if it's safe to do so. For more information, learn how to recognize and respond to a natural gas leak .

Step 2: Find the Natural Gas Shut-off Valve

As you face the meter, you'll see a pipe running from the ground to the meter. There is a shut-off valve running parallel with the pipe, usually located about 6 to 8 inches above the ground. Take a 12-inch or larger adjustable wrench, and turn the valve 1/4 turn in either direction, until the valve is crosswise to the pipe. (See Diagram B)

TIP: Keep a 12-inch or larger adjustable wrench with your emergency supplies, or next to your valve. Do not store the wrench on the meter or other natural gas piping or related equipment.

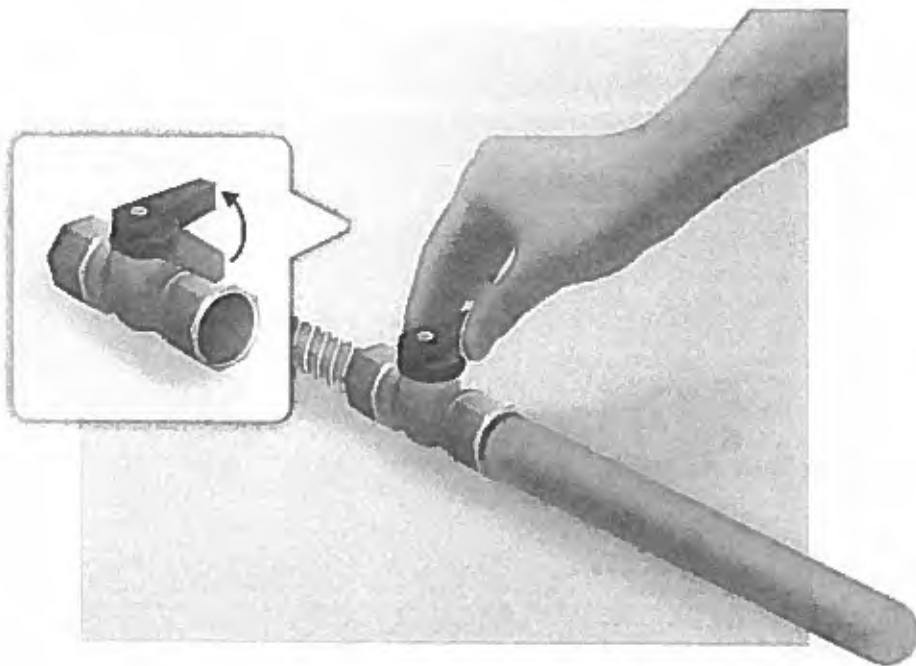
Diagram B



CAUTION: If you turn off your natural gas at the meter, leave it off. Do not turn it back on yourself. Contact us to turn the meter back on and relight the pilots.

Natural Gas Shut-off Valves

For safety, a shut-off valve should be installed at every natural gas appliance. If a leak happens at a specific appliance, the valve allows you to turn off the natural gas at the appliance rather than shutting off all of your natural gas service. Some valves require a wrench to turn them.



Electric Bonding or Grounding

Do not use SoCalGas® natural gas meter, natural gas piping, natural gas risers or related equipment for electrical bonding or grounding because it's not safe or permitted. Use caution when touching natural gas meters, risers, valves and attached components. Faulty household appliances or faulty household electrical wiring could inadvertently introduce electricity to natural gas facilities that can cause an electric shock.

1. Locate your natural gas meter.
2. Find the natural gas shut off valve.
3. Using a 12-inch or larger adjustable wrench, turn the valve 1/4 turn in either direction.

Gas Shutoff Instructions

The gas main shutoff is located near the gas meter. The gas meter may be located either inside the house or on the outside. Under the meter you will find a handle-less valve in the gas line that enters the meter (see Fig 5 at right).

A large adjustable wrench will be needed in order to shut off this valve. If you do not have a 12 inch adjustable wrench, then buy one and keep it hanging on a nail in the basement near the meter if inside, or in a convenient place inside where you can find it quickly if the meter is outside. *Note: even though you may have an 8 or 10 inch adjustable wrench that fits the tang of the shutoff valve, still get a longer handle 12 inch wrench. Sometimes these valves can be stiff and difficult to turn and a smaller wrench may not give you the leverage necessary to turn the shutoff valve.*



Fig. 5

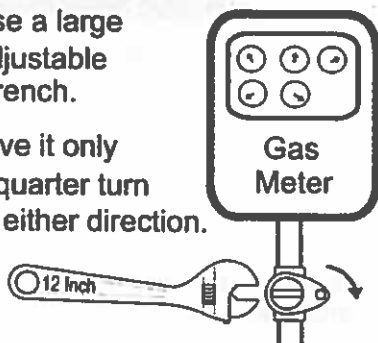
When open, the tang of the shutoff valve will be in alignment with the direction of the gas line. To turn the gas off, place the wrench on the tang of the shutoff valve and give it only a quarter turn. The tang should now be perpendicular to the direction of the gas line and the two holes of the valve assembly in alignment. See Fig. 6 below.

Note: Often gas shutoff valves do not have stops and you may be able to keep turning the valve beyond a quarter turn. You must stop when the tang is perpendicular to the gas line. If you go beyond a quarter turn then you will be reopening the valve.

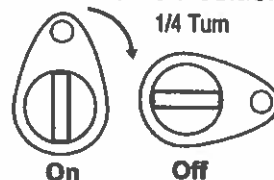
Gas Main Shutoff Valve

Use a large adjustable wrench.

Give it only a quarter turn in either direction.



Shutoff Valve Positions



Note:

The shutoff valve may allow you to turn beyond a quarter turn. You must stop at a quarter turn.

Fig. 6

The Do's and Don'ts If You Have a Gas Leak

Don'ts

- **Don't** light matches or lighter.
- **Don't** turn a light on or off.
- **Don't** use a telephone (portable, cellular or regular) in the area gas is present.
- **Don't** operate any electrical switch or electronic device.

Do's

- **Do** open windows to dissipate gas.
- **Do** shutoff branch valve supplying gas to the leak or if necessary, the main valve at the meter.
- **Do** call your gas provider. They will respond promptly, usually at no charge.

Complimentary Instructional Main Gas Shutoff Tag

Because of the importance of knowing where the gas main is and how to shut it off, a tag with pictorial and written instruction on shutting down the gas main has been provided to you during the inspection as a safety service.

If your gas meter is located outside the home then find a place inside where you can quickly find the complimentary Main Gas Shutoff tag in an emergency. It is a good idea to hang the tag on a nail or hook in a closet or laundry or workbench area along with the large wrench necessary for turning the gas shutoff valve.

If your gas meter is located inside the home then hang the tag from the meter shutoff valve along with the large wrench necessary for turning the gas valve off.

Example:

Pictured in *Fig. 7* at right is the complimentary Main Gas Shutoff tag with the Do's and Don'ts information printed on the back of the tag. Since, in this case, the gas main is on the outside of the house, the tag is hung from a nail on the inside of the stairwell to the basement. Along with the tag is the 12 inch adjustable wrench needed to turn the gas off.

If the gas meter were on the inside of your home you would hang the tag from the gas meter shutoff valve.



Fig. 7

Electric Shutoff Instructions

The main shutoff for electricity is located in the electrical service panel (metal box that hangs on the wall). There are two major electrical service panel types, fused and breaker switch. Each type of panel is illustrated below.

Fused Panel Type

Fused type electrical service panels are typically found in older homes. See *Fig. 8* at below. The fused panel will have a pull-out that serves as the main disconnect for the panel box. Illustrated below is the simple instruction for disconnecting the electrical supply to one of these panels.

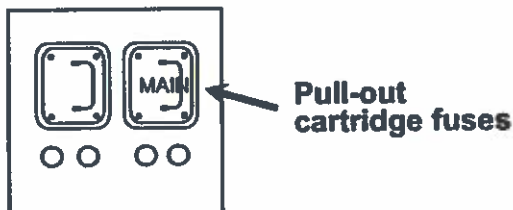
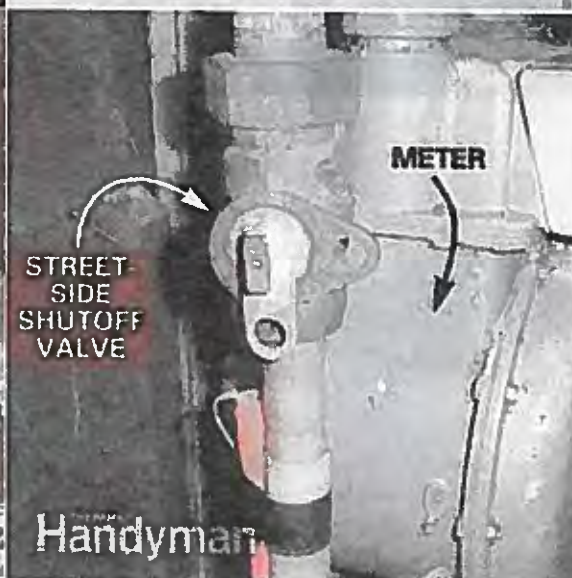
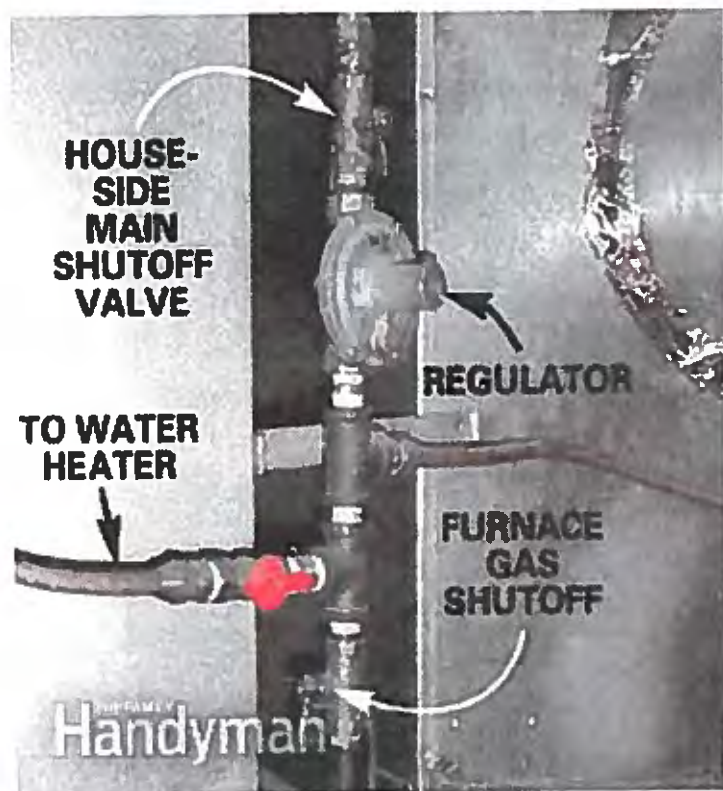


Fig. 8







Electrical Safety

Electricity Do's

Do

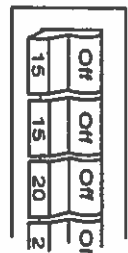
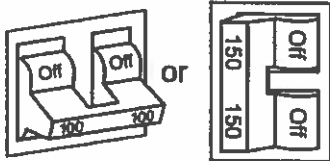
- Turn off and secure electrical circuits before working on item.
- Remove jewelry.
- Wear appropriate PPE.
- Do not work in wet areas.
- Use GFCI extension cords if working outside or damp areas.

Circuit Breaker Panel Type

There are two types of breaker switch panels; those with toggle switches that operate similar to a light switch (see Fig. 9 below) or those that have push type switches (Pushmatics - see Fig. 10) that turn on or off by pushing the switch in. Illustrated below is each type with the simple instruction for disconnecting the electrical supply to one of these panels

Toggle Switch Circuit Breaker

**Switch off Main switch
if one is present.
(Usually at top of panel.)**



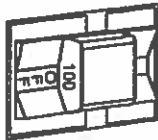
**Otherwise
switch off
individual
switches.**



Fig. 9

Pushmatic Circuit Breaker

**Push in Main switch
if one is present.
(Usually at top of panel.)**



**Otherwise
push in
individual
switches.**



Fig. 10

Complimentary Instructional Electrical Main Shutoff Tag

Because of the importance of knowing where the electrical main is and how to shut it off, a tag with pictorial and written instruction on shutting down the electrical main has been provided to you during the inspection as a safety service. The tag is magnetic and should be placed on the metal electrical panel door. This will help to quickly locate where the main electrical shutoff is and provide quick instruction in an emergency.

Example

Pictured in Fig. 11 at right is the complimentary Main Electric Shutoff tag attached to the metal electric panel door with a magnet.

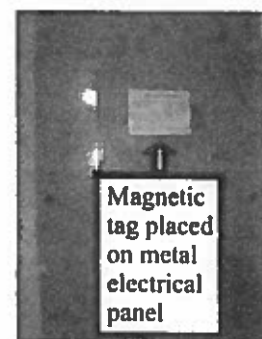


Fig. 11

FUELS AND SOLVENTS

Grounds Maintenance routines and tasks often times depend on fuels and solvents. Having the knowledge to manage them properly is crucial for their maintenance and lifespan.

Grounds Maintenance deals with 3 main fuels and solvents: Gasoline, diesel, and 2-cycle oil, and in some cases motor/transmission oil.

You need to know the difference gasoline and diesel, and which equipment in the shop uses diesel and which one uses gasoline so you don't cross-fuel. Cross-fueling will damage the equipment's engines. Most diesel-operated equipment is extensively-labeled so look at the labels.

Two-stroke engines are operated with a mix of gasoline and 2-cycle oil. Knowing the exact ratio of mixture is vital for a piece of equipment to stay in good condition for an extended period of time. Please read all owner's manual to obtain all the facts about this type of engine.

GRAFFITI REMOVAL

Graffiti is a very common and constant form of vandalism. Handling it involves County employees of different trades, divisions, shops, and even different departments.

Managing graffiti starts with the employee that finds it. If it is minor damage, the same employee may be able to remove it. Otherwise, if the damage is massive and/or gang-related the employee should call his supervisor, call the sheriff, and make a Property Damage Report and a Security Incident Report. He should also call Maximo to have it removed properly by staff of a qualified shop (e.g. paint shop or even general maintenance shop)

Employees are instructed to walk their facilities every morning so that this type of damage is detected early in the day, and the process of getting the park back to a normal appearance can be completed without much delay.

INCIDENT REPORTING GUIDELINES

Note: Any serious and/or life-threatening situations call **911 immediately!** Caller is to record the time the call was made and arrival time of Paramedics and/or Police in the Incident Report Log Book located in Grounds Maintenance Supervisor's office.

Incident Report:

- An Incident Report will be generated by employee first on the scene of an incident of any kind.
- Incident Reports are also required in conjunction with any other situational reports.
- Incident Reports also need to be noted in Incident Report Log Book
- An Incident Report is the only report needed in cases like, but not limited to, live line irrigation breaks, fence damage, downed trees or any other natural or non-injury incident.
- Fill in all requested information in an Incident Report to the best of your knowledge. As far as "File Number", use the date of the incident. Example: Occurred on March 8th, 2008
– File Number is 030808.

Security Incident Report:

- A Security Incident Report is to be filled out anytime Police, OPS, Fire Department, Paramedics or any outside authority is called to the facility.
- Call Superintendent and/or Supervisor for instruction.
- A facility Incident Report is to be filled out as well.
- Times of call and arrival times are to be noted in reports as well as noted in log book.
- Make notes of activities and directives as related to incident in order to make accurate reports.
- Follow all instructions and fill in all information required on the Security Incident Report.
- OPS (Office of Public Safety) is to be contacted in any case which a Security Incident Report is generated.
- All completed Security Incident Reports are to be forwarded to the Office of Security Management (Sheriff's Office) and the Parks & Recreation Safety Department.
- Always keep a copy for facility record purposes.

Non-Employee Injury Report:

- Non-Employee Injury reports are to be used for any injury to a patron or volunteer if occurrence is on County property.
- Always give non-employee option for Emergency Medical Treatment.
- If emergency medical treatment is called for; a Security Incident Report must be generated.
- If declines, give first aid treatment only if requested. (Band-Aids etc.)
- Follow directions on Non-Employee Injury Report as stated and accurately fill in all requested information
- Pay careful attention to clothing, shoes worn, weather conditions etc. as it can be valuable information needed for further investigation.
- A facility Incident Report is to be filled out and the incident noted in log book.
- In addition to those named in the instructions, a copy of the report must be sent to the Parks and Recreation Safety Department (If appropriate Return To Work Unit) and a copy saved for facility record keeping purposes.

Employee Injury Report:

- Employee Injury reports are to be used for any injury to any County employee.
- Always give employee option for Emergency Medical Treatment.
- If emergency medical treatment is called for; a Security Incident Report must be generated in addition to an Employee Injury Packet and call Corvel within 24 hours.
- If declines, give first aid treatment only if requested. (Band-Aids etc.) and complete a Decline Medical Treatment Packet
- Follow directions on Employee Injury Report as stated and accurately fill in all requested information
- Pay careful attention to clothing, shoes worn, weather conditions etc. as it can be valuable information needed for further investigation.
- A facility Incident Report is to be filled out and the incident noted in log book.
- In addition to those named in the instructions, a copy of the report must be sent to the Parks and Recreation Safety Department and Return To Work Unit.
- A copy saved for facility record keeping purposes.

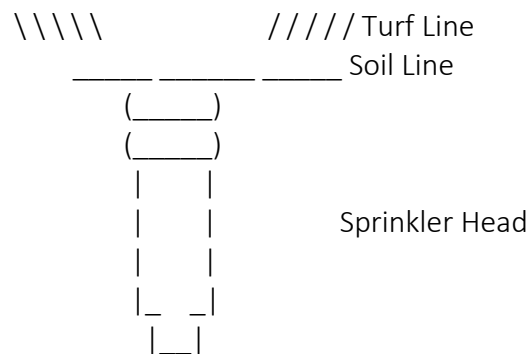
Note: All incident and injury reports require a facility Incident report, no matter how minor. Use common sense, pay attention to detail and keep calm during *any* incident regardless of severity.

IRRIGATION ADJUSTMENT AND MINOR REPAIR CHECKLIST

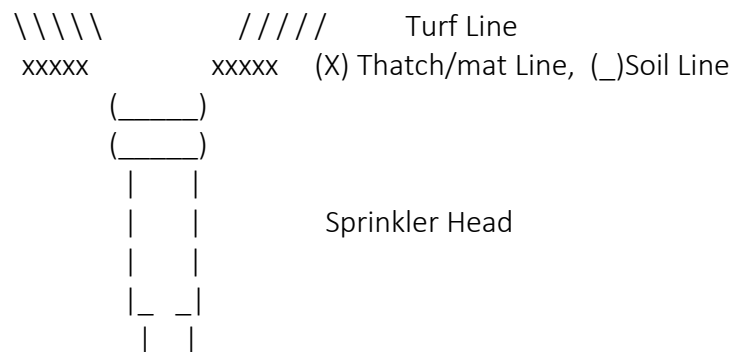
- Since water requirements by plants vary according to the season and a particular year, extremely close attention shall be paid to the demands of the plants as influenced by their exposure to sun, wind, shade, and location in the individual planters. The variation in the size of plants installed as well as the varieties shall be taken in consideration. All landscaped and turf areas shall be irrigated as required to maintain adequate growth and appearance with a schedule most conducive to plant growth. The delivery of adequate moisture to the landscape areas shall include, but not be limited to: hand watering, operation of manual valves, proper utilization of automatic controllers, and the bleeding of valves.
- To provide adequate soil moisture, consideration must be given to the soil conditions, humidity, minimizing runoff and the relationship of conditions which affect day and night watering. This may include day time watering during freezing weather to prevent icy conditions and manual operation of the irrigation system and/or hand watering with portable sprinklers during periods of windy or inclement weather. A soil probe shall be used to a depth of (12) inches to determine the water penetration by random testing of the root zones.
- Watering shall be regulated to avoid interference with any use of the facility's roadways, paving, walks, or areas as designated for scheduled special events.
- In the areas where wind creates problems of spraying water onto private property or road right-of-way's, the controllers shall be set to operate during the period of lowest wind velocity which would normally occur at night or early morning hours.
- Irrigation system will be controllers in such a way as not to cause any excessively wet or "waterlogged" areas which could interfere with the ability to mow all turf. "In lawn" trees and other planting shall be protected from overwatering and run-off drowning
- New turf (up through the sixth mowing shall be watered immediately after mowing. Well established turf shall not be watered for at least four (4) hours after mowing.
- All ground cover areas shall be watered as needed to maintain a healthy condition, with appropriate care being taken not to over water in shady areas.
- All lead personnel shall be responsible for the operation of the automatic controllers, valves, and sprinkler heads in managing the overall irrigation water delivery system of the area. All irrigation systems shall be regularly inspected and tested in accordance with the specifications and frequencies specified herein.
- All lead personnel shall insure that all personnel working on the irrigation system are fully trained in all phases of landscape irrigation systems and can easily identify and isolate problems and perform the proper testing and inspection of irrigation system and the maintenance of the sprinkler heads. The knowledge of landscape irrigation system shall include, but not limited to the operation, maintenance, adjustment and repair of said systems and their components.
- All lead personnel are responsible for maintenance for the irrigation system by performing the following tasks;

- Monitoring all irrigation controllers,
- Inspection and reporting of irrigation system status,
- Adjusting and cleaning of sprinkler heads (may require the removal of the sprinkler head for this function),
- Locate, remove and replace sprinkler heads for optimum coverage,
- Replace all nipples, caps, plugs, elbows, couplings, etc. as needed,
- Replace all risers and swing joints due to normal wear,
- Flushing irrigation pipelines following repairs and replacements,
- Replacement of valve box and covers due to normal wear,
- Following the repair or exchange of sprinkler heads in turf areas, the sprinkler heads shall be returned to grade per the following illustrations:

1. Standard sprinkler head installation without consideration for the thatch and mat accumulation.....



1. Standard sprinkler head installation with consideration for the thatch and mat accumulation.....



- Provide 1" X 1 ¼ "inch angle iron, 30 inches in length for supporting risers on slopes and in beds.
- Provide ½" worn drive clamps for securing risers to stake.

- The Plumber Shop is responsible for the following components of the irrigation system: quick couplers, remote control valves, gate valves, automatic controller repairs, and backflow devices.
- Replacement of all irrigation components shall be completed with-in twenty-four (24) hours upon receiving the component.
- Replacement of irrigation components that are identified shall be completed within one (1) watering cycle of determining damaged or inoperable irrigation component.

JOB SITE SAFETY – WARNING DEVICES AND **PUBLIC SAFETY**

When the work area encroaches upon a walkway, cross walk or sidewalk, special consideration shall be given to pedestrian safety. Minimum advance warning is necessary because of the slow rate of speed involved with pedestrian traffic. However, effort must be made to separate pedestrians from the work area.

Protective barricades, delineators, cones or caution tape shall be utilized so that the passage for pedestrians is safe and well defined. This is especially important for the visually impaired and other persons with disabilities.

Minimum Clearances –

Walkways in work areas shall be maintained at a minimum of four feet in width, with a minimum vertical clearance of seven feet.

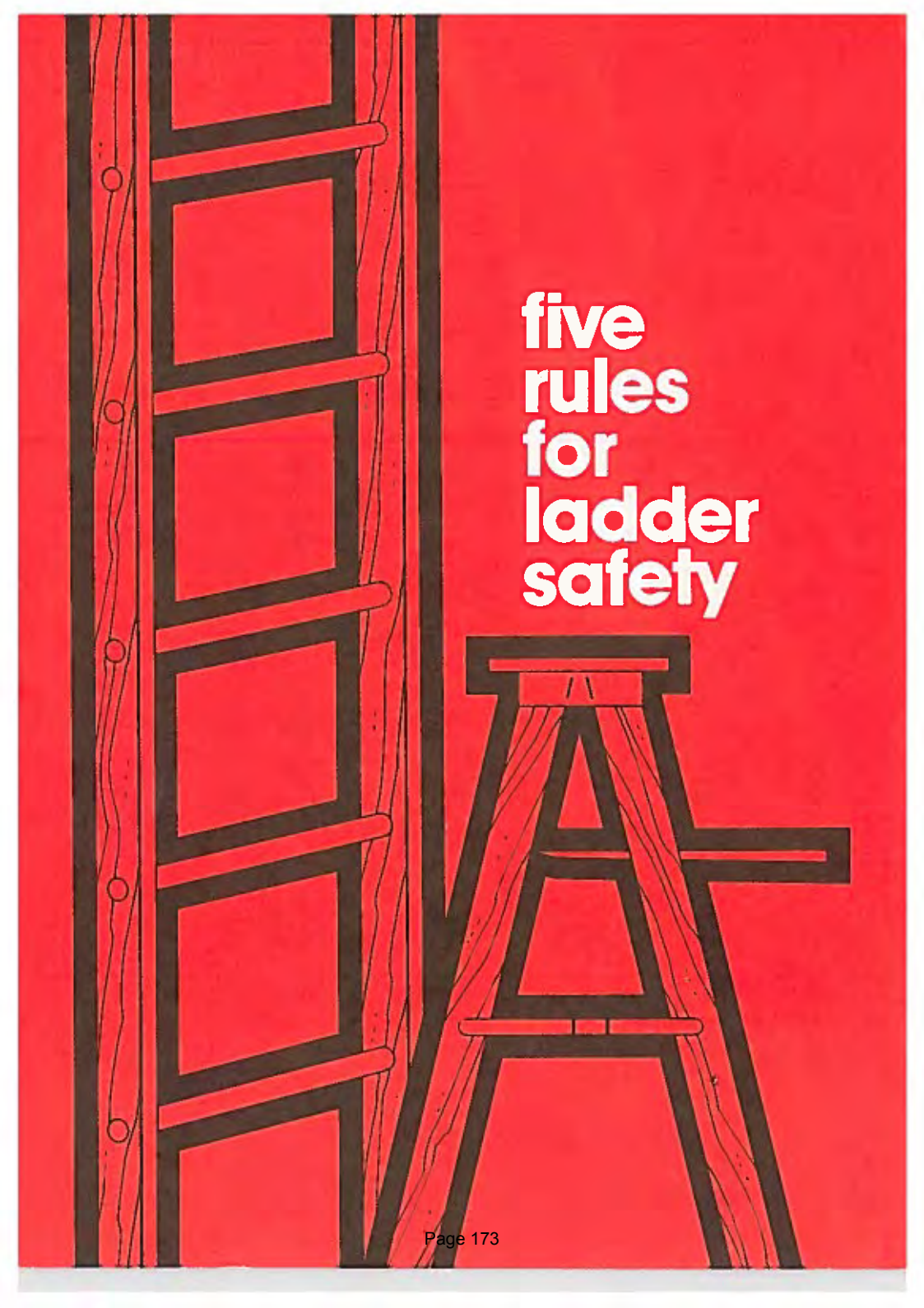
In the event of a passageway cannot be provided, signage shall be placed at the nearest crosswalk or intersection to divert pedestrian traffic around the work area, with a minimum of inconvenience to the public.

Use of traffic cones to define all work areas inside the park.

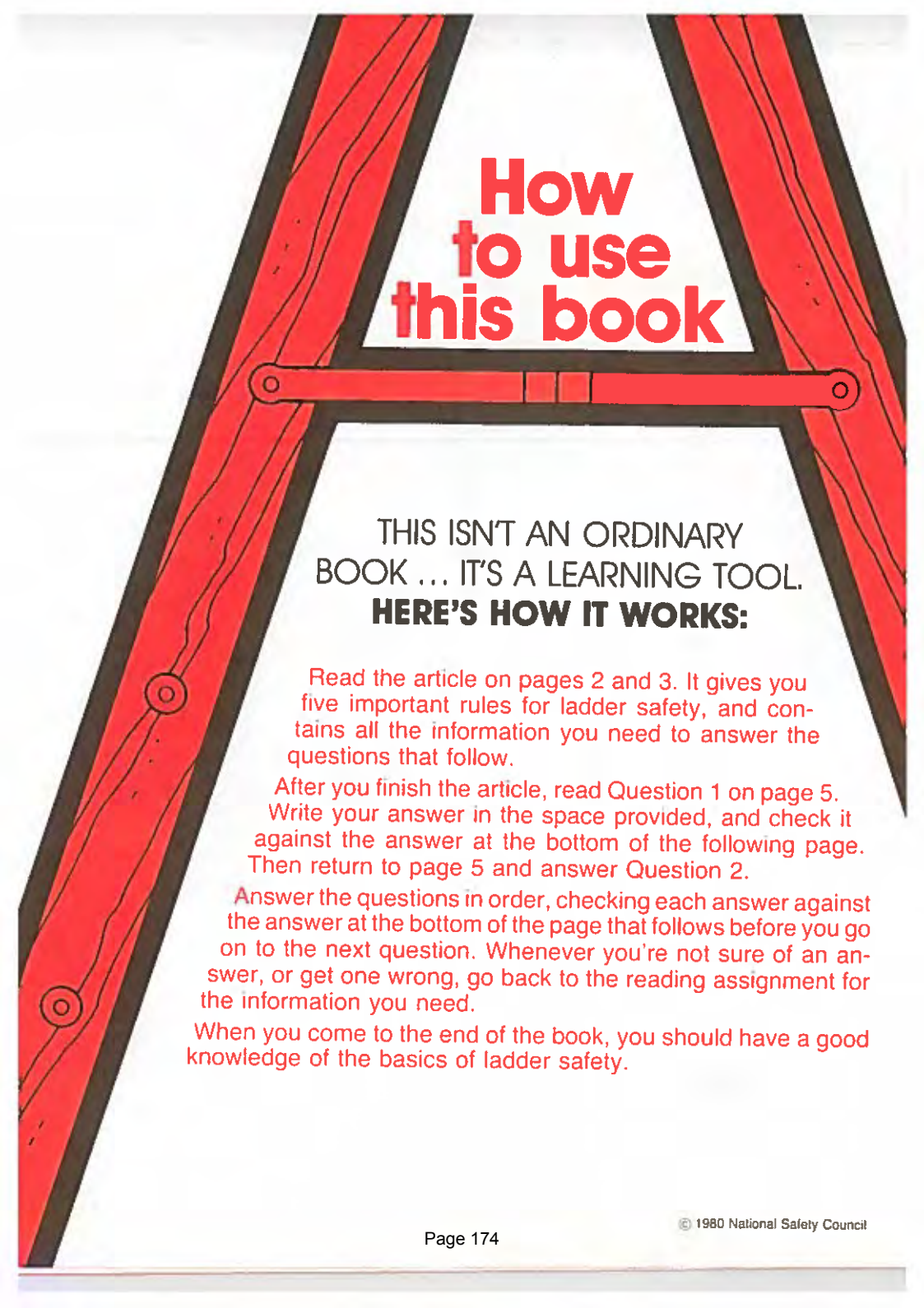
Traffic cones shall be used to designate where electrical cords, etc. cross sidewalks and walkways.

LADDER SAFETY

- 1) Ladders are used to get at work or material that is out of reach. Makeshifts, such as crates, boxes, chairs, stock, machinery, or equipment are not to be used in place of a ladder.
- 2) Damaged ladders with missing cleats, loose or broken rungs, and damaged side rails are hazardous – use a ladder that is in good condition
- 3) Be sure to select a ladder with feet appropriate for the surface that it is going to be placed on.
- 4) The following rules should be followed:
 - A) Face the ladder and use both hands to balance yourself when ascending or descending.
 - B) When on a ladder, exercise caution and do not overreach or try to shift it.
 - C) Never stand on the top step of a ladder
 - D) Metal ladders are not to be used when working on or near electrical equipment.
 - E) When necessary to place a ladder in front of a blind doorway, the door should be blocked or guarded by a fellow employee.

The image features a stylized illustration of two wooden ladders against a solid red background. On the left, a tall extension ladder is shown vertically, with its rungs and side rails clearly defined by black outlines. To the right of the extension ladder is a step ladder, also rendered with black outlines, showing its A-frame structure and horizontal steps. The ladders are positioned as if they are leaning against each other or are part of a larger set of equipment.

five rules for ladder safety



How to use this book

THIS ISN'T AN ORDINARY BOOK ... IT'S A LEARNING TOOL. **HERE'S HOW IT WORKS:**

Read the article on pages 2 and 3. It gives you five important rules for ladder safety, and contains all the information you need to answer the questions that follow.

After you finish the article, read Question 1 on page 5. Write your answer in the space provided, and check it against the answer at the bottom of the following page. Then return to page 5 and answer Question 2.

Answer the questions in order, checking each answer against the answer at the bottom of the page that follows before you go on to the next question. Whenever you're not sure of an answer, or get one wrong, go back to the reading assignment for the information you need.

When you come to the end of the book, you should have a good knowledge of the basics of ladder safety.

5 rules for ladder safety

This year more than 30,000 people will be disabled by falls involving ladders. Most of these accidents will occur because the victims don't know ladder safety basics.

This booklet offers five rules for ladder safety. It emphasizes stepladders and straight ladders, but much of the advice also applies to other types.

rule 1

Select the right ladder for the job.

- Make certain the ladder is strong enough for its intended use.
- Choose a ladder that's long enough so you can work comfortably.
- Avoid metal ladders when there's a chance of contact with a source of electric current — remember, metal is a conductor!

rule 2

Inspect the ladder before you use it.

- Look for loose or damaged rungs, steps, rails, or braces.
- Repair or replace loose or missing screws, hinges, bolts and nuts, or other hardware.
- Make certain spreaders can be locked in place.
- Be sure straight ladders have safety feet.
- Never use a defective ladder.

rule 3

Set up your ladder with care.

- If you must set up a ladder in a traffic area, use a barricade or guard to prevent unexpected collisions. And lock or block any nearby door that opens toward you
- Keep the area around the ladder base uncluttered
- Avoid tilting by resting your ladder base on a solid, level surface.
- When you use a stepladder, make sure it's fully open and its spreader is locked.
- Position a straight ladder at a four-to-one ratio — that means the base of your ladder is one foot away from the wall or other vertical surface for every four feet of the ladder's length to the support point
- When you use a ladder to climb onto a roof or platform, allow your ladder to extend at least three feet beyond the roof edge or other support point.
- To avoid shifting, tie down straight ladders as close to the support point as possible.
- Never lean a ladder against an unstable surface.

rule 4

Climb and descend ladders cautiously.

- Face the ladder and hold on with both hands.
- If you need tools, carry them in a tool belt or raise and lower them with a hand line.
- Don't take a chance on slipping — check ladder rungs and the bottoms of your shoes for slippery substances

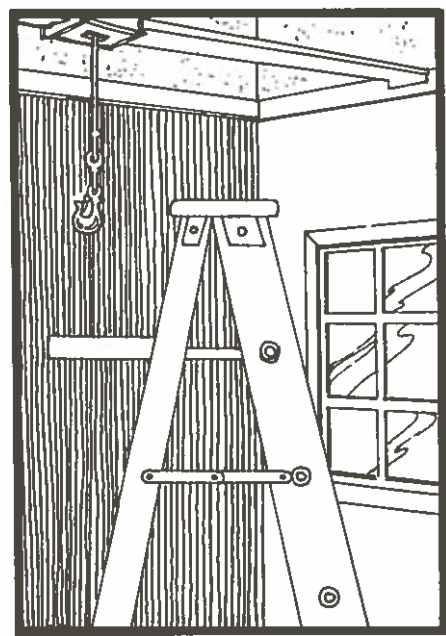
rule 5

Use your common sense when you work on ladders.

- Hold on with one hand.
- Never reach or lean too far to either side — to maintain your balance, keep your belt buckle between the ladder rails.
- Don't climb higher than the second tread from the top on a stepladder or the third rung from the top on a straight ladder.

QUESTION 1

The ladder you select for a job should be _____ enough for its intended _____ and _____ enough so you can work comfortably.



QUESTION 2

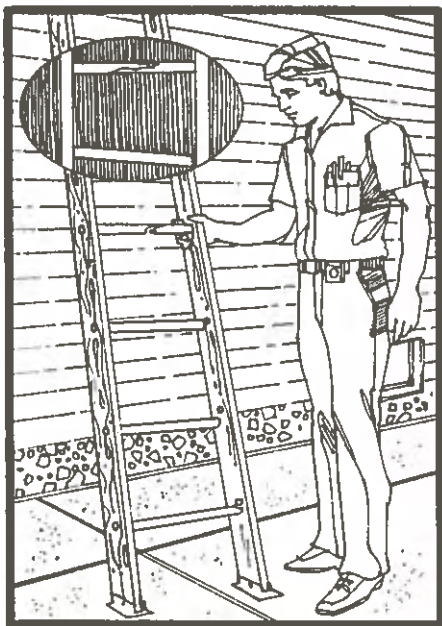
A metal ladder is a poor choice when your work involves possible contact with a source of _____.



QUESTION 3

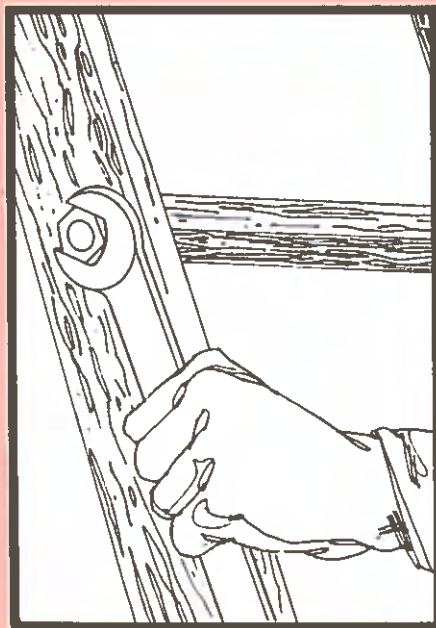
This man is inspecting his ladder's rungs and rails. He spots two problems.

- a. One _____ is cracked.
- b. Several rungs are _____, allowing the _____ to spread.



QUESTION 4

This woman has inspected her ladder for _____ or _____ hardware. Now she is tightening a bolt.

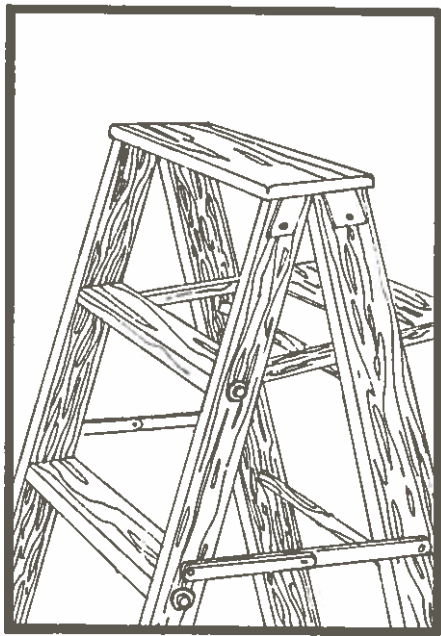


ANSWER 1 The ladder should be **strong enough** for its intended **use** and **long enough** so you can work comfortably.

ANSWER 2 You should avoid metal ladders when your work involves possible contact with a source of **electric current**.

QUESTION 5

You should make certain the _____ of your stepladder can be locked in place.



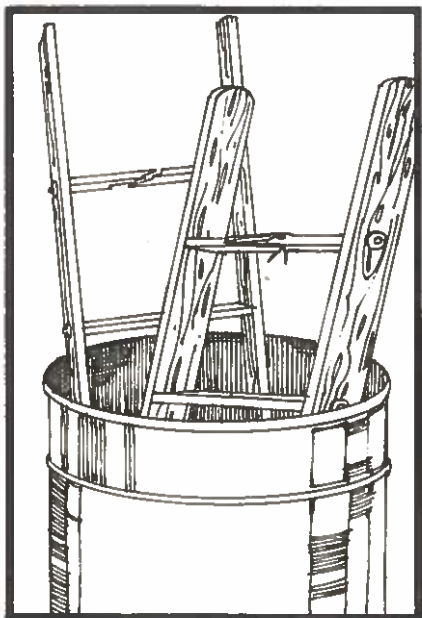
QUESTION 6

When you use a straight ladder, make certain it has safety _____.



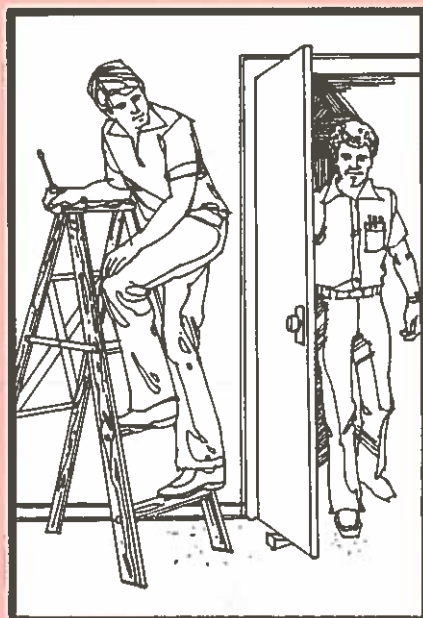
ANSWER 3 a. One **rung** is cracked.
b. Several rungs are **loose**, allowing the **rails** to spread.

ANSWER 4 The woman has inspected her ladder for **loose** or **missing** hardware.



QUESTION 7

You should never use a _____ ladder.



QUESTION 8

When you use a ladder in a traffic area, you need a _____ or _____. If you use a ladder in front of a door that opens toward you, be sure to _____ or _____ the door.

ANSWER 5 You should make certain the **spreaders** of your stepladder can be locked in place.

ANSWER 6 You should make certain a straight ladder has **safety feet**.

QUESTION 9

The area around the base of your ladder should be

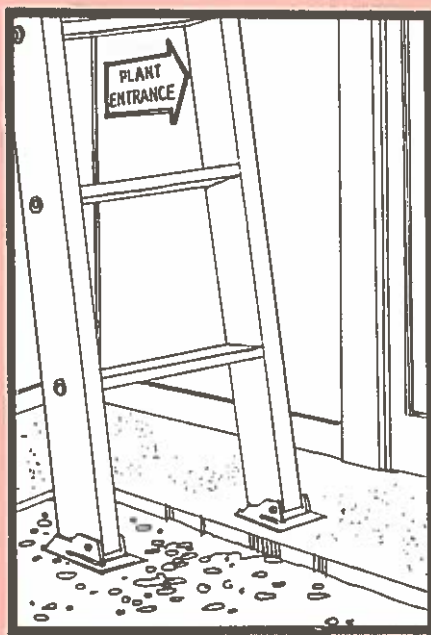
_____.



ANSWER 7 You should never use a defective ladder.

QUESTION 10

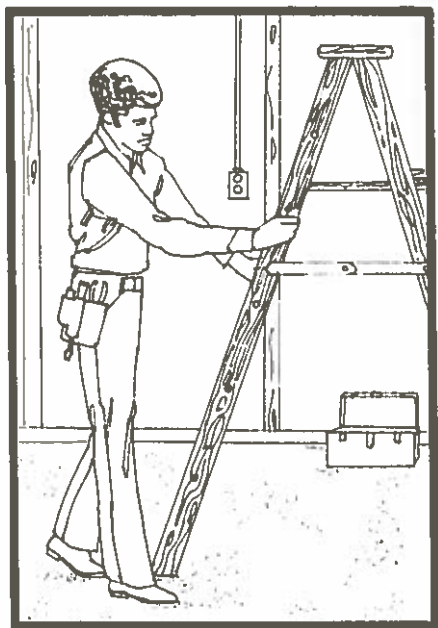
This ladder can tilt because it's not resting on a _____, _____ surface.



ANSWER 8 You need a **barricade** or **guard** in a traffic area, and you should **lock** or **block** a door that opens toward you.

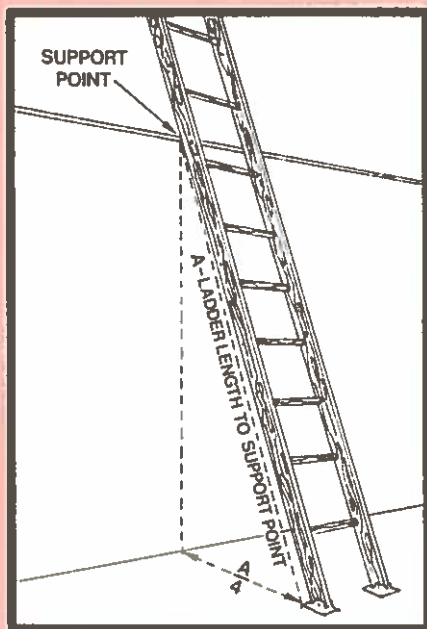
QUESTION 11

Before you climb a stepladder, you should make certain that it is fully _____ and its _____ are locked.



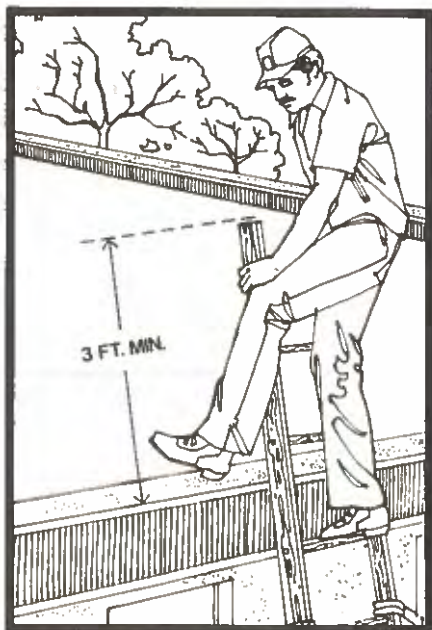
QUESTION 12

You should always position the base of a straight ladder _____ foot away from the vertical surface for every _____ feet of ladder length to the _____.



ANSWER 9 The area around the base of your ladder should be **uncluttered**.

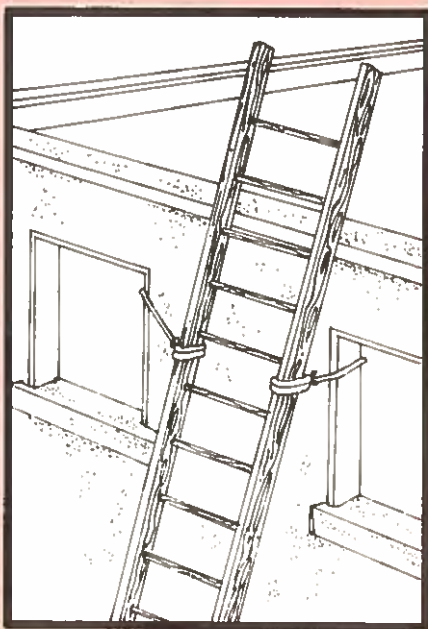
ANSWER 10 The ladder is not resting on a **solid, level** surface.



QUESTION 13

When you use a ladder to climb onto a roof, your ladder should extend at least _____ feet beyond the _____ point.

ANSWER 11 The ladder should be fully **open** and its **spreaders** should be locked.



QUESTION 14

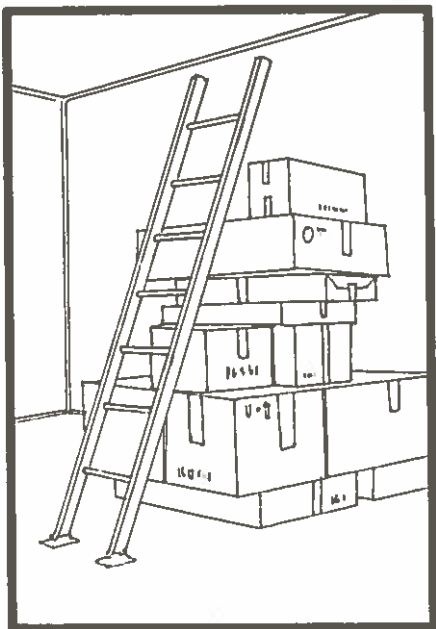
To avoid _____, you should tie down straight ladders as close to the support point as possible.

ANSWER 12 The base of a straight ladder should be **one** foot away from the vertical surface for every **four** feet of ladder length to the **support** point

QUESTION 15

Would you climb this ladder? _____

Why? _____



QUESTION 16

When you go up or down a ladder, you should _____ the ladder and hold on with _____ hands.



ANSWER 13 Your ladder should extend at least **three** feet beyond the **support** point.

ANSWER 14 Tie down straight ladders close to the support point to avoid **shifting**.

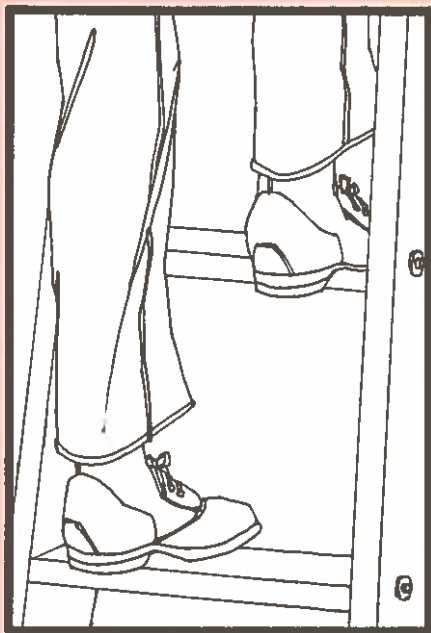
QUESTION 17

You should never carry tools in your hand when you climb a ladder. Carry them in a _____ or use a _____ to raise and lower them.



QUESTION 18

Before you climb a ladder, you should make sure the ladder rungs and the bottoms of your shoes are free of mud, grease, or other _____.



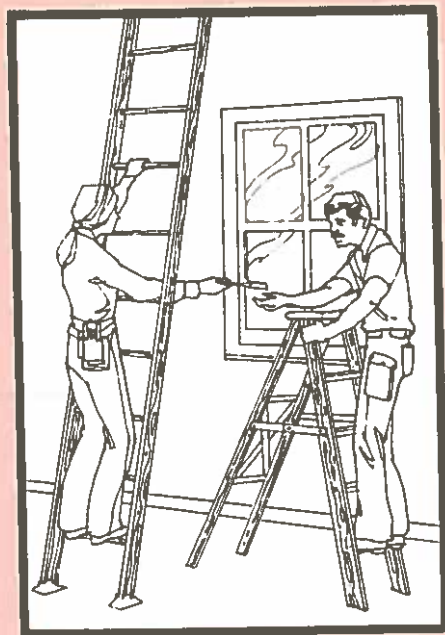
ANSWER 15 No, you should not use the ladder. It's leaning against an unstable surface.

ANSWER 16 You should face the ladder and hold on with both hands.



QUESTION 19

When you work on a ladder you should _____ with one hand. You can be sure you're not leaning too far to either side if you always keep your _____ between the ladder rails.



QUESTION 20

You should never climb higher than the _____ tread from the top on a stepladder or higher than the _____ rung from the top on a straight ladder.

ANSWER 17 You should carry tools in a tool belt or use a hand line to raise and lower them.

ANSWER 18 You should make sure the ladder rungs and the bottoms of your shoes are free of slippery substances.

QUESTION 21

List five rules for ladder safety.

1. _____

2. _____

3. _____

4. _____

5. _____

ANSWER 20 You should not climb higher than the **second** tread from the top on a stepladder or the **third** rung from the top on a straight ladder.

ANSWER 21 Five rules for ladder safety:

1. **Select the right ladder for the job.**
2. **Inspect the ladder before you use it.**
3. **Set up your ladder with care.**
4. **Climb and descend ladders cautiously.**
5. **Use your common sense when you work on ladders.**

ANSWER 19 You should **hold on** with one hand and keep your **belt buckle** between the rails.

The information and recommendations contained in this publication have been compiled from sources believed to be reliable and to represent the best current opinion on the subject. No warranty, guarantee, or representation is made by the National Safety Council as to the absolute correctness or sufficiency of any representation contained in this and other publications, and the National Safety Council assumes no responsibility in connection therewith; nor can it be assumed that all acceptable safety measures are contained in this (and other publications), or that other or additional measures may not be required under particular or exceptional conditions or circumstances.



National Safety Council

444 N. Michigan Ave., Chicago, Ill. 60611

LIFTING – TECHNIQUES AND SAFETY



Follow these tips to avoid compressing the spinal discs or straining your lower back when you are lifting:

- **Keep a wide base of support.** Your feet should be **shoulder**-width apart, with one foot slightly ahead of the other (karate stance).
- **Squat** down, bending at the hips and **knees** only. If needed, put one knee to the floor and your other knee in front of you, bent at a right angle (half kneeling).
- **Keep good posture.** Look straight ahead, and keep your back straight, your chest out, and your shoulders back. This helps keep your upper back straight while having a slight arch in your lower back.
- **Slowly lift** by straightening your hips and **knees** (not your back). Keep your back straight, and don't twist as you lift.
- **Hold** the load as close to your body as possible, at the level of your belly button.
- **Use your feet** to change direction, taking small steps.
- **Lead with your hips** as you change direction. Keep your shoulders in line with your hips as you move
- **Set down** your load carefully, squatting with the knees and hips only.

MAXIMO REPORTING

Maximo is a software program used in the county to report and coordinate maintenance and repairs needed in parks facilities.

It is very important that it is used properly so that time is not wasted on improper information. Here are some steps to take to determine if a situation is worth a report to Maximo and take advantage of it:

1. Ask yourself if your job description does not apply to the situation at hand. Can you and /or somebody in your division handle it according to job description and MOUs? If the answer is yes, take care of it. If the answer is no, proceed to report to Maximo.
2. When reporting to Maximo, be very specific as to the nature of the problem, the location, the importance, and possible consequences if it is not handled timely.
3. Periodically, follow up by monitoring what you reported. Depending on the importance of it, the response, and the work load of the shops, a second report may be necessary.

INITIATE SERVICE REQUEST BY CALLING MAXIMO CALL CENTER TO

1 (877) 601-4850

OR

EMAILING TO: DCallCenter@parks.lacounty.gov

NATURAL AREAS

Considerations and Understanding When Working in Sensitive Natural Areas

- Unless absolutely necessary (for public safety), all motorized vehicles including, quads, cars, trucks, etc. should refrain from going off-road or off designated trails.
 - The ability of plant life rebounding from such disturbances can take several years. In desert environments it is often a total loss.
 - There are potential environmental concerns such as leaking oil (or other chemicals) and gas fumes.
 - There is also a potential fire hazard due to equipment use in dry areas without the proper spark arrester.
 - Potential disturbance during nesting season created by noise from motors, firearms or flash bang type devices (trainings utilizing loud noise-making devices should be conducted outside of nesting season whenever possible).
- Motorized vehicles and equipment should never be used in an ephemeral, seasonal, intermittent or year-round blue line stream.
- Aquatic plant and aquatic wildlife are both extremely sensitive to chemical pollutants produced by motors which are not designed for use in water;
 - oil in a stream can affect generations of amphibians.
- As a protector of Natural Resources, the County is responsible for ensuring that water quality is not affected by our activities.
- Restoration areas should be avoided whenever possible.
- Thousands of dollars are spent in an effort to restore areas to their natural habitat.
- Vehicle and pedestrian disturbance can cause a loss of plants (which are yet to become established), loss of recruitment and promote weed species.
- Wildlife issues should be handled with care and understanding of the species.
- Rattlesnakes are important members of the natural community and should not be killed.
- Sightings of large carnivores such as Mountain Lion, Black Bear, Bobcat, and Coyote are not cause for chase. Parks are habitat for these animals and they are in their natural environment. Public reminders and warnings should be the first approach.
- One of the biggest issues effecting the protection of natural resources and pollution in the Natural Areas are dogs off leash.
- People are aware of the laws and should be stopped and reminded every time in order to make effective change to the culture of dog owners who ignore the law.

Natural Areas Grounds Maintenance Worker Duties

Summary

General Park and Nature Center Maintenance and Specialized Wild Habitats Management
Weekday Day and Weekend (Sat) Staff Coverage for Park and Nature Center Work with
Administrative Staff, Staff Naturalists, Docent Naturalists and Large Volunteer Pool First
Respond Personnel to Investigate Park Emergency, Natural Phenomenon or Wildlife Issue. For
Example: Respond to Fire, Unruly Park Patrons, Bears or Rattlesnakes, Dead or Injured
Animals, Conduct Preventive Measures and Respond to Seasonal Storms, High Winds, and
Floods Damages. Respond to and Complete Reports for Non-Employee Injury, Property Damage
and Security Incident.

Daily Duties

Indoors:

Nature Center Upkeep Including 2 Restrooms, 2 Classrooms, Auditorium, 2 Offices, Library, Museum, Exhibit Hall, Kitchen ,2 garages, Janitor Storage Room Floor Sweeping
Emptying Trash Cans
Vacuuming Carpeted Rooms and Rugs
Tables and Chairs Set Up for Programs, Meetings, and Rentals
Garage/Tool Storage Upkeep
Answer Telephones
Feeding/Care and Handling of Animal Ambassadors

Outdoors:

Park Entrances, Drive Way, Walking Trail Upkeep
Portable Toilet Units Monitoring
Empty Picnic Area/Trail Side Trash Drums
Trail Condition Monitoring & Park Patrol
Equestrian Staging Area Monitoring
Irrigation System Monitoring and Upkeep
Park Signs Monitoring
Work Order Request
Warehouse Order Pickup
Parking Lot Patrols and Clean Ups
Inform Park Patrons on Park Rules
Maintenance/ cleaning of Animal Enclosures

Weekly Duties

Instructing and Supervising Court Referred Workers
County Vehicles (Truck & Van) Checking and Fueling
Work as Liaison with Local Police and Fire Officials
Work with Docent Naturalists and Volunteers on Park Programs
Function as "Ranger/Naturalist" to school and scout children participating in educational and merit badge programs, researches the plants, animals, geology, and general natural history of the area and shares this knowledge with the thousands of visitors.
Entrance Landscape Monitoring and Watering

Monthly/Seasonal/As Needed

Graffiti Removal
Brush Removal Projects
Trail and Park Road Ruts Filling and Repair
Trail Trimming and Safety Check
Light Tree Canopies Trimming for Head and Vehicle Clearance on Walk Ways, Trails and Park roads
Equestrian Staging Areas Weeding, Arena Leveling, Tilling and Scarification
Supervising Work Crew, Community and Business Volunteer Groups and Eagle Scout Projects
County Regulation/Park Signs Installation, Posting, Removal and Repair
Fire Extinguishers Check
Light Fixture Monitoring and Bulb Replacement
Work Order Request and Liaison Working with Crafts People
Warehouse Order Pickup and Donation Pick up
Parking Lot Light Fixture Monitoring and Minor Repair, Timer Setting Check and Adjustment
Seasonal Program/Events/Festivals Setups, Ground Preparations and Clean-up
Hand Tools, Power Tools Operation, Care and Maintenance
Decomposed Granite Path (DG Path) Erosion Repair, Pack Down, Binder Application
in Native Plant Demonstration Gardens and Outdoor Classroom
Minor Exhibit Carpentry Repair, Frames Hanging, Nuts, Bolts and Crews Tightening
Painting Structures, Picnic Tables, Trash Drums and other painted Park Features
Stained Concrete Floor Mopping, Stripping and Waxing

Gutter Cleaning, Minor Roofing Repair and Tar Maintenance

Assist in the rescue efforts for lost or injured hikers, using knowledge of Park trails, terrain and potentially hazardous locations.

Specialized

Poison Oak Trimming and Removal

Rattlesnake Retrieval and Release

Invasive Plant Remove

Habitat Restoration

Flea Abatement & Squirrel Population Monitoring

Native Plant Demonstration Gardens Monitoring and Maintenance

PAINTING

Note: Use proper tools to open lids!! Clean lid rim to aid reseal.

Spray Paints – Read and follow label directions

- 1) Preparation – remove grease, dirt, and oil with proper cleaner, wire brush/sand.
- 2) Use above 50 degrees F/below 85 degrees
- 3) Shake can vigorously, in upside and down position and at least one minute after ball is heard.
- 4) Start 12”-16” distance from surface
- 5) Spray with side to side motion and level with surface.
- 6) Several lights, let dry and repeat for a heavier coat.

Water Base Paints – Read and follow label directions

- 1) Preparation – clean previously coated surfaces with proper cleaner. Remove dirt, oil grease, etc.
- 2) Sand to remove sheen on gloss and semi-gloss coatings, wipe off dust
- 3) Remove rust and/or flaking loose coatings
- 4) Bare wood may need primer for some water base paints and stains
- 5) Use drop cloth and mark as needed.
- 6) Use above 50 degrees Fahrenheit.
- 7) Stir occasionally during use.
- 8) Immediately after use clean with soap and water, several times.
- 9) Shake out excess water.

General Information

- 1) Wait until the next day to re-coat stains and paints (follow label)
- 2) Use correct size brush
- 3) Finish strokes into wet paint
- 4) Spot cover up, feather edge so it doesn't show. On block use motor joints as finish points. DO NOT paint partial block.
- 5) Use “Wet Paint Signs”
- 6) After thoroughly stirring the paint (if recommended), examine if for lumps curdling, or color separation. DO NOT use paint if any signs of these conditions exist. When opened, old paints release a foul odor (especially latex paint) and should be discarded in a Hazardous Material manner. If there is a “skin” on the surface of the paint, remove

as much of the hardened film as possible with a spatula or knife and strain the paint through cheesecloth or paint filter to pick up the bits of skin remaining.

- 7) Between jobs, clean the rim of the paint can and cover the paint container tightly to prevent evaporation and thickening.
- 8) After completion of a job, thoroughly clean the rim of the paint container and put the lid on tightly. To ensure that the lid is airtight, cover the top and rim of the can with a piece of cloth or plastic and tap the lid firmly into the place with a hammer.

Advice and Tips



Safety Tips for Painting

Using Protective Equipment

The basic gear you need for a safe DIY paint job are: gloves, safety glasses or goggles, a dust-mask for sanding, and sensible shoes with a good grip.

Skin protection:

- Wear the appropriate gloves: cloth or leather gloves for sanding and scraping, impermeable gloves for applying water-based paint, solvent-resistant chemical gloves for handling solvent-based products.

Eye protection:

- Use eye goggles or glasses, or a face mask.

Lung Protection:

- Wear an anti-dust mask whilst sanding a surface or a solvent-respirator if working with solvent-based products.
- Ensure good ventilation with open windows and doors.
- Remove sources of ignition.

Handling Solvent-based Products

All organic-based solvents – including white spirit, solvent-based paints, solvent-based thinners and primers, solvent-based wood treatment products as well as paint strippers – represent potential health hazards, and require that particular precaution be taken both in use and in storage.

Here are some tips:

- Read the label carefully for information on safety and health-related issues.

- Solvents are highly flammable – keep these paints away from all sources of heat, and never expose directly to an open flame.
- Store in cool, well-ventilated areas.
- Keep these products out of reach of pets and children.
- Dispose of rags properly – rags soaked with oil-based materials can ignite spontaneously if not spread out to dry.
- Ensure good ventilation with open windows and doors.
- Wear protective equipment.
- Keep children and pets out of the painted area.

Water-based paints: a viable alternative to solvent based paint:

To a large extent, water-based paints pose fewer risks and health hazards than solvent phase paints. Modern, high quality water-based paints offer an excellent performance profile – superior durability and color retention, excellent washability, for example. They are also more convenient to use – low in odor, they dry quickly, and brushes can be cleaned with warm, soapy water, with no need for white spirit or turpentine. And of course they are more environmentally-friendly.

HOW TO CLEAN UP AFTER PAINTING

Steps



1.

To clean a paint brush after using latex paint, fill a bucket with warm water and brush along the bottom to remove the paint.



2.

Rinse with clean water. Discard water and refill.



3.

Run a painter's comb through the brush to loosen dried paint.



4.

Rub hand soap or hand cleaner into the bristles for several minutes.

HOW TO CLEAN UP AFTER PAINTING



5. Use the painter's comb again, cleaning the metal base of the brush.



6. Rinse until water runs clear.



7. Remove as much water from the brush as possible and reshape bristles with the painters comb.



8. Paint rollers: use the curved side of a 5-in-1 tool to scrap off as much paint as possible back into the bucket. If you used oil-based paint, discard roller.



- 9.

HOW TO CLEAN UP AFTER PAINTING

Continue to use the 5-in-1 tool under warm water.



10.

Spin the roller to remove water and wrap with protective material.



11.

Store all remaining tools in one place so you can find them easily.



12.

Scrape all paint from the tray/pail back into the paint can.



13.

Seal paint and use a marker to indicate when and which room it was used in as well as where you purchased it. Store in a dry location where it won't freeze.

Step By Step



Check for Moisture

Moist or humid air might be the cause. Open windows and doors to allow air to move.



Clean

Wash the surface completely with water, using a rag and bucket.



Dry

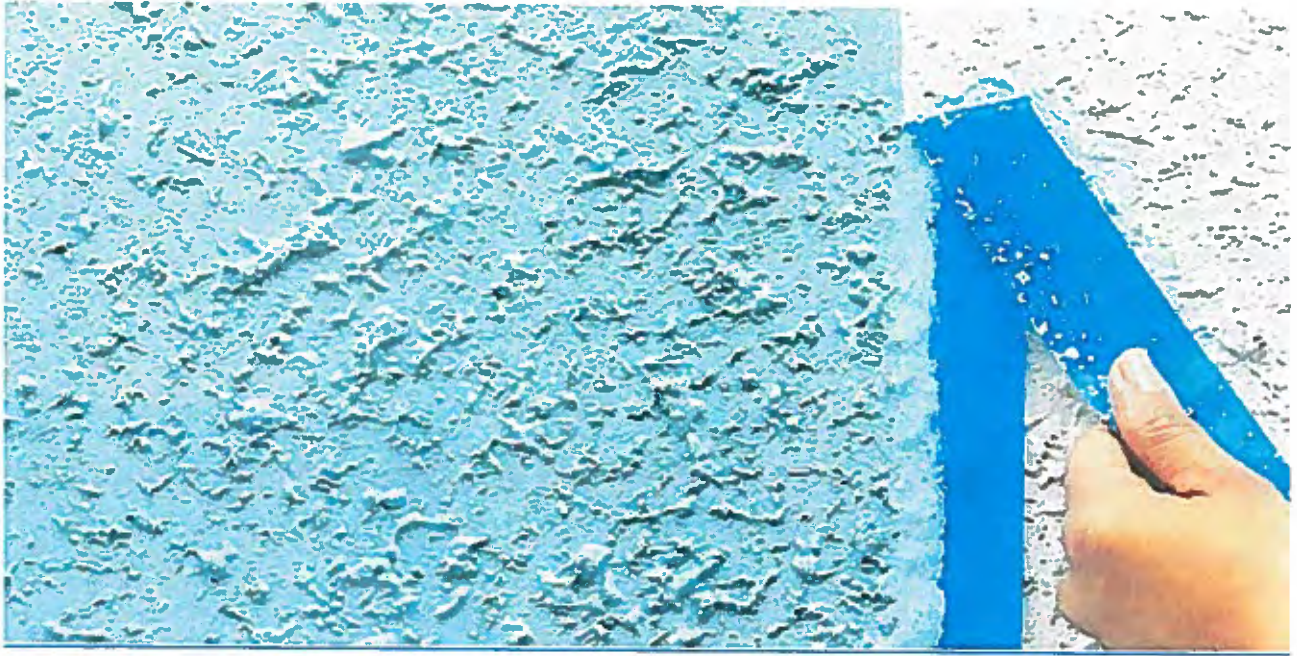
Allow plenty of time for the surface to dry, or use a fan or hair dryer.



Tape

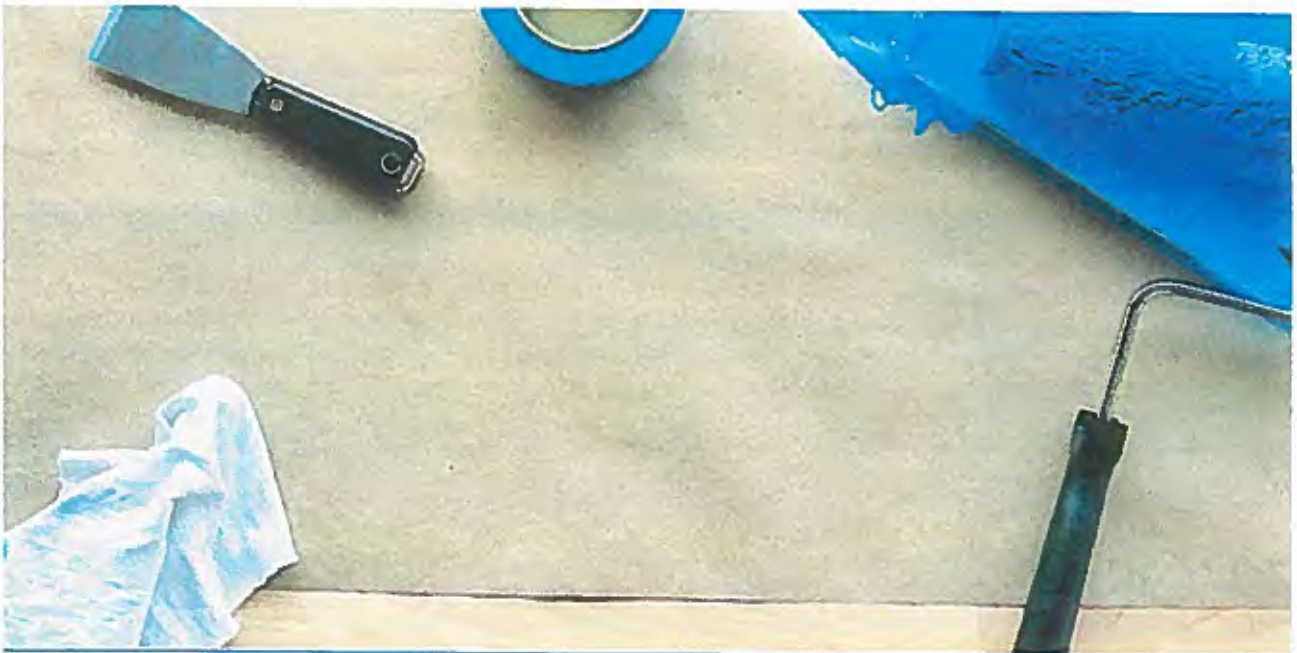
Now that your surface is clean and dry, the tape should stick properly.

Related Content



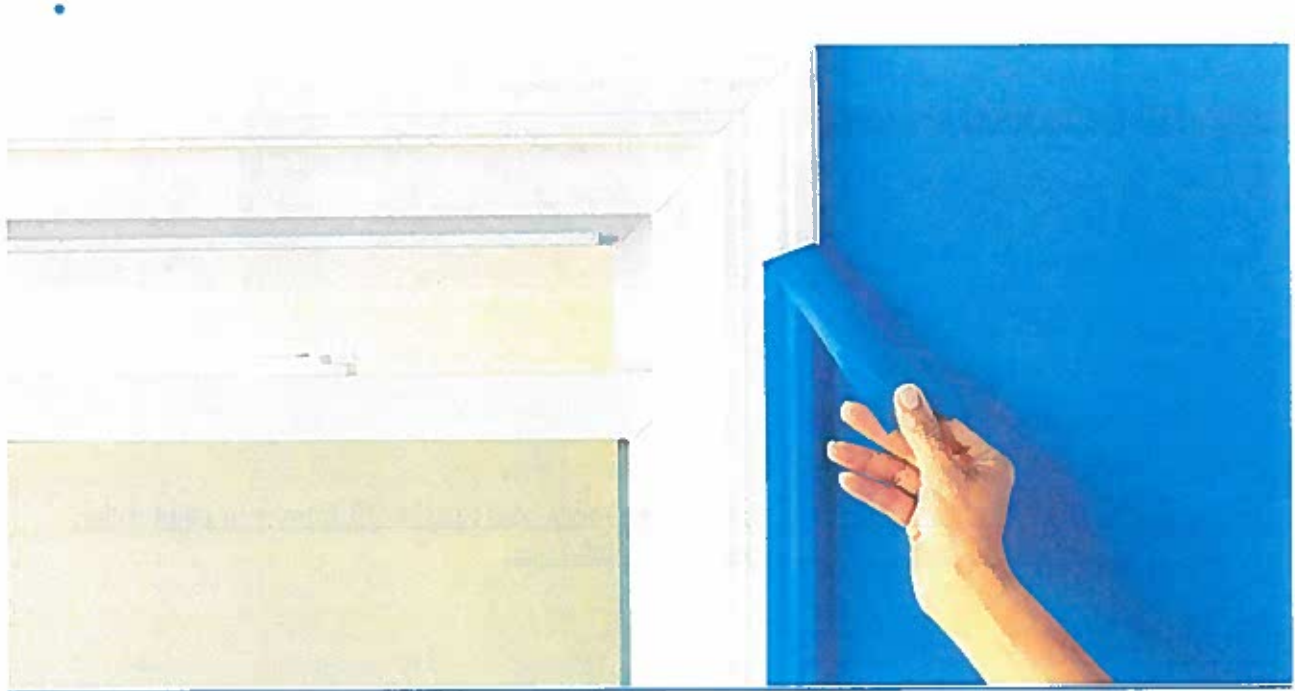
Tape Textured Surfaces

Textured surfaces, like a Venetian plaster wall or the orange peel texture left from your paint roller, present unique masking challenges. We have some helpful tips.



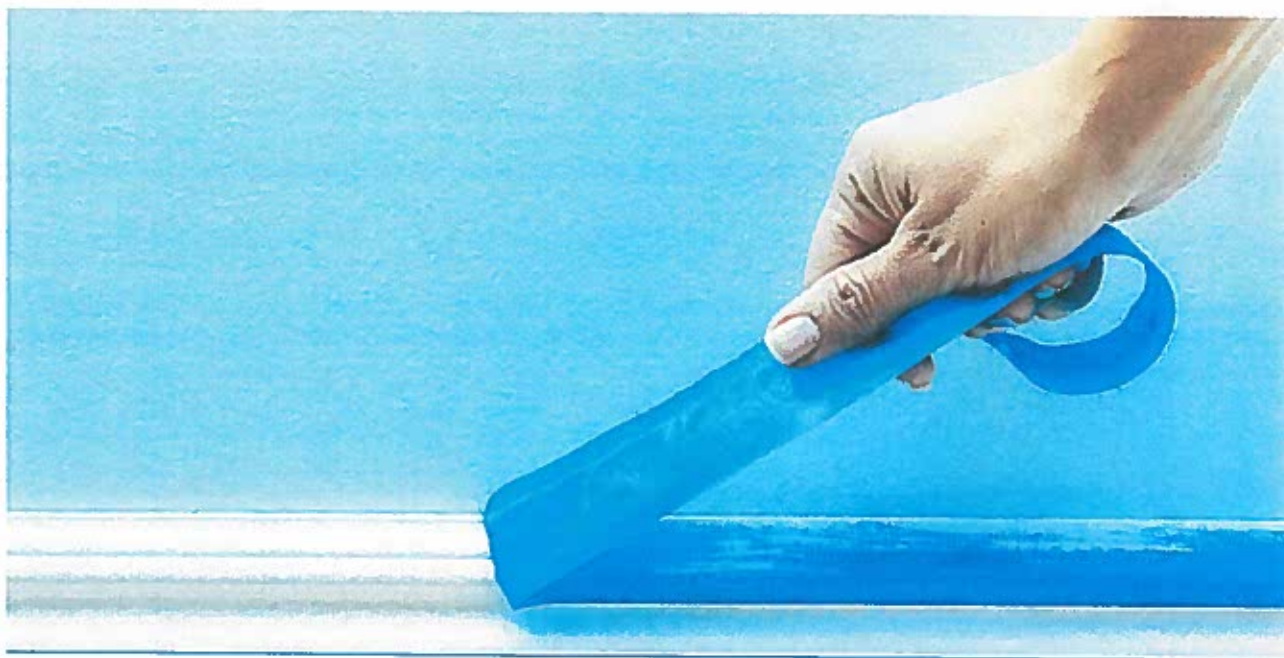
Protect a Wood Floor

Keeping paint off a hardwood floor is a lot easier than trying to remove it after it drips or spills and then hardens.



Tape Windows, Corners & Trim

Even hard-to- mask areas can be prepped quickly and easily. We have some useful hints, so you can get the job done right.



Proper Tape Removal

After the paint dries, make sure you know what steps to take to remove the tape properly and reveal sharp, clean lines.

PEST CONTROL

Working Around Bees and Other

Stinging Insects

With respect to bees – If you discover a swarm or colony of bees – avoid the area and keep children and pets away from swarm or colony. Contact Vector Control Stinging Insects at (800) 825-3400 or dial 911.

As a general rule, stay away from *all* honey bee swarms and colonies. If you accidentally encounter bees, do not panic, but remain calm and quietly retreat until the bees are out of sight. If forced to run, use your arms and hands to protect your face and eyes from possible stings. Quickly take shelter in a car or building. Water or thick brush does not offer adequate protection.

General Precautions:

- Listen for buzzing indicating a swarm or colony of bees.
- Look for bees flying back and forth in a straight line.
- Use care when entering sheds or outbuildings, when opening field irrigation boxes, in and around wood piles and dead trees as these are common locations hives maybe established.
- Examine work area before using lawn mowers, weed whackers or any other power equipment in the field.
- Examine areas before tethering or penning pets and livestock.
- Be alert when participating in all outdoor activities.
- Never disturb a colony or swarm – contact a professional immediately.
- Teach children to be cautious yet respectful of all bees.
- Check to make sure your first-aid kit carries bee sting kits and procedures to those sensitive to bee stings.
- Develop a safety plan for your home and yard.



Outdoor Safety:

- Keep patrons and especially children at a safe distance when using weed whackers, hedge trimmers, tractors, mowers, chainsaws or other power equipment. Honey bees are sensitive to unusual odors and loud vibrations. Attacks frequently occur when a worker is mowing turf or pruning shrubs and trees, and disturbs a colony.
- Keep alert for honeybee activity when outdoors.
- Take care of your pets – when a dog goes bounding through the brush, it is more likely to disturb bees than one following quietly at your heels.
- If on horseback, stay alert when riding through brush or under low hanging branches where bees have established a colony.
- Keep animals away from apiaries, commercial hives and bee colonies. Numerous stinging incidents have involved animals either penned or tethered near established hives and colonies.
- Leave the area quickly if you are attacked by bees. Cover your face using your hands and arms to protect your eyes and mouth from stings. Seek shelter immediately in a car, building or closeable tent. **Do not Jump into water for protection.**



What to do if stung:

- Quickly move to a safe area.
- Remove the stinger or stingers **as soon as possible**.
- *Scrape* the stinger out with either a fingernail or credit card if readily available. *Pulling* out the stinger with your fingers is also an acceptable method since research has shown that removing the stinger as soon as possible is more important than the actual method of removal when it comes to minimizing the venom received.
- Wash the sting area with soap and water. Apply an ice pack for a few minutes to relieve pain and swelling.
- For multiple stings or hypersensitive individuals, seek immediate medical care. Remove stingers and count the number of stingers removed. This information will assist medical personnel in treatment. Watch for breathing and/or vision difficulties.

Other Insects of Concern

Mosquito Prevention and Control:

There is an ecological relationship between humans and mosquitoes. By inadequately managing land and water resources, and failing to solve the problems of liquid waste management, larger, more productive habitats for mosquitoes continue to grow and cause disease and intolerable annoyance. Even mosquitoes which carry no transmissible disease but are present in sufficient numbers to produce intense annoyance and distress to humans and animals are recognized as a public health problem. Discomfort is probably one of the primary motives for local public support of mosquito control programs, especially in urban areas. Demands by the public for remedial measures result typically from:

- Individuals who are hypersensitive to bites of various mosquitoes and other vector species.
- The anguish and concern for mothers whose babies show numerous red swellings resulting from bites of mosquitoes and stings from other insects.
- Numerous bites or stings from vectors which destroy the pleasures of visiting parks and gardens.
- Large numbers of biting/stinging vectors in many recreational areas, which often drastically curtail their use for sensitive individuals who help pay for such facilities.
- Secondary infections which often result from bites/stings of vectors.

Mosquito-Borne Illnesses:

- West Nile Virus (WNV)
- St. Louis Encephalitis (SLE)
- Western Equine Encephalomyelitis (WEE)
- Dengue Fever
- Chikungunya
- Yellow Fever
- Zika Virus



Prevention: The 5 D's of Defense

1. Drain – Remove standing water on your property
2. Deny – Install tight fitting screens on window and doors to prevent mosquitoes from entering your home or work place.
3. Dawn & Dusk – Avoid spending time outside at dawn and dusk when Mosquitoes are most active
4. Dress – Wear long pants, long sleeved shirt, shoes and socks outdoors.
5. DEET – Use an insect repellent containing 5%-30% DEET

Control: Backyard Breeding – Look for anything that can hold water for more than 3 days.

Home and Garden Checklist:

- ✓ **Trash bins:** Keep lids shut tightly and remove water that accumulates inside. Drill several drain holes in the bottoms.
- ✓ **Boats:** Check and remove water weekly from boat covers.
- ✓ **Fountains and bird baths:** Clean or hose out weekly.
- ✓ **Rain gutters:** Keep clear of leaves and other debris.
- ✓ **Potted plant saucers:** Don't overwater. Empty saucers regularly or drill holes in the bottom to allow drainage.
- ✓ **Water bowls for pets:** Rinse and fill 1 to 2 times a week.
- ✓ **Water troughs:** Stock with free mosquito fish from the District.
- ✓ **Swimming pools and spas:** Keep filter and pump maintained and running. Remove standing water from the bottom of empty pools and/or covers. Report neglected pools and spas to the District.
- ✓ **Ponds:** Stock ornamental ponds with free mosquitofish. Keep ponds clear and free of excess vegetation.
- ✓ **Rain barrels:** Cover tightly with a fine mesh screen.
- ✓ **Tires:** Recycle used tires or store in a covered area.
- ✓ **Chain link fence:** Cover hollow chain link fence posts with caps.
- ✓ **Leaky hoses:** Replace damaged hoses and repair leaky faucets and pipes.
- ✓ **Low areas:** Do not overwater lawns or gardens.
- ✓ **Drains:** Make sure that drains are not clogged by debris
- ✓ **Sculptures:** Check for water that may collect in lawn ornaments. Drain or flush out weekly.
- ✓ **Wheelbarrows:** Remove water that collects inside or store upside down.
- ✓ **Tree holes:** Be aware that water can collect in tree holes and stumps.
- ✓ **Septic tanks:** Screen vent pipes with a fine mesh screen. Cover exposed tanks or manhole lids with plastic or a similar material and secure in place. Place several inches or more of dirt or sand over the top of the area.
- ✓ **Containers:** Store containers upside down, cover or place in a sheltered area.

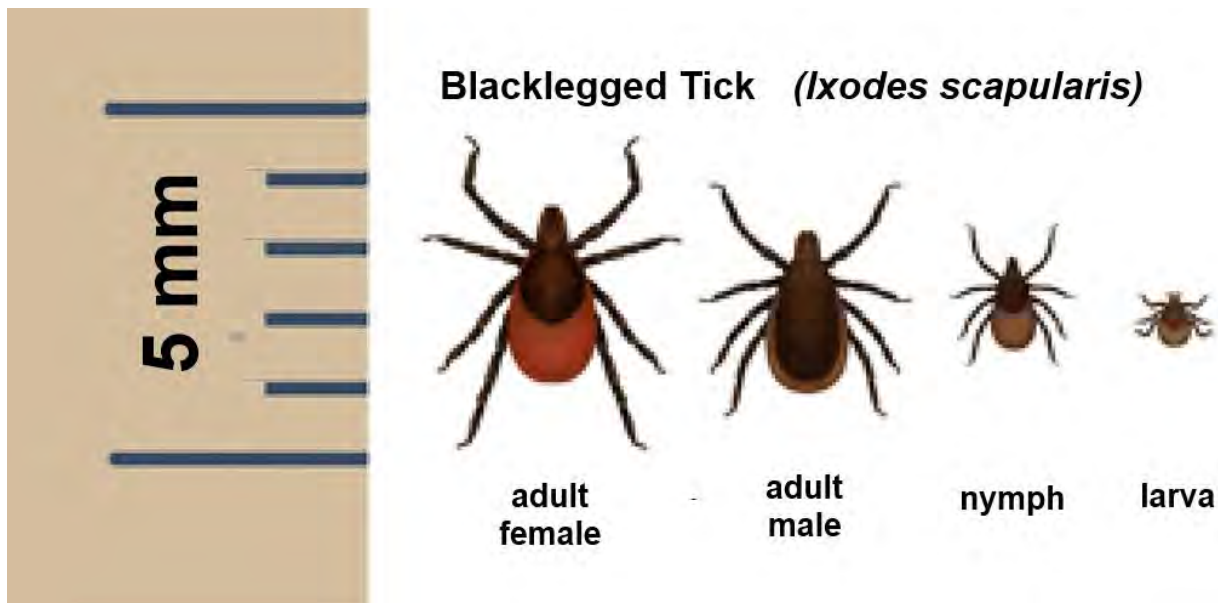


Other Insects To Be Aware Of:

TICKS: Ticks are found in a variety of habitats in areas with grasses, shrubs logs and leaf litter. Each life stage of a tick attaches to an animal for several days to take blood meal before maturing to the next stage. Ticks are the primary carrier of Lyme Disease.

Proper Tick Removal:

- Use Tweezers to grasp the tick's mouthparts as close to the skin as possible.
- Pull the tick straight out with a firm, steady motion. Do not squish, jerk, twist or burn the tick.
- Wash hands with soap and water.
- Disinfect the bite and apply an antiseptic.
- Save the tick for identification and Lyme Disease testing.
- A localized reaction or infection can occur where the tick was attached.
- Seek medical attention if redness and/or pain persists at the bite site or if a rash or flu like symptoms develop within 30 days.



Red Imported Fire Ants:

- Red Imported Fire Ants (RIFA) are known for their aggressive behavior and painful stings. Stings have been compared to being poked with a hot needle.
- If you suspect a red imported fire ant infestation – avoid the area.
- Keep children and pets away from the area.
- Do not disturb the ants or mound – do not attempt to control ants yourself.
- Dress properly when working outdoors – where gloves with closed toe shoes and socks.
- Inspect outdoor pet areas for RIFA activity. Pet food and water bowls may attract foraging ants.

EH&S Topic Review Sheets

California Rattlesnakes

A. OVERVIEW

1. Rattlesnakes occur only in North and South America and are the only native venomous snakes in California. About 30 species of rattlesnakes are known. California has 6 species and several subspecies, one or more of which are found in most areas of the state from below sea level to about 11,000 feet. Rattlesnakes give birth to live young, which are capable of biting and injecting venom at birth.
2. Although the chance of being bitten by a poisonous snake is slight, the risk frightens most people. Knowledge of both snake behavior and the precautions to take to reduce the risk of a snake bite help to reduce this fear.
3. Caution is always necessary in wildlands or undeveloped areas. Extra precautions should be taken where there are floods, fires, or land-clearing operations, because these may destroy natural food and cover, and force the snakes to migrate to other areas.
4. The most effective method of discouraging snakes:
 - a. Remove any food and cover that may attract them. Rodents are the primary food of rattlesnakes, and their burrows provide cover. Elimination of rodents by trapping or other methods, followed by plugging of the burrows, will reduce available habitat for snakes.
 - b. Closely mowed lawns and fields are less attractive to snakes than are weeds, brush, and tall grass.
 - c. Since snakes cannot survive on hot, bare ground, remove trash, lumber, brush, and rock piles, or anything that might afford shade or hiding places.

B. SNAKE-PROOF BUILDINGS AND YARDS

1. Rattlesnakes do not dig, nor do they climb vertical walls. Therefore, they can be kept out of buildings by:
 - a. Installing tight-fitting doors or screens on all openings.
 - b. Blocking all cracks and holes in foundations and floors.
2. Erecting a snake-proof fence to protect a large outdoor area is rarely feasible. However, when cost and effort to enclose an area are not prohibitive, a snake-proof fence can be made of ¼-inch-mesh, 36-inch wide hardware cloth. You should follow the guidelines listed below:
 - a. Be sure to bury the bottom edge of the fence securely a few inches in the ground.
 - b. Slant the fence outward at about a 30° angle, using support stakes inside the fence.
 - c. Keep the fence tightly stretched.
 - d. The gate must be tight-fitting and hinged to swing inward (because of the fence angle).
 - e. Do not allow vegetation to grow or debris to accumulate next to the fence. Snakes can easily climb on vegetation, and it provides food and cover for rodents.

C. SNAKE CONTROL

1. It has been said that certain plants repel snakes, but so far as is known, no North American plants have such effects. Investigations have also failed to show any repellent effects of such materials as cayenne pepper, slaked lime, powdered sulfur, and hair ropes. No chemicals are registered for snake control in California at present.

EH&S Topic Review Sheets

California Rattlesnakes (Continued)

2. Turkeys are excellent snake locaters if they can be confined to the property. Also, an aggressive dog will often set up an alarm if a snake is present.
3. The most common and direct method of controlling rattlesnakes is to club or shoot them. A hunt may reduce the rattlesnake population, but total eradication of rattlesnakes over large areas is not possible. Not all of them are active aboveground at any one time, and some will migrate from surrounding undeveloped areas.
4. An effective way to reduce rattlesnake populations on a large scale has been through control at their dens. Snakes hibernate in holes or crevices, often in large groups. Local people may know the location of such dens, or they can be discovered by searching rocky ledges, hillsides, and other likely places. This is most effective when snakes are sunning themselves near dens just before they hibernate in the fall or before they leave the denning area in the spring. In some areas where snakes hibernate consistently in large numbers, trapping at dens has been done.

D. PRECAUTIONS IN SNAKE COUNTRY

1. It is best not to camp, hunt, fish, or travel alone. A capable partner and an established emergency plan can often greatly reduce the chance of serious injury from snakebite. Check with your physician on proper first aid, and carry an approved snakebite kit.
2. Learn the physical characteristics of venomous snakes from a good field guide. Many snakes are not venomous and should not be killed. In warmer climates, don't depend on rattlesnakes being in hibernation, even during winter months.
3. Most snake bites are on the lower leg or foot, so it's a good idea to wear heavy socks and high boots with your trouser legs outside the boots. Common sense suggests other ways to avoid snakebite:
 - a. Among the most important is the habit of looking carefully before you step, jump, reach, sit, or lie down. For example, don't step out of a car, over a log, or into tall grass or brush before checking for snakes.
 - b. Don't step from bright sunny areas into shade or out buildings without looking first.
 - c. Don't walk around at night in rural areas without a light; during hot weather, snakes often travel at night.
 - d. Never reach into rodent burrows, hollow logs, or other openings that might contain snakes.
 - e. When climbing, don't forget that reaching above your level of vision may expose you to snakes you cannot see.
 - f. If you camp out during warm weather, check around your vehicle, camp gear, bedding, and other shady areas whenever you come into camp; snakes seek shade during hot daylight hours.
 - g. Occasionally, rattlesnakes are found swimming in streams and lakes during warm weather, although their purpose in swimming is not known.
 - h. Snakes also need shelter during cool weather, so you should check warm areas under clothing, sleeping bags, and other camp gear.
4. If you hear a rattlesnake:
 - a. Stand still until you are sure of its location.
 - b. Avoid running or jumping blindly; snakes usually retreat if given a chance.
 - c. Don't handle venomous snakes unnecessarily, even "dead" ones; they can be dangerous for some time after death because of reflex muscle action. If you do kill a rattlesnake, you can sever and bury the head to avoid this hazard.

EH&S Topic Review Sheets

California Rattlesnakes (Continued)

E. INCIDENCE OF SNAKEBITE

1. It is estimated that not more than 1,000 people are bitten annually by rattlesnakes in the United States and that about 3 percent of these bites are fatal. Bites are more serious in children, whose smaller bodies are less able to resist a given amount of venom. Bites are also more serious in the elderly, since general health and resistance tend to decrease with age.
2. Usually, no more than 25 to 75 percent of a snake's venom is expelled during a bite. In some cases, no venom or only a small amount is injected. This may be due to interference by clothing, the snake may be small, it may have little venom stored, or there may be other reasons.
3. The amount and toxicity of venom varies with size and species of the snake and also varies in the same snake at different times.

F. TREATMENT OF SNAKEBITE

1. Treatment should begin as soon as possible. Try to keep calm and avoid excessive exertion, because excitement and exercise aid the spread of venom.
2. Determine whether the snake is venomous to avoid unneeded and possibly harmful treatment. If the snake is not seen and no rattle is heard, the appearance of the wound and the symptoms must govern treatment.
 - a. Rows of small tooth marks or lacerations normally indicate the bite of a nonvenomous snake, and a good antiseptic may be adequate treatment.
 - b. If the snake is venomous, there usually will be one or two larger fang punctures and possibly smaller tooth marks. The fang punctures may bleed extensively because of anticoagulants in the venom. Rattlesnake bites usually cause immediate, burning pain, followed within a few minutes by swelling, discoloration, and increased pain.
3. Alcoholic drinks should not be taken, but tea or coffee may help if fainting occurs.
4. The victim should be kept warm to reduce shock.
5. Expert medical care should be obtained as soon as possible. Antivenin is available only through prescription, and such treatment should be left to the physician.
6. Disagreement exists among physicians regarding the use of ice packs or ice water (cryotherapy) on the bitten area to reduce the movement of venom. Some advocate this method, while others point out that body tissue may freeze, causing additional complications. It is probably best to check with your own physician for specific advice on such treatment.

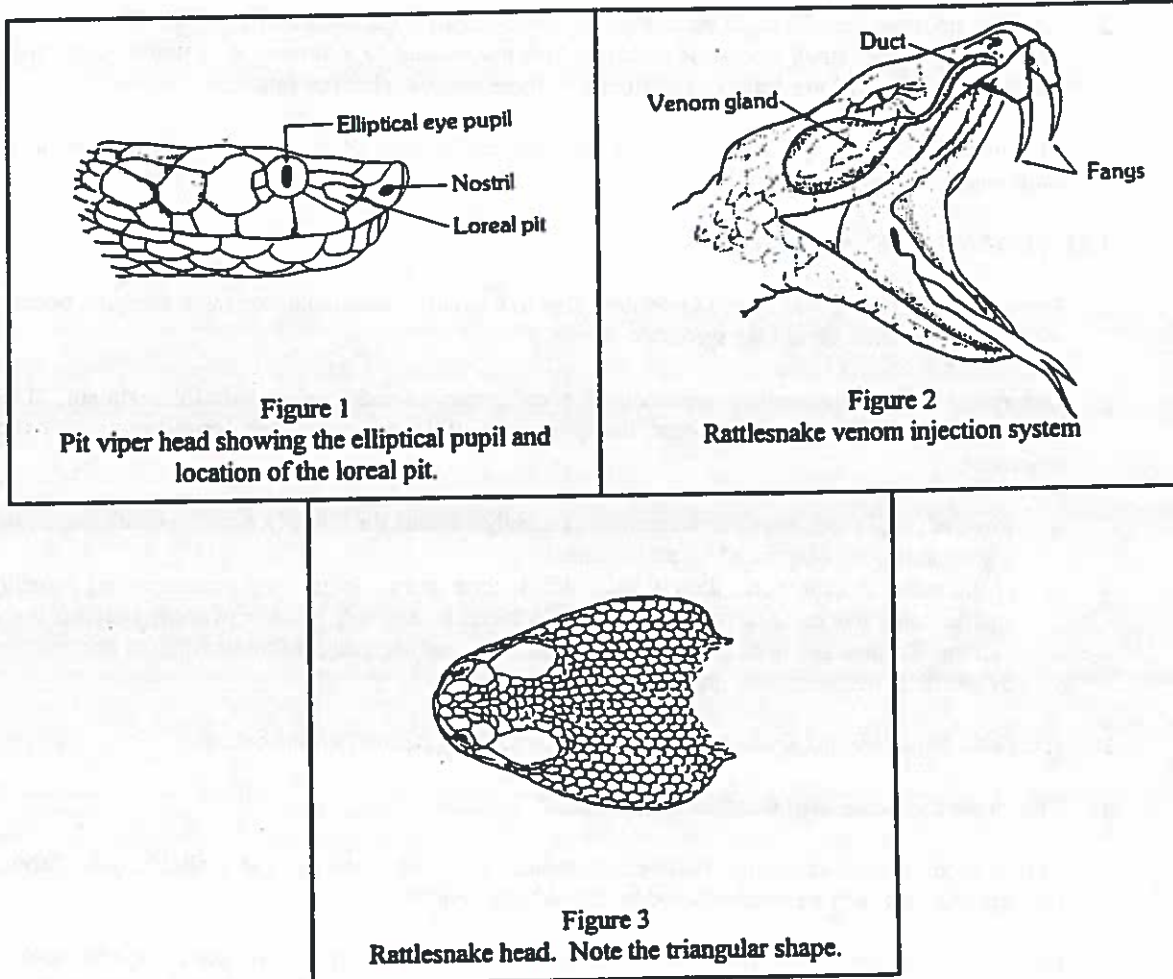
G. VENOMOUS SNAKES OF THE UNITED STATES

1. The dangerous venomous snakes of the United States are rattlesnakes, copperheads, cottonmouths (water moccasins) and coral snakes. Except for the coral snake (family Elapidae), all are members of the viper family (Viperidae) and the pit viper sub-family (Crotalinae). They are called pit vipers because of their loreal pits, temperature-sensitive structures on each side of the head between the eye and nostril (figure 1). The loreal pits allow the snakes to sense body heat and locate prey or enemies even in total darkness. Both the nostrils and tongue are used to detect odors.

EH&S Topic Review Sheets

California Rattlesnakes (Continued)

2. Pit vipers have the most highly developed venom system of all snakes—consisting of venom glands, ducts, and fangs (figure 2). The fangs are hollow, modified teeth normally carried folded back against the roof of the mouth. When the snake strikes or bites, the fangs are pivoted forward to inject venom. The snake can control the amount of venom ejected from either or both fangs. Even when a rattlesnake's head is severed from the body, the head can bite and inject venom by reflex action up to an hour or more after death.



H. RATTLESNAKES OF CALIFORNIA

1. General features:

- Rattlesnakes are heavy-bodied with a broad triangular head, slender neck (figure 3), and vertically elliptical eye pupil (figure 1).
- Size varies depending upon species (see chart below).
- The rattle at the end of the tail is not present on any other snake species.
 - It is composed of interlocking horny segments.

EH&S Topic Review Sheets

California Rattlesnakes (Continued)

- A new segment is formed each time the skin is shed, which may occur several times each year.
 - The terminal segments are usually broken off on older snakes and, rarely, the entire rattle is missing.
 - When disturbed, rattlesnakes vibrate the rattle, causing a buzzing sound. However, they do not always rattle before striking or biting.
2. *Western Diamondback Rattlesnake* - the largest rattlesnake species in California. It is probably the most dangerous rattlesnake in California because of its size and aggressive disposition.
- a. Found primarily in Imperial, Riverside, and San Bernardino counties from sea level to 7,000 feet.
 - c. Identification:
 - The light-bordered diamond- or hexagon-shaped blotches on its back and the smaller, fainter blotches that lie along its sides. (At times, however, the pattern may be indefinite, with the animal having an overall dusty appearance.)
 - The tail pattern consists of alternating broad black and white rings of near equal width.
 - Two light stripes, one in front of the eye and one behind, extend backward diagonally to the upper lip. The latter of these stripes intersects the lip well before the corner of the mouth.
 - There is a series of small scales on the top of the head between the large cephalic plates that overlie the eyes.
 - The ground color of the Western Diamondback is often gray to brown. It is also a generally heavier-bodied animal than the Mojave.
3. *Western Rattlesnake* - the most common species, occurring throughout most of the state except for the desert areas of the southeast. There are several subspecies of the Western rattlesnake, three of which are found in California—Northern Pacific, Southern Pacific, and Great Basin.
4. *Sidewinder Rattlesnake* - the smallest species, named because of its peculiar method of sidewise locomotion. The Sidewinder is sometimes called the "horned rattler," because it has hornlike scales above its eyes. It is most common in sandy desert areas from below sea level to 6,000 feet.
5. *Mojave Rattlesnake*
- a. Found in the desert and foothills of southeastern California, overlapping the Sidewinder's range, and occurs from sea level to high elevations.
 - b. Identification:
 - a relatively slender species of rattlesnake, being less stout-trunked and heavy headed than the Western Diamondback. It reaches a maximum total body length of 54 inches, though the majority of adults do not exceed 32 inches. The average length at birth is about seven inches.
 - The ground color of the Mojave rattlesnake is most commonly some shade of green, and it is often referred to off-handedly as the "Mojave Green" rattlesnake. However, this term is a misnomer, and for identification can be misleading, for Mojaves of brownish and yellowish hues also exist.
 - c. The venom of the Mojave rattlesnake produces predominately neurotoxic activity. Envenomation in humans may produce less severe immediate local effects at the site of a bite. However, a later, more extreme systemic reaction, notably respiratory distress, may result. Envenomation can further lead to respiratory paralysis or cardiac arrest.

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California Rattlesnakes (Continued)

6. *Speckled Rattlesnake*

- a. Found throughout Baja California and up the coast about to Los Angeles, overlapping with Red Diamond rattlesnake in most of this area. It also overlaps much of the Sidewinder's range in the southeast desert area.
- b. Identification: Its coloration and markings are extremely variable, and often—but not always—it lacks the well-defined dorsal pattern of the Mojave, possessing a salt-and-pepper speckling or crossbanding instead.

7. *Red Diamond Rattlesnake* - Found in Baja California and in southwestern California below Los Angeles.

CALIFORNIA RATTLESNAKES AND RANGES

<u>California rattlesnakes</u>	<u>Approximate length of adults</u> (inches)
Western Diamondback (<i>Crotalus atrox</i>)	30 to 89
Western (<i>Crotalus viridis</i>)	
Subspecies:	
Northern Pacific (<i>C.v. oreganus</i>)	20 to 64
Southern Pacific (<i>C.v. helleri</i>)	20 to 55
Great Basin (<i>C.v. lutosus</i>)	20 to 52
Red Diamond (<i>Crotalus ruber</i>)	30 to 65
Mojave (<i>Crotalus scutulatus</i>)	22 to 50
Speckled (<i>Crotalus mitchelli</i>)	24 to 52
Sidewinder (<i>Crotalus cerastes</i>)	17 to 31

PICNIC AREA MAINTENANCE

PICNIC AREAS

Daily:

- Inspect for safety tables, benches, brazier, fireplaces, fire rings, sinks, and food preparation surfaces, including shelters.
- Empty trash containers, including shelters.
- Remove litter, including shelters.
- Spot clean and disinfect tables, pads, benches, including shelters.
- Clean braziers, fire rings, and in and around picnic appurtenances by removing ashes, partially burned charcoal, garbage, debris and left-over food.
- The entire picnic area, including shelters, shall be kept free of broken glass, cans, pop-tops, paper, etc.

Weekly:

- Scrub and disinfect all braziers, fire rings and grills. Clean and disinfect tables, pads, benches, walls, splash boards, cupboard doors, stoves, dispensers, sinks, food preparation surfaces and trash containers. Remove all tacks, staples, strings and other objects.
- Clean, wet mop and disinfect interior floors.

PLANT CARE AND MAINTENANCE

Plant care and maintenance can be divided into four main tasks: Watering, trimming, pest control and fertilizing.

Watering

- Initial watering after plants are installed is crucial, as well as the ongoing watering management. Remember not to over water by checking the soil conditions at the base of the plant prior to watering to determine if moisture is present. Be sure to consider recent weather activity that may have provided plant moisture.
- Check foliage condition because if too much water is being received the foliage may be yellow. This applies to deciduous shrubs and evergreen shrubs and trees as well as annuals.
- After initial watering, plants need to be monitored for moisture, pests, growth, and nutrient deficiency. This can easily be accomplished by regular inspections. Weekly inspections will show if a plant is in need of more or less water. It will also show if the plant is under stress due to a pest, or in need of some nutrients. If a plant is not growing at a normal rate, it may be a sign of poor soil and a fertilization program needs to be developed.

Trimming

- If a plant is growing well, but is interfering with the growth of other plants or growing over surface where there is traffic, a good trimming schedule needs to be implemented. This applies mostly to trees and shrubs. Keep in mind, a good plant selection is key for minimal pruning and trimming. Trimming consists of removing all dead, dying and diseased branches. Trimming may also consist of hedging for a formal look

Pest Control

- There are many ways to control pest control by using various herbicide, fungicides and pesticides. Please note, that any use of these products needs to be done by a Chemical Agriculture Sprayer's direction and obtain a written recommendation for a Pest Advisor if the products are considered to be restricted. Also, please note that in order to use these products, one must know what the pest is and should be marked on the label of each product.

Fertilizers

One of the best ways to combat pest is to ensure that that plants are healthy and growing. The first thing that should be done is to have the soil tested for soil type, moisture content and nutrient ratio. These tests are usually performed by a certified lab, which can tell you which micro nutrients and macro nutrients are deficient and how to replace them with the use of fertilizers. Fertilizer can be spread in granular form, liquid form or natural ways such as mulching. Please see fertilizers tailgate for information.

PLANT IDENTIFICATION AND SELECTION

Plant Identification and Selection is a very extensive topic. It is so extensive that it is taught over the period of a whole semester or longer in colleges and universities, and most of your knowledge will come as you practice all techniques that you learn over a period of time.

However, here are some basic tips and suggestions that will help you explore the diverse use of plants, and how to start learning about their name, similarities in appearance, propagation, growing habits, maximum height, etc.

It is important to know that a plant may have different common names, but only one botanical name.

Example:

Botanical Name: *Cedrus Deodara*. Common Names: Cedar Deodara. Some people may just call it Christmas tree because it makes a nice live Christmas tree.

You are better off learning the botanical name because that is the name the nursery or plant expert will know for sure.

1. **Get a good guidebook.** Peterson Field Guides is a good option. You can find them for wildflowers, trees, and edible and medicinal plants.
2. **Visit your wild space in all four seasons, arboretums, parks, and botanical gardens.** Many guide books are arranged by flower. You won't always find blooms, so begin to get to know your new friends when they are just sprouting, as they are full grown and blooming, and as they have produced seeds and turned brown in the fall and winter.
3. **Take a camera.** Sometimes the plants you are meeting will not be found in your guidebook. When that happens, take a close picture of the leaves, stem, flowers, and any fruits. This allows you to "collect" parts of the plant to ask a local perennial expert or do your own internet research.
4. **Keep a nature journal.** Keep track of the plants you have already learned and paste in their pictures at all phases of development. You may find you'd like to buy one of your own at a local nursery after you've seen how it develops in the wild.

Select the best plants for your needs. Take your time to research the plants that will do best in your specific area. When establishing a new garden, your plants need to be fresh. Not blooming, but ready to bloom. In regards to shrubs and trees, you should avoid root-bound plants as some may have a difficult time developing to their full potential. Look for plants with outstanding foliage. It is a good indicator of the plant's health



Los Angeles County Parks and Recreation Grounds Maintenance

Plant ID Form Guide



White Alder

Medium sized native deciduous tree commonly found within riparian zones throughout the San Gabriel Foothills. This tree produces monecious flowers that are tiny and white and appear in thick clusters. They also have opposite pinnate leaves.



Black Walnut

Southern California Black Walnut is an uncommon shrub or tree that grows 15 to 25 feet tall. This tree is important to wildlife as it provides small, edible walnuts and nesting sites for birds and mammals. Black walnuts also exude a natural herbicide known as juglone that inhibits many plants' growth.



California Sycamore

Native sycamore found primarily near water sources, but can also be found drier environments where they can root down deep into ground water sources. Largest native deciduous tree with deeply-lobed three to five fingered leaves that can measure up to 12". Whitish mottled bark with and irregular upright to slanted trunk habit. Seed pods hang in long segmented strands.



Buckwheat

Creamy pinkish flowers cloak the 2' tall mounds of evergreen needle-like foliage. Native to most of the Western US and Mexico this groundcover is highly variable in not only leaf structure but also flower color and growth a habit.



Coffeeberry

Medium to large shrub with semi-glossy leathery leaves. Red stems are dotted with green to deep red berries, similar in appearance to the coffee plant and bush. Excellent native foundation plant.



Prickly Pear

Paddle or Beavertail Cactus flowers in many colors from pink to yellow to white. Access to water will affect growth habit, whereas in a dry native soil will tend to be more compact. Fruit and paddles are edible after careful harvest and preparation due to the spine clusters.



Cholla

Desert scene staple. Mounding growth to 2-3' tall and 15' wide +. Covered in ½" – 1" spines. Small 1 ½ yellow-green bloom in summer.



Matilija Poppy

Deciduous shrub to 6' tall. Rangy but vertical growth of slender Woody stems are topped with a bright white and yellow flower resembling a sunny side up egg. Pointed gray-green foliage make this an excellent hillside barrier plant.



Toyon

"Hollywood" namesake, for its holly-like berries and native growth on those famous hills. Large shrub to small tree, with an open growth habit of dark green serrated leaves, displaying red berries spring through winter. High habitat value similar to the Elderberry.



Mountain Mahogany

This shrubby slow growing tree is not a true Mahogany. The common Name comes from the dense, heavy wood of the tree which Sinks in the water. The leaves tend to curl.



Lemonade Berry

This sumac is a rambling shrub to 6' tall has dense leathery foliage comprised of rounded but toothed waxy leaves dotted with small pinkish-red somewhat fragrant flower cluster. Important foundation plant in chaparral and sage scrub plant communities.



Mulefat

Southwest native growing typically near a water source or irrigated native environment. Can grow up to 8' tall and at least as wide. Small whitish pinkish flowers in spring. Plant is easily propagated and primarily used for riparian habitat restorations.



Bladderpod

Compact perennial 3-6' tall and wide. Light gray-green foliage with bright yellow flowers at tips. Flowers give way to 1 -2 green pods, ripening brown. Native from high desert to sandy foothills.



Castor Bean

This is a tree-like shrub and the leaves of the castor bean are extremely large, palmately five-lobed and petioled. Pinkish flowers and spiny fruit are seen during most of the year. The seeds contain a very potent poison, ricin.



Laurel Sumac

A large evergreen shrub or small tree that is common on dry slopes below 300 feet. They have simple leaves, lance-oblong, and slightly folded along the midrib.



Flannel Bush

The leaves of the flannel bush are fig-like, flannel feeling, alternate usually three lobed. This shrub can attain heights up to 3.5 meters when growing in gravelly washes. The flowers are a brilliant lemon-yellow usually appearing in late May.



Hackberry

Is an uncommon tree and the only native member of this family found in Southern California. Hackberry is a small, spreading tree. Plants within this Family are known to have watery juice and alternate, simple deciduous leaves With stipules. The fruit is a samara, nut or drupe.



Elderberry

The honey suckle family consists of small trees, shrubs or vines. The leaves are opposite, pinnately compound with five to nine leaflets. The creamy white flowers arranged in umbrella -like clusters appear in late spring. The berries may be either red, blue or white and can be eaten only after they are fully ripe.



Manzanita

Manzanitas are the best-known members of the heath family. They are handsome shrubs with reddish, artistically crooked stems. Some of the species grow into mat-forming shrubs, while others are tree like. The leaves are usually gray-green covered with fine hair and arranged in a vertical position along the stems. They flowers are bisexual, white or pinkish, urn-shaped and found in clusters. The fruit is a berry or drupe.



Tree Tobacco

Tree Tobacco is easily recognized in the field by its persistent, tubular, yellow flowers seen most of the year and the gray-green, ovate leaves. this tree is very rapid growth and narcotic/poisonous properties have been attributed to it.



Coast Live Oak

At least 12 of these species occur in Southern California. Sometimes called the holly leaf oak, it matures to a broad tree up to 25 meters in height, and its prickly, cup-shaped leaves (reminiscent of holly) and slender acorns are useful field identification characteristics. Tiny hairs can be seen in the axils of the leaf veins on the under surface.



Cat-Tail

Cat-tails are found in fresh-water marshes. The browning of the flower spikes During maturation provides the plant's most distinctive field characteristics. The young shoots can be eaten, and the rhizome is used to make flour. The Leaves can be used to weave baskets.



Deerweed

This shrub is a small, bushy plant with leaves that are pinnately compound. And the flowers found in clusters in the leaf axils have a standard pea flower shape. The flowers vary in color from yellow to orange to reddish as they mature and the season progresses.



Catclaw

Well adapted to dry areas, this plant is common, spreading, spiny shrub of the desert. Although it is generally a deciduous desert shrub, it occasionally grows into a small tree. The leaves are grey green and bipinnate. They have slender branches armed with short curved spines. The pale yellow flowers of the summer give way to a twisted seed pod in the fall.



Sweet Acacia

This attractive shrub or small tree is part of the chaparral community. It is a deciduous with pinnately compound leaves and very fragrant yellow flowers. The fruit is a cylindrical pod that is slightly curved and barely open at maturity. This tree was introduced from South America due to its sweet fragrance due to its source for perfume.



Sugar Bush

Rarely found as a tree, sugar bush is a stout, evergreen shrub that reaches three meters in height. The leaves slightly folded along the middle, are oval shaped, and leathery dark green. They have small clusters of pink flowering. The fruit they grow is sticky and reddish. This tree is usually found in the foothills and is mostly within the chaparral plant community. This plant needs little watering, and it drought resistant.



Golden Currant

Golden Currant is a thicket-forming, erect, spineless shrub growing to about two meters. Its many bright yellow flowers are seen in early spring. The fruits are edible orange berries that become blue-black as they mature. A deciduous shrub, it bears three lobed leaves that are entire or toothed.



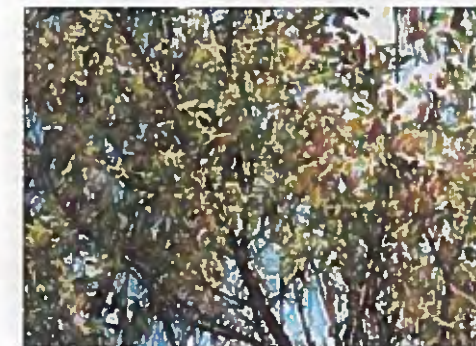
POISION OAK

Poison Oak is one of the most widespread shrubs found in California. A rash can develop from contact with the leaves and/or leaves. The leaves are trifoliate, variously lobed and usually toothed. New leaves are reddish, then turn glossy green, only to turn reddish again in the fall. Poison Oak has a preference for shaded, moist habitats.



WILLOW

Most Willows prefer habitats along water courses in the semi-shade. The leaves are entire, narrow, simple and deciduous. The flowers are called catkins. The twigs are pliable and have been used for making baskets. The Southern California species has reddish branches and smooth herbage.



PODDLE DOG BUSH

This shrub is a coarse perennial that can grow in the excess of two meters tall. The herbage is glandular, ill-smelling and can cause a severe case of dermatitis in some persons. This odd - looking shrub is seen blooming from June-August. The flowers are typically tubular and lavender. The leaves are lance shaped, slightly toothed and arranged alternately in crowded fashion along the stem. They appear somewhat like a poodle dog's fur as they die and begin to droop.



WILD CUCUMBER

Wild cucumber is a climbing herb with numerous tendrils and simple, Palmately-lobed leaves. The fruit is a large spiny structure that is unlike any other fruit found in this area. Its bitter tasting fruit is poisonous.



BARREL CACTUS

This well-known barrel cactus is an erect, unbranched cactus usually found In the eastern Mojave Desert and on the south western borders of the Colorado Desert to Baja. Barrel cactus is seen leaning toward the most Intense light. This plant can live up to thirty years.



Black Sage

This shrub is very commonly found on dry slopes in southern California. Black sage is one of the members of the coastal sage scrub plant Community. The leaves are dark green above, slightly wooly and Lighter beneath. This plant is also commonly known for the aromatic scent. Flowers are usually pale blue and white and bloom April to June.



White Sage

White sage is one of the most common aromatic sages be one of the Dominant species of the coastal sage scrub plant community.

The leaves of white sage are covered with tiny hairs giving the Leaves a very pale-green appearance. The flower stalks give rise In spring months to white flowers that are in bundles. White sage Is also known for the aromatic scent and for Native American Ceremonies.



Wild Mustard

Wild mustard is a non-native, invasive, and herbaceous plant found in parts of southern California. This is a small yellow plant that can grow up to 7 feet tall. The flowers bloom from February to October, and sometimes Longer depending on the weather conditions. This plant tends to smell Like mustard when a leaf, flower, or pod is crushed, and the seeds are Sometimes harvested for mustard condiments.



Nightshade

Nightshade is an extremely poisonous plant with flower coloring being white Or purple. The fruits of these plants are small tomato-like berries and is Dangerous to eat. These plants have spiny, dense branches with clusters of Spade-like leaves.



Evening Primrose

This plant is a native, herbaceous plant found in canyons and riparian areas. This plant also has yellow flowering fading to red- orange, and bloom May To September. Flowers tend to open rapidly in evening hours, releasing Sweet fragrances, attracting moth pollinators.



Stinging Nettle

Stinging nettle is a tall plant that grows from underground root-stalks. This herbaceous plant that grow along streams and moist places reaching Heights up to 7 or more feet tall. The barbed hairs on the stems create a Stinging irritation that is due to formic acid released when they pierce the skin. The flowers are small, greenish and axillary.



Dodder

Dodder, also known as witch's hair, love vine, or spaghetti plant is a native Herbaceous, twining vine. It is found in the chaparral, sage scrub, and other Plant communities. They have a white flower that mainly bloom May to August. They vine is considered a parasitic vine that grows on other plants And steals nutrients from them. They do not have true leaves or roots.



Horehound

Horehound is a small non-native that occupies waste places at lower elevations And habitats within several different plant communities. This plant grows Small, white flowers in the spring time, and in the winter, turn into spiny balls That cling to clothing very easily.



Hemlock

This plant is a highly poisonous biennial, herbaceous flowering plant that is nonnative to southern California. This plant can be very toxic to many animals and humans if digested. Hemlock has white flowers that grow in small clusters that develop into a green, deeply ridged fruit that contains several seeds.



Ocean Locoweed

Ocean Locoweed is a native plant that has many characteristics and different varieties. This plant is also poisonous to livestock if digested. It is also known for attracting butterflies and is found along the coasts.



Sticky Monkey Flower

Sticky Monkey Flower is a drought tolerant, evergreen shrub that grows approximately 4 ft tall, and has numerous orange-yellow flowers in the spring and summer. It is a California native plant that attracts hummingbirds. This plant can be found on dry hills and canyon slopes in the foothills.



Hoaryleaf Ceanothus

This plant is a flowering plant that is found throughout the coastal
Can grow over 7 feet tall in length. The plant has small flower clusters
On short stalks and are small and rounded with tiny white flowers.
The flowers may sometimes have a yellowish or pink tint. This plant is
Found throughout the chaparral plant communities.



POWER-BLOWER-PRE-TRIP, OPERATION AND CLEANING

Please read owner's manual prior to use.

PRETRIP

- 1 Ensure straps, protective covers, blower tube are installed properly.
- 2 Check/add mixed fuel, inspect air filter for cleanliness, nut/bolts, safety guards and note any malfunctions or missing parts to immediate supervisor or lead staff

OPERATION

- 2 Push primer bulb (at least five to seven times), set choke on (if cold start)
- 3 Set start switch/ignition switch to on
- 4 Pull start cord until engine starts
- 5 Push choke lever to off.
- 6 When operating, ensure PPE's are on.
- 7 When operating, avoid hitting the ground or hard objects to prevent damage to chain and mechanisms.

CLEANING

- 8 Blow off, wash and wipe down after each use.
- 9 Wipe down pole saw after it cools off to avoid injury to yourself before leaving for the day.
- 10 Do not apply cold water to hot engines or damage may occur.
- 11 Ensure that moving parts are lubricated as stated in the owner's manual.
- 12 Ensure all protective covers are installed after use.
- 13 Report any damage or malfunctions to immediate supervisor or lead staff

PRESSURE WASHER-PRETRIP, OPERATION AND CLEANING

Setting up and starting a pressure washer is easy and does not require any tools.

- Make sure the pressure washer is on a flat surface, and check to make sure the water strainer is in place and free of debris.
- Connect a garden hose to the washer, and the other end to your water supply.
- Next, connect the male end of the high-pressure hose that comes with the unit, into the water outlet on the gas-powered pressure washer.
- Slide the plug on the bottom of the gun assembly onto the other end of the hose, making sure the collar snaps into place.
- Select the high-pressure nozzle best suited to your cleaning task. To install, pull back the collar on the end of the gun and wand assembly.
- Attach the nozzle and release the collar making sure it snaps into place securing the nozzle. Turn on the water.
- The pressure washer and hose will fill with water, so it is important to purge the system of excess air before starting the unit. Simply squeeze the trigger on the gun and the air will release.

Before starting your gas-powered pressure washer, it is a good idea to check the oil and fuel levels. Now you are ready to start the pressure washer.

- First make sure the fuel valve is in the open position.
- Next, move the choke to the left or the open position.
- Then, move the throttle to the left or the full throttle position,
- Turn the engine switch to the "ON" position.

Holding the gun assembly firmly in your hand, point it in a safe position and squeeze the trigger to release the pressure. While squeezing the trigger, pull the recoil on the engine. Then, close the choke. You are ready to use your pressure washer.

When your project is complete, turn the engine switch to the off position. Remember, pressure has built up in the system, so you must squeeze the trigger gun to release the pressure after the unit has been shut off. Turn off your water supply. Disconnect the high-pressure hose from the unit and gun, then disconnect the garden hose. Remove as much water as possible from the hoses. Remove the nozzle from the gun and return it to the holder on the unit.

PRUNING TOOLS

- 1) One handed pruning shears are the Corona 80, or equivalent. These have bypass blades that make a clean cut that heals readily. These shears are small enough to perform detailed pruning or branches up to ½ "in diameter.
- 2) Two handed pruning shears, or loppers shears, are designed for pruning branches up to 1" in diameter where more force is required. Like the one-handed pruners, the approved models have a by-pass blades with a hook to hold branches as blade passes through.
- 3) It is essential that pruners are properly maintained (see Corona maintenance guide). Properly maintained pruners limit both damage to plant materials and chance of injury to user.
- 4) Hand powered hedge shears are designed for suing leaves and new stems. Most have a serrated blade for holding branches being cut and a limb notch near the pivot point for cutting an occasional thick branch.
- 5) All quality pruning Shears have shock absorbing rubber or springs to make them more comfortable for the user. These must be in place and properly maintained or an injury may result.
- 6) Please note: extended handles shears and loping shears are designed to the user greater reach. These handles are nor designed to give the user greater leverage to cut oversized branches.
- 7)

PRUNING SAWS

- 1) Use a pruning saw when the cuts are greater than one inch in diameter. Most pruning saws and all with a curved blade cut on the pull stroke.
- 2) Saws with large teeth (5 or 6 per inch) and wide are designed for heavy wok is unconfined space.
- 3) Saws with smaller teeth (10 per inch) have slimmer blades that age designed for use on smaller branches or crowed inches.
- 4) Folding saws are designed for easy storage, but care should be taken because the blade can fold closed during use. Adjust the screw so the blade stays in open position but can still be folded into the handle.
- 5) An option to folding saws is curved saw with a rigid handle. It is a good to place this type of saw in a scabbard during transport and storage.
- 6) For very large cuts in un crowed areas, a bow saw is the best option. Bow saws cut on pull and push strokes and users apply the force both of both arms. Bow saws come in many sizes and teeth configurations.

Suggested Method of Sharpening and Care of Corona Tools

Lopping and Hand Shears

These CORONA shears are drop forged out of the finest cutlery steel. The CORONA design eliminates the large belly on the blade by providing a hollow grind. Thus proper sharpening is very important. Listed below are suggestions on how to sharpen and maintain your lopping and hand shears for longer life.

1. Use a small, single cut file, preferably 6" in length.
2. Try to maintain the same factory bevel or angle to the cutting edge. If the blade on the loppers is ground flat and thin with no bevel on the cutting edge the blade will either chip or roll. Illustrations:



CORRECT WAY



INCORRECT WAY

3. The hook requires little maintenance during the life of the tool. Cleaning and lubrication after use will prevent sticking and rust.
4. Exercise extreme caution when using a power or hand grinder. Damage beyond repair can result.
5. Never file or grind the flat side of the blade or hook unless proper machines are available. The only time the file should be applied to the flat side of the blade is when removing the burrs caused by sharpening.
6. For best service, all CORONA Tools should be cleaned and lubricated after use.

Grass and Hedge Shears

These CORONA shears are drop forged out of fine cutlery steel. Because of this, they maintain a sharp edge for a long period of time. When it does become necessary to sharpen them, these simple but important steps should be followed:

1. Use a small, single cut file, preferably 6" in length.
2. Try to maintain the same factory bevel or angle to the cutting edge. When filing, file toward the cutting edge.
3. Never file or grind the flat side or inside of the blade. The only time the file should be applied to the flat side or inside of the blade is when removing the burrs caused by sharpening.
4. When a power or hand grinder is used, exercise extreme caution.
5. The serrated blade can be sharpened. The serrations are in the cutting edge and deep enough to allow for sharpening. It is necessary to sharpen the beveled edge only and not the serrations themselves.
6. For best service, all CORONA tools should be cleaned and lubricated after being used.
7. The CORONA #55 and #K5 are very hard. A file may not do the job, thus a stone should be used.

RECLAIMED WATER

Another Tool in the Tool Box

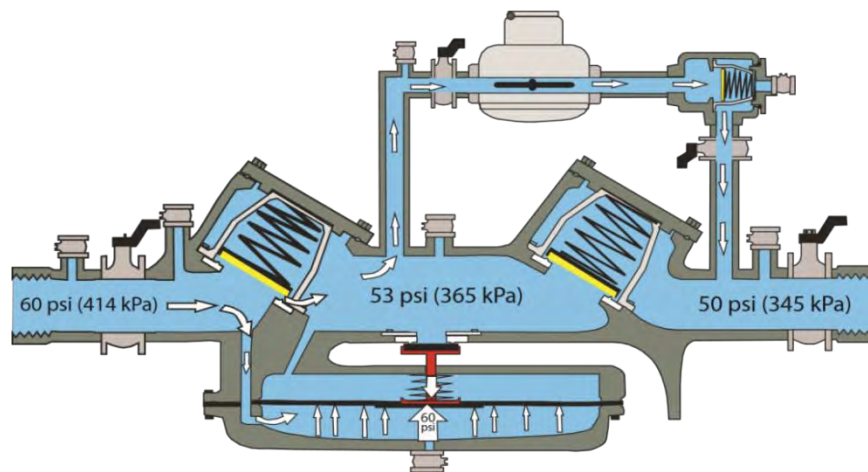


What is reclaimed water?

Reclaimed or recycled water is water that has been purified through several treatment processes to a level that is safe for a variety of beneficial uses. Reclaimed water is produced from domestic wastewater from tubs, toilets and sinks in homes, offices, industrial facilities and businesses is collected and conveyed to one of the Counties Sanitation District 10 water reclamation plants (WRP's) for treatment through a 3-stage (tertiary) process. Use of reclaimed water helps to conserve drinking water and promote sustainability by reducing the need to import water over long distances or pump our limited groundwater supplies. The treatment and use of reclaimed water is subject to regulation by various public agencies at the local and state levels to ensure that it is safe.

State and Local Reclaimed Water Standards, Regulations & Guidelines

Many regulatory agencies have adopted requirements that must be followed when producing, distributing and using reclaimed water. The California Department of Public Health (CDPH) has strict health and safety requirements and guidelines, which help protect the public from any potential risk associated with use of reclaimed water. Permits to oversee the production, conveyance and use of reclaimed water are granted by the State Water Resources Control Board (SWRCB) and the corresponding Regional Water Quality Control Board (RWQCB). Local departments of Public Health may also have guidelines and inspection requirements for the use of reclaimed water, such as requirements for backflow devices to prevent mixing of reclaimed water with potable water.



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Applications of Reclaimed Water

Properly treated reclaimed water has been proven safe for many uses, and the Sanitation Districts treat most of the water to the highest level, known as “tertiary reclaimed water”. Due to its high level of treatment, tertiary reclaimed water can be used for a broad range of reuse applications for just about everything except direct drinking water and manufacturing of food and drink. Applications include:

- Irrigation of food crops, Parks, schoolyards, residential landscaping, golf courses, cemeteries, freeway landscaping, ornamental nurseries, orchards, vineyards, etc.
- Supply for Impoundments – both recreational and landscape
- Supply for Cooling and Air Conditioning – Industrial/commercial cooling towers and Evaporative Condensers.
- Other Uses Include – Toilets and urinals, priming drain traps, industrial processing, firefighting, decorative fountains, consolidation of backfill material around pipelines, soil compaction, mixing concrete, flushing sanitary sewers among other uses.

Benefits of Water Recycling

- ✓ Water recycling can decrease diversion of fresh water from sensitive ecosystems. Plants, wildlife and fish depend on sufficient water flows for their habitats.
- ✓ Recycled water can be used to create or enhance wetlands and riparian (stream) habitats. Wetlands provide many benefits for wildlife habitats, water quality improvement, flood diminishments and fisheries breeding grounds.
- ✓ Irrigation with recycled water can reduce the need for chemical fertilizers, some nutrients survive the water reclamation process, giving recycled water an added benefit. Many golf courses, parks and local governments have reported that fertilizer costs are reduced for landscaping irrigated with reclaimed water.
- ✓ Important byproducts, from electricity to soil amendments, are generated during the water recycling process. This helps protect the environment, enrich the land and improve air quality.
- ✓ Production of nearly 200 million gallons of recycled water per day allows a significant reduction in the Los Angeles Basin's dependence of imported water and helps to replenish the groundwater used by a large percentage of the region.



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Equipment, Storage and Distribution

While purple is the designated color for recycled water facilities, existing pipes need not be replaced when a site switches over to reclaimed water. However, above ground facilities, like irrigation valves and control boxes must be labeled or tagged. In addition, it is recommended that new reclaimed water installations use purple PVC pipe or be marked with purple tape. Valve boxes are available in purple PVC as are QC's and sprinkler heads with purple PVC caps. Hoses must be designated for recycled water use only. Hose bibs, even those with removable handles, may only be used in locations with restricted access to the public. In most locations, QC connections that are not compatible with typical drinking water must be used. All areas from which recycled water can be drawn must be clearly labeled as associated with reclaimed water.

RESTROOM CLEANING PROCEDURES

DAILY TASKS

All Restrooms shall be cleaned thoroughly once per day in accordance with the following tasks and all tasks shall be completed and restrooms opened for public use prior to 8 a.m. In addition, restrooms shall be checked at approx. 10:30am and 2:00pm for cleanliness and stocking.

- o Pick up debris and trash, then sweep floor. Removed articles are not to be swept outside of the restroom.
- o Empty trash and napkins receptacles and replace liners as needed.
- o Check and refill all dispensers as needed.
- o Replace burnt out light bulbs inside restrooms and security lights outside.
- o Remove graffiti using removal materials or other scrubbing techniques.
- o Remove spitballs, cobwebs, and other foreign materials from doors, walls, ceiling, partitions, vents, etc.
- o Do high and low dusting of ledges, tops of partitions, etc. using a dampened cloth or other device.
- o Disinfect the inside of urinals and toilets.
- o Disinfect the top and bottom of toilet seats, fixtures, and surfaces of and surrounding each fixture.
- o Disinfect stall walls and other areas where hands are normally placed. Clean doors and door frames.
- o Disinfect around urinals under sinks, around drains, and other areas where bacteria might breed.
- o Disinfect sinks, dispensers, receptacles, trash containers and surrounding walls.
- o Clean mirrors.
- o Scrub sinks and wipe dry. Use small scrub brush to clean corners, cracks and narrow areas.
- o Scrub inside surface of toilets/urinals; be sure to scrub upper lip. Do not flush.
- o Scrub outside of toilets, urinal, and rear wall.
- o Wipe toilet seats, toilet bowls, urinals, and fixtures until dry.
- o Spot clean walls; scrub hand prints, etc. from walls and partitions; wipe dry.
- o Disinfect and mop floors; ensure corners, drains, areas around toilets, and feet of partitions are thoroughly cleaned with no accumulation of dirt or other matter. Leave floor as dry as possible.
- o Wipe off cove base and remove mop strands caught around posts, etc.
- o Replace receptacles and trash containers following their cleaning.

Grounds Maintenance Restroom Cleaning Tasks Cont.

- o Deodorize the restrooms.
- o Immediately notify supervisor of any irregularities or hazards.
- o Report running water, broken fixtures, or plugged sewer lines that cannot be normalized or isolated to supervisor; lock restroom.
- o Remove graffiti from outside of the restroom building and wash off any dirt clods, mud, or foreign material.
- o Clean top and sides of drinking fountains outside of restrooms; clean drains.
- o Disinfect drinking fountains, scrub fixture, and dry it.
- o All areas are to be left clean and free of streaks, stains, film, debris, water spots, and odors. All fixtures shall be clean, including piping.
- o Make sure that supplies are in their appropriate dispensers and in adequate amounts to meet demands.
- o All leaking fixtures, clogged drains, stopped up or damaged basins, toilets or urinals, and damaged or inoperable lighting fixtures that cannot be repaired by the following are to be reported to the supervisor:
a) tightened to stop leaks; b) unclog by using a plunger or short snake.

WEEKLY TASKS

The following tasks are to be performed on a weekly basis prior to commencing the daily tasks:

- o Use a plunger, lower water levels below ware line; use a bowl cleaner to descale and dissolve water rings on urinals surfaces and under the flushing rim; allow bowl cleaner to soak for 20-30 minutes. Do not flush.
- o Following the soaking period, scrub the bowls and urinals to remove deposits and strains; flush the toilets and urinals.
- o Scrub underneath sinks and disinfect. Disinfect and wipe dry all partitions, doors, doorframes, metal plates, handles and hinges.
- o Scrub and clean all base molding and “hard to get” areas.
- o Use only materials that are not caustic or damaging to the fixtures
- o Clean all light fixture covers.

TRUCK SAFETY – DRIVING IN PARKS, BACKING AND TRANSPORTING TOOLS

- 1) The speed limit is 15 MPH
- 2) Do not leave keys in vehicle
- 3) When vehicle is parked, perform Circle of Safety to ensure vehicle is clear from any child or person that may be under or near vehicle.
- 4) When backing out sound horn, flashers and Whenever possible use fellow employee as a guide.
- 5) Whenever possible, avoid driving on grass to and respect park patrons by straddling turf and concrete edge to allow walks and bikers a safe path of travel.
- 6) All equipment shall be tied down to bed of body to prevent damage to vehicle and equipment.

WHEELBARROW – OPERATION AND SAFETY

Pre-trip

- 1) Check air pressure in tire (check label on tire for correct PSI)
- 2) Check tire condition
- 3) Check/tighten all nuts and bolts
- 4) Inspect handles for splinters.

General Use

- 1) The correct center of gravity is slightly behind the tire with approximately 80 % of the weights over tire and 20% on operator
- 2) Do not crouch to push wheelbarrow
- 3) The front of the frame provides “knee action” for stability in dumping
- 4) Face empty wheelbarrow in direction it will travel fully loaded.
- 5) Do not overload unit. Test fit when filling tray

use special care when transporting materials that can shift easily like mud/concrete or loads of uneven density.

Maintenance

- 1) Clean out immediately after use. Dried concrete can be removed with a light tapping on exterior of tray with a rubber mallet.
- 2) Grease wheel bearing as needed
- 3) Flat tire – remove wheel from unit and take to fleet services.



County of Los Angeles

Grounds Workers Job Descriptions



CRAFTS

This is What We Do

The Crafts Departments are groups of workers in specific fields that take care of County facilities and their grounds. They consist of The Electricians and HVAC (Heating, Ventilating, and Air Conditioning), Plumbers and Sprinkler Fitters, Carpenters and Concrete workers, the Painters and Sign Shop, the Welder and Power Equipment which is in charge of tractors and other heavy Equipment use and repair.

The following is a brief overview of what each Crafts Department does and how an employee interested in a particular area of work can apply for an entry level position to pursue a career.



Electricians:

The definition for Electrician – Performs journey-level electrical work with the installation, maintenance and alteration of electrical systems and equipment.

The Electricians perform skilled professional work and repair of wiring, electrical appliances, machinery, branch circuits, underground and pole distribution, switch boards, transformers, rigging, operating a bucket truck or similar equipment and handling of heavy equipment. Uses standard and specialized electrical devices or equipment such as voltmeter, amp meter ohmmeter and other electrical and hand tools. Drives automotive equipment to work to and from sites that may include combination truck units with trailers of 6,000lbs gross vehicle weight or over.



Training and Experience: Completion of a recognized apprentice training program of at least four years' duration –OR- five years of experience with the installation, alteration and repair of commercial and industrial electrical wiring systems and equipment. One year of which must have been at the journey-level.

A City of Los Angeles Regulations 4 Certificate may be required for testing Life/Safety systems in County buildings located within the LA City limits. Life/safety systems are defined as fire alarms, automatic closing fire assemblies, elevator recall, fire suppression and emergency power systems.

**ELECTRICIAN**Class Code:
6471COUNTY OF LOS ANGELES
Established Date: Jan 8, 2008
Revision Date: Jan 8, 2008**DEFINITION/STANDARDS:****DEFINITION:**

Performs journey-level electrical work in the installation, maintenance, and alteration of electrical systems and equipment.

CLASSIFICATION STANDARDS:

Positions allocable to this journey-level class typically report to an Electrician Supervisor or other lead supervisor and are responsible for performing professional electrical installation, maintenance and alteration of electrical systems and equipment with responsibility for determining work methods to be used in accomplishing tasks and planning work details by following sketches, verbal instructions, wiring diagrams, or blueprints. Incumbents may perform duties related to residential, commercial, and industrial wiring.

EXAMPLES OF DUTIES:

Performs skilled professional work in the installation, maintenance, alteration, and repair of wiring, electrical appliances, machinery, branch circuits, underground and pole line distribution, switchboards, transformers, rigging, operating a bucket truck or similar equipment, and handling of heavy equipment.

Lays out, assembles, installs, tests, and maintains electrical devices and apparatus such as boxes, conduit, wiring outlets, distribution panels, main electrical service, and bus bars; tests circuits for continuity and proper connections.

Uses standard and specialized electrical devices or equipment such as voltmeter, amp meter, ohmmeter, megohm meter, and other hand tools.

Installs high voltage distribution transformers and makes internal connections to adjust to the required voltage.

Installs high voltage underground and overhead cables.

Repairs and maintains switchboards and related control devices.

Maintains tools and equipment in good working condition.

Maintains records of work performed and prepares reports as required.

May supervise apprentices or helpers.

Drives automotive equipment to work and from sites that may include combination truck units with trailers of 6,000 pounds gross vehicle weight or over.

REQUIREMENTS:**MINIMUM REQUIREMENTS:****TRAINING AND EXPERIENCE:**

Completion of a recognized electrician apprentice training program of at least four years' duration -OR- Five years of experience in the installation, alteration and repair of commercial and industrial electrical wiring systems and

equipment, one year of which must have been at the journey-level.

LICENSE:

A valid California Class C Driver License is required to perform job-related essential functions. A valid California Class A or B Driver License may be required for appointment to some positions in this class.

A City of Los Angeles Regulation 4 Certificate may be required for testing Life/Safety systems in County buildings located within the city limits of Los Angeles. Life/Safety systems are defined as: fire alarms, automatic-closing fire assemblies, elevator recall, fire suppression, and emergency power systems.

PHYSICAL CLASS:

3 - Moderate.

OTHER REQUIREMENTS:

VISION: Keen color perception.

SPECIALTY REQUIREMENTS:**COMMENTS:**

Irrigation & Lawn Sprinkler Fitter:

The definition for Sprinkler Fitter - Performs Journey-level lawn and landscape installation, alteration and repair work.

The Sprinkler Fitter typically reports to a Senior Plumber or Plumbing Supervisor. Throughout County parks and other facilities, Sprinkler Fitters will commonly work on installation or repair of irrigation systems. They work with a variety of hand and power tools depending on the task at hand. This item requires frequent standing, walking, bending stooping, squatting and working on irregular surfaces. Frequent lifting of 10-25lbs and occasional lifting of objects weighing over 25lbs.

Other common tasks include laying out complete sprinkler systems; installs, tests and maintains sprinkler systems complete with low voltage electric and hydraulic components including mains, feeders, risers and all types of heads. Works with various materials including PVC, galvanized steel and copper pipes. Conducts and directs trenching and backfill operations. Orders materials and prepares material lists.



Training and Experience: Five years' experience and landscape sprinkler installation, alteration and repair work. One year of experience must be at the journey level.



IRRIGATION AND LAWN SPRINKLER FITTER

Class Code:
7268

COUNTY OF LOS ANGELES
Established Date: Jun 18, 2001
Revision Date: Jun 18, 2001

DEFINITION/STANDARDS:

DEFINITION:

Performs journey-level lawn and landscape sprinkler installation, alteration and repair work.

CLASSIFICATION STANDARDS:

Positions allocable to this class typically report to a Senior Plumber or higher and use a variety of hand tools and equipment in the installation, alteration, and repair of sprinkler systems.

Incumbents frequently stand or walk with frequent bending, stooping, squatting and working on irregular surfaces, frequent lifting of 10-25 pounds, and occasional lifting of objects weighing over 25 pounds.

EXAMPLES OF DUTIES:

Lays out complete sprinkler systems.

Chooses line size, sprinkler spacing, type of head and special control equipment.

Installs, tests and maintains sprinkler systems complete with low voltage electric and hydraulic components including mains, feeders, risers and all types of heads.

Works with all types of sprinkler system material including PVC, galvanized steel, copper pipe and all types of sprinkler heads.

Conducts and directs trenching and backfill operations.

Reads blueprints, orders materials from blueprint and prepares material requisitions.

REQUIREMENTS:

MINIMUM REQUIREMENTS:

TRAINING AND EXPERIENCE:

Five years' experience in lawn and landscape sprinkler installation, alteration and repair work, one year of which must have been at the journey-level level.

LICENSE:

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS:

3 - Moderate.

OTHER REQUIREMENTS:

SPECIALTY REQUIREMENTS:

COMMENTS:

Plumber:

The definition for Plumber - Performs journey level plumbing work in the installation, alteration and maintenance. In addition, the repair of plumbing and related systems.

The Plumber typically reports to a Senior Plumber, Plumbing Supervisor or higher level craft supervisor. Plumbers must be familiar with the use of a variety of hand tools and power equipment in the installation, alteration, maintenance and/or repair of plumbing fixtures and systems. Plumbers must have enough working knowledge of plumbing to independently perform all the tasks and duties common to the job of a Plumber as well as train and provide technical supervision for apprentices and helpers. The Uniform Plumbing Code is required working knowledge for all County Plumbers.

Other common tasks for Plumbers include installing piping for hot/cold water, waste sewage, vent and leader lines, gas, and compressed air. Installs and inspects piping of all types of materials subject to the plumbing code. Installs or assembles fixtures and appliances connected to plumbing and drainage systems. Clears blocked sewer lines. Inspects water mains, service lines, fire hydrants and hoses. Maintains tools and equipment used in the plumbing trade in a safe, working condition. Performs welding and soldering work related to plumbing.



Training and Experience: Completion of a recognized plumber apprentice training program – OR – Five years' experience in plumbing construction, installation and repair work, one year of which is at journey level plumber.



PLUMBER

Class Code:
7269

COUNTY OF LOS ANGELES
Established Date: Jan 8, 2008
Revision Date: Jan 8, 2008

DEFINITION/STANDARDS:

DEFINITION:

Performs journey-level plumbing work in the installation, alteration, maintenance, and repair of plumbing and related systems.

CLASSIFICATION STANDARDS:

Positions allocable to this class typically report to a Senior Plumber or higher level craft supervisor and use a variety of hand tools and power equipment in the installation, alteration, maintenance, or repair of plumbing fixtures or systems. Incumbents are required to have a working knowledge of plumbing sufficient to independently perform all the essential elements of work common to the plumbing craft and sufficient to train and provide technical supervision for apprentices and helpers. Incumbents are also required to have a working knowledge of the Uniform Plumbing Code related to their craft.

EXAMPLES OF DUTIES:

Installs piping for hot and cold water, waste sewage, vent and leader lines, gas, compressed air, etc.

Installs and inspects piping of all types of materials subject to the plumbing code.

Installs or assembles fixtures and appliances connected to plumbing and drainage systems.

Locates and removes stoppage in waste lines.

Inspects water mains, fire hydrants, service lines, fire hoses, and fire extinguishers when necessary.

Determines reasons for operating malfunctions in piping systems and makes appropriate repairs.

Maintains tools and equipment used in the plumbing trade in a safe, working condition.

Trains and provides technical supervision for apprentices or helpers.

Performs welding and soldering work connected with plumbing.

Drives automotive equipment to and from work sites in order to transport tools, equipment, and materials in order to perform job-related essential functions.

REQUIREMENTS:

MINIMUM REQUIREMENTS:

TRAINING AND EXPERIENCE:

Completion of a recognized plumber apprenticeship training program - OR - Five years of experience in plumbing construction, installation, alteration, or repair work, one year of which must have been as a journey-level plumber.

LICENSE:

A valid California Class C Driver License is required in order to carry out job-related essential functions. A California

Class A or B Driver License may be required.

Los Angeles County and Los Angeles City Certification of Registration as a Journey Plumber.

A City of Los Angeles Regulation 4 Certificate may be required for testing Life/Safety systems in County buildings located within the city limits of Los Angeles. Life/Safety systems are defined as: fire alarms, automatic-closing fire assemblies, elevator recall, fire suppression, and emergency power systems.

A Certificate of Competence to test backflow prevention devices issued by the Los Angeles County Health Officer, a State of California Fire Extinguisher Test Certificate, and a Grade II Water Treatment Operator License and/or Grade III Distribution License may be required.

PHYSICAL CLASS:

3 - Moderate.

OTHER REQUIREMENTS:

SPECIALTY REQUIREMENTS:

COMMENTS:

General Maintenance Worker:

The definition for the General Maintenance Worker is – repairs general building maintenance and repair work.

The General Maintenance Worker usually reports to a Senior General Maintenance Worker or General Maintenance Supervisor. General Maintenance Workers are responsible for performing a wide variety of building maintenance and repair work involving carpentry, electrical, masonry, painting, plumbing, or other mechanical and maintenance skills.



Examples of duties for General Maintenance Worker include assembling and installing shelves and cabinets, hangs picture and bulletin boards. Repairs furniture and woodwork as well as poorly fitting doors, windows and drawers. Makes minor repairs to flooring. In addition, minor electrical work like replacing broken or defective light switches, outlets, bulbs and fixtures. Patches broken asphalt, concrete and plaster surfaces. Paints shelves, cabinets and furniture. Does touchup painting on outdoor and indoor surfaces, does road striping and curb painting, replaces or repairs defective flush valves, faucet and toilet washers and packing. Replaces short lengths of pipe and snakes clogged pipes.

Training and Experience: Two years' experience in general maintenance and repair in a variety of craft trades –OR– completion of the County of LA approved program for General Maintenance Worker.

**GENERAL MAINTENANCE WORKER**Class Code:
6619COUNTY OF LOS ANGELES
Established Date: Mar 27, 2003
Revision Date: Mar 27, 2003**DEFINITION/STANDARDS:****DEFINITION:**

Performs general building maintenance and repair work.

CLASSIFICATION STANDARDS:

Positions allocable to this class typically work under the supervision of a Senior General Maintenance Worker or General Maintenance Supervisor and are responsible for performing a wide variety of building maintenance and repair work involving carpentry, electrical, masonry, painting, plumbing or other mechanical and maintenance skills. Incumbents are required to utilize functional skills in all of these areas.

EXAMPLES OF DUTIES:

Performs a wide variety of general maintenance and repair work including:

Carpentry:

Assembles and installs shelves, cabinets, and chair rails; hangs pictures and bulletin boards; repairs scratches and scuffs on furniture and woodwork; repairs poorly fitting doors, windows, or drawers; repairs wood flooring.

Electrical:

Replaces broken or defective light switches, sockets, outlets, bulbs, fixtures, fluorescent tubes, and starters.

Masonry:

Patches broken asphalt and concrete and plaster surfaces; replaces loose bricks or ceramic tile.

Painting:

Paints shelves, cabinets, and furniture; does touch-up painting on interior and exterior surfaces; paints parking lot stripes and parking bumpers; paints motors and other mechanical equipment.

Plumbing:

Replaces or repairs defective flush valves, faucet and toilet washers and packing; stops leaks in joints by tightening; replaces short lengths of pipe; cleans clogged pipe lines using a snake, closet auger, force cup, or chemicals.

Mechanical:

Replaces or adjusts drive belts; maintains and adjusts motors, pumps, and compressors; lubricates and checks heating, cooling, or ventilating systems for proper operation.

Miscellaneous:

Replaces glass in windows, doors, and partitions; performs minor sheet metal work; maintains parking lots; makes minor roof repairs; operates and maintains furnaces and low pressure boilers.

Inspects buildings to ensure safety and to determine the need for repair or maintenance. Operates power tools. May maintain and repair various types of equipment and tools. May assist journey-level trade positions performing installation work or more difficult repairs. May drive automotive equipment in performance of duties.

REQUIREMENTS:**MINIMUM REQUIREMENTS:****TRAINING AND EXPERIENCE:**

Two years' experience in general building maintenance and repair involving a variety of minor carpentry, electrical, masonry, painting, and plumbing work -OR- Successful completion of the County of Los Angeles approved training program for General Maintenance Worker.

LICENSE:

A California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS:

3 - Moderate.

OTHER REQUIREMENTS:

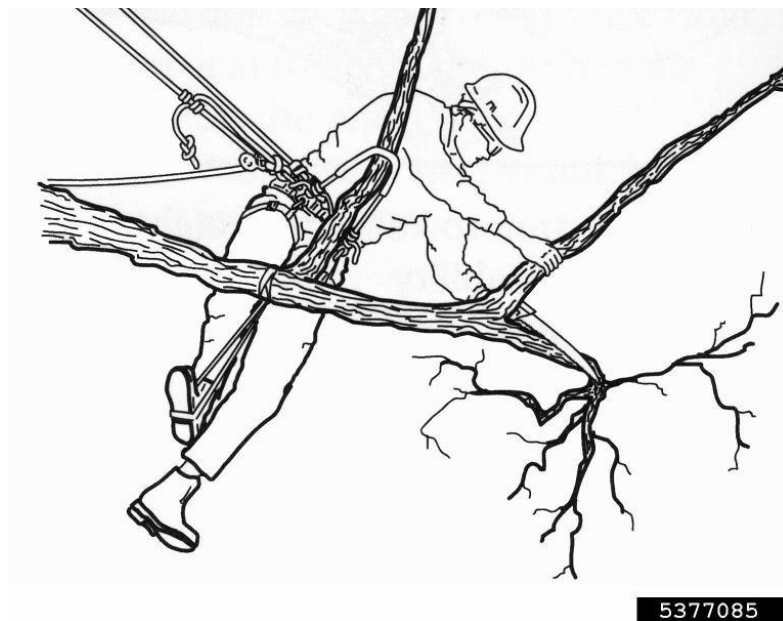
SPECIALTY REQUIREMENTS:

COMMENTS:

Tree Trimmer:

The definition of the Tree Trimmer – Performs arboriculture care of trees which involves the climbing, rigging, trimming, crown reduction, crown restoration, planting and removal of trees and stumps.

The Tree Trimmer will report to a Tree Trimmer working Supervisor or higher is responsible for performing journey-level tree trimmer care and conservation work. This position is also responsible for performing and exercising the knowledge of safety rules and arboriculture practices including the care, maintenance and operation of related equipment. As a Tree Trimmer you will be required to evaluate the basic health and condition of trees in order to determine the best method to conduct work while considering the safety of public and staff. Tree Trimmer is a Class 4 -Arduous position due to having to climb, rappel, bend, twist, stand and balance at heights for extended periods of and on uneven surfaces, lift heavy equipment, tools and other objects when performing duties.



Some duties a Tree Trimmer can expect include climb trees of various heights in order to perform crown restoration, trimming, shaping, removing hazardous branches and trees according to arboriculture standards for the safety of property and life. Utilizes rigging methods and techniques which may include ropes, knots, lines, pulleys, blocks slings, and cables in climbing trees and lowering branches and trees to the ground.

Tree Trimmer: (continued)

Other tasks the Tree Trimmer can expect is maintaining public roadway sidewalk clearance, access roads, public parks, trail-ways which include equestrian, hiking and biking paths, by trimming and shaping trees using trimming tools such as pruners, chainsaws, telescoping pole power saws, hand pole saws and loppers, chippers, stump grinders hand held and backpack blowers and aerial lifts.



In addition, the Tree Trimmer will drop trees and/or limbs, cut up and dispose of. Operates and maintains hand and power-driven cutting tools such as axes, hand saws, pruners, loppers, chainsaws and other power and hand equipment. Operates and maintains such equipment as aerial lifts, water trucks, power shears and stump grinders. Sharpens and maintains saws and other cutting tools used in the care and conservation of trees. Inspects, maintains and installs guy wires, cabling and bracing equipment. Interacts with public to answer questions about the care and conservation of trees. May need to operate tree maintenance equipment during emergency or disaster recovery operations.

Training and Experience: One years' experience climbing trees, performing crown restoration, removing dangerous trees/limbs, using rigging and related knots and using tree trimming tools and equipment. Completion of the County of LA Parks & Rec training program in tree maintenance will be excepted for six months of required experience. –OR– Possession of a valid International Society of Arboriculture (ISA) Tree Work Certification.



TREE TRIMMER

Class Code:
0391

COUNTY OF LOS ANGELES
Established Date: Jun 14, 2001
Revision Date: Nov 28, 2016

DEFINITION/STANDARDS:

DEFINITION:

Performs arboricultural care of trees which involves the climbing, rigging, trimming, crown reduction, crown restoration, planting, and removal of trees and stumps.

CLASSIFICATION STANDARDS:

Positions allocable to this class report to a Tree Trimmer Working Supervisor or higher and are responsible for performing journey-level tree trimmer care and conservation work. It is distinguished from the Tree Trimmer Working Supervisor class by the absence of responsibility for immediate supervision and direction of the work of a tree crew. Positions in this class are responsible for performing and exercising the knowledge of safety rules and arboricultural practices including the care, maintenance, and operation of related equipment. Incumbents are required to evaluate the basic health and condition of trees in order to determine and communicate the best method to conduct work while considering the safety of the public and staff. Incumbents are required to climb, rappel, bend, twist, stand, and balance at heights for extended periods of time and on uneven surfaces, lift heavy equipment, tools, and other objects when performing related duties. Some positions in this class require incumbents to work in and around hazardous conditions such as overhead utility lines or on local, secondary, and major roadways where they are exposed to roadway traffic.

EXAMPLES OF DUTIES:

Climbs trees of various heights in order to perform crown restoration, trimming, shaping, removing hazardous branches and trees according to arboricultural standards for the safety of property or life.

Utilizes rigging-methods and techniques which may include ropes, knots, lines, pulleys, blocks, slings, and cables in climbing trees and lowering branches and trees to the ground; may instruct crew in tree surgery, cabling, and bracing of tree limbs.

Maintains public roadway sidewalk clearance, access roads, public parks, trail ways, which includes equestrian, hiking and biking paths, by trimming and shaping trees using various tree trimming tools such as pruners, chainsaws, telescoping power saws, pole saws, loppers, brush chippers, stump grinders, hand-held or backpack blowers, and aerial lifts.

Cuts, limbs, bucks, and fells trees into logs for removal and disposal.

Plants and transplants trees; stakes, irrigates, cultivates, root prunes, and fertilizes as necessary.

Operates and maintains various hand and power-driven cutting tools such as axes, hand saws, pruners, loppers, pole saws, chainsaws, telescoping power saws, and hand-held or backpack blowers.

Operates and maintains equipment such as aerial lifts, water trucks, brush chippers, and stump grinders.

Sharpens and maintains saws and other cutting tools used in the care and conservation of trees.

Inspects and maintains climbing equipment such as bull ropes, climbing lines, tackles, climbing harnesses, lanyards and spurs.

Inspects, maintains, and installs guy wires, cabling, and bracing equipment.

Interacts with the public to answer questions regarding the care and conservation of trees, and seeks their assistance in moving obstacles which are blocking the work area, obtaining a tree removal consent form, or other forms.

Drives equipment to transport crews, tows equipment and hauls debris, and operates aerial lifts, or similar equipment on the truck.

May be required to drive vehicles, such as water trucks, or equipment with gross vehicle weight rating of 26,001 pounds or more, or containing more than 115 gallons of liquid.

May operate tree maintenance equipment during emergency or disaster recovery situations.

May perform various activities pertaining to arboricultural care of trees in and around hazardous conditions such as overhead utility lines or within major highways requiring lane closures impacting high speed and heavy volume traffic.

REQUIREMENTS:

MINIMUM REQUIREMENTS:

TRAINING AND EXPERIENCE:

Option I: One year of experience climbing trees, performing crown restoration, removing hazardous branches or trees, using rigging and related knots and using tree trimming tools and equipment. Successful completion of the County of Los Angeles Department of Parks and Recreation training program in tree maintenance will be accepted for six months of the required experience.

Option II: Possession of a valid International Society of Arboriculture (ISA) Tree Worker Certification.

LICENSE:

A valid California Class C Driver License is required to perform job-related essential functions. Some positions may require a valid California Class A or B Driver License, and may require special endorsements to operate assigned vehicles.

PHYSICAL CLASS:

4 - Arduous.

OTHER REQUIREMENTS:

SPECIALTY REQUIREMENTS:

COMMENTS:

Power Equipment Operator:

The definition of a Power Equipment Operator Helper – assists journey-level power equipment operators in the operation of diesel or gasoline powered track laying tractors, loaders and non-track laying equipment used in the construction and maintenance of roads, trails, parks, channels and related projects.

Those hired on as a Power Equipment Operator Helper are supervised by a journey or higher level power equipment operator assisting in the operation of heavy power equipment such as bulldozers, backhoes, loaders, rollers, motor grades, and similar machinery used in the construction and maintenance of roads, trails and other projects requiring heavy machinery. Example of duties include Assists in operation of bulldozers, loaders and similar machinery in construction work attaching tools, parts and components, inspecting and cleaning equipment as directed. Assists in maintenance and construction in accordance with general plans and prescribed safety regulations. Assists in minor equipment servicing and repair such as checking battery, fluids, air filters and refueling. Helps with loading and unloading of equipment. May assist with auxiliary equipment such as blades, disks, plows, scrapers and similar machinery. Occasionally, may drive truck or tractor trailers to transport equipment.



Training and Experience: Tracklaying: one-year experience assisting in operation of tracklaying power equipment such as bulldozers & craw loaders; Non-Tracklaying: one-year experience assisting with operating non tracklaying power equipment including motor graders, rollers and large wheeled loaders.



POWER EQUIPMENT OPERATOR

Class Code:
7374

COUNTY OF LOS ANGELES
Established Date: Jun 9, 2009
Revision Date: Jun 9, 2009

DEFINITION/STANDARDS:

DEFINITION:

Operates diesel or gasoline powered tracklaying tractors and loaders and non-tracklaying equipment used in the construction and maintenance of roads, trails, parks, channels, and related projects.

CLASSIFICATION STANDARDS:

Positions allocable to this class report to a higher level supervisor and are characterized by the operation of tracklaying and non-tracklaying power equipment such as bulldozers, backhoes, loaders, rollers, motor graders and similar machinery used in the construction and maintenance of roads, trails, parks, channels, beaches, and related projects.

EXAMPLES OF DUTIES:

Operates bulldozers, backhoes, loaders, rollers, and similar machinery in construction or maintenance work.

Operates a motor grader in grading and road construction and maintenance operations.

Performs maintenance and construction work in accordance with general plans, layouts, and according to prescribed safety regulations.

Services and makes operating adjustments and minor repairs in the field.

Assists in loading and unloading heavy equipment; dismantles and assembles it as necessary.

May pull or push auxiliary equipment such as blades, discs, plows, scrapers, carry-alls, and similar machinery.

May drive truck-trailers or tractor-trailers to transport equipment or other material.

In addition to the tasks shown above, beach sanitizers, wheel rakes, and surf rakes will be used to groom and clean the beaches. Operation of a tracklaying dozer may be used to retrieve vessels and other items from the ocean or on the shoreline.

REQUIREMENTS:

MINIMUM REQUIREMENTS:

TRAINING AND EXPERIENCE:

Tracklaying: One year of experience operating tracklaying power equipment such as bulldozers and crawler loaders.

Non-Tracklaying: One year of experience operating non-tracklaying power equipment such as motor graders, rollers, and large wheeled loaders.

LICENSE:

A valid California Class C Driver License is required to perform job-related essential functions. A valid California Class A or Class B Driver License, and special endorsements to drive assigned vehicles may be required for some positions in this class.

PHYSICAL CLASS:

3 - Moderate.

OTHER REQUIREMENTS:

SPECIALTY REQUIREMENTS:

COMMENTS:

Light Tractor Operator:

The definition of Light Tractor Operator – operates a wheel type tractor equipped with mowers, rakes and other attachments –OR- operates a large street licensed mower used for park and golf course grass cutting.

This is a physical class 3 moderate exertion position. The LTO report to the Grounds Maintenance Supervisor or Superintendent if assigned to a facility or under the Power Equipment Supervisor. He or she can be assigned to engage in grounds maintenance activities in County parks, golf courses or beaches. The LTO is qualified to operate wheel type tractors pulling attachments including gang-mowers, aerators, spreaders, sprayers and scrapers. Some positions may also operate a bucket for loading trash and debris, mixing top dressing or moving dirt/sand and occasionally use weed abatement attachments such as a rotary mowers or a disc attachment. Several positions have their primary assignment as the operation of a large, street licensed lawn mower on an assigned route of parks throughout the County. Other tasks include operates hydraulic and mechanical controlled attachments used for skip loading, scraping and raking as part of grounds maintenance. Also uses hydraulically operated mower reels on assigned route. Operate self-propelled equipment other than tractors on certain work assignments. Performs grounds maintenance duties as needed. Performs routine maintenance work on tractor and attachments and makes minor repairs and adjustments as needed.



Training and Experience: Six month's experience in the operation and maintenance of wheel type tractors used for grounds maintenance work.

**LIGHT TRACTOR OPERATOR**Class Code:
7364COUNTY OF LOS ANGELES
Established Date: Sep 8, 2003
Revision Date: Sep 8, 2003**DEFINITION/STANDARDS:****DEFINITION:**

Operates a wheel-type tractor equipped with mowers, rakes and other attachments used for turf or beach maintenance; or, operates a large street-licensed mower used for park and golf course grass cutting.

CLASSIFICATION STANDARDS:

Positions allocable to this class are engaged in grounds maintenance activities in improved areas of County parks, golf courses or beaches involving the operation of wheel-type tractors pulling attachments such as gang-mowers, aerifiers, fertilizer spreaders, sprayers and scrapers, or wheeled and mounted rakes and sanitizing equipment used in beach maintenance. Some positions may also operate a bucket or similar attachments for loading trash and debris, mixing top dressings, or moving dirt or sand, and occasionally use weed abatement attachments such as a hammerknife, rotary mower, or disc. Several positions have as their primary assignment the operation of large street-licensed lawn mowers on an assigned route of parks and small golf courses.

EXAMPLES OF DUTIES:

Operates a wheel-type tractor pulling gang-mowers and grounds maintenance attachments such as aerifiers, fertilizer and seed spreaders, and sprayers over a golf course, park, or other similar large area; or, in beach maintenance, pulls large wheeled rakes or beach sanitizing equipment. Operates by hydraulic and mechanical control levers attachments used for skiploading, scraping and raking for ground maintenance. Operates a large street-licensed lawn mower equipped with hydraulically operated mower reels on an assigned route of parks, small golf courses, and lawns. Drives a tractor or mower on a public highway to and from areas where work is to be performed. Operates self-propelled equipment other than tractors on certain work assignments. Performs grounds maintenance duties as necessary. Occasionally drives truck and trailer units used in hauling tractors and other equipment to and from work sites. Performs routine maintenance work on tractor and attachments and makes minor repairs and adjustments as necessary.

REQUIREMENTS:**MINIMUM REQUIREMENTS:****TRAINING AND EXPERIENCE:**

Six months' experience in the operation and maintenance of wheel-type tractors used for grounds maintenance work.

LICENSE:

A valid California Class C Driver License is required to perform job-related essential functions. A municipal license authorizing the operation of wheel-type tractors or a valid California Class A Driver License may be required.

PHYSICAL CLASS:

3 - Moderate.

OTHER REQUIREMENTS:**SPECIALTY REQUIREMENTS:****COMMENTS:**

Utility Tractor Operator:

The definition of a Utility Tractor Operator – operates wheel type tractor equipped with a variety of hydraulically actuated and tractor powered attachments used in connection with construction and facilities maintenance activities.

The Utility Tractor Operator reports to a higher level supervisor and are distinguished by assignments requiring attachments such as loading bucket, backhoe, hammer-knife, rotary mower and auger. The UTO is distinguished from the LTO by his or her responsibility for performing a wide variety of construction and facilities maintenance activities as opposed to routine turf mowing. UTO's must know and closely follow departmental best safety practices and procedures for PPE, safety equipment and protective devices as well as Material Safety Sheets (MSS) guidelines for their work. Some common Duties a UTO can expect to work on include operating a wheel type tractor with a variety of attachments including for plowing, discing, dragging, scraping and packing grounds for lawns and other plant material and for irrigation and recreation purposes. Other duties include clearing projects, loading waste bins, grading, digging holes and trenching, and use tractor to demolish unwanted structures. A UTO also can be assigned operation of a chemical sprayer or flaming attachment for weed abatement. Routine maintenance on the tractor and attachments; makes routine repairs as needed. May be responsible for machinery transportation using flatbed or trailer.



Training and Experience: One-year experience in the operation and maintenance of wheel type tractors and hydraulically actuated and tractor powered attachments.



UTILITY TRACTOR OPERATOR

Class Code:
7365

COUNTY OF LOS ANGELES
Established Date: Jun 9, 2009
Revision Date: Jun 9, 2009

DEFINITION/STANDARDS:

DEFINITION:

Operates a wheel-type tractor equipped with a variety of hydraulically actuated and tractor-powered attachments used in connection with construction and facilities maintenance activities.

CLASSIFICATION STANDARDS:

Positions allocable to this class report to a higher-level supervisor and are distinguished by assignments requiring the frequent and continuing use of a variety of hydraulically actuated and tractor-powered attachments such as a loading bucket, backhoe, rotovator, hammer-knife, rotary mower, and auger. This class is distinguished from Light Tractor Operator by its responsibility for performing a wide variety of construction and facilities maintenance activities as opposed to routine lawn or turf mowing. Incumbents must know and closely follow departmental safety practices and procedures for use of safety equipment, protective devices, special clothing, and Material Safety Data Sheet (MSDS) guidelines for their work areas.

EXAMPLES OF DUTIES:

Operates a wheel-type tractor with attachments for plowing, discing, harrowing, dragging, scraping, and packing ground for lawns, plants, shrubs and trees, and for irrigation and recreational purposes.

Operates hydraulically actuated and tractor-powered attachments such as a loading bucket, backhoe, rotovator, hammer-knife, rotary mower, and auger for clearing land, loading debris and trash, grading, digging holes and trenches, and may use the tractor for demolishing small structures.

Operates a chemical sprayer or flaming attachment for weed abatement.

Operates wheeled or small tracked self-propelled equipment other than tractors used on certain work assignments.

Drives a tractor on a public highway to and from areas where work is to be performed.

Drives a truck and trailer combination unit used in hauling tractors and other equipment to and from work sites.

Performs routine maintenance work on the tractor and attachments; makes minor repairs and adjustments as necessary.

Performs the tasks shown above; operates a wheel-type tractor with attachments to rake and sanitize the beaches; and relocates portable lifeguard towers.

REQUIREMENTS:

MINIMUM REQUIREMENTS:

TRAINING AND EXPERIENCE:

One year of experience in the operation and maintenance of wheel-type tractors and hydraulically actuated and tractor-powered attachments.

LICENSE:

A valid California Class C Driver License is required to perform job-related essential functions. A valid California

Class A or Class B Driver License, and special endorsements to drive assigned vehicles may be required for some positions in this class.

PHYSICAL CLASS:

3 - Moderate.

OTHER REQUIREMENTS:**SPECIALTY REQUIREMENTS:****COMMENTS:**

Welder:

The definition for Welder – performs journey-level gas and electric welding and blacksmithing.

The Welder typically reports to a working supervisor or higher level supervisor and are responsible for welding and blacksmithing to fabricate, install or repair metal objects, equipment and machinery. This position requires the Welder to exercise a knowledge of standard practice, materials, methods and tools of welding and blacksmithing including safety precautions of the trade. Some of the tasks that a Welder will be asked to perform include fabricating, installs and repairs jigs and fixtures, equipment and machinery, steel and iron structures and parts requiring the forging or welding of metal from drawings, sketches or oral instruction. Fabricates parts for, makes alterations to and repairs various kinds of construction equipment in both the shop and field. Face-hardens construction equipment parts such as bulldozer blades, dipper teeth, track grousers and bucket edges. Forges, repairs tempers and sharpens various kinds of hand tool and power tool parts. Fabricates and repairs various metal objects such as water tanks, playground equipment, guard and hand rails, etc. Occasionally installs or repairs water, air, steam, gas or drain lines. May perform rigging work to move or install equipment. Puts together materials lists, estimates and orders supplies and maintains records related to their trade.



Training and Experience: Four years' experience doing blacksmithing and electric and gas welding, one year of which must have been at the journey-level.

**WELDER**Class Code:
6110COUNTY OF LOS ANGELES
Established Date: Jun 14, 2001
Revision Date: Jun 14, 2001**DEFINITION/STANDARDS:****DEFINITION:**

Performs journey-level gas and electric welding and blacksmithing.

CLASSIFICATION STANDARDS:

Positions allocable to this class typically report to a working supervisor or higher level supervisor and are responsible for the performance of journey-level welding and blacksmithing to fabricate, install, or repair metal objects, equipment and machinery. These positions require incumbents to exercise a knowledge of standard practices, materials, methods, and tools of welding and blacksmithing and of the safety precautions of the welding trade.

EXAMPLES OF DUTIES:

Fabricates, installs and repairs jigs and fixtures, equipment, machinery, steel and iron structures and parts requiring the forging or welding of metal from drawings, sketches, or oral instructions. Fabricates parts for, makes alterations to, and repairs various kinds of construction equipment in the shop and field. Facehardens construction equipment parts such as bulldozer blades, dipper teeth, track grousers, and bucket edges. Forges, repairs, tempers, and sharpens various kinds of hand tools and power tool parts. Fabricates and repairs various metal objects such as water tanks, playground equipment, guard and hand rails, ladders, and steel and iron structures. Occasionally installs or repairs water, air, steam, gas or drain lines and appurtenances. May perform rigging work to move or install equipment and machinery. May make work estimates and order supplies. Maintains work records. Directs the work of assigned helpers. Drives automotive equipment to and from work sites.

REQUIREMENTS:**MINIMUM REQUIREMENTS:****TRAINING AND EXPERIENCE:**

Four years' experience doing blacksmithing and electric and gas welding, one year of which must have been at the journey-level.

LICENSE:

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions. Certification by the Department of Building and Safety of the City of Los Angeles to do structural welding and certification by the American Society of Mechanical Engineers for boiler and pressure vessel welding may be required.

PHYSICAL CLASS:

4 - Arduous.

OTHER REQUIREMENTS:

VISION: Normal color perception.

SPECIALTY REQUIREMENTS:**COMMENTS:**

**REGIONAL PARK SUPERINTENDENT II**Class Code:
8837COUNTY OF LOS ANGELES
Established Date: Aug 11, 2005
Revision Date: Aug 11, 2005**SALARY RANGE**

\$6,062.46 - \$7,951.28 Monthly

DEFINITION/STANDARDS:**DEFINITION:**

Has immediate responsibility for supervising the overall operation of a large multiple-use regional park.

CLASSIFICATION STANDARDS:

Positions allocable to this class are characterized by their responsibility for managing all recreation activities, water safety, and maintenance operations at (1) a large multiple-use regional park or (2) the Natural Areas Division comprised of natural areas, nature centers and wildlife sanctuaries under the jurisdiction of the County of Los Angeles Department of Parks and Recreation. Positions typically report to a Regional Operations Manager.

The one position assigned to the Natural Areas Division is required to bend, stoop and occasionally lift heavy objects in the performance of duties.

EXAMPLES OF DUTIES:

Supervises the maintenance, recreation, boat launching, water safety operations at a large multiple-use regional park.

Supervises through subordinate supervisors, educational nature related programming, maintenance operations.

Coordinates and supervises work assignments and work shifts for all park personnel.

Regularly inspects the facility periodically to assure optimum maintenance and use of buildings, grounds, hiking and equestrian trails, and water areas and reports deficiencies to appropriate agency.

Maintains working relationships with other County departments or governmental agencies, support groups and other organizations which provide services to or have a special interest in the facility.

Processes and approves special event permits, coordinating pre-event preparation of the area to be utilized and assuring cleaning of the area after the event.

Assures compliance by concessionaires and service contractors with negotiated terms of contracts; reports violations to appropriate departmental agency.

Participates in the planning of future development or additions to the facility, attends meetings with community organizations, private contractors, or other agencies involved with planning and developing the facility.

Prepares or supervises the preparation maintenance of records, reports, budgets and fee collection systems.

Coordinates park programs involving nature, equestrian, camping, water activities, fishing or other park activities.

May train staff and volunteers to assist with programs, tours, and the care and feeding of live exhibited animals.

May supervise acquisition, care and feeding of injured and exhibited animals.

REQUIREMENTS:**MINIMUM REQUIREMENTS:****TRAINING AND EXPERIENCE:**

Two years of experience administering comprehensive park maintenance or recreation services in a city, county, state, federal or private agency serving a population of 50,000 or more - AND - a Bachelor's degree from an accredited college with specialization in recreation administration, park administration, park management, public administration, or a related field. Qualifying experience may be substituted for a Bachelor's degree on a year-for-year basis - OR - One year of experience in the County classification of Regional Park Superintendent I, Assistant Superintendent, Hollywood Bowl, or Assistant Superintendent, Arboretum - OR - Two years of experience in the Los Angeles County Department of Parks and Recreation in the County classification of Recreation Services Manager, Assistant Regional Grounds Maintenance Supervisor, Lake Aquatics Manager II, or Supervisor, South Coast Botanic Gardens.

LICENSE:

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS:

2 - Light.

3 - Moderate will be required for the assignment in the Natural Areas Division.

OTHER REQUIREMENTS:***Certification:***

Fish and Game Warden Certification may be required for some positions.

SPECIALTY REQUIREMENTS:***Natural Areas:***

One year of experience in the County's classification of Natural Areas Ranger.

COMMENTS:

**REGIONAL PARK SUPERINTENDENT I**Class Code:
8836COUNTY OF LOS ANGELES
Established Date: Jun 13, 2000
Revision Date: Jun 13, 2000**SALARY RANGE**

\$4,388.74 - \$5,756.28 Monthly

DEFINITION/STANDARDS:**DEFINITION:**

Has immediate responsibility for supervising the overall operation of a specialized regional park, or natural areas park, or acting as assistant to a higher level Superintendent.

CLASSIFICATION STANDARDS:

Positions allocable to this class perform the duties of one of the following assignments: (1) supervise all recreational activities and maintenance operations, and coordinate special events at a small regional park such as William S. Hart Park, Kenneth Hahn State Recreation Area and Schabarum Regional Park, under the direction of a Regional Grounds Maintenance Supervisor or a Regional Operations Manager, (2) have responsibility for a nature center or natural areas park and supervise staff involved in educational nature related programming, maintenance operations, upkeep of hiking and equestrian trails, protection of native flora and fauna, and the care of live animal exhibits or the protection of Indian sites, under the direction of the Regional Park Superintendent II in the Natural Areas Division, or (3) act as assistant to a Regional Park Superintendent III, or higher, by supervising the maintenance operations and/or recreational programming at a large regional park facility such as Frank G. Bonelli, Santa Fe Dam, Castaic Lake and Whittier Narrows. Positions assigned to the Natural Areas are required to bend, stoop and occasionally lift heavy objects in the performance of their duties.

EXAMPLES OF DUTIES:

Plans, assigns, directs, and evaluates the work of personnel engaged in the maintenance, recreation, boat launching, water safety, and security operations at a regional park. Provides and coordinates programs involving nature, camping, specialized art or historical collections, animal collections and equestrian and other park activities. Regularly inspects the facility to assure optimum maintenance and use of buildings, grounds, hiking and equestrian trails and water areas and reports deficiencies to appropriate agency. Maintains working relationships with other County departments or governmental agencies, support groups and other organizations which provide services to, or have a special interest in the facility. Processes and may approve special event permits, coordinates pre-event preparation of the area to be utilized and assures cleaning of the area after the event. Monitors concessionaires to ensure compliance with negotiated terms of contracts; reports violations to appropriate departmental agency. Prepares and maintains records, reports, budgets and fee collection systems. Recruits and trains volunteers to assist with programs, tours, care and feeding of live exhibited animals. May supervise acquisition, care and feeding of live animal exhibits. May participate in the planning of future development or additions to the park including coordinating with the Park Resources Development Agency, private contractors, or others involved with planning and developing the facility.

REQUIREMENTS:**MINIMUM REQUIREMENTS:****TRAINING AND EXPERIENCE:**

One year's experience as a Park Management Assistant, Recreation Services Supervisor, or Grounds Maintenance Supervisor for the Department of Parks and Recreation - OR - Two years' experience at the level of Grounds Maintenance Supervisor, providing comprehensive park maintenance and recreation services in a governmental agency servicing a population of 50,000 or more. A Bachelor's degree from an accredited college with specialization

in recreation administration, park administration, park management, public administration or a related field may be substituted for one year of the required experience.

LICENSE:

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS:

2 - Light.3 - Moderate will be required for assignments in the natural areas and nature centers.

OTHER REQUIREMENTS:**SPECIALTY REQUIREMENTS:****Natural Areas**

Two years' experience in the development and implementation of nature related programs, or the supervision of the maintenance operation of a nature center or natural areas environment in a governmental agency.

COMMENTS:

**GROUNDS MAINTENANCE SUPERVISOR**Class Code:
0361COUNTY OF LOS ANGELES
Established Date: May 10, 2001
Revision Date: May 10, 2001**SALARY RANGE**

\$3,760.82 - \$4,928.00 Monthly

DEFINITION/STANDARDS:**DEFINITION:**

Supervises a staff of eleven or more positions in gardening, grounds maintenance, and building custodial work.

CLASSIFICATION STANDARDS:

Positions allocable to this class are characterized by their full supervisory responsibility for a staff of at least eleven positions performing gardening, grounds maintenance, and building custodial work. Positions in this class report to an Assistant Regional Grounds Maintenance Supervisor or regional parks superintendent, and must exercise a knowledge of horticultural techniques, and have the ability to train and supervise lower level grounds maintenance workers in the procedures and safety techniques used in performing grounds maintenance and related custodial work.

EXAMPLES OF DUTIES:

Supervises the maintenance of ornamental horticultural developments at a major County facility or group of facilities. Supervises grounds maintenance, and building custodial work, at various recreational facilities. Assists in supervising gardening, grounds maintenance, and building custodial work at the Hollywood Bowl. Supervises Country-wide construction and maintenance work on riding and hiking trails. Supervises employees performing gardening duties such as planting, cultivating, mowing, edging, weeding, spraying, fertilizing, and renovating lawns and grounds. Supervises the operation of automotive and other power equipment such as trucks, garden tractors, mowers, sprayers, edgers, renovators and electric hedge trimmers. Supervises the maintenance of tools and equipment. Orders materials, supplies, and equipment. Maintains records and makes reports.

REQUIREMENTS:**MINIMUM REQUIREMENTS:****TRAINING AND EXPERIENCE:**

One year's grounds maintenance experience at the level of Los Angeles County's class of Senior Grounds Maintenance Worker or Arboretum Gardener.

LICENSE:

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS:

3 - Moderate.

OTHER REQUIREMENTS:**SPECIALTY REQUIREMENTS:**

COMMENTS:

Senior Grounds Maintenance Worker

Class Code – 0358

Physical Class: 3 – Moderate

Definition: Supervises and Participates in the work with a crew of four to ten staffers performing gardening and grounds maintenance as well as building custodial work.

Classification Standards: The Senior Grounds Maintenance Worker is supervised by a Grounds Maintenance Supervisor or the facility Superintendent. He or she are responsible for leading and participating in the work of up to ten grounds maintenance workers. This position performs a full range of grounds maintenance tasks requiring a working knowledge of horticulture techniques and the ability to train lower level grounds maintenance workers in the use and care of grounds maintenance equipment and hand tools.



Expectations: The Senior Grounds Maintenance Worker is expected to supervise and participate up to ten grounds workers performing gardening duties, grounds maintenance work and building custodial care. In addition, the Senior GMW

oversees the use and maintenance of hand and power tools. He or she may be required to inventory and order tools and materials for facility and staff. They are also expected to maintain records and generate reports that pertain to the position. In addition, the Senior GMW will assist in maintaining areas of the facility used by public to be safe and orderly.



Common tasks and tools: Senior Grounds Maintenance Worker's should be experts on such equipment as blowers, weed-eaters, power shears, chainsaws, mowers, pressure washers and other related power equipment and their care. The Senior GMW would train GMW I's, GMW II's and Custodians on power equipment and machinery related to their positions.

The Senior Grounds Maintenance Worker can assign a variety of duties including trimming hedges, pruning trees for safety and plant health, watering plants, weeding both by hand or with power equipment, deadheading of spent flowers, blowing of pathways, courtyards and driveways/roads, emptying and cleaning of outdoor and indoor garbage containers, etc. to other grounds maintenance

workers. In many cases the Senior GMW will work along with the crew or assign a GMW II as many of tasks and assignments are two or more man projects. Working in pairs, at the very least, is always recommended for safety reasons.

Custodian supervision and custodial tasks are a large part of the Senior GMW's job description and includes the supervision of/or cleaning of restroom mirrors, toilets and mopping floors. Restocking of paper towels, toilet paper and seat covers. This all being completed prior to park opening. The GMW subordinates will continue to monitor restrooms during hours of operation or until the Custodian arrives to ensure restrooms are kept clean and stocked throughout the day.



Senior Grounds Maintenance Worker's, in some parks, will be responsible for the care of sports fields and other outdoor athletic areas by taking care of sports fields and dragging baseball diamonds among other tasks. Those assigned to golf courses may be overseeing the patching greens, moving tees cleaning sand traps and caring for sod patches by grounds maintenance staff. Under close supervision by a licensed or certified pesticide applicator, a Senior GMW may be assigned to mix and apply pesticides.



Supervising the care of indoor basketball courts and gymnasiums also falls under the responsibility of the Senior Grounds Maintenance Worker. This will require a level of expertise and training on the care of hardwood floors with regards to stripping, waxing and mopping as well as the use of floor buffers.

In addition, making sure that the setting up and dismantling of tables and chairs for various public events at County facilities is planned for and taken care of.

Tool care is another responsibility for the Senior GMW. Making sure that his staff sharpens and cleans all hand and power tools after use makes life easier for the next user and extends the life of the tool. All power equipment should be ready to go for the next staffer to use, which could be you. Always remember to set aside time to cleanup and refill with gas any equipment used during your shift. This is purely common courtesy.



Requirements, Training and Experience: This is a supervisory level position. Experience is always beneficial with regards to an applicant being chosen. All new staff would be fully trained by facility management on the daily operations at their location. The Senior Grounds Maintenance Worker should already be very familiar with the responsibilities of his or her subordinates, tool use, care and training as well as the policies and procedures that effect the position and those in which he or she supervises.



Long Term Goals: As previously mentioned this is a supervisory position. The career paths for a Senior Grounds Maintenance Worker is already at the door step of a front line supervisor in the Department of Parks and Recreation. Depending on the employee's natural abilities, a Senior GMW could work their way in to the Grounds Maintenance Supervisor position or Crew Instructor and eventually lead to an entry level Superintendent position. The Senior Grounds Maintenance Worker, in the right location, could find advancement with Power Equipment by moving in to a light Utility Tractor Operator, Utility Tractor Operator or Heavy Truck driver with the proper credentials.



SENIOR GROUNDS MAINTENANCE WORKER

Class Code:
0358

COUNTY OF LOS ANGELES
Established Date: Jun 8, 2001
Revision Date: Jun 8, 2001

DEFINITION/STANDARDS:

DEFINITION:

Supervises and participates in the work of a crew of from four to ten positions performing gardening, grounds maintenance, and building custodial work.

CLASSIFICATION STANDARDS:

Positions allocable to this class report to a Supervising Grounds Maintenance Worker or higher level position. They are responsible for supervising and participating in the work of a crew of four to ten positions performing a full range of gardening and custodial work at parks, beaches or other public facilities. Incumbents must exercise a working knowledge of horticultural techniques, and have the ability to train and supervise lower level grounds maintenance workers in the use of grounds maintenance equipment and techniques.

EXAMPLES OF DUTIES:

Supervises and participates in the work of employees performing gardening duties such as planting, cultivating, mowing, edging, weeding, spraying, fertilizing, and renovating lawns and grounds. Supervises and participates in custodial work such as sweeping, mopping, and waxing floors, washing windows, emptying wastebaskets, and cleaning restrooms. Pots, balls, plants, transplants, fertilizes, cultivates, sprays, prunes, and water flowers, plants, shrubs, and trees. Supervises and participates in the mixing and application of sprays and insecticides. Supervises and participates in the operation of automotive and other power equipment such as trucks, garden tractors, mowers, sprayers, edgers, renovators, and electric hedge trimmers. Supervises the maintenance of tools and equipment. Orders materials, supplies, and equipment. Maintains records and makes reports. Assists in maintaining safe and orderly use of areas and facilities.

REQUIREMENTS:

MINIMUM REQUIREMENTS:

TRAINING AND EXPERIENCE:

One year's grounds maintenance experience at the level of Los Angeles County's class of Grounds Maintenance Worker II.

LICENSE:

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS:

3 - Moderate.

OTHER REQUIREMENTS:

SPECIALTY REQUIREMENTS:

COMMENTS:

Grounds Maintenance Worker II

Class Code – 0354

Physical Class: 3 – Moderate

Definition: Performs skilled gardening, grounds and greens maintenance and building custodial work. He or she may be leading other GM staff and/or custodial staff performing routine maintenance and custodial functions.

Classification Standards: Grounds Maintenance Worker II's is generally supervised by a Senior Grounds Maintenance Worker or a Grounds Maintenance Supervisor. He or she are responsible for leading and participating in the work of one to three grounds maintenance workers. This position class independently performs a wide range of grounds maintenance tasks requiring a working knowledge of horticulture techniques and the ability to train others in the use of grounds maintenance equipment and work ethic.



Expectations: The Grounds Maintenance Worker II has assignments such as, but not limited to, lawn mowing, planting, cultivating, weeding, fertilizing and renovating facility turf areas. Additionally, the GMW II will oversee custodial staff as well grounds staff. Some of those tasks include sweeping, mopping and waxing floors, washing windows, emptying waste baskets and cleaning restrooms and other facilities at public parks and other County locations.



Common tasks and tools: Grounds Maintenance Worker II's should be well trained on such equipment as blowers, weed-eaters, power shears, chainsaws, mowers, pressure washers and other related power equipment. The GMW II would train GMW I's and Custodians on power equipment and machinery related to their positions.

The Grounds Maintenance Worker II can assign a variety of duties including trimming hedges, pruning trees for safety and plant health, watering plants, weeding both by hand or with power equipment, deadheading of spent flowers, blowing of pathways, courtyards and driveways/roads, emptying and cleaning of outdoor and indoor garbage containers, etc. to GMW I's. In many cases the GMW II will work along with the GNW I's as many of tasks and assignments are two or more man projects. Working in pairs is always recommended for safety reasons.

Custodian supervision and custodial tasks are a large part of the GMW II's job description and includes the supervision of/or cleaning of restroom mirrors, toilets and mopping floors. Restocking of paper towels, toilet paper and seat covers. This all being completed prior to park opening. The GMW I will continue to monitor restrooms during hours of operation or until the Custodian arrives to ensure restrooms are kept clean and stocked throughout the day.

Grounds Maintenance Worker II's, in some parks, will be responsible for the care of sports fields and other outdoor athletic areas by watering down soccer fields and dragging baseball diamonds among other tasks. Those assigned to golf courses may be patching greens, moving tees cleaning sand traps and caring for sod patches. Under close supervision by a licensed or certified pesticide applicator, a GMW II may be assigned to mix and apply non-restricted pesticides.



Supervising the care of indoor basketball courts and gymnasiums also falls under the responsibility of the Grounds Maintenance Worker II. This will require knowledge and training on the care of hardwood floors with regards to stripping, waxing and mopping as well as the use of floor buffers. In addition, setting up and dismantling of tables and chairs for various public events at County facilities is a regular occurrence.

Tool care is another responsibility. Sharpening and cleaning of hand and power tools after use makes life easier for the next user and extends the life of the tool. All power equipment should be ready to go for the next staff to use, which could be you. Always remember to set aside time to cleanup and refill with gas any equipment used during your shift. This is purely common courtesy.



Requirements, Training and Experience: This is an entry-supervisory level position. Experience is always beneficial with regards to an applicant being chosen. All new staff would be fully trained by County staff on all County power equipment to make sure they do have an understanding of how to use and service the power equipment safely and efficiently.



Long Term Goals: As previously mentioned this is an entry level supervisory position. The career paths for a Grounds Maintenance Worker II can be in the direction of a front line supervisor in the Department of Parks and Recreation. Depending on the employee's natural abilities, a GMW II could work their way in to Senior Grounds Maintenance Worker. This level is geared even more towards Supervisory positions such as Crew Instructor, Grounds Maintenance Supervisor or an entry level Superintendent position.

There's opportunities to pursue a career in Plumbing or as a Sprinkler Fitter if the interest is with irrigation. And if its large machinery, Power Equipment with trainings on tractors, backhoes and Heavy Truck Driver are also career options. Always take advantage of the Counties training programs – they can help you identify the right career path for you.



**GROUNDS MAINTENANCE WORKER II**Class Code:
0354COUNTY OF LOS ANGELES
Established Date: Oct 15, 2003
Revision Date: Oct 15, 2003**DEFINITION/STANDARDS:****DEFINITION:**

Performs skilled gardening, grounds, and greens maintenance, and building custodial work, or has responsibility for leading others performing routine maintenance and custodial functions.

CLASSIFICATION STANDARDS:

Positions allocable to this class report to a Grounds Maintenance Supervisor, Senior Grounds Maintenance Worker, or Beach Maintenance Supervisor and are responsible for leading and participating in the work of from one to three grounds maintenance workers. Positions allocable to this class also independently perform a full range of grounds maintenance tasks, requiring a working knowledge of horticultural techniques and the ability to train others in the use of grounds maintenance equipment and techniques.

EXAMPLES OF DUTIES:

Leads and participates in the work of a crew performing grounds and greens maintenance activities such as planting, cultivating, mowing, edging, weeding, spraying, fertilizing, and renovating park and public building lawns, and bowling greens, and cultivated areas adjacent to County beaches. Operates sprinkler systems including cleaning, adjusting and replacing sprinkler heads. Oversees and participates in the performance of custodial work such as sweeping, mopping, and waxing floors, washing windows, emptying waste baskets and cleaning restrooms and other facilities at parks, and beaches. Independently prepares, mixes, and applies non-restricted pesticides; may apply restricted chemicals under supervision of a licensed applicator. Maintains tools, equipment, and work records. Orders materials, supplies, and equipment. Prepares written reports as required. May set up and dismantle tables and chairs at various public facilities.

May have responsibility for leading court referral, general relief or other temporary workers assigned to grounds maintenance and custodial tasks.

May drive automobile equipment to and from work sites.

REQUIREMENTS:**MINIMUM REQUIREMENTS:****TRAINING AND EXPERIENCE:**

One year's experience in grounds maintenance, gardening, or nursery work at a publicly used facility.

LICENSE:

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions may be required.

PHYSICAL CLASS:

3 - Moderate.

OTHER REQUIREMENTS:**SPECIALTY REQUIREMENTS:****COMMENTS:**

Grounds Maintenance Worker I

Class Code – 0352

Physical Class: 3 – Moderate

Definition: Performs routine and simple maintenance of parks, beaches and public grounds. Also takes care of restrooms and other related custodial work.

Classification Standards: Grounds Maintenance Worker I's can be supervised by a Grounds Maintenance Worker II, a Senior Grounds Maintenance Worker or a Grounds Maintenance Supervisor. In certain facilities, the GMW I could be supervised by an Arboretum Gardener and smaller facilities may have Regional Grounds Maintenance Supervisors that oversee grounds staff.

The Grounds Maintenance Worker I has assignments such as, but not limited to, lawn mowing, litter control, beach cleanup, weeding in planter beds, parking lot tree wells and around structures and hardscapes, sweeping as well as assisting with planting and plant care. GMW I's are also responsible for related custodial duties including mopping and waxing floors, washing windows and cleaning and stocking of restrooms in their section or facility.



Expectations: The Grounds Maintenance Worker I is required to work on a wide range of projects and tasks. Some are more routine daily duties and others require multiple workers on a detailed, planned out project.

For the most part, GMW I's will have such responsibilities as cultivating, fertilizing, trimming and cleaning around planted areas adjacent to public buildings, in gardens, at County golf courses, public parks and beaches.

Common tasks and tools: Grounds Maintenance Worker I's should be familiar with such equipment as blowers, weed-eaters, power shears, chainsaws, mowers, pressure washers and other related power equipment. If GMW I has not worked with a particular piece of equipment, they will not be allowed to use it until properly trained on that equipment.



The Grounds Maintenance Worker I will be assigned a variety of duties including trimming hedges, pruning trees for safety and plant health, watering plants, weeding both by hand or with power equipment, deadheading of spent flowers, blowing of pathways, courtyards and driveways/roads, emptying and cleaning of outdoor and indoor garbage containers.

Custodial tasks are a large part of the GMW I job description and includes cleaning restroom mirrors, toilets and mopping floors. Restocking of paper towels, toilet paper and seat covers. This all being completed prior to park opening. The GMW I will continue to monitor restrooms during hours of operation to ensure restrooms are kept clean and stocked throughout the day.

Grounds Maintenance Worker I's, in some parks, will be responsible for taking care of sports fields and other outdoor athletic areas by watering down soccer fields and dragging baseball diamonds among other tasks. Those assigned to golf courses may be patching greens, moving tees cleaning sand traps and caring for sod patches. Under close supervision by a licensed or certified pesticide applicator, a GMW I may be assigned to mix and apply non-restricted pesticides.



Taking care of indoor basketball courts and gymnasiums also falls under the responsibility of the Grounds Maintenance Worker I. This will require knowledge and training on the care of hardwood floors through stripping, waxing and mopping as well as the use of floor buffers.

In addition, setting up and dismantling of tables and chairs for various public events at County facilities is a regular occurrence.

Tool care is another responsibility GMW I. sharpening and cleaning of hand and power tools after being used makes for more efficient use of the tools and extends the life of the tool. All power equipment should be ready to go for the next staff to use the tool. Always remember to set aside time to cleanup and refill with gas any equipment used during your shift. This is purely common courtesy.



Requirements, Training and Experience: This is an entry level position. Experience is always beneficial with regards to an applicant being chosen. All new staff would be fully trained by County staff on all County power equipment to make sure they do have an understanding of how to use the power equipment safely and efficiently. Also with training – always take advantage of the Counties programs for computer training. The more you can learn on how to use the computer, the more opportunities will be available to you in the future.



Long Term Goals: As previously mentioned this is an entry level position. The career paths for a Grounds Maintenance Worker I are more varied than most positions in the Department of Parks and Recreation. Depending on the employee's natural abilities, a GMW I could work towards a position with the Tree Crew or Trails if they prefer to laborious work with power equipment and chainsaws. There's Plumbing and Sprinkler Fitters if the interest is with irrigation. And if its large machinery, Power Equipment with trainings on tractors, backhoes and Heavy Truck Driver are also career options.



**GROUNDS MAINTENANCE WORKER I**Class Code:
0352COUNTY OF LOS ANGELES
Established Date: Oct 15, 2003
Revision Date: Oct 15, 2003**DEFINITION/STANDARDS:****DEFINITION:**

Performs routine and simple maintenance of park, beach, and public grounds and related custodial work.

CLASSIFICATION STANDARDS:

Positions allocable to this class work under the technical supervision of a Grounds Maintenance Worker II, or Senior Grounds Maintenance Worker, and are responsible for such tasks as lawn mowing, weeding, fertilizing, sweeping, replanting, and renovating. Incumbents also may perform related custodial work such as sweeping, mopping and waxing floors, washing windows and cleaning restrooms of structure associated with parks, beaches or other public facilities. Incumbents must possess the skills necessary to operate powered and manual operated grounds maintenance equipment.

EXAMPLES OF DUTIES:

Cultivates, fertilizes, trims, and cleans planted areas adjacent to public buildings, golf courses, parks, and beaches using such tools as weed whips, backpack type blowers, and hedge trimmers. Mows, edges, and sweeps park and public building lawns using rider mowers and other gasoline and manually powered equipment. Pots, plants, transplants, fertilizes, sprays, prunes, and waters flowers, shrubs, and trees. Sweeps, mops, and waxes floors, washes windows, empties waste baskets, removes wall writing and cleans restrooms of structures associated with parks, beaches, or other public facilities. Under close supervision, prepares mixes, and applies non-restricted pesticides; may apply restricted chemicals under supervision of a certified applicator. Sharpens, cleans, paints, and cares for powered and hand operated tools and equipment. Prepares grounds for athletic events by performing activities such as watering and dragging baseball diamonds. Patches golf course greens, moves tees, cleans sand traps, and cares for sod patches. May set up and dismantle tables and chairs at various public facilities. May assist in demonstrating work tasks to Grounds Maintenance Helper program participants.

May drive automobile equipment to and from work sites.

REQUIREMENTS:**MINIMUM REQUIREMENTS:****TRAINING AND EXPERIENCE:**

No training or experience is required.

LICENSE:

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions may be required.

PHYSICAL CLASS:

3 - Moderate.

OTHER REQUIREMENTS:**SPECIALTY REQUIREMENTS:****COMMENTS:**

**CUSTODIAN**Class Code:
6774COUNTY OF LOS ANGELES
Established Date: Nov 1, 2012
Revision Date: Nov 1, 2012**DEFINITION/STANDARDS:****DEFINITION:**

Maintains County offices, hospitals, health and correctional facilities, institutions, and buildings in a clean, sanitary, and orderly condition.

CLASSIFICATION STANDARDS:

Positions allocable to this class typically report to a custodian supervisor, and are characterized by the performance of routine cleaning, sanitizing, and polishing duties in buildings.

These positions require the ability to read and understand supply warning labels and product instructions; safely mix and apply cleaning and sanitizing solutions; follow routine cleaning procedures; and, properly use cleaning supplies and janitorial hand and power equipment such as: dry and wet mops; squeegees; scrub brushes; commercial carpet and wet-dry vacuum cleaners; and, shampoo, wax, and polishing machines.

Incumbents frequently lift tools, supplies, and equipment weighing 10 - 25 pounds, and occasionally over 25 pounds, and perform tasks that require walking, standing, bending, stooping, squatting, twisting, and reaching.

EXAMPLES OF DUTIES:

Performs routine cleaning of offices, restrooms, corridors, stairways, storerooms, and other assigned areas.

Cleans hard and soft surface floors using brooms, dry and wet mops, brushes, and vacuum cleaners.

Scrubs, waxes, polishes, and buffs hard surface floors using powered equipment.

Dusts, wipes, and polishes furniture, furnishings, and fixtures.

Cleans windows, partition and door glass, mirrors, and other surfaces using soapy water or other cleaners, sponges, towels, and squeegees; may work on ladders.

Cleans, sanitizes, and replenishes supplies in restrooms.

Uses solutions, mixing as necessary, to clean and disinfect surgical room floors, washbasins, cabinets, and other surfaces.

Empties waste receptacles, and replaces plastic liners; removes contaminated trash.

Moves and cleans under furniture, furnishings, and clinic, surgery, and laboratory equipment.

Cleans up yards and grounds adjacent to County buildings; sweeps parking lots and sidewalks; picks up trash; and, empties and cleans trash cans.

Reports building conditions requiring repair or maintenance. Examples include: burned-out light bulbs; leaking faucets and valves; clogged restroom fixtures and drains; and, inoperable doors, locks, and latches.

Maintains work records.

May provide task direction and oversight to inmates and community service workers performing janitorial duties.

REQUIREMENTS:

MINIMUM REQUIREMENTS:

TRAINING AND EXPERIENCE:

No training or experience is required.

LICENSE:

PHYSICAL CLASS:

3 - Moderate.

OTHER REQUIREMENTS:

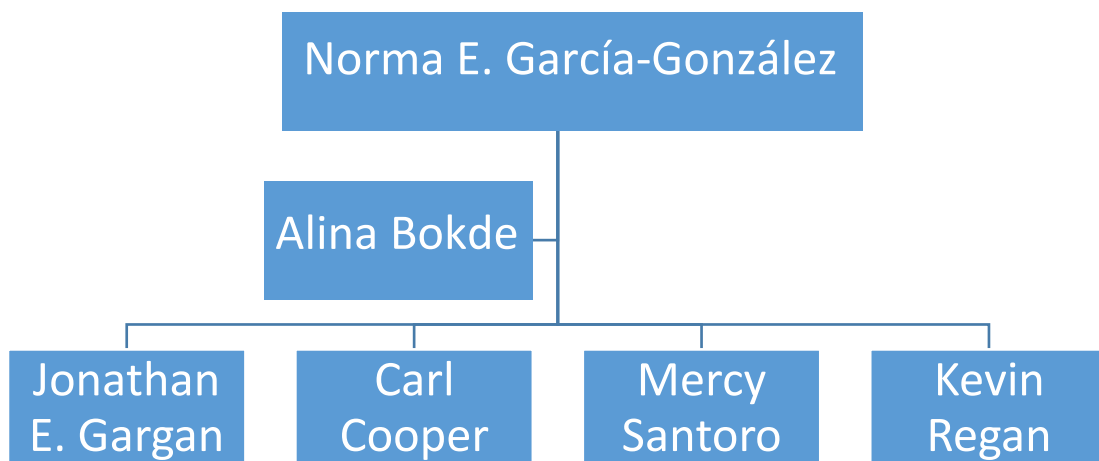
SPECIALTY REQUIREMENTS:

COMMENTS:



County of Los Angeles

Department Flow Charts

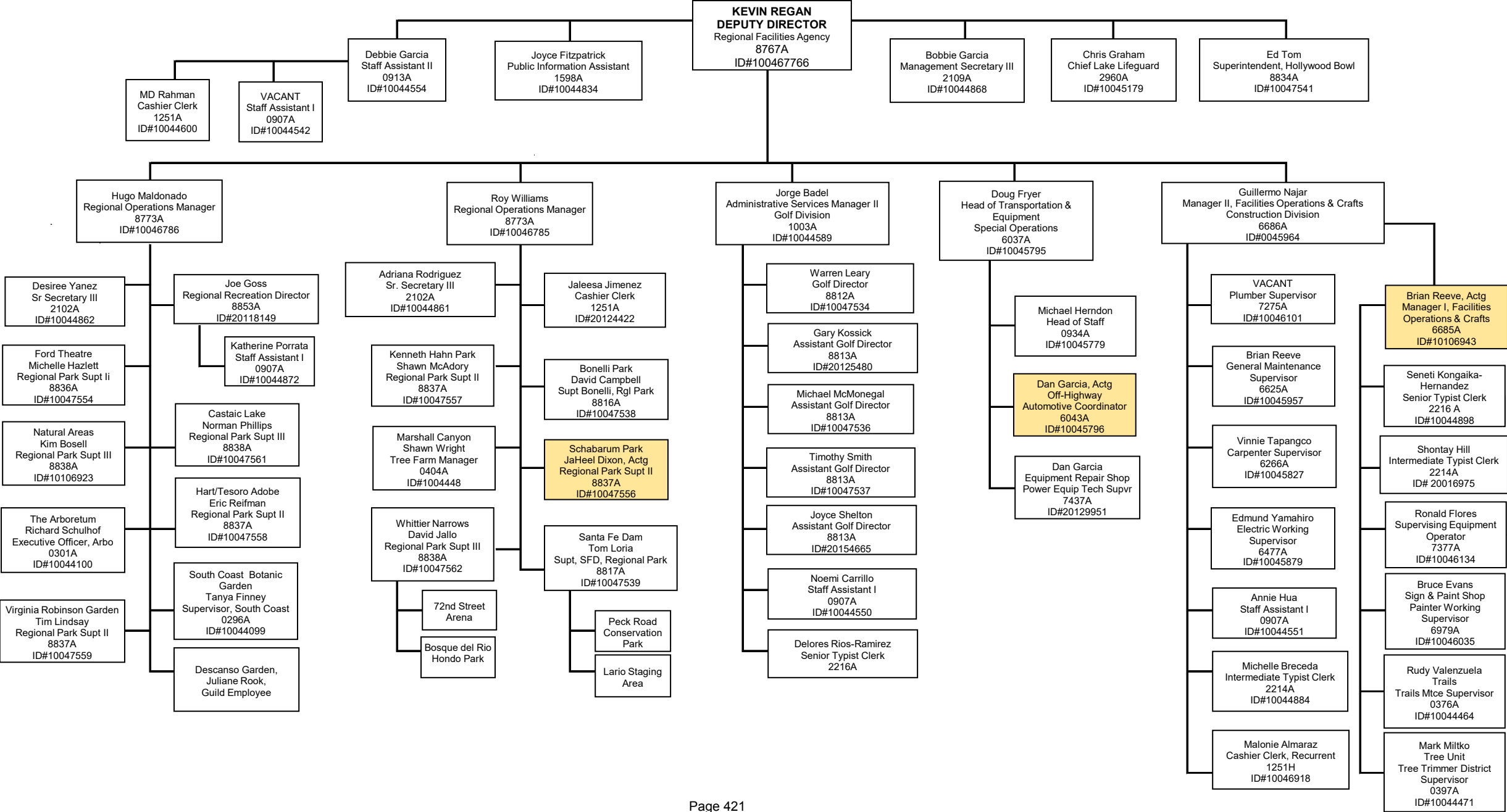




County of Los Angeles

*Regional Facilities
Agency*

REGIONAL FACILITIES AGENCY, ADMINISTRATION





County of Los Angeles

Contact Information



**COUNTY OF LOS ANGELES
DEPARTMENT OF PARKS & RECREATION
1000 South Fremont Avenue, Alhambra, CA 91803**

EXECUTIVE OFFICE - Building A-9 West		Phone	Fax
Director, Norma E. García-González	626- 588- 5373	626-570-9301	
Secy, Elva Espinoza	626- 588- 5382	626-570-9301	
Special Assistant, Vacant	626- 588- 5355	626-570-9301	
Public Information Officer, Vacant	626- 588- 5372	626-458-8346	
Board Letter Liaison, Kimberly Rios	626- 588- 5368	626-458-8346	
Public Records Act Requests, Aram Pirjanian	626- 588- 5370	626-458-8346	
Video Production Specialist, Patrick Wynne	626- 588- 5377	626-458-8346	
Events Coordinator, Hector Adame	626- 588- 5369	626-458-8346	
Chief Deputy Director, Alina Bokde	626- 588- 5366	626-570-9301	
Secy, Carmen M. Garrido	626- 588- 5354	626-570-9301	
City/County Liaison, Faith Parducho	626- 588- 5362	626-570-9301	
PAD Coordinator, Katie Dingman	626- 588- 5374	626-458-8346	

REGIONAL PARK AND OPEN SPACE DISTRICT - Building A-9 East		Phone	Fax
Deputy Director, Christina Angeles	626- 588- 5024	626-458-1493	
Secy, Linda Resendez	626- 588- 5025	626-458-1493	
Administration, Narineh Nersessian	626- 588- 5023	626-458-1493	
Budget/Finance/Audit, Amy Phan	626- 588- 5031	626-458-1493	
Program Management, Agie Jordan	626- 588- 5045	626-458-1493	

ADMINISTRATIVE SERVICES AGENCY - Building A-9 West		Phone	Fax
Deputy Director, Malou Rubio	626- 588- 5293	626-458-6619	
Secy, Christine Miranda	626- 588- 5284	626-458-6619	
Budget & Fiscal Services - Building A-9 West			
Division Chief, Carolyn Bernardez	626- 588- 5294	626-458-6619	
Secy, Georgia Reyes	626- 588- 5285	626-458-6619	
Accounting, Ephraim Nkemere	626- 588- 5250	626-458-6619	
Budget, Claudia Jauregui	626- 588- 5206	626-458-6619	
Fiscal Administration, Vacant	626- 588- 5220	626-458-6619	
Management Services, Elizabeth Mendez	626- 588- 5201	626-458-6619	

Contracts and Procurement - Building A-9 West		Phone	Fax
Division Chief, Ruben Lopez	626- 588- 5300	626-458-6619	
Secy, Rosanna Caudillo	626- 588- 5292	626-458-6619	
Golf Contracts, License & Concession Agreements, Sandra Salazar	626- 588- 5266	626-458-6619	
Concession and Operating Agreements, Brenda Tovar	626- 588- 5272	626-458-6619	
Services Contracts, Master Agreements for As-Needed Services, Dennis Morelos	626- 588- 5266	626-458-6619	
Procurement and Materials Management, Curtis Ward	626- 588- 5213	626-458-6619	

Administrative Services (Con't)		Phone	Fax
Human Resources - Building A-9 West			
Division Chief, Victoria Santana	626- 588- 5142	626-458-5526	
Secy, Lisa Cheng	626- 588- 5137	626-458-5526	
Recruitment & Operations, Jesse Yee	626- 588- 5104	626-458-5526	
Personnel Operations Unit Mgr., Jennifer Emmsley	626- 588- 5101	626-458-5526	
Benefits, Eileen Reyes	626- 588- 5107	626-458-5526	
Employee Relations, Return to Work & ADA, Lyle Goldstein	626- 588- 5126	626-458-5526	
Return to Work Unit Manager, Suren Sahakyan	626- 588- 5109	626-458-5526	
Return to Work Coordinator/FMLA, Mingming Li	626- 588- 5139	626-458-5526	
ADA Coordinator, Manuel Gonzalez	626- 588- 5140	626-458-5526	
Safety, Anush Gambaryan	626- 588- 5114	626-458-5526	
Employee Development, Butra Soinak	626- 588- 5128	626-458-5526	
Classifications and Compensation, Francine Choi	626- 588- 5129	626-458-5526	

Information Technology - Building A-9 East		Phone	Fax
Division Chief, Ken Ta (acting)	626- 588- 5020	626-458-6619	
Security and Network Operations, Ken Ta	626- 588- 5020	626-458-6619	
Technical Support Operations, Tim Tran	626- 588- 5017	626-458-6619	
Applications Development, Maintenance & Support, Ryan Yeh	626- 588- 5022	626-458-6619	
IT Help Desk	626- 588- 5050	626-458-6619	

PLANNING AND DEVELOPMENT AGENCY - Building A-9 West		Phone	Fax
Deputy Director, Jill Sourial	626- 588- 5322	626-458-8346	
Secy, Norma E. Rivera	626- 588- 5333	626-458-8346	
Planning, Sean Woods	626- 588- 5345	626-458-8346	
Secy, Elanora Vladika	626- 588- 5340	626-458-8346	
Land Management & Compliance, Lee Barocas	626- 588- 5303	626-458-8346	
Planning & CEQA, Clement Lau	626- 588- 5301	626-458-8346	
Trails Planning, Michelle O'Connor	626- 588- 5302	626-458-8346	
Sustainability Planning, Vacant	626- 588- 5310	626-458-8346	
Development, Chester Kano	626- 588- 5316	626-458-8346	
Secy, Norma Morseburg	626- 588- 5344	626-458-8346	
Landscape Architecture & Design, Todd Schmit	626- 588- 5346	626-458-8346	
Capital Project, Mark Glasscock	626- 588- 5304	626-458-8346	
Grants/Legislative, Andrea Vona	626- 588- 5249	626-458-8346	

General Phone Lines			
Executive Office	626- 588- 5364		
Human Resources	626- 588- 5150		
Management Services	626- 588- 5200		
Contracts	626- 588- 5300		
Regional Park and Open Space	626- 588- 5060		

As of November 2021

Creating Community through People, Parks and Programs

NORTH COUNTY COMMUNITY SERVICES AGENCY 31320 Castaic Road, Castaic 91384-3900		
Deputy Director, Jonathan E. Gargan Secy, Rebecca Delcid	Phone 661- 294- 3518 661- 294- 3510	Fax 661-294-2240 661-294-2240
Regional Operations Manager, Joyce Gibson Secy, Vacant Toll-Free Public Number	661- 294- 3522 661- 294- 3516 800- 837- 7701	661-294-2240 661-294-2240
Admin Unit	661- 294- 3500	
Budget/Procurement, Vacant	661- 294- 3505	661-775-8858
Warehouse, Anthony Morales	661- 294- 3537	661-775-8858
Central Reservations	800 26- PARKS	
Fac. Mgr./Construction, Lance Verdugo	661- 294- 3512	661-295-0920
STC, Rose McKee	661- 294- 3525	661-295-0920
Air Conditioning, Roy Higgins	661- 294- 7466	661-295-0920
General Maintenance, Donald Harper	661- 294- 3529	661-295-0920
Locksmith, Vacant	661- 294- 7467	661-295-0920
Carpentry, Barry Hedrick	661- 294- 3531	661-295-0920
Electrical, Carlos Gonzalez	661- 294- 3534	661-295-0920
Painting, Fernando Valencia	661- 294- 3528	661-295-0920
Plumbing, Chris Marin	661- 294- 3527	661-295-0920
Welder, Sergio Santana	661- 294- 3535	661-295-0920
Park/Grounds Maint., Robert Horio	661- 257- 6523	661-775-8858
STC, Alicia Garcia	661- 257- 6524	661-775-8858
Antelope Valley, Oscar Ventura-Castillo	661- 940- 7701	661-940-7849
Santa Clarita, Steve Dennis	818- 364- 9325	818-362-7407
Rec. Operations, Trevor Zemp	661- 294- 2385	661-295-0920
Asst. Reg. Rec. Dir., Al Evans, Sylmar, Foothill	661- 510- 4149	818-833-7563
Asst. Reg. Rec. Dir., Jeff Dorst, AV, SC	661- 257- 6537	661-295-0920
STC, Crystal Koshak	661- 294- 3500	661-295-0920
Sylmar, Michelle Whitaker	818- 367- 7050	818-362-5997
Foothill District, Samuel Estrada	626- 798- 6335	
Antelope Valley East, Vacant	818- 367- 7050	818-362-5997
Antelope Valley West, William Champion	661- 940- 7701	661-940-7849
Santa Clarita Valley, Daniel Lopez	661- 294- 7469	

SOUTH COUNTY COMMUNITY SERVICES AGENCY 360 W. El Segundo Boulevard, Los Angeles 90061-1130		
Deputy Director, Carl Cooper Secy, Rechelle' Lewis	Phone 310- 965- 8602 310- 965- 8603	Fax 310-324-4869 310-324-4869
Regional Operations Manager, Mika Yamamoto Secy, Elizabet Diaz PIA, Vacant	310- 965- 8605 310- 965- 8606 310- 965- 8611	310-516-3699 310-516-3699 310-324-4869
Admin Unit		
Budget/Procurement, Janet Villalobos	310- 965- 8612	310-324-4869
Warehouse, Nicholas Alexander	310- 965- 8670	310-352-3123
Central Reservations, Hector Avina	800- 404- 5888	310-352-3351
Summer Lunch/Snacks	310- 965- 8630	
Construction, Chris Elliott	310- 965- 8609	310-324-4869
STC, Lizbeth Monroy	310- 965- 8645	310-324-4869
Carpentry, Philip Zych	310- 965- 8625	310-324-4869
Electrical, Larry Woods	310- 965- 8627	310-324-4869
General Maintenance, Gabriel Gonzales	310- 965- 8629	310-324-4869
Locksmith, Jeffrey Gainer	310- 965- 8635	310-324-4869
Painting, Rodolfo Galleri	310- 965- 8634	310-324-4869
Plumbing, Larry Lewis	310- 965- 8631	310-324-4869
Staff Assistant I, Vacant	310- 965- 8644	310-324-4869
Park/Grounds Maint., Miguel Vazquez	310- 965- 8607	310-324-4869
STC, Michael Palmer	310- 965- 8613	310-324-4869
Asst. RGMS, Kenya Williams	310- 965- 8641	310-324-4869
GMS, Joi Grant	310- 965- 8641	310-324-4869
GMS, Rafael Hernandez	310- 965- 8620	310-324-4869
Asst. RGMS, Dwight L. Ponder	310- 965- 8643	310-324-4869
GMS, Sam Armas	310- 965- 8607	310-324-4869
Adult Crews, Miguel Felix	310- 965- 8260	310-324-4869
Rec. Operations, Melinda Roundtree	310- 965- 8608	310-324-4869
STC, Vacant	310- 965- 8610	310-324-4869
South West, Olivia Perea	310- 217- 8376	310-538-4853
Central West, Letty Guerrero	310- 603- 8307	323-588-7154
Southeast, Lorraine Martinez	562- 698- 2000	626-934-1715

EAST COUNTY COMMUNITY SERVICES AGENCY 265 Cloverleaf Drive, Baldwin Park 91706-6599		
Deputy Director, Mercy Santoro Secy, Norma Rios	Phone 626- 369- 8694 626- 934- 9196	Fax 626-369-5809 626-369-5809
Regional Operations Manager, Michael Ralston Secy, Maria Chavez	626- 369- 5146 626- 369- 2565	626-369-5809 626-369-5809
Admin Unit - Warehouse Services		
Warehouse, Miguel Blanco & Eric Barajas	626- 369- 2062	626-961-2985
Procurement/Reservations		
Budget/Procurement, Rick Rivera	626- 369- 4074	626-961-5149
Local East Parks Reservations	888- 239- 6700	626-369-0845
Construction, Alpha Washington	626- 369- 3671	626-961-2985
Secy, Ashley Lanuza	626- 369- 3672	626-961-2985
Carpentry, Chuck Isbell	626- 369- 4077	626-961-2985
Locksmith, Darrin Jeffers	626- 369- 8933	626-961-2985
Electrical, Ricky Ortega	626- 369- 4076	626-961-2985
Air Conditioning, Jason Kubota	626- 369- 4078	626-961-2985
General Maint., Sophy Sam (Acting)	626- 369- 5801	626-961-2985
Welder, Vacant	626- 369- 6806	626-961-2985
Painting, Joel Andrade	626- 369- 2515	626-961-2985
Plumbing, Brian Pollaccia	626- 369- 4079	626-961-2985
Park/Grounds Maintenance, Bill Hottran	626- 369- 1910	626-968-1372
Secy, Evelyn Roberts	626- 369- 1910	626-968-1372
East LA Operations, Bob Cruz	323- 881- 6004	323-264-6947
SGV Operations, Henry Brouwer	626- 369- 5958	626-968-1372
Rec. Operations, Anthony Montanez	626- 968- 2791	626-369-0845
Secy, Eloya Sarabia	626- 330- 3276	626-369-0845
East Los Angeles, Sofia Gavia	323- 260- 2360	323-264-6947
San Gabriel Valley, Albert Gomez	626- 821- 4625	626-445-6006
Heights, Vacant	626- 333- 1369	626-934-1715
JJCPA Coordinator, Freddy Zavaleta	626- 333- 3759	626-961-2985
So Cal Muni Athletic Fed, Tim Ittner	626- 448- 0853	626-448-5219

As of November 2021

Corrections to the list, notify your Agency's Management Secretary

Creating Community through People, Parks and Programs

REGIONAL FACILITIES AGENCY

265 Cloverleaf Drive, Baldwin Park 91706-6599

Deputy Director, Kevin Regan

Secy, Bobbie Garcia

Phone (626) 369-8693 / Fax (626) 961-5149

	Phone			Fax
Chief Lake Lifeguard, Chris Graham	626-	330-	8549	626-333-5129
Hollywood Bowl, Ed Tom	323-	850-	2060	323-850-3617
Assistant, Gina Leoni	323-	850-	2060	323-850-3617
John Anson Ford Theatre	323-	850-	2060	323-850-3617
Admin Unit				
Budget/Procurement, Vincent Pedroza	626-	369-	4073	626-961-5149
Staff Assistant, Johnathan Thompson	626-	934-	3851	626-961-5149
Procurement Receiver, MD Rahman	626-	934-	3856	626-961-5149
Construction Division				
Facilities Ops. & Crafts, Manager II, Ron Cox	626-	934-	3845	626-961-5149
Staff Assistant, Annie Hua	626-	934-	3858	626-961-5149
Carpenter Supervisor, Vinnie Tapangco	626-	934-	3857	626-961-5149
Electrician, Ron Smith	626-	934-	3844	626-934-3852
General Maintenance A/Supervisor, Jimmy Martinez	626-	934-	3837	626-961-5149
Plumber Supervisor, Michael Knetge	909-	934-	3851	626-961-5149
Facilities Ops. & Crafts, A/Manager I, Brian Reeve	626-	527-	6953	626-442-8561
STC, Seneti Kongaika-Hernandez	626-	575-	5601	626-442-8561
Maximo Call Center	877-	601-	4850	

	Phone			Fax
Regional Operations Manager, Roy Williams	626-	333-	7698	626-961-5149
Secy, Adriana Rodriguez	626-	934-	3863	626-961-5149
Tree Farm/Adult Crews Manager, Shawn Wright	909-	593-	3036	909-392-0541
Marshall Canyon Base, Christopher Coleman	909-	596-	5568	909-392-0541
Whittier Narrows Rio Hondo Base, Shawn Ruiz	562-	908-	0573	562-908-0568
Regional Parks				
Frank G. Bonelli, Dave Campbell	909-	599-	8411	909-599-6020
Lake Aquatics Manager, Derek Elleri	909-	599-	8411	
Assistant, John Norcia	909-	599-	8411	909-599-6020
Kenneth Hahn, Shawn McAdory	323-	298-	3660	323-291-8958
Peck Road Water Conservation, William Mercado	626-	334-	1065	626-812-9196
Santa Fe Dam, William Mercado	626-	334-	1065	626-812-9196
Assistant, Martha Moreno	626-	812-	6376	626-812-9196
Santa Fe Dam Rental Information	626-	334-	1065	626-812-9196
Schabarum, Michelle Hazlett	626-	854-	5560	626-913-7873
Whittier Narrows, David Jallo	626-	575-	5526	626-448-7308
Assistants, David Moronez & Jaheel Dixon	626-	575-	5526	626-448-7308
Athletic Fields, Luis Guerrero	626-	575-	5755	626-448-7308
Reservations	626-	575-	5526	626-448-7308

Sheriff's Park Bureau				
Dispatcher	800	834-	0064	213-974-8000
Parks Bureau, Main Line	323	845-	0070	323-882-8209
Captain Benjamin Torres	323	845-	0070	
Secy, Vacant	323	845-	0070	
Ops. Lt. Vacant	323	845-	0071	
Ops. Sgt. Nancy Bowley	323	845-	0075	
PIO Dep. Brittany Fraser	323	845-	0070	

	Phone			Fax
Sign/Paint Shop Supervisor, Bruce Evans	626-	961-	3400	
Heavy Equipment & Transp. Supervisor, Ron Flores	626-	369-	2578	626-358-5435
Tree Unit District Supervisor, Mark Miltko	626-	252-	1984	626-961-5149
Trails Maint. Supervisor, Lucas Degraaf	626-	575-	5756	626-652-0748
Special Operations Division				
Head of Transportation, Doug Fryer	626-	369-	8646	626-333-5129
Automotive Equipment Coord., Larry Flores	626-	330-	3860	626-333-5129
Bandwagon - Michael Herndon	626-	369-	5611	626-333-5129
Equipment Repair Shop, Vacant	626-	369-	8646	626-934-1710
Boat Repair - East, Warren Hartwell	626-	336-	6498	626-336-6498
Boat Repair - North, Chris Corpus	661-	294-	6475	661-295-0920
Golf Operations Division				
Sr. Golf Director, Jorge Badel	626-	821-	4650	626-447-8573
Staff Assistant, Noemi Carrillo	626-	821-	4651	626-447-8573
Golf Director, Warren Leary	626-	821-	4646	626-477-8573
SC, Delores Rios-Ramirez	626-	445-	7141	626-447-8573

	Phone			Fax
Regional Operations Manager, Hugo Maldonado	626-	369-	5147	626-961-5149
Secy, Desiree Escobedo	626-	369-	5646	626-961-5149
Aquatics Division				
Regional Recreation Director, Joe Goss	626-	821-	4660	626-447-8573
Staff Assistant, Kathy Porrata	626-	821-	4605	626-447-8573
East Recreation Svs Manager, Rick Tang	626-	821-	4604	626-447-8573
North Recreation Svs Manager, Marisol Gonzalez	661-	294-	3532	
South Recreation Svs Manager, Gabby Melendrez	310-	965-	8639	
Regional Parks				
Castaic Lake, Hector Inzunza	661-	257-	4050	661-257-3759
Lake Aquatics Manager, Tracy Hild	661-	257-	4050	
Assistant, Chris Mowry	661-	257-	4050	661-257-3759
Hart Park & Tesoro Adobe Park, Eric Reifman	661-	259-	0866	661-253-2170
Assistant, Vacant	661-	702-	8953	661-253-2170
Arboreta & Botanic Gardens				
CEO Arboretum, Richard Schulhof	626-	821-	3231	626-821-4641
Superintendent, Tim Phillips	626-	294-	2042	626-821-4641
Senior Biologist, James Henrich	626-	290-	5442	626-821-4641
Staff Assistant, Irene Chang	626-	294-	2042	626-821-4641
Descanso Gardens, Julianne Rooke	818-	952-	8887	818-790-3291
South Coast Botanic Gardens, Tanya Finney	310-	544-	6819	310-544-6820
Virginia Robinson Gardens, Tim Lindsay	310-	550-	5429	310-276-5352
Natural Areas, Kim Bosell, Administrator				
Deane Dana Friendship Pk/Nat Ctr, Marleen Yang	310-	519-	6115	310-519-7375
Devil's Punchbowl, Jonathan Numer	661-	944-	2743	661-944-6924
Eaton Canyon Park/Nature Center, Helen Wong	626-	398-	5420	626-398-5422
Placerita Canyon, Russ Kimura	661-	259-	7721	661-254-1426
San Dimas Canyon, Noemi Navar	909-	599-	7512	909-305-0665
Stoneview Nature Center, Richard Smart	310-	202-	3001	626-398-5422
Vasquez Rocks, Sarah Brewer	661-	268-	0840	661-268-1343
Whittier Narrows Nature Center, Colleen MacKay	626-	575-	5523	626-443-5359
Wildlife Sanctuaries, Olivia Miseroy	661-	944-	6881	661-944-6924



County of Los Angeles

Appendix



COUNTY OF LOS ANGELES
DEPARTMENT OF PARKS AND RECREATION
John Wicker – Director

INCIDENT REPORT

DATE: _____

NAME OF ADULT: _____

NAME OF PARK OR AREA OF INCIDENT: _____

TIME OF INCIDENT: _____

SEX: _____ MALE _____ FEMALE

DESCRIPTION OF INCIDENT:

ACTION TAKEN:

DATE OF REPORT: _____

REPORT SUBMITTED BY:

**COUNTY OF LOS ANGELES
NON-EMPLOYEE INJURY REPORT**

Dept. Name: _____ Dept. #: _____
DIV. or Facility: _____
SECTION: _____
IRMIS Code #: _____

Prepared for County Counsel in defense of the County, Special Districts and employees.

INSTRUCTIONS:

1. All incidents involving injury to non-employees, however, minor, while on County property (owned or leased) must be reported, by the Guard, Marshal's Office or Department in proximity to incident, as follows:

Two copies to: CARL WARREN & CO., P.O. Box 116, Glendale, CA 91209-0116

FATALITIES OR SERIOUS INJURIES MUST BE REPORTED IMMEDIATELY BY PHONE TO CARL WARREN & CO. (818) 247-2206

INJURED NON-EMPLOYEE:

1. Name _____
(Last Name) (First Name) (Middle Name)
2. Address _____
3. Age _____
4. Sex Male Female

If minor, give name of parent or guardian _____

TIME AND PLACE:

5. Place of occurrence _____
(Name of County Facility, Bldg., Street Number) (City or Town)
 6. Location in building _____
(In detail: Bldg., Floor, Room No.)
 7. Date of occurrence _____ Hour _____ AM/PM
 8. Weather: _____ Clear _____ Rain
- POLICE REPORT Yes No POLICE AGENCY REPORTING _____ STATION _____ DEPT. #: _____

DESCRIPTION OF INCIDENT:

9. What was employee doing? _____
10. What happened? (Describe fully, stating whether injured person fell, was struck, etc.) Give all factors contributing to injury:

(If necessary, continue on separate sheet)
11. Condition of floor, sidewalk, steps or other physical property or equipment involved: _____
12. Was there any defect or foreign substance or object involved? If so, describe: _____
13. If slip and fall: Person's shoes _____ heels _____ caps _____
(Type) (Type) (Type)

NATURE OF INJURY AND PART OF BODY AFFECTED:

14. Be specific! State which part of body injured; whether right or left, etc. If exact nature of injury is undetermined, give opinion:

TREATMENT GIVEN:

15. Was treatment given to the injured person by County Personnel? _____ By whom? _____

Type of Treatment: _____

16. Was ambulance called? _____ Which company _____ By whom? _____

17. Taken to hospital? _____ Which? _____

STATEMENTS BY INJURED AND WITNESSES:

(Note: Attach additional pages if needed)

18. Statement of injured as to what happened: _____

19. Witness No. 1: Name: _____

(Last Name)

(First Name)

(Initial)

Address: _____ Telephone: _____

(Number)

(Street)

(City)

Statement: _____

20. Witness No. 2: Name: _____

(Last Name)

(First Name)

(Initial)

Address: _____ Telephone: _____

(Number)

(Street)

(City)

Statement: _____

Date Report Prepared: _____

Prepared by: _____ Phone: _____

(Print Name)

Dept. _____

(Title)

(Signature)



COUNTY OF LOS ANGELES
BOARD OF SUPERVISORS -- EXECUTIVE OFFICE
SECURITY OPERATIONS UNIT

INCIDENT CODE:

(Refer to Code Sheet)

SECURITY INCIDENT REPORT

INSTRUCTIONS: This report shall be completed by the person reporting or involved in the incident or their manager/supervisor (or designee). The completed Report shall be delivered to the **Security Operations Unit, 500 West Temple Street, Room #B-98, Los Angeles, California 90012**, or sent electronically to **sir@lasd.org** (e-mail) or **(213) 613-0848** (fax) **no later than the end of the business day following the date of the incident.**

Please refer to the accompanying *Incident Code Reference Sheet* for determining the proper incident code. Use a separate form(s) to report multiple individual incidents. Call the Security Operations Unit (SOU) at (213) 974-7926 for additional information.

A SECURITY INCIDENT IS DEFINED AS:

- An incident placing a person or property at risk that requires action by law enforcement authorities or security personnel at a County facility whether they were summoned or not; or
- An incident placing a person at risk involving an on-duty County employee during the performance of their official duties. This classification includes while walking to or from an off-site parking facility at the start or end of the workday; or
- An incident of a suspicious or unusual nature on County Property that place people or property at risk; or
- An incident that occurred during non-business hours that impacts or affects the County workplace.

I. DATE OCCURRED: ____/____/____ **TIME OCCURRED:** _____ **DATE COMPLETED:** ____/____/____

COUNTY DEPARTMENT REPORTING: _____

ADDRESS OF FACILITY: _____

ADDRESS OF INCIDENT (If different) _____

SUMMARY OF INCIDENT: (BRIEFLY describe the incident here, use separate sheet to document details, if necessary)

☐ Continued on a separate sheet(s)

OTHER PARTIES INVOLVED NOT LISTED IN SUMMARY: (List any additional parties on a separate sheet)

1) Name: _____ ☐ Employee Gender: _____ Emp#/DOB/Age: _____

2) Name: _____ ☐ Employee Gender: _____ Emp#/DOB/Age: _____

3) Name: _____ ☐ Employee Gender: _____ Emp#/DOB/Age: _____

II. WORKPLACE VIOLENCE CHECKLIST:

- | | |
|--|--|
| ☐ The VICTIM is a County employee? | ☐ The SUSPECT is a County employee. |
| ☐ There was a physical ACT OF VIOLENCE? | ☐ There was a verbal/written THREAT OF VIOLENCE |
| ☐ FIREARM (gun) used | ☐ Other WEAPON used, non-firearm. Type: _____ |
| ☐ HATE CRIME (per 422.55-75 PC) | ☐ RECURRENT ISSUE: Previous incident(s) ☐ Reported ☐ Not reported |
| ☐ Law Enforcement RESPONDED-Agency: _____ | ☐ Complaint/Crime REPORT Taken-Report #: _____ |

III. SAFETY PLAN: The actions below should be considered when dealing with an act or threat of violence if necessary, check ALL that apply:

- | | |
|--|--|
| ☐ 1) On-site security notified | ☐ 2) Parties involved were separated. |
| ☐ 3) Offer/obtain medical treatment for affected employee(s). | ☐ 4) Offer Security escort to their vehicle/modify parking assignment. |
| ☐ 5) Offer employee reassignment/alternate workplace | ☐ 6) Offer County Employee Assistance Program (EAP) services |
| ☐ 7) Law enforcement patrol check requested for workplace/home. | ☐ 8) Obtain and attach copies of written witness affidavits/statements. |
| ☐ 9) Emergency Protective Order obtained from law enforcement. | ☐ 10) Consult with Security Operations Unit (SOU) personnel. |
| ☐ 11) Seek/request assistance in obtaining a Restraining Order from the Office of County Counsel at (213) 974-8394. | |
| ☐ 12) Initiate an Incident Event Log (per DHR620) and maintained by: _____ | |
| ☐ 13) Other action(s) taken: _____ | |

REPORTED BY: _____ **TELEPHONE:** _____ **EMAIL:** _____

MANAGER: _____ **TELEPHONE:** _____ **EMAIL:** _____



CODE REFERENCE SHEET
FOR SECURITY INCIDENT REPORTS
DO NOT SUBMIT THIS FORM WITH YOUR REPORT

B. ROBBERY: *The taking of property by force or fear*

1. Robbery of a County facility or employee in the performance of their duties
2. Robbery of a person, including employee, not performing their duties

D. SEXUAL ASSAULT: *A term which covers a range of crimes, including rape; non-consensual sex*

1. Rape of a County employee
2. Rape of someone other than a County employee
3. Other sex-related incident

E. ASSAULT: *The physical battering of another person*

1. Assault with a weapon
2. Assault without a weapon requiring medical attention
3. Assault with only minor or no injuries and no weapon used

G. DISTURBANCE: *The disruption of routine business*

1. Disturbance of a County facility or employee while performing their duties
2. Disturbance created by a County employee, relation, or domestic partner
3. Disturbance not involving County employee(s).
4. Inappropriate communication

H. THREAT: *Expressed or implied threat of violence or harm*

1. Bomb threat
2. Suicide threat (*involving employee or workplace*)
3. Threat on a County owned or leased facility or event (*not "Bomb Threat"*)
4. Physical, verbal, or written threat to a County employee.
5. Workplace Bullying/Recurrent Intimidation

J. SUSPICIOUS ACTIVITY: *Unusual behavior/activity*

1. Suspicious activity by a County employee
2. Suspicious activity by a non-County employee
3. Suspicious package

O. OTHER: *Acts/activities not covered in any of the previous classifications*

1. Other activity, such as property crimes, with elements of Workplace Violence (including acts of vandalism, theft, burglary, arson, or theft). Please explain in detail.



To be completed by Supervisor

ACCIDENT INVESTIGATION FORM			
DEPARTMENT OF PARKS AND RECREATION 1000 S. FREMONT AVE. ALHAMBRA, CA 91803		WORK FACILITY/PARK NAME: ADDRESS OF ACCIDENT:	
1. Name of Injured Employee:	2. Employee ID No.:	3. Item No.:	4. Date of Accident:
			5. Time of Accident:
6. Employee's Work Address:		7. Job Title:	
8. Length of Employment: ☐ Less than 1 mo. ☐ 1 mos. to 5 mos. ☐ 6 mos. to 5 yrs. ☐ More than 5 yrs.		9. Length of Time in Current Assignment at Time of Accident: ☐ Less than 1 mo ☐ 1 - 5 mos. ☐ 6 mos. to 5 yrs. ☐ More than 5 yrs.	
10. Nature of Injury and Part of Body:	11. Names of Witnesses:		
12. Severity of Injury: ☐ Ambulance ☐ Medical treatment ☐ First aid ☐ Hospitalized ☐ Other, specify _____			
13. Was the Location of Accident on Employer's Premises? ☐ Yes ☐ No	14. Phase of Employee's Workday at Time of Injury: ☐ During rest period ☐ Entering or leaving work location ☐ During meal period ☐ Performing work duties ☐ Working overtime ☐ Other _____		
15. INJURY INFORMATION: Describe the task/activity at time of accident and describe how the accident occurred: _____ _____ _____ _____			
16. CAUSAL FACTORS: Events and conditions that may have contributed to the accident: _____ _____ _____			
17. CORRECTIVE ACTIONS: Things that have been, or will be, taken to prevent recurrence (include completion dates where applicable): a) _____ b) _____ c) _____ d) _____ e) _____ _____			
Supervisor Name (Please Print): _____		Supervisor Signature: _____	
Contact Number: _____		Report Date: _____	

For CISU Use:

(Method of Receipt)

- ☐ Telephone
☐ In-Person
☐ Online
☐ Paper Complaint

Intake #

COUNTY POLICY OF EQUITY

REPORT/NOTIFICATION FORM

Methods of Reporting Potential County Policy of Equity (CPOE) Violations:

- 1) You may use this form to report a potential violation of the CPOE;
- 2) File an online complaint at <https://ceop.bos.lacounty.gov> (strongly encouraged);
- 3) Call the County Intake Specialist Unit (CISU) at (855) 999-CEOP (2367); or
- 4) Visit the CISU office at the Kenneth Hahn Hall of Administration building located at 500 West Temple Street, Suite B-26, Los Angeles, CA 90012.

1. Do you wish to file this complaint anonymously?

- ☐ Yes (Do not check 'Yes' if you are a reporting supervisor/manager).
- ☐ No (If no, please proceed to Question #2).

2. Are you filing this complaint for:

- ☐ Yourself (If you are filing this complaint for yourself, please start at Section A).
- ☐ Someone else (If you are filing this complaint for someone else, please start at Section A).
- ☐ Someone else: I am a reporting supervisor/manager (Please start at Section A).

(Note to Supervisors/Managers: As a County Manager/Supervisor, it is the County's expectation that the CPOE complaint notification be submitted online at <https://ceop.bos.lacounty.gov>).

Section A: Reporting Party Information

Today's Date: _____

Name: _____ Emp. #: _____ Title: _____

Work#: _____ Mobile#: _____ Work Hrs.: _____ RDO: _____

Reporting Party's Department: _____ Dept. Head: _____

Reporting Party's Unit of Assignment: _____

Reporting Party's Work Address: _____

Reporting Party's Immediate Supervisor: _____

Date & Time Form Completed: _____

Did the complainant notify a supervisor/manager of this complaint prior to now?

☐ Yes (if yes, fill in details):

Name of Supervisor/Manager Notified: _____

Date: _____ How: _____

☐ No

☐ Do Not Know

Section B: Complainant(s) Information

Today's Date: _____

1.

Name: _____ Emp. #: _____ Title: _____

Work #: _____ Mobile/Home #: _____ Work Hrs.: _____ RDO: _____

Complainant's Department: _____ Dept. Head: _____

Complainant's Unit of Assignment: _____

Complainant's Work Address: _____

Complainant's Immediate Supervisor: _____

2.

Name: _____ Emp. #: _____ Title: _____

Work #: _____ Mobile/Home #: _____ Work Hrs.: _____ RDO: _____

Complainant's Department: _____ Dept. Head: _____

Complainant's Unit of Assignment: _____

Complainant's Work Address: _____

Complainant's Immediate Supervisor: _____

3.
Name: _____ Emp.#: _____ Title: _____
Work#: _____ Mobile/Home#: _____ Work Hrs.: _____ RDO: _____
Complainant's Department: _____ Dept. Head: _____
Complainant's Unit of Assignment: _____
Complainant's Work Address: _____
Complainant's Immediate Supervisor: _____

Section C: Alleged Involved Party(ies) Information

Today's Date: _____

1.
Name: _____ Emp.#: _____ Title: _____
Work#: _____ Mobile/Home#: _____ Work Hrs.: _____ RDO: _____
Involved Party's Department: _____ Dept. Head: _____
Involved Party's Unit of Assignment: _____
Involved Party's Work Address: _____
Involved Party's Immediate Supervisor: _____

2.
Name: _____ Emp.#: _____ Title: _____
Work#: _____ Mobile/Home#: _____ Work Hrs.: _____ RDO: _____
Involved Party's Department: _____ Dept. Head: _____
Involved Party's Unit of Assignment: _____
Involved Party's Work Address: _____
Involved Party's Immediate Supervisor: _____

3.
Name: _____ Emp.#: _____ Title: _____
Work#: _____ Mobile/Home#: _____ Work Hrs.: _____ RDO: _____

Involved Party's Department: _____ Dept. Head: _____

Involved Party's Unit of Assignment: _____

Involved Party's Work Address: _____

Involved Party's Immediate Supervisor: _____

Section D: Alleged Witness(es) Information (if they can be identified)

1.
Name: _____ Emp.#: _____ Title: _____

Work#: _____ Mobile/Home#: _____ Work Hrs.: _____ RDO: _____

Witness's Department: _____ Dept. Head: _____

Witness's Unit of Assignment: _____

Witness's Work Address: _____

Witness's Immediate Supervisor: _____

2.
Name: _____ Emp.#: _____ Title: _____

Work#: _____ Mobile/Home#: _____ Work Hrs.: _____ RDO: _____

Witness's Department: _____ Dept. Head: _____

Witness's Unit of Assignment: _____

Witness's Work Address: _____

Witness's Immediate Supervisor: _____

3.
Name: _____ Emp.#: _____ Title: _____

Work#: _____ Mobile/Home#: _____ Work Hrs.: _____ RDO: _____

Witness's Department: _____ Dept. Head: _____

Witness's Unit of Assignment: _____

Witness's Work Address: _____

Witness's Immediate Supervisor: _____

Section E: Nature of Complaint or Issue(s)

1. What is the date of the alleged potential violation(s)?:
2. Please provide a detailed summary of the alleged potential violation(s):
3. Why does the Complainant(s) believe the treatment occurred/is occurring?:

Section F: TO BE COMPLETED BY SUPERVISORS/MANAGERS ONLY

Date supervisor/manager observed and/or was notified of the alleged potential violation(s):

How was supervisor/manager made aware of the alleged potential violation(s)? (Explain in detail):

What action(s), if any, did the supervisor/manager take? (Explain in detail):

Did the supervisor/manager ascertain whether Complainant(s) is/are in need of any of the following? (If so, please explain in space provided):

☐ Medical Attention:

☐ Protection:

☐ Separation from Alleged Involved Party(ies):

☐ Other Assistance:

Did the supervisor/manager advise the Complainant(s) that they:

☐ May seek confidential counseling or assistance from the County's Employee Assistance Program (EAP) at (213) 738-4200.

☐ May contact the County Intake Specialist Unit (CISU) directly at (855)-999-2367, or via email at ceop@bos.lacounty.gov

COMPLAINT SUBMISSION

By submitting this complaint I am declaring, under penalty of perjury under the laws of the State of California, that:

- The facts set forth herein are true and correct and based on my own knowledge, except as to matters stated on my information and belief, and as to those matters I believe to be true;
- I believe that the facts alleged herein are jurisdictional to the County Policy of Equity (accessible at: <https://ceop.bos.lacounty.gov>), are not duplicative of facts set forth in previously filed County Policy of Equity complaints that I have filed, and
- The filing of this County Policy of Equity complaint is not a **misuse or abuse** of the County's Policy of Equity Complaint Process.

Printed Name

Signature

Date

OPTIONAL: Please provide the information below for statistical purposes only

Race/Ethnicity:

"The employer is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the employer invites employees to voluntarily self-identify their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual." – (eeoc.gov)

- ☐ **Hispanic or Latino-** A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- ☐ **White (Not Hispanic or Latino)** - A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- ☐ **Black or African-American (Not Hispanic or Latino)** A person having origins in any of the black racial groups of Africa.
- ☐ **Native Hawaiian or Other Pacific Islander (Not Hispanic or Latino)** - A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- ☐ **Asian-(Not Hispanic or Latino)** - A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- ☐ **American Indian or Alaska Native (Not Hispanic or Latino)** - A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.
- ☐ **Two or More Races (Not Hispanic or Latino)** - All persons who identify with more than one of the above five races.

Sex:

- ☐ **Male**
- ☐ **Female**

Date of Birth:

COUNTY OF LOS ANGELES REPORT OF VEHICLE COLLISION or INCIDENT

FATALITIES OR SERIOUS INJURIES MUST BE REPORTED IMMEDIATELY BY TELEPHONE TO CARL WARREN & CO. (818) 247-2206
Prepared for County Counsel in defense of the County, Special Districts and Employees

Dept Name: _____ Dept. #: _____ DIV. or Facility: _____ SECTION: _____ IRMIS Code #: _____		VEHICLE DRIVEN BY EMPLOYEE (check one) ☐ COUNTY VEHICLE (Includes Veh. leased or rented by CO.) Equipt. No. _____ License No. _____		☐ EMPLOYEE'S VEHICLE Insurance Co. _____ Policy No. _____ Permittee ☐ Yes ☐ No		CONTRACT CITIES SERVICES ☐ YES ☐ NO If yes, name of contract city _____	
POLICE REPORT ☐ YES ☐ NO POLICE AGENCY REPORTING _____ STATION _____ REPORT # _____							
INCIDENT DATE _____ CITY _____ ON _____ AT _____ HOUR _____ AM _____ PM OR AREA _____ (Street or Highway) (Intersection or Address)							
COUNTY DRIVER (1)	DRIVER: _____ Job Title _____ Driver's Lic. No. _____ Address: Home _____ Phone _____ Work Location _____ Phone _____ Ext. _____						
	VEHICLE: Year _____ Make _____ Model or Type _____ Lic. No. _____ Parts Damaged _____						
	PASSENGER: _____ CO. Employee? _____ Yes _____ No Name _____ Home Address _____ (Street) _____ (City) Phone: Work _____ Home _____						
	PASSENGER: _____ CO. Employee? _____ Yes _____ No Name _____ Home Address _____ (Street) _____ (City) Phone: Work _____ Home _____						
OTHER DRIVER (2)	DRIVER _____ DRIVER'S LICENSE NO. _____ STATE _____ INSURANCE CO. _____ POLICY # _____						
	EMPLOYER _____ (Name of Person, Company or Organization) (Address) (City) (State) (Zip Code) (Phone)						
	VEHICLE _____ (Year) _____ (Make) _____ (Model or Type) Veh. Lic. No. _____ (Year) _____ (Number) _____ (State) PARTS DAMAGED _____						
	REGISTERED OWNER _____ (Name) (Address) (City) (State) (Zip Code) (Phone)						
	PASSENGER: _____ Name _____ Home Address _____ (Street) _____ (City) Phone: Work _____ Home _____						
	PASSENGER: _____ Name _____ Home Address _____ (Street) _____ (City) Phone: Work _____ Home _____						
OTHER DRIVER (3)	DRIVER _____ DRIVER'S LICENSE NO. _____ STATE _____ INSURANCE CO. _____ POLICY # _____						
	EMPLOYER _____ (Name of Person, Company or Organization) (Address) (City) (State) (Zip Code) (Phone)						
	VEHICLE _____ (Year) _____ (Make) _____ (Model or Type) Veh. Lic. No. _____ (Year) _____ (Number) _____ (State) PARTS DAMAGED _____						
	REGISTERED OWNER _____ (Name) (Address) (City) (State) (Zip Code) (Phone)						
	PASSENGER: _____ Name _____ Home Address _____ (Street) _____ (City) Phone: Work _____ Home _____						
	PASSENGER: _____ Name _____ Home Address _____ (Street) _____ (City) Phone: Work _____ Home _____						
INJURED / WITNESSES	Check one: ☐ INJURED ☐ WITNESS ☐ FATALITY NAME _____ PHONE _____ NATURE OF INJURY _____ ADDRESS _____ TAKEN TO _____						
	Check one: ☐ INJURED ☐ WITNESS ☐ FATALITY NAME _____ PHONE _____ NATURE OF INJURY _____ ADDRESS _____ TAKEN TO _____						
INJURED / WITNESSES	Check one: ☐ INJURED ☐ WITNESS ☐ FATALITY NAME _____ PHONE _____ NATURE OF INJURY _____ ADDRESS _____ TAKEN TO _____						
	Check one: ☐ INJURED ☐ WITNESS ☐ FATALITY NAME _____ PHONE _____ NATURE OF INJURY _____ ADDRESS _____ TAKEN TO _____						

INSTRUCTIONS: Complete form within 24 hours of vehicle collision and submit to your supervisor.
If more space is needed to completely answer any category on this form, attach an additional sheet.



DRAW A DIAGRAM AND SHOW HOW COLLISION OCCURRED

Show your Vehicle as ☐ 1 the other Vehicles as ☐ 2, ☐ 3, etc.

SHOW the location and position of Vehicle(s) at point of impact.

SHOW the name of the street(s) and location of stop signs, signals.

STATE number of lanes and length of skidmarks.

Co. Vehicles

Involved _____

EXPLAIN CLEARLY HOW COLLISION OCCURRED. USE ADDITIONAL SHEETS IF NECESSARY (IF SHERIFF DEPT., STATE IF MDT RELATED?)

DISTRIBUTION:

Department procedure for distribution to be followed; copies must be forwarded to the following:

ORIG. & 1 COPY: CARL WARREN & CO., P.O. Box 116, Glendale, CA 91209-0116

1 COPY - (If CO. Vehicle damaged) Internal Services Dept., 1100 N. Eastern Ave., Room 210, L.A. 90063
(Not applicable for Road and Flood Control Vehicles)

(1) LOCALITY

☐ Rural-Hwy/Roadway
☐ Residential
☐ Business/Shopping
☐ Freeway
☐ Motor Way (Mtn.)
☐ Open Field
☐ Private Road
☐ Other

(2) OPERATING AREA

☐ Non-intersection
☐ Nearing Intersection
☐ In Intersection
☐ Leaving Intersection
☐ Entering Driveway
☐ Leaving Driveway
☐ Construction Zone
☐ Parking/Bus. Lot
☐ Other

(3) MOVEMENT

☐ 1 ☐ 2

☐ Straight Ahead
☐ Lane Change
☐ Making Right Turn
☐ Making Left Turn
☐ Standing
☐ Parked
☐ Backing
☐ Rolling Back
☐ Moving Unattended

(4) TRAFFIC CONTROLS

☐ None Present
☐ Green Signal
☐ Yellow Signal
☐ Red Signal
☐ Flashing Signal
☐ Stop Sign
☐ Warning Sign
☐ Construction Sign
☐ Other

(5) AMOUNT OF TRAFFIC

☐ No Other
☐ Light
☐ Medium
☐ Heavy-Flowing
☐ Congested

(6) TERRAIN

☐ Level
☐ Upgrade
☐ Downgrade
☐ Hill Crest
☐ Dip

(7) ROAD SURFACE

☐ Concrete
☐ Asphalt
☐ Oiled/Gravel
☐ Unpaved
☐ Other

(8) VISIBILITY

☐ Good
☐ Fair
☐ Poor
☐ Very Poor

(9) WEATHER

☐ Clear
☐ Rain
☐ Fog
☐ Dusty
☐ Snow
☐ Heavy Smog
☐ Other

(10) ROAD CONDITION

☐ Dry
☐ Wet
☐ Muddy
☐ Snowy or Icy

(13) EMERGENCY RESPONSE

(Applies to Vehicle driven by employee)

Were red lights and siren activated? ☐ Yes ☐ No

(11) EVASIVE ACTION

by CO. Driver

☐ Locked Brakes
☐ Hard Brakes
☐ Slowed/Stopped
☐ Steered Away
☐ Accelerated
☐ None
☐ Other

(12) SAFETY BELTS

☐ Installed, Not Worn
☐ Installed and Worn
☐ Not Installed
☐ Vehicle Unoccupied

County Driver's Item No. _____ Employee No. _____ Age _____

Total Yrs. Driv. _____ Total Yrs. Driv. for CO. _____ Total Yrs. this type Veh. _____

SIGNATURE OF EMPLOYEE

DATE

SIGNATURE OF SUPERVISOR

DATE

SIGNATURE OF DEPT. HEAD OR AUTH. REPRESENTATIVE

DATE

CLAIM FOR DAMAGES TO PERSON OR PROPERTY

**INSTRUCTIONS:**

1. Read claim *thoroughly*.
2. Fill out claim as indicated; attach additional information if necessary.
3. This office needs *three copies* of your claim and *three sets* of attachments (if any).
4. This claim form *must* be signed.

DELIVER OR U.S. MAIL TO: EXECUTIVE OFFICER, BOARD OF SUPERVISORS, ATTENTION: CLAIMS,
500 WEST TEMPLE STREET, ROOM 383, KENNETH HAHN HALL OF ADMINISTRATION,
LOS ANGELES, CA 90012

(213) 974-1440

TIME STAMP HERE
OFFICE USE ONLY

1. NAME OF CLAIMANT		10. WHY DO YOU CLAIM COUNTY IS RESPONSIBLE?	
2. ADDRESS AND TELEPHONE NUMBER TO WHICH YOU DESIRE NOTICES OR COMMUNICATIONS TO BE SENT: Street _____ City, State _____ Zip Code _____			
HOME TELEPHONE: ()	BUSINESS TELEPHONE: ()	11. NAMES OF ANY COUNTY EMPLOYEES (AND THEIR DEPARTMENTS) INVOLVED IN INJURY OR DAMAGE (IF APPLICABLE):	
3. CLAIMANT'S BIRTHDATE:	4. CLAIMANT'S SOCIAL SECURITY NUMBER:	NAME	DEPT.
5. WHEN DID DAMAGE OR INJURY OCCUR?		NAME	DEPT.
DATE	TIME	12. WITNESSES TO DAMAGE OR INJURY: LIST ALL PERSONS AND ADDRESSES OF PERSONS KNOWN TO HAVE INFORMATION:	
6. WHERE DID DAMAGE OR INJURY OCCUR?		NAME	PHONE
Street _____ City, State _____ Zip Code _____		ADDRESS	
7. DESCRIBE IN DETAIL HOW DAMAGE OR INJURY OCCURRED: _____ _____ _____ _____ _____ _____ _____		NAME	PHONE
		ADDRESS	
		NAME	PHONE
8. WERE POLICE OR PARAMEDICS CALLED? YES ☐ NO ☐		13. LIST DAMAGES INCURRED TO DATE (and attach copies of receipts or repair estimate): _____ _____ _____ _____ _____ _____ _____	
9. IF PHYSICIAN WAS VISITED DUE TO INJURY, INCLUDE DATE OF FIRST VISIT AND PHYSICIAN'S NAME, ADDRESS AND PHONE NUMBER:		TOTAL DAMAGES TO DATE:	
DATE OF FIRST VISIT	PHYSICIAN'S NAME	TOTAL ESTIMATED PROSPECTIVE DAMAGES:	
PHYSICIAN'S ADDRESS	PHONE ()	\$ _____	\$ _____

THIS CLAIM MUST BE SIGNED**NOTE: PRESENTATION OF A FALSE CLAIM IS A FELONY (PENAL CODE SECTION 72.)****WARNING**

- CLAIMS FOR DEATH, INJURY TO PERSON OR TO PERSONAL PROPERTY MUST BE FILED NOT LATER THAN 6 MONTHS AFTER THE OCCURRENCE. (GOVERNMENT CODE SECTION 911.2)
- ALL OTHER CLAIMS FOR DAMAGES MUST BE FILED NOT LATER THAN ONE YEAR AFTER THE OCCURRENCE. (GOVERNMENT CODE SECTION 911.2)
- SUBJECT TO CERTAIN EXCEPTIONS, YOU HAVE ONLY SIX (6) MONTHS FROM THE DATE OF THE WRITTEN NOTICE OF REJECTION OF YOUR CLAIM TO FILE A COURT ACTION. (GOVERNMENT CODE SECTION 945.6)
- IF WRITTEN NOTICE OF REJECTION OF YOUR CLAIM IS NOT GIVEN, YOU HAVE TWO (2) YEARS FROM ACCRUAL OF THE CAUSE OF ACTION TO FILE A COURT ACTION. (GOVERNMENT CODE SECTION 945.6)

14. SIGNATURE OF CLAIMANT OR PERSON FILING ON HIS/HER BEHALF GIVING RELATIONSHIP TO CLAIMANT:	15. PRINT OR TYPE NAME _____ DATE _____
---	---

_____ Year _____

Page 2 of

[illegible]

EQUIPMENT MAINTENANCE LOG

- 1) Ensure that equipment is checked in and out designated by your supervisor of Equipment Repair Shop.
- 2) Ensure equipment is brought in for service based on maintenance sticker due of hours or date.
- 3) Keep service invoice in the folder for review of maintenance log and repair.
- 4) Ensure that hour meter (if equipped) for proper operation and logging.
- 5) Ensure maintenance sticker is legible.
- 6) Please use copy of spread sheet for each of your equipment to log hours and maintenance before and after each use.

	NAME	DATE	START TIME	STOP TIME	HRS.	MIN.	TOTAL TIME RAN	SERVICE/COMMENTS
1								
2								
3								
4								
5								
6								
7								
8								
9								

GROUNDS MAINTENANCE CHECK LIST

DATE:

PARK SITE: _____

ASSIGNED STAFF: _____

DAILY TASKS **Staff Int. Supv. Int.**

1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

WEEKLY TASKS **Staff Int. Supv. Int.**

Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

MONTHLY TASKS **Staff Int. Supv. Int.**

1			
2			
3			
4			
5			
6			

COMMENTS OR CONCERNS:

STAFF SIGNATURE **DATE** **SUPERVISOR SIGNATURE** **DATE**

**GROUNDS MAINTENANCE
IRRIGATION PROBLEMS**

PARK NAME _____
DATE _____

Description of Problem	Station #	Location of Problem
Broken Lateral Line		
Broken Main Line		
Not Responding to Controller		
Leaking From Sprinkler Heads		
RCV Valve		
Gate Valve		
Controller		
Backflow		
Irrigation Pump		
Quick Coupler		
Other/Comments		

Submitted By _____

Employee # _____

WEEKLY IRRIGATION REPORT

Park/Facility

Name:

Inspected By:

Date:

Title:

STATUS

Legend	Description
L	Leaking
S	Seeping
NRC	Not Responding To Controller
ST	Stuck

DATE

[illegible]



CORPORATE OFFICE
5130 Commercial Cir. Concord, CA 94520
Sales: 1-800-610-1000 / Service: 1-800-470-1000
A Family Business Since 1946
www.bayalarm.com

EXHIBIT E -
Appendix of Contracts (Security and Septic)

Hi Larry,

I would like to thank you for the opportunity to submit this Commercial Alarm Installation and Services Agreement for your review and approval. I am proud to say that Bay Alarm Company has grown to become the largest family owned & operated electronic security company in America. We have been protecting businesses like yours for over 70 years, and we currently service more than one-hundred and forty thousand customers.

Although we have grown to become one of the largest alarm companies in America, we still recognize the importance of quick and efficient service. You will immediately recognize the difference between Bay Alarm and the other companies when you experience our commitment to total customer satisfaction. This is accomplished through providing our customers with one point of contact for all of their needs. Bay Alarm's mission is to provide our customers with the highest level of security and fire protection in the industry.

As a leader in our industry, we are proud to be affiliated with the following associations and agencies:

California Alarm Association
The Monitoring Association
California Automatic Fire Alarm Association
Electronic Security Association
NetOne
National Fire Protection Association (NFPA)

Thank you for your consideration. If I can be of any assistance by providing clarification or additional information please feel free to contact me. To learn more about Bay Alarm Company, please visit us at www.bayalarm.com.

Sincerely,

Michael Nowak
Corporate Accounts Group

SFM Automatic Fire Extinguishing Concern, Type 1 License, A-0471
California Contractor's License No. 880138
Alarm Operator's ACO License No. 28

Bay Alarm Company Scope of Work

User Name: WATERSHED CONSERVATION AUTHORITY Site Phone Number: 000-000-0000

Site Address: 12936 VALLEY BLVD. LA PUENTE, CA 91746

Scope of Work

User hereby authorizes Bay Alarm Company hereinafter "Bay", or assigns to install and/or provide monitoring and other services for a security and/or life safety System under the following conditions and agrees to pay the installation charges and the service charges described below to Bay's address, from the date the System is operational. This agreement is not a sale of the System, and the System will remain the property of Bay.

Bay Alarm to Install:

- (9) AXIS P1445-LE Network Bullet Camera
 - East Side of Park Viewing Entry Park Plaza, Walls and Marquee
 - East Side of Park Viewing Driveway. Parking Lot and Wall
 - East Side of Park Viewing East Plaza and Tunnel
 - West Side of Park Viewing River Overlook Plaza
 - West Side of Park Viewing West Plaza, Tunnel and Restroom
 - West Side of Park Viewing Restroom Rear Wall and Maintenance Door
 - West Side of Park Viewing West Side of Shed and Outdoor Classroom
 - West Side of Park Viewing Front Access Doors and East Side of Shed
 - West Side of Park Viewing South Side of Shed
- (6) AXIS C3003-E Network Horn Speaker
 - East Side of Park Viewing Entry Park Plaza, Walls and Marquee
 - East Side of Park Viewing Driveway. Parking Lot and Wall
 - East Side of Park Viewing East Plaza and Tunnel
 - West Side of Park Viewing River Overlook Plaza
 - West Side of Park Viewing West Plaza, Tunnel and Restroom
 - West Side of park Viewing West Side of Shed and Outdoor Classroom
- (1) AXIS T8508 POE+ Network Switch
 - West Side of Park Shed
- (4) Enclosures
 - East Side of Park Viewing Entry Park Plaza, Walls and Marquee
 - East Side of Park Viewing Driveway. Parking Lot and Wall
 - East Side of Park Viewing East Plaza and Tunnel
 - West Side of Park Viewing River Overlook Plaza
- (3) Point-to-Point Communicators
 - West Side of Park Viewing River Overlook Plaza
 - East Side of Park Viewing Entry Park Plaza, Walls and Marquee
 - East Side of Park Viewing Driveway. Parking Lot and Wall
- (2) Hotspot Communicators
 - East Side of Park Viewing Entry Park Plaza, Walls and Marquee
 - West Side of Park Shed

Bay Alarm to Provide:

- (9) Camera Licenses

User desires no additional protection at this time, I.E. Additional Cameras

Pricing: The pricing set forth in this Agreement is based on the number of devices to be installed as set forth in the Scope of Work. If the actual number of devices installed is different than the number set forth in the Scope of Work, the price will be adjusted accordingly.

Bay Alarm Company What Have You Got To Lose?

Pricing Summary/Special Provisions:

☒ **New System or Takeover** ☐ **New Owner** ☐ **Addendum-Alteration Addition** ☐ **Cancels Former Agreement-Alteration Addition**

Installation Price and Payment Summary:

Total Installation Price: \$ 23,850.00

Deposit Due at Signing: \$ 11,925.00

Due Upon Completion of Prewire: \$ 0.00

Balance Due Upon Completion: \$ 11,925.00

Monthly Service Charge:

\$ 1,382.00 Payable Quarterly in Advance

Type Service:☐ Intrusion Alarm ☐ Fire Alarm**Open/Closing Options**

☐ E-Autolog
☐ BayNet Plus
☐ Supervised: (Check one below)
☐ Central Station
☐ Open/Closing
☐ User Keypad Control
☐ Video (addendum required)

☐ BayLink☒ BayNet☒ CCTV☐ Acces☐ Intercom☐ Total Connect Video☐ Total Connect 2.0☐ Video Verification☐ Video Notification

☐ **Verified Response \$** _____
 (Verified Response is included in
 The total Monthly Service Fee)

☒ Other LRVM _____**Fire Test Frequency:**

☐ NFPA 72
☐ Sprinkler Inspection Service,
 Bay will inspect _____ risers in accordance
 with _____ C.R. Title 19
☐ Other: _____

Fire Test Devices:

☐ Panel Only
☐ Panel & Fire Devices

Communication Type:

☐ Single Phone Line
☐ Internet Protocol
☐ Digital Cellular Alarm Back-UP
☐ Digital Cellular Alarm Only
☒ Other Hotspot Communicator

Industrial Monitoring:

☐ Refrigeration
☐ Temperature Control
☐ Other _____

FOR OFFICE USE ONLY**THE ENTIRE SYSTEM REMAINS THE PROPERTY OF BAY**

ALARM COMPANY OPERATORS ARE LICENSED AND REGULATED BY THE BUREAU OF SECURITY AND INVESTIGATIVE SERVICES, DEPARTMENT OF CONSUMER AFFAIRS, SACRAMENTO, CALIFORNIA 95814. CONTRACTORS ARE REQUIRED BY LAW TO BE LICENSED AND REGULATED BY THE CONTRACTORS' STATE LICENSE BOARD WHICH HAS JURISDICTION TO INVESTIGATE COMPLAINTS AGAINST CONTRACTORS IF A COMPLAINT REGARDING A PATENT ACT OR OMISSION IS FILED WITHIN FOUR YEARS OF THE DATE OF THE ALLEGED VIOLATION. A COMPLAINT REGARDING A LATENT ACT OR OMISSION PERTAINING TO STRUCTURAL DEFECTS MUST BE FILED WITHIN 10 YEARS OF THE DATE OF THE ALLEGED VIOLATION. ANY QUESTIONS CONCERNING A CONTRACTOR MAY BE REFERRED TO THE REGISTRAR, CONTRACTORS' STATE LICENSE BOARD P.O. BOX 26000, SACRAMENTO, CALIFORNIA 95826.

How to Get Service: Contact Bay at 1-800-470-1000. Bay will provide service as soon as reasonably possible.

If An Intrusion Alarm is Provided:

Glass break detectors, motion detectors, photo electric beams are for area detection only, User to provide a clear path.

Wireless Holdup Buttons: User is aware transmitter push button may cease operating without notice and function is affected by battery charge or distance from control unit. User agrees that Bay is neither responsible nor liable and holds Bay harmless from any consequences associated with this device. Wireless

Devices: User is aware that it is User's responsibility to maintain and replace transmitter batteries when necessary. Bay will provide this service for a fee if User so desires. Local authorities may require that you obtain a permit or license to use a monitored alarm System. (See paragraph 6)

If a Takeover / Connect to User Owned Devices:

Bay to connect to and monitor or control User's owned equipment. Any work to be done on User owned equipment that exceeds one (1) hour will be on a time plus material basis at Bay's then prevailing rate including any repairs or modifications required to make System operational.

If a New Owner Labor Agreement:

Bay tests and inspects up to one (1) hour only. Any additional work that has not been contracted will be done on a time plus materials basis at Bay's then prevailing rate

If a UL Certificate Is Issued:

User understands and agrees that UL charges Bay an annual fee for their services. User will reimburse Bay for the fee. Bay will automatically renew agreement and certificate for same initial agreement term, unless notified thirty days in advance by User.

Progress Billing:

User understands and agrees that if there is a User caused interruption (i.e. User construction delay, remodeling, prewire, no power available, etc.) in Bay's ability to start and finish the installation and Bay must return at a later date to complete the installation, Bay will progress bill for a portion of work completed. A return trip charge may be incurred.

Network & VoIP:

User shall provide and maintain operational an Ethernet Network connected CAT-5 or higher cable with a RJ-45 plug termination at location specified by Bay. If required, User will provide I.P. address, gateway address and submask. If the Internet or Wireless Transmission is used as a primary or secondary transmission path, User will provide, at your expense, the necessary telecommunications connections facilities and required standby power. The Internet, radio

Bay Alarm Company What Have You Got To Lose?

and cellular networks are maintained and serviced by the applicable service provider and are totally beyond Bay's control. Signal transmission connectivity and speed may vary due to traffic volumes, adverse weather, System outages and other circumstances beyond our control. Internet Connectivity can only be supported through a PC with Internet Explorer. Mac's or other Browsers are not compatible at this time. **VoIP TELEPHONE SERVICE:** The use of VoIP telephone service may interfere with the ability of the System to transmit alarm signals to our monitoring facility. The User must notify Bay in advance if considering the use of a managed VoIP service in order to assure its ability to function. User understands that DSL, unmanaged VoIP, or other internet-based services not approved in advance by Bay may not be used.

If Software is Provided:

Computer shall be supplied according to Bay's and shall be free from defect. User understands and agrees that although protected by appropriate safeguards; installing remote access dial-in software carries some risk of access to and control of the security System by unauthorized persons. It is the User's responsibility to keep the password, installed software, and modem under their control at all times. If networking software is installed, it is the User's responsibility to provide and maintain a network that can support any installed software by Bay.

If a CCTV System is Provided:

User is aware that there are certain rights to privacy enjoyed by employees and the public. As a condition to this installation, it is the User's responsibility to ensure compliance with all applicable privacy laws. User agrees to provide sufficient lighting to meet required scene illuminations. User is solely responsible for providing and maintaining film and/or video tape for CCTV Systems.

If Industrial Monitoring is Provided:

User to supply dry set "C" type contacts and conduit required for Bay connection. Monthly charges include up to two (2) signal transmissions per transmitter per month. An excessive amount over and above this will result in an additional charge per signal above Bay's then prevailing rate.

If Baylink is Provided:

User will receive an email from Bay when their System sends a bypass/trouble/open or close signal from their alarm System. User understands that Bay will make reasonable efforts to communicate through email messages only.

If a Fire System Alarm is Provided:

Smoke/Heat detectors—for area or spot detection only.

Bay to plan check and apply for required permits. User agrees to pay all permit, plan check, or drawing charges as required.

User understands and agrees that any additional devices required by the AHJ before final acceptance of System will be at User's expense at Bay's then prevailing rates.

User to provide a RED 20 amp Circuit Disconnecting Means for all required Dedicated Branch Circuits—User shall provide listed locks for the Circuit Disconnecting Means.

User to also provide dedicated 120VAC to the Fire Alarm Control Unit and associated power supplies, and install breaker locks for required power.

If smoke detectors are installed and then become dirty due to construction that takes place, the User understands they are responsible for repair and/or replacement.

If Bay is unable to gain access to the System for testing and inspections, User understands there may be a return trip fee. Bay will not issue a credit for failed or no access inspections.

User understands and agrees that the automatic fire alarm devices and appliances that will be installed or are located on this property are pursuant to the approved shop drawings that will be or were previously submitted by Bay to the AHJ for this property.

Additional state, other government agency, insurance inspections or testing which requires Bay personnel to be on site will be charged on a time plus material basis, at Bay's then prevailing rates.

Once System has been powered up and System is programmed at Bay's monitoring center the Monthly Service Fees is payable.

HVAC System power/shut off is to be provided by mechanical and/or electrical contractors. Duct detectors shall be provided with a grade level reset switch. Bay will monitor only.

If during the installation process the AHJ deems a fire watch is necessary while the System is being installed or temporarily inoperable, User to provide and pay for this service.

Any painting and/or patching is not included unless expressly stated otherwise.

Additional fees that are not included in the contract are as follows: permit fees, additional off hour inspections or re-inspection due to other contracted parties failure to show and have equipment ready for inspection.

Bay shall install a fire alarm System based on the Codes and Standards that were in effect at the time the System was designed, based on the prescriptive requirements for the occupancy. Bay is not providing an engineering assessment. If an engineering assessment of risk hazards is required, the User should contact a Registered Fire Protection Engineer.

If System Inspections are to be Performed:

Bay will perform system inspections during normal business hours, Monday-Friday 9-5. Inspections performed after normal business hours are available at a premium rate. Depending on the type of inspection being performed, User understands it may cause a disruption in business. This includes the annual testing of Notification Appliances.

If Sprinkler Inspections Service is Provided:

Bay will conduct the inspections in accordance with Title 19, California Code of Regulations, Chapter 5, and Article 4. Bay is not providing or will not provide design analysis of the premises sprinkler system through the inspection. If a design analysis is desired the User should contact a Registered Fire Protection Engineer. Subscriber is responsible for having a design analysis performed if there is a change of use to the occupancy and/or products that are stored or produced within the occupancy.

If an Addendum-Alteration Addition:

User understands and agrees that Bay will leave balance of System as listed per previous agreements.

If Cancels Former Agreement:

Contract terms begin upon date System and/or Service is online.

Service Agreement

The agreement is made by and between WATERSHED CONSERVATION AUTHORITY "User" and Bay Alarm Company "Bay") and is effective for an initial period of **five years**, from date the System is operational. This agreement shall automatically, without action by either party, extend and renew itself under the same terms and conditions for successive periods of two (2) years each after the initial period unless either party gives to the other at least thirty (30) days written notice, prior to expiration date, or its intention to terminate this agreement upon its original or any renewed expiration date.

Bay will install the system ("System") described in the Scope of Work section (s) and/or any additional continuation page (s), and will maintain, monitor, and provide other services pursuant to the terms and conditions of this agreement.

Installation will begin approximately 3-4 weeks, and will be completed approximately 1-2 weeks. Starting the installation of wiring and/or delivery of equipment to your premises will constitute substantial commencement of the work to be performed. User agrees to pay in addition to charges stated herein all taxes, permits, fees, or any costs relating to the System imposed by any governmental or regulatory body or increases in charges made by the telephone company. User understands there may be a direct telephone company charge for the installation of a telephone interface jack.

SCOPE OF WORK:

Services to be provided at the following location:

12936 VALLEY BLVD. LA PUENTE, CA 91746

Total Installation Charge: \$ 23,850.00

Total Monthly Service Charge Due Quarterly in Advance: \$ 1,382.00

User Acceptance:

In accepting this agreement, User agrees to the terms and conditions herein and any attachments or riders attached hereto that contain additional terms and conditions. It is understood that these terms and conditions shall prevail over any variation in terms and conditions on any purchase order or other document that the User may issue. Any changes in the System requested by the User after the execution of this agreement shall be paid for by the User and such charges shall be authorized in writing.

Bay Alarm Company:

Michael Nowak

Sales Representative

Agent #

User:

DocuSigned by:

3EF0743E521D4ED...

User's Signature

Mark Stanley, Executive Officer

User's Printed Name and Title

August 13, 2021

Approved

Date

Date Signed

This agreement will not be effective until either approved by one of Bay's managers, or Bay begins the installation of the equipment or initiates service. In the event of disapproval, Bay's only obligation shall be to refund any monies paid by User to Bay. User acknowledges and agrees that User will not receive a copy of this agreement signed by Bay's manager, and such lack of receipt shall not, in any way, invalidate or otherwise affect this agreement.

SFM Automatic Fire Extinguishing Concern, Type 1 License, A-0471
California Contractor's License No. 880138
Alarm Operator's ACO License No. 28

Bay Alarm Company What Have You Got To Lose?

Terms & Conditions

1. TITLE, TERMINATION, REMOVAL OF SYSTEM: User acknowledges and agrees that this agreement is a service agreement only and the entire System shall at all times remain the sole property of Bay. User will not damage, encumber or dispose of the System or permit the System to be damaged, encumbered, taken from the premises, tampered with or repaired by any but Bay's personnel. In the event of loss or damage to the System or any part thereof, User agrees to pay Bay the System's reasonable replacement value or the cost of repair as the case may be. At the expiration or termination of this agreement or in the event of User's default, User authorizes Bay to enter User's premises and to remove all or any portion of the System. Bay may elect to abandon all or any portion of the System. Removal of the System shall be without prejudice to the collection of any and all sums due under the entire agreement or extensions or renewals thereof, including, but not limited to recovery of loss of profits for any unexpired term of this agreement. If Bay elects to remove the System or any portion thereof, Bay agrees to conduct such removal, in a workmanlike manner, but Bay shall not be responsible for or have any obligation to repair minor damage to the premises (such as, but not limited to, screw, fastener holes, paint or wall finishing damage) resulting from such removal. Unless abandoned by Bay, User will return the System to us in good condition, reasonable wear and tear excepted. User agrees that installation of the System does not create a fixture to the premises. This agreement is not for sale of a System. If User defaults or cancels this agreement, or this agreement is terminated in whole or in part for any reason other than Bay's default, Bay shall be entitled to collect and User shall pay to Bay: (i) all amounts due to Bay for services performed and equipment provided through the termination date of the agreement, and (ii) all amounts to which Bay is entitled by law for the unexpired term of the agreement including loss of profits.

2. ADDITIONAL COSTS: User agrees to pay Bay's standard rate for past due or carrying charges and collection cost if payments are not made on time or if installation charge is paid on a periodic payment plan or progress billing. A reconnect charge is to be paid by User if the System is disconnected because of a past due balance and User desires it reconnected. User to receive no credit if System is temporarily disconnected or out of service for any reason. If User defaults or cancels this agreement or the whole or any part of the premises herein involved is acquired or condemned for any public or private use or purpose, the entire remaining balance of the initial period or extension of this agreement period shall immediately become due and payable. Bay assumes no liability for failure to perform because of labor disputes, riots, floods, fires, acts of God or any catastrophe or condition beyond our control and is not required to perform work while any such condition exists. If it becomes necessary for Bay to institute legal proceedings to collect any charges as set forth herein, the unsuccessful party shall pay to the successful party reasonable attorney's fees and actual court cost wherein permitted by law. If User fails to pay any obligations under this agreement when due, upon ten (10) days' written notice, Bay may disconnect the System. A re-connection fee in addition to all past due amounts, will be required prior to reactivating System.

3. BAY IS NOT AN INSURER. LIQUIDATED DAMAGES, LIMITATION OF LIABILITY: For all Systems and services provided, it is understood and agreed; that Bay is not an insurer, that insurance, if any, shall be obtained by the User; that the payments provided for herein are based solely on the value of the service as set forth herein and are unrelated to the value of the User's property or other's property located on User's premises; that Bay makes no guaranty or warranty, including any implied warranty of merchantability or fitness that the equipment or services supplied will avert or prevent occurrences or the consequences there from which the System or service is designed to detect or avert. User acknowledges that it is impractical and extremely difficult to fix the actual damages, if any, which may proximately result from Bay's negligence, a failure to perform any of the obligations herein, including, but not limited to, installation, monitoring or repair service or other services, or the failure of the System to properly operate with resulting loss to User because of, among other things: a) The uncertain amount or value of User's property or the property of others kept on the premises which may be lost, stolen, destroyed, damaged or otherwise affected by occurrences which the System or service is designed to detect or avert; b) The uncertainty of the response time of any police or fire department, should they be notified as a result of a signal from or at premises; c) The inability to ascertain in advance what portion, if any, of any personal injury, death, or property loss would be proximately caused by Bay's failure to perform or by its equipment to operate; d) A CCTV or access control system may not observe, detect or prevent an unauthorized intrusion or entry onto the premises; e) The nature of the service to be performed by Bay. User understands and agrees that if Bay should be found liable for loss or damage due to failure of Bay to perform any of the obligations herein, including but not limited to installation, repair services, monitoring or service, or the failure of the System equipment, or service in any respect whatsoever, or Bay's negligence then, Bay's liability shall be limited to a sum equal to the total of one half the annual payment or Fifteen Hundred Dollars (\$1500.00) whichever is the lesser, as liquidated damages and not as a penalty and this liability shall be exclusive, and that the provisions of this Section shall apply if loss or damage, irrespective of cause or origin, results directly or indirectly to persons or property, from performance or nonperformance of the obligations imposed by this agreement, or from negligence of Bay, its agents, assigns or employees. User may obtain a limitation of liability from Bay for a higher limitation of liability in lieu of the liquidated damages set forth above by paying an additional fee to Bay. If User elects this option, a rider will be added to this agreement which will set forth the amount of the limitation of liability and the amount of the fee. Agreeing to the limitation of liability does not mean that Bay is an insurer.

4. THIRD PARTY INDEMNIFICATION: When User, in the ordinary course of business, has the property of others in its/his custody, or the System extends to protect property of others, User agrees to and shall indemnify, defend and hold harmless Bay, its employees and agents for and against all claims brought by parties, other than the parties to this agreement. This provision shall apply to all claims regardless of cause including Bay's performance or failure to perform and including defects in products, design, installation, monitoring, repair, service, operation or nonoperation of the System whether based upon negligence, warranty, contribution, indemnification, or strict or product liability on the part of Bay, its employees or agents, but this provision shall not apply to claims for loss or damage which occur while an employee or agent of Bay is on User's premises and are solely and directly caused by such employee or agent.

5. SUBROGATION: So far as it is permitted by User's property insurance coverage, User hereby releases, discharges and agrees to hold Bay harmless from any and all claims, liabilities, damages, losses or expenses, arising from or caused by any hazard covered by insurance in or on the User's premises whether said claims are made by User, his agents, or insurance company or other parties claiming under or through User. User agrees to indemnify Bay against, defend and hold Bay harmless from, any action for subrogation which may be brought against Bay by any insurer or insurance company or its agents or assigns including the payment of all damages, expenses, costs and attorney's fees. User shall notify his insurance carrier of the terms of this provision.

6. USER DUTIES: You will instruct all other persons who may use the System on its proper use. You will test the System's protective devices and send test signals to our Central Station in accordance with our instructions at least monthly. If the System includes space protection (i.e. microwave, infrared, photo

beams, or other such detectors) you will turn on, control, or remove all things such as air conditioning systems and heaters that might interfere with such devices when they are turned on. If a problem in the System occurs you will notify us. Authorities may not respond to an alarm, and/or you may be subject to a fine or penalty unless you have all necessary permits and licenses for the use of the System. You agree that we may disclose the information of the instructions to any governmental agency having jurisdiction over the use and operation of the System. In the case of a fire alarm system, you will notify us in writing of any change in your fire rating bureau or agency. You are solely responsible for issuing and controlling access control cards and programming changes to the remote access system. User will give Bay access to all portions of the premises necessary to conduct inspections and tests of the System.

7. INSTALLATION: User will permit Bay to install the System during Bay's normal business hours and will give Bay uninterrupted access to User's premises. User agrees to compensate Bay for any additional installation/service visits required as a result of cancellation, readiness or unavailability to Bay's current prevailing rate. User has approved the locations of where the control panel, audible devices and all protective devices will be installed. User has the affirmative duty to inform Bay, prior to beginning of installation, of every location at the premises where we should not (because of concealed obstructions or hazards such as pipes, wires or asbestos) enter or drill holes. Upon request, User will repair the premises (including fixing broken or loose doors and windows) reasonably necessary to facilitate the installation and operation of the System. If asbestos or other health hazardous material is encountered during installation, Bay will cease work until User has, at User's sole expense, obtained clearance from a licensed asbestos removal or hazardous material contractor that continuation of work will not pose any danger to Bay's personnel. In no case shall Bay be liable for discovery or exposure of hidden asbestos or other hazardous material, and User shall indemnify and hold Bay and its employees harmless from any claims brought against Bay and/or its employees by third parties for damages, personal injury, death, emotional injury, whether actual or prospective allegedly caused by the presence, spread, ingestion or inhalation of any substance/vapor on or originating from User's premises. If the System includes an exterior audible bell, horn or siren, it is designed to shut-off after sounding for not more than fifteen (15) minutes. User will provide non-switched electrical outlets for the System's transformers. Bay is not responsible if the installation is delayed because of bad weather, labor disputes, unavailability of electrical power or telephone service, Acts of God or other reasons beyond Bay's control. After completion of the System, User and a Bay representative will inspect it. If something is missing or not properly installed you the User will notify Bay within ten (10) days, otherwise the System will have been accepted by User.

8. REPAIR SERVICE: Bay will provide all repairs necessitated by ordinary wear and tear to the System. Service will be provided as soon as reasonably possible twenty-four (24) hours a day, seven (7) days a week. This service does not cover: (i) repairs that are needed because of an accident, your failure to properly use the System or maintain your premises, or if someone other than Bay attempts to repair or change the system; or (ii) repairs that are needed for any other reason except a defect in the equipment or our installation. Bay may substitute materials of equal quality at time of replacement, may install reconditioned used parts, and may keep all replaced parts. Noncovered service will be charged on a time and material basis at our then prevailing rates and will include a visit charge, and you agree to pay for such noncovered services upon receipt of our invoice.

9. CHARGES, TAXES, RATE INCREASES: All charges set forth herein are based upon existing federal, state and local taxes and utility charges, including telephone company charges, if any. Bay shall have the right at any time to increase the monthly charges provided herein, to reflect any additional taxes, fees or charges provided herein, or charges which hereafter may be imposed on Bay by any utility or governmental agency relating to the service(s) provided under the terms of this agreement and User agrees to pay the same. So that Bay may properly adjust its rates to meet changing service costs and notwithstanding the terms and conditions set forth herein after the expiration of one (1) year from the date of completion of installation and not more often than once each twelve (12) months, Bay may increase the monthly service charge by up to 1.5 times the current Bureau of Labor Statistics Consumer Price Index for all urban consumers (related areas) or if this index is discontinued, a comparable index as measured from the date of this agreement to the effective date of the increase upon giving User notice in writing. The billing invoice setting forth the new charge shall be sufficient notice of the increase.

Notwithstanding any other terms and conditions set forth in this agreement, so that Bay may properly adjust periodic charges to recover increases in its services costs which are not recovered by increase pursuant to the above, at any time after the expiration of one (1) year from date of installation, Bay may increase the monthly service charge to an amount exceeding the charge provided above upon giving the User notice in writing. The billing invoice setting forth the new charge shall be sufficient notice of the increase. If User refuses rate increase, Bay has the right to rescind or reduce said rate increase. If Bay declines its right to reduce or rescind rate increase and if User is unwilling to pay such additional monthly charges imposed pursuant to this sub-paragraph, User may terminate this agreement upon giving written notice to Bay within ten (10) days from the effective date of the increase. User's failure to notify Bay within said ten (10) days shall constitute User's consent to the increase pursuant to this sub-paragraph.

10. ASSIGNEES/SUBCONTRACTORS OF BAY: Bay may transfer or assign this agreement to any other person or entity including any financial institution or alarm company. User may not transfer this agreement to someone else (including someone who purchases or rents User's premises) unless Bay approves the transfer in writing. Bay may use subcontractors to provide installation, repairs, inspections, tests or monitoring services. This Agreement, and particularly paragraphs 3, 4 and 5, shall apply to the work or services Bay's assignees or subcontractors provide, and shall apply to them and protect Bay's assignees and subcontractors in the same manner as it applies to and protects Bay.

11. MONITORING SERVICE: To reduce false alarms, Bay uses enhanced call verification (also known as 2-call verification or ECV). When a burglar alarm signal from the alarm system is received, Bay will first try to telephone User's premises, and if there is no answer then will try to telephone the first available person on User's Emergency Notification List, to verify whether or not an emergency condition requiring police response exists. If there is no answer to both of these calls or the person contacted indicates that an emergency exists, Bay will attempt to notify the police department and will also attempt to contact someone on the Emergency Notification List to advise them that the police have been notified. When a fire alarm, hold-up alarm or duress alarm signal is received, Bay will attempt to notify the police or fire department or other emergency personnel and the first available person on the Emergency Notification List. However, Bay, to the extent permitted by law, rule, code or regulation, reserves the right to verify all alarm signals by: (i) telephone, or (ii) using the two-way voice feature of the system, if one has been installed, or (iii) otherwise before notifying emergency personnel. When a carbon monoxide alarm is received, Bay will first attempt to contact the premises and the first available person on the Emergency Notification List. If there is no answer at the premises, Bay will attempt to notify the fire department. If someone in the premises responds to Bay's call, Bay will not notify the fire department, and Bay recommends that everyone vacate the premises and User call User's local gas company to investigate the cause of the CO signal. If no one answers the door for emergency authorities, they may attempt to forcibly enter the premises which may result in damage to your door or other entrance, and Bay is not responsible for any such damage. Bay recommends the installation of a Lock Box which gives the fire department access to User's premises key to enter the premises. When a non-emergency signal is received (e.g. temperature or flood sensors), Bay will attempt to contact the premises or the first available person on the Emergency Notification List but will not notify emergency authorities. Bay may choose not to notify emergency personnel if it has reason to believe that an emergency

condition does not exist. Bay and User are obligated to comply with all notification and response requirements imposed by governmental agencies having jurisdiction over your system. Bay may discontinue or change any particular response service due to governmental or insurance requirements by giving User written notice. User's consent to the recording of all telephonic communications between User and Bay. If User's police or fire department now or in the future requires physical or visual verification of an emergency condition before responding to a request for assistance, User agrees to subscribe to such service if provided by Bay, or otherwise comply with such requirements. Bay may charge an additional fee for such service. User acknowledges and agrees that all monitoring firmware and software, computer codes and monitoring information remain Bay's sole and exclusive property. USER AGREES THAT BAY IS RESPONSIBLE ONLY FOR ENDEAVORING TO NOTIFY BY THE PHONE THE APPROPRIATE EMERGENCY AGENCY OR OTHER PERSONS NAMED IN THE EMERGENCY NOTIFICATION LIST. USER UNDERSTANDS THAT THE BAY WILL NOT SEND ANY BAY PERSONNEL TO USER'S PREMISES IN RESPONSE TO ANY EMERGENCY SIGNAL UNLESS USER HAS SUBSCRIBED TO BAY'S RESPONSE SERVICE. User understands and agrees that Bay's response agents do not have special arrest or law enforcement powers and may act only as ordinary citizens. User acknowledges that if Bay utilizes a digital communicator for the purpose of sending alarm signals from User's premises to Bay's Central Station, that the signals from User's System are sent over User's single telephone line to Bay's Central Station and other telephone calls cannot be made when the System is activated including 911 emergency operator calls; and in the event User's telephone service is out of order, disconnected, placed on vacation or otherwise interrupted, signals from User's System will not be received in Bay's Central Station during any such interruption and the interruption will not be known to Bay. User further acknowledges and agrees that signals are sent over telephone company lines which are wholly beyond the control and jurisdiction of Bay and are maintained and serviced by the applicable telephone company. User agrees to pay all charges for all telephone services connecting User's protected premises and Bay. User acknowledges that if Wireless Transmission becomes inoperative for any reason, signals will not be received in Bay's Central Station. User acknowledges that Wireless Transmission may be impaired or interrupted by atmospheric conditions, including electrical storms, power failures, or other conditions beyond the control of Bay.

12. EXCESSIVE ALARMS: In the event an excessive number of false alarms or service calls are caused by User or in the event User in any manner misuses or abuses the System, Bay may, at its sole discretion, deem same to be a material breach of contract on the part of User and, at its option, be excused from further performance upon the giving of ten (10) days written notice to User. Bay's excuse from performance shall not affect its right to recover damages from User. **In the event Bay dispatches an agent to respond to an alarm originating from User's premises where User intentionally, accidentally, or negligently has activated the alarm signal and no emergency exists, or if Bay makes any service call caused by the inadvertence or negligence of User, User shall pay Bay a service charge at Bay's then prevailing rates. User represents he fully understands that the equipment, because of its sensitivity and nature, is subject to the influence of external events which are not within the control of Bay and which may cause the alarm to activate.** In the event a fine, penalty or fee is assessed against Bay or User by any governmental or municipal agency as a result of any alarm originating from User's premises, User agrees to be responsible for payment of all assessments and/or reimburse Bay for Bay assessments. Any or all such alarms shall not excuse any of the obligations of User as set forth in the agreement.

13. DISCONNECT POLICY: User hereby authorizes Bay to manually or automatically disconnect the System if so ordered by a public official or regulation or for nuisance or electrical reasons or if Bay is unable to notify User at emergency numbers listed or if User declines or fails to arrive at premises within thirty (30) minutes after notification. User agrees to hold Bay harmless and to indemnify Bay for any damage, loss, or liability which may result from the turning off of the System.

14. CONTROL COMMUNICATOR: User acknowledges and agrees that Bay reserves the right to access the digital control communicator by way of remote programming or physical access in order to perform diagnostics, change and/or update information or disconnect service upon the termination or expiration of this agreement.

15. ENTIRE AGREEMENT: It is understood and agreed by and between the parties hereto, that if there is any conflict between this agreement and User's purchase order or any other document or Bay literature, this agreement will govern, whether such purchase order or other document is prior or subsequent to this agreement unless expressly superseded or replaced by a subsequent agreement. In the event any provisions or parts of this agreement shall be unenforceable, the parties understand and agree that the remaining provisions and parts shall continue in full force and effect. There are no verbal understandings changing or modifying this agreement. If User cancels agreement before installation begins, User agrees to pay an administrative charge of 50% of the installation charge.

16. GOVERNING LAW: This writing is intended by the parties as a final expression of their agreement and as a complete and exclusive statement of the terms thereof. This agreement supersedes all prior representations, understandings or agreements of the parties; and the parties rely only upon the contents of this agreement in executing it. This agreement can only be modified by a writing signed by the parties or their duly authorized agent. No waiver or breach of any term or condition of this agreement shall be construed to be a waiver of any succeeding breach. User agrees that this agreement is performed in the state of California and shall be governed by the laws of California. User agrees that any and all legal proceedings will have Contra Costa County as the exclusive place of venue.

17. LEGAL WAIVERS, REFERENCE: Both parties hereby agree that no suit or action that relates in any way to this agreement (whether based upon contract, negligence or otherwise) shall be brought against the other more than one (1) year after the accrual of the cause of action therefore. Both parties agree that no lawsuit or any other legal proceeding connected with this Agreement shall be brought or filed more than one (1) year after the incident giving rise to the claim occurred. Any controversy, dispute, or claim between the parties arising out of or relating to this Agreement, (other than actions brought by Bay in small claims court to collect amounts due under this Agreement) will be settled by a reference proceeding in Contra Costa County California, in accordance with the provisions of Sections 638, et seq and 641 through 645.1, and of the California Code of Civil Procedure, or their successor sections, which shall constitute the exclusive remedy for the resolution of any controversy, dispute, or claim concerning this Agreement, including whether such controversy, dispute, or claim is subject to the reference proceeding. The referee shall be appointed to sit as a temporary Judge with all of the powers of a temporary Judge authorized by law. In the event that the enabling legislation, which provides for the appointment of a referee is repealed and no successor statute is enacted, any dispute between the parties that would otherwise be determined by a reference procedure herein, will be resolved and determined by binding arbitration. That arbitration will be conducted by a retired Judge of the Superior Court in accordance with Section 1280 to 1294.2 of the California Code of Civil Procedure, as amended from time to time.

18. IMAGING: User agrees that Bay may save and store all agreements and other documents executed by User in an electronic media and all such agreements and other documents shall be deemed to be, and may be used by Bay as, originals and shall be given the same force and effect as the paper-form original.

PLEASE READ ENTIRE AGREEMENT

Bay Alarm Company What Have You Got To Lose?



BAYGUARD LIVE ADDENDUM

Name: Watershed Conservation Authority
Address: 12936 Valley Blvd
City, State, Zip Code: La Puente, Ca 91746
Lead #: Click here to enter text.
Date: 8/12/2021

This Addendum amends that certain agreement for alarm services concurrently entered into between Bay Alarm Company ("Bay") and User (the "Agreement"). Following are the notification options and terms and conditions that pertain to live remote video monitoring services for the BayGuard Live system specifically described below (the "System").

☐ Bay Alarm to install (and monitor/unmonitored as indicated) the following equipment (16 cameras max per site):

Camera 1: East Side of Park Viewing Entry Park Plaza, Walls and Marquee
Camera 2: East Side of Park Viewing Driveway. Parking Lot and Wall
Camera 3: East Side of Park Viewing East Plaza and Tunnel
Camera 4: West Side of Park Viewing River Overlook Plaza
Camera 5: West Side of Park Viewing West Plaza, Tunnel and Restroom
Camera 6: West Side of Park Viewing Restroom Rear Wall and Maintenance Door
Camera 7: West Side of Park Viewing West Side of Shed and Outdoor Classroom
Camera 8: West Side of Park Viewing Front Access Doors and East Side of Shed
Camera 9: West Side of Park Viewing South Side of Shed
Camera 10: Enter what we are protecting.
Camera 11: Enter what we are protecting.
Camera 12: Enter what we are protecting.
Camera 13: Enter what we are protecting.
Camera 14: Enter what we are protecting.
Camera 15: Enter what we are protecting.
Camera 16: Enter what we are protecting.

☐ Talk Down Speaker Location (32 max per site):

Speaker 1: East Side of Park Viewing Entry Park Plaza, Walls and Marquee
Speaker 2: East Side of Park Viewing Driveway. Parking Lot and Wall
Speaker 3: East Side of Park Viewing East Plaza and Tunnel
Speaker 4: West Side of Park Viewing River Overlook Plaza
Speaker 5: West Side of Park Viewing West Plaza, Tunnel and Restroom
Speaker 6: West Side of park Viewing West Side of Shed and Outdoor Classroom

☐ What is the issue the customer is experiencing that prompted to get the system?

Vandalism

☐ Are we protecting an unfenced area?

Yes

*Ensure a 10 ft demarcation / DMZ area between protected area and public area. *

☐ Are the entrances to the property gated and secured?

No

☐ Remote Users:

1. **Name:**First Name & Last Name.
Email:Click here to enter text.
2. **Name:**First Name & Last Name.
Email:Click here to enter text.
3. **Name:**First Name & Last Name.
Email:Click here to enter text.

☐ Email/Phone for Health Notifications:

1. **Phone:**Click here to enter text. (need carrier as well) **Email:**Click here to enter text.
2. **Phone:**Click here to enter text. (need carrier as well) **Email:**Click here to enter text.
3. **Phone:**Click here to enter text. (need carrier as well) **Email:**Click here to enter text.

☐ Event Monitoring Schedule (when should the system be disarmed?):

Begin Day	Begin Time	End Day	End Time
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

**Any deviations from the seven-day schedule listed above including holidays, unexpected closures, or miscellaneous changes must be emailed to techsupportcloud@bayalarm.com 2-5 business days before the requested day. **

☐ Afterhours Delivery Company & Schedule:

Ex: Bay Delivery on Tuesdays at 4:00am.

☐ Cleaning Company Name, Contact, & Schedule:**Cleaning Company Name:**Click here to enter text.**Contact:**First Name, Last Name, & Phone #.**Schedule:**Ex: M-F 21:00 – 23:00.☒ Dispatching procedures (i.e. Dispatch PD or Call EN list?):

Click here to enter text.

☐ Special Instructions for Dispatch:

Msg ID – LRVMI - Description – No EN/EN B4 PD - HUMAN ACTIVITY: USE TALK DOWN AND IF SUSPECT LEAVES NO NEED TO CALL EN. IF SUSPECT DOESN'T LEAVE, CALL EN LIST FIRST THEN DISPATCH PD

☐ How long should recordings be retained on the cloud platform?

30 Days

☐ Google map overhead image of property with cameral locations attached:

Yes

☐ Customer has minimum upload speed of 1 Mbps per Camera installed.

No

☐ Provide a Static IP address on the customer's Local Area Network (LAN) for each talk down speaker. Otherwise it will be assigned accordingly

Hotspot

☐ Please ensure that ports 80, 443, and 8080-8089 are available for outbound TCP traffic.

Port Open

Live Remote Video Monitoring Terms and Conditions

In addition to the terms and conditions listed in the Agreement, the following terms and conditions apply.

- Bay Alarm will monitor the live video feed from select cameras upon the occurrence of an alarm event during the monitoring schedule specified by User in this Addendum. Bay will evaluate the video received to interpret said incident, and if Bay has reason to believe that an emergency condition exists, Bay will notify User and/or the police pursuant to one of the dispatch options selected by User.
- If an alarm event is determined to be an incident requiring agent and/or law enforcement intervention, Bay Alarm to provide an incident report, including a video clip and written description of the incident, via email to the designated email address(es) on Remote User list in this Addendum.
- During the first two (2) weeks that the System is operational, Bay will be testing the System and making adjustments in order to improve performance and to prevent false alarms. During this testing period, Bay will not dispatch on alarm signals generated by the System. It is possible that Bay may need to access User's premises during the testing period.
- Bay Alarm will provide live audio talk down service, to verbally engage trespassing party in an effort to encourage the trespassing party to leave the property.
- Bay Alarm to provide a minimum of 30 days of video recording storage (or the specified retention period) in a cloud based service. User will have access to all video on the cloud platform during the retention period. Any video on the cloud storage platform after the expiration of the retention period will be lost unless User exports video. All cameras will have an on-board 64GB SD card that will store a local copy of video while there is space on the SD card.

- Bay Alarm to provide “health monitoring” of the connected cameras for errors or signal loss. In the event an error is detected, the Bay Alarm technical support team will make an attempt to remotely correct the error. In the event that Bay Alarm is unable to correct the error remotely, User will be notified and a Bay Alarm service technician will be dispatched to the site.
- The System requires active high-speed network for video transmission to Bay Alarm’s monitoring center. Network must have a minimum upload speed of 1 Mbps per device. System also requires ports 80, 443 and 8080-8089 be open for outbound data transmission. User is responsible for the provision of high-speed internet service and all related charges. Bay Alarm does not provide internet service, and does not maintain internet connections or wireless access or communication pathways or electric current connections or supply; or the remote server, which are provided by others. User may experience interruption in signal or video transmission or slowdown in speed, which are completely beyond Bay Alarm’s control.
- User acknowledges that Bay Alarm cannot and does not guarantee that our monitoring center will be able to correctly interpret, understand, manage and/or respond to the live video received from User’s System at all times.
- The live remote video monitoring services, and other service provided pursuant to the Agreement, are affected by how the video cameras are installed and maintained, and by the conditions at the site. Cameras have a limited field of view and the live video remote monitoring services are limited to the area(s) covered by the camera(s). Camera capability and installation can impact the definition, clarity, and quality of the video received by Bay Alarm’s monitoring center. In addition, environmental factors can impact video quality and/or viewing conditions. Cameras are subject to weather and other ambient conditions, including but not limited to heat, cold, humidity, rain, fog, snow, and lighting issues (including headlights and vehicle speed) that can affect video quality and that are completely beyond the control of Bay Alarm. Bay Alarm does not represent or warrant that our monitoring center will be able to detect or prevent all crimes, unauthorized activities, or other emergency conditions, or that the live remote video monitoring services will in all cases provide the intended protection.
- User is responsible for providing the proper environment for the System, including proper lighting, network speed, bandwidth, access, and removal of obstructions.
- User is aware that there are certain rights to privacy enjoyed by employees and the public. To the extent required by law, User is solely responsible for informing persons on User’s site that they may be monitored by video. User will not use or permit the use of video or installation of cameras where any person may have a reasonable expectation of privacy and User will not use the System for any criminal, illegal, or otherwise unlawful activity, including invasion of privacy.
- When integrated to a host panel, User understands and accepts all responsibilities for intrusion system being armed and dis-armed through the host panel. User is solely responsible for all arming states, including but not limited to normal schedules, holiday and special dates and times, requirements set forth by leasing agencies and any governmental agencies or bodies. Any service requirements to add/delete or alter system configuration by Bay Alarm will be done on normal service rate schedule (at Bay Alarm’s then-prevailing rates) and must be approved by an authorized representative of User upon completion of service. User is responsible for all false alarms and/or event conditions that transpire from such activity and any fines, fees etc. levied by any governmental agency.
- All right, title, and interest in and to worldwide intellectual property rights in or relating to the products, services, and materials developed, upgraded, or modified by Bay Alarm in relation to the services shall be owned solely and exclusively by Bay Alarm, its parents, affiliates, divisions, suppliers or assigns at all times. Bay Alarm will sublicense all such rights to User free of charge and on a non-exclusive, worldwide basis solely to the extent it is necessary to enable User to make reasonable use of the services. If this Agreement terminates, this sublicense automatically terminates at the same time. “Intellectual Property Rights” means all patents, copyrights, trademarks, inventions, improvements,

designs, trade secrets, know-how, software, algorithms, mask works, all other intangible proprietary information or rights necessary to conduct and provide the services, and all other legal interests recognized or protected as intellectual property, including all pending applications or registrations, arising out of or under the laws of any jurisdiction

- Except as expressly provided herein, all of the terms and conditions of the Agreement remain in full force and effect. In particular, those provisions limiting Bay's liability and its right to indemnification from User are applicable to this addendum and the provision of video equipment and services by Bay to User.
- Bay and User are obligated to comply with all laws regulating alarm systems and alarm notifications and response. Bay may change the notification services and procedures set forth in this Addendum as may be required by changes in applicable law.

User understands and agrees to the terms and conditions on pages 1 through 5 of this Addendum.

DocuSigned by:

3EF0743E521D4ED...

User Authorized Signature

August 13, 2021

Date

Mark Stanley

Printed Name

Executive Officer

Title



Emergency Notification List
1-800-610-1000
www.bayalarm.com

We need to reach you or your alarm responder in case of an emergency. In the order listed below, we will contact the following people for notification upon an alarm/emergency:

1. _____ **Email Address:** _____

Name

1st Phone Check One ☐ Hm ☐ Wrk ☐ Cell ☐ Alt (____) _____

2nd Phone Check One ☐ Hm ☐ Wrk ☐ Cell ☐ Alt (____) _____

3rd Phone Check One ☐ Hm ☐ Wrk ☐ Cell ☐ Alt (____) _____

2. _____ **Email Address:** _____

Name

1st Phone Check One ☐ Hm ☐ Wrk ☐ Cell ☐ Alt (____) _____

2nd Phone Check One ☐ Hm ☐ Wrk ☐ Cell ☐ Alt (____) _____

3rd Phone Check One ☐ Hm ☐ Wrk ☐ Cell ☐ Alt (____) _____

3. _____ **Email Address:** _____

Name

1st Phone Check One ☐ Hm ☐ Wrk ☐ Cell ☐ Alt (____) _____

2nd Phone Check One ☐ Hm ☐ Wrk ☐ Cell ☐ Alt (____) _____

3rd Phone Check One ☐ Hm ☐ Wrk ☐ Cell ☐ Alt (____) _____

The following **CODEWORD** is to be used by anyone authorized to cancel an alarm activation or to make any changes to the above information.

Codeword: _____ (up to 10 letters)

BayNet Online Management of Your Account

Bay Alarm Company **offers free** Online Account Management (BayNet) to our active customers. Please provide us with an authorized person's name and email address we will automatically set this service up for you. If you are subscribing and paying for BayNetPlus or E-Autolog the below information is required.

Authorized Email Address: _____

Authorized User's Name: _____

Jurisdictions

It is the User's responsibility to provide their current jurisdictions for dispatching purposes. Please list below the jurisdiction that is responsible to respond to an emergency at your business.

User's Fire Jurisdiction: _____ ☐ City ☐ County ☐ OTHER (check one)

User's Burglary Jurisdiction: _____ ☐ City ☐ County ☐ OTHER (check one)

Authorized Signature: _____ **Date:** _____

Co-Applicant Signature: _____

**Sign & Date
Here**

MEMORANDUM OF MAINTENANCE AGREEMENT OF ON-SITE WASTEWATER SYSTEM

The following Memorandum of Agreement will serve, as our understanding, between WCA located at 12936 Valley Blvd. La Puente, CA and Vincent Renteria located at 14530 Drysdale Circle, Adelanto, CA 92301.

SCOPE OF WORK

Maintenance shall consist of:

1. Inspection of system components every three months.
2. Physical adjustment of components needing attention.
3. Recommendation of replacement or repair of parts as needed including Preventative maintenance.
4. Recommendations for, and monitoring of, periodic pumping of accumulated solids.
5. Remote telemetry monitoring of system.

INSPECTION-MECHANICAL

Septic Tanks - Inspect all risers in the Primary and Secondary side of each septic tank.

Inspection shall include but not be limited to:

- Water levels
- Sludge thickness and consistency
- Scum thickness and consistency
- Plumbing Tee's cleared of obstacles
- Control Panel/Exterior of Tank
- Compressors & Electrical Connections

Recirculation Tank

- Proper performance including liquid levels, pumps floats, pump amperage, flow rate and water level.
- Clearance of all obstructions.

Calibrate Telemetry

- Visually inspect and calibrate all sensors and controls to assure proper Performance and reporting.

Reports - Quarterly reports sent to client and LA County Health Department.

- Quarter 1 & 3 - Telemetry report only
- Quarter 2 & 4 - Inspection of system

Sampling

Samples sent to independent lab with results submitted with the 4th Quarter report as required by LA County Health Department.

ANNUAL MAINTENANCE COST - \$600

****DOES NOT INCLUDE LAB AND MONITORING FEES****

This maintenance Agreement covers "Preventative Maintenance" only. Any and all other services will be billed for parts and times costs at the prevailing service rate.

BILLING

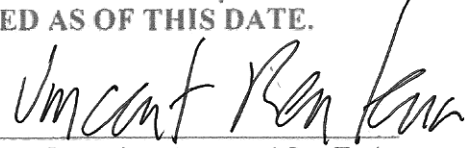
Invoices will be sent semi-annually. Initial semi-annual invoice due at start-up of system. Scheduling of appointment to be made upon receipt of payment. A \$10 late charge plus 1.5% finance charge is applied after 30 days. This quote is valid for 30 days.

This Maintenance Agreement will be activated following the issuance of Final Approval and MicroSeptec (or equivalent) inspection of installation.

THE ABOVE STATED TERMS ARE ACCEPTED AS OF THIS DATE.


Mark Stanley, Executive Officer

10/22/13
Date


Vincent Renteria Approved Svc Tech

11/12/13
Date

I have read the above and to the best of my knowledge it is true and just, and I agree to pay the charges that will accrue there from. In the event suit is instigated to enforce payment, the above signed agrees to pay, reasonable fees together with costs of suit, etc.

Exhibit E

Memorandum and Confirmation of Lease Effective Date

(to be attached once executed)

Exhibit F
Appendix of Contracts – Security and Septic

(attached)



CORPORATE OFFICE

5130 Commercial Cir. Concord, CA 94520

Sales: 1-800-610-1000 / Service: 1-800-470-1000

A Family Business Since 1946

www.bayalarm.com

Hi Larry,

I would like to thank you for the opportunity to submit this Commercial Alarm Installation and Services Agreement for your review and approval. I am proud to say that Bay Alarm Company has grown to become the largest family owned & operated electronic security company in America. We have been protecting businesses like yours for over 70 years, and we currently service more than one-hundred and forty thousand customers.

Although we have grown to become one of the largest alarm companies in America, we still recognize the importance of quick and efficient service. You will immediately recognize the difference between Bay Alarm and the other companies when you experience our commitment to total customer satisfaction. This is accomplished through providing our customers with one point of contact for all of their needs. Bay Alarm's mission is to provide our customers with the highest level of security and fire protection in the industry.

As a leader in our industry, we are proud to be affiliated with the following associations and agencies:

**California Alarm Association
The Monitoring Association
California Automatic Fire Alarm Association
Electronic Security Association
NetOne
National Fire Protection Association (NFPA)**

Thank you for your consideration. If I can be of any assistance by providing clarification or additional information please feel free to contact me. To learn more about Bay Alarm Company, please visit us at www.bayalarm.com.

Sincerely,

Michael Nowak

Corporate Accounts Group

CSFM Automatic Fire Extinguishing Concern, Type 1 License, A-0471
California Contractor's License No. 880138
Alarm Operator's ACO License No. 28

Bay Alarm Company Scope of Work

User Name: WATERSHED CONSERVATION AUTHORITY Site Phone Number: 000-000-0000

Site Address: 12936 VALLEY BLVD. LA PUENTE, CA 91746

Scope of Work

User hereby authorizes Bay Alarm Company hereinafter "Bay", or assigns to install and/or provide monitoring and other services for a security and/or life safety System under the following conditions and agrees to pay the installation charges and the service charges described below to Bay's address, from the date the System is operational. This agreement is not a sale of the System, and the System will remain the property of Bay.

Bay Alarm to Install:

- (9) AXIS P1445-LE Network Bullet Camera
 - East Side of Park Viewing Entry Park Plaza, Walls and Marquee
 - East Side of Park Viewing Driveway. Parking Lot and Wall
 - East Side of Park Viewing East Plaza and Tunnel
 - West Side of Park Viewing River Overlook Plaza
 - West Side of Park Viewing West Plaza, Tunnel and Restroom
 - West Side of Park Viewing Restroom Rear Wall and Maintenance Door
 - West Side of Park Viewing West Side of Shed and Outdoor Classroom
 - West Side of Park Viewing Front Access Doors and East Side of Shed
 - West Side of Park Viewing South Side of Shed
- (6) AXIS C3003-E Network Horn Speaker
 - East Side of Park Viewing Entry Park Plaza, Walls and Marquee
 - East Side of Park Viewing Driveway. Parking Lot and Wall
 - East Side of Park Viewing East Plaza and Tunnel
 - West Side of Park Viewing River Overlook Plaza
 - West Side of Park Viewing West Plaza, Tunnel and Restroom
 - West Side of park Viewing West Side of Shed and Outdoor Classroom
- (1) AXIS T8508 POE+ Network Switch
 - West Side of Park Shed
- (4) Enclosures
 - East Side of Park Viewing Entry Park Plaza, Walls and Marquee
 - East Side of Park Viewing Driveway. Parking Lot and Wall
 - East Side of Park Viewing East Plaza and Tunnel
 - West Side of Park Viewing River Overlook Plaza
- (3) Point-to-Point Communicators
 - West Side of Park Viewing River Overlook Plaza
 - East Side of Park Viewing Entry Park Plaza, Walls and Marquee
 - East Side of Park Viewing Driveway. Parking Lot and Wall
- (2) Hotspot Communicators
 - East Side of Park Viewing Entry Park Plaza, Walls and Marquee
 - West Side of Park Shed

Bay Alarm to Provide:

- (9) Camera Licenses

User desires no additional protection at this time, I.E. Additional Cameras

Pricing: The pricing set forth in this Agreement is based on the number of devices to be installed as set forth in the Scope of Work. If the actual number of devices installed is different than the number set forth in the Scope of Work, the price will be adjusted accordingly.

Pricing Summary/Special Provisions:

☒ **New System or Takeover** ☐ **New Owner** ☐ **Addendum-Alteration Addition** ☐ **Cancels Former Agreement-Alteration Addition**

Installation Price and Payment Summary:

Total Installation Price: \$ 23,850.00

Deposit Due at Signing: \$ 11,925.00

Due Upon Completion
of Prewire: \$ 0.00Balance Due Upon
Completion: \$ 11,925.00**Monthly Service Charge:**

\$ 1,382.00 Payable Quarterly in Advance

Type Service:☐ Intrusion Alarm ☐ Fire Alarm**Open/Closing Options**

☐ E-Autolog
☐ BayNet Plus
☐ Supervised: (Check one below)
☐ Central Station

Open/Closing

☐ User Keypad Control
☐ Video (addendum required)

☐ BayLink☒ BayNet☒ CCTV☐ Access☐ Intercom☐ Total Connect Video☐ Total Connect 2.0☐ Video Verification☐ Video Notification☐ Verified Response \$

(Verified Response is included in
The total Monthly Service Fee)

☒ Other LRVM**Fire Test Frequency:**

☐ NFPA 72
☐ Sprinkler Inspection Service,
Bay will inspect _____ risers in accordance
with C.C.R. Title 19
☐ Other: _____

Fire Test Devices:

☐ Panel Only
☐ Panel & Fire Devices

Communication Type:

☐ Single Phone Line
☐ Internet Protocol
☐ Digital Cellular Alarm Back-UP
☐ Digital Cellular Alarm Only
☒ Other Hotspot Communicator

Industrial Monitoring:

☐ Refrigeration
☐ Temperature Control
☐ Other _____

FOR OFFICE USE ONLY**THE ENTIRE SYSTEM REMAINS THE PROPERTY OF BAY**

ALARM COMPANY OPERATORS ARE LICENSED AND REGULATED BY THE BUREAU OF SECURITY AND INVESTIGATIVE SERVICES, DEPARTMENT OF CONSUMER AFFAIRS, SACRAMENTO, CALIFORNIA 95814. CONTRACTORS ARE REQUIRED BY LAW TO BE LICENSED AND REGULATED BY THE CONTRACTORS' STATE LICENSE BOARD WHICH HAS JURISDICTION TO INVESTIGATE COMPLAINTS AGAINST CONTRACTORS IF A COMPLAINT REGARDING A PATENT ACT OR OMISSION IS FILED WITHIN FOUR YEARS OF THE DATE OF THE ALLEGED VIOLATION. A COMPLAINT REGARDING A LATENT ACT OR OMISSION PERTAINING TO STRUCTURAL DEFECTS MUST BE FILED WITHIN 10 YEARS OF THE DATE OF THE ALLEGED VIOLATION. ANY QUESTIONS CONCERNING A CONTRACTOR MAY BE REFERRED TO THE REGISTRAR, CONTRACTORS' STATE LICENSE BOARD P.O. BOX 26000, SACRAMENTO, CALIFORNIA 95826.

How to Get Service: Contact Bay at 1-800-470-1000. Bay will provide service as soon as reasonably possible.

If An Intrusion Alarm is Provided:

Glass break detectors, motion detectors, photo electric beams are for area detection only, User to provide a clear path.

Wireless Holdup Buttons: User is aware transmitter push button may cease operating without notice and function is affected by battery charge or distance from control unit. User agrees that Bay is neither responsible nor liable and holds Bay harmless from any consequences associated with this device. Wireless

Devices: User is aware that it is User's responsibility to maintain and replace transmitter batteries when necessary. Bay will provide this service for a fee if User so desires. Local authorities may require that you obtain a permit or license to use a monitored alarm System. (See paragraph 6)

If a Takeover / Connect to User Owned Devices:

Bay to connect to and monitor or control User's owned equipment. Any work to be done on User owned equipment that exceeds one (1) hour will be on a time plus material basis at Bay's then prevailing rate including any repairs or modifications required to make System operational.

If a New Owner Labor Agreement:

Bay tests and inspects up to one (1) hour only. Any additional work that has not been contracted will be done on a time plus materials basis at Bay's then prevailing rate

If a UL Certificate Is Issued:

User understands and agrees that UL charges Bay an annual fee for their services. User will reimburse Bay for the fee. Bay will automatically renew agreement and certificate for same initial agreement term, unless notified thirty days in advance by User.

Progress Billing:

User understands and agrees that if there is a User caused interruption (i.e. User construction delay, remodeling, prewire, no power available, etc.) in Bay's ability to start and finish the installation and Bay must return at a later date to complete the installation, Bay will progress bill for a portion of work completed. A return trip charge may be incurred.

Network & VoIP:

User shall provide and maintain operational an Ethernet Network connected CAT-5 or higher cable with a RJ-45 plug termination at location specified by Bay. If required, User will provide I.P. address, gateway address and submask. If the Internet or Wireless Transmission is used as a primary or secondary transmission path, User will provide, at your expense, the necessary telecommunications connections facilities and required standby power. The Internet, radio

and cellular networks are maintained and serviced by the applicable service provider and are totally beyond Bay's control. Signal transmission connectivity and speed may vary due to traffic volumes, adverse weather, System outages and other circumstances beyond our control. Internet Connectivity can only be supported through a PC with Internet Explorer. Mac's or other Browsers are not compatible at this time. **VoIP TELEPHONE SERVICE:** The use of VoIP telephone service may interfere with the ability of the System to transmit alarm signals to our monitoring facility. The User must notify Bay in advance if considering the use of a managed VoIP service in order to assure its ability to function. User understands that DSL, unmanaged VoIP, or other internet-based services not approved in advance by Bay may not be used.

If Software is Provided:

Computer shall be supplied according to Bay's and shall be free from defect. User understands and agrees that although protected by appropriate safeguards; installing remote access dial-in software carries some risk of access to and control of the security System by unauthorized persons. It is the User's responsibility to keep the password, installed software, and modem under their control at all times. If networking software is installed, it is the User's responsibility to provide and maintain a network that can support any installed software by Bay.

If a CCTV System is Provided:

User is aware that there are certain rights to privacy enjoyed by employees and the public. As a condition to this installation, it is the User's responsibility to ensure compliance with all applicable privacy laws. User agrees to provide sufficient lighting to meet required scene illuminations. User is solely responsible for providing and maintaining film and/or video tape for CCTV Systems.

If Industrial Monitoring is Provided:

User to supply dry set "C" type contacts and conduit required for Bay connection. Monthly charges include up to two (2) signal transmissions per transmitter per month. An excessive amount over and above this will result in an additional charge per signal above Bay's then prevailing rate.

If Baylink is Provided:

User will receive an email from Bay when their System sends a bypass/trouble/open or close signal from their alarm System. User understands that Bay will make reasonable efforts to communicate through email messages only.

If a Fire System Alarm is Provided:

Smoke/Heat detectors—for area or spot detection only.

Bay to plan check and apply for required permits. User agrees to pay all permit, plan check, or drawing charges as required.

User understands and agrees that any additional devices required by the AHJ before final acceptance of System will be at User's expense at Bay's then prevailing rates.

User to provide a RED 20 amp Circuit Disconnecting Means for all required Dedicated Branch Circuits—User shall provide listed locks for the Circuit Disconnecting Means.

User to also provide dedicated 120VAC to the Fire Alarm Control Unit and associated power supplies, and install breaker locks for required power.

If smoke detectors are installed and then become dirty due to construction that takes place, the User understands they are responsible for repair and/or replacement.

If Bay is unable to gain access to the System for testing and inspections, User understands there may be a return trip fee. Bay will not issue a credit for failed or no access inspections.

User understands and agrees that the automatic fire alarm devices and appliances that will be installed or are located on this property are pursuant to the approved shop drawings that will be or were previously submitted by Bay to the AHJ for this property.

Additional state, other government agency, insurance inspections or testing which requires Bay personnel to be on site will be charged on a time plus material basis, at Bay's then prevailing rates.

Once System has been powered up and System is programmed at Bay's monitoring center the Monthly Service Fees is payable.

HVAC System power/shut off is to be provided by mechanical and/or electrical contractors. Duct detectors shall be provided with a grade level reset switch. Bay will monitor only.

If during the installation process the AHJ deems a fire watch is necessary while the System is being installed or temporarily inoperable, User to provide and pay for this service.

Any painting and/or patching is not included unless expressly stated otherwise.

Additional fees that are not included in the contract are as follows: permit fees, additional off hour inspections or re-inspection due to other contracted parties failure to show and have equipment ready for inspection.

Bay shall install a fire alarm System based on the Codes and Standards that were in effect at the time the System was designed, based on the prescriptive requirements for the occupancy. Bay is not providing an engineering assessment. If an engineering assessment of risk hazards is required, the User should contact a Registered Fire Protection Engineer.

If System Inspections are to be Performed:

Bay will perform system inspections during normal business hours, Monday-Friday 9-5. Inspections performed after normal business hours are available at a premium rate. Depending on the type of inspection being performed, User understands it may cause a disruption in business. This includes the annual testing of Notification Appliances.

If Sprinkler Inspections Service is Provided:

Bay will conduct the inspections in accordance with Title 19, California Code of Regulations, Chapter 5, and Article 4. Bay is not providing or will not provide design analysis of the premises sprinkler system through the inspection. If a design analysis is desired the User should contact a Registered Fire Protection Engineer. Subscriber is responsible for having a design analysis performed if there is a change of use to the occupancy and/or products that are stored or produced within the occupancy.

If an Addendum-Alteration Addition:

User understands and agrees that Bay will leave balance of System as listed per previous agreements.

If Cancels Former Agreement:

Contract terms begin upon date System and/or Service is online.

Service Agreement

The agreement is made by and between WATERSHED CONSERVATION AUTHORITY "User" and Bay Alarm Company "Bay") and is effective for an initial period of **five years**, from date the System is operational. This agreement shall automatically, without action by either party, extend and renew itself under the same terms and conditions for successive periods of two (2) years each after the initial period unless either party gives to the other at least thirty (30) days written notice, prior to expiration date, or its intention to terminate this agreement upon its original or any renewed expiration date.

Bay will install the system ("System") described in the Scope of Work section (s) and/or any additional continuation page (s), and will maintain, monitor, and provide other services pursuant to the terms and conditions of this agreement.

Installation will begin approximately 3-4 weeks, and will be completed approximately 1-2 weeks. Starting the installation of wiring and/or delivery of equipment to your premises will constitute substantial commencement of the work to be performed. User agrees to pay in addition to charges stated herein all taxes, permits, fees, or any costs relating to the System imposed by any governmental or regulatory body or increases in charges made by the telephone company. User understands there may be a direct telephone company charge for the installation of a telephone interface jack.

SCOPE OF WORK:

Services to be provided at the following location:

12936 VALLEY BLVD. LA PUENTE, CA 91746

Total Installation Charge: \$ 23,850.00

Total Monthly Service Charge Due Quarterly in Advance: \$ 1,382.00

User Acceptance:

In accepting this agreement, User agrees to the terms and conditions herein and any attachments or riders attached hereto that contain additional terms and conditions. It is understood that these terms and conditions shall prevail over any variation in terms and conditions on any purchase order or other document that the User may issue. Any changes in the System requested by the User after the execution of this agreement shall be paid for by the User and such charges shall be authorized in writing.

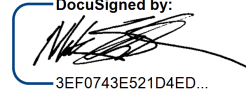
Bay Alarm Company:

Michael Nowak

Sales Representative

Agent #

User:

DocuSigned by:

3EF0743E521D4ED...

User's Signature

Mark Stanley, Executive Officer

User's Printed Name and Title

August 13, 2021

Approved

Date

Date Signed

This agreement will not be effective until either approved by one of Bay's managers, or Bay begins the installation of the equipment or initiates service. In the event of disapproval, Bay's only obligation shall be to refund any monies paid by User to Bay. User acknowledges and agrees that User will not receive a copy of this agreement signed by Bay's manager, and such lack of receipt shall not, in any way, invalidate or otherwise affect this agreement.

CSFM Automatic Fire Extinguishing Concern, Type 1 License, A-0471
California Contractor's License No. 880138
Alarm Operator's ACO License No. 28

Bay Alarm Company – What Have You Got To Lose?

Terms & Conditions

1. TITLE, TERMINATION, REMOVAL OF SYSTEM: User acknowledges and agrees that this agreement is a service agreement only and the entire System shall at all times remain the sole property of Bay. User will not damage, encumber or dispose of the System or permit the System to be damaged, encumbered, taken from the premises, tampered with or repaired by any but Bay's personnel. In the event of loss or damage to the System or any part thereof, User agrees to pay Bay the System's reasonable replacement value or the cost of repair as the case may be. At the expiration or termination of this agreement or in the event of User's default, User authorizes Bay to enter User's premises and to remove all or any portion of the System. Bay may elect to abandon all or any portion of the System. Removal of the System shall be without prejudice to the collection of any and all sums due under the entire agreement or extensions or renewals thereof, including, but not limited to recovery of loss of profits for any unexpired term of this agreement. If Bay elects to remove the System or any portion thereof, Bay agrees to conduct such removal, in a workmanlike manner, but Bay shall not be responsible for or have any obligation to repair minor damage to the premises (such as, but not limited to, screw, fastener holes, paint or wall finishing damage) resulting from such removal. Unless abandoned by Bay, User will return the System to us in good condition, reasonable wear and tear excepted. User agrees that installation of the System does not create a fixture to the premises. This agreement is not for sale of a System. If User defaults or cancels this agreement, or this agreement is terminated in whole or in part for any reason other than Bay's default, Bay shall be entitled to collect and User shall pay to Bay: (i) all amounts due to Bay for services performed and equipment provided through the termination date of the agreement, and (ii) all amounts to which Bay is entitled by law for the unexpired term of the agreement including loss of profits.

2. ADDITIONAL COSTS: User agrees to pay Bay's standard rate for past due or carrying charges and collection cost if payments are not made on time or if installation charge is paid on a periodic payment plan or progress billing. A reconnect charge is to be paid by User if the System is disconnected because of a past due balance and User desires it reconnected. User to receive no credit if System is temporarily disconnected or out of service for any reason. If User defaults or cancels this agreement or the whole or any part of the premises herein involved is acquired or condemned for any public or private use or purpose, the entire remaining balance of the initial period or extension of this agreement period shall immediately become due and payable. Bay assumes no liability for failure to perform because of labor disputes, riots, floods, fires, acts of God or any catastrophe or condition beyond our control and is not required to perform work while any such condition exists. If it becomes necessary for Bay to institute legal proceedings to collect any charges as set forth herein, the unsuccessful party shall pay to the successful party reasonable attorney's fees and actual court cost wherein permitted by law. If User fails to pay any obligations under this agreement when due, upon ten (10) days' written notice, Bay may disconnect the System. A re-connection fee in addition to all past due amounts, will be required prior to reactivating System.

3. BAY IS NOT AN INSURER. LIQUIDATED DAMAGES, LIMITATION OF LIABILITY: For all Systems and services provided, it is understood and agreed; that Bay is not an insurer, that insurance, if any, shall be obtained by the User; that the payments provided for herein are based solely on the value of the service as set forth herein and are unrelated to the value of the User's property or other's property located on User's premises; that Bay makes no guaranty or warranty, including any implied warranty of merchantability or fitness that the equipment or services supplied will avert or prevent occurrences or the consequences there from which the System or service is designed to detect or avert. User acknowledges that it is impractical and extremely difficult to fix the actual damages, if any, which may proximately result from Bay's negligence, a failure to perform any of the obligations herein, including, but not limited to, installation, monitoring or repair service or other services, or the failure of the System to properly operate with resulting loss to User because of, among other things: a) The uncertain amount or value of User's property or the property of others kept on the premises which may be lost, stolen, destroyed, damaged or otherwise affected by occurrences which the System or service is designed to detect or avert; b) The uncertainty of the response time of any police or fire department, should they be notified as a result of a signal from or at premises; c) The inability to ascertain in advance what portion, if any, of any personal injury, death, or property loss would be proximately caused by Bay's failure to perform or by its equipment to operate; d) A CCTV or access control system may not observe, detect or prevent an unauthorized intrusion or entry onto the premises; e) The nature of the service to be performed by Bay. User understands and agrees that if Bay should be found liable for loss or damage due to failure of Bay to perform any of the obligations herein, including but not limited to installation, repair services, monitoring or service, or the failure of the System equipment, or service in any respect whatsoever, or Bay's negligence then, Bay's liability shall be limited to a sum equal to the total of one half the annual payment or Fifteen Hundred Dollars (\$1500.00) whichever is the lesser, as liquidated damages and not as a penalty and this liability shall be exclusive, and that the provisions of this Section shall apply if loss or damage, irrespective of cause or origin, results directly or indirectly to persons or property, from performance or nonperformance of the obligations imposed by this agreement, or from negligence of Bay, its agents, assigns or employees. User may obtain a limitation of liability from Bay for a higher limitation of liability in lieu of the liquidated damages set forth above by paying an additional fee to Bay. If User elects this option, a rider will be added to this agreement which will set forth the amount of the limitation of liability and the amount of the fee. Agreeing to the limitation of liability does not mean that Bay is an insurer.

4. THIRD PARTY INDEMNIFICATION: When User, in the ordinary course of business, has the property of others in its/his custody, or the System extends to protect property of others, User agrees to and shall indemnify, defend and hold harmless Bay, its employees and agents for and against all claims brought by parties, other than the parties to this agreement. This provision shall apply to all claims regardless of cause including Bay's performance or failure to perform and including defects in products, design, installation, monitoring, repair, service, operation or nonoperation of the System whether based upon negligence, warranty, contribution, indemnification, or strict or product liability on the part of Bay, its employees or agents, but this provision shall not apply to claims for loss or damage which occur while an employee or agent of Bay is on User's premises and are solely and directly caused by such employee or agent.

5. SUBROGATION: So far as it is permitted by User's property insurance coverage, User hereby releases, discharges and agrees to hold Bay harmless from any and all claims, liabilities, damages, losses or expenses, arising from or caused by any hazard covered by insurance in or on the User's premises whether said claims are made by User, his agents, or insurance company or other parties claiming under or through User. User agrees to indemnify Bay against, defend and hold Bay harmless from, any action for subrogation which may be brought against Bay by any insurer or insurance company or its agents or assigns including the payment of all damages, expenses, costs and attorney's fees. User shall notify his insurance carrier of the terms of this provision.

6. USER DUTIES: You will instruct all other persons who may use the System on its proper use. You will test the System's protective devices and send test signals to our Central Station in accordance with our instructions at least monthly. If the System includes space protection (i.e. microwave, infrared, photo

beams, or other such detectors) you will turn on, control, or remove all things such as air conditioning systems and heaters that might interfere with such devices when they are turned on. If a problem in the System occurs you will notify us. Authorities may not respond to an alarm, and/or you may be subject to a fine or penalty unless you have all necessary permits and licenses for the use of the System. You agree that we may disclose the information of the instructions to any governmental agency having jurisdiction over the use and operation of the System. In the case of a fire alarm system, you will notify us in writing of any change in your fire rating bureau or agency. You are solely responsible for issuing and controlling access control cards and programming changes to the remote access system. User will give Bay access to all portions of the premises necessary to conduct inspections and tests of the System.

7. INSTALLATION: User will permit Bay to install the System during Bay's normal business hours and will give Bay uninterrupted access to User's premises. User agrees to compensate Bay for any additional installation/service visits required as a result of cancellation, readiness or unavailability to Bay's current prevailing rate. User has approved the locations of where the control panel, audible devices and all protective devices will be installed. User has the affirmative duty to inform Bay, prior to beginning of installation, of every location at the premises where we should not (because of concealed obstructions or hazards such as pipes, wires or asbestos) enter or drill holes. Upon request, User will repair the premises (including fixing broken or loose doors and windows) reasonably necessary to facilitate the installation and operation of the System. If asbestos or other health hazardous material is encountered during installation, Bay will cease work until User has, at User's sole expense, obtained clearance from a licensed asbestos removal or hazardous material contractor that continuation of work will not pose any danger to Bay's personnel. In no case shall Bay be liable for discovery or exposure of hidden asbestos or other hazardous material, and User shall indemnify and hold Bay and its employees harmless from any claims brought against Bay and/or its employees by third parties for damages, personal injury, death, emotional injury, whether actual or prospective allegedly caused by the presence, spread, ingestion or inhalation of any substance/vapor on or originating from User's premises. If the System includes an exterior audible bell, horn or siren, it is designed to shut-off after sounding for not more than fifteen (15) minutes. User will provide non-switched electrical outlets for the System's transformers. Bay is not responsible if the installation is delayed because of bad weather, labor disputes, unavailability of electrical power or telephone service, Acts of God or other reasons beyond Bay's control. After completion of the System, User and a Bay representative will inspect it. If something is missing or not properly installed you the User will notify Bay within ten (10) days, otherwise the System will have been accepted by User.

8. REPAIR SERVICE: Bay will provide all repairs necessitated by ordinary wear and tear to the System. Service will be provided as soon as reasonably possible twenty-four (24) hours a day, seven (7) days a week. This service does not cover: (i) repairs that are needed because of an accident, your failure to properly use the System or maintain your premises, or if someone other than Bay attempts to repair or change the system; or (ii) repairs that are needed for any other reason except a defect in the equipment or our installation. Bay may substitute materials of equal quality at time of replacement, may install reconditioned used parts, and may keep all replaced parts. Noncovered service will be charged on a time and material basis at our then prevailing rates and will include a visit charge, and you agree to pay for such noncovered services upon receipt of our invoice.

9. CHARGES, TAXES, RATE INCREASES: All charges set forth herein are based upon existing federal, state and local taxes and utility charges, including telephone company charges, if any. Bay shall have the right at any time to increase the monthly charges provided herein, to reflect any additional taxes, fees or charges provided herein, or charges which hereafter may be imposed on Bay by any utility or governmental agency relating to the service(s) provided under the terms of this agreement and User agrees to pay the same. So that Bay may properly adjust its rates to meet changing service costs and notwithstanding the terms and conditions set forth herein after the expiration of one (1) year from the date of completion of installation and not more often than once each twelve (12) months, Bay may increase the monthly service charge by up to 1.5 times the current Bureau of Labor Statistics Consumer Price Index for all urban consumers (related areas) or if this index is discontinued, a comparable index as measured from the date of this agreement to the effective date of the increase upon giving User notice in writing. The billing invoice setting forth the new charge shall be sufficient notice of the increase.

Notwithstanding any other terms and conditions set forth in this agreement, so that Bay may properly adjust periodic charges to recover increases in its services costs which are not recovered by increase pursuant to the above, at any time after the expiration of one (1) year from date of installation, Bay may increase the monthly service charge to an amount exceeding the charge provided above upon giving the User notice in writing. The billing invoice setting forth the new charge shall be sufficient notice of the increase. If User refuses rate increase, Bay has the right to rescind or reduce said rate increase. If Bay declines its right to reduce or rescind rate increase and if User is unwilling to pay such additional monthly charges imposed pursuant to this sub-paragraph, User may terminate this agreement upon giving written notice to Bay within ten (10) days from the effective date of the increase. User's failure to notify Bay within said ten (10) days shall constitute User's consent to the increase pursuant to this sub-paragraph.

10. ASSIGNEES/SUBCONTRACTORS OF BAY: Bay may transfer or assign this agreement to any other person or entity including any financial institution or alarm company. User may not transfer this agreement to someone else (including someone who purchases or rents User's premises) unless Bay approves the transfer in writing. Bay may use subcontractors to provide installation, repairs, inspections, tests or monitoring services. This Agreement, and particularly paragraphs 3, 4 and 5, shall apply to the work or services Bay's assignees or subcontractors provide, and shall apply to them and protect Bay's assignees and subcontractors in the same manner as it applies to and protects Bay.

11. MONITORING SERVICE: To reduce false alarms, Bay uses enhanced call verification (also known as 2-call verification or ECV). When a burglar alarm signal from the alarm system is received, Bay will first try to telephone User's premises, and if there is no answer then will try to telephone the first available person on User's Emergency Notification List, to verify whether or not an emergency condition requiring police response exists. If there is no answer to both of these calls or the person contacted indicates that an emergency exists, Bay will attempt to notify the police department and will also attempt to contact someone on the Emergency Notification List to advise them that the police have been notified. When a fire alarm, hold-up alarm or duress alarm signal is received, Bay will attempt to notify the police or fire department or other emergency personnel and the first available person on the Emergency Notification List. However, Bay, to the extent permitted by law, rule, code or regulation, reserves the right to verify all alarm signals by: (i) telephone, or (ii) using the two-way voice feature of the system, if one has been installed, or (iii) otherwise before notifying emergency personnel. When a carbon monoxide alarm is received, Bay will first attempt to contact the premises and the first available person on the Emergency Notification List. If there is no answer at the premises, Bay will attempt to notify the fire department. If someone in the premises responds to Bay's call, Bay will not notify the fire department, and Bay recommends that everyone vacate the premises and User call User's local gas company to investigate the cause of the CO signal. If no one answers the door for emergency authorities, they may attempt to forcibly enter the premises which may result in damage to your door or other entrance, and Bay is not responsible for any such damage. Bay recommends the installation of a Lock Box which gives the fire department access to User's premises key to enter the premises. When a non-emergency signal is received (e.g. temperature or flood sensors), Bay will attempt to contact the premises or the first available person on the Emergency Notification List but will not notify emergency authorities. Bay may choose not to notify emergency personnel if it has reason to believe that an emergency

condition does not exist. Bay and User are obligated to comply with all notification and response requirements imposed by governmental agencies having jurisdiction over your system. Bay may discontinue or change any particular response service due to governmental or insurance requirements by giving User written notice. User's consent to the recording of all telephonic communications between User and Bay. If User's police or fire department now or in the future requires physical or visual verification of an emergency condition before responding to a request for assistance, User agrees to subscribe to such service if provided by Bay, or otherwise comply with such requirements. Bay may charge an additional fee for such service. User acknowledges and agrees that all monitoring firmware and software, computer codes and monitoring information remain Bay's sole and exclusive property. USER AGREES THAT BAY IS RESPONSIBLE ONLY FOR ENDEAVORING TO NOTIFY BY THE PHONE THE APPROPRIATE EMERGENCY AGENCY OR OTHER PERSONS NAMED IN THE EMERGENCY NOTIFICATION LIST. USER UNDERSTANDS THAT THE BAY WILL NOT SEND ANY BAY PERSONNEL TO USER'S PREMISES IN RESPONSE TO ANY EMERGENCY SIGNAL UNLESS USER HAS SUBSCRIBED TO BAY'S RESPONSE SERVICE. User understands and agrees that Bay's response agents do not have special arrest or law enforcement powers and may act only as ordinary citizens. User acknowledges that if Bay utilizes a digital communicator for the purpose of sending alarm signals from User's premises to Bay's Central Station, that the signals from User's System are sent over User's single telephone line to Bay's Central Station and other telephone calls cannot be made when the System is activated including 911 emergency operator calls; and in the event User's telephone service is out of order, disconnected, placed on vacation or otherwise interrupted, signals from User's System will not be received in Bay's Central Station during any such interruption and the interruption will not be known to Bay. User further acknowledges and agrees that signals are sent over telephone company lines which are wholly beyond the control and jurisdiction of Bay and are maintained and serviced by the applicable telephone company. User agrees to pay all charges for all telephone services connecting User's protected premises and Bay. User acknowledges that if Wireless Transmission becomes inoperative for any reason, signals will not be received in Bay's Central Station. User acknowledges that Wireless Transmission may be impaired or interrupted by atmospheric conditions, including electrical storms, power failures, or other conditions beyond the control of Bay.

12. EXCESSIVE ALARMS: In the event an excessive number of false alarms or service calls are caused by User or in the event User in any manner misuses or abuses the System, Bay may, at its sole discretion, deem same to be a material breach of contract on the part of User and, at its option, be excused from further performance upon the giving of ten (10) days written notice to User. Bay's excuse from performance shall not affect its right to recover damages from User. **In the event Bay dispatches an agent to respond to an alarm originating from User's premises where User intentionally, accidentally, or negligently has activated the alarm signal and no emergency exists, or if Bay makes any service call caused by the inadvertence or negligence of User, User shall pay Bay a service charge at Bay's then prevailing rates. User represents he fully understands that the equipment, because of its sensitivity and nature, is subject to the influence of external events which are not within the control of Bay and which may cause the alarm to activate.** In the event a fine, penalty or fee is assessed against Bay or User by any governmental or municipal agency as a result of any alarm originating from User's premises, User agrees to be responsible for payment of all assessments and/or reimburse Bay for Bay assessments. Any or all such alarms shall not excuse any of the obligations of User as set forth in the agreement.

13. DISCONNECT POLICY: User hereby authorizes Bay to manually or automatically disconnect the System if so ordered by a public official or regulation or for nuisance or electrical reasons or if Bay is unable to notify User at emergency numbers listed or if User declines or fails to arrive at premises within thirty (30) minutes after notification. User agrees to hold Bay harmless and to indemnify Bay for any damage, loss, or liability which may result from the turning off of the System.

14. CONTROL COMMUNICATOR: User acknowledges and agrees that Bay reserves the right to access the digital control communicator by way of remote programming or physical access in order to perform diagnostics, change and/or update information or disconnect service upon the termination or expiration of this agreement.

15. ENTIRE AGREEMENT: It is understood and agreed by and between the parties hereto, that if there is any conflict between this agreement and User's purchase order or any other document or Bay literature, this agreement will govern, whether such purchase order or other document is prior or subsequent to this agreement unless expressly superseded or replaced by a subsequent agreement. In the event any provisions or parts of this agreement shall be unenforceable, the parties understand and agree that the remaining provisions and parts shall continue in full force and effect. There are no verbal understandings changing or modifying this agreement. If User cancels agreement before installation begins, User agrees to pay an administrative charge of 50% of the installation charge.

16. GOVERNING LAW: This writing is intended by the parties as a final expression of their agreement and as a complete and exclusive statement of the terms thereof. This agreement supersedes all prior representations, understandings or agreements of the parties; and the parties rely only upon the contents of this agreement in executing it. This agreement can only be modified by a writing signed by the parties or their duly authorized agent. No waiver or breach of any term or condition of this agreement shall be construed to be a waiver of any succeeding breach. User agrees that this agreement is performed in the state of California and shall be governed by the laws of California. User agrees that any and all legal proceedings will have Contra Costa County as the exclusive place of venue.

17. LEGAL WAIVERS, REFERENCE: Both parties hereby agree that no suit or action that relates in any way to this agreement (whether based upon contract, negligence or otherwise) shall be brought against the other more than one (1) year after the accrual of the cause of action therefore. Both parties agree that no lawsuit or any other legal proceeding connected with this Agreement shall be brought or filed more than one (1) year after the incident giving rise to the claim occurred. Any controversy, dispute, or claim between the parties arising out of or relating to this Agreement, (other than actions brought by Bay in small claims court to collect amounts due under this Agreement) will be settled by a reference proceeding in Contra Costa County California, in accordance with the provisions of Sections 638, et seq and 641 through 645.1, and of the California Code of Civil Procedure, or their successor sections, which shall constitute the exclusive remedy for the resolution of any controversy, dispute, or claim concerning this Agreement, including whether such controversy, dispute, or claim is subject to the reference proceeding. The referee shall be appointed to sit as a temporary Judge with all of the powers of a temporary Judge authorized by law. In the event that the enabling legislation, which provides for the appointment of a referee is repealed and no successor statute is enacted, any dispute between the parties that would otherwise be determined by a reference procedure herein, will be resolved and determined by binding arbitration. That arbitration will be conducted by a retired Judge of the Superior Court in accordance with Section 1280 to 1294.2 of the California Code of Civil Procedure, as amended from time to time.

18. IMAGING: User agrees that Bay may save and store all agreements and other documents executed by User in an electronic media and all such agreements and other documents shall be deemed to be, and may be used by Bay as, originals and shall be given the same force and effect as the paper-form original.

PLEASE READ ENTIRE AGREEMENT

Bay Alarm Company – What Have You Got To Lose?



BAYGUARD LIVE ADDENDUM

Name: Watershed Conservation Authority
Address: 12936 Valley Blvd
City, State, Zip Code: La Puente, Ca 91746
Lead #: Click here to enter text.
Date: 8/12/2021

This Addendum amends that certain agreement for alarm services concurrently entered into between Bay Alarm Company ("Bay") and User (the "Agreement"). Following are the notification options and terms and conditions that pertain to live remote video monitoring services for the BayGuard Live system specifically described below (the "System").

☐ Bay Alarm to install (and monitor/unmonitored as indicated) the following equipment (16 cameras max per site):

Camera 1: East Side of Park Viewing Entry Park Plaza, Walls and Marquee
Camera 2: East Side of Park Viewing Driveway. Parking Lot and Wall
Camera 3: East Side of Park Viewing East Plaza and Tunnel
Camera 4: West Side of Park Viewing River Overlook Plaza
Camera 5: West Side of Park Viewing West Plaza, Tunnel and Restroom
Camera 6: West Side of Park Viewing Restroom Rear Wall and Maintenance Door
Camera 7: West Side of Park Viewing West Side of Shed and Outdoor Classroom
Camera 8: West Side of Park Viewing Front Access Doors and East Side of Shed
Camera 9: West Side of Park Viewing South Side of Shed
Camera 10: Enter what we are protecting.
Camera 11: Enter what we are protecting.
Camera 12: Enter what we are protecting.
Camera 13: Enter what we are protecting.
Camera 14: Enter what we are protecting.
Camera 15: Enter what we are protecting.
Camera 16: Enter what we are protecting.

☐ Talk Down Speaker Location (32 max per site):

Speaker 1: East Side of Park Viewing Entry Park Plaza, Walls and Marquee
Speaker 2: East Side of Park Viewing Driveway. Parking Lot and Wall
Speaker 3: East Side of Park Viewing East Plaza and Tunnel
Speaker 4: West Side of Park Viewing River Overlook Plaza
Speaker 5: West Side of Park Viewing West Plaza, Tunnel and Restroom
Speaker 6: West Side of park Viewing West Side of Shed and Outdoor Classroom

☐ What is the issue the customer is experiencing that prompted to get the system?

Vandalism

☐ Are we protecting an unfenced area?

Yes

*Ensure a 10 ft demarcation / DMZ area between protected area and public area. *

☐ Are the entrances to the property gated and secured?

No

☐ Remote Users:

1. **Name:**First Name & Last Name.
Email:Click here to enter text.
2. **Name:**First Name & Last Name.
Email:Click here to enter text.
3. **Name:**First Name & Last Name.
Email:Click here to enter text.

☐ Email/Phone for Health Notifications:

1. **Phone:**Click here to enter text. (need carrier as well) **Email:**Click here to enter text.
2. **Phone:**Click here to enter text. (need carrier as well) **Email:**Click here to enter text.
3. **Phone:**Click here to enter text. (need carrier as well) **Email:**Click here to enter text.

☐ Event Monitoring Schedule (when should the system be disarmed?):

Begin Day	Begin Time	End Day	End Time
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			
Sunday			

****Any deviations from the seven-day schedule listed above including holidays, unexpected closures, or miscellaneous changes must be emailed to techsupportcloud@bayalarm.com 2-5 business days before the requested day. ****

☐ Afterhours Delivery Company & Schedule:

Ex: Bay Delivery on Tuesdays at 4:00am.

☐ Cleaning Company Name, Contact, & Schedule:**Cleaning Company Name:**Click here to enter text.**Contact:**First Name, Last Name, & Phone #.**Schedule:**Ex: M-F 21:00 – 23:00.☒ Dispatching procedures (i.e. Dispatch PD or Call EN list?):

Click here to enter text.

☐ Special Instructions for Dispatch:

Msg ID – LRV1 - Description – No EN/EN B4 PD - HUMAN ACTIVITY: USE TALK DOWN AND IF SUSPECT LEAVES NO NEED TO CALL EN. IF SUSPECT DOESN'T LEAVE, CALL EN LIST FIRST THEN DISPATCH PD

☐ How long should recordings be retained on the cloud platform?

30 Days

☐ Google map overhead image of property with cameral locations attached:

Yes

☐ Customer has minimum upload speed of 1 Mbps per Camera installed.

No

☐ Provide a Static IP address on the customer's Local Area Network (LAN) for each talk down speaker. Otherwise it will be assigned accordingly

Hotspot

☐ Please ensure that ports 80, 443, and 8080-8089 are available for outbound TCP traffic.

Port Open

Live Remote Video Monitoring Terms and Conditions

In addition to the terms and conditions listed in the Agreement, the following terms and conditions apply.

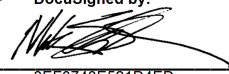
- Bay Alarm will monitor the live video feed from select cameras upon the occurrence of an alarm event during the monitoring schedule specified by User in this Addendum. Bay will evaluate the video received to interpret said incident, and if Bay has reason to believe that an emergency condition exists, Bay will notify User and/or the police pursuant to one of the dispatch options selected by User.
- If an alarm event is determined to be an incident requiring agent and/or law enforcement intervention, Bay Alarm to provide an incident report, including a video clip and written description of the incident, via email to the designated email address(es) on Remote User list in this Addendum.
- During the first two (2) weeks that the System is operational, Bay will be testing the System and making adjustments in order to improve performance and to prevent false alarms. During this testing period, Bay will not dispatch on alarm signals generated by the System. It is possible that Bay may need to access User's premises during the testing period.
- Bay Alarm will provide live audio talk down service, to verbally engage trespassing party in an effort to encourage the trespassing party to leave the property.
- Bay Alarm to provide a minimum of 30 days of video recording storage (or the specified retention period) in a cloud based service. User will have access to all video on the cloud platform during the retention period. Any video on the cloud storage platform after the expiration of the retention period will be lost unless User exports video. All cameras will have an on-board 64GB SD card that will store a local copy of video while there is space on the SD card.

- Bay Alarm to provide “health monitoring” of the connected cameras for errors or signal loss. In the event an error is detected, the Bay Alarm technical support team will make an attempt to remotely correct the error. In the event that Bay Alarm is unable to correct the error remotely, User will be notified and a Bay Alarm service technician will be dispatched to the site.
- The System requires active high-speed network for video transmission to Bay Alarm’s monitoring center. Network must have a minimum upload speed of 1 Mbps per device. System also requires ports 80, 443 and 8080-8089 be open for outbound data transmission. User is responsible for the provision of high-speed internet service and all related charges. Bay Alarm does not provide internet service, and does not maintain internet connections or wireless access or communication pathways or electric current connections or supply; or the remote server, which are provided by others. User may experience interruption in signal or video transmission or slowdown in speed, which are completely beyond Bay Alarm’s control.
- User acknowledges that Bay Alarm cannot and does not guarantee that our monitoring center will be able to correctly interpret, understand, manage and/or respond to the live video received from User’s System at all times.
- The live remote video monitoring services, and other service provided pursuant to the Agreement, are affected by how the video cameras are installed and maintained, and by the conditions at the site. Cameras have a limited field of view and the live video remote monitoring services are limited to the area(s) covered by the camera(s). Camera capability and installation can impact the definition, clarity, and quality of the video received by Bay Alarm’s monitoring center. In addition, environmental factors can impact video quality and/or viewing conditions. Cameras are subject to weather and other ambient conditions, including but not limited to heat, cold, humidity, rain, fog, snow, and lighting issues (including headlights and vehicle speed) that can affect video quality and that are completely beyond the control of Bay Alarm. Bay Alarm does not represent or warrant that our monitoring center will be able to detect or prevent all crimes, unauthorized activities, or other emergency conditions, or that the live remote video monitoring services will in all cases provide the intended protection.
- User is responsible for providing the proper environment for the System, including proper lighting, network speed, bandwidth, access, and removal of obstructions.
- User is aware that there are certain rights to privacy enjoyed by employees and the public. To the extent required by law, User is solely responsible for informing persons on User’s site that they may be monitored by video. User will not use or permit the use of video or installation of cameras where any person may have a reasonable expectation of privacy and User will not use the System for any criminal, illegal, or otherwise unlawful activity, including invasion of privacy.
- When integrated to a host panel, User understands and accepts all responsibilities for intrusion system being armed and dis-armed through the host panel. User is solely responsible for all arming states, including but not limited to normal schedules, holiday and special dates and times, requirements set forth by leasing agencies and any governmental agencies or bodies. Any service requirements to add/delete or alter system configuration by Bay Alarm will be done on normal service rate schedule (at Bay Alarm’s then-prevailing rates) and must be approved by an authorized representative of User upon completion of service. User is responsible for all false alarms and/or event conditions that transpire from such activity and any fines, fees etc. levied by any governmental agency.
- All right, title, and interest in and to worldwide intellectual property rights in or relating to the products, services, and materials developed, upgraded, or modified by Bay Alarm in relation to the services shall be owned solely and exclusively by Bay Alarm, its parents, affiliates, divisions, suppliers or assigns at all times. Bay Alarm will sublicense all such rights to User free of charge and on a non-exclusive, worldwide basis solely to the extent it is necessary to enable User to make reasonable use of the services. If this Agreement terminates, this sublicense automatically terminates at the same time. “Intellectual Property Rights” means all patents, copyrights, trademarks, inventions, improvements,

designs, trade secrets, know-how, software, algorithms, mask works, all other intangible proprietary information or rights necessary to conduct and provide the services, and all other legal interests recognized or protected as intellectual property, including all pending applications or registrations, arising out of or under the laws of any jurisdiction

- Except as expressly provided herein, all of the terms and conditions of the Agreement remain in full force and effect. In particular, those provisions limiting Bay's liability and its right to indemnification from User are applicable to this addendum and the provision of video equipment and services by Bay to User.
- Bay and User are obligated to comply with all laws regulating alarm systems and alarm notifications and response. Bay may change the notification services and procedures set forth in this Addendum as may be required by changes in applicable law.

User understands and agrees to the terms and conditions on pages 1 through 5 of this Addendum.

DocuSigned by:

3EF0743E521D4ED...

User Authorized Signature

August 13, 2021

Date

Mark Stanley

Printed Name

Executive Officer

Title



Emergency Notification List

1-800-610-1000

www.bayalarm.com

We need to reach you or your alarm responder in case of an emergency. In the order listed below, we will contact the following people for notification upon an alarm/emergency:

1. _____ **Email Address:** _____

Name

1st Phone Check One ☐ Hm ☐ Wrk ☐ Cell ☐ Alt (____) _____

2nd Phone Check One ☐ Hm ☐ Wrk ☐ Cell ☐ Alt (____) _____

3rd Phone Check One ☐ Hm ☐ Wrk ☐ Cell ☐ Alt (____) _____

2. _____ **Email Address:** _____

Name

1st Phone Check One ☐ Hm ☐ Wrk ☐ Cell ☐ Alt (____) _____

2nd Phone Check One ☐ Hm ☐ Wrk ☐ Cell ☐ Alt (____) _____

3rd Phone Check One ☐ Hm ☐ Wrk ☐ Cell ☐ Alt (____) _____

3. _____ **Email Address:** _____

Name

1st Phone Check One ☐ Hm ☐ Wrk ☐ Cell ☐ Alt (____) _____

2nd Phone Check One ☐ Hm ☐ Wrk ☐ Cell ☐ Alt (____) _____

3rd Phone Check One ☐ Hm ☐ Wrk ☐ Cell ☐ Alt (____) _____

The following **CODEWORD** is to be used by anyone authorized to cancel an alarm activation or to make any changes to the above information.

Codeword: _____ (up to 10 letters)

BayNet Online Management of Your Account

Bay Alarm Company **offers free** Online Account Management (BayNet) to our active customers. Please provide us with an authorized person's name and email address we will automatically set this service up for you. If you are subscribing and paying for BayNetPlus or E-Autolog the below information is required.

Authorized Email Address: _____

Authorized User's Name: _____

Jurisdictions

It is the User's responsibility to provide their current jurisdictions for dispatching purposes. Please list below the jurisdiction that is responsible to respond to an emergency at your business.

User's Fire Jurisdiction: _____ ☐ City ☐ County ☐ OTHER (check one)

User's Burglary Jurisdiction: _____ ☐ City ☐ County ☐ OTHER (check one)

Authorized Signature: _____ **Date:** _____

Co-Applicant Signature: _____

**Sign & Date
Here**