

COUNTY OF LOS ANGELES  
PROBATION DEPARTMENT  
**DIRECTIVE**

|                      |
|----------------------|
| No: 1261             |
| Issued: 03/16/11     |
| Post until: 04/16/11 |

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**SUBJECT: DEPARTMENTAL PURCHASES**

The purpose of this Directive is to provide modified procedures for initiating requests to purchase services and commodities for departmental consumption, the process for sole source and consultant service requests, and the inappropriateness of retroactive purchases.

**Requesting Departmental Services & Supplies**

The Probation Department Service & Commodity Request Form PROB. 1553 (Attachment A) will replace the PA 654 and the PROB. 1365 supply requisition forms for requesting departmental services and supplies. This form and an instructions worksheet, which provides additional information for its use, can be accessed from the Department's Probnets website, in the Administrative Forms section. Instructions for completing each field on the form are detailed below.

- Field #1: Special Instructions: Provide specific information that Procurement Services requires to meet the request.
- Field #2: Operation's Requisition Number: Provide the operation's requisition number. Refer to your operation's series of requisition numbers. The Department's FY 2010/2011 assigned requisition numbers (Attachment B) should be utilized in sequence.
- Field #3: Facility Name & Operation's Fund Organization Number: Provide the name of the facility and the fund organization number of the requesting operation. The 2010-11 numbers for each operation can be located on Attachment C.
- Field #4: Ship To Address: Provide the location that the services are to be performed or commodities delivered.
- Field #5: Name of Employee Receiving Commodity/Service & Phone Number: Provide the name of the employee and their phone number. Procurement Services will communicate this information to the selected vendor.
- Field #6: Reference Vendor Name & Address (If Known): Provide the name and address of the vendor that you would prefer to provide the service or commodity. This information will assist Procurement Services in meeting the specific need by locating the like or similar service or commodity.
- Field #7: QTY (Quantity): Provide the total number of commodities requested for each line.
- Field #8: U/M (Unit of Measure): Provide the standardized quantity of the commodity for each line.

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- Field #9: Manufacturer/Model Number (Optional): Provide the commodity's reference number.
- Field #10: Description: Provide detailed comments to describe the commodity. Be as specific as possible.
- Field #11: Justification: Provide detailed comments to justify the request. Include in the comments how the operation would be impacted if the service or commodity would not be provided.
- Field #12: Check Boxes To Identify Attachments: Provide the respective attachment.
- Field #13: Supervisor/Manager Name & Employee Number: Provide the printed name and employee number of the supervisor/manager receiving the asset.
- Field #14: Requestor Name & Telephone Number: Provide the name and phone number of the person requesting the service and/or commodity.
- Field #15: Approval Signature & Date: The signatures of the operation's supervisor (line #1), Director/manager (line #2) and Bureau Chief/Bureau Chief designate (line #3) are required for each order. Additionally, the Bureau Chief's signature must be in blue ink; stamped signatures will not be accepted.

Procurement Use Only Fields (PUO)

Several fields are specifically dedicated for Procurement Services to provide purchasing information. The fields and a description of the information that is required are detailed below:

1. Purchase Order/Requisition Number: Procurement Services will provide the purchase order or requisition number for the each respective order.
2. Vendor Contact Information: Procurement Services will provide the vendor's contact information that is not limited to the vendor's name, phone number, and/or e-mail address.
3. Commodity Code: Procurement Services will provide the eCAPS commodity code for each commodity.
4. Unit Price: Procurement Services will provide the unit price for each commodity.
5. Unit Price Total: Procurement Services will provide the sum total price for each commodity.
6. Catalog Number: Procurement Services will provide the Barscan system identification number for each commodity.

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5. Subtotal, Tax, and Total: Procurement Services will provide information that leads to the total cost of the order.
6. Type of Asset: When applicable, Procurement Services will note the specific type of asset.
7. Procurement Services Order Confirmation & Asset Management Notification: Procurement Services is to provide the following:
  - Procurement Buyer's Name & Phone Number
  - Order Date
  - Estimated Delivery Date
  - Total Order Amount
  - Order Confirmation Forwarded to Requestor
  - Copy of the Request form is forwarded to Asset Management: For those commodities identified to be assets, a copy of the request form will be forwarded to Asset Management for asset tagging and Barscan entry.

**Purchases Exceeding the Department's Purchasing Authority**

**Cross Reference Documents:**

1. Internal Services Department (ISD) Purchase Standard No. 1002 (3/03): Dept. Instructions for Non-Agreement Various Vendors Blanket Purchase Orders.
2. ISD Purchase Standard No. 1003 (03/03): Dept. Instructions for Agreement and Vendor Specified Blanket Purchase Orders.

The Department has a \$5,000 delegated purchasing authority for non-agreement services and commodities. Non-agreement purchases are defined services and commodities that have no pre-existing agreement with a vendor. Requests for services and commodities exceeding \$5,000 for non-agreement service or commodity requests must be processed by Procurement Services and forwarded to ISD in the form of a requisition.

**Purchases Exceeding \$100,000**

**Cross Reference Documents:**

1. ISD Purchasing Policy No. A-300: Departmental Authority
2. ISD Purchasing Policy No. P-2400: Proposition "A" Contracts
3. ISD Purchasing Policy No. CL - 0001: Departmental Checklist for Service Requisitions
4. ISD Purchase Standard No. 1002 (3/03): Dept. Instructions Non-Agreement Various Vendor Blanket Purchase Orders

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Requests for services and commodities that exceed \$100,000 shall be processed as a Board contract. The \$100,000 monetary limitation is applicable per project on an annual basis. Based on the nature and/or statutory authority levels required, the following service-related acquisitions are excluded from processing by ISD, and must be processed by the department for Board approval:

1. Contracts or services that meet the Proposition "A" criteria. Proposition "A" are contracts for services that can be provided more economically by contractors as opposed to County employees. Janitorial services, food services and security services are examples of current Proposition "A" contracts.
2. Multi-year sole source agreements.
3. Personal services agreements for medical or health related patient care services.
4. Social services contracts that require department-specific monitoring efforts or measurable outcomes must remain with the respective department.

Prior to submitting a requisition for services to ISD to issue a Purchase Order or Purchase Order Agreement, the Departmental Checklist for Service Requisitions (Attachment D) must be completed and submitted to Procurement Services for review and requisition processing. The Department must attest and certify by authorized signature of the Administrative Deputy or higher, that all of the following conditions exist:

1. The service cannot be performed adequately, competently or satisfactorily by a County employee and that it is impossible to recruit such personnel to perform the service for the period of time the service is needed by the County;
2. The service is of an extraordinary professional or technical nature and is only needed on a temporary, short-term, or one-time basis;
3. The service being requested is not part of an ongoing project or any portion or phase of a project that will or has already exceeded the \$100,000 annual threshold when completed; and
4. The service is not part of a project or any portion or phase of a project that is related to an existing or expired Board contract.

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**Sole Source Purchases**

Cross Reference Documents:

1. ISD Purchasing Policy No. P-3700: Sole Source Purchases
2. ISD Purchasing Policy No. P-1200: Consulting Services
3. ISD Purchasing Policy No. P-2400: Proposition "A" Contracts

Sole source purchase under \$5,000 may be processed under the Department's delegated purchasing authority and without the assistance of ISD. The sole source purchase must be approved by a departmental manager at the level of Administrative Deputy or higher. The department shall maintain the sole source documentation in the event of an audit.

Sole source purchases over \$5,000 shall be approved by Internal Services Department. Operations requiring sole source purchases must demonstrate that the commodity:

1. Is available from only one source (i.e., proprietary to a manufacturer, distributor, and/or reseller, etc.).
2. Is the only brand that meets the qualifications or specifications of the requisitioning Department.
3. Is a brand that must match or inter-member with an existing system, and can not be substituted without replacing the system, resulting in significant costs to the Department.
4. If purchased, will avoid other costs (i.e., data conversion, training, purchase of additional hardware, etc.).
5. Is needed on an emergency basis, and time does not permit a solicitation.

Ample documentation must be submitted to Procurement Services that explains the basis for the sole source purchase. Operations requiring sole source must provide viable responses to the following questions:

1. What is being requested?
2. Why is the product needed and how will it be utilized?
3. Is this brand of product the only one that meets the user's requirements? If yes, what is unique about the product?
4. Have other products/vendors been considered? If **yes**, which products/vendors have been considered and how did they fail to meet the requirements?

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5. Will purchase of this product avoid costs, e.g. data conversion, training, purchase of additional hardware, etc.?
6. Is the product proprietary or is it available from various dealers? Have you verified this?
7. Reasonableness of Price: Does the County obtain a special discount or pricing not available to the private sector? How does County pricing compare with other governmental entities?
8. What is the dollar value of existing equipment and the purchase order number for the existing equipment? (Applicable to sole sources based on match and inter-member requirement, i.e. maintenance of proprietary computer software or purchase of a part/component designed for a specific piece of equipment).

Consulting Services

Consulting services, a type of a sole source purchase, can be provided by a company, organization or private individual. General considerations for justifying sole source consulting services may be more complicated than for commodities. The Purchasing Agent shall negotiate with vendor/contractor for lower prices. The following factors are used to justify sole source services.

1. No other vendor offers a service or employs personnel meeting the minimum requirements.
2. The department's required time frame for project completion is critical and cannot be exceeded without extreme hardship.
3. The cost to continue with the same consultant is less than the cost for any other consultant due to the time necessary to get up to speed (learning curve) with the project.
4. A unique and proprietary solution has been offered which is determined to be in the best interest of the County.
5. The Purchasing Agent designee must follow the attached guidelines for Checklist for Sole Source Service Requisitions (Attachment E) prior to processing service-related requisitions.

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**Retroactive Purchases**

Cross Reference Document:

1. ISD Purchasing Policy No. PP-1100: Retroactive Purchase Orders - Prohibited

Retroactive purchases occur when services or supplies are received by a vendor without a properly executed purchase order issued by Procurement Services.

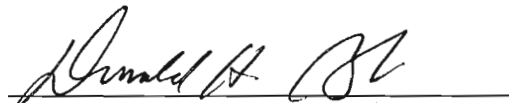
A bonafide departmental emergency is the only acceptable explanation for receiving services or supplies from a vendor without a purchase order. When departmental emergencies occur, Procurement Services shall be notified prior to communicating with the vendor and provided a justification letter that includes the following:

- 1) Explanation and details of the emergency purchase.
- 2) Include competitive quotes or address how the proposed vendor's price is reasonable.
- 3) Signature authorization by the Administrative Deputy or higher.

This information will be reviewed by Procurement Services and if acceptable, forwarded to Internal Services Department for secondary review and processing.

Confirmed retroactive purchases will not be processed by Procurement Services and the retroactive documentation will be forwarded to the Administrative Deputy for review. The vendor will be advised to file a claim for payment with the Executive Office for the Board of Supervisors.

Questions or concerns regarding this Directive should be directed to Management Services Bureau's Director for Procurement Services.



Donald H. Blevins  
Chief Probation Officer

REQUESTOR: COMPLETE ORDER AND ACCOUNTING INFORMATION  
SECTIONS EXCEPT COMMODITY CODE AND MINOR OBJECT INCLUDE  
AREA CODE WHEN PROVIDING TELEPHONE NUMBERS. PLEASE REFER TO  
THE BACK OF THIS FORM FOR COMPLETE INSTRUCTIONS.

**PROBATION DEPARTMENT  
SERVICE & COMMODITY  
REQUEST FORM**

PROCUREMENT USE ONLY (PUO)  
PURCHASE ORDER / REQUISITION NUMBER:

**ORDER INFORMATION**

(1) SPECIAL INSTRUCTIONS (EMERGENCY, REQUIRED DELIVERY DATE, ETC):

(2) OPERATION'S REQUISITION NUMBER:

(3) FACILITY NAME & OPERATION'S FUND ORGANIZATION NUMBER:

(4) SHIP TO ADDRESS:

(5) NAME OF EMPLOYEE RECEIVING  
ORDER/SERVICE & PHONE NUMBER:

(6) REFERENCE VENDOR NAME & ADDRESS (IF KNOWN):

VENDOR CONTACT INFORMATION: NAME, PHONE NUMBER, E-MAIL (PUO)

(PLEASE PRINT)

| COMMODITY<br>CODE (PUO) | (7) QTY | (8) U/M | UNIT PRICE<br>(PUO) | UNIT PRICE<br>TOTAL<br>(PUO) | CATALOG/PART<br>NUMBER<br>(PUO) | (9) MANUFACTURER/<br>MODEL NUMBER<br>(OPTIONAL) | (10) DESCRIPTION (BE AS DETAILED AS POSSIBLE) |
|-------------------------|---------|---------|---------------------|------------------------------|---------------------------------|-------------------------------------------------|-----------------------------------------------|
| 1                       |         |         |                     |                              |                                 |                                                 |                                               |
| 2                       |         |         |                     |                              |                                 |                                                 |                                               |
| 3                       |         |         |                     |                              |                                 |                                                 |                                               |
| 4                       |         |         |                     |                              |                                 |                                                 |                                               |
| 5                       |         |         |                     |                              |                                 |                                                 |                                               |
| 6                       |         |         |                     |                              |                                 |                                                 |                                               |
| 7                       |         |         |                     |                              |                                 |                                                 |                                               |
| 8                       |         |         |                     |                              |                                 |                                                 |                                               |

(11) JUSTIFICATION:

(12) CHECK BOXES TO IDENTIFY ATTACHMENTS:

- ☐ "T" FORMAT SPECIFICATION
- ☐ SOLE SOURCE JUSTIFICATION
- ☐ EMERGENCY JUSTIFICATION
- ☐ STAFF TRAINING
- ☐ OTHER (SPECIFY): \_\_\_\_\_

TYPE OF ASSET

- ☐ Portable Asset
- ☐ Fixed Asset
- ☐ LAC CAL

**SUBTOTAL**

**TAX**

**TOTAL**

(13) Supervisor/Manager Receiving Asset:  
(PLEASE PRINT)

(14) REQUESTOR NAME & TELEPHONE NUMBER:

(15) APPROVAL SIGNATURES & DATE (BLUE INK REQUIRED FOR BUREAU CHIEF):

1.

2.

3.

PROCUREMENT SERVICES ORDER CONFIRMATION &  
ASSET MANAGEMENT NOTIFICATION SECTION

PROCUREMENT BUYER'S NAME & PHONE NUMBER:

ORDER DATE ESTIMATED DELIVERY DATE

☐ ORDER CONFIRMATION FORWARDED TO REQUESTOR

TOTAL ORDER AMOUNT: \$

☐ COPY OF REQUEST FORM FORWARDED TO ASSET MANAGEMENT FOR BARSCAN ENTRY

# PROBATION DEPARTMENT SERVICE & SUPPLY REQUEST FORM

Instructions for Completing Fields

## ORDER INFORMATION SECTION

**\*\*PURCHASE ORDER / REQUISITION NUMBER:** Reference number from finalized processed request. To be completed by Procurement Services.

**SPECIAL INSTRUCTIONS:** Emergency Request / Specific date the commodity is needed, etc.

**OPERATION'S REQUISITION NUMBER:** Six-digit requisition number issued by Fiscal Services to each operation.

**FACILITY NAME & OPERATION'S FUND ORGANIZATION NUMBER:** Facility Name and Operation's Fund Organization Number.

**SHIP TO ADDRESS:** Specific location for the commodity to be delivered or the service to be performed.

**NAME OF EMPLOYEE RECEIVING ORDER/SERVICE & PHONE NUMBER:** Last name, first name and area code / telephone number of employee designated to receive order from vendor if employee is other than the employee indicated on Ship to Location Code.

**REFERENCE VENDOR NAME & ADDRESS (IF KNOWN):** Name and address of the preferred vendor. Procurement Services / Purchasing will determine final award vendor.

**\*\*VENDOR CONTACT NAME / PHONE NUMBER / E-MAIL:** Referenced vendor's representative, telephone number and e-mail address. To be completed by Procurement Services.

**\*\*COMMODITY CODE:** Five-digit commodity code from table corresponding to requested goods / service. To be completed by Procurement Services.

**QTY:** Requested quantity.

**U/M:** Unit of measure, e.g., each, case, carton, feet, gallon, etc.

**\*\*UNIT PRICE:** Estimated price for one unit of measure. To be completed by Procurement Services.

**\*\*UNIT PRICE TOTAL:** Sum of commodity, based on the number of commodities requested. To be completed by Procurement Services.

**\*\*CATALOG / PART NUMBER:** Vendor's catalog or part number for the requested item, when available. To be completed by Procurement Services.

**MANUFACTURER NUMBER / MODEL NUMBER (Optional):** Requested item's manufacturer / model number, when available.

**DESCRIPTION:** Complete description of the requested goods / service requested. Be as specific and detailed as possible.

**JUSTIFICATION:** Provide detailed comments to justify the request. Include in the comments how the operation would be impacted if the service or commodity was not provided.

**CHECK BOXES TO IDENTIFY ATTACHMENTS:** Check applicable box, if documents are attached. Check "Other" box if attachment is not described above and specify.

**\*\*SUB TOTAL:** Sum of all estimated amounts. To be completed by Procurement Services.

**\*\*TAX:** Items with a commodity code between 0 and 900 are taxable. To be completed by Procurement Services.

**\*\*TOTAL:** Estimated order amount (sub total + tax, if applicable). To be completed by Procurement Services.

**\*\*TYPE OF ASSET:** Check the corresponding box for the type of asset being purchased.

**SUPERVISOR/MANAGER RECEIVING ASSET:** Last name, first name, and employee number of supervisor / manager accountable for the security of the requested equipment.

**REQUESTOR NAME & TELEPHONE NUMBER:** Requestor's last name, first name, area code / telephone number, and form's completion date

**APPROVAL SIGNATURE & DATE:** Obtain required approval signatures and date of approval (s) prior to submitting order from the operation's Director/manager and Bureau Chief/Bureau Chief designee.

## \*\*PROCUREMENT SERVICES ORDER CONFIRMATION & ASSET MANAGEMENT NOTIFICATION SECTION

**PROCUREMENT BUYER'S NAME & PHONE NUMBER:** Contact name and phone number for the Procurement Buyer

**ORDER DATE:** Date the service/commodity was ordered.

**ESTIMATED DELIVERY DATE:** Date the service/commodity will be delivered.

**ORDER CONFIRMATION FORWARDED TO REQUESTOR:** Check the box to confirm that the order confirmation has been forwarded to the requestor.

**TOTAL ORDER AMOUNT:** Amount of the service/commodity.

**COPY OF REQUEST FORM FORWARDED TO ASSET MANAGEMENT FOR BARSCAN ENTRY:** Confirmation that a copy of the request form has been forwarded to Asset Management.

**\*\*FOR PROCUREMENT USE ONLY:** Fields to be completed exclusively by Procurement Services.

**PROBATION DEPARTMENT  
LIST OF ASSIGNED REQUISITION NUMBERS  
FOR FISCAL YEAR 2010-2011**

**Assigned Requisition Number from 596400 to 614399**

|                                                                         | FROM   | TO     | TOTAL<br>ASSIGNED |
|-------------------------------------------------------------------------|--------|--------|-------------------|
| PROCUREMENT SECTION: 640<br>(ATTENTION: JAMES JOHNSON)                  | 596400 | 596599 | 200               |
| JUVENILE HALLS: 630<br>(ATTENTION: JAMES JOHNSON)                       | 596600 | 597099 | 500               |
| PROBATION CAMPS: 638<br>(ATTENTION: JIS TECH SUPPORT c/o JAMES JOHNSON) |        |        |                   |
| CAMP AFFLERBAUGH                                                        | 597100 | 597149 | 50                |
| CAMP GONZALES                                                           | 597150 | 597199 | 50                |
| CAMP HOLTON                                                             | 597200 | 597249 | 50                |
| CAMP KILPATRICK                                                         | 597250 | 597299 | 50                |
| CAMP MENDENHALL                                                         | 597300 | 597349 | 50                |
| CAMP MILLER                                                             | 597350 | 597399 | 50                |
| CAMP MUNZ                                                               | 597400 | 597449 | 50                |
| CAMP PAIGE                                                              | 597450 | 597499 | 50                |
| CAMP ROCKEY                                                             | 597500 | 597549 | 50                |
| CAMP SCOTT                                                              | 597550 | 597599 | 50                |
| CAMP SCUDDER                                                            | 597600 | 597649 | 50                |
| CAMP ROUTH                                                              | 597650 | 597699 | 50                |
| CHALLENGER MEMORIAL YOUTH CENTER                                        | 597700 | 597749 | 50                |
| CAMP SUPPORT SERVICES                                                   | 597750 | 597849 | 100               |
| JUVENILE PLACMENT SERVICES BUREAU<br>DOROTHY KIRBY CENTER               | 597850 | 597899 | 50                |
| SUPPORT SERVICES: 640                                                   |        |        |                   |
| INTERNAL AFFAIRS                                                        | 597900 | 597923 | 24                |
| COMMUNICATIONS OFFICE                                                   | 597924 | 597947 | 24                |
| QUALITY ASSURANCE OFFICE                                                | 597948 | 597971 | 24                |
| STRATEGIC PLANNING OFFICE                                               | 597972 | 597995 | 24                |
| PROGRAM EVALUATIONS                                                     | 597996 | 598019 | 24                |
| CONTRACT MONITORING                                                     | 598020 | 598043 | 24                |
| INFORMATION SYSTEMS BUREAU                                              | 598044 | 598067 | 24                |
| ADMINISTRATIVE SERVICES BUREAU: 640                                     |        |        |                   |
| ADMINISTRATIVE SERVICES ADMIN.                                          | 598068 | 598091 | 24                |
| BUDGET AND FISCAL SERVICES                                              | 598092 | 598115 | 24                |
| BUDGET SERVICES                                                         | 598116 | 598139 | 24                |
| FISCAL SERVICES                                                         | 598140 | 598163 | 24                |
| COLLECTIONS SERVICES                                                    | 598164 | 598187 | 24                |
| COLLECTIONS - JUVENILE REIMBURSEMENTS                                   | 598188 | 598211 | 24                |
| CONTRACT SERVICES OFFICE                                                | 598212 | 598235 | 24                |
| HUMAN RESOURCES MANAGEMENT OFFICE                                       | 598236 | 598259 | 24                |
| TRAINING SERVICES OFFICE                                                | 598260 | 598283 | 24                |
| TRAINING & LEARNING DEVELOPMENT                                         | 598284 | 598307 | 24                |
| RESEARCH & MANUALS DEVELOPMENT                                          | 598308 | 598331 | 24                |

**PROBATION DEPARTMENT  
LIST OF ASSIGNED REQUISITION NUMBERS  
FOR FISCAL YEAR 2010-2011**

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|                                       | FROM   | TO     | TOTAL<br>ASSIGNED |
|---------------------------------------|--------|--------|-------------------|
| MANAGEMENT SERVICES BUREAU:           |        |        |                   |
| FACILITIES PLANNING OFFICE            | 598332 | 598355 | 24                |
| WORK CREW- JAWS/PAAWS                 | 598356 | 598379 | 24                |
| ADULT FIELD SERVICES BUREAU:          |        |        |                   |
| ADULT FIELD SERVICES                  | 598380 | 598403 | 24                |
| ANTELOPE VALLEY ADULT OFFICE          | 598404 | 598427 | 24                |
| VALENCIA SUBOFFICE- ADULT             | 598428 | 598451 | 24                |
| CENTINELA AREA OFFICE                 | 598452 | 598475 | 24                |
| CRENSHAW AREA OFFICE                  | 598476 | 598499 | 24                |
| EAST L.A. AREA OFFICE                 | 598500 | 598523 | 24                |
| EAST SFV AREA OFFICE                  | 598524 | 598547 | 24                |
| FIRESTONE AREA OFFICE                 | 598548 | 598571 | 24                |
| FOOTHILL AREA OFFICE                  | 598572 | 598595 | 24                |
| HARBOR AREA OFFICE                    | 598596 | 598619 | 24                |
| LONG BEACH AREA OFFICE                | 598620 | 598643 | 24                |
| POMONA AREA OFFICE                    | 598644 | 598667 | 24                |
| RIO HONDO AREA OFFICE                 | 598668 | 598691 | 24                |
| SAN GABRIEL AREA OFFICE               | 598692 | 598715 | 24                |
| SANTA MONICA AREA OFFICE              | 598716 | 598739 | 24                |
| SOUTH CENTRAL AREA OFFICE             | 598740 | 598763 | 24                |
| RIVERVIEW OFFICE                      | 598764 | 598787 | 24                |
| DOMESTIC VIOLENCE & CHILD ABUSE PROG. | 598788 | 598811 | 24                |
| CENTRAL ADULT INVESTIGATIONS          | 598812 | 598835 | 24                |
| CENTRAL RECORDS OFFICE                | 598836 | 598859 | 24                |
| PRETRIAL SERVICES - ADMINISTRATION    | 598860 | 598883 | 24                |
| PRETRIAL SERVICES - OWN RECOGNIZANCE  | 598884 | 598907 | 24                |
| PRETRIAL SERVICES - BAIL DEVIATION    | 598908 | 598931 | 24                |
| ALHAMBRA OFFICE                       | 598932 | 598955 | 24                |
| PAROLE OFFICE                         | 598956 | 598979 | 24                |
| PROBATION INFORMATION CENTER          | 598980 | 599003 | 24                |
| DETENTION SERVICES BUREAU:            |        |        |                   |
| TRANSPORTATION OFFICE                 | 599004 | 599027 | 24                |
| JUVENILE PLACEMENT SERVICES BUREAU:   |        |        |                   |
| SUITABLE PLACEMENT OFFICE             | 599028 | 599051 | 24                |
| WRAPAROUND PROGRAM                    | 599052 | 599075 | 24                |

**PROBATION DEPARTMENT  
LIST OF ASSIGNED REQUISITION NUMBERS  
FOR FISCAL YEAR 2010-2011**

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|                                   | FROM   | TO     | TOTAL<br>ASSIGNED |
|-----------------------------------|--------|--------|-------------------|
| JUVENILE SPECIAL SERVICES BUREAU: |        |        |                   |
| SPECIAL ENFORCEMENT SERVICES      | 599076 | 599099 | 24                |
| JJCPA - CLUSTER 1                 | 599100 | 599123 | 24                |
| JJCPA - CLUSTER 2                 | 599124 | 599147 | 24                |
| JJCPA - CLUSTER 3                 | 599148 | 599171 | 24                |
| JJCPA - CLUSTER 4                 | 599172 | 599195 | 24                |
| JJCPA - CLUSTER 5                 | 599196 | 599219 | 24                |
| SPECIALIZED GANG PROGRAM          | 599220 | 599243 | 24                |
| INTENSIVE GANG SUPERVISION        | 599244 | 599267 | 24                |
| INTAKE & DETENTION CONTROL        | 599268 | 599291 | 24                |
| OPERATION READ                    | 599292 | 599315 | 24                |
| JUVENILE FIELD SERVICES BUREAU:   |        |        |                   |
| KENYON JUVENILE JUSTICE CENTER    | 599316 | 599339 | 24                |
| NORTHEAST JUVENILE JUSTICE CENTER | 599340 | 599363 | 24                |
| VAN NUYS AREA OFFICE- JUVENILE    | 599364 | 599387 | 24                |
| ANTELOPE VALLEY JUVENILE OFFICE   | 599388 | 599411 | 24                |
| VALENCIA SUB-OFFICE JUVENILE      | 599412 | 599435 | 24                |
| UNASSIGNED NUMBERS                | 599436 | 614399 | 14963             |

**PROBATION DEPARTMENT  
ORGANIZATION STRUCTURE  
FISCAL YEAR 2010-11**

ATTACHMENT C

LEVEL-1   LEVEL-2   LEVEL-3   LEVEL-4   LEVEL-5   LEVEL-6

17000   PROBATION DEPARTMENT

**17100   SUPPORT SERVICES**

17105   Support Services-Administration

**17001   Executive Office**

17002   Executive Office-Administration  
17053   Internal Affairs  
17018   Ombudsman  
17009   Child Abuse Special Investigations  
17010   Communications & Community Outreach  
        17031   Comm & Outreach -Admin  
        17013   Communications  
        17012   Community Outreach  
17011   Intergovernmental Relations  
17015   Audits & Controls  
17061   County DOJ Project

**17004   Executive Operations**

17006   Executive Operations-Administration  
17054   County Counsel/Civil Litigation  
17005   Quality Assurance Services Bureau  
        17008   Quality Assurance-Admin  
        17016   Strategic Planning  
        17017   Program Evaluations  
        17107   Contract Monitoring  
        17108   Title IVE Prospectice Authorization & Utilization Unit (IVE  
        17109   Youthful Offender Block Grant (YOBG-QASB)  
17069   Information Services Bureau  
        17029   Information Services Bureau-Admin  
        17038   Infrastructure and Operations  
        17039   Applications and Development  
17076   Affirmative Action

**PROBATION DEPARTMENT  
ORGANIZATION STRUCTURE  
FISCAL YEAR 2010-11**

ATTACHMENT C

| <u>LEVEL-1</u> | <u>LEVEL-2</u> | <u>LEVEL-3</u> | <u>LEVEL-4</u>                    | <u>LEVEL-5</u>                         | <u>LEVEL-6</u>                              |
|----------------|----------------|----------------|-----------------------------------|----------------------------------------|---------------------------------------------|
| 17000          | 17100          | 17020          | Administrative Services Bureau    |                                        |                                             |
|                |                |                | 17021                             | Administrative Services Administration |                                             |
|                |                |                | 17022                             | Budget and Fiscal Services             |                                             |
|                |                |                |                                   | 17028                                  | Budget and Fiscal Services-Admin            |
|                |                |                |                                   | 17047                                  | Budget Services                             |
|                |                |                |                                   |                                        | 17043      Budget Services Admin            |
|                |                |                |                                   |                                        | 17044      Budget Support Services          |
|                |                |                |                                   |                                        | 17046      Budget Juvenile Institutions Svs |
|                |                |                |                                   |                                        | 17050      Budget Field Services            |
|                |                |                |                                   |                                        | 17051      Budget Special Services          |
|                |                |                | 17048                             | Fiscal Services                        |                                             |
|                |                |                |                                   | 17057                                  | Fiscal Services Admin                       |
|                |                |                |                                   | 17058                                  | General Accounting & Finan Rpt              |
|                |                |                |                                   | 17059                                  | Special Programs                            |
|                |                |                |                                   | 17062                                  | Federal/State Claiming                      |
|                |                |                |                                   | 17065                                  | Rates & Internal Audits                     |
|                |                |                | 17052                             | Collections Services                   |                                             |
|                |                | 17024          | Human Resources Management Office |                                        |                                             |
|                |                |                | 17034                             | Human Resources-Administration         |                                             |
|                |                |                | 17101                             | Investigations/Employee Relations      |                                             |
|                |                |                | 17102                             | HR-Operations                          |                                             |
|                |                |                | 17103                             | Employment Services                    |                                             |
|                |                |                | 17106                             | Payroll                                |                                             |
|                |                | 17030          | Contract & Grant Services         |                                        |                                             |
|                |                |                | 17036                             | Contract Services-Administration       |                                             |
|                |                |                | 17037                             | Contract Development                   |                                             |
|                |                |                | 17049                             | Grant Management                       |                                             |
|                |                | 17019          | Training & Learning Development   |                                        |                                             |
|                |                |                | 17023                             | Training & Learning Development-Admin  |                                             |
|                |                |                | 17025                             | Training Services                      |                                             |
|                |                |                | 17071                             | Research and Manuals Development       |                                             |

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|----------------|----------------|----------------|--------------------------------------------|------------------------------------------|----------------|
| 17000          | 17100          | 17026          | Management Services Bureau                 |                                          |                |
|                |                | 17027          | Management Services Administration         |                                          |                |
|                |                | 17040          | Safety, Security, & Emergency Preparedness |                                          |                |
|                |                | 17066          | MSB Support Services                       |                                          |                |
|                |                |                | 17073                                      | MSB Support Services Administration      |                |
|                |                |                | 17032                                      | MSB Field Support Services               |                |
|                |                |                | 17033                                      | Facilities Planning                      |                |
|                |                |                | 17035                                      | Field Maintenance/Special Projects       |                |
|                |                |                | 17055                                      | Procurement Section                      |                |
|                |                |                | 17192                                      | Work Crew Programs                       |                |
|                |                |                | 17068                                      | Risk Management                          |                |
|                |                | 17067          | MSB Institutional Support Services         |                                          |                |
|                |                |                | 17074                                      | MSB Institutional Support Services Admin |                |
|                |                |                | 17041                                      | MSB Camp Support Services                |                |
|                |                |                | 17908                                      | MSB Camps Supp Svs Administration        |                |
|                |                |                | 17924                                      | MSB DKC Support Services                 |                |
|                |                |                | 17942                                      | MSB CMYC Support Services                |                |
|                |                |                | 17951                                      | MSB Afflerbaugh Support Services         |                |
|                |                |                | 17952                                      | MSB Gonzales Support Services            |                |
|                |                |                | 17953                                      | MSB Holton Support Services              |                |
|                |                |                | 17954                                      | MSB Kilpatrick Support Services          |                |
|                |                |                | 17955                                      | MSB Mendenhall Support Services          |                |
|                |                |                | 17956                                      | MSB Miller Support Services              |                |
|                |                |                | 17957                                      | MSB Munz Support Services                |                |
|                |                |                | 17958                                      | MSB Paige Support Services               |                |
|                |                |                | 17959                                      | MSB Rockey Support Services              |                |
|                |                |                | 17960                                      | MSB Scudder Support Services             |                |
|                |                |                | 17961                                      | MSB Scott Support Services               |                |
|                |                |                | 17962                                      | MSB Routh Support Services               |                |
|                |                |                | 17963                                      | MSB Camp Crew Instructor Pool            |                |
|                |                |                | 17042                                      | MSB Juvenile Hall Support Services       |                |
|                |                |                | 17045                                      | MSB Juvenile Hall Supp Svs-Admin         |                |
|                |                |                | 17152                                      | MSB Central JH Support Services          |                |
|                |                |                | 17162                                      | MSB Los Padrinos JH Supp Svs             |                |
|                |                |                | 17172                                      | MSB Barry J. Nidorf JH Supp Svs          |                |
|                |                |                | 17194                                      | MSB Juvenile Hall Crew Instructor Pool   |                |

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|----------------|----------------|---------------------------------------|-----------------------------------------------|-------------------------------|-------------------------------------------------|
| 17000          | 17250          | <b>JUVENILE INSTITUTIONS SERVICES</b> |                                               |                               |                                                 |
|                |                | 17072                                 | Juvenile Institutions Services-Administration |                               |                                                 |
|                |                | <b>17150</b>                          | <b>Detention Services Bureau</b>              |                               |                                                 |
|                |                |                                       | 17190                                         | Detention Administration      |                                                 |
|                |                |                                       | 17151                                         | Central Juvenile Hall         |                                                 |
|                |                |                                       | 17160                                         | Los Padrinos Juvenile Hall    |                                                 |
|                |                |                                       | 17170                                         | Barry J. Nidorf Juvenile Hall |                                                 |
|                |                |                                       | 17180                                         | Transportation                |                                                 |
|                |                | <b>17890</b>                          | <b>Residential Treatment Services Bureau</b>  |                               |                                                 |
|                |                |                                       | 17301                                         | Camp Administration           |                                                 |
|                |                |                                       | 17910                                         | North Region                  |                                                 |
|                |                |                                       |                                               | 17891                         | North Region Administration                     |
|                |                |                                       |                                               | 17930                         | Challenger Memorial Youth Center                |
|                |                |                                       |                                               | 17931                         | Youthful Offender Block Grant (YOBG-Challenger) |
|                |                |                                       | 17912                                         | Central Region                |                                                 |
|                |                |                                       |                                               | 17893                         | Central Region Administration                   |
|                |                |                                       |                                               | 17897                         | Camp Mendenhall                                 |
|                |                |                                       |                                               | 17899                         | Camp Munz                                       |
|                |                |                                       |                                               | 17903                         | Camp Scott                                      |
|                |                |                                       |                                               | 17902                         | Camp Scudder                                    |
|                |                |                                       | 17913                                         | East Region                   |                                                 |
|                |                |                                       |                                               | 17905                         | East Region Administration                      |
|                |                |                                       |                                               | 17892                         | Camp Afflerbaugh                                |
|                |                |                                       |                                               | 17900                         | Camp Paige                                      |
|                |                |                                       |                                               | 17901                         | Camp Rockey                                     |
|                |                |                                       |                                               | 17904                         | Camp Routh                                      |
|                |                |                                       | 17914                                         | West Region                   |                                                 |
|                |                |                                       |                                               | 17907                         | West Region Administration                      |
|                |                |                                       |                                               | 17911                         | Camps Intake                                    |
|                |                |                                       |                                               | 17915                         | Youthful Offender Block Grant (YOBG-Intake)     |
|                |                |                                       |                                               | 17894                         | Camp Gonzales                                   |
|                |                |                                       |                                               | 17895                         | Camp Holton                                     |
|                |                |                                       |                                               | 17896                         | Camp Kilpatrick                                 |
|                |                |                                       |                                               | 17898                         | Camp Miller                                     |

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|----------------|----------------|----------------|------------------------------------------|-----------------------------------------|----------------|
| 17000          | 17300          | FIELD SERVICES |                                          |                                         |                |
|                |                | 17706          | Field Services-Administration            |                                         |                |
|                |                | 17700          | Juvenile Field Services Bureau           |                                         |                |
|                |                | 17701          | Juvenile Field Services Administration   |                                         |                |
|                |                | 17704          | Kenyon Juvenile Justice Center           |                                         |                |
|                |                | 17705          | NE Juvenile Justice Center               |                                         |                |
|                |                | 17709          | Van Nuys-Juvenile                        |                                         |                |
|                |                | 17713          | Antelope Valley-Juvenile                 |                                         |                |
|                |                |                | 17712                                    | Antelope Valley-Juvenile Administration |                |
|                |                |                | 17711                                    | Valencia Suboffice-Juvenile             |                |
|                |                | 17715          | Centinela-Juvenile                       |                                         |                |
|                |                | 17716          | Crenshaw-Juvenile                        |                                         |                |
|                |                | 17718          | Firestone-Juvenile                       |                                         |                |
|                |                | 17719          | Foothill-Juvenile                        |                                         |                |
|                |                | 17720          | Harbor-Juvenile                          |                                         |                |
|                |                | 17721          | Long Beach-Juvenile                      |                                         |                |
|                |                | 17723          | Pomona-Juvenile                          |                                         |                |
|                |                | 17724          | Rio Hondo-Juvenile                       |                                         |                |
|                |                | 17725          | San Gabriel-Juvenile                     |                                         |                |
|                |                | 17726          | Santa Monica-Juvenile                    |                                         |                |
|                |                | 17727          | South Central-Juvenile                   |                                         |                |
|                |                | 17728          | Disproportionate Minority Contract Grant |                                         |                |
|                |                | 17773          | PCMS Support Unit                        |                                         |                |

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|----------------|----------------|----------------|------------------------------------|-------------------------------------------|------------------------------------|
| 17000          | 17300          | 17400          | <b>Adult Field Services Bureau</b> |                                           |                                    |
|                |                |                | 17401                              | Adult Field Services Administration       |                                    |
|                |                |                | 17060                              | Adult Grants                              |                                    |
|                |                |                |                                    | 17063                                     | Mentally Ill Offenders             |
|                |                |                |                                    | 17064                                     | Gang Violence Supp-Antel Val-Adult |
|                |                |                |                                    | 17408                                     | Adult Day Reporting Center         |
|                |                |                |                                    | 17465                                     | Cal EMA Grant                      |
|                |                |                | 17419                              | Antelope Valley-Adult                     |                                    |
|                |                |                |                                    | 17417                                     | Antelope Valley-Adult Admin        |
|                |                |                |                                    | 17418                                     | Valencia Suboffice-Adult           |
|                |                |                | 17420                              | Centinela-Adult                           |                                    |
|                |                |                | 17450                              | Crenshaw-Adult                            |                                    |
|                |                |                | 17460                              | East Los Angeles-Adult                    |                                    |
|                |                |                | 17470                              | East San Fernando Valley-Adult            |                                    |
|                |                |                | 17480                              | Firestone-Adult                           |                                    |
|                |                |                | 17490                              | Foothill-Adult                            |                                    |
|                |                |                | 17500                              | Harbor-Adult                              |                                    |
|                |                |                | 17520                              | Long Beach-Adult                          |                                    |
|                |                |                | 17550                              | Pomona-Adult                              |                                    |
|                |                |                | 17560                              | Rio Hondo-Adult                           |                                    |
|                |                |                | 17570                              | San Gabriel-Adult                         |                                    |
|                |                |                | 17580                              | Santa Monica-Adult                        |                                    |
|                |                |                | 17590                              | South Central-Adult                       |                                    |
|                |                |                | 17409                              | Riverview Office                          |                                    |
|                |                |                |                                    | 17406                                     | Riverview Office Administration    |
|                |                |                |                                    | 17407                                     | Welfare Fraud                      |
|                |                |                | 17412                              | Domestic Violence & Child Abuse Program   |                                    |
|                |                |                | 17432                              | Adult Services Court Officer Team (ASCOT) |                                    |
|                |                |                | 17430                              | Central Adult Investigations              |                                    |
|                |                |                |                                    | 17431                                     | Central Adult Investigations-Admin |
|                |                |                |                                    | 17403                                     | Central Records                    |
|                |                |                | 17800                              | Pretrial Services                         |                                    |
|                |                |                |                                    | 17801                                     | Pretrial-Administration            |
|                |                |                |                                    | 17802                                     | Pretrial-Own Recognizance          |
|                |                |                |                                    | 17811                                     | Proposition 36 - Pretrial          |
|                |                |                | 17807                              | Alhambra Office                           |                                    |
|                |                |                |                                    | 17808                                     | Alhambra Office-Administration     |
|                |                |                |                                    | 17809                                     | Parole                             |
|                |                |                |                                    | 17810                                     | Compliance Team                    |
|                |                |                |                                    | 17812                                     | Probation Information Center (PIC) |

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|----------------|----------------|----------------|----------------|------------------------------|----------------|
|                |                |                | 17813          | Financial Evaluators - Adult |                |

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|----------------|----------------|-------------------------|---------------------------------------------|---------------------------------------|----------------|
| 17000          | 17350          | <b>SPECIAL SERVICES</b> |                                             |                                       |                |
|                |                | 17717                   | Special Services-Administration             |                                       |                |
|                |                | 17014                   | Reserved DPO Program/VISTO                  |                                       |                |
|                |                | 17741                   | Title IV-E Project Management               |                                       |                |
|                |                | <b>17710</b>            | <b>Juvenile Special Services Bureau</b>     |                                       |                |
|                |                | 17075                   | Juvenile Special Services Administration    |                                       |                |
|                |                | 17909                   | Youth Offender Block Grant (YOBG-JSSB-CCTP) |                                       |                |
|                |                | 17079                   | Special Enforcement Unit                    |                                       |                |
|                |                |                         | 17082                                       | Special Enforcement-Administration    |                |
|                |                |                         | 17081                                       | Project Safe Neighborhoods            |                |
|                |                |                         | 17083                                       | CLEAR Grant                           |                |
|                |                |                         | 17090                                       | GANET                                 |                |
|                |                |                         | 17092                                       | CLEAR-City of Los Angeles             |                |
|                |                | 17740                   | Juvenile Justice Crime Prevention Act       |                                       |                |
|                |                |                         | 17730                                       | Juv Justice Crime Prev Act-Admin      |                |
|                |                |                         | 17743                                       | Special Needs Court                   |                |
|                |                | 17745                   | JJCPA School-Based Supervision              |                                       |                |
|                |                |                         | 17731                                       | JJCPA School-Based Supervision Admin  |                |
|                |                |                         | 17762                                       | School-Based-Cluster 1                |                |
|                |                |                         | 17763                                       | School-Based-Cluster 2                |                |
|                |                |                         | 17764                                       | School-Based-Cluster 3                |                |
|                |                |                         | 17765                                       | School-Based-Cluster 4                |                |
|                |                |                         | 17766                                       | School-Based-Cluster 5                |                |
|                |                | 17751                   | After-School Enrichment-County              |                                       |                |
|                |                |                         | 17733                                       | After-School Enrich-County Admin      |                |
|                |                |                         | 17797                                       | After-School Enrichment-Cluster 1     |                |
|                |                |                         | 17785                                       | After-School Enrichment-Cluster 2     |                |
|                |                |                         | 17798                                       | After-School Enrichment-Cluster 3     |                |
|                |                |                         | 17786                                       | After-School Enrichment-Cluster 5     |                |
|                |                | 17753                   | Housing-Based Day Supervision               |                                       |                |
|                |                |                         | 17734                                       | Housing-Based Day Supv-Administration |                |
|                |                |                         | 17768                                       | Housing-Based Day Supv-Cluster 1      |                |
|                |                |                         | 17769                                       | Housing-Based Day Supv-Cluster 2      |                |
|                |                |                         | 17799                                       | Housing-Based Day Supv-Cluster 3      |                |
|                |                |                         | 17770                                       | Housing-Based Day Supv-Cluster 4      |                |

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|----------------|----------------|----------------|----------------|---------------------------------------------------|------------------------------------|
| 17000          | 17350          | 17710          | 17791          | School-Based Supervision-County Funded            |                                    |
|                |                |                |                | 17735                                             | School-Based Supv-Co Funded-Admin  |
|                |                |                |                | 17792                                             | County Funded-Cluster 1            |
|                |                |                |                | 17793                                             | County Funded-Cluster 2            |
|                |                |                |                | 17794                                             | County Funded-Cluster 3            |
|                |                |                |                | 17795                                             | County Funded-Cluster 4            |
|                |                |                |                | 17796                                             | County Funded-Cluster 5            |
|                |                |                | 17707          | Specialized Gang Program                          |                                    |
|                |                |                | 17789          | Preventive Services (GAPP/School Crime Contracts) |                                    |
|                |                |                | 17906          | Camp Community Transition Program                 |                                    |
|                |                |                | 17200          | Intake and Detention Control                      |                                    |
|                |                |                |                | 17203                                             | Intake and Detention Control-Admin |
|                |                |                |                | 17201                                             | Court Officers                     |
|                |                |                | 17202          | Community Detention Program                       |                                    |
|                |                |                | 17788          | DISARM                                            |                                    |
|                |                |                | 17056          | Operation Read                                    |                                    |

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|----------------|----------------|----------------|----------------------------------|--------------------------------------------|------------------------|
| 17000          | 17350          | 17708          | <b>Placement Services Bureau</b> |                                            |                        |
|                |                |                | 17703                            | Suitable Placement - Administration        |                        |
|                |                |                | 17771                            | Placement to Community Transition Services |                        |
|                |                |                | 17772                            | Placement Administrative Services          |                        |
|                |                |                | 17774                            | Residentially Based Services               |                        |
|                |                |                | 17787                            | Placement Permanency & Quality Assurance   |                        |
|                |                |                | 17776                            | Placement Youth Development Services       |                        |
|                |                |                | 17778                            | START Program (High Risk)                  |                        |
|                |                |                | 17920                            | Dorothy Kirby Center                       |                        |
|                |                |                |                                  | 17925                                      | DKC-Administration     |
|                |                |                |                                  | 17923                                      | Mental Health Services |
|                |                |                | 17779                            | Wraparound Program                         |                        |
|                |                |                | 17086                            | California Endowment Grant                 |                        |

**17070 CARE OF COURT WARDS**

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|----------------|----------------|----------------|----------------|----------------|----------------|

|       |                                  |  |  |  |  |
|-------|----------------------------------|--|--|--|--|
| 18115 | <b>COMMUNITY-BASED CONTRACTS</b> |  |  |  |  |
|-------|----------------------------------|--|--|--|--|

|       |                                          |  |  |  |  |
|-------|------------------------------------------|--|--|--|--|
| 18118 | Community-Based Contracts Administration |  |  |  |  |
|-------|------------------------------------------|--|--|--|--|

|       |                               |  |  |  |  |
|-------|-------------------------------|--|--|--|--|
| 18116 | Anti-Gang Strategies Programs |  |  |  |  |
|-------|-------------------------------|--|--|--|--|

|       |                                           |  |  |  |  |
|-------|-------------------------------------------|--|--|--|--|
| 18117 | Community Delinquency Prevention Programs |  |  |  |  |
|-------|-------------------------------------------|--|--|--|--|

|                                                            |                |                 |                            |
|------------------------------------------------------------|----------------|-----------------|----------------------------|
| Title:                                                     |                | Contents:       | <b>CL-0001</b>             |
| <b>DEPARTMENTAL CHECKLIST FOR<br/>SERVICE REQUISITIONS</b> |                | Submitted By:   | <b>Purchasing Division</b> |
|                                                            |                | Approved By:    | <b>Purchasing Agent</b>    |
| Effective Date:                                            | <b>5-23-06</b> | Supersedes No.: |                            |
|                                                            |                | Page No.        | 1 of 2                     |

**General**

Pursuant to Government Code section 25502.2, the Purchasing Agent may contract for services on behalf of client departments up to a statutory limit of \$100,000.

This monetary limitation is applicable per project. The key is that each project (services being requested) must be a distinct and different project. A project associated with multiple phases or additional work beyond the original scope of work would not qualify as "distinct and different."

In any event, aggregate service purchase orders to any one vendor for a project or similar type services cannot exceed the \$100,000 threshold.

Service requirements that are projected to exceed this threshold must be processed for Board approval as a service contract by the client department(s).

**Mandatory Requirements**

Prior to submitting a requisition for services to the Purchasing Agent to issue a Purchase Order or Purchase Order Agreement, the below checklist must be completed, and the requisitioning Department must attest and certify by authorized signature of a departmental representative with the appropriate level authority (Administrative Deputy or Higher Level), that all of the following conditions exist:

1. The service cannot be performed adequately, competently or satisfactorily by civil service employees and that it is impossible to recruit such personnel to perform the service for the period of time the service is needed by the County;
2. The service is of an extraordinary professional or technical nature and is only needed on a temporary, short-term, or one-time basis;
3. The service being requested is not part of an ongoing project or any portion or phase of a project that will or has already exceeded the \$100,000 threshold when completed; and
4. The service is not part of a project or any portion or phase of a project that is related to an expired or existing Board contract.

**Procedure**

| Item No. | Description                                                                                                                           | YES | NO |
|----------|---------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| 1.       | Can the service be performed adequately, competently or satisfactorily by a County employee(s)?                                       |     |    |
| 2.       | The service is of an extraordinary professional or technical nature and is only needed on a temporary, short-term, or one-time basis. |     |    |

|                                                            |                |                 |                            |
|------------------------------------------------------------|----------------|-----------------|----------------------------|
| Title:                                                     |                | Contents:       | <b>CL-0001</b>             |
| <b>DEPARTMENTAL CHECKLIST FOR<br/>SERVICE REQUISITIONS</b> |                | Submitted By:   | <b>Purchasing Division</b> |
|                                                            |                | Approved By:    | <b>Purchasing Agent</b>    |
| Effective Date:                                            | <b>5-23-06</b> | Supersedes No.: | Page No. 2 of 2            |

| Item No. | Description                                                                                                                                                                                                               | YES | NO |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|
| 3.       | Is the service being requested part of an ongoing project or any portion or phase of a project that will or has already exceeded the \$100,000 threshold when completed?                                                  |     |    |
| 4.       | Is the service being requested part of a project or any portion or phase of a project that is related to an existing or expired Board contract?                                                                           |     |    |
| 5.       | Has your department ordered or received the requested service in the past? (If yes, please explain [below] the mechanism used to obtain the previous services, [e.g., prior PO(s), etc.], and the amount of expenditure). |     |    |
|          |                                                                                                                                                                                                                           |     |    |
|          |                                                                                                                                                                                                                           |     |    |
|          |                                                                                                                                                                                                                           |     |    |
|          |                                                                                                                                                                                                                           |     |    |

By authorized signature below, the department certifies that the above information is correct, and acknowledges that any false information would result in immediate cancellation of any resultant purchase order(s), and reported and referred to the Board of Supervisors for a retroactive contract and a violation of County Purchasing policies and procedures on the part of the department.

\_\_\_\_\_  
Department Name (Type or Print)

\_\_\_\_\_  
Requisition Number

\_\_\_\_\_  
Department Authorized Representative (Type or Print Name)  
(Administrative Deputy or Higher)

\_\_\_\_\_  
Department Authorized Representative Signature

\_\_\_\_\_  
Date

## CHECKLIST FOR SOLE SOURCE SERVICE REQUISITIONS

Before processing sole source service-related requisition, the buyer must complete the following checklist:

|                                                                                                                                                                                    | Yes                      | No                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|
| 1. At least one of the following conditions must exist:                                                                                                                            |                          |                          |
| a. The service cannot be performed adequately, competently, or satisfactorily by the County of Los Angeles.                                                                        | <input type="checkbox"/> | <input type="checkbox"/> |
| b. The service is of an extraordinary professional or technical nature and is temporary in nature.                                                                                 | <input type="checkbox"/> | <input type="checkbox"/> |
| c. The service is required on a part-time or intermittent basis.                                                                                                                   | <input type="checkbox"/> | <input type="checkbox"/> |
| d. The service is needed to provide an independent audit, evaluation, or analysis of County programs (Auditor-Controller's approval is required).                                  | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Has the department ordered the service prior to this request?                                                                                                                   | <input type="checkbox"/> | <input type="checkbox"/> |
| If yes, answer the following:                                                                                                                                                      |                          |                          |
| a. How did the department pay for the prior services? _____                                                                                                                        |                          |                          |
| b. What is the total aggregate cost of the prior services/purchase orders? \$ _____                                                                                                |                          |                          |
| c. Attache a copy of the CAPS expenditure report? (i.e., on a year-to-year basis or in various project phases).                                                                    |                          |                          |
| d. Attach a copy of the prior purchase order(s)>                                                                                                                                   |                          |                          |
| 3. Will the service be required on an ongoing basis? (i.e., on a year-to-year basis or in various project phases)                                                                  | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Is an adequate Statement of Work (SOW) included with the request?                                                                                                               | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Has Board approval been obtained for the service: if <b>yes</b> , obtain a copy of the Board Contract or Board adopted letter and forward the request to Purchasing Management. | <input type="checkbox"/> | <input type="checkbox"/> |