

APPENDIX B

STATEMENT OF WORK

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1.0 SCOPE OF WORK

The Los Angeles County Sheriff's Department's (Department) Pre-Employment Unit requires the services of an independent Contractor to conduct confidential law enforcement background investigations of high profile and sensitive applicants and assist the Department background investigators as needed.

2.0 WORK REQUIREMENTS

2.1 Contractor shall conduct a thorough investigation of applicant's history. The investigation shall include employment history, family history, personal references and polygraph questionnaire.

2.2 Contractor shall prepare and organize the applicant's file by following the "Background Investigation Report" format as stated below:

2.2.1 The report shall contain all relevant information and supporting documentation relating to the background investigation.

2.2.2 The report shall include employment verification, summarized negative/positive information, and any other concerns.

2.2.3 The report shall include a statement that the applicant's employers, friend, and references were asked if the applicant had ever exhibited any negative/positive, race/gender bias, propensity for violence or ever been accused of sexual harassment.

2.2.4 The Contractor shall thoroughly document the results of these inquiries. The report shall be simple, direct, and contain appropriate language so that it may be released to qualified parties.

2.3 Contractor shall maintain background investigation information in a separate file for each applicant. Such applicant file shall be kept in a safe and secure location that will assure confidentiality. At the conclusion of the investigation, Contractor shall forward all applicant information to the County's Project Manager for disposition.

- 2.4 Contractor shall prepare the information gathered as outlined in the applicant's personnel jacket and a detailed written report shall be prepared utilizing the "Pre-Employment Background Summary Form."
- 2.5 Contractor shall maintain an investigation activity sheet on each case that reflects the daily activity performed and the amount of time spent on each activity. This activity sheet shall be submitted to the County's Project Manager with each completed applicant jacket.
- 2.6 Contractor shall provide an oral report to an authorized representative of the Pre-Employment Unit upon request by the County's Project Manager or the Sheriff.
- 2.7 Contractor shall submit all completed investigations to the County's Project Manager for review. The County's Project Manager shall review the reports and note any discrepancies that require further investigation. The County's Project Manager shall return the reports to the Contractor for completion.
- 2.8 Contractor shall conduct structured interviews of all applicants. Contractor shall conduct interviews of applicants for a minimum of 90 minutes in length at locations designated by the Pre-Employment Unit. The interviews shall be administered in a professional manner.
- 2.9 Contractor shall verify the applicants' references, employment and residence by interviewing, in person, the following:
 - 2.9.1 Employers for the last four years
 - 2.9.2 Training officer
 - 2.9.3 Co-workers
 - 2.9.4 Supervisors
 - 2.9.5 Neighbors for the last two (2) years
 - 2.9.6 References/Informants with negative information
 - 2.9.7 Spouse/girlfriend/boyfriend/parents/step-parents/roommates, and others as needed.
- 2.10 Contractor shall identify all persons interviewed by name, address and telephone number.
- 2.11 Contractor shall have forty-five (45) days to receive, investigate, complete and return applicant's investigations to the Operations Deputy for review. Contractor must obtain County's Project Manager's written approval to exceed the time allotted.
- 2.12 Contractor shall have thirteen (13) hours to complete an applicant's background investigation. If the Contractor anticipates the background investigation will exceed the thirteen (13) hours allotted, the Contractor shall submit the applicant's background jacket to the

County's Project Manager for review and, if necessary, verbal authorization to continue. Applicant's background investigations that may exceed the thirteen (13) hours allotted shall be referred to the Pre-Employment Unit when eleven (11) hours of investigation have been completed.

- 2.13 Contractor shall deliver to the County's Project Manager all originals of applicants' data, including, but not limited to, background data, reports, supporting notes, and any other documentation regarding the background investigation as requested by Pre-Employment Unit or the Sheriff at the completion of each investigation. All information shall be the property of the Department and shall not be released orally or in writing without explicit written authorization from the Sheriff.
- 2.14 Contractor shall not exhibit any sexual or gender bias nor engage in any type of discriminatory behavior during the investigative process. Such action shall be cause for immediate termination of the Agreement.
- 2.15 Contractor shall conduct investigations centered in the areas of the Los Angeles, Riverside, Orange, Kern, San Bernardino, Ventura and San Diego Counties.

3.0 WORK HOURS

Contractor's work days and hours will vary, depending on the need of the Department.

4.0 CONTRACTOR'S RESPONSIBILITIES

- 4.1 Contractor shall have and maintain in good operating order a cellular telephone where he or she may be reached on a twenty-four (24) hour per day basis. The access numbers shall be maintained and provided to the County's Project Manager during the term of this Agreement.
- 4.2 Contractor shall be able to effectively communicate, in English, both orally and in writing.
- 4.3 Contractor shall return any and all unfinished applicant background investigations to the County's Project Manager immediately upon recall or notification by the County's Project Manager, County Project Director or the Sheriff.

5.0 IDENTIFICATION BADGES

Contractor shall wear a visible photo identification badge, identifying Contractor by name, and physical description. Such badge shall be displayed on the Contractor's person at all time he/she is on County designated property.

6.0 TRAINING

Contractor must attend necessary training and orientation in the pre-employment process to facilitate his/her performance in meeting the Peace Officers Standards and Training (P.O.S.T.) and the Department's Standards and Training in conducting background investigations.

7.0 MATERIALS AND EQUIPMENT

The purchase of all materials/equipment to provide the needed services is the responsibility of the Contractor. Contractor shall use materials and equipment that are safe for the environment.