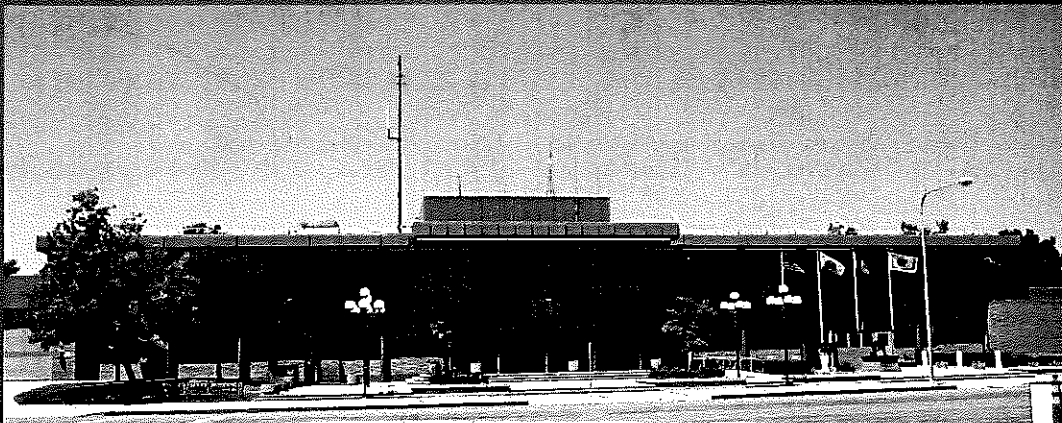


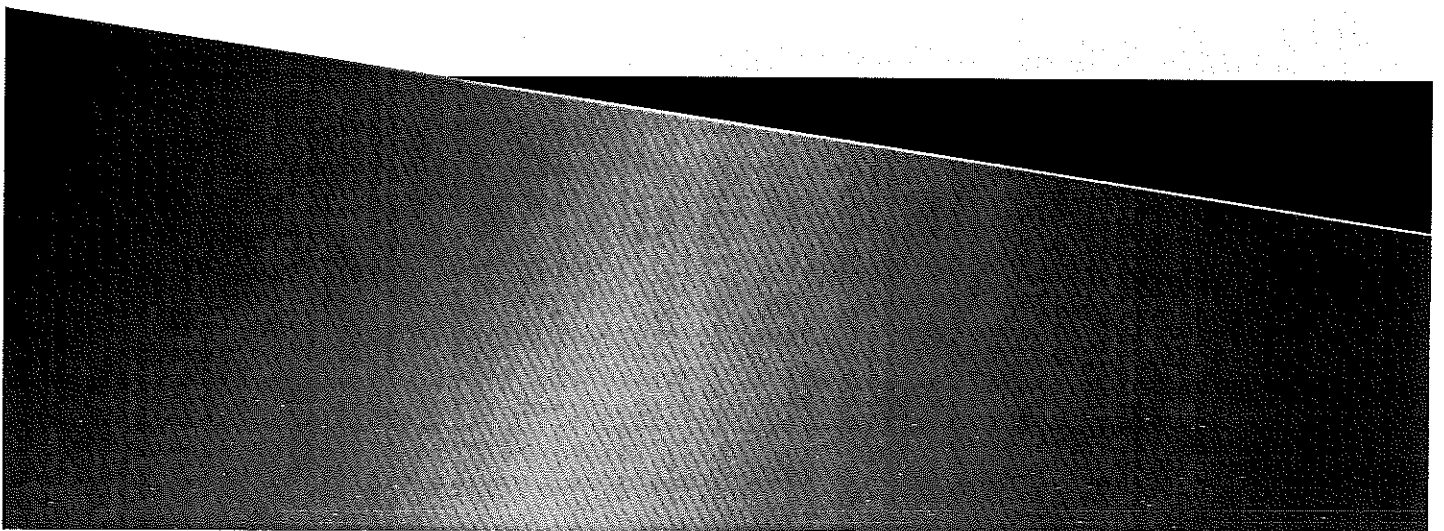
City of Garden Grove



PROPOSAL

Operation of the
Garden Grove Police Department's
Temporary Jail/Holding Facility

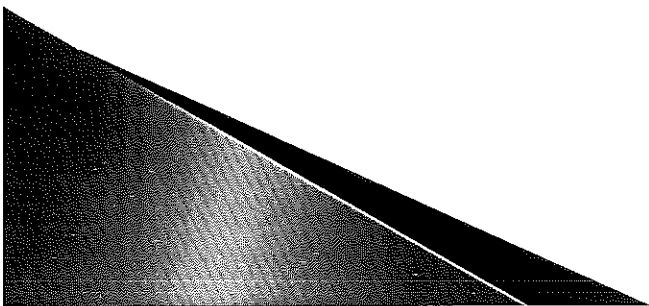
PROPOSAL
for the
Operation of the
Garden Grove Police Department's
Temporary Jail/Holding Facility



Cover Letter



GARDEN GROVE





Western Regional Office
6100 Center Drive, Suite 825
Los Angeles, California 90045

MAIN TEL: 310 348 3000
www.geogroup.com

May 7, 2015

Mr. Todd Elgin
Chief of Police
Garden Grove Police Department
11301 Acacia Pkwy.
Garden Grove, CA 92840

Re: Operation of the Garden Grove Temporary Jail/Holding Facility

Dear Chief Elgin,

The GEO Group, Inc. (hereinafter referred to as "GEO") is pleased to submit our proposal for the continued management of the Garden Grove Temporary Jail/Holding Facility.

Headquartered in Boca Raton, Florida, GEO is a world leader in the delivery of private correctional, detention and community residential re-entry services to federal, state and local government agencies. We presently operate and manage 106 correctional, detention and residential treatment facilities encompassing approximately 85,500 beds.

GEO has enjoyed a professional partnership and sound working relationship with the State of California since 1987, when we began providing services to the California Department of Corrections and Rehabilitation. Since the acquisition of Cornell Companies in 2010, our services have expanded into providing detention services for seven City Jails in Los Angeles County, San Bernardino County and Orange County, respectively.

Our seven city jails currently under operation by GEO have provided a platform for understanding the needs of the City and how our role contributes to the mission of the Police Department. Our goal is to ensure that we maintain a cohesive partnering relationship that develops and thrives with the City and its affiliates, to include public officials, auditors, inspectors and visitors. We take pride in value-based services that maximize the efficiency of existing operations and minimize disruption to routine business.

Enclosed you will find our Proposal, along with attachments supporting our proposal. If our continued operation of the Temporary Jail/Holding Facility is in your interest, the project would be managed by the Western Regional Office, which is located at 6100 Center Drive, Suite 825, Los Angeles, California 90045 (310) 348-3000.

City of Garden Grove – Temporary Jail/Holding Facility
Cover Letter – 5/7/15

We believe our past performance is quite indicative of the level of service, professionalism, and pride we would continue to bring to the City. Our staff, currently deployed at Garden Grove, brings with them an average of 8 years of Jail Operations experience with our company. With our staff's operational experience, and our familiarity with your Jail's policies, procedures, and systems we would be able to seamlessly transition into a new contract without any additional training requirements or on-the-job learning that another competitor might require.

In closing, we believe we have submitted a very competitive proposal for the operation of the Garden Grove Police Department's Temporary Jail/Holding Facility and trust it would meet the needs of the City. GEO welcomes the opportunity to review any aspects of our proposal with the City, to include pricing and scheduling details.

GEO appreciates the opportunity to provide this Proposal and looks forward to continuing to partner with you on the operation of the City Jail.

Sincerely,

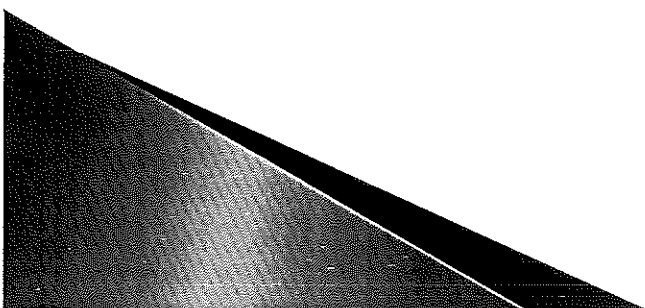
A handwritten signature in black ink, appearing to read 'J. Black', written over the printed name.

James Black, Vice President
Western Region

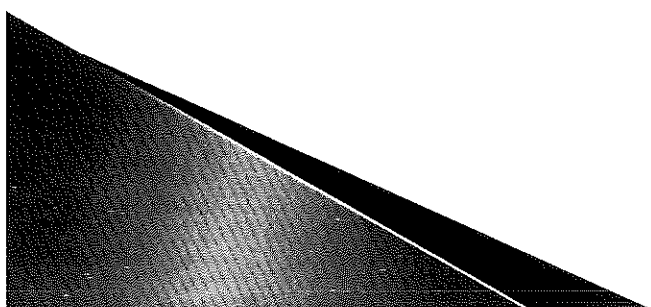
Garden Grove Temporary Jail/Holding Facility Proposal

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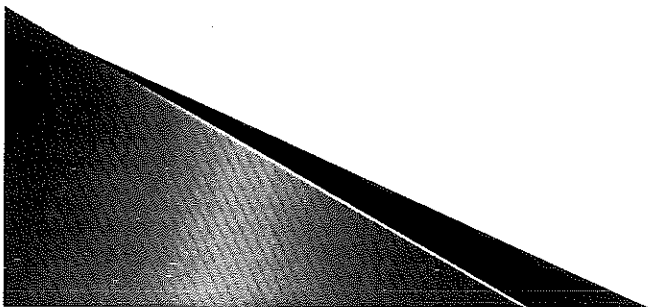
Cover Letter	Exhibit A
Proposal Forms	Section A
• Proposal Letter/Certificate of Acceptance	Tab A
• Pricing Form	Tab B
• Addendum No. 1	Tab C
• Certificate of Insurance	Tab D
Company Description	Section B
Experience & Qualifications	Section C
Scope of Work	Section D
Training & Transition	Section E
• GEO Group Training Outline	Tab A
• 80-Hour Orientation	Tab B
• 24-Hour Annual Training	Tab C
• On-the-Job Training Checklist	Tab D
References	Section F
Contractor & Subcontractor	Section G
Additional Information	Section H
• GEO WR & Jails Organizational Charts	Tab A
• Audit Tool & Checklists	Tab B
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Proposal Forms



Proposal Letter / Certificate of Acceptance



RFP No. S-1162

CITY OF GARDEN GROVE

PROPOSAL REQUIREMENTS

PROPOSAL LETTER/CERTIFICATE OF ACCEPTANCE

The GEO Group, Inc.

SANDRA SEGAWA, PURCHASING AGENT
CITY OF GARDEN GROVE
11222 ACACIA PARKWAY
GARDEN GROVE, CALIFORNIA 92840

The undersigned hereby submits this proposal on behalf of the above-named Proposer (hereinafter referred to as The GEO Group, Inc.) in response to the request to Provide Jail Management and Operational Services for the Garden Grove Police Department. The undersigned hereby declares that he/she has carefully read and examined the RFP documents including the Scope of Work and anticipated Contract form, and that the Company hereby proposes to perform the services as required in the Contract.

On behalf of The GEO Group, Inc., the undersigned agrees to provide services in accordance with the Scope of Work and Contract at the prices indicated in its Proposal Pricing Form if its Proposal is accepted within 120 days from the date specified in the RFP for receipt of proposals.

The undersigned has reviewed the enclosed contract terms and conditions and agrees to accept all terms and conditions of the CITY's contract unless otherwise noted in the proposal response.

If recommended for Contract award, the undersigned agrees to execute a contract which will be prepared by the CITY for execution, within 10 calendar days following Notification of Award. It is understood that the recommendation for contract award will not be placed on agenda for consideration by the City Council until the CITY has received the executed contract. The Undersigned acknowledges and agrees that no binding contract shall exist between the Company and the CITY until and unless the Contract is approved by the CITY's City Council and executed by an authorized representative of the CITY.

The undersigned will also deliver to the CITY prior to the commencement of the provision of services under the Contract the necessary original Certificates of Insurance, endorsements, and/or other required insurance information. If services are authorized to commence prior to the execution of the Contract pursuant to a Notice to Proceed issued by the CITY, pending the execution of the Contract, the services shall be subject to the terms and conditions of the Scope of Work and the Contract.

Incorporated herein and made a part of this Proposal are the Response Data and Proposal Forms required by the Proposal Requirements.

The undersigned acknowledges receipt, understanding and full consideration of the following Addenda to the RFP Documents:

Addenda No. 1

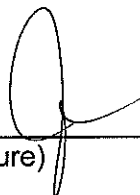
Proposer represents that the following person/s is authorized to negotiate on its behalf with the CITY in connection with this RFP:

<u>James Black</u> (Name)	<u>Vice President</u> (Title)	<u>(310) 348-3000</u> (Phone)
<u>Amber Martin</u> (Name)	<u>Executive VP, Contract Administration</u> (Title)	<u>(561) 893-0101</u> (Phone)
<u>Chuck Hill</u> (Name)	<u>Director of Business Management, WR</u> (Title)	<u>(310) 348-3000</u> (Phone)

The undersigned certifies that it has examined and is fully familiar with all of the provisions of the RFP Documents and is satisfied that they are accurate; that it has carefully checked all words and figures and all statements made in the Proposal Requirements; that it has satisfied itself with respect to other matters pertaining to the proposal which in any way affect the Work or the cost thereof; and that he/she is legally authorized to bind The GEO Group, Inc. The undersigned hereby agrees that the CITY will not be responsible for any errors or omissions in these RFP Documents.

Proposer's Business Address
and Telephone/Fax Numbers

BY:



(Signature)

James Black

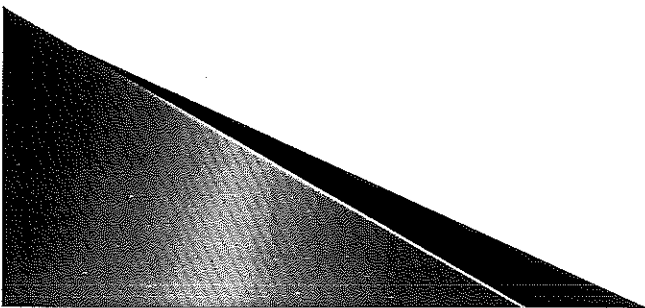
Vice President

jblack@geogroup.com

Phone: (310) 348-3000

Fax: (561) 443-1906

Pricing Form



**ATTACHMENT B
PROPOSAL PRICING FORM – Page 1 OF 2**

RFP NO. S-1162

THE HONORABLE MAYOR AND CITY COUNCIL
CITY OF GARDEN GROVE
11222 ACACIA PARKWAY
GARDEN GROVE, CALIFORNIA 92840

To: THE HONORABLE MAYOR AND CITY COUNCIL

The undersigned having carefully examined the Plans and specifications to: Provide Jail Management and Operation Services for the Garden Grove Police Department and HEREBY PROPOSE do all the work required in accordance with the Scope of Services for the sum of:

\$ 514,627 for year 1 and in written words:

Five hundred fourteen thousand six hundred twenty-seven dollars for year one

\$ 530,066 for year 2 and in written words:

Five hundred thirty thousand sixty-six dollars for year two

\$ 545,968 for year 3 and in written words:

Five hundred forty-five thousand nine hundred sixty-eight dollars for year three

The above proposal price includes all applicable taxes for the pricing proposed in this submittal. **Note:** In case of discrepancy between the words and figures, the words prevail.

General Terms:

1. The Respondent understands and agrees that it will be bound by its proposal as expressed on this Proposal Pricing Form and its attachments and the proposal submitted if respondent is selected and subsequently approved by the City.
2. The request For Proposal, Proposal Pricing Form and its attachments, the Response to the Request for Proposal and Addenda, if any, are made a part of the proposal submitted by Respondent.
3. The respondent acknowledges that it has received the following Addenda:

Addenda # 1
4. The Respondent understands and agrees that the City reserves the right to reject any or all proposals or waive any informality or irregularity in the proposal process as set forth in the RFP.

ATTACHMENT B
RFP S-1162
PROPOSAL PRICING FORM – Page 2 of 2

5. Respondents' quoted rates shall remain in effect for not less than one hundred twenty (120) days after the Open date.

Exceptions:

Any Respondent's exceptions to these terms or conditions or deviations from the written specifications shall be shown in writing and attached to the Proposal Pricing Form. However, such exceptions or deviations may result in the rejection of your proposal.

PAYMENT TERMS: NET 30

EXCEPTIONS OR N/A

DEVIATIONS: _____

COMPANY NAME: The GEO Group, Inc.

ADDRESS: 6100 Center Drive, Suite 825

Los Angeles, CA 90045

TELEPHONE: (310) 348-3000 E-MAIL: jblack@geogroup.com

SUBMITTED BY: JAMES BLACK Vice President
Name (Printed) Title



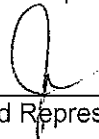
SIGNATURE

BIDDER/CONTRACTOR STATEMENT
REGARDING INSURANCE COVERAGE

BIDDER/CONTRACTOR HEREBY CERTIFIES that he/she has reviewed and understands the insurance coverage requirements specified as in the attached Insurance Requirements Checklist.

Should we/I be awarded the contract, we/I certify that we/I can meet the specified requirements for insurance, including insurance coverage of the subcontractors, and agree to name the **City/Successor Agency/Sanitary District** and other additional insureds as per the agreement for the work specified, and we/I will comply with the provisions of Section 3700 of the Labor Code, which require every employer to be insured against liability for worker's compensation or to undertake self-insurance in accordance with the provisions of that code, before commencing the performance of the work specified.

THE GEO GROUP, INC.
Please Print (Person, Firm, or Corporation)


Signature of Authorized Representative

JAMES BLACK, VICE PRESIDENT
Please Print (Name & Title of Authorized Representative)

5/7/15 (310) 348-3000 jblack@geogroup.com
Date Phone Number Email

Insurance Certificates and Endorsement will also be accepted via email and must be emailed to the following email address only: sandras@garden-grove.org. This is the preferred and quickest method of submitting insurance certificates and endorsements.

Insurance Certificates and Endorsements can also be mailed to: City of Garden Grove
Attention: Sandra Segawa:
Purchasing Division
11222 Acacia Parkway
Garden Grove, CA 92840

NOTE: All insurance certificates and endorsements must be received by the City of Garden Grove Purchasing Division within ten (10) City working days of the original request or the City reserves the right to proceed with the next lowest responsible bidder or the next highest scoring proposer in the process.

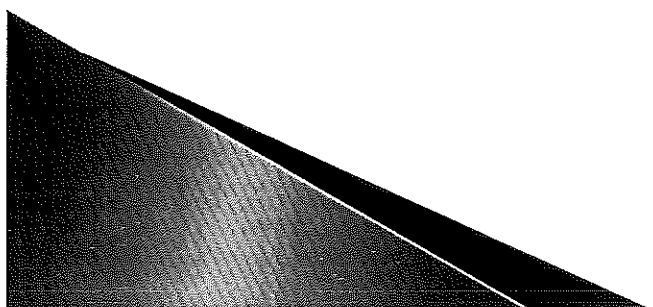
CITY JAIL OPERATIONS AND MANAGEMENT AGREEMENT
(The GEO Group, Inc. and The City of Garden Grove, CA)
BUDGET

	YEAR ONE	YEAR TWO	YEAR THREE
	July 1, 2015 to June 30, 2016	July 1, 2016 to June 30, 2017	July 1, 2017 to June 30, 2018
Staffing (9.625 FTE)	\$ 390,030	\$ 401,731	\$ 413,783
Jail Administrator (1)			
Jail Officers (8.5)			
Jail Director (.125)			
Salaries, Overtime, Benefits, Taxes, Training, Recruitment, New Hire Costs			
Operating Costs	\$ 12,880	\$ 13,266	\$ 13,664
Incidental Expenses, Office Supplies, Food, Inmate Care Items			
Insurances	\$ 36,942	\$ 38,050	\$ 39,192
Direct Costs	\$ 439,852	\$ 453,048	\$ 466,639
Management Fee	\$ 74,775	\$ 77,018	\$ 79,329
TOTAL OPERATIONS COST	\$ 514,627	\$ 530,066	\$ 545,968

Note:

Monthly billing will equal one twelfth (1/12) of the annual Total Operations Cost each month regardless of actual expenses.
3% COLA escalator in Years Two & Three

Addendum No. 1



May 6, 2015

Sandra Segawa, CPM, CPPB
Purchasing Agent
City of Garden Grove, CA

RE: RFP S-1162; Amendment 1

Dear Ms. Segawa:

This letter is in response to Amendment 1, of RFP S-1162. Specifically, it highlights areas of the RFP related to the insurance requirements and the City's responses to the questions, titled Amendment 1. The Amendment is included in the RFP response for your reference.

Question 4, Part II

The vendor can provide a written letter that confirms this exposure is Not Excluded.

Question 5

The vendor can provide a written letter that confirms this exposure is Not Excluded.

Question 7

The vendor cannot provide "Additional Insured Status" or a "Waiver of Subrogation" on the Cyber Risk Policy.

Thanks for your review and consideration of the modification or the waiver from the above requirements to the RFP S-1162.

Sincerely,

A handwritten signature in black ink, appearing to read "Philip C Dugger", is written over a horizontal line.

Philip C Dugger CRM, CSP, ARM, JCC
VP Risk Management
The Geo Group, Inc

ADDENDUM No. 1

Covering

CHANGE IN SPECIFICATIONS AND/OR PLANS

Date Issued: May 5, 2015

Date Effective: May 5, 2015

RFP No. S-1162

Contract: To Provide Jail Management and Operational Services for the Garden Grove Police Department

1. This addendum is issued prior to receipt of proposals to provide for modifications in plans and/or specifications. Acknowledgment of this addendum shall be made and cost for work included in proposer's submittal.
2. The following questions were asked regarding the Insurance Requirements for this contract. The City's response can be found in bold and italicized font.

Question 1:

What is the process for requesting variances from specific insurance requirements? ***The City will review this on a case by case basis but there is no guarantee that any requirements will be waived or substituted. The City has provided the insurance requirements in the RFP document so that the proposers are given the opportunity to review them with their insurance agent/broker and be fully aware of any additional costs to them should they be awarded the contract. If the proposer is unable to meet the City's insurance requirements, it should be disclosed in their RFP so the City is fully aware of this deficiency upfront. It would also be helpful to provide samples of what the proposer will be able to provide should they not be able to meet the City's requirements in the RFP. The proposer's inability to meet the insurance requirements may be reflected in the final scoring.***

Question 2:

Insurance carrier's specific to a vendor or within a specific exposure class (Crime, Cyber, GL, WC) may not accept the Insurance terms and/or conditions required by the RFP. In these situations, there may not be an insurance option to address the requirements within the RFP. What options are available to address this inability to meet the terms and conditions of the RFP that the insurance carrier or the insurance industry, as a class, find unacceptable or non-negotiable? ***The City will review this on a***

needed. Please remember, the policy limits in contract must be met per the contract.


Question 6: (Cyber Security Liability) Will the city accept a per claim/ aggregate basis versus a per occurrence basis? ***Yes, however if the policy is written on a claims made basis, then the claims made language in the contract will apply. The claims made policy language in the contract would apply.***

Question 7: (Cyber Security Liability) Additional insured status and waiver of subrogation requests are uncommon for this type of policy. If the vendor is unable to obtain additional insured status or a waiver of subrogation from the insurance carrier for the City, will the City waive this requirement? ***Some carriers do provide additional insured endorsements. In the event that an additional insured endorsement could not be obtained please see the response for variances in coverage.***

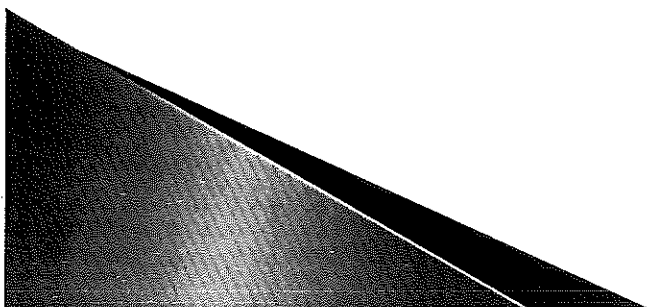
Question 8: (Crime) Additional insured status and waiver of subrogation requests are uncommon for this type of policy. If the vendor is unable to obtain additional insured status or a waiver of subrogation from the insurance carrier for the City, will the City waive this requirement? ***A loss payee endorsement should be provided for the crime policy.***

3. The contractor is hereby notified that Addendum No. 1 must be acknowledged and submitted as part of the proposal. Failure to do so could result in the City designating said proposal as "Non Responsive". All the terms and conditions of the PROPOSAL shall remain the same.

Issued by:


Sandra Segawa, C.P.A., CPPB
Purchasing Agent, City of Garden Grove

Certificate of Insurance



May 6, 2015

Sandra Segawa, CPM, CPPB
Purchasing Agent
City of Garden Grove, CA

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Philip C Dugger CRM, CSP, ARM, JCC
VP Risk Management
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Question 3:

Will the City accept AM Best Rating to A- instead of A? ***Yes. The City will accept insurance that's rated by A.M. Best as A-, VII or better.***

Question 4: (Page 25 13.D) The City specifically requires Police Professional Liability Coverage, many E&O policies are miscellaneous and not specific to Police in which case the policy provides for coverage unless excluded. Is this acceptable for meeting the Police Professional Liability coverage section? ***Police professional liability policies provide coverage specific to this type of work. If a miscellaneous policy is provided, the policy would have to provide the same coverage as a police professional liability policies. The City may ask to see a copy of the policy or for assurances from the carrier the policy provides the coverage needed.***

Also, GL and professional liability policies cover sexual misconduct and/or molestation unless specifically excluded. Will this meet the requirements of coverage for sexual misconduct or molestation? ***The City can accept the coverage in a policy that does not specifically exclude sexual misconduct/molestation, but would require written notice from the Carrier confirming that sexual misconduct/molestation coverage is covered by such a policy. Please remember, that policy limits must be met as per the contract.***

Question 5: (Page 25 Section H) If the question 4 answer is "yes", is the City's "named as an additional insured" on the GL and professional liability policies sufficient to the requirement of being named insured on Sexual Misconduct and Molestation Liability? ***If the carrier requires a separate endorsement to provide coverage, then a separate endorsement will be required. If the Carrier covers the sexual misconduct under the general liability endorsements, the City can accept that, but would require written confirmation from the carrier that the endorsements provided include sexual misconduct/molestation and that a separate endorsement is not***

needed. Please remember, the policy limits in contract must be met per the contract.

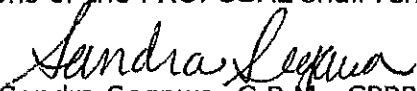
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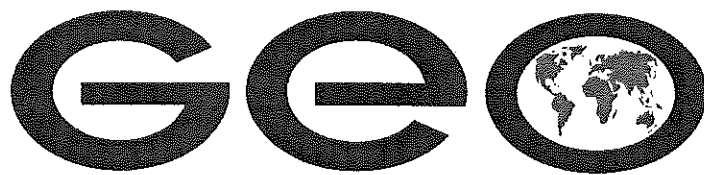
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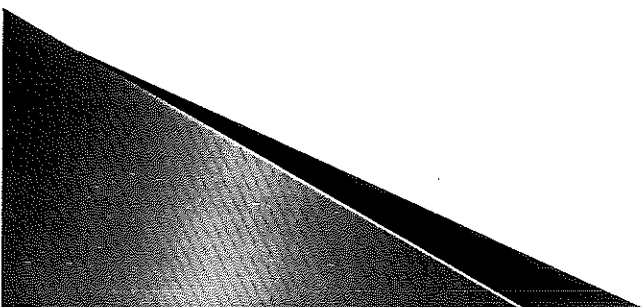
Issued by:

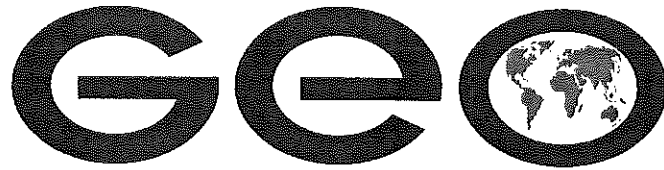

Sandra Segawa, C.P.M., CPPB
Purchasing Agent, City of Garden Grove

Company Description



The GEO Group, Inc. ®





Corrections & Detention ®

COMPANY DESCRIPTION

The GEO Group is the world's leading provider of correctional and detention management and community reentry services to federal, state and local government agencies. With operations in the United States, Australia, South Africa, and the United Kingdom; GEO offers a diversified array of turnkey services which include design, construction, financing, and operations. Our unique approach allows GEO to provide high-quality and cost-effective services with state-of-the-art designs, innovative programs and ground-breaking treatment approach.

Our Turnkey Solutions include:

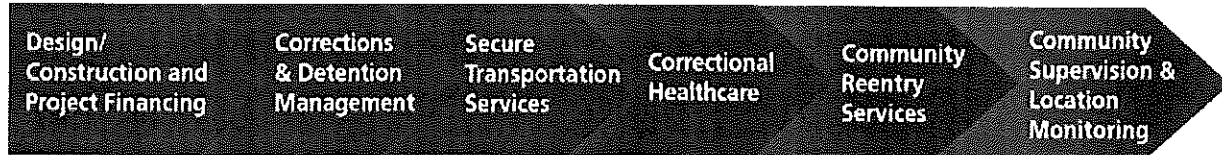
- Facility Management
- Facility Operation
- Facility Maintenance
- Facility Design
- Infrastructure Financing
- Construction Management
- Adult Inmate Management
- Security Prisoner Escort
- Pre-trial and Immigration Custody Services
- Community-Based Residential Re-Entry Services

Since our inception in 1984, GEO has become successfully established within the industry through our quality of service, innovative operational solutions and efficient cost-effective operations. Our achievements are paralleled by an executive management team with a combined total service of over 98 years with the company.

To date, GEO's operations include the management and/or ownership of 106 correctional, detention and residential treatment facilities encompassing approximately 85,500 beds. Our team, of over 18,000 professionals, is dedicated to the safety and care of the individuals assigned to our custody on behalf of federal, state, and local government agencies. Our knowledgeable employees are experts in facility design, financing, contract compliance, risk management, general administration, security, health services, human resources, information technology, basic education, vocational training, counseling, substance abuse treatment, mental health services, special needs populations, food service, and facility maintenance to ensure that the high level of service our clients demand is adequately provided in each of our business units.

GEO'S COMMITMENT TO INDUSTRY LEADING STANDARDS

GEO strives to achieve the highest operational standards for its correctional and detention facilities. GEO's facilities are managed pursuant to the contractual requirements set by each respective contacting agency as well as correctional and detention standards set by applicable third-party accreditation agencies, including but not limited to, the American Correctional Association (ACA), the National Commission on Correctional Healthcare, the Commission on Jail Standards, the Joint Commission on Healthcare, and the Southern Association of Colleges and Schools.



CONTINUUM OF CARE PARADIGM

The GEO Continuum of Care provides complementary full service solutions for numerous government clients across a spectrum of diversified correctional and community reentry services. From the development of state-of-the-art facilities, to the intake and housing of offenders, to the provision of secure transportation functions as well as correctional health care, to the reintegration and supervision of offenders in the community, governmental clients are increasingly looking for full service, turnkey solutions that can deliver enhanced quality and cost savings across a comprehensive continuum of care

GEO CORRECTIONS & DETENTION

GEO Corrections & Detention provides secure corrections and detention management services as well as secure offender transportation services to government clients in the United States and Internationally. Worldwide, GEO Corrections & Detention oversees the operation and management of approximately 85,500 beds in 106 correctional and detention facilities.



U.S. CORRECTIONS

GEO's U.S. Corrections and Detention division oversees the operation and management of approximately 66,000 beds in 59 correctional and detention facilities, which represents the sixth largest correctional system in the United States. GEO's U.S. Corrections & Detention division provides services on behalf of the Federal Bureau of Prisons, U.S. Marshals Service and U.S. Immigration and Customs Enforcement, as well as 11 state correctional clients and various county and city jurisdictions. The daily oversight of GEO's U.S. Corrections & Detention facilities is coordinated from three regional offices located in Charlotte, North Carolina; San Antonio, Texas; and Los Angeles, California. Each regional operating structure is headed by a Regional Vice President who oversees approximately two dozen experts in security, medical, financial, contract compliance, human resources and other support services.

This regional operating structure enables GEO to implement superior quality controls, develop personalized professional relationships, and ensure the delivery of a full complement of high quality services, including:

- Secure custody services
- Correctional health and mental health care
- Food services
- Academic and vocational programming
- Rehabilitation treatment
- Facility maintenance
- Secure Transportation Services

INTERNATIONAL SERVICES

GEO's International Services division provides correctional and detention services for government clients in the United Kingdom, Australia, and South Africa managing seven correctional and detention facilities encompassing approximately 8,000 beds. Through wholly-owned subsidiary and joint-venture companies, GEO's International Services division provides correctional solutions that are fully customizable and tailored to each government customer's requirements and standards.

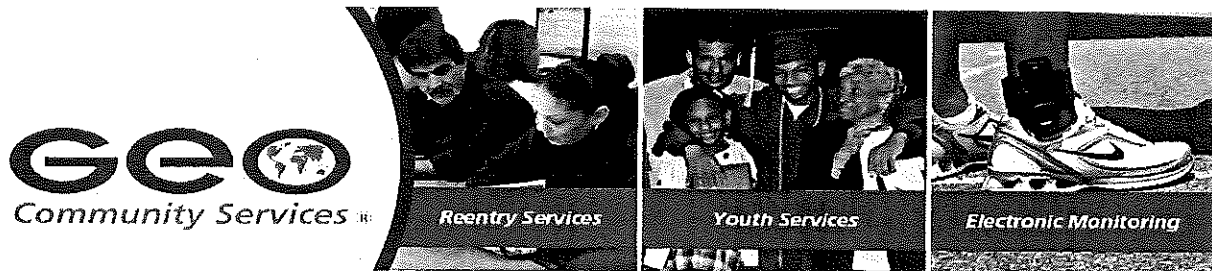


The GEO Group Australia

Headquartered in Sydney, Australia, plays a key role in helping meet the need for correctional bed space in Australia. The GEO Group Australia provides management services at four correctional and remand centers with approximately 5,000 beds in the states of New South Wales, Queensland, and Victoria.

GTI Air Operations

When ground transportation isn't practicable GTI has an established secure air transportation unit to meet our clients detainee housing demands. GTI's Air Transportation Unit's sole responsibility is to conduct air transportation missions in the most secure; safe and efficient way possible. GTI's Air Operation flight staff is highly experience and are independently certified in the industry's standards in the use of less lethal weapons and deescalating techniques during air operations. GTI's Air Transport Unit has successfully completed numerous air transport missions on behalf of federal agencies and several State Department of Corrections.



COMMUNITY SERVICES

For correctional agencies seeking flexible solutions that hold individuals accountable, enhance public safety and contain costs, GEO Community Services is the innovation leader. Within community or secure settings, GEO Community Services delivers comprehensive approaches to manage, rehabilitate and treat adults and youth in community corrections and in immigration proceedings.

GEO Community Services offers intensive residential treatment; youth services; electronic monitoring equipment and technical support; and community-based correctional services.

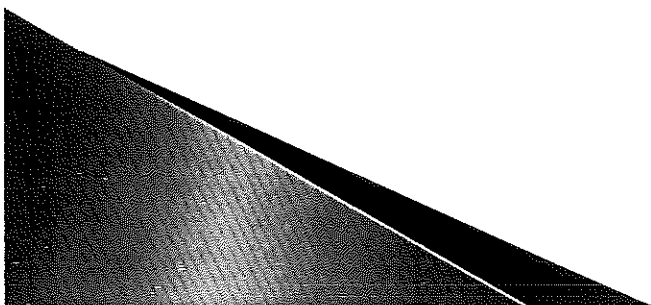
GEO Community Services Divisions include:

- Abraxas Youth & Family Services
- BI Incorporate Electronic Monitoring
- GEO Reentry Services

GEO Community is a division of the GEO Group, a worldwide leader in corrections.

NOTE: The GEO Group, Inc. is an "Equal Opportunity Employer" and as such does not discriminate against any person by race, creed, color, religion, age, sex, or physical or mental disabilities with respect to hiring, application for employment, tenure, terms or conditions of employment.

Experience & Qualifications



EXPERIENCE AND QUALIFICATIONS

Since our inception in 1984, GEO has developed into the second largest prison and jail contractor in the world. GEO's worldwide operations include the management of 106 correctional and residential treatment facilities with a total design capacity of approximately 85,500 beds.

GEO has provided government customers in the United States secure correctional/detention services for over twenty-five years. GEO has the capability, integrity and reliability in the provision of services to our government customers.

Our first business venture in California started in 1987, when GEO partnered with the California Department of Corrections and Rehabilitation to operate a 200 bed facility in McFarland. Since that initial contract in 1987, GEO has conducted business in California with federal, state, and local governments. A copy of GEO's **Articles of Incorporation** is available upon request.

Jail operations are an integral component of GEO's business model. In California, we have operated the 700 bed Western Region Detention Facility, San Diego, under contract with the U.S. Marshal Service, since the year 2000. The merger with Cornell Companies in 2010 provided GEO the opportunity to serve cities in Los Angeles County, San Bernardino County, and Orange County through operations of their Type 1 Jail Facilities and Temporary Jail/Holding Facilities. Currently, GEO operates seven Type 1 jails in the greater Los Angeles area. We are very proud of our affiliations with the City Police Departments we serve and encourage you to contact each of the Jails for feedback on our high quality operations and customer service.



Jails we currently operate are as follows:

City of Alhambra

Contract State Date: 1996

Contact Liaisons:

Captain Cliff Mar

cmar@alhambra.org

Office (626) 570-5130

Cell (626) 233-5506

Dan Rodriguez, Lieutenant

droduiguez@alhambrapd.org

Office (626) 570-5130

City of Baldwin Park

Contract Start Date: 1996

Contact Liaison:

Captain Joe Bartolotti

jbartolotti@baldwinpark.com

Office (626) 960-4011

City of Fontana

Contract Start Date: 2007

Contact Liaison:

Kelly Binks, Sergeant

kbinks@fontana.org

Office (909) 356-7165

City of Garden Grove

Contract Start Date: 2000

Contact Liaison:

Kenny Chism

kennyc@ci.garden-grove.ca.us

Office (714) 588-5882

Cell (714) 469-6555

City of Downey

Contract Start Date: 1996

Contact Liaisons:

Alex Irizabal, Lieutenant

airizabal@downeyca.org

Office (562) 904-2319

Leigh Lacy, Sergeant

llacy@downeyca.org

Office (562) 904-2308

City of Montebello

Contract Start Date: 1996

Contact Liaison:

Kelly Gordon, Lieutenant

kgordon@cityofmontebello.com

Office (323) 877-1231

Cell (323) 246-0250

City of Ontario

Contract Start Date: 2006

Contact Liaison:

David McBride, Sergeant

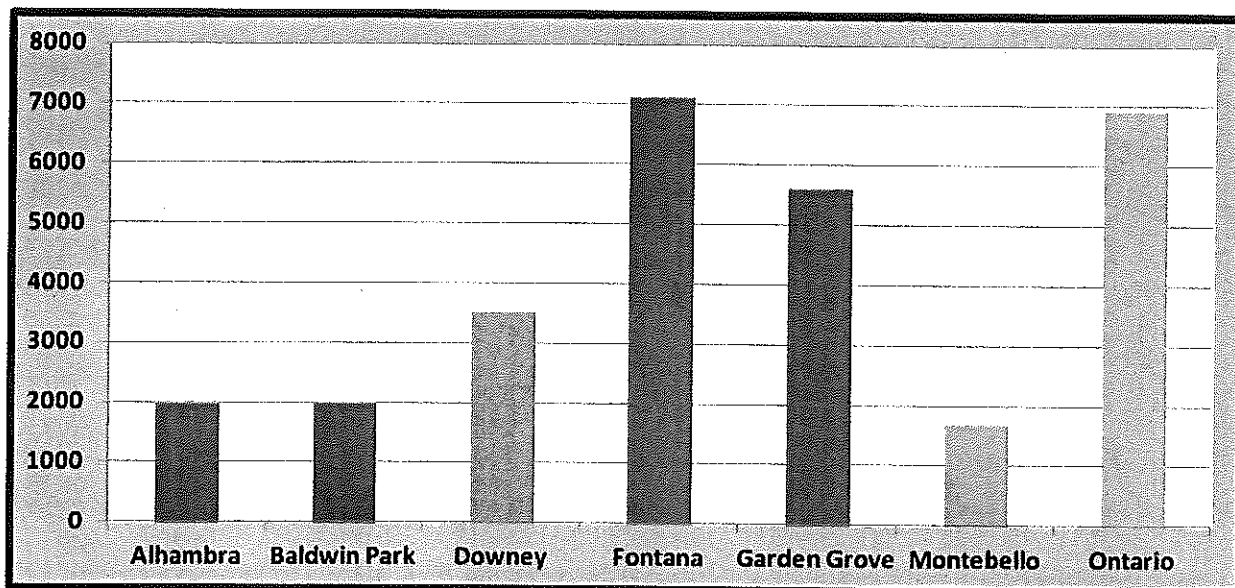
dmcbride@ontariopolice.org

Office (909) 395-2747

For 2014, our seven jails had a total of **28,885** bookings (see chart below). Our experience at the seven jails includes receiving, processing, housing, monitoring, transporting, and releasing prisoners.

2014 GEO GROUP – CITY JAIL TOTAL BOOKINGS

Ontario	Garden Grove	Fontana	Downey	Montebello	Alhambra	Baldwin Park
6929	5619	7127	3524	1679	1985	1991



GEO is privileged and honored to have had the opportunity to retain varied expertise and high caliber career individuals that the public and private correctional agencies have produced over the past thirty years. We believe the associations that have been built with our current GEO management teams will continue to be a positive asset to the mission and goals of the Garden Grove Police Department.

GEO insists that each of its facilities is a model of modern correctional management. We recruit the “best of the best” in corporate, regional and facility management staff to ensure our commitment to the mission, philosophy and goals of the customer and the company.

To that end, our commitment is demonstrated through the dedication and experience of our team of professionals that includes experts in corrections, law enforcement and other components of the correctional system. Our top quality corporate, regional and facility teams have been recruited from a vast array of the public and private sector to include local, county, state and federal correctional and law enforcement agencies.

GEO’s Western Regional Office will provide strong oversight and technical assistance during the transition and ongoing management and operations. Our Region operations team has a combined

total of over 161 years of experience in corrections and the criminal justice field. The following individuals will comprise the key management team for this project.

At the direction of the Regional Vice President, James Black, the Regional Office is comprised of regional directors and managers who provide technical oversight to the various operational disciplines at each regional facility.

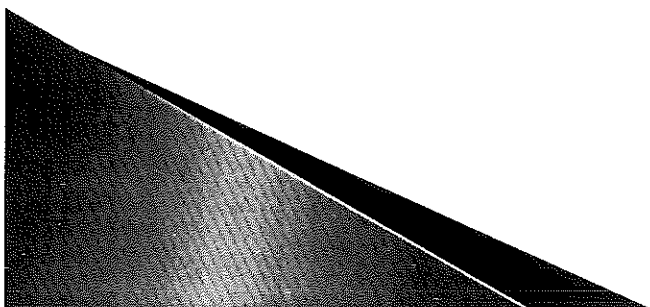
- James Black, Vice President
- Steve Lechuga, Director of Jail Operations
- Cheryl Nelson, Director of Operations
- Cynthia Armant, Director of Contract Compliance
- Chuck Hill, Director of Business Management
- TBA, Director of Human Resources
- Timothy Turner, Director of Information Systems
- Kevin Shadduck, Director of Facilities Management

Individually, the regional office team are subject-matter experts in their field. Collectively, they encompass the foundation of the core values, mission, and goals of the corporation, providing the leadership and resources necessary for each of the facilities within the Region to succeed and thrive independently.

The Regional Office staff will provide all support necessary to ensure the overall success of this project during ongoing operations. This support will include, in addition to the other services outlined, monitoring and auditing of all services performed at the facility to ensure ongoing contract compliance.

In closing discussion of this section, it is very important to point out the **Western Regional Office is located in Los Angeles, just 36.2 miles from the Garden Grove Police Department.** Should you grant us the honor to serve you; we are committed to strong management oversight and presence. Our proximity to the Garden Grove City Jail ensures our fast onsite responsiveness to address any issues that may arise.

Scope of Work



SCOPE OF WORK

The role of GEO with respect to operation of the Temporary Jail/Holding Facility is to partner with the Police Department and to ensure that a cohesive, seamless transition in operation of the Jail is achieved. We understand that our responsibility begins with receiving the detainee from the arresting officer and ends with transporting or releasing the detainee. In between the aforementioned duties, GEO will complete the booking process, monitor and supervise confinement, ensure the basic needs are being met, protect the detainee from harm, provide a safe, clean environment and work closely with the Police Department to ensure open and honest communication remains the foundation of our partnership.

Our ongoing mission and objective is to satisfy the requirements with competent and motivated personnel, implement an effective self-monitoring program to ensure that a high level of performance remains a continuous variable and to partner with the City on the changing demands of the Jail. We believe that initial and subsequent training in all required areas is the foundation of operations; therefore, we provide the highest level of training possible for our personnel and ensure job-proficiency exists from inception of employment through advancement in roles and responsibilities.

COMPLIANCE

GEO will administer a comprehensive Quality Control Program (QCP) that ensures all requirements are achieved. We have designed our plan in accordance with Minimal Requirements and governing Jail Standards by regulatory agencies. All staff will utilize GEO's QCP on a scheduled basis to ensure high quality in all aspects of operations. The QCP identifies the scope of quality control for the Jail, to include responsibilities of staff, lines of authority, required documentation and interaction with City personnel. GEO QCP will be an integral part of operations of the City Jail.

At all times during the term of the Agreement, GEO will comply with all applicable federal, state, and local laws including, without limitation, Titles 15 and 24 of the California Code of Regulations, all applicable Minimum Standards specified by all Federal and State requirements, laws and statutes, Court orders, and the California Corrections Standards Authority applicable to Jail facilities. GEO has a business permit and business license to operate in California, and we will maintain all business license requirements.

ONGOING MONITORING

In addition to adherence to the GEO QCP designed for Jail operations, the Project Manager (Steve Lechuga) will ensure full compliance with all policies contained in the contract and will work directly with the Jail Superintendent to ensure a working application is employed. The Project Manager, through the Jail Superintendent will ensure accurate and timely daily, weekly, monthly and annual reports are provided to the City as required. The Project Manager will engage in weekly meetings with Jail staff and the City's Jail Supervisor liaison to ensure satisfaction is being achieved and the delivery of services is being accomplished in accordance

with requirements and expectations. The Project Manager will be responsible for responding to City requests in a prompt and efficient manner and for ensuring positive relationships are formulated.

Each month, the Project Manager will compile a list of audit activity and reports and assimilate them into a single report for submission to the City for review. The report will include summaries of inspection and audits from the most recent month as well as analysis of any identified deficiencies and corrective actions taken.

Attached are some of the checklists and audit tools we have formulated to implement at the City's Jail: Shift Change Jail Checklist, Weekly Jail Cleaning Matrix, Self Inspection Checklist, and QCP Audit Checklist.

Contract Compliance, Quality Control Programs, and exceeding client expectations is deeply rooted in GEO's business culture. We encourage you to contact any of our clients, and we are confident you will receive very positive feedback about our extraordinary services.

Notwithstanding the customer satisfaction you will undoubtedly hear from our clients, an objective measurable indicator of our company's performance at our seven area jails – and a solid predictor of our performance at the City of Garden Grove Jail – in the audit rating for each jail's most recent audit conducted by California Standards Authority officials. Audit results are as follows:

California Standards Authority Inspection

Jail	Date of Audit	Rating
Alhambra	12/23/13	Compliant
Baldwin Park	10/2/214	Compliant
Downey	6/3/14	Compliant
Garden Grove	N/A	Does not get inspected due to age of facility
Montebello	3/24/14	Compliant
Fontana	4/2/14	Compliant
Ontario	3/20/14	Compliant

The California Corrections Standards Authority has used the same auditor to review our LA area jails as well as other jails operated by different vendors. The auditor's contact information is included below. We encourage you to contact the auditor to gain his insight and perspective concerning our operations and comparison to other vendors.

Steve Keithley
Field Representative
Corrections Standards Authority
steve.keithley@bscc.ca.gov
(916) 323-2613

EMPLOYEE QUALIFICATIONS

GEO will ensure all employees assigned will meet the qualification requirements of the City of Garden Grove Jail. All the recruitment, employment screening, and hiring for the Jail would be managed by the Western Regional Office's Human Resource Department in Los Angeles. Attracting high-caliber staff is a top priority for all GEO locations. In the Los Angeles area, GEO utilizes targeted recruitment strategies that include contacts with colleges, military separation centers, and law enforcement organizations. For this particular location, we plan to transfer at least 50% of the staff from our existing Jail operations in the Los Angeles area.



Our Jail Administrators have, on average, over nine (9) years of experience with our company, for the initiation of a new contract, and we will select from our current Jail Administrators to provide experienced leadership and direction. Additionally, our current Custody Officers, on average, have 3.5 years of experience working in our jails. We believe this illustrates our ability to recruit, hire, and retain capable jail staff committed to providing the best service possible. Additionally, within the first year of employment, all jail staff who do not already possess STC Certification will attend the Corrections Officer Core Course STC Certification as a condition of employment. We expect to hire the vast majority of staff with Core training credentials.

EMPLOYEE BACKGROUND CHECKS

GEO will develop procedures to ensure all requirements are completed prior to any staff member's assignment to the City of Garden Grove Jail. We understand we are obligated for all costs associated with background checks.

GEO's Western Regional Office located in Los Angeles will manage the background investigation program. All components of this important applicant screening program will be coordinated by the Region's Human Resource Department. The following is a summary of the GEO procedures for fulfilling background check requirements.

GEO PROCEDURES FOR BACKGROUND CHECKS

Accurate Background, Inc., Lake Forest, CA

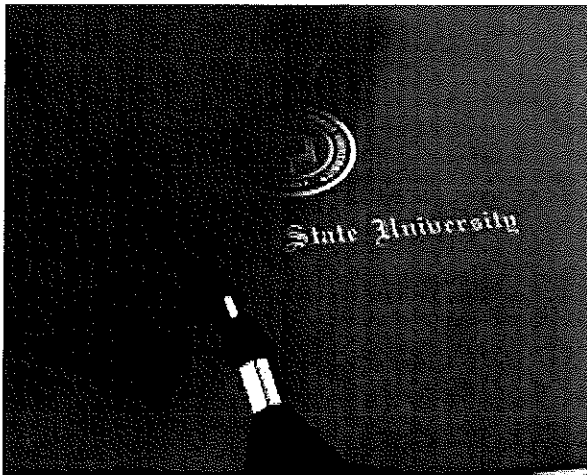
It is standard operating procedure for GEO to use this vendor to perform background checks for all candidates for employment with The GEO Group. The service allows us to select a la carte options in all of the below areas:

Employment / Qualifications Verification

We will obtain a five (5) year employer background check to verify the applicant was not terminated for other than honorable circumstances. Any periods of unemployment will be verified.

Education Verification

We will conduct a review of all schools attended by the applicant to verify the completed educational level. If applicants claim an "Equivalency Test" to support high school level achievement, we will validate the referenced test.



Drugs

As is standard practice for all GEO employment, applicants will receive a drug screen test prior to employment. Additionally, in keeping with routine policy, GEO will conduct random drug screening at various time intervals during actual employment to verify non-usage of drugs.

GEO enforces a very strict policy concerning the use of drugs and alcohol.

Reference Checks

A minimum of three personal reference checks on each candidate for employment will be performed by The GEO Group.

DMV Check

GEO will provide the California Department of Motor Vehicles reports on all prospective employees to the City of Garden Grove for review. We understand the City establishes minimum driving requirements for any GEO employee who will be driving any City vehicle. We will emphasize to all GEO employees complete compliance with all City regulations when using City vehicles.

Credit Check

GEO will conduct a standard credit check to determine the financial responsibility of all applicants. Negative reviews will be investigated to determine the cause of such a review. Financial integrity is an absolute requirement for employment with GEO.

Psychological Review

GEO will ensure the employment screening process includes a psychological review of each applicant for the City of Garden Grove Jail. Specifically, a Minnesota Multiphasic Personality and Intelligence Test (MMPI) will be conducted on each applicant to determine moral integrity and mental stability. GEO currently uses the following vendor to perform this service for the company:

Psychological Consulting Associates, Los Alamitos, CA

This vendor includes a Clinical Psychologist who performs psychological reviews to ensure suitability. We trust our current vendor will be acceptable to the City.

Fingerprint Clearances

GEO understands the City will perform fingerprinting on each applicant for processing through Livescan for a California Department of Justice and NCIC/FBI clearance. Clearances must be received prior to an applicant working in the City of Garden Grove Jail. GEO will pay all fees associated with fingerprint processing.



EMPLOYEE STAFFING REQUIREMENTS

Detention Officers will be at least 21 years of age and meet all the education guidelines, training requirements, background clearance standards, mental health and physical abilities, professional grooming standards and possess appropriate communication skills for successful performance of the job. Our goal when recruiting staff is to seek professionals who meet all the qualifications required for the position and who exhibit strong character, motivation and interest.

Finally, we want to emphasize the role of GEO's Western Regional Office, located in Los Angeles just 36.2 miles from the City of Garden Grove Jail. As mentioned in the Section – Experience and Qualifications, the Regional Office is comprised of a Vice President, Mr. James Black and eight Directors of specialized areas dedicated to assisting facility operations and ensuring total client satisfaction. Mr. Steve Lechuga, Director of Jail Operations, will be intimately involved in oversight of the City's Jail operations, should the City award the contract to GEO. Mr. Lechuga will be present virtually full-time during the critical stage of transition in operations from the current service provider to GEO. Mr. Lechuga's visibility, oversight, and client contacts will continue on a weekly basis (or as often as desired by the City) beyond the



transition phase. Other Regional resources are readily available for technical oversight and direct assistance, if needed.

UNIFORM REQUIREMENTS

GEO has longstanding relationships with several suppliers of uniforms and equipment for corrections professionals. GEO will supply all uniforms and equipment to Jail staff, to include utility belts, handcuff holders, keepers, key rings as well as any other uniform item deemed necessary. Absent specific preference stated by the City, GEO will evaluate and select desired uniform options and present them to the City for concurrence. GEO recognizes that uniform choices must be mutually agreed upon prior to finalizing them as the Jail uniform.

HOURS OF OPERATION

GEO understands and agrees to staff and operate the City's Jail Facility in compliance with all policies and procedures in the Jail Bureau Manuals that would be provided.

INSPECTIONS

GEO welcomes unannounced or planned inspections of our operations at any time. All our facilities take great pride in their high standards of operations.

The best evidence of The GEO Group's ability to perform is to examine our history. The GEO Group subscribes to operational standards promulgated by a number of different certifying groups and opens its facilities to inspection and accreditation by these associations, commissions and councils. This accreditation serves as additional protection for the client agency against claims and litigation.

As a matter of corporate policy, all GEO Group facilities are designed and operated in general accordance with the recommendations of the following organizations:

- American Correctional Association (ACA)
- International Organization for Standardizations (ISO)
- National Commission on Correctional Health Care (NCCCHC)
- The Joint Commission on the Accreditation of Health Organizations (JCAHO)
- Southern Association of Colleges & Schools (SACS)
- Correctional Education Association (CEA)
- The standards of the client agency

Our Quality Control plan for the City Jail will include not only regularly scheduled audits conducted by Contract Compliance staff, but regular inspections conducted by Mr. Lechuga, the Jail Superintendent, and all Detention Officers to include inspections that are completed and documented each shift. We truly believe in blending Quality Control inspections into routine operations at each of our facilities.

INVOICES

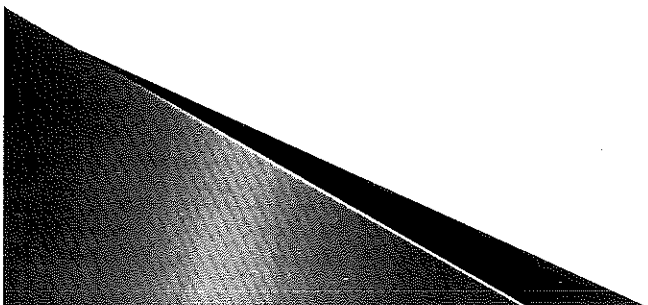
GEO would submit statements of service charges to be paid by the City to the Records and Jail Manager on a monthly basis, in a format approved by the Police Department. Each invoice would detail, with specificity, the identity of each jailer, the dates, times and number of hours worked by each employee during the monthly billing and the services for which the City is being charged.

Mr. Chuck Hill, Director of Business Management, would provide oversight and review of the invoice and operational payment procedure. Mr. Hill works in the Western Region's Los Angeles Office and is readily available for discussion of any issues – including personal meetings with City officials – dependent on the preferences of the City.

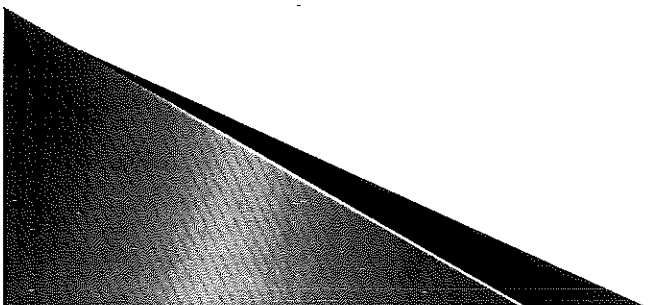
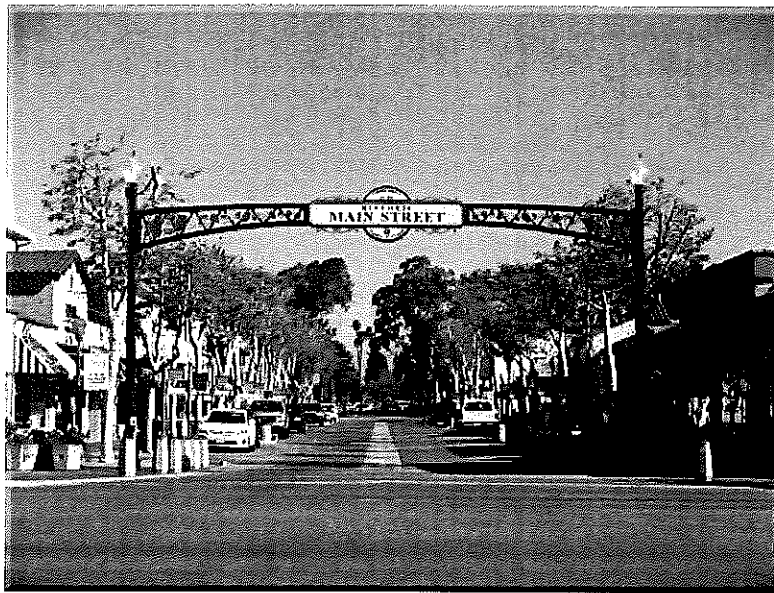
E-VERIFY

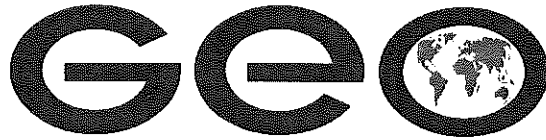
GEO certifies we are enrolled in the U.S. Department of Homeland Security's E-Verify program. GEO's registration number is #315793.

Training & Transition



Training Outline





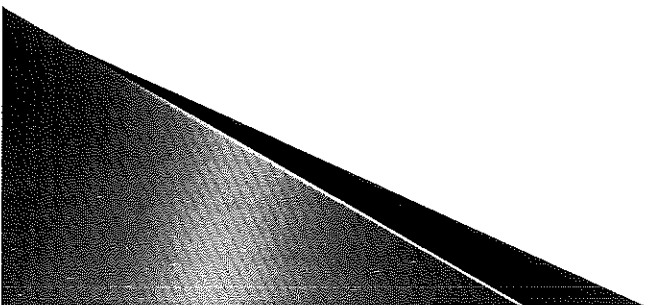
Corrections & Detention ®

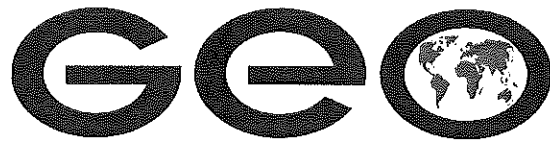
THE GEO GROUP CITY JAILS TRAINING OUTLINE

- **ADULT FIRST-AID & CPR COURSE – 6 HOUR COURSE**
- All jail staff need to attend this course every 2 years to be certified by the American Red Cross (Rio Hondo Chapter)
- Training covers all aspects of first-aid & CPR as required per title 15.
- **STC CORRECTIONAL OFFICER CORE COURSE – 200 HOUR COURSE**
- All jail staff need to attend this training within the first year of employment. It is required by title 15 to have completed this course to maintain employment.
- Training covers topics specific to city and county jails. Training includes: Drug Awareness, Suicide Prevention, Gang Affiliation, Court Transportation, Food Management, Juvenile Detention, Sanitation, Public Visitation, Inmate Rights, Inmate and Staff Security, Emergency Evacuation, and Report Writing. There are 5 tests that test the staff on those topics. There is also a physical agility test that includes: 1.5 mile run, sit-ups, push-ups, dummy drag, pull-ups and agility test.
- **MANAGER AND ADMINISTRATOR CORE COURSE (MACC) – 80 HOUR COURSE**
- All Jail Managers and Supervisors need to complete this course within 1 year of being assigned to a jail management position per Title 15.
- Training covers various management topics such as: Budget, Title 15, Time Management, Policy and Procedures, Litigation, Public and Private Contracts, Jail Inspection, etc...
- **JAIL STAFF REFRESHER TRAINING – (24 HOURS – TYPE 1 JAILS), (8 HOURS – TEMP HOLDING FACILITIES)**
- All jail staff will complete 8 or 24 hours (depending on what type of jail they are assigned) every year after they have completed the STC Core Course.

- It is required by Title 15 that every jail employee be refreshed in any jail specific training.
- The training is broken up into 3 (8 hour) classes, with different topics being taught each day.
- Topics include but not limited to: Drug Awareness, Suicide Prevention, Gang Affiliation, Court Transportation, Food management, Juvenile Detention, Sanitation, Public Visitation, Inmate Rights, Inmate and Staff Security, Emergency Evacuation and Report Writing.
- **JAIL MANAGER AND SUPERVISOR REFRESHER TRAINING – (24 HOURS)**
- All Jail Managers and Supervisors are required to have 24 hours of refresher training every year after completing the MACC Training.
- The training is 3 (8 hour) classes.
- Topics include: Budget, Title 15, Time Management, Policy and Procedures, Litigation, Public and Private Contract, Jail Inspections, etc...
- **2 WEEK ON THE JOB TRAINING – (80 HOURS)**
- Every jail staff will be trained on the job for the first 2 weeks of employment. The training will be given by the jail manager.
- All job duties and policies will be covered in the training for that specific jail.
- Documentation of all training topics will be kept in the employee file.

80-Hour Orientation





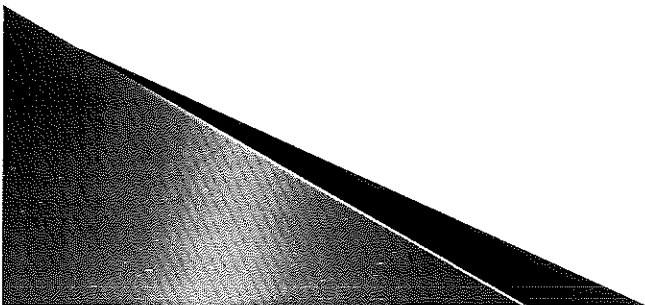
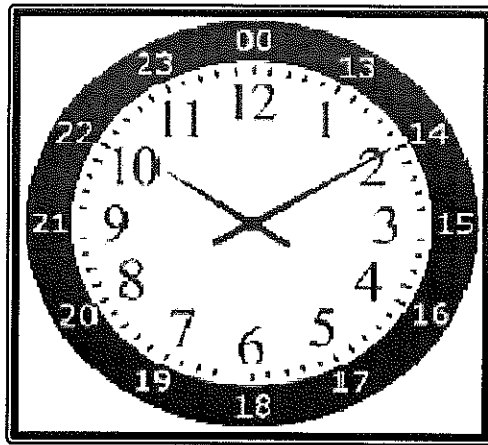
Corrections & Detention®

**THE CITY OF GARDEN GROVE JAIL
80 HOUR ORIENTATION TRAINING**

Monday	Class	Instructor
0800 – 1000	Welcome to GEO & The City of Garden Grove Jail	Regional Vice President & WRO Staff
1000 – 1200	Standards of Employee Conduct	Director of Operations
1300 – 1700	Department of Justice Criminal Offender Record Information	City Representative
Tuesday		
0800 – 1700	Garden Grove Jail Bureau Policy Manual	City Technical Representative
Wednesday		
0800 – 1200	Fire and Life Safety (Jail Bureau Manual)	City Representative
1300 – 1400	GEO Fire and Live Safety Review	Regional Facilities Director
1400 – 1500	Sexual Harassment	GEO Director of Jails
1500 – 1700	Suicide Intervention / Prevention	GEO Jail Training Administrator
Thursday		
0800 – 1700	Red Cross CPR / First Aid	GEO Jail Training Administrator
Friday		
0800 – 1000	Universal Precautions / Blood Borne Pathogens	GEO Director of Jails
1000 – 1100	Personal Protective Equipment	GEO Jail Training Administrator
1100 – 1200	Prison Rape Elimination Act	GEO Jail Training Administrator
1300 – 1600	Cultural and Ethnic Sensitivity	GEO Director of Jails
1600 – 1700	Cross Gender Detainee Supervision	GEO Training Administrator

Monday	Class	Instructor
0800 – 1700	Communication Skills/Counseling Techniques	Regional Training Director
Tuesday		
0800 – 1700	Jail Familiarization: <ul style="list-style-type: none"> • Intake Booking & Release Procedures • Housing Policy, Property Storage • Equipment, Reporting Documentation 	
Wednesday		
0800 – 1000	Security Threat Groups	GEO Director of Jails
1000 – 1200	Direct Supervision of Offenders	GEO Jail Training Administrator
1300 – 1500	Professionalism and Ethics	GEO Director of Jails
1500 – 1700	Contraband Control	GEO Jail Training Administrator
Thursday		
0800 – 1000	Detainee Rules and Regulations	GEO Director of Jails
1000 – 1200	Report Writing	GEO Jail Training Administrator
1300 – 1600	Searches and Shakedown Techniques	GEO Director of Jails
1600 – 1700	Detainee Property Procedures	GEO Jail Training Administrator
Friday		
0800 – 1200	Emergency Plans and Procedures	GEO Director of Jails
1300 – 1500	Use of Force	GEO Jail Training Administrator
1500 – 1600	Tool and Key Control	GEO Director of Jails
1500 – 1600	Counts GEO	GEO Jail Training Administrator

24-Hour Annual Training





Corrections & Detention ®

THE CITY OF GARDEN GROVE JAIL 24 HOUR ANNUAL TRAINING PROGRAM

Each year, GEO would provide the Garden Grove Jailers 24 hours of in-service training that meets California Corrections Standard Authority Requirement. A curriculum for each year's training would be developed for the City's approval based on a current assessment of training needs. Topics in each year's 24-hour training program will be included from the following list:

Suicide Prevention and Crisis in the Jails Course

Course Summary

The Suicide Prevention and Crisis in the Jails course is based on the California Institute for Mental Health "On Your Watch – The Challenge of Jail Suicide" presentation. Through facilitated and group discussion, the participants will develop a working knowledge of effective suicide prevention techniques & be able to identify suicide risk factors and indicators.

Conflict Resolution

Course Summary

It's a rare leader who never has to address an issue of conflict in the workplace. Surveys show that managers spend about 25% of their valuable time handling conflicts between employees. Participants will assess their own behavior in conflict situations. This hard-hitting workshop will help you to get an upper hand on conflict in your organization.

Effective Report Writing Skills for Correctional Officers

Course Summary

Students learn how written communications are used in both civil and criminal areas of probation and corrections. Students will prepare written reports relative to sentencing reports of probationers. Correctional officers will learn effective ways in which to write more meaningful and effective special incident reports. The goal of this course is to make sure reports are consistently accurate, well written and reflect professionalism.

Emotionally Disturbed Persons

Course Summary

The subject of this course is the emotionally disturbed individual and the challenge he presents to you, the law enforcement officer. For a multitude of reasons, interactions between people with

serious mental illnesses and law enforcement officers are increasing. In this course, you will learn about developmental disability, psychotic and neurotic mental illnesses, and the early warning signs of potential violence from the seriously mentally ill. Included in this course are methods of assessment of people thought to have mental disorders, intervention techniques, and a discussion of involuntary psychiatric commitments. The objective is to keep you aware of the hazards presented by the potentially violent mentally ill person in order to increase your safety.

Ethics for Jail Staff

Course Summary

Ethical behavior by public employees is the foundation from every law enforcement or corrections organization. There is an increasing demand by both the public and law enforcement leaders for a strong and professional system that incorporates ethical considerations and behavior. As members of a public law enforcement agency, officers are expected to “talk the talk” and “walk the walk” of organizational integrity both in the performance of their duties and in their personal life. The public will not separate their personal life from their professional life. As such, they are highly visible role models.

Inherent Stresses and Risks of Being a Custodial Officer

Course Summary

Stress has often times been defined as “a constraining or impelling force, which causes effort/demand upon physical or mental energy”. Job stress can include scarce resources, salary and benefits issues, workplace restructuring, role stress and interpersonal conflicts. Burnout, another term used to describe stress, is prolonged exposure to external stress can lead to burnout which has severe impacts on the individual’s physical, psychological, emotional and functional abilities. Correctional officers face a large amount of stress in their daily work activities. Correctional staff is subject to specialized challenges, which are unique to their work place environments. In common with many individuals working in the fields of justice administration, the armed forces, health care, emergency services, and mental health, corrections workers are also routinely exposed to incidents of first and second-hand trauma, violence and abuse.

Managing Stress in the Workplace

Course Summary

Recent studies have found a link between chronic job stress and metabolic syndrome, a cluster of health factors that increase the risk of developing heart disease, type 2 diabetes and other health conditions. The course will teach you what you can do to reduce work-related stress and stay healthier. Work stress is extremely prevalent in today’s society, and can impact happiness levels, health, and other important aspects of your life. This course will investigate the link between work stress and happiness, and find resources to have a healthier, happier life. Today, probation employees are receiving an increasing number of cases. Many officers are overwhelmed with the amount of cases they are burdened with. Actuary tables show that life expectancy levels for probation officers are lower than police officers. Most police officers average only five years of life after they retire. Stress is a silent killer that if left unchecked, will decimate the life of every probation officer in the State of California.

Street Gangs and Law Enforcement

Course Summary

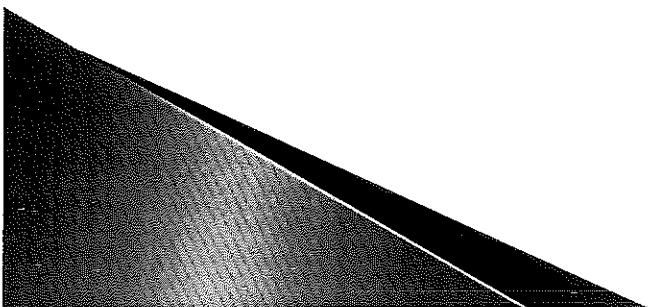
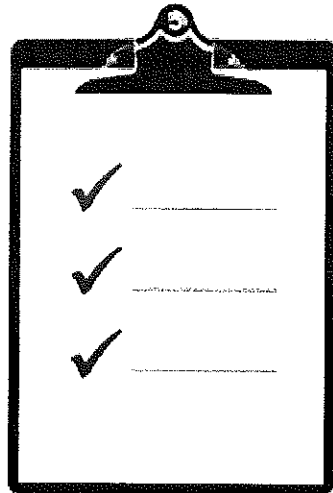
Street gangs are in constant flux. Every law enforcement officer will encounter some aspect of this growing, dangerous phenomenon. Gang members, knowing the emphasis law enforcement and the courts place on them, will attempt to hide their active participation in these potentially violent groups. Often times, probation officers are required to supervise active gang members of a gang.

Tactical Communication 4-hour Course

Course Summary

This class teaches participants the elements of effective communication. It explores participants own personalities and reaches them how to verbally resolve issues when they deal with difficult people, by using conflict resolution techniques, stress management and controlling feelings and anxiety. The participant will leave the class with an understanding of how to deal with people verbally, rather than physically.

On-the-Job Training Checklist





Corrections & Detention ®

**THE CITY OF GARDEN GROVE JAIL
DETENTION OFFICER TRAINING CHECKLIST
JAIL/HOLDING FACILITY**

Trainee's Name: _____
Last Name First Name

Training Officer: _____

After each item has been reviewed, both the Trainee and the Training Officer shall initial and date on the line provided for the subject module on this training record. Training will not be complete until all modules have been covered in their entirety.

GENERAL ADMINISTRATION

Procedure	Date Reviewed	Trainee's Initials	Trainer's Initials
1. Orientation to the City of Garden Grove Police Department			
2. Jail Operations			
3. Minimum Standards			
4. Reports and Date Entry			
5. Handling Confidential Information			

INTAKE

Procedure	Date Reviewed	Trainee's Initials	Trainer's Initials
1. Booking/Arrest Form			
2. Complete Enroute Booking			
3. Detox Form			
4. Facility Log Book			
5. Completion of Medical Form			
6. Telephone Calls			
7. Classification Form			
8. Add Charge Slip			



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Trainee Name: _____

Date: _____

SECURITY AND CONTROL

Procedure	Date Reviewed	Trainee's Initials	Trainer's Initials
1. Security and Control			
2. Inmate/Detainee Movement			
3. Inmate/Detainee Counts			
4. Tools & Equipment			
5. Key and Lock Control			
6. Emergency Response Plans			
7. Searches			

PROPERTY

Procedure	Date Reviewed	Trainee's Initials	Trainer's Initials
1. Arrestee Property Receipts			
2. Arrestee Property Storage			
3. Sealed Property			

MEDICAL PROCEDURES

Procedure	Date Reviewed	Trainee's Initials	Trainer's Initials
1. Medical Care			
2. Inmate Injury			
3. Summoning Medical Assistance			
4. Mental Problems			
5. Suicide and Deaths			



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Trainee Name: _____

Date: _____

BOOKING

• **Fingerprinting**

Procedure	Date Reviewed	Trainee's Initials	Trainer's Initials
1. Inmate			
2. Registrants			
3. Public			

• **Photographs**

Procedure	Date Reviewed	Trainee's Initials	Trainer's Initials
1. Mug Shots			
2. Registrants			
3. Public			
4. Tattoo Charts			
5. Crime Analysis			

EQUIPMENT

Procedure	Date Reviewed	Trainee's Initials	Trainer's Initials
1. Live Scan			
2. Camera			
3. Registrants			
4. Ink Platern			
5. Jail Van			
6. Local Access Computer			
7. Video Surveillance			
8. FAX			
9. Telephone System			
10. Emergency Lighting			
11. Jail Management System (JMS)			



Corrections & Detention ®

Trainee Name: _____

Date: _____

REPORTING

Procedure	Date Reviewed	Trainee's Initials	Trainer's Initials
1. Jail Accidents			
2. Jail Incidents			
3. Arrestee/Staff Injury Report			
4. Watch Commander Notification			
5. Use of Force			
6. To Jail Superintendent			
7. Daily Population			
8. Timesheet/Overtime			

SAFETY PROCEDURES

Procedure	Date Reviewed	Trainee's Initials	Trainer's Initials
1. Safety Checks			
2. Key Control			
3. Inmate Movement			
4. Facility Log Book			
5. Safety Cell			
6. No weapons in Jail			
7. Suicide Prevention			
8. Fire Safety			

JAIL EMERGENCIES

Procedure	Date Reviewed	Trainee's Initials	Trainer's Initials
1. Jail Alarm			
2. Paramedics			
3. Fire			
4. Escapes			
5. Evacuations			
6. Hostages			
7. First Aid Kits			
8. Power Failure			
9. Respirator (SCBA)			



Corrections & Detention®

Trainee Name: _____

Date: _____

REPORTING

Procedure	Date Reviewed	Trainee's Initials	Trainer's Initials
1. Jail Accidents			
2. Jail Incidents			
3. Arrestee/Staff Injury Report			
4. Watch Commander Notification			
5. Use of Force			
6. To Jail Superintendent			
7. Daily Population			
8. Timesheet/Overtime			

RELEASE OF ARRESTEES

Procedure	Date Reviewed	Trainee's Initials	Trainer's Initials
1. O. R. Sites			
2. 849 Releases			
3. Juvenile Sites			
4. Bail Bonds			
5. By Medical Personnel			

TRANSPORTATION

Procedure	Date Reviewed	Trainee's Initials	Trainer's Initials
1. To County Jail			
2. To/From Outside Agencies			
3. Restraints			

HOUSING

Procedure	Date Reviewed	Trainee's Initials	Trainer's Initials
1. Classification			
2. Segregation			
3. Telephones			
4. Cleaning and Sanitation			
5. Destruction of/Defacing Jail Property			



Corrections & Detention®

Trainee Name: _____

Date: _____

FEMALE PROCESSING

Procedure	Date Reviewed	Trainee's Initials	Trainer's Initials
1. Search Only by Female			
2. Hygiene			
3. Pregnancy			
4. Lactating Females			

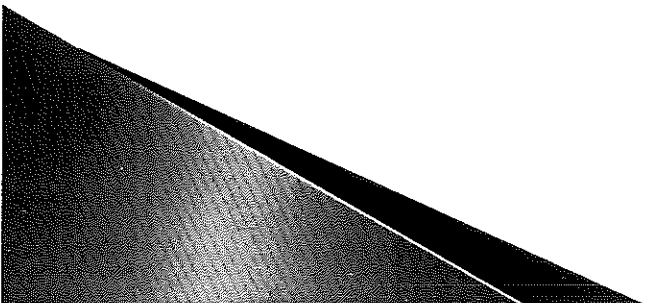
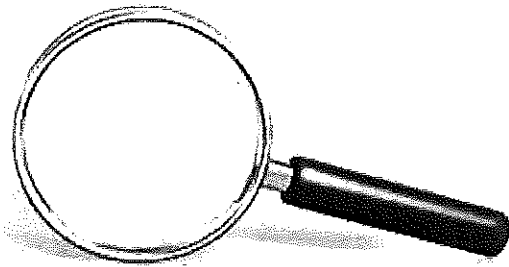
JUVENILE HOLDING

Procedure	Date Reviewed	Trainee's Initials	Trainer's Initials
1. Secure Detention			
2. Non-Secure Detention			
3. Six Hour Limit			
4. Juvenile Log			
5. Supervision			
6. 601/602/300 WIC			

PAPERWORK ROUTING

Procedure	Date Reviewed	Trainee's Initials	Trainer's Initials
1. Booking Paperwork			
2. Property Release Paperwork			

References



REFERENCES

Michael Taylor

Chief of Police
Baldwin Park Police Department
City of Baldwin Park
14403 E. Pacific Avenue
Baldwin Park, California 91706
Direct (626) 813-5225
Business (626) 960-1955
mtaylor@baldwinpark.com

Edward Lopez

Former Chief of Police of Baldwin Park
Currently Assistant Campus Academic Dean of Westwood College, Upland, CA
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Elopez@westwood.edu

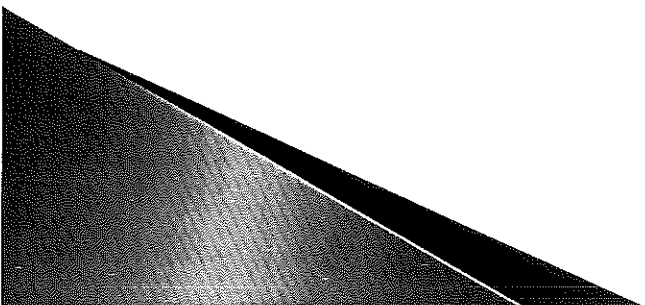
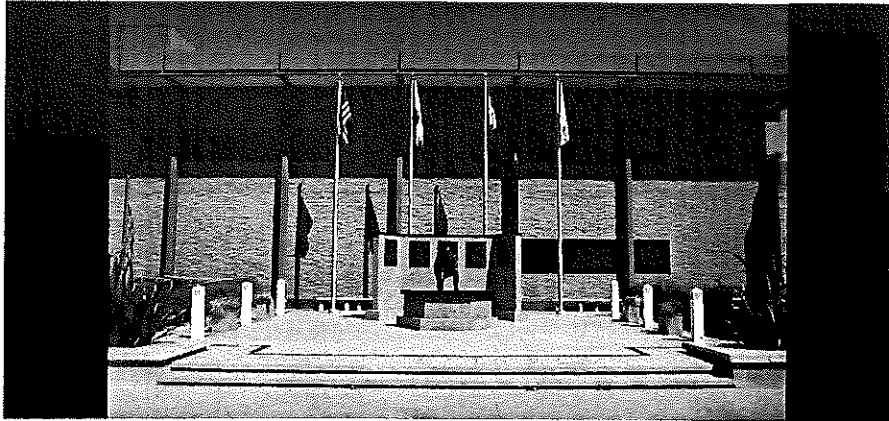
Luis Lopez

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Cell: (626) 641-7454
Drodriguez@alhambrapd.org

Contractor & Subcontractor



CONTRACTOR AND SUBCONTRACTOR LISTING

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Dedicated Account Manager
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Lake Forest, California 92630
dmartinez@accuragebackground.com
(949) 609-2264

Psych Evaluations: Psych Consults Assoc. Inc.

Dr. Gina Gallivan
Psychological Consulting Associates, Inc.
10940 Wilshire Blvd. Ste. 1600
Los Angeles, CA 90024
(310) 443-4152

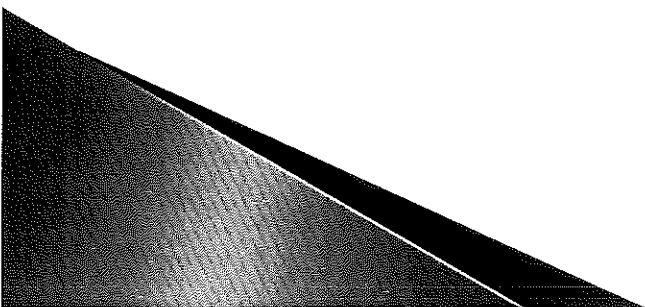
Ross Bartlett

Pinnacle Training and Consulting
4733 Torrance Blvd., Ste. 282
Torrance, California 90503
(800) 968-3371
(714) 904-4158
Rbartlett.psc@gmail.com

Affinity Apparel

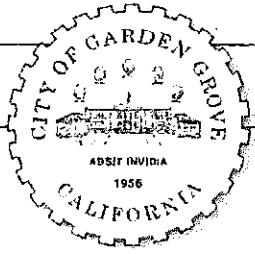
1202 Dayton-Yellow Springs Road
Fairborn, Ohio 45324
(937) 873-4789
www.AffinityApparel.com

Additional Information



GEO CORRECTION & DETENTION LLC
ZOLEY, GEORGE
621 NW 53RD ST #700
BOCA RATON, FL 33487

CITY OF GARDEN GROVE - BUSINESS TAX CERTIFICATE



BUSINESS NAME

GEO CORRECTIONS & DETENTION LLC

BUSINESS OWNER/PRINCIPAL

ZOLEY, GEORGE (CHAIRMAN)

TYPE OF BUSINESS

JAILS & HALFWAY HOUSES MANAGEMENT

BUSINESS ADDRESS

11301 ACACIA PKWY
GARDEN GROVE, CA 92840

CONDITIONS

EXISTING POLICE DEPARTMENT SERVICES

CERTIFICATE NO.

304439

VALIDATION DATE

02/04/2015

EXPIRATION DATE

12/31/2015

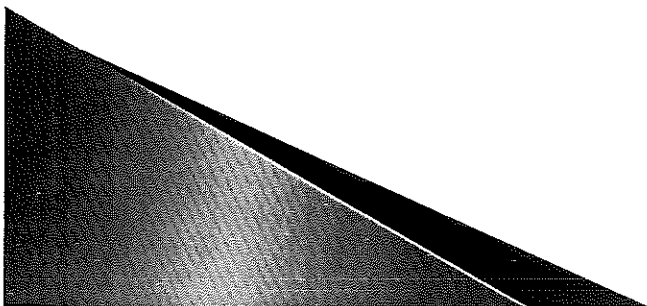
THE PERSON OR BUSINESS ENTITY NAMED ABOVE IS GRANTED THIS BUSINESS TAX CERTIFICATE PURSUANT TO THE PROVISIONS OF THE CITY BUSINESS TAX ORDINANCE TO ENGAGE IN, CARRY ON, OR CONDUCT THE BUSINESS, TRADE, CALLING, PROFESSION, EXHIBITION, OR OCCUPATION DESCRIBED BELOW. ISSUANCE OF THIS CERTIFICATE IS NOT AN ENDORSEMENT NOR CERTIFICATION OF COMPLIANCE WITH OTHER ORDINANCES OR LAWS INCLUDING LAND USE OR ZONING LAWS. THIS CERTIFICATE IS ISSUED WITHOUT VERIFICATION THAT THE APPLICANT IS SUBJECT TO OR EXEMPT FROM LICENSING BY THE STATE OF CALIFORNIA.

POST IN A CONSPICUOUS PLACE - NOT TRANSFERABLE

TAX PAID IN ACCORDANCE WITH THE MUNICIPAL CODE

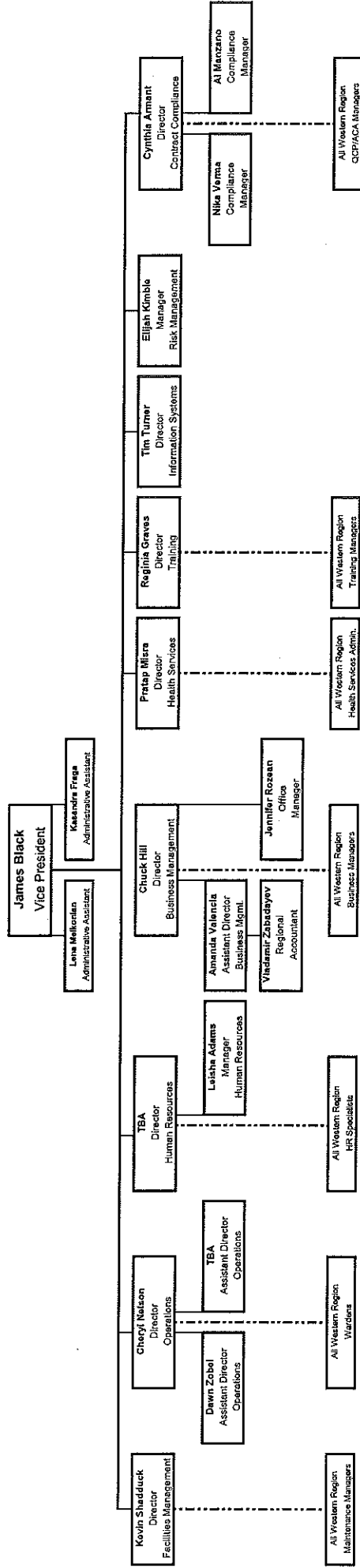
GEO Western Region & Jails Organizational Charts

W | **O** | **R** | **K**

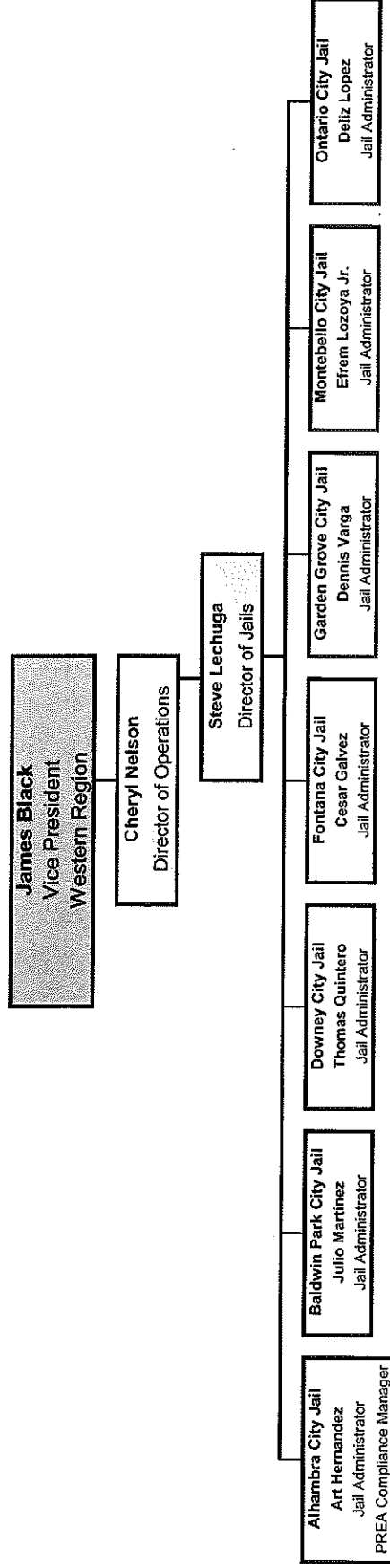




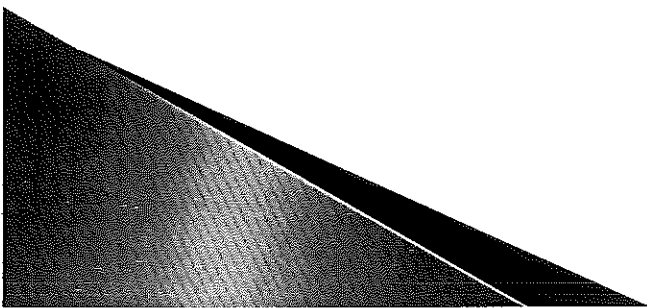
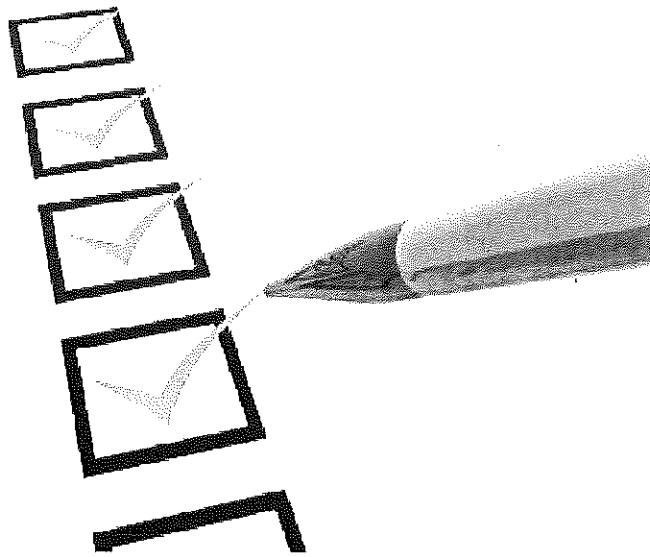
Western Regional Office Organizational Chart



Western Region / Los Angeles City Jails Organizational Chart



Audit Tools & Checklists



Audit Tool

The City of Garden Grove Jail

Location Name:	
Form Date:	
Manager (s):	
Auditor:	

MANAGEMENT - TRAINING

- 1 Review personnel files and ensure that all custodial personnel have completed the "Corrections Officer Core Course" as described in Section 179 of Title 1, CCR within one year of assignment.
- 2 All supervisory custodial personnel have completed the STC or POST supervisory training within one year of assignment.
- 3 All jail management personnel have completed either the STC or the POST management course specified in Section 182, Title 15, CCR within one year of assignment.
- 4 Review training files for all personnel who have worked for more than one year. All facility/system administrators, managers, supervisors and custody personnel completed the annual required training specified in Section 184, Title 15, CCR.

Yes	No	N/A
Yes	No	N/A
Yes	No	N/A
Yes	No	N/A

Comments:

STAFFING

- 1 There are sufficient personnel on duty at all times (whenever there is an inmate in custody) to ensure they are properly supervised and that all required programs and activities are provided.
- 2 There is a written plan that includes the documentation of hourly safety checks.
- 3 Randomly select 5 days during the past 30 days and verify safety checks are completed.
- 4 There is at least one employee on duty at all times and immediately available and accessible with the ability to respond to any inmate in an emergency.
- 5 Whenever one or more female inmates are in custody, there is at least one female employee immediately available and accessible
- 6 A staffing plan is available which indicates personnel and their duties.
- 7 There is a minimum of one staff member on duty at all times who meets the CSC training standards for general fire and life safety, and the life safety procedures specific to the facility.
- 7a There is a fire suppression pre-plan that has been developed in consultation with the responsible fire authority. Review the pre-plan and ensure it contains an evacuation plan and a plan for housing of inmates in the event of a fire.
- 7b Monthly fire and safety inspections by facility staff are being conducted and documentation is retained for a minimum of two years. (Review inspection documentation for the past 3 months and note any findings)

Yes	No	N/A
Yes	No	N/A
Yes	No	N/A
Yes	No	N/A
Yes	No	N/A
Yes	No	N/A
Yes	No	N/A
Yes	No	N/A
Yes	No	N/A

Comments:

POLICIES AND PROCEDURES

- 1 There is a written site specific policy and procedure manual. Review the manual and verify it contains the following. 1. Table of organization, including channels of communication. 2. Inspections and operations reviews by the facility administrator/manager. 3. Use of Force and Use of Restraints. 4. Screening newly received inmates for release. 5. Security and control. 6. Counts 7. Searches 8. Contraband control 9. Key control.
- 2 The facility administrator reviews, evaluates and documents internal and external security measures annually.
- 3 Review Emergency Procedures and ensure they include: 1. Escape 2. Disturbances 3. Taking of hostages 4. Civil disturbance 5. Natural disasters 6. Periodic testing of emergency equipment 7. Storage, issue and use of weapons, ammunition, chemical agents 8. Suicide prevention 9. Segregation
- 4 Manuals are reviewed and updated at least every two years, and they are available to all employees.

Yes	No	N/A
Yes	No	N/A
Yes	No	N/A
Yes	No	N/A

Comments:

ADMINISTRATIVE

- 1 Accountability – The facility maintains an inmate demographics accounting system, which reflects the monthly average daily population of sentenced and unsentenced inmates by categories of male, female and juvenile.
- 2 Inmate Records – Review the policy and procedures. Do they address intake information, personal property receipts, commitment papers, court orders, reports of disciplinary action taken, medical orders issued by the responsible physician and staff response and non-medical information regarding disabilities and other limitations?
- 3 Incident Reports – Are procedures for the maintenance of written records of all incidents that result in physical harm, serious threat of physical harm, to an employee, inmate or other person. (Review a sample of records and ensure they include the names of persons involve, a description of the incident, action taken and date and time of the occurrence.)
- 4 Public Information Plan – There is a suitable plan for the dissemination of information to the public, government agencies and news media.
- 5 Death in Custody – There are written policies and established procedures to ensure there is a review of each in-custody death. The review team includes the facility administrator, and/or manager; the health administrator’ there responsible physician; and other healthcare and supervision staff who are relevant to the incident.

Yes	No	N/A
Yes	No	N/A
Yes	No	N/A
Yes	No	N/A
Yes	No	N/A

Comments:

CLASSIFICATION

- 1 The facility has a written classification plan to properly assign inmates to housing units and activities.
- 2 Receiving screening is performed by trained personnel
- 2a Obtain a booking packet if possible observe the screening process. A record for each inmate is generated and all required documentation for classification level, hosing restriction and housing assignment are completed and verified by staff signature.
- 2b During processing, in the absence of medically trained personnel, an inquiry is made to determine if the inmate has or had any communicable diseases, or has observable symptoms of communicable diseases including but not limited to tuberculosis or other airborne diseases, or special medical problems identified by the health authority.
- 2c Inmate’s response is noted on booking form and/or screening device.
- 2d Mentally Disordered Inmates – Are identified and evaluated within 24 hours or at the next daily sick call, whichever is earliest.
- 2e There are written procedures for the identification and evaluation of all developmentally disabled inmates. A contact to the regional center occurs within 24 hours when an inmate is suspected or confirmed to be developmentally disabled.

Yes	No	N/A
Yes	No	N/A
Yes	No	N/A
Yes	No	N/A
Yes	No	N/A
Yes	No	N/A
Yes	No	N/A

CLASSIFICATION continued

- 1 Segregation may be used if necessary to protect the safety of the inmate or others. If applicable, review supporting documentation and ensure proper procedures were followed for inmate placement into segregation.
- 2 There are provisions made for transfer of such inmates to a medical facility for diagnosis, treatment, and evaluation of suspected mental disorder pursuant to Section 1209, Title 15, CCR.

Yes	No	N/A
Yes	No	N/A

Comments:

SERVICES

- 1 Visiting – Review written policies and procedures for inmate visiting and review supporting documentation.
- 1a Sentenced inmates are allowed at least two visits totaling at least one hour per week.
- 1b Include provisions for visitation of minor children of the inmate.
- 2 Correspondence – The facility administrator has developed written policies and procedures for inmate correspondence. Review policy.
 - 2a There are no limitations placed on the volume of mail an inmate may send or receive.
 - 2b Mail may be read where there is a valid security reason and the facility administrator or designee provides approval.
 - 2c Staff does not review inmate correspondence with the facility administrator and/or manager is permitted.
 - 2d Confidential correspondence with the facility administrator and/or manager is permitted.
 - 2e Inmates without funds are permitted at least two postage paid letters each week to family and friends, and unlimited correspondence with his/her attorney and courts. (Review supporting documentation and ensure facility has a system for tracking and monitoring issuance of postage.)
- 3 Exercise and Recreation – Table games and/or television are available to inmates.
- 4 Publications – English/Non-English materials are available for inmates.
- 5 Access to Telephones – Reasonable access to a telephone beyond those telephone calls required by Section 851.5 PC are provided (Review supporting documentation)
- 6 Access to Courts – Review written policy and procedures and supporting documentation. Ensure inmates have access to courts, unlimited mail and confidential consultation with attorneys.
- 7 Inmate Orientation – Newly received non-sentenced inmates are provided orientation at the time of placement in a living area. Review written orientation information and ensure it covers: Rules and disciplinary proceedings, Visiting rules, Availability of personal care items, Availability of reading and recreational materials, and Medical/Mental health procedures.
- 8 Voting (Applicable to sentenced inmate workers) – Facilities holding sentenced inmate workers have policies and procedures whereby the county registrar allows qualified voters to vote in local, state, and federal elections pursuant to the election codes.
- 9 Religious Services – Review written policies and procedures. Opportunities for inmates to participate in religious services and counseling on a voluntary basis are provided.
- 10 Inmate Grievance Procedure (Applicable to facilities having inmate workers and/or prisoners who are held for “safekeeping”). Review written policies and procedures and ensure they address the following: 1. How to obtain a grievance form and instructions for registering a grievance. 2. Resolution process at the lowest appropriate staff level. 3. Provisions for resolving questions of jurisdiction within the facility. 4. Provisions for appeal to next level of review. 5. Written reason for denial at each level of review. 6. Provisions for response in a reasonable time limit.

Yes	No	N/A
Yes	No	N/A
Yes	No	N/A
Yes	No	N/A
Yes	No	N/A
Yes	No	N/A
Yes	No	N/A
Yes	No	N/A
Yes	No	N/A
Yes	No	N/A
Yes	No	N/A
Yes	No	N/A
Yes	No	N/A
Yes	No	N/A
Yes	No	N/A
Yes	No	N/A
Yes	No	N/A
Yes	No	N/A

Comments:

USE OF CELLS

- 1 Sobering Cell – The sobering cell, specified in Title 24, Part II, Section 1231 2.4 is used only for holding inmates who are a threat to their own safety or the safety of others due to their state of intoxication and pursuant to written policies and procedures. Does the facility have a designated sobering cell.
- 2 Intermittent direct visual observation of inmates in sobering cells is conducted no less than every half hour. (If applicable review supporting documentation).
- 3 Inmates placed into sobering cells are removed when they are able to continue with processing.

Yes	No	N/A
Yes	No	N/A
Yes	No	N/A

Comments:

USE OF RESTRAINTS

- 1 Review written policies and procedures for the use of restraint devices that include: Restraints are not used as discipline or as a substitute for treatment. They identify acceptable restraint devices; signs and symptoms which should result in immediate medical/mental health referral; availability of CPR equipment; protective housing of restrained persons; provisions for hydration and sanitation needs; and exercising of extremities.
- 2 Restraints are used only to hold inmates who display behavior that results in the destruction of property or reveals intent to cause physical harm to self or others.
- 3 Inmates are placed in restraints only with approval of facility manager, watch commander, or the designated physician.
- 4 All inmates in restraints are housed alone or in specified area for restrained inmates and direct visual observation is conducted and documented at least twice every 30 minutes.
- 5 Continue retention in such restraints is reviewed every two hours and a medical opinion on placement and retention shall be secured as soon as possible but no later than four hours from the time of placement. (If applicable, review supporting documentation).
- 6 Medical review for continued retention in restraint devices occurs at a minimum of every six hours.
- 7 A mental health consultation is secured as soon as possible, but no later than either hours from time of placement. (If applicable, review supporting documentation).

Yes	No	N/A
Yes	No	N/A
Yes	No	N/A
Yes	No	N/A
Yes	No	N/A
Yes	No	N/A
Yes	No	N/A

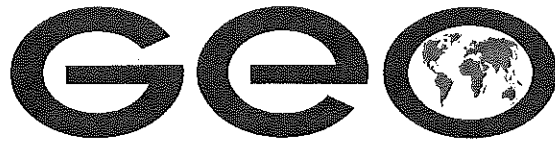
Comments:

COLLECTION OF DNA SPECIMENS, SAMPLES, IMPRESSIONS

- 1 Review policy and procedures. The use of reasonable force to collect blood specimens, saliva samples, or thumb/palm print impressions from individuals who are required to provide such and refuse written or oral requests to do so are followed. (Reference PC 296)
- 2 The use of reasonable force is preceded by documented efforts to secure voluntary compliance, including advisement of legal obligation to provide the specimen, sample or impression and the consequences of failing to do so.
- 3 Supervisory authorization is obtained prior to use of reasonable force.
- 4 If the use of reasonable force includes cell extraction, the extraction is audio and videotaped and retained by the department, as required by statute.

Yes	No	N/A
Yes	No	N/A
Yes	No	N/A
Yes	No	N/A

Comments:

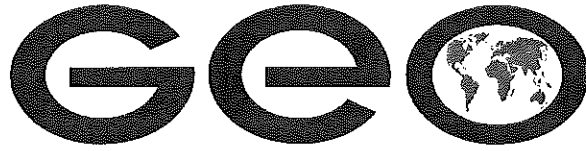


Corrections & Detention®

**THE CITY OF GARDEN GROVE JAIL
SHIFT CHANGE JAIL CHECKLIST**

	1 st Shift	2 nd Shift	3 rd Shift	Signature
Check count of inmates				
Ensure all doors are locked and secure				
All keys accounted for				
Make sure security check is done				
Check log book for accuracy				
Check status of inmates/bookings or to be released				
Check what needs to be cleaned/laundry/trash				
Make sure all property is put away and secure				
Make sure equipment is working properly				
Check back emergency exit door				

	1 st Shift	2 nd Shift	3 rd Shift	Signature
Check count of inmates				
Ensure all doors are locked and secure				
All keys accounted for				
Make sure security check is done				
Check log book for accuracy				
Check status of inmates/bookings or to be released				
Check what needs to be cleaned/laundry/trash				
Make sure all property is put away and secure				
Make sure equipment is working properly				
Check back emergency exit door				



Corrections & Detention ®

**THE CITY OF GARDEN GROVE JAIL
SELF INSPECTION CHECKLIST**

1. Custody logs for a accuracy / completeness / up to date

2. Juvenile detention logs for accuracy / completeness / up to date

3. Training requirements (Up to date on STC requirements)

4. Security checks, half hour checks are up to date and completed

5. Jail count accurate

6. Visiting area (both sides) general cleanliness

7. Booking area, general cleanliness or orderly

8. Posting of mandated signage

9. First Aid Kits (properly stocked and within expiration dates)

10. Suicide kits

11. Breast pump

12. Lice Solution

13. Kitchen area:

- a) Food expiration dates
 - b) Cleanliness of service counter, microwave (and under microwave) and serving cart
 - c) Cleanliness of freezer, refrigerator, floors
 - d) Check rubber seals of freezer / refrigerator
 - e) Utensils put away
 - f) No cleaning material in the kitchen area
 - g) Check the temperature of the fridge/freezer daily
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-
-

14. Cleanliness of cells:

- a) Calcium buildup in sinks, toilets and showers
 - b) Mold / rust in shower areas
 - c) Bunk bed areas, dust and dirt buildup
 - d) Ventilation areas clean of buildup
 - e) Cleanliness of floors
 - f) Condition of mattresses
 - g) Dust buildup in TV compartments
-
-
-

15. Breathing apparatus, not expired, fully charged

16. Fire extinguishers, not expired, fully charged

17. Laundry area

- a) Overall cleanliness, floors clean, room organized
 - b) Lint traps of dryer, lint in the area
 - c) Soap buildup on washing machine
 - d) Water temp on washing machine / weekly log of temp check
 - e) Inventory of cleaning supplies
 - f) Hair clippers (property marked and stored)
 - g) Linens properly cleaned and stored
 - h) MSDS Forms for cleaning supplies
-
-
-

18. Check pipe rooms for leaks

19. Duress alarm test

20. Juvenile holding area:

- a) General cleanliness
- b) Restroom

Inspected by: _____

Date: _____

Inspected by: _____

Date: _____

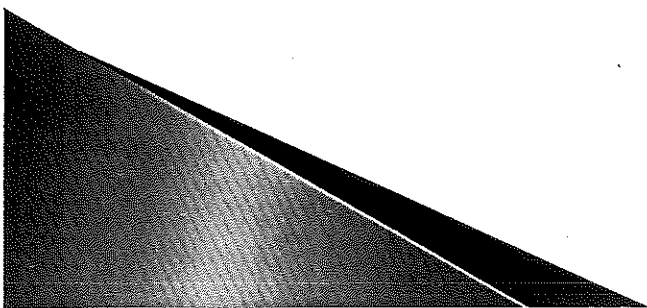
Inspected by: _____


Date: _____

Standards of Employee Conduct



Corrections & Detention®



 <p>The GEO Group, Inc.</p>	<p align="center">CORPORATE POLICY MANUAL</p> <p>CHAPTER: Human Resources</p> <p>TITLE: Standards of Employee Conduct</p>	<p><u>NUMBER:</u> 3.2.2</p> <p><u>SUPERSEDES:</u> 03/29/10</p> <p><u>EFFECTIVE:</u> 4/1/13</p>
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POLICY

All employees shall conduct themselves professionally in the execution of their job responsibilities. This policy provides the standard of expected behavior.

GUIDELINES

A. GEO employees shall:

1. Conduct themselves in a manner that creates and maintains respect for themselves as well as GEO in all their activities, personal and official, they should always be mindful of the high standards of behavior expected of them;
2. Avoid any action(s) which might result in, or create the appearance of, adversely affecting the confidence of the public in the integrity of the facility and the company;
3. Discuss with their supervisor and/or supervisors any problems arising in connection with matters within the scope of this policy.

B. It is essential to the orderly running of a facility that employees conduct themselves in a professional manner. In the section below dealing with Personal Conduct are several types of behavior that cannot and will not be tolerated within the work environment:

1. Conduct towards those monitored or in the care, custody or control of GEO
 - a. Employees shall not show favoritism or partiality toward those monitored or in the care, custody or control of GEO, or become emotionally, romantically, physically, or financially involved with those monitored or in the care, custody or control of GEO. This includes those convicted of a felony and serving terms or under parole, probation, halfway house, home-monitoring or other supervision. This refers to those individuals housed in any GEO, GEO Care, or other privately contracted facility as well as any local, county, state, or federal facility.
 - b. Sexual harassment of those monitored or in the care, custody or control of GEO by employees is strictly prohibited. This includes but is not limited to sexual advances, requests for sexual favors and other verbal or physical contact of a sexual nature.



- c. An employee shall not offer or give those currently or formerly monitored or in the care, custody or control of GEO any article, favor, or service, in the performance of the employee's duties. Neither shall an employee accept any gift, personal service or favor from those currently or formerly monitored or in the care, custody or control of GEO.
 - d. An employee who becomes involved in a set of circumstances as described above (or any situation that gives the appearance of improper involvement with those monitored or in the care, custody or control of GEO) should consult with the Facility Administrator. The employee will then be instructed as to the appropriate course of action.
 - e. Brutality, physical violence, or intimidation of those monitored or in the care, custody or control of GEO by employees shall not be permitted. Only the minimum amount of force necessary to subdue or restrain is permitted.
 - f. Use of obscene or verbally abusive language by employees when communicating with those monitored or in the care, custody or control of GEO will not be tolerated. Employees will conduct themselves in a manner which will not be demeaning to those monitored or in the care, custody or control of GEO, their families or friends.
2. Responsiveness
- a. Inattention to duty in a secure environment can result in escapes or elopements, assaults and other incidents. Therefore, employees are required to remain fully alert and attentive during duty hours.
 - b. It is the policy of GEO to routinely/randomly search its employees and/or their property (including vehicles). When the Facility Administrator has a reasonable belief that an employee is in possession of contraband items, which, if introduced, could endanger the institution, the Facility Administrator may authorize a special search of an employee or his/her personal property. Special searches may also be authorized where the Facility Administrator has a reasonable belief that an employee is removing contraband from the facility.
 - c. During the course of an official investigation, employees are to cooperate fully by providing all pertinent information they may have. During an investigation, failure by any employee to answer any inquiry fully and to the best of their knowledge will be grounds for taking disciplinary action. Any attempt to obstruct an investigation will subject the person to immediate disciplinary action, up to and including termination.



3. Confidentiality

Employees of GEO have access to official information such as personal data concerning staff, those monitored or in the care, custody or control of GEO and clients/governmental agencies. Official information may be disclosed or released only as required in the performance of an employee's duties or upon specific authorization from someone with the delegated authority to release official information.

THE FACILITY ADMINISTRATOR AND ASSISTANT FACILITY ADMINISTRATOR ARE THE ONLY PERSONS AUTHORIZED TO RELEASE OFFICIAL INFORMATION. SEE POLICY NO. 1.1.6, PUBLIC RELATIONS PROGRAM.

4. Property and Authority

- a. All GEO property, such as vehicles, supplies, equipment, and facilities are to be used for official purposes only. Loss, misplacement, theft or destruction of GEO property must be reported to their supervisor immediately. Abuse of the above may subject the employee to disciplinary action. Use of electronic communications equipment must conform with Policy 6.1.4 and 6.1.4-A.
- b. GEO credentials, identification card or badges will not be used to coerce, intimidate, or deceive others or to obtain any privileges or articles not otherwise authorized in the performance of official duties.

5. Outside Employment

- a. Any employee wishing to engage in employment outside the facility (including volunteer and self-employment) must seek approval in writing from the Facility Administrator. In cases where a clear conflict of interest between facility position and outside employment exists or when the outside employment would bring disrespect to GEO or the client, the Facility Administrator will determine, following a meeting with the concerned employee, GEO's position on the matter, and will take appropriate action to resolve the matter.
- b. An employee shall not have a direct or indirect financial interest that conflicts with their GEO duties and responsibilities.

6. Staff/Staff Relations

- a. At all times, the relationship between staff members will be mutually respectful and professional.



- b. Supervisors will not show partiality to individuals or groups of subordinates in connection with matters of employment, i.e., post assignments, evaluations, days off assignment, shift assignment, or other matters of employment within the supervisors' control. Equal and impartial treatment in all employment matters is required of all supervisors.
- c. Supervisors will neither accept from or offer to subordinates any article, favor or service which is not authorized in the performance of supervisor and subordinate duties.

7. Illegal Activities


Illegal activities on the part of any employee, in addition to being unlawful, reflects on the integrity of the organization and betrays the trust and confidence placed in it by the public. It is expected that employees will obey not only the letter of the law but the spirit of the law while engaged in personal or official activities. Should an employee be arrested for, charged with, or convicted of any felony or misdemeanor, or be required to appear as a defendant in criminal court, that employee must immediately inform and provide a written report to the Facility Administrator. Employee involvement in illegal activities renders the employee subject to disciplinary action up to and including termination. The employee will be suspended without pay pending the results of the criminal prosecution.

8. Introduction to Contraband

The introduction of contraband into or upon the grounds of a secure GEO facility, or taking or attempting to take anything whatsoever from the grounds or a facility without the knowledge and consent of the Facility Administrator is prohibited. Contraband is defined as any unauthorized article and includes, but is not limited to, the following: letters, stamps, tools, weapons, paper, food, writing material, messages, instruments, alcoholic beverages and drugs.

9. Reporting Violations

Every employee is required to report any violation or attempted violation of any law or regulation to management immediately. This includes any act or omission by any person which has resulted in a breach of facility security.

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10. Solicitations *(this section does not apply to materials regarding conditions of employment or nonemployee materials about organizing)*

- a. It is GEO's policy that unauthorized solicitation of any kind upon the Corporation or client's premises, or in the work areas for personal gain is strictly prohibited.
- b. Solicitation for any purposes by an employee is prohibited while either the person soliciting or the person being solicited should be performing job duties.
- c. Distribution of any unauthorized materials for any purpose by an employee is prohibited at all times in a facility.
- d. Solicitation or distribution of any materials for any purpose by non-employees is prohibited at all times.

11. Housekeeping

GEO employees are to leave their work areas clean and orderly. This is not only important to the image of GEO, but contributes to a healthful and safe working environment.

12. Safety

Safety rules are for the benefit and protection of all. Accidents cause pain, inconvenience, and loss of work time. It is the responsibility of every employee to abide by the safety rules covering the job to which they are assigned. If an accident occurs while on the job, even though it may seem insignificant, the employee involved should report it to their supervisor immediately and at the latest, within 24 hours of the incident. Employees should watch for safety hazards and dangerous conditions. If such conditions are suspected, they should be reported to the supervisor.

13. Appearance Standards

- a. Personnel must be neatly dressed and well groomed in a manner that will maintain the professional image of GEO.
- b. Uniformed personnel shall be neat in appearance while on duty and shall wear only the complete uniform as prescribed.
- c. Facial hair, a neatly trimmed mustache which does not extend beyond the width of the mouth and lower lip is permitted. Neatly trimmed side burns that do not extend beyond the lower part of the ear lobe are also permitted.

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- d. For those employees not required to wear uniforms, business-like apparel appropriate for the job performed is expected.

14. Duties

Employees are selected and placed in their assignment after having met certain requirements necessary to perform their duties. A supervisor will instruct each employee as to what their work and responsibilities are. Employees should follow their duties and look to their supervisor for guidance. Their supervisor will answer any questions concerning their job.

The policy established here is applicable to all employees at the facilities at all levels.

For Facility Administrators, any references to "supervisor" shall refer to the Director of Operations for that facility, the Regional Vice President and/or the President of The GEO Group, Inc. The Facility Administrators understand and accept the application of all parts of this policy to their conduct

APPROVED: 

 Corporate Policy Director

EFFECTIVE: 4/1/13

POLICY OWNER: Christopher Ryan, Director, Employee and Labor Relations

REFERENCES: ACA Standards 4-4056, 4-4063, 4-4069, 4-ALDF-7C-01, 4-ALDF-7C-02, 4-ACRS-7C-02, and 4-ACRS-7E-04; GEO Corporate Policies 3.2.10 Sexual and Workplace Harassment, 3.2.6 Drug Free Workplace, 1.1.6 Public Information/Media, 4.1.3 Electronic Communications, 3.2.4 Absenteeism and Tardiness, 3.2.8 Progressive Discipline

RFP No S-1162 (Jail Management Services)

Attention: Sandra Segawa, Purchasing Agent
City of Garden Grove

11222 Acacia Parkway, Room 220

Garden Grove, CA 92840

RCVD 05/08/15 AM 11:50: