

Multi-Department Master Service Agreements

Attachment 2:
MSA Statement(s) of Work

EXHIBIT A

STATEMENT OF WORK

INDUSTRIAL TRUCK BODIES

Scope of offerings:

CONTRACTOR to provide all truck and vehicle safety related items, installed on County vehicles, not limited to:

Service bodies

Liftgates

Cranes

Ladder racks

Tool boxes

Entry steps

Auxiliary lighting including warning lights

Van interiors

Winches

Inverters

Custom Flatbed

Custom built products

Paint

Repair labor

Installation

Labor rate:

\$105.00/hour

EXHIBIT A

STATEMENT OF WORK

County of Santa Barbara

October 1, 2023 – June 30, 2024

TRIUMPH PROTECTION GROUP

PURPOSE

Protection of people and property of the County of Santa Barbara

BASIC FUNCTIONS

- Control and monitor of entrances and movement of pedestrian and vehicle traffic
- Risk mitigation through prevention of unauthorized access
- Detect and prevent unlawful activity
- Reporting suspicious persons and suspicious packages
- Reporting environmental and life safety hazards
- Asset loss prevention functions typically in performance of inspections
- Patrol of buildings and perimeters
- Escort of sensitive assets and personnel (as requested)
- Response to emergencies
- Support for special assignments and events
- Report facility safety vulnerabilities
- Guards will work directly with the County Physical Security Coordinator for any police required responses.

PERIOD OF PERFORMANCE

Contractor shall begin providing services on October 1, 2023 thru the period ending June 30, 2024. This contract supersedes any previous contract and will be reviewed for renewal every year, as authorized by The County of Santa Barbara.

COUNTY LOCATIONS AND GUARD REQUIREMENTS

Patrolled locations with site-specific duties and any special requirements, are included in Exhibit A. All locations, hours and duties are subject to change.

CONDITIONS

Emergency situations and/or Assignments outside of stated scope of work:

- The stated rates and/or fees may be subject to negotiation based on special conditions considered irregular or necessitating extra preparation in scheduling or unique shifts for officers.

- In emergency situations in which Triumph is given less than 12 hours prior notice, a rate of time and a half will apply and will be billed for the first 12 hours.

Special events:

- Triumph requests a minimum 4-hour shift, and prefers an 8-hour shift, for each officer assigned to a special event or protection detail.

Overtime and Standard Holidays:

- A rate of time and a half will apply to all requested overtime hours and standard holidays. Please note that Triumph does not charge overtime or higher rates for weekend assignments per each type of deployment, except in conditions as stated above. This distinction is noted between weekend and holiday/ overtime hours per the categories in the pricing sheets.

TRAINING REQUIREMENTS

All Agents will possess a current, valid California guard card and have First Aid/ CPR certifications.

Security guard training needs to adhere to California Legislation pertaining to private security services. An officer is not permitted to report for duty until the minimum state training requirements have been completed satisfactorily.

Business and Professions Code Private Security Services

Division 3, Business and Professions Code

Chapter 11.5. Private Security Services

Article 4. Private Patrol Operators Section 7583-7583.47

Minimum basic training requirements and relevant, continuous in-service training for guards is required. A formal mechanism to establish curriculum requirements and hours of training is to be established. All training is to be reviewed and approved for certification by a state regulatory agency. Instructors will also be certified by the state regulatory agency. All training should be validated by approved testing criteria.

Triumph Protection Group will review the training requirements of the appropriate jurisdiction to ensure their training programs comply with the requirements. Detailed training records must be maintained. Records are to be kept to include the course of instruction, presenter, length of the course, date and time of the presentation and the attendees. Tests indicating an understanding of the material presented is to be maintained. Training records are to be made available for review once a quarter or upon request.

Training may be accomplished using the following but not limited to training methods:

- Classroom courses.
- Interactive computer-based programs.
- On-the-job training.

Security guard training topics:

- Responsibilities and ethics in citizen arrest.
- Relationship between a security guard and a peace officer in making an arrest.
- Limitations on security guard power to arrest.
- Searches and seizures.

- Dealing with disturbed individuals and defusing hostile situations.
- Criminal and Civil liabilities.
- Personal liability.
- Employer liability.
- Trespass law.
- Ethics and communications.
- Medical emergency response.
- Report Writing.
- Observational Techniques.
- General Fire Prevention and Safety.
- Use of Force.

UNIFORM APPEARANCE AND CONDUCT

Guards will be in professional appearance at all times. This is a high visibility assignment. Guards must wear official uniforms designated provided by the Contractor.

- Shirts must be tucked in.
- Pants must have belts.
- Shoes and belts must be black.
- Black socks only. No colored or white socks.
- No personal clothing is to be worn at any time while on duty (including hats)
- No personal calls, unless it is an emergency. If there is a need to receive or make a personal call, find a place inside the facility where you can make the call privately and quietly.
- If assigned a County cell phone, it should always be on your person and charged for use during working hours. Answer in a timely manner or return messages quickly. Guards are not to engage in lengthy non-work-related conversations while on duty.

SECURITY GUARD EQUIPMENT

County shall provide guard posts with the following equipment:

- Yellow high-visibility safety vests for locations requiring nighttime patrol.
- Caution tape.
- Tactical or duty flashlight with belt clip for mobility.
- County ID badge issued by Contract Administrator prior to the first day of guard service. It is the responsibility of the Contractor to notify the Contract Administrator of any change in security personnel for activation and deactivation of badges.
 - Guards are not permitted to share their badge with any other individual. If a guard arrives at work without a badge, s/he must report this to the Triumph Supervisor immediately.
- County issued cell phones for selected permanent posts.

REPORTING PROCEDURES

All Guards are required to complete and submit to Triumph Protection Group a Daily Activity Report at the end of each shift. Activities of concern that require Law Enforcement Response or areas of concern shall be logged separately from the regular Activity Report and noted in the body of the email text. All logs will be available and sent to the Contract Administrator and/or be available upon request.

INCIDENT REPORTING

During each shift, the Guard is required to report any unusual issues and incidents. Reports should be submitted prior to leaving the site to the Contract Administrator Tlothery@countyofsb.org.

Any incident of human waste, drug paraphilia, or other items that may be considered a threat to the health & safety of County staff or the community should be immediately reported to County staff via phone (on call number) and the Contract Administrator Tlothery@countyofsb.org. Photo-documentation and specific location information should be provided. The County will work with the contracted janitorial company to perform appropriate clean up and removal.

If there is a building maintenance emergency before 7:30 am or after 4:00 pm Monday thru Friday the Guard shall contact the On-Call Maintenance Staff at **805-896-2916** for South County incidents and the On-Call Maintenance Staff at **805-896-2204** for North County incidents. If it is during regular workdays, they shall call **805-681-4703** and report the issue. All incidents should also be noted on the Daily Activity Report submitted to the County Administrator.

UNSHELTERED POPULATION

Guards can expect to encounter unsheltered individuals throughout their shifts, particularly at the Santa Maria, Lompoc and Santa Barbara Administration Building & Engineering Building complex.

Currently, the county is allowing individuals to use the campus to sleep during overnight hours, however, they are not allowed to make encampments and stay long-term. ***There is no formal approval process for this activity and at no time has the county actively told any of the individuals or outside organizations that this is permissible.*** There is also no precedent for denying access to the campus.

We are requesting that all Guards display appropriate compassion and understanding throughout their interactions with the unsheltered individuals, but with the full understanding that the campus is a place of work and community use from roughly 7:00 a.m. to 6:00 p.m. each day. All unsheltered individuals should be asked to exit the campus during those working hours.

Once guards detect unsheltered persons on campus, inform them that they need to vacate the property no later than 7:00 am. If they refuse to vacate as instructed by 7:00 am guards will place a 48-Hour Notice on all personal items left on county property by unsheltered persons. A supply of notices will be in the post order booklet. Please advise the County Physical Security Coordinator or Triumph Supervisor when more notices are needed. Once a notice is posted, document the time and date in your Daily Activity Report. Take photos of the notice on the belongings. Notify the Contract Administrator Tlothery@countyofsb.org of the posting and include the photos.

New Beginnings Program: Note that the New Beginnings program utilizes the Santa Barbara Administration Parking lot, the Calle Real Social Services, two parking lots on Calle Real and the Calle Real Agricultural Commissioners lot as a location for unsheltered individuals that are living in vehicles from 7:30 p.m. until 7:00 a.m. Individuals that participate in the New Beginnings Program are required to register with the organizers and participate in specific program requirements. This is not a drop-in parking program.

We encourage the Guard on site during that shift to connect with the New Beginnings Staff to become familiar with them and those vehicles / individuals that are participating in the program to the greatest extent possible. The Guard has no direct responsibilities for the management or interaction with this Program. The Guard may, however, be asked to intervene in the event that other external factors create a disturbance or some level of assistance is required to resolve an issue. Any disturbances encountered within the New Beginnings Program, or from an individual from that Program and an outside source should be handled directly by New Beginnings Staff. If an issue becomes an immediate security concern, Guards should contact 911 to report the incident.

SAFE WORKPLACE ENVIRONMENT

It is the intent of the County of Santa Barbara to provide a safe and secure work environment for all. We are committed to working to diffuse potentially volatile situations involving employees and/or customers. To ensure a safe workplace and to reduce the risk of violence, security officers are required to treat everyone with respect and to report any incidents on County property that might lead to violence.

PROHIBITED CONDUCT

- Causing physical injury to another person
- Making terroristic threats against any person, department and/or facility
- Making threatening remarks, verbal or written, in person, by telephone, fax, e-mail, text or any other electronic means of communication
- Stalking

- Making threatening gestures
- Aggressive or hostile behavior that might create a reasonable fear of emotional distress
- Intentionally damaging County property or the property of another employee
- Illegal or unlawful possession of a weapon while on property

DANGEROUS SITUATIONS

Any medical emergencies, violent incident, threats, imminent danger or any suspicious behavior must be reported immediately to **911** to reach local law enforcement authorities. Guards are to report the incident to the County Physical Security Coordinator at **805-448-1734 or 404-877-2515**. Guards are to complete a report of the incident with detailed facts. Reports are to be kept confidential and submitted to the County Physical Security Coordinator and Triumph Management. The security guard should not attempt to take matters into his/her own hands but should wait for law enforcement officials to arrive.

Security guards are not expected to be skilled in identifying all behavior or comments that might suggest a potentially volatile or violent situation. Security guards should report any behavior involving overt or implied threats of physical harm or injury, loud and disruptive or abusive language, any agitated or hostile behavior that suggests a potentially explosive situation, and any other suspicious or questionable behavior that puts an employee or customer in fear for his/her safety or the safety of others.

CONTACTING LAW ENFORCEMENT

Contact **911** immediately if you witness criminal activity or medical emergencies. Provide a complete description of the instigator and summary of the incident taking place.

For non-emergencies or if individuals are giving resistance to your instructions, contact the Police or the Sheriff non-emergency number: **805-683-2724**.

Use the following template when contacting 911 or the Sheriff's Office:

"Hello my name is (state your name). I'm with Triumph Security working an assignment at the (name of location) for the County of Santa Barbara." State the nature of the activity and provide your address. For example: "I need assistance in removing persons from property who refuse to leave." Let them know if the situation is hostile and/or the individuals are using drugs on property.

BREAKS

Guards can bring lunch and eat on campus or go offsite for lunch. During this time, the County should not be charged for services and will not contact the guard for responses. Prior arrangements will be made for guard coverage. Make sure to notify any onsite contacts that you will be offsite.

"BOLO" DISTRIBUTION

A be on the look-out (BOLO) form may be issued to security guards staffed at County facilities. The form will include a photo of the threat/instigator (if available), name, height, weight, and hair color and vehicle information (if available). Security guards will be instructed on how to respond to the subject of the BOLO and to contact the Physical Security coordinator for further instruction.

EMPLOYEE DISCIPLINARY MEETING RESPONSE

When requested by a member of management or Human Resources, the Physical Security Coordinator will work with security officers to provide a safe environment during employee separation or disciplinary meetings.

- Request for assistance should be directed to the Physical Security Coordinator at 805-448-1734 or 404-877-2515. The Physical Security Coordinator will obtain as much information about the issue as possible. (i.e. employee name, department, title, unusual behavior, areas of concern, and any other relevant information). If request for assistance is received by a security officer, the information will be securely

forwarded to the Physical Security Coordinator.

- The two-man rule will be in place in response to any separation meeting for safety purposes. Responding parties will include the Physical Security Coordinator and a Security Officer.
- The Physical Security Coordinator will be the primary respondent and assist management or human resources personnel as requested. The security guard will act as a back-up (safety) officer. The security guard will take a position within the immediate area to assist if needed. The security guard will take direction from the Physical Security Coordinator.
- Depending on the situation, the separated employee may be escorted by the Physical Security Coordinator and/or security guard off property or to their vehicle.
- The Supervisor of the separated employee or human resources representative will have the responsibility of ensuring all property belonging to the employee, not taken at the time of departure, is delivered in a timely manner to that separated employee.
- Security personnel will not take possession of or handle a separated employee's property during escort unless authorized by the Physical Security Coordinator.
- If the employee is acting in a disorderly or violent manner during or at the conclusion of the separation meeting, the steps listed below will be followed:
 - If possible, contain the person at the present location.
 - If needed, contact 911 and dispatch law enforcement.
 - Advise the 911 operator of the incident location (floor, department).
 - If possible, advise an employee to meet law enforcement in the building lobby and escort them to the incident location.
 - Discuss with management if they want to have law enforcement proceed with issuing a criminal trespass warning to the separated employee.
 - If the separated employee performs criminal actions, law enforcement will ask whether or not to engage and proceed with incarceration.
 - Upon conclusion, the Physical Security Coordinator will document the actions taken and provide report to management. Post meeting briefings are to be held to record lessons learned and document feedback and to determine mitigation against any future threats.

EMPLOYEE ESCORTS

When an individual possesses a threat to an employee or an employee requests an escort, the Physical Security Coordinator will partner with contract security guards to implement additional safety and security measures.

- Victim will receive a parking space in front of the facility in which they work. The parking space will be reserved with an orange cone or other identifiable mechanism. In some cases, the victim's/target's vehicle will be parked in a location that is captured by CCTV.
- At facilities, security guards will position themselves at the designated entry point to the building or designated parking space. The security guard will make sure the victim/target enters the building safely. If the situation warrants, the Physical Security Coordinator will schedule a security officer to be onsite to

perform escort functions until the threat has passed.

- The victim will contact the security desk when ready to depart at any time during the day. The victim/target will meet the security officer in the building lobby.
- The security guard will scan the immediate area before proceeding to the vehicle.
- Security guard will proceed with escort to the victim/target vehicle from the building lobby.
- During evening hours, the security guard will wear an emergency vest and utilize a flashlight.
- Once the victim/target departs property, the security guard will ensure the designated parking space is reserved for future use.

Additional Recommendations:

- If a victim goes outside during the day without a security escort, it is recommended that the individual stay within a group of people. Avoid moving to and from the workplace alone.
- The victim is to be instructed to depart at different times and not to keep a predictable schedule.

COMMUNICATIONS

The Contractor may respond to all County Departments but all communication must include the County Contract Administrator on the email; Tlothery@countyofsb.org.

DISCIPLINE OR DISCHARGE OF EMPLOYEES

Any Contractor's employee whose performance is objectionable to the County shall be immediately removed from the County contract assignment by the Contractor. A request by the County to remove an employee shall not constitute an order to discipline or discharge the employee from Contractor's employment.

All actions taken by the Contractor in regards to employee discipline shall be at the sole discretion of the Contractor. The County shall be held harmless in any disputes the Contractor may have with the Contractor's employees. This shall include, but is not limited to charges of discrimination, harassment and discharge without just cause.

BILLING

It is the responsibility of the Contractor to train all existing and incoming Accounting Staff. The County reserves the right to inspect and audit Contractor's billing procedures and records.

Please see Exhibit B for additional billing details.

CONTRACT

#1

Under the direction of General Services, one 24/7 unarmed security guard to foot patrol 10 Santa Barbara Facilities and assist in the Santa Barbara Administration Building screening services.

	Bldg. Code	Name of Location	Address	Hourly Price Quote	Holiday/weekend price quote	Overtime Price Quote
1	F01001	Schwartz Building	130 East Victoria Street	N/A	N/A	N/A
2	F01002	McDonald Building	1226 Anacapa	N/A	N/A	N/A
3	F01005	Administration Kiosk Office	105 East Anapamu	N/A	N/A	N/A
4	F01003	Administration Building (to include parking lot)	105 East Anapamu	N/A	N/A	N/A
5	F01004	Engineering Building	123 East Anapamu	N/A	N/A	N/A
6	F02001	Hall of Records	1100 Anacapa Street	N/A	N/A	N/A
7	F02002	Courthouse Public Defender	1100 Anacapa Street	N/A	N/A	N/A
8	F02003	County Courthouse (to include basement parking lot)	1100 Anacapa Street	N/A	N/A	N/A
9	F02004	Courthouse East Wing	1105 Santa Barbara Street	N/A	N/A	N/A
10	F01011	Probation Building (exterior parking lot only)	117 East Carrillo Street	N/A	N/A	N/A
Total Quote for One Guard:				\$ 26	\$39 holiday \$26 regular	\$39

Contract #1, continued

DOWNTOWN SECURITY SCHEDULE OF DUTIES SUNDAY THROUGH SATURDAY SECURITY

Daily Responsibilities and Tasks for Santa Barbara Downtown Campus:

5:30 a.m. – 6:00 a.m. Ensure that all unsheltered individuals are clear from the main entrance from the Administration Parking lot side of the building. This is the sliding door entrance that is adjacent to the larger plaza on the north side of the Administration Building. We are asking that all County staff that want to enter the Administration & Engineering Buildings utilize this entrance. Monitoring this area throughout the night to make sure that individuals are not occupying this area will be critical to avoid issues when staff employees want to enter the building.

6:00 a.m. Guard will begin at the Administration Building by swiping in the slider door and card read into the designated location to pick up phone and keys. S/he will then walk over to the McDonald Building and check that outside doors and windows are all secured. S/he will then continue to the Schwartz Building, through the Administration parking lot to the Administration Building, Engineering Building, down to the main Courthouse, Hall of Records, Public Defender, East Wing, District Attorney, and Probation Buildings and verify all is secure.

6:00 a.m. – 7:00 a.m. Guard begins to interact with unsheltered individuals letting them know that they need to vacate the properties no later than 7:00am. If there is resistance, contact local Police Department through the Santa Barbara Police Non-Emergency Number (805-882-8900) for assistance.

(Note: The SB Police should only be contacted in those circumstances where there is a threat to health & safety of staff and the community, or they would be considered loitering past the working hours of the campus and refuse to leave. SB Police may ask if the County wants to sign loitering complaint. This should be directed to GS Facilities/Maintenance Staff, the General Services Assistant Director, and the County Safety Officer.)

8:00 a.m. – 5:00 p.m. Guard is required to be posted at the Santa Barbara Administration Building during the hours of 8:00 am – 5:00 pm to assist in the screening of public and at times County employees to ensure the safety of the building and occupants.

5:00 p.m. Guard will ride the elevator to the top of the Santa Barbara Courthouse tower and clear all tourists by directing them to the elevator. Once the elevator has descended, the Guard will walk down the tower stairs to ensure there is no one remaining. (NOTE: In the event someone is left in an area of the Courthouse and any liabilities are incurred, they will be billed to Triumph Protection Group).

5:00 p.m. Lock all doors in Courthouse and make a final round of all doors and windows. Once completed, Guard continues to roam other buildings and confirm they are locked.

5:00 p.m. Monitor the Administration & Engineering Building facilities to ensure that unsheltered individuals are not setting up in these locations prior to 6:00pm.

On occasions the Administration building is open for after hour meetings. During these times the Guard will be required to monitor the unlocked door to make sure only those attending the meeting come in the building. Notices will be sent prior to events so Guard knows of the event and how long the doors will be open.

During the evening hours the Guard will be required to monitor all buildings, swiping at the exterior doors. At least twice during each shift the Guard should pass through the basements of the Engineering Building, Administration Building, and the Courthouse. Any issues should be reported as needed by emergency or by documenting on log. Guard should also take note of exterior lights that are not working and note locations.

A video monitoring station for guards has been activated and the Guards should monitor the camera system when not roaming the grounds. They will also work directly with the County Physical Security Coordinator for any Police required responses.

Contract #1, *continued*

Throughout the night Guard needs to interact with unsheltered individuals to make sure they are not camping (tents), blocking sidewalks, doorways, fire exits, stairways, or any other high traffic areas.

All County facilities, including the Downtown Campus are designated "No Smoking" which includes both security staff and unsheltered individuals. It is appropriate for security staff to remind all unsheltered individuals that smoking is not allowed while on the campus (including evening and overnight hours). Continued smoking is cause for request for removal or exiting from the campus.

NOTE: This guard will also cover the breaks and lunches of Santa Barbara weekend and holiday Santa Barbara Courthouse assigned guard as described in Contract #4.

Contract #2

Under the direction of General Services, one unarmed and/or armed security of screening detail at the Santa Barbara Administration Building and Santa Maria Administration Building.

	Bldg. Code	Name of Location	Address	Hourly Unarmed Quote	Hourly Armed Quote
1	F01005	Santa Barbara Administration Building	105 East Anapamu	\$ 26	\$ 32 armed
2	T02002	Santa Maria Administration Building	511 Lakeside Parkway, Bldg D	\$ 26	\$ 32 armed

There will be 1 unarmed guard posted at the entrance of the building(s) five (5) days a week, 8am – 5pm excluding holidays screening individuals entering the facility and one armed guard on foot patrol in the same area.

This may require some overtime at the approval of the County Security Officer. Dress code will vary and duties are to be the following but not limited to:

- Knowledge of executive Protection core competencies
- Intelligence gathering
- Detection of suspicious devices and suspicious persons
- Verbal persuasion techniques
- Understand Time and Distance
- Defusing situations
- Audience monitoring

Contract #3

Under direction of General Services if requested, one unarmed or armed security of weekly meetings held in the Santa Barbara Administration Buildings.

	Bldg. Code	Name of Location	Address	Hourly Unarmed Quote	Hourly Armed Quote
1	F01005	Santa Barbara Administration Building	105 East Anapamu	\$ 26	\$32 armed \$51 CCW
2	T02002	Santa Maria Administration Building	511 Lakeside Parkway, Bldg D	\$ 26	\$32 armed \$51 CCW

There will be 1 – 2 armed guards depending on assignment and shift is to be from 6 – 8 hours each but may require some overtime at the approval of the County Security Officer. Dress code will vary and duties are to be the following but not limited to:

- Knowledge of executive Protection core competencies
- Intelligence gathering
- Detection of suspicious devices and suspicious persons
- Verbal persuasion techniques
- Understand Time and Distance
- Defusing situations
- Audience monitoring

Contract #4

Under direction of General Services, one unarmed security guard for foot patrol of the Santa Barbara Courthouse on weekends and holidays (excluding Christmas Day) from 9:30 am – 5:30 pm.

	Bldg. Code	Name of Location	Address	Hourly Price Quote	Holiday/weekend price quote	Overtime Price Quote
1	F02003	County Courthouse	1100 Anacapa Street	N/A	N/A	N/A
Total Quote for One Guard:				\$ 26	\$ 39 holiday \$ 26 regular	\$39

Between **9:30 and 10:00 am** the guard will make rounds through the courthouse to make sure all the private area doors are closed and locked. At **10:00 am** the guard would then open up the courthouse.

At **4:45 pm** the guard would begin sweeping the courthouse letting the visitors know that the Courthouse is closing and make their way to the exit.

At **5:00 pm** the Courthouse would be closed and locked. The guard would then roam the Courthouse to confirm everyone has vacated the premises and that all doors are secure.

The guard that is stationed at the Santa Barbara Administration Building is to cover all breaks and holidays as well as to be stationed at the Courthouse to do their typical rounds based out of the Courthouse.

COURTHOUSE GENERAL RULES

- All common areas of the Courthouse are open to the public and at no time shall a special event block access to the general public.
- Elevators have a maximum load of 10 persons.
- Excluding service dogs, no pets are allowed in county buildings.
- No bicycles, roller blades, roller skates or skateboards are allowed in the building.
- Restrooms are for the use of the general public. At no time shall the restrooms be used for bathing. If guard notes or is told of someone loitering in the restroom they are to ask the person to leave the facility.
- No object shall be thrown from the clock tower.

All perimeter doors at downtown campus are to be secured no later than 5:00 pm. Authorized individuals are only able to access via badge or key after 5:00 pm. Any door found unsecured and in need of repair is to be reported immediately to Facilities. If criminal activity is suspected, contact 911. Do not place yourself at risk.

Contract #5

Under direction of General Services, one unarmed security guard for foot and motor patrol of the following North County Campus locations, 24 hours / 7 days a week, including holidays.

	Bldg. Code	Name of Location	Address	Hourly Price Quote	Holiday / weekend price quote	Overtime Price Quote
1	T02001	Public Health	2115 Centerpointe, Building B	N/A	N/A	N/A
2	T02002	Administration Building	511 Lakeside Parkway, Bldg D	N/A	N/A	N/A
3	T02005	Social Services	2125 Centerpointe, Building C	N/A	N/A	N/A
4	T02006	Probation	2121 Centerpointe, Building A	N/A	N/A	N/A
5	T03001	Agricultural Commissioner	624 West Foster Road	N/A	N/A	N/A
6	T03010	Public Works	620 West Foster Road	N/A	N/A	N/A
7	T03005	Planning and Development	624 West Foster Road, Bldg A & B	N/A	N/A	N/A
8	T03006	Technical Services	624 West Foster Road, Building C	N/A	N/A	N/A
9	T03011	Animal Shelter	548 West Foster Road	N/A	N/A	N/A
10	T03101	Behavioral Wellness	500 West Foster Road	N/A	N/A	N/A
11	T03201	Sheriff Substation	812 West Foster Road, Bldg A	N/A	N/A	N/A
12	T03301	Juvenile Hall	4263 California Blvd	N/A	N/A	N/A
13	T03403	Vehicles	912 West Foster Road	N/A	N/A	N/A
14	T03403	General Services, Facilities	912 West Foster Road	N/A	N/A	N/A

15	T03403	Public Works	912 West Foster Road	N/A	N/A	N/A
Total Quote for One Guard:				\$ 26	\$39 holiday \$26 regular	\$39

Guards are to patrol the campus locations listed by vehicle and foot during hours of operation. It is expected that guards conduct 2 x foot patrols per 12-hour shift or 1 x foot patrol per 8-hour shift.

For vehicle patrol:

The vehicle strobe lights must be on between 5:00 pm and 7:00 am daily.

It is unlawful for security vehicles to operate safety lights while on public roads. They should be turned off when traveling on public roads.

For foot patrol:

During evening foot patrol, guards will check perimeter doors for:

- Signs of forced entry
- Suspicious persons and suspicious activity
- Unlocked doors

Perimeter doors should be checked at least twice per shift between 7:00 pm and 7:00 am. Use county issued badge at doors with card readers to verify that you were present to check the doors. For doors with card readers, make note in the Daily Activity Report the time doors were checked.

More stringent measures may be applied as necessary depending on the level of risk and vulnerability, and other criteria deemed vital in determining the level of protection, safety and customer service.

Contract #6

Under direction of General Services, one unarmed security guard for foot and/or motor patrol of the Santa Maria Courthouse, 2 buildings.

	Bldg. Code	Name of Location	Address	Hourly Price Quote	Holiday/weekend price quote	Overtime Price Quote
1	T04006	Public Defender	312 East Cook Street, Building A/B	N/A	N/A	N/A
2	T04004	District Attorney	312 East Cook Street, Building C	N/A	N/A	N/A
Total Quote for One Guard:				\$26	\$ 39 holiday \$ 26 regular	\$ 39

Guard is to be on premises seven (7) days a week from 5:00 pm – 1:00 am.

Duties will include but are not be limited to; patrol of buildings, reporting opening windows, contacting local Law Enforcement for any arrests, etc.

Guards are required to continue County issued badge swipes on the security system but do not have interior access to offices unless otherwise directed by County Contract Administrator.

Guards are not to swipe County ID badges on any Superior Court entry doors.

Badges to access the surrounding perimeter gates will be a separate badge from the County ID badges and will be issued by the County Contract Administrator.

Contract #7

Under direction of Community Services Department, the unarmed security of 2 County Veteran's Buildings and special events held at the Santa Barbara Courthouse

	Bldg. Code	Name of Location	Address	Hourly Price Quote	Holiday Price quote	Overtime price quote
1	P05001	Veteran's Memorial Building Lompoc	100 East Locust Avenue	\$ 26	\$ 39	\$ 39
2	F04001	Veteran's Memorial Building Santa Barbara	112 West Cabrillo Boulevard	\$ 26	\$ 39	\$ 39
3	F02003	Main Courthouse Santa Barbara	1100 Anacapa Street	\$ 26	\$ 39	\$ 39

These three (3) separate locations will be on an as-needed basis according to events scheduled. The duties for all locations will be as follows;

- Most events require the guard(s) to arrive thirty (30) minutes prior to the start of the event and leave thirty (30) minutes after the end of the event. The guard(s) can only be dismissed early by the County Facility Personnel also working the event.
- The guards will be assigned areas for patrol by the County Facility Personnel.
- The guard(s) will look for the following; minors consuming or handling alcohol in any way, destruction of County property, parking violations on County property, campers, littering, etc.

Standard Building Tasks:

- Have a company cell phone in order to communicate with onsite Staff and exchange contact information.
- Onsite Staff will assign posting for the guard(s) and have them rotate throughout the event.
- Guard posted at the entry door will keep a count of the guest coming in and leaving so as not to go over occupancy or estimated guests.
- Onsite Staff and Guards will enforce all building rules. Guards are not to remove any attendee without the presence and approval of onsite County Staff.
- The Guard nearest the bar will be responsible for ensuring no consumption of alcohol is being

done by minors attending the event.

Contract #7, continued

Guards will assist in clearing the premises after ending of event then complete a perimeter check to ensure everyone has left the premises.

During the event, Guards will do “rover” checks to make sure there isn’t suspicious activity in the restrooms, courtyard or around the building.

Depending on the organizers, some events may request bag checks, ID checks and/or wristbands. The guard posted at the entry door will assist in this process with the event monitor.

Contract #8

For the armed security of any location requested. Duties will be provided upon request of services.

		Hourly price Quote	Holiday/weekend price quote	Overtime price quote
1	Armed Security Guard	\$32 armed \$51 CCW	\$48 armed holiday \$75.50 CCW holiday	\$48 armed \$75.50 CCW

Contract #9

For the unarmed security of callouts. This will include the North County and South County offices on an as-needed basis. This quote will be for the first shift of request. If shift extends beyond one shift, all future shifts will be at the normal rate quoted.

Duties will include but are not be limited to; patrol of lobbies, contacting local Law Enforcement for any arrests, etc.

		Hourly price Quote	Holiday/weekend price quote	Overtime price quote	Response Time Required
1	North County Quote during business hours (will include Santa Maria and Lompoc)	\$ 26	\$ 39	\$ 39	8 hours prior
2	North County after hours and weekends (will include Santa Maria and Lompoc)	\$ 26	\$ 39	\$ 39	8 hours prior
3	South County Quote during business hours (will include Santa Barbara, Carpinteria and Goleta)	\$ 26	\$ 39	\$ 39	8 hours prior
4	South County after hours and weekends (will include Santa Barbara, Carpinteria and Goleta)	\$ 26	\$ 39	\$ 39	8 hours prior

Contract #10

Under direction of Superior Court, the unarmed security of one guard for foot and/or motor patrol of the Santa Maria Courthouse. This guard is employed by the County of Santa Barbara on behalf of Superior Court.

	Bldg. Code	Name of Location	Address	Hourly Price Quote	Holiday/weekend price quote	Overtime price quote
1	N/A	Superior Court Facilities	312 East Cook Street, Building A/B	N/A	N/A	N/A
Total Quote for One Guard:				\$ 26	\$ 39 holiday \$ 26 regular	\$ 39

Guard is to be on premises seven (7) days a week from 1:00 am – 3:00 am, excluding Christmas Day.

Duties will include but are not be limited to; patrol of buildings, reporting opening windows, contacting local Law Enforcement for any arrests, etc. Local patrons, including those visiting the adjacent city ball fields are approved for parking on the Courthouse property if they are using it appropriately.

Further Scope of Duties to follow from Superior Court, if requested.

Contract #11
Public Health Department

Campus Security Guard

Hours: Monday – Friday, 8:00 am – 5:00 pm

Additional hours available upon request and acceptance by vendor.

	Bldg. Code	Name of Location	Address	Hourly Price quote	Holiday price quote	Overtime price quote
1	J02003	Public Health Bldg. 1	300 North San Antonio Road	N/A	N/A	N/A
2	J02004	Public Health Bldg. 8	300 North San Antonio Road	N/A	N/A	N/A
3	T02001	Public Health Santa Maria Health Care Ctr	2115 Centerpointe Pkwy, Bldg B	N/A	N/A	N/A
4	PO7001	Public Health Lompoc Health Care Center	301 North R Street	N/A	N/A	N/A
5	PO7004	Public Health Lompoc Wellness Center	1109 West Chestnut Ave	N/A	N/A	N/A
Total Quote for One Guard:				\$ 26 unarmed \$ 32 armed	\$ 39 unarmed \$ 48 armed	\$ 39 unarmed \$ 48 armed

Patrol areas:

- Interior of Building 1 (300 North San Antonio Road). Includes public areas such as hallways, conference rooms and restrooms. Does not include private offices unless directed to these areas.
- Exterior parking lot and areas surrounding Building 1 and Building 8 (300 North San Antonio Road).
- Exterior and parking areas around Santa Maria Health Care Center, Lompoc Health Care Center and Lompoc Wellness Building.

Contract #11, *continued*

Under the direction of Public Health: Provides general security services to act as a deterrent to visitors and clients acting in threatening, inappropriate manner or violating County policies. Remain available, through issued cell phone and radio to receive direction and communication from staff and respond in relation to above threats. In extreme cases, guard may intervene to de-escalate a situation or remove a threatening or violent individual from premises until Law Enforcement can respond.

Guard may be requested to remove or facilitate the removal individuals that violate County policies such as improper overnight parking, camping, smoking in non-designated areas, etc.

Reports any non-emergency safety issues encountered on patrol to Department contact (e.g. slip and fall hazard, improperly parked vehicles, etc.).

Patrols interiors and exteriors of locations listed above four times per work day or approximately every 1.5 hours. Provides written reports of any incidents and/or any noted safety hazards. Reports of incidents must be provided within twenty-four (24) hours of incident.

May be requested to participate in security meetings or planning sessions for PHD facilities or campus security.

**Contract #12
Behavioral Wellness Department**

Campus Security Guard

Under the direction of Behavioral Wellness: Provides general guard and patrol duties on interiors and exteriors of buildings.

Hours: Monday – Friday, 8:00 am – 5:00 pm.

Additional hours available upon request and acceptance by vendor.

	Bldg. Code	Name of Location	Address	Hourly Price Quote	Holiday price quote	Overtime price quote
1	J02017	Behavioral Wellness Crisis Stabilization Unit (begins in January)	305 Camino del Remedio	N/A	N/A	N/A
2	P03003	Lompoc Administration Building	401 East Cypress Avenue	N/A	N/A	N/A
Total Quote for One Guard:				\$ 26 unarmed \$ 32 armed	\$ 39 unarmed \$ 48 armed	\$ 39 unarmed \$ 48 armed

Security services to act as a deterrent to visitors and clients acting in threatening, inappropriate manner or violating County policies. Remain available, through issued cell phone and radio to receive direction and communication from clinic managers, supervisors and staff to respond in relation to above threats. In extreme cases, may intervene to remove violent individual from premises until Law Enforcement can respond.

May be requested to remove or facilitate the removal of individuals that violate County policies such as improper overnight parking, camping, smoking in non-designated areas, etc.

Reports any non-emergency safety issues encountered on patrol to Department contact (e.g. slip and fall hazard, improperly parked vehicles, etc.).

Patrols interiors and exteriors of location four (4) times per shift or approximately every 1.5 hours. Provides written reports of any incidents and/or any noted safety hazards. Reports of incidents must be provided within twenty-four (24) hours of incident.

May be requested to participate in security meetings, safety trainings at an additional cost to Behavioral Wellness or planning sessions for Behavioral Wellness facilities or campus security.

Contract #13

Behavioral Wellness Department Additional Services – Motor Patrol

Under the direction of Behavioral Wellness, the motor patrol security provides services four (4) times per evening seven (7) days a week

	Bldg. Code	Name of Location	Address	Price per evening	Holiday price quote	Overtime price quote
1	T06001	Behavioral Wellness	116 Agnes Street	\$26 hourly per stop	\$39 hourly per stop	\$39 hourly per stop
Total Quote for One Guard:				\$26 hourly \$550 weekly fuel/ maintenance	\$39 hourly \$550 weekly fuel/ maintenance	\$39 hourly \$550 weekly fuel/ maintenance

Motor patrol security services to act as a deterrent to visitors and clients acting in threatening, inappropriate manner or violating County policies.

May be requested to remove or facilitate the removal of individuals that violate County policies such as improper overnight parking, camping, smoking in non-designated areas, etc.

Reports any non-emergency safety issues encountered on patrol to Department contact (e.g. slip and fall hazard, improperly parked vehicles, etc.).

May be requested to participate in security meetings, safety trainings at an additional cost to Behavioral Wellness, or planning sessions for Behavioral Wellness facilities or campus security.

Contract #14
Santa Barbara Courthouse

Under the direction of General Services and the Sheriff's Office: three armed security guards and one armed security supervisor to provide courtroom security at the Santa Barbara Courthouse.

Hours: Weekdays, excluding holidays, from 8:00am – 5:00pm.

	Bldg. Code	Name of Location	Address	Hourly Price Quote	Holiday price quote	Overtime price quote
1	F02003	County Courthouse Dept #3	1100 Anacapa St	\$40	N/A	\$60
2	F02003	County Courthouse Dept #4	1100 Anacapa St	\$40	N/A	\$60
3	F02003	County Courthouse Dept #5	1100 Anacapa St	\$40	N/A	\$60
4	F02003	County Courthouse Dept #9 *Supervisor*	1100 Anacapa St	\$45	N/A	\$67.50

At **8:00 am** the guard will open the assigned courtroom and remain posted at the bailiff desk within the courtroom located between the judge and the audience.

At **12:00 pm**, or when the courtroom commences the afternoon recess, the guard will lock the courtroom and be free to leave for his/her lunch break.

At **1:30 pm**, or when the courtroom commences activities, the guard will re-open their assigned courtroom and return to the bailiff desk.

At **5:00 pm**, or when the courtroom concludes activity, the guard will ensure all members of the public have vacated, then close and lock the courtroom.

In the event a guard's assigned courtroom is not in session, that guard shall be responsible for roving the active civil courtrooms (Departments 3,4,5 & 9) and covering breaks when necessary. If all courtrooms are active, the assigned Triumph supervisor shall be responsible for covering short breaks when necessary.

Fulfilling these assignments may require some overtime.

Contract #14, continued

Dress code shall consist of a Triumph Security uniform maintained in a neat and professional manner.

Duties of the guard include, but are not limited to, the following:

- Maintain a security presence inside the courtroom.
- Ensure proper courtroom demeanor through verbal counseling of disruptors. If further assistance is needed, a Sheriff's Deputy shall be requested.
- As requested by the Judge and/or Clerk, assist in routine administrative tasks such as the passing of paperwork.
- Remain attentive when court is in session, abstaining from distractions such as the use of a cell phone or other electronic devices.
- Resolve conflict through verbal de-escalation tactics, and utilize physical force as an absolute last resort and within the policies of Triumph Protection Group Inc.
- Utilize a Sheriff's Office provided portable radio to call for a Sheriff's Deputy to assist if a situation appears to be escalating to the point that physical force may be necessary or if a person needs to be taken into custody.

Activities the guard is prohibited from engaging in include:

- Taking charge of, or providing direction to, a jury.
- Direct contact with inmates, or escorting inmates to any location at any time.
- Providing legal advice or direction to anyone inside or outside the courtroom.
- Calling a courtroom to order or recess, or otherwise engaging in activities specific to a Courtroom Bailiff.
- Engaging in any behavior that is distracting or disruptive to court proceedings.

SANTA BARBARA COURTHOUSE GENERAL RULES:

- All common areas of the Courthouse are open to the public and at no time shall a special event block access to the general public.
- Elevators have a maximum load of 10 persons.
- Excluding service dogs, no pets are allowed in county buildings.
- No bicycles, rollerblades, roller skates or skateboards are allowed in the building.
- Restrooms are for the use of the general public. At no time shall the restrooms be used for bathing. If the guard notes or is told of someone loitering in a restroom, they are to ask the person to leave the facility and shall call for the assistance of a Sheriff's Deputy if the person refused to comply.
- No object shall be thrown from the clock tower.

NOTE: The Santa Barbara Courthouse assignment (Contract #16) is subject to change or cancellation at any time.