

Title	<b>City of Los Angeles - Los Angeles Police Department</b>	07/07/2023
	by <b>Barbra Montesquieu</b> in <b>Organized Retail Theft Prevention Grant Program</b>	id. 41334465
	n3202@lapd.online	

## Original Submission 07/07/2023

**The Organized Retail Theft (ORT) Prevention Grant Program Application is divided into five (5) sections as identified below: Background Information Contact Information Program Information Proposal Narrative and Budget Mandatory Attachments Each section has a series of questions requiring a response. Applicants will be prompted to provide written text, select options from a drop down menu, select options from a multiple choice menu, or upload attachments. Questions with a red asterisk require responses. Applicants will not be able to submit the application until all questions with a red asterisk have been completed. Applicants may reference the ORT Prevention Grant Program Proposal Instruction Packet for background information, key dates, rating factors, and other important information to aid in the completion of the ORT Prevention Grant Program Application. The ORT Prevention Grant Proposal Instruction Packet is available on the Board of State and Community Corrections (BSCC) website. NOTE: Applicants may start and stop their application but must select "Save Draft" at the bottom of the application before existing.**

**SECTION I - BACKGROUND INFORMATION**      **This section requests information about the applicant's name, location, mailing address, and tax identification number.**

Name of Applicant (i.e., Police Department, Sheriff's Department, or Probation Department)      **City of Los Angeles - Los Angeles Police Department**

Multi-Agency Partnerships Information (if applicable)      **Applicants may apply for funding as part of a multi-agency partnership (two [2] or more agencies). The agencies and jurisdictions comprising the collaborative application are not required to be contiguous. One (1) Lead Public Agency must be identified on behalf of the partnership.**

Multi-Agency Partnerships      **No: This is not a Multi-Agency Partnership Application**

Lead Public Agency Information **All applicants are required to designate a Lead Public Agency (LPA) to serve as the coordinator for all grant activities. The LPA is a governmental agency with local authority within the applicant's city or county. The applicant may choose to fill the role of LPA itself or it may designate a department, agency, or office under its jurisdiction to serve as the LPA. The role of the LPA is to coordinate with other local government agency partners and non-governmental organizations to ensure successful implementation of the grant program. The LPA is responsible for data collection and management, invoices, meeting coordination (virtual and/or in-person), and will serve as the primary point of contact with the BSCC.**

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Lead Public Agency **Los Angeles Police Department**

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Applicant's Physical Address **100 West First Street  
Los Angeles  
CA  
90012  
US**

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Applicant's Mailing Address (if different than the physical address) *n/a*

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Mailing Address for Payment **100 West First Street  
Suite 1061 Attn: Grants Section  
Los Angeles  
CA  
90012  
US**

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Tax Identification Number **95-6000735**

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SECTION II - CONTACT INFORMATION **This section requests contact information for the individuals identified as the Project Director, Financial Officer, Day-to-Day Project Contact, Day-to-Day Fiscal Contact, and the Authorized Signature.**

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Project Director **Kris  
Pitcher**

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Project Director's Title with Agency/Department/Organization **Deputy Chief, Commanding Officer, Detective Bureau**

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Project Director's Physical Address **100 West First Street  
Ste 630  
Los Angeles  
CA  
90012  
US**

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Project Director's Email Address	<b>kris.pitcher@lapd.online</b>
Project Director's Phone Number	<b>+12134867000</b>
Financial Officer	<b>Stella Larracas</b>
Financial Officer's Title with Agency/Department/Organization	<b>Sr. Management Analyst, Grants Manager</b>
Financial Officer's Physical Address	<b>100 West First Street Ste 1061 Los Angeles CA 90012 US</b>
Financial Officer's Email Address	<b>N3371@lapd.online</b>
Financial Officer's Phone Number	<b>+12134860380</b>
Day-To-Day Program Contact	<b>Alfonso Lopez</b>
Day-To-Day Program Contact's Title	<b>Captain, Commanding Officer, Commercial Crimes Division</b>
Day-To-Day Program Contact's Physical Address	<b>100 West First Street Ste 530 Los Angeles CA 90012 US</b>
Day-To-Day Program Contact's Email Address	<b>alfonso.lopez@lapd.online</b>
Day-To-Day Program Contact's Phone Number	<b>+12134868430</b>
Day-To-Day Fiscal Contact	<b>Barbra Montesquieu</b>
Day-To-Day Fiscal Contact's Title	<b>Sr Management Analyst, Grants Section</b>

Day-To-Day Fiscal Contact's Physical Address	<b>100 West First Street Ste 1061 Los Angeles CA 90012 US</b>
Day-To-Day Fiscal Contact's Email Address	<b>n3202@lapd.online</b>
Day-To-Day Fiscal Contact's Phone Number	<b>+12134860380</b>
Name of Authorized Officer	<b>Michel Moore</b>
Authorized Officer's Title	<b>Chief of Police</b>
Authorized Officer's Physical Address	<b>100 West First Street Los Angeles CA 90012 US</b>
Authorized Officer's Email Address	<b>grants@lapd.online</b>
Authorized Officer's Phone Number	<b>+12134860150</b>
Authorized Officer Assurances	<b>checked</b>
SECTION III - PROGRAM INFORAMTION	<b>This section requests a Project Title, Proposal Summary description, Program Purpose Area(s) selection, and Scope Funding Category selection.</b>
Project Title	<b>Project Blue Light</b>
Proposal Summary	<b>This proposal from the Los Angeles Police Department, Project Blue Light, requests funds to prevent, mitigate, and investigate organized retail theft (ORT), motor vehicle theft (MVT), and cargo theft (CT). Project Blue Light is an evidence-based strategy that is built on the Department's collaborations with businesses across the city. It will achieve three goals: 1. Reduce crimes, especially ORT, MVT, and CT, through prevention and intervention by implementing Project Blue Light. 2. Solve more ORT, MVT, and CT crimes by improving police investigations through Project Blue Light. 3. Increase cooperation between business owners, communities, and the police</b>

PROGRAM PURPOSE AREAS	<p><b>Applicants must propose activities, strategies, or programs that address the Program Purpose Areas (PPAs) as defined on pages 5 - 8 in the ORT Prevention Grant Proposal Instruction Packet. A minimum of one (1) PPA must be selected; applicants are not required to address all three (3) PPAs. All proposed activities, strategies, or programs must have a link to the ORT Prevention Grant Program as described in the authorizing legislation and the ORT Prevention Grant Proposal Instruction Packet.</b></p>
Program Purpose Areas (PPAs):	<p><b>PPA 1: Organized Retail Theft PPA 2: Motor Vehicle or Motor Vehicle Accessory Theft PPA 3: Cargo Theft</b></p>
Funding Category Information	<p><b>Applicants may apply for funding in a Medium Scope OR Large Scope Category. The maximum an applicant may apply for is up to \$6,125,000 in the Medium Scope category OR up to \$15,650,000 in the Large Scope category. Applicants may apply for any dollar amount up to and including the maximum grant amount identified in each category. Multi-agency partnerships (determined as Medium Scope OR Large Scope) may apply for up to the maximum grant award in that category, multiplied by the number of partnering eligible applicants. For Example: Four (4) eligible applicants in the Medium Scope category may submit one (1) application for up to \$24,500,000 o \$6,125,000 (Medium Scope Max) x 4 (# of Agencies) = \$24,500,000 Two (2) eligible applicants in the Large Scope category may submit one (1) application for up to \$31,300,000 o \$15,650,000 (Large Scope Max x 2 (# of Agencies) = \$31,300,000 Please reference pages 10-12 in the ORT Prevention Grant Proposal Instruction Packet for additional information.</b></p>
Funding Category	<p><b>Large Scope (Up to \$15,650,000)</b></p>
SECTION IV - PROPOSAL NARRATIVE AND BUDGET	<p><b>This section requests responses to the Rating Factors identified in the the ORT Prevention Grant Program Application Instruction Packet.</b></p>

**The Proposal Narrative must address the Project Need, Project Description, Project Organizational Capacity and Coordination, and Project Evaluation and Monitoring Rating Factors as described in the ORT Prevention Grant Instruction Packet (refer to pages 20-24). A separate narrative response is required for each Rating Factor as described below: The Project Need narrative may not may not exceed 6,711 total characters (includes punctuation, numbers, spacing and any text). In Microsoft Word, this is approximately three (3) pages in Arial 12-point font with one-inch margins on all four (4) sides and at 1.5-line spacing. The Project Description narrative may not may not exceed 11,185 total characters (includes punctuation, numbers, spacing and any text). In Microsoft Word, this is approximately five (5) pages in Arial 12-point font with one-inch margins on all four (4) sides and at 1.5-line spacing. The Project Organizational Capacity and Coordination narrative may not may not exceed 4,474 total characters (includes punctuation, numbers, spacing and any text). In Microsoft Word, this is approximately two (2) pages in Arial 12-point font with one-inch margins on all four (4) sides and at 1.5-line spacing. The Project Evaluation and Monitoring narrative may not may not exceed 4,474 total characters (includes punctuation, numbers, spacing and any text). In Microsoft Word, this is approximately two (2) pages in Arial 12-point font with one-inch margins on all four (4) sides and at 1.5-line spacing. A character counter is automatically enabled that shows the number of characters used and the remaining number of characters before the limit for each response is met. If the character limit is exceeded, a red prompt will appear with the message "You have exceeded the character limit". Applicants will be prohibited from submitting the ORT Prevention Grant Program Application until they comply with the character limit requirements. NOTE: It is up to the applicant to determine how to use the total word limit in addressing each section, however as a guide, the percent of total point value for each section is provided in the ORT Prevention Grant Proposal Instruction Packet (refer to page 15).**

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Project Need

**The Los Angeles Police Department (LAPD) is applying for funding for all three program purpose areas of the BSCC solicitation: organized retail theft (ORT), motor vehicle theft (MVT), and cargo theft (CT). The need for assistance in dealing with these crimes has not been clearer. Since 2020, acquisitive crime - property crimes and robberies where people acquire money or goods, have increased in L.A. In addition, with the decreases in police personnel in the LAPD, preventing, mitigating, and investigating these crimes have become serious issues.**

**COVID-19 led to an increase in MVTs and burglaries from businesses as people left their cars unattended and businesses were closed. As the pandemic waned in 2022, the recent uptick in ORT, MVT, and CT reflect a return to somewhat normal living conditions. Opportunities for retail theft and commercial robberies have increased as shops reopened. Another factor may be the emergence of economic conditions, such as the rise in food, fuel, and housing prices that began in the final months of 2021 and accelerated sharply in 2022**

and 2023.

In the aftermath of the George Floyd Demonstrations, LAPD saw its force of 9,900 officers in 2020 decrease to 9,035 in 2023. Civilian personnel declined from 3,500 to about 2,900. This led to a reallocation of personnel across the Department and stretched its resources to the limit. While reallocation of officers occurred in every bureau, detective and administrative units were especially affected; some were reduced in size while others were eliminated entirely. While LAPD is recruiting more officers, the process for hiring, selecting, and training is long and will require several years before it achieves its goal of 9,700 officers.

**The Process.** To determine its needs, LAPD analyzed data from its records management system, created computer maps to identify ORT and MVT hot spots, discussed issues with its retailers and businesses, reviewed literature from the National Retail Federation (NRF) and CargoNet, and studied reports on best practices and evaluations of specific programs in criminal justice literature to see what works to reduce these crimes.

**Conditions or elements that contribute to the need**

The City of LA includes nearly 4 million people and covers about 472 square miles. The LAPD is made up of four Patrol Bureaus with 21 Divisions. Within each Division Captains oversee patrol officers, investigators, and crime and intelligence analysts. Investigations are handled both at the Divisions (property and violent crimes) and at headquarters through the Detective Bureau (DB). The Commercial Crimes Division (CCD) located in DB is responsible for ORT and CT. For MVTs each of the 21 Divisions has detectives assigned to the Automobile Table to investigate them. Coordination is needed to ensure that organized MVTs are correctly identified

The reallocation of investigators has directly affected CCD – both the ORT and CT units were dismantled in 2020. Without the ORT unit, there was no central investigative entity within the LAPD that identified organized groups that entered retail locations and conducted booster operations and related fencing operations. Without the CT unit cargo was stolen from railyards, fraud was perpetrated on warehouses, and fictitious pickups increased. During their last full year of recording data (2018) the CT Unit recovered \$2.7 million in stolen cargo. The unit recovered an average of \$2.8 million worth of cargo while in operation.

In January 2023 after nearly three years without the units, 3-person ORT and CT units were re-established in response to the passage of CA Assembly Bill 1065, which made organized retail crime a felony. These units continue to be short-staffed and need technological support to increase its efficiency.

Local data to demonstrate the nature and scale of the problem and justification for grant funds.

ORT crimes are soaring in L.A. – the city has experienced a 14.2% increase in retail theft over the past year. This rise is also recognized by consumers. According to a recent survey conducted by the National Retail Federation (NRF), most consumers believe retail crime has increased. Furthermore, executives at Target, as well as other big-box brands such as Walmart, indicate that inventory loss has hit record-breaking levels. In fact, Target which has 29 stores in the City

of Los Angeles, has reported that it will lose \$1 billion in inventory based on the surge in retail theft.

The five LAPD Divisions (of 21) with the largest increase in total retail thefts compared to 2022 are Wilshire, Van Nuys, West Los Angeles, Newton, and 77th Street. In 2023, the top repeat locations are a Target store in Wilshire, Westfield Century City Mall in West LA, Figueroa at 7th (a mall) in Central, another Target in Rampart, and The Grove (mall) in Wilshire. Five-year trends show that malls at Century City, the Grove, and Topanga have the highest numbers of retail thefts.

While MVTs have decreased slightly over the last five years, thefts of catalytic converters have increased by 33%. Hot spots for MVTs are in South LA, but catalytic converter theft is city wide.

Cargo theft has also made headlines. Stolen cargo from railways and railyards; fraud and fictitious pickups by commercial truck drivers; and stolen commercial trailers are among the problems associated with cargo theft. According to CargoNet, a nationwide clearinghouse for the industry, Southern California is the region for redirecting stolen cargo goods. Between January 2021 and March 2023, L.A. County was the top county in the U.S. for fictitious pickup thefts, accounting for 27.6% of the thefts nationwide.

In 2022 CCD formed the Cargo Rail Task Force in response to the increase of cargo theft from the Union Pacific rail line within L.A. United Parcel Service (UPS) advised that they were experiencing an increase in rail cargo container theft on Union Pacific trains as 80 rail cargo containers a day were being burglarized with a reported loss of over \$20 million. The Cargo Rail Task Force worked in collaboration with over 40 retail corporations and 20 law enforcement partners and completed an 8-month investigation where \$20 million of stolen merchandise was recovered and 35 people arrested.

The success of the task force made it clear that LAPD needed to continuously investigate and intervene in the problem. During the first half of 2023, it has recovered over \$10 million in merchandise stolen from cargo containers from the trucking industry. The CCD Cargo unit is the only entity able to investigate such complex crimes but needs additional staff to assist with its investigations.

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#### Project Description

To address ORTs, MVTs, and CTs, the LAPD will establish Project Blue Light (PBL), a comprehensive and collaborative program that involves the businesses and communities affected by these crimes. Like Project Green Light in Detroit, LAPD will work closely with business owners and in residential areas to install technology that will assist in preventing and solving ORTs, MVTs, and CTs. For ORTs, businesses in malls and shopping centers will be asked to link their existing security cameras to the LAPD system. For cargo thefts, LAPD will work with businesses to link their security cameras in railyards, warehouses, and other areas. In addition, LAPD will work jointly with the businesses to improve lighting and other target hardening techniques. For retailers in malls and shopping centers, LAPD will work with businesses to ensure that the cameras are installed both inside and outside, with inside-facing cameras monitoring within business activity and outside-facing cameras monitoring activity immediately outside the location. Outside-facing



cameras may be focused primarily on the businesses' property, but also capture footage from nearby streets and intersections. Businesses may be asked to install and maintain exterior signs and a door or window decal featuring "Project Blue Light". Based on Project Green Light in Detroit, it may be necessary for businesses to have high-speed Internet capable of maintaining a high-definition live stream monitored at LAPD's Bureaus and Divisions. Prior to implementation, potential businesses and street segments will be identified by LAPD based on several factors, such as the number of calls for service, a history of crime reports, and noted community concerns about the businesses and thefts in the area. Participating businesses will be asked to meet a series of requirements to enter the program. Businesses may be subject to inspection to ensure that cameras work, and that adequate lighting and signage are present.

For MVTs and CTs, Automated License Plate Readers (ALPRs) will be set up on streets where vehicles enter and exit business and residential areas to identify stolen ones and identify those that might be involved in cargo thefts. ALPR systems are far better than the manual system of calling in a license plate and having a call taker check DMV records. ALPRs capture images of the vehicle's license plate, transform that image into alphanumeric characters using optical scanning software, compare the plate number to databases of vehicles, and then alert the officer or system to the importance of the vehicle. The process typically takes place in seconds once a plate has been scanned and is far more efficient than the manual process. Nationally, ALPR systems are now in use for: traffic enforcement, parking management, tollbooth operations, secure area access control, collection of delinquent taxes and fines, homeland security and terrorist interdiction, AMBER alerts, gang and narcotic interdiction, the identification of suspended and revoked drivers, and the recovery of stolen vehicles. Researchers estimate that 70% of all perpetrated crime involves the use of a vehicle, so targeting license plate numbers gives police departments a substantial opportunity to capture criminals and to control future-related crimes (Ozer 2016). With program funding from BSCC, an integrated technology platform will be created to connect 300 ALPR fixed cameras, 25 mobile ALPR trailers, 18 security video cameras, and security cameras from business partners across the city. This platform will feed data to the four Bureaus and the 21 Area stations or Divisions. Each Division has an Area Crime and Community Intelligence Center (ACCIC), and each Bureau has a Community Safety Operations Center (CSOC). The ACCICs and the CSOCs are real-time crime centers where analysts work and are connected to LAPD data systems. This concept has been in existence since 2016, where ACCIC personnel review crime reports, analyze crime data, work with patrol and detective personnel, utilize Senior Lead Officers who are dedicated to community outreach and engagement, and develop strategic and purposeful crime strategies aimed at reducing crime.

A basic need of these centers is more information about where, when, and how ORTs, CTs, and MVTs are occurring. The integrated technology platform would help to close this gap. Analysts and investigators can view occurrences in real-time and be alerted to

vehicles of interest via the ALPR systems. In addition, video recordings of incidents will assist detectives in identifying suspects, making arrests, and filing cases with the city and/or district attorney's offices.

The integrated technology platform will unify LAPDs real-time response. Identification of crimes and stolen vehicles and analysis of where, what, and who is involved will provide critical insights to investigators and commanders. This will also enable instant communication of intelligence to responders in the field.

Coordination and collaboration. LAPD personnel will continue to collaborate internally and externally with retail and law enforcement partners. Commercial Crimes Division (CCD) in the Detective Bureau is comprised of highly trained and experienced detective personnel. Three distinct units have been formed to address Organized Retail theft, Organized Motor Vehicle Theft and Organized Cargo theft. These three units are tasked with liaising and training patrol and detective personnel assigned to the 21 Divisions and building relationships with criminal justice agencies, and retail and community stakeholders. CCD has developed strategies in collaboration with the California Highway Patrol Organized Retail Theft Unit and the Los Angeles County Sheriffs Cargo Detail, to respond to ORT within LA. At this time, CCD has scheduled a Retail Theft Summit for July 12, 2023, which will focus on ORT and the re-establishment of the Los Angeles Organized Retail Crime Association (LAORCA).

In addition, CCD has continued to collaborate with retail business stakeholders who use trucks or rail to transport their merchandise and has partnered with both Western States Cargo Task Force Association and CargoNet. CCD also works with law enforcement partners, specifically the California Highway Patrol Cargo Task Force and the Los Angeles County Sheriffs Cargo Detail, to share information related to combating cargo theft.

**Goal, objectives, and impact**

There are three goals of the project:

1. Reduce crimes, especially ORT, MVT, and CT, through prevention and intervention by implementing Project Blue Light.
2. Solve more ORT, MVT, and CT crimes by improving police investigations through Project Blue Light.
3. Increase cooperation between business owners, communities, and the police.

We anticipate that with the presence of visible cameras and PBL signage a deterrent effect against potential offenders should arise and lead to fewer calls for service, reported crimes, and public disorder incidents. LAPD will work with businesses, community organizations, and individuals to educate them about PBL and to ensure that they are receptive to it.

For MVTs, ALPRs will be set up on streets, parking lots/garages, and other places that have a high volume of calls for service and incident reports for stolen vehicle or catalytic converter thefts.

Technology alone will not reduce or solve crime; nor will it increase cooperation within the community. Detectives are needed to investigate; Captains and line officers are needed to talk with businesses and residents to set up security cameras and ALPRs;

and analysts are necessary to monitor footage and assess situations as they unfold.

To make the best use of the information that will be gathered, CCD will augment its ORT and CT units through overtime, more detectives, and with motor vehicle theft liaisons (MVTs). The ORT and CT units will track, identify, and prosecute criminal groups and their ringleaders to dismantle their networks. The ORT and CT units would conduct intensive investigations, involving surveillance, crime mapping, electronic evidence analysis, and vertical prosecution to identify and successfully prosecute mid- to high-level operators. The capture of these persons should significantly dismantle criminal networks and reduce the high dollar property theft and disruption of commerce flow within the state. Both units are dedicated to building partnerships and best practices with other law enforcement agencies, retailers and other private companies.

The purpose of the MVT liaisons is to collaborate with LAPD divisions and other law enforcement partners to reduce auto theft. Working with the Automobile theft investigators and patrol officers in the divisions will lead to improved investigations, case preparation, training, prosecutions, and community outreach aimed at vehicle theft prevention. The MVT liaisons are also expected to provide their expertise to and collaborate with 12 LAPD detectives assigned to the Task Force for Regional Auto Theft Prevention (TRAP). This task force focuses on those organized individuals who are engaged in fraud and identity theft to acquire stolen vehicles and the organized crime component of catalytic converter theft.

**Rationale for the proposed activities**

Research and evaluations of security cameras show that they assist in crime prevention, especially vehicle thefts (Piza 2018). Research also shows that security cameras work best in combination with other interventions, like community outreach, increased police operations, and monitoring of the system (Circo et al., 2020). In addition, research suggests the greatest value for security cameras rests on their enhancement of investigations (Piza et al 2019). That is, in Newark, NJ researchers found a significant association with crime clearance when those crimes were captured on security cameras. Research on ALPR systems in Cincinnati found that they significantly increased follow-up arrests and were cost efficient (Ozer 2016).

Project Green Light in Detroit had similar goals and objectives as described above. The crime control strategy employed by the Detroit police was two-fold: 1) the security cameras were monitored by staff at the real-time crime center, and 2) the police established active partnerships with over 700 businesses in the city. Evaluators at Michigan State University found that these tactics led to reductions in crime (Circo et al., 2020 and Circo et al., 2022).

**Policies**

The LAPD has existing policies that govern the use of surveillance technology. The policies explicitly follow California's "Electronic Communication Privacy Act" and can be found at: Department Manual Sections 1/140.15, 3/568.05, 3/568.10, 3/568.15, 568.40, 3/568.45 and 4/742.15 (Addendum E).

The LAPD has existing policy that limits racial bias. It explicitly

**“prohibits all forms of biased policing” and “re-emphasizes the Department’s commitment to serving all members of the public in a just, transparent and equitable manner, consistent with their civil and individual rights, and in accordance with existing policies and procedures.” [Department Manual Volume I, section 345 (Addendum D)].**

Project  
Organizational  
Capacity and  
Coordination

**LAPD will provide fiscal and administrative oversight over the project. The Grants Section has managed projects of this magnitude. Since 2015, the Department has received ~100 grants from funding agencies including the State of California and the U.S. Dept. of Justice totaling over \$100 million.**

**Project Blue Light involves LAPD’s Office of Operations (OO), the Detective Bureau (DB), the Information Technology Bureau (ITB), and an evaluator, Justice & Security Strategies, Inc. (JSS). The Executive Project Director is Deputy Chief Kris Pitcher who oversees the DB. Captain Alfonso Lopez of CCD is the Project Director. Commander Stacy Spell, Assistant Director of OO and Commander Randy Goddard of ITB will serve as co-Project Managers. Dr. Craig Uchida and JSS will evaluate the project and help to monitor implementation. They will form the PBL Working Group.**

**Partners**

**The LA County Sheriffs’ Department (LASD), California Highway Patrol (CHP), LA City Attorney (LACA), and LA County District Attorney’s Office (LADA) will collaborate with LAPD on this project. LASD and CHP will work on ORT and CT task forces. The LACA and LADA will write search warrants, arrest warrants, and file cases on organized thefts.**

**JSS has served as the research partner for LAPD since 2008; it will serve as the evaluator for the project. Dr. Uchida is a nationally-recognized researcher who has published numerous reports and articles on policing. He and his staff will write the evaluation plan, collect and analyze data, write progress and interim reports, and write the final evaluation report.**

**Timeline**

**Project Blue Light (PBL) will begin on 10/1/23 and end on 6/1/27. The timeline is:**

**10/1/23-4/30/24 – The first 7 months will be spent on executing contracts, MOUs, and getting approvals from the city. Contracts for technology vendors will be written and approved by city offices. We anticipate adding to the current contract for ALPRs. For the integrated platform, an existing vendor might be appropriate, or we may solicit new bids. Software, computer workstations, and supplies will be obtained through current vendors.**

**All four patrol Bureaus will receive ALPRs (60 each). They will be rolled out over the first 24 months based on data analysis of ORTs, MVTs, CTs and other criteria (e.g., willingness to participate in PBL). Businesses in 10 Divisions will be linked to the integrated platform in the first 18 months. At the mid-way point of the project (July 2025) LAPD will assess the progress of the project, review data and reports, and prepare for completing the platform integration and placement of ALPRs in the final year (2026).**

**Based on current data, Topanga Mall will be the first area to receive**

the ALPRs and to link to the integrated system.

5/1/24-7/31/24 – Roll to Topanga Division. JSS will document the process, collect and analyze data, observe activities, and write a brief report that shows how to implement PBL for other divisions.

8/1/24-12/31/24 – Select, and roll out PBL to 3 Divisions. Data collection for the evaluation will continue.

1/1/25-6/30/25 - Select and roll out PBL to 6 Divisions. Data collection for the evaluation will continue.

7/1/25-9/30/25 – Assess the progress of PBL. Re-align the project as necessary. JSS provides an interim report on PBL in 10 Divisions.

10/1/25-9/30/26 - Select and roll out PBL to 11 Divisions. Data collection for the evaluation will continue.

10/1/26-12/31/26 –Assess needs of all Bureaus and Divisions.

Complete all aspects of the grant except the evaluation.

1/1/27-6/1/27 – Finish the evaluation and submit a report to BSCC.

#### **Project Management Structure**

PBL will be managed by the Detective Bureau/CCD with the collaboration of the Office of Operations and ITB. The PBL Working Group will meet twice monthly for the first six months to ensure that the project meets its timelines and objectives. Monthly meetings will occur for the next year, followed by quarterly meetings in the final 18 months of the grant. Decisions will be made by the Working Group.

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#### **Project Evaluation and Monitoring**

The PBL Working Group, LAPD staff and an external research partner, JSS, will work together to monitor activities and to evaluate the project. Quarterly progress reports will be submitted by the LAPD's Grants Section. JSS will serve as the evaluator and write the Local Evaluation Plan and Local Evaluation Report. The Grants Section and JSS have worked together on previous grants; for this project they will collect information continuously about the progress of the grant from start-up to completion.

#### **Process and Outcome Measures**

JSS will conduct the process and outcome evaluation of PBL. The process measures include the number of businesses that are part of the program, the number of ALPRs purchased and placed, the number of personnel trained on ALPRs; the amount of time to set up the technology at each Division; the physical environment of the business areas; and other details as they arise.

The primary outcomes of PBL are reduction in crimes – ORT, MVT, and CT and their solvability (arrests). These will be measured through the number of monthly crime incident reports, calls for service, and arrests extracted from LAPD's records management system.

At the midway point of the project, JSS will provide a detailed assessment of the implementation process. Feedback about the integrated system, installation of technology, the use of the system at the Divisions, and the work of task forces will be provided to the Department. This will allow LAPD to make adjustments and changes to PBL if needed and appropriate.

#### **Project Monitoring**

The PBL Working Group and Grants Section will monitor the project. Due to the breadth, depth, and importance of the project, the Working Group will ensure that implementation occurs across the Department. The bi-monthly, monthly, and quarterly meetings over

the 44-month period will produce notes and follow-up activities as the project moves forward. The Working Group has the authority to make changes and decisions about all aspects of the project.

#### **Data Collection and Evaluation**

Quantitative and qualitative methods will be used in the evaluation. Quantitative data include calls for service, incident reports, and arrests. JSS will measure trends over time with these data from 2006-2027. Data from 2006-2023 are baseline indicators that will be broken down by Division and PBL locations. Data from 5/2023 to 6/2027 will be the intervention period. Monthly tables and charts will be created for retail and motor vehicle thefts. Data on cargo thefts will be provided by CargoNet every month.

Qualitative data involve systematic social observations (SSO) of business areas and activities that occur in and around them. This method will be used in and around three businesses in three different Divisions. SSOs are conducted to identify visual signs of social and physical disorder in public spaces. They provide a qualitative view of the area or specific location. In this case, pre-post collection of data will be conducted. Trained observers will use coding instruments to measure the physical environment and the social behaviors in and around the location before and after the intervention. This is another way to measure changes that may occur (e.g. signage, lighting, or physical changes) as a result of PBL (McCluskey, Uchida, Feys & Solomon 2023).

JSS has a data sharing agreement with LAPD in place.

#### **Research Design**

The evaluation will involve quasi-experimental designs. A pre-post design and an interrupted time series (ITS) design will be used. The pre-post design will simply compare measures before and after the intervention for each Division. The ITS method is a stronger and more robust design than the pre-post comparison. The ITS compares pre-existing trends over a baseline period to post-intervention trends to determine whether the intervention had an impact. The ITS design can capture the net impact of PBL across Divisions.

PBL will be rolled out in phases allowing for careful tests of the equipment and implementation of the technology and use by officers and analysts. As described in the timeline, Topanga Division will be first. JSS will observe how LAPD works with Topanga Mall, how it sets up security camera feeds, how the ALPR system works, and how the technology is used at the analysis center. JSS will provide a report on the initial implementation of PBL; after 18-months JSS will provide a report on the implementation of PBL in 10 Divisions; and the final report will cover 21 Divisions.

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Budget Instructions      **Applicants are required to submit a Proposal Budget and Budget Narrative (Budget Attachment). Upon submission the Budget Attachment will become Section 5: Budget (Budget Tables & Narrative) making up part of the official proposal. The Budget Attachment must be filled out completely and accurately. Applicants are solely responsible for the accuracy and completeness of the information entered in the Proposal Budget and Budget Narrative. The Proposal Budget must cover the entire grant period. For additional guidance related to grant budgets, refer to the BSCC Grant Administration Guide. The Budget Attachment is provided as a stand-alone document on the BSCC website.**

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Budget Attachment

[LAPD\\_Budget\\_Attachment.xlsx](#)

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SECTION V -  
ATTACHMENTS

**This section list the attachments that are required at the time of submission, unless otherwise noted. Project Work Plan (Appendix B) - Mandatory Grantee Assurance for Non-Governmental Organizations (Appendix D) - Mandatory Local Impact Letter(s) (Appendix E) - Mandatory Letter(s) of Commitment (Appendix F) - If Applicable Policies Limiting Racial Bias - Refer to page 9 of the Proposal Instruction Packet - Mandatory Policies on Surveillance Technology - Refer to page 9 of the Proposal Instruction Packet - If Applicable Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft, and Embezzlement (Appendix G) - Mandatory Governing Board Resolution (Appendix H) - Optional**

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Project Work Plan (Appendix B)

[LAPD\\_Project-Work-Plan\\_.pdf](#)

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Grantee Assurance for Non-Governmental Organizations (Appendix D)

[LAPD\\_2023\\_NA\\_Attachments.pdf](#)

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Local Impact Letter(s) (Appendix E)

[LAPD\\_Impact\\_Letter.pdf](#)

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Letter(s) of Commitment, (Appendix F)

[LAPD\\_LETTERS\\_OF\\_SUPPORT.pdf](#)

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Policies Limiting Racial Bias

[LAPD\\_Policy\\_Limit\\_Racial\\_Bias.pdf](#)

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Policies on Surveillance Technology

[LAPD\\_Policy\\_on\\_Surveillance\\_Tech.pdf](#)

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Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft, and Embezzlement (Appendix G)

[LAPD\\_Certificate\\_of\\_Compliance.pdf](#)

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OPTIONAL:  
Governing Board  
Resolution (Appendix  
H)

n/a

OPTIONAL:  
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CONFIDENTIALITY  
NOTICE:

**All documents submitted as a part of the Organized Retail Theft Prevention Grant Program proposal are public documents and may be subject to a request pursuant to the California Public Records Act. The BSCC cannot ensure the confidentiality of any information submitted in or with this proposal. (Gov. Code, § 6250 et seq.)**



## Appendix B: Project Work Plan

Applicants must complete a Project Work Plan. This Project Work Plan identifies measurable goals and objectives, process and outcome measures, activities and services, responsible parties for those activities and services, data sources and estimated timelines. Completed plans should (1) identify the project’s top goals and objectives; (2) identify how the goal(s) will be achieved in terms of the activities, responsible staff/partners, and start and end dates, process and outcome measures; and (3) provide goals and objectives with a clear relationship to the need and intent of the grant. As this grant term is for three (3) years, the Project Work Plan must attempt to identify activities/services and estimate timelines for the entire grant term. A minimum of one goal and corresponding objectives, process measures, etc. must be identified.

**Applicants must use the Project Work Plan provided below. You will be prompted to upload this document to the BSCC-Submittable Application.**

<b>(1) Goal:</b>	Reduce crimes, especially ORT, MVT, and CT, through prevention and intervention by implementing Project Blue Light.		
Objectives (A., B., etc.)	A. Connect businesses to LAPD’s integrated technology platform B. Install ALPRs at locations where auto and catalytic converter thefts occur C. Monitor and review data at Division stations and Bureaus; provide information to investigators, task forces, and patrol officers		
Process Measures and Outcome Measures:	Process measures: number of businesses connected to the platform; number of ALPRs installed; number of analysts and investigators reviewing data; number of officers using information Outcome measures: pre-post comparisons of ORT, MVT, and CT crimes; interrupted time series design will show the impact of PBL; pre-post observations of business areas		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
Connect video feeds to LAPD platform; install ALPRs; install workstations at crime centers at Bureaus and Divisions; collect pre-post crime and observation data	Captains at Divisions; CCD; JSS; ITB	10/1/2023	06/1/2027
List data and sources to be used to measure outcomes:	Calls for service and incident reports from LAPD’s records management system; data from task forces (arrests) about their activities; CargoNet for information on cargo theft investigations; observations by evaluation team		

<b>(2) Goal:</b>	Solve more ORT, MVT, and CT crimes by improving police investigations through Project Blue Light		
Objectives (A., B., etc.)	A. Enhance the ORT and CT Task forces with equipment and supplies to conduct investigations B. Establish MVT liaisons to assist officers and investigators at the Divisions; C. Train liaisons, officers, and civilian analysts in the new platform D. Track organized ORT, MVT, and CT cases		
Process Measures and Outcome Measures:	Process measures: number of investigations based on the integrated platform; number of search warrants written and executed; number of arrests; number of officers and civilians trained Outcome measures: pre-post comparisons of investigations, search warrants, arrests, cases filed		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
Installation and use of equipment; task forces and MVT liaisons established; training of officers and civilians; investigations of crimes	ITB, CCD, JSS, Captains at Divisions, ACCICs and CSOCs	10/1/2023	6/1/2027
List data and sources to be used to measure outcomes: ORT and MVT data from LAPD records management system; CT data from task force and CargoNet; search warrants, arrests, and cases from task forces and investigators			

<b>(3) Goal:</b>	> Increase cooperation between business owners, communities, and the police		
Objectives (A., B., etc.)	A. LAPD captains will meet with business owners, explain Project Blue Light; obtain letters of agreement; link security cameras to LAPD systems using the technology platform; and feedback information about crimes to business owners B. LAPD will work with law enforcement agencies through task forces to reduce ORT, MVT, and CT crimes C. LAPD will educate the public about Project Blue Light		
Process Measures and Outcome Measures:	Process measures: number of businesses that participate in Project Blue Light; number of business cameras that are linked to the LAPD platform; number of ALPRs in the division; number of letters of agreement; number of law enforcement partners; number of meetings with LEAs, community groups, and businesses Outcome measures: changes in attitudes toward the LAPD by business owners; changes in the number of and types calls for service and crime incidents		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date

<p>Patrol captains will meet with business owners; ITB will install ALPRs and assist with linkages to cameras; CCD will work with task forces; JSS will conduct evaluation</p>	<p>LAPD captains at divisions; CCD investigators; ITB staff; JSS</p>	<p>10/1/2023</p>	<p>6/1/2027</p>
<p>List data and sources to be used to measure outcomes: LAPD records management system for calls for service; incident reports, arrests. CargoNet for cargo information; law enforcement partners will be asked to submit data monthly on incidents and investigations that relate to the task forces</p>			

**Organized Retail Theft Prevention Grant Program - Project Budget and Budget Narrative**

**Name of Applicant:** Los Angeles Police Department

**44-Month Budget: October 1, 2023 to June 1, 2027**

*Note: Rows 7-16 will auto-populate based on the information entered in the budget line items (Salaries and Benefits, Services and Supplies, etc.)*

Budget Line Item	Total
1. Salaries & Benefits	\$744,087.00
2. Services and Supplies	\$165,563.00
3. Professional Services or Public Agencies	\$11,866,225.00
4. Non-Governmental Organization (NGO) Subcontracts	\$0.00
5. Data Collection and Evaluation	\$782,500.00
6. Equipment/Fixed Assets	\$2,055,119.00
7. Financial Audit (Up to \$25,000)	\$25,000.00
8. Other (Travel, Training, etc.)	\$11,506.00
9. Indirect Costs	\$0.00
<b>TOTAL</b>	<b>\$15,650,000.00</b>

**1a. Salaries & Benefits**

Description of Salaries & Benefits	(% FTE or Hourly Rate) & Benefits	Total
Sworn Overtime	\$110 Average hourly overtime rate x 6,180.95 hours	\$679,904.00
Fringe Benefits	\$679,904 x 9.44% fringe benefit rate for overtime = \$64,183	\$64,183.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTAL</b>		<b>\$744,087.00</b>

**1b. Salaries & Benefits Narrative:**

The Los Angeles Police Department will be allocating approximately 6,181 hours for sworn overtime. Overtime funds will be used for Blitz operations, saturation details and cargo response operations to coordinate proactive enforcement for retail theft, vehicle theft and cargo theft. It is anticipated that at least one Blitz operation consisting of 8 to 10 police officers and detectives will be conducted a month for 30 months. Cargo operations are planned for once a month consisting of 8 to 10 detectives for 30 months. Hourly rates for Police Officers I and II and Detectives I, II and III range from \$57.30 to \$79.99. Overtime rate is 1.5 times the hourly rate which calculates to a range of \$85.95 to \$119.98. \$110 average hourly overtime rate is used based on more Police Officer IIIs and higher ranked detectives will be involved with the operations. Blitz operations will be conducted by the bureaus depending on which location is most in need. Cargo operations will be conducted by detectives from Commercial Crimes Division. The Fringe Benefits rate for overtime is 9.44% based on the federally-approved CAP 41 rate. Benefits include: 1.38% Medicare, 7.64% Worker's Comp, 0.01% Unemployment, and 0.41% Share of Carry Forward.

**2a. Services and Supplies**

Description of Services or Supplies	Calculation for Expenditure	Total
Apple Studio Computer Display/keyboard/Mouse	52 Display x \$2,316 = \$120,432; 52 Keyboards x \$210 = \$10,920; 52 Mouse x \$103.85 = \$5,400	\$136,752.00
Apple TV 4K Wifi	28 Apple TVs x \$157	\$4,396.00
Binoculars	12 Binoculars x \$970	\$11,640.00
Monitors	26 Monitors x \$390	\$10,140.00
Battery and Case for Vehicle Tracker	8 Battery Packs x \$329.38	\$2,635.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTAL</b>		<b>\$165,563.00</b>

**2b. Services and Supplies Narrative:**

The Apple Display, keyboard, mouse and Apple TV will be used with the Apple MAC Studio CPU that will be located at the Community Safety Operation Centers (CSOC). The added ALPR technology will feed directly into the existing 21 Geographic Areas CSOCs. The use of technology will be real time and assist patrol officers as they respond to retail theft, motor vehicle theft and cargo theft crimes. This will unify all of LAPDs real-time response and automates analysis to surface critical insights and enables instant communication of intelligence to responders in the field. Thus, the need to buildout the infrastructure for each of the CSOCs, through a command center component will prove beneficial as a decentralized system of reviewing in both real-time and post-incident, multiple different data sources indicating the possible commission of crimes. This, in turn, enables local command staff, Watch Commanders and Detectives to evaluate situations, make well-informed decisions and respond accordingly quickly and accurately. Binoculars with night or with thermographic capability will be used by Commercial Crimes Division (CCD) personnel during surveillance operations, and intelligence gathering of ORT suspects and operations. Computer monitors will go with the high capacity computers to be used by CCD personnel. These will be used to view large databases of information and crime mapping intelligence. Each personnel will be provided with 2 screens. Battery and case for the vehicle trackers will be used for operations of tracking cargo movement and personal vehicles of suspects, fencing operations, suspect locations

### 3a. Professional Services

Description of Professional Service(s)	Calculation for Expenditure	Total
ALPR System Expansion	Contracted amount includes hardware, subscription, maintenance, delivery and installation	\$7,784,893.00
Integration with Motorola Command Center	Contracted amount includes hardware, accessories, implementation and subscription fees.	\$1,287,582.00
Peregrine System	Contracted amount includes deployment strategy, configuration, training and support	\$2,793,750.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTAL</b>		<b>\$11,866,225.00</b>

### 3b. Professional Services Narrative

ALPR System Expansion - The LAPD plans to leverage technology as a resource to drive prevention strategies and assist in the enhancement of investigation. A significant portion of the grant will be used to enhance existing infrastructure of technology and will be able to share the system with other law enforcement partners within the Los Angeles region as organized retail theft, motor vehicle theft and cargo theft are not exclusive to the City of Los Angeles but plague the entire region of Los Angeles. The LAPD currently utilizes Motorola Solutions systems such as ALPR and the Vigilant system within each of its existing LAPD patrol vehicle, as well as 60 ALPR fixed cameras and 25 mobile ALPR systems deployed at identified high crime impact areas. The plan to add an additional 240 ALPR fixed post cameras and 5 ALPR event trailers, which will be incorporated into the current LAPD Vigilant infrastructure, will provide LAPD investigators additional resources when investigating such crimes. The fixed post cameras will cost \$7,167,960, which includes subscription package for the hub units and cameras, cellular data, miscellaneous hardware, installation of cameras and Vigilant System start up and commissioning of in field LPR system, maintenance and delivery. The ALPR trailers will cost \$616,932.50, which includes trailer hardware, mobile cameras hardware and software, warranties, cellular data, camera licensing and data hosting, set up, maintenance and delivery.

Integration with Command Center - Using an integrated technology grouping platform such as Motorola Command Central Aware Software or the FUCUS system, the added umbrella of technology (i.e., 300 ALPR fixed camera, 25 mobile ALPR camera, 18 ECAM Secure video cameras) and the ability to bring in ten thousand Close Circuit Televised systems from our business partners will provide LAPD investigators additional resources when investigating such crimes as retail theft, motor vehicle theft and cargo theft. The Command Center combines disparate systems and data into an accessible interface, offering a complete operating picture to support field personnel in real time. It unifies data from mapping, correlated event monitoring, analytics and communications. Peregrine System - This is an innovative, real-time decision and operations management platform. Peregrine does not collect new data — instead, it organizes the information government agencies already have into one platform. This provides Detectives, the ability to audit, track, and trace all actions taken within the platform. The platform includes fine-grained access controls and permissions and is fully CJIS (Criminal Justice Information Services) compliant. This platform provides real-time information curated for officers and detectives at all levels so they can deploy better strategies and make accurate, high-conviction decisions to keep communities safe and ensure accountability across the department.

### 4a. Non-Governmental Organization (NGO) Subcontracts

Description of Non-Governmental Organization (NGO) Subcontracts	Calculation for Expense	Total
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTALS</b>		<b>\$0.00</b>

### 4b. Non-Governmental Organization (NGO) Subcontracts Narrative

### 5a. Data Collection and Evaluation

Description of Data Collection and Evaluation	Calculation for Expense	Total
Salaries	Dr. Craig D. Uchida at 20% of annual salary of \$266,718; Dr. Shellie Solomon at 5% of annual salary of \$187,054; Dr. Marc Swatt at 5% of annual salary of \$90,958; Dr. Alese Wooditch at 5% of annual salary of \$160,000; Data Scientist	\$477,755.00
Fringe Benefits	\$477,755 x 28.85% fringe benefit rate (7.65% FICA, 3% Retirement; 10.1% Leave, Holidays, 7% Health Insurance; 1.1 % Worker's Compensation)	\$137,832.00

Supplies	General Office Supplies at \$261.96 per month for 44 months based on similar projects, Four high capacity laptops at \$2000 per laptop for \$8,000; Four licenses for advanced analysis softwares at \$3,750 per licenses per year.	\$79,526.00
Consultants	Retail theft expert at a rate of \$650 per day for 25 days to support analysis and interpretation	\$16,250.00
Indirect	Indirect at 10 percent De Minimis Rate	\$71,137.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTALS</b>		<b>\$782,500.00</b>

**5b. Data Collection and Evaluation Narrative**

Justice & Security Strategies, Inc, an external research partner, will conduct a process and outcome evaluation, providing critical feedback throughout the project. The evaluation effort will be led by Dr. Craig Uchida as the principal investigator at 20% time with advanced analysis support from Drs. Solomon, Swatt and Wooditch, each at 5% time. Dr. Solomon and Dr. Swatt will support the analysis for the interrupted time series design, while Dr. Solomon and Dr. Wooditch will support the qualitative and geographic based analysis. A Data Scientist I will be assigned to work in an embedded role at department a 50% time, providing day-to-day data collection, basic analysis and observation support. A research associate I will be assigned at 20% time to assist with logistics, data entry and cleaning and qualitative data collection. JSS's fringe rate is 28.85%. High capacity laptops with solid state drives and additional processing capacity will be used to conducted the statistically and analysis work using advanced analysis tools such as Stata, Arcgis Pro, Atlasti and other analysis software tools and extensions. An expert with retail theft will be engaged as a consultant to support the design and adaptation of data collection instruments and the interpretations of results.

**6a. Equipment/Fixed Assets**

Description of Equipment/Fixed Assets	Calculation for Expense	Total
Active Video Trailers	10 Video Trailers x \$56,530	\$565,300.00
APX Consoleette and Deskset System	26 Consoleette x \$13,922 = \$361,972; 26 Deskset System x \$7,902 = \$205,452	\$567,424.00
Apple MAC Studio M2 Ultra CPU	52 CPUs x \$7,038	\$365,976.00
Bi-Directional Amplifier	1 Amplifier x \$132,790	\$132,790.00
Etching Instruments	4 Etching Instruments x \$6,565	\$26,260.00
DSLR Camera	1 Camera x \$9,355	\$9,355.00
HP 32GB/1TB PC	13 Computers x \$7,078	\$92,014.00
Vehicles	2 SUVs x \$38,000 = \$76,000; 2 trucks x \$40,000 = \$80,000; 4 sedans x \$35,000 = \$140,000	\$296,000.00
<b>TOTALS</b>		<b>\$2,055,119.00</b>

**6b. Equipment/Fixed Assets Narrative**

Active Video Trailers - The added level of technology in the ALPR system will be supplemented by 10 active video trailer units, which will accompany the existing 8 video trailer units that are already deployed in the high impact crime areas. The cost for each trailer includes a virtual guard platform that provides remote access live viewing and footage playback, 4-camera mobile surveillance unit, monitoring, installation and maintenance. The 10 video trailer units will provide another layer to assist LAPD investigators additional resources during their investigations. Consoleette, Deskset, Apple MAC and Amplifier - The added ALPR technology will feed directly into the existing 21 Geographic Areas CSOCs. The use of technology will be real time and assist patrol officers as they respond to retail theft, motor vehicle theft and cargo theft crimes. This will unify all of LAPDs real-time response and automates analysis to surface critical insights and enables instant communication of intelligence to responders in the field. Thus, the need to buildout the infrastructure for each of the CSOCs, through a command center component will prove beneficial as a decentralized system of reviewing in both real-time and post-incident, multiple different data sources indicating the possible commission of crimes. This, in turn, enables local command staff, Watch Commanders and Detectives to evaluate situations, make well-informed decisions and respond accordingly quickly and accurately. The consoleettes, deskset systems and Apple computers will be distributed to the 21 geographic areas, 4 bureaus and the command center at the LAPD headquarters. Each location will receive 2 of each item. Etching Instrument - This is a mobile handheld marker with integrated bluetooth wireless printing. This will be used by CCD to etch VIN numbers on catalytic converters. DSLR Camera - This is a professional camera with telephoto equipment with video recording capabilities and will be used by CCD personnel during surveillance operations, and intelligence gathering of ORT suspects and operations. HP Computers - These high capacity computers will be used by CCD personnel to work on large databases of information and crime mapping intelligence and other investigative tasks. Vehicles - 2 SUVs, 2 trucks and 4 sedans will be used for cargo storage and surveillance operations.

**7a. Financial Audit**

Description	Calculation for Expense	Total
External Accounting Firm		\$25,000.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTAL</b>		<b>\$25,000.00</b>

**7b. Financial Audit) Narrative:**

The City of LA has procured an external accounting firm that conducts the federally-required Single Audit on federal funded grants and other programs. The LAPD is allocating \$25,000 to use the external accounting firm to conduct a financial audit on the grant and submit an audit report.

8a. Other (Travel, Training, etc.)		
Description	Calculation for Expense	Total
Vehicle Tracker Subscription	8 x \$39.95/month = \$319.60; \$319.60 x 36 months = \$11,505.60	\$11,506.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTAL</b>		<b>\$11,506.00</b>

**8b. Other (Travel, Training, etc.) Narrative:**

*The vehicle tracker will be used for operations of tracking movement of cargo and/or personal vehicle of suspect, fencing operations, suspect locations, and determining point of compromise.*

**9a. Indirect Costs**

For this grant program, indirect costs may be charged using only <b>one</b> of the two options below:	Grant Funds	Total
1) Indirect costs not to exceed 10 percent (10%) of the total grant award. Applicable if the organization <b>does not have</b> a federally approved indirect cost rate.	\$0	\$0
<i>If using Option 1) grant funds allocated to Indirect Costs may not exceed:</i>	<b>\$0</b>	
2) Indirect costs not to exceed 20 percent (20%) of the total grant award. Applicable if the organization <b>has</b> a federally approved indirect cost rate. Amount claimed may not exceed the organization's federally approved indirect cost rate.	\$0	\$0
<i>If using Option 2) grant funds allocated to Indirect Costs may not exceed:</i>	<b>\$0</b>	
<i>Please see instructions tab for additional information regarding Indirect Costs. If the amount exceeds the maximum allowed and/or turns <b>red</b>, please adjust it to not exceed the line-item noted.</i>	<b>TOTAL</b>	<b>\$0</b>

**9b. Indirect Costs Narrative:**

*Enter narrative here. You may expand cell height if needed. If using a federally approved indirect cost rate, please include the rate in the narrative.*

# LOS ANGELES POLICE DEPARTMENT



**MICHEL R. MOORE**  
Chief of Police

P.O. Box 30158  
Los Angeles, CA 90030  
Telephone: (213) 486-0380  
TTY: (877) 275-5273  
Ref #: 1.14

**KAREN BASS**  
Mayor

July 6, 2023

Deputy Director Ricardo Goodridge  
Board of State and Community Corrections  
Corrections Planning and Grants Program Division  
2590 Venture Oaks Way, Suite 200  
Sacramento, CA 95833

**RE: Local Impact Letter**

Dear Deputy Director Goodridge,

The Los Angeles Police Department (Department) has met with several retailers and agencies regarding the Organized Retail Theft Prevention Grant Program proposal, which received strong support from the retail industry. The Department has received several letters of support that we have attached to the grant application package. The Department concludes that the grant program will not impact any retailer or government agency that may prevent the project from operating as intended.

If you have any questions, please contact Senior Management Analyst Stella Larracas, Grants Section, Office of Constitutional Policing and Policy, at (213) 486-0380.

Respectfully,

  
MICHEL R. MOORE  
Chief of Police





425 S. Palos Verdes Street Post Office Box 151 San Pedro, CA 90733-0151 TEL/TDD 310 SEA-PORT www.portoflosangeles.org

**Karen Bass**

*Mayor, City of Los Angeles*

**Board of Harbor  
Commissioners**

**Edward R. Renwick**  
*Vice President*

**Diane L. Middleton**  
*Commissioner*

**Michael Muñoz**  
*Commissioner*

**Lucille Roybal-Allard**  
*Commissioner*

**Lee Williams**  
*Commissioner*

**Eugene D. Seroka**

*Executive Director*

July 5, 2023

To: Board of State and Community Corrections (BSCC)

Re: The Organized Retail Theft Prevention Grant Program

Dear BSCC,

The Port of Los Angeles Police Department is responsible for the safety and security of the Los Angeles port complex. Approximately one billion dollars of commerce passes through the complex daily. This commerce is directly related to one in ten jobs in the County of Los Angeles. Many regional, state, and national critical infrastructure are located within the port.

Our department relies heavily on the Organized Retail Theft Prevention Task Force which focuses on three of the identified programs: (1) organized retail theft; (2) motor vehicle or motor vehicle accessory theft; and (3) cargo theft. In 2022 to present, our collaboration has led to a decrease in cargo theft crime within the City of Los Angeles to the Port with a direct impact on reducing rail thefts surrounding the City of Los Angeles.

This letter is being submitted to document the Los Angeles Port Police supporting the Organized Retail Theft Prevention Grant Program being proposed and submitted by Alfonso Lopez, Los Angeles Police Captain.

As a part of this grant, the Los Angeles Port Police agrees to continue our collaboration and support with LAPD, State, and Federal Agencies to combat cargo theft. In addition, this alliance will strengthen our investigations through technology, shared resources, and training.

Respectfully,

THOMAS E. GAZI  
Chief of Police  
Los Angeles Port Police

GM:dc



Mr. Ricardo Goodridge, CPGP Deputy Director  
Board of State and Community Corrections  
2590 Venture Oaks Way, Suite 200  
Sacramento, CA 95833

July 5<sup>th</sup>, 2023

Subject: WSS Shoe Store's Commitment to Collaborate on the Los Angeles Organized Retail Theft;  
Motor Vehicle or Motor Vehicle Accessory Theft; and/or Cargo Theft Prevention Project.

Dear Mr. Goodridge:

WSS Shoe Store is pleased to partner with the City of Los Angeles Police Department in their effort to address organized retail and auto theft at our store. These crimes have the potential to cause significant and costly disruption and endanger our patrons and employees, not only on our premises but also within the community. Stolen merchandise, damage to property, and the costs associated with increased security measures and loss prevention efforts significantly impact our bottom line. These losses may ultimately lead to decreased profitability and the potential of store closures.

Retail theft incidents can also escalate into violent encounters, putting the safety of our employees and customers at risk. The presence of organized theft groups can create an atmosphere of fear and unease, negatively impacting the overall shopping experience and deterring potential customers from visiting our business.

Our management and staff are committed to working with the Los Angeles Police Department toward the common goal of reducing these types of crimes, including installing Live View cameras in our parking lot and increasing police presence and vehicle patrols. We will establish effective lines of communication with police staff and provide timely access to critical information to aid in investigations, leading to more arrests and solved crimes. By combining our expertise and resources, we can make a positive difference in preventing such crimes from occurring in the future.

Sincerely,



---

Jose Zamudio, Asset Protection Area Manager



**Israel "Iz" Salazar**  
Assistant Chief of Police  
BNSF Police

**BNSF Railway Company**  
740 E Carnegie Drive  
San Bernardino, CA 92408  
Cell (209) 992-6692 – 24/7

israel.salazar@BNSF.com

June 30, 2023

To: Board of State and Community Corrections  
Re: The Organized Retail Theft Prevention Grant Program  
Date: June 30, 2023

This letter is being submitted to document that BNSF Police is committed to continue its partnership with, and support of, the Los Angeles Police Department in a collaborative team effort to combat cargo theft. BNSF Police supports Captain Al Lopez of the Los Angeles Police Department in his effort to obtain support from the Organized Retail Theft Prevention Grant Program.

Captain Al Lopez, and the Commercial Crimes Division which he leads, are recognized as an elite entity in the cargo theft investigative community. The Commercial Crimes Division has assisted BNSF Police in several investigations over many years.

Respectfully,

A handwritten signature in black ink, appearing to read "Iz Salazar", written over a horizontal line.

---

Israel Salazar  
Assistant Chief of Police - Southwest



**BUILDING AMERICA®**

TO: Board of State and Community Corrections  
RE: The Organized Retail Theft Prevention Grant Program  
Date: June 20, 2023

This Letter is being submitted to document that UNION PACIFIC RAILROAD POLICE DEPARTMENT agrees to partner on the Organized Retail Theft Prevention Grant Program proposal being Submitted by LAPD Captain AI LOPEZ.

As a part of this grant, UNION PACIFIC RAILROAD POLICE DEPARTMENT (UPPD) agrees to continue its collaboration and working relationship as it relates to combating organized crime within the Los Angeles areas of responsibility (AOR). Since the collaboration between UPPD and LAPD began formally in 2022, we have seen a dramatic decrease in cargo theft crime within the Los Angeles AOR. This reduction in crime had a direct impact reducing the amount of cargo claims, calls for service, and pilferages along the rail lines of Union Pacific.

This partnership created new focused efforts towards the investigations and trends of “Train Burglaries” where organized crime syndicates worked in concert to target rail equities and cargo. To combat this ongoing crime trend, UNION PACIFIC RAILROAD POLICE DEPARTMENT partnered with the newly formed Train Burglary Task Force (TBTF) led by Los Angeles Police Department (LAPD), Commercial Crimes Division (CCD).

The joint collaboration leveraged technology, intelligence sharing and resources to confront the crime trend and identify suspects and others involved with such nefarious activity. Thousands of incidents matching the above modus operandi, and hundreds of offenders were identified and arrested, and millions of dollars of cargo was recovered. This success could not have been possible without the sharing of information and technology, specifically video surveillance, with each other.

UNION PACIFIC RAILROAD POLICE DEPARTMENT looks forward to continuing to utilize both old and new technology with LAPD as a tool for prevention and investigations. Enhancements to recorded video and license plate readers among others continue to evolve. By sharing resources and collaborating on investigations we can together aim to continuously decrease the amount of cargo theft crime in the Los Angeles area and along the Union Pacific footprint.

UNION PACIFIC RAILROAD POLICE DEPARTMENT supports the above proposed project and is committed to ensuring the success of the project and agrees to participate.

Sincerely,

---

Ryan Lenhart, Captain  
Special Agent in Charge-LOS ANGELES  
Union Pacific Police Department



Captain Alfonzo Lopez  
Commanding Officer Commercial Crimes Division  
100 W. First Street  
Los Angeles, CA 90012

6-15-2023

Subject: Letter of Support/Partnership with LAPD

Dear Captain Lopez,

I hope this letter finds you in good health and high spirits. I am writing on behalf of ECAMSECURE a security technology company, specializing in artificial intelligence. We are reaching out to express our sincere interest in establishing a strong partnership with LAPD in our shared goal of ensuring public safety and fostering a secure community.

As a responsible and engaged organization, we firmly believe that collaboration between the public and law enforcement agencies is essential for maintaining a safe environment for all residents. We greatly admire the dedication and tireless efforts of the LAPD in upholding law and order, protecting citizens, and promoting community well-being.

Our organization is committed to supporting the LAPD with security technology to assist with deploying resources in multiple places at the same time. We strongly believe that by joining forces with LAPD, we can make a significant impact in our community and collectively address the challenges we face.

We understand that effective collaboration requires open dialogue, mutual respect, and a commitment to shared objectives. We would be honored to partner with LAPD and help make our communities safer, by leveraging our respective strengths and expertise, we can create a safer and more secure environment for everyone.

Thank you for your partnership.

Yours sincerely,

*Jordan Lippel CPP*

Jordan Lippel CPP  
VP of Sales  
ECAMSECURE

Motorola Solutions, Inc.  
500 W Monroe Street, Ste 4400  
Chicago, IL 60661-3781  
USA

To: Board of State and Community Corrections

RE: The Organized Retail Theft Prevention Grant Program

Date: June 20, 2023

This letter is being submitted to document that Motorola Solutions agrees to partner on the Organized Retail Theft Prevention Grant Program proposal being submitted by the City of Los Angeles Police Department.

As a part of this grant, Motorola Solutions agrees to provide our proprietary equipment and services to our 40+ year partner, The Los Angeles Police Department. Specifically, Motorola will provide the following solutions:

- (240) Additional Vigilant L5F Licence Plate Readers (LPR) Cameras
  - The L5F Fixed License Plate Recognition Camera system captures clearer images at greater distances on high-speed, high-volume roadways.
  - Cameras will be incorporated into the current LAPD Vigilant infrastructure which includes over 60 LPR fixed cameras and 25 mobile systems. The integrated system provides LAPD investigators additional resources when investigating such crimes as retail theft, motor vehicle theft and cargo theft.
- (5) Vigilant LPR event trailers
  - The event trailer is a solar powered speed detection and alerting trailer with LPR technology. The trailer is equip with a 80-in X 40-in HD LED video panel, on-board outdoor rated audio speakers and 4G LTE router.
- (26) APX Consolette Radios
  - The APX Consolette is a self-contained dispatch station. It is designed to manage smaller operations or to be a backup to a computer-based CAD system. It requires no separate network connection and can auto-switch to a backup DC power supply to provide seamless communications even when the power has failed.
- Command Central Aware Software
  - Command Central Aware will unify all of LAPDs real-time data and video streams into a secure common operational view, automates analysis to surface critical insights and enables instant communication of intelligence to responders in the field.

Sincerely,



Jerald Burch  
MSSI Vice President

MOTOROLA SOLUTIONS, INC.



To: Board of State and Community Corrections  
Re: The Organized Retail Theft Prevention Grant Program  
Date: July 6, 2023

This letter is being submitted to document that NIKE, Inc. agrees to partner on the Organized Retail Theft Prevention Grant Program proposal being submitted by the Los Angeles Police Department, Commercial Crimes Division.

As a part of this grant and at its sole discretion and in compliance with its own policies and procedures, NIKE Inc. agrees to make reasonable efforts to collaborate and share information in the prevention, response, and investigation of Organized Retail Crime including participation in LAPD Retail Blitz operations centering or including NIKE Inc. storefronts, active partnership in cargo theft affecting the NIKE Inc. supply chain, and sharing of technology that would support the LAPD's efforts deterring and solving crime.

Signed by,

A handwritten signature in blue ink, appearing to read "J. Marsico", is located below the "Signed by," text.

Joseph Marsico | Vice President & Chief Security Officer | Nike Inc.

**NIKE, INC**

ONE BOWERMAN DRIVE, BEAVERTON, OREGON 97005

*SENT VIA EMAIL – NO HARDCOPY TO FOLLOW*

manifested, it is incumbent upon him to strive for the elimination of attitudes which might impair his/her impartiality and effectiveness.

**340. EQUALITY OF ENFORCEMENT.** As one of the world's largest cities, Los Angeles is composed of many different communities, each with its own life-style and each with its own individual crime problems. The cosmopolitan nature of the City is manifested by the diverse ethnic and sociological background of its people. However, all persons in each area of the City have in common the need for the protection which is afforded by fair and impartial law enforcement.

Additionally, as a person moves throughout the City, he or she must be able to expect a similar police response to his behavior wherever it occurs. Where the law is not evenly enforced, there follows a reduction in respect for the law and a resistance to its enforcement.

In order to respond to varying law enforcement needs in the different parts of the City, the Department must have flexibility in deployment and methods of enforcement; however, enforcement policies should be formulated on a Citywide basis, and applied uniformly in all areas.

Implicit in uniform enforcement of law is the element of evenhandedness in its application. The amount of force used or the method employed to secure compliance with the law or to make arrests is governed by the particular situation. Similar circumstances require similar treatment in all areas of the City and for all groups and individuals. To ensure equal treatment in similar circumstances, an officer must be alert to situations where, because of a language barrier or for some other reason, he or she may be called upon to display additional patience and understanding in dealing with what might otherwise appear to be a lack of response.

**345. POLICY PROHIBITING BIASED POLICING.** The Los Angeles Police Department (LAPD or the Department) expressly prohibits all forms of biased policing. This policy re-emphasizes the Department's commitment to serving all members of the public in a just, transparent and equitable manner, consistent with their civil and individual rights, and in accordance with existing policies and procedures.

Discriminatory conduct on the basis of an individual's actual or perceived race, religion, color, ethnicity, national origin, age, gender, gender identity, gender expression, sexual orientation, disability, immigration or employment status, English language fluency or homeless circumstance, is prohibited while performing any law enforcement activity. All law enforcement contacts and activities, including, but not limited to, calls for service, investigations, police-initiated stops or detentions, and activities following stops or detentions, shall be unbiased and based on legitimate, articulable facts, consistent with the standards of reasonable suspicion or probable cause as required by federal and state law. Officers shall not initiate police action where the objective is to discover the civil immigration status of any person and shall strictly adhere to the Department's immigration enforcement guidelines as outlined in Department Manual Sections 4/264.50 and 4/264.55.



Department personnel **may not consider or rely on** any of the following actual or perceived characteristics or identifiers in deciding which persons to subject to a stop or in deciding upon the scope or substance of law enforcement activities following a stop, except when engaging in the investigation of appropriate suspect-specific activity to identify a particular person or group:

• Race	• Gender	• Immigration Status
• Religion	• Gender Identity	• Employment Status
• Color	• Gender Expression	• English Language Fluency; or,
• Ethnicity	• Sexual Orientation	• Homeless Circumstance
• National Origin	• Disability (to any extent or degree)	
• Age		

Law enforcement activities include, but are not limited to, traffic or pedestrian stops, actions during a stop, (such as asking questions), frisks, consensual and nonconsensual searches of a person or any property, seizing any property, removing vehicle occupants during a traffic stop, issuing a citation, and making an arrest.

Department personnel seeking one or more specific persons who have been identified or described in part by one or more of the above characteristics may rely, in part, on the specified identifier or description only in combination with other appropriate identifying factors; and may not grant the specified identifier or description undue weight.

A failure to comply with this policy is counterproductive to professional law enforcement and is considered to be an act of serious misconduct. Any employee who becomes aware of biased policing or any other violation of this policy shall report it in accordance with established Department procedures.

**350. RESPONSIVENESS TO THE COMMUNITY.** The Department must be responsive to the needs and problems of the community. While the Department's task is governed by the law, the policies formulated to guide the enforcement of the law must include consideration of the public will. This responsiveness must be manifested at all levels of the Department by a willingness to listen and by a genuine concern for the problems of individuals or groups. The total needs of the community must become an integral part of the programs designed to carry out the mission of the Department.

**360. OPENNESS OF OPERATION.** Law enforcement operations in a free society must not be shrouded in secrecy. It is necessary that there be full public disclosure of

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**568.05 ELECTRONIC SURVEILLANCE EQUIPMENT – DEFINED.** Electronic surveillance equipment is *defined as equipment or software* used to detect, locate, observe, photograph, record, or intercept information about persons under Department investigation without their knowledge. *As such, all electronic surveillance equipment is subject to the provisions outlined in Department Manual Section 1/140.15 and personnel shall adhere thereto when acquiring or using electronic surveillance equipment while on duty.*

Electronic surveillance equipment is divided into two categories:

**I. Restricted Items.** Use of restricted electronic surveillance equipment requires authorization of a command or staff officer. Restricted items normally include all electronic surveillance equipment designed or adapted for concealed use. Included are items such as:

- Pen registers;
- Trap traces;
- Transmitters capable of being concealed in an automobile, room or telephone;
- Body transmitters;
- Induction coils;
- *Devices and software used for the purpose of tracking the movement of a person or object;*
- Receivers and recorders when used with hidden transmitters; *and,*
- Tracking or tailing devices and other non-visual equipment.

**Note:** With the exception of miniature *voice or video* recorders, on-duty employees shall not possess or use privately owned restricted electronic surveillance equipment. When used, privately owned miniature recorders are subject to the same authorization requirements as other restricted items.

**II. Discretionary Items.** Discretionary items are those items not specifically designed for concealed use, but which can be used in a concealed manner. When used for such purposes, discretionary items temporarily become restricted items of electronic surveillance equipment, and, as such, their use is controlled. Discretionary items include tape recorders, mini-recorders, hand-held radio receivers, T.V. cameras and video recorders, night-*vision* devices, repeaters and cameras.

**Note:** A surveillance van is considered a discretionary item unless it is used in conjunction with a camera and lens at which time it is considered a restricted item.

**Equipment Storage.** Restricted electronic surveillance equipment shall generally be stored in a secured location within a Department facility. However, if it is required by the nature of the investigation, equipment used by specialized units in certain divisions (e.g., Gang and Narcotics Division, *Detective Support and Vice* Division, Major Crimes *Division*, Professional Standards Bureau) may be stored in *Department* vehicles, as long as it remains under the command and control of the investigating officer and as long as it remains in good working order.

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**Provide Security.** All employees using electronic surveillance equipment shall provide security for the equipment while it is in their possession.

**Time Restrictions.** Restricted electronic surveillance equipment shall generally be used for a period of time not to exceed 30 days. However, equipment used in investigations by specialized units in certain divisions (e.g., Gang and Narcotics Division, *Detective Support and Vice Division*, Major Crimes Division, Professional Standards Bureau) may be used for the duration of the investigation, in excess of 30 days, provided that the equipment is accounted for, remains in good working order and prior approval is obtained.

Should the investigation exceed the 30-day time limit, the investigating officer shall complete an Employee's Report, Form 15.07.00, documenting the reasons for the additional time required and the condition of the equipment. The Employee's Report shall be completed and approved prior to the expiration of the due date. The investigating officer shall forward the Employee's Report to *their* commanding officer for approval.

***Investigating Officer's Responsibilities.*** *Investigating officers shall ensure that the equipment is safely returned to the assigned unit as soon as possible after the equipment's usage.*

***Commanding Officer's Responsibilities.*** The divisional or Area commanding officer *shall* review and, if appropriate, approve the investigating officer's written request for the extended use of the equipment for each additional 60-day period. Once approved, the Employee's Report shall be forwarded to the Department entity originally furnishing the equipment so that it may be filed with the original *Authorization to Use Restricted Electronic Surveillance Equipment*, Form 12.41.00.

**568.10 REQUESTS FOR USE OF RESTRICTED ELECTRONIC SURVEILLANCE EQUIPMENT.** The following procedure shall be followed for every use of restricted electronic surveillance equipment.

**Restricted Electronic Surveillance Equipment Policy.** Investigating officers who use restricted surveillance equipment shall comply with all current State and Federal Laws, *the Department's Core Values and tenets of procedural justice.*

**Obtain Authorization.** Employees shall obtain proper authorization prior to using restricted electronic surveillance equipment (*e.g., authorization from a command or staff officer, an approved Authorization to Use Restricted Electronic Surveillance Equipment, Form 12.41.00, a warrant, and any policy specific to the equipment item.*)

**Complete Training.** Prior to using electronic surveillance equipment, employees shall satisfactorily complete *any* required training, *if applicable.*

**Investigating Officer's Responsibilities.** Investigating officers who require the use of restricted surveillance equipment shall complete the top portion of an *Authorization to Use Restricted Electronic Surveillance Equipment*, Form 12.41.00, and submit the form to a supervisor for approval.

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The investigating officer requesting extended use of the restricted electronic surveillance equipment shall:

- Include the request to use the restricted equipment for an extended period of time for 30 days *not to exceed a maximum extension of 60 days or as authorized by a magistrate*; and,
- Include a notation as to the method and location of storage (e.g., locker, secured desk) when restricted equipment is not *in use*.

Upon approval by a supervisor and a captain or above *Form 12.41.00* shall be submitted to the concerned equipment coordinator or Technical Investigation Division (TID) Electronics *Unit* personnel for equipment issuance. Daily usage of the restricted electronic surveillance equipment shall be documented on the Restricted Electronic Surveillance Equipment Monthly Usage Log, *Form 12.41.01*. The log shall be completed in the following manner:

- Entries shall be completed daily;
- Each entry shall be reviewed and signed by the supervisor of the concerned investigative unit; and,
- Upon completion of the investigation and the usage of the restricted electronic surveillance equipment, attach the completed log with *Form 12.41.00* and submit the completed forms to their supervisor for review.

The use of restricted electronic surveillance equipment does not always require the use of *Form 12.41.00*. *The form* is only required if the equipment is used to breach a person's reasonable expectation of privacy or is requested by the concerned commanding officer. Should the completion of *Form 12.41.00* be required, *the completed and approved form*, shall be submitted to the concerned equipment coordinator, the Technical Investigation Division (TID) Electronics *Unit*, or the relevant Department entity issuing the equipment.

**Note:** When the investigation is of a sensitive nature, only the shaded items *on the form* are required to be completed.

**Supervisor's Responsibilities.** Supervisors reviewing *Form 12.41.00*, shall be responsible for:

- Reviewing the *form* and discussing the intended use of the equipment with the investigating officer(s);
- Pre-approving the *form*, and ensuring it is submitted to the concerned captain or above for approval; and,
- Upon completion of the investigation and use of the surveillance equipment, reviewing *Form 12.41.01* and *Form 12.41.00* and ensuring the forms are forwarded to the concerned commanding officer.

**Commanding Officer's Responsibilities.** In addition to established responsibilities delineated in Department Manual Section 3/568.15, the commanding officer, of the rank of Captain or above shall:

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- Review and approve *Form 12.41.00*; and,
- Ensure *Form 12.41.00 and Form 12.41.01* are forwarded to the concerned staff officer for review.

**Note:** When exigent circumstances exist, the Department *Operations Center* may be contacted for assistance in locating a staff officer. Bureau commanding officers or staff officers may grant telephonic authorization to use restricted electronic surveillance equipment when the circumstances of the situation do not allow for approval through normal channels. When telephonic approval is granted, the name of the approving bureau commanding officer or staff officer shall be printed on the *signature* line and the notation “telephonic” shall be placed next to the staff officer’s name. *The officer/supervisor receiving the telephonic approval shall be the same person completing the form.*

**568.15 REVIEW.** Upon completion of the investigation and return of the equipment, the concerned commanding officer *and* a staff officer shall review the Authorization to Use Restricted Electronic Surveillance Equipment, *Form 12.41.00 and the Restricted Electronic Surveillance Equipment Monthly Usage Log, Form 12.41.01 for proper use and completion.*

**Commanding Officer’s Responsibilities.** The commanding officer reviewing the restricted electronic surveillance equipment usage shall:

- Evaluate the equipment usage for its compliance with all the aspects of technical, legal, and procedural requirements for the use of restricted electronic surveillance equipment. Appropriate comments, if any, shall be made in the “After Action Evaluation” portion of the Form;
- Determine if the equipment was used as authorized. Whenever modifications or deviations are noted they shall be explained in the “After Action Evaluation”;
- Ensure that serial numbers of any tape(s) used, and the date and time the equipment was returned to the issuing unit, are recorded in the appropriate sections of the “After Action Evaluation”;
- Certify that a review of the equipment usage has been conducted by signing the “After Action Evaluation”; and,
- Cause *the Form 12.41.00* to be delivered to the concerned staff officer for review.

**Bureau Commanding Officer’s or Staff Officer’s Responsibilities.** The bureau commanding officer or staff officer reviewing the use of restricted electronic surveillance equipment shall:

- Ensure that the concerned commanding officer has *the Form 12.41.00 and Form 12.41.01*, and *has* properly evaluated the technical, legal, and procedural aspects of the equipment usage;
- Document the review of the equipment usage by signing and dating *the Form 12.41.00 and Form 12.41.01*;

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- Forward the completed Form 12.41.00 to the concerned equipment coordinator, Technical Investigation Division, *Electronics Unit* or the relevant Department entity issuing the equipment; and,
- Notify the Chief of Police of any concerns and/or problems that arise from electronic surveillance equipment usage.

**Chief of Detectives, Detective Bureau - Responsibilities.** The Chief of Detectives, Detective Bureau, shall review all uses of restricted electronic surveillance equipment and shall be responsible for the following special duties relating to the use of such equipment:

- Maintain a confidential file of all approved Authorizations to Use Restricted Electronic Surveillance Equipment, Form 12.41.00;
- *Forward all Forms 12.41.00 and 12.41.01 to Innovation Management Division (IMD) for the Department's Comprehensive Technology Report (CTR) per Department Manual Section 1/140.15; and,*
- Evaluate equipment needs for maintenance, planned replacement, assessments of future technology and/or efficiency, and effectiveness of the Department equipment resources.

**568.20 REQUESTS FOR ASSIGNMENT OF STORED ELECTRONIC INVESTIGATION EQUIPMENT.** Requests for assignment of electronic investigation equipment stored at Technical Investigation Division shall be made by commanding officers on an Intradepartmental Correspondence, Form 15.02.00, in duplicate. Requests for assignment on a permanent basis shall be submitted through *the appropriate* channels to the Commanding Officer, Administrative Services Bureau. Requests for assignment on a temporary basis shall be submitted through *the appropriate* channels to the Commanding Officer, Technical Investigation Division. Electronic investigation equipment assigned on a temporary basis by Technical Investigation Division shall be returned upon completion of the assignment.

**Note:** In an emergency, the Officer in Charge, Electronics Unit, Technical Investigation Division, may temporarily assign electronic investigation equipment, *with a signed Form 15.02.00 from the CO of the requesting entity*, pending the approval of the Commanding Officer, Technical Investigation Division.

**568.40 CONTROL OF ELECTRONIC SURVEILLANCE EQUIPMENT.** Control of electronic surveillance equipment is the responsibility of the commanding officers of the following organizational entities:

**Unit to Which Equipment is Assigned – Responsibilities.** The commanding officer of every unit which *receives* and uses electronic surveillance equipment shall be responsible for:

- Maintaining control over issuance of all electronic surveillance equipment assigned to the unit;
- Determining if *the* persons requesting the loan of electronic surveillance equipment are sufficiently qualified to properly use the equipment;

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- Maintaining, in proper working order, all electronic surveillance equipment assigned to the unit; and,
- Ensuring that personnel have been properly trained prior to using electronic surveillance equipment. Such training shall encompass technical, legal, *procedural* and operational aspects of equipment usage.

**Note:** The commanding officer of every unit which frequently uses or regularly maintains electronic surveillance equipment shall appoint a minimum of two officers to act as unit electronic surveillance equipment coordinators. Officers *to whom this duty is given* perform these duties in addition to their regular assignment. Officers in this assignment shall have their days off and vacations scheduled so that one coordinator is always available during the unit's normal duty hours.

**Unit Using Equipment – Responsibilities.** The commanding officer of every unit using electronic surveillance equipment shall:

- Ensure that all officers using equipment are trained in the technical, legal, *procedural* and operational aspects of electronic surveillance equipment usage;
- Ensure that each use of restricted electronic surveillance equipment is documented by a completed and approved Authorization to Use Restricted Electronic Surveillance Equipment, Form 12.41.00;
- Ensure that the equipment, while it is in the possession of the unit, is adequately secured and that it is afforded care and maintenance to ensure its continued operation;
- Ensure that all equipment is returned to the unit assigned the item(s) as soon as possible; and,
- Ensure that whenever possible, all equipment installation and usage is completed in the presence of a supervisor.

**Technical Investigation Division – Responsibilities.** The Commanding Officer, Technical Investigation Division, shall be responsible for the following duties and functions related to all electronic surveillance equipment:

- Supervising the mechanical or technical aspects of all electronic surveillance equipment usage within the Department;
- Approving all replacement equipment for technical standards;
- Maintaining inventory records for all Department electronic surveillance equipment. *Electronics should be tracked in the Department's KITS system and an Equipment-Item Issue Control Card, Form 15.65.00;*
- Coordinating annual maintenance inspections and physical inventories conducted at the direction of each bureau commanding officer, and providing Technical Investigation Division assistance in such inspections and inventories;
- Reviewing all budget and grant requests for electronic surveillance equipment and all purchases of such equipment including component parts and attachments, to ensure Department-wide compatibility; and,

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- Inspecting all newly-acquired equipment prior to its delivery to the requesting unit and inspecting all unserviceable equipment prior to its delivery to Supply Section for disposal.

*Note: Specialized Detective Divisions may be exempt from TID's oversight (e.g., Gang and Narcotics Division, Detective Support and Vice Division, Major Crimes Division, Professional Standards Bureau) pending approval from the entity's chain of command.*

**568.45 SURVEILLANCE EQUIPMENT TRAINING RESPONSIBILITY.** Training in the technical, legal, *procedural* and operational use of electronic surveillance equipment shall be the combined responsibility of the Commanding Officer, Training Division, and the commanding officer of any unit using electronic surveillance equipment.

**Commanding Officer, Training Division – Responsibilities.** *The Commanding Officer, Training Division, shall be responsible for:*

- Developing a comprehensive training program to instruct members of this Department in the technical, legal, *procedural* and operational aspects of electronic surveillance equipment usage, *as applicable*; and,
- Incorporating electronic surveillance equipment training into Department schools for vice and narcotics officers, investigators, sergeants, lieutenants and captains.