

## INTRADEPARTMENTAL CORRESPONDENCE

January 30, 2019

3.5

**TO:** Chief of Police

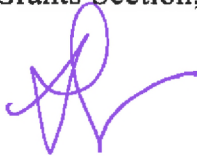
**FROM:** Commanding Officer, Fiscal Operations Division

**SUBJECT:** TRANSMITTAL OF THE GRANT APPLICATION AND AWARD FOR THE INTERNET CRIMES AGAINST CHILDREN PROGRAM FROM THE CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES

Attached for your approval and signature is an Intradepartmental Correspondence to the Board of Police Commissioners requesting approval to transmit the attached grant application and award from the California Governor's Office of Emergency Services (CAL OES) for the Internet Crimes Against Children Program. The Los Angeles Police Department (LAPD) is requesting authorization to accept the \$1,000,000 grant award for the period of July 1, 2018 through December 31, 2020.

The Los Angeles Regional Internet Crimes Against Children Task Force (Task Force), directed by LAPD, is comprised of law enforcement agencies throughout a five-county area. The mission of the Task Force is to prevent, interdict, investigate and prosecute Internet crimes against children and maintain and expand State and regional task forces to address technology-facilitated child exploitation. The LAPD will allocate \$129,600 for sworn overtime, \$50,050 for civilian overtime, \$475,100 for various equipment that include four customized vehicles equipped to handle the rigorous investigative demands of the Task Force. In addition, the LAPD will also allocate \$345,250 for operating expenses that include various forensic and software licenses, secured parking for response vehicles, internet access and various supplies to maintain day-to-day operations of the Task Force.

If you have any questions, please contact Monique Jones, Management Analyst, Grants Section, Fiscal Operations Division, at (213) 486-0380.



ANNEMARIE SAUER, Police Administrator II  
Commanding Officer  
Fiscal Operations Division

Attachments



January 8, 2019

Paul Espinosa, Commanding Officer, Juvenile Division  
Los Angeles, City of  
100 West First Street, Room #341  
Los Angeles, CA 90012-4112

Subject: **NOTIFICATION OF APPLICATION APPROVAL**  
Internet Crimes Against Children Program  
Subaward #: IC18 10 7250, Cal OES ID: 037-44000

Dear Mr. Espinosa:

Congratulations! The California Governor's Office of Emergency Services (Cal OES) has approved your application in the amount of \$1,000,000, subject to Budget approval. A copy of your approved subaward is enclosed for your records.

Cal OES will make every effort to process payment requests within 45 days of receipt.

This subaward is subject to the Cal OES Subrecipient Handbook. You are encouraged to read and familiarize yourself with the Cal OES Subrecipient Handbook, which can be viewed on Cal OES website at [www.caloes.ca.gov](http://www.caloes.ca.gov).

Any funds received in excess of current needs, approved amounts, or those found owed as a result of a close-out or audit, must be refunded to the State within 30 days upon receipt of an invoice from Cal OES.

Should you have questions on your subaward please contact your Program Specialist.

VSPS Grants Processing

Enclosure

c: Subrecipient's file

MO

(Cal OES Use Only)			
Cal OES#	037.44000.04	FIPS#	037.44000
VS #		Subaward #	IC 18 10 7250

## CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES GRANT SUBAWARD FACE SHEET

The California Governor's Office of Emergency Services (Cal OES), makes a Grant Subaward of funds set forth to the following:

1. Subrecipient: City of Los Angeles 1a. DUNS#: 037848012
2. Implementing Agency: Los Angeles Police Department - City of 2a. DUNS#: 037848012
3. Implementing Agency Address: 100 West First Street, Suite 842 Los Angeles 90012-4112
- Street City Zip+4
4. Location of Project: 501 West Ocean Blvd, #720 Los angeles 90802-4213
- City County Zip+4
5. Disaster/Program Title: Internet Crimes Against Children (ICAC) <sup>α</sup> 6. Performance Period: 07/01/18 to 12/31/20 <sup>α</sup>
7. Indirect Cost Rate:  N/A;  10% de minimis;  Federally Approved ICR \_\_\_\_\_ % <sup>α</sup>

Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Project Cost
2018	8. ICAC	\$ 1,000,000					\$ 0	\$ 1,000,000
Select	9. Select						\$ 0	\$ 0
Select	10. Select						\$ 0	\$ 0
Select	11. Select						\$ 0	\$ 0
Select	12. Select						\$ 0	\$ 0
<b>TOTALS</b>		\$ 1,000,000	\$ 0	\$ 1,000,000	\$ 0	\$ 0	\$ 0	12. G Total Project Cost: \$ 1,000,000 ✓

13. Certification - This Grant Subaward consists of this title page, the application for the grant, which is attached and made a part hereof, and the Assurances/Certifications. I hereby certify I am vested with the authority to enter into this Grant Subaward, and have the approval of the City/County Financial Officer, City Manager, County Administrator, Governing Board Chair, or other Approving Body. The Subrecipient certifies that all funds received pursuant to this agreement will be spent exclusively on the purposes specified in the Grant Subaward. The Subrecipient accepts this Grant Subaward and agrees to administer the grant project in accordance with the Grant Subaward as well as all applicable state and federal laws, audit requirements, federal program guidelines, and Cal OES policy and program guidance. The Subrecipient further agrees that the allocation of funds may be contingent on the enactment of the State Budget.

14. CA Public Records Act - Grant applications are subject to the California Public Records Act, Government Code section 6250 et seq. Do not put any personally identifiable information or private information on this application. If you believe that any of the information you are putting on this application is exempt from the Public Records Act, please attach a statement that indicates what portions of the application and the basis for the exemption. Your statement that the information is not subject to the Public Records Act will not guarantee that the information will not be disclosed.

15. Official Authorized to Sign for Subrecipient: Michel R. Moore Title: Chief of Police

Telephone: (213) 486-0150 (area code) FAX: (213) 486-5727 (area code) Email: michel.moore@lapd.online

Payment Mailing Address: 100 West First Street, Suite 842 City: Los Angeles Zip+4: 90012-4112

Signature: \_\_\_\_\_ Date: 8-15-18

(FOR Cal OES USE ONLY)

I hereby certify upon my own personal knowledge that budgeted funds are available for the period and purposes of this expenditure stated above.

Mary Rucker 1/4/19 John [Signature] 1-7-19

Cal OES Fiscal Officer Date Cal OES Director (or designee) Date

Yr: 2018-19 / Chapter: 29/  
 Rem: 0690-101-0001  
 FAIN #: N/A  
 Federal Award Dates: N/A - N/A  
 Fund: General Fund  
 Program: Internet Crimes Against Children Program  
 Match Req.: None  
 Project No.: I8ICAC  
 PCA No: 14019  
 Component: 40.30.908  
 CFDA#: N/A  
 Amount: \$ 1,000,000

RECEIVED

RECEIVED  
 AUG 23 2018  
 BY: 663140

**PROJECT CONTACT INFORMATION**

Subrecipient: City of Los Angeles - Los Angeles Police Department Subaward #: IC18 10 7250

Provide the name, title, address, telephone number, and e-mail address for the project contacts named below. **NOTE: If you use a PO Box address, a street address is also required for package delivery and site visit purposes.**

1. The **Project Director** for the project:

Name: Paul Espinosa Title: Commanding Officer, Juvenile Division  
Telephone #: (213) 486-0500 Fax#: (213) 486-0498 Email Address: paul.espinosa@lapd.online  
Address/City/Zip: 100 West First Street, Room #341, Los Angeles, CA 90012-4112

2. The **Financial Officer** for the project:

Name: Annemarie Sauer Title: Police Administrator  
Telephone #: (213) 486-8590 Fax#: (213) 486-0299 Email Address: annemarie.sauer@lapd.online  
Address/City/Zip: 100 West First Street, Room # 768, Los Angeles, CA 90012-4112

3. The **person** having **Routine Programmatic** responsibility for the project:

Name: Andrea Grossman Title: Lieutenant  
Telephone #: (562) 624-4027 Fax#: (562) 980-3242 Email Address: 30231@lapd.online  
Address/City/Zip: 501 West Ocean Blvd., Suite # 720, Long Beach, CA 90802-4213

4. The **person** having **Routine Fiscal Responsibility** for the project:

Name: Monique Jones Title: Management Analyst  
Telephone #: (213) 486-0380 Fax#: (213) 486-5727 Email Address: V8926@lapd.online  
Address/City/Zip: 100 West First Street, Suite 842, Los Angeles, CA 90012-4112

5. The **Executive Director** of a Community Based Organization or the **Chief Executive Officer** (i.e., chief of police, superintendent of schools) of the implementing agency:

Name: Michel R. Moore Title: Chief of Police  
Telephone #: (213) 486-0150 Fax#: (213) 486-0168 Email Address: grants@lapd.online  
Address/City/Zip: 100 West First Street, Room #1072, Los Angeles, CA 90012-4112

6. The **Official Designated** by the Governing Board to enter into the Grant Subaward for the City/County or Community-Based Organization, as stated in Section 15 of the Grant Subaward Face Sheet:

Name: Michel R. Moore Title: Chief of Police  
Telephone #: (213) 486-0150 Fax#: (213) 486-0168 Email Address: grants@lapd.online  
Address/City/Zip: 100 West First Street, Room #1072, Los Angeles, CA 90012-4112

7. The **chair** of the **Governing Body** of the subrecipient:

Name: Herb Wesson Title: City Council President  
Telephone #: (213) 473-7010 Fax#: (213) 485-9829 Email Address: councilmember.wesson@lacity.org  
Address/City/Zip: 200 North Spring Street, Room #430, Los Angeles, CA 90012-4112

**SIGNATURE AUTHORIZATION**

Subaward #: IC18 10 7250

Subrecipient: City of Los Angeles

Implementing Agency: Los Angeles Police Department

\*The Project Director and Financial Officer are **REQUIRED** to sign this form.

\*Project Director: Paul Espinosa

Signature: 

Date: 8/16/18

\*Financial Officer: Annemarie Sauer

Signature: 

Date: 8/16/18

The following persons are authorized to sign for the  
**Project Director**



Signature

Andrea Grossman

Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

The following persons are authorized to sign for the  
**Financial Officer**



Signature

Wai Wan

Print Name

Signature

Stella Larracas

Print Name

Signature

Print Name

Signature

Print Name

Signature

Print Name

CERTIFICATION OF ASSURANCE OF COMPLIANCE

I, Michel R. Moore hereby certify that  
(official authorized to sign Subaward; same person as Section 15 on Subaward Face Sheet)

SUBRECIPIENT: City of Los Angeles

IMPLEMENTING AGENCY: Los Angeles Police Department - City of @

PROJECT TITLE: 2018-2020 Internet Crimes Against Children Program

is responsible for reviewing the *Subrecipient Handbook* and adhering to all of the Subaward requirements (state and/or federal) as directed by Cal OES including, but not limited to, the following areas:

**I. Federal Grant Funds**

Subrecipients expending \$750,000 or more in federal grant funds annually are required to secure an audit pursuant to OMB Uniform Guidance 2 CFR Part 200, Subpart F and are allowed to utilize federal grant funds to budget for the audit costs. See Section 8000 of the Subrecipient Handbook for more detail.

- The above named Subrecipient receives \$750,000 or more in federal grant funds annually.
- The above named Subrecipient does not receive \$750,000 or more in federal grant funds annually.

**II. Equal Employment Opportunity – (Subrecipient Handbook Section 2151)**

It is the public policy of the State of California to promote equal employment opportunity (EEO) by prohibiting discrimination or harassment in employment because of ancestry, age (over 40), color, disability (physical and mental, including HIV and AIDS), genetic information, gender, gender identity, gender expression, marital status, medical condition (genetic characteristics, cancer or a record or history of cancer), military, veteran status, national origin, race, religion (includes religious dress and grooming practices), sex (includes pregnancy, childbirth, breastfeeding and/or related medical conditions) sexual orientation, or request for family medical leave. Cal OES-funded projects certify that they will comply with all state and federal requirements regarding equal employment opportunity, nondiscrimination and civil rights.

Please provide the following information:

Equal Employment Opportunity Officer: Elena Nihoa-Asucan

Title: Commanding Officer, Personnel Division

Address: 100 West First Street, Suite #228, Los Angeles, CA 90012

Phone: (213) 486-4650

Email: elena.asucan@lapd.online

**III. Drug-Free Workplace Act of 1990 – (Subrecipient Handbook, Section 2152)**

The State of California requires that every person or organization subawarded a grant or contract shall certify it will provide a drug-free workplace.

**IV. California Environmental Quality Act (CEQA) – (Subrecipient Handbook, Section 2153)**

The California Environmental Quality Act (CEQA) (*Public Resources Code, Section 21000 et seq.*) requires all Cal OES funded projects to certify compliance with CEQA. Projects receiving funding must coordinate with their city or county planning agency to ensure that the project is compliance with CEQA requirements.

**V. Lobbying – (Subrecipient Handbook Section 2154)**

Cal OES grant funds, grant property, or grant funded positions shall not be used for any lobbying activities, including, but not limited to, being paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.

**VI. Debarment and Suspension – (Subrecipient Handbook Section 2155)**  
*(This applies to federally funded grants only.)*

Cal OES-funded projects must certify that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of federal benefits by a state or federal court, or voluntarily excluded from covered transactions by any federal department of agency.

**VII. Proof of Authority from City Council/Governing Board**

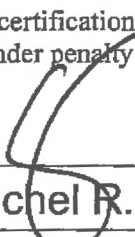
The above-named organization (Applicant) accepts responsibility for and will comply with the requirement to obtain a signed resolution from the city council/governing board in support of this program. The applicant agrees to provide all matching funds required for said project (including any amendment thereof) under the Program and the funding terms and conditions of Cal OES, and that any cash match will be appropriated as required. It is agreed that any liability arising out of the performance of this Subaward, including civil court actions for damages, shall be the responsibility of the grant Subrecipient and the authorizing agency. The State of California and Cal OES disclaim responsibility of any such liability. Furthermore, it is also agreed that grant funds received from Cal OES shall not be used to supplant expenditures controlled by the city council/governing board.

The applicant is required to obtain written authorization from the city council/governing board that the official executing this agreement is, in fact, authorized to do so. The applicant is also required to maintain said written authorization on file and readily available upon demand.

**VIII. Civil Rights Compliance**

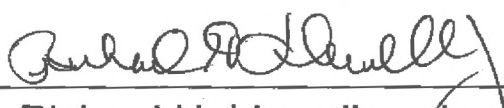
The Subrecipient complies will all laws that prohibit excluding, denying or discriminating against any person based on actual or perceived race, color, national origin, disability, religion, age, sex, gender identity, and sexual orientation in both the delivery of services and employment practices and does not use federal financial assistance to engage in explicitly religious activities.

All appropriate documentation must be maintained on file by the project and available for Cal OES or public scrutiny upon request. Failure to comply with these requirements may result in suspension of payments under the grant or termination of the grant or both and the Subrecipient may be ineligible for subaward of any future grants if the Cal OES determines that any of the following has occurred: (1) the Subrecipient has made false certification, or (2) violates the certification by failing to carry out the requirements as noted above.

CERTIFICATION	
I, the official named below, am the same individual authorized to sign the Subaward [Section 15 on Grant Subaward Face Sheet], and hereby swear that I am duly authorized legally to bind the contractor or grant Subrecipient to the above described certification. I am fully aware that this certification, executed on the date and in the county below, is made under penalty of perjury under the laws of the State of California.	
Authorized Official's Signature:	
Authorized Official's Typed Name:	<u>Michel R. Moore</u>
Authorized Official's Title:	<u>Chief of Police</u>
Date Executed:	<u>11/28/18</u>
Federal Employer ID #:	<u>95-6000735</u>
Federal DUNS #	<u>037848012</u>
Current System for Award Management (SAM) Expiration Date:	<u>02/29/2019</u> <u>JA</u>
Executed in the City/County of:	<u>Los Angeles/Los Angeles</u>

**AUTHORIZED BY:** *(not applicable to State agencies)*

<input checked="" type="checkbox"/> City Financial Officer	<input type="checkbox"/> County Financial Officer
<input type="checkbox"/> City Manager	<input type="checkbox"/> County Manager
<input type="checkbox"/> Governing Board Chair	

Signature: 

Typed Name: Richard H. Llewellyn, Jr.

Title: City Administrative Officer

Subrecipient: City of Los Angeles - Los Angeles Police Department

Subaward #: IC18 10 7250: ✓

A. Personal Services - Salaries/Employee Benefits

EIA COST 18

CA

Hours

Overtime

Average Overtime Cost

1600 HRS	Sworn Overtime The average overtime rate for sworn personnel is \$81 per hours	\$81.00	\$129,600
910 HRS	Civilian Overtime The average overtime rate for civilian personnel is \$55 per hour	\$55.00	\$50,050

PERSONAL SECTION TOTAL

\$179,650

MR ✓

Subrecipient: City of Los Angeles - Los Angeles Police Department

Subaward #: IC18 10 7250: ✓

## B. Operating Expenses

ESIA COST 18 OK

Months	Quantity	Items	Price	ESIA COST	OK
	55	Smith tech (SnagIt)	\$50.00	\$2,750	✓
	15	SandBoxie lifetime license	\$85.00	\$1,275	✓
	3	Adobe Acrobat Pro	\$300.00	\$900	✓
24	1	Pen Link	\$23,000.00	\$23,000	✓
24	2	GeoTime	\$7,225.00	\$14,450	✓
24	2	Callyo Silver Package renewal license	\$2,865.00	\$5,730	✓
24	4	Spokeo	\$120.00	\$11,520	✓
24	4	Instant Checkmate	\$120.00	\$11,520	✓
	10	Cellebrite renewal license	\$3,700.00	\$37,000	✓
2	1	Cellhawk	\$5,000.00	\$10,000	✓
30	1	Internet service	\$90.00	\$2,700	✓
100	1	Parking passing for visitors	\$12.00	\$1,200	✓
30	9	Parking for response vehicle	\$95.00	\$25,650	✓
	15	Faraday bags standard with window	\$58.00	\$870	✓
	15	Faraday bags large with window	\$95.00	\$1,425	✓
	15	Faraday bags exlarge with window	\$195.00	\$2,925	✓
	15	Apple Computers	\$2,500.00	\$37,500	✓
	15	Microsoft Office Professional	\$355.00	\$5,325	✓
	50	Microsoft Surface Pro's	\$1,000.00	\$50,000	✓
	45	IPADS	\$400.00	\$18,000	✓
	45	Android Tablets	\$400.00	\$18,000	✓
	5	Corsair Graphite Series Full-Tower cases Black	\$180.00	\$900	✓
	5	Cool Master Power supply	\$100.00	\$500	✓
	5	Video Graphics card	\$1,000.00	\$5,000	✓
	5	RAM	\$215.00	\$1,075	✓
	5	Solid State Hard Drives	\$310.00	\$1,550	✓
	5	Motherboard	\$215.00	\$1,075	✓
	5	CPU Intel i9	\$400.00	\$2,000	✓
	5	Hard Drive Mobile Rack	\$50.00	\$250	✓
	5	Internal Hard Drives	\$300.00	\$1,500	✓
	5	Liquid CPU cooler CORSAIR Hydro Series	\$90.00	\$450	✓
	5	Computer monitors	\$200.00	\$1,000	✓
	5	Computer Internal Blu-Ray Drive	\$50.00	\$250	✓
	5	FireWire Cards	\$40.00	\$200	✓

FSA 180  
cost

5	Wireless Ergonomic Desktop Keyboards	\$75.00	\$375 ✓
5	Wireless Ergonomic Desktop Mice	\$75.00	\$375 ✓
4	Charging Cart	\$1,500.00	\$6,000 ✓
45	IPAD Covers	\$50.00	\$2,250 ✓
45	Android Covers	\$55.00	\$2,475 ✓
50	Surface Pro Covers with Keyboards	\$105.00	\$5,250 ✓
5	Fujitsu ScanSnap Scanner	\$500.00	\$2,500 ✓
6	Protective Carrying case	\$450.00	\$2,700 ✓
20	Protective Clothing/Tactical uniforms	\$220.00	\$4,400 ✓
2	UC Equipment	\$5,000.00	\$10,000 ✓
2	Night Vision Binocular	\$600.00	\$1,200 ✓
	Office Supplies (ballpoint pens, thumb drives, permanent markers, correction tape, paper clips, sticky notes, index folder tabs, envelopes, paper cutter, clear tape, white board markers, white board erasers, sanitizing wipes, mobile brief case, computer case or cart, miscellaneous cables for desktop computers, tablet computers, mailing tape, and cell phones etc.)		\$2,235 ✓
	Community Outreach (Various)	\$8,000.00	\$8,000
<b>OPERATING SECTION TOTAL</b>			<b>\$345,250</b>

PAGE 2 OF 2 Operating @

MR

Subrecipient: City of Los Angeles - Los Angeles Police Department

Subaward #: IC18 10 7250:

C. Equipment

FSIA COST 18 ✓

Quantity	Item	Price		
2	Dual Purpose Truck with lights and sirens Custom cover and/or Evidence Locker	59,300.00	\$118,600	✓
1	Undercover Vehicle with hidden lights and siren	\$31,000.00	\$31,000	✓
1	Mobile Forensic vehicle	150,000.00	\$150,000	✓
1	Faraday Tent	\$27,000.00	\$27,000	✓
5	Cellebrite UFED 4 PC	10,000.00	\$50,000	✓
6	Gray Key forensic tool	15,000.00	\$90,000	✓
1	Linear Digital Interview Room	8,500.00	\$8,500	✓

EQUIPMENT SECTION TOTAL

\$475,100.00 ✓

179650

345250  
179650

\$475,100.00  
345250

\$475,100.00

**Total Project Cost\***

**\$1,000,000**

\*Same as Block 10G on the Grant Award Face Sheet

MR

### VSPS Budget Summary Report

<b>IC18 Internet Crimes Against Children Program</b> Los Angeles, City of Internet Crimes Against Children Program	<b>Subaward #: IC18 10 7250</b> <b>Performance Period: 07/01/18 - 12/31/20</b> <b>Latest Request: , Not Final 201</b>
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**A. Personal Services - Salaries/Employee Benefits**

<u>F/S/L</u>	<u>Funding Source</u>	<u>Budget Amount</u>	<u>Paid/Expended</u>	<u>Balance</u>	<u>Pending</u>	<u>Pending Balance</u>
S	18ICAC	179,650	0	179,650	0	179,650
<b>Total A. Personal Services - Salaries/Employee Benefits:</b>		<b>179,650</b>	<b>0</b>	<b>179,650</b>	<b>0</b>	<b>179,650</b>

**B. Operating Expenses**

<u>F/S/L</u>	<u>Funding Source</u>	<u>Budget Amount</u>	<u>Paid/Expended</u>	<u>Balance</u>	<u>Pending</u>	<u>Pending Balance</u>
S	18ICAC	345,250	0	345,250	0	345,250
<b>Total B. Operating Expenses:</b>		<b>345,250</b>	<b>0</b>	<b>345,250</b>	<b>0</b>	<b>345,250</b>

**C. Equipment**

<u>F/S/L</u>	<u>Funding Source</u>	<u>Budget Amount</u>	<u>Paid/Expended</u>	<u>Balance</u>	<u>Pending</u>	<u>Pending Balance</u>
S	18ICAC	475,100	0	475,100	0	475,100
<b>Total C. Equipment:</b>		<b>475,100</b>	<b>0</b>	<b>475,100</b>	<b>0</b>	<b>475,100</b>

	<u>Budget Amount</u>	<u>Paid/Expended</u>	<u>Balance</u>	<u>Pending</u>	<u>Pending Balance</u>
<b>Total Local Match:</b>	0	0	0	0	0
<b>Total Funded:</b>	1,000,000	0	1,000,000	0	1,000,000
<b>Total Project Cost:</b>	1,000,000	0	1,000,000	0	1,000,000

F/S/L (Funding Types): F=Federal, S=State, L=Local Match

Paid/Expended=posted in ledger w/Claim Schedule, Pending=Processed, but not yet in Claim Schedule

01/08/19

City of Los Angeles – Los Angeles Police Department

IC 18 10 7250

**Personnel Qualifications:**

The Los Angeles Police Department's (LAPD) Internet Crime Against Children (ICAC) Unit is composed of a Lieutenant, Detectives, and Police Officers.

The LAPD Police Lieutenant plans, organizes and directs the work of sworn and civilian employees engaged in the operation of an assigned watch or a 24-hour team in a police division or an investigational unit or detail; commands a specialized division or section; applies sound supervisory principles and techniques in building and maintaining an effective work force; fulfills affirmative action responsibilities; and does related work. The minimum requirement is two years as a Police Sergeant or Police Detective in the City of Los Angeles, one year of which must have been in a supervisory capacity. Supervisory capacity is defined as having full-time line responsibility over other personnel in the performance of their duties, assigning work to and reviewing the work of subordinates, and completing personnel rating reports. Functional responsibility for personnel at crime scenes does not meet the definition of supervisory experience. Attached is the class specification. Lieutenant II Andrea Grossman has 27 years as an LAPD sworn officer and is the Officer-In-Charge of the ICAC Unit as well as the Task Force Commander for the Los Angeles (LA) ICAC Task Force.

The LAPD Detective performs preliminary and follow-up investigations of crimes; does surveillance work to detect or prevent crime; may supervise or coordinate the activities of a detail or unit engaged in investigating various crimes or activities; and does related work. The minimum qualification is four years of experience as a Police Officer with the City of Los Angeles. Attached is the class specification. Below are the Detectives that are currently assigned to ICAC Unit, along with their years of experience as a sworn officer of LAPD. The personnel listed below might change due to transfers and is not inclusive as qualified personnel might work with the ICAC Task Force depending on operational needs.

Name	Years of experience
Detective III Gilbert Escontrias	41 years
Detective II Paula Meares	27 years
Detective II Marvin Mancia	18 years
Detective II Maurice Kwon	14 years
Detective I Lisette Garcia	23 years
Detective I Michael Solis	23 years
Detective I Lisa Kelly	22 years
Detective I Claudia Castruita	23 years



Police Service Representative II Michelle Jordan 21 years

Management Analyst Monique Jones 22 years

**Summary of Duties:** Plans, organizes and directs the work of sworn and civilian employees engaged in the operation of an assigned watch or a 24-hour team in a police division or an investigational unit or detail; commands a specialized division or section; applies sound supervisory principles and techniques in building and maintaining an effective work force; fulfills affirmative action responsibilities; and does related work.

**Distinguishing Features:** The work of a Police Lieutenant is distinguished from that of a Police Captain in that the latter has complete responsibility for police services in a geographic area or division. A Police Lieutenant only has responsibility for police services within a specified portion of a Captain's geographic area or commands a team of investigative and uniform personnel involved in the investigation of various types of crimes, providing auxiliary services in a headquarter's station, or investigating specific high-incidence crimes in a specified area. Incumbents in the class of Police Lieutenant are responsible for the performance of the full range of supervisory activities including: application of discipline, processing and resolution of grievances, evaluation of performance and approval of time-off requests.

**Examples of Duties:** Commands the activities of a police team consisting of investigative and uniformed personnel who are involved in crime prevention as well as the investigation of various types of crimes, specialized investigations, or providing auxiliary services; coordinates community relations activities; and has 24-hour responsibility for delivering police services in an assigned team area; may be assigned watch shift in the absence of the Police Captain; commands a special detail such as a vice unit or traffic accident investigation unit; plans, lays out, and assigns work to police officers; deploys the forces of a watch or team in accordance with special needs and conditions; makes field inspections of police personnel, equipment and buildings in a division or unit; conducts and attends a variety of meetings with Department personnel and the community, answers questions from the press and news media; studies crime trends, police and community needs.

May assume responsibility for all personnel and equipment in a division during an assigned watch shift or as a leader of a 24-hour team; supervises the maintenance of a police station; may instruct and advise Police Officers in patrol or traffic work and in methods and procedures of law enforcement, crime prevention, and related police work; advises in the conduct of investigations and checks and reviews results; may take personal charge of the investigation of the more complex or sensitive cases; writes summary of complaint investigation findings including recommendation regarding the validity of the complaint and any penalty if one is warranted ; responds to calls from other agencies regarding the misconduct of

an officer, gathers information, and makes Department notifications.

In difficult situations, may interview the public and determine action to be taken; reviews and approves reports and records, including crime and arrest reports and records; supervises the receipt, booking, and custody of prisoners and personal property in a division station; and coordinates the work of a functional unit with that of a line division and devises procedures and methods to increase the efficiency of the unit; may be assigned to emergency preparedness activities; and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Communicates equal employment/affirmative action information to employees; applies job-related criteria in selecting, orienting, assigning, training, counseling, evaluating, and disciplining subordinates; assists employees in preparing for promotion as described in the City's Affirmative Action Program.

**Qualifications:**

**A Good Knowledge of:**

- o Criminal law, with particular reference to the apprehension, arrest, and prosecution of persons, the preparation and presentation of evidence in criminal cases, and the elements of criminal offenses. d
- o Organization, responsibilities, functions, procedures, and limitations on authority of the Police Department, including the techniques and procedures of police record keeping and the kinds of crime data which are available. d he
- o Responsibilities of the Police Department with regard to control of disasters and other emergencies. o
- o Safety principles and practices.
- o Public relations techniques.
- o Supervisory principles and practices including: planning, delegating and controlling the work of subordinates. g
- o Techniques of training, instructing and evaluation of subordinate work performance. o f
- o Techniques for counseling, disciplining, and motivating subordinate personnel. g
- o Procedures for grievance handling.
- o Supervisory responsibility for EEO/AA as set forth in the City's Affirmative Action Program. e

**A Working Knowledge of:**

- o Accepted principles and practices of police science and administration.
- o Memoranda of understanding as they apply to subordinate personnel.

**A General Knowledge of:**

- o The provisions of the United States Constitution, the Constitution of California, the City Charter, and Civil Service Commission Rules.
- o Organization, jurisdiction, and functions of the laws of enforcement and social welfare agencies of the United States government, State of California, County of Los Angeles, City of Los Angeles, and other public and private agencies which have duties and activities related to those of the Police Department.
- o City personnel rules, policies and procedures.

**The Ability to:**

- o Analyze and interpret crime data and other technical information in the field of police administration.
- o Analyze situations and to adopt quick, effective, and reasonable courses of action.
- o Communicate orally, one-to-one or in a group, with officers, supervisors, Department management and the public.
- o Plan, organize and conduct meetings.
- o Obtain information through interview and interrogation and to take appropriate police action.
- o Supervise, instruct and advise police officers in all pertinent phases of law, police work, and crime detection.
- o Plan and implement team crime prevention programs.
- o Analyze and write clear and comprehensive reports.
- o Establish and maintain a work environment to enhance both employee morale and productivity.
- o Apply sound supervisory principles and techniques.
- o Fulfill supervisory affirmative action responsibilities as indicated in the City's Affirmative Action Program.

**Minimum Requirements:** Two years as a Police Sergeant or Police Detective, one year of which must have been in a supervisory capacity, in the Los Angeles Police Department. Supervisory capacity is defined as having full-time line responsibility over other personnel in the performance of their duties, assigning work to and reviewing the work of subordinates, and completing personnel rating reports. Functional responsibility for personnel at crime scenes does not meet the definition of supervisory experience.

**License:** A valid California driver's license is required.

**Physical Requirements:** Candidates for Police Lieutenant must meet such medical and physical guidelines as the Board of Civil Service Commissioners may prescribe.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.

CITY OF LOS ANGELES  
CIVIL SERVICE COMMISSION



CLASS SPECIFICATION  
POSTED JUNE 1999

6-14-96

POLICE DETECTIVE, 2223

**Summary of Duties:** A Police Detective performs preliminary and follow-up investigations of crimes; does surveillance work to detect or prevent crime; may supervise or coordinate the activities of a detail or unit engaged in investigating various crimes or activities; and does related work.

**Distinguishing Features:** A Police Detective conducts complete investigations of various specialized crimes or activities. This work differs from that of a Police Sergeant in that the latter usually supervises a group of employees engaged in more general public safety functions. A Police Detective receives assignments in general terms and work is reviewed for results attained. A Police Detective is responsible for reviewing and weighing evidence, and determining the scope of subsequent investigation. A Police Detective must be able to interpret and apply on a relatively high technical level laws, ordinances and procedures involved in the handling and follow-up of investigations and prosecution. A Police Detective differs from a Police Lieutenant in that the latter normally supervises a police team or section.

When in a supervisory position, a Police Detective is responsible for the full range of supervisory activities including action of discipline, processing and resolution of grievances, evaluation of performance and approval of time-off requests.

**Examples of Duties:** A Police Detective:

- ! Performs complete preliminary and follow-up investigations of crimes either independently or as a member of a police team;
- ! Acts as a desk officer answering public inquires and providing booking information and approvals for persons arrested by uniformed police officers;
- ! Interviews victims, witnesses, and complainants;
- ! Supervises and coordinates investigative activities at crime scenes;
- ! Apprehends, interrogates, and arrests suspects;
- ! Prepares reports and evidence for submittal to the District or City Attorney for obtaining legal complaints;
- ! Assists District or City Attorney in the prosecution of suspects;
- ! Testifies in court;
- ! Investigates personal, financial, and criminal backgrounds of applicants for police permits;
- ! Investigates complaints against permittees;
- ! Prepares reports and appears before the Police Commission;
- ! Assists, or assumes the duties of a watch commander;
- ! Performs and supervises crime statistical analysis and report auditing;

**Examples of Duties (Cont'd):**

- ! Testifies in court as an expert in a specialized area such as narcotics;
- ! Conducts follow-up investigations on felony traffic accidents;
- ! Conducts highly specialized and technical investigations in such areas as homicide, major fraud, and major robberies in a specified division or area;
- ! Performs specialized surveillance of known or suspected criminals;

- ! Gathers intelligence through research, observation or informants;
  - ! May act as an assistant leader of a specialized investigative team;
  - ! As a member of a police team, investigates various kinds of crimes in a specified geographic subdivision;
  - ! Participates in community relations activities;
  - ! May work in conjunction with uniform personnel in the investigation of various kinds of crimes;
- May occasionally be assigned to other duties for training purposes or to meet technological changes or unexpected emergencies.

Qualifications: Incumbents must have the following knowledges and abilities:

A good knowledge of:

- ! Proper methods for collecting and preserving evidence;
- ! Local, State and Federal computer systems and databases used in criminal investigations;
- ! The techniques used to obtain information by interrogation, investigation, and observation;
- ! Criminal law and court procedure relating to apprehension, arrest, prosecution, evidence, searches and seizures, and the elements of offenses;
- ! Officer safety and tactics such as, effecting an arrest and serving search warrants as necessary to preserve safety and protect officers and the public;
- ! Police department policies and procedures in order to complete assignments within department guidelines;
- ! Case load management, organizational and time management skills in order to meet court-mandated dates and Department time constraints;
- ! How to maintain and discharge Department-approved firearms as required to comply with Department policy;
- ! How to properly use safety equipment such as bulletproof vests, rubber gloves, seatbelts and helmets for purposes of ensuring officer safety and to prevent the contraction of communicable diseases.

A working knowledge of:

- ! The organization, functions, and procedures of the Police and related City departments;
- ! Other City department, outside agencies and other law enforcement agencies at level sufficient to know where and how to obtain information in order to successfully complete investigations;

Qualifications (Cont'd):

- ! Computer formats such as Network Communications Systems, Prosecutor Management Information Systems in order to access information on witnesses, suspects, victims and property;
- ! Basic mathematics, such as addition, subtraction, multiplication and division in order to calculate basic statistical percentages of crime and arrest information;
- ! Memorandum of Understanding as they apply to subordinate personnel.

A general knowledge of:

- ! Civil Service commission Rules;
- ! City personnel rules, policies and procedures;
- ! The principles of police administration and police science;
- ! Police Department goals and ethical standards;
- ! Character building and group work techniques and agencies;
- ! The causes and methods of treatment of juvenile delinquency.

The skill to:

- ! Use firearms.

The ability to:

- ! Communicate orally with subordinates, supervisors, co-workers, outside agencies, public and court testimony in order to gather and exchange job-related information;
- ! Evaluate information such as criminal methods of operations, crime patterns, statements, and evidence in order to organize and document facts as required to solve crimes, make arrests and present completed cases and investigations to supervisor and/or prosecuting agencies and receives stolen property;

- ! Write at a level sufficient to document facts in an investigation in order to convey ideas in a concise and organized manner;
- ! Remember specific facts at a level sufficient to recall key details of crime, information on suspects, victims, witnesses, vehicles and property as required to successfully complete investigations;
- ! Establish and maintain a work environment to enhance both employee morale and productivity;
- ! Supervise and instruct subordinates;
- ! Obtain information through interrogation, investigation and observation;
- ! Analyze situations and to adopt quick, effective and reasonable courses of action;
- ! Deal effectively with the public;
- ! Interpret charts and graphs;
- ! Prepare and direct the preparation of clear and comprehensive reports and records.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depends in part, on the specific requirements for the job, the limitations related to the disability and the ability of the hiring department to reasonably accommodate the limitations.

Minimum Requirements:

Four years of experience as a Police Officer with the City of Los Angeles is required.

The following may be substituted for up to a maximum of one year of the required experience:

1. Credit given by a recognized college, university or junior college may be substituted at the rate of one year of such education for three months of Los Angeles Police Department service. The rate of substitution is treated as equivalent to three days of LAPD service per semester unit, or two days of service per quarter unit.
2. Experience as an officer in a public nonmilitary law enforcement agency (other than the Los Angeles Police Department) may be substituted at the rate of one year of such experience for six months of Los Angeles Police Department service.

License: A valid California driver's license is required.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.

CITY OF LOS ANGELES  
CIVIL SERVICE COMMISSION



CLASS SPECIFICATION  
POSTED JUNE 1999

04-26-96

POLICE OFFICER, 2214

**Summary of Duties:** Enforces laws and ordinances; protects life and property; issues citations, makes arrests, prepares reports; meets with community members; works as a team member; and provides information to the public and departmental units.

**Distinguishing Features:** A Police Officer is responsible for enforcing all the laws and ordinances within the jurisdiction of the Police Department. When engaged in enforcement activity, a Police Officer may work alone or as a team member. A Police Officer may be assigned based on various factors, including community input, to concentrate on controlling certain types of crime. In felony cases, a Police Officer's responsibility is normally limited to making arrests, preliminary investigations, and reports, with subsequent follow-up investigation being made by Police Detectives. The class of Police Officer is distinguished from the class of Police Sergeant and Police Detective in that a Police Sergeant is typically a first-line supervisor of several Police Officers and a Police Detective is engaged in surveillance or follow-up investigation work. A Police Officer receives general assignments and special instructions with their work being checked in the field or through activity reports. Officers may also independently initiate actions designed to respond to long term or continuing crime problems as well as respond to individual criminal activity. Often the work is performed under hazardous conditions without direct supervision, and decisions affecting life and property are often made under stress. The duties of a Police Officer require considerable public and community contact and cooperation. As a result, employees of this class must possess strong interpersonal and communication skills, including being open minded, fair, unbiased, and sensitive when dealing with people of diverse backgrounds.

**Examples of Duties:** A Police Officer:

- ! Patrols the streets on foot or in a radio car;
- ! Answers calls and complaints requesting police assistance;
- ! Conducts patrols in specific areas in response to problems identified by community residents;
- ! Conducts preliminary investigations;
- ! Interviews witnesses and suspects to obtain information for reports;
- ! Determines the facts from information available at the scene of a crime and writes reports containing the facts for use in follow-up investigations;
- ! Issues citations and warnings to violators;

**Example of duties (cont.):**

- ! Makes arrests;
- ! Transports suspects to jail and courtrooms;
- ! Attends court and testifies as a witness;

- ! Patrols streets in a radio car or on a motorcycle to control and regulate traffic in conformance with State and local traffic regulations and to reduce traffic accidents;
- ! Gathers pertinent evidence from the scene of a crime or collision;
- ! Takes pictures and measurements of physical factors;
- ! Advises persons on proper driving practices while operating motor vehicles;
- ! Acts as a desk officer in geographic divisions answering incoming telephone calls and receiving all persons entering the station in order to give information or advice;
- ! Takes reports and seeks information from the public on police-related problems such as crimes, traffic accidents and missing juveniles, and continuing crime problems;
- ! Keeps records of the activities of the station and of officers in the field;
- ! Attempts to identify patterns and ongoing problems from crime data;
- ! Relays orders and complaints to other Police Officers and makes records of their disposition;
- ! Researches and prepares special reports on police-related activities and programs;
- ! Answers correspondence;
- ! Makes oral presentations to schools and community groups;
- ! Seeks input from community groups on their problems and concerns;
- ! Acts as an instructor in recruit, in-service, or on-the-job training programs to assist police personnel in becoming more proficient in their duties;
- ! Investigates complaints against juveniles involving misdemeanors, felonies, delinquency, or contributions to delinquency, using own initiative and community input;
- ! Plans programs and activities for juveniles to encourage respect for the law;
- ! Patrols school grounds and other public places which juveniles frequent;
- ! Investigates vice activities;
- ! Takes complaints and reports and seeks input from community members in order to attempt to apprehend those engaged in vice activities;
- ! Prepares evidence for issuance of complaints and assists attorneys in the prosecution of vice cases;
- ! Serves criminal processing documents, including warrants and subpoenas;
- ! Visits pawn shops and secondhand stores for the purpose of checking records, identifying and recovering stolen property, and seeking information about possible criminal activity;
- ! Attends roll call and receives orders and assignments;
- ! Makes note of persons and motor vehicles wanted by the police and keeps on the alert to locate them when on patrol;
- ! Keeps records and makes reports on daily activities and disposition of cases;

**Example of duties (cont.):**

- ! Analyzes recorded information in order to evaluate patterns and formulate potential solutions to crime problems;
- ! May act as a lead officer;
- ! May conduct community relations activities;
- ! May assist the Police Department in support functions;
- ! May be assigned to an investigative unit to broaden training and develop investigative skills;
- ! May assist in recruitment of Police Officer and civilian employees;
- ! May investigate the background of candidates for Police Officer and civilian employment;
- ! May assist in the booking and retention of prisoners;

May be assigned to emergency preparedness activities; and may occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

**Qualifications:** Incumbents must have the following knowledges and abilities:

The ability to:

- ! Understand and follow written and oral instructions;
- ! Speak clearly and authoritatively;

- ! Listen to and accurately interpret what others say;
- ! Effectively interact with a wide variety of community residents;
- ! Write clear and comprehensive reports;
- ! Apply judgment and reasoning to enforcement, information gathering, and information review;
- ! Learn and retain information;
- ! Perceive detail;
- ! Plan, organize, and manage time and information;
- ! Identify, suggest, and implement solutions to large scale problems.
- ! Maintain flexibility to shift between and rapidly adapt to a variety of situations;
- ! Demonstrate initiative to work independently and as a team member;
- ! Confront possibly dangerous situations;
- ! Exert the physical stamina, strength, flexibility, and coordination to pursue and restrain fleeing suspects and defend oneself from physical attack.

**Requirements:**

A U. S. high school diploma or G.E.D. equivalent is required. A two year or four year college degree from an accredited school may be substituted for the U. S. high school diploma.

**Requirements (cont.):**

**License:** A valid California driver's license is required.

**Age Limits:** Be at least 21 years of age at time of hire.

**Physical Requirements:** Candidates for Police Officer must meet such medical and physical guidelines as the Board of Civil Service Commissioners may prescribe, including height and weight guidelines.

Because this class has been designated as Safety Sensitive in accordance with City policy, a drug and alcohol screening test may be required prior to appointment.

**Character Requirements:** Candidates for Police Officer must demonstrate that they respect the law and the rights of others, possess high moral standards of character and integrity, and are dependable, responsible and conscientious. Candidates must have no improper conduct, or poor driving record which may affect suitability for law enforcement work.

Appointment to this class is subject to an eighteen-month probationary period as provided by Section 109 of the Los Angeles City Charter.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory, and not restrictive. It is not intended to declare what the duties and responsibilities of any position shall be.

**PHOTOGRAPHER, 1793**  
**SENIOR PHOTOGRAPHER, 1795**

**Summary of Duties:** Takes black and white and color still photographs and video tapes; develops and processes films; prints, enlarges, reduces, and copies photographs; or supervises such work and performs the more difficult photographic and videotape duties; or assigns, reviews and evaluates the work of subordinates; applies sound supervisory principles and techniques in building and maintaining an effective work force; fulfills affirmative action responsibilities; and does related work.

**Distinguishing Features:** A **Photographer** performs a wide range of skilled photographic work requiring technical proficiency in the general fields of commercial, identification, portrait, aerial, news still and videography. Specialized techniques such as photolithography, photomicrography, spectrography, and comparative photography are also employed. The work requires the employment of standard and specialized black and white and color processing techniques, and may require operating commercial-type video tape recorders and electronic editing equipment, video cameras, and sound recording equipment.

A **Senior Photographer** may be a working supervisor who directs the work of several Photographers while personally performing the more difficult work, or an employee of this class may supervise full time. Further, this employee may be supervised by watch commanders or by public relations personnel whose supervision is generally non-technical and concerned mainly with the evaluation of finished work, rather than methods used. The supervision exercised by a Senior Photographer involves both the technical methods used and evaluation of results.

Incumbents in the class of Senior Photographer as bona fide supervisors, are distinguished from lead workers in that they are responsible for the performance of full range of supervisory activities including the application of discipline, processing and resolution of grievances, and evaluation of performance.

Some assignments involve hazardous conditions or exposure to communicable diseases. Both classes may be subject to 24-hour call and may be required to work regular shifts at unusual hours.

**Examples of Duties:**

**Photographer:**

Sets up and adjusts cameras and accessories and takes black and white or colored photographs, using video press, commercial view, miniature, portrait, and other still

photographic equipment.

Takes video pictures and still photographs for purposes of public relations, public education, television showings, recording progress of construction activities, training employees, legal evidence, crime and accident prevention, and criminal apprehension;

Mixes developers, fixers, and other chemical solutions according to manufacturers' specifications for use in processing photographic films and papers.

Processes black/white and color cut and role film to produce transparencies and negatives;

Makes contact and projection prints.

Dry mounts photographic prints and transparencies for exhibit or display using mount board, mounting tissue, tacking iron and mounting press or laminating equipment.

Produces lantern slides, television slides, and color transparencies.

Composes pictures in studio or on location by arranging subjects, background, lighting and other accessories to achieve proper balance, perspective, and emphasis of subject being recorded on still film or video tape.

Operates editing equipment to electronically edit and copy videotapes.

Makes copies of written and printed material on photocopy machines.

Copies, reduces, and enlarges photographs, maps, drawings, fingerprints, checks, and documents on copying cameras or enlargers.

Makes photomicrographs of tool marks, blood stains, bullets, hair, and other physical evidence using still and video tape cameras for use in court as evidence, or as informational or training aids.

Makes repairs to photographic equipment with small hand tools.

Tests new equipment, materials, processes, and chemicals under working laboratory and field conditions.

Develops new equipment or processes for obtaining desired results.

Engages in specialized camera development, development of new techniques of evidential photography, and color film and print processing.

May utilize specialized equipment such as an aristophot, ultra-violet lamps, and various color processing and printing equipment.

Plans photographic layouts and details for reports and publicity material.

May plan, set up, and direct video tapes depicting department activities and procedures or crime reenactments.

Appears in court to testify as to the subject matter and processes used in making photographs.

Makes oral and written reports of work done and results obtained.

Keeps records of work and maintains files of prints, negatives, slides, color transparencies, videotapes, and other items.  
Orders supplies and equipment necessary to maintain proper stock.  
Trains non-photographic personnel to operate cameras and video equipment.  
May dispatch Photographers to crime scene locations to photograph evidence.  
May act as lead person when two or more Photographers are working on a project.  
Performs aerial photography of buildings and building projects.

**Senior Photographer:**

In addition to the above, supervises, assigns, and participates in the work of Photographers engaged in producing video tapes and black and white or colored photographs.  
Receives assignments, designates Photographers to carry them out, schedules the work, and reviews and evaluates the methods and finished product.  
Sets up and directs the filing and storage of still and motion picture prints and negatives.  
Determines the need and prepares requisitions for, and controls distribution and use of photographic supplies and equipment.  
May supervise and operate computer-based video tape editing equipment, and photographic processing equipment.  
Coordinates and directs all phases of video program production.  
Plans and directs post-production video tape editing, including development of narration, sound effects, and graphics.  
Secures Departmental and other resources required for program production.  
Coordinates distribution of completed videotapes within the Department.  
Communicates equal employment/affirmative action information to employees.  
Applies job related criteria in selecting, orienting, training, counseling, evaluating, and disciplining subordinates.  
Assists employees in preparing for promotion as described in the City Affirmative Action Program.  
Responsible for maintaining production levels and establishing quality control parameters.  
Maintain knowledge level of current technologies with regard to cameras, processing equipment, electronic imaging, and office automation.  
Ensures compliance with local, state and federal

environmental regulations by keeping current with all changes in the regulations as they pertain to photography. Ensures that all health and safety rules are followed. Researches budget justification and prepares maintenance contracts through the budget process. Oversees inventory control systems and tracks purchases. Evaluates future photographic needs and directions and makes recommendations to the Principal Photographer.

**Both Classes:** May occasionally be assigned other duties for training purposes or to meet technological changes or emergencies.

**Qualifications:** Incumbents must have the following knowledges and abilities:

Knowledges of:	Photographer	Senior Photographer
Press, view, miniature, portrait, video, microscopic, copying, and other professional cameras.	Good	Good
Camera care including lens cleaning and equipment maintenance.	Good	Good
Techniques employed in obtaining clear and accurate still and video, together with skill in their use.	Good	Good
Film care including proper handling of film and storage of chemicals.	Good	Good
Film developing techniques including dry mounting, lighting.	Good	Good
Photographic techniques including aerial photography.	Working	Good
Types of developers and chemical solutions most effective on various types of film and paper.	Good	Good
Color printing and processing equipment.	Working	Good
Laws pertaining to the use of photographs as evidence.	General	Good
Types of photo finishing and film processing equipment.	General	Good
Film types including black/white, color, polaroid, lithographic and infra-red.	Good	Good
Safe procedures for handling and storage of photographic chemical such as use of goggles, rubber gloves and maintaining chemicals away from extreme heat or cold.	Good	Good
Supervisory principles and practices.		Good
Motion picture sound reproduction.	General	Working
Operation and capabilities of video tape recorders, electronic video tape editing equipment, video cameras, and commercial type recording equipment.	General	Working
Laws and regulations related to equal employment opportunity and affirmative action.		Working
City personnel rules, policies, and procedures.		General
Memoranda of understanding as they apply to subordinate personnel.		General
Budgeting, purchasing and inventory procedures as related to supply and material maintenance,		

cost and specialized film processing.

General

Good

**Ability to:**

Develop negatives and make contact and projection prints.	X	X
Make minor repairs to cameras and appurtenant equipment.	X	X
Cut, edit, and assemble video tape.	X	X
Plan, direct, and produce still and video pictures with instructional, public relations, sales, and evidential value.	X	X
Operate electronic video tape editing equipment, video tape recorders, video cameras, and sound recording equipment.	X	X
Explain verbally or in writing the subject matter in photographs and the processes used in their production.	X	X
Deal tactfully and effectively with other employees, City officials, other agencies, property owners, and the public.	X	X
Apply scientific principals of chemical reaction to light, optical refraction of light, use of light above and below the visible spectrum, and related scientific principles.	X	X
Communicate orally in order to obtain information, explain procedures, policies, methods of performing tasks or to persuade others.	X	X
Write at a level sufficient to complete work progress reports, statistical reports and inventory control records.	X	X
Use basic hand tools such as screw driver, knife or pliers in order to make minor emergency repairs while in the field.	X	X
Read and interpret street and aerial maps in order to efficiently and effectively get to the site of an incident.	X	X
Organize and supervise the work of a group of employees.		X

**Minimum Requirements:**

**Photographer:** Three years of full-time paid experience in black and white and color still and motion picture or video camera photography is required for Photographer.

**Senior Photographer:** Five years of full-time paid experience in taking, developing, and processing black and white and color still photographs and motion picture or video camera photography, two years of which must have been as a photographer or in a class which is at least at that level, is required for Senior Photographer.

**License:** Both classes: A valid California driver's license may be required.

**Physical Requirements:**

**Both Classes:** Strength to perform average lifting up to 25 pounds and occasionally over 50 pounds; body agility and equilibrium involved in activities such as climbing and balancing under precarious conditions; back and leg coordination involved in activities such as stooping, kneeling, crouching, and crawling to an unusual extent; arm, hand, and finger dexterity with both hands involved in activities such as reaching, handling, and feeling; good speaking and hearing ability; and good eyesight.

Those with medical limitations may be able to perform the duties of some positions with reasonable accommodation. The decision to accommodate someone's limitations will be made on an individual basis and depends on the types of limitations, what the hiring department can reasonably do to accommodate them, and

the specific qualifications for the job.

**Fair Labor Standards Act Status:**

None of the positions in this class qualify for an exemption from the minimum wage and overtime requirements of the Fair Labor Standards Act.

**As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.**

Subrecipient: City of Los Angeles -- Los Angeles Police  
Department

Subaward #: IC18 10 7250

### Budget Narrative

#### **Category A – Personal Services**

Sworn overtime funds in the amount of \$129,600 is being requested for prevention and enforcement activities. This will enable the LAPD's ICAC, Human Trafficking, and Robbery Homicide Units to conduct follow ups, site visits, prepare and conduct Internet safety presentations, conduct further investigations, review CyberTips, conduct search warrants, intercept potential suspects, perform special details and operations, conduct victim interviews, and execute search warrants. The average sworn overtime rate for two years is \$81 x 1,600 hours = \$129,600.

As the lead agency managing the Los Angeles Regional ICAC Task Force, there is ongoing data from investigations that need to be analyzed and a high volume of purchases and travels and other administrative duties to be performed that are vital to the daily functions of the Task Force. There is currently no budget to hire additional civilian staff; therefore, civilian overtime is being requested for existing civilian employees to assist with managing the daily duties and assist on investigations for the Task Force. The average civilian overtime rate is \$55 per hour x 910 hours = \$50,050.

The total personnel services cost is \$179,650.

Subrecipient: City of Los Angeles – Los Angeles Police  
Department

Subaward #: IC18 10 7250

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### Category B – Operating Expenses

To remain abreast with technological advances within the LA ICAC, \$345,250 of grant funds will be used to purchase two-year software licenses such as Smithtech (Snagit), Sandboxie, Adobe Acrobat Pro, Pen link, Geo Time, Callyo , Spokeo, Instant Checkmate, Cellebrite, and Cellhawk. These items will enhance and improve the quality of the LA ICAC Task Force Program.

*Snagit* is a screenshot program that captures video display and audio output.

Qty 55 x \$50 each = \$2,750.

*Sandboxie* utilizes isolation technology to separate programs from your underlying operating system preventing unwanted changes from happening to your data, programs and applications that rest on your hard drive. Qty 15 x \$85 each = \$1,275.

*Acrobat Pro* captures and transforms any document into a versatile, high-quality Portable Document Folder (PDF). It allows easy file sharing of documents and is a capture tool for web pages. Qty 3 x \$300 each = \$900.

*PenLink* is a complex web-based platform which analyzes telecommunications data and records from numerous telephone accounts, Pen Register, Internet communications, cell towers, and phone handsets (Call logs, SMS, MMS, Email, IM, etc.). This system has a simple uploading feature for the CDRs, toll records, cell tower locations, tower dumps, cell phone forensics, and webmail directly from the telecommunication native file format and the ability to quickly

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analyze data from hundreds of sources. Strengths are common call analysis between numerous phones, tower dump analysis, phone data analysis (Cellebrite and XRY data), live social media analysis, and mapping and charting, interactive/link analysis. Qty 1 x \$23,000 each = \$23,000.

*GeoTime* is geospatial analysis software that allows the visual analysis of events over time. It adds time as the third dimension to a two-dimensional map, allowing users to see changes within time series data. Geo Time is also sole source. Qty 2 x \$7,225 each = \$14,450.

*Callyo* is a mobile phone technology that can track multiple conversations and view chat history for a native texting experience to catch and prosecute child predators, human traffickers and extortion. Qty 2 x \$2,865 each = \$5,730.

*Spokeo* and *Instant Checkmate* are used to access historical data on investigation.

Spokeo: Qty 4 x \$120 each per month x 24 months = \$11,520

Instant Checkmate: Qty 4 x \$120 each per month x 24 months = \$11,520

*Cellebrite* UFED 4PC annual license allows for continued use of the 4PC UFED software and cell phone data extraction for an additional year(s). Qty 10 x \$3,700 = \$37,000.

*Cellhawk* is web-based mapping & Analysis software which allows detectives to quickly analyze and map their individual CDR records for their individual cases. This system allows easy uploading of telecommunications data from its native file, where the user drags and drops the file into the software for analysis. The system is very simple to use with minimal

training. Numerous agencies utilize this system that allows detectives to analyze their own cases without a trained analyzer. Qty 1 x \$5,000 each per month x 2 months = \$10,000.

Funds will be used for the *Internet service* undercover line. Internet access for the ICAC Unit is essential for many reasons, including updating software and firmware for the large number of computers the officers use. More importantly, Internet access is needed for downloading Peer2Peer proactive cases. Qty 1 x \$90 per month x 30 months = \$2,700.

Funds is also allotted to pay for *parking fees* for the nine response vehicles parked at LA ICAC's office location. Parking passes will also be provided to visitors.

Response Vehicle Parking: Qty 9 x \$95 each per month x 30 months = \$25,650

Visitor Parking Passes: Qty 100 x \$12 each = \$1,200.

*Faraday bags* is shield enclosure used to block electromagnetic fields. ICAC investigators can protect phones, tablets, computers from remote access with these bags.

Standard Faraday bags: Qty 15 x \$58 each = \$870

Large Faraday bags: Qty 15 x \$95 each = \$1,425

Extra Large Faraday bags: Qty 15 x \$195 each = \$2,925.

Funds have been budgeted for *Apple laptops* with *Microsoft Office* software for LA ICAC Task Force investigators to perform case investigations out in the field. The LA ICAC Task Force continues to receive documented complaints regarding the manufacture, distribution, and possession of CSE material. A powerful, high capacity computer is needed to connect with CSE

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distributors on the Internet. The computer must be able to stay connected with the offender until a download is complete. In addition, many affiliates are currently lacking the ability to conduct forensic examinations on computers. The laptops will also increase the speed in which they complete their forensic exams.

Apple Laptops: Qty 15 x \$2,500 each = \$37,500

Microsoft Office Professional: Qty 15 x \$355 each = \$5,325

Funds have been budgeted for *Microsoft Surface Pros, iPads, and Android tablets* for LA ICAC investigators to perform case investigations and community involvement. The Task Force continues to receive documented complaints regarding the manufacture, distribution, and possession of CSE material. Portable computers are needed to combat CSE distributors on the Internet. Additionally, the iPad, Android, and Surface Pro tablets will also be used to conduct on-hand training for parents. Training will be facilitated by members of the LA ICAC Task Force. Parents attending the training will have the opportunity to learn about trending applications (Apps) and how they are utilized to communicate. The purpose of the training is to educate parents, teachers, and community members on the various communication tools available on the Internet.

Microsoft Surface Pros: Qty 50 x \$1000 each = \$50,000

iPads: Qty 45 x \$400 each = \$18,000

Android Tablets: Qty 45 x \$400 each = \$18,000

Funds will be used to purchase forensic computer parts and accessories, scanner, keyboards/mice, tablets, tablet covers/keyboards, iPad/Android/Microsoft Pro Covers to protect

the tablets, carrying cases, charging carts to simultaneously and efficiently transport and charge the laptops and tablets.

Corsair Graphite Series Full-Tower Cases: Qty 5 x \$180 each = \$900

Cool Master Power Supply: Qty 5 x \$100 each = \$500

Video Graphics Card: Qty 5 x \$1000 each = \$5,000

RAM: Qty 5 x \$215 each = \$1,075

Solid State Hard Drives: Qty 5 x \$310 each = \$1,550

Motherboard: Qty 5 x \$215 each = \$1,075

CPU Intel i9: Qty 5 x \$400 each = \$2,000

Hard Drive Mobile Rack: Qty 5 x \$50 each = \$250

Internal Hard Drives: Qty 5 x \$300 each = \$1,500

Liquid CPU Cooler CORSAIR Hydro Series: Qty 5 x \$90 each = \$450

Computer monitors: Qty 5 x \$200 each = \$1,000

Computer Internal Blu-Ray Drive: Qty 5 x \$50 each = \$250

FireWire Cards: Qty 5 x \$40 each = \$200

Wireless Ergonomic Desktop Keyboards: Qty 5 x \$75 each = \$375

Wireless Ergonomic Desktop Mice: Qty 5 x \$75 each = \$375

Charging Cart: Qty 4 x \$1,500 each = \$6,000

iPad Covers: Qty 45 x \$50 each = \$2,250

Android Covers: Qty 45 x \$55 each = \$2,475

Surface Pro Covers with Keyboards: Qty 50 x \$105 each = \$5,250

Fujitsu ScanSnap Scanner: Qty 5 x \$500 each = \$2,500

Protective Carrying Cases: Qty 6 x \$450 each = \$2,700

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Funds have been used to purchase undercover covert *wearable camera systems*, which are used by law enforcement personnel to gather intelligence and record undercover transactions such as chat case involving grooming. These systems can be worn discreetly on the body and typically include a camera, microphone, battery pack, and video storage capability. Funds is also allotted for *night vision binoculars* and *protective tactical uniforms*.

UC Equipment: Qty 2 x \$5000 each = \$10,000

Protective Clothing/Tactical Uniforms: Qty 20 x \$220 each = \$4,400

Night Vision Binoculars: Qty 2 x \$600 each = \$1,200

The LA ICAC intends to purchase *office supplies* such as ballpoint pens, thumb drives, permanent markers, correction tape, paper clips, sticky notes, index folder tabs, envelopes, mailing tape, paper cutter, clear tape, white board markers, white board erasers, sanitizing wipes, etc. needed to administer the program's activities. Total cost of supplies is \$2,235.

Funds will be used to purchase *community outreach material* such as table cloths, banners, unit polo shirts or other items for community events. Attending community events is an excellent tool for providing resource information to parents, children, law enforcement and the community so that they may stay safe online. Total cost of items is \$8,000.

### **Category C – Equipment**

The LA ICAC will spend a total of \$475,100 on equipment. Funds have been budgeted to purchase two *dual-purpose Ford F150 4-door trucks* with evidence storage lockers and one *Toyota Camry undercover vehicle* with the specialized equipment necessary to conduct investigations throughout the LA ICAC Task Force's 29,500 miles of the geographic program area. The vehicles are an essential tool used by ICAC investigators. Investigators are frequently tasked with conducting covert pre-raid surveillance, search warrant surveillance, suspect identification, identifying/surveying daily patterns of suspects, long term surveillance, suspect vehicle surveillance. The City does not have any additional vehicles to provide to the Task Force. The Task Force will continue to serve as an investigative resource for communities and agencies within its five-county geographic service area. By purchasing additional vehicles, it will allow LA ICAC to assist multiple affiliate agencies simultaneously. This will result in an increase of proactive case investigations, which leads to more arrests. The City of Los Angeles considers the usable life span of a vehicle to be 10 years. The LAPD will use a City contracted dealer to purchase a replacement vehicle. The LAPD Motor Transportation Division will arrange for the purchase of the vehicles from one of its contract dealerships. The City has regulations in place on types of vehicles bought, style packages, options, etc.

The City of Los Angeles policy and best practice regarding liability issues does not allow for the use of personal vehicles in police business. The LAPD Motor Transportation Division handles all gas and maintenance of any vehicles purchased, with no cost to the grant.

A cost analysis shows leasing (National Auto Group) a Ford F150 4 Door vehicle would cost \$18,925 plus State Sales Tax to lease the vehicle, per year. At the current rate, over a span of 10 years, leasing would cost \$189,250 or \$378,500 for two such vehicles. Purchasing the Ford F150 outright at \$59,300 or \$118,600 for two vehicles and keeping them for the 10 years the City quantifies as the usable life span of a vehicle, saves over \$259,900 dollars of tax payer funds. It should also be noted that this cost includes the modification for the evidence storage lockers. (C-attached lease quote.)

A cost analysis shows leasing (National Auto Group) a Toyota Camry would cost \$11,259 plus State Sales Tax to lease the vehicle, per year. At the current rate, over a span of 10 years, leasing would cost \$112,590. Purchasing the Camry outright at \$31,000 and keeping it for the 10 years the City quantifies as the usable life span of a vehicle, saves over \$81,500 dollars of tax payer funds. It should also be noted that this cost includes funds for hidden lights and sirens for covert undercover investigations. (C-Attached lease quote.)

Dual Purpose Truck with lights and sirens, custom cover and/or evidence locker:

Qty 2 x \$59,300 each = \$118,600

Undercover Vehicle with hidden lights and siren: Qty 1 x \$31,000 each = \$31,000

Funds have been budgeted to purchase a functional computer mobile *forensic vehicle and interview suite*. The forensic examiners identified the need for a safe and clean environment to conduct on-scene forensic examinations of digital evidence. The forensic van is an essential tool used by ICAC investigators. Investigators are frequently tasked with conducting pre-raid

surveillance, search warrant surveillance, suspect identification, identifying/surveying daily patterns of suspects, long term surveillance, suspect vehicle surveillance, covert internet-sting arrests, sexual offender registrant contacts and child predator arrests. Investigators have had struggled to perform their duties inside the suspect's home, frequently searching a computer in the presence of the suspect. In addition, a powerful, efficient computer is needed to connect with CSE distributors on the Internet. The computer must be able to stay connected with the offender until a download is complete. It is not uncommon for the forensic examiners to be confronted with cluttered and unsanitary conditions, prohibiting them from setting up their equipment indoors. There were often attempts to examine evidence outdoors; however, the weather and the curiosity of neighbors interfered. Investigators also struggled with similar issues, finding it difficult to conduct sensitive interviews with suspects, potential suspects and witnesses in the residence. Oftentimes, investigators would attempt to conduct interviews outside; however, witnesses and suspects were reluctant to speak due to lack of privacy. The mobile forensic vehicle with an interview suite allows the forensic examiners to become more efficient at residential search warrant locations and increases their ability to conduct more investigative previews of digital devices. The investigators are able to more effectively interview witnesses and suspects in the privacy of the interview suite. This manner of interviewing regularly allows investigators to obtain more insightful information as to which digital devices contained the CSE media. The investigator could relay this information to the forensic examiner, who would assist with prioritizing the on-scene investigative surveys of the suspect's digital devices. The interview will be immediately archived in a video recording and available for the case filing. The Task Force will serve as an investigative resource for communities and agencies within its geographic service area.

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Mobile Forensic Vehicle: Qty 1 x \$150,000 each = \$150,000

Interview Room: Qty 1 x \$8,500 each = \$8,500.

*Faraday Tents* is a shield or enclosure used to block electromagnetic fields. With this equipment, multiple forensic investigators can work inside the tent with desks and equipment. In anti-espionage scenarios, secure communications can take place with assurance that no transmitters can function from the inside. The tent ensures cellphones, tablets, and GSP units are isolated from cell towers, WiFi, and Bluetooth. This will reduce remote hacking or intrusion and protect our investigations. Qty 1 x \$27,000 = \$27,000.

The *Cellebrite Universal Forensic Extraction Device (UFED)* is a tool for mobile phone smartphone forensics for devices for data extraction. Qty 5 x \$10,000 each = \$50,000.

*GrayKey* is a device that can be plugged into any locked iOS device that upon connection to the locked iOS device will automatically begin the process of unlocking the device.

Qty 6 x \$15,000 each = \$90,000.

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## PROJECT NARRATIVE

### 1. Problem Statement

Youth constitute one of the fastest growing populations of Internet users. Based on data from the United States Census Bureau (2005), it is estimated that over 24.5 million Internet users in the United States are 10 to 17 years of age.<sup>1</sup> Approximately 75% of 5-year-old children use the Internet daily (Internet World Stats, 2012).

Additionally, youth are accessing the Internet at ever-increasing levels, with 92% of teens 13 - 17 years of age report going online daily<sup>2</sup>. Youth utilize the Internet for numerous hours per day to do homework, conduct research assignments, play games, and meet friends. Computers are available to children at home, in schools, public libraries, community youth centers, and other public places where youth congregate. The Internet has become a commonplace in daily life and increasingly vital for learning and communication.

The technological advances over the last five years have been staggering. There have been “large increases in the capacity of computers to receive and transmit images; increases in speeds of Internet access; increases in the availability of inexpensive and sophisticated digital cameras, web cameras, cell phone cameras, and media players; and the development of new technologies such as peer-to-peer file sharing.”<sup>3</sup>

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<sup>1</sup> Online Victimization of Youth: Five Years Later, 2006, National Center for Missing & Exploited Children

<sup>2</sup> Teens Social Media & Technology, 2015 Pew Research Center

<sup>3</sup> IBID

This increase in technology has created a tremendous learning potential for the youth. Unfortunately, it has also brought with it the increased potential for online victimization of these same young people, including unwanted exposure to sexual material, unwanted sexual solicitations, and online harassment. Cyberspace is becoming a dangerous place where sex offenders reside to prey on vulnerable children and teenagers.

Federal law prohibits the production, distribution, importation, reception, or possession of any sexually explicit images of children younger than 18 years of age. A violation of this law is a serious crime and convicted offenders face fines and severe statutory penalties. Predators now use the Internet to commit crimes such as possession and distribution of child sexual exploitation (CSE) material. Particularly disturbing trends in these solicitations are requests for young people to send photographs of themselves in sexually explicit poses. Many of these photographs would constitute CSE material. When a person under the age of 18 complies with these requests, he/she may not realize the potential impact of his/her actions; the picture(s) could be circulated online to hundreds of people. The victim would have no way of retrieving the images.

Over the last several years, the aggressive marketing of sexual material on the Internet has also increased. Young people encounter unwanted exposure to sexual material through pop-up ads and malicious software. These items have even been found bundled in game demonstrations. The number of Internet users under the age of 18, who experienced unwanted exposure to sexual material, was at an all-time high of 34% of users.<sup>4</sup>

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<sup>4</sup> Online Victimization of Youth: Five Years Later, 2006, National Center for Missing & Exploited Children

Both national and local statistics suggest that the online victimization of children is not decreasing but growing significantly. This attributes to an increase in the number of online child predators, an increase in access to computers and other technology devices by both children/youth and predators, an increase in the technological advances of the computer devices, and an increase in the amount of time children and youth spend using the Internet.

Public safety agencies have lacked sufficient resources to adequately combat the problem of Internet predators. Early on, the Los Angeles Police Department (LAPD) recognized the need for law enforcement partners to coordinate their efforts to address Internet crime. With federal assistance, the Los Angeles Internet Crimes Against Children Task Force (LA ICAC or Task Force) was formed in 2005. Led by the LAPD, this enormous partnership required a great deal of effort and planning. Today, the Task Force is currently comprised of over 70 law enforcement agencies (LEAs). The LA ICAC represents five counties in Southern California – Los Angeles, Santa Barbara, Ventura, Orange, and San Bernardino, encompassing an area of approximately 29,500 square miles and 16 million community members. As technology improves and usage of the Internet continues to increase, adding additional agencies will enhance the ability of the Task Force to successfully prevent, interdict, investigate, and prosecute internet crimes against children.

The aforementioned statistics mirror what is currently happening locally in the LA ICAC Task Force area. The LA ICAC receives documented complaints regarding the manufacture, distribution, and possession of CSE material through different channels. During 2017, the Task Force received 6,045 CyberTips from National Center for Missing and Exploited Children (NCMEC) and from those, conducted 5,139 investigations. CyberTips are Internet service

provider (ISP) complaints, electronic service providers (ESP) complaints, such as Microsoft and Facebook, as well as law enforcement agencies and citizens' complaints for the possession and posting of CSE material. The volume of CyberTips nationwide has more than doubled; from 505,280 in 2013 to 1,106,072 in 2015, a 119% increase. In addition, the LA ICAC receives countless phone calls, emails and referrals from parents, teachers, relatives, and other agencies regarding possible online crimes committed against children and youth. These are investigative leads relate directly to cases involving CSE on the Internet, leading to reactive investigations. Proactive investigations occur when undercover investigators enter various Internet chat rooms posing as children to engage and arrange meetings with predators who are interested in traveling to meet children for sex. In 2017, the LA ICAC handled 1,021 proactive investigations and 7,813 reactive investigations.

The LA ICAC is seeking funding from the Governor's Officer of Emergency Services to enable the LA ICAC to continue to improve Task Force effectiveness in preventing, interdicting, investigating and prosecuting Internet crimes against children by accomplishing the following goals: (1) serve as a resource for communities and agencies within its geographic area; (2) conduct both proactive and reactive investigations into the computer/technology crimes perpetrated against children and youth; (3) serve as a forensic resource to affiliate and non-affiliate agencies within the Task Force's geographical service area; (4) assist with the successful prosecution of cases at the local, State and Federal level; and, (5) expand the LA ICAC Task Force efforts.

## 2. Plan

The purpose of the LA ICAC is to quickly respond to investigate and prosecute incidents involving the exploitation of juveniles using the Internet. To combat computer-facilitated sex crimes, State funding will be used to increase the number of CyberTips technical assistance, and develop an effective, sustainable response to online child victimization. This includes responding to online sharing of child sexual abuse images.

#### Resource for Communities and LEAs

The Task Force's specialized investigators will continue to monitor and intercept wireless data, prevent destruction of computerized evidence, assist in the physical transportation of hardware during a search warrant, and respond as rapidly as possible to facilitate successful prosecutions of perpetrators.

The LA ICAC services will be directed at communities within its multi-county service area. Services will be provided to children, teachers, parents, other concerned community members, and LEAs. Crimes committed by suspects residing in the service area will be investigated. Cases involving suspects residing outside of the service area/jurisdiction will be referred to the appropriate LEA.

#### Proactive and Reactive Investigations

The LA ICAC Task Force has conducted proactive undercover operations and reactive investigations. The LA ICAC Task Force has arrested multiple offenders that have actively shared CSE material on Peer-to-Peer networks. Detectives locate the suspect online and then obtain a search warrant for the suspect's residence. A team of ICAC detectives serve the search warrant, conduct on-scene forensics and interviews, and eventually arrest the

suspect. The LA ICAC Task Force has successfully performed these operations in all five counties and will continue to do so.

The LA ICAC will conduct criminal investigations initiated from the Task Force members, other agencies (local, State and Federal), public complaints, NCMEC, CyberTip line and other similar sources. It will assess initial report information, identify jurisdiction relating to prosecution and additional investigative follow up. The Task Force will write and serve search and arrest warrants and collect and process evidence. In addition, it will coordinate case presentation with the appropriate prosecutorial designee (District Attorney, Deputy Attorney General, Assistant U.S. Attorney, and City Attorney). The LA ICAC will conduct both proactive and reactive investigations into computer and technology crimes perpetrated against children throughout its geographic service area.

Proactive investigations occur when undercover investigators enter various Internet chat rooms posing as children to engage and arrange meetings with predators who are interested in traveling to meet children for sex. During these proactive investigations, the investigators will also capture any sexually explicit images and videos that the predator sends them. In California, sending lewd material to a child in order to lure that child for sex is an additional felony charge that can be filed along with the attempt to molest a child when the predator travels to a meet location.

Reactive cases arise from reports from a variety of sources, although most come from citizens directly or from NCMEC. In the event that the report is about a child who has already been molested, officers will attempt to assume the persona of the abused child to re-engage the

predator through the Internet to gather corroborative evidence. If the predator agrees to meet for sex again, the individual can be charged with additional offenses.

### Forensic Resources

The LA ICAC also serves as a forensic resource to affiliate and non-affiliate agencies within the Task Force's geographical service area. When forensic resource requests are received, they are assessed and either processed or referred to the appropriate agency. The Task Force then coordinates the forensic requests with respective prosecutors to minimize unnecessary analysis. Forensic reports are generated based on Task Force policy and statistical tracking forms are completed to assist in quarterly reports.

The LA ICAC is located within the Immigration and Customs Enforcement (ICE), Homeland Security Investigations (HSI) regional headquarters in Long Beach, California. This allows HSI and the LA ICAC to work together and collaborate on cases as well as have access to the forensic capabilities and laboratory housed within HSI. The LA ICAC members housed at HSI have become HSI Task Force Officers, allowing them to facilitate investigations and computer forensic examinations beyond the City of Los Angeles boundaries. This enables the LA ICAC to establish better working relationships with other agencies through the work the computer forensic examiner provides.

When it comes to computer facilitated crimes against children, the most effective tool is forensic computer examinations. Forensic computer examination is the process of collecting, analyzing, and preserving computer related data. Examiners use special tools and follow certain evidence collection procedures. The forensic examiner's tools usually include operating system

utilities (for backups, disk manipulation, string searches, etc.), data recovery software (to thwart file deletion attempts), file viewers and Hex editors (to perform Win/Mac data conversion and reveal information contents and patterns) and commercial firewalls (for network sniffing and port scanning during investigations).

Digital evidence is information and data of investigative value that is stored and transmitted by an electronic device. Such evidence is acquired when data or physical items are collected and stored for examination purposes. Computer forensic evidence is often latent in the same sense as fingerprints or DNA evidence. It can cross borders with ease and speed, is fragile and can be easily altered, damaged, or destroyed, and it is sometimes time sensitive.

Computer forensic evidence, like all other evidence, must be handled carefully and in a manner that preserves its evidentiary value. Certain types of computer evidence require special collection, packaging, and transportation. If precautions are not taken or the computer is not examined by a trained and experienced computer forensics specialist, then the usefulness and credibility of that evidence maybe compromised.

The ability to bring perpetrators of serious crimes against children to justice requires that the data be preserved. When prospective exploiters of children record or re-create CSE material using computers or digital devices, they almost always leave digital remnants, artifacts and a recurring record of their crimes. Unfortunately, perpetrators may get away with these crimes if computers or other devices capable of storing data such as commercial servers, workstations, laptops, hard drives, digital cameras, palm size computers, and cellular telephones are not examined by trained and experienced forensics specialists and preserved with special precautions. When the integrity of the evidence is compromised, its use in obtaining a

conviction is diminished. In jurisprudence, this is referred to as maintaining the “chain of custody.” The “chain of custody” specifically refers to the documentation or trail showing the seizure, custody, control, transfer, analysis and disposition of physical and electronic evidence. Because evidence is used in court to convict persons of crimes, it must be handled in a scrupulously careful manner to avoid later allegations of tampering or misconduct which can compromise the prosecution’s case and lead to acquittal.

For the computer forensics field, the concept of “chain of custody” equates to the following of best practices. Best practices can be described as the methods and procedures used to collect digital evidence, while maintaining its integrity. In order to conform to best practices, examiners require knowledge on the tools required and extensive training on how to use them and a properly equipped facility to carry them out.

The purchase of a mobile forensic vehicle and response vehicles, cellphone data recover devices, digital cameras and computer software and hardware will ensure participants have the up-to-date tools necessary to improve effectiveness in combating Internet crimes against children. As the lead Agency, the LAPD is frequently requested to travel and assist affiliate agencies with on-scene computer forensic examinations during the service of a search warrant. Most of the affiliate agencies have minimal mobile computer forensic equipment to conduct on-scene forensic examinations. Therefore, LAPD is limited to aid affiliate agencies to one search location at a time. The Task Force has experienced a significant need for an undercover vehicle with lights and sirens, dual purpose vehicles and a forensic mobile vehicle due to the large distances throughout the area of operations, the specialized requirements, unique purpose of the Unit and various other factors. The dual

purpose vehicles include front and rear facing emergency lights, siren, and a shot gun rack in the trunk and/or custom evidence storage drawer for the rear of the vehicles.

### Assist Prosecution

The LA ICAC will assist with the successful prosecution of cases at the local, State and Federal levels as well as strive to increase Federal involvement in prosecutions. Cases will be prepared based on the prosecutor's standards. It is the goal of the Task Force to submit at least 30 additional cases for prosecution.

The LA ICAC Task Force has taken an aggressive approach to contact schools and provide Internet safety presentations to parent groups and students. This program has been very successful in the Los Angeles Region area. We have expanded our training to affiliated agencies who are taking the information to their schools and neighborhood meetings. We recently distributed 4,000 CDs and thumb drives preloaded with prevention and intervention information to parents during crime prevention meetings. The LA ICAC Task Force is not only working hard to provide parents with Internet education, but also to provide them with the tools they need to keep their children safe. Presentations are also conducted focusing on crime prevention such as cyber-bullying and sexting. This support encompasses a variety of different components, including providing training and technical assistance. Education and awareness is needed to prevent such crimes and provide parents and children with preventive and intervention information. It is necessary to invest funds into public outreach activities designed to increase awareness of the ICAC mission. The target audience will be children and parents, teachers, school administrators and residents in

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our communities. Funding is necessary to ensure the training component of the program is continued.

The forensic van and three response vehicles are essential tools used by ICAC investigators. Investigators are frequently tasked with conducting pre-raid surveillance, search warrant surveillance, suspect identification, identifying/surveying daily patterns of suspects, long term surveillance, suspect vehicle surveillance, covert Internet-sting arrests, sexual offender registrant contacts and child predator arrests. By purchasing a mobile forensic vehicle and three response vehicles, it will allow LAPD to assist multiple affiliate agencies at time. This will result in an increase of proactive case investigations, which leads to more children rescued and child predators arrested.

#### Expand ICAC

The ICAC Task Force serves five counties that encompasses an area of operations that is larger than the size of many states. For the Task Force to be effective in achieving its mission, it is imperative that they have the capability to directly respond to a location in order to accomplish the following tasks: transport specialized investigators to the site to assist uniform officers; allow interception of wireless data; prevent destruction of computerized evidence (hardware and software evidence); enable physical transportation of hardware during a search warrants; and, enable quick response to high profile investigations. The purpose of this highly specialized unit is to quickly respond and investigate incidents involving the sexual exploitation of juveniles using the Internet.

Because victims and suspects often reside in different areas under different jurisdictions, it is essential for law enforcement agencies to form a task force where communication and cooperation are enhanced. New funding is necessary to continue to maintain and expand State and regional ICAC Task Forces as well as improve the overall effectiveness of the Task Force in combating Internet crimes against children. With the addition of LEAs, we can strengthen our reach and move toward including all LEAs in our target area. A list of agencies seeking Task Force technical assistance or investigative assistance with ICAC-related cases has been compiled. Those agencies will be targeted and contacted about establishing a formal relationship with the Task Force. They will also be provided with a presentation on the ICAC Program and the process for becoming an affiliate agency.

It is necessary to travel to affiliate agencies to assist with investigations. It is not uncommon for LA ICAC detectives to work in an undercover capacity in other counties outside their normal jurisdiction. The LA ICAC detectives frequently initiate Internet investigations that result in a surveillance operation anywhere within its geographic area. The LA ICAC detectives will then work with the local agencies and lend their expertise and experience toward a successful resolution. There is a definite need to provide direct service away from the office.

### **Objectives and Activities**

**Objective #1:** The Task Force will serve as a resource for communities and agencies within its geographic area.

Projected Goal: 150 ICAC related referrals and requests will be received and forwarded to the appropriate agency.

Activities: To achieve this objective, the Task Force will:

- Accept referrals and requests for information from participating agencies, citizens, teachers, NCMEC, and other related entities;
- Assess referrals and requests for appropriateness as related to the ICAC Program;
- Refer non-ICAC related referrals and requests to the appropriate agency;
- Identify information/resources needed by the requesting party;
- Provide requested information/resources to the requesting party;
- Provide other information identified by assessment to the requesting party; and,
- Document actions taken on a statistical reporting form.

**Objective #2:** The Task Force will conduct both proactive and reactive investigations into the computer/technology crimes perpetrated against children and youth.

Projected Goal: 100/40 reactive and proactive cases investigated.

Activities: To achieve this objective, the Task Force will:

activities:

- Conduct criminal investigations initiated from Task Force members, allied agencies (local, state, and federal), citizen complaints, teachers, CyberTips, NCMEC, and other similar

sources. The Task Force will strive whenever possible to integrate federal, state and local efforts as identified in the U.S. Attorney General's *Project Safe Childhood Initiative*;

- Assess initial report information;
- Identify responsible jurisdiction related to prosecution and additional investigative follow up;
- Develop suspect information;
- Develop probable cause through appropriate investigative techniques;
- Write and execute search and arrest warrants;
- Collect and process evidence;
- Conduct undercover investigations including, but not limited to, on-line chat, Peer-to-Peer, monitoring of social network sites, e.g. Tumblr, Facebook, YouTube, etc. The LA ICAC will strive whenever possible to integrate federal, state and local efforts as stated in the Project Safe Childhood Initiative;
- Coordinate case presentation with appropriate prosecutorial designee (Assistant United States Attorney, District Attorney, Deputy Attorney General, etc.); and,
- Complete a statistical tracking form for investigation to include information on case outcome (arrests, search warrant, etc.).

**Objective #3:** The Task Force will serve as a forensic resource to affiliate agencies and other agencies within the Task Force's geographical service area.

**Projected Goal:** 120 forensic examinations will be completed.

**Activities:** To achieve this objective, the Task Force will:

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- Receive forensic requests from Task Force members and affiliate agencies within the Task Force service area;
- Assess forensic requests received for appropriateness as related to the ICAC Program;
- Refer non-ICAC related referrals and requests to the appropriate agency;
- Triage forensic requests based on Task Force guidelines (based on pending court dates, seriousness of the crime, etc.);
- Coordinate forensic requests/requirements with respective prosecutor to minimize unneeded analysis;
- Assist in conducting previews;
- Assist in search warrants;
- Prepare forensic report based on Task Force policy; and,
- Complete statistical tracking form for forensic examinations completed.

**Objective #4:** The Task Force will assist, to the extent possible, with the effective prosecution of cases at the appropriate level.

**Projected Goal:** 30 total cases submitted for federal, state, or local prosecution.

**Activities:** To achieve this objective, the Task Force will:

- Prepare case for prosecution based on prosecutor's standards;

- Complete statistical tracking to include the number of cases submitted for federal prosecution, the number of cases accepted for federal prosecution, the number of cases submitted for state prosecution, and the number of cases submitted for local prosecution; and,
- Complete statistical tracking to include case dispositions (e.g., unfounded, suspended, plea, or trial).

**Objective #5:** The Task Force will effectively respond to referrals from agencies (other task forces, federal partners, CyberTips, etc.).

**Projected Goal:** 250 ICAC related referrals from the state and local law enforcement agencies that the task force will respond to.

**Activities:** To achieve this objective, the Task Force will:

- Accept referrals from participating agencies, citizens, teachers, NCMEC, and other related entities;
- Assess referrals for appropriateness as related to the ICAC Guidelines;
- Refer non-ICAC related referrals and requests to the appropriate agency;
- Provide and identify information/resources needed by requesting party; and,
- Document actions taken on statistical reporting form.

**Objective #6:** The LA ICAC will engage in law enforcement and community outreach activities including training, prevention, and education activities.

**Projected Goal:** 24 community outreach and 12 law enforcement presentations conducted to include training, prevention and education activities.

Activities: To achieve this objective, the Task Force will:

- Receive requests via telephone, mail or email for presenters from people representing LEAs and community groups (community groups include, but are not limited to, schools, youth organizations, community-based organizations, state and local law enforcement associations and chapters, local businesses, business organizations, victim service providers, faith-based organizations, the media, and family advocacy organizations);
- Search for and identify someone on the Task Force who has the skills and knowledge to make the presentation;
- Contact that person to ensure that he/she is available on the date requested; and,
- Report the presentations on the monthly statistical reports.

**Objective #7:** The Task Force will formalize law enforcement partnerships through signed Memoranda of Understanding (MOU) which includes adoption of Federal ICAC Task Force investigative standards.

Projected Goal: Obtain MOU signed by new partner agencies, which includes adoption of Federal ICAC Task Force investigative standards

Activities: To achieve this objective, the Task Force will:

- Contact agencies that have requested assistance, training, or information in the past year;
- Outreach to those agencies where CyberTips are referred to;
- Conduct presentations to agencies within the Task Force counties;

- Ensure the MOU includes language requiring partner agencies to adopt ICAC Task Force Investigative Standards for all ICAC-related investigations;
- Provide a copy of ICAC Task Force Investigative Standards to all partner agencies;
- Keep copies of signed MOUs on file;
- Add agency to list of formal ICAC partners;
- Keep agencies apprised of training opportunities, national coordinated investigations and planning meetings; and,
- Invite agencies to attend Task Force meetings.

**Objective #8:** The Task Force will fully participate in nationally coordinated investigations.

**Projected Goal:** The Task Force will participate in all nationally coordinated investigations as requested. It is impossible to estimate how many nationally coordinated investigations in which we will be asked to participate.

**Activities:** When notification is received of nationally coordinated investigations, the Task Force will:

- Identify available resources for participation;
- Make personnel resources available for all necessary meetings as identified by investigation leader; and,
- Report participation on six-month progress report.

**Objective #9:** The LA ICAC will assist with arrests for computer/technology crimes perpetrated against children and youth, if applicable.

---

Projected Goal: The LA ICAC will dedicate grant funds towards the computer/technology training and equipment to ensure suspect are arrested and prosecuted for crimes against children

Activities: To achieve this objective, the Task Force will:

- Identify potential training classes that may be applicable to partner agencies;
- Advise partner agencies of training classes and ascertain interest and availability for classes;
- Register partner agency employee for classes;
- Identify equipment needs for partner agencies; and,
- Assist partner agencies with the purchase and acquisition of needed equipment, specifically computer software and computers.

### 3. Capabilities

The LAPD is the lead agency for the LA ICAC. The LAPD is the third largest police department in the United States consisting of almost 10,000 sworn officers and 3,000 civilian employees, and encompasses an area of 473 square miles, and provides public safety for a population of approximately 3.8 million people with an annual budget that exceeds one billion dollars. Although the LAPD has a relatively small police force per capita in comparison to other major cities in the United States, it serves among the largest municipal populations.

The LAPD will provide as the prime fiscal and administrative oversight over the project. The LAPD Grants Management team has extensive experience in managing and overseeing projects of this magnitude. Since 2015, the Department has received 72 grants from a variety of funding agencies including BJA and NIJ totaling nearly \$83 million.

The ICAC Unit, Juvenile Division, LAPD, provides functional oversight for LA ICAC Task Force operations and serves as the administrator of the grant funds. The activities of the Task Force are governed by a signed Memorandum of Agreement between participating agencies. Participating agencies are required to adhere to the national ICAC Program's Operational and Investigative Standards. Copies of these standards are made available to all participating agencies.

The supervisor of the LAPD ICAC Unit, Lieutenant Andrea Grossman, is the LA ICAC Task Force Commander (TFC). Lt Grossman is supervised by the commanding officer of the LAPD Juvenile Division, Captain Paul Espinosa, who also provides direction for Task Force activities. Detective Gilbert Escontrias assists Lieutenant Grossman in all operations of the LA ICAC Task Force

The TFC ensures that all investigators follow the ICAC Task Force Operational and Investigative Standards. The TFC is responsible for case assignments and public presentation assignments. The TFC is also responsible for assigning requests for technical assistance and requests for resources. On an as-needed basis, the TFC will support requests for technical assistance, requests for resources and training by other LEAs and the community. The TFC is charged with meeting all goals and objectives of the ICAC Task Force grant award.

On a monthly basis, the TFC will compile a report showing the number of investigations completed, the status of each investigation (e.g., arrested, pending, etc.), the number of forensic examinations completed, the number and type of presentations given each month, the number of people trained, the frequency of technical assistance provided, and the number of times the Task Force served as a resource to the community and other LEAs. On a quarterly basis, the TFC will

complete a report detailing the Task Force's status toward achieving the stated goals and objectives. This report will list each objective as shown in this application, each goal associated with the individual objectives, and our status to date. Those areas where we are not on target toward achieving our stated goals will be reviewed by the TFC. Resources will be allocated to those areas to ensure our ability to meet our goals as stated in this application.

As the lead agency, the LAPD will endeavor to coordinate and provide all resources for the investigation of computer-facilitated crimes against children in Los Angeles County, and evaluate all requests for assistance, to ensure the successful operation of the ICAC Program. These resources include building space, furniture, investigative tools, computer equipment, forensic equipment, investigative staff, and support personnel. The statistics that are collected monthly and semi-annually will be submitted via the required semi-annual progress reports.

## Operational Agreements (OA) Summary Form

List of Agencies/Organizations/Individuals	Date OA Signed (xx/xx/xxxx)	Dates of OA		
		From:	To:	
1. Los Angeles County Sheriff's Department	01/01/2006	to	NO END DATE <i>GA</i>	
2. Azusa Police Department	04/13/2011	to		
3. Alhambra Police Department	10/09/2009	to		
4. Arcadia Police Department	08/03/2009	to		
5. Baldwin Park Police Department	09/10/2009	to		
6. Bell Gardens Police Department	08/04/2010	to		
7. Beverly Hills Police Department	05/03/2009	to		
8. Claremont Police Department	10/13/2011	to		
9. Downey Police Department	03/09/2010	to		
10. El Segundo Police Department	09/13/2010	to		
11. Gardena Police Department	20/16/2011	to		
12. Glendale Police Department	07/21/2005	to		
13. Hawthorne Police Department	02/16/2011	to		
14. Inglewood Police Department	03/07/2012	to		
15. Long Beach Police Department	07/21/2005	to		
16. Manhattan Beach Police Department	05/05/2009	to		
17. Pasadena Police Department	01/19/2006	to		
18. Torrance Police Department	11/27/2005	to		
19. Los Angeles City Attorney's Office	01/24/2006	to		
20. Los Angeles County District Attorney's Office	11/17/2009	to		↓

Use additional pages if necessary.

## Operational Agreements (OA) Summary Form

List of Agencies/Organizations/Individuals	Date OA Signed (xx/xx/xxxx)	Dates of OA	
		From:	To:
1. Lompoc Police Department	1/23/2009		to
2. County of Santa Barbara District Attorney	07/21/2010		to
3. County of Santa Barbara Bureau of Investigations	04/12/2011		to
4. Oxnard Police Department	02/01/2010		to
5. Ventura County Sheriff's Department	05/12/2009		to
6. Naval Criminal Investigative Service at Port Hueneme	08/21/2012		to
7. Simi Valley Police Department	01/15/2009		to
8. Ventura County's Sheriff's Department	05/12/2009		to
9. Ventura County District Attorney's Office	11/15/2010		to
10. City of Redlands	01/01/2006		to
11. San Bernardino County Sheriff's Department	01/01/2005		to
12. Anaheim Police Department	03/15/2010		to
13. Garden Grove Police Department	11/22/2011		to
14. Huntington Beach Police Department	09/09/2010		to
15. Long Beach Police Department	06/18/2009		to
16. Manhattan Beach Police Department	05/05/2009		to
17. Newport Beach Police Department	06/15/2011		to
18. Orange County Sheriff's Department	08/15/2011		to
19. United States Postal Inspection Service	03/23/2011		to
20. United States Immigration and Customs Enforcement Agency (ICE)	06/18/2009		to

No END  
DATES



Use additional pages if necessary.

## Operational Agreements (OA) Summary Form

List of Agencies/Organizations/Individuals	Date OA Signed (xx/xx/xxxx)	Dates of OA	
		From:	To:
1. United States Attorney's Office	01/01/2006	to	NO END DATES <sup>OK</sup>
2. Los Angeles School Police	07/11/2012	to	
3. San Bernardino County District Attorney's Office	01/01/2009	to	
4. San Bernardino County Investigator's Office	01/01/2009	to	
5. Santa Monica Police Department	08/04/2011	to	
6. Southern California High Tech Task Force	01/01/2011	to	
7. UCLA Campus Police	07/25/2011	to	
8. Homeland Security Investigation	06/18/2009	to	
9. United States Secret Service	06/25/2003	to	
10. Los Angeles County District Attorney Investigator's Office	11/17/2009	to	
11. Orange Police Department	07/01/2014	to	
12. Burbank Police Department	06/23/2014	to	
13. United States Marine Corps	08/01/2014	to	
14. National Aeronautics and Space Administration (NASA)	06/01/2014	to	
15. Whittier Police Department	07/01/2014	to	
16.		to	
17.		to	
18.		to	
19. Our MOA's do not have a start or end date. They are valid until LAPD decides to terminate them.		to	
20. Due to the number of MOUs the LA ICAC has obtained, the LAPD will provide hard copies upon demand.		to	

Use additional pages if necessary.

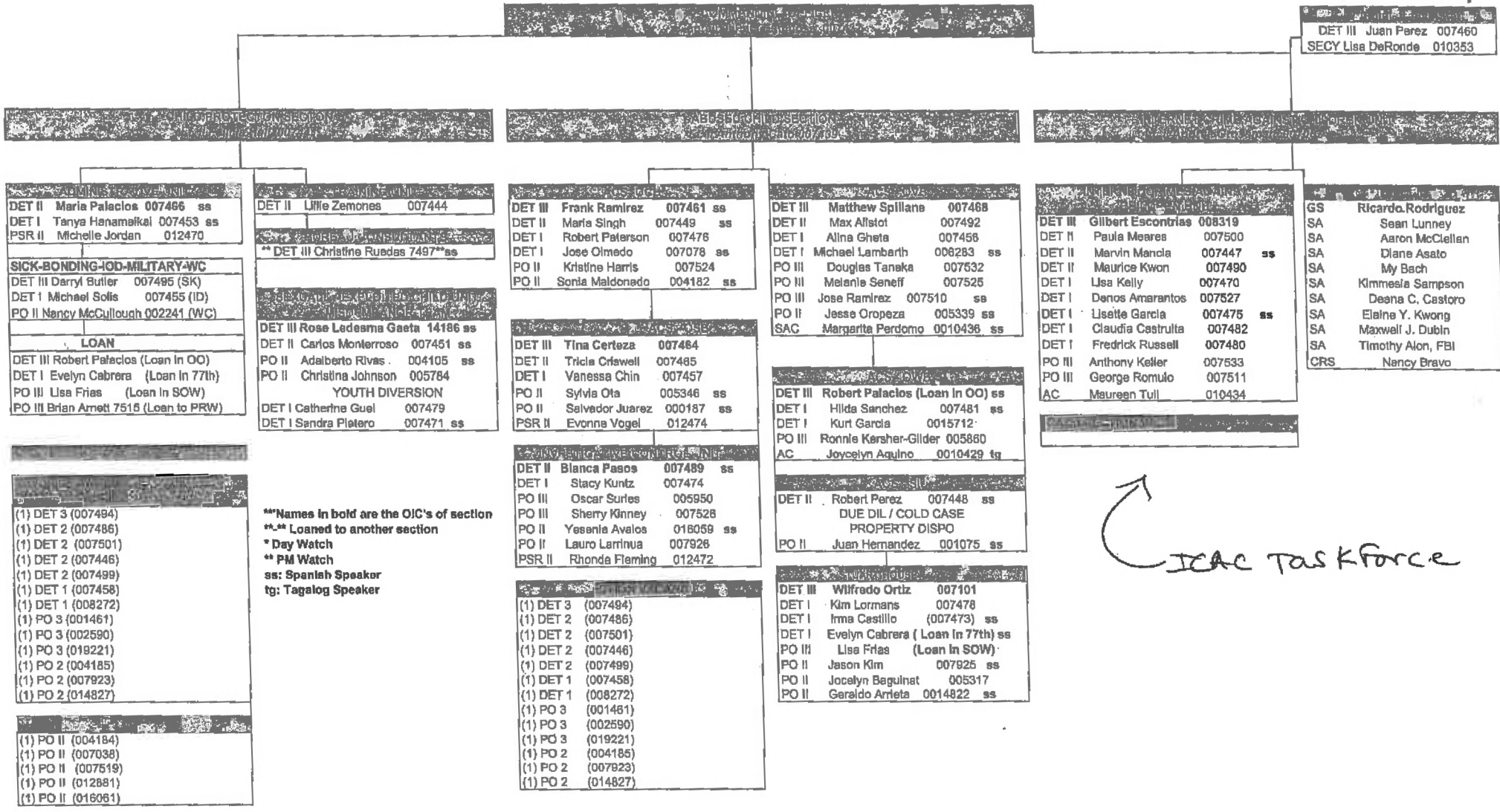
## Operational Agreements (OA) Summary Form

List of Agencies/Organizations/Individuals	Date OA Signed (xx/xx/xxxx)	Dates of OA		
		From:	To:	
1. Chino Police Department	04/14/2016	to	NO END DATES <span style="float: right;">OK</span>	
2. Upland Police Department	08/13/2013	to		
3. Santa Maria Police Department	07/01/2012	to		
4. Buena Park Police Department	02/01/2013	to		
5. Ventura County Probation	04/01/2013	to		
6. Fontana Police Department	08/20/2015	to		
7. Rialto Police Department	07/25/2015	to		
8. Port Hueneme Police Department	01/01/2013	to		
9. California Department of Correction and Rehabilitation	07/14/2014	to		
10. Santa Paula Police Department	03/01/2013	to		
11. Federal Bureau of Investigations	06/04/2014	to		
12. Homeland Security Investigations Orange County	06/18/2009	to		
13. Homeland Security Investigations San Bernardino	06/18/2009	to		
14. Guadalupe Police Department	03/01/2013	to		
15.		to		
16.		to		
17.		to		
18.		to		
19. Our MOA's do not have a start or end date. They are valid until LAPD decides to terminate them.		to		
20. Due to the number of MOA's the LA ICAC has obtained, the LAPD will provide hard copies upon demand.		to		✓

Use additional pages if necessary.



**ORGANIZATIONAL CHART  
JUVENILE DIVISION  
DEPLOYMENT PERIOD 11 2018**



\*\*\*Names in bold are the OIC's of section  
 \*\* \*\* Loaned to another section  
 \* Day Watch  
 \*\* PM Watch  
 ss: Spanish Speaker  
 tg: Tagalog Speaker

ICAC Task Force

## NONCOMPETITIVE BID REQUEST CHECKLIST

Has the Applicant/Subrecipient met the following requirements of the *Subrecipient Handbook*:

	Check appropriate box:	<u>Yes</u>	<u>No</u>
<b><u>Section 3511</u></b>			
Do conditions exist that require a sole/single-source contract?		<input checked="" type="radio"/>	<input type="radio"/>
<b><u>Section 3521.1</u></b>			
Is a brief description of the program or project included?		<input checked="" type="radio"/>	<input type="radio"/>
<b><u>Section 3521.2</u></b>			
Was it necessary to contract noncompetitively?		<input checked="" type="radio"/>	<input type="radio"/>
Did the contractor submit his/her qualifications?		<input checked="" type="radio"/>	<input type="radio"/>
Is the reasonableness of the cost justified?		<input checked="" type="radio"/>	<input type="radio"/>
Were cost comparisons made with differences noted for similar services?		<input type="radio"/>	<input checked="" type="radio"/>
Is a justification provided regarding the need for contract?		<input checked="" type="radio"/>	<input type="radio"/>
<b><u>Section 3521.3</u></b>			
Is an explanation provided for the uniqueness of the contract?		<input checked="" type="radio"/>	<input type="radio"/>
<b><u>Section 3521.4</u></b>			
Are there time constraints impacting the project?		<input checked="" type="radio"/>	<input type="radio"/>
Were comparisons made to identify the time required for another contractor to reach the same level of competence?		<input type="radio"/>	<input checked="" type="radio"/>

### **Section 3511**

EDEC Large Faraday Tent is a sole source product manufactured, sold and distributed exclusively by EDEC Digital Forensics. No division of EDEC Digital Forensics, nor any other company, makes a similar or competing product. There are no agents or dealers authorized to represent this product.

### **Section 3521.1**

The Faraday Tent is a shield that is an enclosure used to block electromagnetic fields. With this purchase multiple forensic investigators can work inside the tent spacious enough to allow desk and equipment to be used in various investigative situations. In anti-espionage scenarios, secure communications can take place with assurance that no transmitters can function from the inside. The tent ensures cellphones, tablets, and GPS units are isolated from cell towers, WiFi, and Bluetooth. This will reduce remote hacking or intrusion and protect our investigations.

### **Section 3521.2**

It is not necessary to contract noncompetitively since the EDEC Digital Forensics is the sole manufacturer and distributor of the Faraday Tent. No cost comparison was made because there is only one price due to the exclusive distribution and/or marketing rights.

### **Section 3521.3**

Competition is precluded by the existence of an agreement with the manufacturer, who has given EDEC an exclusive right to market this product. There are no other like items or products available for purchase that would serve the same purpose or function. The Faraday Tent is

exclusively by EDEC Digital Forensics. No division of EDEC Digital Forensics, nor any other company, makes a similar or competing product. There are no other agents or dealers authorized to represent this product.

**Section 3521.4**

It is proposed that the Faraday Tents be purchased with the 2018 CalOES ICAC Grant which has a performance period ending December 31, 2020. It is anticipated that even the closest competitor will not be able to provide or substitute a product with the same capabilities as the Faraday Tent with this timeframe.



EDEC SOLE SOURCE LETTER 7/18/18

To Whom It May Concern:

This letter is to confirm that the EDEC LARGE FARADAY TENT is a sole source product, manufactured, sold and distributed exclusively by EDEC Digital Forensics. No division of EDEC Digital Forensics, nor any other company, makes a similar or competing product. There are no agents or dealers authorized to represent this product.

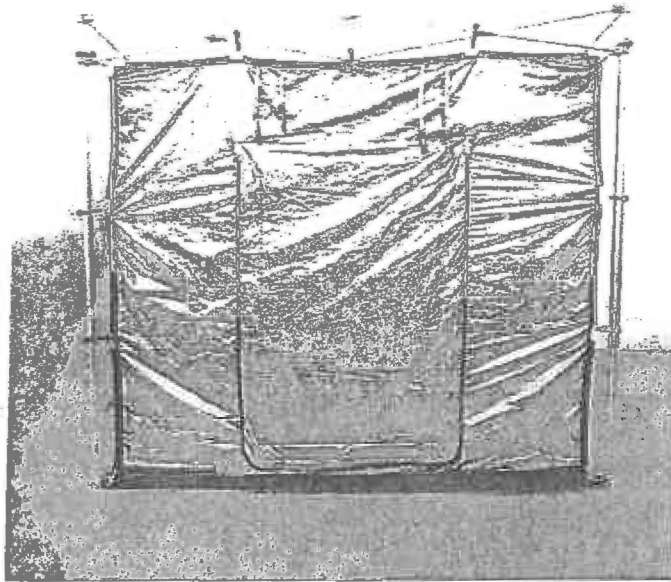
Additionally, competition is precluded by the existence of a an agreement with the manufacturer, who has given us an exclusive right to market this product (or patent, copyright, secret process or monopoly. There is no other like item(s) or product(s) available for purchase that would serve the same purpose or function and there is only one price for the above names item(s) or product(s) because of exclusive distribution or marketing rights.

If you desire additional information, don't hesitate to contact me at 805 689 6514.

Kind regards,

A handwritten signature in black ink, appearing to read 'Steven Crossland', written over a horizontal line.

Steven Crossland  
Director of Operations  
EDEC Digital Forensics



## BLACK HOLE FARADAY TENT

\$21,553

CONTACT FOR PURCHASE

EDEC Black Hole Faraday Tent offers extremely high signal attenuation for forensics and anti-espionage/countermeasures applications. For forensics, multiple operators can work inside tent with desks and equipment. In anti-espionage scenarios, communications can take place with assurance that no radio can function from the inside. Tent systems include double wall construction, double mag/zip door, forced air ventilation, shop power, shielded Ethernet and LED lighting. Choose from two configured packages or design your own.

Medium Black Hole Faraday Tent SKU: FT-M

Large Black Hole Faraday Tent SKU: FT-L

Pricing:

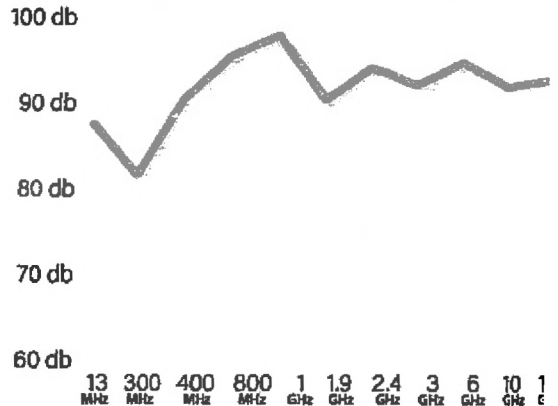
Large: \$ 24,485

Medium tent: \$ 21,553

APPLICATIONS    SHIELDING    DIMENSIONS

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**Shielding:**



The above data points represent significant values for common case scenarios our customers encounter; bags will shield or attenuate at frequencies not explicitly mentioned above.





### **Section 3511**

Adaptive Digital Systems, Incorporated (ADS) is the sole source manufacturer and direct distributor of the products and accessories listed in the ADS 2014 Product Catalog. Specific recorder families are listed within the attached *Sole Source Justification & Warranty Information* letter dated September 28, 2017.

### **Section 3521.1**

To remain abreast with the technological advances of society, the software and hardware used for undercover operations provided by ADS will further enhance and improve the quality of the LA ICAC Task Force Program.

### **Section 3521.2**

It is necessary to contract non-competitively because ADS is the sole source manufacturer of the software and hardware the LA ICAC is requesting to purchase for the program. ADS has been a leading developer and manufacturer of mission-critical electronic surveillance equipment for 31 years. The company has a 7-year warranty and stands behind its product. ADS offer evidence recovery from its recorders and expert court testimony. It should be noted that the evidence collected with ADS recorders has never been suppressed in the court of law.

### **Section 3521.3**

The hardware and software are proprietary to ADS and sold solely to Federal, Military, State, and Local law enforcement agencies. The software is backward compatible to work with all previous generation recorders.

**Section 3521.4**

It is proposed that the requested software and hardware be purchased from ADS with the 2018 CalOES ICAC Grant, which has a performance period ending date of December 31, 2020. It is anticipated that even the closest competitor will not be able to provide, or substitute software and hardware required by the LA ICAC Task Force program with the same capabilities as ADS with this timeframe.



9/28/2017

## SOLE SOURCE JUSTIFICATION & WARRANTY INFORMATION

Adaptive Digital Systems, Inc. ("ADS") is the **sole source manufacturer and direct distributor** of the product and accessories listed in the ADS 2014 Product Catalog. Specific recorder families include:

NANO-EAGLE, NANO-FLEX, NANO-RAVEN, RAVEN-CELL, RAVEN2/2A (STANDARD, TX, RX, AND BT), DUAL-RAVEN (STANDARD, TX, AND BT), RAVEN-128, RAVEN-256, CARDINAL (STANDARD, AND BT), RAVEN-EYE2, SD-RAVEN2, MICRO-FINCH (STANDARD, TX, AND BT), TX500/505 ANALOG TRANSMITTERS, OSRFT, GPS (DUAL+STD), CAR KIT (DUAL+STD), CONCEALMENTS, ACTIVE MOTION DETECTOR, IR MOTION DETECTOR, NIGHT-CAM, NANO2 CAMERA, 2MP CAMERA, SMART-RF REMOTE, NANO-FOB, NANO-RAVEN WC/PENDANT, AND RAVEN-GLASS.

The listed products are exclusive designs and only manufactured, advertised, and distributed by ADS. The hardware and software (USBird) are "**proprietary**" to ADS and sold solely to Federal, Military, State and Local law enforcement agencies. The software is backward compatible to work with all previous generation recorders.

- **EXPERIENCE:** ADS has been a leading developer and manufacturer of mission-critical electronic surveillance equipment for 31 years.
- **RELIABILITY & QUALITY:** Our 7-Year Warranty is proof ADS stands behind its product. ADS' impeccable reputation is based on innovative design coupled with state-of-the-art technology.
- **EVIDENCE PROTECTION:** Evidence collected with ADS recorders has never been suppressed in a court of law.
- **CUSTOMER SERVICE:** We are committed to giving our customers the best post-sales service and technical support.
- **CUSTOM CONCEALMENTS:** We have a large selection of audio/video concealments. Call us if you have special needs and we will be happy to assist you.
- **EVIDENCE RECOVERY & EXPERT TESTIMONY:** ADS stands behind its product. As such, ADS offers evidence recovery from its recorders and expert court testimony.

Sincerely,

Attila W. Mathe  
President

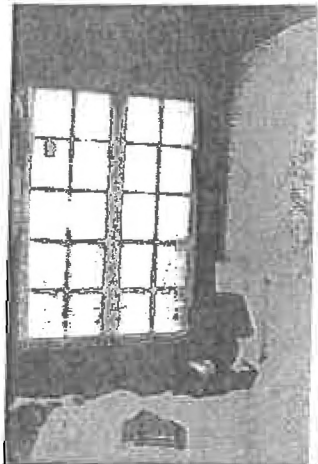
Toll Free: 1-800-783-5924

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Suppliers



ADS

Adaptive Digital Systems, Inc. began in 1980, with the purpose of providing the law enforcement community with high quality surveillance products. For over twenty-five years now, we worked together with numerous Federal, State and Local agencies to develop the world's smallest and safest covert recording devices.

Atlantic Signal

AMP

Commesh

Datong

Our No Risk Policy provides the customer with the option of swapping, upgrading or returning any product we make for a full refund during the first 60 days after delivery. We also have a variety of equipment available for a free 30 day evaluation.

David Clark Company

Dyplex Communications

All equipment made by ADS carries a free Standard Lifetime Warranty. Work Stations (LCDRSU/PDRSU) carry a 3 years warranty. We service, update and provide software enhancements to the user at no additional cost.

metOcean

Training is always free. Even though we provide a users manual, we know that sometimes you need a little more help. We provide a Training CD with each product and if you require, we'll come to your facility and train your staff on all of our recorders at no cost to you.

Nuance Technologies

OTTO Engineering

Our recorder technology has been around for over 23 years. We have over 35,000 units in U.S. and numerous other countries. Federal, State, Local agencies and courts have examined our recorders and have had no problems using them as a result of our technology quality and attention to evidence protection.

Pelfor

Phonak

Seartech

Commercially available recorders and a number of others pretending to be made for police use are not applicable for surveillance operations for a number of reasons. The key ones are listed below:

SECTOR/ITAS

- \* There is no built in protection for the digital data, so any evidence can be subjected to questions of being altered.
- \* Most commercial recorders tend to be larger in size, rendering them unsafe for undercover operations.
- \* Commercial units often have poor audio range and low camera resolution, hampering voice and facial recognition.
- \* Some units use rotating storage media. The noise created by such devices makes them unsafe for undercover work.

Seven Technologies

Squarehead

STI-CO

Tieling Technology

Visit Their Site

Timespace

View Available Products

Video Latitude

View Product Listing

Dyplex Communications Ltd.
107 Woodbine Downs Blvd. Unit 6
Toronto, Ontario, Canada, M9W-6Y1
Toll Free: 1-800-783-5924
Tel: 416-675-2002
Fax: 416-675-1822

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## NONCOMPETITIVE BID REQUEST CHECKLIST

Has the Applicant/Subrecipient met the following requirements of the *Subrecipient Handbook*:

	Check appropriate box:	<u>Yes</u>	<u>No</u>
<b><u>Section 3511</u></b>			
Do conditions exist that require a sole/single-source contract?		<input checked="" type="radio"/>	<input type="radio"/>
<b><u>Section 3521.1</u></b>			
Is a brief description of the program or project included?		<input checked="" type="radio"/>	<input type="radio"/>
<b><u>Section 3521.2</u></b>			
Was it necessary to contract noncompetitively?		<input checked="" type="radio"/>	<input type="radio"/>
Did the contractor submit his/her qualifications?		<input checked="" type="radio"/>	<input type="radio"/>
Is the reasonableness of the cost justified?		<input checked="" type="radio"/>	<input type="radio"/>
Were cost comparisons made with differences noted for similar services?		<input type="radio"/>	<input checked="" type="radio"/>
Is a justification provided regarding the need for contract?		<input checked="" type="radio"/>	<input type="radio"/>
<b><u>Section 3521.3</u></b>			
Is an explanation provided for the uniqueness of the contract?		<input checked="" type="radio"/>	<input type="radio"/>
<b><u>Section 3521.4</u></b>			
Are there time constraints impacting the project?		<input checked="" type="radio"/>	<input type="radio"/>
Were comparisons made to identify the time required for another contractor to reach the same level of competence?		<input type="radio"/>	<input checked="" type="radio"/>

**Section 3511**

Linear Systems Inc (LSI) is the sole source provider for the DIMS Interrogations Management System software including Linear System Digital Interview Room Management System.

**Section 3521.1**

The Digital Interview Room Management System is a complete digital interview recording solution specifically designed for Law Enforcement, which preserves and manages potential evidence obtained during the interview process. By digitally equipping interview rooms and fully automating the process of acquiring and managing the audio and video, investigators can focus on solving cases and convicting criminals; not operating an Interview Recording System. The Digital Interview Room Management System will be part of the Forensic Van and would allow the investigators to efficiently interview witnesses and suspects on-site in the privacy of the interview suite.

**Section 3521.2**

It is necessary to contract non-competitively because Linear Systems Inc. is the only company that can produce, service, update and support the systems manufactured by Linear Systems, including the Linear System Digital Interview Room Management System.

**Section 3521.3**

The Linear Systems Digital Interview Room Management Systems is only produced, services, updated and supported by Linear Systems Inc.

**Section 3521.4**

It is proposed that the Linear System Digital Interview Room Management System be purchased with the 2018 CalOES ICAC Grant, which has a performance period ending date of December 31, 2020. It is anticipated that even the closest competitor will not be able to provide or substitute software with the same capabilities as the Linear System Digital Interview Room Management System software with this timeframe.



December 19<sup>th</sup>, 2018

Los Angeles Police Department  
Chuck Siegler  
555 Ramirez Street  
Los Angeles, CA 90012  
213-473-2751  
[N1825@lapd.lacity.org](mailto:N1825@lapd.lacity.org)

Mr. Siegler,

Linear Systems certifies that we are the sole source provider for the DIMS Interrogations Management System Software. Linear Systems is the only company that can produce, service, update and support the systems manufactured by Linear Systems. This includes but is not limited to:

- Linear System Digital Interview Room Management System for 1 room license

If there are any questions or if additional information is needed, please call Johnny Hentsch at 909-899-4345 x221

Thank you very much,

A handwritten signature in black ink, appearing to read "Johnny Hentsch".

Johnny Hentsch  
Linear Systems  
JH/da

[www.linear-systems.com](http://www.linear-systems.com)  
909-899-4345 (P)  
909-899-4346 (F)



### **Section 3511**

Uncharted Software Incorporated (USI) is the sole source developer and official distributor of the GeoTime software product.

### **Section 3521.1**

GeoTime is a geospatial analysis software that allows the visual analysis of events over period of time. It adds time as the third dimension to a two-dimensional map, allowing users to see change within time series data. Access to GeoTime will allow the LA ICAC Task Force program to follow suspects virtually; add context to communications and destroy alibis and confirm criminal intent.

### **Section 3521.2**

It is necessary to contract non-competitively because USI does not have a distribution or re-seller agreements with "value-added vendors" of GeoTime in the United States; therefore, they are the sole official distributors of the GeoTime software.

### **Section 3521.3**

GeoTime is USI's commercial software product and is patented with several additional patents granted and pending.

### **Section 3521.4**

It is proposed that GeoTime be purchased with the 2018 CalOES ICAC Grant, which has a performance period ending date of December 31, 2020. It is anticipated that even the closest

Los Angeles Police Department  
Noncompetitive Bid Request  
Grant Number: IC 18 10 7250

---

competitor will not be able to provide or substitute software with the same capabilities as the GeoTime software with this timeframe.

April 12, 2018

To Whom It May Concern:

With respect to our software product GeoTime® for efficient geo-temporal analysis, it should be noted that we are the only company able to provide GeoTime®. GeoTime® is our commercial software product and is patented<sup>1</sup> with several additional patents granted and pending.

It should also be noted we have no distribution or re-seller agreements with "value-added vendors" of GeoTime® in the United States. We are the sole official distributors of the GeoTime® software product.

Please do not hesitate to let me know if we can be of further assistance.

Yours truly,



Warren Shultz  
Vice-President, Operations  
Uncharted Software Inc.  
Telephone: (416) 203-3003 ext. 249  
Email: [wshultz@unchartedsoftware.com](mailto:wshultz@unchartedsoftware.com)

1. System and method for visualizing connected temporal and spatial information,  
Patent number: 7180516, Filed Mar 29, 2004.

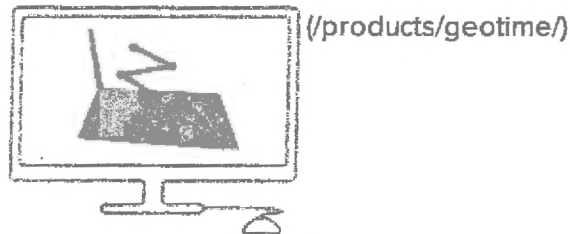
## Let the jury see where your suspect has been, with GeoTime Desktop 6.0.

Create clear, compelling reports and videos to tell the entire criminal story in court.

Make use of all data sources across an entire case to:

- Follow suspects virtually;
- Add context to communications, and
- Destroy alibis and confirm criminal intent.

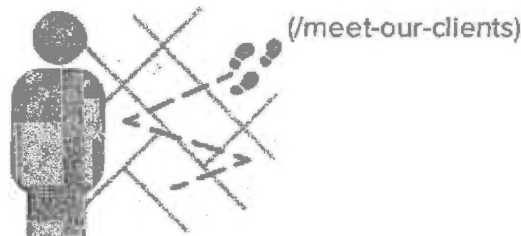
[Learn More \(/products/geotime/\)](/products/geotime/)



### Get Started With GeoTime® (/products/geotime/)

By automatically linking the calls, locations and individuals, GeoTime produces a complete timeline of CDR records plotted on a map.

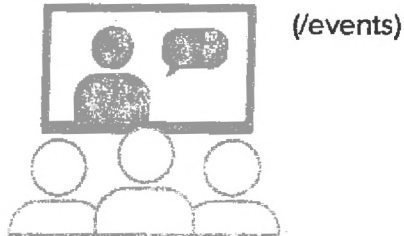
[Learn More \(/products/geotime/\)](/products/geotime/)



### Keys to Investigative Success (/meet-our-clients)

- Hear from law enforcement clients about how they've used GeoTime to help solve cases and communicate actionable data to drive investigations forward.

[Meet Our Clients \(/meet-our-clients\)](#)



[\(/events\)](#)

### **GeoTime Regional Training (/events)**

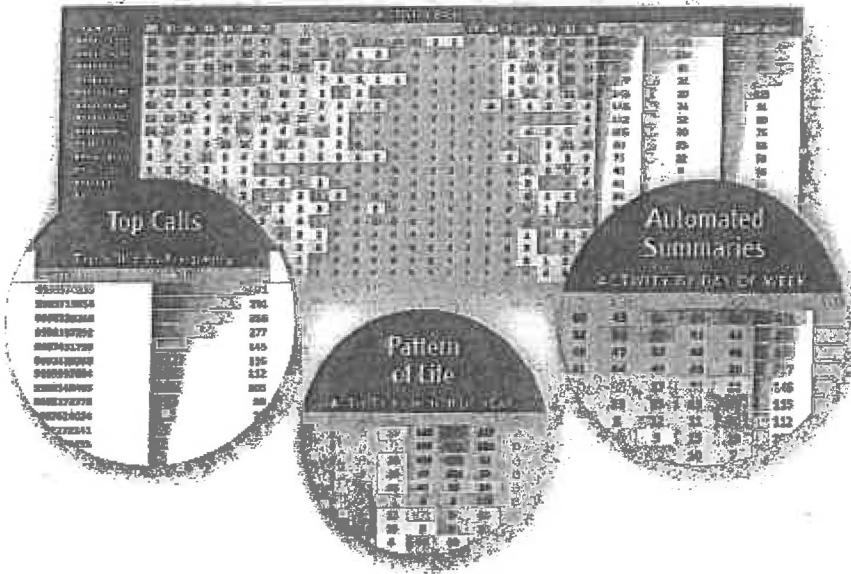
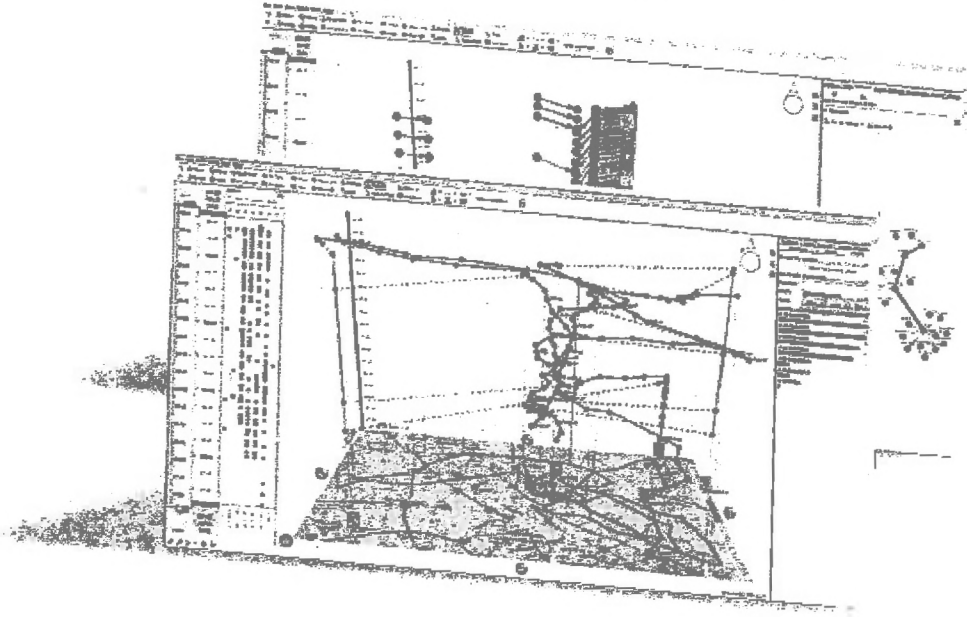
Hands-on learning is offered to personnel involved in criminal investigations, prosecution and analysis. Attend a GTRT class near you!

[Register Here \(/events\)](#)

## **GeoTime® for Law Enforcement**

- The best presentation tool for communicating data with investigators, analysts and in the courtroom
- The industry's only 3D mapping and analysis tool for Law Enforcement
- Statistically proven to increase analyst accuracy and efficiency
- Proven track record in achieving criminal convictions
- Works with your existing analysis tool and data sources
- IALEIA, DARPA and IEEE award-winning

[Learn more about GeoTime® \(/products/geotime/\)](#)



## GeoTime® CRT

The GeoTime® Call Records Tool (CRT) is a standalone utility that quickly cleans up raw call detail records (CDR). Supporting all carrier formats, the GeoTime CRT outputs formatted files ready to be imported into any mapping or analysis tool.

- All US carriers supported
- Automated analysis of CDR records
- Formatted and enhanced CDR data
- Merge tower records tools

- Automated time adjustments

Learn more about GeoTime® CRT (</products/crt/>)

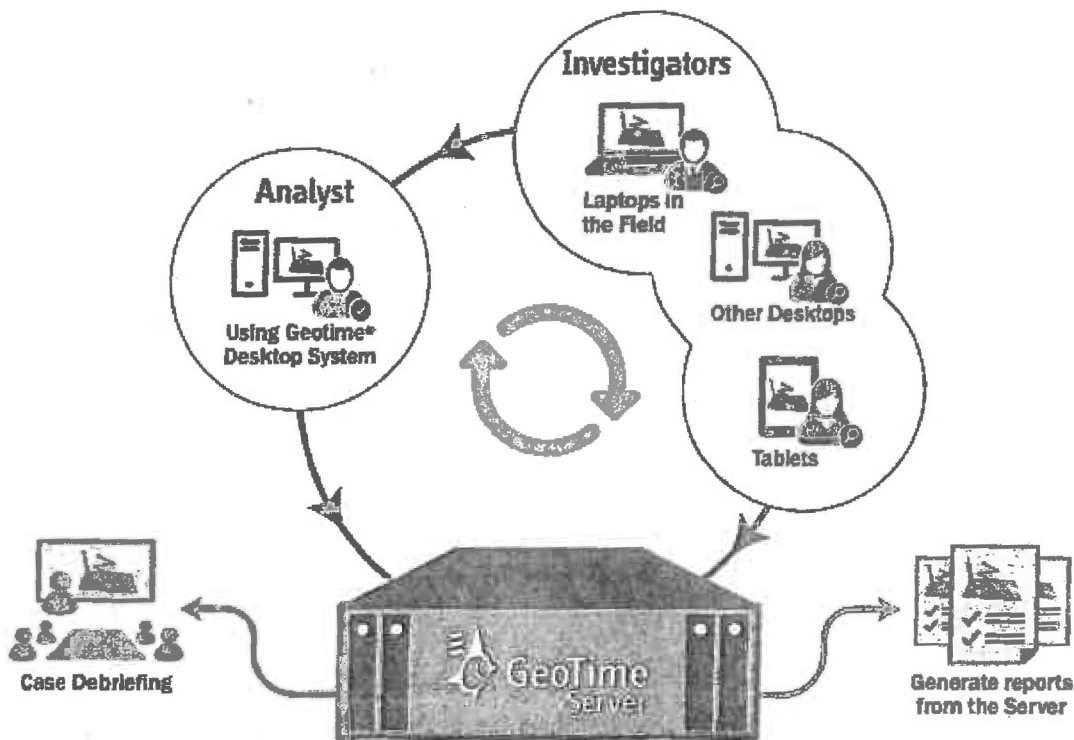
## GeoTime® Server

Put the full force of your law enforcement agency behind every case.

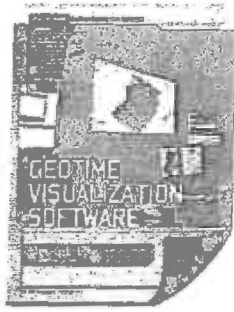
Collaborate between detectives, analysts and prosecutors on the industry's only 3D mapping and analysis tool.

Connect investigative experts together on every browser at your agency.

Learn more about GeoTime® Server (</products/geotime-server/>)



## Case Studies with our Clients

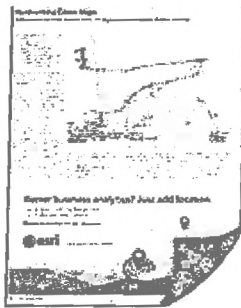


[\(/meet-our-clients/houston-hidta-police-department-cold-case-solved\)](/meet-our-clients/houston-hidta-police-department-cold-case-solved)

**GeoTime in the Courtroom (/meet-our-clients/houston-hidta-police-department-cold-case-solved)**

Years after the incident, **Houston HIDTA** visualized the original cell phone data to convict the homicide suspect.

[View Article \(/meet-our-clients/houston-hidta-police-department-cold-case-solved\)](/meet-our-clients/houston-hidta-police-department-cold-case-solved)



[\(/meet-our-clients/la-clear-pinpoint-criminals-with-geotime/\)](/meet-our-clients/la-clear-pinpoint-criminals-with-geotime/)

**The Need to Track in Both Time and Space (/meet-our-clients/la-clear-pinpoint-criminals-with-geotime/)**

With GeoTime, **LA CLEAR** analysts can now process call detail records in seconds and arm prosecutors with the evidence needed for a conviction.

[View Article \(/meet-our-clients/la-clear-pinpoint-criminals-with-geotime/\)](/meet-our-clients/la-clear-pinpoint-criminals-with-geotime/)



[\(/meet-our-clients/ogden-pd\)](/meet-our-clients/ogden-pd)

**Ogden City Police Department's Real Time Crime Center (/meet-our-clients/ogden-pd)**

See how GeoTime is used across multiple cases to establish timelines with CDR and GPS data, spot crime trends and visually recreate crime scenes for jury.

[View Article \(/meet-our-clients/ogden-pd\)](/meet-our-clients/ogden-pd)

[Meet the rest of our clients \(/meet-our-clients\)](/meet-our-clients)

## Get Started With GeoTime®



**LE Organizations**  
using GeoTime®



**Countries**  
using GeoTime®



**Analyst Hours**  
saved with CRT

[Get Quote \(mailto:info@geotime.com?subject=Request%20for%20Quote\)](mailto:info@geotime.com?subject=Request%20for%20Quote)

[Start Trial \(mailto:info@geotime.com?subject=Request%20for%20Trial\)](mailto:info@geotime.com?subject=Request%20for%20Trial)

### SITE

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### CONTACT US

[info@geotime.com \(mailto:info@geotime.com\)](mailto:info@geotime.com)

Toll Free: 1 866 462 8587

Canada: 416 203 3003

US: 703 351 5253

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(<https://twitter.com/geotime>)

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**uncharted** (<https://uncharted.software/>)

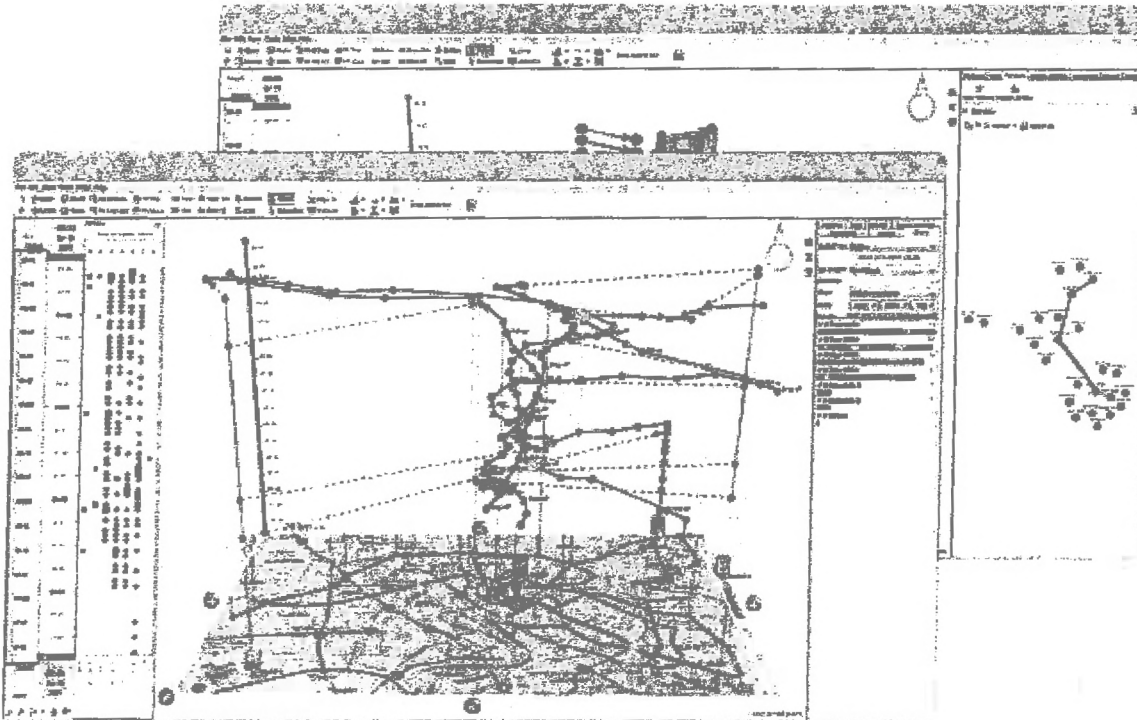


**esri** Partner Network Silver

## Pattern of Life in Time and Space

GeoTime is a powerful tool for understanding time-space data faster using 3D. Watch behavioral patterns develop over a 2D map using GeoTime's unique third axis: time.

Visit [geotime.com](http://www.geotime.com/) (<http://www.geotime.com/>)



Analyze any data sets containing time and location, such as:



### Cell Site Analysis



### Mobile Forensic



### Social Media

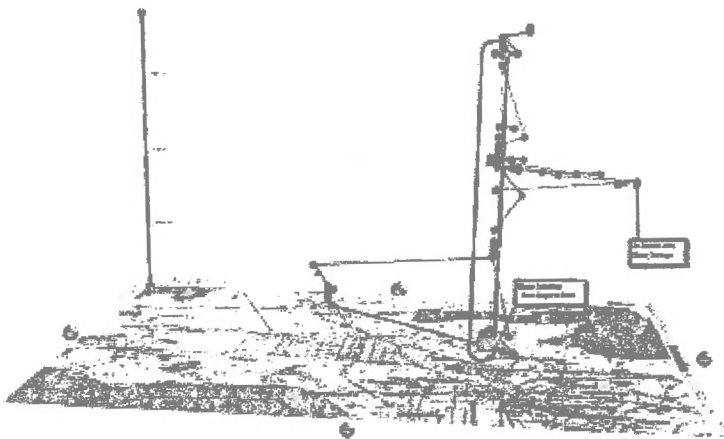


## GPS Data Analysis

***"GeoTime provides a powerful method of visualizing spatial-temporal data."***

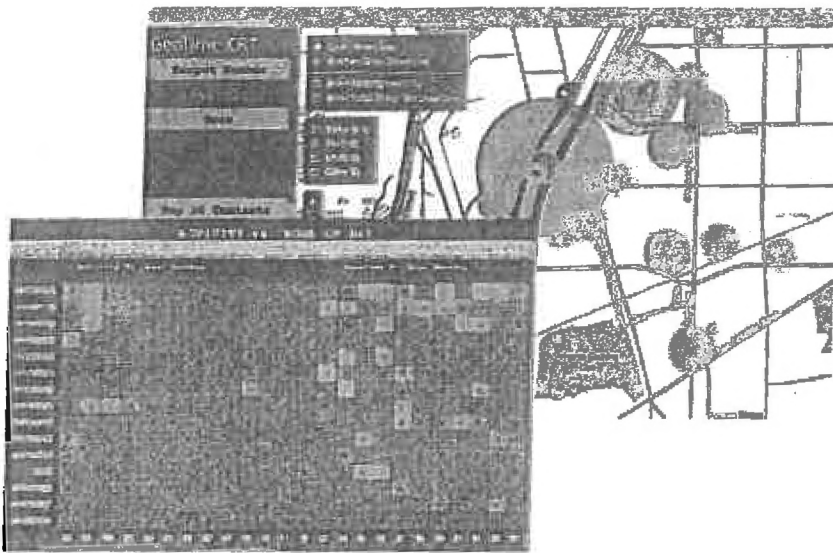
**- Dr. Kim Rossmo**

Center for Geospatial Intelligence & Investigation  
Texas State University



### Analyze Faster & Smarter

- Drastically reduced time spent on data formatting
- Automatic top statistics and visual summaries provide additional insights at one glance. Easily see patterns of life in 3D that couldn't be interpreted in traditional 2D mapping solutions, such as Google Maps



## Resources & Support

- Training and certification classes offered around the world to provide hands-on experience
- A step-by-step Carrier Formats Guide to manually format call detail records
- Dedicated technical support offered through phone and web

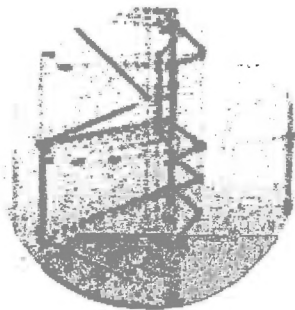


IEEE Visual Analytics Science and Technology (VAST) contest winner for three years in a row! <sup>LL</sup>VAST 2008 Grand Challenge Award.

## The Science Behind GeoTime®

Deeply rooted in research, GeoTime's core functions reflect the need for an intuitive and integrated visualization technology. Uncharted Software holds the innovative patent for dynamic real-time animation of a 3D space time cube, allowing users to go beyond geography and time dimensions.

Developed specifically for data analysts, an independent study has shown that GeoTime's 3D capabilities doubles productivity.

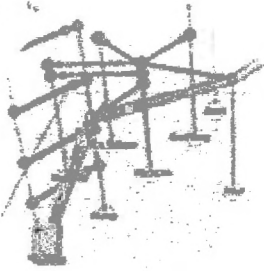


### **Grand Challenge Award: Support for Diverse Analytic Techniques**

**2008 IEEE Visual Analytics Science and Technology VAST: Chien, L., A. Tat, P. Proulx, A. Khamisa and W. Wright**

GeoTime and nSpace2 are interactive visual analytics tools that were used to examine and interpret all four of the 2008 VAST Challenge datasets. GeoTime excels in visualizing event patterns in time and space, or in time and any abstract landscape, while nSpace2 is a web-based analytical tool designed to support every step of the analytical process.

**[View More \(/research/geotime/#grand-challenge-award-2008\)](/research/geotime/#grand-challenge-award-2008)**



## **Configurable Spaces: Temporal Analysis in Diagrammatic Contexts**

**Thomas Kapler, Ryan Eccles, Robert and William Wright**

This paper traces progress from concept to prototype, and discusses how diagrams can be created, transformed and leveraged for analysis, including generating diagrams from knowledge bases, visualizing temporal concept maps, and the use of linked diagrams for exploring complex, multi-dimensional, sequences of events.

**[View More \(/research/geotime/#configurable-spaces\)](/research/geotime/#configurable-spaces)**

**[Other Research \(/research/geotime\)](/research/geotime)**

**Learn more about GeoTime®**

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**Terms of Use (<http://terms.uncharted.software>)**

CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
CRIMINAL JUSTICE & VICTIM SERVICES DIVISION

COMPUTERS AND AUTOMATED SYSTEMS  
PURCHASE JUSTIFICATION GUIDELINES

As stated in the *Subrecipient Handbook*, approval for purchases of computers and automated equipment is contingent on the project's ability to demonstrate cost effective, project-related need. This is best demonstrated by clearly relating each computer system or component to the grant objectives and activities.

Please answer the following questions. Attach as many pages as necessary to fully answer each question.

1. What is your agency's purpose for the proposed system? Include a description of the items to be purchased and how they will be used. Also, explain how the proposed equipment and/or software will enhance the project's ability to achieve the objectives/activities of the project as specified in the Grant Award Agreement.

The Los Angeles Regional ICAC Task Force (LAICAC) serves an area of over 29,500 square miles and is comprised of over 70 participating law enforcement agencies. The computers and related equipment that will be purchased are a key component to improve and successfully meet the objectives outlined in the program. The equipment requested are necessary tools to achieve the program's goals and objectives. The equipment will be used to engage in outreach activities including training, prevention and education activities in accordance with the National Project Safe Childhood Initiative; conduct both proactive and reactive investigations into the computer/technology crimes perpetrated against children and youth; serve as a forensic resources to affiliate and non-affiliate agencies within the Task Force's geographic area; assist with the successful prosecution of cases at the local, state and federal level; effectively respond to referrals from agencies; expand and formalize law enforcement partnerships with the LA ICAC task ; and to participate in nationally-coordinated investigations.

**GeoTime**, *GeoTime* is geospatial analysis software that allows the visual analysis of events over time. It adds time as the third dimension to a two-dimensional map, allowing users to see changes within time series data. Geo Time is also sole source. Qty 2 x \$7,225 each = \$14,450.

**Pen Link:** *PenLink* is a complex web-based platform which analyzes telecommunications data and records from numerous telephone accounts, Pen Register, Internet communications, cell towers, and phone handsets (Call logs, SMS, MMS, Email, IM, etc.). This system has a simple uploading feature for the CDRs, toll records, cell tower locations, tower dumps, cell phone forensics, and webmail directly from the telecommunication native file format and the ability to quickly analyze data from hundreds of sources. Strengths are common call analysis between numerous phones, tower dump analysis, phone data analysis (Cellebrite and XRY data), live social media analysis, and mapping and charting, interactive/link analysis. Qty 1 x \$23,000 each = \$23,000.

**Callyo:** *Callyo* is a mobile phone technology that can track multiple conversations and view chat history for a native texting experience to catch and prosecute child predators, human traffickers and extortion. Qty 2 x \$2,865 each = \$5,730.

**Spokeo and Instant Checkmate:** *Spokeo* and *Instant Checkmate* are used to access historical data on investigation. Spokeo: Qty 4 x \$120 each per month x 24 months = \$11,520  
Instant Checkmate: Qty 4 x \$120 each per month x 24 months = \$11,520

**Cellhawk:** *Cellhawk* is web-based mapping & Analysis software which allows detectives to quickly analyze and map their individual CDR records for their individual cases. This system allows easy uploading of telecommunications data from its native file, where the user drags and drops the file into the software for analysis. The system is very simple to use with minimal training. Numerous agencies utilize this system that allows detectives to analyze their own cases without a trained analyzer. Qty 1 x \$5,000 each per month x 2 months = \$10,000.

**GrayKey Forensic Tool:** *GrayKey* is a device that can be plugged into any locked iOS device that upon connection to the locked iOS device will automatically begin the process of unlocking the device. Qty 6 x \$15,000 each = \$90,000.

The computers, Microsoft Surface Pros, Apple iPads, and Android Tablets and related equipment will be utilized to combat the problem of Internet predators and the possession and distribution of child pornography over the Internet. A surge in technology has brought with it the increase for potential online victimization of young people to include unwanted sexual solicitation, and online harassment. For many years the Los Angeles area suffered from a lack of resources. To ensure the Task Force is effective, it is imperative that its' technology and related equipment remain relevant to what technology is being used today to victimize children over the Internet. The equipment will be distributed to the LA ICAC membership accordingly.

2. If the request is for hardware and software in which the total costs exceed \$25,000, describe the proposed design of your system and indicate whether this is a new system or an addition/enhancement of an existing one, and whether it will be integrated with other systems. In your description please, be specific as to type and location of hardware/software and how the system will be operated and maintained.

The computer equipment and software will be purchased in accordance through the City of Los Angeles (City) purchasing guidelines. The equipment and software purchased through this grant will enhance the current inventory that the LA ICAC uses in combating ICAC in the region. LAPD ICAC will take charge in tracking the inventory of all grant related purchases.

**CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES  
SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT**

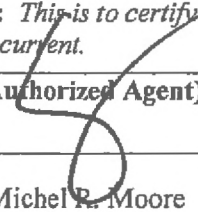

<b>Subrecipient:</b> <u>CITY OF LOS ANGELES CA</u> Los Angeles Police Department	<b>DUNS #</b> 037848012	<b>FIPS #:</b> 037-44000
<b>Grant Disaster/Program Title:</b> Internet Crimes Against Children Program		
<b>Performance Period:</b> 07/01/2018 to 12/31/2020	<b>Subaward Amount Requested:</b> \$ 1,000,000	
<b>Type of Non-Federal Entity (Check Box)</b>	<input type="checkbox"/> State Gov. <input checked="" type="checkbox"/> Local Gov. <input type="checkbox"/> JPA <input type="checkbox"/> Non-Profit <input type="checkbox"/> Tribe	

Per Title 2 CFR § 200.331, Cal OES is required to evaluate the risk of noncompliance with federal statutes, regulations and grant terms and conditions posed by each subrecipient of pass-through funding. This assessment is made in order to determine and provide an appropriate level of technical assistance, training, and grant oversight to subrecipients for the award referenced above.

The following are questions related to your organization's experience in the management of federal grant awards. This questionnaire must be completed and returned with your grant application materials.

For purposes of completing this questionnaire, *grant manager* is the individual who has primary responsibility for day-to-day administration of the grant, *bookkeeper/accounting staff* means the individual who has responsibility for reviewing and determining expenditures to be charged to the grant award, and *organization* refers to the subrecipient applying for the award, and/or the governmental implementing agency, as applicable.

Assessment Factors	Response
1. How many years of experience does your current grant manager have managing grants?	>5 years
2. How many years of experience does your current bookkeeper/accounting staff have managing grants?	>5 years
3. How many grants does your organization currently receive?	>10 grants
4. What is the approximate total dollar amount of all grants your organization receives?	\$ 34,004,743
5. Are individual staff members assigned to work on multiple grants?	Yes
6. Do you use timesheets to track the time staff spend working on specific activities/projects?	No
7. How often does your organization have a financial audit?	Annually
8. Has your organization received any audit findings in the last three years?	Yes
9. Do you have a written plan to charge costs to grants?	Yes
10. Do you have written procurement policies?	Yes
11. Do you get multiple quotes or bids when buying items or services?	Sometimes
12. How many years do you maintain receipts, deposits, cancelled checks, invoices, etc.?	<3 years
13. Do you have procedures to monitor grant funds passed through to other entities?	Yes

<b>Certification:</b> <i>This is to certify that, to the best of our knowledge and belief, the data furnished above is accurate, complete and current.</i>	
<b>Signature: (Authorized Agent)</b> 	<b>Date:</b> 8-15-18
<b>Print Name:</b> Michel R. Moore	<b>Print Title:</b> Chief of Police
<b>Program Specialist Only: SUBAWARD #</b> IC 18 10 7250 	

## PROJECT SERVICE AREA INFORMATION

1. **COUNTY OR COUNTIES SERVED:** Enter the name(s) of the county or counties served by the project. Put an asterisk where the project's principal office is located.

Los Angeles\*  
Orange  
San Bernardino  
Ventura  
Santa Barbara

2. **U.S. CONGRESSIONAL DISTRICT(S):** Enter the number(s) of the U.S. Congressional District(s) which the project serves. Put an asterisk for the district where the project's principal office is located.

Los Angeles: 25, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 46\*  
Orange: 40, 42, 44, 46, 47, 48  
San Bernardino: 25, 26, 41, 42, 43  
Ventura: 23, 24  
Santa Barbara: 23, 24

3. **STATE ASSEMBLY DISTRICT(S):** Enter the number(s) of the State Assembly District(s) which the project serves. Put an asterisk for the district where the project's principal office is located.

Los Angeles: 36 through 61 (54\*)  
Orange: 56, 60, 67, 68, 69, 70, 71, 72, 73  
San Bernardino: 32, 34, 36, 59, 60, 61, 62, 63, 65  
Ventura: 35, 37, 38, 41  
Santa Barbara: 33, 35

4. **STATE SENATE DISTRICT(S):** Enter the number(s) of the State Senate District(s) that the project serves. Put an asterisk for the district where the project's principal office is located.

Los Angeles: 17, 19 through 30, 32 (27\*)  
Orange: 33, 34, 35, 38  
San Bernardino: 17, 18, 29, 31, 32,  
Ventura: 17, 19, 23  
Santa Barbara: 15, 19

5. **POPULATION OF SERVICE AREA:** Enter the total population of the area served by the project.

Los Angeles: 9,884,632	Santa Barbara: 427,267	Total: 16,264,580
Orange: 3,055,792	Ventura: 832,970	
San Bernardino: 2,063,919		

Source for population data: State of California, Department of Finance  
<http://www.dof.ca.gov/research/demographic/reports/estimates/e-5/2011-20/view.php>