

TRANSMITTAL

To:

THE COUNCIL

Date: 09/02/2016

From:

THE MAYOR

TRANSMITTED FOR YOUR CONSIDERATION. PLEASE SEE ATTACHED.



(Ana Guerrero)

ERIC GARCETTI
Mayor

LOS ANGELES POLICE COMMISSION

BOARD OF
POLICE COMMISSIONERS

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COMMISSION EXECUTIVE ASSISTANT II



ERIC GARCETTI
Mayor

RICHARD M. TEFANK
EXECUTIVE DIRECTOR

ALEXANDER A. BUSTAMANTE
INSPECTOR GENERAL

EXECUTIVE OFFICE
POLICE ADMINISTRATION BUILDING
100 WEST FIRST STREET, SUITE 134
LOS ANGELES, CA 90012-4112

(213) 236-1400 PHONE
(213) 236-1410 FAX
(213) 236-1440 TDD

August 23, 2016

BPC #16-0286

The Honorable Eric Garcetti
Mayor, City of Los Angeles
City Hall, Room 303
Los Angeles, California 90012

Attention Mandy Morales

Dear Honorable Mayor:

RE: MONETARY DONATION IN THE AMOUNT OF \$72,792.75, FROM THE LOS ANGELES POLICE FOUNDATION, TO BE USED FOR GRADUATION AND CLASSROOM SUPPLIES, UNIFORMS, TEACHERS' PAY, AND TO OFFSET THE COST TO THE LAPD OFFICERS INVOLVE IN THE PROGRAM, FOR THE BENEFIT OF NEWTON AREA'S JUVENILE IMPACT PROGRAM

At the regular meeting of the Board of Police Commissioners held Tuesday, August 23, 2016, the Board RECEIVED the Department's report relative to the above matter.

The Board requests, subject to your approval, that this matter be forwarded to City Council for their approval.

Respectfully,

BOARD OF POLICE COMMISSIONERS

Handwritten signature of Maria Silva in cursive.

MARIA SILVA
Commission Executive Assistant II

Attachment

c: Chief of Police
ASB

BPC #16-0286 (H)

INTRADEPARTMENTAL CORRESPONDENCE

RECEIVED

AUG 18 2016

POLICE COMMISSION



August 25, 2016
1.10

TO: The Honorable Board of Police Commissioners

FROM: Chief of Police

SUBJECT: APPROVAL OF NON-MONETARY DONATION

RECOMMENDED ACTIONS

1. That the Board of Police Commissioners APPROVE the Department's Report and TRANSMIT to the Mayor and City Council for ACCEPTANCE the donation of \$72,792.75 for Newton Area's Juvenile Impact Program.

DONOR INFORMATION:

ITEM:

AMOUNT/VALUE:

Los Angeles Police Foundation (#119-16)
 Ms. Cecilia Glassman, Executive Director
 633 West 5th Street, Suite 1210
 Los Angeles, California 90071
 (213) 489-4636

Staff, overhead,
 and materials

\$72,792.75

DISCUSSION

The donation is for the benefit of Newton Area. The Juvenile Impact Program (JIP) is an ongoing program for students between 9 and 17 years of age which identifies and provides intervention for youth who are at great risk of joining gangs or engaging in criminal activity. The program's multiple components, including a strong parental teaching component, make it unique. One JIP class consists of 12 consecutive, 8-hour sessions and serves between 60 and 80 students with their parents or legal guardians. Participating students will meet for 12 consecutive Saturdays at Ricardo Lizarraga Elementary School for morning drill and training elements and afternoon classroom instruction that includes self-esteem building and exercises in public speaking. Concurrently, there will be a parental component in which parents or legal guardians will learn how to provide a more stable environment for their children. All classes will be operated by employees who have received specific instruction by the Office of Special Operations (OSO) in adherence with the guidelines approved by the Director of OSO.

The donation will be used for graduation and classroom supplies, uniforms, teachers' pay, and to offset the cost to the Los Angeles Police Department (Department) for overtime for the officers involved in the program. No expressed or implied commitments or promises were made to the donor or representatives of the donor. The donor will not receive any preferential treatment,

endorsement, or recommendation; and the donor is not allowed the use of any Department patents.

Administrative Services Bureau has reviewed the donation and determined that it has been submitted in accordance with Section 5.467 et seq. of the Los Angeles Administrative Code, which provides for the receipt and acceptance of donations to the Department.

If you have any questions, please contact Sergeant Tonya Juarez-Washington, Commander's Aide, Administrative Services Bureau, at (213) 486-7060.

Respectfully,

A handwritten signature in black ink, appearing to read 'Charlie Beck', with a stylized flourish at the end.

CHARLIE BECK
Chief of Police

633 West 5th St., Suite 1210, Los Angeles, CA 90071
Phone: (213) 489-4636
Fax: (213) 489-4697
tracy@lapolicefoundation.org

**Los Angeles Police
Foundation**

Fax

To: ASB	From: Tracy Szpeinski
Fax: 213-485-8125	Pages: 6 (includes Cover)
Phone: 213-485-3277	Date: July 19, 2016
Re: Grant Request #2016-061	CC:

Attached is the latest grant request.

Grant Application received: July 18, 2016
Grant Received from: Operations, South Bureau
Contact: Lieutenant McNeill Gardner or Officer Cintia Hernandez
Phone #: (213) 833-3733
Grant Name: Newton Area JIP
Grant Amount: \$72,792.75

Please e-mail this information to Administrative Services Bureau
or if you have any questions, please contact us at 213-486-7060.
Thank you.

RECEIVED #119-16
JUL 20 2016
ASB - Operations



DIVISION RESTRICTED ACCOUNT APPLICATION

Area/Division Restricted Account Number 2016 . 061 (LAPF use only)

Date: July 6, 2016

Amount Requested: \$72,792.75

Contact Name(s): Lieutenant McNeill Gardner, Serial No. 32848 and Police Officer Cintia Hernandez, Serial No. 39278

Department/Unit: Los Angeles Police Department, Operations-Central Bureau

Mailing Address: 2511 6th Street, Los Angeles CA, 90014

Phone Number: (213) 833 3733 Fax Number: (213)485 2784

E-mail Address: 32848@lapd.lacity.org and 39278@lapd.lacity.org

Name of Program/Equipment requesting funding for: Newton Area Juvenile Impact Program (JIP)

Provide a brief description and the need for the program/equipment (use additional paper if needed):

The Juvenile Impact Program is an ongoing program for students between nine and seventeen years of age which identifies and provides intervention for youth at great risk of joining gangs or engaging in criminal activity, while also training their parents to be more effective at parenting their children. One JIP class consists of 12 consecutive, 8-hour sessions. Each class serves between 60 and 80 students with their parent(s) or legal guardian(s). All JIP classes funded by this grant will be operated by employees who received specific instruction by the Office of Special Operations in adherence to guideline approved by the Director, Office of Special Operations.

Has your Commanding Officer approved this request? YES NO

Name of Commanding Officer: ROBERT N. ARCOS, Deputy Chief Serial No. 26185

Signature of Commanding Officer: 

For questions, please contact Tracy Szepeinski, LAPF at (213) 489-4636 or email tracy@lapolicefoundation.org.

**LOS ANGELES POLICE DEPARTMENT
OPERATIONS-CENTRAL BUREAU
JUVENILE IMPACT PROGRAM**

History and Goals of the Organization

The Juvenile Impact Program (JIP) is modeled on the concept of a public-private partnership to identify and provide intervention for students and youths who are at great risk of joining gangs or engaging in criminal activity. The program's multiple components, including a strong parental teaching component, make it unique. The at-risk youth participate in a "boot camp" style program of physical training, drills, and discipline. These life-changing lessons are conducted by Los Angeles Police Department (LAPD) officers and certified counselors, using proactive and innovative techniques to influence the youth in a positive direction. While the youth receive instruction in anger management, conflict resolution, and methods for dealing with the challenges of daily life, their parents learn coping skills and how to manage strong-willed or out-of-control adolescents and teens. Credentialed teachers from the Adult Education Section, Los Angeles Unified School District (LAUSD) conduct the parenting classes.

To ensure that all objectives and goals are met, Lieutenant McNeill Gardner, Serial No. 32848, Operations-Central Bureau (OCB) Adjutant, will have oversight over the entire program, which includes personnel, program instructions and expenditures for the program.

Detailed Description of the Program

The OCB, JIP is an intervention program designed for two 12-week sessions per calendar year, with each session serving up to 80 students, ages 9 to 17. Students may be referred by the Juvenile Traffic Court, juvenile detention centers, Department of Children and Family Services, Los Angeles County Probation Department, LAUSD and other participating agencies.

The student participants will meet for 12 consecutive Saturdays at Ricardo Lizarraga Elementary School, 7:00 a.m. to 2:00 p.m., with drill and training elements in the morning, and afternoon classroom instruction. The classroom instruction will focus on, but is not limited to, exercise in confidence and self-esteem building, including public speaking exercise. The parental component meets at the same location during the same times for 12 consecutive weeks; this is an essential ingredient for having a lasting impact because most behavioral problems with at-risk youth are partly centered in the family. Parents often need instruction on how to speak with their children, appropriately discipline them, and set goals and schedules with them. The youth, on the other hand, need to breakdown hostility and alienation, and are afforded an opportunity to integrate into a wholesome group environment.

Target and Action Plan of the Program and Expected Results

The JIP is an intensive intervention program for youth who are at the greatest risk of academic and social failure, and engaging in criminal and gang-related behavior, which has a significant, positive effect on the behavior of the participants. The JIP's objectives are as follows:

1. Reduction of Part 1 Crime by empowering at-risk youth to resist the temptations of criminal activity;
2. Increase the future transparency of the Department by increasing surface area contact between members of the community and the Department in a positive setting;
3. Empower parents to provide a more stable environment for the participant youth, as well as other children in the home. This may lead to a reduction in calls for service and increases in the community standard of living; and
4. Provide these and future youth with a curriculum that will increase their opportunities to become positive and productive adults. This curriculum includes:
 - Succeeding in School
 - Bullying
 - Getting Along with Parents
 - Personal Finance
 - Anger Management
 - Making Good Friends
 - Public Speaking
 - Decision Making
 - Avoiding or Overcoming Addictions
 - Conflict Resolution
 - Goal Preparation Planning
 - Building Self-Esteem
 - Leadership Styles
 - Team Building

The JIP coordinators will use instruments which use both quantitative and qualitative methods to obtain a comprehensive look at JIP. Data will be reviewed and will focus on establishing a benchmark for current and future programs. Pre-surveys are distributed on the first day of each series and post-surveys will be distributed on its last day. Follow-up surveys of the program will be conducted after completion and will help determine long-term effects of the program, including variables such as retention, student grades, and lasting attitude and behavior changes. Comments from participating students and parents, as well as LAPD and LAUSD staff, are gathered to supplement the quantitative survey data. The data collected will be analyzed, resulting in a comprehensive final report that details the findings and conclusions, from which to provide a set of recommendations for improvements to the JIP.

LOS ANGELES POLICE DEPARTMENT
OPERATIONS-CENTRAL BUREAU
JUVENILE IMPACT PROGRAM
JULY 2016 BOOT CAMP BUDGET

Staff Costs						
Supervision		Number		Overtime	Daily (X8)	Totals
	Lt. Project Manager	1		101.56	812.48	4874.88
						$8[\text{Hours/Day}] \times 6[\text{Weeks}] \times \$101.56[\text{Rate}] = \$4874.88$
	Sergeant II	1		90.74	725.92	4355.52
						$5[\text{Hours/Day}] \times 6[\text{Weeks}] \times \$90.74[\text{Rate}] = \$4355.52$
Police Officers						
	Police Officer's (Staff) <i>officers</i>	5		79	632	37920
						$5[\text{Hours/Day}] \times 8[\text{Hours/Day}] \times 12[\text{Weeks}] \times \$79.00[\text{Rate}] = \$37920$
Teachers		Number	Hourly	Daily (x8)	x 12 Weeks	Totals
		3	60	480	5760	17280
Overhead						
	School Site Fee					1800
	Insurance					375
	Graduation Supplies					1500
Materials Cost						
		Total	Cost Per			Totals
	Athletic Uniforms	80	28.75			2300
	Composition Notebooks	160	2			320
	Utility Bags	80	4.95			396
	Classroom Supplies	includes Name Bars, Labels, Paper, Pens, Pencils and Dents				1671.35
Grand Total						
					Grand Total	72792.75

In Addition to the personnel listed above, the LAPD will also staff on a regular working day the following, one (1) Lieutenant (above), one (1) Sergeant II and four (4) Officers for six weeks.

INTRADPARTMENTAL CORRESPONDENCE

July 6, 2016
4.3

TO: Commanding Officer, Operations-Central Bureau

FROM: Commanding Officer, Newton Area

SUBJECT: LOS ANGELES POLICE FOUNDATION GRANT REQUEST – RESTRICTED ACCOUNT, NEWTON AREA JUVENILE IMPACT PROGRAM

It is requested that Newton Area be approved for a grant, in the amount of \$72,792.75, to host the first 2016 session of the Juvenile Impact Program (JIP), which will be held at Ricardo Lizarraga Elementary School, in the City of Los Angeles.

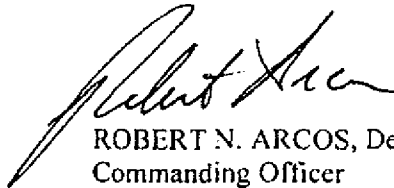
The JIP is modeled on the concept of a public-private partnership to identify and provide intervention for students and youths who are at great risk of joining gangs or engaging in criminal activity. The program's multiple components, including a strong parental teaching component, make it unique. These life-changing lessons are conducted by Los Angeles Police Department officers and certified counselors, using proactive and innovative techniques to influence the youth in a positive direction.

If you require any additional information, please feel free to contact me, at (323) 846-6524.

APPROVED:



JORGE R. RODRIGUEZ, Captain
Commanding Officer
Newton Area



ROBERT N. ARCOS, Deputy Chief
Commanding Officer
Operations-Central Bureau

Attachments

INTRADEPARTMENTAL CORRESPONDENCE

July 22, 2016
1.4

#119-16
RECEIVED
JUL 27 2016
ASB - Personnel

TO: Commanding Officer, Administrative Services Bureau

FROM: Commanding Officer, Operations-Central Bureau

SUBJECT: REQUEST TO ACCEPT DONATION FOR OPERATIONS-CENTRAL BUREAU, NEWTON AREA JUVENILE IMPACT PROGRAM

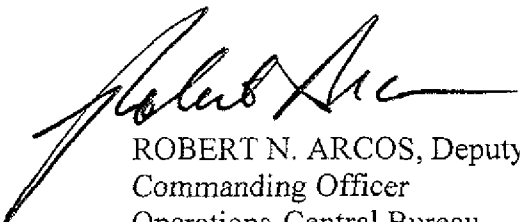
It is requested that Administrative Services Bureau (ASB) approve and forward correspondence to the Board of Police Commission to accept the solicited donation in the amount of \$72,792.75 from the Los Angeles Police Foundation to host the first 2016 session of the Operations-Central Bureau, Newton Area Juvenile Impact Program (JIP).

The donation is for the benefit of the Los Angeles Police Department. The program will be held at Ricardo Lizarraga Elementary School, in the city of Los Angeles. JIP is modeled on the concept of a public-private partnership to identify and provide intervention for students and youths who are at great risk of joining gangs or engaging in criminal activity. The program's multiple components, including a strong parental teaching component, make it unique. These life-changing lessons are conducted by Los Angeles Police Department officers and certified counselors, using proactive and innovative techniques to influence the youth in a positive direction.

DONOR INFORMATION:
Los Angeles Police Foundation
Tracy Szepeinski
633 W. 5th Street, Suite 1210
Los Angeles, CA 90071
(213) 489-4636

All possible conflicts of interest have been researched. No expressed or implied commitment or promise was made to the donor or representatives of the donor; the donor will not receive any preferential treatment, endorsement, or recommendation; and, the donor is not allowed the use of any LAPD patent.

If you require any additional information, please feel free to contact me at (213) 833-3735.



ROBERT N. ARCOS, Deputy Chief
Commanding Officer
Operations-Central Bureau

Attachment

RECEIVED #1057
JUL 26 2016
ASB

Office of Special Operations
Juvenile Impact Program
Employee Acknowledgement

The following is a written list of rules that shall be adhered to by police officers and supervisors participating in an approved Juvenile Impact Program (JIP). This form acknowledgement form is to be reviewed by every participating employee. Each page of this document shall be initialed by the reviewing employee and the final page signed and dated. A copy shall be provided to the employee and the original form shall be maintained in the employee's Divisional Personnel Package.

PRIMARY OBJECTIVES. The primary objective of the Juvenile Impact Program is to correct or prevent negative behavior and positively change the attitudes of the students by instilling discipline, building self-esteem, improving communication skills and teaching the value of respecting other and themselves. The goal of the Los Angeles Police Department is that each student continues to follow the positive path set forth by the program in order to resist the temptations of a life of crime and positively contribute to the community.

INSTRUCTOR EXPECTATIONS. Officers will comply with all Department policies and procedures governing professional conduct and grooming standards.

- ❖ Everyone is responsible for the safety and well-being of all students;
- ❖ Primary Drill Instructors must maintain control of the Boot Camp at all times;
- ❖ Maintain a safe environment and ensure that at least one instructor is with a platoon at all times;
- ❖ Take roll throughout the day and ensure students are accounted for at all times;
- ❖ Make sure there are an even number of students in each squad;
- ❖ After platoons are assigned, make a list of student and parent names;
- ❖ Only the OIC at that particular location can authorize removal of a student;
- ❖ When a period of instruction is being given, all other officers will stand off to the rear of the class;
- ❖ Do not address the students when they are being given a period of instruction by another instructor or counselor;
- ❖ When the Primary Drill Instructor is conducting roll call, refrain from talking, disciplining, or removing any student from formation;
- ❖ Officers should not eat in front of the students; and,
- ❖ Restroom calls and water calls will not be denied to any student. It is the responsibility of the instructors to ensure students are hydrating and given breaks throughout the day.
- ❖ The Juvenile Impact Program consists of 13 Saturday Sessions. Participating employees are expected to attend EVERY session and shall request days off to accommodate working the program as well as days off needed to minimize employee fatigue during their primary duty assignment.
- ❖ Over the course of the 12 weeks, each participating employee shall work alternating Saturdays as regular work days. This will require the approval of that employee's Commanding Officer. All participating employees shall work the 13th Saturday (Graduation Day) as a regular work day.

VC, 7/19/16
Initials Date

- ❖ The Department's Use of Force Policy remains in effect at all times.
- ❖ All participating employees are expected to provide instruction, based upon published curriculum and using education materials that will be approved provided by the Office of Special Operations. Individual input, stories and commentary to the teaching material is encouraged as long as it is relevant, professional and appropriate to the JIP setting.

UNAUTHORIZED AND RESTRICTED ACTIVITIES FOR STAFF. The staff shall maintain their bearing and a professional image at all times. The following activities are unauthorized and restricted:

- ❖ **SHALL NOT** strike a student (see the arrest, detention and searching of students section);
- ❖ **SHALL NOT** use profanity or offensive epithets;
- ❖ **SHALL NOT** throw projectiles by any means, fluid or solid, at students;
- ❖ **SHALL NOT** utilize mud pits as forms of punishment;
- ❖ **SHALL NOT** use a student's medical condition or physical characteristic to belittle a student;
- ❖ **SHALL NEVER** display dissention or argue with a parent or other officers in front of students;
- ❖ **SHALL NOT** use tobacco products or spit in view of students;
- ❖ **SHALL NOT** consume alcohol within 12 hours of contact with students;
- ❖ **SHALL NOT** touch any student's food or drink;
- ❖ **SHALL NOT** ignore mental or medical limitations including obesity and learning disabilities;
- ❖ **SHALL NOT** have any inappropriate contact with students or parents; and,
- ❖ **SHALL NOT** demonstrate unprofessional behavior.

Note: Juvenile Impact Program staff shall report ANY misconduct to an immediate supervisor.

TRANSPORTING STUDENTS. There is no transportation by Department personnel of JIP students. If a student refuses to cooperate, he/she shall be dropped from the program for the unexcused absence.

UNUSUAL OCCURRENCE. If for any reason there is an unusual occurrence, officers shall maintain the safety of the students until they can be released to a parent or legal guardian.

OFFICER UNIFORMS. Officers may wear either Department issued Class "A" or "C" uniforms or an approved t-shirt with black Battle Dress Uniform (BDU) pants. All items are to be pressed, clean, and pants shall be bloused. All t-shirts to be worn shall be approved by the Office of Special Operations prior to wear. There shall be no deviations to the approved uniform.

PT UNIFORMS. Officers may wear an approved t-shirt with black BDU pants, boots/sneakers or a Department approved PT uniform. All t-shirts or Department PT uniform shall be approved by the Office of Special Operations prior to wear.

VC, 7/19/16
 Initials Date

FOOTWEAR. Officers shall wear black, Department approved boots. The boots shall either be highly polished, spit shined or clean finished.

BELTS. Officers shall wear either a black leather belt, a Sam Brown with equipment or a black BDU nylon belt.

Note: The black BDU nylon belt may only be worn with black BDUs.

HAZING. Shall not be tolerated.

HAZING DEFINED. Hazing is harassment by way of initiation. It is misconduct, which violates Department policy and will not be tolerated. Hazing includes any activity related to initiation which causes, or is likely to cause physical harm, personal degradation, ridicule, criticism, or mental anguish.

PHYSICAL CONTACT. All personnel are prohibited from touching students, either directly or by use of material object, except to:

- ❖ Prevent injury to a student;
- ❖ Attend to an injured student; and,
- ❖ Defend themselves from assault by a student.

VC , 7/19/16
Initials Date