

TRANSMITTAL

To:

THE COUNCIL

Date: 5/29/2018

From:

THE MAYOR

TRANSMITTED FOR YOUR CONSIDERATION. PLEASE SEE ATTACHED.

A handwritten signature in blue ink, appearing to be 'Eric Garceiti', is written over the printed name.

(Ana Guerrero) for

ERIC GARCEITI
Mayor

LOS ANGELES POLICE COMMISSION

BOARD OF
POLICE COMMISSIONERS

STEVE SOBOROFF
PRESIDENT

MATTEW M. JOHNSON
VICE PRESIDENT

SANDRA FIGUEROA-VILLA
SHANE MURPHY GOLDSMITH
CYNTHIA McCLAIN-HILL

MARIA SILVA
COMMISSION EXECUTIVE ASSISTANT II



ERIC GARCETTI
Mayor

RICHARD M. TEFANK
EXECUTIVE DIRECTOR

DJANGO SIBLEY
ACTING INSPECTOR GENERAL

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

(213) 238-1400 PHONE
(213) 238-1410 FAX
(213) 238-1440 TDD

April 10, 2018

BPC #18-0122

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

Attention Mandy Morales

Dear Honorable Mayor:

RE: APPROVAL OF THE DONATION OF COGNITIVE INTERVIEW SKILLS TRAINING,
VALUED AT \$30,000.00, FROM THE LOS ANGELES POLICE FOUNDATION, FOR
THE BENEFIT OF FORCE INVESTIGATION DIVISION

At the regular meeting of the Board of Police Commissioners held Tuesday, April 10, 2018, 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

MARIA SILVA
Commission Executive Assistant II

Attachment

c: Chief of Police
ASB

INTRADEPARTMENTAL CORRESPONDENCE

BPC # 18-0122
IF

REVIEWED

April 6, 2018
1.10

Richard M. Tejank
RICHARD M. TEJANK
EXECUTIVE DIRECTOR
4/4/18
DATE

TO: The Honorable Board of Police Commissioners

FROM: Chief of Police

SUBJECT: APPROVAL OF NON-MONETARY DONATION

RECOMMENDED ACTION

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 \$30,000 for Cognitive Interview Skills Training.

DONOR INFORMATION:

ITEMS/AMOUNT:

VALUE:

Los Angeles Police Foundation (#061-18)
Ms. Cecilia Glassman, Executive Director
633 West 5th Street, Suite 960
Los Angeles, California 90071
(213) 489-4636

Cognitive interview
skills training

\$30,000

DISCUSSION

The donation was used to provide investigators from Force Investigation Division with enhanced training in interview techniques. Cognitive interview techniques have been developed to enhance the investigators' ability to gain more comprehensive accounts from witnesses and victims of significant incidents. The training was provided by two leading experts in the field of interview and interrogation techniques who have been associated with the Federal Bureau of Investigation High Value Interrogation Group and directly responsible for overseeing current research in the field.

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 Los Angeles Police Department (Department) patents.

Administrative Services Bureau reviewed the donation and determined that it was not submitted in a timely enough fashion to be approved by the Board of Police Commissioners and City Council prior to the event. All other requirements of Los Angeles Administrative Code Section 5.467 et seq. have been met. Administrative Services Bureau has forwarded correspondence to

The Honorable Board of Police Commissioners

Page 2

1.10

the Commanding Officer of Police Training and Education to serve as a reminder that donations are not to be used until they have been approved by the Board of Police Commissioners.

If you have any questions, please contact Director Luann Pannell, Police Training and Education, at (213) 486-8160.

Respectfully,



CHARLIE BECK
Chief of Police

633 West 5th St., Suite 960, Los Angeles, CA 90071
Phone: (213) 489-4636
Fax: (213) 489-4697
tracy@lapolicefoundation.org

**Los Angeles Police
Foundation**

Fax

To: ASB	From: Tracy Szepeinski
Fax: 213-485-8125	Pages: 10 (includes Cover)
Phone: 213-485-3277	Date: March 2, 2018
Re: Grant Request #2018-014	CC:

Attached is the latest grant request.

Grant Application received: February 22, 2018
Grant Received from: Police Training & Education
Contact: Luann P. Pannell, Ph.D.
Phone #: (323) 612-4472
Grant Name: Cognitive Interview Skills Training
Grant Amount: \$30,000

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
MAR 05 2018
ASB - Personnel



2018 GRANT APPLICATION

Grant Number 2018-014 (affix use only)

Date: January 11, 2018

Amount Requested: \$30,000.00

Contact Name(s): **Luann P. Pannell, Ph.D.**

Department/Unit: **LAPD/POLICE TRAINING AND EDUCATION**

Mailing Address: **1880 W. ACADEMY DR, LOS ANGELES, CALIFORNIA 90012**

Phone Number: **(323) 612-4472** Fax Number: **(323) 222-0945**

E-mail Address: **N1619@LAPD.ONLINE**

Name of Program/Equipment requesting funding for:

COGNITIVE INTERVIEW SKILLS FOR FORCE INVESTIGATION DIVISION

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

The Department and the Board of Police Commissioners have requested that Force Investigation Division investigators receive enhanced training in the area of interview techniques. Cognitive interview techniques have been developed to enhance the investigators' ability to gain more comprehensive accounts from individuals that are either victims or witnesses to significant incidents. This training will be provided by two of the leading experts in the field of interview and interrogation techniques. Both instructors have been associated with the Federal Bureau of Investigations High Value Interrogation Group and have been directly responsible for overseeing current research in this field.

The training program will be conducted in Los Angeles and will be comprised of two sessions of two days of intensive interview training for all investigative personnel assigned to Force Investigation Division. The cost covers travel and accommodations and salaries for the two instructors.

Has this program/equipment previously been requested through the city budget? YES NO

If yes, please list the most recent date of submission and the result:

If no, please explain the reason why it was not submitted:

The request was recently made by the Board of Police Commissioners.

What objectives will be accomplished if the funding is granted?

Force Investigation Division personnel will receive the most current investigative interview techniques which will improve their ability to conduct criminal and administrative officer involved shooting investigations.

How many officers will be impacted with this grant?

Potentially, the entire Department, as a result of their potential to become involved in Categorical Use of Forces.

How will the community be impacted by this grant?

The community and Department will obtain a better quality of investigations into Categorical Use of Forces, thus previously a better understanding of what into Categorical Use of Forces, thus providing a better understanding of what transpired during the Categorical Use of Force.

Describe the short-term outcome and long term impact you anticipate within the Department and in the community, it serves as result of this grant.

This training will enhance investigators ability to interview officers, witnesses involved in Categorical Uses of Forces there by providing a better understanding of what transpired during the incident. In the long run this may allow the Department the ability to provide the community better insight into the circumstances surrounding a Categorical Use of Force. It will provide the Board of Police Commissioners a more comprehensive account of what transpired during a Categorical Use of Force and ultimately, may provide the City Attorney a better platform from which to defend the City from litigation surrounding Categorical Use of Forces.

How can the Foundation evaluate success if the funding is granted? (# of people served, objectives reached, surveys, etc.)

There are at least two independent federally funded research groups associated with Cognitive Interview Techniques that are looking at adopting research projects involving this proposed program.

Please list or attach an itemized list for expenses or a quote from equipment manufacturer on vendor's letterhead.

Has your commanding officer approved this request? YES NO

Name of commanding officer: JON F. PETERS, Deputy Chief

Signature of commanding officer: 

For questions, comments, or concerns, contact Tracy Szpelski at (213) 489-4636 or email tracy@lapolicefoundation.org.

Person	Labor	Hotel	M&IE	Airfare	Taxi/Shuttle	Total
Walls	\$ 9,850.00	\$ 890.00	\$ 352.00	\$ 2,200.00	\$ 70.00	\$ 13,362.00
Brandon	\$ 9,259.00	\$ 1,068.00	\$ 352.00	\$ 300.00	\$ 70.00	\$ 13,362.00
Total						\$ 26,724.00

Double Tree by Hilton @\$178/night

M&IE is \$64 per day; first and last days is \$48.

USG lodging rate is \$174

Labor is 10 hours/day for 4 days + travel time

**Cognitive Interview Training for Officer-Involved Shootings
Los Angeles Police Department
February 2018**

Day 1

Learning Objectives:

At the end of Day 1 of instruction, the participants will:

- o Be able to identify cognitive biases in their own investigations.
- o Understand the fundamentals of memory, cognition & social dynamics as these are relevant to the Cognitive Interview methodology.
- o Be able to identify and describe the basic components of the Cognitive Interview.

Schedule

Day 1

0800 – 0850 Introductions & Overview

0850 – 0900 Break

0900 – 0950 Demonstration & debrief

0950 – 1000 Break

1000 – 1020 Cognitive Biases

1020 – 1050 Fundamentals of memory, cognition, & social dynamics

1050 – 1100 Break

1100 – 1200 Principles & components of the Cognitive Interview

1200 – 1300 Lunch

1300 – 1350 Cognitive Interview video examples – observation & discussion

1350 – 1400 Break

1400 – 1600 Fishbowl Cognitive Interview PE: Break into groups of 5 and prepare to conduct a cognitive interview on a volunteer from the facility. One member of each group is selected to do the interviewing, one component at a time. Discuss & debrief. (Break when reasonable after one hour.)

1600 – 1630 Review & discussion. Homework: Each person must come to class tomorrow with one comment or question written on an index card.

Day 2

Learning Objectives:

At the end of Day 2 of instruction, the participants will:

- o Be able to conduct and coach a Cognitive Interview.

- o Have identified and planned methods for further peer observation and coaching.

Day 2

0800 – 0850 Review of homework; discussion

0850 – 0900 Break

0900 – 1030 Cognitive Interview PE #1

Break into groups of 3 (A, B & c). A conducts a Cognitive Interview with B, and C acts as an observer. Instructors observe and coach. (Break when reasonable after an hour.)

1030 – 1200 Cognitive Interview PE #2

Break into groups of 3 (A, B & C). B conducts a Cognitive Interview with C, and A acts as an observer. Instructors observe and coach. (Break when reasonable after an hour.)

1200 – 1300 Lunch

1300 – 1430 Cognitive Interview PE #3

Break into groups of 3 (A, B & c). C conducts a Cognitive Interview with A, and B acts as an observer. Instructors observe and coach. (Break when reasonable after an hour.)

1430 – 1530 Debrief & Ways Forward (Peer-Observation, coaching)

1530 – 1600 Evaluation & Discussion

Instructors:

Simon Wells, M.Phil., is Co-Director of Acacia 17, based in the UK. He previously served with London's Metropolitan Police (Scotland Yard), retiring as a Detective Chief Inspector after 30 years' service. Accredited as an Offender profiler, he has profiled over 1000 cases, working throughout the world supporting investigations and operations. He was Course Director of the UK National Hostage Crisis Negotiation Course and head of Operations for Crisis Negotiation in London. Between 2008 and 2013 he was seconded to the UK's Ministry of Defence to support the counter terrorism effort within the UK, Iraq, Afghanistan and other theatres of operation. Most recently he has been supporting the High Value Detainee Interrogation Group (HIG) Interrogation training and the UK Centre for Research and Evidence on Security Threats (CREST) as the Research to Practice fellow.

Susan E. Brandon, Ph.D. is Research Program Manager for the High Value Detainee Interrogation Group (HIG). She previously served as Chief for Research of the Behavioral Science Research Program at the Defense Intelligence Agency (DIA), was a program officer at the National Institutes of Health, Assistant Director at the Office of Science and Technology Policy (OSTP), and Visiting Scientist at the American Psychological Association. Before those posts, she spent 15 years as a faculty member in the Behavioral Neuroscience Division of the Department of Psychology at Yale University.

Strategies for Advanced Field Validation

As a function of HIG training (including that provided as part of field validation studies) provided to various national and international law enforcement and intelligence agencies, the HIG is experiencing an increasing number of requests for HIG training. The requests are beyond the capabilities of the HIG.

However, an opportunity has also arisen, which is that several departments and agencies have individuals on staff who have developed a relatively substantive knowledge of the science underlying the HIG methods, have expressed a desire to teach these methods, have been part of multiple HIG training courses, and have senior management adamant that the HIG methods be trained in their agencies/departments – even to replace their current training. It is also highly likely that these individuals will transition within their departments/agencies to providing science-based training on a full-time basis. The proposal here is that the HIG take advantage of these individuals to (1) enable them to provide good training on the science-based methods and (2) provide the HIG with evaluations of both the training and the training impacts.

This strategy is a force-multiplier for the HIG Training Program, and provides the HIG Research Program with additional opportunities for field validation. Given that the training will be provided by personnel within each department or agency, it is also significantly cost-effective from the perspective of the HIG.

The scope of work falls within the current Tailored Training Programs (TTP) SOW:

C.1 This SOW covers a requirement for integrating researchers, practitioners, academics and educators in collaboration to support the High Value Detainee Interrogation Group's Research to Practice initiative..

C.2 The objective of this SOW is to expand the end-user pool in the research to practice paradigm beyond interrogators so as to provide research, techniques and practice to specialized units and operators, so that techniques and methods can be tested in the operational environment and data can be readily collected that will advance the validation of the research.

Standard Operating Procedure

1. Identify individuals within departments or agencies of the U.S. government that have the following characteristics:
 - a. A substantive understanding of the science related to interviewing methods (e.g., an M.A./M.S. in Psychology).
 - b. A record of participating in HIG training (at least two iterations of HIG I&I and at least one R2P).
 - c. Assurances from senior management at the department or agency that training provided by that department or agency will be science-based, as reflected in the HIG training program.
 - d. The opportunity for this individual to serve fulltime as an instructor of training in their department or agency.
2. Identify particular interviewing needs within each department or agency in Field Validation Workshop #1.

- a. E.g., the need for methods to train patrol officers vs. detectives.
 - b. E.g., the need for training on short interviews to assess "walk-ins."
 - c. E.g., the need for training appropriate to investigation of U.S. government personnel (vs. suspects, detainees, etc.)
 - d. This workshop will be supported by TTP and will include at least three Subject Matter Experts on science relevant to interviewing, as well as available HIG personnel.
3. Provide advanced training on the HIG science-based interview methods to these individuals (Field Validation Workshop #2).
- a. This training will be tailored to the individual needs of the department or agency of the trainers.
 - b. This workshop will be supported by TTP and will include at least three Subject Matter Experts on science relevant to interviewing, as well as available HIG personnel.
4. Provide follow-up advanced training at some point after the initial training and after the individual has had experience with training within their own department or agency (Field Validation Workshops #3).
- a. This training will be constructed by the HIG with the support of TTP to provide training materials.
 - b. This workshop will be supported by TTP and will include at least three Subject Matter Experts on science relevant to interviewing, as well as available HIG personnel.
5. Evaluate the training both in terms of adherence to the science-based methods and to the impact of the training on practices within the department or agency.
- a. Initial program evaluation will be conducted by TTP via direct observations of the training within the department or agency.
 - b. This program evaluation will include collection of video or audio records of interviews conducted by trainees at their department or agency; TTP will collect these data.
 - i. These data will be held to be further analyzed via other (i.e., non-TTP) HIG contracts with independent researchers.
 - ii. These data will be analyzed similarly to previous field validation data collected by the HIG (e.g., in partnership with AFOSI).
 - c. This program evaluation will include other feedback as determined possible and useful to both the HIG and to the department or agency.

September 1, 2017

INTRADEPARTMENTAL CORRESPONDENCE

January 11, 2018

8.6

TO: Chief of Police

FROM: Director, Police Training and Education

**SUBJECT: LOS ANGELES POLICE FOUNDATION GRANT REQUEST
FOR COGNITIVE INTERVIEW SKILLS FOR FORCE INVESTIGATION
DIVISION**

It is requested that Police Sciences & Training Bureau be approved for a Cognitive Interview Skills Grant to be utilized by Force Investigation Division. Approval of this grant benefits the Department as follows:

The Department and the Board of Police Commissioners have requested that Force Investigation Division investigators receive enhanced training in the area of interview techniques. Cognitive interview techniques have been developed to enhance the investigators' ability to gain more comprehensive accounts from individuals that are either victims or witnesses to significant incidents. This training will be provided by two of the leading experts in the field of interview and interrogation techniques. Both instructors have been associated with the Federal Bureau of Investigations High Value Interrogation Group and have been directly responsible for overseeing current research in this field.

The training program will be conducted in Los Angeles and will be comprised of two sessions of two days of intensive interview training for all investigative personnel assigned to Force Investigation Division. The cost covers travel and accommodations and salaries for the two instructors.

Force Investigation Division personnel will receive the most current investigative interview techniques which will improve their ability to conduct criminal and administrative officer involved shooting investigations.

Chief of Police

Page 2

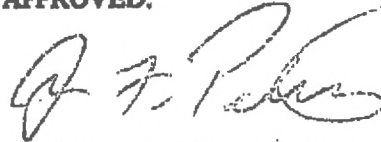
8.6

Should you have any questions, please contact Luann P. Pannell Ph.D., Director,
Police Training and Education at (323) 612-4472.



**LUANN P. PANNELL Ph.D., Director
Police Training and Education**

APPROVED:



**JON F. PETERS, Deputy Chief
Commanding Officer
Police Sciences and Training Bureau**



**JORGE VILLEGAS, Assistant Chief
Director, Office of Administrative Services**

APPROVED:



**CHARLIS BECK
Chief of Police**

DoubleTree by Hilton Los Angeles Downtown

120 South Los Angeles Street Los Angeles, CA US 90012 - Phone: (213) 629-1200 - Fax: (213) 253-9269

BEO#: 10774
Page: Page 1 of 2
Printed: 3/12/18

Banquet Check

Account: Los Angeles Police Department (LAPD) Post As: LAPD HVIG FID & RHD Training Address: 100 West First Street Los Angeles, CA 90012	Event Date: Monday, March 12, 2018 Contact: Lieutenant Shawn Gregory Phone: 213-434-0950 Fax: OnSite Contact: Lieutenant Shawn Gregory Phone: 213-434-0950
Deposit: \$ 1,496.36 Payment: Billing #: BQTLAPD	Sales Mgr: Patrick Rafferty Catering Mgr: Patrick Rafferty

Day/Date	Time	Function	Room	Gtd
3/12/18	7:00 am	Morning Refreshments	California Ballroom	
3/12/18	7:00 am	Meeting	California Ballroom	
3/12/18	2:00 pm	Afternoon Break	California Ballroom	

NO.	FOOD	PRICE	SUBTOTAL	TOTAL
1	gallon(s) of Freshly Brewed Coffee	80.00	80.00	
1	gallon(s) of Freshly Brewed Decaffeinated Coffee	80.00	80.00	
1	dozen of MUFFINS	49.00	49.00	
1	dozen of DANISH	49.00	49.00	
1	dozen of MINI CROISSANTS	49.00	49.00	
1	gallon(s) of Freshly Brewed Coffee	80.00	80.00	
1	gallon(s) of Freshly Brewed Decaffeinated Coffee	80.00	80.00	
3	dozen of DoubleTree Chocolate Chip Walnut Cookies	48.00	144.00	
TOTAL FOOD			611.00	
		Service Charge and Facilities Fee%	23.00	140.53
		Sales Tax %	9.50	71.40
				822.93

NO.	MISCELLANEOUS	PRICE	SUBTOTAL	TOTAL
1	PARKING: Guests to Pay On Own at \$12.00 in self park garage and \$17.00 in valet. (Ticket to be scanned at Parking Valet Station)		0.00	
1	MEETING ROOM PROJECTION PACKAGE (ADDED) LCD (3500 lumens) projector, screen, projection stand and all cables needed for proper installation	400.00	400.00	
TOTAL MISCELLANEOUS			400.00	
		Service Charge and Facilities Fee%	23.00	92.00
		Sales Tax %	9.50	46.74
				538.74

ROOM RENTAL	PRICE	SUBTOTAL	TOTAL
California Ballroom	BRK		

DoubleTree by Hilton Los Angeles Downtown

120 South Los Angeles Street Los Angeles, CA US 90012 - Phone: (213) 629-1200 - Fax: (213) 253-9269

BEO#: 10774

Page: Page 2 of 2

Printed: 3/12/18

Banquet Check

Account: Los Angeles Police Department (LAPD) Post As: LAPD HVI&G FID & RHD Training Address: 100 West First Street Los Angeles, CA 90012	Event Date: Monday, March 12, 2018 Contact: Lieutenant Shawn Gregory Phone: 213-434-0950 Fax: OnSite Contact: Lieutenant Shawn Gregory Phone: 213-434-0950
Deposit: \$ 1,496.36 Payment: Billing #: BQTLAPD	Sales Mgr: Patrick Rafferty Catering Mgr: Patrick Rafferty

California Ballroom	BRK			
California Ballroom	MTG	500.00	500.00	
TOTAL			500.00	
Service Charge and Facilities Fee %		23.00	115.00	
Room rental tax %		9.50	58.43	
			673.43	

Grand Total:	2,035.10
Deposit:	1,496.36
Balance Due:	538.74

Organization Authorized Signature

Date

BEO#: 10774

DoubleTree by Hilton Los Angeles Downtown

120 South Los Angeles Street Los Angeles, CA US 90012 - Phone: (213) 629-1200 - Fax: (213) 253-9289

BEO#: 10777
Page: Page 1 of 1

Banquet Check

Printed: 3/7/18

Account: Los Angeles Police Department (LAPD) Post As: LAPD HVIG FID & RHD Training Address: 100 West First Street Los Angeles, CA 90012	Event Date: Wednesday, March 14, 2018 Contact: Lieutenant Shawn Gregory Phone: 213-434-0950 Fax: OnSite Contact: Lieutenant Shawn Gregory Phone: 213-434-0950
Deposit: \$ 1,496.36 Payment: Billing #: BQTLAPD	Sales Mgr: Patrick Rafferty Catering Mgr: Patrick Rafferty

Day/Date	Time	Function	Room	Gtd
3/14/18	7:00 am	Morning Refreshments	California Ballroom	
3/14/18	7:00 am	Meeting	California Ballroom	
3/14/18	2:00 pm	Afternoon Break	California Ballroom	

NO.	FOOD	PRICE	SUBTOTAL	TOTAL
1	gallon(s) of Freshly Brewed Coffee	80.00	80.00	
1	gallon(s) of Freshly Brewed Decaffeinated Coffee	80.00	80.00	
1	dozen of MUFFINS	49.00	49.00	
1	dozen of DANISH	49.00	49.00	
1	dozen of MINI CROISSANTS	49.00	49.00	
1	gallon(s) of Freshly Brewed Coffee	80.00	80.00	
1	gallon(s) of Freshly Brewed Decaffeinated Coffee	80.00	80.00	
3	dozen of DoubleTree Chocolate Chip Walnut Cookies	48.00	144.00	
TOTAL FOOD			611.00	
Service Charge and Facilities Fee%			23.00	140.53
Sales Tax %			9.50	71.40
				822.93

NO.	MISCELLANEOUS	PRICE	SUBTOTAL	TOTAL
1	PARKING: Guests to Pay On Own at \$12.00 in self park garage and \$17.00 in valet. (Ticket to be scanned at Parking Valet Station)		0.00	
TOTAL MISCELLANEOUS			0.00	
Service Charge and Facilities Fee%			23.00	0.00
Sales Tax %			9.50	0.00
				0.00

NO.	ROOM RENTAL	PRICE	SUBTOTAL	TOTAL
	California Ballroom BRK			
	California Ballroom MTG	500.00	500.00	
	California Ballroom BRK			
TOTAL			500.00	
Service Charge and Facilities Fee %			23.00	115.00
Room rental tax %			9.50	58.43
				673.43

Grand Total: 1,496.36
Deposit: 1,496.36
Balance Due: 0.00

Organization Authorized Signature

Date

BEO#: 10777

Invoice for padfolios

Los Angeles Police Revolver & Athletic Club, Inc

P.O. Box 861148
Los Angeles, CA 90086-114

March 7, 2018

Shawn Gregory

LAPRAAC
1880 N. Academy Drive
Los Angeles, CA 90086-1148
323-221-5222 ext.

SHIPPING METHOD


SHIPPING TERMS

Service Date

Regular Delivery

QTY	ITEM #	DESCRIPTION	JOB	UNIT PRICE	LINE TOTAL
61		Detective padfolios		\$19.99	\$1,219.39
6		Lieutenant padfolios		\$19.99	\$119.94

SUBTOTAL \$1,339.33
9.5% sales tax \$127.24
TOTAL \$ 1,466.57



Authorized by Date 3/7/2018