

TRANSMITTAL

To:

THE COUNCIL

Date: 01/06/2016

From:

THE MAYOR

TRANSMITTED FOR YOUR CONSIDERATION. PLEASE SEE ATTACHED.



(Ana Guerrero)

ERIC GARCETTI
Mayor

LOS ANGELES POLICE COMMISSION

BOARD OF
POLICE COMMISSIONERS

~~~~~  
MATTHEW M. JOHNSON  
PRESIDENT

STEVE SOBOROFF  
VICE PRESIDENT

SANDRA FIGUEROA-VILLA  
KATHLEEN KIM  
ROBERT M. SALTZMAN

\_\_\_\_\_  
MARIA SILVA  
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

January 5, 2016

BPC #15-0404

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 \$918,346.00, FROM THE LOS ANGELES POLICE FOUNDATION, TO COMPLETE THE BUILD-OUT OF THE HOMICIDE LIBRARY, FOR THE BENEFIT OF THE LOS ANGELES POLICE DEPARTMENT

At the regular meeting of the Board of Police Commissioners held Tuesday, January 5, 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

*Maria Silva*

MARIA SILVA  
Commission Executive Assistant II

Attachment

c: Chief of Police  
ASB

INTRADEPARTMENTAL CORRESPONDENCE

REVIEWED

30

December 15, 2015

1.10

*Richard M. Tefank*  
RICHARD M. TEFANK  
EXECUTIVE DIRECTOR

12/30/15  
DATE

TO: The Honorable Board of Police Commissioners

FROM: Chief of Police

RECEIVED

DEC 29 2015

POLICE COMMISSION

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 of the donation valued at \$918,346.00, to complete the build-out of the Homicide Library.

DONOR INFORMATION:

ITEMS:

AMOUNT/VALUE:

Los Angeles Police Foundation (#211-15)  
Ms. Cecilia Glassman, Executive Director  
633 West 5<sup>th</sup> Street, Suite 1210  
Los Angeles, California 90071  
(213) 489-4636

Homicide Library

\$918,346.00

DISCUSSION

The donation is for the benefit of the Los Angeles Police Department and will complete the build-out of the Homicide Library. The Homicide Library will provide a centralized location for the housing of murder books, provide a digital and searchable database of all homicide cases for investigations and offers the victim's family members and witnesses a stress free location to openly discuss on-going investigations. Mr. Thom Brennan, Commanding Officer Facilities Management Division, has approved the implementation of the project.

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 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 Los Angeles Police Department.

The Honorable Board of Police Commissioners

Page 2

1.10

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

Respectfully,

A handwritten signature in black ink, appearing to read 'C. Beck', with a long horizontal flourish extending to the right.

CHARLIE BECK  
Chief of Police

**INTRADEPARTMENTAL CORRESPONDENCE**

October 15, 2015  
1.17

**TO:** Chief of Police

**FROM:** Commanding Officer, Information Technology Bureau

**SUBJECT:** LOS ANGELES POLICE FOUNDATION GRANT REQUEST -  
HOMICIDE LIBRARY

It is requested that the grant to fund \$918,346 for the Homicide Library be approved. Approval of this grant benefits the Los Angeles Police Department (LAPD) as follows:

This grant will provide funding to implement a Homicide Library which will provide a centralized location for the housing of murder books, provide digital and searchable databases of all homicide cases for investigators, and offer the victim's family members and witnesses a stress free location to openly discuss on-going investigations.

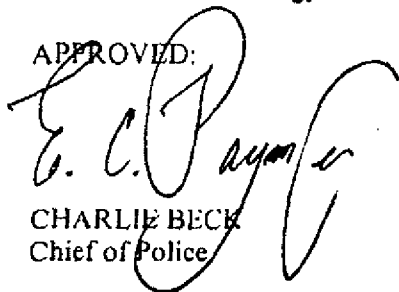
This is an ongoing effort that started in 2009, with our partner, the Federal Bureau of Investigation. When fully implemented, the library will house 4,090 unsolved cases and eventually all homicides. It will also house an Unsolved/Cold Case Detective Unit. The location of the Homicide Library is the old cafeteria section at the Ahmanson Recruit Training Center.

If you have any questions regarding this request, please have a member of your staff contact Management Analyst Nichole Trujillo, Information Technology Bureau at (213) 486-0385.



MAGGIE GOODRICH, Chief Information Officer  
Commanding Officer  
Information Technology Bureau

APPROVED:



CHARLIE BECK  
Chief of Police

Attachment

**INTRADPARTMENTAL CORRESPONDENCE**

October 14, 2015

1.1

**TO:** All Concerned Personnel

**FROM:** Chief of Police

**SUBJECT:** ACTING CHIEF OF POLICE

In my absence First Assistant Chief Earl Paysinger will serve as Acting Chief of Police on Tuesday, October 20, 2015, from 12:55 p.m., through Saturday, October 24, 2015, 6:31 p.m.

I will be available for notifications through Assistant Chief Paysinger's office.



**CHARLIE BECK**  
Chief of Police

- c: Mayor's Office
- Police Commission
- Chief of Staff
- Office of Operations
- Office of Administrative Services
- Office of Special Operations
- Geographic Bureaus
- RACR

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

**Los Angeles Police  
Foundation**

**Fax**

PROCESS

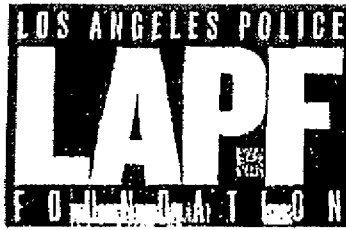
|                                    |                           |
|------------------------------------|---------------------------|
| <b>To:</b> ASB                     | <b>From:</b>              |
| <b>Fax:</b> 213-485-8125           | <b>Pages:</b>             |
| <b>Phone:</b> 213-485-3277         | <b>Date:</b> OCT 29, 2015 |
| <b>Re:</b> Grant Request #2015-075 | <b>CC:</b>                |

Attached is the latest grant request.

**Grant Application received:** October 21, 2015  
**Grant Received from:** Information Technology Bureau  
**Contact:** Nichole Trujillo  
**Phone #:** (213) 486-0385  
**Grant Name:** Homicide Library- Supplemental  
**Grant Amount:** \$918,346

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 #  
NOV 05 2015 211-15  
ASB - Operations



## 2015 GRANT APPLICATION

Grant Number 2015 - 075 (office use only)

Date: 10/15/2015 Amount Requested: \$918,346  
Contact Name(s): Nichole Trujillo  
Department/Unit: LAPD/Information Technology Bureau  
Mailing Address: 100 W. 1<sup>st</sup> Street, Suite 842, Los Angeles, CA 90012  
Phone Number: 213-486-0385  
Fax Number: 213-486-5727  
E-mail Address: N3362@lapd.lacity.org

Name of Program/Equipment requesting funding for:  
Homicide Library

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

This request is in addition to the original \$250,000 that was donated by the Police Foundation in December of 2014 and will complete the build-out of the homicide library for a total cost of \$1,168,346.

In 2009, the Federal Bureau of Investigation (FBI) approached the Department in a collaborative effort to assist in solving unsolved/cold case homicides. Through the use of the Bureau Investigative Document Management Analysis System (BIDMAS), a secure and FBI approved document repository tool used to help reduce the administrative workload on investigators, and increase the efficiency of case investigations, the idea of a Homicide Library was formed.

The implementation of a Homicide Library would create a centralized location for the housing of murder books, provide a digital and searchable database of all homicide cases for investigators, and offer the victim's family members and witnesses a stress free location to openly discuss on-going investigations.

The efforts to establish the Homicide Library began approximately three years ago. The Department and the FBI collected and digitized over half of the South Bureau homicide investigations from 1990 to 2010. The Department has a total of 4,000 unsolved homicide cases city-wide for the same period. The Department is now moving forward with the Homicide Library by digitizing all murder investigations city-wide.

The Department has committed to create and maintain a physical space for the Homicide Library where all the Department's murder books will be stored at the Ahmanson Recruit Training Center (ARTC).

The ARTC kitchen, cafeteria and dining area (7,356 square feet) will be remodeled and converted to the Homicide Library right density filing area and office space. This phase of the Homicide Library project requires funding to start the demolition and build out of this state of the art repository for all of the Department homicide investigations.



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.

No funding available in the budget for this request.

**What objectives will be accomplished if the funding is granted?**

The process of building a Homicide Library is comprised of two components: first, the digitizing of all homicide cases City-wide from 1990 to 2010, and second, the housing and maintenance of the Homicide Library.

Thus far, the FBI has contributed the funding for the acquisition and licensing of the BIDMAS database system, the scanning and shipping cost to send the murder books to the FBI Document Laboratory (Doc-Lab) in Virginia. Tentatively, the FBI has agreed to pick up the scanning and shipping cost for all murder books city-wide; however, this agreement is still in the negotiation phase.

Since 2011, the Department has committed to four full-time sworn employees to collect and prepare murder books for scanning. The books are logged in and prepared for shipment. The Department has acquired a Sierra Barcoding System for tracking and management of the murder books housed in the Homicide Library. What remains is the creating of a physical infrastructure to house the Homicide Library and the expansion of the library staff to include approximately 12+ homicide detectives to work the cold cases.

**How many officers will be impacted with this grant?**

All investigative personnel but especially the homicide detective from all geographic divisions will have access to the case notes of the homicide investigations and they will be able to search any information via the BIDMAS database.

**How will the community be impacted by this grant?**

The LAPD has committed to create and maintain a physical space for the Homicide Library where the murder books will be stored, not only for homicide detectives, but also for the victims' families. The families will be able to visit the library to find out the status of loved one's cases and perhaps offer new information that could help solve a homicide case.

**Describe the short term outcome and long term impact you anticipate within the Department and in the community it serves as results of this grant?**

The short term outcome of the Homicide Library will create an increase in productivity on unsolved cases and establish systematic methods of on-going review for unsolved/cold homicide cases.

The long term impact of the Homicide Library will be an instant access to murder books via a database with search capabilities is expected to reduce the time wasted researching, locating and ordering murder books from an off-site storage facility and assist the Department with providing better service to the victim's families and loved ones.

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

The homicide Library will be under direct supervision of Detective Bureau, Chief of Detectives who will:

1. Establish a monthly progress and status report documenting the progress of locating, preparing, scanning, shipping, receiving, vetting and storage of the murder books in the library.
2. The development and inspection of Department policy and procedures for the use and access of the library database and the removal/checking out of the murder books from the library.
3. Establish access and availability of the library to the public, victim's family and witnesses and investigators.
4. Increase the solve rate of Homicides and increase of Homicide follow-up investigations.

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

|                                           |             |
|-------------------------------------------|-------------|
| Cafeteria Area Converted to Office Space: | \$860,306   |
| High Density Filing System & Shelving:    | \$308,040   |
| Total:                                    | \$1,168,346 |

Has your commanding officer approved this request?       YES       NO

Name of commanding officer:                      Maggie Goodrich

Signature of commanding officer: \_\_\_\_\_

Send completed grant application form by fax (213) 489-4697 or email [tracy@lapolicefoundation.org](mailto:tracy@lapolicefoundation.org) or call Tracy Szpeinski at (213) 489-4636 with any questions, comments or concerns.

EQUIPMENT/EXPENSE BUDGET REQUEST

| FOD USE ONLY |               |
|--------------|---------------|
| PACKAGE NO.  | SERIAL NUMBER |

|                                            |                                                                                          |                                                                                   |
|--------------------------------------------|------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|
| 1 DIVISION PRIORITY NO<br>Priority One (1) | 2 BLANKET REQUEST<br>YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> | 3. EQUIPMENT <input checked="" type="checkbox"/> EXPENSE <input type="checkbox"/> |
|--------------------------------------------|------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|

|                                               |                                                                                                      |
|-----------------------------------------------|------------------------------------------------------------------------------------------------------|
| 4 BUREAU<br>Office of Administrative Services | 5. IS THIS A PACKAGE REQUEST?<br>YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> |
|-----------------------------------------------|------------------------------------------------------------------------------------------------------|

|                                                                               |                                                                                |                                                                                                            |
|-------------------------------------------------------------------------------|--------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| 6 DIVISION/AREA<br>Facilities Management Division<br>for New Homicide Library | 7 NEW <input checked="" type="checkbox"/> REPLACEMENT <input type="checkbox"/> | 8 IS THIS AN ANNUAL RECURRING ITEM?<br>YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> |
|-------------------------------------------------------------------------------|--------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|

9 QUANTITY AND DETAILED DESCRIPTION OF REQUESTED ITEM (TRAVEL, DUES, OFFICE SUPPLIES, ETC)

| FURNITURE                                                      | ITEM COST      | QTY.    | COST             |
|----------------------------------------------------------------|----------------|---------|------------------|
| Work Stations 6X8 (move existing from 3 <sup>rd</sup> floor)   | \$3,675        | 6       | \$22,050         |
| Work Stations 8X8 (move existing from 3 <sup>rd</sup> floor)   | \$4,025        | 6       | \$24,150         |
| Work Stations 8X12 (move existing from 3 <sup>rd</sup> floor)  | \$5,200        | 1       | \$5,200          |
| Private Work Rooms Furniture                                   | \$1,926        | 2       | \$3,852          |
| FBI Agent Office Work Station                                  | \$5,350        | 2       | \$10,700         |
| Executive Office Work Station                                  | \$9,440        | 1       | \$9,440          |
|                                                                |                |         | <b>\$75,395</b>  |
| <b>OFFICE &amp; TECHNICAL EQUIPMENT</b>                        |                |         |                  |
| Copier Machine, Small                                          | \$700          | 2       | \$1,400          |
| Document Capture Workstation Scanners                          | \$7,741        | 2       | \$15,482         |
| Color Printer (standalone)                                     | \$899          | 1       | \$899            |
| Shelving Unit, High Density                                    |                |         |                  |
|                                                                | Total estimate | various | <b>\$308,040</b> |
|                                                                |                |         | <b>\$325,821</b> |
| <b>INFORMATION TECHNOLOGY DIVISION</b>                         |                |         |                  |
| Hewlett Packard Desktop Computer (Including Software/ License) | \$3,200        | 15      | \$38,400         |
| Printer, Black & white - network                               | \$563          | 2       | \$1,126          |
| Printer, Color laser jet - network                             | \$780          | 2       | \$1,560          |
| Fujitsu Scanner (FBI equivalent)                               | \$6,100        | 1       | \$6,100          |
|                                                                |                |         | <b>\$66,786</b>  |
| <b>TELECOMMUNICATIONS EQUIPMENT</b>                            |                |         |                  |
| VOIP Model 1120 Telephone Sets                                 | \$320          | 16      | \$5,120          |
| VOIP Model 1140 Telephone Sets                                 | \$430          | 4       | \$1,720          |
| Analog Wall Telephones                                         | \$35           | 2       | \$70             |
| Fax Machine                                                    | \$237          | 1       | \$237            |
| ITA Cat-6a Cable (quote) (*)                                   | \$36,000       | 1       | \$36,000         |
|                                                                |                |         | <b>\$43,147</b>  |
| <b>SECURITY</b>                                                |                |         |                  |
| LAPD Standard (ASSI or equivalent)                             | \$18,000       | 1       | \$18,000         |
| Intrusion Alarm                                                | \$9,200        | 1       | \$9,200          |
| Fire Life Safety                                               | \$8,000        | 1       | \$8,000          |
|                                                                |                |         | <b>\$35,200</b>  |

10 JUSTIFICATION FOR REQUEST (HOW WILL THE DEPARTMENT'S OBJECTIVE BE ACHIEVED?)  
 The Ahmanson Recruit Training Center is currently the home of the Criminal Gang Homicide Division, Homicide Library. The unit is currently housed in an undersized classroom which is inadequate for their needs. Department Command Staff has planned to utilize the abandoned cafeteria and dining room at the ARTC as the formal Homicide Library. It is anticipated that the construction will be funded this fiscal year and supplemental funding to outfit the new space will be necessary to open the facility. The items and service included within this request are critical to complete this facility and insure it opens on time to serve the Department and the community it was designed to support.

|                                                         |                       |
|---------------------------------------------------------|-----------------------|
| IF ADDITIONAL SPACE IS REQUIRED, USE CONTINUATION SHEET | 11 COMMANDING OFFICER |
|---------------------------------------------------------|-----------------------|

REQUEST EVALUATION

|                              |  |
|------------------------------|--|
| 12 BUREAU COMMANDING OFFICER |  |
| 13 OFFICE DIRECTOR           |  |

| FOD USE ONLY |                                                                             |                               |
|--------------|-----------------------------------------------------------------------------|-------------------------------|
| INVESTIGATOR | REPORT ATTACHED<br>YES <input type="checkbox"/> NO <input type="checkbox"/> | INVESTIGATOR'S RECOMMENDATION |
|              |                                                                             |                               |

EQUIPMENT/EXPENSE BUDGET REQUEST

| FOD USE ONLY |               |
|--------------|---------------|
| PACKAGE NO.  | SERIAL NUMBER |
|              |               |

|                                                                                         |                                                                                                      |                                                                                                             |
|-----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| 1. DIVISION PRIORITY NO<br>Priority One (1)                                             | 2. BLANKET REQUEST<br>YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>            | 3. EQUIPMENT <input checked="" type="checkbox"/> EXPENSE <input type="checkbox"/>                           |
| 4. BUREAU<br>Office of Administrative Services                                          | 5. IS THIS A PACKAGE REQUEST?<br>YES <input checked="" type="checkbox"/> NO <input type="checkbox"/> |                                                                                                             |
| 6. DIVISION/AREA<br>Facilities Management Division<br>for New Training Building Project | 7. NEW <input checked="" type="checkbox"/> REPLACEMENT <input type="checkbox"/>                      | 8. IS THIS AN ANNUAL RECURRING ITEM?<br>YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> |

9. QUANTITY AND DETAILED DESCRIPTION OF REQUESTED ITEM (TRAVEL, DUES, OFFICE SUPPLIES, ETC)

|                                                   |           |   |                    |
|---------------------------------------------------|-----------|---|--------------------|
| <b>CONSTRUCTION COSTS</b>                         |           |   |                    |
| General Services Construction Forces (Demolition) | \$230,000 | 1 | \$230,000          |
| General Services Construction Forces (**)         | \$398,000 | 1 | \$398,000          |
|                                                   |           |   | <b>\$628,000</b>   |
| <b>MOVING COSTS</b>                               |           |   |                    |
| General Services Division Movers                  | \$4,000   | 1 | \$4,000            |
|                                                   |           |   | <b>\$4,000</b>     |
| <b>TOTAL BUDGET REQUEST:</b>                      |           |   | <b>\$1,168,346</b> |

(\*) Information Technology Agency quote is three years old.

(\*\*) No current estimate. The GSD Class-A estimate may vary greatly based on scope, engineering, electrical and abatement requirements. The dollar estimate is based on 2,586 square feet of renovation construction at \$150.00 per square foot.

Note - This budget does not include audio Visual needs.

10. JUSTIFICATION FOR REQUEST (HOW WILL THE DEPARTMENT'S OBJECTIVE BE ACHIEVED?)

See page 1.

|                                                         |                        |
|---------------------------------------------------------|------------------------|
| IF ADDITIONAL SPACE IS REQUIRED, USE CONTINUATION SHEET | 11. COMMANDING OFFICER |
|---------------------------------------------------------|------------------------|

| REQUEST EVALUATION            |  |
|-------------------------------|--|
| 12. BUREAU COMMANDING OFFICER |  |
| 13. OFFICE DIRECTOR           |  |

| FOD USE ONLY |                                                                             |                               |
|--------------|-----------------------------------------------------------------------------|-------------------------------|
| INVESTIGATOR | REPORT ATTACHED<br>YES <input type="checkbox"/> NO <input type="checkbox"/> | INVESTIGATOR'S RECOMMENDATION |
|              |                                                                             |                               |