

TRANSMITTAL

To: **THE COUNCIL**

Date: **03/08/21**

From: **THE MAYOR**

TRANSMITTED FOR YOUR CONSIDERATION. PLEASE SEE ATTACHED.

A handwritten signature in blue ink, appearing to be 'Eric Garcetti', written over a white background.

(Ana Guerrero) for

ERIC GARCETTI
Mayor

AGENDA DATE: OCTOBER 6, 2020

OPEN SESSION

3B

DEPARTMENT'S REPORT, dated September 23, 2020, relative to the approval of one non-monetary donation of office equipment, software and travel, valued at \$382,908.62 from the Los Angeles Police Foundation, for the benefit of Information Technology Bureau, as set forth.

[\[BPC #20-0135\]](#)

Recommendation(s) for Board action:

APPROVE the Department's report and TRANSMIT to the Mayor and City Council for ACCEPTANCE.

Commissioner Decker moved, seconded by Commissioner Calanche to APPROVE the Department's report and TRANSMIT to the Mayor and City Council for ACCEPTANCE.

Unanimously adopted 4/0.

Commissioner Goldsmith was absent.

LOS ANGELES POLICE COMMISSION

BOARD OF
POLICE COMMISSIONERS

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PRESIDENT

SHANE MURPHY GOLDSMITH
VICE PRESIDENT

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ERIC GARCETTI
MAYOR

RICHARD M. TEFANK
EXECUTIVE DIRECTOR

MARK P. SMITH
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

October 8, 2020

BPC #20-0135

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

Attention Heleen Ramirez

Dear Honorable Mayor:

RE: APPROVAL OF NON-MONETARY DONATION OF OFFICE EQUIPMENT,
SOFTWARE AND TRAVEL, VALUED AT \$382,908.62, FROM THE LOS ANGELES
POLICE FOUNDATION FOR THE BENEFIT OF INFORMATION TECHNOLOGY
BUREAU.

At the special meeting of the Board of Police Commissioners held Tuesday, October 6, 2020 the Board APPROVED the Department's report relative to the above matter.

This matter is being forwarded to you for approval.

Respectfully,

BOARD OF POLICE COMMISSIONERS

A handwritten signature in blue ink that reads "Maria Silva".

MARIA SILVA
Commission Executive Assistant

Attachment

c: Chief of Police

INTRADEPARTMENTAL CORRESPONDENCE

BPC 20-0135
RECEIVED 38
SEP 21 2020
POLICE COMMISSION

September 23, 2020
1.10

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 of the non-monetary donation for Information Technology Bureau.

DONOR INFORMATION:

Los Angeles Police Foundation (Foundation)
Ms. Dana Katz, Executive Director
633 West 5th Street, Suite 960
Los Angeles, California, 90071
(213) 489-4636

ITEMS:

Office Equipment/Software: \$348,312.79
Travel: \$34,595.83
Total: \$382,908.62

VALUE:

DISCUSSION

During an administrative audit of stored items, it was discovered that the previous donated equipment, software and travel expenses had not been presented to the Board of Police Commissioners for approval. Information Technology Bureau (ITB) has been reminded to submit donation requests within appropriate approval guidelines. The ITB command was also advised that funds are not to be available until the donation process is complete and approved, and the recipient will be held responsible for any funds not approved.

These donations from the Foundation specifically serve the Los Angeles Police Department (Department) and its personnel. Information Technology Bureau relies on donations from the Foundation to further strategize and plan unique approaches to assist personnel and to maximize efficiency throughout the Department. These donations included funding for travel, software and equipment that, due to Department and City budgetary constraints, could not be funded through the existing Department funds. Often, through the generous donations from Foundation, the Department fills these funding gaps and provides the needed training, programs and equipment requested.

The travel funds were used to send Department personnel to different events, conferences, and expos. The equipment/software donated consisted of iPads, desktop and laptop computers, televisions, wireless accessories, standing desks, video management tools, a three-dimensional scanning station, storage devices and a router along with cellular service. Currently, the iPads are being used by personnel to conduct day-to-day operations. The three-dimensional scanning station, external storage devices, router and cellular service, laptop computers, tablet computers, software and some of the monitors are being used to conduct Department Use of Force investigations and reviews. The additional stored equipment will be distributed to Area commands to aide in their review of body worn video and geographic bureaus to establish their Community Safety Operations Centers.

The Foundation is a private organization that provides resources and support to the Department. The Foundation has not entered into, performs under, or seeks contract with the Department; has not attempted to influence the Department in the past year that would have a direct effect on the Foundation; the Foundation does not have any licenses, permits or other entitlements for use that the Department has influence over; nor does the Foundation own or operate a business within the City of Los Angeles; however, the Foundation's office is located within the City. To the best of our knowledge, there are no potential factors that may give the appearance of a conflict of interest in accepting this donation. No expressed or implied commitments or promises were made to the donor or representative 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 ensured ITB verified there are no personal relations or conflicts associated with the involved Foundation. The donation 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 regarding this correspondence, please contact Deputy Chief John McMahon, Commanding Officer, Information Technology Bureau, at (213) 486-0370.

Respectfully,



MICHEL R. MOORE
Chief of Police

BOARD OF
POLICE COMMISSIONERS
Approved *October 6, 2020*
Secretary *Marina Silva*

Attachments

FOUNDATION DONATIONS

Testing and Evaluating Body Worn Video Technology		
Qty	Equipment and Software	Cost
50	HP Z2 SFF G4 WKS/Model #30721503	\$63,100.00
25	HB Business E273 27-inch	\$4,950.00
25	HP Business E233 23-inch	\$4,475.00
8	HP LaserJet M653dn Laser Printer (Paid using the Tips Grant – only tax for the item included in this breakdown)	N/A
8	HP Jetdirect 3100w / Wireless Accessory	\$494.00
50	Logitech MK710 Wireless Desktop Combo	\$4,094.50
25	Varidesk ProPlus 36 Portable Standing Desk	\$11,618.75
—	Tax amount for equipment above	\$9,676.49
5	ProCase iPad 9.7 Case	\$94.95
5	Apple Pencils (1 st Generation)	\$499.95
5	Apple 9.7 iPads	\$2,795.00
1	Smart Keyboard Folio for 11- inch iPad Pro	\$179.00
1	11-inch iPad Pro WiFi + Cellular 256GB	\$1,099.00
2	AppleCare+ protection plan for iPad Pro	\$258.00
2	Apple Pencil (2 nd Generation)	\$258.00
1	Smart Keyboard Folio for 12.9- inch iPad Pro	\$199.00
1	Apple 12.9 -inch iPad Pro + Cellular 512GB	\$1,429.00
4	Adobe Premier Pro CC – 2-year Video Processing Software	\$1,000.96
1	Video Processing Software – iNPUT – ACE/ 1yr license	\$2,495.00
1	Amped Five Professional (GOV) / 1yr license	\$2,975.00

Foundation Grant Request No. 2018-095

Qty	Equipment and Software	Cost
1	P30 Leica Scan Station and Leica BLK360 Imaging Scanner	\$112,910.84
16	Laptop Computers HP x360-15t Touch Screen	\$27,070.56
4	External Hard Drives (2 TB)	\$1,743.20
10	External Hard Drives (1 TB)	\$2,167.55
38	Computer Monitors – HP Elite E223	\$5,320.00
1	50” Television – Samsung 4K	\$457.70
3	Installation Parts and Services for Presentation Set-up of Televisions	\$44,411.45
3	Video Processing Computers – Alienware Area-51	\$13,682.00
10	Video Processing Monitors – HP Envy 27” LED 4k	\$5,435.10
1	Cradle Point Router	\$490.56
2	Hotspot – Verizon with two years of service	\$2,160.00
1	Hotspot – Sprint with two years of service	\$1,100.00
6	Tablets – Microsoft Surface Pro12.3”	\$6,731.37
50	USB Flash Drives – Samsung 128GB	\$2,053.13
16	Laptop Cases	\$455.34
4	Adobe Premiere Pro CC – Two-year Service	\$1,000.96
1	Video Processing Software – Amped Five Professional	\$2,975.00
1	Video Processing Software – Occam Video Solutions	\$2,495.00
---	Taxes for Items 2, 5 and 10	\$3,593.43
---	Regulatory Fees	\$368.00
TOTAL HARDWARE AND SOFTWARE:		Total: \$348,312.79

TRAVEL EXPENSES

TRAVEL EXPENSES		
Locations	Dates	Amount
Best Practices – Body Worn Cameras	February 8-10, 2015	Two Employees \$1,993.56
Technology & Data Innovations for Transparency & Accountability in Policing	April 7-9, 2015	Two Employees \$1,674.14
International Association of Chiefs of Police	October 24-27, 2015	Three Employees \$5,745.19
Roundtable on Big Data/Body Worn Video	December 7-8, 2015	Two Employees \$ 852.00
National Body Camera Technology & Policy Summit and Expo	February 22-24, 2016	Three Employees \$1,380.44
International Association of Chiefs of Police and Body Worn Cameras Violence Against Women Victim Impact	February 24-25, 2016	One Employee \$850.76
South by Southwest Interactive Festival	March 14-17, 2016	One Employee \$2,494.98
AirWatch Enterprise Mobility Bootcamp	May 23-26, 2016	One Employee \$ 2,856.00
International Association of Chiefs of Police	May 23-26, 2016	Three Employees \$3,571.41
International Association of Chiefs of Police	October 15-18, 2016	One Employee \$1,064.34
International Association of Chiefs of Police	October 6-10, 2018	Four Employees \$9,527.01
Amped FIVE Training North America	June 2-6, 2019	One Employee \$2,586.00
TRAVEL EXPENSE TOTAL		\$34,595.83
HARDWARE AND SOFTWARE TOTAL		\$348,312.79

GRAND TOTAL FOR BOTH DONATIONS: \$382,908.62

INTRADEPARTMENTAL CORRESPONDENCE

September 14, 2020

1.17

TO: Commanding Officer, Administrative Services Bureau

FROM: Commanding Officer, Information Technology Bureau

SUBJECT: ACCEPTANCE OF DONATION

It is requested that Administrative Services Bureau approve and forward correspondence to the Board of Police Commissioners to accept these solicited donations.

DONOR INFORMATION:

Total: \$382,908.62

Los Angeles Police Foundation (Foundation)
633 W. 5th Street, Suite 960
Los Angeles, California. 90071
(213) 489-4636

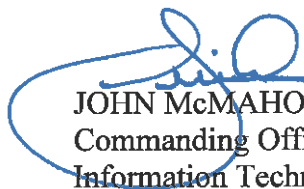
During an administrative audit, it came to Information Technology Bureau's attention that the below donated equipment, software and travel was not properly accepted per the Los Angeles Police Department (Department) policy, which requires the approval of the Board of Police Commissioners. It is requested that these donations be retroactively accepted in accordance with Department Manual Section, Volume 3/350.20 Acceptance of Donations. Some items may have been approved prior but are being included to ensure compliance with Department policy.

These donations from the Foundation specifically serve the Department and its personnel. Information Technology Bureau relies on donations from the Foundation to further strategize and plan unique approaches to assist personnel and to maximize efficiency throughout the Department. These donations included funding for travel, software and equipment that, due to Department and City budgetary constraints, could not be funded through the existing Department funds. Often, through the generous donations from the Foundation, the Department fills these funding gaps and provides the needed training, programs and equipment requested.

The travel funds in this case were used to send several Department personnel to different events, conferences, and expos. The equipment/software donated consisted of iPads, desktop and laptop computers, televisions, wireless accessories, standing desks, video management tools, a three-dimensional scanning station, storage devices and a router along with cellular service. Currently, the iPads are being used by personnel to conduct day-to-day operations. The three-dimensional scanning station, external storage devices, router and cellular service, laptop computers, tablet computers, software and some of the monitors are being used to conduct Department Use of Force investigations and reviews. The additional equipment will be distributed to Area commands to aide in their review of body worn video and geographic bureaus to establish their Community Safety Operations Centers.

Conflicts of interest have been researched, and none were found or discovered. The donor is not a City vendor and the acceptance of this donation would not reflect negatively on the City of Los Angeles. 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. The donor is not allowed the use of any Department patent.

If you have any questions regarding this correspondence, please contact Lieutenant Anthony Espinoza, Information Technology Bureau, at (213) 486-0370.



JOHN McMAHON, Deputy Chief
Commanding Officer
Information Technology Bureau

ITB DONATION/GRANT INVENTORY CONTROL PROCESS



Initial Request

- Commanding Officer initial request to ITB Commanding Officer via:
 - Email,
 - Form 15.02; or,
 - ITB Technology Tracking System (ITB-TTS).
- ITB Commanding Officer endorsement



Approvals

- Requesting Commanding Officer completes/approves donation application (Form 15.02 to ASB)
- ASB approval
 - Requirements met (LA Admin Code)?
 - Determine appropriate level of approval?



Acceptance

- BOPC file number captured upon acceptance
- City Council file number captured upon acceptance (if greater than \$18K)
- ITB-TTS is updated with BOPC and City Council file numbers



Delivery/Asset Tag

- Donation delivered (ITB Warehouse)
- Invoice compared against packing slip
- Hardware asset tagged
- Delivery confirmation notification sent to requestor
- ITB-TTS is updated with delivery notification

Item 3B
DC McMahon