

## INTRADEPARTMENTAL CORRESPONDENCE

May 31, 2023

1.14

**TO:** The Honorable Board of Police Commissioners

**FROM:** Chief of Police

**SUBJECT:** APPROVAL OF NON-MONETARY DONATIONS

### RECOMMENDED ACTION

1. That the Board of Police Commissioners APPROVE and ACCEPT the following non-monetary donations for various Department trainings, events, and equipment.

**DONOR:**

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

**RECIPIENT:**

- A. Media Relations Division (#2023-052)
- B. 77<sup>th</sup> Street Area (#2023-061)
- C. Operations-Valley Bureau (#2023-062)

**PURPOSE:**

- Adobe Illustrator Training
- Morale and Wellbeing
- Catalytic Converter  
Marking Machine

**VALUE:**

- \$1,695.00
- \$600.00
- \$6,574.38

### DISCUSSION

- A. This donation will provide Adobe Illustrator training for one Media Relations Division (MRD) officer. The MRD is tasked with creating social media content for various Department social media accounts. Approval of this grant will train and equip MRD personnel with the skills to produce infographics. If you have any questions, please contact Captain Kelly Muniz, MRD, at (213) 486-5910.
- B. This donation will provide food and cover associated costs with 77<sup>th</sup> Street Area's summer picnic and holiday party this year. Approval of this grant supports employee morale and wellbeing. If you have any questions, please contact Captain Ahmad Zarekani, 77<sup>th</sup> Street Area, at (323) 786-5000.
- C. This donation will provide one catalytic converter marking machine for Operations-Valley Bureau (OVB). The equipment will be used during OVB's catalytic converter marking events. Approval of this grant will help reduce theft, build stronger partnerships with

community members, and assist detectives with catalytic converter theft investigations. If you have any questions, please contact Deputy Chief Alan Hamilton, OVB, at (818) 644-8080.

The Los Angeles Police Foundation is an independent, not-for-profit organization that provides critical resources and vital support to the Los Angeles Police Department (LAPD). From essential equipment and state-of-the-art technology to specialized training and innovative programs that would otherwise be unfunded, the Foundation provides funding that directly improves public safety, impacts officer readiness, and enhances the quality of life of all members of the community. As the largest source of private support for the LAPD, the Foundation is passionately dedicated to ensuring that Los Angeles remains America's safest major city. Since being established in 1998, the Foundation has invested tens of millions of dollars in hundreds of LAPD initiatives that promote excellence, expand capabilities, strengthen neighborhoods and create opportunities for at-risk youth. These actions are grounded in the beliefs that a safe city is a strong city and that together we can make a difference.

The donations have 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.

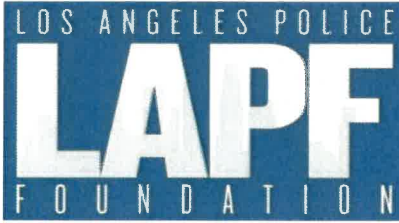
If you have any questions, please contact Director Lizabeth Rhodes, Office of Constitutional Policing and Policy, at (213) 486-8730.

Respectfully,

A handwritten signature in blue ink, appearing to read 'MICHEL R. MOORE', written over the printed name.

MICHEL R. MOORE  
Chief of Police

Attachments



# APPROVED GRANT

633 W. 5th Street, Suite 960, Los Angeles, CA 90017

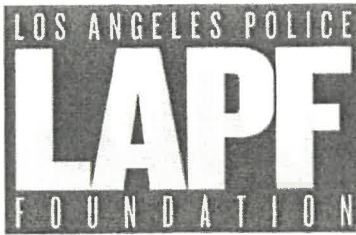
Phone (213) 489-4636 FAX (213) 489-4697

email: [jacqui@supportlapd.org](mailto:jacqui@supportlapd.org)

5/22/2023

<b>LAPF Grant #</b>	2023-052
<b>Grant Application Received:</b>	May 3, 2023
<b>Grant received from:</b>	Media Relations Division
<b>Contact:</b>	Sergeant Hector Guzman
<b>Phone:</b>	(213) 486-5910
<b>Grant Name:</b>	MRD Adobe Illustrator Training
<b>Grant Amount:</b>	\$1,695.00

A handwritten signature in blue ink, appearing to read "Jacqui", is located below the grant details.



2023 DIVISION RESTRICTED ACCOUNT APPLICATION

Grant Number 2023-052 (LAPF use only)

Date: 04/19/2023

Amount Requested: 1,695.00

Contact Name(s): Sergeant Hector Guzman

Department/Unit: LAPD Media Relations

Mailing Address: 100 West 1st Street Los Angeles, CA 90012

Phone Number: 213-486-5910 Fax Number: \_\_\_\_\_

E-mail Address: 35480@lapd.online

Provide a brief description and purpose of the request for the expenditure from this Division Restricted Account:

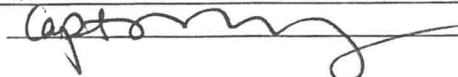
Media Relations Division is tasked with creating social media content for various LAPD social media accounts. Recently, the need for infographics has arisen, and personnel at Media Relations do not possess the necessary skills to produce these graphics. Therefore, it is requested that these funds be used to pay for one of our senior officers to attend a 5-day Adobe Illustrator course. Adobe Illustrator is considered the premiere software to create infographics.

5-Day Adobe Illustrator Training \$1,695.00

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

Has your Commanding Officer approved this request?  YES  NO

Name of Commanding Officer: Kelly Muniz Serial No. 35361

Signature of Commanding Officer: 

For questions, please contact Jacqui McAndrews at (213) 489-4636 or email [jacqui@supportlapd.org](mailto:jacqui@supportlapd.org).

# ILLUSTRATOR 2022

## Bootcamp Training Course

This is our most comprehensive Illustrator course, taking you from beginner to master in 5 days. Our trainer will take you step-by-step through a series of Real World projects and show you how the best professional designers use Adobe Illustrator in the industry. You will learn hundred of tips, tricks, techniques and shortcuts so that you master this program. By the end of the week, you'll be designing complex illustrations.

### What's Included

- Certificate of Course Completion
- Working Manual
- Extra 2hrs Keynote (could be a mini intro)

**5 DAYS**  
**\$1695.00**

[Book Course](#) [TimeTable](#) [View More](#)



[Book Course](#)

**INTRADEPARTMENTAL CORRESPONDENCE**

April 19, 2023  
2.2.4

**TO:** Director, Office of Constitutional Policing and Policy

**FROM:** Commanding Officer, Media Relations Division

**SUBJECT:** LOS ANGELES POLICE FOUNDATION GRANT REQUEST  
– RESTRICTED ACCOUNT

**NAME OF REQUEST: Adobe Illustrator Training**

It is requested that Media Relations Division be approved for a 5-Day Adobe Illustrator training course. Approval of this grant benefits the Department as follows:

Media Relations Division is tasked with creating social media content for various Los Angeles Police Department social media accounts. Recently, the need for infographics has arisen, and personnel at Media Relations Division do not possess the necessary skills to produce these graphics. Therefore, it is requested that a grant for \$1,695.00 be approved for one of our senior officers to attend a 5-day Adobe Illustrator course. Adobe Illustrator is considered the premiere software to create infographics. Media Relations Division has access to Adobe Illustrator through the Department's Adobe Enterprise account, but employees lack the skillset to utilize the software.

There are no warranty or service contract fees associated with this donation.

If you have any questions, please contact Sergeant Hector Guzman, Media Relations Division, at 323-204-7767.

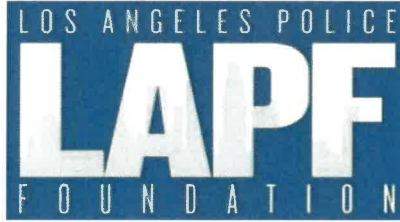


KELLY M. MUNIZ, Captain  
Commanding Officer  
Media Relations

APPROVED:  


DANIEL RANDOLPH, Deputy Chief  
Chief of Staff  
Office of the Chief of Police

Attachments



# APPROVED GRANT

633 W. 5th Street, Suite 960, Los Angeles, CA 90017

Phone (213) 489-4636 FAX (213) 489-4697

email: [jacqui@supportlapd.org](mailto:jacqui@supportlapd.org)

5/23/2023

<b>LAPF Grant #</b>	2023-061
<b>Grant Application Received:</b>	May 23, 2023
<b>Grant received from:</b>	77th Division
<b>Contact:</b>	Sergeant Juan Garcia
<b>Phone:</b>	(323) 786-5012
<b>Grant Name:</b>	77th Division Morale & Wellbeing
<b>Grant Amount:</b>	\$600.00

A handwritten signature in blue ink, appearing to read "Jacqui", is located below the grant details.



2022 DIVISION RESTRICTED ACCOUNT APPLICATION

Grant Number 2023-061 (LAPF use only)

Date: May 10, 2023

Amount Requested: \$600

Contact Name(s): Sergeant Juan Garcia, Serial No. 35969

Department/Unit: LAPD - 77th Street Area Community Police Station

Mailing Address: 7600 S. Broadway, Los Angeles, CA 90003

Phone Number: (323) 786-5012

Fax Number: (323) 753-2178

E-mail Address: 35969@LAPD.ONLINE

Provide a brief description and purpose of the request for the expenditure from this Division Restricted Account:

It is requested that 77th Street Area be approved for a donation in the amount of \$600 from the Los Angeles Police Foundation for employee wellness. The requested funds will be used to fund station events such as the 77th Street summer picnic and holiday party.

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

Has your Commanding Officer approved this request?  YES  NO

Name of Commanding Officer: Captain Ahmad Zarekani Serial No. 31205

Signature of Commanding Officer: 

For questions, please contact Jacqui McAndrews at (213) 489-4636 or email [jacqui@supportlapd.org](mailto:jacqui@supportlapd.org).



**INTRADPARTMENTAL CORRESPONDENCE**

May 10, 2023  
5.2

**TO:** Director, Office of Constitutional Policing and Policy

**FROM:** Commanding Officer, 77<sup>th</sup> Street Area

**SUBJECT:** LOS ANGELES POLICE FOUNDATION GRANT REQUEST  
- RESTRICTED ACCOUNT

**NAME OF REQUEST:** 77<sup>th</sup> Street Employee Wellness

It is requested that 77<sup>th</sup> Street Area be approved for a donation in the amount of \$600 from the Los Angeles Police Foundation for employee wellness. The Los Angeles Police Foundation has established restricted funds accounts for 77<sup>th</sup> Street Area for such endeavors. Approval of this grant benefits the Department as follows:

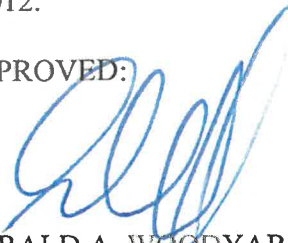
The requested funds will be used to fund station events such as the 77<sup>th</sup> Street summer picnic and holiday party. Throughout the year, personnel are given various tasks and assignments with the goal of reducing crime and ensuring community safety. The desired impact is an increase in morale, which in turn, has a positive impact on the 77<sup>th</sup> Street Area community.

If you have any questions, please contact 77<sup>th</sup> Street Area Community Relations Office, Sergeant Juan Garcia, Serial No. 35969, at (323) 786-5012.

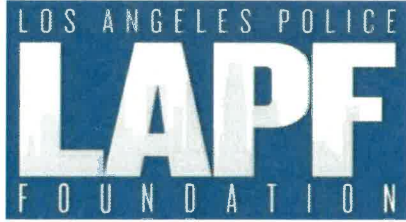


AHMAD ZAREKANI, Captain  
Commanding Officer  
77<sup>th</sup> Street Area

APPROVED:



GERALD A. WOODYARD, Deputy Chief  
Commanding Officer  
Operations-South Bureau



# APPROVED GRANT

633 W. 5th Street, Suite 960, Los Angeles, CA 90017

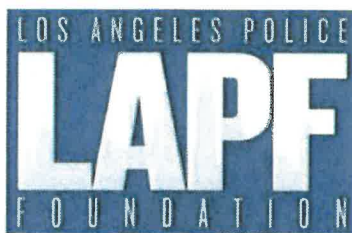
Phone (213) 489-4636 FAX (213) 489-4697

email: [jacqui@supportlapd.org](mailto:jacqui@supportlapd.org)

5/23/2023

<b>LAPF Grant #</b>	2023-062
<b>Grant Application Received:</b>	May 23, 2023
<b>Grant received from:</b>	Operations- Valley Bureau (OVB)
<b>Contact:</b>	Lieutenant Tiffany Ayers
<b>Phone:</b>	(818) 644-8080
<b>Grant Name:</b>	OVB Catalytic Converter Marking Machine
<b>Grant Amount:</b>	\$6,574.38

A handwritten signature in blue ink, appearing to read "Jacqui", is located below the grant details.



2023 DIVISION RESTRICTED ACCOUNT APPLICATION

Grant Number 2023-062 (LAPF use only)

Date: April 25, 2023

Amount Requested: \$6,574.38

Contact Name(s): Lieutenant Tiffany Ayers

Department/Unit: Los Angeles Police Department- Operations Valley Bureau

Mailing Address: 7870 North Nollan Place, Panorama City, CA 91402

Phone Number: (818) 644-8080 Fax Number: \_\_\_\_\_

E-mail Address: 39354@lapd.online

Provide a brief description and purpose of the request for the expenditure from this Division Restricted Account:

Since January 1 2023, Operations-Valley Bureau (OVB), has seen a significant increase in catalytic converter thefts. In just 115 days there have been 865 catalytic converters stolen in OVB, an average of 8 catalytic converters per day. In recent years, the value of precious metals located inside the catalytic converter have skyrocketed. OVB, home to 7 geographic patrol divisions, has hosted etching events that mark the 17 digit vehicle identification number (VIN Number) onto catalytic converters. The purchase of a VIN marking device will allow OVB to host marking events on a frequent basis. Marking the VIN number on the catalytic converter deters criminals from stealing the device. Moreover, if each division in OVB hosted just two marking events a year, and marked approximately 200 catalytic converters per event, OVB would have marked a total 2,800 vehicles per year; a small investment to deter such a prolific crime.

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

Has your Commanding Officer approved this request?  YES  NO

Name of Commanding Officer: Barbara Lium CMDR Serial No. 32464  
Signature of Commanding Officer: [Signature]

For questions, please contact Jacqui McAndrews at (213) 489-4636 or email [jacqui@supportlapd.org](mailto:jacqui@supportlapd.org).

**PURCHASE  
ORDER**

Attention: LAPD Headquarters  
Date: 11/8/22

Project Title: Catalytic Converter Marking Machine  
LA CITY Vendor ID VS0000009698

Jeff Lohmann  
[sales@jllmarking.com](mailto:sales@jllmarking.com)  
661-713-1968  
Business Address:  
25005 Highspring Ave

Description	Price	Cost
COMPLETE MARKING KIT	1 \$5,919.00	\$5,919.00
Includes: Handheld marking machine, tablet with protective case, scanning software, carrying case, 2 cordless batteries with charger		
Shipping	\$85.00	\$85.00
Subtotal		\$6,004.00
Tax Exempt		
Total		\$6,004.00

## INTRADEPARTMENTAL CORRESPONDENCE

April 25, 2023

1.7

**TO:** Director, Office of Constitutional Policing and Policy

**FROM:** Commanding Officer, Operations-Valley Bureau

**SUBJECT:** LOS ANGELES POLICE FOUNDATION GRANT REQUEST  
– RESTRICTED ACCOUNT

### **NAME OF REQUEST: JL Catalytic Converter Marking Machine**

It is requested that Operations-Valley Bureau (OVB) be approved for the JL Catalytic Converter Marking Machine. Approval of this grant benefits the Department as follows:

Theft of catalytic converters have been on the rise. The value of precious metals that are located inside catalytic converters has skyrocketed. Unfortunately, as the value of the precious metals continues to increase, so does the number of thefts of these devices. For the vehicle owner, repair costs and alternative transportation acquisition can range between \$1000 to \$4000. Removing a catalytic converter takes only minutes using essential, readily available, battery-operated tools from any hardware store.

The JL Catalytic Converter Marking Machine is designed for law enforcement agencies to engrave a 17-digit vehicle identification number (VIN) in under 30 seconds to exhaust components. Catalytic converter marking events help reduce these types of thefts in the community, build stronger partnerships with community members, and assist detectives with catalytic converter theft investigations. After the VIN's barcode is scanned via the JL Marking application tablet, the registered owner's contact information is stored in the machine's software that can be accessed by Detective personnel for prosecutorial purposes, should theft of the catalytic converter occur. Felony criminal charges are likely to be filed by the District Attorney's office if victims can be located and contacted.

Marking events, historically held on Saturdays allow community members to take advantage of this service at no cost, have proven to be an effective theft deterrent of catalytic converters.

To allow OVB's seven patrol Areas equal access to the marking machine for marking events, the OVB Community Outreach Unit (COU) will house the machine at OVB headquarters and coordinate the machine's deployment throughout the Bureau. The OVB COU will ensure Area personnel are trained on using the machine before each marking event. There will be a policy in place that will require the machine to be returned to OVB on the Monday following the marking event. An accountability log will be maintained at OVB to document the event location and the number of marked vehicles.

There are no anticipated maintenance needs for the marking machine. However, additional funding will be sought to repair the device if the device requires service.

There are no warranty or service contract fees associated with this donation. Additional funding will be identified if the marking machine becomes inoperable or requires servicing.

One device is valued at \$6,574.38 (\$ 6,004.00 +\$ 570.38 in applicable CA sales tax, see attached invoice). A complete marking machine includes one marking machine, tablet, application software, protective case, (2) Makita batteries, and charger.

If you have any questions, please contact Lieutenant Tiffany Ayers, Operations-Valley Bureau, at (818) 644-8080.



ALAN S. HAMILTON, Deputy Chief  
Commanding Officer  
Operations-Valley Bureau

APPROVED:



ROBERT E. MARINO, Assistant Chief  
Director, Office of Operations

Attachments