



AGENDA

LOS ANGELES COUNTY LOCAL CAL-ID RAN BOARD MEETING

Thursday, May 26, 2022,
2:00 p.m.

**This will be a Microsoft Teams Meeting.
The public can join by calling (323) 676-6169.
The phone conference ID is 646 450 233#.**

- I. CONVENE
- II. REVIEW/APPROVE MINUTES OF THE JANUARY 27, 2022, RAN BOARD MEETINGS. (Attached)
- III. TECHNICAL SUBCOMMITTEE REPORT
 1. Report on the status of the Livescan Network, Installations, and Enhancements
 2. Report on the Status of Automated Biometric Identification System
 3. LACRIS Statistics
 4. Training Update
 5. Report on the Steering Committee
 6. General Updates
- IV. ACTION ITEMS
 - A. Request Board to approve the LACRIS Mobile Identification Policy. (See Attachment A)
 - B. Request Board authorization to purchase Microsoft Unified Support for Fiscal Year 22/23 for the approximate cost of \$152,036. (See Attachment B)

- C. Request Board authorization to purchase Cisco Routers for connecting with the Department of Justice for the approximate cost of \$76,586.52 for five (5) years. (See Attachment C)
- D. Request Board to approve the Los Angeles County Regional Identification System Travel Policy. (See Attachment D)

V. OTHER ITEMS AND PUBLIC COMMENT

Public comments may be submitted prior to the meeting at info@lacris.org or by mail to the following address: LACRIS, 12440 E. Imperial Hwy., Suite 400W Norwalk, CA 90650.

VI. ADJOURNMENT

For more information regarding this agenda, please call (562) 345-4411.

(Si desea más informacion, o una traduccion de esta agenda, por favor llame al telefono 562-345-4411.)

Supporting documentation is also available at the Executive Office of the Board located at the Kenneth Hahn Hall of Administration, 500 W. Temple Street, Room B-50, Los Angeles, California 90012.

Local Cal-ID RAN Board Meeting
Minutes of January 27, 2022

Los Angeles County Regional Identification System
12440 East Imperial Hwy., Suite 400W
Norwalk, CA 90650
Microsoft Teams Meeting

MEMBERS PRESENT

Briane Grey
Chief Richard Bell

ALTERNATES PRESENT

John Mathews (for Supervisor Holly J. Mitchell)
Todd Pelkey (for District Attorney George Gascón)
Jeffrey R. Phillips (for Chief Michel R. Moore)
Lieutenant James C. Peterson (for Sheriff Alex Villanueva)
Mara Landay (for Mayor Eric Garcetti)

ABSENT MEMBERS

None

STAFF

Lt. Derek Sabatini, LACRIS
Sgt. Stephen Bevan, LACRIS
Sgt. John Denney, LACRIS
Christian Hai, LACRIS
Cammy DuPont, General Counsel, County Counsel
Angela Vargas, LACRIS

LAPD STAFF

Elena Nihoa Asucan, LAPD

PUBLIC

Members of the Public

I. CONVENE

The January 27, 2022 meeting of the Local Cal-ID RAN Board was called to order by Chair John Mathews at 2:03 p.m.

To continue compliance with AB361, conducting open and public meetings remotely, a vote was taken to conduct the next meeting virtually. Going forward, at the beginning of each RAN Board meeting, a vote will take place to determine if the next meeting should also be held virtually should Cal/OSHA Covid 19 health measures still be in place. The motion was moved by Jeffry Phillips, seconded by Briane Grey, and unanimously carried to approve.

II. REVIEW/APPROVAL OF MINUTES

The minutes of the September 23, 2021, meeting were adopted (moved by Todd Pelkey, seconded by Briane Grey, and unanimously carried to approve). The minutes of the September 29, 2021, meeting were adopted (moved by Chief Richard Bell, seconded by Todd Pelkey, and unanimously carried to approve). The minutes of the October 28, 2021, meeting were adopted (moved by Briane Grey, seconded by Chief Richard Bell, and unanimously carried to approve).

III. REPORT ON THE TECHNICAL SUBCOMMITTEE

Lt. Derek Sabatini and Sgt. John Denney reported on the tasks assigned to the Technical Subcommittee on October 28, 2021.

1. Report on the Status of the LiveScan Network, Installations, and Enhancements

On November 17, 2021, a Livescan install was conducted at Santa Clarita's new station.

2. Report on the Status of LAFIS

From October 1, 2021, through December 31, 2021, various LACRIS systems were inoperable and experienced unscheduled downtime for approximately three hundred and fifteen (315) hours.

3. LACRIS Statistics

MBIS Activity Statistics

Date Range: 10/01/2021 – 12/31/2021	
Tenprint Inquiries	75,095
Tenprint Registration	58,510

Tenprint Positive Identification	54,205	
- Lights Out	45,003	
- Manually Processed	9,202	
Latent Inquiries	9,245	
Latent Identifications (Hits)	2,258	
- Foster and Freeman Hits	1	
Major Latent Hits: Part 1 Crimes	Total	FF
Murder	362	1
Forcible Rape	15	0
Robbery	456	0
Aggravated Assault	123	0
Burglary	774	0
Larceny	73	0
Motor Vehicle Theft	209	0
Arson	0	0
TOTAL Part 1 Crimes:	2,012	1

LA PhotoManager

Total DMS Records (not sealed)	7,535,634	Total DMS Subjects (not sealed)	2,391,322	Approximately 68% with more than one record
Total System Users Over The Last 12 Months:	4,441	Users with Facial Recognition Training and Access:		948
FOR THE PERIOD OF 10/1/21 TO 12/31/21				
Total New Records	39,912	Total New Subjects	8,805	Approximately 78% recidivism
Total Period FR Searches	3,429	Total Period CAFRI Searches	106	
Total Period Mobile FR Searches	0	Total Period CAFRI Searches Received	313	

Mobile ID – ID BlueCheck (Fingers)

During the months of October through December, 2021, there were 1,005 total inquiries, 473 positive Identifications, for a positive identification ratio of 47%.

4. Steering Committee

The Technical Subcommittee meeting was held on November 10, 2021. During the meeting, the latent community was briefed on the status of the DOJ latent palm prints.

Agencies have requested LACRIS purchase fuming chambers. LACRIS will work with the Latent Supervisors Group to identify latent fuming chambers that are compatible prior to bringing before the RAN Board.

5. General Updates

Mobile ID Policy: LACRIS has posted the Mobile ID policy on our public website LACRIS.org, in anticipation of the launch of the new mobile identification devices.

PAC-50 Upgrade: The PAC50 project continues to move forward with more locations being upgraded to the 10 mbps connection with Spectrum.

IV. ACTION ITEMS

A. Authorization to Purchase a Mobile Booking Truck

LACRIS is requesting authorization to purchase a Mobile Booking Truck solution consisting of a mobile booking truck, wireless hardware, Verizon wireless service and its related maintenance and support at an estimated cost of \$489,725. An additional 10 years of monthly costs of \$21,170 for maintenance and support along with wireless service will also be incurred once operational for a total of \$560,290 including taxes. LACRIS is requesting an additional 5% to cover inflation, should it be necessary, for a total cost of \$588,000.

ACTION:

THE ITEM WAS MOVED BY BRIANE GREY, SECONDED BY JEFFRY PHILLIPS, AND APPROVED BY A MAJORITY OF THE BOARD, WITH ONE ABSTENTION, TO AUTHORIZE 100% FUNDING TO PURCHASE A MOBILE BOOKING TRUCK FOR \$560,290, INCLUDING TAXES, WITH AN ADDITIONAL 5% TO COVER INFLATION, SHOULD IT BE NECESSARY, FOR A TOTAL COST OF \$588,000.

B. Authorization to Hire a Temporary Sergeant

LACRIS requested authorization to hire a temporary sergeant. Sergeant Erick Martinez is anticipated to promote prior to the third quarter of 2022. Sergeant Martinez is the Operations Sergeant for the LACRIS Unit and is responsible for managing critical projects and tasks in the field of criminal identification. This is a highly specialized field outside of the realm of normal law enforcement duties.

ACTION:

THE ITEM WAS MOVED BY JAMES PETERSON, SECONDED BY TODD PELKEY, AND APPROVED BY A MAJORITY OF THE BOARD, WITH ONE ABSTENTION, TO AUTHORIZE 100% FUNDING TO HIRE A TEMPORARY

SERGEANT FOR A TOTAL COST OF \$13,789, PLUS EMPLOYEE BENEFITS, FOR A TOTAL OF \$22,166 PER MONTH.

V. PUBLIC COMMENTS

Members of the public were allowed to speak.

VI. ADJOURNMENT

The meeting was adjourned at 2:52 p.m. The next meeting is scheduled for March 24, 2022.

DRAFT



LACRIS MOBILE IDENTIFICATION POLICY

The Los Angeles County Regional Identification System (LACRIS) provides mobile identification (Mobile ID) devices and applications to authorized County and participating agency personnel. The primary function of the Mobile Identification device is to obtain positive identification of subjects who cannot provide identification in the field. The device can also be used in situations where subjects lack the capacity or ability to identify themselves, are a danger to themselves and others, or for deceased individuals. Law enforcement personnel are required to have a legal reason for detaining a subject and running a biometric search.

Only users authorized by their agency and trained by LACRIS will be given access to utilize the LACRIS Mobile Identification devices. The LACRIS issued Mobile ID devices have the ability to verify a subject's identity through the County's Multi-Modal Biometric Identification System (MBIS). Additionally, an identity search of the California Department of Justice's fingerprint repository, as well as the FBI's Repository of Individuals with Special Circumstances (RISC) can be conducted with the LACRIS Mobile ID devices. At no time will the user capture any biometrics for an identification outside of their official law enforcement duties.

Access is provided for official law enforcement use only. Any unauthorized access or misuse may result in disciplinary action ranging from access suspension to criminal prosecution, depending on the severity of the violation. Users may also be subject to additional discipline from their respective agency.

Agencies are encouraged to implement their own Mobile ID Device Policy; any policy, at a minimum, must incorporate the established LACRIS Guidelines listed below.

LACRIS Guidelines for Mobile ID searches:

- Authorized trained County and/or participating agency personnel may utilize the Mobile ID application only on department-authorized and managed mobile devices.
- Users must enter their LACRIS approved login credentials and be authenticated by the Los Angeles Mobile Identification System prior to capturing fingerprints.
- Mobile searches shall only be performed during the course of an officer's lawful duties.

- Mobile searches are recommended for field citation releases and work in conjunction with the user's agency field release protocols.
- Prior to utilizing a Mobile ID device, a user should first attempt to ascertain an individual's identity by means other than a fingerprint search, such as requesting identification, e.g., state issued driver's license or identification card.
- Prior to capturing an individual's fingerprints, users must have a lawful detention (**right to know, need to know**) or meet the "No Consent" criteria described as:
 - Individuals who lack the capacity or ability to identify themselves and who are a danger to themselves or others.
 - Those individuals who are deceased and not otherwise identified.
- Prior to executing the search, the user is required to enter the reason for the search within the application along with a brief summary of the encounter where applicable.
- Users must enter a valid search reason that references the incident (report or incident number, tag number, etc.).
- If a no match/no hit response is returned to the user, they shall follow their agency's protocols as if a Mobile ID device was not available.

Use of the LACRIS Mobile ID system is audited to ensure compliance to CORI laws and the CJIS security policy. Mobile identification devices automatically record all user actions. Recorded actions include password changes, logon time, date search, and subject(s) viewed. LACRIS personnel conduct audits of user activity for compliance to CORI laws and the CJIS security policy. Audit report data is compiled and stored for a minimum of three years.

Agencies are required to conduct monthly audits of their user's activity to ensure compliance with CORI laws and the CJIS security policy. Copies of Agency User audits shall be forwarded quarterly to LACRIS.

FY22 Unified Support Costs

6/15/22-6/14/23

Unified Enterprise Base

Technical Support	Agency-wide 24/7 problem resolution support	As-needed
Escalation Management	Resource assigned for critical issues	Included
IT Health	Active Directory Security Assessment	Included
	Active Directory Assessment	Included
	Exchange Online Assessment	Included
	Endpoint Manager Assessment	Included
	Setup and configuration services for on-demand assessments	As-Needed
Account Management	Designated Customer Success Account Manager (CSAM)	Included
Advisory Support	Advisory Phone Support (limited to six hours or less per incident)	As-Needed
Technical Training	On-demand videos, hands-on labs, learning paths, and expert-led webcasts	Included
Flex Allowance	\$25,000 to use towards full catalog of support services	Included
Unified Enterprise Base:		\$50,000

Recommended Add-ons

	Support Solution	Quantity	Price (USD)
Proactive Services & Enhanced Solutions	Proactive Credits Transactional engineering time for ad hoc projects.	990	\$128,928
	CSAM Onsite Visits	Up to 12	\$1,200
	Add-ons: \$130,128		

Assumptions:

- *Flex allowance must be applied to offset proactive/add-on services and cannot be used to buy down base support costs.
- Non-binding budgetary estimate subject to change based upon service levels and period of performance selected.
- Unused CSAM onsite visits can be converted to proactive credits.
- Assumes SAB have been accepted, activated and reserved for Premier in advance of contract execution.

Unified Enterprise Base	\$50,000
Add-ons	\$130,128
ESTIMATED COST	\$180,128
Software Assurance Benefits (2 Incidents)	(\$2,766)
Flex Allowance*	(\$25,000)
TOTAL SUPPORT COST	\$152,362

Price Quotation

Shwezin Winn
Cisco Systems, Inc.
NO ADDRESS LINE1.0
0, 0-0
UNITED STATES
Ph no:+1 408-922-4632

UNITED STATES

Date: 11-May-2022 Estimate ID: FP135668009L
Deal ID: NA

All prices are shown in USD

Line Number	Part Number	Smart Account Mandatory	Description	Service Duration (Months)	Estimate d Lead Time (Hours)	Unit List Price	Pricing Term	Qty	Unit Net Price	Disc(%)	Extended Net Price
Group Name: 3850 replacement										Subtotal=	2,654.40
1.0	C9300X-NM-8Y=	-	Catalyst 9300 8 x 10G/25G Network Module SFP+/SFP28	---	203	3,016.36		2	1,327.20	56.00	2,654.40
Group Name: Bec. ext. 8 replacement option										Subtotal=	55,270.68
2.0	C8300-1N1S-6T	-	Cisco Catalyst C8300-1N1S-6T Router	---	203	13,011.74		3	7,807.04	40.00	23,421.12
2.0.1	CON-SSSNC-C830IN6T	-	SOLN SUPP NCD Cisco Catalyst C8300-1N1S-6T Router	60	N/A	9,710.00		3	8,253.50	15.00	24,760.50
2.1	MEM-C8300-16GB	-	Cisco Catalyst 8300 Edge 16GB memory	---	28	2,365.77		3	1,419.46	40.00	4,258.38
2.2	M2USB-16G	-	Cisco Catalyst 8000 Edge M.2 USB 16GB	---	126	0.00		3	0.00	40.00	0.00
2.3	C-RFID-1R	-	Cisco Catalyst 8000 Edge RFID - 1RU	---	28	0.00		3	0.00	40.00	0.00
2.4	C8300-RM-19-1R	-	Cisco Catalyst 8300 Rack mount kit - 19" 1R	---	28	0.00		3	0.00	40.00	0.00
2.5	C8300-NIM-BLANK	-	Cisco Catalyst 8300 Edge NIM Blank	---	28	0.00		3	0.00	40.00	0.00
2.6	C8300-SM-BLANK	-	Cisco Catalyst 8300 Edge SM Blank	---	28	0.00		3	0.00	40.00	0.00
2.7	C8300-PIM-BLANK	-	Cisco Catalyst 8300 Edge PIM Blank	---	28	0.00		3	0.00	40.00	0.00
2.8	NETWORK-PNP-LIC	Yes	Network Plug-n-Play Connect for zero-touch device deployment	---	3	0.00		3	0.00	40.00	0.00
2.9	TE-R-SW	-	TE agent for IOSXE on Enterprise Routing	---	28	0.00		3	0.00	40.00	0.00
2.10	IOSXE-AUTO-MODE	-	IOS XE Autonomous boot up mode for Unified image	---	28	0.00		3	0.00	40.00	0.00
2.11	SC8KBEUK9-176	-	UNIVERSAL	---	28	0.00		3	0.00	40.00	0.00
2.12	PWR-CC1-250WAC	-	Cisco C8300 1RU 250W AC Power supply	---	175	0.00		6	0.00	40.00	0.00
2.13	CAB-AC	-	AC Power Cord (North America), C13, NEMA 5-15P, 2.1m	---	7	0.00		6	0.00	40.00	0.00
2.14	DNA-P-T0-E-3Y	Yes	Cisco DNA Essentials On-Prem Lic 3Y - upto 25M (Aggr. 50M)	---	N/A	1,350.00		3	810.00	40.00	2,430.00
Initial Term - 36.00 Months Auto Renewal Term - 0 Months Billing Model - Prepaid Term											
2.15	SVS-PDNA-T0-E3Y	-	Solution Support for SW - DNA Essentials OnPrem Lic, T0, 3Y	---	3	222.84		3	133.56	40.00	400.68
Initial Term - 36.00 Months Auto Renewal Term - 0 Months Billing Model - Prepaid Term											
2.16	DSTACK-T0-E	Yes	Cisco DNA Essentials Stack - upto 25M (Aggr. 50M)	---	3	0.00		3	0.00	40.00	0.00
Initial Term - 36.00 Months Auto Renewal Term - 0 Months Billing Model - Prepaid Term											
2.17	NWSTACK-T0-E	Yes	Cisco Network Essentials Stack - upto 25M (Aggr. 50M)	---	3	0.00		3	0.00	40.00	0.00
Initial Term - 36.00 Months Auto Renewal Term - 0 Months Billing Model - Prepaid Term											
2.18	SDWAN-UMB-ESS	Yes	Cisco Umbrella for DNA Essentials	---	3	0.00		3	0.00	40.00	0.00
Initial Term - 36.00 Months Auto Renewal Term - 0 Months Billing Model - Prepaid Term											
2.19	DNAC-ONPREM-PF	-	Cisco DNA Center On Prem Deployment Option for WAN	---	3	0.00		3	0.00	40.00	0.00
Initial Term - 36.00 Months Auto Renewal Term - 0 Months Billing Model - Prepaid Term											
Group Name: Default										Subtotal=	14,858.88
3.0	C9300-24T-A	-	Catalyst 9300 24-port data only, Network Advantage	---	206	5,993.48		2	2,637.13	56.00	5,274.26
3.0.1	CON-SSSNT-C93002TA	-	SOLN SUPP 8X5XNBD Catalyst 9300 24-port data only, Network	60	N/A	2,448.70		2	2,081.40	15.00	4,162.80
3.1	C9300-NW-A-24	Yes	C9300 Network Advantage, 24-port license	---	14	0.00		2	0.00	56.00	0.00
3.2	SC9300UK9-175	-	Cisco Catalyst 9300 XE 17.5 UNIVERSAL UNIVERSAL	---	14	0.00		2	0.00	56.00	0.00
3.3	PWR-C1-350WAC-P	-	350W AC 80+ platinum Config 1 Power Supply	---	119	0.00		2	0.00	56.00	0.00
3.4	C9300-SPS-NONE	-	No Secondary Power Supply Selected	---	14	0.00		2	0.00	56.00	0.00
3.5	CAB-TA-NA	-	North America AC Type A Power Cable	---	14	0.00		2	0.00	56.00	0.00
3.6	SSD-240G	-	Cisco pluggable USB3.0 SSD storage	---	119	1,774.33		2	780.71	56.00	1,561.42
3.7	STACK-T1-50CM	-	50CM Type 1 Stacking Cable	---	14	118.29		2	52.05	56.00	104.10
3.8	CAB-SPWR-30CM	-	Catalyst Stack Power Cable 30 CM	---	14	112.38		2	49.45	56.00	98.90
3.9	PWR-C1-BLANK	-	Config 1 Power Supply Blank	---	14	0.00		2	0.00	56.00	0.00
3.10	C9300-NM-8X	-	Catalyst 9300 8 x 10GE Network Module	---	119	3,016.36		2	1,327.20	56.00	2,654.40
3.11	NETWORK-PNP-LIC	Yes	Network Plug-n-Play Connect for zero-touch device deployment	---	3	0.00		2	0.00	56.00	0.00
3.12	TE-EMBEDDED-T	Yes	Cisco ThousandEyes Enterprise Agent IBN Embedded	---	14	0.00		2	0.00	56.00	0.00
3.12.0.1	TE-EMBEDDED-T-3Y	-	ThousandEyes - Enterprise Agents	36	N/A	0.00		2	0.00	100.00	0.00
3.13	D-DNAS-EXT-S-T	Yes	Cisco DNA Spaces Extend Term License for Catalyst Switches	---	21	0.00		2	0.00	56.00	0.00
3.13.0.1	D-DNAS-EXT-S-3Y	-	Cisco DNA Spaces Extend for Catalyst Switching - 3Year	36	N/A	0.00		2	0.00	100.00	0.00
3.14	PI-LFAS-T	Yes	Prime Infrastructure Lifecycle & Assurance Term - Smart Lic	---	14	0.00		2	0.00	56.00	0.00
3.14.0.1	PI-LFAS-AP-T-3Y	-	PI Dev Lic for Lifecycle & Assurance Term 3Y	36	N/A	0.00		2	0.00	100.00	0.00
3.15	TE-C9K-SW	-	TE agent for IOSXE on C9K	---	21	0.00		2	0.00	56.00	0.00
3.16	C9300-DNA-A-24	Yes	C9300 DNA Advantage, 24-port Term Licenses	---	14	0.00		2	0.00	56.00	0.00
3.16.0.1	C9300-DNA-A-24-3Y	-	C9300 DNA Advantage, 24-Port, 3 Year Term License	36	N/A	2,377.60		2	0.00	100.00	0.00
3.16.0.2	CON-SSTCM-C93A24	-	SOLN SUPP SW SUBC9300 DNA Advantage	60	N/A	590.00		2	501.50	15.00	1,003.00

Valid through: 20-Jun-2022
FOB Point: None

Product Total 40,026.98
Service Total : 29,926.30
Subscription Total 2,830.68
Tax (9.5%) 3,802.56
Total Price: 76,586.52

Notes

This Price Quotation does not constitute an offer by Cisco to sell products, but is instead an invitation to issue a purchase order to Cisco until the valid date specified in this Price Quotation. Such a purchase order will be subject to Cisco standard procedures, terms and conditions for the acceptance of purchase orders. This order may subject to sales tax, VAT, duty and freight charges even if not noted on this quotation.



LACRIS

Travel Policy

Updated May 2022

The Los Angeles County Regional Identification System (LACRIS), a state-funded entity (Cal-ID Program), housed within the Los Angeles County Sheriff's Department (LASD), provides reimbursement solely for training, conferences, and related travel within the statutorily allowed uses of Cal-ID Funds, known in Los Angeles County (County) as "AFIS Funds." This LACRIS Travel Policy (Policy) only applies to travel funded with Cal-ID Funds. Cal-ID Program travel funding will only be approved for topics related to the use of LACRIS systems (e.g., biometric identification, digital imaging, and other related skills).

When traveling with the assistance of Cal-ID Funds, all County travel policies and guidelines shall be followed. Please see the Los Angeles County Fiscal Manual, Chapter 13, Los Angeles County Travel Policy. Failure to follow these policies and guidelines could result in the delay or loss of reimbursement.

Agencies not under the governance of the County are not mandated to use the County-approved travel service (Agency). The purpose of this Policy is to provide clarity when a conflict arises between a local law enforcement agency travel policy, County travel policy and the rules governing Cal-ID Funds.

If there are any questions, please, call LACRIS Operations at (562) 345-4411 or send an e-mail to LACRISTraining@lasd.org.

LACRIS reimbursement rates will match the maximum reimbursement rates for lodging and meals allowable by the County. See the most recent County memo on reimbursable travel rates.

Background

This Policy provides minimum guidelines to be followed when travel is being funded with Cal-ID Funds. Law enforcement agencies should use this Policy when developing their internal travel policies relating to Cal-ID Program expenses. Individual agencies may, at their discretion, impose greater controls beyond what is required by this Policy.

All County employee travel shall be arranged through the Agency. The Agency bills charges for air, lodging, rail, bus, and car travel directly to the County's Business Travel Account (BTA). The Auditor-Controller reconciles travel activity to monthly BTA billing statements and apportions expenses to County departments. (LACRIS members who are non-County employees are not required to use the County approved travel Agency.)

Non-County employees seeking reimbursement from LACRIS, are bound to demonstrate adherence to the LACRIS travel policy and County policy when applicable, while seeking reimbursement for travel and training related expenses.

General Guidelines

Only expenses for preapproved attendees will be considered for reimbursement. Attendees are responsible for seeking the most reasonable prices available for their travel expenses. Individual items should be booked separately in order to receive individual receipts. LACRIS requires itemized receipts for travel reimbursement.

For members who are not required to use the Agency, the use of travel websites (Travelocity, Expedia, etc.) are not allowed due to service fees and/or lack of bill itemization.

Air Transportation

Choose the least expensive, non-refundable flight. This means searching **all airlines** available and choosing the least expensive flight. Two or more layovers may exempt the requirement of selecting the lowest-priced flight as stated in the County Code. Pre-approval from LACRIS is required for lowest cost flight exemptions.

Denied Boarding Compensation

Travelers must not volunteer for denied boarding (over-booked flight) compensation when traveling unless the delay in their trip will not result in any work interruption or additional cost such as hotel, meals, etc.

Travel Class

Travelers are required to travel in Coach/Economy class only. Travelers may elect to upgrade their seat selection at their own cost and are personally responsible for any additional fees.

Lowest Logical Airfare

Travelers are expected to minimize travel costs by taking advantage of any **reasonable** discounts or accepting alternate schedules. When choosing a flight, Los Angeles International Airport (LAX) shall be used as the primary reference in determining the lowest cost flight. When traveling from an airport other than LAX, that exceeds \$75, justification shall be provided and pre-approved by LACRIS. LACRIS does not expect travelers to be unreasonably inconvenienced in order to reduce costs. See County Travel Policy 13.3.6 for guidelines that should be followed.

Personal Vehicle Usage Guidelines

When driving a personal vehicle, LACRIS will pay mileage for travel to and from, in a personal vehicle only, for whichever location (home or office) is closest to the conference site.

These guidelines apply when an employee uses his/her personal vehicle to travel with use of Cal-ID Funds to a destination outside of Los Angeles, Kern, Orange, Riverside, San

Bernardino, San Diego, San Luis Obispo, Santa Barbara, or Ventura County.

Employees may use a personal vehicle rather than public or common carrier transportation under the following conditions:

- If it is less expensive than other transportation methods
- If it is more timely

The vehicle owner must comply with any insurance coverage requirements. LACRIS will not reimburse for travel insurance.

Car Rentals

For legal and insurance reasons, car rentals are not authorized unless booked through the Agency. When using Cal-ID Funds, Non-County employees must use shuttle services (i.e., Uber, Lyft, or taxi) when traveling to and from airport and hotel. Shuttle service fees are reimbursable.

Accommodations

You must book at the host hotel that offers the conference nightly room rate. If the host hotel is fully booked, choose another hotel with a similar rate that does not exceed the amount provided for in County policy. Any fees exceeding County policy will not be reimbursed.

Hotel Spending Guidelines

Travelers are responsible for any non-business-related spending (e.g., room service, pay-per-view entertainment, spa, etc.) beyond the basic lodging expense.

Hotel Cancellation Procedures

Travelers are responsible for canceling hotel rooms, and must contact the hotel before the cancellation period ends. Cancellation deadlines are usually based on the local time of the hotel. Travelers should request and record the cancellation number in case of billing disputes. Travelers will not be reimbursed for any fees charged by the hotel for late cancellation or "no-show", unless the employee can document circumstances outside his/her control (e.g., a late arriving flight resulting in a missed connection, an emergency illness, management directive to change travel plans after the cancellation period ended, etc.).

If a conference is local, within Los Angeles or an adjoining county, LACRIS will not pay for hotel accommodations if the attendee decides to spend the night, even if they attend any late activity hosted by the conference.

If travel is less than 5 hours door to door, the attendee must leave at the end of the conference. LACRIS will not pay for the additional night if they choose to spend the extra night.

LACRIS will only pay for hotel self-parking. Valet parking will not be paid unless it is the only parking option provided by the hotel. Proof must be provided.

Meals

Only meals reasonably needed will be compensated for. If the conference flyer or schedule indicates a meal will be provided, LASD Fiscal Department will not reimburse for that meal.

Meal Reimbursements

Travelers will be reimbursed for meal expenses as provided in County Code Section 5.40.060. Meals shall not be allowed in the County or on one-day trips to adjacent counties, except under special circumstances specified in County Code Section 5.40.060. Travel must extend for a minimum of 4 hours during the typical working day.

Meal(s)	Travel Begins	Travel Ends
Breakfast Only	6:00 a.m. or earlier	10:00 a.m. or later
Breakfast and Lunch	6:00 a.m. or earlier	1:00 p.m. or later
Breakfast, Lunch and Dinner	6:00 a.m. or earlier	7:00 p.m. or later
Lunch Only	11:00 a.m. or earlier	3:00 p.m. or later
Lunch and Dinner Only	11:00 a.m. or earlier	7:00 p.m. or later
Dinner Only	5:00 p.m. or earlier	7:00 p.m. or later

Note: Meal reimbursement is generally not allowed if attending a County paid event (e.g., a seminar, training, conference, etc.) where meal(s) are included as part of the cost.

If the attendee arrives the day before the conference, the only meal that can be claimed is dinner. (Example: Attendee arrives in the morning for personal time, only dinner is covered.)

Tuition

LACRIS will pay the entire basic tuition for trainings and conferences. Additional workshops that have additional fees/cost will be the attendee's responsibility.

Administration and Processing

First-time attendees of an event to be paid for with Cal-ID Funds must provide their social security number to LACRIS, Attn: Angela Vargas, Operations Assistant III. LASD's Fiscal department will not reimburse expenses without it.

Timing for Expense Claim Completion and Submission

A traveler must file an expense claim as soon as possible, but **no** later than two weeks after completing each trip.

Approval/Authorization Process

As authorized by the Los Angeles County RAN Board, the LACRIS Cal-ID Manager will review and approve all individual expense claims (expenditures) on behalf of the Cal-ID RAN Board. California State law directs the local county RAN Board to allocate Cal-ID Program funds.

Expense Claims must be reviewed by LACRIS for the following:

- Business purpose of the travel
- Supervisory/management authorization
- Correct totals/computations
- Supporting documentation and receipts, where required
- Policy compliance

Documentation Requirements

Travelers must provide the following information to be reimbursed for expenditures:

- Type of Expense (including location where employee traveled and/or location where expense occurred);
- Exact amount and date of the expense

Travelers must submit the following documentation:

- Travel - **original** passenger ticket stub, baggage fee receipts, plus invoice/itinerary.
- Shuttle – **original** taxi, Uber, or Lyft receipts.
- Hotel - **original** hotel bill summary (which separates non-reimbursable expenses, such as personal telephone calls, etc.).

Receipts must include the name of the vendor, location, date, and dollar amount. When a receipt is not available, a financial statement showing proof of payment, along with a Missing Receipt Affidavit must be provided.

Extended Personal Travel

Under no circumstances will LACRIS reimburse an employee for expenses incurred when the employee opts to extend his/her time at the destination for personal reasons. LACRIS will not reimburse any expenses incurred after the end of the business-related travel. Hotel and parking expenses must be prorated, and only the portion related to LACRIS travel will be reimbursed.

Companion Travel

Travelers who are accompanied by a travel companion are responsible for paying for their companion's travel costs, including airfare, meals, the incremental cost of hotel rates (e.g., single room rate compared to double occupancy rate), and any other charges that result from the companion's travel. Air, bus, and rail reservations for travel companions must not be charged to the County's Business Travel Account or a claim submitted to LACRIS.