



**THE PORT
OF LOS ANGELES**
Executive Director's
Report to the

Board of Harbor Commissioners

DATE: APRIL 6, 2021

FROM: PORT POLICE

**SUBJECT: RESOLUTION NO. _____ - MEMORANDUM OF AGREEMENT
BETWEEN THE LOS ANGELES HARBOR DEPARTMENT AND THE
LOS ANGELES POLICE DEPARTMENT FOR ACCESS TO LAPD'S
LOCAL AREA NETWORK SYSTEM**

SUMMARY

Staff requests approval of the Memorandum of Agreement (MOA) between the City of Los Angeles Harbor Department (Harbor Department) and Los Angeles Police Department (LAPD). This partner agency MOA, if approved by the Board, will establish the agreement for various duties and responsibilities of the Partner Agencies in regards to Los Angeles Port Police (LAPP) utilization of LAPD's Local Area Network (LAN) System.

LAPP personnel must have approved access to the electronic systems and resources at LAPD in order to complete arrests and investigations. This system will allow LAPP personnel to log onto and use the required forms and systems at LAPD on the same basis as personnel employed at LAPD.

This proposed MOA is for a five (5) year term, commencing upon execution by the Harbor Department. The MOA is administrative in nature and there will be no financial impact to the Harbor Department.

RECOMMENDATION

It is recommended that the Board of Harbor Commissioners (Board):

1. Find that the Director of Environmental Management has determined that the proposed action is administratively exempt from the requirements of the California Environmental Quality Act (CEQA) under Article II Section 2(f) of the Los Angeles City CEQA Guidelines;
2. Approve the Memorandum of Agreement between the Los Angeles Harbor Department and the Los Angeles Police Department to establish various duties and responsibilities for access to LAPD'S LAN System;
3. Authorize the Executive Director to execute, and the Board Secretary to attest to, the proposed Memorandum of Agreement for and on behalf of the Board; and

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4. Adopt Resolution No. _____.

DISCUSSION

Background/Context – LAPP personnel uses LAPD facilities for their investigations, report filing, and booking of arrestees and evidence. In performance of those duties, LAPP personnel requires access to the electronic system developed by the Superior Court of California and the County of Los Angeles for the filing of Electronic Probable Cause Declarations (E-PCD) which is available on the LAPD LAN System.

LAPD had previously established LAPD terminals at various General Services locations and at the Los Angeles World Airport (LAWA) that were accessible to LAPP personnel in order to complete required paperwork for arrests and investigations conducted by our agency. It was noted by LAPD that these terminals were not secure since the terminals lacked required accountability and an audit of individual log on identifiers. Since this discovery, LAPD has removed the terminals from use. In order for LAPP personnel to complete required paperwork during investigations, access is required to LAPD's LAN System.

The purpose of the MOA is as follows:

- Establish responsibilities of each Partner Agency in order to meet requirements including required training and certification from all outside agencies for each database system accessed.
- Exchange required Agency Identifiers (ORI) issued by the Department of Justice (DOJ).
- Establish responsibility to each terminal operator to input their unique identifiers in order to gain access to the systems.
- Establish guidelines for ensuring confidentiality and to address misuse.
- Establish Harbor Department responsibility for licensing and providing required hardware and software to allow access to LAPD's LAN System.

On January 20, 2016, Executive Director Eugene D. Seroka signed a similar agreement. During that agreement, no additional funds were expended in order to install all required licenses on existing Harbor Department computers.

ENVIRONMENTAL ASSESSMENT

The proposed action is approval of an MOA between Harbor Department and LAPD to establish an agreement for various duties and responsibilities for LAPP utilization of LAPD's LAN System, which is an administrative activity. Therefore, the Director of Environmental Management has determined that the proposed action is administratively

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exempt from the requirements of CEQA in accordance with Article II Section 2(f) of the Los Angeles City CEQA Guidelines.

FINANCIAL IMPACT

The authorization of this MOA will have no financial impact, as the proposed MOA is administrative in nature, establishing various duties and responsibilities of the Partner Agencies in regards to LAPP utilization of LAPD's LAN System.

CITY ATTORNEY

The Office of the City Attorney has reviewed and approved the Memorandum of Agreement as to form and legality.

TRANSMITTALS

1. MOA between Harbor Department and Los Angeles Police Department.
2. LAPD Special Order No. 20
3. Information Technology Bureau Memo dated July 31, 2014 regarding Guidelines for Maintaining User Credential Confidentiality.

CA Approval: *JS*
FIS Approval: *MB*


MICHAEL HYAMS
Deputy Chief of Police


THOMAS E. GAZSI
Chief of Public Safety and
Emergency Management

APPROVED:

Marla Bleavins For

EUGENE D. SEROKA
Executive Director