



Burbank Police Department

Prepared by Burbank Police Department
for Illinois Office of the Attorney General FY2023 Organized Retail Crime Grant Program

Submitted by Richard Thielen

Submitted on 03/28/2023 3:33 PM Central Standard Time



Opportunity Details

Opportunity Information

Title
FY2023 Organized Retail Crime Grant Program

Description

Awarding Agency Name
Office of the Illinois Attorney General, VCVA Program

Agency Contact Name
Kathy Carroll

Agency Contact Email
kathy.carroll@ilag.gov

Fund Activity Categories
Law, Justice and Legal Services

Category Explanation
Funding Purposes

The ORC funding is intended to:

- 1) Enhance law enforcement collaboration in combatting organized retail crime;
- 2) Enhance ongoing investigations of organized retail crime;
- 3) Provide training to law enforcement and prosecutors in the investigation and prosecution of organized retail crimes;
- 4) Support overtime for law enforcement in investigations of organized retail crime in both the home agency of officers and in collaboration with the Attorney General's Organized Retail Crime Task Force.

Departments

Subjects

Announcement Type
Initial Announcement

Public Link
<https://www.gotomygrants.com/Public/Opportunities/Details/622684fb-6d42-4f81-a216-b159b7c8f43b>

Is Published
Yes

Funding Information

Funding Sources
State

Funding Source Description

Funding Restrictions

Award Information

Award Period
01/01/2023 - 06/30/2023

Award Type
Competitive

Capital Grant
No

Indirect Costs Allowed
No

Matching Requirement
No

Submission Information

Submission Window
10/01/2022 12:00 AM - 03/31/2023 12:00 AM

Submission Timeline Additional Information
Term of Grant: January 1, 2023 – June 30, 2023

Submit Letter of Intent: October 15, 2022 – March 1, 2023

Submit application: November 15, 2022 – March 30, 2023
(Rolling approval)

Other Submission Requirements

The Letter of Intent will be reviewed by the Administrator and the Grant Committee. If the committee determines the program enhances the desired outcome of the Task Force, an invitation to apply will be sent via email. The Administrator will use a rolling application process with first applications submitted on November 15, 2022. Funding decisions are made in the order the applications arrive.



Question Submission Information

Question Submission Email Address
kathy.carroll@ilag.gov

Technical Assistance Session

Technical Assistance Session
No

Eligibility Information

Eligibility Type
Public

Eligible Applicants

- State Governments
- County Governments
- City or township governments
- Special District Governments

Additional Eligibility Information

Additional Information

Additional Information URL

Additional Information URL Description



Project Information

Application Information

Application Name
Burbank Police Department

Award Requested
\$780,000.00

Total Award Budget
\$780,000.00

Primary Contact Information

Name
Richard Thielen

Email Address
rthielen@burbankil.gov

Address
**5650 W 75th Pl
Burbank, IL 60459**

Phone Number
(708) 924-7300



Project Description

Applicant Organization Information

Important Notice

1. Agency Information

- 1.1 Agency Name
Burbank Police Department
- 1.2 Physical Street Address
5650 W 75th Pl
- 1.3 City
Burbank
- 1.4 Zip Code
60459
- 1.5 Telephone Number
708-924-7300
- 1.6 Fax Number
708-728-0412
- 1.7 E-mail Address
rthielen@burbankil.gov
- 1.8 Mailing Address (If different from address above)
5650 W 75th Pl
- 1.9 City
Burbank
- 1.10 Zip Code
60459

2. Staff Information

- 2.1. Chief Executive Officer
- 2.1a. First Name-CEO
Jack
- 2.1b. Last Name-CEO
Garcia
- 2.1c. E-mail Address
jgarcia@burbankil.gov
- 2.2. Chief Financial Officer
- 2.2a. First Name-FO
William
- 2.2b. Last Name-FO
Casey
- 2.2c. E-mail Address
wcasey@burbankil.gov
- 2.3. Grant Contact Person (Person who has primary responsibility for grant management)
- 2.3a. First Name
Richard
- 2.3b. Last Name
Thielen
- 2.3c. Telephone Number
708-924-7300
- 2.3d. E-mail Address
rthielen@burbankil.gov

3. Organization Type

- 3.1 Program Type (Choose one)*
Law Enforcement Agency
- 3.2. FEIN Number
36-2698031
- 3.3. Describe your service area (Mark all that apply)
 Urban
 Suburban
 Rural
- 3.4. Counties Served - (Mark only the county of the primary office)
Cook County

4. Applicant Certification



Form can be printed by clicking the 'Print' icon located in the same row of the form on the Application Form Page.

**Please click SAVE before printing.

By signing this report, I certify to the best of my knowledge and belief that the report is true, complete and accurate and that any false, fictitious or fraudulent information or the omission of any material fact, could result in the immediate termination of my grant award(s).

Authorized Signature

Date

Signer's Full Name

Signer's Title

Upload the signed FY23 Applicant Organization Information Certified page here.

You will not be able to Mark this Page as Complete or submit the application without first uploading this document.

Please upload the signed and completed Applicant Organization Information page.

Retail theft grant.pdf

When you're finished answering the questions on this page, click Mark as Complete. An application cannot be submitted until all pages are marked as complete.
Not finished with this page yet? Click Save or Save & Continue to fill out the missing information at a later time.



Training for Law Enforcement

Describe the type of training requested

Training
N/A

How many individuals will be trained?

Number Trained
N/A

When will the training be completed?

Timing
N/A

Upload a training brochure, if available

When you're finished answering the questions on this page, click [Mark as Complete](#). An application cannot be submitted until all pages are marked as complete.
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Overtime Reimbursement for Law Enforcement Agencies

How many Officers are included in this request?

How many Officers included
30

How many hours of overtime are included in this request?

How many hours included
3000 hours

Describe the type of work that will be performed with this overtime request?

Type of work

- Extra enforcement and pro-active patrol throughout our retail area.
- Investigating and following up leads with retail crimes in which an offender is still at large.
- Processing arrestees and additional paper work throughout the court proceedings.

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Request to Embed Personnel in The Attorney General's Taskforce

Purpose

What is the purpose of assigning personnel to the Attorney General's ORC Task Force?

N/A

Outcome

What is the desired outcome of this assignment?

N/A

Duration and Time

What is the expected duration of this placement? What are the anticipated number of overtime hours for this placement?

N/A

Special Skills

What special skills can the embedded officer offer the Task Force?

N/A

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Specific Investigation Request

A. Background Facts About the Case

A.1. What is the basis for initiating this case?

N/A

A.2. Provide the following information about the targeted organization:

A.2.a. Geographic scope of criminal operation

N/A

A.2.b. Approximate date range of criminal operations

N/A

A.2.c. Number of members of the targeted organization

N/A

A.2.d. Relevant criminal activities involved

N/A

A.2.e. Volume of illicit proceeds and estimated annual money laundering capacity of the organization?

N/A

A.2.f. Nature and extent of intimidation or violence, if any

N/A

A.2.g. Nature and extent of public corruption, if any

N/A

A.2.h. Use/trafficking of firearms/weapons and provide plan for deterrence

N/A

A.3. How would disruption or dismantlement of the target organization impact Organized Retail Crime?

N/A

A.4. Explain any connections to terrorist organization, national gangs, or other organized criminal activity.

N/A

A.5. If the target organization regularly moves, or directs movement of, contraband across the U.S. border, explain. Identify the investigative techniques used to produce evidence of such movements (e.g., human sources, wire intercepts, physical surveillance, undercover activities, etc)

N/A

A.6. If the target organization's direct source of supply is based outside the U.S., explain. Identify the investigative techniques used to produce evidence of the foreign source.

N/A

B. Investigative Techniques and Goals

B.1. What are the overall goals and objectives of this investigation?

N/A

B.2. Describe your financial investigation:

B.2.a. The steps taken to further the financial investigation

N/A

B.2.b. The general results obtained to date

N/A

B.2.c. The additional financial investigative steps planned

N/A

B.2.d. The potential for asset seizures

N/A

B.2.e. The types of potentially forfeitable assets and the relationship of the assets to the targets or criminal activities

N/A

B.3. Describe any additional planned investigative techniques beyond those listed in Part 2 above

N/A

B.4. Describe the connection this case has to other investigations and/or jurisdictions.

N/A

B.5. Describe the contact made with those other jurisdictions by:

B.5.a. Agents involved in this case (and provide titles of person(s) contacted)

N/A

B.5.b. Prosecutors involved in this case (and provide titles of person(s) contacted):

N/A

C. Personnel/Resource Requirements

C.1. Explain the investigative responsibilities of each agency participating in this investigation.

N/A

C.2. If more than one prosecutor's office -federal, state, or foreign- is involved, explain the role and responsibilities of each prosecutor's office.

N/A

When you're finished answering the questions on this page, click [Mark as Complete](#). An application cannot be submitted until all pages are marked as complete. Not finished with this page yet? Click [Save](#) or [Save & Continue](#) to fill out the missing information at a later time.



Budget Instructions

FY23 Special Project Budget Instructions

It is recommended to print this page

Complete the entire FY23 Budget on the Budget page. Complete the dialog box for each line item as you add items to the budget.

Click on the + button to open the Budget Line Item that you want to request funds.

Example:

Supplies

A dialog box appears to create the Line Item

Category: Select the type of Line Item requested

Item type: Non-Personnel

Name: Type of item.

Direct Cost: The amount requested for this line item.

Narrative: Be specific in the description of the line item. Specify the number of people this item supports, details on travel and training expenses, how many items to purchase, over what time the expenses will occur, etc.

Total Budgeted: This fills by default, no action necessary.

Click the Create button

Follow the same pattern for each Budget Line Item that funding is requested. Use the appropriate label in the drop down box in the Category and Item Type box.

This process will create your budget and add the totals of each line item. The total amount must match the requested amount entered on the Project Information page.

I have read and understand the instructions as presented.

- Yes
 No

Mark this page as Complete then proceed to the next section.

When you're finished answering the questions on this page, click [Mark as Complete](#). An application cannot be submitted until all pages are marked as complete.
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Budget

Proposed Budget Summary

Expense Budget

	Grant Funded	Total Budgeted
Equipment		
ALPR	\$50,000.00	\$50,000.00
FUSUS	\$250,000.00	\$250,000.00
Marked Patrol Vehicles	\$120,000.00	\$120,000.00
Surveillance Cameras	\$200,000.00	\$200,000.00
Unmarked Patrol Vehicle	\$60,000.00	\$60,000.00
Subtotal	\$680,000.00	\$680,000.00
Over Time Pay		
Community Service Officers	\$10,000.00	\$10,000.00
Detectives	\$15,000.00	\$15,000.00
Patrol Officers	\$70,000.00	\$70,000.00
Records Personnel	\$5,000.00	\$5,000.00
Subtotal	\$100,000.00	\$100,000.00
Total Proposed Cost	\$780,000.00	\$780,000.00

Revenue Budget

	Grant Funded	Total Budgeted
Grant Funding		
Award Requested	\$780,000.00	\$780,000.00
Subtotal	\$780,000.00	\$780,000.00
Total Proposed Revenue	\$780,000.00	\$780,000.00

Proposed Budget Detail

See attached spreadsheet.

Proposed Budget Narrative

Equipment

FUSUS

5 years of funding at \$50,000 per year

Marked Patrol Vehicles

2 marked Patrol Vehicles, fully upfitted in 2023.

Unmarked Patrol Vehicle

1 Unmarked Patrol Vehicle, fully upfitted in 2023.

ALPR

Replacing 13 outdated PIPS Automatic License Plate Readers with 8 Flock ALPR's over the next 2 years.

Surveillance Cameras

Replace 37 outdated cameras and components and with 37 new surveillance cameras and components over the next 2 years.

Over Time Pay

Patrol Officers

Approximately 28 hours a week (4 hour shifts) for patrol division.

Detectives

Approximately Six hours of overtime a week for follow up investigations.

Records Personnel

Approximately 3 hours a week in overtime for data input and court preparation.

Community Service Officers



Approximately 6 hours a week in overtime for prisoner processing and transportation as well as crime scene security.