

**LOUISIANA**  
**DEPARTMENT OF INSURANCE**

**LOUISIANA AUTOMOBILE  
THEFT AND INSURANCE  
FRAUD PREVENTION  
AUTHORITY**

**BAIT VEHICLE INSTRUCTIONS AND  
SELECTION APPLICATION**



THE POYDRAS BUILDING  
1702 North Third Street  
Baton Rouge, Louisiana 70802  
Telephone: 225.219.0452  
Fax: 225.342.1632  
[www.lidi.state.la.us](http://www.lidi.state.la.us)

## **SELECTION APPLICATION INSTRUCTIONS**

**The Louisiana Automobile Theft and Insurance Fraud Prevention Authority (LATIFPA) is accepting applications from Louisiana law enforcement agencies for the purpose of awarding specially equipped bait vehicle(s) to qualifying agencies. Funding will be provided to the National Insurance Crime Bureau (NICB) for those applicants who qualify under the award guidelines and requirements, and provided funding is available for that purpose at the time of application. Please take time to read the Selection Application Instructions thoroughly before starting the online *Selection Application* process.**

**Qualified law enforcement agencies shall receive a vehicle with the following equipment:**

- One ST200 Bait Car Deluxe Kit (Surveillance Equipment and Software) – Orion Tracking & Locating, Ltd.

All recipients will be responsible for the costs of incidentals associated with the installation and operation of this equipment. The approximate cost of these incidentals has been identified on Page 15 of this application.

## **LAW ENFORCEMENT SELECTION APPLICATION**

**The Selection Application will consist of a cover page requesting contact information, a statement of the problem, projected goals and objectives and an assessment of existing support.**

### **COVER PAGE**

**The cover page requesting contact information must include**

- the name of the organization responsible for administering the program in accordance with all accountability standards set forth by the Louisiana Automobile Theft and Insurance Fraud Prevention Authority and the National Insurance Crime Bureau.
- the municipal address of the organization.
- the type of organization (law enforcement organizations, such as police department, sheriff's office or task force).
- the organization's IRS Tax Identification Number (F.E.I.N.).
- the authorized official for the organization including name, title, address, direct phone number including extensions and e-mail address.
- the official responsible for submitting accountability requirements on behalf of the organization if different from the authorized official, including name, title, address, direct phone number including extensions and e-mail address.
- the official responsible for the day to day operations of the project on behalf of the organization, if different from the authorized official and the official responsible for submitting accountability requirements, including name, title, address, direct phone number including extensions and email.

### **STATEMENT OF THE PROBLEM**

(See Part V)

#### **The statement of the problem must include**

- a history of the problem, supported by statistical data, including theft and recovery percentages and types of vehicles most frequently stolen, when applicable.
- an estimate of cost per year the problem may have on the city, parish, or community where the organization applying for funding is located.
- a list of other programs, presently in place, that may address the problem.

### **PROJECTED GOALS AND OBJECTIVES**

(See Part VI)

#### **The projected goals and objectives must include**

- a list of the organizations goals and objectives as it pertains to a bait vehicle program.
- a statement of how this funding will assist in accomplishing the organizations goals and objectives.
- a plan of the organization describing how it will accomplish its goals and objectives.
- a list of other programs presently in place, if applicable, that may have a positive impact on accomplishing the current goals and objectives of the organization as outlined by the grant criteria.

### **ASSESSMENT OF EXISTING SUPPORT**

(See Part VII)

#### **An assessment of existing support within the organization must include**

- the number of personnel available to accomplish the requirements of the application.
- a list of all equipment i.e. vehicles or tracking devices, that will be available to support the operation.
- confirmation that your organization will be able to provide all personnel expenses, including salaries, overtime, and healthcare benefits during the period outlined in the grant requirements.
- confirmation that your organization will be able to provide all incidental expenses associated with implementation and sustainability of the program, such as cell phones and monthly cell phone fees, additional phone lines and air cards and monthly air card fees, if needed, or equipment installation cost not covered in the grant funding. (See Page 15 for detail.)
- an assessment of network capabilities for any program requiring computer software compatibility.
- a description of the applicants experience and/or qualifications that demonstrate a capability to successfully operate a bait vehicle program.
- a description of the plan used to evaluate the use of a bait vehicle or vehicles by your organization.
- any relevant data that will be used to measure the effective use of a bait vehicle or vehicles in your jurisdiction.

- a statement of the organizations willingness to enter into a Memorandum of Understanding with the National Insurance Crime Bureau (NICB) to be eligible for consideration for specific automobile theft prevention programs.
- a disclosure of the funding sources used to accomplish similar goals and objectives of the organization, including funding cycles and funding durations.

**One original copy of the Selection Application, signed by your organizations authorized official, must be received by our office at the close of business on June 22, 2009, at the following address:**

**Louisiana Department of Insurance  
Louisiana Automobile Theft and Insurance Fraud Prevention Authority  
P. O. Box 94214  
Baton Rouge, Louisiana 70804-9214**

**Applications received after the deadline will be automatically disqualified**

**Incomplete applications will be disqualified**

**All applications must be typed**

**Applications may be obtained and filled out online by accessing our Website at [www.lidi.state.la.us](http://www.lidi.state.la.us), however all applications must be printed, signed and mailed to the above listed address**

**Applications not signed by the authorized official will be disqualified**

## SELECTION APPLICATION

### PART I

Name of Organization:

Municipal Address:

Building, Floor, Suite No:

City:

State:

ZIP Code:

Parish:

Type of Organization:

Tax Identification Number:

### PART II

Person designated to sign on behalf of the organization as their authorized official.

Name:

Title:

Address:

City:

State:

ZIP Code:

Direct Phone Number:

E-mail Address:

**PART III**

Person responsible for submitting accountability requirements for the organization, if different from authorized official.

Name:

Title:

Address:

City:

State:

ZIP Code:

Direct Phone Number:

E-mail Address:

**PART IV**

Person responsible for the day-to-day operations of the project for the organization, if different from the authorized official or the person responsible for accountability requirements.

Name:

Title:

Address:

City:

State:

ZIP Code:

Direct Phone Number:

E-mail Address:

**PART V**

**The organization must submit a brief statement on the vehicle theft problems in its jurisdiction and how a bait vehicle would address these problems.**

**PART VI**

**The organization must give a statement of the existing goals and objectives to be achieved as a result of obtaining a bait vehicle(s) for use in its jurisdiction.**

## **PART VII**

Please provide an assessment of the organization's existing support structure needed to achieve the objectives of the project.

1. Will the organization be able to provide all personnel expenses, including salaries, overtime, healthcare benefits during the period of operation of the bait vehicle(s)?

Yes

No

2. Will your organization be able to provide all incidental expenses associated with implementation and sustainability of the program, such as cell phones and monthly cell phone fees, additional phone lines and air cards and monthly air card fee, if needed, or equipment installation cost not covered in the grant funding. (See Page 15 for equipment detail.)

Yes

No

3. Will the organization be able to perform an assessment of network capabilities for specific programs requiring computer and software compatibility?

Yes

No

4. Will the organization be willing to enter into an Agreement of Understanding with the National Insurance Crime Bureau for specific automobile theft prevention programs?

Yes

No

5. Does the organization have existing equipment such as vehicles and tracking devices needed to compliment a bait vehicle program?

Yes

No

If yes, please list this equipment:

6. Will your organization be able to perform the installation of necessary equipment to conduct a bait vehicle program in your jurisdiction?

Yes

No

**ADDITIONAL ASSESSMENT QUESTIONS**

**7. Does your organization currently have funding available for vehicle theft deterrence?**

Yes

No

**If yes, what are the sources, funding cycles or duration of funding?**

**8. What method of reporting crime statistics does your organization use?**

**9. What is the number of officers/personnel available to operate a bait car program? How many are full time? How many are part time?**

**10. What equipment i.e. vehicles or tracking devices, is presently available in your organization to support a bait vehicle operation?**

**11. What qualifications and/or experience does your organization have to demonstrate a capability to successfully operate a bait vehicle program?**

**12. What cities are in your jurisdiction?**

**ADDITIONAL ASSESSMENT QUESTIONS (Continued)**

**13. What is the population of each city in your jurisdiction?**

**14. What is the number of officers assigned full time to vehicle theft investigation in your organization?**

**15. How many hours per week will your officers be able to commit to vehicle theft investigation?**

**16. What is the number of vehicles stolen in 2008 in your jurisdiction?**

**17. What is the number of stolen vehicles recovered in 2008 in your jurisdiction?**

**18. Does your organization have any existing activities that address vehicle theft in your jurisdiction?**

**ADDITIONAL ASSESSMENT QUESTIONS (Continued)**

**19. Does your organization have any existing funding sources to accomplish similar goals and objectives?**

**20. Describe the plan that will be used by your organization to evaluate the use of a bait vehicles or vehicles?**

**To the best of my knowledge, the information contained herein is true and accurate.**

\_\_\_\_\_  
**Signature of Authorized Official**

\_\_\_\_\_  
**DATE**

## **PART VIII**

**PLEASE MAIL YOUR COMPLETED APPLICATION TO:**

**LOUISIANA AUTOMOBILE THEFT AND INSURANCE FRAUD  
PREVENTION AUTHORITY**

Louisiana Department of Insurance  
P. O. Box 94214  
Baton Rouge, Louisiana 70804-9214  
Attention: Denise Cassano, Director

**YOU MAY HAND DELIVER THE COMPLETED APPLICATION TO:**

**LOUISIANA AUTOMOBILE THEFT AND INSURANCE FRAUD  
PREVENTION AUTHORITY**

Louisiana Department of Insurance  
The Poydras Building  
1702 North Third Street  
Baton Rouge, Louisiana 70802  
Attention: Denise Cassano, Director

If you have any questions, you may contact Denise Cassano, Director,  
Louisiana Automobile Theft and Insurance Fraud Prevention Authority

**Denise Cassano, Director**  
1702 North Third Street  
Baton Rouge, Louisiana 70802  
Ph: 225.342.0819  
Fax: 225.342.4652  
[dcassano@ldi.state.la.us](mailto:dcassano@ldi.state.la.us)

**USE THIS EXTRA PAGE FOR ANY ADDITIONAL SPACE NEEDED FOR  
PARTS V, VI AND VII**

**INCIDENTAL EXPENSES**

The law enforcement agency recipient of this bait vehicle equipment will require the following additional equipment at their own expense:

At least one computer (two recommended) with a Windows XP or later operating system and with continuous high speed internet service. These computers will be used to monitor and control the bait vehicle. Most agencies utilize a desktop computer at their communications center as the primary control point and a laptop computer for field use and backup for failures/problems with the desktop computer. If a desktop computer is utilized it is mandatory that it have 24/7 monitoring of alarms. Some agencies use only a laptop computer to monitor and control the bait vehicle. The laptop computer requires an air card capable of voice and data transmission in order to access the internet and control the bait vehicle. It is also required that those investigators who would be expected to respond to bait vehicle activations have a mobile communication device (cell phone or pager) capable of receiving text notifications when activations occur. All computers, air cards (purchase and monthly fee), text messaging and internet service fees would be the receiving agency's responsibility. Verizon cellular service is recommended by the equipment manufacturer as some other providers have firewalls or other security software that prevent or hamper the ability to communicate with the bait vehicle. If you choose to use another cellular provider you will be responsible for insuring the necessary communication with the equipment.

Each receiving agency will make the decision on whether they will use one or two computers to control the bait vehicle and what type of computer(s) they will use based on their needs and requirements. These decisions will affect the total cost of the equipment the agency is responsible for providing.