

| | | |
|-------|--|--------------|
| Title | West Covina Police Department | 07/05/2023 |
| | by Alex Houston in Organized Retail Theft Prevention Grant Program | id. 41317395 |
| | alex.houston@wcpd.org | |

Original Submission 07/05/2023

The Organized Retail Theft (ORT) Prevention Grant Program Application is divided into five (5) sections as identified below: Background Information Contact Information Program Information Proposal Narrative and Budget Mandatory Attachments Each section has a series of questions requiring a response. Applicants will be prompted to provide written text, select options from a drop down menu, select options from a multiple choice menu, or upload attachments. Questions with a red asterisk require responses. Applicants will not be able to submit the application until all questions with a red asterisk have been completed. Applicants may reference the ORT Prevention Grant Program Proposal Instruction Packet for background information, key dates, rating factors, and other important information to aid in the completion of the ORT Prevention Grant Program Application. The ORT Prevention Grant Proposal Instruction Packet is available on the Board of State and Community Corrections (BSCC) website. NOTE: Applicants may start and stop their application but must select "Save Draft" at the bottom of the application before existing.

SECTION I - BACKGROUND INFORMATION **This section requests information about the applicant's name, location, mailing address, and tax identification number.**

Name of Applicant (i.e., Police Department, Sheriff's Department, or Probation Department) **West Covina Police Department**

Multi-Agency Partnerships Information (if applicable) **Applicants may apply for funding as part of a multi-agency partnership (two [2] or more agencies). The agencies and jurisdictions comprising the collaborative application are not required to be contiguous. One (1) Lead Public Agency must be identified on behalf of the partnership.**

Multi-Agency Partnerships **No: This is not a Multi-Agency Partnership Application**

Lead Public Agency Information **All applicants are required to designate a Lead Public Agency (LPA) to serve as the coordinator for all grant activities. The LPA is a governmental agency with local authority within the applicant's city or county. The applicant may choose to fill the role of LPA itself or it may designate a department, agency, or office under its jurisdiction to serve as the LPA. The role of the LPA is to coordinate with other local government agency partners and non-governmental organizations to ensure successful implementation of the grant program. The LPA is responsible for data collection and management, invoices, meeting coordination (virtual and/or in-person), and will serve as the primary point of contact with the BSCC.**

Lead Public Agency **West Covina Police Department**

Applicant's Physical Address **1444 W. Garvey Ave. S.
West Covina
CA
91790
US**

Applicant's Mailing Address (if different than the physical address) *n/a*

Mailing Address for Payment **1444 W. Garvey Ave. S.
West Covina
CA
91790
US**

Tax Identification Number **956000810**

SECTION II - CONTACT INFORMATION **This section requests contact information for the individuals identified as the Project Director, Financial Officer, Day-to-Day Project Contact, Day-to-Day Fiscal Contact, and the Authorized Signature.**

Project Director **Alex
Houston**

Project Director's Title with Agency/Department/Organization **Police Administrative Services Manager**

Project Director's Physical Address **1444 W. Garvey Ave. S.
West Covina
CA
91790
US**

Project Director's Email Address **alex.houston@wcpd.org**

Project Director's
Phone Number **+16269398536**

Financial Officer **Alex
Houston**

Financial Officer's
Title with
Agency/Department/Organization **Police Administrative Services Manager**

Financial Officer's
Physical Address **1444 W. Garvey Ave. S.
West Covina
CA
91790
US**

Financial Officer's
Email Address **alex.houston@wcpd.org**

Financial Officer's
Phone Number **+16269398536**

Day-To-Day Program
Contact **Alex
Houston**

Day-To-Day Program
Contact's Title **Police Administrative Services Manager**

Day-To-Day Program
Contact's Physical
Address **1444 W. Garvey Ave. S.
West Covina
CA
91790
US**

Day-To-Day Program
Contact's Email
Address **alex.houston@wcpd.org**

Day-To-Day Program
Contact's Phone
Number **+16269398536**

Day-To-Day Fiscal
Contact **Alex
Houston**

Day-To-Day Fiscal
Contact's Title **Police Administrative Services Manager**

Day-To-Day Fiscal
Contact's Physical
Address **1444 W. Garvey Ave. S.
West Covina
CA
91790
US**

| | |
|---|--|
| Day-To-Day Fiscal Contact's Email Address | alex.houston@wcpd.org |
| Day-To-Day Fiscal Contact's Phone Number | +16269398536 |
| Name of Authorized Officer | Richard Bell |
| Authorized Officer's Title | Chief of Police |
| Authorized Officer's Physical Address | 1444 W. Garvey Ave. S. West Covina CA 91790 US |
| Authorized Officer's Email Address | rbell@wcpd.org |
| Authorized Officer's Phone Number | +16269398501 |
| Authorized Officer Assurances | checked |
| SECTION III - PROGRAM INFORMATION | This section requests a Project Title, Proposal Summary description, Program Purpose Area(s) selection, and Scope Funding Category selection. |
| Project Title | West Covina Retail/Vehicle/Vehicle Accessory Grant |
| Proposal Summary | Retail thefts, vehicle thefts, and vehicle accessory thefts have all increased in recent years in West Covina and the surrounding region. This grant project will dedicate police resources to combat these thefts in West Covina, primarily at mall locations where both retail theft and vehicle/accessory thefts occur. Grant activities include funding a dedicated Detective, overtime operations for enforcement and surveillance, catalytic converter VIN etching operations, and cameras (tied into the existing public safety camera system). The Plaza West Covina—the largest indoor retail mall in the region—is the Police Department’s primary partner. |
| PROGRAM PURPOSE AREAS | Applicants must propose activities, strategies, or programs that address the Program Purpose Areas (PPAs) as defined on pages 5 - 8 in the ORT Prevention Grant Proposal Instruction Packet. A minimum of one (1) PPA must be selected; applicants are not required to address all three (3) PPAs. All proposed activities, strategies, or programs must have a link to the ORT Prevention Grant Program as described in the authorizing legislation and the ORT Prevention Grant Proposal Instruction Packet. |

| | |
|--|--|
| Program Purpose Areas (PPAs): | PPA 2: Motor Vehicle or Motor Vehicle Accessory Theft PPA 1: Organized Retail Theft |
| Funding Category Information | Applicants may apply for funding in a Medium Scope OR Large Scope Category. The maximum an applicant may apply for is up to \$6,125,000 in the Medium Scope category OR up to \$15,650,000 in the Large Scope category. Applicants may apply for any dollar amount up to and including the maximum grant amount identified in each category. Multi-agency partnerships (determined as Medium Scope OR Large Scope) may apply for up to the maximum grant award in that category, multiplied by the number of partnering eligible applicants. For Example: Four (4) eligible applicants in the Medium Scope category may submit one (1) application for up to \$24,500,000 o \$6,125,000 (Medium Scope Max) x 4 (# of Agencies) = \$24,500,000 Two (2) eligible applicants in the Large Scope category may submit one (1) application for up to \$31,300,000 o \$15,650,000 (Large Scope Max x 2 (# of Agencies) = \$31,300,000 Please reference pages 10-12 in the ORT Prevention Grant Proposal Instruction Packet for additional information. |
| Funding Category | Medium Scope (Up to \$6,125,000) |
| SECTION IV - PROPOSAL NARRATIVE AND BUDGET | This section requests responses to the Rating Factors identified in the the ORT Prevention Grant Program Application Instruction Packet. |

The Proposal Narrative must address the Project Need, Project Description, Project Organizational Capacity and Coordination, and Project Evaluation and Monitoring Rating Factors as described in the ORT Prevention Grant Instruction Packet (refer to pages 20-24). A separate narrative response is required for each Rating Factor as described below: The Project Need narrative may not may not exceed 6,711 total characters (includes punctuation, numbers, spacing and any text). In Microsoft Word, this is approximately three (3) pages in Arial 12-point font with one-inch margins on all four (4) sides and at 1.5-line spacing. The Project Description narrative may not may not exceed 11,185 total characters (includes punctuation, numbers, spacing and any text). In Microsoft Word, this is approximately five (5) pages in Arial 12-point font with one-inch margins on all four (4) sides and at 1.5-line spacing. The Project Organizational Capacity and Coordination narrative may not may not exceed 4,474 total characters (includes punctuation, numbers, spacing and any text). In Microsoft Word, this is approximately two (2) pages in Arial 12-point font with one-inch margins on all four (4) sides and at 1.5-line spacing. The Project Evaluation and Monitoring narrative may not may not exceed 4,474 total characters (includes punctuation, numbers, spacing and any text). In Microsoft Word, this is approximately two (2) pages in Arial 12-point font with one-inch margins on all four (4) sides and at 1.5-line spacing. A character counter is automatically enabled that shows the number of characters used and the remaining number of characters before the limit for each response is met. If the character limit is exceeded, a red prompt will appear with the message "You have exceeded the character limit". Applicants will be prohibited from submitting the ORT Prevention Grant Program Application until they comply with the character limit requirements. NOTE: It is up to the applicant to determine how to use the total word limit in addressing each section, however as a guide, the percent of total point value for each section is provided in the ORT Prevention Grant Proposal Instruction Packet (refer to page 15).

Project Need

With a population of about 110,000, the City of West Covina lies in the heart of the San Gabriel Valley, in eastern Los Angeles County. The City is a mix of residential and retail-shopping areas, right off of the Interstate 10 freeway. West Covina houses the major indoor shopping mall in the region, Plaza West Covina, and two other strip mall retail centers.

The latest (2022) Retail Security Survey by the National Retail Federation and Loss Prevention Research Council lists the Los Angeles region as the top problematic location for organized retail theft across the nation. The Survey states that retailers reported a 26.5% average increase in organized retail theft from 2020 to 2021, and 80% of retailers reported that violence and aggression associated with retail thefts increased in the same period.¹

Additionally, the National Insurance Crime Bureau reports that thefts of catalytic converters increased significantly from 2020 to 2022, with California again identified as the most problematic location nationwide. California had 24,102 catalytic converter thefts in 2022—over three times more than the second most problematic location (Texas) experienced.²

Echoing these regional crime trends, vehicle/vehicle accessory thefts and retail thefts have become increasing problems in recent years in West Covina. Between January 2020 and May 2023, West Covina had 3,509 reports of retail thefts, with 817 of them in the mall areas. In that same period, West Covina had 1,203 vehicle thefts and 1,648 vehicle accessory thefts citywide, with 128 vehicle thefts and 190 accessory thefts in the mall areas. Drilling down further, the City had 868 catalytic converter thefts between January 2020 and May 2023, with 99 of them in the mall areas. The mall areas are right off the Interstate 10 freeway, offering thieves an immediately accessible escape route.

Using this information, West Covina has designed a grant project to combat retail thefts, vehicle thefts, and vehicle accessory thefts, with a special focus on the mall areas (where all three types of thefts have occurred). This project includes police resources to address the needs of retailers to combat violence and aggression associated with retail thefts.

Project Description

The 2022 Retail Security Survey by the National Retail Federation and Loss Prevention Research Council shows that 80% of retailers reported that violence and aggression associated with retail thefts increased from 2020 to 2021.¹ West Covina's project proposal is designed to combat this violence, by dedicating public safety resources specifically to retail thefts, vehicle thefts, and vehicle accessory thefts, with a special emphases at mall locations where all of these types of thefts occur.

The overall goals of this project are to (1) dedicate law enforcement resources to retail/vehicle/vehicle accessory theft, (2) utilize

technology to improve surveillance at key retail/vehicle/vehicle accessory theft locations, and (3) reduce retail thefts, vehicle thefts, and vehicle accessory thefts (compared to a pre-project period).

Grant activities and objectives include the following:

- Assigning a dedicated West Covina Police Detective to Retail/Vehicle/Vehicle Accessory Theft. This law enforcement resource, working and coordinating with the hot spot mall locations, will help address the needs/concerns of retailers about increased retail theft violence and aggression, and will be deployed from January 2024 to December 2026.
- Conducting overtime operations targeting retail/vehicle/vehicle accessory thefts, acting on Police crime/records data and intelligence. This law enforcement resource, working and coordinating with the hot spot mall locations, will help address the needs/concerns of retailers about increased retail theft violence and aggression. These operations will be planned between January 2024 and December 2026.
- Conducting a sampled survey of retail/vehicle/vehicle accessory theft victims, focusing on victims' ratings of perceived helpfulness and effectiveness of the dedicated Detective and Police Department. The contract evaluation staff will conduct this between December 2026 and April 2027, including the results in the final evaluation.
- Installing and deploying approximately 6 surveillance cameras at the Plaza Mall location, tied into the Police Department's public safety camera system. This law enforcement resource, utilized directly in the hot spot mall locations, will help address the needs/concerns of retailers about increased retail theft violence and aggression, and also provide a resource to monitor and combat vehicle thefts and vehicle accessory thefts. This is planned for January 2024 to December 2026.
- Coordinating enforcement and intelligence efforts by the dedicated Detective with Plaza West Covina staff, and other retailers citywide, to combat and ultimately reduce retail/vehicle/vehicle accessory thefts. This work of the dedicated Detective will help address the needs/concerns of retailers about increased retail theft violence and aggression, and also combat vehicle thefts and vehicle accessory thefts. This is planned for January 2024 to December 2026.
- Conducting catalytic converter VIN etching operations for community members. These operations, utilized by other law enforcement agencies, is designed to combat and ultimately reduce vehicle accessory thefts. Operations are planned for January 2024 to December 2026.
- Completing a comprehensive evaluation. Conducted by a University-affiliated research group, this comprehensive evaluation will reveal outcomes and will help inform decisions as to which activities are the most worthwhile to sustain after the grant funds

expire. Collecting data, and monitoring the work of the grant project group, is planned throughout the grant period, and the final evaluation is planned for completion in April 2027.

Anticipated impacts, all compared to a pre-project sample period, include the following:

- Increase in # of retail/vehicle/vehicle accessory theft arrests made;
- Improvement in prosecution and conviction results;
- Improvement in victims' ratings of perceived helpfulness and effectiveness of the Police Department combating retail, vehicle, and vehicle accessory thefts;
- Increase in # of retail/vehicle/vehicle accessory theft arrests made;
- Increase in # of items recovered;
- Increase in # of retail thefts captured by surveillance cameras;
- Increase in # of vehicle/vehicle accessory thefts captured by surveillance cameras;
- Increase and improvement in # of arrests, prosecutions, judicial outcomes stemming from above;
- For the final 12 months of the grant (compared to the previous 12 months of grant, and to a pre-project sample period), a decrease in the # of retail theft reports at mall locations, and citywide;
- For the final 12 months of the grant (compared to the previous 12 months of grant, and to a pre-project sample period), a decrease in the # of vehicle theft reports at mall locations, and citywide;
- For the final 12 months of the grant (compared to the previous 12 months of grant, and to a pre-project sample period), a decrease in the # of vehicle accessory theft reports at mall locations, and citywide;
- For the final 12 months of the grant (compared to the previous 12 months of grant, and to a pre-project sample period), a decrease in the # of etched & non-etched catalytic converters stolen;
- For the final 12 months of the grant (compared to the previous 12 months of grant, and to a pre-project sample period), an increase # of etched & non-etched catalytic converters recovered.

The goals, objectives, activities, outcome measures, data sources, and timeframe are further discussed in the attached Project Work Plan (Appendix B).

The target area for this grant project is the City of West Covina, with a special focus on the Plaza West Covina mall areas. As discussed above in the Project Need section, Plaza West Covina is a hot spot of retail thefts, vehicle thefts, and vehicle accessory thefts.

West Covina Police Department's primary retail collaboration partner for this project is the Plaza West Covina mall. With over 185 stores, this is the largest indoor mall in our region, and a location where retail thefts, vehicle thefts, and vehicle accessory thefts have occurred. Plaza West Covina executive and security staff will coordinate with West Covina Police Department personnel on grant activities taking place at Plaza West Covina. This includes installing and utilizing grant-funded cameras (that will be tied into the Police Department's public safety camera system) to combat retail and vehicle/vehicle

accessories thefts at Plaza West Covina, sharing information concerning thefts at Plaza West Covina, and facilitating retail/vehicle enforcement operations by West Covina Police Officers at Plaza West Covina. Attached as Appendix F is the Letter of Commitment from Plaza West Covina in support of the project.

When West Covina Police Department's dedicated Detective has intelligence concerning organized vehicle theft operations that are truly regional (instead of local), the Detective will share information and coordinate with Los Angeles County's Task Force for Regional Auto Theft Prevention (TRAP). TRAP is a regional, multi-jurisdictional, multi-agency task force that investigates, prosecutes, and deters vehicle theft and vehicle fraud on a coordinated and cooperative basis. Using input from West Covina's dedicated Detective, TRAP can bring regional resources and conduct large scale surveillance and enforcement operations targeting large scale organized vehicle theft operations.

Extant research indicates that these activities are likely to achieve the goals and objectives of this grant project. A 2019 evaluation determined that focusing limited police resources to intervene in hot spot locations was effective at preventing crime, with the crime control benefits diffusing into nearby areas.³ This research informs our strategy to assign a dedicated Detective, who can coordinate group Officer overtime operations when appropriate, to target retail thefts and vehicle/vehicle accessory thefts at the Plaza West Covina mall location. A 2011 evaluation determined that, overall, camera systems were effective at reducing crime and worth the expense, although experiences differed across the different locations studied (in one location, significant decreases in total crime, violent crime, and larceny were documented).⁴ This informs our strategy to utilize cameras at the Plaza Mall location, for both retail and vehicle/vehicle accessory theft. A 2003 evaluation of marking vehicle parts determined that it is effective and highly cost-beneficial; according to estimates, marking parts reduced thefts by 138-300 vehicles per 100,000 registered vehicles.⁵ Other agencies including the Los Angeles Police Department conducted these type of parts marking operations recently, focusing on catalytic converters. See the attached Bibliography.

The West Covina Police Department has experience in the proper, lawful use of camera technology. The Department utilizes the Flock camera system at locations across the City—this grant will add integrated cameras at the Plaza West Covina mall. Attached to this grant is West Covina Police Department Policy 715 concerning public safety video surveillance. In brief, that policy guides the operation of this camera surveillance system, detailing the use, supervision, data storage and retention, privacy considerations, and evidentiary integrity of the system, and more.

The City of West Covina is committed to equal employment opportunities, with no racial bias. Because this grant project involves hiring a position (the dedicated Detective), attachments to this grant

application include section 1.14 of the City's Personnel Rules, showing that commitment.

Similarly, attached to this application are West Covina Police Department policies prohibiting racial bias (WCPD Policy 402), and adhering to the Racial and Identity Profiling Act (WCPD Policy 346). In brief, these policies guide operations, prohibiting bias-based policing, and detail supervisor responsibilities, relevant training requirements, and the reporting of data to the California Department of Justice.

Project
Organizational
Capacity and
Coordination

If selected for funding, the West Covina Police Department is capable of promptly implementing and administering this project. Staffing/participants in the project include the following:

- **Grant Director (and Financial Officer):** Alex Houston is the West Covina Police Department's Police Administrative Services Manager, and will serve as the Grant Director and Financial Officer. He has over 20 years' experience in budget development and management, grant management, and audits. He also has experience selecting and working with professional University-affiliated social science evaluation contractors. He has a Master of Public Administration degree, and reports directly to the Chief of Police.
- **Dedicated Retail/Vehicle/Vehicle Accessory Theft Detective:** West Covina Police Department will draw from our workforce of existing Officers, selecting a veteran Officer best qualified for this new Detective position. Candidate qualifications will include having completed Detective training, and experience in vehicle and retail theft investigations/cases. The Detective will report to a Lieutenant, who then reports to the Chief of Police.
- **Other West Covina Police Officers:** For larger operations that require multiple Officers and resources (beyond the dedicated Detective), West Covina Police Department will utilize other veteran Officers for overtime operations targeting and combating retail/vehicle/vehicle accessory thefts. These overtime operations will be coordinated by the dedicated Detective.
- **Partner:** Plaza West Covina General Manager Allison Mack will work with the dedicated Detective and Grant Director on this project. Ms. Mack is a Certified Retail Property Executive and Certified Shopping Center Manager, with over 15 years' experience as a mall executive. Plaza West Covina security staff report to her, and she is intimately familiar with the retail theft problems at the mall locations.
- **Contract Evaluation Staff:** The contract evaluation staff (to be determined, from a University-affiliated research group) will participate in planning meetings, monitor activities, gather data, and complete the project evaluation. This is further discussed in Section 4, below.

The primary partner for West Covina Police Department will be the Plaza West Covina mall—the largest indoor mall in our region, and a

location where retail thefts, vehicle thefts, and vehicle accessory thefts have occurred. Plaza West Covina's participation in this project will see their executive and security staff interfacing with West Covina Police Department personnel on grant activities taking place at Plaza West Covina. This includes installing and utilizing grant-funded cameras (that will be tied into the Police Department's public safety camera system) to combat retail and vehicle/vehicle accessories thefts at Plaza West Covina, sharing information concerning thefts at Plaza West Covina, and facilitating retail/vehicle enforcement operations by West Covina Police Officers at Plaza West Covina. If selected for funding, Plaza West Covina is ready and capable to participate in this project and begin these activities starting in January 2024 (after an initial project planning period, involving West Covina Police, Plaza West Covina, and the contract evaluation staff). Attached as Appendix F is the signed Letter of Commitment from Plaza West Covina in support of the project.

All West Covina Police Department personnel ultimately report to the Chief of Police through the supervision chain of command. The Chief of Police supports this project and can make any necessary executive/policy decisions. Similarly, all Plaza West Covina security staff report to the General Manager, who likewise makes executive decisions at the mall. This small grant project group identified above is equipped to work together and make decisions to implement this grant project.

The City of West Covina will make all efforts to retain the dedicated Retail/Vehicle/Vehicle Accessory Theft Detective position, if local funding is available. If the Plaza West Covina mall wants to continue using/leasing the surveillance cameras at their location, the mall will pay for those costs after the grant expires. At the end of the grant period, the final evaluation will help inform decisions as to which activities are the most worthwhile to sustain after the grant funds expire.

Project Evaluation
and Monitoring

The West Covina Police Department plans to contract with a University-associated research group for the evaluation of this multi-year grant project. In the past, the Department utilized the professional social science evaluation services of the Pat Brown Institute of Cal State Los Angeles to evaluate projects including a multi-grant (federal and State) domestic violence program, and a multi-school graffiti abatement grant. If selected for funding, the Department will contact this group or another qualified University-associated research group—research staff within the group (whose experience and qualifications best match the project evaluation needs) will be assigned to this project.

Contract evaluation staff will join in the planning meetings in the first quarter of this grant—monitoring the project planning, and also contributing ideas, measures, etc., for the evaluation. Contract evaluation staff will continue to monitor grant project activities throughout the grant period, holding quarterly meetings with the Grant Director and other project personnel.

Measures preliminarily planned for our research and evaluation design are as follows: Again, we anticipate that the contract evaluation staff could devise other measures during the initial planning phase of the grant project.

- # of retail/vehicle/vehicle accessory theft arrests made (compared to pre-project sample period)
- Prosecution and conviction results (compared to pre-project sample period)
- Survey of retail/vehicle/vehicle accessory theft victims, exploring perceived helpfulness of the dedicated Detective and Police Department
- # of items recovered (compared to pre-project sample period)
- # of retail thefts captured by surveillance cameras
- # of vehicle/vehicle accessory thefts captured by surveillance cameras
- Arrests, prosecutions, judicial outcomes stemming from above
- # of retail theft reports at mall locations, and citywide (comparing final 12 months of grant to previous 12 month of grant, and to a pre-project sample period)
- # of vehicle theft reports at mall locations, and citywide (comparing final 12 months of grant to previous 12 month of grant, and to a pre-project sample period)
- # of vehicle accessory theft reports at mall locations, and citywide (comparing final 12 months of grant to previous 12 month of grant, and to a pre-project sample period)
- # of etched & non-etched catalytic converters stolen (comparing final 12 months of grant to previous 12 month of grant, and to a pre-project sample period)
- # of etched & non-etched catalytic converters recovered (comparing final 12 months of grant to previous 12 month of grant, and to a pre-project sample period)

Data sources for the project include the West Covina Police Department Records Management System, the West Covina Police public safety Flock camera system, regional law enforcement databases, criminal justice records accessible by the WCPD Detective, VIN etching operation records, and surveys conducted by the contract evaluation staff. No new data sharing agreements are required. The bulk of these data sources (excluding the survey and the VIN etching operations data) will be used for pre-project sample period data as well as grant project period data.

At quarterly meetings, the Grant Director, contract evaluation staff, and other project personnel including the dedicated Detective, will gather to monitor the progress of grant activities, report on activity implementation status, and address any operational issues. As further detailed in the Project Work Plan, these outcome and project measures support the grant objectives and overall project goals of (1) dedicating law enforcement resources to retail/vehicle/vehicle accessory theft, (2) utilizing technology to improve surveillance at key retail/vehicle/vehicle accessory theft locations, and (3) ultimately

reducing retail thefts, vehicle thefts, and vehicle accessory thefts. This preliminary research and evaluation design (which again may be further refined and expanded by the contract evaluation staff) is constructed to properly assess whether the project activities achieve their intended outcomes.

Budget Instructions

Applicants are required to submit a Proposal Budget and Budget Narrative (Budget Attachment). Upon submission the Budget Attachment will become Section 5: Budget (Budget Tables & Narrative) making up part of the official proposal. The Budget Attachment must be filled out completely and accurately. Applicants are solely responsible for the accuracy and completeness of the information entered in the Proposal Budget and Budget Narrative. The Proposal Budget must cover the entire grant period. For additional guidance related to grant budgets, refer to the BSCC Grant Administration Guide. The Budget Attachment is provided as a stand-alone document on the BSCC website.

Budget Attachment

[ORT_Grant_Budget_Attachment_-_West_Covina_PD.xlsx](#)

SECTION V -
ATTACHMENTS

This section list the attachments that are required at the time of submission, unless otherwise noted. Project Work Plan (Appendix B) - Mandatory Grantee Assurance for Non-Governmental Organizations (Appendix D) - Mandatory Local Impact Letter(s) (Appendix E) - Mandatory Letter(s) of Commitment (Appendix F) - If Applicable Policies Limiting Racial Bias - Refer to page 9 of the Proposal Instruction Packet - Mandatory Policies on Surveillance Technology - Refer to page 9 of the Proposal Instruction Packet - If Applicable Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft, and Embezzlement (Appendix G) - Mandatory Governing Board Resolution (Appendix H) - Optional

Project Work Plan (Appendix B)

[Appendix_B_ORT_Project_Work_Plan.docx](#)

Grantee Assurance for Non-Governmental Organizations (Appendix D)

[Appendix_D_Grantee_Assurance.pdf](#)

Local Impact Letter(s) (Appendix E)

[Appendix_E_Local_Impact_Letter.pdf](#)

Letter(s) of Commitment, (Appendix F)

[Appendix_F_Plaza_West_Covina_Letter_of_Commitment.pdf](#)

Policies Limiting Racial Bias

[WCPD_Policy_Manual_402.pdf](#)

[WCPD_Policy_Manual_346.pdf](#)

Policies on Surveillance Technology

Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft, and Embezzlement (Appendix G)

[Appendix_G_Debarment_Etc_Certification.pdf](#)

OPTIONAL: n/a
Governing Board
Resolution (Appendix
H)

OPTIONAL:
Bibliography

1. Mathews, Mark, and Lowe, Cory. "2022 Retail Security Survey." National Retail Federation, 2022. <https://nrf.com/research/national-retail-security-survey-2022>

2. Brenckle, Joe. "Catalytic Converter Thefts Surge Nationwide." National Insurance Crime Bureau, May 2023. <https://www.nicb.org/news/news-releases/catalytic-converter-thefts-surge-nationwide-according-new-report>

3. Braga, Anthony A., Brandon S. Turchan, Andrew V. Papachristos, David M. Hureau. "Hot Spots Policing and Crime Reduction: An Update of an Ongoing Systematic Review and Meta-Analysis." Journal of Experimental Criminology (Vol. 15 Issue 3), pages: 289-311, September 2019

4. La Vigne, Nancy G., Samantha S. Lowry, Joshua A. Markman, Allison M. Dwyer. Evaluating the Use of Public Surveillance Cameras for Crime Control and Prevention. Washington, D.C.: The Urban Institute, Justice Policy Center, 2011.

5. Rhodes, William, and Ryan Kling. Evaluation of the Effectiveness of Automobile Parts Marking and Anti-Theft Devices on Preventing Theft. Cambridge, MA: ABT Associates, Inc., 2003.

CONFIDENTIALITY
NOTICE:

All documents submitted as a part of the Organized Retail Theft Prevention Grant Program proposal are public documents and may be subject to a request pursuant to the California Public Records Act. The BSCC cannot ensure the confidentiality of any information submitted in or with this proposal. (Gov. Code, § 6250 et seq.)

Appendix B: Project Work Plan

Applicants must complete a Project Work Plan. This Project Work Plan identifies measurable goals and objectives, process and outcome measures, activities and services, responsible parties for those activities and services, data sources and estimated timelines. Completed plans should (1) identify the project’s top goals and objectives; (2) identify how the goal(s) will be achieved in terms of the activities, responsible staff/partners, and start and end dates, process and outcome measures; and (3) provide goals and objectives with a clear relationship to the need and intent of the grant. As this grant term is for three (3) years, the Project Work Plan must attempt to identify activities/services and estimate timelines for the entire grant term. A minimum of one goal and corresponding objectives, process measures, etc. must be identified.

Applicants must use the Project Work Plan provided below. You will be prompted to upload this document to the BSCC-Submittable Application.

| | | | |
|---|---|------------|----------|
| (1) Goal: | Dedicate law enforcement resources to retail/vehicle/vehicle accessory theft | | |
| Objectives (A., B., etc.) | A. Assign a dedicated West Covina Police Detective to Retail/Vehicle/Vehicle Accessory Theft B. Acting on Police crime/records data and intelligence, conduct overtime operations targeting retail/vehicle/vehicle accessory thefts. | | |
| Process Measures and Outcome Measures: | A: Dedicated Detective <ul style="list-style-type: none"> • Increase in # of retail/vehicle/vehicle accessory theft arrests made (compared to pre-project sample period) • Improvement in prosecution and conviction results (compared to pre-project sample period) • Survey completed by contract evaluation staff of retail/vehicle/vehicle accessory theft victims, focusing on victims’ ratings of perceived helpfulness and effectiveness of the dedicated Detective and Police Department B. Overtime operations <ul style="list-style-type: none"> • Increase in # of retail/vehicle/vehicle accessory theft arrests made (compared to pre-project sample period) • Increase in # of items recovered (compared to pre-project sample period) | | |
| Project activities that support the identified goal and objectives: | Responsible staff/partners | Timeline | |
| | | Start Date | End Date |

| | | | |
|---|---------------------------|---------------|---------------|
| A. Assign and deploy qualified WCPD Officer to Detective position | West Covina Police Dept. | January 2024 | December 2026 |
| B. Conduct overtime operations | West Covina Police Dept. | January 2024 | December 2026 |
| C. Conduct sampled survey of retail/vehicle/vehicle accessory theft victims, focusing on victims' ratings of perceived helpfulness and effectiveness of the dedicated Detective and Police Department. | Contract evaluation staff | December 2026 | April 2027 |
| <p>List data and sources to be used to measure outcomes:</p> <ul style="list-style-type: none"> • Arrest Data, during the project period and also a pre-project sample period (source: West Covina Police Department Records Management System) • Items recovered, during the project period and also a pre-project sample period (source: West Covina Police Department Records Management System) • Prosecution and conviction data, during the project period and also a pre-project sample period (sources: West Covina Police Department Records Management System, and criminal justice records) | | | |

| | |
|--|---|
| (2) Goal: | Utilize technology to improve surveillance at key retail/vehicle/vehicle accessory theft locations |
| Objectives (A., B., etc.) | A. Install and deploy approximately 6 surveillance cameras at the Plaza Mall location, tied into the Police Department's public safety camera system |
| Process Measures and Outcome Measures: | <ul style="list-style-type: none"> • Increase in # of retail thefts captured by surveillance cameras (compared to pre-project sample period) • Increase in # of vehicle/vehicle accessory thefts captured by surveillance cameras (compared to pre-project sample period) |

| | | | |
|--|---|--------------|---------------|
| | <ul style="list-style-type: none"> Increase and improvement in # of arrests, prosecutions, judicial outcomes stemming from above (compared to pre-project sample period) | | |
| Project activities that support the identified goal and objectives: | Responsible staff/partners | Timeline | |
| | | Start Date | End Date |
| A. Install and deploy approximately 6 surveillance cameras at the Plaza Mall location, tied into the Police Department's public safety camera system | Plaza West Covina, West Covina Police Dept. | January 2024 | December 2026 |
| List data and sources to be used to measure outcomes: <ul style="list-style-type: none"> # of retail thefts captured by surveillance cameras (source: Flock camera system) # of vehicle/vehicle accessory thefts captured by surveillance cameras (source: Flock camera system) Arrests, prosecutions, judicial outcomes stemming from above (sources: West Covina Police Department Records Management System, and criminal justice records) | | | |

| | |
|--|---|
| (3) Goal: | Reduce retail thefts, vehicle thefts, and vehicle accessory thefts (compared to previous period) |
| Objectives (A., B., etc.) | <ul style="list-style-type: none"> Dedicated Detective coordinate enforcement and intelligence efforts with Plaza West Covina staff, and other retailers citywide, to combat and ultimately reduce retail/vehicle/vehicle accessory thefts Dedicated Detective coordinate overtime operations, acting on crime/records data and intelligence, to combat and ultimately reduce retail/vehicle/vehicle accessory thefts Conduct catalytic converter VIN etching operations for community members, to combat and ultimately reduce vehicle accessory thefts |
| Process Measures and Outcome Measures: | <ul style="list-style-type: none"> # of retail theft reports at mall locations, and citywide (comparing final 12 months of grant to previous 12 month of grant, and to a pre-project sample period) # of vehicle theft reports at mall locations, and citywide (comparing final 12 months of grant to previous 12 month of grant, and to a pre-project sample period) |

| | | | |
|--|--|--------------|---------------|
| | <ul style="list-style-type: none"> • # of vehicle accessory theft reports at mall locations, and citywide (comparing final 12 months of grant to previous 12 month of grant, and to a pre-project sample period) • # of etched & non-etched catalytic converters stolen (comparing final 12 months of grant to previous 12 month of grant, and to a pre-project sample period) • # of etched & non-etched catalytic converters recovered (comparing final 12 months of grant to previous 12 month of grant, and to a pre-project sample period) | | |
| Project activities that support the identified goal and objectives: | Responsible staff/partners | Timeline | |
| <ul style="list-style-type: none"> • Dedicated Detective coordinate enforcement and intelligence efforts with Plaza West Covina staff, and other retailers citywide • Dedicated Detective coordinate overtime operations, acting on crime/records data and intelligence • Conduct catalytic converter VIN etching operations for community members | West Covina Police Dept. | Start Date | End Date |
| | | January 2024 | December 2026 |
| | West Covina Police Dept. | January 2024 | December 2026 |
| | VIN etching Technicians | January 2024 | December 2025 |
| List data and sources to be used to measure outcomes: <ul style="list-style-type: none"> • Retail theft reports at mall locations, and citywide (source: West Covina Police Department Records Management System) • Vehicle theft reports at mall locations, and citywide (source: West Covina Police Department Records Management System) • Vehicle accessory theft reports at mall locations, and citywide (source: West Covina Police Department Records Management System) • # of etched & non-etched catalytic converter theft reports, and recoveries (sources: West Covina Police Department Records Management System, VIN etching operation records, regional law enforcement databases) | | | |

Organized Retail Theft Prevention Grant Program - Project Budget and Budget Narrative

Name of Applicant: West Covina Police Department
(i.e., County Sheriff's Office, County Probation Department, or City Police Department)

44-Month Budget: October 1, 2023 to June 1, 2027

Note: Rows 7-16 will auto-populate based on the information entered in the budget line items (Salaries and Benefits, Services and Supplies, etc.)

| Budget Line Item | Total |
|---|---------------------|
| 1. Salaries & Benefits | \$554,085.00 |
| 2. Services and Supplies | \$69,000.00 |
| 3. Professional Services or Public Agencies | \$0.00 |
| 4. Non-Governmental Organization (NGO) Subcontracts | \$0.00 |
| 5. Data Collection and Evaluation | \$31,600.00 |
| 6. Equipment/Fixed Assets | \$0.00 |
| 7. Financial Audit (Up to \$25,000) | \$6,000.00 |
| 8. Other (Travel, Training, etc.) | \$3,000.00 |
| 9. Indirect Costs | \$0.00 |
| TOTAL | \$663,685.00 |

1a. Salaries & Benefits

| Description of Salaries & Benefits | (% FTE or Hourly Rate) & Benefits | Total |
|--|---|---------------------|
| Retail/Vehicle Theft Detective--year 1 | \$110,856 annual salary + \$53,211 annual benefits (100% FTE) | \$164,067.00 |
| Retail/Vehicle Theft Detective--year 2 | \$114,182 annual salary + \$54,806 annual benefits (100% FTE) | \$169,988.00 |
| Retail/Vehicle Theft Detective--year 3 | \$117,607 annual salary + \$56,453 annual benefits (100% FTE) | \$174,060.00 |
| Overtime for enforcement & surveillance--all years | \$79.95 Officer overtime rate; estimated 575 hours over 3 years | \$45,970.00 |
| | | \$0.00 |
| | | \$0.00 |
| | | \$0.00 |
| | | \$0.00 |
| TOTAL | | \$554,085.00 |

1b. Salaries & Benefits Narrative:

The costs of a dedicated Retail/Vehicle/Vehicle Accessory Theft Detective, for 3 years, is included here, with 3% annual salary raises. Benefits for that position are as follows: Workers compensation @ 5.9%; health insurance @ 15%; group life insurance @ 0.2%; Medicare @ 1.45%; retirement @ 25%; dental and vision benefit for 0.1%, and unemployment for 0.1%. Overtime for enforcement and special surveillance operations (at an average overtime rate of \$79.95/hour) is also included. The overtime operations will be coordinated by the Retail/Vehicle/Vehicle Accessory Theft Detective, but staffed by multiple Officers, from across the Police Department.

2a. Services and Supplies

| Description of Services or Supplies | Calculation for Expenditure | Total |
|---|--|--------------------|
| Surveillance cameras (lease) at Plaza West Covina | 3-year lease of approximately 6 cameras that integrate with existing citywide Police camera system (Flock). Pricing based on current vendor quote. | \$54,000.00 |
| VIN etching operation (on catalytic converters) for community | Technicians xxxxxx | \$15,000.00 |
| | | \$0.00 |
| | | \$0.00 |
| | | \$0.00 |
| | | \$0.00 |
| | | \$0.00 |
| | | \$0.00 |
| TOTAL | | \$69,000.00 |

2b. Services and Supplies Narrative:

Enter narrative here. You may expand cell height if needed.

3a. Professional Services

| Description of Professional Service(s) | Calculation for Expenditure | Total |
|--|-----------------------------|---------------|
| None. | | \$0.00 |
| | | \$0.00 |
| | | \$0.00 |
| | | \$0.00 |
| | | \$0.00 |
| | | \$0.00 |
| | | \$0.00 |
| | | \$0.00 |
| | | \$0.00 |
| TOTAL | | \$0.00 |

3b. Professional Services Narrative

None.

4a. Non-Governmental Organization (NGO) Subcontracts

| Description of Non-Governmental Organization (NGO) Subcontracts | Calculation for Expense | Total |
|---|-------------------------|---------------|
| None | | \$0.00 |
| | | \$0.00 |
| | | \$0.00 |
| | | \$0.00 |
| | | \$0.00 |
| | | \$0.00 |
| | | \$0.00 |
| | | \$0.00 |
| | | \$0.00 |
| | | \$0.00 |
| TOTALS | | \$0.00 |

4b. Non-Governmental Organization (NGO) Subcontracts Narrative

None.

5a. Data Collection and Evaluation

| Description of Data Collection and Evaluation | Calculation for Expense | Total |
|---|-------------------------|--------------------|
| Professional evaluation services | 5% of grant. | \$31,600.00 |
| | | \$0.00 |
| | | \$0.00 |
| | | \$0.00 |
| | | \$0.00 |
| | | \$0.00 |
| | | \$0.00 |
| | | \$0.00 |
| | | \$0.00 |
| TOTALS | | \$31,600.00 |

5b. Data Collection and Evaluation Narrative

The West Covina Police Department plans to contract with a University-associated research group for the evaluation of this multi-year grant project. In the past, the Department utilized the professional social science evaluation services of the Pat Brown Institute of Cal State Los Angeles to evaluate projects including a multi-school graffiti abatement grant, and a multi-grant domestic violence program. If selected for funding, the Department will contact with this group or another University-associated research group.

6a. Equipment/Fixed Assets

| Description of Equipment/Fixed Assets | Calculation for Expense | Total |
|---------------------------------------|-------------------------|---------------|
| None. | | \$0.00 |
| | | \$0.00 |
| | | \$0.00 |
| | | \$0.00 |
| | | \$0.00 |
| | | \$0.00 |
| | | \$0.00 |
| | | \$0.00 |
| | | \$0.00 |
| TOTALS | | \$0.00 |

6b. Equipment/Fixed Assets Narrative

None.

7a. Financial Audit

| Description | Calculation for Expense | Total |
|--|---|-------------------|
| Required financial audit, by outside firm TBD. | Estimate of three-year audit costs based on current City annual audit vendor rates. | \$6,000.00 |
| | | \$0.00 |
| | | \$0.00 |
| | | \$0.00 |
| | | \$0.00 |
| | | \$0.00 |
| TOTAL | | \$6,000.00 |

7b. Financial Audit Narrative:

A grant requirement, the estimated costs (totaling \$6,000) of a three-year audit by an outside firm (to be determined if awarded grant funding), based on current City annual audit vendor rates, is included here.

8a. Other (Travel, Training, etc.)

| Description | Calculation for Expense | Total |
|-------------------------------|---|-------------------|
| 3 team meetings in Sacramento | Travel estimate (flights, hotel, per-diem meals, etc.) for 3 meetings in Sacramento, for two project staff. | \$3,000.00 |
| | | \$0.00 |
| | | \$0.00 |
| | | \$0.00 |
| | | \$0.00 |
| | | \$0.00 |
| TOTAL | | \$3,000.00 |

8b. Other (Travel, Training, etc.) Narrative:

Estimated costs for 3 meetings in Sacramento, for two project staff (including flights, hotel, per-diem meals, etc. at GSA rates) are included here.

9a. Indirect Costs

| For this grant program, indirect costs may be charged using only one of the two options below: | Grant Funds | Total |
|---|--------------|------------|
| 1) Indirect costs not to exceed 10 percent (10%) of the total grant award. Applicable if the organization does not have a federally approved indirect cost rate. | \$0 | \$0 |
| <i>If using Option 1) grant funds allocated to Indirect Costs may not exceed:</i> | \$0 | |
| 2) Indirect costs not to exceed 20 percent (20%) of the total grant award. Applicable if the organization has a federally approved indirect cost rate. Amount claimed may not exceed the organization's federally approved indirect cost rate. | \$0 | \$0 |
| <i>If using Option 2) grant funds allocated to Indirect Costs may not exceed:</i> | \$0 | |
| <i>Please see instructions tab for additional information regarding Indirect Costs. If the amount exceeds the maximum allowed and/or turns red, please adjust it to not exceed the line-item noted.</i> | TOTAL | \$0 |

9b. Indirect Costs Narrative:

None.



WEST COVINA
POLICE
Integrity and service since 1937

RICHARD BELL

Chief of Police

July 1, 2023

To: Board of State and Community Corrections

Re: The Organized Retail Theft Prevention Grant Program, Appendix E

This letter is being submitted to document that the West Covina Police Department concludes that its Organized Retail Theft Prevention Grant Program application will not have any impacts that prevent this grant project from operating as intended.

See Appendix F (Letter of Commitment) for an explanation of how the West Covina Police Department will work together with Plaza West Covina on this grant project.

A handwritten signature in blue ink that reads "Richard Bell".

Richard Bell
Chief of Police

PLAZA
WEST COVINA

To: Board of State and Community Corrections
Re: The Organized Retail Theft Prevention Grant Program
Date: June 26, 2023

This letter is being submitted to document that Plaza West Covina agrees to partner on the Organized Retail Theft Prevention Grant Program proposal being submitted by the West Covina Police Department (City of West Covina).

As a part of this grant, Plaza West Covina agrees to interface with West Covina Police Department on grant activities taking place at Plaza West Covina. This includes installing and utilizing grant-funded cameras to combat retail and vehicle/vehicle accessories thefts at Plaza West Covina, sharing information concerning thefts at Plaza West Covina, and facilitating retail/vehicle enforcement operations by West Covina Police Officers at Plaza West Covina.

Signed by,


Allison Mack, General Manager

Bias-Based Policing

402.1 PURPOSE AND SCOPE

This policy provides guidance to department members that affirms the West Covina Police Department's commitment to policing that is fair and objective.

Nothing in this policy prohibits the use of specified characteristics in law enforcement activities designed to strengthen the department's relationship with its diverse communities (e.g., cultural and ethnicity awareness training, youth programs, community group outreach, partnerships).

402.1.1 DEFINITIONS

Definitions related to this policy include:

Bias-based policing - An inappropriate reliance on actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, disability, or affiliation with any non-criminal group (protected characteristics) as the basis for providing differing law enforcement service or enforcement (Penal Code § 13519.4).

402.2 POLICY

The West Covina Police Department is committed to providing law enforcement services to the community with due regard for the racial, cultural or other differences of those served. It is the policy of this department to provide law enforcement services and to enforce the law equally, fairly, objectively and without discrimination toward any individual or group.

402.3 BIAS-BASED POLICING PROHIBITED

Bias-based policing is strictly prohibited.

However, nothing in this policy is intended to prohibit an officer from considering protected characteristics in combination with credible, timely and distinct information connecting a person or people of a specific characteristic to a specific unlawful incident, or to specific unlawful incidents, specific criminal patterns or specific schemes.

402.3.1 CALIFORNIA RELIGIOUS FREEDOM ACT

Members shall not collect information from a person based on religious belief, practice, affiliation, national origin or ethnicity unless permitted under state or federal law (Government Code § 8310.3).

Members shall not assist federal government authorities (Government Code § 8310.3):

- (a) In compiling personal information about a person's religious belief, practice, affiliation, national origin or ethnicity.
- (b) By investigating, enforcing or assisting with the investigation or enforcement of any requirement that a person register with the federal government based on religious belief, practice, or affiliation, or national origin or ethnicity.

West Covina Police Department

West Covina PD Policy Manual

West Covina PD Policy Manual

Bias-Based Policing

402.4 SUPERVISOR RESPONSIBILITIES

Supervisors should monitor those individuals under their command for compliance with this policy and shall handle any alleged or observed violations in accordance with the Personnel Complaints Policy.

- (a) Supervisors should discuss any issues with the involved officer and his/her supervisor in a timely manner.
 - 1. Supervisors should document these discussions, in the prescribed manner.
- (b) Supervisors should periodically review MAV recordings, portable audio/video recordings, Mobile Digital Terminal (MDT) data and any other available resource used to document contact between officers and the public to ensure compliance with the policy.
 - 1. Supervisors should document these periodic reviews.
 - 2. Recordings or data that capture a potential instance of bias-based policing should be appropriately retained for administrative investigation purposes.
- (c) Supervisors shall initiate investigations of any actual or alleged violations of this policy.
- (d) Supervisors should take prompt and reasonable steps to address any retaliatory action taken against any member of this department who discloses information concerning bias-based policing.

402.5 TRAINING

Training on fair and objective policing and review of this policy should be conducted as directed by the Professional Standards Unit.

- (a) All sworn members of this department will be scheduled to attend Peace Officer Standards and Training (POST)-approved training on the subject of bias-based policing.
- (b) Pending participation in such POST-approved training and at all times, all members of this department are encouraged to familiarize themselves with and consider racial and cultural differences among members of this community.
- (c) Each sworn member of this department who received initial bias-based policing training will thereafter be required to complete an approved refresher course every five years, or sooner if deemed necessary, in order to keep current with changing racial, identity and cultural trends (Penal Code § 13519.4(i)).

402.6 REPORTING TO CALIFORNIA DEPARTMENT OF JUSTICE

The Professional Standards Section Manager shall ensure that all data required by the California Department of Justice (DOJ) regarding complaints of racial bias against officers is collected and provided to the Records Supervisor for required reporting to the DOJ (Penal Code § 13012; Penal Code § 13020). See the Records Bureau Policy.

Supervisors should ensure that data stop reports are provided to the Records Supervisor for required annual reporting to the DOJ (Government Code § 12525.5) (See Records Bureau Policy).

Public Safety Video Surveillance System

715.1 PURPOSE AND SCOPE

This policy provides guidance for the placement and monitoring of department public safety video surveillance, as well as the storage and release of the captured images.

This policy only applies to overt, marked public safety video surveillance systems operated by the Department. It does not apply to mobile audio/video systems, covert audio/video systems or any other image-capturing devices used by the Department.

715.2 POLICY

The West Covina Police Department operates a public safety video surveillance system to complement its anti-crime strategy, to effectively allocate and deploy personnel, and to enhance public safety and security in public areas. Cameras may be placed in strategic locations throughout the City to detect and deter crime, to help safeguard against potential threats to the public, to help manage emergency response situations during natural and man-made disasters and to assist City officials in providing services to the community.

Video surveillance in public areas will be conducted in a legal and ethical manner while recognizing and protecting constitutional standards of privacy.

715.3 OPERATIONAL GUIDELINES

Only department-approved video surveillance equipment shall be utilized. Members authorized to monitor video surveillance equipment should only monitor public areas and public activities where no reasonable expectation of privacy exists. The Chief of Police or the authorized designee shall approve all proposed locations for the use of video surveillance technology and should consult with and be guided by legal counsel as necessary in making such determinations.

715.3.1 PLACEMENT AND MONITORING

Camera placement will be guided by the underlying purpose or strategy associated with the overall video surveillance plan. As appropriate, the Chief of Police should confer with other affected City divisions and designated community groups when evaluating camera placement. Environmental factors, including lighting, location of buildings, presence of vegetation, or other obstructions, should also be evaluated when determining placement.

The cameras shall only record video images and not sound. Recorded images may be used for a variety of purposes, including criminal investigations and monitoring of activity around high-value or high-threat areas. The public video surveillance system may be useful for the following purposes:

- (a) To prevent, deter, and identify criminal activity.
- (b) To target identified areas of gang and narcotics complaints or activity.
- (c) To respond to critical incidents.
- (d) To assist in identifying, apprehending, and prosecuting offenders.

West Covina Police Department

West Covina PD Policy Manual

West Covina PD Policy Manual

Public Safety Video Surveillance System

- (e) To document officer and offender conduct during interactions to safeguard the rights of the public and officers.
- (f) To augment resources in a cost-effective manner.
- (g) To monitor pedestrian and vehicle traffic activity.

Images from each camera should be recorded in a manner consistent with the underlying purpose of the particular camera. Images should be transmitted to monitors installed in the Watch Commander's office and the Communications Center. When activity warranting further investigation is reported or detected at any camera location, the available information should be provided to responding officers in a timely manner. The Watch Commander or trained personnel in the Communications Center are authorized to adjust the cameras to more effectively view a particular area for any legitimate public safety purpose.

The Chief of Police may authorize video feeds from the public safety video surveillance system to be forwarded to a specified location for monitoring by other than police personnel, such as allied government agencies, road or traffic crews, or fire or emergency operations personnel.

Unauthorized recording, viewing, reproduction, dissemination, or retention is prohibited.

715.3.2 CAMERA MARKINGS

All public areas monitored by public safety surveillance equipment shall be marked in a conspicuous manner with appropriate signs to inform the public that the area is under police surveillance. Signs should be well lit, placed appropriately and without obstruction to ensure visibility.

715.3.3 INTEGRATION WITH OTHER TECHNOLOGY

The Department may elect to integrate its public safety video surveillance system with other technology to enhance available information. Systems such as gunshot detection, incident mapping, crime analysis, license plate recognition, facial recognition and other video-based analytical systems may be considered based upon availability and the nature of department strategy.

The Department should evaluate the availability and propriety of networking or otherwise collaborating with appropriate private sector entities and should evaluate whether the use of certain camera systems, such as pan-tilt-zoom systems and video enhancement or other analytical technology, requires additional safeguards.

715.4 VIDEO SUPERVISION

Supervisors should monitor video surveillance access and usage to ensure members are within department policy and applicable laws. Supervisors should ensure such use and access is appropriately documented.

715.4.1 VIDEO LOG

A log should be maintained at all locations where video surveillance monitors are located. The log should be used to document all persons not assigned to the monitoring locations who have

West Covina Police Department

West Covina PD Policy Manual

West Covina PD Policy Manual

Public Safety Video Surveillance System

been given access to view or monitor images provided by the video surveillance cameras. The logs should, at a minimum, record the:

- (a) Date and time access was given.
- (b) Name and agency of the person being given access to the images.
- (c) Name of person authorizing access.
- (d) Identifiable portion of images viewed.

715.4.2 PROHIBITED ACTIVITY

Public safety video surveillance systems will not intentionally be used to invade the privacy of individuals or observe areas where a reasonable expectation of privacy exists.

Public safety video surveillance equipment shall not be used in an unequal or discriminatory manner and shall not target individuals or groups based solely on actual or perceived characteristics such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability.

Video surveillance equipment shall not be used to harass, intimidate, or discriminate against any individual or group.

715.5 STORAGE AND RETENTION OF MEDIA

All downloaded media shall be stored in a secure area with access restricted to authorized persons. A recording needed as evidence shall be copied to a suitable medium and booked into evidence in accordance with established evidence procedures. All actions taken with respect to retention of media shall be appropriately documented.

The type of video surveillance technology employed and the manner in which recordings are used and stored will affect retention periods. The recordings should be stored and retained in accordance with the established records retention schedule and for a minimum of one year. Prior to destruction, written consent shall be obtained from the City Attorney. If recordings are evidence in any claim filed or any pending litigation, they shall be preserved until pending litigation is resolved (Government Code § 34090.6).

Any recordings needed as evidence in a criminal or civil proceeding shall be copied to a suitable medium and booked into evidence in accordance with current evidence procedures.

715.5.1 EVIDENTIARY INTEGRITY

All downloaded and retained media shall be treated in the same manner as other evidence. Media shall be accessed, maintained, stored and retrieved in a manner that ensures its integrity as evidence, including strict adherence to chain of custody requirements. Electronic trails, including encryption, digital masking of innocent or uninvolved individuals to preserve anonymity, authenticity certificates and date and time stamping, shall be used as appropriate to preserve individual rights and to ensure the authenticity and maintenance of a secure evidentiary chain of custody.

West Covina Police Department

West Covina PD Policy Manual

West Covina PD Policy Manual

Public Safety Video Surveillance System

715.6 TRAINING

All department members authorized to operate or access public video surveillance systems shall receive appropriate training. Training should include guidance on the use of cameras, interaction with dispatch and patrol operations and a review regarding relevant policies and procedures, including this policy. Training should also address state and federal law related to the use of video surveillance equipment and privacy.