

Title	<b>Yuba City Police Department</b>	07/06/2023
	by <b>Brent Slade</b> in <b>Organized Retail Theft Prevention Grant Program</b>	id. 41323748
	bslade@yubacity.net	

## Original Submission 07/06/2023

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) **Yuba City 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.**

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Lead Public Agency **Yuba City Police Department**

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Applicant's Physical Address **1545 Poole Blvd  
Yuba City  
CA  
95993  
US**

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

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Mailing Address for Payment **1545 Poole Blvd  
Yuba City  
CA  
95993  
US**

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Tax Identification Number **94-6000460**

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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.**

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Project Director **Brent  
Slade**

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Project Director's Title with Agency/Department/Organization **Yuba City Police Department Investigations Supervisor**

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Project Director's Physical Address **1545 Poole Blvd  
Yuba City  
CA  
95993  
US**

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Project Director's Email Address **bslade@yubacity.net**

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Project Director's  
Phone Number **+15308224675**

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Financial Officer **Spencer  
Morrison**

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Financial Officer's  
Title with  
Agency/Department/Organization **Finacial Manager**

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Financial Officer's  
Physical Address **1201 Civic Center Blvd  
Yuba City  
CA  
95993  
US**

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Financial Officer's  
Email Address **smorriso@yubacity.net**

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Financial Officer's  
Phone Number **+15308224615**

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Day-To-Day Program  
Contact **Brent  
Slade**

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Day-To-Day Program  
Contact's Title **Investigations Supervisor**

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Day-To-Day Program  
Contact's Physical  
Address **1545 Poole Blvd  
Yuba City  
CA  
95993  
US**

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Day-To-Day Program  
Contact's Email  
Address **bslade@yubacity.net**

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Day-To-Day Program  
Contact's Phone  
Number **+15308224675**

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Day-To-Day Fiscal  
Contact **Michelle  
Brazil**

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Day-To-Day Fiscal  
Contact's Title **Support Services Lieutenant**

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Day-To-Day Fiscal  
Contact's Physical  
Address **1545 Poole Blvd  
Yuba City  
CA  
95993  
US**

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Day-To-Day Fiscal Contact's Email Address	<b>mbrazil@yubacity.net</b>
Day-To-Day Fiscal Contact's Phone Number	<b>+15308222058</b>
Name of Authorized Officer	<b>Brian Baker</b>
Authorized Officer's Title	<b>Chief of Yuba City Police Department</b>
Authorized Officer's Physical Address	<b>1545 Poole Blvd Yuba City CA 95993 US</b>
Authorized Officer's Email Address	<b>bbaker@yubacity.net</b>
Authorized Officer's Phone Number	<b>+15308222078</b>
Authorized Officer Assurances	<b>checked</b>
SECTION III - PROGRAM INFORMATION	<b>This section requests a Project Title, Proposal Summary description, Program Purpose Area(s) selection, and Scope Funding Category selection.</b>
Project Title	<b>Yuba City Organized Retail Theft Personnel, LPR's &amp; Case Management Software Request</b>
Proposal Summary	<b>Yuba City is kindly requesting \$2,500,043 in grant funds to implement a retail theft task force that will combat organized retail theft. The three projects YCPD is seeking funding assistance includes staffing costs, forty-five license plate reader cameras, computer-aided dispatch/record management system software, and a secure evidence facility to accommodate the increasing amount of recovered property. Through the implementation of the retail theft task force and the three grant-funded initiatives, YCPD aims to disrupt criminal networks, enhance collaboration among stakeholders, and create a safer retail environment for businesses and residents of Yuba City.</b>

PROGRAM PURPOSE AREAS	<p><b>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.</b></p>
Program Purpose Areas (PPAs):	<p><b>PPA 1: Organized Retail Theft PPA 2: Motor Vehicle or Motor Vehicle Accessory Theft PPA 3: Cargo Theft</b></p>
Funding Category Information	<p><b>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.</b></p>
Funding Category	<p><b>Medium Scope (Up to \$6,125,000)</b></p>
SECTION IV - PROPOSAL NARRATIVE AND BUDGET	<p><b>This section requests responses to the Rating Factors identified in the the ORT Prevention Grant Program Application Instruction Packet.</b></p>

**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).**

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Project Need

**Retail business owners, including small businesses and large corporations, are dealing with a tremendous number of instances of retail and cargo theft within Yuba City, California. The Yuba City Police Department is charged with the safety and security of these businesses and is seeking grant funds from the FY23 Organized Retail Theft Grant Program. The investment justification in this proposal seeks to aid YCPD in implementing a new retail theft task force and provide funding for three initiatives that will combat organized retail theft. The three projects YCPD is seeking funding assistance include forty-five license plate reader cameras, computer-aided dispatch/record management system software, overtime salaries for retail theft task force staff, and a secure evidence facility to accommodate the increasing amount of recovered property. Through the implementation of the retail theft task force and the three grant-funded initiatives, YCPD aims to disrupt criminal networks, enhance collaboration among stakeholders, and create a safer retail environment for businesses and residents of Yuba City.**

**Yuba City is a city in Northern California, located approximately forty miles north of the state capitol, Sacramento. According to the 2020 US Census, the population of Yuba City is (70,117). From 2000 to 2010 the population grew 76.6%, and from 2010 to 2020 the population increased 8%. Yuba City is the principal city of the Yuba City Metropolitan Statistical Area which incubuses all of Sutter and Yuba Counties. Yuba City is the agricultural, economic, and social hub of the region. Yuba City's population is nearly half of the entire metro population of (164,138). The citizens and visitors of Yuba City are middle-class, blue-collar workers in an economic-disadvantaged, low-income area. The median income for a household in Yuba City is (\$32,858), and the median income for a family is (\$39,381). The per-capita income for the city is (\$15,928). About 14.5% of families and 18.1% of the population are below the poverty line, including 24.8% of those under age 18 and 9.5% of those age 65 or older.**

**The Yuba City Police Department reports a staggering increase in retail theft cases over the past 12 years. Since 2010, the city has seen a 290% increase in their reported occurrences of retail shoplifting. Over the same period, stolen vehicle cases have increased 63% and theft of vehicle parts have increased 222%. Even more alarming, in 2022, seven of the reported shoplifting incidents turned into a burglary, and eighteen escalated to a serious robbery offense. Of the (1,515) theft related property crimes in 2022, victims have reported (\$3,317,090) in total losses. As the number of retail businesses in the area increase, it is expected that criminal activity will also increase. The California Assembly has proposed bills and pending legislation that would hinder the ability of law enforcement and retail establishments to address the rising crime rates. Therefore, Yuba City proposes the formation of the task force, and these grant-funded initiatives to facilitate the deterrents and increase the number of cases solved.**

**One major concern with this significant increase in theft within Yuba City is the inability to link cases together. Of the (1,515) theft related crimes reported in 2022, only two have been attributed to organized crime. Nationally, retailers report a high percentage of overall store shrink is the product of organized retail theft, and it has seen a 26.5% increase since 2021. All three of the requested initiatives seek to better link cases and establish patterns. The LPR cameras installed throughout the city will work in conjunction with evidence provided by retail proprietors and establish offender direction of travel. The CAD and RMS software will link similar offenses, evidence, trends, and patterns that will increase the closure rate of cases. Due to the increased number of retail theft cases, YCPD is in dire need of expanding their evidence storage facility. Evidence preservation is imperative to positive outcomes in the prosecution of property crimes.**

**The retail theft that Yuba City is experiencing varies greatly. Some large box retail stores are reporting incidents of "walk-outs or push-outs." These incidents involve groups entering the store to fill carts**

with as much merchandise as they can manage, and then run out before loss prevention can stop them. These groups tend to hit multiple stores in a day, resulting in anywhere from \$1,000 to \$12,000 in a single occurrence. The Home Depot in the city reports tag switching, where offenders purchase smaller items and leave with larger items, such as grills, tools, or power equipment. Yuba City has been victim of organized robberies that have spanned the entire state of California. You can find Yuba City on a list of top ten cities in the nation for car thefts. Highway 99 bisects the city, making an easy route from Chico to Sacramento.

In summary, the retail-zoned areas within Yuba City are at risk without the initiatives within this request. If these projects remain unfunded an increase in retail theft, burglary, robbery, vandalism, assault, and more serious crimes are likely to negatively impact businesses in the area to the point of economic decline.

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#### Project Description

The Yuba City Police Department is committed to addressing the growing threat of organized retail theft and motor-vehicle theft within our community. YCPD is seeking funding for forty-five LPR cameras, overtime salaries for retail theft task force staff, computer-aided dispatch, and record management system software, and a 2,400 square foot secure evidence processing and storage facility. The purchase and strategic placement of LPR cameras throughout Yuba City will enable YCPD to gain enhanced situational awareness and make informed decisions in the pursuit of public safety and prosecution. The CAD and RMS software further enhances these efforts by providing the avenue for enhanced collaboration and coordination between dispatch, responding officers, criminal investigators, and prosecutors. The evidence processing and storage facility will provide adequate space to handle the increasing amount of evidence from retail theft cases. This will ensure that evidence is preserved throughout the duration of the case and is able to be returned to the rightful owner in the same condition it was seized.

The Yuba City Police Department is seeking funding for LPR cameras, CAD and RMS software, and a secure evidence processing and storage facility. This request is a medium scope, organized retail theft grant from the BSCC Organized Retail Theft Prevention Grant Program. This is for a comprehensive retail theft program that was designed after careful consideration in several meetings with Yuba City law enforcement and city officials, along with representatives from the retail community. The program's purpose is two-fold: to catch perpetrators of retail crime theft and deter or prevent retail theft from occurring. This program seeks to address the growing issue of retail theft in Yuba City by implementing an array of avenues and using a variety of personnel and technical resources.

The goal of the program is to reduce the incidents of retail theft utilizing modern solutions in crime prevention, rapid detection and resolution of active occurrences of retail theft, and increasing the



documentation, analytics, and eventual adjudication of retail theft cases. In order to provide the best possible outcome with the use of funding from this program, YCPD, city officials, and the retail community have established the following objectives:

- Establish the retail theft task force comprised of YCPD detectives and community resource officers
- Purchase, installation, and configuration of LPR cameras and associated operating system
- Purchase, installation, and configuration of computer-aided dispatch and records management system software
- Establish a crime center at YCPD headquarters to monitor the surveillance system and coordinate a rapid response
- Purchase, construct, and configure secure evidence processing and storage facility on Yuba City property adjacent to YCPD headquarters
- Through the use of these initiatives, improve and increase the documentation of retail theft and related crimes
- Use the data to track and report progress of criminal activities to the grant management team
- Reduce criminal activity regarding organized retail theft through complete implementation of initiatives

The LPR camera surveillance system will consist of a combination of multi-sensor stationary and trailer mounted cameras. These are connected through an operating system that will be monitored in the crime center at YCPD headquarters. These will primarily be monitored ten hours per day by the community services officer and will be supplemented by the three detectives that are members of the retail theft task force. These cameras, through the monitoring officer, will alert officers to vehicles or persons wanted in connection to crimes in the area. This will be real-time information provided to officers as the crime is occurring.

The computer-aided dispatch and record management system software is the initiative that brings all the components of the project together. Law enforcement officers regularly rely on CAD and RMS on their day-to-day operations. While responding to emergent situations, CAD is necessary for dispatching first responders, conveying information, and ensuring that officers can act quickly and efficiently. CAD systems are used to track and manage calls for service, dispatch officers to incidents, and provide real-time information to units in the field. CAD systems are usually integrated with other systems such as RMS software. RMS software allows officers to access data from multiple sources, such as criminal records, incident reports, and other information, which helps officers to respond quickly and accurately to any situation. CAD systems also provide officers with real-time information about the location of other units. This allows them to coordinate their response to an incident and to ensure that officers are at the right place at the right time. By integrating these software systems, YCPD can access and share information quickly and accurately. These powerful tools allow officers to search millions of records simultaneously, which will lead to better outcomes.

An increase in retail theft cases often lead to an overwhelming amount of recovered property and evidence. YCPD is seeking to build a 2,400 square foot facility on current police department owned land. This facility will house all police obtained items that are required to be held until the case is closed. These items can range from small items from retail stores to full, van cargo trailers. The goal of this facility is to prevent instances such as one that occurred recently where items had to be returned to a victim prior to case closure due to lack of secure storage. Unfortunately, the department had to break protocol which can jeopardize prosecution.

Another goal of these initiatives is to use them in the enhancement of community involvement and partnership. These are crucial in the creation of safer communities. Positive case outcomes lead to more confidence in YCPD policing efforts, which in turn garners more support and participation in established programs such as neighborhood watch and community reporting. Enhancements of these programs in conjunction with the increased abilities gained from this funding effort will greatly increase the chances of a positive outcome, which is a reduction in the rate of retail theft and similar offences.

The Yuba City Police Department and Yuba City have policies regarding the use of surveillance technology and limiting racial bias. Copies of these policies are provided as attachments in this application.

#### **Budget Description**

The Yuba City Police Department is seeking funding for LPR cameras, overtime salaries for task force staff, CAD and RMS software, and a secure evidence processing and storage facility. This request is a medium scope, organized retail theft grant from the BSCC Organized Retail Theft Prevention Grant Program. The comprehensive program developed around these three initiatives is well-rounded and addresses Yuba City's glaring retail theft problem. This program seeks to take advantage of advancements in technology to expediate crime solving capabilities while enhancing crime prevention and public safety. The project budget is as follows:

**Total Funding Request \$2,500,043**

- Initiative One: LPR Cameras: \$459,250

- o Total for Year One: \$189,250 (45 cameras, operating system, installation)

- o Total for Year Two: \$135,000

- o Total for Year Three: \$135,000

- Initiative Two: CAD and RMS software: \$978,938

- Initiative Three: 2,400 square foot secure evidence building: \$810,064

- Administrative Costs:

- o Employee Cost: \$1,790.40

- o Overtime salary cost: \$150,000 (\$50,000 a year)

- o Final Audit Cost: \$25,000

**o Set aside funds for Evaluation Plans: \$75,000**

**Project initiative one is the installation of forty-five new LPR cameras and associated operating software. The forty-five units include fixed cameras in retail areas and major thoroughfares, as well as trailer mounted units that can be deployed in data driven area. The total cost for this initiative is \$459,250. Year one includes the purchase and installation of the forty-five cameras and the first year service agreement for a total of \$189,250. Years two and three of the three-year agreement include an annual licensing and service agreement at \$135,000 each year.**

**Project initiative two includes the purchase and implementation of computer-aided dispatch and records management software. The total request for this project is \$978,938 and includes the core software, applicable licenses for each user, data conversion services, installation and training, and professional services.**

**Project initiative three will provide YCPD a secure location to process and store the large amounts of evidence associated with retail theft and other property crimes. The requested 2,400 square foot building has a total cost of \$810,064. This facility will accommodate the needs of virtually any retail theft case. The building will have space to process and store entire vehicles, including semi-trucks, as the need for this has risen in recent cargo theft cases.**

**Also included in the proposed budget is a request to assist Yuba City and YCPD with costs associated with grant performance evaluation and management. The first request is for \$1,790.40 to cover employee costs to send one employee to the required three-day training session in Sacramento, plus an additional \$50,000 a year for overtime salary costs for personnel to work on this project. The second request is for \$25,000 in professional services to hire a contractor to conduct a final project close-out audit as required by the BSCC terms and conditions.**

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**Project  
Organizational  
Capacity and  
Coordination**

**The Yuba City police department will ensure that the project and all three initiatives will have clear leadership with defined roles and responsibilities. Yuba City and YCPD will designate individuals or teams responsible for overseeing the project, coordinating activities, and ensuring the effective communication and collaboration among all stakeholders. Leadership will assess and allocate resources including personnel, a budget, and equipment to support the project's objectives. Yuba City and YCPD will provide adequate staffing, training, and technology, which are all components essential to the successful outcome of the project.**

**There are two teams tasked with the oversight and implementation of this program. The first is the operational component, which is the theft taskforce team. This team will consist of three designated investigators, Kathryn Danisan, Jared Thornton, Joseph Swallow, and Community Service Officer, Karen Duck. The second team will be charged with managing the financial and administrative components**

of the grant. The grant management team is comprised of Mayor Wade Kirchner, Financial Manager Spencer Morrison, YCPD Chief Brian Baker, YCPD Lt. Brazil, and YCPD Lt. Slade.

Yuba City and YCPD are prepared to activate the grant management team and the theft task force upon notification of an award. These two teams will manage all phases of the project and the three initiatives from the implementation phase to the final close-out of the grant. They are charged with the evaluation and success of the program. In the interim, YCPD will continue to build relationships with retail business owners and developers over the next several months while awaiting the award. Upon notification of a grant award, YCPD will initiate equipment procurement following approval. All equipment acquisition will follow Yuba City procurement policies.

The project timeline milestones proposed by the grant management team are as follows:

#### **90 days after award**

- Accept the award package following Yuba City policy and procedure
- Establish the retail theft task force comprised of YCPD detectives and community resource officers
- Establish the grant management team
- Initiate procurement process for LPR, CAD, and RMS, and evidence facility
- Review and establish any related project-related policy and procedures
- Host planning meeting with Yuba City, YCPD, and retail stakeholders

#### **Year One**

- Purchase, installation, and configuration of LPR cameras and associated operating system
- Purchase, installation, and configuration of computer-aided dispatch and records management system software
- Establish a crime center at YCPD headquarters to monitor the surveillance system and coordinate a rapid response
- Engineering and architectural study for evidence facility

#### **Year Two**

- Purchase, construct, and configure secure evidence processing and storage facility on Yuba City property adjacent to YCPD headquarters
- Review camera placement and adjust as needed
- Review applicable policy and procedures, and adjust where needed
- Through the use of these initiatives, improve and increase the documentation of retail theft and related crimes
- Use the data to track and report progress of criminal activities to the grant management team
- Reduce criminal activity regarding organized retail theft through complete implementation of initiatives

#### **Year Three**

- Review applicable policy and procedures, and adjust where needed

- Through the use of these initiatives, improve and increase the documentation of retail theft and related crimes
- Use the data to track and report progress of criminal activities to the grant management team
- Reduce criminal activity regarding organized retail theft through complete implementation of initiatives
- Conduct financial audit in accordance with BSCC guidelines

The organized retail theft grant will fund initial equipment and annual licensing cost. After the period of performance for the grant, Yuba City will take over the cost of equipment maintenance and software licensing. It is anticipated that Yuba City will have the revenue to support the maintenance and operation cost of these three initiatives going forward.

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Project Evaluation  
and Monitoring

The grant management team is comprised of qualified internal staff who will be responsible for conducting the project evaluation. This team includes Mayor Wade Kirchner, Financial Manager Spencer Morrison, YCPD Chief Brian Baker, YCPD Lt. Brazil, and YCPD Lt. Slade. They will monitor all aspects of this retail theft prevention program and meet throughout the initiation, implementation, and close out phases of the grant process. In accordance with common program evaluation methods, YCPD will determine a documentation process that includes an effective reporting system that is convenient for Yuba City, YCPD, and all other stakeholders.

In preparation for the retail theft prevention grant, YCPD provided several of the city's retail stores with impact letters. These letters notify store management of YCPD's attempt to reduce retail theft and the critical need for reporting all incidents of retail theft. As part of established community policing strategies, YCPD officers will provide retail theft reporting forms and procedures to local business owners. As rapport building is paramount to ensuring community participation, this business contact interaction will increase cooperation and reliability of theft reporting.

The newly formed theft taskforce and crime center will track any cases of theft that were assisted by any initiative within the program. These statistics will justify the use of LPR cameras and coordinated software. The metrics will be reviewed on a quarterly basis to ensure the quality of the inputs from non-law enforcement stakeholders. Policy and procedure will be adjusted based on findings from the program evaluation.

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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.**

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Budget Attachment

[Organized-Retail-Theft-Prevention-Grant-Program-Budget-Attachment.xlsx](#)

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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**

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Project Work Plan (Appendix B)

[Project-Work-Plan-ORT\\_Yuba\\_City.docx](#)

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Grantee Assurance for Non-Governmental Organizations (Appendix D)

[Appendix\\_D\\_Yuba\\_City.pdf](#)

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Local Impact Letter(s) (Appendix E)

[Impact\\_letter\\_Yuba\\_City.pdf](#)

[Impact\\_Letters.pdf](#)

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Letter(s) of Commitment, (Appendix F)

[06.2023\\_Letter\\_of\\_Support\\_CAD\\_system.pdf](#)

[Ltr\\_in\\_supp\\_of\\_YCPD\\_request\\_for\\_Org\\_Retail\\_Theft\\_Grant.pdf](#)

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Policies Limiting Racial Bias

[bias\\_based\\_policing\\_policy.pdf](#)

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Policies on Surveillance Technology

[mobile\\_audio\\_video\\_PD\\_policy.pdf](#)

[AudioVideo\\_PD\\_Policy.pdf](#)

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

[Appendix\\_G-Yubba\\_City.pdf](#)

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OPTIONAL: Governing Board Resolution (Appendix H)

[Reso\\_23-070\\_Retail\\_Theft\\_Grant\\_Program.PDF](#)

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OPTIONAL: Bibliography n/a

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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.)**

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## Appendix B: Project Work Plan -Yuba City

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.**

<b>(1) Goal:</b>	<b>&gt; Add forty-five LPR cameras to Yuba City to allow for rapid detection of active crimes and a Retail Theft Task Force to manage grant activities.</b>		
Objectives (A., B., etc.)	<ul style="list-style-type: none"> <li>&gt; Establish the retail theft task force comprised of YCPD detectives and community resource officers</li> <li>&gt; Purchase, installation, and configuration of LPR cameras and associated operating system</li> <li>&gt; Establish a crime center at YCPD headquarters to monitor the surveillance system and coordinate a rapid response</li> </ul>		
Process Measures and Outcome Measures:	<ul style="list-style-type: none"> <li>&gt; The newly formed theft taskforce and crime center will track any cases of theft that were assisted by any initiative within the program.</li> <li>&gt; The metrics will be reviewed on a quarterly basis to ensure the quality of the inputs from non-law enforcement stakeholders.</li> </ul>		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
<ul style="list-style-type: none"> <li>&gt; The LPR Cameras and Task Force Officers will allow for a more proactive approach to crime</li> <li>&gt; Both cameras and dedicated officers will aid in additional investigation abilities</li> <li>&gt; Enforcement of prosecution of criminals that conduct retail or vehicle theft due to camera footage.</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Grant Management Team</li> <li>&gt; Mayor</li> <li>&gt; Police Chief</li> <li>&gt; Detective and Officers</li> </ul>	<ul style="list-style-type: none"> <li>&gt; After the award is accepted</li> </ul>	<ul style="list-style-type: none"> <li>&gt; Will continue after the grant is closed.</li> </ul>
List data and sources to be used to measure outcomes: > New Data Software will be used to track the use of the LPR Cameras. Community, Officer and retailer feedback will be utilized as feedback for the Task Force Team.			



<b>(2) Goal:</b>	> <b>Upgrade Computer Aided Dispatch/Record Management System Software to increase documentation, analytics and evidential adjudication of cases.</b>		
Objectives (A., B., etc.)	> Through the use of these initiatives, improve and increase the documentation of retail theft and related crimes > Use the data to track and report progress of criminal activities to the grant management team		
Process Measures and Outcome Measures:	> The retail Theft Task Force Officers will track the number of cases the system aided in documenting > Officers will track the number of times the system alerted of potential crime patterns > Retail Theft Task Force Officers will track the benefits of the CAD system		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> The new software system will allow for improved investigations > Better analytics and data collection will aide in predictive criminal activity > Data collection with assist in the proper prosecution of criminals	> Grant Management Team > Detectives > Officers	> After award is accepted	> Will continue after the grant closes
List data and sources to be used to measure outcomes: > Computer Software System Report reviews to be conducted by Retail Theft Task Force Officers to ensure the systems accuracy and effectiveness.			

<b>(3) Goal:</b>	> <b>Add a Secure Evidence Facility to Police Department to allow for proper storage of retrieved items for complete case investigation.</b>		
Objectives (A., B., etc.)	> Purchase, construct, and configure secure evidence processing and storage facility on Yuba City property adjacent to YCPD headquarters.		
Process Measures and Outcome Measures:	> Track the number of items that were able to be properly documented and held in a secure facility until case closure		
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> The department had to recently break protocol on seized materials due to not having the proper storage for these items while investigation of the case. The department wishes to have adequate space to hold seized items, so they can properly investigate the case.	> Detectives and Officers > Grant Management Team > District Attorney	> January 2025	> To continue after the grant is complete
List data and sources to be used to measure outcomes: > Tracked closed cases with seized materials through the use of the new computer software system. Yuba City PD will work closely with the District Attorney to track the benefits of the storage facility.			

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

Name of Applicant: *Yuba City*

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	\$150,000.00
2. Services and Supplies	\$0.00
3. Professional Services or Public Agencies	\$0.00
4. Non-Governmental Organization (NGO) Subcontracts	\$0.00
5. Data Collection and Evaluation	\$75,000.00
6. Equipment/Fixed Assets	\$2,248,252.00
7. Financial Audit (Up to \$25,000)	\$25,000.00
8. Other (Travel, Training, etc.)	\$1,791.00
9. Indirect Costs	\$0.00
<b>TOTAL</b>	<b>\$2,500,043.00</b>

**1a. Salaries & Benefits**

Description of Salaries & Benefits	(% FTE or Hourly Rate) & Benefits	Total
Over Time Salary	\$50,000 a year times three years	\$150,000.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTAL</b>		<b>\$150,000.00</b>

**1b. Salaries & Benefits Narrative:**

*Overtime costs for Retail Theft Task Force Officers and any additional staff that assist with this project to investigate retail theft crimes or additional community/retailer engagements. The goal of these additional staffing hours is to use them in the enhancement of community involvement and partnership. These are crucial in the creation of safer communities. Positive case outcomes lead to more confidence in YCPD policing efforts, which in turn garners more support and participation in established programs such as neighborhood watch and community reporting. Enhancements of these programs in conjunction with the increased abilities gained from this funding effort will greatly increase the chances of a positive outcome, which is a reduction in the rate of retail theft and similar offences.*

**2a. Services and Supplies**

Description of Services or Supplies	Calculation for Expenditure	Total
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTAL</b>		<b>\$0.00</b>

**2b. Services and Supplies Narrative:**



**5b. Data Collection and Evaluation Narrative**

\$75,000.00 will be set aside to complete the necessary evaluation plans required in this grant. These funds will be used to compensate staff hours or purchase additional needed items to complete the required grant evaluation plans.

**6a. Equipment/Fixed Assets**

Description of Equipment/Fixed Assets	Calculation for Expense	Total
LPR Cameras	189,250 (first year) + \$135,000 (second year) + 135,000 (third year)= \$459,250	\$459,250.00
CAD and RMS Software	\$978,938 for initial program, programing and license	\$978,938.00
2,400 square foot secure evidence building	cost of construction and all interior needs	\$810,064.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTALS</b>		<b>\$2,248,252.00</b>

**6b. Equipment/Fixed Assets Narrative**

The computer-aided dispatch and record management system software is the initiative that brings all the components of the project together. Law enforcement officers regularly rely on CAD and RMS on their day-to-day operations. While responding to emergent situations, CAD is necessary for dispatching first responders, conveying information, and ensuring that officers can act quickly and efficiently. CAD systems are used to track and manage calls for service, dispatch officers to incidents, and provide real-time information to units in the field. CAD systems are usually integrated with other systems such as RMS software. RMS software allows officers to access data from multiple sources, such as criminal records, incident reports, and other information, which helps officers to respond quickly and accurately to any situation. CAD systems also provide officers with real-time information about the location of other units. This allows them to coordinate their response to an incident and to ensure that officers are at the right place at the right time. By integrating these software systems, YCPD can access and share information quickly and accurately. These powerful tools allow officers to search millions of records simultaneously, which will lead to better outcomes.

Initiative One: LPR Cameras: \$459,250

**7a. Financial Audit**

Description	Calculation for Expense	Total
End of Grant Audit	\$25,000 for auditor or contracted auditor	\$25,000.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTAL</b>		<b>\$25,000.00</b>

**7b. Financial Audit) Narrative:**

These funds will be set aside to conduct an audit of all awarded funds used during the grant period.

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

Description	Calculation for Expense	Total
3- One Day training Meetings	74.60 an hour times 24 hours = \$1,791	\$1,791.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
		\$0.00
<b>TOTAL</b>		<b>\$1,791.00</b>

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

Lieutenant B. Slade will attend the three one day conference meetings. His hourly salary is \$74.60 for 10 hours (8 hour meeting and two additional hours for travel time) for a total of \$2,238.

**9a. Indirect Costs**

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

**9b. Indirect Costs Narrative:**

N/A



**BRIAN BAKER**  
CHIEF OF POLICE

## **POLICE DEPARTMENT**

(530) 822-4660 | 1545 POOLE BLVD. P. O. BOX 3447, YUBA CITY, CALIFORNIA 95992 | WWW.YUBACITY.NET

To Ulta Beauty,

I am writing to inform you that Yuba City is applying for the California Organized Retail Theft Prevention Grant Program for 2023. This grant was established by the State Budget Act of 2022. This funding has been made available to cities and local law enforcement agencies in support of preventing and responding to the heightened rates of retail theft, motor vehicle theft, and/or cargo theft.

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To acknowledge that you are aware of and support any potential impacts of the grant funded equipment, please sign this impact letter, and return it to the Yuba City Police Department at 1545 Poole Blvd Yuba City, California 95993, Attn: Sergeant Brent Slade

Thank You,

Name: Jessica Lewis  
Title: General Manager  
Email: BM1389@ulta.com  
jessica.lewis85@yahoo.com



**BRIAN BAKER**  
CHIEF OF POLICE

## **POLICE DEPARTMENT**

(530) 822-4660 | 1545 POOLE BLVD. P. O. BOX 3447, YUBA CITY, CALIFORNIA 95992 | WWW.YUBACITY.NET

To Harbor Freight,

I am writing to inform you that Yuba City is applying for the California Organized Retail Theft Prevention Grant Program for 2023. This grant was established by the State Budget Act of 2022. This funding has been made available to cities and local law enforcement agencies in support of preventing and responding to the heightened rates of retail theft, motor vehicle theft, and/or cargo theft.

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Thank You,

Name: *Rafael Uribe*  
Title: *Store Manager*  
Email: *mgrhft614@harborfreight.com*





**BRIAN BAKER**  
CHIEF OF POLICE

## **POLICE DEPARTMENT**

(530) 822-4660 | 1545 POOLE BLVD. P. O. BOX 3447, YUBA CITY, CALIFORNIA 95992 | WWW.YUBACITY.NET

To Wal Mart,

I am writing to inform you that Yuba City is applying for the California Organized Retail Theft Prevention Grant Program for 2023. This grant was established by the State Budget Act of 2022. This funding has been made available to cities and local law enforcement agencies in support of preventing and responding to the heightened rates of retail theft, motor vehicle theft, and/or cargo theft.

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Thank You,

Name: Queenie Fain

Title: Former APASM

Email:

YLFain.501903.us@Wal-Mart.com





**BRIAN BAKER**  
CHIEF OF POLICE

## **POLICE DEPARTMENT**

(530) 822-4660 | 1545 POOLE BLVD. P. O. BOX 3447, YUBA CITY, CALIFORNIA 95992 | WWW.YUBACITY.NET

To Sportsman Warehouse,

I am writing to inform you that Yuba City is applying for the California Organized Retail Theft Prevention Grant Program for 2023. This grant was established by the State Budget Act of 2022. This funding has been made available to cities and local law enforcement agencies in support of preventing and responding to the heightened rates of retail theft, motor vehicle theft, and/or cargo theft.

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Thank You,

Name:

*Xa Xiong*

Title:

*Office Manager*

Email:

*264-office@sportsmans.com*



**BRIAN BAKER**  
CHIEF OF POLICE

## **POLICE DEPARTMENT**

(530) 822-4660 | 1545 POOLE BLVD. P. O. BOX 3447, YUBA CITY, CALIFORNIA 95992 | WWW.YUBACITY.NET

To Winco Foods,

I am writing to inform you that Yuba City is applying for the California Organized Retail Theft Prevention Grant Program for 2023. This grant was established by the State Budget Act of 2022. This funding has been made available to cities and local law enforcement agencies in support of preventing and responding to the heightened rates of retail theft, motor vehicle theft, and/or cargo theft.

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Thank You,

Name: Anthony Izaguirre  
Title: Assistant store manager. Winco Foods  
Email: Anthony.Izaguirre@wincofoods.com



**BRIAN BAKER**  
CHIEF OF POLICE

## **POLICE DEPARTMENT**

(530) 822-4660 | 1545 POOLE BLVD. P. O. BOX 3447, YUBA CITY, CALIFORNIA 95992 | WWW.YUBACITY.NET

To Quik Stop,

I am writing to inform you that Yuba City is applying for the California Organized Retail Theft Prevention Grant Program for 2023. This grant was established by the State Budget Act of 2022. This funding has been made available to cities and local law enforcement agencies in support of preventing and responding to the heightened rates of retail theft, motor vehicle theft, and/or cargo theft.

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Thank You,

Name: Gulshan Vasudeva

Title: owner

Email: store.950136@EG-AMERICA.COM





**BRIAN BAKER**  
CHIEF OF POLICE

## **POLICE DEPARTMENT**

(530) 822-4660 | 1545 POOLE BLVD. P. O. BOX 3447, YUBA CITY, CALIFORNIA 95992 | WWW.YUBACITY.NET

To Kohl's,

I am writing to inform you that Yuba City is applying for the California Organized Retail Theft Prevention Grant Program for 2023. This grant was established by the State Budget Act of 2022. This funding has been made available to cities and local law enforcement agencies in support of preventing and responding to the heightened rates of retail theft, motor vehicle theft, and/or cargo theft.

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Thank You,

Name: *Bryan Floyd*  
Title: *Store Manager*  
Email: *bryan.floyd@kohls.com*



**BRIAN BAKER**  
CHIEF OF POLICE

## **POLICE DEPARTMENT**

(530) 822-4660 | 1545 POOLE BLVD. P. O. BOX 3447, YUBA CITY, CALIFORNIA 95992 | WWW.YUBACITY.NET

To Turner's,

I am writing to inform you that Yuba City is applying for the California Organized Retail Theft Prevention Grant Program for 2023. This grant was established by the State Budget Act of 2022. This funding has been made available to cities and local law enforcement agencies in support of preventing and responding to the heightened rates of retail theft, motor vehicle theft, and/or cargo theft.

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Thank You,

Name: *Steven Warren*

Title: *Store Manager*

Email: *SWarren@Turners.com*



**BRIAN BAKER**  
CHIEF OF POLICE

## **POLICE DEPARTMENT**

(530) 822-4660 | 1545 POOLE BLVD. P. O. BOX 3447, YUBA CITY, CALIFORNIA 95992 | WWW.YUBACITY.NET

To Hobby Lobby,

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Thank You,

Name: *Steve Womack*  
Title: *Store manager*  
Email: *staveew9004@gmail.com*





**BRIAN BAKER**  
CHIEF OF POLICE

## **POLICE DEPARTMENT**

(530) 822-4660 | 1545 POOLE BLVD. P. O. BOX 3447, YUBA CITY, CALIFORNIA 95992 | WWW.YUBACITY.NET

To Rite Aid,

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Thank You,

Name: Susan Adams

Title: Store Manager

Email: Susan.a.Adams@RiteAid.com



**BRIAN BAKER**  
CHIEF OF POLICE

## **POLICE DEPARTMENT**

(530) 822-4660 | 1545 POOLE BLVD. P. O. BOX 3447, YUBA CITY, CALIFORNIA 95992 | WWW.YUBACITY.NET

To Grange Co-op,

I am writing to inform you that Yuba City is applying for the California Organized Retail Theft Prevention Grant Program for 2023. This grant was established by the State Budget Act of 2022. This funding has been made available to cities and local law enforcement agencies in support of preventing and responding to the heightened rates of retail theft, motor vehicle theft, and/or cargo theft.

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Thank You,

Name: *Brian Eddy*

Title: *Loss Prevention*

Email: *bobby@grangecoop.com*





**BRIAN BAKER**  
CHIEF OF POLICE

## **POLICE DEPARTMENT**

(530) 822-4660 | 1545 POOLE BLVD. P. O. BOX 3447, YUBA CITY, CALIFORNIA 95992 | WWW.YUBACITY.NET

To Home Depot,

I am writing to inform you that Yuba City is applying for the California Organized Retail Theft Prevention Grant Program for 2023. This grant was established by the State Budget Act of 2022. This funding has been made available to cities and local law enforcement agencies in support of preventing and responding to the heightened rates of retail theft, motor vehicle theft, and/or cargo theft.

Yuba City Police Department is working in partnership with the City of Yuba City to seek funding for surveillance cameras with license plate readers, mobile surveillance trailers, and a software data base to monitor surveillance footage within the police department to help mitigate theft within the community.

To assist in preventing retail crime, the Yuba City Police Department and Yuba City, City management propose to use grant funding to install additional cameras throughout the city, some with license plate readers. These cameras will allow the police department to better track the movement of perpetrators or suspicious vehicles. The mobile surveillance cameras will be on trailers that can be placed in parking lots of stores to assist in preventing theft or again apprehending the perpetrators.

We are seeking your agency's collaboration and support with this proposed project as it may have an impact on your agency by increasing law enforcement around retail spaces and by increasing referrals to the district attorney's office for potential prosecution.

To acknowledge that you are aware of and support any potential impacts of the grant funded equipment, please sign this impact letter, and return it to the Yuba City Police Department at 1545 Poole Blvd Yuba City, California 95993, Attn: Sergeant Brent Slade

Thank You,

Name:

Michael Marrs

Title:

Store Manager

Email:

Michael\_v\_marrs@HomeDepot.com



**BRIAN BAKER**  
CHIEF OF POLICE

## **POLICE DEPARTMENT**

(530) 822-4660 | 1545 POOLE BLVD. P. O. BOX 3447, YUBA CITY, CALIFORNIA 95992 | WWW.YUBACITY.NET

To Lowes,

I am writing to inform you that Yuba City is applying for the California Organized Retail Theft Prevention Grant Program for 2023. This grant was established by the State Budget Act of 2022. This funding has been made available to cities and local law enforcement agencies in support of preventing and responding to the heightened rates of retail theft, motor vehicle theft, and/or cargo theft.

Yuba City Police Department is working in partnership with the City of Yuba City to seek funding for surveillance cameras with license plate readers, mobile surveillance trailers, and a software data base to monitor surveillance footage within the police department to help mitigate theft within the community.

To assist in preventing retail crime, the Yuba City Police Department and Yuba City, City management propose to use grant funding to install additional cameras throughout the city, some with license plate readers. These cameras will allow the police department to better track the movement of perpetrators or suspicious vehicles. The mobile surveillance cameras will be on trailers that can be placed in parking lots of stores to assist in preventing theft or again apprehending the perpetrators.

We are seeking your agency's collaboration and support with this proposed project as it may have an impact on your agency by increasing law enforcement around retail spaces and by increasing referrals to the district attorney's office for potential prosecution.

To acknowledge that you are aware of and support any potential impacts of the grant funded equipment, please sign this impact letter, and return it to the Yuba City Police Department at 1545 Poole Blvd Yuba City, California 95993, Attn: Sergeant Brent Slade

Thank You,

Name: *Brandon Baker*

Title: *Assistant Manager*

Email: *Brandon.Baker03@store.lowes.com*



**BRIAN BAKER**  
CHIEF OF POLICE

## **POLICE DEPARTMENT**

(530) 822-4660 | 1545 POOLE BLVD. P. O. BOX 3447, YUBA CITY, CALIFORNIA 95992 | WWW.YUBACITY.NET

To Sutter Orchard Supply,

I am writing to inform you that Yuba City is applying for the California Organized Retail Theft Prevention Grant Program for 2023. This grant was established by the State Budget Act of 2022. This funding has been made available to cities and local law enforcement agencies in support of preventing and responding to the heightened rates of retail theft, motor vehicle theft, and/or cargo theft.

Yuba City Police Department is working in partnership with the City of Yuba City to seek funding for surveillance cameras with license plate readers, mobile surveillance trailers, and a software data base to monitor surveillance footage within the police department to help mitigate theft within the community.

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We are seeking your agency's collaboration and support with this proposed project as it may have an impact on your agency by increasing law enforcement around retail spaces and by increasing referrals to the district attorney's office for potential prosecution. This grant will help the Sutter County District Attorney's office with prosecution as the desired equipment will provide valuable intel and evidence for the retail theft crimes.

To acknowledge that you are aware of and support any potential impacts of the grant funded equipment, please sign this impact letter, and return it to the Yuba City Police Department at 1545 Poole Blvd Yuba City, California 95993, Attn: Sergeant Brent Slade

Thank You,

Name: Stephanie M. Brown  
Title: Manager Sutter Orchard Supply, LP.  
Email: steph@sutterorchardsupply.com





**BRIAN BAKER**  
CHIEF OF POLICE

## **POLICE DEPARTMENT**

(530) 822-4660 | 1545 POOLE BLVD. P. O. BOX 3447, YUBA CITY, CALIFORNIA 95992 | WWW.YUBACITY.NET

To Cop Shop,

I am writing to inform you that Yuba City is applying for the California Organized Retail Theft Prevention Grant Program for 2023. This grant was established by the State Budget Act of 2022. This funding has been made available to cities and local law enforcement agencies in support of preventing and responding to the heightened rates of retail theft, motor vehicle theft, and/or cargo theft.

Yuba City Police Department is working in partnership with the City of Yuba City to seek funding for surveillance cameras with license plate readers, mobile surveillance trailers, and a software data base to monitor surveillance footage within the police department to help mitigate theft within the community.

To assist in preventing retail crime, the Yuba City Police Department and Yuba City, City management propose to use grant funding to install additional cameras throughout the city, some with license plate readers. These cameras will allow the police department to better track the movement of perpetrators or suspicious vehicles. The mobile surveillance cameras will be on trailers that can be placed in parking lots of stores to assist in preventing theft or again apprehending the perpetrators.

We are seeking your agency's collaboration and support with this proposed project as it may have an impact on your agency by increasing law enforcement around retail spaces and by increasing referrals to the district attorney's office for potential prosecution. This grant will help the Sutter County District Attorney's office with prosecution as the desired equipment will provide valuable intel and evidence for the retail theft crimes.

To acknowledge that you are aware of and support any potential impacts of the grant funded equipment, please sign this impact letter, and return it to the Yuba City Police Department at 1545 Poole Blvd Yuba City, California 95993, Attn: Sergeant Brent Slade

Thank You,

Name: *NED E WHISLER JR*

Title: *OWNER / PRESIDENT*

Email: *nwhisler@copshopinstalls.com*



**BRIAN BAKER**  
CHIEF OF POLICE

## **POLICE DEPARTMENT**

(530) 822-4660 | 1545 POOLE BLVD. P. O. BOX 3447, YUBA CITY, CALIFORNIA 95992 | WWW.YUBACITY.NET

To The Downtown Business Association,

I am writing to inform you that Yuba City is applying for the California Organized Retail Theft Prevention Grant Program for 2023. This grant was established by the State Budget Act of 2022. This funding has been made available to cities and local law enforcement agencies in support of preventing and responding to the heightened rates of retail theft, motor vehicle theft, and/or cargo theft.

Yuba City Police Department is working in partnership with the City of Yuba City to seek funding for surveillance cameras with license plate readers, mobile surveillance trailers, and a software data base to monitor surveillance footage within the police department to help mitigate theft within the community.

To assist in preventing retail crime, the Yuba City Police Department and Yuba City, City management propose to use grant funding to install additional cameras throughout the city, some with license plate readers. These cameras will allow the police department to better track the movement of perpetrators or suspicious vehicles. The mobile surveillance cameras will be on trailers that can be placed in parking lots of stores to assist in preventing theft or again apprehending the perpetrators.

We are seeking your agency's collaboration and support with this proposed project as it may have an impact on your agency by increasing law enforcement around retail spaces and by increasing referrals to the district attorney's office for potential prosecution.

To acknowledge that you are aware of and support any potential impacts of the grant funded equipment, please sign this impact letter, and return it to the Yuba City Police Department at 1545 Poole Blvd Yuba City, California 95993, Attn: Sergeant Brent Slade

Thank You,

*Sandee Drown*

Name: **SANDEE DROWN, PRESIDENT**

Title: **YUBA CITY DOWNTOWN BUSINESS ASSOCIATION**

Email: **SANDEE@THEHAPPYVIKING.COM.**

**City Manager**



June 19, 2023

To Whom it may Concern-

The Yuba City Police Department has my full support in implementing a program with the use of a new fully integrated CAD system, as well as surveillance equipment obtained with funds from the California Retail Theft Grant. As the City Manager of Yuba City my department works closely with the Yuba City Police Department in finding innovative ways to combat organized retail theft. I fully understand the need to implement increased security measures to help prevent retail theft along with multiple other criminal activities throughout the community.

I have been consulted during the planning of the program and can affirm that the requested equipment contributes to the partnership our department has with the Yuba City Police Department. The City of Yuba City is committed to fully supporting the Yuba City Police Department in creating and promoting a safe community.

Thank you for your time and consideration.

Thank You,

*Diana Langley*

Diana Langley, City Manager  
City of Yuba City  
530-822-4602



# SUTTER COUNTY DISTRICT ATTORNEY'S OFFICE

Jennifer R. Dupré  
District Attorney



M. Elizabeth Norton  
Chief Deputy District Attorney

Brandon Oakley  
Chief Investigator

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June 14, 2023

To Whom it may Concern:

The Yuba City Police Department has my full support in implementing a program with the use of a new fully integrated CAD system, as well as surveillance equipment, obtained with funds from the California Retail Theft Grant. As the District Attorney of Sutter County, my department works closely with the Yuba City Police Department in the prosecution of individuals that commit organized retail theft. I fully understand the need to implement increased security measures to help prevent retail theft, along with multiple other associated criminal activities throughout the community.

I have been consulted during the planning of the program and can affirm that the requested equipment contributes to the partnership our department has with the Yuba City Police Department. The Sutter County District Attorney's office is committed to fully supporting the Yuba City Police Department in creating and promoting a safe community.

Thank you for your time and consideration.

A handwritten signature in blue ink that reads "Jennifer R. Dupré".

Jennifer R. Dupré  
District Attorney

## Bias-Based Policing

### 401.1 PURPOSE AND SCOPE

This policy provides guidance to department members that affirms the Yuba City 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).

#### 401.1.1 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).

### 401.2 POLICY

The Yuba City 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.

### 401.3 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.

#### 401.3.1 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.



# Yuba City Police Department

## Yuba City PD Policy Manual

### *Bias-Based Policing*

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#### **401.4 MEMBER RESPONSIBILITIES**

Every member of this department shall perform his/her duties in a fair and objective manner and is responsible for promptly reporting any suspected or known instances of bias-based policing to a supervisor. Members should, when reasonable to do so, intervene to prevent any biased-based actions by another member.

##### **401.4.1 REASON FOR CONTACT**

Officers contacting a person shall be prepared to articulate sufficient reason for the contact, independent of the protected characteristics of the individual.

To the extent that written documentation would otherwise be completed (e.g., arrest report, field interview (FI) card), the involved officer should include those facts giving rise to the contact, as applicable.

Except for required data-collection forms or methods, nothing in this policy shall require any officer to document a contact that would not otherwise require reporting.

##### **401.4.2 REPORTING OF STOPS**

Unless an exception applies under 11 CCR 999.227, an officer conducting a stop of a person shall collect the data elements required by 11 CCR 999.226 for every person stopped and prepare a stop data report. When multiple officers conduct a stop, the officer with the highest level of engagement with the person shall collect the data elements and prepare the report (11 CCR 999.227).

If multiple agencies are involved in a stop and the Yuba City Police Department is the primary agency, the Yuba City Police Department officer shall collect the data elements and prepare the stop data report (11 CCR 999.227).

The stop data report should be completed by the end of the officer's shift or as soon as practicable (11 CCR 999.227).

For purposes of this statutory requirement law enforcement agencies with 1-333 officers are required to begin reporting by April 1, 2023. The Yuba City Police Department will establish reporting methods and train personnel on the reporting procedures prior to the effective date.

#### **401.5 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 Data Terminal (MDT) data and any other available resource used

# Yuba City Police Department

## Yuba City PD Policy Manual

### *Bias-Based Policing*

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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.

#### **401.6 ADMINISTRATION**

Each year, the Field Operations Division Commander should review the efforts of the Department to provide fair and objective policing and submit an annual report, including public concerns and complaints, to the Chief of Police.

The annual report should not contain any identifying information about any specific complaint, member of the public or officers. It should be reviewed by the Chief of Police to identify any changes in training or operations that should be made to improve service.

Supervisors should review the annual report and discuss the results with those they are assigned to supervise.

#### **401.7 TRAINING**

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

- (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)).

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## Portable Audio/Video Recorders

### 425.1 PURPOSE AND SCOPE

This policy provides guidelines for the use of portable audio/video recording devices by members of this department while in the performance of their duties. Portable audio/video recording devices include all recording systems whether body-worn, hand held or integrated into portable equipment.

This policy does not apply to mobile audio/video recordings, interviews or interrogations conducted at any Yuba City Police Department facility, authorized undercover operations, wiretaps or eavesdropping (concealed listening devices).

### 425.2 POLICY

The Yuba City Police Department may provide members with access to portable recorders, either audio or video or both, for use during the performance of their duties. The use of recorders is intended to enhance the mission of the Department by accurately capturing contacts between members of the Department and the public.

### 425.3 COORDINATOR

The Chief of Police or the authorized designee shall appoint a member of the Department to coordinate the use and maintenance of portable audio/video recording devices and the storage of recordings, including (Penal Code § 832.18):

- (a) Establishing a system for downloading, storing and security of recordings.
- (b) Designating persons responsible for downloading recorded data.
- (c) Establishing a maintenance system to ensure availability of operable portable audio/video recording devices.
- (d) Establishing a system for tagging and categorizing data according to the type of incident captured.
- (e) Establishing a system to prevent tampering, deleting and copying recordings and ensure chain of custody integrity.
- (f) Working with counsel to ensure an appropriate retention schedule is being applied to recordings and associated documentation.
- (g) Maintaining logs of access and deletions of recordings.

### 425.4 MEMBER PRIVACY EXPECTATION

All recordings made by members on any department-issued device at any time, and any recording made while acting in an official capacity for this department, regardless of ownership of the device it was made on, shall remain the property of the Department. Members shall have no expectation of privacy or ownership interest in the content of these recordings.

# Yuba City Police Department

## Yuba City PD Policy Manual

### *Portable Audio/Video Recorders*

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#### **425.5 MEMBER RESPONSIBILITIES**

Personnel shall test BWV equipment prior to going into service to ensure the unit is properly charged and shall position the camera on their uniform to facilitate optimum recording field of view.

Personnel shall dock their issued camera for automated upload of BWV data files daily at the end of their shift at the docking station to ensure storage capacity is not exceeded and/or to view uploaded audio/video files.

Officers operating Department Motorcycles or K-9 vehicles may dock their cameras at the end of their shift and then take their assigned motorcycle/vehicle home. It will be the responsibility of the officer to pick up their camera as soon as practical at the beginning of their next shift. It is recognized Traffic/K9 officers may make enforcement stops to and from work which may result in those stops not being recorded on BWVS.

Personnel shall label all their recordings with at least the incident number or citation number. Labeling media should be done no later than the end of the work week the recording was made. Personnel who are not able to label media by the end of the work week must notify their supervisor for approval.

Personnel shall report to the Information Technology Department when their BWV recorder is not operating properly and notify their supervisor.

#### **425.5.1 SUPERVISOR RESPONSIBILITIES**

Supervisors should take custody of a portable audio/video recording device as soon as practicable when the device may have captured an incident involving the use of force, an officer-involved shooting or death or other serious incident, and ensure the data is downloaded (Penal Code § 832.18).

Supervisors shall conduct random audits of BWV recordings for each member assigned to their supervision and validate that:

1. Recordings reflect both audio and video
2. Recordings are activated/de-activated at the appropriate times
3. Recordings are used for the incidents described in this policy.
4. Supervisors shall ensure videos related to critical incidents are uploaded to Evidence.com
5. Supervisors may have the ability to immediately resolve citizen complaints by reviewing video captured by the BWV. In those circumstances where a citizen complaint is resolved with no further action needed, Supervisors shall add an additional notation of the citizen complaint to the video and make appropriate notes in the notes section of Evidence.com. This will allow Professional Standards personnel to capture incidents that are resolved by this camera system.
6. The incident/citation numbers are labeled.

Supervisors are responsible for documenting the portable recording audits conducted for their assigned personnel in the manner approved by the department. Audits may be conducted

# Yuba City Police Department

## Yuba City PD Policy Manual

### *Portable Audio/Video Recorders*

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randomly from media assigned to their personnel in storage and through media related to required recorded events.

Supervisors should ensure personnel document recorders that are reported to be malfunctioning and that a report is made to the Information Technology Department for repair.

#### **425.6 ACTIVATION OF THE PORTABLE RECORDER**

This policy is not intended to describe every possible situation in which the portable recorder should be used, although there are many situations where its use is appropriate. Members should activate the recorder any time the member believes it would be appropriate or valuable to record an incident.

The portable recorder should be activated in any of the following situations:

- (a) All enforcement and investigative contacts including stops and field interview (FI) situations
- (b) Traffic stops including, but not limited to, traffic violations, stranded motorist assistance and all crime interdiction stops
- (c) Self-initiated activity in which a member would normally notify the Communications Center
- (d) Any other contact that becomes adversarial after the initial contact in a situation that would not otherwise require recording

Members should remain sensitive to the dignity of all individuals being recorded and exercise sound discretion to respect privacy by discontinuing recording whenever it reasonably appears to the member that such privacy may outweigh any legitimate law enforcement interest in recording. Requests by members of the public to stop recording should be considered using this same criterion. Recording should resume when privacy is no longer at issue unless the circumstances no longer fit the criteria for recording.

At no time is a member expected to jeopardize his/her safety in order to activate a portable recorder or change the recording media. However, the recorder should be activated in situations described above as soon as reasonably practicable.

#### **425.6.1 CESSATION OF RECORDING**

Once activated, the BWV should remain on continuously until the member reasonably believes that his/her direct participation in the incident is complete or the situation no longer fits the criteria for activation. Recording may be stopped during significant periods of inactivity such as report writing or other breaks from direct participation in the incident.

Members shall cease audio recording whenever necessary to ensure conversations are not recorded between a person in custody and the person's attorney, religious advisor or physician, unless there is explicit consent from all parties to the conversation (Penal Code § 636).

The mute function on any issued BWV shall not be activated.

# Yuba City Police Department

## Yuba City PD Policy Manual

### *Portable Audio/Video Recorders*

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Conversations between officers and/ or supervisors not related to the incident should be kept until after the incident is handled and the BWV has been turned off when feasible.

#### **425.6.2 SURREPTITIOUS USE OF THE PORTABLE RECORDER**

Members of the Department may surreptitiously record any conversation during the course of a criminal investigation in which the member reasonably believes that such a recording will be lawful and beneficial to the investigation (Penal Code § 633).

Members shall not surreptitiously record another department member without a court order unless lawfully authorized by the Chief of Police or the authorized designee.

#### **425.6.3 EXPLOSIVE DEVICE**

Many portable recorders, including body-worn cameras and audio/video transmitters, emit radio waves that could trigger an explosive device. Therefore, these devices should not be used where an explosive device may be present.

#### **425.7 PROHIBITED USE OF PORTABLE RECORDERS**

Members are prohibited from using department-issued Body Worn Video and recording media for personal use and are prohibited from making personal copies of recordings created while on-duty or while acting in their official capacity.

Members are also prohibited from retaining recordings of activities or information obtained while on-duty, whether the recording was created with department-issued or personally owned recorders. Members shall not duplicate or distribute such recordings, except for authorized legitimate department business purposes. All such recordings shall be retained at the Department.

Members are prohibited from using personally owned recording devices while on-duty without the express consent of the Watch Commander. Any member who uses a personally owned recorder for department-related activities shall comply with the provisions of this policy, including retention and release requirements, and should notify the on-duty supervisor of such use as soon as reasonably practicable.

Recordings shall not be used by any member for the purpose of embarrassment, harassment or ridicule.

#### **425.8 IDENTIFICATION AND PRESERVATION OF RECORDINGS**

To assist with identifying and preserving data and recordings, members should download, tag or mark these in accordance with procedure and document the existence of the recording in any related case report.

A member should transfer, tag or mark recordings when the member reasonably believes:

- (a) The recording contains evidence relevant to potential criminal, civil or administrative matters.
- (b) A complainant, victim or witness has requested non-disclosure.

# Yuba City Police Department

## Yuba City PD Policy Manual

### *Portable Audio/Video Recorders*

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- (c) A complainant, victim or witness has not requested non-disclosure but the disclosure of the recording may endanger the person.
- (d) Disclosure may be an unreasonable violation of someone's privacy.
- (e) Medical or mental health information is contained.
- (f) Disclosure may compromise an undercover officer or confidential informant.

Any time a member reasonably believes a recorded contact may be beneficial in a non-criminal matter (e.g., a hostile contact), the member should promptly notify a supervisor of the existence of the recording.

#### **425.9 RETENTION OF RECORDINGS**

Personnel utilizing the BWVS shall identify each video by category. In the event a video is taken that does not fall into a listed category and has no apparent evidentiary or administrative value, the officer may leave the video in the JUNK category.

Categories and Retention periods:

- a. JUNK 90 days
- b. NONE/NORMAL 3 years
- c. Felony 9 years
- d. Indefinite Indefinite

Recordings containing evidence that may be relevant to a criminal prosecution should be retained for any additional period required by law for other evidence relevant to a criminal prosecution (Penal Code § 832.18). Investigators and Officers should duplicate recordings of felony arrests and place them into evidence.

All other recordings should be retained for a period consistent with the requirements of the organization's records retention schedule. Refer to the Mobile Audio/ Video policy for the records retention schedule related to media recordings.

Records or logs of access and deletion of recordings should be retained permanently (Penal Code § 832.18).

#### **425.9.1 RELEASE OF AUDIO/VIDEO RECORDINGS**

Requests for the release of audio/video recordings shall be processed in accordance with the Records Maintenance and Release Policy.

#### **425.10 REVIEW OF RECORDED MEDIA FILES**

Although the data captured by the BWVS is not considered Criminal Offender Record information (CORI), it shall be treated in the same manner as CORI data. All access to the system is logged and subject to audit at any time. Access to the data from the system is permitted on a right to know, need to know basis. Employees authorized under this policy may review video according to the provisions of this policy.

# Yuba City Police Department

## Yuba City PD Policy Manual

### *Portable Audio/Video Recorders*

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Once uploaded to Evidence.com, personnel may view their own audio/video data. Evidence.com automatically time/date stamps and records each access by officer name.

1. An employee may review BWV files as it relates to:
  - a. Their involvement in an incident for the purpose of completing a criminal investigation and preparing official reports.
  - b. Prior to courtroom testimony or for courtroom presentation.
  - c. Providing a statement pursuant to an administrative inquiry, including officer involved shooting investigations.
  - d. Critical incidents:(such as Use of force, an officer involved shooting or death or serious incident) Officers are encouraged to consult legal representation and may review their video prior to providing a statement pursuant to an administrative inquiry.
2. When safe and practical, an on scene supervisor may retrieve the BWVS camera from the involved officer(s) at the scene.The supervisor will be responsible for assuring the camera is docked and uploaded into Evidence.com
3. Following a time sensitive critical incident, a video may only be viewed prior to being uploaded in Evidence.com:
  - e. When exigent circumstances occur, such as an officer being injured and to obtain identifying suspect information or other pertinent information.
  - f. To allow investigators to view the video in order to assist in an investigation.
  - g. For potential training purposes.

For official use, Evidence.com shall only be accessed from Department authorized computers, Department workstations or MDC's. Administrative users of Evidence.com may access Evidence.com from a computer or device outside of the Department for the purpose of completing administrative tasks, such as locking or unlocking users, etc.

When preparing written reports, members should review their recordings as a resource (see the Officer-Involved Shootings and Deaths Policy for guidance in those cases). However, members shall not retain personal copies of recordings. Members should not use the fact that a recording was made as a reason to write a less detailed report.

Supervisors are authorized to review relevant recordings any time they are investigating alleged misconduct or reports of meritorious conduct or whenever such recordings would be beneficial in reviewing the member's performance.

4. Recorded files may also be reviewed:
  - (a) Upon approval by a supervisor, by any member of the who is participating in an official investigation, such as a personnel complaint, administrative investigation or criminal investigation.



# Yuba City Police Department

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### *Portable Audio/Video Recorders*

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- (b) Pursuant to lawful process or by court personnel who are otherwise authorized to review evidence in a related case.
- (c) By media personnel with permission of the or the authorized designee.
- (d) In compliance with a public records request, if permitted, and in accordance with the Records Maintenance and Release Policy.

All recordings should be reviewed by the Custodian of Records prior to public release (see the Records Maintenance and Release Policy). Recordings that unreasonably violate a person's privacy or sense of dignity should not be publicly released unless disclosure is required by law or order of the court.

#### **425.11 BWV FILES REQUEST**

##### **A. Department Request**

Any request shall be completed by the system administrator with the approval of the Chief of Police.

##### **B. Non- Department Requests**

All other requests for the BWV file shall be accepted and processed in accordance with federal, state, local statutes and Departmental policy (public records act, etc.) as set fourth in hte Records Maintenance and Release Policy.

Media Inquires and/or requests shall be received in accordance with the Records Maintenance and Release Policy.

##### **C. Request for Deletion of Accidental Recording**

In the event of an accidental activation of the BWV where the resulting recording is of no investigative or evidentiary value, the recording employee may request that the BWV file be deleted by submitting an email request with sufficient information to locate the BWV file to the Operation Division commander or designee who shall review the file, approve or deny, and forward to the system administrator for action.

##### **D. Copying Procedures**

A copy of the BWV file may be made by the involved officer in accordance with the provisions of this policy for evidence, DA requests etc.

Other than provided, no member of this Department shall download any video from Evidence.com onto any computer, device, drive, CD, DVD or any other format without the express consent of the Chief of Police.

##### **E. Investigators Conducting Criminal or Internal Investigations Shall:**

1. Advise the system administrator to restrict access/public disclosure of the BWV file in criminal or internal investigations, when necessary.

# Yuba City Police Department

## Yuba City PD Policy Manual

### *Portable Audio/Video Recorders*

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2. Document the reason for access by entering the related case number on the BWV "NOTES" field prior to viewing.
3. Review the file to determine whether the BWV file is of evidentiary value and process in accordance with established procedures.
4. Investigators shall notify the System Administrator to remove the access restriction when the investigation is closed.

A BMV file may be utilized as a training tool for individuals, specific units, and the Department as a whole. A recommendations to utilize a BWV file for such purpose may come from any source.