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| Title | Yuba County Sheriff's Office | 07/07/2023 |
| | by Casey Dias in Organized Retail Theft Prevention Grant Program | id. 41333097 |
| | 720 Yuba Street Marysville , California 95901 United States 5307477738 cdias@co.yuba.ca.us | |

Original Submission 07/07/2023

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 County Sheriff's Office**

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

Multi-Agency
Partnerships

No: This is not a Multi-Agency Partnership Application

Lead Public Agency
Information

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

Lead Public Agency

Yuba County Sheriff's Office

Applicant's Physical
Address

**915 8th St
Ste 115
Marysville
CA
95901
US**

Applicant's Mailing
Address (if different
than the physical
address)

n/a

Mailing Address for
Payment

**720 Yuba St
Marysville
CA
95901
US**

Tax Identification
Number

946000549

SECTION II -
CONTACT
INFORMATION

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

Project Director

**Casey
Dias**

Project Director's
Title with
Agency/Department/Organization

Administrative Services Manager

Project Director's Physical Address **720 Yuba St
Marysville
CA
95901
US**

Project Director's Email Address **cdias@co.yuba.ca.us**

Project Director's Phone Number **+15307497738**

Financial Officer **Dawn
Wells**

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

Financial Officer's Physical Address **720 Yuba St
Marysville
CA
95901
US**

Financial Officer's Email Address **dwells@co.yuba.ca.us**

Financial Officer's Phone Number **+15307497732**

Day-To-Day Program Contact **Casey
Dias**

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

Day-To-Day Program Contact's Physical Address **720 Yuba St
Marysville
CA
95901
US**

Day-To-Day Program Contact's Email Address **cdias@co.yuba.ca.us**

Day-To-Day Program Contact's Phone Number **+15307497738**

Day-To-Day Fiscal Contact **Donna
Paterno**

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|--|--|
| Day-To-Day Fiscal Contact's Title | Fiscal Analyst |
| Day-To-Day Fiscal Contact's Physical Address | 720 Yuba St Marysville CA 95901 US |
| Day-To-Day Fiscal Contact's Email Address | dgpaterno@co.yuba.ca.us |
| Day-To-Day Fiscal Contact's Phone Number | +15307495167 |
| Name of Authorized Officer | Wendell Anderson |
| Authorized Officer's Title | Sheriff-Coroner |
| Authorized Officer's Physical Address | 915 8th St Ste 115 Marysville CA 95901 US |
| Authorized Officer's Email Address | wanderson@co.yuba.ca.us |
| Authorized Officer's Phone Number | +15307497779 |
| Authorized Officer Assurances | checked |
| SECTION III - PROGRAM INFORAMTION | This section requests a Project Title, Proposal Summary description, Program Purpose Area(s) selection, and Scope Funding Category selection. |
| Project Title | Yuba County Sheriff's Office - Organized Retail and Motor Vehicle Theft Prevention Project |

Proposal Summary **Yuba County, California is facing a high and increasing incidence of organized retail and motor vehicle theft. To address the problem, Yuba County is working in partnership with the Yuba County Sheriff's Department to obtain personnel and equipment dedicated to preventing this type of activity. The strategy will incorporate more effective means to alert, track, and respond to these crimes, and establishing stronger connections with the business community. The goal of the project is to reduce the prevalence of organized retail and motor vehicle theft in Yuba County by implementing a comprehensive approach that includes prevention, investigation, and enforcement.**

PROGRAM PURPOSE AREAS Applicants must propose activities, strategies, or programs that address the Program Purpose Areas (PPAs) as defined on pages 5 - 8 in the ORT Prevention Grant Proposal Instruction Packet. A minimum of one (1) PPA must be selected; applicants are not required to address all three (3) PPAs. All proposed activities, strategies, or programs must have a link to the ORT Prevention Grant Program as described in the authorizing legislation and the ORT Prevention Grant Proposal Instruction Packet.

Program Purpose Areas (PPAs): **PPA 1: Organized Retail Theft**
PPA 2: Motor Vehicle or Motor Vehicle Accessory Theft

Funding Category Information Applicants may apply for funding in a Medium Scope OR Large Scope Category. The maximum an applicant may apply for is up to \$6,125,000 in the Medium Scope category OR up to \$15,650,000 in the Large Scope category. Applicants may apply for any dollar amount up to and including the maximum grant amount identified in each category. Multi-agency partnerships (determined as Medium Scope OR Large Scope) may apply for up to the maximum grant award in that category, multiplied by the number of partnering eligible applicants. For Example: Four (4) eligible applicants in the Medium Scope category may submit one (1) application for up to \$24,500,000 o \$6,125,000 (Medium Scope Max) x 4 (# of Agencies) = \$24,500,000 Two (2) eligible applicants in the Large Scope category may submit one (1) application for up to \$31,300,000 o \$15,650,000 (Large Scope Max x 2 (# of Agencies) = \$31,300,000 Please reference pages 10-12 in the ORT Prevention Grant Proposal Instruction Packet for additional information.

Funding Category **Medium Scope (Up to \$6,125,000)**

SECTION IV - PROPOSAL NARRATIVE AND BUDGET This section requests responses to the Rating Factors identified in the the ORT Prevention Grant Program Application Instruction Packet.

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

Project Need

The Yuba County Sheriff's Department (YCSD) needs resources to develop a dedicated strategy, improve data collection, achieve a faster response, accomplish tracing to the source and implement community outreach to address the high incidence of organized retail and motor vehicle thefts in Yuba County, CA. This need was determined through daily observation, calls for service, crime statistics and analysis as well as interaction with local retailers. This project directly addresses two of the three required Program Purpose Areas.

According to the National Retail Foundation, in 2020, organized retail crime represented hundreds of millions of dollars in losses. When surveyed by the foundation, 60% of retailers indicated that combating organized retail theft is a growing priority. Additionally, retailers report that these thefts involved more violence in 2020 than they did in 2019.

As reported by the National Retail Federation, organized retail theft accounts for nearly \$30 billion in economic loss per year. While the problem is most commonly associated with shoplifting, it extends well beyond into associated organized criminal activity. Commercial burglary, vehicle burglary, identity theft, credit card fraud, forgery, and fencing (selling or distribution of) stolen property are part of a bigger picture that finance ongoing criminal operations.

The National Insurance Crime Bureau attributes the more recent trends in motor vehicle theft to the dramatic increase in used car and car part prices, which have increased 35-40% in recent years. Catalytic converter theft has also been on the rise – a 1,215% increase since 2019. What makes them so appealing are the precious metals that they contain, the values of which have skyrocketed. Driven by opportunity and negligible penalties, thieves steal catalytic converters and then sell them to recycle or scrap metal yards.

The YCSD does not have the personnel or resources necessary to make an impact on this problem. The majority of the budget is used to provide basic policing and emergency services. The YCSD is facing significant budget constraints due to the terminated federal ICE contract last January with only 60 days' notice. This resulted in an 8.6-million-dollar annual loss in revenue.

Yuba County's proximity to major highways or border areas makes it an attractive target for organized criminal groups. Easy access to transportation routes allows thieves to quickly move stolen vehicles across different jurisdictions and state lines, making it more challenging for law enforcement to track and recover them. Although the rural and remote areas have less population density and fewer security measures compared to urban centers, criminals see these areas as more suitable for theft. There are fewer witnesses, less surveillance, and longer response times for law enforcement. This makes it easier for thieves to operate without immediate detection.

Yuba County and surrounding areas are in the top 10 for vehicle thefts per capita in the entire country according to the National Insurance Crime Bureau (NICB). Based on their data this area moved from number 10 in 2021 to number 2 in 2022. There is no other area in the entire country that had seen such a drastic year-to-year increase in recent history, especially considering it was already in the most prolific category to start. As a result, there is a dire need for a dedicated and multifaceted approach to curtailing this crime activity. These statistics alone separate our community from the entire nation in terms of a quantifiable need for a proactive approach in preventing motor vehicle theft. As a county, we are utterly dissatisfied with the situation and determined to take unprecedented measures to implement the necessary solutions.

The Yuba County business community incorporates a blend of small and large businesses that bring a variety of goods and services. Recent business development programs by the county have resulted in significant growth and more new retail opportunities to the area

than ever before. The “Yes to Yuba” initiative, in particular, has been very successful in bringing businesses to the county. One of the most exciting developments from these efforts was the confirmation that Costco will open a new location in the Yuba County town of Linda.

The County Business District expects to attract more national brands to the area as well, which already includes the Linda Walmart. As exciting as these developments are to our community, they are not without challenges. Retail theft is one challenge that requires strategic partnerships and significant public safety resources. Walmart has been significantly impacted by retail theft, to the extent that in 2018 the Linda Walmart moved from a 24-hour business to limited hours as a direct result. In 2022, the Linda Walmart suffered a \$3,543,000 in reduced revenue. Over 50 % of that revenue loss is attributed directly to retail merchandise theft.

In conjunction with the Yuba County Community Development and Services Agency, the YCSD has a direct line of communication with the business community. Small businesses have expressed both appreciation for our efforts as well as frustration from a lack of results from reporting theft, which in some cases has acted as a deterrent to even filing reports. A recent culmination of these frustrations led to an incident at a 7-11 in Marysville where owners fought off an individual who frequently steals from them, taking matters into their own hands. These types of situations illustrate how smaller businesses are arguably more impacted by retail theft crime but have far fewer resources to support the loss or prevention efforts as some of the larger operations. Our proposed prevention strategy recognizes this paramount need for assistance and would provide support for these businesses in the same fashion as the large retail stores by targeting the sources of these crimes. Expressing the need for these reports and providing a platform for actionable data collection will help connect these details to the sources and address this small business need more efficiently and effectively.

A concentrated unit with a comprehensive prevention plan will make a measurable difference. Educating our community on prevention strategies as part of an overall cohesive plan will align our operations for dramatically better results. Targeting the sources of these crimes and implementing the prevention strategies with all of our community stakeholders based on these partnerships will effectively address both our short and long term needs in the County.

Project Description

The YCSD is requesting funding for staffing a 6-person problem-oriented policing (POP) team, including a Sergeant, 4 deputies, and a Deputy DA, who will implement a multifaceted approach including prevention, investigation, enforcement, technology, and community outreach. The unit will require dedicated equipment to effectively incorporate and implement the comprehensive strategies of the program. Personnel will consist of experienced investigators in retail and motor vehicle theft.

A dedicated DA will focus on retail and motor vehicle theft. This will provide more specialized legal expertise, efficient case handling, enhanced investigations, and a stronger deterrence to offenders. The DA will provide extensive experience in these fields along with a streamlined process to reduce delays and increase the chances of successful prosecution. The investigative efforts will be supported through direct collaboration with the unit and a focus on the underlying dynamics of these crimes as well as the targeted strategies to significantly disrupt and dispel the criminal operations responsible.

Equipment items include a dedicated Operational Control Center (OCC) as the base of all operations for the unit and mobile items for the corresponding field operations. The OCC will be a technologically advanced center comprised of high-capacity workstations to accommodate real-time video processing and data analysis. Investigative software and applications will be housed and integrated into these stations including law enforcement information sharing, interrogation packages, data collection modules, and online reporting platform management. The mobile elements of the unit's equipment will ensure that the team can respond rapidly and safely to the necessary operational situations. Five fully equipped vehicles with all advanced technological functionality will be utilized to perform the strategically coordinated activities. Mobile capabilities will be essential to the proactive goals of the unit, including in-car license plate recognition, communication and network connectivity devices, and safety equipment. Another component of the mobile strategy will be the implementation of a rapid deployment drone system for enhanced situational awareness, tracking capabilities, evidence gathering, and threat detection. This system will provide a particularly new dimension to our operational capacity for the unit to coordinate responses to thefts involving active situations in progress. The ability to respond to theft activity quickly is a universal need that both the control center and mobile units address collectively.

Fixed assets in the field will be comprised of an unprecedented network of strategically placed license plate recognition (LPR) cameras. The LPR network will provide an omniscient, real-time view to detect and respond to crime activity with actionable information. The information and capabilities of the network are exponentially enhanced with the system sharing function that will incorporate a vast network of regional partners using the system as well. Crime activity does not adhere to county borders and this system will ensure that our investigations are not limited to county lines when tracing activities to the source. This set of tools directly aligns with both sets of needs combating retail and motor vehicle theft in that we can take one small detail from an account of a crime and use this network to make a catastrophic disruption to organized criminal activity. In addition to the proposed network of fixed cameras, business and community partners have committed to utilizing the camera services to supplement our network due to the cost-effective structure.

The unit will provide applicable information and prevention strategies to business and community stakeholders. Outreach initiatives will require office supplies, multimedia services, and print materials. Items will be used to help businesses create loss prevention plans and empower individuals to avoid becoming victims of theft. Our prevention strategy relies on inspiring our community to actively participate in prevention efforts. Communicating our prevention approach and establishing the unit as a resource will incorporate relevant video public service announcements, online guides, online reporting systems, brochures, community bulletin boards, and presentation materials as well.

In order for this approach to be successful, our community partners must be informed. The unit will collaborate with the county's community development division to strengthen lines of communication with the business community and will incorporate crime prevention through environmental design as well as individualized reviews of loss prevention strategies. As part of the permitting process, we will provide materials tailored to the business type to ensure we establish a strong communication channel at the start of the business engagement with the county. This will establish the means to make an appointment with the unit to review potential measures that the business could employ to help reduce security vulnerabilities.

Aspects of the "If I Were a Thief" law enforcement campaign will be incorporated to illustrate the best methods to avoid becoming a victim. Neighborhood watch meetings will be another platform for the unit to connect with the community and provide resources to residents. These efforts will be tailored to the individual and businesses alike.

The YCSD will partner with local automotive repair shops for catalytic converter etching services to be offered to residents. Etching the catalytic converter creates a way for law enforcement to locate the owner if it has been recovered. This program would emulate the established programs by the Los Altos PD and the San Jose PD. Etching devices will be purchased and provided to automotive program partners to pass on the no-cost service to the public. Services will be advertised online and incorporated into community outreach prevention presentations to neighborhood watch groups and community partners.

The target area is Yuba County, California, and surrounding communities, located just north of Sacramento. The area was selected because of the high occurrence of retail and motor vehicle thefts in the area. The county is home to 84,310 residents and covers 631.84 square miles. Median household income is \$62,666 and the poverty rate is 15.6%. This can be compared to the State of California statistics which are \$84,097 and 12.3% respectively.

The YCSD has identified two primary areas as focal points of this project. Our Business and Entertainment Districts are rapidly

developing new and exciting attractions to the area, drawing more local and regional traffic than ever before. The Business District is the county's busiest area in terms of traffic volume and is a prime commercial corridor for targeted revitalization. The Linda Walmart and Costco stores are both located in this corridor, featuring the top retail attractions in the entire region.

The southern area of the county is home to the Entertainment District, which includes the newest Hard Rock Hotel & Casino and the Toyota Amphitheatre. These establishments attract a significant number of visitors, concerts, live performances, and other events. The resulting increased customer base carries an inherently more elevated risk of theft and crimes of opportunity.

The county is also home to Beale Air Force Base. With a consistent influx of new personnel, this component of our community is another driving force for our theft prevention strategy. As a resource to both the business and residential community, the unit will dedicate outreach efforts to educate and inform this estimable population on how to help deter crimes of retail and motor vehicle theft.

The goal of this project is to reduce the number of organized retail theft incidents in Yuba County and increase recovery and apprehension rates for stolen vehicles and offenders. The required work plan has been completed to identify the goals and objectives, activities, responsible staff and partner agencies, process and outcome measures, data sources and start and end dates. The work plan is attached in the appropriate area of the application.

This project is based on the CHP Organized Retail Theft Problem-Oriented Policing unit. The CHP, in consultation with the DOJ, developed a problem-oriented policing unit concept to work with allied agencies to combat organized retail theft. Since the California Highway Patrol Organized Retail Crime Problem-oriented policing unit's inception in 2019, the CHP has been involved in 1,469 investigations, resulting in 853 arrests, and the recovery of stolen merchandise valued at over \$28 million dollars. The YCSD will be using many of the same approaches, techniques, and strategies that the statewide problem-oriented policing unit uses.

The YCSD has LPR, mobile audio/video and drone policies currently in place. Data collection and retention is addressed in these policies. The Operations Division Captain is responsible for ensuring systems and processes are in place for the proper collection and retention of data. Data is transferred to the designated storage in accordance with department procedures. All data downloaded to the server is stored for no longer than one year, and in accordance with the established records retention schedule. Data is then purged unless it has become, or it is reasonable to believe it will become, evidence in a criminal or civil action or is subject to a discovery request or other lawful action to produce records. In those circumstances the applicable data is downloaded from the server onto portable media and booked into evidence. Information gathered or collected, and

records retained by the YCSD will not be sold, accessed, or used for any purpose other than legitimate law enforcement or public safety purposes. All data is closely safeguarded and protected by both procedural and technological means. There are safeguards in place regarding access to and use of stored data.

The Flock Safety Transparency Portal is a web-based platform that offers a means for law enforcement agencies and community partners to access and review the data collected by Flock Safety's license plate recognition (LPR) cameras. This platform is designed to enhance transparency and accountability in the use of LPR technology. The portal ensures that the data is accessible only to authorized personnel and is handled in accordance with applicable privacy laws and regulations.

The YCSD has a Bias Based Policing policy currently in place. The policy defines bias based policing and provides guidance to members that affirms the department's commitment to policing that is fair and objective. The YCSD 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 the YCSD to provide law enforcement services and to enforce the law equally, fairly, objectively and without discrimination toward any individual or group. Bias-based policing is strictly prohibited.

Project
Organizational
Capacity and
Coordination

The unit will be assigned to the Operations Division and administered by 2 operations lieutenants. Unit personnel will be experienced in organized retail and motor vehicle theft and will be required to complete Crime Prevention Through Environmental Design (CPTED) training, courses through the Certified Organized Retail Crime Investigator program with the McAfee Institute and attend the Western State Auto Theft Investigators Association (WSATI) Seminar as part of the northern California Chapter.

Grant management and strategy implementation will be directed by the Undersheriff and Administrative Services Manager through a series of structured analysis milestones using data prepared by the external data collection and evaluation firm along with context from the unit. Monthly reports will be produced and analyzed for immediate action and quarterly strategy meetings will be conducted with all parties. Addressing trends and target areas will be determined by the Undersheriff and operational staff. The Administrative Services Manager will be responsible for recording and reporting on all grant funded activities, including financial activity, required progress reports, and compliance measures. A project oversight committee will be formed and will be comprised of one member of the business community from each district.

Staffing will require a minimal timeline as the team will be comprised of existing personnel. Within the first month, individuals will be transferred to the new unit and the vacated positions will be filled as new allocations. Previous casework will be transferred following the award notification in anticipation of the grant performance period.

Recruitment of the Deputy DA will start upon award notification.

Procurement requirements of all planned equipment purchases have been completed in advance. We have requests for proposals and precomputed contracts to satisfy county purchasing and procurement standards. Cooperative agreements will be used to streamline equipment procurement, leaving only the delivery lead times to affect implementation. Vehicles will have purchase agreements drafted and in place based on existing procurement contracts with approved vendors. The purchasing window for new vehicle production will directly align with the award notification, presenting ideal timing for the fleet to be operational and in service as soon as possible.

The unit control center will be housed in the existing Sheriff facility in a currently unfinished and vacant storage area. Our county IT and Facilities departments are making the necessary improvement plans to finish the space and optimize its use for the unit. Grant funds for the control center will have direct links to the unit's strategic operations and theft prevention activities including functional desk and office workstations, file storage, computing solutions, network connectivity infrastructure, conference and coordination workspace, and secured access controls. These items will have approved vendors and work plans ready to put into motion upon award notification without delay.

External firms will be used for evaluation and data collection and CPA audit services. Firms have been identified based on existing contracts for audit services and specialized law enforcement consulting. This will drastically reduce the initial structuring and implementation of our monitoring and evaluation procedures. Using vendors familiar with our organizational structure and operational protocols will enhance the effectiveness of their services throughout the grant program process.

Sustainability is very important to the YCSD. With the exception of only a few items, the equipment will be predominantly one-time costs that will provide a foundational structure for this unit to succeed well beyond the life of the grant. The YCSD will continue to fund the positions and utilize the technology and strategies based on a data driven approach. Once the award ends, the YCSD will continue to seek resources and funding to expand, enhance and further develop and implement strategies. Partnerships with prominent businesses in the area, small business associations, community groups, property owners, and other governmental support agencies will help to provide lasting effects. The effort to combat organized retail and motor vehicle theft will not end with the performance period of the grant and our project plan demonstrates our commitment to the longevity of the unit.

required to have significant experience and expertise in strategic technology and operational planning for law enforcement and grant-related project management, oversight, and monitoring services.

During the Start-Up phase the partner will establish desired objectives; identify data that will be used to evaluate effectiveness and progress such as crime stats and retail-owner surveys; and identify key evaluation timeframes/intervals.

During the Implementation phase the partner will establish baseline/historical data; collect data to measure program performance against objectives; monitor monthly and quarterly progress; evaluate program effectiveness against project scope, schedule, and budget; identify opportunities for improvement, modify plans as appropriate; and communicate findings/results of evaluation to internal and external program stakeholders.

Organized retail and motor vehicle theft data occurring at locations where new technology is installed and the POP unit assigned will be compared to areas where new technology and the dedicated unit have not yet been implemented and historical trends at all locations. Potential Quantifiable Process measures include increased patrols (and other unit-specific actions); implemented hardware/technology; improved awareness (signage, advertising, etc.) for deterrence and proactive engagement with the community and business owners.

Potential Outcome measures include percentage and aggregate change in these crime types in locations where changes are implemented, by week, month, and quarter.

The proposed program will be evaluated both formally and informally to reflect a balanced approach to measuring the impact on the community. The crime statistics and reporting will be monitored in real-time with monthly reporting. Surveys and potential meetings with key partners will be conducted periodically to demonstrate the effectiveness of the practice as well.

Meetings with program administrators, team members and other stakeholders as appropriate will be held to establish regular cadence and define agendas. Minutes of all meetings will be kept. The partner will provide ongoing technical assistance to the YCSD to collect and evaluate data. Project status and progress will be communicated regularly to stakeholders. Crime stats and other measurable relevant data will be collected to establish trends; continuously evaluate effectiveness of implementing problem oriented policing unit and technology; identify preventive/corrective actions and opportunities for improvement as needed; and monitor implementation of any approved changes.

Documentation related to the hiring and work of the problem-oriented policing (POP) unit members will be maintained and provided as a process measure. This includes but is not limited to hiring documents, time sheets, and job descriptions.

The partner will collect historical data on organized retail and motor vehicle theft in the geographic areas where changes resulting from this grant will be implemented. The evaluator will determine whether the county has historically tracked these as specific/unique crime types and if so, establish baseline data. Data on organized retail and auto theft crime types at locations where new technology/systems/equipment are installed and POP unit assigned, to areas where not yet implemented and historical trends at all locations will be compared to the historical data.

The geographical areas of the County in which the YCSD is planning to deploy the new technology and dedicated unit covered through this grant will lie within the YCSD response area. The YCSD does not anticipate entering into additional data sharing agreements, but any further opportunities for collaborative efforts to the outlined objectives will be encouraged and incorporated into the unit operations.

Results will be compared against objectives. This will include historical data (pre-program implementation) vs. long-term data (post-implementation) data of new systems/ technology, POP unit, and any other changes resulting from opportunities for improvement identified throughout duration of the program. These results will form the basis for the Local Evaluation Report that will be produced at the conclusion of the project.

Budget Instructions

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

Budget Attachment

[Copy_of_Organized-Retail-Theft-Prevention-Grant-Program-Budget_Updated_7-6-23.xlsx](#)

SECTION V - ATTACHMENTS

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

Project Work Plan (Appendix B)

[Project-Work-Plan-ORT-Revised.docx](#)

Grantee Assurance for Non-Governmental Organizations (Appendix D)

[Assurances.pdf](#)

Local Impact Letter(s) (Appendix E)

[Local_Impact_Letter.pdf](#)

Letter(s) of
Commitment,
(Appendix F) n/a

Policies Limiting Racial Bias

[Bias-Based_Policing_2.pdf](#)

Policies on Surveillance Technology

[ALPR_policy.pdf](#)

[drone_policy.pdf](#)

[Mobile_Audio_Video_Policy.docx](#)

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

[Certification_of_Compliance.pdf](#)

OPTIONAL: Governing Board Resolution (Appendix H)

[Governing_Board_Resolution.pdf](#)

OPTIONAL:
Bibliography n/a

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

Appendix B: Project Work Plan

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

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

| | |
|--|--|
| (1) Goal: | Reduce the number of organized retail theft incidents in Yuba County by 30% within the three year period of performance. |
| Objectives (A., B., etc.) | <ul style="list-style-type: none"> A. Form a problem oriented policing unit dedicated to achieving this goal. B. Increase the number of successful investigations and prosecutions of organized retail theft cases in Yuba County. C. Improve public awareness of the problems of organized retail theft in Yuba County and encourage citizens to report suspicious activity. D. Establish partnerships with local businesses, community groups, and other law enforcement agencies to improve the effectiveness of prevention and enforcement efforts. |
| Process Measures and Outcome Measures: | <ul style="list-style-type: none"> A. Documentation related to the hiring and work of the problem-oriented policing unit members to include but not limited to hiring documents, time sheets, and job descriptions. B. National Insurance Crime Bureau Statistics C. Comparison of pre and post project organized retail theft activity. D. Comparison of pre and post project motor vehicle theft apprehension rates. E. Comparison of pre and post project successful investigations and prosecutions of organized retail theft cases in Yuba County. |

| | <p>F. Documentation related to public awareness efforts, survey.</p> <p>G. Number of partnerships created.</p> | | |
|---|---|---|--|
| Project activities that support the identified goal and objectives: | Responsible staff/partners | Timeline | |
| | | Start Date | End Date |
| <p>Allocate personnel to form Problem Oriented Policing Unit.</p> <p>POP Unit personnel receive training.</p> <p>Procure equipment / technology.</p> <p>Hire Assistant DA.</p> <p>Begin outreach initiatives.</p> <p>Begin enforcement efforts / use of newly acquired technology.</p> <p>Contract with consultant to evaluate project.</p> <p>Monthly / quarterly / annual reporting, data analysis and evaluation</p> | <p>Undersheriff</p> <p>Operations Lieutenant</p> <p>Administrative Services Mgr.</p> <p>District Attorney's Office</p> <p>POP Unit</p> <p>POP Unit</p> <p>Administrative Services Mgr.</p> <p>Operations Division Captain</p> | <p>10/1/2023</p> <p>12/1/2023</p> <p>10/1/2023</p> <p>10/1/2023</p> <p>10/1/2023</p> <p>1/1/2024</p> <p>1/1/2024</p> <p>10/1/2023</p> | <p>11/30/2023</p> <p>12/31/2024</p> <p>12/31/2023</p> <p>12/31/2023</p> <p>12/30/2023</p> <p>9/30/2027</p> <p>9/30/2027</p> <p>9/30/2027</p> |
| <p>List data and sources to be used to measure outcomes: ></p> <p>Motor vehicle theft apprehension rates – Department statistics; Flock data</p> <p>Organized retail theft occurrences – Department statistics</p> <p>Motor Vehicle Theft ranking – National Insurance Crime Bureau statistics</p> | | | |

| | |
|---------------------------|---|
| (2) Goal: | Increase recovery and apprehension rates for stolen vehicles and offenders in Yuba County by 40% within the three-year period of performance. |
| Objectives (A., B., etc.) | <p>A. Remove the Yuba / Sutter region from the top 10 locations of vehicle theft per capita over the next 2 years.</p> <p>B. Form a dedicated problem oriented policing unit to addressing the problem of motor vehicle theft.</p> <p>C. Increase the number of successful investigations and prosecutions of motor vehicle theft cases in Yuba County.</p> <p>D. Increase the number of recovered vehicles.</p> <p>E. Improve public awareness of the problem of motor vehicle theft in Yuba County and encourage citizens to report suspicious activity.</p> <p>F. Establish partnerships within the community including local businesses, community groups, and law enforcement agencies to improve the effectiveness of prevention and enforcement efforts.</p> |

| | | | |
|---|--|------------|-------------|
| | G. Address motor vehicle accessory theft using tracking elements. | | |
| Process Measures and Outcome Measures: | <p>A. Documentation related to the hiring and work of the problem-oriented policing unit members to include but not limited to hiring documents, time sheets, and job descriptions.</p> <p>B. National Insurance Crime Bureau Statistics</p> <p>C. Comparison of pre and post project organized retail theft activity.</p> <p>D. Comparison of pre and post project motor vehicle theft apprehension rates.</p> <p>E. Comparison of pre and post project successful investigations and prosecutions of organized retail theft cases in Yuba County.</p> <p>F. Documentation related to public awareness efforts, survey.</p> <p>G. Number of partnerships created.</p> | | |
| Project activities that support the identified goal and objectives: | Responsible staff/partners | Timeline | |
| | | Start Date | End Date |
| A. Implement the problem-oriented policing unit. | A. Undersheriff | A. 10/1/23 | A. 11/30/23 |
| B. Provide training to the problem-oriented policing unit to enhance and maintain skills. | B. Operations Lieutenant | B. 12/1/23 | B. 12/31/24 |
| C. Develop marketing campaigns to increase public awareness/Begin outreach activities/Establish partnerships. | C. POP Unit | C. 10/1/23 | C. 12/31/23 |
| D. Procure software/hardware/equipment to assist investigation/apprehension/prosecution of offenders. | D. Administrative Services Mgr. | D. 10/1/23 | D. 12/31/23 |
| E. Begin enforcement efforts / use of newly acquired technology. | E. POP Unit | E. 1/1/24 | E. 9/30/27 |
| F. Contract with consultant to evaluate project. | F. Administrative Services Manager | F. 1/1/24 | F. 9/30/27 |
| G. Monthly / quarterly / annual reporting, data analysis and evaluation | G. Operations Division Captain | G. 10/1/23 | G. 9/30/27 |
| H. Hire Assistant District Attorney | H. District Attorney's Office | H. 10/1/23 | H. 12/31/23 |

| | | | |
|--|--|--|--|
| | | | |
|--|--|--|--|

List data and sources to be used to measure outcomes: >
Motor vehicle theft apprehension rates – Department statistics; Flock data
Organized retail theft occurrences – Department statistics
Motor Vehicle Theft ranking – National Insurance Crime Bureau statistics

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

Name of Applicant: *Yuba County Sheriff*

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 | \$2,685,000.00 |
| 2. Services and Supplies | \$135,000.00 |
| 3. Professional Services or Public Agencies | \$615,000.00 |
| 4. Non-Governmental Organization (NGO) Subcontracts | \$0.00 |
| 5. Data Collection and Evaluation | \$205,000.00 |
| 6. Equipment/Fixed Assets | \$2,247,755.00 |
| 7. Financial Audit (Up to \$25,000) | \$25,000.00 |
| 8. Other (Travel, Training, etc.) | \$9,400.00 |
| 9. Indirect Costs | \$194,720.00 |
| TOTAL | \$6,116,875.00 |

1a. Salaries & Benefits

| Description of Salaries & Benefits | (% FTE or Hourly Rate) & Benefits | Total |
|------------------------------------|--|-----------------------|
| Sergeant | 175,000 / year over 3 years | \$525,000.00 |
| Deputy | 155,000 / year over 3 years | \$465,000.00 |
| Deputy | 155,000 / year over 3 years | \$465,000.00 |
| Deputy | 155,000 / year over 3 years | \$465,000.00 |
| Deputy | 155,000 / year over 3 years | \$465,000.00 |
| Overtime Costs | 25,000 per Deputy annually for 3 years | \$300,000.00 |
| | | \$0.00 |
| TOTAL | | \$2,685,000.00 |

1b. Salaries & Benefits Narrative:

The salaries and overtime costs will be for the employees making up the problem-oriented policing unit which is dedicated to achieving the goal of reducing the incidence of organized retail and motor vehicle theft in Yuba County. It is comprised of one sergeant and four deputies. They will be responsible for working with local businesses to develop and implement crime prevention strategies, using investigative techniques to identify and apprehend offenders, working with other law enforcement agencies to prosecute offenders, and utilizing technology for investigative purposes.

2a. Services and Supplies

| Description of Services or Supplies | Calculation for Expenditure | Total |
|---|--|---------------------|
| Print Services for Marketing / Presentation Materials | Multiple prevention and awareness campaign print materials | \$70,000.00 |
| Multimedia Services | Multimedia productions for prevention and awareness campaigns and media content creation | \$60,000.00 |
| Office Supplies | Office Supplies for task force operations over three years | \$5,000.00 |
| | | \$0.00 |
| | | \$0.00 |
| | | \$0.00 |
| | | \$0.00 |
| TOTAL | | \$135,000.00 |

2b. Services and Supplies Narrative:

One of the objectives of this project is to improve public awareness of the problems of organized retail and motor vehicle theft in Yuba County and encourage citizens to report suspicious activity. Another objective is to establish partnerships with local businesses, community groups, and other law enforcement agencies to improve the effectiveness of prevention and enforcement efforts. The proposed unit will work with local businesses to train employees to recognize and prevent organized retail theft. The funding in this category will support attainment of those objectives and activities by providing the necessary means to connect with the community outside of the County Government. Office Supplies will be utilized in the marketing campaigns as well as in day-to-day operations.

3a. Professional Services

| Description of Professional Service(s) | Calculation for Expenditure | Total |
|---|--|---------------------|
| Special Assignment Deputy District Attorney | 205,000 salary and benefits over 3 year period | \$615,000.00 |
| | | \$0.00 |
| | | \$0.00 |
| | | \$0.00 |
| | | \$0.00 |
| | | \$0.00 |
| | | \$0.00 |
| | | \$0.00 |
| | | \$0.00 |
| TOTAL | | \$615,000.00 |

3b. Professional Services Narrative

The Deputy District Attorney prepares for and appears on behalf of the people in the Juvenile and Superior Courts of California on criminal and civil cases, handling all court appearances from arraignment to trial and sentencing. This assignment will be dedicated to organized retail theft and motor vehicle theft activities including all grant program related appearances.

4a. Non-Governmental Organization (NGO) Subcontracts

| Description of Non-Governmental Organization (NGO) Subcontracts | Calculation for Expense | Total |
|---|-------------------------|---------------|
| | | \$0.00 |
| | | \$0.00 |
| | | \$0.00 |
| | | \$0.00 |
| | | \$0.00 |
| | | \$0.00 |
| | | \$0.00 |
| | | \$0.00 |
| | | \$0.00 |
| TOTALS | | \$0.00 |

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

N/A

5a. Data Collection and Evaluation

| Description of Data Collection and Evaluation | Calculation for Expense | Total |
|--|---|---------------------|
| Evaluation Plan Development Report Production Services | Per consultant agreement - \$2083/month | \$75,000.00 |
| Data Collection Services | Per consultant agreement - \$1250/month | \$45,000.00 |
| Grant Management Consulting Services | Per consultant agreement - \$2361/month | \$85,000.00 |
| | | \$0.00 |
| | | \$0.00 |
| | | \$0.00 |
| | | \$0.00 |
| | | \$0.00 |
| TOTALS | | \$205,000.00 |

5b. Data Collection and Evaluation Narrative

The department will contract with an external partner (not yet identified) to conduct the project evaluation. The consultant will establish desired objectives, identify data that will be used to evaluate effectiveness and progress, and identify key evaluation timeframes/intervals. During the implementation of the project, the consultant will establish baseline data, collect data to measure performance and monitor monthly and quarterly progress. They will evaluate program effectiveness, identify opportunities for improvement, and communicate findings and results.

6a. Equipment/Fixed Assets

| Description of Equipment/Fixed Assets | Calculation for Expense | Total |
|--|--|-----------------------|
| Automatic License Plate Reader Devices | 45 fixed camera devices with installation @ \$3500 per unit plus \$750 installation over three years, 5 mobile camera devices @ \$3000 per unit over three years, 5 in-car camera / LPR systems @ 11,463 each unit over 3 years | \$608,565.00 |
| Software | Lexis Nexis Coplogic DORS system for online reporting \$15,000 annual cost over 3 years, Crime Tracer (CopLink) Investigative and Database software 3 year subscription to all law enforcement applications at \$60,000 per year | \$225,000.00 |
| Etching and Marking Equipment | 5 Fly Marker hand held etching / marking systems for catalytic converter theft prevention program | \$60,000.00 |
| 8 investigation interview room packages and software | 16 total cameras, evidence management software, DA portal, data storage over 3 years | \$101,190.00 |
| 6 Workstations and Investigative Office Items | desk, chair, phone, pc, monitors, printers, speakers, meeting furniture, technological infrastructure - one time costs | \$160,000.00 |
| Vehicles and Equipment | Vehicles, including emergency and communications equipment for 5 units - one time costs | \$825,000.00 |
| Safety Equipment | Standard issue safety equipment for personnel \$3600/sworn deputy | \$18,000.00 |
| Drone Systems | 4 units at \$50,000 per unit with installation | \$250,000.00 |
| TOTALS | | \$2,247,755.00 |

6b. Equipment/Fixed Assets Narrative

The Automatic License Plate Reader Devices, In-Car Video, Vehicles/Vehicle Equipment, and Drone Systems comprise the technology to capture data that will enable the problem oriented policing unit to obtain their objectives of reducing the number of organized retail theft incidents and stolen motor vehicles over the life of the grant program and into the future. This equipment facilitates improved investigative techniques and the ability to track stolen goods and vehicles. It provides the capability to quickly identify, and flag vehicles associated with criminal activity and provides real-time alerts to law enforcement agencies and the ability to get to the scene of the crime in a timely manner. In addition, the increased investigative capability and evidence provided by this equipment will allow for a higher rate of apprehension and prosecution of offenders. The workstations and interview room packages are necessary for the establishment of the problem oriented policing unit workspace. The safety equipment will enable officers to maintain compliance with safety policies while performing their duties.

7a. Financial Audit

| Description | Calculation for Expense | Total |
|--------------------|-------------------------|--------------------|
| CPA Audit Services | Per CPA agreement. | \$25,000.00 |
| | | \$0.00 |
| | | \$0.00 |
| | | \$0.00 |
| | | \$0.00 |
| | | \$0.00 |
| TOTAL | | \$25,000.00 |

7b. Financial Audit) Narrative:

An audit of the Department's financial statements will be conducted to ensure compliance with generally accepted accounting principles.

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

| Description | Calculation for Expense | Total |
|--------------|---|-------------------|
| Travel | 3 one-day trips to Sacramento for grantee team meetings for 3 employees at \$100/person/day | \$900.00 |
| Training | CORCI courses for 5 users at @ \$1050/each | \$5,250.00 |
| | WSATI Training Seminar for 5 Participants \$650 each (out of state) | \$3,250.00 |
| | | \$0.00 |
| | | \$0.00 |
| | | \$0.00 |
| TOTAL | | \$9,400.00 |

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

The problem-oriented policing unit will be staffed by specialized officers with expertise in preventing and investigating organized retail and motor vehicle theft. In order to support the officers with continued learning to enhance their skill set, training will be provided. Problem-oriented policing unit members will attend CPTED training, five certified organized retail crime investigator courses through the McAfee institute, and a Western States Auto Theft Investigators Association Seminar.

9a. Indirect Costs

| For this grant program, indirect costs may be charged using only one of the two options below: | Grant Funds | Total |
|---|------------------|------------------|
| 1) Indirect costs not to exceed 10 percent (10%) of the total grant award. Applicable if the organization does not have a federally approved indirect cost rate. | \$194,720 | \$194,720 |
| <i>If using Option 1) grant funds allocated to Indirect Costs may not exceed:</i> | \$0 | |
| 2) Indirect costs not to exceed 20 percent (20%) of the total grant award. Applicable if the organization has a federally approved indirect cost rate. Amount claimed may not exceed the organization's federally approved indirect cost rate. | \$0 | \$0 |
| <i>If using Option 2) grant funds allocated to Indirect Costs may not exceed:</i> | \$0 | |
| <i>Please see instructions tab for additional information regarding Indirect Costs. If the amount exceeds the maximum allowed and/or turns red, please adjust it to not exceed the line-item noted.</i> | TOTAL | \$194,720 |
| | \$194,720 | \$194,720 |

9b. Indirect Costs Narrative:

Yuba County does not have a federally approved indirect cost rate. Administrative support and costs associated with facilities will be documented (payroll records, overhead cost records/invoices, etc.) and provided upon request. This is calculated based on 5% of project costs excluding equipment.

The County of Yuba

OFFICE OF THE DISTRICT ATTORNEY



CLINTON J. CURRY
DISTRICT ATTORNEY

(530) 749-7770
FAX (530) 749-7363

June 23, 2023

Bureau of State and Community Corrections
2590 Ventura Oaks Way
Sacramento, CA 95833

RE: Letter of Impact and Support for Yuba County Sheriff's Proposal for The Organized Retail Theft Prevention Grant Program

Dear Committee Members,

I am writing this letter to express my commitment and strong support for the establishment of a problem oriented policing unit dedicated to combating organized retail and motor vehicle theft within Yuba County. As the District Attorney of Yuba County, I recognize the critical importance of addressing these criminal activities that significantly impact our community's safety, well-being, and economic vitality.

Organized retail theft and motor vehicle theft pose considerable challenges for our jurisdiction. They not only result in substantial financial losses for businesses and individuals but also undermine the trust and security that our community deserves. It is imperative that we take a proactive approach to tackle these crimes head-on, employing effective strategies that target the root causes and prevent their recurrence.

In terms of prosecutorial support, I will collaborate closely with the problem-oriented policing unit to ensure seamless coordination between law enforcement and the District Attorney's Office. This collaboration will facilitate the efficient prosecution of individuals involved in organized retail and motor vehicle theft, seeking appropriate charges and advocating for robust sentencing to deter future criminal activities. Our office will dedicate a Deputy District Attorney position to manage all justice related activities for organized retail and motor vehicle theft. We will also aid the Sheriff's Department in conducting comprehensive data analysis and evaluation of the effectiveness of the problem-oriented policing unit's strategies. By regularly reviewing the progress made and identifying areas for improvement, we can ensure that our efforts are data-driven, efficient, and responsive to evolving criminal trends.

Grant funding would play a pivotal role in providing the necessary resources to hire additional staff to ensure the success of this initiative. The impact of this collaboration will be addressed in the additional Deputy District Attorney position allocation, which will account for the increase in casework, investigations, search warrants, subpoenas, and other related activities. By investing in this problem-oriented policing unit, we can foster a safer environment, enhance trust between law enforcement and the community, and deter criminals from engaging in organized retail theft and motor vehicle theft.

I firmly believe that the Yuba County Sheriff's proposal aligns perfectly with the goals of an Organized Retail Theft and Motor Vehicle Theft Prevention Grant Program. Together, our agencies are committed to implementing these resources to make a positive impact in our community with a comprehensive and cohesive plan. The financial assistance from the grant would have a profound impact on our ability to effectively combat these crimes on all fronts and create a safer environment for our residents.

Thank you for your time and consideration.

Sincerely,



Clinton J. Curry
District Attorney

Sincerely,



Wendell Anderson
Sheriff-Coroner

Bias-Based Policing

401.1 PURPOSE AND SCOPE

This policy provides guidance to [department/office] members that affirms the Yuba County Sheriff 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/office]'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 County Sheriff 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/office] 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 a deputy 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.

Bias-Based Policing

- (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.

401.4 MEMBER RESPONSIBILITIES

Every member of this [department/office] 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

Deputies 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 deputy 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 deputy 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, a deputy 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 deputies conduct a stop, the deputy 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 County Sheriff Department is the primary agency, the Yuba County Sheriff Department deputy 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 deputy's shift or as soon as practicable (11 CCR 999.227).

I. Data Collection Requirement

Every peace officer is required to complete a Stop Date Report following interactions described in section of this order. Officers must report their perceptions of specified characteristics when a civilian is detained, searched, or has their property searched. An officer's perception shall be based on their personal observations and interactions with the person detained. The officer shall not ask the citizen any additional identifying questions, refer to their driver's license or identification card, or ask another person for information which would verify the identity of the person detained.

II. Unique identification information

Bias-Based Policing

In no circumstance shall an officer include any individual's unique identification information into a Stop Data Report. This would include information such as names, identification numbers, social security number, cross-reference number, or any other unique information, which could be used to identify the specific individual who was the subject of the interaction.

III. Reportable interactions

Peace officers shall complete a Stop Data Report for the following:

- A. For every person detained;
- B. For every person searched to include "pat searches";
- C. When property in their possession is searched;

Regardless of the initial reason for the encounter, unless it falls under an exception listed in this procedure.

All Stop Data Reports should be completed by end of watch unless exigent circumstances exist and the on duty watch commander gives approval.

IV. Reporting when there are multiple officers or multiple agencies:

A. When there are multiple officers interacting with the detained or searched individual(s):

- 1. Only one Stop Data Report shall be submitted for each individual searched or detained, regardless of the number of officers involved with the incident.
- 2. The officer with the highest level of interaction with the individual is responsible for completing the Stop Data Report.
- 3. All reportable actions taken by any officer during the detention or search shall be included in the Stop Data Report.

B. When there are multiple agencies at the scene and interacting with the detained or searched person(s):

- 1. Only the primary agency with investigative jurisdiction for the incident shall complete the Stop Data Report through their reporting system.

C. In no case should duplicate reports be submitted for the same individual by multiple officers or multiple agencies.

V. Interactions with students in a K-12 public school

A. Peace officers shall complete a Stop Data Report only if the following interactions occur with students on the grounds of a K-12 public school:

- 1. Any interaction that results in a temporary custody under Welfare and Institutions Code section 625, citation, arrest, permanent seizure of property as evidence of a criminal offense, or referral to a school administrator because of suspected criminal activity.
- 2. Any interaction in which the student is questioned for the purpose of investigating whether the student committed a violation of law, including violations of Education Code sections 48900, 48900.2, 48900.3, 48900.4, and 48900.7, or to determine whether the student is truant.
- 3. Any interaction in which an officer engages in one or more of the actions as described in section IV of this order.

Bias-Based Policing

B. Peace officers shall not complete a Stop Data Report in the following interactions with students on the grounds of a K-12 public school:

1. Any detention or search of all persons as part of a neutrally applied formula that is not based upon personal characteristics. Such as a security checkpoint.
2. The interaction only includes searches conducted at the entries or exits of school facilities by screening devices, and secondary screenings that result from that initial screening.

C. "Location of Stop." The officer shall provide the name of the school where the stop took place. The officer shall also indicate that the stop is of a student.

VI. General exceptions to Stop Data Reporting requirements

A. Peace officers are not required to complete a Stop Data Report in the following circumstances:

1. Any stop or search that occurs in a custodial setting or on custodial grounds. However, peace officers who work in a custodial setting must report detentions or searches, which occur in non-custodial settings (an example would be a deputy who is assigned to the jail, but detains a citizen while working an off-duty job at a football game).
2. Detentions that occur during public safety mass evacuations, including bomb threats, gas leaks, flooding, earthquakes, and other similar critical incidents.
 - a. For the purposes of this section, the incident commander (or designee) shall make the determination if an incident meets the criteria for a critical incident.
3. Detentions that occur during an active shooter incident, meaning an individual is actively engaged in killing or attempting to kill people in a populated area.
4. Detentions that occur during or as a result of routine security screenings required of all persons to enter a building or special event, including metal detector screenings, including any secondary searches that result from that screening.
5. Any type of crowd control in which persons are directed to remain at a location or routed to a different location for public safety purposes.
6. Interactions during which persons are detained at a residence so that officers may check for proof of age, solely for the purpose of investigating possible underage drinking.
7. Checkpoints or roadblocks in which an officer detains a person as the result of a blanket regulatory activity that is not based on an individualized suspicion or personal characteristic.
8. Diversion of traffic or individuals as a result of any routine traffic control not based upon individualized suspicion personal characteristics.
9. Interactions with passenger(s) of traffic stops who are not the subject of an investigation or enforcement action
10. Interactions with the targeted subject(s) of a warrant, search condition, home detention, or house arrest while inside of their residence. However, an AB 953 report is required for any interactions with persons in the home who are not the subject of the warrant or search condition if the officer takes any of the actions listed in section IV of this order.
11. Consensual encounters that do not result in a search.

VII. Entering Stop Data

Bias-Based Policing

A. Peace officers shall determine prior to clearing the call if a Stop Data Report is required for an individual contacted during the call.

B. The officer will use the Stop Data function to add all appropriate data making sure to send their completed report prior to the end of their shift. This will allow the data to move from the application to the Supervisor to be reviewed.

C. Stop Data Reporting system will be available on all department computers and an app for cellular telephones.

VIII. Review/Submission Responsibilities

A. Supervisors shall log in to the Stop Data Report system to review and approve or reject officer's Stop Data Reports. The primary purpose of the supervisor review is to ensure no unique identification information has been included in the report. If any unique identification information is found in the report, the supervisor shall reject the report.

B. The Division Lieutenants, along with the Support Services Division, shall be responsible for the monthly submission of the Stop Date Reports to the California Department of Justice, (DOJ).

C. If a Stop Date Report is returned by the Cal DOJ, the report will be forwarded to the appropriate Division Lieutenant.

401.5 ADMINISTRATION

Each year, the Patrol Division Commander should review the efforts of the [Department/Office] to provide fair and objective policing and submit an annual report, including public concerns and complaints, to the Sheriff.

The annual report should not contain any identifying information about any specific complaint, member of the public or deputies. It should be reviewed by the Sheriff 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.

401.6 TRAINING

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

- (a) All sworn members of this [department/office] 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/office] are encouraged to familiarize themselves with and consider racial and cultural differences among members of this community.

Yuba County Sheriff Department

Policy Manual

Bias-Based Policing

- (c) Each sworn member of this [department/office] 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)).

401.7 REPORTING TO CALIFORNIA DEPARTMENT OF JUSTICE

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

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

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purposes, including identifying stolen or wanted vehicles, stolen license plates and missing persons. It may also be used to gather information related to active warrants, suspect interdiction and stolen property recovery.

All installation and maintenance of ALPR equipment, as well as ALPR data retention and access, shall be managed by the Supports Services Manager. The Supports Services Manager will assign members under his/her command to administer the day-to-day operation of the ALPR equipment and data.

433.3.1 ALPR ADMINISTRATOR

The Operations Division Captain shall be responsible for compliance with the requirements of Civil Code § 1798.90.5 et seq. This includes, but is not limited to (Civil Code § 1798.90.51; Civil Code § 1798.90.53):

(a) Only properly trained sworn officers, crime analysts, and authorized department personnel are allowed access to the ALPR system or to collect ALPR information.

(b) Ensuring that training requirements are completed for authorized users.

(c) ALPR system monitoring to ensure the security of the information and compliance with applicable privacy laws.

(d) Ensuring that procedures are followed for system operators and to maintain records of access in compliance with Civil Code § 1798.90.52.

(e) The title and name of the current designee in overseeing the ALPR operation is maintained. Continually working with the Custodian of Records on the retention and destruction of ALPR data.

(f) Ensuring this policy and related procedures are conspicuously posted on the department's website.

433.4 OPERATIONS

Use of an ALPR is restricted to the purposes outlined below. Department members shall not use, or allow others to use the equipment or database records for any unauthorized purpose (Civil Code § 1798.90.51; Civil Code § 1798.90.53).

(a) An ALPR shall only be used for official law enforcement business.

(b) An ALPR may be used in conjunction with any routine patrol operation or criminal investigation; reasonable suspicion or probable cause is not required before using an ALPR.

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(c) Partial license plates and unique vehicle descriptions reported during major crimes should be entered into the ALPR system in an attempt to identify suspect vehicles.

(d) No member of this department shall operate ALPR equipment or access ALPR data without first completing department-approved training.

(e) If practicable, the officer shall verify an ALPR response through the California Law Enforcement Telecommunications System (CLETS) before taking enforcement action that is based solely on an ALPR alert. Once an alert is received, the operator should confirm that the observed license plate from the system matches the license plate of the observed vehicle. Before any enforcement action is taken because of an ALPR alert, the alert will be verified through a CLETS inquiry and/or through Dispatch. Members will not take any enforcement action that restricts the freedom of any individual based solely on an ALPR alert unless it has been validated. Because the ALPR alert may relate to a vehicle and may not relate to the person operating the vehicle, officers are reminded that they need to have reasonable suspicion and/or probable cause to make an enforcement stop of any vehicle.

(f) Hot Lists. Designation of hot lists to be utilized by the ALPR system shall be made by the ALPR Administrator or his/her designee. Hot lists shall be obtained or compiled from sources as may be consistent with the purposes of the ALPR system set forth in this Policy. Hot lists utilized by the Department's LPR system may be updated by agency sources more frequently than the Department may be uploading them and thus the Department's LPR system will not have access to real time data. Occasionally, there may be errors in the LPR system's read of a license plate. Therefore, an alert alone shall not be a basis for an enforcement action (other than following the vehicle of interest). Prior to initiation of a stop of a vehicle or other intervention based on an alert, Department members shall undertake the following:

(1) Verification of status on a Hot List. Department members must receive confirmation, from a Yuba County Sheriff's Department Communications Dispatcher or other department computer device, that the license plate is still stolen, wanted, or otherwise of interest before proceeding (absent exigent circumstances).

(2) Visual verification of license plate number. Department members shall visually verify that the license plate of interest matches identically with the image of the license plate number captured (read) by the LPR, including both the alphanumeric characters of the license plate, state of issue, and vehicle descriptors before proceeding. Department members alerted to the fact that an observed motor vehicle's license plate is entered as a Hot Plate (hit) in a specific BOLO (be on the lookout) list are required to make a reasonable effort to confirm that a wanted person is actually in the vehicle and/or that a reasonable basis exists before a Department member would have a lawful basis to stop the vehicle.

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(3) Department members will clear all stops from hot list alerts by indicating the positive ALPR Hit, i.e., with an arrest or other enforcement action. If it is not obvious in the text of the call as to the correlation of the ALPR Hit and the arrest, then the Department member shall update with the Communications Dispatcher and original person and/or a crime analyst inputting the vehicle in the hot list (hit).

(4) General Hot Lists (NCIC) will be automatically downloaded into the ALPR system a minimum of once a day with the most current data overwriting the old data.

(5) All entries and updates of specific Hot Lists within the ALPR system will be documented by the requesting Department member within the appropriate general offense report. As such, specific Hot Lists shall be approved by the ALPR Administrator (or his/her designee) before initial entry within the ALPR system. The updating of such a list within the ALPR system shall thereafter be accomplished pursuant to the approval of the Department member's immediate supervisor. The hits from these data sources should be viewed as informational; created solely to bring the officers attention to specific vehicles that have been associated with criminal activity.

All Hot Plates and suspect information entered into the ALPR system will contain the following information as a minimum:

- Entering Department member's name
- Related case number.
- Short synopsis describing the nature of the originating call

(6) Cancellations of departmental entries on the hot list shall be done with the supervisor approval/ notification and thru dispatch.

(g) Training. No member of this Department shall operate ALPR equipment or access ALPR data without first completing Department-approved training.

(h) Login/Log-Out Procedure. To ensure proper operation and facilitate oversight of the ALPR system, all users will be required to have individual credentials for access and use of the systems and/or data, which has the ability to be fully audited.

Permitted/Impermissible Uses. The ALPR system, and all data collected, is the property of the Yuba County Sheriff's Department. Department personnel may only access and use the ALPR system for official and legitimate law enforcement purposes consistent with this Policy. The following uses of the ALPR system are specifically prohibited:

(1) Invasion of Privacy: Except when done pursuant to a court order such as a search warrant, is a violation of this Policy to utilize the ALPR to record license plates except those of vehicles that are exposed to public view (e.g., vehicles on a public road or street, or that are on private property

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but whose license plate(s) are visible from a public road, street, or a place to which members of the public have access, such as the parking lot of a shop or other business establishment).

(2) Harassment or Intimidation: It is a violation of this Policy to use the ALPR system to harass and/or intimidate any individual or group.

(3) Use Based on a Protected Characteristic. It is a violation of this policy to use the LPR system or associated scan files or hot lists solely because of a person's, or group's race, gender, religion, political affiliation, nationality, ethnicity, sexual orientation, disability, or other classification protected by law.

(4) Personal Use: It is a violation of this Policy to use the ALPR system or associated scan files or hot lists for any personal purpose.

(5) First Amendment Rights. It is a violation of this policy to use the LPR system or associated scan files or hot lists for the purpose or known effect of infringing upon First Amendment rights.

Anyone who engages in an impermissible use of the ALPR system or associated scan files or hot lists may be subject to:

- criminal prosecution,
- civil liability, and/or
- Administrative sanctions, up to and including termination, pursuant to and consistent with the relevant collective bargaining agreements and Department policies.

433.5 DATA COLLECTION AND RETENTION

The Operations Division Captain is responsible for ensuring systems and processes are in place for the proper collection and retention of ALPR data. Data will be transferred from vehicles to the designated storage in accordance with department procedures.

All ALPR data downloaded to the server should be stored for no longer than one year, and in accordance with the established records retention schedule. Thereafter, ALPR data should be purged unless it has become, or it is reasonable to believe it will become, evidence in a criminal or civil action or is subject to a discovery request or other lawful action to produce records. In those circumstances the applicable data should be downloaded from the server onto portable media and booked into evidence.

ALPR vendor, Flock Safety will store the data (data hosting) and ensure proper maintenance and security of data stored in their data towers. Flock Safety will purge their data at the end of the 60 days of storage. However, this will not preclude the Yuba County Sheriff's Department from maintaining any relevant vehicle data obtained from the system after that period

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pursuant to the established County of Yuba's retention schedule mentioned above or outlined elsewhere.

Restrictions on use of ALPR Data: Information gathered or collected, and records retained by Flock Safety cameras or any other Yuba County Sheriff's Department's ALPR system will not be sold, accessed, or used for any purpose other than legitimate law enforcement or public safety purposes.

433.6 ACCOUNTABILITY AND SAFEGAURDS

All data will be closely safeguarded and protected by both procedural and technological means. The Yuba County Sheriff's Department will observe the following safeguards regarding access to and use of stored data (Civil Code § 1798.90.51; Civil Code § 1798.90.53):

- (a) All non-law enforcement requests for access to stored ALPR data shall be processed in accordance with applicable law.
- (b) All ALPR data downloaded to the mobile workstation shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date, and time.
- (c) Persons approved to access ALPR data under these guidelines are permitted to access the data for legitimate law enforcement purposes only, such as when the data relate to a specific criminal investigation or department-related civil or administrative action.
- (d) Such ALPR data may be released to other authorized and verified law enforcement officials and agencies for legitimate law enforcement purposes.
- (e) Every ALPR Detection Browsing Inquiry must be documented by either the associated criminal case number or incident number, and a reason for the inquiry.

For security or data breaches, see the Records Release and Maintenance Policy.

433.7 POLICY

The policy of the Yuba County Sheriff's Department is to utilize ALPR technology to capture and store digital license plate data and images while recognizing the established privacy rights of the public.

All data and images gathered by the ALPR are for the official use of this department. Because such data may contain confidential information, it is not open to public review.

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The Yuba County Sheriff's Department does not permit the sharing of ALPR data gathered by the department or its contractors/subcontractors for purpose of federal immigration enforcement, pursuant to the California Values Act (Government Code § 7282.5; Government Code § 7284.2 et seq) – these federal immigration agencies include Immigrations and Customs Enforcement (ICE) and Customs and Border Patrol (CPB).

433.8 ALPR DATA DETECTION BROWSING AUDITS

It is the responsibility of the Operations Division Captain or the Sheriff's designee to ensure that an audit is conducted of ALPR detection browsing inquiries at least once during each calendar year. The Department will audit a sampling of the ALPR system utilization from the prior 12 month period to verify proper use in accordance with the above authorized uses. The audit shall randomly select at least 10 detection browsing inquiries conducted by department employees during the preceding six-month period and determine if each inquiry meets the requirements established in policy section 433.5(e).

The audit shall be documented in the form of an internal department memorandum to the Sheriff. The memorandum shall include any data errors found so that such errors can be corrected. After review by the Sheriff, the memorandum and any associated documentation shall be filed and retained by the Operations Division Captain.

433.9 RELEASING ALPR DATA

The ALPR data may be shared only with other law enforcement or prosecutorial agencies for official law enforcement purposes or as otherwise permitted by law.

(a) The agency makes a written request for the ALPR data that includes:

- (1) The name of the agency.
- (2) The name of the person requesting.
- (3) The intended purpose of obtaining the information.

(b) The request is reviewed by the Sheriff or the authorized designee and approved before the request is fulfilled.

(c) The Sheriff or the authorized designee will consider the California Values Act (Government Code § 7282.5; Government Code § 7284.2 et seq), before approving the release of ALPR data. The Yuba County Sheriff's Department does not permit the sharing of ALPR data gathered by the Department or its contractors/subcontractors for purpose of federal immigration enforcement, these federal immigration agencies include Immigrations and Customs Enforcement (ICE) and Customs and Border Patrol (CPB).

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(d) The approved request is retained on file. Requests for ALPR data by non-law enforcement or non-prosecutorial agencies will be processed as provided in the Records Maintenance and Release Policy (Civil Code § 1798.90.55).

433.10 TRAINING

The Operations Division Captain should insure that members receive department-approved training for those authorized to use or access the ALPR system (Civil Code § 1798.90.51; Civil Code § 1798.90.53).

Unmanned Ariel System (UAS "Drone")

607.1 PURPOSE AND SCOPE

The purpose of this policy is to establish guidelines and protocol for the deployment and use of the Unmanned Aerial System (UAS) including the retention and/or destruction of media obtained using the UAS in accordance with applicable Federal law, State law, and Yuba County regulations.

607.2 DEFINITIONS

- a) Certificate of Authorization (COA): Given by the Federal Aviation Administration (FAA) granting permission to fly the UAS within specific boundaries and perimeters.
- b) Observer: A member of Unmanned Aerial System Team who is trained and authorized to maintain visual observation of the UAS while in flight.
- c) Operator: a member of the Unmanned Aerial System Team, who is trained, certified and authorized to control a UAS during flight.
- d) Unmanned Aerial System (UAS): Consists of the small, unmanned aircraft weighing less than 55 lbs., the command system, a secure control link and other safety and support systems for operation of the UAS.
- e) Unmanned Aerial Vehicle (UAV): A small, unmanned aircraft weighing less than 55 lbs.

607.3 POLICY

The UAS may be utilized to enhance the department's mission of protecting lives and property. Any use of the UAS will be in strict accordance with constitutional and privacy rights, FAA regulations, and department policy.

607.4 PRIVACY

The use of the UAS potentially involves privacy considerations. Personnel will consider the protection of individual civil rights and the reasonable expectation of privacy as a key component of any decision made to deploy the UAS. Operators will take reasonable precautions to avoid inadvertently recording or transmitting images that infringe upon an individual's right to privacy. This includes consideration by the operator on when to turn on/off the recording function, and the route of the UAS during deployment.

607.5 USE OF UAS

The Sheriff, Watch Commander, or Officer in Charge may authorize the deployment of the UAS under the following circumstances:

- a) Public safety and life preservation missions including, barricaded suspects, hostage situations, active shooters, apprehension of armed and dangerous fleeing suspects, and high-risk search warrants;
- b) Mass casualty events;
- c) Lost or missing persons;
- d) Rescue events;
- e) Disaster response and recovery;
- f) Suspected explosive devices;

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- g) Fire suppression or investigation;
- h) Hazardous material releases;
- i) Post-incident crime scene preservation and documentation;
- j) To locate additional evidence when there is probable cause to believe a crime has occurred or is about to occur.
- k) Pursuant to a search warrant.
- l) Criminal investigations on publicly accessed federal, state and county owned property
- m) Special Events.
- n) When there is probable cause to believe that the UAS will record images of a place, thing, condition, or event, and that those images tend to show a felony has been committed, or tends to show that a particular person has committed a felony.
- o) Anytime a UAS would enhance public safety, improve operational safety, incident stabilization or incident mitigation as determined by the authorizing person.
- p) Anti-UAV operations when a person is operating a UAV in a manner which impedes emergency personnel who, in the course of their duties, are coping with an emergency (refer to Penal Code § 402(a)1).
- q) Training missions.
- r) Mutual Aid support when the underlying mission meets the uses outlined in this policy.

607.6 CALL OUT PROCEDURE

The Watch Commander shall make a request via dispatch for qualified UAS team members to respond and deploy the UAS.

1. Dispatch will call the UAS Team Supervisor who will coordinate the call out details with team members.
2. If the UAS Team Supervisor is unavailable, or if specified by the Watch Commander, Dispatch will contact a UAS Team operator.
 - a) The UAS team members will handle all UAS operations, notifications and all necessary preflight guidelines as specified in the UAS Operations Guidelines.
3. Due to the complex nature of the UAS, the UAS operator shall have the final authority to determine if the proposed mission is able to be carried out in accordance with this policy.

607.7 PROHIBITED USE

The UAS shall not be used as a weapon nor have any weapons attached to it. It shall not be used to:

- a) Conduct random surveillance activities;
- b) Target a person based solely on individual characteristics, such as race, ethnicity, national, origin, religion, disability, gender or sexual orientation; or
- c) Conduct any business other than official Department business.
- d) To harass, intimidate or discriminate against any individual or group
- e) The UAS shall not be utilized in a manner that exceeds the performance capabilities of the UAS due to ambient weather conditions.

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607.8 USE OF UAS CAMERA

If the UAV is equipped with a camera capable of recording video it shall be utilized in the following manner:

a) The video function should be on and recording when it's known a criminal act is presently occurring, pursuit of suspects, high risk search warrants, and similar circumstances.

a. All video taken for these circumstances shall be logged into evidence in accordance with department policy.

b) The video recording function is not required during evidence search or collection

a. If photographs of evidentiary value are taken they shall be logged into evidence in accordance with department policy.

c) The video recording function is not required for search and rescue missions.

It is understood that UAV's have limited data storage for video and photographs and a UAS mission may extend further than storage capability. In the event maximum data storage is reached, the UAS team shall replace the storage device as soon as possible given the consideration for exigent circumstances.

607.9 FLIGHT LOGS

It is the responsibility of the UAV operator to log each flight and provide to the UAS team supervisor monthly. The logs shall minimally consist of flight location, mission type, flight duration, and weather conditions.

607.10 USE OF PERSONALLY OWNED UAS

A member of the UAS Team may use a personally owned UAS or UAV at the discretion and approval of the Sheriff. The use of personally owned UAS shall be in accordance with this policy. The fiduciary responsibility for damage incurred to a personally owned drone while flying missions outlined in this policy shall be solely placed on the owner of the drone. The County of Yuba Shall not be responsible for the monetary damage or to personally owned drones.

607.11 TRAINING

Before assignment in the field, each UAS team member shall be trained and certified to meet current and approved certification standards. The UAS Team coordinator shall be responsible for scheduling periodic training for UAS Team members. All UAS training should be conducted while on-duty unless otherwise approved by the UAS Team coordinator. The following shall be minimally met:

a) UAS Operator

a. Demonstrate the ability to operate within policy at any time

b. Maintain, at minimum, 30 minutes of flight time, each month

i. Flight time may include operational missions or training flights

ii. The operator shall complete a flight log and provide it to the UAS Team supervisor. These forms shall be turned in monthly.

b) UAS Observer

a. Be familiar with UAS operations, policy, and familiar with dangers that could compromise operational safety.

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607.12 SUPERVISOR RESPONSIBILITIES

It shall be the responsibility of the shift supervisor to ensure the UAS operator and observer operate in accordance with this policy. In the event the UAS causes any property damage or injury, the supervisor will immediately take control of the scene and ensure proper notifications are made to the division commander.