Title	# Campbell Police Department
	by **Joanna Ho** in **Organized Retail Theft Prevention Grant Program**
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Original Submission

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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)	**Campbell Police Department**
Multi-Agency Partnerships Information (if applicable)	**Applicants may apply for funding as part of a multi-agency partnership (two [2] or more agencies). The agencies and jurisdictions comprising the collaborative application are not required to be contiguous. One (1) Lead Public Agency must be identified on behalf of the partnership.**
Multi-Agency Partnerships	**No: This is not a Multi-Agency Partnership Application**

Lead Public Agency Information	**All applicants are required to designate a Lead Public Agency (LPA) to serve as the coordinator for all grant activities. The LPA is a governmental agency with local authority within the applicant's city or county. The applicant may choose to fill the role of LPA itself or it may designate a department, agency, or office under its jurisdiction to serve as the LPA. The role of the LPA is to coordinate with other local government agency partners and non-governmental organizations to ensure successful implementation of the grant program. The LPA is responsible for data collection and management, invoices, meeting coordination (virtual and/or in-person), and will serve as the primary point of contact with the BSCC.**
Lead Public Agency	**Campbell Police Department**
Applicant's Physical Address	**70 N 1st St Campbell CA 95008 US**
Applicant's Mailing Address (if different than the physical address)	n/a
Mailing Address for Payment	**70 N 1st St Campbell CA 95008 US**
Tax Identification Number	**94-6003997**
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	**Ian White**
Project Director's Title with Agency/Department/Organization	**Field Service Division Captain**
Project Director's Physical Address	**70 N 1st St Campbell CA 95008 US**
Project Director's Email Address	**iwhite@campbellca.gov**

Project Director's Phone Number	**+14088662702**
Financial Officer	**Will Fuentes**
Financial Officer's Title with Agency/Department/Organization	**Finance Director**
Financial Officer's Physical Address	**70 N 1st St Campbell CA 95008 US**
Financial Officer's Email Address	**willf@campbellca.gov**
Financial Officer's Phone Number	**+14088662113**
Day-To-Day Program Contact	**Joanna Ho**
Day-To-Day Program Contact's Title	**Records Specialist / Grant Writer**
Day-To-Day Program Contact's Physical Address	**70 N 1st St Campbell CA 95008 US**
Day-To-Day Program Contact's Email Address	**jho@campbellca.gov**
Day-To-Day Program Contact's Phone Number	**+14088662721**
Day-To-Day Fiscal Contact	**Will Fuentes**
Day-To-Day Fiscal Contact's Title	**Finance Director**
Day-To-Day Fiscal Contact's Physical Address	**70 N 1st St Campbell CA 95008 US**

Day-To-Day Fiscal Contact's Email Address	**willf@campbellca.gov**
Day-To-Day Fiscal Contact's Phone Number	**+14088662113**
Name of Authorized Officer	**Gary Berg**
Authorized Officer's Title	**Chief of Police**
Authorized Officer's Physical Address	**70 N 1st St** **Campbell** **CA** **95008** **US**
Authorized Officer's Email Address	**gberg@campbellca.gov**
Authorized Officer's Phone Number	**+14088662171**
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	**Leveraging Innovative Technologies to Address Organized Retail Theft**
Proposal Summary	**The Campbell Police Department is proposing the use of innovative technologies to address the issues of organized retail theft and auto theft. This project expands existing Drone as First Responder and Automated License Plate Reader Programs and adds cloud-based real-time information software and personnel. The addition of a crime analyst will allow for enhanced partnerships and data sharing. A non-profit partnership will allow for front-end referrals to resources intended on breaking the cycle of criminality. This project is innovative and focuses on enhanced stakeholder partnerships and hopes to address the problem.**

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.**

Proposal Narrative Instructions	**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 City of Campbell is located in Santa Clara County with a population of around 44,000 residents with a mix of retail, technology and industrial businesses. The department has the highest crime rate per capita in the county. Campbell Police Officers write the most reports and make the most arrests per officer in the county. This statistical data is provided by the Santa Clara County District Attorney's Office annual countywide crime report for 2022, and the department typically holds the top spots year to year. With the overall goal of creating a safer community for its residents, the department seeks funding to combat increasing criminality. Retail and auto theft are often crimes that offenders may commit more than once, and thus addressing the issue comprehensively by providing resources for underlying societal needs can help create a safer community. Utilizing innovative technology can help augment limited staffing and also increase prosecutorial success, which can also help create a safer community.**

Internal department statistics reveal that auto thefts have increased by 34% since 2018 and the total value of all vehicles stolen in Campbell is approximately $6 million. Since 2019 recoveries of stolen vehicles, located by Campbell officers, have increased by more than 56%. In September 2022, the department went live with 18 fixed ALPR cameras, only covering a small portion of the city. There have been 3,371 "hits" on stolen vehicles operating within the city on those cameras in the last 9 months.

In March 2023, a drive-by shooting resulted in the death of the vehicle's occupant in Campbell. The suspect vehicle was stolen and driven by our fixed ALPR cameras. This evidence led to the recovery of the stolen vehicle and eventually the identification of involved parties who were all in their late teens to early twenties and involved in gangs.

Initial conversations with retail partners revealed that a majority of retail theft goes unreported. Home Depot and Ulta Beauty are just two major retailers dealing with instances of organized retail theft. Home Depot confirmed that their operational loss for 2022 was over $3 million with at least 60% associated with retail theft. They stated that they had over $300,000 worth of missing batteries associated with retail theft. The retailer attributes this drastic number to organized retail theft. To put this in perspective the police department only received 12 reports related to theft from Home Depot with a total reported loss of $3,867.

Ulta Beauty opened in September 2022 and immediately began to experience incidents of organized retail theft. Multiple groups of several suspects would enter the store and take large amounts of makeup products and flee. The problem became so frequent that the police department parked a marked vehicle in front of the business every day during business hours. Even this measure failed to stop these groups as the conduct continued even with the visual deterrent. In their letter of support, Ulta states, "Shrink has continued to increase year over year, trending 3X higher in ORC type events in 2023 vs 2022. More concerning is the increase in violence with the theft incidents that are occurring in-store, creating an unsafe environment for our ULTA associates and other guests." The police department has 23 reports related to theft from Ulta totaling over $56,000 in merchandise.

One of our most troubling incidents occurred in January 2023 with the armed robbery of San Jose Camera. Five armed suspects entered the store and held the staff at gunpoint. They fled after taking about $60,000 worth of merchandise. One of the owners pursued and the suspects shot him several times. The suspects were quickly located in Alameda County and were associated with robberies of several camera equipment stores throughout the Bay Area. All of the suspects were determined to be gang-related and were in their early twenties. The store has been the victim of organized retail theft on six other occasions with a total loss of over $78,000 since 2018.

The crimes of organized retail theft and auto theft both tend to have a similar offender make-up. It is frequently young and gang involved offenders. According to Ashton and Bussu (2020), "The impact of early childhood experiences, parental violence and drugs, behavioral disorders, and social deprivation are wildly acknowledged as contributing risk factors for gang membership. Gang membership is also associated with negative psychological traits, lack of impulse control and higher levels of psychopathy." Offenders are either cited in the field or released quickly from custody when charged with any type of property crime. These individuals often end up back in the same environment lacking the resources to remove themselves from the cycle of criminality

As demonstrated in numerous letters of commitment, organized retail theft is a concern amongst the majority of our retailers. One response would be to increase officer presence. According to Rosalsky (2021) adding more police, also reduces other serious crimes, like robbery, rape, and aggravated assault. However according to Klemko (2023), police departments across the country are struggling to fill their ranks, creating what many current and former officials say is a staffing emergency that threatens public safety. The department is no stranger to this issue and is currently about 25% below the allotted sworn staffing levels. While the department continues to focus on retention and hiring, there has also been a renewed focus and recognition of the importance of technology improving officer efficiency, directing officers to where crimes are occurring and automatic perseveration of evidence.

The goal of diversion is to both relieve the pressure on the justice system and to provide more targeted responses for offenders (Gold & Lang, 2012). Community stakeholders prioritizing a solution to criminal activity may look to alternatives than simply arresting individuals. Our project aligns with the newly proposed AB 1708 which seeks to address shortcomings of Prop 47, criticized for reducing penalties for property crimes and creating a revolving door for criminality and leniency (Powell, 2023; Schilke, 2023). AB 1708 seeks to curb lenient penalties for repeat property theft offenders and also redirect petty theft offenders, when appropriate, to a diversion program for substance abuse and mental health treatment. The studies conclude that policymakers and practitioners should work together to counteract increases in property crimes and improve reentry outcomes, which aligns with our project's goals.

Project Description

The Campbell Police Department has been an early adopter of innovative technologies to address increasing crime rates, improve officer efficiency, and provide higher levels of service to the community. Technologies such as in-car license plate readers, fixed license plate readers, a robust drone program, and an emerging drone as first responder program (DFR), have allowed us to evaluate the effectiveness of these technologies and train our staff in their appropriate uses. These efforts have improved our efficiency, enforcement, and investigative capabilities. Our experience in these areas leads us to believe that expanding these technologies with a

specific focus on organized retail theft and auto theft will lead to positive outcomes.

Our project seeks to establish a Real Time Information Center (RTIC) that would operate during retail business hours seven days a week. Current cloud-based technologies, like Fusus and Flock Safety, allow for the quick implementation of an RTIC at a smaller scale. This technology allows for integrations with existing intersection cameras, license plate readers, officer body cameras, drones, patrol vehicle cameras, private and public cameras, and surveillance systems. It requires minimal on-site IT support and hardware and can be logged into from any department computer. The unique aspect of both of these programs is that it allows the department to establish tangible data-sharing relationships with retailers if they choose to share real-time access to their surveillance systems.

These platforms integrate with the department's current dispatch software, directing the RTIC operator on digital evidence collection resources near a call for service. This gives the operator the ability to quickly collect information in real-time while updating officers as they respond to the scene. The automation built into this software allows for the establishment of an RTIC with fewer staff resources.

The primary goal of the RTIC operator will be to use these digital resources to assist in getting officers to the right location with accurate descriptions of the parties involved as quickly as possible. The secondary goal will be to preserve digital evidence for investigative and prosecutorial purposes. RTICs have a proven track record of success as demonstrated in Chicago, "The analysts identified crime hot spots, viewed cameras regularly and detected crimes in progress, and monitored traffic to allow units to arrive on scene much faster than previously possible. Crime reductions varied depending on the districts, with District 7 achieving the highest reduction of crime at 40% for homicides and shootings, identifying the collaboration with the community as the distinctive feature (Hollywood et al., 2019)."

The RTIC software will be acquired through a contract for the duration of the grant funding. The department believes that data collected during the grant period will justify the continued funding of this resource with City general funds or other grant opportunities.

The RTIC will rely on data feeds from various sources. One of these would be fixed ALPR cameras. The department is currently leasing fixed ALPR cameras through a two-year contract with Flock Safety. The City Council authorized $50,000 per year for the contract, which will run through September 2024. The original camera outlay was designed to capture two of the primary ingress and egress roadways in Campbell to collect data to solve crimes after the fact. Even though the original camera outlay was not specifically designed to locate and apprehend offenders in stolen vehicles, arrests for auto theft have gone up by over 55% since deployment. As part of this project, we would add to our existing fixed ALPR camera outlay to

specifically focus on tracking stolen vehicles throughout the city to improve apprehension and recovery rates. The expanded outlay would also provide coverage for our retail shopping centers to identify vehicles involved in organized retail theft. The department intends to continue to fund the current ALPR outlay with City funds through the grant period and would only use grant funds to enhance our current ALPR assets.

Another source of data will be the addition of live feed panorama cameras strategically placed in the area of shopping centers and major retailers which will allow RTIC operators to manipulate and change view angles at these locations. This, in conjunction with DFR, will provide responding officers with crucial information that will improve our response and increase our apprehension rates.

The expansion of our existing DFR Program will allow teleoperators to fly drones to areas throughout the city quickly, improving response times to organized retail theft calls and assisting in tracking stolen vehicles, reducing the need for high-speed pursuits and improving officers' ability to triangulate and apprehend offenders. Chula Vista Police Department has operated a DFR program for several years now and has data showing that DFR response reduces on-scene time to under two minutes on average and in 2018 was used to assist in the arrest of over 2000 offenders. The addition of fixed drone sights throughout the city and visual observation technology will allow teleoperators to quickly respond to organized retail theft crimes and incidents of auto theft. This additional ability to provide real-time information and quickly arrive at the scenes of calls has proven to assist officers in locating offenders while also de-escalating and safely resolving calls for both officers and offenders. Our current DFR program uses a single drone and operates on a part-time basis utilizing full-time staff as a collateral assignment. This proposal adds fixed drone in box locations, LTE flight technology, contracted visual observers, and detect and avoid technologies. None of this will replace existing software or hardware currently used for the program and would be an addition. All current licensing and software are on a ten-year contract with Axon that will run through the grant period. If successful, our intent would be to propose continuing to fund the DFR program through general city funds.

The department plans to operate the RTIC and DFR program seven days a week, for a ten-hour period, during retail hours. This will require four full-time RTIC positions to staff both positions throughout the week.

The additions of these technologies and staff resources will allow our officers to focus on where the organized retail theft or auto theft is occurring, respond quickly, and safely resolve the incident. The additional data collection will also assist in investigations and the successful prosecution of offenders. The technologies proposed are driven by calls for service or hits on information about a vehicle already wanted or related to a crime and are inherently unbiased and objective. Furthermore, the increased accuracy in directing officers to offenders reduces the chances of misidentification and stopping

uninvolved parties. The department has presented both the DFR and ALPR camera programs at council meetings and community meetings allowing for community and stakeholder feedback.

The department provides staff training on procedural justice which covers bias every two years. The department has policies and procedures regulating the use of drones and surveillance equipment to ensure that it is not used to target specific persons or groups based on a protected status. The department adheres to FAA altitude regulations for drones and shall not intentionally record where a person has a reasonable expectation of privacy. The department is committed to providing services to the community with due regard for racial, cultural, and other differences, enforcing the law equally and fairly, without discrimination. Further details on department policies have been attached.

One of the central elements of our project proposal is the addition of a crime analyst. The crime analyst will be responsible for initial data collection and, in conjunction with our property crimes detective, establishing ongoing partnerships and data-sharing agreements with our retail community. The crime analyst will identify and work with counterparts throughout the region to help identify organized retail theft groups affecting our jurisdiction and provide this information in detailed reports to investigators. The crime analyst will establish a working partnership with the DA's Office personnel responsible for investigating and prosecuting organized retail theft and auto theft. The crime analyst will also be responsible for tracking cases as they make their way through the court system.

The crime analyst and existing property crimes detective will coordinate with retailers to provide training on reporting incidents of suspected retail theft and techniques to prevent retail theft. Training and marketing materials will be provided to retailers to provide to their staff and display on their premises. We will also be asking retailers to participate in quarterly meetings with our crime analyst, property crimes detective, and a representative from the DA's Office, to discuss the overall effectiveness of the project, share data related to retail theft loss, and receive updates from the DA's Office and Police Department of trends from the last quarter. The Santa Clara County District Attorney's Office has agreed to work with our crime analyst to provide updates on pending cases and assist with interagency networking on multijurisdictional cases.

The police department also recognizes that increased enforcement and arrests have a preventative effect but do not address some of the social causes behind why offenders engage in these activities. Our project proposes a holistic approach that uses technology in an innovative way to directly deal with the crime but also commits our police department to partnerships with non-governmental and governmental agencies so that offenders are offered resources and opportunities to address some of the root causes of the behavior to end the cycle of criminality.

For the purposes of this project, a non-profit Open Doors to Future Possibilities has committed to take referrals of offenders from our department. This organization has committed to providing counseling, education, and job training. Our goal would be to provide individuals involved in either organized retail theft or auto theft with access to this resource on a voluntary basis at the time of citation or arrest. Officers investigating these cases in the field will have informational cards, detailing the organization's resources, and seek consent to release the offender's contact information to the non-profit for follow-up.

The primary goals for this project are the following: improve the rates of reporting organized retail theft through continual training and educational resources; decrease the response time of police resources to both auto theft and organized retail theft; increase arrest and prosecution rates; decrease the incidents of auto theft and retail theft; and provide offenders with alternatives to incarceration in the hopes of reducing recidivism.

Project Organizational Capacity and Coordination

As was stated in our intent to apply, the Campbell Police Department is uniquely positioned to quickly implement many of the project's proposals and move quickly into the service delivery phase. We are proposing the expansion of technologies that we have currently implemented, we already possess the necessary certifications, and our staff is currently trained and familiarized. The new technologies we are proposing to implement are cloud-based requiring less onsite equipment and support.

The police department is currently in a contract with Flock Safety for the lease of ALPR cameras and access to the ALPR software. Attached to the budget, you will find a quote from Flock Safety for the proposed expansion of ALPR within the City and the addition of fixed surveillance cameras. Based on our prior experience implementing the existing contract, this part of the project would be ready for service delivery by the end of 2023.

The department currently operates a Drone as First Responder Program utilizing existing staff on overtime as a collateral assignment and on a part-time basis. The police department has a Drone program manager on staff that coordinates training, licensing, and certifications for the department. The department has a beyond visual line of sight waiver from the Federal Aviation Administration (FAA) for DFR operations and is one of only a handful of agencies throughout the country currently operating a DFR program. Our staff has experience training others in DFR operations and obtaining their FAA part 107 commercial drone license. We have already received quotes for the necessary additional equipment and software licenses to expand to a full-time DFR operation. If funded, we would plan to move immediately to procurement of equipment.

The department has a dedicated teleoperations center established for the current DFR program and will house the RTIC. The department has researched and received quotes for two cloud-based RTIC

options and intends on moving immediately to procurement if awarded. Additional computers, monitors, and radios would be needed to accommodate the RTIC. From an equipment, software, and integrations standpoint, the RTIC and DFR programs could be ready for full-time operations by the end of 2023. RTIC training would be managed by our existing dispatch supervisor and drone program manager. RTIC staff would be managed by our existing Dispatch Manager.

The police department has job descriptions and compensation rates prepared for the proposed Real Time Information Center and Crime Analyst positions. Once we received notification of the grant award, we would move forward with the process of creating those positions within the city and preparing them for recruitment. Ideally, we would have both recruitments open in October 2023, with the interview and selection process taking place in November 2023. The crime analyst would be prioritized, and we would anticipate filling the position and starting service delivery in January 2024.

The hiring, backgrounding, and training of new RTIC staff will take some time and will be completed by our Admin Sergeant, DFR team, and Dispatch trainers. During the hiring process, the department would plan to continue to utilize existing staff on overtime to operate the RTIC and DRF programs on a part-time basis. Full-time staffing and service delivery would be accomplished by April 2024.

Our community engagement and social media coordinator will manage the proposal's social media marketing and all associated contracts. All web-based advertising and educational materials would be ready for project delivery beginning January 2024.

As demonstrated in the letters of commitment, both the non-profit organization and District Attorney's office have agreed to support our proposal. The non-profit seeks to provide resources to offenders, providing counseling, job training, and education. The DA's office seeks to increase prosecution of these thefts. The combined efforts of both agencies seek to reduce organized retail and auto theft. The crime analyst will manage partnerships with other agencies and begin on the same timeline. The crime analyst will be managed by our existing detective supervisor.

The FSD Captain will be responsible for the oversight and management of the hiring, supervision, and procurement processes throughout the grant period. If successful, the department expects to fund the project with general funds upon expiration of the grant.

Project Evaluation and Monitoring

The department plans to use a variety of methods to monitor and evaluate the effectiveness of the project. The preliminary monitoring of the start-up phase of the project will be conducted by the Field Services Division Captain and the department's grant writer. They will monitor the procurement, recruitment, and hiring processes.

The implementation phase will separate areas of monitoring

responsibility that will be assigned to existing staff and the crime analyst. The overall progress will continue to be monitored by the FSD Captain and grant writer, who will report on results from this phase. The expansion of the DFR program will be monitored by the existing department drone team coordinator. Setting up the real-time information center including implementation of software, hardware, and integrations will be monitored by the department's dispatch supervisor. Contracting the social media public service announcement campaign, digital design, and creation of training materials and flyers will be monitored by the department's existing communication and public engagement coordinator. Expansion of the existing ALPR system, the addition of surveillance cameras, and the integration of existing intersection cameras will be monitored by the sergeant assigned to manage the ALPR program currently.

The analyst will monitor agreements and partnerships with outside entities. We will be seeking to partner with a local university's Justice Studies program to participate in the ongoing monitoring, quarterly reporting, local evaluation plan, and the local evaluation report. Ongoing monitoring of the project will be shared by both.

The analyst will be tasked with meeting with retailers throughout the city and evaluating police records to obtain initial data points which will be used throughout the project to determine effectiveness. As demonstrated in many of the letters of agreement from local retailers, we anticipate that many of the retail businesses within Campbell will enter into a data-sharing agreement related to this project. Information from retailers will include overall yearly operational loss, the estimated percentage of loss related to retail theft, and the number of reported incidents of theft from each business.

What we have learned through the initial conversations with retail partners is that a majority of retail theft goes unreported and when they are reported incidents of organized retail theft are not always charged or accounted for appropriately. The analyst will generate a report regarding the average reporting rate for retail businesses throughout the city. This percentage of reported versus non-reported will be determined with a primary goal of increasing the percentage of organized retail theft reporting from all retailers. The analyst will also report on the percentage of reported incidents that led to the arrest or identification of suspects pre-project implementation with a project goal of increasing the number of cases that lead to arrest. The response times to these calls will have an impact on the solve rates. The analyst will develop a baseline response time to calls for service involving organized retail theft with a project goal of significantly reducing response times.

When evaluating this project and its effectiveness related to auto theft, we will use arrest and recovery data prior to project implementation and post-implementation to determine if rates of arrest and recovery are increasing. We will also evaluate the total number of auto thefts reported in the city to see if there is a reduction in this number during the service delivery phase.

	The effectiveness of both the marketing and enforcement campaigns will be evaluated based on the effect it has on the total number of incidents of organized retail theft and auto theft during the project. We will also monitor total operational loss associated with organized retail theft throughout the project to determine if the project's efforts are reducing this.
	The effectiveness of efforts to reduce recidivism in partnership with the non-profit will be evaluated on the following metrics. The number of offenders who accept referrals to the non-profit. The number of those who accepted referrals and followed up by taking advantage of the programs and resources offered. Finally, the number of offenders who participated in the non-profit services and remained uninvolved in the criminal justice system for a year following their arrest.
Budget Instructions	Applicants are required to submit a Proposal Budget and Budget Narrative (Budget Attachment). Upon submission the Budget Attachment will become Section 5: Budget (Budget Tables & Narrative) making up part of the official proposal. The Budget Attachment must be filled out completely and accurately. Applicants are solely responsible for the accuracy and completeness of the information entered in the Proposal Budget and Budget Narrative. The Proposal Budget must cover the entire grant period. For additional guidance related to grant budgets, refer to the BSCC Grant Administration Guide. The Budget Attachment is provided as a stand-alone document on the BSCC website.

Budget Attachment

ORT-Grant-Program-Budget-Attachment-Final.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.docx

Grantee Assurance for Non-Governmental Organizations (Appendix D)

Grantee-Assurance-for-Non-Governmental-Organizations-ORT_-_signed.pdf

Local Impact Letter(s) (Appendix E)

Local_Impacts.pdf

Letter(s) of Commitment, (Appendix F)

[Letter_of_Commitment_-_Bens_Barketplace.pdf](#)

[Letter_of_Commitment_-_Cloud_City.pdf](#)

[Letter_of_Commitment_-_Home_Depot.pdf](#)

[Letter_of_Commitment_-_Road_Runner_Sports.pdf](#)

[Letter_of_Commitment_-_Vs_Barbershop.pdf](#)

[Letter_of_Commitment-_Downtown_Campbell.pdf](#)

[Letter_of_Commitment-_Nonprofit.docx](#)

[Letter_of_Commitment_-ULTA.docx](#)

[Letter_of_Support_-_Chamber_of_Commerce.pdf](#)

[Letter_of_Support_-_DA.pdf](#)

[Letter_of_Support_-_Police_Chief.pdf](#)

[Letter_of_Commitment_-_Whole_Foods.pdf](#)

Policies Limiting Racial Bias

[Policy-Bias-Based_Policing.pdf](#)

Policies on Surveillance Technology

[Policy-Automated_License_Plate_Readers__ALPRs_.pdf](#)

[Policy-Unmanned_Aerial_System__UAS__Operations.pdf](#)

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

[Certification-of-Compliance-with-BSCC-Policies-on-Debarment_-Fraud_-Theft_-and-Embezzlement-ORT_-_signed.pdf](#)

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

OPTIONAL: Bibliography	Ashton, S. A., & Bussu, A. (2020). Peer groups, street gangs and organised crime in the narratives of adolescent male offenders. Journal of criminal psychology, 10(4), 277-292. Bird, M., Loftstrom, M., Martin, B., Raphael, S., & Nguyen, V. (2018). The Impact of Proposition 47 on Crime and Recidivism. Public Policy Institute of California. California State Assembly Democratic Caucus. (2023). California Cities, Retailers, and Law Enforcement Urge Passage of AB 1708 to Combat Retail Theft. [Press release]. Gold, E., & Lang, J. Diverting Shoplifters: A research report and planning guide. The Center for Court Innovation. Hollywood, J. S., McKay, K. N., Woods, D., & Agniel, D. (2019). Real-time crime centers in Chicago. RAND Corporation: Social and Economic Wellbeing. Klemko, R. (2023). Police agencies are desperate to hire. But they say few want the job. Washington Post. Powell, M. (2023). Opinion: California must repeal Prop 47, a virtual 'Get out of Jail Free' law for thieves. Times of San Diego. Rosalsky, G. (2021). When you add more police to a city, what happens? NPR. Schilke, R. (2023). A revolving door: California police and DA blame safer neighborhoods law for rise in drugs and crime. The Washington Examiner.
CONFIDENTIALITY NOTICE:	

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 Organized Retail Theft**		
Objectives (A., B., etc.)	> A) Increase the number of arrests. B) Reduction in response times. C) Increased collaboration with local agencies D) Increased rates of reporting from retailers		
Process Measures and Outcome Measures:	> Number of arrests, response times, recidivism rate, number of community meetings, marketing and educational campaigns, establish baseline pre implementation and compare with post implementation, operational loss for retailers		

Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> monthly/quarterly reports, accurate reporting of retail theft, solve rates, expanding DFR, establishing RTIC, expanding ALPR and placing cameras in retail areas	> patrol and investigations, retailers, crime analyst, communications and public engagement coordinator, RTIC operators, DA's office, nonprofit	> January 2024	> December 2026

List data and sources to be used to measure outcomes: > Crime Analyst software, reporting from local retailers, police department RMS data, regional law enforcement partnership data

Organized Retail Theft Prevention Grant Program

(2) Goal:	> **Reduce Overall Auto Theft**			
Objectives (A., B., etc.)	> A) Improve ability to track and locate stolen vehicles B) Increase arrest and prosecution rates C) Increased recovery rates			
Process Measures and Outcome Measures:	> pre-project data for arrests/ recoveries/ reported stolen vehicles compared to same data during service delivery period			
Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline		
		Start Date	End Date	
>expanding DFR, establishing RTIC, expanding ALPR and placing cameras, streaming of intersection cameras	> patrol and investigations, nonprofit, crime analyst, communications and public engagement coordinator, RTIC operators, DA's office	> January 2024	> December 2026	
List data and sources to be used to measure outcomes: > police department RMS data, APLR data				

(3) Goal:	> **Provide alternatives to incarceration and reduce recidivism**
Objectives (A., B., etc.)	> A) provide referral services to nonprofit at time of arrest B) nonprofit will provide resources and services directly related to underlying issues of criminality C) Remove individuals from the cycle of criminality into a stable productive environment
Process Measures and Outcome Measures:	> Number of offenders referred, number of offenders who access resources, number of offenders who access resources and stay out of criminal justice system after 1 year of contact.

Project activities that support the identified goal and objectives:	Responsible staff/partners	Timeline	
		Start Date	End Date
> offer alternative opportunities/resources to address social component	> crime analyst, nonprofit, DA's office	> January 2024	> December 2026
List data and sources to be used to measure outcomes: > police department RMS data, non-profit, DA's office data, criminal history data			

Organized Retail Theft Prevention Grant Program - Project Budget and Budget Narrative	
Name of Applicant: *(i.e., County Sheriff's Office, County Probation Department, or City Police Department)*	*Campbell Police Department*

44-Month Budget: October 1, 2023 to June 1, 2027	
Note: Rows 7-16 will auto-populate based on the information entered in the budget line items (Salaries and Benefits, Services and Supplies, etc.)	

Budget Line Item	Total
1. Salaries & Benefits	$3,650,000.00
2. Services and Supplies	$1,951,804.00
3. Professional Services or Public Agencies	$0.00
4. Non-Governmental Organization (NGO) Subcontracts	$0.00
5. Data Collection and Evaluation	$300,000.00
6. Equipment/Fixed Assets	$20,000.00
7. Financial Audit (Up to $25,000)	$25,000.00
8. Other (Travel, Training, etc.)	$0.00
9. Indirect Costs	$0.00
TOTAL	**$5,946,804.00**

1a. Salaries & Benefits

Description of Salaries & Benefits	(% FTE or Hourly Rate) & Benefits	Total
(1) Crime Analyst	$160,000 a year salary with benefits (health insurance, vision/dental insurance etc)	$640,000.00
(4) Drone First Responder/ RTIC Operator	$160,000 a year salary with benefits (health insurance, vision/dental insurance etc)	$2,560,000.00
Overtime	$150,000 a year	$450,000.00
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
	TOTAL	**$3,650,000.00**

1b. Salaries & Benefits Narrative:

Crime Analyst:
• Perform routine strategical crime analysis and research projects.
• Collect, organize, and analyze various crime, incident, calls for service, arrests, and data and present crime data in written reports.
• Connect with the DA's office and local retailers to share data and reports
• Collect and organize criminal information from all available resources, including field interview reports, other agencies, media, and crime bulletins.
• Analyze data to establish trends within the agency and potential areas of interest.
Drone First Responder/ RTIC Operator:
• Receives, classifies, and prioritizes all incoming calls to the RTIC received from citizens and allied agencies requesting service or information; operates a variety of public safety communications equipment including 9-1-1 emergency telephone equipment, computer aided dispatch systems, and multi-channel radio system.
• Evaluates response necessary; determines nature, location, and priority of calls; operates computer aided dispatch system to create calls for service within response criteria guidelines; assigns and dispatches personnel; transfers calls to other appropriate agency; obtains and dispatches other support services as necessary
• Monitors cameras and other surveillance equipment, utilizing drone support when necessary
• Provide airborne support to officers, decreasing response times and conduct immediate data collection

Overtime:
• Budget allotted to cover overtime pay for the RTIC operators.

2a. Services and Supplies

Description of Services or Supplies	Calculation for Expenditure	Total
Real Time Information Center Software	$164,100 per year for 3 years (including tax)	$492,300.00
Drone Equipment - Hardware & Software	$302,764 for 35 month term (including tax) + $10,000 per year maintenance	$332,764.00
Avoidant Detection Equipment - Hardware & Software	$68,351 first year (including tax) + $144,382 (2 subsequent years)	$212,733.00
Automated License Plate Reader + Intersection Cam	$408,062 for 3 years (including tax)	$408,062.00
Contracted Staffing - Rooftop Observation	$415,945 (including tax, 1 year)	$415,945.00
Crime Analyst Software	$10,000 per year estimate	$30,000.00
Marketing & Education	$20,000 per year for 3 years	$60,000.00
		$0.00
	TOTAL	**$1,951,804.00**

2b. Services and Supplies Narrative:

The Real Time Information Software: is a web-based, open platform software system that gives law enforcement agencies immediate access to information via one unified screen with one login. The system will integrate existing video data sources into a single platform with Computer Aided Dispatch and mapping. Furthermore, the software will integrate License Plate Reader data from multiple platforms while utilizing existing equipment, making it ideal to be quickly implemented.

Drone equipment: 5 DJI M30T dock bundle, 5 LTE add-on, software licensing for accessing to DFR software and livestreaming.
Avoid and Detect equipment: combination of radar and camera detection equipment to detect manned aircraft in the area of DFR operations.
Automated License Plate Reader: Lease of fixed automated license plate reader cameras, purchase and/or lease fixed intersection cameras.
Contracted Staffing: Contracting of visual observers for DFR operations. The department believes this will be replaced by avoid and detect equipment during the grant period. This is dependent on FAA approval.
Crime Analyst Software: social media data mining software that will assist analyst in building association of organized retail theft groups and crime analyst software allowing for analyzing of data, creating of organizational charts
Marketing & Education: monetized social media public awareness campaign, signage for retailers, referral flyers for nonprofit, educational materials for retailers.
The department received quotes for all of these services.

3a. Professional Services

Description of Professional Service(s)	Calculation for Expenditure	Total
Not Applicable		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
	TOTAL	$0.00

3b. Professional Services Narrative

Not applicable.

4a. Non-Governmental Organization (NGO) Subcontracts

Description of Non-Governmental Organization (NGO) Subcontracts	Calculation for Expense	Total
Not applicable		$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

Not applicable.

5a. Data Collection and Evaluation

Description of Data Collection and Evaluation	Calculation for Expense	Total
Data Collection, Evaluation	5% of the grant award (estimate at $6 million)	$300,000.00
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
	TOTALS	$300,000.00

5b. Data Collection and Evaluation Narrative

The data collection is an essential part of the project and will be conducted by the crime analyst in collobration with a university Justice Studies research team. Various metrics will be measured throughout the service delivery period and project. The Local Evaluation Plan will be developed in collaboration with the university team to ensure objective and impartial evaluations. These reports will address the effectiveness of the proposed program in relation to each goal and objective. The Local Evaluation Plan will also develop a model that will help evaluate the effectiveness of the project, identitifying baseline metrics prior to implementation. The Local Evaluation Report will address the overall effectiveness of the project in meeting its goals and objectives. The department also agrees to collect data requested by BSCC regarding statewide evaluations, including Quarterly Progress Reports and other measures.

6a. Equipment/Fixed Assets

Description of Equipment/Fixed Assets	Calculation for Expense	Total
Computers, Monitors, Radio	$20,000 estimate	$20,000.00
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
	TOTALS	**$20,000.00**

6b. Equipment/Fixed Assets Narrative

One time purchases of computers, monitors and radios are needed to help establish the RTIC. The new equipment is necessary to perform daily functions by the crime center, including and not limited to running various software, collecting data, and monitoring various cameras.

7a. Financial Audit

Description	Calculation for Expense	Total
Audit	Hourly wage varies, plus financial report	$25,000.00
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
	TOTAL	**$25,000.00**

7b. Financial Audit) Narrative:

The full amount has been allotted for the accounting and financial audit to ensure that the grant is fiscally responsible. Budgeting for the full amount allotted will allow the department to maximize efforts to ensure proper reporting of financial grant expenses. The amount will cover an independent financial audit of the grant period (Oct. 1, 2023 – Dec. 31, 2026) and result in a audit report (completed by June 1, 2027). The project seeks to hire a CPA, or equivalent, to conduct a final financial audit.

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

Description	Calculation for Expense	Total
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
		$0.00
	TOTAL	**$0.00**

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

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

9a. Indirect Costs

For this grant program, indirect costs may be charged using only **one** of the two options below:	Grant Funds	Total
1) Indirect costs not to exceed 10 percent (10%) of the total grant award. Applicable if the organization **does not have** a federally approved indirect cost rate.	$0	$0
If using Option 1) grant funds allocated to Indirect Costs may not exceed:	*$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
If using Option 2) grant funds allocated to Indirect Costs may not exceed:	*$0*	
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.* *TOTAL*	**$0**	**$0**

9b. Indirect Costs Narrative:

Enter narrative here. You may expand cell height if needed. **If using a federally approved indirect cost rate, please include the rate in the narrative.**

When evaluating this project for local impacts there were very few areas where we felt the project implementation might impact retailers or other organizations. If the project is successful it will result in increased referrals to the District Attorney's Office. However, as demonstrated in District Attorney Rosen's letter of commitment, they are prepared to dedicate the appropriate resources to ensure the project's success.

The work conducted by the crime analyst will rely heavily upon partnerships and data sharing with regional law enforcement organizations, retailers within Campbell, the District Attorney's Office, court and probation department. The accuracy of statistical data and ability to track sophisticated criminal organizations will rely heavily on these partnerships and data sharing agreements.

Similarly, our project proposes quarterly meetings, training, and posting of public awareness materials in businesses. As demonstrated by the attached letters of commitment, the retail community is supportive of this. While the commitment of these resources may have some impact on the operations of the business, it would be minimal at best.

To: Board of State and Community Corrections
Re: The Organized Retail Theft Prevention Grant Program
Date: July 2, 2023

This letter is being submitted to document that Prospeross, Inc. DBA Ben's Barketplace agrees to partner on the Organized Retail Theft Prevention Grant Program proposal being submitted by Campbell Police Department.
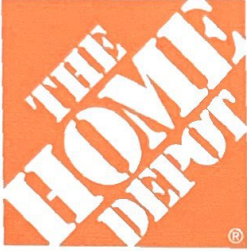
Retail theft has impacted our business and is an area of great concern. We support the Campbell Police Department's application for grant funding and believe that the funding will result in positive results for retailers in Campbell.

As a part of this grant, Prospeross, Inc. DBA Ben's Barketplace agrees to participate in employee training on crime reporting, quarterly meetings involving all stakeholders, share data related to retail theft, and evaluate other data sharing opportunities.

Signed by,

Randi Ross, CEO/President

75 S. San Tomas Aquino Rd., Ste. 1, Campbell, CA 95008

To: Board of State and Community Corrections
Re: The Organized Retail Theft Prevention Grant Program
Date: June 30, 2023

This letter is being submitted to document that Cloud City Supply agrees to partner on the Organized Retail Theft Prevention Grant Program proposal being submitted by Captain Ian White of the Campbell Police Department.

Retail theft has impacted our business and is an area of great concern. We support the Campbell Police Department's application for grant funding and believe that the funding will result in positive results for retailers in Campbell.

As a part of this grant, Cloud City Supply agrees to participate in employee training on crime reporting, quarterly meetings involving all stakeholders, share data related to retail theft, and evaluate other data sharing opportunities.

Signed by,

Amy Taylor
President & CEO
Cloud City Supply
amy@cloudcitysupplyinc.com
(408) 230-6443

To: Board of State and Community Corrections

Re: The Organized Retail Theft Prevention Grant Program

Date: 06 June 2023

This letter is being submitted to document that The Home Depot agrees to partner on the Organized Retail Theft Prevention Grant proposal being submitted by Campbell Police Department.

Retail theft has impacted our business immensely and is an area of great concern. We support the Campbell Police Department's application for grant funding and believe that the funding will result in positive results for all retailers in Campbell.

As a part of this grant, Campbell Police department agrees to assist Home Depot in mitigating ongoing theft. Campbell Police department has agreed to shorten response times, increase apprehension rates, and aid in successful prosecutions, using adopted technology as a result from the Grant.

Year to date, The Home Depot located at 480 E. Hamilton has utilized an internal theft input portal in which over 200 tips have been submitted with several related to repeat offenders that work in concert with one another. On top of tips being submitted, there have been an additional 58 cases in which the Home Depot's Asset Protection specialist has intervened to attempt to apprehend thieves.

With the already existing partnership that the Campbell Police Department has with the Home Depot, further support would not only benefit the Home Depot but also benefit the community of Campbell.

As a part of this grant, The Home Depot agrees to participate in employee training on crime reporting, quarterly meetings involving all stakeholders, share data related to retail theft, and evaluate other data sharing opportunities.

Sincerely,

Kyle Barth

Store Manager, Campbell Home Depot | #0642
480 E. Hamilton Ave | Campbell Ca. 95008
Office: 408-866-1900 | Cell 408-307-6540

U S A
Proud Sponsor

ROAD RUNNER
SPORTS

1646 S Bascom Ave, Campbell CA 95008
408.769.6679

To: Board of State and Community Corrections
Re: The Organized Retail Theft Prevention Grant Program
Date: 1 July 2023

This letter is being submitted to document that Road Runner Sports agrees to partner on the Organized Retail Theft Prevention Grant Program proposal being submitted by Sherrene Barnard.

Retail theft has impacted our business and is an area of great concern. We support the Campbell Police Department's application for grant funding and believe that the funding will result in positive results for retailers in Campbell.

As a part of this grant, Road Runner Sports agrees to participate in employee training on crime reporting, quarterly meetings involving all stakeholders, share data related to retail theft, and evaluate other data sharing opportunities.

Signed by,

Sherrene Barnard

Sherrene Barnard
Co Manager - CA Retail

To: Board of State and Community Corrections

Re: The Organized Retail Theft Prevention Grant Program

Date: July 2, 2023

This letter is being submitted to document that Lucross Holdings, Inc. DBA V's Barbershop agrees to partner on the Organized Retail Theft Prevention Grant Program proposal being submitted by Campbell Police Department.

Retail theft has impacted our business and is an area of great concern. We support the Campbell Police Department's application for grant funding and believe that the funding will result in positive results for retailers in Campbell.

As a part of this grant, Lucross Holdings, Inc. DBA V's Barbershop agrees to participate in employee training on crime reporting, quarterly meetings involving all stakeholders, share data related to retail theft, and evaluate other data sharing opportunities.

Signed by,

Randi Ross, CEO/President

1875 S. Bascom Ave. Ste. 148, Campbell, CA 95008

To: Board of State and Community Corrections

Re: The Organized Retail Theft Prevention Grant Program

Date: 7/6/23

To whom it may concern,

I would first like to say, thank you for taking the time to consider my perspective.

As a retailer now for almost 25 years, I would consider myself lucky to have the opportunity to serve in many communities as I have enjoyed and continue to enjoy the daily interactions with the folks that make the Campbell community the vibrant place we all have come to know and love. I have spent over two years now at the Whole Foods Market location in the Campbell District. We employ over 200 Team Members, and we see around 20,000 customers a week visit our store. As a member of the community, we want to create a hospitable environment where folks can come together at the marketplace and feel safe.

Over the time I have worked at this location we have had incidents which put the health and safety of our community at risk. We have observed as many as 2-3 incidents a week of what seems to be organized retail crime. These folks seem to come in with one objective in mind and disregard anyone in their path. The objective to take as much product as they can carry out without paying. Common items include but are not limited to; alcoholic beverages, meat and seafood, vitamins, and body care products, as well as some very specific products such as Manuka honey and aged balsamic vinegar.

Community members have identified these items being resold in the nearby farmers markets, flea markets, barbershops, and restaurants. This poses a safety concern that folks are properly handling anything that may need to be appropriately handled due to food safety concerns.

When these folks are committing these crimes, the environment in the store can become very tense and the feeling of fear sets in. During these incidents, the specific action of taking product off the shelf may not be creating fear but rather postering body language, brandishing the use of or grabbing for a weapon, or intimidating and threatening words. Just imagine walking the grocery store while someone who has multiple duffle bags walking towards you, with their hand at their waist band brandishing a weapon while they are looking at you are saying, "get the fuck out of my way or I will kill you". When these incidents occur there are law abiding citizens who begin to feel unsafe and then helpless.

Incidents inside the store are just a part of it. We have dealt with and had incidents in our parking lot or on the adjacent streets. These incidents include intimidation while asking for food, vandalism of personal property including cars bashed in headlights, taillights, windows, windshields, armed robbery, motor vehicle theft at gun point. These incidents do not support us in creating a good experience for our Team Members. Many of them are just trying to make ends meet, and incidents like this not only impact their

financial heath but their mental health as well. The morale of our team is one of the highest in the California region as voted on by our own Team Members. But incidents like this make it very hard to maintain.

I am writing this in the hopes that there will be serious consideration to better support the retail stores in the area. It is important that when making this decision we are not just considering those individuals who are part of the organized retail crime units and their impact to the community. But rather start with the negative impact to the individuals who work and live in the Campbell community who feel unsafe and helpless to make change.

The ability to make change is in your hands and there are many folks in the community who are relying on you to make the right decision. Thank you again for your consideration. I support the Campbell Police Department's application for funding and we are willing to participate in quarterly meetings, trainings related to reporting retail theft and sharing data related to retail theft.

Lynette Hernandez, Store Team Leader

Whole Foods Market, Campbell

To: Board of State and Community Corrections
Re: The Organized Retail Theft Prevention Grant Program
Date: June 30, 2023

This letter is being submitted to document that Downtown Campbell Business Association (DCBA) agrees to partner on the Organized Retail Theft Prevention Grant Program proposal being submitted by Captain Ian White of the Campbell Police Department.

Retail theft has impacted our business owners and is an area of great concern. We support the Campbell Police Department's application for grant funding and believe that the funding will result in positive results for retailers in Campbell.

As a part of this grant, DCBA agrees to support business member participation in employee training on crime reporting, quarterly meetings involving all stakeholders, share data related to retail theft, and evaluate other data sharing opportunities.

Signed by,

Amy Taylor
President
Downtown Campbell Business Association
dcbaboard@gmail.com
(408) 230-6443

To: Board of State and Community Correction
Re: The Organized Retail Theft Prevention Grant Program
Date: June 19th, 2023

This letter is being submitted to document that Open Doors to Future Possibilities, Inc., a 501(C)(3) California Nonprofit Public Benefit Corporation, located in San Jose, agrees to partner on the Organized Retail Theft Prevention Grant Program proposal being submitted by the Campbell Police Department and to support them in any way possible so they can achieve their goals.

At Open Doors to future Possibilities, we provide low-income community members with low-cost counseling ($10 an hour). In our Veterans and law enforcement Programs, we provide Veterans, law enforcement officers and their families with free-of-charge counseling, educational and employment services, roundtables, tutoring, workshops, and connection to benefits and resources. We also have a homeless outreach Program, where we serve the unhoused neighbors with much needed supplies, education, employment, temporary and permanent housing and connect them with essential resources.

As a part of this grant, Open Doors to Future Possibilities, Inc. agrees to support Campbell Police Department in preventing and responding to organized retail theft, motor vehicle or motor vehicle accessory theft, or cargo theft. We will provide the referred offenders with counseling services so they can process their past experiences and make healthier choices to create better lives for themselves and their families. Connecting them to educational opportunities is another service we will provide. Furthermore, our tutoring services will help them prepare to attend skill training classes, school/college, or other educational programs such as NPower so they can get the training or education required for the internship and employment possibilities we provide for them. In addition to connecting them to employment opportunities, we will train them to learn and utilize more effective communication skills and teach them how to do well at job interviews. Assisting these individuals to access temporary and permanent housing will be another way of enabling them to experience stability and stay away from their unfortunate past paths. Our trained staff will check in with these individuals on a regular basis to provide them with support, guidance, and essential needs to reduce the likelihood of setbacks.

New Meanings to the past. New Beginnings for the future.

OpenDoorsToFuturePossibilities.org

A California Nonprofit Public
Benefit Corporation

Consultation
Center &
Academy for
Healing and
Transformation

If awarded, Open Doors to Future Possibilities, Inc. is committed to ensuring the success of this project and agrees to participate with providing the referred individuals with counseling, tutoring, skills training and educational programs, job opportunities and connection to temporary and permanent housing and supporting them in any way we can so they can have a second chance in life for a better, healthier future.

Please don't hesitate to contact me should you need any further information at 925-487-8752 or via email: drsimone.l@opendoorstofuturepossibilities.org

Sincerely,

Simone Lundquist

Simone Lundquist, PhD
Founder & Executive Director
Open Doors to Future Possibilities, Inc.
Cell: 925-487-8752
1550 The Alameda, Suite 150
San Jose, CA 95126

New Meanings to the past. New Beginnings for the future.

OpenDoorsToFuturePossibilities.org

To:	Board of State and Community Corrections
Re:	The Organized Retail Theft Prevention Grant Program
Date:	6/15/2023

This letter is being submitted to document that **ULTA Beauty** agrees to partner on the Organized Retail Theft Prevention Grant Program proposal being submitted by The City of Campbell.

As part of this grant, **ULTA Beauty** agrees to:

1. Coordinate with the Campbell Police Department during planned operations involving law enforcement and ULTA Loss Prevention personnel.
2. Attend meetings, when able to do so, hosted by the Campbell Police Department in which strategies and trends are shared regarding Organized Retail Theft Prevention. ULTA Beauty will be able to support with sharing ongoing trends and/or groups targeting the locations in the area.
3. Share with Campbell Police Department information regarding Organized Retail Theft trends, offenders, methods, etc. through an ongoing partnerships and communication.
4. Participate in multi-agency, multi-cooperation operations targeting Organized Retail Theft when available.
5. Participate in the prosecution phase of cases and make available representatives to appear in court on your business' behalf.
6. At ULTA Beauty in Campbell, Ca, shrink has continued to increase year over year. Ulta Beauty in Campbell is trending 3X higher in ORC type events in 2023 vs 2022. More concerning is the increase in violence with the theft incidents that are occurring in store, creating an unsafe environment for our ULTA associates and other guests in the building or center.
7. ULTA beauty is excited for the continued partnership with the Campbell Police Department to help reduce Organized Retail Theft in the community and for ULTA Beauty. In the past the Campbell Police Department and patrol have been extremely helpful with support to the store. With this grant, it gives the department the ability to support even more often, in not just responding to incidents, but to also conduct preventative measures to send a positive message to the community and set the tone for bad actors attempting to cause losses in the area.

Signed by,

Chuck Vega, Area Loss Prevention Manager

Bias-Based Policing

402.1 PURPOSE AND SCOPE

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

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

402.1.1 DEFINITIONS

Definitions related to this policy include:

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

402.2 POLICY

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

402.3 BIAS-BASED POLICING PROHIBITED

Bias-based policing is strictly prohibited.

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

402.3.1 CALIFORNIA RELIGIOUS FREEDOM ACT

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

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

  (a) In compiling personal information about a person's religious belief, practice, affiliation, national origin or ethnicity.

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

402.4 MEMBER RESPONSIBILITIES

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

402.4.1 REASON FOR CONTACT

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

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

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

402.5 SUPERVISOR RESPONSIBILITIES

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

    (a)   Supervisors should discuss any issues with the involved officer and his/her supervisor in a timely manner.

        (a)   Supervisors should document these discussions, in the prescribed manner.

        (b)   Recordings or data that capture a potential instance of bias-based policing should be appropriately retained for administrative investigation purposes.

    (b)   Supervisors shall initiate investigations of any actual or alleged violations of this policy.

    (c)   Supervisors should take prompt and reasonable steps to address any retaliatory action taken against any member of this department who discloses information concerning bias-based policing.

402.6 TRAINING

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

    (a)   All sworn members of this department will be scheduled to attend Peace Officer Standards and Training (POST)-approved training on the subject of bias-based policing.

    (b)   Pending participation in such POST-approved training and at all times, all members of this department are encouraged to familiarize themselves with and consider racial and cultural differences among members of this community.

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(c)   Each sworn member of this department who received initial bias-based policing training will thereafter be required to complete an approved refresher course every five years, or sooner if deemed necessary, in order to keep current with changing racial, identity and cultural trends (Penal Code § 13519.4(i)).

402.7   REPORTING TO CALIFORNIA DEPARTMENT OF JUSTICE

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

Automated License Plate Readers (ALPRs)

463.1 PURPOSE AND SCOPE
The purpose of this policy is to provide guidance for the capture, storage and use of digital data obtained through the use of Automated License Plate Reader (ALPR) technology.

463.1.1 DEFINITIONS

(a) Automated License Plate Reader (ALPR): A device that uses cameras and computer technology to compare digital images to lists of known information of interest.

(b) ALPR Operator: Trained Department members who may utilize ALPR system/ equipment. ALPR operators may be assigned to any position within the Department, and the ALPR Administrator may order the deployment of the ALPR systems for use in various efforts.

(c) ALPR Administrator: The Patrol Division Captain or the Chief's designee, serves as the ALPR Administrator for the Department.

(d) Hot List: A list of license plates associated with vehicles of interest compiled for one or more databases including, but not limited to, NCIC, CA DMV, Local BOLO's etc.

(e) Vehicles of Interest: Including, but not limited to vehicles which are reported as stolen; display stolen license plates or tags; vehicles linked to missing and/or wanted persons and vehicles flagged by the Department of Motor Vehicle Administration or law enforcement agencies.

(f) Detection: Data obtained by an ALPR of an image (such as a license plate) within public view that was read by the device, including potential images (such as the plate and description of vehicle on which it was displayed), and information regarding the location of the ALPR system at the time of the ALPR's read.

(g) Hit: Alert from the ALPR system that a scanned license plate number may be in the National Crime Information Center (NCIC) or other law enforcement database for a specific reason including, but not limited to, being related to a stolen car, wanted person, missing person, domestic violation protective order or terrorist-related activity.

463.2 ADMINISTRATION
The ALPR technology, also known as License Plate Recognition (LPR), allows for the automated detection of license platesThe technology is used by the Campbell Police Department to convert data associated with vehicle license plates for official law enforcement 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, homeland security, electronic surveillance, 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 Administration Division Commander. The Administration Division Commander will assign members under his/her command to administer the day-to-day operation of the ALPR equipment and data.

463.2.1   ALPR ADMINISTRATOR

The Administration Division Commander shall be responsible for developing guidelines and procedures to comply 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, public safety dispatchers, and other properly trained personnel are allowed to access to the ALPR system or to collect ALPR information.

(b)   A description of how the ALPR system will be monitored to ensure the security of the information and compliance with applicable privacy laws.

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

(d)   The title and name of the current designee in overseeing the ALPR operation.

(e)   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.

463.3   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.

(c)   While an ALPR may be used to canvass license plates around any crime scene, particular consideration should be given to using ALPR-equipped cars to canvass areas around homicides, shootings and other major incidents. Partial license plates 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)   No ALPR operator may access department, state or federal data unless otherwise authorized to do so.

(f)   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 law enforcement action is taken because of an ALPR alert, the alert will be verified through a CLETS inquiry via MDC or through Dispatch. Members will not take any police action that restricts the freedom of any individual based solely on an ALPR alert unless is 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 the any

vehicle. (For example, if a vehicle is entered into the system because of its association with a wanted individual, Officers should attempt to visually match the driver to the description of the wanted subject prior to making the stop or should have another legal basis for making the stop.)

(g) Hot List. Designation of hot lists to be utilized by the ALPR system shall be made by the ALPR Administrator of 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 ALPR system may be updated by agency sources more frequently than the Department may be uploading them and thus the Department's ALPR system will not have access to real time data. Occasionally, there may be errors in the ALPR system's read of a license plate. Therefore, an alert alone shall not be a basis for police 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 should undertake the following:

1. Verification of status on a Hot List. An officer must receive confirmation, from a Campbell Police Department Public Safety 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. Officers shall visually verify that the license plate of interest matches identically with the image of the license plate number captured (read) by the ALPR, 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.

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 List (SVS, SFR, and SLR) 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 associated with criminal activity. All Hot Plates and suspect information entered into the ALPR system will contain the following information at a minimum:

    (a) Entering Department member's name

    (b) Related case number

    (c) Short synopsis describing the nature of the originating call.

  (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: All data collected, is the property of the Campbell Police 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, it 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 but whose license plate(s) are visible from a public road, street, or 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 ALPR 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 ALPR 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 an consistent with the relevant collective bargaining agreements and Department policies.

463.4   DATA COLLECTION AND RETENTION

The Field ServicesDivision Commander 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.

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All ALPR data downloadedshould be stored for 30 daysThereafter, 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 to evidence.com.

463.5 ACCOUNTABILITY

All data will be closely safeguarded and protected by both procedural and technological means. The Campbell Police 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 ALPR data downloaded to the mobile workstation and in storage shall be accessible only through a login/password-protected system capable of documenting all access of information by name, date and time (Civil Code § 1798.90.52).

(b) All non-law enforcement requests for access to stored ALPR data shall be processed in accordance with applicable law.

(c) Members 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) ALPR system audits should be conducted on a regular basis.

(e) Members 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.

(f) Such ALPR data may be released to other authorized and verified law enforcement officials and agencies for legitimate law enforcement purposes.

(g) Every ALPR Detection Browsing Inquiry must be documented by either the associated Campbell Police case number or incident number, and/or a reason for the inquiry.

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

463.6 POLICY

The policy of the Campbell Police 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. The Campbell Police Department does not permit the sharing of ALPR data gathered by the City 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). It is not used for purposes prohibited under California law including but not limited to the California Values Act (SB54).

463.7 ALPR DATA DETECTION BROWSING AUDITS

It is the responsibility of the Field Services Division Captain or the Chief's designee to ensure that an audit is conducted of the ALPR detection browsing inquires 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 inquires conducted by department employees during the preceding six-month period and determine if each inquiry meets the requirements to established in policy section 463.5(g). The audit shall be documented in the form of an internal department memorandum to the Chief of Police. The memorandum shall include any data errors found so that such errors found can be corrected. After review by the Chief of Police, the memorandum and any associated documentation shall be filed and retained by the Field Services Division Captain.

463.8 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, using the following procedures:

(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 Field Services Division Commander or the authorized designee and approved before the request is fulfilled.

(c)   The approved request is retained on file.

(d)   Active data sharing can be authorized through mutual agency agreement.

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).

463.9 TRAINING

The Administrative Sergeantshould ensure 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).

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Unmanned Aerial System (UAS) Operations

614.1 PURPOSE AND SCOPE
The purpose of this policy is to establish guidelines for the use of an unmanned aerial system (UAS) and for the storage, retrieval and dissemination of images and data captured by the UAS.

614.1.1 DEFINITIONS
Definitions related to this policy include:

Unmanned Aerial System (UAS) - An unmanned aircraft of any type that is capable of sustaining directed flight, whether preprogrammed or remotely controlled (commonly referred to as an unmanned aerial vehicle (UAV)), and all of the supporting or attached systems designed for gathering information through imaging, recording or any other means.

614.2 POLICY
Unmanned aerial systems may be utilized to enhance the department's mission of protecting lives and property when other means and resources are not available or are less effective. Any use of a UAS will be in strict accordance with constitutional and privacy rights and Federal Aviation Administration (FAA) regulations.

614.3 PRIVACY
The use of the UAS potentially involves privacy considerations. Absent a warrant or exigent circumstances, operators and observers shall adhere to FAA altitude regulations and shall not intentionally record or transmit images of any location where a person would have a reasonable expectation of privacy (e.g., residence, yard, enclosure). Operators and observers shall take reasonable precautions to avoid inadvertently recording or transmitting images of areas where there is a reasonable expectation of privacy. Reasonable precautions can include, for example, deactivating or turning imaging devices away from such areas or persons during UAS operations.

614.4 PROGRAM COORDINATOR
The Chief of Police will appoint a program coordinator who will be responsible for the management of the UAS program. The program coordinator will ensure that policies and procedures conform to current laws, regulations and best practices and will have the following additional responsibilities:

- Coordinating the FAA Certificate of Waiver or Authorization (COA) application process and ensuring that the COA is current.

- Ensuring that all authorized operators and required observers have completed all required FAA and department-approved training in the operation, applicable laws, policies and procedures regarding use of the UAS.

- Developing uniform protocol for submission and evaluation of requests to deploy a UAS, including urgent requests made during ongoing or emerging incidents. Deployment of a UAS shall require authorization from the Chief of Police or the authorized designee, depending on the type of mission.

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- Developing an operational protocol governing the deployment and operation of a UAS including, but not limited to, safety oversight, use of visual observers, establishment of lost link procedures and secure communication with air traffic control facilities.

- Developing a protocol for documenting all missions.

- Developing a UAS inspection, maintenance and record-keeping protocol to ensure continuing airworthiness of a UAS, up to and including its overhaul or life limits.

- Developing protocols to ensure that all data intended to be used as evidence are accessed, maintained, stored and retrieved in a manner that ensures its integrity as evidence, including strict adherence to chain of custody requirements. Electronic trails, including encryption, authenticity certificates and date and time stamping, shall be used as appropriate to preserve individual rights and to ensure the authenticity and maintenance of a secure evidentiary chain of custody.

- Developing protocols that ensure retention and purge periods are maintained in accordance with established records retention schedules.

- Facilitating law enforcement access to images and data captured by the UAS.

- Recommending program enhancements, particularly regarding safety and information security.

- Ensuring that established protocols are followed by monitoring and providing periodic reports on the program to the Chief of Police.

614.5 USE OF UAS

Only authorized operators who have completed the required training shall be permitted to operate the UAS. The UAS is authorized to be deployed under certain circumstances these include, but are not limited to:

(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) Lost or missing persons;

(c) Rescue events;

(d) Disaster response and recovery;

(e) Suspected explosive devices;

(f) Fire/arson investigation;

(g) Post-incident crime scene preservation and documentation;

(h) Pursuant to a search warrant;

(i) Departmental videos (recruitment, PR, etc.);

(j)   Anytime a UAS would enhance public safety, improve operational safety, incident stabilization or incident mitigation as determined by the authorizing person;

(k)   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); and

(l)   In support of other law enforcement agencies or fire departments when the underlying mission meets the uses outlined in this policy.

Use of vision enhancement technology (e.g., thermal and other imaging equipment not generally available to the public) is permissible in viewing areas only where there is no protectable privacy interest or when in compliance with a search warrant or court order. In all other instances, legal counsel should be consulted.

614.6   PROHIBITED USE
The UAS video surveillance equipment shall not be used:

- To conduct random surveillance activities.

- To target a person based solely on actual or perceived characteristics, such as race, ethnicity, national origin, religion, sex, sexual orientation, gender identity or expression, economic status, age, cultural group, or disability.

- To harass, intimidate, or discriminate against any individual or group.

- To conduct personal business of any type.

The UAS shall not be weaponized.

614.7   RETENTION OF UAS DATA
Data collected by the UAS shall be retained as provided in the established records retention schedule.